



# CHINMAYA INTERNATIONAL FOUNDATION SHODHA SANSTHAN

**Adi Sankara Nilayam, Veliyanad, Ernakulam, Kerala-682313**

[Recognized as Adarsh Shodha Sansthan under the Scheme for financial assistance to institutions recognized as Adarsh Sanskrit Mahavidyalayas/Adarsh Shodha Sansthan being implemented by the Central Sanskrit University (Formerly Rashtriya Sanskrit Sansthan, under Ministry of Education, Government of India)]

## **APPLICATION PROFORMA FOR THE POST OF DIRECTOR (Professor's Grade)**

1. The application duly filled in the prescribed proforma along with all enclosures should reach the institution within the prescribed time by Registered/Speed Post.
2. No alteration / deletion / addition/change should be made in the prescribed contents of the form failing which the application will not be considered. Wherever required, this prescribed form can be expanded to fill up / furnish required information on the form itself.
3. All required information be filled up & furnished at appropriate space in the form. If no information is to be filled up, then there it should be written as NIL or Not Applicable.
4. Employed candidates should route their application through proper channel duly certified / forwarded as per Part II of the application as prescribed in the last page. The application received after the last date, due to postal delay or otherwise will not be considered.
5. Each page of the application should be signed by the candidate.

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### **PART – I**

Recent  
pass port  
size photo  
of the  
candidate

1. Name (in Block Letters) :
2. Father's Name
3. Mother's Name :
4. Date and Place of Birth :
5. Sex :
6. Marital status :
7. Nationality :
8. Indicate whether belongs to  
SC/ST/OBC/PwBD category :

Signature of the Candidate  
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9. Ex-Serviceman : Yes/No
10. Present Position held :
11. Present Emoluments :
- (i) Pay Band: AGP/GP/Basic Pay/Pay Matrix :
- (ii) Allowances :
- (iii) Total pay/emoluments :
12. Address for correspondence (with pin code) :
13. Permanent Address (with Pin code) :
14. Telephone & Mobile No :
15. Email :
16. Fields of Specialization under the Subject/Discipline -

**17. EDUCATIONAL QUALIFICATIONS DETAILS**

Examination/ Degree	Title of Degree/ Diploma	Specialization	Name of Board/ University	Year of Passing	Total Marks	Marks obtained	Division & Grade Percentage	Annexure No.
High School/ Sec. or equivalent								
Higher Secondary/ P.U.C or equivalent/ Senior Secondary/ Inter or equivalent								
Graduation/ B.A degree / Shastri or equivalent								
Post Graduation/ M.A. degree / Acharya or equivalent								
B.Ed. / Shiksha- Shastri or equivalent								
M.Ed. / Shiksha- Acharya or equivalent								
Textual criticism and Manuscript related courses								
Any other Qualification								

**18. RESEARCH DEGREE**

Examination/Degree	Subject	Name of University	Title of Thesis/Dissertation	Date of Submission Thesis/ Dissertation	Date of Award of degree	Annexure No.
M.Phil degree						
Ph.D or equivalent						
D.Litt.						

**19. A. LANGUAGES KNOWN**

Please indicate proficiency in speaking, writing and reading :-

Sl.No.	Languages	Speaking	Writing	Reading
1.	Sanskrit			
2.	Hindi			
3.	English			
4.	Any other (Pl. Specify)			

**B. SCRIPTS KNOWN**

Please indicate proficiency in writing and reading :-

Sl.No.	Script	Writing	Reading

**20. TEACHING/ RESEARCH EXPERIENCE**

Teaching Experience in College/ University/ School/other level	Name of the College University/Institution	Subject	Status (Permanent/ Adhoc/ Contract/ Guest)	Designation	Pay Scale, GP/Pay matrix Level, Total Emoluments	Period		Total Experience in Years And Months	Annexure No.
						From (date)	To (date)		

**21. ADMINISTRATIVE EXPERIENCE/ACADEMIC ADMINISTRATIVE EXPERIENCE**

Sl. No.	Name & address of organization	Designation	Nature of work	Period (Dates)		Pay Scale, GP/Pay matrix Level, Total Emoluments	Annexure No.
				From	To		

Signature of the Candidate

**22. KNOWLEDGE OF TEXTUAL CRITICISUM AND MANUSCRITLOGY:-**

Sl. NO.	Name of the Manuscript Edited/published	How many manuscript leafs Edited/Published and number of printed pages as a book format	Publisher Name	ISBN no.

**PART - 2**

**23. Research Paper published in UGC Approved Journal/ Peer-Reviewed Journal/ Referred Journals/ Non-Referred reputed journals/ CARE listed journals:**

Title Of Article/Research Paper	Name Of Journal	Journals published by	ISBN/ ISSN No.	Whether UGC Approved/ Peer-Reviewed /Referred/ CARE listed etc. details please	Impact Factor (if Applicable)	Annexure No.	API Score

**24. Publication other than Research papers:**

**(a) Books authored which are published**

Books authored (Complete Book/ Chapter in Edited book/Research Paper in Book)	Authorship (Sole Author/ Co-author/ Editor/Co-Editor/any other)	Title of Book/ Manuscript/ Journals	Details of Publisher (National/ International/ Foreign )	ISBN/ ISSN No.	Annexure No.	API Score

**(b) Translation works in India and Foreign Languages by Qualified Faculties**

Book Translation (Complete Book/ Chapter in book/ Research Paper of the Book)	Authorship (Sole Author/ Co-author/any other)	Indian Language/ Foreign Language (Mention the language name)	Title of Book/Chapter or Research Paper	Details of Publisher (National/ International/ Foreign )	ISBN/ ISSN No.	Annexure No.	API Score

**25. Creation if ICT mediated Teaching Learning Pedagogy and content and development of new and innovative courses and curricula:**

**a. Development of Innovative pedagogy**

Details of the Programme	Subject	Name of the Institution/University	Programme started from	Programme Ended	Annexure No.	API Score

**b. Design of new curricula and courses**

Details of the Course/Curricula	Subject	Name of the Institution/University	For which class/level	Course duration	Annexure No.	API Score

**c. Contribution towards the Development of MOOCs:-**

Name of the Course	subject	University/ Institution & Place	Sponsoring Agency (UGC/ GoI/others)	Contribution (Developed/ Conducted/ any other)	No of Quadrant /Modules / lecture developed	Content writer/ Subject matter expert/ Course Coordinator	Annexure No.	API Score

**d. Contribution towards the development of E-Content :-**

Name of the Course	subject	University/ Institution & Place	Sponsoring Agency (UGC/ GoI/any other)	Contribution (Developed/ Conducted/ any other)	Quadrant/ E-content module developed	Complete Course/ Paper/ e-book	Anne xure No.	API Score

**26. (a) Evidence of actively involved in guiding Ph.D students. (Research Guide)**

Level (Ph.D/M.Ed/ M.Phil./P.G./ D.lit)	Title of Thesis/ Dissertation	Name of University/ Campus	Act as Co-Guide/ Guide	Status (Awarded/ In Progress)	Ph.D Awarded date/ Date of Joining Ph.D. under	Annex ure No.	API Score

						<i>Guidance</i>		

**(b) & (c) Research Projects (minor or major) Completed/Ongoing.**

Type of Project (Major/ Minor) & (National/ International)	Funded By	Title of The Project	Amount	Duration of The Project (in Yrs.)	Status of the Project (Completed/ Progress)	Position in the Project (Principal Investigator/ Co-Principal Investigator/ Director/any status)	Annexure No.	API Score

**(d) Consultancy**

Title	Agency	Duration of The Project (in Yrs.)	Grant/ Amount mobilized in Lakhs	Status of the Project (Completed/ Progress)	Position in the Project	Annexure No.	API Score

**27. (a) & (b) Patents/ Policy Documents :**

Patent/Policy Document	Description/ Patent	Name of the International/ Central/ State Govt./ Local bodies	Annexure No.	API Score

**(c) Awards/Fellowship**

Name of the Award	Description	International/ Central/ State Govt./ Local bodies	Agency	Annexure No.	API Score

**28. International Exposure (International Conferences organized /attended, Academic Collaboration/ Invited lectures/ Resource Person/ Paper presentation in Seminars:**

Type (Seminar/ Conference/ Invited lectures)	Title of the programme	Paper resented/Participated/ Resource Person/ Other	Level (International- Abroad/International –within country/ National/State/ University)	Title of the Research paper	Date / Duration (From - To)	Organiser	Annexure No.	API Score

**PART - 3**

**29. Membership of Academic Bodies / Professional Bodies / Associations:-**

Name of the Organization/Body	National/ International	Date / Duration		Annexure No.
		From	To	

**30. Membership of Authorities and Bodies of University / Institutions.**

Name of the University/Institution	National/ International	Date / Duration		Annexure No.
		From	To	

**31. Your vision for the Chinmaya International Foundation Shodha Sansthan, Kerala – specify :  
achievable and realistic.**

[Not more than 200 words]

**32. Identify three areas that you will take up and make substantial progress during your tenure as  
Director, Chinmaya International Foundation Shodha Sansthan, Kerala.**

[Not more than 200 words]

**33. Brief write up regarding candidate's own suitability for the post applied.**

[Not more than 250 words]

**34. Names and contact details of three distinguished individuals well acquainted with Candidate :-**

<b>Sl. No.</b>	<b>Name</b>	<b>Contact details including Present Postal Address/ Phone number / Mobile number / E-mail</b>

**35. Other Relevant Information /Significant Contributions not mentioned earlier:**

I hereby declare that the information/documents enclosed along with this filled in Proforma provided by me are correct.

**Signature of Candidate**

**Place :**

**Date:**



**PART – II**

**FORWARDING NOTE BY THE EMPLOYER \***

It is certified that Prof./Dr..... of  
..... working in this institution from  
..... and .....

- 1) Information given in the above proforma is correct as per the service records of the applicant.
- 2) The applicant is clear from vigilance angle.
- 3) The integrity of the applicant is beyond doubt.
- 4) That no major/minor penalty has been imposed on the applicant during the last ten (10) years.
- 5) The cadre controlling authority of the applicant has given clearance to enable him/her apply for the post.
- 6) Attested copies of the last five (5) years of the applicant's Annual Confidential Report / Annual Performance Appraisal Report has been enclosed while forwarding this application.

Countersigned by the authorized signatory on behalf of the employer

\_\_\_\_\_  
\_\_\_\_\_

(Seal of the authorized signatory)

Place \_\_\_\_\_

Date \_\_\_\_\_

\* Wherever applicable

**Table-2****Calculating Academic/Research Score****Methodology for University and College Teachers for calculating Academic/Research Score.**

Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and Acknowledgments for patent filing and approval letters, students' Ph. D. award letter, etc.,

S.No.	Academic/Research Activity	Research Score	API Score claimed for the year by the Applicant (mention year )	API Score claimed by the Applicant	API Score evaluated by the Scrutiny Committee (Not to be filled by the Applicant)
1.	<b>Research Papers in Peer-Reviewed or UGC listed Journals</b>	10 per paper			
		<b>Total (1.)</b>			
2.	<b>Publications (other than Research papers)</b>				
	<b>a. Books authored which are published by;</b>				
	International publishers	12			
	National publishers	10			
	Chapter in Edited Book	05			
	Editor of Book by International Publisher	10			
	Editor of Book by National Publisher	08			
	<b>b. Translation works in Indian and Foreign Languages by qualified faculties</b>				
	Chapter or research paper	03			
	Book	08			
		<b>Total (2.)</b>			
3.	<b>Creation if ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula</b>				
	<b>a. Development of Innovative pedagogy</b>	05			
	<b>b. Design of new curricula and courses</b>	02 per curricular/course			
	<b>c. MOOCs</b>				
	Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)	20			
	MOOCs (developed in 4 quadrants) per module/lecture	05			

	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02			
	Course coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks/credit)	08			
<b>d. E-Content</b>					
	Development of e-content in 4 quadrants for a complete course/e-course	12			
	e-content ( developed in 4 quadrants) per module	05			
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02			
	Editor of e-content for complete course/paper/e-book	10			
		<b>Total (3.)</b>			
4.	<b>a. Research guidance</b>				
	Ph.D.	10 per degree awarded 05 per thesis submitted			
	M. Phil./P.G dissertation	02 per degree awarded			
<b>b. Research Projects Completed</b>					
	More than 10 lakhs	10			
	Less than 10 lakhs	05			
<b>c. Research Projects Ongoing</b>					
	More than 10 lakhs	05			
	Less than 10 lakhs	02			
	<b>d. Consultancy</b>	03			
		<b>Total (4.)</b>			
5.	<b>a. Patents</b>				
	International	10			
	National	07			
<b>b. *Policy document (Submitted to an International body/organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)</b>					
	International	10			
	National	07			

	State	04			
<b>c. Awards/Fellowship</b>					
	International	07			
	National	05			
		<b>Total (5.)</b>			
6.	<b>*Invited lectures/ Resource Person/paper presentation in Seminars/ Conference/ Full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)</b>				
	International (Abroad)	07			
	International (within country)	05			
	National	03			
	State/University	02			
		<b>Total (6.)</b>			
		<b>Total (1+2+3+4+5+6)</b>			

**The Research score for research papers would be augmented as follows:**

Peer Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list) :

Paper in refereed journals without impact factor - 5 points

Paper with impact factor less than 1 - 10 points

Paper with impact factor between 1 and 2 - 15 points

Paper with impact factor between 2 and 5 - 20 points

Paper with impact factor between 5 and 10 - 25 points

Paper with impact factor >10 - 30 points

Two authors: 70% of total value of publication for each author.

More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

Joint Projects: Principal Investigator and Co-Investigator would get 50% each.

**Note:**

Paper presented if part of edited book or proceeding than it can be claimed only once.

For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.

\*For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.

The research score shall be from the minimum of three categories out of six categories.