

Recruitment file.

From Director General Higher Education,
Haryana, Panchkula.

To

1. Registrar, Kurukshetra University, Kurukshetra.
2. Registrar, Maharishi Dayanand University, Rohtak.
3. Registrar, Ch. Devi Lal University, Sirsa.
4. Registrar, Bhagat Phool Singh Mahila Vishvidyalaya, Khanpurkalan (Sonapat).
5. All the Principals of Govt./ Non Govt. Aided Colleges in the State.

Memo No. 8/36-2009 CIV (3)
Dated, Panchkula the: 25-6-13
Subject: Revised criteria for the selection of Principals & Asstt. Professors in the Non- Government Aided Colleges in the State of Haryana.

*** **
In continuation of this office Memo No. 8/36-2009 C-IV (3) dated 6-8-2010 on the subject cited above.

The matter regarding revision of criteria for the selection of Principals and Asstt. Professor in the Non- Govt. Aided Colleges was under consideration of the State Govt. After due consideration, the State Government has revised the criteria for the selection of Principals and Asstt. Professors in Non- Govt. Aided Colleges. The copies of the revised criteria are enclosed for strict compliance in future recruitments. Both these criteria will be applicable with immediate effect.

Principals
Deputy Director-IV
for Director General Higher Education
Haryana, Panchkula.

Enclt. No. Even

Dated, Panchkula the: 25-6-13

A copy of the above is forwarded to the following for information and necessary action-

1. Secretary, UGC, New Delhi.
2. Accountant General(Accounts) Haryana and Accountant General (Audit) Haryana, Chandigarh.

Principals
Deputy Director-IV
for Director General Higher Education
Haryana, Panchkula.

FOR SCIENCE AND PRACTICAL SUBJECTS

Subject: Criteria for the selection of Principals in the Govt. Aided Private Colleges in the State of Haryana.

Criteria Distribution	Marks Distribution
(A) Academic Background	(25%) Marks
(B) Assessment of Teaching Experience and Managerial Skills	(30%) Marks
(C) Research performance based on API Score & quality of publication	(25%) Marks
(D) Interview Performance	(20%) Marks

Total 100 Marks

A.) Academic Record		Maximum 25 Marks
(i)	Essential eligibility qualifications: 55% marks at P.G. level with Ph.D. (For SC candidates 50% marks at P.G. level with Ph.D.)	0 Mark
(ii)	55%+ to 65%	0 Mark
(iii)	65%+ and above	15 Marks
		01 Mark for each additional percentage point
		Maximum 15 Marks shall be awarded to 80% and above.
		0.5% and above shall be rounded off to next percentage point and below 0.5% shall be rounded to the lower percentage point for the purpose of giving weightage. However no rounding off marks be done for deciding eligibility.
Good Academic Record		
(iv)	The candidate with consistent good academic record i.e. throughout 60% and above marks in all examination i.e. 10, Prep. or +2, B.A.	10 Marks
(v)	60% and above marks in any two of the examinations i.e. B.A.; Prep. or +2; Matric.	06 Marks
(vi)	60% and above marks in one of the lower examinations i.e. B.A.; Prep. or +2; Matric.	03 Marks
B.) Assessment of Teaching Experience and Managerial Skills		Maximum 30 Marks *
(i)	15 years experience being essential qualification.	0 Mark
(ii)	Above 15 years experience	01 Mark for each year to the maximum of 5 marks
(iii)	Experience as officiating Principal	01 Mark for each semester (max. 4 Marks)
(iv)	NCC (ANO)	01 Mark for each academic session
(v)	NSS (Programme Officer)	01 Mark for each academic session
(vi)	Controller of Exams	01 Mark for each academic session

(vii)	Hostel Warden/Supdt.	01 Mark for each academic session
(viii)	Bursar	01 Mark for each academic session
(ix)	Incharge Time Table	01 Mark for each academic session
(x)	Incharge Women Cell	01 Mark for each academic session
(xi)	Incharge SC/ST Committee	01 Mark for each academic session
(xii)	Incharge Placement Cell/E.W.Y.L Committee	01 Mark for each academic session
(xiii)	Editor in Chief/College Magazine/Convenor prospectus Committee.	01 Mark for each academic session
(xiv)	Incharge culture. affairs	01 Mark for each academic session
(xv)	Incharge Sports/Games	01 Mark for each academic session
✓ (xvi)	Member Advisory Council	01 Mark for each academic session
(xvii)	Incharge Discipline Committee	01 Mark for each academic session
(xviii)	Convenor NAAC/UGC/QAC	02 Marks per term
(xix)	Staff representative to local Governing Body/VC Nominee on College governing body.	01 Mark per term
(xx)	Convenor Purchase and Disposal Committee	01 Mark for each academic session
(xxi)	Convenor Construction Committee	01 Mark for each academic session
(xxii)	Coordinator/ Organising, Secy. of International/ National/ State level Seminars/Conferences/ Functions/Events	01 Mark for each event
(xxiii)	University works Incharge	01 Mark for each academic session
	C.) Research Performance	Maximum 25 Marks
(i)	Consolidated API points from Category 3 upto 400 points, no marks will be given. Points more than 400 will be assigned 1 mark for each 10 API points upto a maximum of 40 marks. The API Score table for the Principal is given in Annexure -A.	
	D.) Interview	20 Marks**
(i)	Knowledge of Service and Financial Rules, ICT Tools.	10 Marks
(ii)	Decision Making, Leadership & Communication Skills	05 Marks
(iii)	Overall personality	05 Marks
	TOTAL	100 Marks

* Only one benefit will be allowed in one academic session in respect of B. The In-charge /convenor will be given mark/marks allotted to the concerned committee. The member of the committee, wherever member has not been mentioned in the above list of committees, will also be

allowed 0.25 marks for each membership upto a maximum of 1 mark in total for each academic session. It is further clarified that if a person repeats to be the convenor/member of a specific committee for a number of years, the maximum years for each committee should be considered upto 2 years only.

** Performance in interviews shall also be assessed in terms of knowledge of Service & Financial Rules, Decision making, Leadership, Communication skills & using ICT tools in teaching etc apart from the Academic achievements and Overall personality. The each member of the selection committee will assess the candidate and will assign marks individually in all the three categories mentioned at D above. Out of marks allotted to each category and average of marks awarded by all the members of the selection committee will be added to the credit of candidates for selection.

NOTES

- (I) UGC instructions and relevant service rules will be followed in the recruitment process.
- (II) Teaching experience may be considered only of those candidates who have taught the concerned subject (Ans/Sc./Com./B.Ed.) after acquiring the eligibility qualification.
- (III) For Lecturers appointed in B.Ed. colleges, equal weightage is to be given to percentage in M.A/M.Sc./M.Com. and to M.Ed.
- (IV) For SC candidates the weightage of marks shall be given at par on acquiring marks vis per the above criteria.

Annexure - 'A'

API SCORE TABLE FOR DIRECT RECRUITMENT OF PRINCIPALS OF GOVT. AIDED PRIVATE COLLEGES IN HARYANA
Category II: Research and academic contributions

Brief Explanation: Based on the teacher's self assessment, API scores are prepared for research and academic contributions. The self assessment score will be based on verifiable criteria and will be finalized by the screening /selection committee.

Sr. No.	APIs	Faculties of Arts & Language /Social Science/Life Sciences /Sciences/ Education / Comm. & Mgt.	Max. Points for College Principals.		
			API Score	Self Appraisal score +	Vert. Fed. API Score
III A	Research papers* Published in :-	Refereed Journals with impact factor 5 and above	45/Publication		
		Refereed Journal with impact factor between 2 and 5	35/Publication		
		Refereed Journal with impact factor between 1 and 2	25/Publication		
		Refereed and Indexed Journals	20/Publication		
		Refereed Journals, (Fine arts : Participation in international exhibition /workshop with one's own work - 15 points each)	15/Publication		
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers. (Fine arts : Participation in international exhibition /workshop with one's own work - 10 points each; state level -5 points each)	10/Publication		
		Conference proceedings as full papers, etc. (Abstracts not to be included)	10/Publication		
III B	Research Publications* (books, Chapters in books, other than refereed journal articles)	Text or Reference Books published by International Publishers with an established peer-review system with ISBN.	30/Sole author (book) and 15 each chapter in an edited book		

		Subject books by National level publishers / state and Central govt. Publications with ISBN/ISSN numbers. (Fine Arts: Solo exhibition of one's own work-25 points each)	25/sole author (book) and 5 each chapter in an edited book		
		Subject books by other local publishers with ISBN/ISSN numbers	15/ sole author (book) and 3 each chapter in an edited book		
		Chapter contributed to edited knowledge based volumes published by international Publishers with ISBN	10/ chapter		
		Chapter in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories.	5 /Chapter		
BIC	Research Projects				
	(a) Sponsored projects carried out/ongoing	(a) Major project (amount mobilized with grant above Rs. 5.00 lakhs)	20/Project		
		(b) Major projects (amounts mobilized with grants above Rs. 1.00 lakhs upto Rs. 5.00 lakhs)	15/ Project		
		(c) Minor projects (amounts mobilized with grants above Rs. 25000 upto Rs. 1.00 lakhs)	10 /Project		
	(ii) Consultancy Projects carried out/on going	Amount mobilized with minimum of Rs. 2.00 lakhs	10 per every Rs. 2 lakhs		
		Amount mobilized between Rs. 10000/- and Rs. 1.30 lakhs	5 for each project		
	(iii) Completed projects quality evaluation	Completed project report (Accepted by Funding Agency)	20/ each major project and 10/ each minor project		
	(iv) Projects outcome/outputs	Major Policy document of Govt. Bodies at Central and State level	30/ each national level output; 50/ each for international level		
III D	Training Courses and conference/Seminar/Symposium/Workshop papers.				
	(i) Refresher courses, Methodology workshop, training, teachers Learning Evaluation Technology Programmes, Soft skills development Programmes, Faculty Development Programmes (max. 30 points)	Not less than two weeks duration. One week duration. Less than one week duration	20/ each 10/ each 5/each		
	(ii) Papers in conferences / seminars/Symposia/ workshops etc. **	Participation and presentation of research papers (oral/ poster) in International Level National Level Regional/ State Level Local- University/ College Level	10/ each 7.5/ each 5/ each 3/ each		
	(iii) Invited for conferences /seminars/ workshop/ symposia to deliver lectures/ Chair sessions	International Level National Level Regional/ State Level Local-University /College Level	10 /each 7.5 /each 5 /each 3 /each		

* To be filled by the candidate.

• For office use only.

• The API for joint publications will have to be calculated in the following manner. Of the total score for the relevant category of publication by the concerned teacher the First/Principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by the other authors. For example, if the total score for a publication is 10 (100), then the First/Principal author, the corresponding author, supervisor, co-supervisor and mentor would get 4 points each and the other authors would get 2 points each.

• API Score for III (D) (II) will be claimed solely by the author who participated and presented the paper (oral/poster). However, if a paper presented in Conference /Seminar is published in the form of proceedings, the points would accrue for the publication (II) (a) and not under presentation III (D) (II).

Note: Date of publication of research paper will be 1st January in case of journals published annually, 1st day of the half year in case of journals published half yearly, 1st day of the quarter in case of journals published quarterly, 1st day of the month in case of journals published monthly and likewise.

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FOR HUMANITIES (NON PRACTICAL SUBJECTS) AND COMMERCE

Subject: Criteria for the selection of Principals in the Govt. Aided Private Colleges in the State of Haryana.

Criteria Distribution	Marks Distribution
(A) Academic Background	(25%) Marks
(B) Assessment of Teaching Experience and Managerial Skills	(30%) Marks
(C) Research performance based on API Score & quality of publication	(25%) Marks
(D) Interview Performance	(20%) Marks

Total 100 Marks

A.) Academic Record		Maximum 25 Marks
(i)	Essential eligibility qualifications: 55% marks at P.G. level with Ph.D. (For SC candidates 50% marks at P.G. level with Ph.D.)	0 Mark
(ii)	55%+ to 60%	0 Mark
(iii)	60%+ and above	15 Marks 01 Mark for each additional percentage point Maximum 15 Marks shall be awarded to 75% and above. 0.5% and above shall be rounded off to next percentage point and below 0.5% shall be rounded to the lower percentage point for the purpose of giving weightage. However no rounding off marks be done for deciding eligibility.
Good Academic Record		
(iv)	The candidate with consistent good academic record i.e. throughout 60% and above marks in all examination i.e. 10, Prep. or +2, B.A.	10 Marks
(v)	60% and above marks in any two of the examinations i.e. B.A., Prep. or +2, Matric.	06 Marks
(vi)	60% and above marks in one of the lower examinations i.e. B.A., Prep. or +2, Matric.	03 Marks
B.) Assessment of Teaching Experience and Managerial Skills		Maximum 30 Marks *
(i)	15 years experience being essential qualification.	0 Mark
(ii)	Above 15 years experience	01 Mark for each year to the maximum of 5 marks
(iii)	Experience as officiating Principal	01 Mark for each semester. (max. 4 Marks)
(iv)	NCC (AND)	01 Mark for each academic session
(v)	NSS (Programme Officer)	01 Mark for each academic session
(vi)	Controller of Exams	01 Mark for each academic session

		Subject Books by National level publishers /State and Central govt. Publishers with ISBN/ISSN numbers. (Fine Arts) Solo exhibition of one's own work-25 points each)	15/Sole author (book) and 3 each chapter in an edited book		
		Subject books by other local publishers with ISBN/ISSN numbers	15/ sole author (book) and 3 each chapter in an edited book		
		Chapter contributed to edited knowledge based volumes published by international Publishers with ISBN	10/ chapter		
		Chapter in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories.	5/Chapter		
III C	Research Projects				
(i)	Sponsored projects carried out/ongoing	(a) Major project (amount mobilized with grant above Rs. 5.00 lakhs)	20/Project		
		(b) Major projects (amounts mobilized with grants above Rs. 3.00 lakhs upto Rs. 5.00 lakhs)	15/ Project		
		(c) Minor projects (amounts mobilized with grants above Rs. 25000 upto Rs. 3.00 lakhs)	10 / Project		
(ii)	Consultancy Projects carried out/ongoing	Amount mobilized with minimum of Rs. 2.00 lakhs	10 per every Rs. 2 lakhs		
		Amount mobilized between Rs. 10000/- and Rs. 1.00 lakhs	5 for each project		
(iii)	Completed projects quality evaluation	Completed project report (Accepted by Funding Agency)	10/ each major project and 10/ each minor project		
(iv)	Projects outcome/outputs	Major Policy document of Govt. Bodies at Central and State level	30/ each national level output, 50/ each for international level		
III D	Training Courses and conferences/Seminar/Symposium/Workshop papers.				
(i)	Refresher courses, Methodology workshop, training teachers Learning Evaluation Technology Programmes, Soft skills development Programmes, Faculty Development Programmes (max. 30 points)	Not less than two weeks duration. One week duration. Less than one week duration	20/ each 10/ each. 5/each		
(ii)	Papers in conferences / Seminars/Symposia/ workshops etc.**	Participation and presentation of research papers (oral/ poster) in International Level National Level Regional/ State Level Local-University/ College Level	10/ each 7.5/ each 5/ each 3/ each		
(iii)	Invited for conference /seminars/ workshop/ symposia to deliver lectures/ Chair sessions	International Level National Level Regional/ State Level Local-University /College Level	10 /each 7.5 /each 5 /each 3 /each		

* To be filled by the candidate.

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 - * The APT for joint publications will have to be calculated in the following manner. Of the total score for the relevant category of publication by the concerned teacher the First/Principal author and the co-corresponding author/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by the other authors. For example, if the total score for a publication is 10 (say), then the First/Principal author, the corresponding author, supervisor, co-supervisor and mentor would get 6 points each and the other authors would get 4 points each.
 - ** APT Score for III (D) (R) will be claimed solely by the author who participated and presented the paper (oral/poster). However, if a paper presented in Conference /Seminar is published in the form of proceedings, the points would accrue for the publication (III) (A) and not under presentation III (D) (R).
- Note: Date of publication of research paper will be 1st January in case of journals published annually, 1st day of the half year in case of journals published half yearly, 1st day of the quarter in case of journals published quarterly, 1st day of the month in case of journals published monthly and likewise.*



Annexure-'A'

API SCORE TABLE FOR DIRECT RECRUITMENT OF PRINCIPALS OF GOVT. AIDED PRIVATE COLLEGES IN HARYANA

Category III : Research and academic contributions

Brief Explanation : Based on the teacher's self assessment, API scores are proposed for research and academic contributions. The self assessment score will be based on verifiable criteria and will be finalized by the screening/selection committee.

Sr. No.	APIs	Faculties of Arts & Language/Social Science/Life Sciences/Sciences/Education/Comm. & Mgt.	Max. Points for College Principals.		
			API Score	Self Appraisal Score +	Verified API Score #
III A	Research papers* Published in :	Refereed Journals with impact factor 5 and above	45/ Publication		
		Refereed Journals with impact factor between 2 and 5	35/ Publication		
		Refereed Journals with impact factor between 1 and 2	30/ Publication		
		Refereed and Indexed Journals	20/ Publication		
		Refereed Journals (Fine arts : Participation in International exhibition/workshop with one's own work-15 points each)	15/ Publication		
		Non-refereed but recognized and reputable Journals and periodicals, having ISBN/ISSN numbers. (Fine arts : Participation in International exhibition/workshop with one's own work-10 points each; state level-5 points each)	10/ Publication		
		Conference proceedings as full papers, etc. (Abstracts not to be included)	10/ Publication		
III B	Research Publications* (books, Chapters in books other than refereed journals/articles)	Text or Reference Books published by International Publishers with an established peer review system with ISBN	50/ Sole author (book) and 10 each chapter in an edited book		
		Subject Books by National level publishers/ State and Central Govt, Publications with ISBN/ISSN numbers (Fine arts : Solo exhibition of one's own work-25 points each)	25/ Sole author (book) and 5 each chapter in an edited book		
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		Chapter contribution to edited knowledge based volumes published by international Publishers with ISBN	10/ Chapter		
		Chapter in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers and with number of national international directories	5/ Chapter		

III C Research Projects					
(i)	Sponsored projects carried out/ongoing	(a) Major project (amount mobilized with grant above Rs. 5.00 lakhs)	20/ Project		
		(b) Major projects (amount mobilized with grants above Rs. 3.00 lakhs upto Rs. 5.00 lakhs)	15/ Project		
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(i)	Refresher courses, Methodology workshop, training, teachers Learning Evaluation Technology Programmes, Soft skills development Programmes, Faculty Development Programmes (Max. 30 Points)	Not less than two weeks duration One week duration Less than one week duration	20/ each 10/ each 5/ each		
(ii)	Papers in Conferences/ Seminars/Symposia/ Workshop etc.**	Participation and presentation of research papers (oral/poster) in International Level National level Regional/State Level Local-University/College Level	10/ each 7.5/ each 5/ each 3/ each		
(iii)	Invited for Conference/ Seminars/ Workshop/Symposia to deliver lectures/ Chair sessions	International Level National Level Regional/State Level Local-University/College Level	10/ each 7.5/ each 5/ each 3/ each		

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Signature

The API for joint publications will have to be calculated in the following manner. Of the total score for the relevant category of publication by the concerned teacher the First/Principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by the other authors. For example, if the total score for a publication is 10 (say), then the First/Principal author, the corresponding author, supervisor, co-supervisor and mentor would get 6 points each and the other authors would get 4 points each.

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Note: Date of publication of research paper will be 1st January in case of journals published annually, 1st day of the half year in case of journals published half yearly, 1st day of the quarter in case of journals published quarterly, 1st day of the month in case of journals published monthly and likewise.