KAMALA NEHRU COLLEGE
(UNIVERSITY OF DELHI)
August Kranti Marg, New Delhi- 110049
Ph No. 011-26494881; E-mail : kamala.nehru_du@hotmail.com
Website: www.knc.edu.in

Procedure for the Appointment of the Principal in College

1. The appointment of the Principal shall be made as per the following procedure:

i.   The appointment of Principal shall be made after an all India advertisement, with prior approval of the University.

ii.   All the applications received shall be scrutinized by a Committee consisting of the following and a list of all the candidates fulfilling the minimum qualifications shall be prepared and points be awarded to all such candidates shall be calculated on the basis of criteria notified by the University:

1. Chairperson, Governing Body – Chairperson
2. Two members of the Governing Body (of which at least one should be from the University Representative (s) nominated by the Chairperson, Governing Body. (The Teacher Representatives from the College cannot be the part of Screening Committee).
3. An Academician representing SC/ST/OBC/Minority/Women/Persons with Disability to be nominated by the Chairperson, Governing Body, if any of the candidates representing these categories is an applicant and if any of above members of the Screening Committee does not belong to that category.

At least three members shall form the quorum.

iii.   The Governing Body shall forward a panel of names on the recommendation of a Selection Committee consisting of the following:

1. Chairperson, Governing Body as Chairperson
2. Two members of the Governing Body of the college to be nominated by the Chairperson of whom one shall be an Expert in academic administration.
3. One nominee of the Vice Chancellor who shall be a Higher Education Expert. In case of Colleges notified / declared as minority educational institutions, one nominee of the Chairperson of the College from out of a panel of five names, preferably from minority communities, recommended by the Vice Chancellor of whom one should be a Subject Expert.

4. Three experts consisting of the Principal of a College, a Professor and an accomplished educationist not below the rank of a Professor (to be nominated by the Governing Body of the College) out of a panel of six experts approved by the Academic Council.

5. An Academician representing SC/ST/OBC/Minority/Women/Persons with Disability categories, if any of the candidates representing these categories is an applicant, to be nominated by the Vice Chancellor, if any of above members of the Selection Committee does not belong to that category.

   At least five members, including two experts will constitute the quorum.

6. The list of selected and waitlisted candidates/ panel of names in order of merit, duly signed by all members of the Selection Committee shall be forwarded to the University.

   The list thus submitted shall be considered by a Selection Committee constituted for the purpose and consisting of the following:
   1. Vice Chancellor
   2. Pro-Vice Chancellor
   3. A nominee of the Visitor
   4. Chairman of the Governing Body of the College concerned
   5. Two members of the Executive Council nominated by Vice Chancellor on its behalf
   6. An Academician representing SC/ST/OBC/Minority/Women/Persons with Disability categories, if any of the candidates representing these categories is an applicant, to be nominated by the Vice Chancellor, if any of above members of the Selection Committee does not belong to that category.

On the recommendations of the Selection Committee, the University shall transmit to the Governing Body a list of persons mentioned in the order of preference whom the University would be prepared to recognize as Principal, or, if none of the applicants are considered suitable, shall refrain from sending a list, in which case the post shall be re-advertised.

   The appointment of the Principal shall be made by the Governing Body in accordance with the Ordinance XVIII of the University, as amended from time to time.

CHAIRPERSON OF THE GOVERNING BODY

The qualifications for the appointment of Principal in Colleges are in accordance with the UGC regulations 2010 and their subsequent amendments as adopted by the University of Delhi

PRINCIPAL (OTHER THAN EDUCATION, PHYSICAL EDUCATION AND MEDICAL COLLEGE)

i. A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed)* by a recognized University.

A relaxation of 5% may be provided, from 55% to 50% of the marks to the Ph.D. Degree holders, who have obtained their Master's Degree prior to 19 September, 1991.

ii. A Ph.D. Degree in concerned / allied / relevant discipline (s) in the institution with evidence of published work and research guidance.

iii. Associate Professor/ Professor with a total experience of fifteen years of teaching/research/administration in Universities, Colleges and other institutions of higher education.

iv. A minimum score as stipulated in the Academic Performance Indicator (API) based
Performance Based Appraisal System (PBAS), as set out in this Ordinance for direct recruitment of Professors in University/ colleges.

v. The term of appointment of the College Principal shall be five years with eligibility for reappointment for one more term only after a similar Selection process which shall take into account an external peer review, its

recommendations and its outcomes. The framework of the external peer review as specified by UGC, is as follows:

The constitution of the External Peer Review Committee shall be as under:- i. 　　　Nominee of the Vice-Chancellor.

ii. 　　Nominee of the Chairman, University Grants Commission.

The nominees shall be nominated from the Principals of the Colleges with Excellence/ College with Potential for Excellence/ Autonomous Colleges/ NAAC 'A+' accredited Colleges.

The Report of the above Peer Review Committee shall be the main basis for reappointment of the Principal.

*Note:

A relaxation of 5% may be provided at the Graduate and Master's level for the Scheduled Castes/Scheduled Tribes/ Differently-abled (Physically and Visually differently-abled)/ Other Backward Classes (OBC) (Non-creamy layer) categories for the purpose of eligibility and for assessing good academic records during direct recruitment to faculty positions. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace mark procedures.

CHAIRPERSON, GOVERNING BODY

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General Instructions for Applicants (Advertisement for Principal)

1. The direct recruitment to the Post of Principal of the College shall be on the basis of the merit through All India advertisement and selections by the duly constituted Selection Committee.

    Applicants should possess the prescribed qualifications and experience as on the closing date of application, as prescribed by the College. Applicants are required to produce specific certificates as per eligibility conditions.

    The applications received shall be screened as per screening guidelines attached with the advertisement for short listing and recommending the applicants to be called for interview.

    Merely fulfilling the minimum qualifications or the eligibility criteria does not entitle an applicant to be necessarily considered or called for interview.

    Publications 'under submission' or submitted to referees will not be considered towards calculation of points for publication criteria. Further, all the items for which points are claimed should be strictly in accordance with the screening guidelines attached with the advertisement.

    The minimum Points requirement for shortlisting of applicants for the post of Principal will be as indicated in the Screening guidelines attached herewith.

2. Application fees and forms are to be submitted as per details given below:

    Fees for Principal
      Rs. 2000/- for UR category.

    No application fee will be charged from applicants from SC, ST, PwD and Women Applicants.

    Fees once paid will not be refunded under any circumstances.

    Application forms have to be filled only in online mode, as available on the website of the College/ University along with the present advertisement, within the prescribed time limit indicated in the advertisement. No offline forms would be accepted. Payment should be made online only, through credit/debit card/ Net Banking.

Applications with incomplete information or without requisite fee shall be rejected.

3. Consequent upon adoption of self-certification provisions as required by the Govt. of India, the College shall process the applications entirely on the basis of information/ documents uploaded with the application. In case the information/documents are found to be false/incorrect by way of any omission or commission, the responsibility shall lie solely with the applicant who shall be liable for action as per law.

   The shortlisted candidates called for interview should report along with all the testimonials/certificates in original along with photo ID. A set of photocopy of certificates/testimonials with respect to the qualifications and experience indicated in the online application form, duly certified by the applicant should be submitted at the time of interview.

4. Applicants serving in Government/Public Sector Undertakings (including Boards/Autonomous Bodies) are required to submit 'No Objection Certificate' from the employer, at the time of interview, if not uploaded with the online application earlier.

5. All correspondence from the College including interview letter, if any, shall be sent only to the e-mail address provided by the applicant in the online application form.

6. Canvassing in any form will be treated as a disqualification.

7. Applications which do not meet the eligibility criteria given in this advertisement and / or are incomplete in any respect shall be summarily rejected.

8. Applicants must NOT furnish any particulars that are false, tampered or fabricated, or suppress any material/ information while submitting the online application and uploading self-certified copies/ testimonials.

9. The College also reserves the right to consider names of suitable candidates who may not have applied for the post.

10. The College shall verify the documents submitted by and antecedents of the applicant at the time of appointment or anytime during the tenure of the service. In case it is found that the documents/ information submitted by the candidate are false or the candidate has suppressed relevant information, the services of the candidate shall be terminated without prejudice to any other action initiated by the College.

11. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an appointment letter, the College reserves the right to modify/withdraw/cancel any communication made to the applicant.

12. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the College shall be final. Applicants are advised to satisfy themselves before applying that they possess the essential qualifications laid down in the advertisement.

13. No TA/DA shall be paid to the candidates for attending interview.

14. The College reserves the right to offer the post at a level lower than that advertised / applied, or on contract basis, depending upon the qualifications, experience and performance of the candidate, wherever applicable.

15. Last date of submission of application is as indicated in the present advertisement uploaded on the University website.

15. In case of any dispute, legal jurisdiction will be Delhi.

CHAIRPERSON, GOVERNING BODY

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UNIVERSITY OF DELHI

Guidelines for Screening/Shortlisting of candidates for appointment through direct recruitment to the post of Principal:

Applications received for the post of Principal shall be screened on the basis of API Score Card as prescribed by University, while adopting the guidelines issued by the UGC in this respect.

API Score Card

Guidelines for calculating API score for research and academic contribution as per UGC Regulations, 2010 (Category II & III) as adopted by the University of Delhi.

I. For the post of Principal – Consolidated API score requirement of 400 points from categories II & III of API (cumulative)

CATEGORY II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES

Based on the teacher's self-assessment, category II API scores are proposed for professional development, co-curricular and extension activities; and related contributions. The minimum API required by teachers for eligibility for promotion is fixed in Table II (A). A list of items and scores is given below:

Category II	Nature of Activity	Maximum API Score	Actual Score
A	Student related co-curricular, extension and field based activities. (i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.) (ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.) (iii) Extension and dissemination activities (public / popular lectures/ talks/ seminars/ workshops/ conference/ symposium etc.)	15	Actual hours spent (Cumulative) ÷ 10
B	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities. i). Administrative responsibility (including as Dean / Principal / Vice Principal/ Bursar/ Chairperson /	15	Actual hours spent (Cumulative) ÷ 10

	Convener / Teacher-in-charge/similar other duties that require regular office hours for its discharge) (ii). Participation in Board of Studies, Academic and Administrative Committees			
C	Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in Orientation/Refresher/Faculty development courses, dissemination and general articles and any other contribution)	15		Actual hours spent (Cumulative) ÷ 10

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API scores required for teachers from this category are different for different levels of promotion in universities and colleges. The self-assessment score shall be based on verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professor to higher grades and Selection Committee for the promotion of Assistant Professor to Associate Professor and Associate Professor to Professor and for direct recruitment of Associate Professor and Professor.

Category	Activity	Faculty and departments of Sciences/Engineering /Agriculture/ Medical/Veterinary	Faculties and departments of Languages/Humanities/ Arts/Social Sciences/Library/ Physical education/Management/ Education/ Law	Maximum score for University/ College teacher*
III(A)	Research Papers published in:	Refereed Journals as notified by the UGC#	Refereed Journals as notified by the UGC#	25 per Publication
		Other Reputed Journals as notified by the UGC#	Other Reputed Journals as notified by the UGC#	10 per Publication
III(B)	Publications other than journal articles (books, chapters in books) For faculty of Music and Fine Arts: In appropriate cases and subject to the applicable regulations, consideration may be given to other forms of duly recognized research	Text/Reference, Books published by International Publishers**, with ISBN/ISSN number as approved by the University and posted on its website. For the above purpose: only books with ISBN no. will be considered.	Text/Reference, Books published by International Publishers**, with ISBN/ISSN number as approved by the University and posted on its website. For the above purpose: only books with ISBN no. will be considered.	30 per Book for Single Author; 15 per Edited/Translated book for Single Editor/ Translator

		work.		
		Subject Books published by National level publishers**, with ISBN/ISSN number or State/ Central Government Publications as approved by the University and posted on its website. For the above purpose: only books with ISBN no. will be considered.	Subject Books published by National level publishers**, with ISBN/ISSN number or State/ Central Government Publications as approved by the University and posted on its website. For the above purpose: only books with ISBN no. will be considered.	20 per Book for Single Author; 10 per Edited/ Translated book for Single Editor/ Translator
		Subject Books published by National local publishers**, with ISBN/ISSN number as approved by the University and posted on its website. For the above purpose: only books with ISBN no. will be considered.	Subject Books published by Other local publishers**, with ISBN/ISSN number as approved by the University and posted on its website. For the above purpose: only books with ISBN no. will be considered.	15 per Book for Single Author; 05 per Edited/ Translated book for Single Editor/ Translator
		Chapters in Books/Full Paper in Conference Proceedings published by National** and International** level publishers, with ISBN/ISSN number as approved by the University and posted on its website. For the above purpose: only books with ISBN number will be considered.	Chapters in Books, published by National** and International** level publishers, with ISBN/ISSN number as approved by the University and posted on its website. For the above purpose:only books with ISBN number will be considered.	International – 10 per Chapter National – 05 per Chapter

III (C)	RESEARCH PROJECTS			
III (C) (i)	Sponsored Projects; <u>For faculty of Music and Fine Arts:</u> In appropriate cases and subject to the applicable regulations, consideration may be given to other forms of duly recognized research projects and musical production for duly recognized institutions.	(a) Major Projects with grants above Rs. 30 lakhs	Major Projects with grants above Rs. 5 lakhs	20 per Project for PI and 10 for Co-PI
		(b) Major Projects with grants above Rs. 5 lakhs up to Rs. 30 lakhs	Major Projects with grants above Rs. 3 lakhs up to Rs. 5 lakhs	15 per Project for PI and 08 for Co-PI
		(c) Minor Projects with grants above Rs. 1 lakh up to Rs. 5 lakhs	Minor Projects with grants above Rs. 1 lakh up to Rs. 3 lakhs	10 per Project for PI and 05 for Co-PI
III (C) (ii)	Consultancy Projects	Amount mobilized with a minimum of Rs. 10 lakhs	Amount mobilized with a minimum of Rs. 2 lakhs	10 for every Rs. 10 lakhs and Rs. 2 lakhs, respectively for the two categories
III(C) (iii)	Projects Outcome/ Outputs	Patent/ Technology transfer/ Product/ Process	Major Policy document prepared for international bodies like WHO/UNO/UNESCO/ UNICEF, etc., Central/ State Govt./Local Bodies	30 for each International/ 20 for each national level output or patent. Major policy document of International bodies – 30 Central Government – 20, State Govt. – 10, Local bodies- 5
III (D)	RESEARCH GUIDANCE			
III (D) (i)	M.Phil./LL.M.	Degree awarded	Degree awarded	5 per candidate
III (D) (ii)	Ph.D.	Degree awarded/ Thesis submitted	Degree awarded/ Thesis Submitted	15/10 per candidate

III E	Fellowships, Awards and Invited lectures delivered in Conferences/Seminars/ Refresher/Orientation/FDP			
III (E) (i)	Fellowships/ Awards	International Award/Fellowship from academic bodies	International Award/ Fellowship from academic bodies/associations	15 per Award/ 15 per Fellowship
		National Award/ Fellowship from academic bodies	National Award/Fellowship from Academic bodies/associations	10 per Award/ 10 per Fellowship
		National Award/Fellowship from academic Bodies	State/University level Award from Academic bodies/associations	5 per Award
III (E) (ii)	Invited Lecture/papers presented; For Faculty of Music and Fine Arts for: In appropriate cases and subject to the applicable regulations, consideration may be given to other forms of duly recognized invited lectures/performances/music concerts at different levels. For Deptt. of Physical Education: In appropriate cases and subject to the applicable regulations, consideration may be given to other forms of duly recognized assignments in sports.	International	International	7 per lecture/ 5 per paper Presented
		National Level	National Level	5 per lecture/ 3 per paper presented
		State/University level	State/University level	3 per lecture/ 2 per paper Presented
	The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period			
III (F)	Development of e-learning delivery process/material			10 per module

<u>Note:</u>

*   Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 20points: (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

\#   The University shall identify the journals subject-wise through subject expert committees and forward their recommendations to UGC in the format prescribed by UGC for approval of the UGC Standing Committee. The journals approved from this list, by the UGC Standing Committee, shall be included in the -List of Journals" notified by the UGC. The UGC Standing Committee shall give its recommendations within 60 working days of the receipt of the list from the University. The UGC Standing Committee may also, suo-moto, recommend journals for inclusion in the "List of Journals".

***   The level of publisher shall be decided on the following principle, the applicant is required to ensure the adherence to the same while claiming API score for the respective publication:

A).(i) International Publication: A Book published by the applicant from a publisher in a country other than India.
(ii) International Publication: A Book published by the applicant from a publisher having 'Registered Office' in India and also at least in one other country.
B). National Publication: A Book published by the applicant from a publisher having `Registered Office' in at least two distinct cities of India.
C). Local Publication: A book published by the applicant from a publisher having 'Registered Office' only in one city in India.

All the applications received shall be scrutinized by a Committee constituted for the purpose and a list of all the candidates fulfilling the minimum eligibility qualifications shall be prepared (department/subject wise) and points be awarded to all such candidates shall be calculated on the basis of the above criteria:

1. After allocation of points to all the eligible candidates, the Screening Committee will draw a list of all the candidates indicating the points scored by them in descending order i.e. starting from the candidate getting the highest points towards the candidates getting the lower points.

2. In case of tie in the points of two or more candidates, the candidate having the higher/highest marks at the Master's level shall be ranked above the other(s).

3. For appointment as Principal, all candidates securing requisite API score shall be called for interview.

4. The period taken by candidates to acquire M.Phil degree and the residency period prescribed for pursuing Ph.D. shall not be considered as teaching/research experience to be claimed for short listing/appointment to the teaching positions.

5. In case of any dispute with regard to screening of the applications, the decision of the College shall be final.

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Frequently Asked questions

1. **Which are the mandatory fields in the application?**
   Mandatory fields are indicated by a red star (*) adjacent to the name of the field.

2. **Is it possible to change/update the information provided by the applicant in the online application for once submitted?**
   No.

3. **How can Persons with Disabilities (PwD) access and fill the online application form?**
   Such applicants may fill the online application form by using assistive technology. In particular, the visually impaired applicants may use screen reading software such as JAWS and NVDA to fill the application form. Those unable to use computer may take human assistance to fill the application form.
   In addition, application form facilitation centres have been opened for PwD applicants at North Campus and South Campus of the University.

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   PwD applicants can also contact the office of the College concerned. The contact details are as under:

4. **What should be done if the College/University website link stops or hangs?**
   Such a problem might come as a large number of applicants may simultaneously login. However, the information is auto-saved, and you may proceed with filling up of the online application after refreshing the link/re-logging. Kindly retry in case of any difficulty, write a mail to kamala.nehru_du@hotmail.com

5. **Which date should be considered as the date of award of Degree(M.Phil./LL.M./Ph.D.)?**
   The date of notification of the result by the University/Institution may be considered as the date of award Degree (M.Phil./LL.M./Ph.D.).

6. **What is the Ph.D. residency period?**
   This will be taken as 2 years from the date of registration, for the purpose of the present process of recruitment.

7. **How is the full-time teaching-cum-research experience counted?**
   For applicants with overlapping teaching cum research experience, either teaching or research period shall be considered as experience.

8. **The online and print ISSN numbers are different for a particular journal. Which one should be filled?**
   For online journals and the articles published online in advance, before the print version is made available by the publisher, the online ISSN number is sufficient.

9. **Is it necessary to provide the evidence for each and every item/activity claimed in the application?**
   It is mandatory to provide the proof, wherever it has been asked, to proceed with the online completion of application form.

10. **How to pay application fee?**
    The payment is accepted by credit card/debit card/Net Banking.

11. **Should one expect an acknowledgement of submission of application?**
    Yes. After the submission of application, the applicant will receive e-mail intimation. Receipt of acknowledgement implies completion of the application submission process.

12. **When would the interview be scheduled?**
    You will be informed about your interview through email if you are shortlisted. No queries in this regard would be entertained.

13. **What is the criterion for deciding the level of publisher in terms of being International, National or Local for the purpose of grant of API score at relevant points?**
    Classification of the publisher as International, National or Local is to be done as per following criteria:
    A) (i) **International Publication:** A Book published by the applicant from a publisher in a country other than India.
    (ii) **International Publication:** A Book published by the applicant from a publisher having 'Registered Office' in India and also at least in one other country
    B)National Publication: A Book published by the applicant from a publisher having 'Publishing Registered Office' in at least two distinct cities of India.
    C)Local Publication: A book published by the applicant from a publisher having

'Registered Office' only in one city in India.

14. Where does one provide additional distinctions or qualification, which may be academic or otherwise, if there is no specific column capturing the same?

Such details, distinctions and qualifications may be provided under the head additional qualifications. Qualifications like gradations awarded to artist by AIR/TV as applicable to department of music can also be provided under this head.

15. Which Impact factor is required to be filled?

The impact factor should be as provided by JCR-Thomson Reuter of the year of publication or the latest impact factor, whichever is greater.

16. What is to be done, if the result is in grades, instead of percentage?

Applicants, who have their result in grades, may convert the same in percentage.

17. What will be considered as a project outcome?

Final project report will not be considered a project outcome. Only major policy document prepared for and accepted by international bodies like WHO/UNO/UNESCO/UNICEF, etc., Central/State Govt./ Local Bodies shall be accepted as project outcome.

Furthermore, only the patent awarded shall be considered as outcome.

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Only composition or musical production for following Companies/Institutions shall be considered for grant of API score for Faculty/department of Music:

1. Sangeet Natak Akademi, New Delhi
2. Madras Music Academy, Chennai
3. Prasar Bharti (A.I.R./Doordarshan)
4. Sony Music, Mumbai
5. H.M.V. Kolkata
6. Sagarika, Kolkata
7. Rhythm House, Mumbai
8. Music Today, Mumbai/ Delhi
9. Mystica House, Delhi
10. T. Series, Delhi
11. Bihaan Music, Kolkata, W.B.
12. Navras Records
13. Saregama India Ltd.
14. Lahari, Bangalore
15. Sargam Music, Bangalore
16. Alurkar Music, Pune
17. Sangita Music, Kolkata
18. Pragna, Kolkata
19. Geetanjali, Kolkata
20. Sangeeta, Chennai
21. Murugan, Chennai
22. Satyam Audios, Cochin
23. Manorama Music, Cochin
24. MC Audios, Cochin
25. East Coast, Cochin
26. E.M.I. Records; Chennai/ Kolkata
27. Echo Music, Chennai
28. A.V.M., Chennai
29. GIRI, Chennai
30. Sruthi Laya, Chennai
31. Sri, Chennai
32. Surangam, Chennai
33. Parag CDs and Cassettes, Patna
34. Sawariya CDs and Cassettes, Patna
35. Chanda CDs and Cassettes, Delhi
36. B. Series, Patna
37. Swar Anant Music Pvt. Ltd., Delhi
38. M.L.B. Surtaal Pvt. Ltd., Delhi
39. R P Studio Mangal Dhwani –New Delhi