

# Delhi College of Arts & Commerce

UNIVERSITY OF DELHI

Netaji Nagar, New Delhi - 110023

Website: <http://dcac.du.ac.in>

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Advt. No. DCAC/PRINCIPAL/APPT./2014

Dated: 14.08.2014

## **APPLICATION FOR THE POST OF PRINCIPAL**

Applications are invited for the post of **PRINCIPAL** in the prescribed proforma and fees in the Pay Band (PB-4) of Rs. 37,400-67,000 carrying AGP of Rs.10,000/- plus usual allowance as applicable from time to time. The last date for receipt of application is 21 days from the publication of this advertisement. For details, please see the website of Delhi College of Arts & Commerce i.e. <http://dcac.du.ac.in> and University of Delhi i.e. [www.du.ac.in](http://www.du.ac.in) under the head [work@du.ac.in](mailto:work@du.ac.in).

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

**CHAIRMAN**  
**Governing Body**

# **DELHI COLLEGE OF ARTS & COMMERCE**

## **Qualification for the post of Principal**

1. The direct recruitment to the posts of Principal of the College shall be on the basis of merit through all India advertisement and selections by the duly constituted Selection Committee.
2. A Master's degree with at least 55 % marks (or an equivalent grade in a point scale wherever the grading system is followed) by a recognized University.

A relaxation of 5 % may be provided from 55 % to 50 % of the marks to the Ph.D. degree holders who have passed their Master's degree prior to 19<sup>th</sup> September 1991.

Relevant grade which is regarded as equivalent of 55 % wherever the grading system is following by a recognized university shall also be considered eligible.

3. A Ph.D. degree in concerned/allied/relevant discipline(s) in the institution concerned with evidence of published work and research guidance.
4. Associate Professor/Professor with a total experience of 15 years of teaching/research/administration in Universities, College and other institutions of higher education.
5. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), as set out in the University Ordinances for direct recruitment of Professors in University/Colleges.
6. The term of appointment of College Principal shall be Five years with eligibility for reappointment for another term only after following the due process of selection laid down under Ordinance XVIII as amended from time to time.

**CHAIRMAN**  
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# DELHI COLLEGE OF ARTS & COMMERCE

## 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/Shortlisting 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
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 proceedings	Conference proceeding (in related area/subject) as full papers. etc. (Abstracts not to be included)	Conference proceedings (in related area/subject) as full papers. etc. (Abstracts not to be included)	10/ publication
III B	Research Publication:  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 systems and ISBN/ISSN numbers.	Text or Reference Books (in Related area/subject) published by  International / National publisher / State and Central Govt. Publication 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	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	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	20/sole Translator  10/co-translator

	Popular article	Popular article (in related area / subject) in proceedings / Newsletter of learned bodies/societies or Newspaper article in area of interest.	Popular article ( in related Area / subject) in proceedings / Newsletter of learned bodies/societies or Newspaper article in area of interest.	10/article
<b>III C</b>	<b>Research Project</b>			
III C (i)	Sponsored Projects carried out/outgoing	Major Projects (as per the UGC project guidelines application on the date of sanction)	Major Projects (as per the UGC project guidelines applicable on the date of sanction)	20/each Project to PI  10/each to co- P1/joint PI
		Minor Projects (as per the UGC project guidelines application 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- P1/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 documents of Govt. Bodies at Central and State level.	30/each National level Output or patent /50/ Each for internation
<b>III D</b>	<b>Research Guidance</b>			
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
<b>III E</b>	<b>Training Courses and Conferences/Seminars/Workshop papers</b>			
III E (i)	Refresher Courses. Methodology. Workshop. Training. Teaching /Learning Evaluation Technology Programmes Soft Skills Development Programmes. Faculty Development Programmes s)	(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
III E (ii)	Papers in Conference/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
		©. Regional /State level	© Regional / State level	5 each
		(d) Local-University /College level	(d) Local-University/College level	3 each

III E(iii)	Invited Lectures/ Special lecture Or Presentation 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 Course and conference/	15%

- 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.
- 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 others(s).
- The points awarded to the candidates during the process of screening of application 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.
- 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 regards to screening of the applications the decision of the Screening Committee shall be final.

**CHAIRMAN**  
**Governing Body**



# DELHI COLLEGE OF ARTS AND COMMERCE

## **General Instructions for candidates applying for the post of Principal:**

1. Candidates must possess the qualifications as prescribed by the University from time to time for the post of Principal. The post carries UGC pay scales plus admissible allowances. Application forms and details regarding prescribed qualification and eligibility conditions are available at <http://dcac.du.ac.in>. Any addendum/dedendum/corrigendum shall be posted on the website of the College only.
2. It will be open to the College to consider names of suitable candidates who might not have applied.
3. Merely fulfilling the minimum qualification or the eligibility criteria does not entitle a candidate to be necessarily considered or called for the interview. More stringent criteria may be applied for short-listing the candidates to be called for interview.
4. The applications received may be screened for short listing and recommending the candidates to be called for interview on the basis of the Screening Guidelines approved by the University. The Screening Guidelines approved by the University are enclosed with the advertisement on the college website <http://dcac.du.ac.in>.
5. Relaxation, if any, may be made in exceptional cases on the recommendations of the Selection Committee, subject to the approval of the UGC.
6. Applications once submitted will not be allowed to be withdrawn and fee once paid will not be refunded in any case, nor it shall be held reserve for any other recruitment or selection process in future. The application fee of Rs. 500/- paid by DD in favour of Principal Delhi College of Arts and Commerce at New Delhi shall be sent along with downloaded application form.
7. Recommendations of the Shortlisting/Screening Committee shall be uploaded on the website of the College. Representation if any, may be submitted to The Chairman Governing Body, Delhi College of Arts and Commerce, University of Delhi, Netaji Nagar, New Delhi - 110 023 of the college within 7 working days of posting the recommendations on the website.
8. The college reserves the right not to fill up any of the advertised post.
9. Candidates already in employment and short-listed for interview are required to submit a "No Objection Certificate" from the employer prior to or on the date of the interview.
10. 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 submitted by the candidates. In case the information/documents is found to be false/incorrect by way of omission or commissions, the responsibility and liability shall lie solely with the candidate.
11. Candidates may be asked to submit documents in support of their qualification/publications/experience at any stage, if required.
12. The College shall verify the antecedents or documents submitted by a candidate at the time of appointment or during the tenure of the service. In case, it is detected at any

- stage that the documents submitted by the candidates are fake or the candidate has suppressed relevant information, then his/her services shall be terminated without prejudice to any other action initiated by the College.
13. The College reserves the right to withdraw any advertised post(s) at any time without giving any reason.
  14. In case of any inadvertent mistake in the process of selections, which may be detected at any stage even after the issue of appointment letter, the College reserve the right to modify/withdraw/cancel any communication made to the candidates.
  15. In case of any dispute/ambiguity that may occur in the process of selections, the decision of the College shall be final.
  16. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications laid down in the advertisement.
  17. Canvassing in any form will be disqualification.
  18. (a) No interim correspondence shall be entertained from the candidate.  
(b) All correspondence from the College, including interview call, if any, shall be sent to the email address supplied by the candidates.
  19. Candidates are requested to send their application in the prescribed form only.
  20. All candidates should have fulfilled the minimum eligibility on the date of applications.
  21. Publications 'under submission' or submitted to referees will not be considered toward points for publication criteria.
  22. Candidates called for interview shall do so at their own expenses. No TA/DA shall be paid.
  23. **Applications completed** in all respect in the prescribed form may be sent to The Chairman Governing Body, Delhi College of Arts and Commerce, University of Delhi, Netaji Nagar, New Delhi - 110023. Only through Speed/Registered post. Please super scribe the post applied (in bold) for on the envelope. Please note, the applications forms shall not be accepted in person or through courier or any other post.  
**From outside India, completed applications in the prescribed form may be sent to** The Chairman Governing Body, Delhi College of Arts and Commerce, University of Delhi, Netaji Nagar, New Delhi - 110023 India, through international post/courier.
  24. The College shall not be responsible for any delay/loss due to postal or technical reasons.
  25. The candidates are instructed to carefully read the eligibility criteria Application received without complete information or without requisite fees shall be rejected.
  26. The last date of receipt of applications is 21 days from the date of issue of advertisement.

**Chairman  
Governing Body**