



## **Instructions to fill the online Application Form:**

1. Online Application form filling in 3 steps  
**Step 1:** Registration  
**Step 2:** Fee payment  
**Step 3:** Filling of Application Form
2. Before filling **Online Application** Form please keep ready the following documents (as Applicable) in PDF form (In case of multiple documents in one category, merge into a single PDF).
  - i. Photo of the candidate (only .jpg format)
  - ii. Educational Qualifications
  - iii. Category/PWD Certificate (SC, ST, OBC-NCL, EWS, PWD )
  - iv. External Sponsored R&D Projects
  - v. Consultancy Projects
  - vi. Ph.D. Students guided
  - vii. Journal papers indexed in SCI / Scopus / Web of Science. (Candidates are required to give the hyperlink of one of their best paper published in the past 3 years).
  - viii. Conference paper indexed in SCI / Scopus / Web of Science Conference / Internationally renowned conference.

### ***Functional Responsibilities at the Institute/College Level***

- ix. HoD, Dean, Chief Warden, Professor In-charge (Training and Placement Section), Advisor (Estate), CVO, Professor In-charge (Exam.), TEQIP (Coordinator).
- x. Warden, Assistant Wardens, Associate Dean, Chairman / Convener Institute academic committees, faculty In-charge computer center, IT Services / library / Admission / student activities and other institutional activities.
- xi. Chairman and convener of different standing committees, special committee, faculty In-charges of different units or equivalent.

### ***Functional Responsibilities at the Department Level***

- xii. Department activities identified by HoD like lab In-charges, or department level committee.
- xiii. Workshop / FDP /Short-term courses of minimum 05 working days duration offered as coordinator or convener.
- xiv. For conducting national programs like GIAN etc. as course coordinator
- xv. National / International conference organized as Chairman / Secretary
- xvi. Length of service over and above the relevant minimum teaching experience required for a given cadre.
- xvii. Establishment of new laboratories
- xviii. Theory teaching of over and above 6 credit hrs. course
- xix. PG Dissertations Supervised
- xx. UG Projects Guided
- xxi. Text / Reference book published on relevant subjects from reputed International publishers.
- xxii. Text / Reference book published on relevant subjects from reputed national publishers or book chapters in the books published by reputed international publishers
- xxiii. Significant outreach Institute out Activities
- xxiv. Fellow IEEE, FNA, FNAE, FNASc
- xxv. Placement percentage (only for the placement cell offers/faculty in-charge of placement)
- xxvi. Latest Resume/ CV, Teaching plan and Research plan

3. All the candidates are required to upload a Teaching and Research plan in the online application, separately.

**Teaching Plan:** Candidates are required to give the following as part of Teaching Plan.

- i) Provide a list of at least 3 core courses that are handled UG & PG level (should be ready as to teach as decided by the Committee).
- ii) An expanded statement of teaching objectives and long-term interests in coursework development.
- iii) For those with prior teaching experience, the student feedback ratings and profiles of at least two best courses taught by the candidate (Profile should contain course outline, teaching plan followed, novel methods used if any including online activity or group activity).
- iv) Details of any academic awards and participation in Faculty Development Programs as a participant or as a resource person.

**Research Plan:** Expanded statement of the research plan is to include the following.

- i) Highlighting the current and past research interests of the candidate including any significant achievements
- ii) Future Research Plans in the short term and long terms (should plan for proposing a project at Interdisciplinary domain)

**4. Strictly adhere to following step-wise instructions while filling the Form: Flow chart**

Fill all the details (required) at once on a page and save it using the SAVE button given at the bottom of the page

Go to the next part of the form using the NEXT button given at the bottom of the page.

Keep ready all self-attested Enclosures in PDF format

Attach only pdf document wherever asked for

All the documents related to an Annexure (Ex. Qualifications) should be merged into a single pdf (i.e. UG/PG/Ph.D) and then you should upload it as a single file.

In the case of Journal/Conference papers, only the first page of each Journal/Conference paper should be scanned and merged.

At the end, upload your Resume without enclosures, Teaching plan, and Research Plan.

After filling/uploading and saving all the pages of the form, your application details will be completed.

You can print your Application form, Annexures from Summary /Print Page.

(You can modify the data after saving any no.of times but before final submission)