



INSTITUTE OF HOME ECONOMICS  
(UNIVERSITY OF DELHI)  
F-4, Hauz Khas Enclave, New Delhi 110016  
Ph. No. 011- 47702166, Website: [www.ihe.du.ac.in](http://www.ihe.du.ac.in)

Advt. No. IHE/2023-2024/Admin/Advt.principal/104

Date: 18.04.2023

Online applications are invited in the prescribed Application Form available at web-link <http://rec3.du.ac.in> from eligible women candidates, having post-graduation in Home Science or relevant subjects (i.e., Food and Nutrition, Fabric and Apparel Science, Human Development and Childhood Studies, Resource Management and Design Application, Development of Communication and Extension) for appointment to the post of Principal/Director in the Academic Pay Level-14 of 7<sup>th</sup> Central Pay Commission of Pay Matrix, in the College. The last date for receipt of application is 05.05.2023 or within two weeks from the date of publication of this advertisement in the Employment News, whichever is later.

Details of the advertisement is available on College website (<http://www.ihe.du.ac.in>) and University website (<http://www.du.ac.in/>).

Any addendum/corrigendum shall be posted only on the College /University website.



CHAIRPERSON, GOVERNING BODY



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**Procedure for the Appointment of the Principal in College.**

I. 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 application 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 prepared on the basis of the criteria notified by the University.

1. Chairperson, Governing Body- Chairperson
2. Two Members of the Governing Body 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 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 Selection Committee consisting of the following:-

1. Chairperson of the Governing Body to be the 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. Two nominees of the Vice- Chancellor who shall be Higher Education experts in the subject/field concerned out of which at least one shall be a person not connected in any manner with the affiliating University.

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 the University of whom one should be a subject expert.

4. Three Higher Education 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. Two subject-experts not connected with the College to be nominated by the Chairperson of the Governing Body of the College out of a panel of five names recommended by the Vice Chancellor from the list of subject experts approved by the Academic Council.

In case of Colleges notified/declared as Minority Educational Institutions, two subject experts not connected with the University nominated by the Chairperson of the College Governing Body out of the panel of five names, preferably from minority communities, recommended by the Vice-Chancellor from the list of subject experts approved by the Academic Council.

6. An Academician representing SC/ST/OBC/Minority/Women/Differently abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection Committee does not belong to that category.
7. Five members, including two experts, shall constitute the quorum.
8. The selection procedure of the selection committee shall be completed on the day/last day of the selection committee meeting itself, wherein, minutes are recorded alongwith the scoring Proforma and recommendation made on the basis of merit with the list of selected and waitlisted candidates/Panel of names in order of merit, duly signed by all members of the selection committee.

- II. 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 the 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 recommendation of the Selection Committee the University shall transmit to 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.

III. Tenure:

- (i) A College Principal shall be appointed for a period of five years, extendable for another term of five years on the basis of performance assessment by a committee appointed by the University.
- (ii) Committee for Assessment of College Principal and Professor for Second Term shall have the following compositions:
  - a) Nominee of the Vice-Chancellor.
  - b) Nominee of the Chairman, UGC

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

- IV. After the completion of her/his term as Principal, the incumbent shall join back her/his parent organization with the designation as Professor and in the grade of the Professor.

(Chairperson, Governing Body)





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**The qualification for the appointment of Principal (OTHER THAN EDUCATIONAL, PHYSICAL EDUCATION AND MEDICAL COLLEGE) in colleges are in accordance with the UGC regulation and their subsequent amendments as adopted by the University of Delhi.**

- (i) Ph.D. Degree.
- (ii) Professor/Associate Professor with a total service experience of at least fifteen years of teaching/research in Universities. Colleges and other institutions of higher education.
- (iii) A minimum of 10 research publications in peer-reviewed or UGC- listed journals
- (iv) A minimum of 110 Research Score as per Annexure I

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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.

Application 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 and 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 or Principal will be as indicated in the screening guidelines attached herewith.

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

- Fees for Principal: Rs.2000/-
- Fees once paid will not be refunded under any circumstances.

**Application form as have to be filled only in online mode, as available on the website of the College alongwith 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 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 submitted '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 proved by the applicant in the online application form.
6. Canvassing in any from 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. Application 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 candidates 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 reserved 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. Applicant 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 above lower than 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 College website.
16. In case of any dispute, legal jurisdiction will be Delhi.

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Guidelines for Screening of candidates for appointment to the post of Principal in the College as per UGC Regulations and as adopted by the University of Delhi.

Applications received shall be screened as per details given below:

**I. 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 and acknowledgements for patent filling and approval letters, students' Ph.D. award letter, etc.)

S. No.	Academic/Research Activity	Faculty of Sciences/ Engineering/Agriculture/ Medical/Veterinary Sciences & other related disciplines	Faculty of Languages/ Humanities./ Arts/ Social Sciences/ Library/ Education/Commerce/Ma nagement & other related disciplines
1.	Research Papers in Refereed/Peer-Reviewed or UG listed Journals	08 per paper	10 per paper
2.	Publications (other than Research papers)		
	(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 work 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		
	(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 4 quadrants (4 credit course) (In case of 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 course / paper/e-book	10	10
4	(a) Research guidance		
	Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted
	M. Phil/ PG 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 On going:		
	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02
	(d) Consultancy	03	03
5.	(a) Patents		
	International	10	10
	National	07	07
	(b)*Policy Documents (Submitted to an International body/organization 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 Proceeding (Paper presented in Seminars/Conferences and published as full paper in Conference Proceedings will be counted only once)		
	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):

- 1) Paper in refereed journals without impact factor- 5 Points
- 2) Paper with impact factor less than 1 - 10 Points
- 3) Paper with impact factor between 1 and 2 15 Points
- 4) Paper with impact factor between 2 and 5 20 Points
- 5) Paper with impact factor between 5 and 10 25 Points
- 6) Paper with impact factor less than 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-investigation 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.
- There search score shall be from the minimum of three categories out of six categories.





## **II. Screening of candidates: Criteria and Process**

1. The Screening Committee will draw a list of all the candidates indicating the research score scored by them in descending order i.e.. starting from the candidate getting the highest marks towards the candidates getting the lower marks.
2. For appointment to the post of Principal in the College, there is a requirement of a total research score of One Hundred and Ten (110) as per criteria given in Section I of this document.
3. The time taken by candidates to acquire M. Phil and /or Ph.D Degree shall not be considered as teaching/research experience to be claimed for appointment to the teaching positions. Further the period of active service spent on pursuing research degree simultaneously with teaching assignment without taking and kind of leave, shall be counted as teaching for the purpose of direct recruitment / promotion.
4. In case of any dispute with regard to screening of the applications, the decision of the Screening Committee shall be final.
5. The status of short-listing will be made available on the dashboard of the respective applicants for information.

## **III. Important Note**

1. The entire onus of the content/ authenticity of the information being uploaded in the form of application and its attachments shall exclusively rest with the applicant in terms of eligibility for recruitment and for subsequent selection through due process.
2. The College shall, in no way, be responsible for any error/omission/commission/suppression of relevant information by the applicant knowingly/ unknowingly/overtly/covertly while filling up the application form and uploading the documents required therein.
3. In case the applicant gets screened/selected/appointed on the basis of the credentials furnished by him/her which are on scrutiny, found to be incorrect/ inadmissible/forged/fabricated/falsified, his/her candidature shall be liable to be cancelled at any stage of the recruitment at any time during the tenure of the service and appropriated legal action under applicable law shall be initiated against the applicant.
4. The College reserves the right to modify/withdraw/cancel any communication made to the applicant. In case of any dispute arising out of such a situation, the decision of the College shall be final and binding on the applicant.

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