

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

Criteria Distribution

(A) Academic Background	(20 marks)
(B) Assessment of Teaching Experience and managerial skills	(35 marks)
(C) Research Performance based on API Score & Quality of Publication	(32.5 marks)
(D) Interview Performance	(12.5 marks)
Total = 100 marks	

Marks Distribution

Sr. No.	A) Academic Record	Maximum 20 marks
I.	Essential eligibility qualification 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%	0 marks
III.	56% and above	0.3 marks for each percentage maximum 10 marks) shall be awarded.
(A)	Good Academic Record	Maximum Marks 10
I.	The candidate with consisting good academic record i.e. throughout 75% and above marks in all examination i.e. 10th, prep. Or+2, B.A.	10 Marks
II.	75% and above marks in one of the lower examination i.e. B.A., prep. Or+2, Matric	06 Marks
III.	75% and above marks in one of the lower examination i.e. B.A., prep. Or+2, Matric	03 marks
(B)	Assessment of Teaching Experience and managerial skills	Maximum 35 marks*
I.	15 years experience being essential qualification	0 mark
II.	Above 15 years experience	01 marks for each year to the maximum of 10 marks.
III.	NCC(ANO)	01 marks for each academic to the session to the maximum of 2 marks
IV.	NSS (Programme Officer)	01 marks for each academic to the session to the maximum of 2 marks.
V.	Controller of Exams	01 marks for each academic to the session to the maximum of 2 marks.
VI.	Hostel Warden/Supdt.	01 marks for each academic to the session to the maximum of 2 marks.
VII.	Bursar	01 marks for each academic to the session to the maximum of 2 marks.
VIII.	Incharge Time Table	01 marks for each academic to the session to the maximum of 2 marks.
IX.	Incharge Women Cell	01 marks for each academic to the session to the maximum of 2 marks.
X.	Incharge SC/ST Committee	01 marks for each academic to the session to the maximum of 2 marks.
XI.	Incharge Placement Cell/E.W.Y.L. Committee	01 marks for each academic to the session to the maximum of 2 marks.
XII.	Editor in Chief College Magazine/Convenor prospectus committee	01 marks for each academic to the session to the maximum of 2 marks.
XIII.	Incharge culture affairs	01 marks for each academic to the session to the maximum of 2 marks.
XIV.	Incharge Sports/Games	01 marks for each academic to the session to the maximum of 2 marks.
XV.	Member Advisory Council	01 marks for each academic to the session to the maximum of 2 marks.
XVI.	Incharge Discipline Committee	01 marks for each academic to the session to the maximum of 2 marks.
XVII.	Convenor NAAC/UGC/IQAC	01 marks for each academic to the session to the maximum of 2 marks.


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XVIII.	Staff representative to local Governing Body/VC Nominee on college governing body.	01 marks for each academic to the session to the maximum of 2 marks.
XIX.	Convenor purchase and disposal committee.	01 marks for each academic to the session to the maximum of 2 marks.
XX.	Convenor construction committee	01 marks for each academic to the session to the maximum of 2 marks.
XXI.	Coordinator/Organising Secy. of International/ National/State level Seminar / Confernces/Functions/Events	01 marks for each academic to the session to the maximum of 2 marks.
XXII.	Member/office bearer of various statutory bodies of the universities.	01 marks for each term to the maximum of 2 marks.
XXIII.	University works incharge	01 marks for each academic to the session to the maximum of 2 marks.
(C)	Research Performance	Maximum 32.5 Marks
I.	Consolidated API points from Category 3 upto 400 points, no marks will be given. Points more than 400 will be assigned 1 marks for each 10 API points upto a maximum of 32.5 marks. The API Score table for the Principal will be as per UGC norms.	
	(d) Interview	12.5 Marks**
I.	Knowledge of service and Financial Rules, ICT Tools	4 Marks
II.	Decision Making, Leadership & Communication skills	4.5 Marks
III.	Overall personality	04 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 committees, 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 marks 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 and Financial Rules, Decision marking, Leadership, Communication skills & using ICT tools in teaching etc. apart from the Academic achievements and overall personality. Each member of the selection committee will assess the candidates 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 (Arts/Sc./Com/B.Ed.) after acquiring the eligibility qualifications.
- iii) For Principals to be appointed in B.Ed. colleges, equal weightage is to be given to percentage in M.A./M.Sc./M.Com and M.Ed.
- iv) For SC candidates the weightage of marks shall be given at par on acquiring marks as per the above criteria.

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MAHARSHI DAYANAND UNIVERSITY

APPENDIX-II TABLE-I

SCORES FOR ACADEMIC PERFORMANCE INDICATORS (APIs) IN RECRUITMENT AND CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS OF UNIVERSITY / COLLEGE TEACHERS

Category I: Teaching, Learning and Evaluation Related Activities

Maximum Scores Allocated: 125

Minimum API Score Required: 75

Sr. No.	Nature of Activity	Max. Score
1.	Lectures, seminars, tutorials, practicals, contact classes undertaken as percentage of lectures allocated	
	Lectures, seminars, tutorials, practicals, contact classes should be based on verifiable records. Maximum 50 for 100% performance & proportionate score up to 80%. No score will be assigned if a teacher has taken less than 80% of the assigned classes. No score should be deducted for classes not held or missed due to i) students not turning up or bunking classes, ii) sanctioned leave of the teacher of any kind, iii) any other reason beyond the control of the teacher. <i>(To be calculated out of the total possible classes to be held or number of classes mentioned in the syllabus)</i>	50
2.	Lectures or other teaching duties in excess of the UGC norms	
	If a teacher has taken classes exceeding UGC norms, then 0.25 scores to be assigned for each extra hour of unpaid class.	10
3.	Preparation and Imparting of knowledge / instructions as per curriculum; syllabus enrichment by providing additional resources to students	
	a) Preparation and Imparting of knowledge/instructions as per curriculum with the prescribed material (Text book/Manual etc.): 15 points b) Syllabus enrichment by providing additional resources to students such as lab manuals, lecture notes, etc.: 5 points for each paper or manual	20
4.	Use of participatory and innovative teacher-learning methodologies; updating of subject content, course improvement etc.	
	Updating of courses, design of curriculum: 5 points per paper per course	10
	Participatory & Innovative Teaching-Learning process with material for problem based learning, case studies, Group discussions, project work, product development, assignment, ICT based teaching material etc. (5 points each)	10
	Use of ICT in Teaching-Learning process with computer-aided methods like power-point/multimedia/simulation/software etc. on regular basis. (Use of any one of these in addition to Chalk & Board: 10 points)	20
	Developing and imparting Remedial/Bridge Courses (each activity: 5 points)	10
	Developing and imparting soft skills/communications skills/personality development courses/modules, etc. (each activity 5 points)	10
	Developing and imparting specialized teaching-learning programmes in Physical Education, Library; innovative compositions and creations in Music, Performing and Visual Arts and other traditional areas (each activity: 5 points)	10
	Organizing and conduction of popularization programmes/training courses in computer assisted teaching/web-based learning, e-library skills to students, etc. a) Workshop/Training course: 10 points each b) Popularization programmes: 5 points each	10
	Developing of laboratories, initiatives for purchase of equipment, maintenance of existing infrastructure, development of class rooms, development of software (each activity: 5 points)	10
	Maximum Aggregate Limit for Sr. No.4	20
5.	Examination Related Work	
	College/University semester/Annual Examination work as per duties allotted (Supdt.-in-Chief/Supdt./Deputy Supdt. – 10 points per semester, Invigilation – 5 points per semester for at least five duties, Evaluation of answer scripts-5 points up to 100 answer scripts and one point for each subsequent block of 100 answer books subject of maximum of 15 points, Question paper setting-5 points per paper subject to maximum of 15) (100 % compliance = 20 points)	20
	College/University examination/Evaluation responsibilities for internal assessment/	15

	sessionals/seminars/assignment/continuous assessment work as allotted. (100 % compliance = 15 points)	
	Examination work such as coordination, or flying squad duties etc. (2 points per week per duty)	10
	Maximum Aggregate Limit for Sr. No.5	25

Note: If a candidate claims score for an item not covered in the above list, the claim for the same shall be settled by a committee constituted for the purpose.

Category II: Co-Curricular, Extension and Professional Development Related Activities

Maximum Scores Allocated: 50

Minimum API Score Required: 15

Sr. No.	Nature of Activity	Maximum Score
1.	Extension, Co-curricular and Related Activities	
	Institutional Co-curricular activities for students such as field studies/ educational tours/industrial tour/field training/quiz contest/declamation contest/debate/industry implant training etc. (5 points each for teacher incharge/ one additional member)	10
	Positions held/Leadership role played in organization linked with Extension Work and National services like NSS, NCC, Red Cross, Eco-Club, Woman Cell or any other similar organizational activity (10 points each as teacher incharge for complete year and proportionate score for less period)	10
	Donating blood, commitment to donate eyes or body or organs, contribution of at least one day salary to Prime Minister's relief fund or Chief Minister's relief fund or University corpus fund, instituting a scholarship as contributor or motivator having endowment of not less than Rs 1 lakh for the education of the poor/needily/meritorious student, organizing a blood donation camp (5 points each)	10
	Students and Staff Related Socio, Cultural and Sports Programmes (Organizing such programme (s) or contributing by participating or accompanying a team in any of the programme (s) at intra/interdepartmental or intercollegiate or interuniversity level). a) Intradepartmental/college level: 5* points each b) Interdepartmental: 10* points each c) Intercollegiate: 10* points each d) Interuniversity: 15* points each * Teacher incharge/convener will get full points and member will get half points for the event	15
	Community work such as values of National Integration, Environment democracy, social work, Human Rights, peace, scientific temper, flood or drought relief, small family norms, tree plantation, energy conservation, Library literacy programme, etc. through lectures/awareness programmes or through TV/Satellite/ EDUSAT/Radio etc. (5 points each)	10
	Maximum Aggregate Limit for Sr. No.1	20
2.	Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities	
	Contribution to Corporate life in Universities/colleges through meetings, popular lectures, expert/extension lectures, EDUSAT lectures, INSPIRE programmes, invited lectures on subject related/scientific/legal etc. issues, or articles in college magazine and University volumes (5 points each)	10
	Institutional Governance responsibilities: DAA, DR&D, Dean of Colleges, DSW, Proctor, Chief Warden (Boys/Girls): 15 points each Deans of faculties, Director UIET, Director Distance Education, Principal, Chairperson/Head/Director, Librarian, NAAC Coordinator, Director IQAC, Coordinator SAP: 10 points each Vice-Principal, Faculty-in-charge, Warden, Bursar, School Vice-Chairperson, Director Public Relations, , Deputy Coordinator SAP, Coordinator University Website, Coordinator Campus Networking, Member of University Court/Executive Council/Academic Council/IQAC/IAEC/Human Ethics Committee/High Powered Purchase Committee, GSCASH, House Allotment Committee, to coordinate the activities at departmental/college level related to various committees constituted at the University level, NAAC Committee, Health Advisory Committee, membership of UG/PG Board of Studies, membership of Governing Bodies of Colleges/Institutions, Secretary of the Departmental Committee, etc.: 7 points each (Full points for completed year)	15
	Participation in committees concerned with any aspect of departmental or institutional	15

	activity such as admission (including online admission), budget/purchase, time-table, campus development, inspection, library, students welfare, guidance & counseling, placement, help desk, anti-ragging, UMC, Proctorial duty, UGC or any such committee/sub-committee appointed by Vice-Chancellor/Chairperson/Director/Principal/Head/University Court/Executive Council/Academic Council/Staff Council etc. (Convener: 7 points each, Member: 5 points each)	
	Organization of Conferences/Seminars/Symposia/Workshops/Training as Coordinator/Chairman/Co-Chairman/Convener/Co-convener/Secretary/Joint-Secretary/Treasurer etc: a) Conferences/Seminars/Symposia: i) International level (10 points each) ii) National /Regional (7 points each) b) Workshop/Training (1 point each day subject to maximum of 7 points) As member of the organizing committee of a) (i) above (5 points each) As member of the organizing committee of a) (ii) or b) above (3 points each) Member of the Advisory Committee of a) (i) above (3 points each) Member of the Advisory Committee of a) (ii) above (2 points each)	10
	Organization of Faculty Development Programmes/Technology Based Entrepreneurship Development Programme as Coordinator/Chairman/Co-Chairman/Convener/Co-convener/Secretary/Joint Secretary/Treasurer etc. (5 points each)	15
	Maximum Aggregate Limit for Sr. No.2	15
3.	Professional Development Activities	
	Participation in subject associations, conferences, seminars, symposia, workshop without paper presentation (2 points each): Visits abroad (excluding for conference/seminar/symposia/workshop) for research collaborations or delivering lectures or attending academic meetings (5 points each), Co-Chair/ Rapporteur (5 points each).	10
	Invited Lectures in orientation courses/refresher courses (5 points each)	10
	Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, examination reforms, institutional governance, new and emerging fields/subjects/technologies (5 points each)	10
	Membership/participation in State/Central Bodies/Committees on Education, Research and National Development such as UGC/DST/ICMR/ICAR/ICHR, etc. (5 points each)	10
	Membership of professional associations/bodies/academic societies, membership of committees like Board of Studies (UG and PG), Ph.D. Committee, Research Committee, course design committee, expert committee of any University/Institute, editorial committees/boards of journals; referring of research papers of Journals (5 point each) Evaluation of Ph.D Thesis (5 points each), M.Phil Dissertation (3 points each) Conducting Viva-Voce of Ph.D. (5 points each); M.Phil (3 points each)	10
	Office bearers of professional bodies including Teachers' association, Teachers' club, Alumni Association, Academic Societies etc. (5 points each)	10
	Publication of articles in newspapers, magazines or other publications (not covered in category III), radio talks, television programmes (2 points each)	10
	Maximum Aggregate Limit for Sr. No.3	15

Note: If a candidate claims score for an item not covered in the above list, the claim for the same shall be settled by a committee constituted for the purpose.

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 minimum API score required by teachers from this category is different for different levels of promotion and between university and colleges. The self-assessment score will be based on verifiable criteria and will be finalized by the screening/selection committee.

Sr. No.	APIs	Engineering/ Agriculture/ Veterinary Science/ Sciences/Medical Sciences	Faculties of Arts & Languages/Social Sciences/Life Sciences/Science/ Education/Indic Studies/Law/Comm. & Mgt.	Max. points for University and College teacher position		
				API Score allotted	Self Appraisal Score+	Verified API Score#
III A	Research Papers* published in:	Refereed Journals with impact factor 5 and above	Refereed Journal with impact factor 5 and above	45/publication		
		Refereed Journal with impact factor between 2 and 5	Refereed Journal with impact factor between 2 and 5	35/publication		
		Refereed Journal with impact factor between 1 and 2	Refereed Journal with impact factor between 1 and 2	30/publication		
		Refereed and Indexed	Refereed and Indexed	20/publication		
		Refereed	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	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)	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	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	Subject Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers (Fine Arts: Solo exhibition of one's work-25 points each)	25/sole author (book) and 5 each chapter in an edited book		
		Subject Books by Other	Subject Books by Other	15/sole author		

		local publishers with ISBN/ISSN numbers	local publishers with ISBN/ISSN numbers	(book) and 3 each chapter in an edited book		
		Chapters contributed to edited knowledge based volumes published by International Publishers with ISBN	Chapters contributed to edited knowledge based volumes published by International Publishers with ISBN	10/Chapter		
		Chapters in knowledge based volumes by Indian/ National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	Chapters 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	RRESEARC H PROJECTS					
(i)	Sponsored Projects carried out/ ongoing	(a) Major Project (Amount mobilized with grant above Rs.30.00 lakhs)	(a) Major Project (Amount mobilized with grant above Rs.5.00 lakhs)	20/Project		
		(b) Major Projects (Amount mobilized with grants above Rs.5.00 lakhs upto Rs.30.00 lakhs)	(b) Major Projects (Amount mobilized with grants above Rs.3.00 lakhs upto Rs.5.00 lakhs)	15/Project		
		(c) Minor Projects (Amount mobilized with grants above Rs.50,000 upto Rs.5.00 lakhs)	(c) Minor Projects (Amount mobilized with grants above Rs.25,000 upto Rs.3.00 lakhs)	10/Project		
(ii)	Consultancy Projects carried out/ongoing	Amount mobilized with minimum of Rs.10.00 lakhs	Amount mobilized with minimum of Rs.2.00 lakhs	10 per every Rs.10 lakhs and Rs. 2 Lakhs, respectively		
		Amount mobilized between Rs.20,000/- and Rs.10.00 lakhs	Amount mobilized between Rs.10,000/- and Rs.2.00 lakhs	5 for <Rs.10 lakhs and <Rs.2 lakhs, respectively		
(iii)	Completed projects quality evaluation	Completed project report (Accepted by Funding Agency)	Completed project report (Accepted by Funding Agency)	20/each major project and 10/each minor project		
(iv)	Projects outcome/ outputs	Patent/Technology transfer/ Product/Process	Major Policy document of Govt. Bodies at Central and State level	30/ each national level output; 50 /each for international level		
III D	Research Guidance					
(i)	PG Courses	Dissertation work involving one semester / 6 months	Dissertation work involving one semester / 6 months	1/each candidate		
(ii)	PG Courses	Dissertation work involving more than one semester / more than 6 months	Dissertation work involving more than one semester / more than 6 months	1/each candidate		
(iii)	M.Phil	Degree awarded only	Degree awarded only	3/each		

				candidate		
(iv)	Ph.D.	Degree awarded	Degree awarded	10/each candidate		
		i) Thesis submitted	i) Thesis submitted	7/each candidate		
III E Training Courses and Conferences /Seminar/Symposium/Workshop Papers						
(i)	Refresher courses, Methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max. 30 points)	a) Not less than two weeks duration	a) Not less than two weeks duration	20/each		
		b) One week duration	b) One week duration	10/each		
(ii)	Papers in Conferences/ Seminars/ Symposia/ Workshops etc.**	Participation and presentation of research papers (oral/poster) in a) International b) National c) Regional/State level d) Local-University/ College level	Participation and presentation of research papers (oral/poster) in a) International b) National c) Regional/State level d) Local-University/ College level	10/ each 7.5/each 5/each 3/each		
(iii)	Invited for conferences/ seminars/ workshops/ symposia to deliver lectures/ Chair sessions	a) International b) National c) Regional/State level d) Local-University/ College level	a) International b) National c) Regional/State level d) Local-University/ College level	10/ each 7.5/each 5/each 5/each		

+ To be filled by the candidate

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* 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.

** API Score for III E (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 (III) (a) and not under presentation III (e) (ii). **Note: Date of publication of research paper will be 1st January in case 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.**

