



I.B. (PG) COLLEGE, PANIPAT (HARYANA)

(Application Form for Post of Principal)

SR. No. _____

Receipt No. _____
(To be filled by the Office)

Date _____

Affix
Latest
Photo

Note :-

1. The last date for the receipt of application is _____
2. This application form should be properly filled. Photocopies of all certificates/ testimonials must be attached. Originals will have to be shown at the time of Interview.
3. The applicants should send their applications after getting forwarded by their current employer. The applicant may however, send a copy in advance but it must be on prescribed form. A photocopy of the application form must also be sent to the Dean of Colleges, Kurukshetra University, Kurukshetra.
4. Applications received after the due date or found incomplete will not be considered.
5. Marks Criteria form must be properly filled & signed by the candidate on each page.

1. Post applied for (Give the full name of the post) _____
_____ (Advt. No. _____)

2. Name in full (in block letters) _____

3. Present Postal Address (In block letters) _____

Telephone/Mobile No. _____

E-mail ID _____

4. Aadhar Card No. _____ Family ID _____

5. Permanent Home Address _____

6. Father's Name : _____

7. Mother's Name : _____

8. a) Nationality of the candidate _____

b) Whether belongs to S.C./ B.C of Haryana./ P.H. (Yes/No) _____

if yes, please attach attested copy of certificate

c) Martial Status : _____

9. Date of Birth : _____ Age - Year Month Days

(as on last date of Application)

10. References : These should be professionally competent persons who are well acquainted with some aspects of the applicant training, accomplishment, capabilities and character but must not be relations. Two referees should be listed and at least one of them should be citizen of India. For applicants having done doctoral or post-doctoral research, the research supervisors must be listed.

i) Name : _____

Occupation or Position : _____

Address : _____

Contact Number : _____

ii) Name : _____

Occupation or Position : _____

Address : _____

Contact Number : _____

11. Have you ever been prosecuted, kept under detention, bound down, fined, convicted by a Court of Law of any offence of debarred/disqualified by any university, Public Service Commission from appearing at its examinations/selection? Is any case pending against you in any court of law at the time of filling up of this form? If the answer is 'Yes' full particulars of the case, detention, fine, conviction, sentence etc. should be given. _____

12. Educational Qualification (from Matriculation onwards) :

Exam Passed	University/ Board	Roll No.	Year of Passing	Marks Obtained/ Maximum Marks	%age Marks Obtd.	Division	Subjects	Distinction (If any)
Matric								
10+2/ Hr. Sec./ Pre-Univ.								
Graduation BA/B.Sc./B.Com Other								
Post Graduation MA/M.Sc./M.Com Other								
M.Phil								
Ph.D.								
Any Other Exam.								
NET/SLET								

22. Basic Pay Acceptable : _____

23. Period required for joining the post, if selected _____

24. List of enclosures (attested copies) :

1	_____	16	_____
2	_____	17	_____
3	_____	18	_____
4	_____	19	_____
5	_____	20	_____
6	_____	21	_____
7	_____	22	_____
8	_____	23	_____
9	_____	24	_____
10	_____	25	_____
11	_____	26	_____
12	_____	27	_____
13	_____	28	_____
14	_____	29	_____
15	_____	30	_____

I _____ certify that the above information are correct and complete to the best of my knowledge and belief and nothing has been concealed therein.

Place : _____

Date : _____

(Signature of the Candidate)

CERTIFICATE FROM THE EMPLOYER, IF ANY

The application of Dr. _____ who is presently working as _____ in _____ Department/ Organisation is forwarded and recommended for consideration. In case he/she is selected in I.B. (PG) COLLEGE, PANIPAT, he/she will be relieved from his/her present position on _____ notice.

Place : _____

Date _____

Signature of the Head of
Institution/Organization

**Criteria for Selection of Principal
in the Govt. Aided Private Colleges in Haryana
(As per DGHE Memo No. KW 8/36 - 2009 C-IV (3) Dated 12-12-2022)**

Part	Category	Max Marks	Marks Claimed	Verified By Office
I	Academic Record	20		
II	Teaching Experience and Assessment of Administrative Skills	35		
III	Academic / Research Score	32.5		
	Total (A+B+C)	87.5		
IV	Interview	12.5		
	Total (A+B+C+D)	100		

PART I

Academic Record (Maximum 20 Marks)

Academic Record : Maximum 20 Marks			Marks Claimed	Verified By Office
SR.	Particulars	Marks		
1	Above 55% Marks in Master Degree	(0.5 marks for each percentage) (Maximum 5 Marks)		
2	Above 55% Marks in Graduation Degree	(0.4 marks for each percentage) (Maximum 5 Marks)		
3	Above 55% Marks in 10+2 / Prep.	(0.3 marks for each percentage) (Maximum 5 Marks)		
4	Above 55% Marks in Matriculation	(0.2 marks for each percentage) (Maximum 5 Marks)		
Total (I)				

PART II

Teaching Experience and Assessment of Administrative Skills (Maximum 35 Marks)

A.	Teaching Experience: Maximum 10 marks		Marks Claimed	Verified By Office
(i)	15 years experience being essential qualification	0 Marks		
(ii)	Above 15 years teaching experience	01 Marks for each year to the max. of 10 marks		

B.	Assessment of Administrative Skill: Maximum 25 marks		Marks Claimed	Verified By Office
(i) Experience of Administrative Responsibilities				
(1)	Experience as Joint/Deputy/Assistant Director in Directorate of Higher Education, Haryana	01 Marks for each year		
(2)	Experience as Registrar or any other administrative post in any University	- do -		
(3)	Experience as Head of the Higher Education Institution i.e. Principal, Officiating Principal / DDO	- do -		
(ii) Experience of Key Responsibilities in Colleges				
(1)	Staff Representative or V.C. Nornnee in Managing Committee of any College			
(2)	Co-ordinator or Organizing Secretary of International/National/State Conference/Event	- do -		
(3)	Bursar	- do -		
(4)	NSS Programme Officer	- do -		
(5)	YRC Counsellor	- do -		
(6)	Hostel Warden	- do -		
(7)	Member of any Statutory Body of University	01 Marks for each year Maximum upto 2 marks		
(8)	Experience as Associate NCC Officer in HEI (s)	01 Marks for each year Maximum upto 3 marks		
(iii) Experience of Committees in Colleges				
(1)	Co-ordinator IQAC	01 Marks for each year Maximum upto 2 marks		
(2)	Editor in Chief. College Magazine	- do -		
(3)	Member, College Advisory Council	- do -		
(4)	Convenor, University Work Committee	- do -		
(5)	Convenor, Cultural Affairs Committee	- do -		
(6)	Convenor, Purchase/Procurement Committee	- do -		
(7)	Convenor, Building/Works Committee	- do -		
(8)	Convenor, Sports Committee	- do -		
(9)	Convenor, Discipline Committee	- do -		
(10)	Convenor, Internal (Complaint) Committee	- do -		
(11)	Convenor, Road Safety Club	- do -		
(12)	Convenor, Red Ribbon Club	- do -		
(13)	Convenor- Eco Club	- do -		
(14)	In-charge, Placement Cell	- do -		
(15)	In-charge. Women Cell	- do -		
(16)	In-charge, Time-table Committee	- do -		
(17)	In-charge, SC/BC Committee	- do -		

Marks of only one experience under Category II B shall be allowed in one academic year. The convenor/ In-charge shall be entitled mark(s) allotted to each category of experience. Similarly, the member (s) of Committee shall also be entitled for 0.25 mark for each Committee up to maximum marks allotted above. In case of repetition of any assignment/Committee under Category II (B) (ii & (iii), the maximum marks allotted above, shall be allowed.

PART II (Assessment of Teaching Experience and Managerial Skills (For the Post of Principal (Max. Marks 35)

Assessment of Teaching Experience and Managerial Skills		Category Marks	1995-1996	1996-1997	1997-1998	1998-1999	1999-2000	2000-2001	2001-2002	2002-2003	2003-2004	2004-2005	2005-2006	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	Marks Claimed Category Wise				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38				
(i)	15 years experience being essential qualification	0 Marks																																							
(ii)	Above 15 years teaching experience	01 Marks for each year to the max. of 10 marks																																							
(iii)	Experience as Joint/Deputy/Assistant Director in Directorate of Higher Education, Haryana	01 Marks for each year																																							
(iv)	Experience as Registrar or any other administrative post in any University	- do -																																							
(v)	Experience as Head of the Higher Education Institution i.e. Principal, Officiating Principal / DDO	- do -																																							
(vi)	Experience as Associate NCC Officer in HEI (s)	01 Marks for each year (Max. 3)																																							
(vii)	Staff Representative or V.C. Nominee in Managing Committee of any College	01 Marks for each year Maximum upto 3 marks																																							
(viii)	Co-ordinator or Organizing Secretary of International/National/State Conference/Event	- do -																																							
(ix)	Bursar	- do -																																							
(x)	NSS Programme Officer	- do -																																							
(xi)	YRC Counsellor	- do -																																							
(xii)	Hostel Warden	- do -																																							
(xiii)	Member of any Statutory Body of University	01 Marks for each year Maximum upto 2 marks																																							
(xiv)	Co-ordinator IQAC	- do -																																							
(xv)	Editor in Chief. College Magazine	- do -																																							
(xvi)	Member, College Advisory Council	- do -																																							
(xvii)	Convener, University Work Committee	- do -																																							
(xviii)	Convener, Cultural Affairs Committee	- do -																																							
(xix)	Convener, Purchase/Procurement Committee	- do -																																							
(xx)	Convener, Building/Works Committee	- do -																																							
(xxi)	Convener, Sports Committee	- do -																																							
(xxii)	Convener, Discipline Committee	- do -																																							
(xxiii)	Convener, Internal (Complaint) Committee	- do -																																							
(xxiv)	Convener, Road Safety Club	- do -																																							
(xxv)	Convener, Red Ribbon Club	- do -																																							
(xxvi)	Convener- Eco Club	- do -																																							
(xxvii)	In-charge, Placement Cell	- do -																																							
(xxviii)	In-charge. Women Cell	- do -																																							
(xxix)	In-charge, Time-table Committee	- do -																																							
(xxx)	In-charge, SC/BC Committee	- do -																																							
Total Marks Claimed Session Wise																																									

Name of the Candidate: _____ Contact Number: _____ Date _____ Signature _____

PART III

Academic/Research Score: Maximum 32.5 marks

SR.	Particulars	Marks	Marks Claimed	Verified By Office
1	Research Score above 110 as per the criteria given in Appendix II, Table 2.	0.3 mark for each 1 Research Score above 110		

Appendix II, Table 2

(Methodology for Calculating Academic/Research Score)

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgments for patent filing and approval letters, students' Ph.D. award letter, etc.,.)

Sr. No.	Academic/Research Activity	Faculty of Science/ Engineering/ Agriculture/ Medical/ Veterinary Sciences	Faculty of Languages/ Humanities/ Arts/ Social Science/ Library/ Education/ Phy.Education/ Commerce/ Management & other related disciplines	Marks Claimed	Verified By Office
1	Research Papers Published in Peer-Reviewed or UGC listed Journals	08 per paper	10 per paper		
2	Publications (other than Research papers)			Marks Claimed	Verified By Office
	(a) Books authored which are published by;				
	International publishers	12	12		
	National Publishers	10	10		
	Chapter in Edited Book	05	05		
	Editor of Book by International Publisher	10	10		
	Editor of Book by National Publisher	08	08		
	(b) Translation works in Indian and Foreign Languages by qualified faculties				
	Chapter or Research Paper	03	03		
	Book	08	08		
3	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula			Marks Claimed	Verified By Office
	(a) Development of Innovative pedagogy	05	05		
	(b) Design of new curricula and courses	02 per curricula/course	02 per curricula/course		
	(c) MOOCs				
	Development of complete MOOCs in quadrants (4 credit course) (In case MOOCs of lesser credits 05 marks/credit)	20	20		
	MOOCs (developed in 4 quadrant) per module/lecture	05	05		
	Content writer/subject matter expert for each module of MOOCs; (at least one quadrant)	02	02		
	Course Coordinator for MOOCs (4 credit course) (In case of 'MOOCs of lesser credits 02 marks/credit)	08	08		

	(d) E-Content				
	Development of e-Content in 4 quadrants for a complete course/e-book	12	12		
	e-Content (developed in 4 quadrants) per module	05	05		
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02	02		
	Editor of e-content for complete courser paper / e-book	10	10		
4	(a) Research guidance			Marks Claimed	Verified By Office
	Ph.D.	10 per degree awarded 05 per degree awarded	10 per degree awarded 05 per degree awarded		
	M.Phil./P.G dissertation	02 per degree awarded	02 per degree awarded		
	(b) Research Projects Completed				
	More than 10 Lakhs	10	10		
	Less than 10 Lakhs	05	05		
	(c) Research Projects Ongoing :				
	More than 10 Lakhs	05	05		
	Less than 10 Lakhs	02	02		
	d) Consultancy	03	03		
5	(a) Patents			Marks Claimed	Verified By Office
	International	10	10		
	National	07	07		
	(b) * Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)				
	International	10	10		
	National	07	07		
	State	04	04		
	(c) Awards/Fellowship				
	International	07	07		
	National	05	05		
6	*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)			Marks Claimed	Verified By Office
	International (Abroad)	07	07		
	international (within country)	05	05		
	National	03	03		
	State/University	02	02		

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.

Annexure III

Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula

Please fill information on **Page 8-9** with reference to the details given in **(Part III Appendix II, Table 2, Sr. No. 3)** of selection criteria

(a) Development of Innovative pedagogy
(b) Design of new curricula and courses
(c) MOOCs
(d) E-Content

Annexure IV

Research guidance / Research Projects Completed / Research Projects Ongoing / Consultancy

Please fill information on **Page 9** with reference to the details given in

(Part III Appendix II, Table 2, Sr. No. 4) of selection criteria

(a) Research guidance
(b) Research Projects Completed
(c) Research Projects Ongoing
(d) Consultancy

