

Guidelines for screening/shortlisting of candidates for the post of Principal

As per the provisions of Ordinances XI, & XII & XXIV of the University, all posts of teachers, including Principal shall be filled after advertisement and by open recruitment.

In order to restrict the number of candidates to be called for interview so as to enable the Selection Committee to have a comprehensive assessment of the candidates, applications received for the post of Principal be screened on the basis of the academic and other credentials of the candidates through the following criteria:

1. The Screening/Short-listing of candidates/applications for the post of Principal shall be based on the following criteria:

a. The Screening/Shortlisting of the candidates' applications for the post of Principal shall be done by a Screening Committee constituted for the purpose as also detailed under the head 'Procedure for Appointment of Principal'.

b. Academic Performance Indicator (API) score for the post of Principal is 400, which to be calculated as per the details given below:

API Score Card**Guidelines for calculating API score for research and academic contribution as per UGC Regulations, 2010 (Category III)**

For Principal (Minimum requirement: 400 API score)

S.No.	APIs	Faculties of Engineering / Agriculture/ Veterinary/ Medical Sciences/ Science	Faculties of Languages Arts/ Humanities/ Social Sciences/ Library/ Physical Education/ Management	Max. points for University and college teacher position
III A	Research Papers/Review Article	Research papers (in related area/subject) published in recognized and reputable journals and periodicals, having ISBN/ ISSN numbers	Research papers (in related area/subject) published in recognized and reputable journals and periodicals, having ISBN/ ISSN numbers	15/ publication
	Conference	Conference proceedings (in related area/subject) as full papers, etc.	Conference proceedings (in related area/subject) as full papers, etc.	10/ publication

	proceedings	(Abstracts not to be included)	(Abstracts not to be included)	
III B	Research Publications: Authored: Text/Subject or Reference Books	Text/Subject or Reference Books (in related area/subject) published by International/National publishers / State and Central Govt. Publications with an established peer review system and ISBN/ ISSN numbers.	Text or Reference Books (in related area/subject) published by International/National publishers / State and Central Govt. Publications with an established peer review system and ISBN/ ISSN numbers	40/sole author; 30 co-author. Text/ Subject or Reference book author.
	Edited: Text/Subject or Reference Books/ Journals	Text/Subject or Reference Books/ Journals Edited (in related area/subject) and published by International/National publishers / State and Central Govt. Publications with an established peer review system and ISBN/ ISSN numbers	Text/Subject or Reference Books/ Journals (in related area/subject) Edited and published by International/National publishers / State and Central Govt. Publications with an established peer review system and ISBN/ ISSN numbers	20/ Sole editor; 10/co-editors
	Chapters in books	Chapter in Text/Subject or Reference Books (in related area/subject) or in edited knowledge based volumes published by International/National publishers / State and Central Govt. Publications with an established peer review system or learned societies and ISBN/ ISSN numbers (Chapter in self-Edited volume should not be considered)	Chapter in Text/Subject or Reference Books (in related area/subject) or in edited knowledge based volumes published by International/National publishers / State and Central Govt. Publications with an established peer review system or learned societies and ISBN/ ISSN numbers (Chapter in self-Edited volume should not be considered)	10/chapter
	Translated Books	Books translated (in related area/subject) and published by International/ National publishers / State and Central Govt. Publications with an established peer review system and ISBN/ ISSN numbers	Books translated (in related area/subject) and published by International/National publishers / State and Central Govt. Publications with an established peer review system and ISBN/ ISSN numbers	20/sole translator 10/co-translator
	Popular article	Popular article (in related area/subject) in	Popular article (in related area/subject) in	10/article

		proceedings/Newsletter of learned bodies/ societies or Newspaper article in area of interest.	proceedings/Newsletter of learned bodies/ societies or Newspaper article in area of interest.	
III C	Research Project			
III C(i)	Sponsored Projects carried out/ ongoing	Major Projects (as per the UGC project guidelines applicable on the date of sanction)	(a) Major Projects (as per the UGC project guidelines applicable on the date of sanction)	20/ each Project to PI 10/each to co-PI/joint PI
		Minor Projects (as per the UGC project guideline applicable on the date of sanction)	(a) Minor Projects (as per the UGC project guidelines applicable on the date of sanction)	15/ each Project 8/each to co-PI/joint PI
III C(ii)	Consultancy Projects routed to concerned Institutions carried out/ ongoing	Amount mobilized with minimum of Rs.10.00 lakh	Amount mobilized with minimum of Rs.2.00 lakh	10/each
III C(iii)	Completed projects Quality Evaluation	Completed Project Report (Accepted from funding agency)	Completed Project Report (Accepted by funding agency)	20/each major project and 10/each minor or innovative research project
III C(iv)	Project Outcome/ Output	Patent/ Technology transfer/Product/Process	Major Policy document of Govt. Bodies at Central and State level	30/each national level output or patent/ 50/ each for Inter-national level
III D	Research Guidance			

III D(i)	M.Phil.	Degree awarded only	Degree awarded only	3/each candidate
III D(ii)	Ph.D	Degree awarded	Degree awarded	10/each candidate
		Thesis submitted	Thesis submitted	7/each candidate
III D(iii)	Undergraduate Research Project Guidance	Project completed	Project completed	2/year
III E Training Courses and Conferences/Seminars/Workshop papers				
IIIE(i)	Refresher courses, Methodology, workshop, 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
IIIE(ii)	Papers in Conferences/ Seminars/ Workshop	Presentation of Research paper (Oral/ Poster) in:	Presentation of Research paper (Oral/ Poster) in:	
		(a) International conference	(a) International conference	10 each

		(b) National	(b) National	7.5 each
		(c) Regional/ State level	(c) Regional/State level	5 each
		(d) Local- University/ College level	(d) Local- University/ College level	3 each
IIIE(iii)	Invited lectures/ special lecture or presentations for conferences/ symposia	(a) International conference	(a) International conference	10/each
		(b) National	(b) National	5/each
		(c) Regional/ State level	(c) Regional/State level	3/each
		(d) Local- University/ College level	(d) Local- University/ College level	2/each

*** 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)"*

The parameters in table of Category-III (Research and Academic Contributions) shall have following capping in relation to the total API score claimed by the candidate.

Sub category	Cap as % of API (for 100%)
III (A): Publications including books, research papers etc.	55%
III (B) Research Projects	20%
III (C) Research Guidance	10%
III (D) Training Courses and conference/seminars/workshops etc.	15%

2. After allocation of points to all the eligible candidates, the Screening Committee will draw a list of 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.
3. 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).
4. The points awarded to the candidates during the process of screening of applications shall not have any weightage/credit or merit during assessment/interview of the candidates by the Selection Committee as these points shall be used only for screening/short listing purposes.
5. 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 post of Principal.
6. For appointment to the post of Principal a maximum of 30 candidates would be invited in order of their ranks in the list prepared by the Screening Committee on the basis of points scored by the candidates.
7. In case of any dispute with regard to screening of the applications, the decision of the Screening Committee shall be final.

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