

Mahila Mahavidyalaya, Jhojhu Kalan (Ch. Dadri)

(Affiliated to Chaudhary Bansi Lal University, Bhiwani)

Website : www.mmmjk.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 | 1mark for each year maximum upto 3 Marks | | |
| 2. | Co-ordinator or Organizing Secretary of International/ National/State Conference/Event | 1mark for each year maximum upto 3 marks | | |
| 3. | Bursar | 1mark 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. | 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 |

| | | | |
|----|---|--|--|
| | (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./P.G 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 Ongoing : | | |
| | 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 Document (Submitted to an International body/organisation 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 Proceedings (Paper presented in Seminars/Conferences and also 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) :

- 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.

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 (Sonepat).
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, Sonepat.
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

| | Marks |
|--|------------------|
| I. Academic Record | 20 Marks |
| II. Teaching Experience and Assessment of Administrative Skill | 35 Marks |
| III. Academic/Research Score | 32.5 Marks |
| IV. Interview | 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) |
| 4 | Above 55 % marks in Matriculation | 0.2 mark for each percentage (maximum 5 marks) |

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 |
| 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

| 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 |
| 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

| Sr. No. | Particulars | Marks |
|---------|-------------------|---|
| 1 | Co-ordinator IQAC | 1 mark for each academic year maximum upto 2 marks |

| | | |
|----|--|--|
| 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 |
| 5 | Convenor, Cultural Affairs Committee | 1 mark for each academic year maximum upto 2 marks |
| 6 | Convenor, Purchase/Procurement Committee | 1 mark for each academic year maximum upto 2 marks |
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| 9 | Convenor, Discipline Committee | 1 mark for each academic year maximum upto 2 marks |
| 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 |
| 12 | Convenor, Red Ribbon Club | 1 mark for each academic year maximum upto 2 marks |
| 13 | Convenor, Eco Club | 1 mark for each academic year maximum upto 2 marks |
| 14 | In-charge, Placement Cell | 1 mark for each academic year maximum upto 2 marks |
| 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.

