



DESHBANDHU COLLEGE

(University of Delhi)
Kalkaji, New Delhi-110019

Annexure - II

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 the 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 eligibility qualifications shall be prepared and points be awarded to all such candidates shall be calculated on the basis of the criteria notified by the University:

1. Chairperson, Governing Body- Chairperson
2. Two members of the Governing Body (of what 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 Chairman, 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

4. who shall be a Higher Education Expert. In case of College 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 Subject Expert.
5. 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.
6. An Academician representing SC/ST/OBC/Minority/Women/Persons with disability categories, if any of candidates representing these categories is an applicant, to be nominated by the Vice Chancellor, if any of the above members of the Selection Committee does not belong to that category.

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

2. The list of selected and waitlisted candidates/ panel of names in order of merit, duly signed by all members of the 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 candidates representing these categories is an applicant, to be nominated by the Vice Chancellor, if any of the above members of the Selection Committee does not belong to that category.

2. On the recommendation of the Selection Committee, the University shall transmit to Governing Body a list of persons mentioned in 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.

CHAIRMAN OF THE GOVERNING BODY

::2::



DESHBANDHU COLLEGE

(University of Delhi)
Kalkaji, New Delhi-110019

Annexure - III

The qualifications for the appointment of Principal in College are in accordance with the UGC regulations 2010 and their subsequent amendments 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 concerned 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 Professor in University/College.

- 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 Committee process which shall take into account an external peer review, its recommendations and its outcomes. The framework of the external peer review shall be specified by the 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 re-appointment of the Principal.

***Note:**

A relaxation of 5% may be provided at the Graduate and Masters 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.

CHAIRMAN, GOVERNING BODY



DESHBANDHU COLLEGE

(University of Delhi)
Kalkaji, New Delhi-110019

Annexure - IV

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 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 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 for submission of application is as indicated in the present advertisement uploaded on the University website.
16. In case of any dispute, legal jurisdiction will be Delhi.

CHAIRMAN, GOVERNING BODY



DESHBANDHU COLLEGE

(University of Delhi)
Kalkaji, New Delhi-110019

ANNEXURE - VI

Frequently Asked Questions

1. Which are the mandatory fields in the application?

Mandatory fields are indicated by a red by a star (*) to the name of the field.

2. Is it possible to change/update the information provided by the applicant in the online application form 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 or 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, the details are as under:

Name and address of the College

PwD applicants can also contact the Office of Nodal Officer (PwD) of the College concerned. The contact details are as under:

5. What should be done if the 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

6. 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.)

7. 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.

8. 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.

9. 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.
10. 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.
11. How to pay application fee?
The payment is accepted by credit card/debit card/ Net Banking.
12. 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.
13. 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.
15. Under which category can the applicant of music furnish details regarding LecDem/Concerts?
The details regarding Lec-Dem/Concerts should be filled under – 5.9. (III) E (II) “Invited Lecture” category. Select ‘Lecture’ in ‘Invited Talk/Paper presented’ column.
16. What should an applicant for the music department fill in the column for ISSN/ISBN No. in the case of Cassettes/CD/DVD?

Cassettes/CD/DVD Applicants may write the respective S. No. of the Recording Company as indicated in the list provided along with the Screening Guidelines for the department.
17. 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. Page 4 of 4 C).

Local Publication: A book published by the applicant from a publisher having ‘Registered Office’ only in one city in India.
18. **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.

19. **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.
20. **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.
21. **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. Further, only the patent awarded shall be considered as outcome.