**Application form for promotion under Career Advancement Scheme (CAS) for Professors in all Departments / Schools of Mahatma Gandhi Central University**

**(As per UGC Regulations 2018)**

**For Promotion:**

Professor (Selection Grade / Academic Level 14) to Senior Professor (Academic Level 15)

# Application for promotion from Level 14 to Level 15

Paste Self-attested Recent Passport Size Photograph

Name : Department School: Notification Reference No. Date:

Date of Appointment: \_ Date of Confirmation: Period of Assessment for promotion: From to Date of appearing before the last selection committee (if appeared) Total Academic / Research Scores as per Appendix II, Table 2

(UGC Regulations 2018)

***NOTE: The* research *scores claimed by the applicant must be based on objectively verifiable criteria, and supported with documentary evidence.* Research *scores that cannot be verified will not be considered. PLEASE READ THE INSTRUCTIONS FOR EACH CATEGORY CAREFULLY, AND FOLLOW THEM.***

GENERAL INFORMATION AND ACADEMIC BACKGROUND

|  |  |  |  |
| --- | --- | --- | --- |
| **1.** | Name (in Block Letters) | : |  |
| **2.** | Category | : |  |
| **3.** | Father’s Name (in Block Letters) | : |  |
| **4.** | Mother’s Name (in Block Letters) | : |  |
| **5.** | Date of Birth and Age | : |  |
| **6.** | Gender | : |  |
| **7.** | Nationality | : |  |
| **8.** | Category (SC/ST/OBC/General) | : |  |
| **9.** | Current Designation | : |  |
| **10.** | Current Pay Scale & Grade Pay | : |  |
| **11.** | Date of Confirmation of Present Post | : |  |
| **12.** | Date of Initial Appointment and Stage with Pay Scale at MGCU | : |  |
| **13.** | Position, Stage and Grade Pay applied for | : |  |
| **14.** | Date of Last Promotion | : |  |
| **15.** | Date of Eligibility for Promotion | : |  |
| **16.** | Address for correspondence (with Pin Code) | : |  |
| **17.** | Permanent Address (with Pin Code) | : |  |
| **18.** | Mobile Telephone Number | : |  |
| **19.** | Landline Telephone Number (with code) | : |  |
| **20.** | E-Mail ID | : |  |

1. **Academic Qualifications (Graduation onwards):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualifications** | **College /**  **University** | **Year of**  **Passing** | **Marks Obtained**  **/Out of Or CGPA Grade** | **Class with**  **Percentage** |
| Graduate Degree (UG) |  |  |  |  |
| Post Graduate Degree (PG) |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Integrated iMA/iMSc/iMS  (UG-PG) |  |  |  |  |
| M. Phil. |  |  |  |  |
| Ph.D./D.Phil. |  |  |  |  |
| D.Sc./D.Litt. |  |  |  |  |
| Other Degrees (if any) |  |  |  |  |

1. **Record of academic service prior to joining The Mahatma Gandhi Central University Bihar (Please attach relevant certificates of service experience)**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Instituti on** | **Designatio n** | **Nature of appointment (Regular/ Fixed term/ Temporary/ Ad-**  **hoc/ Part-time)** | **Nature of Duties** | **Pay- Scale / Pay band and**  **AGP** | **Duration** | | **Experien ce** | **Required minimum qualification for the post** | **Highest degree obtained at the time of appointmen**  **t** | **Remarks** | **Encl. No.** |
| **From** | **To** |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |

1. **Post-Doctoral Research experience as research scientist, research associate etc. (in yrs):**
2. **Record of service in The Mahatma Gandhi Central University Bihar from Date of joining as regular teacher**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Level** | **Designation** | **Pay Scale and AGP** | **Duration** | | **Experience** | | **Remarks** | **Encl. No.** |
| **From (dd/mm/yyyy)** | **To (dd/mm/yyyy)** | **Year** | **Month** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Please clearly specify the period of Leave Without Pay (LWP) | | | | | | |  |  |

1. **Teaching Experience: P.G. Classes (in Years)** : Period: From to

**Ph.D. course work : ---------Period from -------------to -------------**

**Integrated :IMA/IMSc(in years ) : ---------Period from -------------to -------------**

**U.G. Classes (in Years) : Period from to**

* 1. **Research Experience (excluding M.Phil./Ph.D. duration)**
     1. **Total Number of years :\_**

: Period : Date from …….. to …………

1. **Years spent in M. Phil. :**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Period of M.Phil.** | | **Name of Institute/ University** | **Research Topic (Dissertation)** | **Date of Notification of result conferring the degree** | **Encl. No.** |
| **From** | **To** |
| **(1)** | | **(2)** | **(3)** | **(4)** |  |
|  |  |  |  |  |  |

1. **Years spent in Ph.D. :**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Period of Ph.D.** | | **Name of Institute/ University** | **Research Topic (Dissertation)** | **Date of Notification of result conferring the degree** | **Encl. No.** |
| **From** | **To** |
| **(1)** | | **(2)** | **(3)** | **(4)** |  |
|  |  |  |  |  |  |

* + 1. **Years of Guiding Ph.D. / M. Phil. :**
    2. **(a) Total No. of papers Published: i International Journals ………….**
       1. **National Journals ………….**
       2. **State level Journals Total ……………….**

**(**Not Abstract but Full paper only)

(b) List of ten best publications published in the last ten years to be considered for assessment

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S. No.** | **Title of the article** | **Journal Name** | **Volume** | **Issue** | **Page** | **DOI** |
| **1** |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |
| **6** |  |  |  |  |  |  |
| **7** |  |  |  |  |  |  |
| **8** |  |  |  |  |  |  |
| **9** |  |  |  |  |  |  |
| **10** |  |  |  |  |  |  |

* + - 1. **Total No. of Conferences/Seminars/Workshops Attended and papers presented**
         1. **International :** Attended ………attended and papers presented………
         2. **National :** Attended ………attended and papers presented………
         3. **State Level :** Attended ………attended and papers presented………

Total ……………attended …… attended and presented ……….

* 1. **Awards /Prizes/Honours/Recognitions :**

**1.**

**2.**

**3.**

* 1. **Fields of Specialization in the Subject/Discipline a)**

b)

* 1. **Orientation/Refresher Course attended (Only UGC Recognized): (Attach certificates)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sr. No** | **Particulars** | **Place** | **Duration** | | **Sponsoring Agency** | **Encl. No.** |
| **from** | **To** |
| **01** |  |  |  |  |  |  |
| **02** |  |  |  |  |  |  |
| **03** |  |  |  |  |  |  |

* 1. **Any other Training Program/Summer School / Workshops/ QIP/ FIP etc. attended: (Attach certificates)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sr. No** | **Particulars** | **Place** | **Duration** | | **Sponsoring Agency** | **Encl. No.** |
| **from** | **To** |
| **01** |  |  |  |  |  |  |
| **02** |  |  |  |  |  |  |
| **03** |  |  |  |  |  |  |

* 1. **Your vision for the Department / School:**
  2. **Your contribution to the Department /School/Discipline and University:**
  3. **Future Academic Development Plan for self as well as Department /School:**
  4. **Any other relevant information highlighting the significant academic achievements in the last ten years (supporting documents to be enclosed):**

**PART-B**

**Brief Note**: Based on the teacher’s self-assessment, Grading criteria and Scores and or publications. The minimum Grading criteria and scores and or publications required by teachers from this category is different for different levels of promotion. The self- assessment grades, scores and or publications should be based on objectively verifiable records. It shall be finalized by the screening cum evaluation

/ selection committee. Universities may detail the activities, in case institutional specificities require, adjust the weightage without changing the minimum total scores required.

(As per UGC Regulations 2018, Appendix II, Table 1: Assessment Criteria and Methodology for University/College Teachers.)

A: Teaching experience (attach supporting documents)

1. Date of appointment / promotion as Professor:
2. Details of leave without pay during the tenure as Professor, if any:
3. Number of years of experience as Professor as on date of notification of CAS:
4. Details of teaching experience as Professor:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S. No. | Name of the institution | From (dd/mm/YYYY) | To (dd/mm/YYYY) | Duration of  experience in | | Remarks |
| Years | Months |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Total duration of experience | | | |  |  |  |

**B:** **ACADEMIC / RESEARCH SCORE. (As per UGC Regulations 2018, APPENDIX II, AND TABLE 2: Methodology for University and College Teachers for calculating Academic/ Research Score.)**

1. **RESEARCH PAPERS IN PEER-REVIEWED OR UGC LISTED JOURNALS:**

**(Max. Score - [08 + augmented score (if any) per paper for Faculty of Sciences/Engg./ Agri./ Medical/ Veterinary Sc.)**

**(10 + augmented score (if any) per paper for Faculty of Languages/Humanities/Arts/ Social Sciences/ Library/ Education/ Commerce/ Management & other related disciplines)**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Title of the Research Paper** | **Name of the Journal** | **Vol., PP No. & Year** | **Impact Factor\*** | **Number of authors** | **Type of Authorship (First author/corresponding author/principal/co-author)** | **Sr. No. in UGC listed Journals** | **Claimed Score** | **Verified by the Committee** | **Encl.**  **No.** |
|  |  |  |  |  |  |  |  |  |  |  |
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**\***Impact factor to be determined as per Thomson Reuters list.

1. **PUBLICATIONS (other than Research papers)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Title of the Book** | **Author** | **Co-Author(s)** | **Name of the Publisher, Month, Year** | **ISBN / ISSN** | **Claimed Score** | **IQAC Verified Score** | **Encl. No.** |
| 1. **BOOKS AUTHORED WHICH ARE PUBLISHED BY:** | | | | | | | | |
| **International publishers (Max. Score : 12 per book for single author)** | | | | | | | | |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **National publishers (Max. Score : 10 per book for single author)** | | | | | | | | |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Chapter in Edited Book (Max. Score : 05 per chapter for single author)** | | | | | | | | |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Editor of Book by International Publisher (Max. Score : 10 per book for single author)** | | | | | | | | |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Editor of Book by National Publisher (Max. Score : 08 per book for single author)** | | | | | | | | |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| 1. **TRANSLATION WORKS IN INDIAN AND FOREIGN LANGUAGES BY QUALIFIED FACULTIES** | | | | | | | | |
| **CHAPTER OR RESEARCH PAPER (Max. Score : 03 per work)** | | | | | | | | |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **BOOK (Max. Score : 08 per work)** | | | | | | | | |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

**Note:** Attach front, index and back pages justifying the claim showing the ISBN/ISSN No.

1. **CREATION OF ICT MEDIATED TEACHING LEARNING PEDAGOGY AND CONTENT AND DEVELOPMENT OF NEW AND INNOVATIVE COURSES AND CURRICULA.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No.** | **Activity\*** | **Claimed Score** | **Verified by the Committee** | **Encl. No.** |
| **(a) DEVELOPMENT OF INNOVATIVE PEDAGOGY (Max. Score : 05 per Pedagogy)** | | | | |
|  |  |  |  |  |
|  |  |  |  |  |
| **(b) DESIGN OF NEW CURRICULA AND COURSES (Max. Score : 02 per curricula/course)** | | | | |
|  |  |  |  |  |
|  |  |  |  |  |
| **(c) MOOCs** | | | | |
| **Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/credit)** {Max Score : 20} | | | | |
|  |  |  |  |  |
|  |  |  |  |  |
| **MOOCs (developed in 4 quadrant) per module/lecture** {Max Score : 05} | | | | |
|  |  |  |  |  |
|  |  |  |  |  |
| **Content writer/subject matter expert for each module of MOOCs (at least one quadrant)** {Max Score : 02} | | | | |
|  |  |  |  |  |
|  |  |  |  |  |
| **Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)** {Max Score : 08} | | | | |
|  |  |  |  |  |
|  |  |  |  |  |
| **(d) E-CONTENT** | | | | |
| **Development of e-Content in 4 quadrants for a complete course/e-book** (Max Score : 12) | | | | |
|  |  |  |  |  |
|  |  |  |  |  |
| **e-Content (developed in 4 quadrants) per module** (Max Score : 05) | | | | |
|  |  |  |  |  |
|  |  |  |  |  |
| **Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)** (Max Score : 02) | | | | |
|  |  |  |  |  |
|  |  |  |  |  |
| **Editor of e-content for complete course/ paper /e-book** (Max Score : 10) | | | | |
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|  |  |  |  |  |

\* Each activity should be claimed by the applicant with supporting documents.

1. **(a) RESEARCH GUIDANCE - Ph.D. awarded / Thesis submitted\***

(Max. Score : 10 per degree awarded)  **(**Max. Score : 05 per thesis submitted )

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Name of the Scholar | Title of the Thesis | Awarded / Thesis submitted | University | Month and Year | Claimed Score | Verified by the Committee | Encl. No. |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

\* Submit Ph.D. Notification/Certificate of Submission

**M.Phil./P.G. awarded \*** (Max. Score : 02 per degree awarded)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Name of the Scholar | Title of the Dissertation/Thesis | M.Phil. / P.G. | University | Month and Year | Claimed Score | Verified by the Committee | Encl. No. |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

\* Submit M.Phil./P.G. Notification /Certificate of awarded

1. **RESEARCH PROJECTS COMPLETED**

(Max. Score : 10 for more than 10 Lakhs) (Max. Score : 05 for less than 10 Lakhs)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Title of the Project  (More than 10 lakhs) | Names of PI and co-PI | Funding Agency | Grant Sanctioned | Duration | | Claimed Score | Verified by the Committee | Encl. No. |
|  | From | To |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| Sl. No. | Title of the Project  (Less than 10 lakhs) |  | Funding Agency | Grant Sanctioned | Duration | | Claimed Score | IQAC Verified Score | Encl. No. |
|  | From | To |
|  |  |  |  |  |  |  |  |  |  |
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1. **RESEARCH PROJECTS ONGOING:**

(Max. Score : 05 for more than 10 Lakhs) (Max. Score : 02 for less than 10 Lakhs)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Title of the Project  (More than 10 lakhs) | Names of PI and co-PI | Funding Agency | Grant Sanctioned | Duration | | Claimed Score | Verified by the Committee | Encl. No. |
|  | From | To |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| Sl. No. | Title of the Project  (Less than 10 lakhs) |  | Funding Agency | Grant Sanctioned | Duration | | Claimed Score | Verified by the Committee | Encl. No. |
|  | From | To |
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1. **CONSULTANCY (Max. Score : 03 per consultancy project)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Title and Nature of the Project | Agency to it is offered | Grant Component | Duration | | Claimed Score | Verified by the Committee | Encl. No. |
| From | To |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

1. **(a) PATENTS (Max. Score : 10 for International) (Max. Score : 07 for National)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No. |  | Details of Patent | International/ National | Year | Claimed Score | Verified by the Committee | Encl. No. |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**(b) \*Policy Document (Submitted to an International body/organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)**

**(Max. Score : 10 for International)**

**(Max. Score : 07 for National)**

**(Max. Score : 04 for State)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Details of Policy Document | International/ National / State | Year | Claimed Score | Verified by the Committee | Encl. No. |
|  |  |  |  |  |  |  |
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**(c) Awards/Fellowship**

**(Max. Score : 07 for International)**

**(Max. Score : 05 for National)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sr. No. | Name of the Award / Fellowship | Awarding Institute/  Organization | International/ National / | Date Awarded | Claimed Score | Verified by the Committee | Encl. No. |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

1. **\*INVITED LECTURES / RESOURCE PERSON/ PAPER PRESENTATION IN SEMINARS/ CONFERENCES/FULL PAPER IN CONFERENCE PROCEEDINGS (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)**

**International (Abroad) : Max. Score - 07 per contribution**

**International (within country) : Max. Score - 05 per contribution**

**National :Max. Score - 03 per contribution**

**State level/University level :Max. Score - 02 per contribution**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sr. No. | Title | Name of the Event | Invited/Oral/Poster | Organiser/  Institute | Duration | International(Abroad)/International(within country) / National / State / University level | Claimed Score | Verified by the Committee | Encl. No. |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

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) :

i) Paper in refereed journals without impact factor - 5 Points

ii) Paper with impact factor less than 1 - 10 Points

iii) Paper with impact factor between 1 and 2 - 15 Points

iv) Paper with impact factor between 2 and 5 - 20 Points

v) Paper with impact factor between 5 and 10 - 25 Points

vi) Paper with impact factor >10 - 30 Points

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

(b) 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 then 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.

**Other Relevant Information**

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier.

|  |  |
| --- | --- |
| **S. No** | **Details (Mention Year, Value etc. where relevant)** |
|  |  |
|  |  |
|  |  |

(Attach documentary proof in support of the information provided by you in this proforma)

**List of Enclosures**: (Please attach, copies of certificates, sanction orders, papers etc. wherever necessary)

1.

2.

3.

4.

5.

6.

7.

8.

9.

I hereby declare that the information provided by me in the Annual Performance Assessment Report is true and verifiable as per the copies of the documents enclosed and I understand that in the event of any information being found false, incomplete or incorrect my candidature is liable to be cancelled.

**Date**: **Signature of the Candidate**

**APPLICANT CLAIMED SCORE**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Summary of Total Claimed Score (1+2+3+4+5+6)  Assessment Period from\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |
| **Year** | **Claimed Score** | | | | | | **Total**  **Claimed Score** |
| **Entire Assessment Period** | **1** | **2** | **3** | **4** | **5** | **6** |
| from\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |  |  |  |
| **Total Claimed Score** |  |  |  |  |  |  |  |

**IQAC Verified Score**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Summary of Total Claimed Score (1+2+3+4+5+6)  Assessment Period from\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |
| **Year** | **Claimed Score** | | | | | | **Total**  **Claimed Score** |
| **Entire Assessment Period** | **1** | **2** | **3** | **4** | **5** | **6** |
| from\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |  |  |  |
| **Total Claimed Score** |  |  |  |  |  |  |  |

**Declaration**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby solemnly certify that the information provided in this application form is true and correct to the best of my knowledge and belief.

**Place: Signature of the applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: Designation**

**Forwarded by:**

|  |  |
| --- | --- |
| **Head of the Department** | **Dean** |
| **Department of …………………** | **School of …………..………..** |