

# Mahila Mahavidyalaya, Jhojhu Kalan (Ch. Dadri)

(Affiliated to Chaudhary Bansi Lal University, Bhiwani)

Website : www.mmjk.ac.in

Email : mmjhojhu@gmail.com

Sr. No. \_\_\_\_\_

To

The President  
Mahila Mahavidyalaya, Jhojhu Kalan  
Distt. – Charkhi Dadri (Haryana) - 127310

Latest  
Photograph

Subject: Application for the post of \_\_\_\_\_

Category : \_\_\_\_\_

With reference to your advertisement in \_\_\_\_\_ for the Post of \_\_\_\_\_

I request you to consider my application for above said post. My biodata is given below:

- Name : \_\_\_\_\_
- Father's Name : \_\_\_\_\_
- Date of Birth : \_\_\_\_\_
- Permanent Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Pin Code \_\_\_\_\_
- Correspondence Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Pin Code \_\_\_\_\_
- Contact Number : 1) \_\_\_\_\_ 2) \_\_\_\_\_
- Email ID : \_\_\_\_\_
- Present Employer : \_\_\_\_\_  
\_\_\_\_\_

(Submit NOC in Attached Format)

## SCORE SHEETS

(As instructed by DGHE vide dated 18.04.2023-Attached, see pages 9 to11)

## 1. Academic Record: Maximum 20 marks

S.No.	Particulars	Marks	Self-appraisal Marks	Marks awarded
1.	Above 55% marks in Master's degree	0.5 marks for each percentage (maximum 5 marks)		
2.	Above 55% marks in Graduation	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)		

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

## A. Teaching Experience: Maximum 10 marks

S.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

S.No.	Particulars	Marks	Self-appraisal Marks	Marks awarded
1.	Experience as Joint/Deputy/Assistant Director in Directorate of Higher Education	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		

## (ii) Experience of Key responsibilities in colleges

S.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 maximum upto 3 Marks		
2.	Co-ordinator or Organizing Secretary of International/ National/State Conference/Event	1 mark for each year maximum upto 3 marks		
3.	Bursar	1 mark for each year maximum upto 3 Marks		
4.	NSS Programme Officer	1 mark for each year Maximum upto 3 marks		
5.	YRC Counsellor	1 mark for each year maximum upto 3 Marks		
6.	Hostel Warden	1 mark for each year Maximum upto 3 marks		
7.	Member of any Statutory Body of University	1 mark for each year Maximum upto 2 marks		
8	Experience as Associate NCC Officer in HEI (s)	1 mark for each year Maximum upto 3 marks		

## (iii) Experience of Committees in College

S.No.	Particulars	Marks	Self-appraisal Marks	Marks awarded
1.	Co-ordinator IQAC	1mark for each academic Year maximum upto 2 marks		
2.	Editor in Chief, College Magazine	1mark for each academic Year maximum upto 2 marks		
3.	Member, College Advisory Council	1mark for each academic Year maximum upto 2 marks		
4.	Convener, University Work Committee	1mark for each academic Year maximum upto 2 marks		
5.	Convener, Cultural Affairs Committee	1mark for each academic Year maximum upto 2 marks		
6.	Convener, Purchase/ Procurement Committee	1 mark for each academic year maximum upto 2marks		
7.	Convener, Building/ Works Committee	1 mark for each academic year maximum upto 2 marks		
8.	Convener, Sports Committee	1mark for each academic Year maximum upto 2 marks		

9.	Convener, Discipline Committee	1mark for each academic Year maximum upto 2 marks		
10.	Convener, Internal (Complaint) Committee	1mark for each academic Year maximum upto 2 marks		
11.	Convener, Road Safety Club	1mark for each academic year maximum upto 2 marks		
12.	Convener, Red Ribbon Club	1mark for each academic Year maximum upto 2 marks		
13.	Convener, Eco Club	1 mark for each academic Year maximum upto 2 marks		
14.	In-charge, Placement Cell	1mark for each academic Year maximum upto2 marks		
15.	Incharge, Women Cell	1mark for each academic Year maximum upto2 marks		
16.	In-charge, Time-table Committee	1mark for each academic Year maximum upto2 marks		
17.	In-charge, SC/BC Committee	1mark for each academic Year maximum upto 2 marks		

III. Academic/ResearchScore:Maximum32.5 marks

S.No.	Particulars	Marks	Self-appraisal Marks	Marks awarded
1.	Research Score above 110 as per The criteria given in Appendix II, Table 2	0.3mark for each 1 Research Score above 110		
** Attach copies of documents as proof to calculate API score according to Annexure attached with this form –Table 2, Appendix II (as supplied by DGHE)				

Bank Draft No.	Date	Amount_____
Name of the Bank		_____

Date :

Yours Faithfully

Place :

(Signature of Applicant)

Copy to: The Dean, College Development Council, Chaudhary Bansi Lal University, Prem Nagar, Bhiwani

(Signature of Applicant)

I \_\_\_\_\_ D/o S/o W/o \_\_\_\_\_

hereby declare that all the entries made by me in this application from are true and correct to the best of my knowledge and belief. I have attached related proof of documents in the form of self-attested copies. If anything is found false or incorrect at any stage, my candidature/appointment is liable to be cancelled.

Place:

Date:

(Full Signature of the Candidate)

### **CERTIFICATE FROM THE EMPLOYER, IF ANY**

The application of Ms./Mrs./Dr. \_\_\_\_\_ who is at present working as \_\_\_\_\_ in \_\_\_\_\_ Department/Organization is forwarded and recommended for consideration. In case he/she is selected in Mahila Mahavidyalaya, Jhojhu Kalan (Ch. Dadri), he/she will be relieved from his/her present position on \_\_\_\_\_ notice.

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

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

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

Table 2

(Appendix II Contd.)

**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/ Engineering/ Agriculture/Medical/ Veterinary Sciences	Faculty of Languages/ Humanities/Arts/Social Sciences/Library/ Education/Physical Education/Commerce/ Management & other related disciplines
1.	<b>Research Papers in Peer-Reviewed or UGC listed Journals</b>	08 per paper	10 per paper
2.	<b>Publications (other than Research papers)</b>		
	<b>(a) Books authored which are published by ;</b>		
	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>(b) Translation works in Indian and Foreign Languages by qualified faculties</b>		
	Chapter or Research paper	03	03
	Book	08	08
3.	<b>Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula</b>		
	<b>(a) Development of Innovative pedagogy</b>	05	05
	<b>(b) Design of new curricula and courses</b>	02 per curricula/course	02 per curricula/course
	<b>(c) MOOCs</b>		
	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 05 per thesis submitted	10 per degree awarded 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.
-



From

Principal Secretary Govt. of Haryana,  
Higher Education Department,  
Haryana, Chandigarh.

To

All the Principals,  
Govt. Aided Private Colleges in State of Haryana.

Memo No. KW 8/36-2009 C-IV(3)  
Dated, Panchkula, the 18/04/2023

**Subject : Revised criteria for the recruitment of Assistant Professor and Principals in Govt. Aided Private Colleges in State of Haryana.**

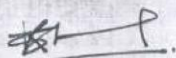
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In continuation of this Directorate Memo No. KW 8/36-2009 C-IV(3) dated 12.12.2022 on the subject cited above.

The amended revised criteria for the recruitment of Assistant Professors and Principals in Govt. Aided Private Colleges in State of Haryana has been approved by the State Government. The copy of the revised Criteria is enclosed herewith for further necessary action.

This issues with the approval of the Competent Authority.

Encls : 1 to 4 pages

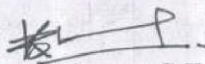
  
Assistant Director C-IV  
for Principal Secretary to Govt. Haryana  
Higher Education Department,  
Haryana.

Endst No. Even

Dated, Panchkula

A copy is forwarded to the following for information and necessary action :-

1. The Registrar, Kurukshetra University, Kurukshetra.
2. The Registrar, Maharishi Dayanand University, Rohtak.
3. The Registrar, Ch. Devi Lal University, Sirsa.
4. The Registrar, Bhagat Phool Singh Mahila Vishwavidyalaya, Khanpur Kalan (Sonapat).
5. The Registrar, Indira Gandhi University, Meerpur (Rewari).
6. The Registrar, Ch. Ranbir Singh University, Jind.
7. The Registrar, Ch. Bansi Lal University, Bhiwani.
8. The Registrar, Gurugram University, Gurugram.
9. The Registrar, Dr. B.R. Ambedkar, National Law University, Rai, Sonapat.
10. The Registrar, Maharishi Balmiki Sanskrit University, Mundri, Kaithal.
11. IT cell for upload on the Portal.

  
Assistant Director C-IV  
for Principal Secretary to Govt. Haryana  
Higher Education Department,  
Haryana.



## CRITERIA FOR SELECTION OF PRINCIPALS IN GOVT. AIDED PRIVATE COLLEGES IN THE STATE OF HARYANA

### Category

I. Academic Record

II. Teaching Experience and Assessment of Administrative Skill

III. Academic/Research Score

IV. Interview

### Marks

20 Marks

35 Marks

32.5 Marks

12.5 Marks

**TOTAL:****100 Marks**

### I. Academic Record: Maximum 20 marks

Sr. No.	Particulars	Marks
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)
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### II. Teaching Experience and Assessment of Administrative Skill: Maximum 35 marks

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

Sr. No.	Particulars	Marks
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
1	Experience as Joint/Deputy/Assistant Director in Directorate of Higher Education, Haryana	1 mark for each year
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##### (ii) Experience of Key responsibilities in colleges

Sr. No.	Particulars	Marks
1	Staff Representative or V.C. Nominee in Managing Committee of any College	1 mark for each year maximum upto 3 marks
2	Co-ordinator or Organizing Secretary of International/National/State Conference/Event	1 mark for each event maximum upto 3 marks
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7	Member of any Statutory Body of University	1 mark for each year maximum upto 2 marks
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##### (iii) Experience of Committees in College

Sr. No.	Particulars	Marks
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2	Editor in Chief, College Magazine	1 mark for each academic year maximum upto 2 marks
3	Member, College Advisory Council	1 mark for each academic year maximum upto 2 marks
4	Convenor, University Work Committee	1 mark for each academic year maximum upto 2 marks
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10	Convenor, Internal (Complaint) Committee	1 mark for each academic year maximum upto 2 marks
11	Convenor, Road Safety Club	1 mark for each academic year maximum upto 2 marks
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15	In-charge, Women Cell	1 mark for each academic year maximum upto 2 marks
16	In-charge, Time-table Committee	1 mark for each academic year maximum upto 2 marks
17	In-charge, SC/BC Committee	1 mark for each academic year maximum upto 2 marks

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

Sr. No.	Particulars	Marks
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

### IV. Interview: 12.5 marks

Sr. No.	Particulars	Marks
1	Knowledge of Service rules, financial matters & ICT tools	4 Marks
2	Leadership Qualities and Decision-making power	5.5 Marks
3	Overall Personality	3 Marks

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.

*[Handwritten signature]*