



RKSD COLLEGE, KAITHAL

("A" Grade NAAC Accredited & Affiliated to Kurukshetra University, Kurukshetra)

APPLICATION FORM FOR THE POST OF PRINCIPAL

Email: principal@rksdcollege.ac.in

Website: www.rksdcollege.ac.in

Demand Draft No. _____ Date _____ Bank Name _____

Receipt No. _____ Date _____

(To be filled in by the Office)

Latest

Attested

Photograph

Pl. Note:

- 1 Last date of receipt of application is _____.
- 2 This application form should be properly filled in. Self Attested copies of all certificates/testimonials should be attached. (Originals will have to be shown at the time of interview).
- 3 Application complete in all respect, addressed to the President, Governing Body, should be submitted in Principal Office, RKSD College, Kaithal
- 4 Persons in employment should send their applications through proper channel. They may, however, send a copy in advance, but it must be on the prescribed form and accompanied by the copies of certificates/testimonials etc.
- 5 A copy of the application must be sent to the Dean of Colleges, Kurukshetra University, Kurukshetra.
- 6 Marks criteria/weightage form must be properly filled & signed by the candidate on each page.
- 7 Application received after the due date or found incomplete will not be considered.
- 8 Attach self-addressed envelope (10"x4")

1. Post applied for (Give the full name of the post) _____

Advt. Date _____ Newspaper _____

2. Name in Full (in block letters) _____

3. Present Postal Address (in block letters) _____

_____ Pin Code _____

4. Mobile No _____ E-Mail ID _____

5. Permanent Home Address _____

_____ Pin Code _____

6. Father's/Husband's Name _____

7. Mother's Name _____

8. Nationality of the Candidate _____

9. Marital Status _____

10. Date of Birth _____

Age _____ Year _____ Month _____ Days _____ (as on last date of application)

11. Whether belong to any reserved category? (SC/ST/BC-A/BC-B/ESM/PH etc.)

If Yes, specify the category & attach documentary proof: _____

12. 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 references should be listed, and at least one of them should be citizen of India.

i) Name _____

Occupation or Position _____

Address _____

Email Id _____ Contact No. _____

ii) Name _____

Occupation or Position _____

Address _____

Email Id _____ Contact No. _____

13. Have you ever been prosecuted, kept under detention, fined, convicted by a Court of law under any offence or debarred/disqualified by any University/ Public Service Commission from appearing in its examinations/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', give full particulars of the case, detention, fine, conviction, sentence etc. should be given. _____

14. Educational Qualifications (from Matriculation onwards):

Exam passed	Univ./ Board	Roll No.	Year of Passing	Max . Marks	Marks obtained	%age Marks	Division	Subject	Distinction (if any)
Matric									
10+2/Hr. Sec./Pre- Uni.									
B.A./B.Sc./ B.Com.									
M.A./M.Sc.									
M.Phil									
Ph.D.									
UGC/CSIR JRF Exam.									
Any other									

15. Topic of M.Phil Dissertation _____

16. a) Topic of research for Ph.D _____

b) Field of specialization _____

17. Details of present/previous employment:

(Chronological list of experience, certificates to be enclosed, including current position/employment)

Name of the employer/institution	Designation	Duration of Appointment		Total Period	Nature of appointment	Basic pay & Grade	Reason for leaving
		From	To				

18. Period required for joining the post, if selected _____

(Copy of the selection criteria is enclosed. Please give information at point no. 19 to 24 in the form of Annexures in the light of the criteria).

19. Research Papers in Peer-Reviewed or UGC listed journals.

Annexure-I Please fill information on Page 13 with reference to the details in (Part III Appendix II, Table 2, Sr. No. 1) of selection criteria

20. Publications (other than Research papers)

Annexure-II Please fill information on Page 14 with reference to the details in (Part III Appendix II, Table 2, Sr. No. 2) of selection criteria

21. Creation of ICT mediated Teaching Learning pedagogy and content development of new and innovative courses and curricula

Annexure-III Please fill information on Page 15 with reference to the details in (Part III Appendix II, Table 2, Sr. No. 3) of selection criteria

22. Research guidance/ Research Projects Completed/Research Projects Ongoing/ Consultancy

Annexure-IV Please fill information on Page 16 with reference to the details in (Part III Appendix II, Table 2, Sr. No. 4) of selection criteria

23. Patents/Policy Documents/Awards/Fellowship

Annexure-V Please fill information on Page 17 with reference to the details in (Part III Appendix II, Table 2, Sr. No. 5) of selection criteria

24. *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)

Annexure-VI Please fill information on Page 18 with reference to the details given in (Part III Appendix II, Table 2, Sr. No. 6) of selection criteria

25. List of enclosures (Attested copies):-

- | | |
|-----------|-----------|
| 1. _____ | 16. _____ |
| 2. _____ | 17. _____ |
| 3. _____ | 18. _____ |
| 4. _____ | 19. _____ |
| 5. _____ | 20. _____ |
| 6. _____ | 21. _____ |
| 7. _____ | 22. _____ |
| 8. _____ | 23. _____ |
| 9. _____ | 24. _____ |
| 10. _____ | 25. _____ |
| 11. _____ | 26. _____ |
| 12. _____ | 27. _____ |
| 13. _____ | 28. _____ |
| 14. _____ | 29. _____ |
| 15. _____ | 30. _____ |

I _____ certify that the above information is correct and complete to the best of my knowledge and belief and nothing has been concealed therein.

Place _____

Date _____

(Signature of the candidate)

CERTIFICATE FROM THE EMPLOYER, IF ANY

The application of Dr. _____ who is presently working as _____
in _____ Department/Organization is forwarded and recommended for
consideration. In case he/she is selected in RKSD College, Kaithal, he/she will be relieved from his/her
present position on _____ notice.

Place _____

Date _____

**Signature of the Head of
Institution/Organization**

Criteria for Selection of Principal in the Govt. Aided Private Colleges in Haryana

(As per DGHE Memo No. KW 8/36-2009 C-IV(3) Dated 18.04.2023)

Pl. note that the criteria of selection given here and information/details sought henceforth are based on DGHE. Haryana letter dated 11.11.2022, 12.12.2022 & 18.04.2023. In case of any inadvertent discrepancy, pl. refer to original memos/notifications mentioned above.

Sr. No.	Category	Maximum Marks	Marks Claimed	Verified by Office
A.	Academic Record	20		
B.	Teaching Experience and Assessment of Administrative Skill	35		
C.	Academic/Research Score	32.5		
	Total (A+B+C)	87.5		
D.	Interview	12.5		
	Total (A+B+C+D)	100		

Part I

Academic Record: Maximum 20 marks

S.No.	Particulars	Marks	Marks Claimed	Verified by Office
1.	Above 55% marks in Master's degree	0.5marks 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)		

Part II
Teaching Experience and Assessment of Administrative Skill: Maximum 35 marks

A. Teaching Experience: Maximum 10 marks

S.No.	Particulars	Marks	Marks Claimed	Verified by Office
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	Marks Claimed	Verified by Office
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

S.No.	Particulars	Marks	Marks Claimed	Verified by Office
1.	Staff Representative or V.C. Nominee in Managing Committee of any College	1 mark for each year maximum upto 3Marks		
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 2marks		
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	Marks Claimed	Verified by Office
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.	Convener, University Work Committee	1 mark for each academic Year maximum upto 2 marks		
5.	Convener, Cultural Affairs Committee	1 mark for each academic Year maximum upto 2 marks		
6.	Convener, Purchase/Procurement Committee	1 mark for each academic year maximum upto 2 marks		
7.	Convener, Building/Works Committee	1 mark for each academic year maximum upto 2 marks		
8.	Convener, Sports Committee	1 mark for each academic Year maximum upto 2 marks		
9.	Convener, Discipline Committee	1 mark for each academic Year maximum upto 2 marks		
10.	Convener, Internal Complaint Committee	1 mark for each academic Year maximum upto 2 marks		
11.	Convener, Road Safety Club	1 mark for each academic Year maximum upto 2 marks		
12.	Convener, Red Ribbon Club	1 mark 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	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	Marks Claimed	Verified by Office
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		

Appendix II, Table 2
(Methodology for Calculating Academic/Research Score)

(Assessment must be based on evidence produced by the teacher such as: copy of publication, 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.No.	Academic/Research Activity	Faculty of Sciences/ Engineering/ Agriculture/ Medical/ Veterinary Science	Faculty of Languages/ Humanities/ Arts/Social Science/Library /Education/Phy. Education/Com merce/Manage ment & other related disciplines	Marks Claimed	Verified by Office
1.	Research Papers Published in Peer-Reviewed or UGC listed Journals	08 per paper	10 per paper		
2.	Publications (other than Research Paper)			Marks Claimed	Verified by Office
	(a) Books authored which are published by				
	International publisher	12	12		
	National publisher	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			Marks Claimed	Verified by Office
	(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 MOOCs of lesser credits 5 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 credit 02 marks/credit)	08	08		
	(d) E-Content			Marks Claimed	Verified by Office
	Development of E-Content in 4 quadrants for a complete course/e-book	12	12		
	E-Content (developed in 4 quadrant) 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			Marks Claimed	Verified by Office
	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 project completed				
	More than 10 Lakhs	10	10		
	Less than 10 Lakhs	05	05		

	(c) Research Project Ongoing:			Marks Claimed	Verified by Office
	More than 10 Lakhs	05	05		
	Less than 10 Lakhs	02	02		
	(d) Consultancy	03	03		
5.	(a) Patents			Marks Claimed	Verified by Office
	International	10	10		
	National	07	07		
	(b) *policy document (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			Marks Claimed	Verified by Office
	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)			Marks Claimed	Verified by Office
	International (Abroad)	07	07		
	International (within country)	05	05		
	National	03	03		
	State/University	02	02		

The research score for research paper would be augmented as follow:

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 > 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 books 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 30% of the total research score of the teacher concerned.
- The research score shall be from the minimum of the three categories out of six categories.

Annexure-I

Research Papers in Peer-Reviewed or UGC listed Journals

Please fill information on **Page 13** with reference to the details given in **(Part III Appendix II, Table 2, Sr. No. 1)** of selection criteria

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Annexure-II

Publication (other than Research papers)

Please fill information on **Page 14** with reference to the details given in
(Part III Appendix II, Table 2, Sr. No. 2) of selection criteria

(a) Books authored which are published by;
(b) Translation works in Indian and Foreign Languages by qualified faculties

Annexure-III

Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula

Please fill information on **Page 15** with reference to the details given in **(Part III Appendix II, Table 2, Sr. No. 3)** of selection criteria

(a) Development of Innovative pedagogy
(b) Design of new curricula and courses
(c) MOOCs
(d) E-Content

Annexure-IV

Research guidance/Research Projects Completed/Research Projects Ongoing/Consultancy
Please fill information on **Page 16** with reference to the details given in
(Part III Appendix II, Table 2, Sr. No. 4) of selection criteria

(a) Research guidance
(b) Research Projects (Completed)
(c) Research Projects (Ongoing)
(d) Consultancy

Annexure-V

Patents/Policy Document/Award Fellowship

Please fill information on **Page 17** with reference to the details given in
(Part III Appendix II, Table 2, Sr. No. 5) of selection criteria

(a) Patents
(b) *Policy document (submitted to an international body/organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)
(c) Award/Fellowship

Annexure-VI

*invited Lecturers/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)

Please fill information on **Page 18** with reference to the details given in **(Part III Appendix II, Table 2, Sr. No. 6)** of selection criteria

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