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Date 14/12/23  
The Tribune  
Amrik Phaskey

## CMK NATIONAL P.G. COLLEGE, SIRSA

Near Durga Mandir, B-Block, Sirsa – 125055 (Haryana) Ph. 01666-240289

Accredited: B++ by NAAC, Managed by: Sirsa Education Society, Sirsa

Affiliated to: Chaudhary Devi Lal University, Sirsa

In view of revised criteria and guidelines issued by DGHE, Haryana for appointment of **Principal**, fresh applications are invited for the sanctioned post of Principal on regular basis. Eligibility, Pay Scale, selection criteria will be as per rules and regulations of UGC/DGHE Haryana & CDLU, Sirsa.

Application form can be obtained from college or downloaded from website [www.cmksirsa.com](http://www.cmksirsa.com). Apply to undersigned with a copy to Dean of Colleges, CDLU, Sirsa within 21 days from date of publication alongwith NÖC, self attested photocopies of all certificates/testimonials with a D.D. of Rs. 1500/-

Arvind Bansal, Chairman



# C.M.K. National P.G. College, Sirsa

## APPLICATION FOR THE POST OF PRINCIPAL

Sr. No.....

Receipt No. \_\_\_\_\_

Receipt Date \_\_\_\_\_

### Instructions (Please read carefully):

- This application form contains two sections: Section A: Bio-data, Section B: Score Sheet as per criteria for selection of Principals in the Govt. Aided Private Colleges in Haryana.
- This application form should be properly filled in and submitted in sealed envelope.
- All pages must be numbered, signed with date and indexed.
- Attested copies of all certificates/testimonials should be attached. Original documents will have to be present at the time of interview.
- This application should be accompanied by Demand Draft of Rs. 1500/- drawn in favour of the Principal, C.M.K. National P.G. College, payable at Sirsa.
- Person in employment should send their application through their employer. They may, however, send a copy in advance, but it must be on the prescribed form and accompanied by the Demand Draft, copies of certificates/testimonials etc. A copy of the application on the prescribed form complete in all respects along with all enclosures must be sent to the Dean of Colleges, Chaudhary Devi Lal University, Sirsa.
- Application received after the due date or found incomplete shall not be considered.
- Please use separate sheet wherever required.

### SECTION-A (BIO-DATA)

1. Post applied for (Give the full name of the Post) \_\_\_\_\_  
Advt. No. (if any) \_\_\_\_\_
2. Name in full ( in block letters) \_\_\_\_\_
3. Father's Name \_\_\_\_\_ Mother's Name \_\_\_\_\_
4. Present Postal Address (in block letters) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Contact No. \_\_\_\_\_ Email Address \_\_\_\_\_
6. Permanent Home Address \_\_\_\_\_  
\_\_\_\_\_ Pin Code \_\_\_\_\_
7. (a) Nationality \_\_\_\_\_  
(b) Whether belongs to S.C./S.T/B.C. \_\_\_\_\_ If yes, please attach attested copy of certificate  
(c) Marital Status \_\_\_\_\_  
(d) Are you physically handicapped? \_\_\_\_\_ If yes, please attach attested copy of certificate
8. (a) Date of Birth (DD/MM/YYYY) \_\_\_\_\_  
(b) Place of Birth \_\_\_\_\_
9. Present Designation \_\_\_\_\_ Pay Scale \_\_\_\_\_  
Whether promoted under CAS or Direct Recruitment \_\_\_\_\_

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

i. Name: \_\_\_\_\_

Occupation & Position: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Contact No: \_\_\_\_\_

ii. Name: \_\_\_\_\_

Occupation & Position: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Contact No: \_\_\_\_\_

11. Have you attached a Demand Draft for the prescribed fee? If so, state details: Amount \_\_\_\_\_

DD No. \_\_\_\_\_ Dated \_\_\_\_\_ Bank Name: \_\_\_\_\_

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

\_\_\_\_\_

13. Please mention whether you have been removed or dismissed or any other punishment from service or any disciplinary proceeding from past employments. If yes, please mention details:-

\_\_\_\_\_

14. **Educational Qualification (from Matriculation onwards)**

| Exam. Passed          | Uni./Board | Roll No. | Year of passing | Division | Max. Marks | Marks obtained with %age | Subjects | Distinction (if any) |
|-----------------------|------------|----------|-----------------|----------|------------|--------------------------|----------|----------------------|
| Matric                |            |          |                 |          |            |                          |          |                      |
| Hr.Sec./10+2          |            |          |                 |          |            |                          |          |                      |
| Pre-Uni.              |            |          |                 |          |            |                          |          |                      |
| B.A./B.Sc./<br>B.Com  |            |          |                 |          |            |                          |          |                      |
| M.A./M.Sc./<br>M.Com. |            |          |                 |          |            |                          |          |                      |
| M.Phil                |            |          |                 |          |            |                          |          |                      |
| Ph.D.                 |            |          |                 |          |            |                          |          |                      |
| NET/SET               |            |          |                 |          |            |                          |          |                      |
| Any other Exam        |            |          |                 |          |            |                          |          |                      |

15. Topic of M.Phil Dissertation \_\_\_\_\_

16. a) Topic of Research for Ph.D \_\_\_\_\_

b) Field of Specialization \_\_\_\_\_

c) List of Publications: \_\_\_\_\_

| Publication | A<br>Published         | B<br>In Press | C<br>Accepted for<br>Publication | D<br>Communicated<br>for publication | E<br>Whether<br>books have<br>ISBN/Papers<br>indexed or not |
|-------------|------------------------|---------------|----------------------------------|--------------------------------------|---|
| Books       | Sole Author<br>Jointly |               |                                  |                                      |   |
| Papers      | Sole Author<br>Jointly |               |                                  |                                      |   |
| Patents     | Sole Author<br>Jointly |               |                                  |                                      |   |

(Attach a list of publications in respect of each category mentioned above)

17. Experience:-

| Name of<br>Employer | Designation of<br>the Post Held | Duration of<br>Appointment |    | Total Experience |       | Basic Pay<br>Allowances<br>Separately | Reasons<br>for<br>leaving |
|---------------------|---------------------------------|----------------------------|----|------------------|-------|---------------------------------------|---------------------------|
|                     |                                 | From                       | To | Year             | Month |                                       |                           |
|                     |                                 |                            |    |                  |       |                                       |                           |

18. Total Experience \_\_\_\_\_

Under Graduate classes \_\_\_\_\_ Post Graduate Classes \_\_\_\_\_

19. Period required for joining the post, if selected .....

20. List below the certificates and testimonials (attested copies) attached.

- 1.
- 2.
- 3.
- 4.
- 5.



I \_\_\_\_\_ S/o D/o W/o \_\_\_\_\_ hereby declare that all the entries made by me in this application form are true and correct to the best of my knowledge. If anything is found false or incorrect at any stage, my candidature/appointment liable to be cancelled.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

(Signature of the candidate)

**CERTIFICATE FROM THE EMPLOYER**

The application of Dr. \_\_\_\_\_ who is at present working as \_\_\_\_\_ in \_\_\_\_\_ whose pay-scale is \_\_\_\_\_. His/Her application is forwarded and recommended for consideration for the post of \_\_\_\_\_ in the \_\_\_\_\_. In case he/she is selected for employment in the \_\_\_\_\_. He/She will be relieved from his/her present position on \_\_\_\_\_ notice.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of the Head of the office/  
Organization (Seal of Office)

## Section B: Score Sheet

Category:

| Part | Criterion Distribution                                     | Max. marks | Self Appraisal Marks | Marks Awarded |
|------|--|------------|----------------------|---------------|
| I    | Academic Record  | 20         |                      |               |
| II   | Teaching Experience and Assessment of Administrative Skill | 35         |                      |               |
| III  | Academic/ Research Score                                   | 32.5       |                      |               |
| IV   | Interview  | 12.5       | Not Applicable       |               |
|      | <b>Total</b>   | <b>100</b> |                      |               |

### Proforma for calculating marks for Part A & B as mentioned above (Total Marks 87.5)

#### **I. Academic Record : Maximum 20 marks**

| Sr. No. | Particulars                        | Marks  | Self Appraisal Marks | Marks Awarded |
|---------|------------------------------------|--|----------------------|---------------|
| 1.      | Above 55% marks in Master's degree | 0.5 mark for each percentage (maximum 5 marks) |                      |               |
| 2.      | Above 55% marks in Graduation      | 0.4 mark for each percentage (maximum 5 marks) |                      |               |
| 3.      | Above 55% marks in 10+2/Prep.      | 0.3 mark for each percentage (maximum 5 marks) |                      |               |
| 4.      | Above 55% marks in Matriculation   | 0.2 mark for each percentage (maximum 5 marks) |                      |               |
|         | <b>Total</b>                       | <b>20 marks</b>                                |                      |               |

#### **II. Teaching Experience and Assessment of Administrative Skill : Maximum 35 marks**

##### **A. Teaching Experience: Maximum 10 marks**

| Sr. No. | Particulars                        | Marks                | Self-Appraisal Marks | Marks Awarded |
|---------|------------------------------------|----------------------|----------------------|---------------|
| 1.      | Above 15 years teaching experience | 1 mark for each year |                      |               |

##### **B. Assessment of Administrative Skill : Maximum 25 marks**

##### **(i) Experience of Administrative Responsibilities**

| Sr. No. | Particulars  | Marks                | Self-Appraisal Marks | Marks Awarded |
|---------|--|----------------------|----------------------|---------------|
| 1.      | Experience as Joint/Deputy/Assistant Director in Directorate of Higher Education, Haryana        | 1 mark for each year |                      |               |
| 2.      | Experience as Registrar or any other administrative post in any University                       | 1 mark for each year |                      |               |
| 3.      | Experience as Head of the Higher Education Institution i.e. Principal, Officiating Principal/DDO | 1 mark for each year |                      |               |
| 4.      | Experience as Associate NCC Officer in HEI(s)  | 1 mark for each year |                      |               |

**(ii) Experience of Key responsibilities in colleges**

| Sr. No. | Particulars   | Marks  | Self-Appraisal Marks | Marks Awarded |
|---------|---|--|----------------------|---------------|
| 1.      | Staff Representative or V.C. Nominee in Managing Committee of any College             | 1 mark for each year<br>Maximum upto 3 marks |                      |               |
| 2.      | Co-ordinator or Organizing Secretary of International/National/State Conference/Event | 1 mark for each year<br>Maximum upto 3 marks |                      |               |
| 3.      | Bursar  | 1 mark for each year<br>Maximum upto 3 marks |                      |               |
| 4.      | NSS Programme Officer   | 1 mark for each year<br>Maximum upto 3 marks |                      |               |
| 5.      | YRC Counsellor  | 1 mark for each year<br>Maximum upto 3 marks |                      |               |
| 6.      | Hostel Warden   | 1 mark for each year<br>Maximum upto 3 marks |                      |               |
| 7.      | Member of any Statutory Body of University  | 1 mark for each year<br>Maximum upto 2 marks |                      |               |

**(iii) Experience of Committees in College**

| Sr. No. | Particulars                              | Marks   | Self-Appraisal Marks | Marks Awarded |
|---------|--|---|----------------------|---------------|
| 1.      | Co-ordinator IQAC                        | 1 mark for each academic year<br>Maximum upto 2 marks |                      |               |
| 2.      | Editor in Chief, College Magazine        | 1 mark for each academic year<br>Maximum upto 2 marks |                      |               |
| 3.      | Member, College Advisory Council         | 1 mark for each academic year<br>Maximum upto 2 marks |                      |               |
| 4.      | Convenor, University Work Committee      | 1 mark for each academic year<br>Maximum upto 2 marks |                      |               |
| 5.      | Convenor, Cultural Affairs Committee     | 1 mark for each academic year<br>Maximum upto 2 marks |                      |               |
| 6.      | Convenor, Purchase/Procurement Committee | 1 mark for each academic year<br>Maximum upto 2 marks |                      |               |
| 7.      | Convenor, Building/Works Committee       | 1 mark for each academic year<br>Maximum upto 2 marks |                      |               |
| 8.      | Convenor, Sports Committee               | 1 mark for each academic year<br>Maximum upto 2 marks |                      |               |
| 9.      | Convenor, Discipline Committee           | 1 mark for each academic year<br>Maximum upto 2 marks |                      |               |
| 10.     | Convenor, Internal (Complaint) Committee | 1 mark for each academic year<br>Maximum upto 2 marks |                      |               |
| 11.     | Convenor, Road Safety Club               | 1 mark for each academic year<br>Maximum upto 2 marks |                      |               |
| 12.     | Convenor, Red Ribbon Club                | 1 mark for each academic year<br>Maximum upto 2 marks |                      |               |
| 13.     | Convenor, Eco Club                       | 1 mark for each academic year<br>Maximum upto 2 marks |                      |               |
| 14.     | In-charge, Placement Cell                | 1 mark for each academic year<br>Maximum upto 2 marks |                      |               |
| 15.     | In-charge, Women Cell                    | 1 mark for each academic year<br>Maximum upto 2 marks |                      |               |



|     |                                  |   |  |  |
|-----|----------------------------------|---|--|--|
| 16. | In-charge , Time-table Committee | 1 mark for each academic year<br>Maximum upto 2 marks |  |  |
| 17. | In-charge, SC/BC Committee       | 1 mark for each academic year<br>Maximum upto 2 marks |  |  |
|     | <b>Total</b>                     | <b>35 marks</b>                                       |  |  |

**III. Academic/ Research Score: Maximum 32.5 marks**

| Sr. No. | Particulars   | Marks  | Self-Appraisal Marks | Marks Awarded |
|---------|---|--|----------------------|---------------|
| 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 |                      |               |

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.

Performance in interview shall be assessed on the basis of above-mentioned criteria. Each member of Selection Committee shall assess candidates and shall assign marks individually in all the three sub-categories mentioned at IV above. For selection, marks obtained by candidates in Categories I to III will be added to the average marks assigned by all members of Selection Committee.

**Note:**

- Teaching experience of candidates shall be considered only in case of teaching the concerned subject after acquiring eligibility qualifications determined by the Govt



Table 2

(Appendix II)

**Methodology for University and College Teachers 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 acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.,)

| S.N. | Academic/Research Activity  | Faculty of Sciences/<br>Engineering/<br>Agriculture/Medical/<br>Veterinary Sciences | Faculty of Languages/<br>Humanities/Arts/Social<br>Sciences/Library/<br>Education/Physical<br>Education/Commerce/<br>Management & other<br>related disciplines |
|------|---|---|--|
| 1.   | Research Papers in Peer-Reviewed or UGC 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 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 |   |  |
|      | (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   |
|      | Contentwriter/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   |

|    |   |  |  |
|----|---|--|--|
|    | <b>(d) E-Content</b>  |  |  |
|    | 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  | <b>(a) Research guidance</b>  |  |  |
|    | Ph.D.   | 10 per degree awarded<br>05 per thesis submitted | 10 per degree awarded<br>05 per thesis submitted |
|    | M.Phil./P.G dissertation  | 02 per degree awarded                            | 02 per degree awarded                            |
|    | <b>(b) Research Projects Completed</b>  |  |  |
|    | More than 10 lakhs  | 10   | 10   |
|    | Less than 10 lakhs  | 05   | 05   |
|    | <b>(c) Research Projects Ongoing :</b>  |  |  |
|    | More than 10 lakhs  | 05   | 05   |
|    | Less than 10 lakhs  | 02   | 02   |
|    | <b>(d) Consultancy</b>  | 03   | 03   |
| 5  | <b>(a) Patents</b>  |  |  |
|    | International   | 10   | 10   |
|    | National  | 07   | 07   |
|    | <b>(b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)</b>   |  |  |
|    | International   | 10   | 10   |
|    | National  | 07   | 07   |
|    | State   | 04   | 04   |
|    | <b>(c) Awards/Fellowship</b>  |  |  |
|    | International   | 07   | 07   |
|    | National  | 05   | 05   |
| 6. | <b>*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)</b> |  |  |
|    | 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.
-