



GURU JAMBHESHWAR UNIVERSITY OF SCIENCE AND TECHNOLOGY
HISAR-125 001 (HARYANA)
(ESTABLISHED BY STATE LEGISLATURE ACT 17 OF 1995)
'A' GRADE, NAAC ACCREDITED

Ref. No.UCB/18/

Dated:

846-853
30/02/2018

To

The Principal,
All affiliated Colleges/Institutes (SFS)
Except Education Colleges
GJUS&T, Hisar.

Sub: Constitution of Selection Committees, guidelines/instructions, Format of Proceedings of Selection Committee and Teacher Return Proforma for the appointment of Principal, Faculty and other staff in SFS affiliated Colleges

The Executive Council vide Resolution No. 15(i) in its held on 03.02.2018 has approved the constitution of Selection Committees , guidelines/instructions, Format of Proceedings of Selection Committee and Teacher Return Proforma for the appointment of Principal, Faculty and other staff in SFS affiliated Colleges as under :

1. Constitution of Selection Committees for appointment of Principal, Faculty and other staff for SFS Affiliated Colleges/Institutes (Annexure-I).
2. Guidelines/instructions to be complied with by the colleges/institutes for approval of Principal/Faculty/Staff (Annexure-II).
3. Proforma of Proceedings of Selection Committee for appointment of Principal & Faculty (Annexure-III & IV).
4. Teacher Return Proforma (Annexure-V).

You are, therefore, requested to follow the above instructions / guidelines, constitution of selection committees and various proformas for appointment of Principal, Faculty and other staff in your college/institute.

Yash
30/02/18
Deputy Registrar (Colleges)
for Dean of Colleges.

CC: Dean of Colleges (B.Ed.) with a request to circulate the above to the SFS Education Colleges under their control.

A) **Constitution of Selection Committees for appointment of Principal, Faculty and Non-Teaching Staff for SFS Affiliated Colleges/Institutes.**

1. **Selection Committee for the Post of Principal in a SFS college/Institute including Professional Colleges/institutes of Engineering/Management, Education, Law etc.**

1. Chairperson of the Governing Body as Chairperson.
2. One member of the Governing Body to be nominated by the Chairperson.
3. Vice-Chancellor's nominee.
4. One expert to be given by the Vice-Chancellor
5. Three experts consisting of the Principal of a College, a Professor and an accomplished educationist not below the rank of Professor (to be nominated by the Governing Body) out of a panel of experts approved by the Vice-Chancellor. In case of SFS Professional Colleges, expert at the level of Principal should be from the like type of Professional College for which appointment is to be made.
6. A representative of SC/ST, women and Physically and Visually Handicapped person to be given by Vice-Chancellor, in case a candidate from any of these categories, appears in the interview.
7. In case of appointment in Colleges of Architecture, a nominee of Council of Architecture (COA), if required as per norms of COA, will be included by the concerned college.

2. **Selection Committee for the Post of Professor/Associate Professor in a SFS College/Institute including Professional Colleges/institutes of Engineering/Management, Education, Law etc.**

1. Chairperson of the Governing Body as Chairperson.
2. One member of the Governing Body to be nominated by the Chairperson.
3. Vice-Chancellor's nominee.
4. One Subject expert at the level of Professor to be given by the Vice-Chancellor
5. Two subject experts of the level of Professors in the subject/course of studies concerned to be chosen by the Governing Body out of a panel of subject experts approved by the Vice-Chancellor.
6. Principal of the concerned College
7. A representative of SC/ST, Women and Physically and Visually Handicapped person to be given by Vice-Chancellor, in case a candidate from any of these categories, appears in the interview.
8. In case of appointment in Colleges of Architecture, a nominee of Council of Architecture (COA), if required as per norms of COA ,will be included by the concerned college.

3. **Selection Committee for the Post of Assistant Professor/Librarian in a SFS College/Institute including Professional Colleges/institutes of Engineering/Management, Education, Law etc. Professional Colleges/institutes.**

1. Chairperson of the Governing Body as Chairperson.
2. One member of the Governing Body to be nominated by the Chairperson.
3. Vice-Chancellor's nominee.
4. One Subject expert at the level of Professor to be given by the Vice-Chancellor.
5. Two subject experts of the level of Professors in the subject/course of studies concerned or at the level of Associate Professor having an experience of more than five (05) years in exceptional cases where Professor in the subject concerned is not available, to be chosen by the Governing Body out of a panel of experts approved by the Vice-Chancellor.
6. Principal of the concerned College
7. A representative of SC/ST, women and Physically and Visually Handicapped person to be given by Vice-Chancellor, in case a candidate from any of these categories, appears in the interview.
8. In case of appointment in Colleges of Architecture, a nominee of Council of Architecture (COA), if required as per norms of COA, will be included by the concerned college.

4. **Selection Committee for Non-Teaching Posts in SFS Colleges/Institutes**

1. Chairperson of the Governing Body as Chairperson.
2. One member of the Governing Body to be nominated by the Chairperson.
3. Principal of the concerned College
4. Three experts in education administration of the level of Deputy Registrar/Assistant Registrar, out of which one shall be Vice-Chancellor's Nomine.

Guidelines/instructions for compliance of colleges/institutes for approval of Principal/Faculty/Staff.

The following guidelines/instructions are proposed for compliance by the colleges/institutes regarding the approval of the appointment of the Principal/Faculty/Staff in the SFS Colleges:

1. The college/institute shall advertise the required number of posts subject wise/ discipline wise alongwith prescribed qualification as per UGC/AICTE/NCTE/COI/State Govt./ University/any other regulatory body, as be the case, in at least two national dailies (one in Hindi & one English) on national page (not in local/city sheet) for wide circulation clearly mentioning the last date of submission of application. The college shall also mention in the advertisement that the application form may be collected from the college during office hours. The applicants shall be required to submit one copy of the filled up application form to the Dean of Colleges of the University.
2. The advertisement must be made by the President/Chairman of the Governing Body of the College/Institute.
3. The college/institute shall send the list of all applicants with detailed synopsis, original full page tier sheet of the newspapers (in which advertisement for the posts have been made) to the Dean of Colleges at the time of seeking Vice-Chancellor's nominees and Subject Expert. The college/institute shall also constitute the Governing Body as per University rule, if not already constituted, before seeking the Vice-Chancellor nominee/Subject Experts and shall inform the constitution to the University.
4. The minimum number of applications should be three against one post. If the 03 number of applications are not received per post, the college shall re-advertise the posts. Even after two advertisements, the 03 number of applications per post are not received, then the Vice-Chancellor may relax the condition of minimum three applications per post.
5. The college shall intimate the exact schedule of interviews for the post advertised in the newspapers to this office in one week advance.
6. The college shall display the list of eligible candidate(s) on its website at least one week before the date of interview.
7. The presence of all the Vice-Chancellor's nominees and all Experts/Subject Experts in the Selection Committee is must.
8. The College/Institute shall submit the **proceedings of Selection Committee in the format Annexure-'A' & 'A1'** duly signed by all the members of the Selection Committee in the sealed envelope to this office within a week of the meeting of the Selection Committee alongwith the following documents :
 - i) All Academic Record (DMC/Degree from class 10th onward), Experience Certificates, API score, where applicable, claimed in API proforma as prescribed by the University/State Govt./UGC/AICTE/any other regulatory body duly verified by the Selection Committee alongwith all supporting documents (Research papers/Journals/Research Projects, List of Ph.D./M.Phil/M.Tech./M.E Guidance etc.)

with proper annexuring/indexing category wise having proper page numbering in binding form. In case of teaching experience, the experience in the relevant field/stream/subject gained after acquiring the eligibility qualification will be considered. If the experience is of Private College/Institute then only the teaching experience of an approved teacher for appointment to the post of Associate Professor, Professor, Principal shall be considered. Experience of Guest faculty shall not be considered.

- ii) Attendance record of all candidates.
 - iii) Synopsis of all candidates appeared for interview.
 - iv) Merit list of the candidates prepared as per the Selection Criteria prescribed for the post having detail of marks awarded by the Selection Committee.
 - v) For the teaching posts, where condition of minimum API score has been made applicable by University/UGC/AICTE/State Govt etc., a certificate from the Selection Committee to the effect that API score claimed by the applicant in various categories in prescribed API proforma has been examined, verified and evaluated and all the supporting documents for which the score has been claimed have also been checked and verified. It is found that the candidate fulfils the condition of minimum API Score of _____ points required for the appointment to the post of _____ in the category (i.e. category-1,II, III) whichever applicable.
9. The Selection Committee, while making appointment, must check the Advertisement to ensure the no. of available posts and shall make the appointments strictly in accordance of the qualifications/experience/Selection criteria as laid down by the affiliating University/State Govt/UGC/AICTE/COA/NCTE/any other regulatory body. The Committee shall prepare the merit list of the candidates awarding marks as per Selection Criteria prescribed for the post.
 10. The B.Tech./B.E and M.Tech/M.E degrees acquired through Distance Education shall not be considered valid for appointment to the posts of Principal and faculty in Professional Colleges/Institutes of Engineering. The Selection Committee shall furnish a certificate that all the recommended/selected candidates have acquired their qualifying degree in regular mode.
 11. The MBA/MCA degrees acquired through Distance Education shall be considered valid for appointment of faculty only if the same are approved from DEC/UGC-AICTE-DEC/DEB.
 12. The Selection Committee shall verify the API score claimed by the candidate in API proforma prescribed by the University/State Govt./UGC/AICTE alongwith all supporting documents for which the candidate has claimed the API score and shall evaluate the final API score in each category as applicable.
 13. The Selection Committee shall submit a certificate for API claimed by the candidate as mentioned in instruction no. 8(v).
 14. No appointment letter shall be issued to the selected candidate until the recommendations of the Selection Committee are approved by the University.
 15. After having been the recommendations of the Selection Committee approved by the University, the college shall issue the appointment letters to the recommended candidate(s) and shall get the Academic approval of the appointments so made by submitting the following documents to the Colleges Branch within two months of the appointment/joining of the candidate(s):

- i) **Teacher Return Proforma** (filled up by the appointed faculty and duly verified and countersigned by the Principal of the College/Institute. The filled up proforma should bear a photograph of the candidate duly attested by the President/Chairman of the Governing Body.
- ii) Copy of the Appointment Letter issued to the appointed candidate.
- iii) Copy of Joining Report accepted by the Principal of the College/President of the Governing Body.
- iv) Copy of the letter of approval of the proceedings of the Selection Committee
- v) One set of attested copies of Detailed Marks Cards and Degree of all the examinations, matric onwards, passed by the applicant, UGC-NET and experience certificates.
- vi) Verification of the qualifying degrees including UGC-NET from the concerned University/Board/Examining Body.

The above guidelines/instructions shall also substitute all earlier guidelines/instructions regarding approval of staff issued to affiliated colleges/institutes of Engineering/Management.

Annexure-III

Name of the College _____

Proceedings of the meeting of the Selection Committee for the post of **PRINCIPAL** (advertised in (i) _____ dated _____ and (ii) _____
dated _____ held at _____ on _____.

Sr. No.	Name of the Candidate	Father's Name	Date of Birth	Academic qualifications (from Matric onwards)	NET/SLET/M.Phil/Ph.D with year of passing.	Detail of Teaching Experience.	API Score if applicable.	
							Score claimed by candidate.	Verified & Evaluated by Selection committee.

A The Selection Committee recommends the following candidates in order of merit :-

1. _____
2. _____
3. _____

B Merit list prepared as per prescribed Selection Criteria for the post duly signed by the Selection Committee is enclosed at Annexure- .

C The qualification/experience and other particular of the candidate(s) have duly been checked by the Selection Committee and the recommended candidate(s) fulfils the minimum qualifications prescribed for the post.

D The Selection Committee has checked verified and evaluated the API score, if applicable, claimed by the recommended candidate(s) in various categories in prescribed API performa and all the supporting documents have also been checked and verified. The candidate(s) fulfil the condition of minimum API score of _____ points required for the post of Principal in the category (Category-I/II/III, tick whichever applicable) of API proformas as applicable.

E The constitution of the Selection Committee is as per rules and in accordance with the specialization of the post.

Signature of the
Chairperson of G.B.
of the college with
full name.

Signature of the
Member of G.B.
nominated of by the
Chairperson with
full name.

Signature of V.C.
Nominee with
name, designation,
specialization and
full address.

Signature of Expert
(given by V.C.) with
name, designation,
specialization and
full address.

Signature of Expert
(Principal of a
College) with name,
designation,
specialization and
full address..

Signature of Expert
Professor with
name, designation,
specialization and
full address.

Signature of Expert
(accomplished
educationist) with
name, designation,
specialization and full
address.

Annexure-IV

Name of the College _____

Proceedings of the meeting of the Selection Committee for the post _____ (advertised in (i) _____ dated _____ and (ii) _____ dated _____ held at _____ on _____.

Sr. No.	Name of the Candidate	Father's Name	Date of Birth	Academic qualifications (from Matric onwards)	NET/SLET/M.Phil/Ph.D with year of passing.	Detail of Teaching Experience.	API Score if applicable.	
							Score claimed by candidate.	Verified & Evaluated by Selection committee.

A The Selection Committee recommends the following candidates in order of merit :
 1. _____
 2. _____
 3. _____

B Merit list prepared as per prescribed Selection Criteria for the post duly signed by the Selection Committee is enclosed at Annexure- .

C The qualification/experience and other particular of the candidate(s) have duly been checked by the Selection Committee and the recommended candidate fulfils the minimum qualifications prescribed for the post.

D The Selection Committee has checked verified and evaluated the API score, if applicable, claimed by the recommended candidates in various categories in prescribed API performa and all the supporting documents have also been checked and verified. The candidate(s) fulfil the condition of minimum API score of _____ points required for the post of _____ in the category (Category-I/II/III, tick whichever applicable) of API proformas as applicable.

E The constitution of the Selection Committee is as per rules and in accordance with the specialization of the post.

Signature of the Chairperson of G.B. of the college with full name.	Signature of the Members of G.B. nominated of by the Chairperson with full name.	Signature of V.C. Nominee with full name, designation, specialization and full address..	Signature of the subject expert (given by V.C.) with name, designation, specialization and full address.	Signature of the Subject expert with name, designation, specialization and full address.	Signature of the Subject expert with name, designation, specialization and full address.	Representative of SC/ST, women and physically and Visually Handicapped, if any with full Address	Signature of th Principal of th College with fu Address
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- (1) Scale of Pay :
- (2) Pay drawn :
- (3) Dearness Allowance :
- (4) Other Allowance :

Date of appointment/joining :

Nature of appointment : Part-time/temporary/permanent

Is the post sanctioned : (Quote number of letter vide which it has been sanctioned)

If on probation, the period of probation:

In case part-time/temporary appointment, reasons therefore may be mentioned:

If appointment already approved, quote

University letter No., date and the name

of the college where approved :

Name of the College where he was last employed:

Reasons for leaving the said college :

Has the relieving chit been obtained?

Has the teacher read the Service and Conduct **rules/regulations** etc. and signed the agreement form (Copy of the agreement form is enclosed).

.....

Present Home

address.....

I declare that I have not been disqualified by the University for appointment as a teacher in an affiliated College and that I have obtained a relieving chit from my previous employer(s). All the entries have been made correctly.

Designation

Signature

Certified that I have checked the original Degree/Diploma mentioned above. All the particulars given in this Return are correct.

Date :

Principal

.....
.....

Seal

Note:-

- (i) If the proposed post has not been already been sanctioned on permanent basis, detailed justification for the additional post along with the complete work-load and enrolment Performa should be enclosed.
- (ii) Attested copies of all the testimonials/Certificates, appointment letter etc. are needed with this return.

Annexure I (Faculty Jobs)

Criteria for the Selection of Assistant Professor in the SFS Professional Colleges of Engineering/Management.

Criteria Distribution **Marks Distribution (Maximum)**

- | | |
|------------------------------------------------------|----------|
| (A) Academic Record and Research Performance | 50 marks |
| (B) Assessment of Domain Knowledge & Teaching Skills | 30 marks |
| (C) Interview Performance | 20 marks |

A) Academic Record and Research Performance

- | | |
|-------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|
| 1. Academic Record | 25 marks |
| a) Minimum academic qualifications for Eligibility | 00 marks |
| b) 1 mark each for obtaining more than 60% but less than 65% marks at Matric/10+2, Bachelor's Degree and Master Degree | 03 marks |
| c) 4 marks each for obtaining more than 65% but less than 70% marks at Matric/10+2, Bachelor's Degree and Master Degree | 12 marks |
| d) Additional marks for obtaining 75% or above marks at Master's Level | 05 marks |
| e) Ph.D. (provided it is not considered for eligibility) | 08 marks |
| 2. Research Performance/Publications (with respect to number & quality) | 25 marks |
| a) Publications | (Maximum 15 marks) |
| i) Research papers in referred international journals (ISSN/ISBN) with impact factor | 03 marks per Research Paper |
| ii) Research papers in referred national journals (ISSN/ISBN) with impact factor | 02 marks per research Paper |
| iii) Subject Books (ISSN/ISBN) | 03 marks per book |
| b) Research Performance | (Max. 10 marks) |
| i) Research published in International Seminar | 02 marks for each paper (Max. of two papers). |
| ii) Research published in National Seminar | 01 mark for each paper (Max. of seven papers). |

B) Assessment of Domain Knowledge & Teaching Skills **30 marks**

- | | |
|----------------------------------------------------------------------------------------------------------------------|-----------------|
| 1. Domain Knowledge with respect to | 25 marks |
| i) Concept clarity | 08 marks |
| ii) Overall Subject Knowledge including presentation of 4 to 5 minutes duration on a given topic. | 12 marks |
| iii) Latest Development in the Subject | 05 marks |
| 2. Teaching Experience (for 01 mark for each year of experience above the minimum years as mentioned in eligibility) | 05marks |

C) Interview **20 marks**

- | | |
|-----------------------------------------|----------|
| i) Communication Skills & ICT knowledge | 08 marks |
| ii) Confidence Level | 04 marks |
| iii) Quality of Response | 04 marks |
| v) Overall Personality | 04marks |

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Criteria for the Selection of Professor/Associate Professor in the SFS Professional Colleges of Engineering/Management, Education (where API score is not applicable in minimum eligibility).

Criteria Distribution	Marks Distribution (Maximum)
(A) Academic Background	20 marks
(B) Research Performance	40 marks
(C) Assessment of Domain Knowledge & Teaching Skills	20 marks
(D) Interview Performance	20 marks
A) <u>Academic Background</u>	20 marks
i) For Engineering/Management Colleges/Institutes	
a) Minimum academic qualifications for Eligibility	00 marks
b) 1 mark each for obtaining more than 60% but less than 65% marks at Matric/10+2, Bachelor's Degree and Master Degree	03 marks
c) 4 marks each for obtaining more than 65% but less than 70% marks at Matric/10+2, Bachelor's Degree and Master Degree	12 marks
d) Additional marks for obtaining 75% or above marks at Master's Level	08 marks
ii) For Education, Law and other professional Colleges	
a) Minimum academic qualifications for Eligibility	00 marks
b) 1 mark each for obtaining more than 55% but less than 60% marks at Matric/10+2, Bachelor's Degree and Master Degree	03 marks
c) 4 marks each for obtaining 1st Division at Matric/10+2, Bachelor's Degree and Master Degree	12 marks
d) Additional marks for obtaining 75% or above marks at Master's Level	08 marks
B) <u>Research Performance/Publications</u>	40 marks
(with respect to number & quality)	
a) Publications	(Maximum 10 marks)
ii) Research papers in referred international journals (ISSN/ISBN) with impact factor	03 marks per Research Paper
ii) Research papers in referred national journals (ISSN/ISBN) with impact factor	02 marks per research Paper
iii) Subject Books (ISSN/ISBN)	03 marks per book
b) Research Performance	(Max. 7 marks)
i) Research published in International Seminar	02 marks for each paper (Max. of two papers).
ii) Research published in National Seminar	01 mark for each paper (Max. of seven papers).
c) Research Guidance	(Max. 10 marks)
i) M.Phil/M.E/M.Tech. (degree awarded only)	03 marks for each candidate
ii) Ph.D. (degree awarded)	05 marks for each candidate
iii) Ph.D. (thesis submitted)	03 marks for each candidate

- d) Refresher Courses, Methodology workshops, Training, Teaching Learning Evaluation Programmes, Faculty Development Programmes **(Max. 8 marks)**
 - i) Not less than two weeks duration 05 marks
 - ii) One week duration 03 marks
- e) Invited Lectures for conferences/symposia **(Max. 5 marks)**
 - i) International 03 marks
 - ii) National 02

C) Assessment of Domain Knowledge & Teaching Skills 20 marks

- 1. Domain Knowledge with respect to 15 marks
 - i) Concept clarity 04 marks
 - ii) Overall Subject Knowledge 08 marks
 - including presentation of 4 to 5 minutes duration on a given topic.
 - iii) Latest Development in the Subject 03 marks
- 2. Teaching Experience (for 01 mark for each year of experience above the minimum years as mentioned in eligibility criteria) 05 marks

D) Interview 20 marks

- i) Communication Skills & ICT knowledge 08 marks
- ii) Confidence Level 04 marks
- iii) Quality of Response 04 marks
- v) Overall Personality 04marks

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Criteria for the Selection of Principal in the SFS Professional Colleges of Engineering/Management, Education (where API score is not applicable in minimum eligibility).

Criteria Distribution

Marks Distribution (Maximum)

(A) Academic Background	20 marks
(B) Research Performance & Administrative Experience	40 marks
(C) Assessment of Domain Knowledge & Teaching Skills	20 marks
(D) Interview Performance	20 marks

A) Academic Background 20 marks

i) For Engineering/Management Colleges/Institutes

a) Minimum academic qualifications for Eligibility	00 marks
b) 1 mark each for obtaining more than 60% but less than 65% marks at Matric/10+2, Bachelor's Degree and Master Degree	03 marks
c) 4 marks each for obtaining more than 65% but less than 70% marks at Matric/10+2, Bachelor's Degree and Master Degree	12 marks
d) Additional marks for obtaining 75% or above marks at Master's Level	08 marks

ii) For Education, Law and other professional Colleges

a) Minimum academic qualifications for Eligibility	00 marks
b) 1 mark each for obtaining more than 55% but less than 60% marks at Matric/10+2, Bachelor's Degree and Master Degree	03 marks
c) 4 marks each for obtaining 1st Division at Matric/10+2, Bachelor's Degree and Master Degree	12 marks
d) Additional marks for obtaining 75% or above marks at Master's Level	08 marks

B) Research Performance and Administrative Experience (with respect to number & quality) 40 marks

a) Publications	(Maximum 7 marks)
i) Research papers in referred international journals (ISSN/ISBN) with impact factor	03 marks per Research Paper
ii) Research papers in referred national journals (ISSN/ISBN) with impact factor	02 marks per research Paper
iii) Subject Books (ISSN/ISBN)	03 marks per book
b) Research Performance	(Max. 5 marks)
i) Research published in International Seminar	02 marks for each paper (Max. of two papers).
ii) Research published in National Seminar	01 mark for each paper (Max. of seven papers).

c) Research Guidance	(Max. 8 marks)
i) M.Phil/M.E/M.Tech. (degree awarded only)	02marks for each candidate
ii) Ph.D. (degree awarded)	03 marks for each candidate
iii) Ph.D. (thesis submitted)	02 marks for each candidate
d) Refresher Courses, Methodology workshops, Training, Teaching Learning Evaluation Programmes, Faculty Development Programmes	(Max. 5 marks)
iii) Not less than two weeks duration	03marks
i) One week duration	02marks
e) Invited Lectures for conferences/symposia	(Max. 5 marks)
i) International	03 marks
ii) National	02
f) Administrative Experience (one mark for each year)	Max 10 marks
C) Assessment of Domain Knowledge & Teaching Skills	20 marks
1. Domain Knowledge with respect to	15 marks
i) Concept clarity	04 marks
ii) Overall Subject Knowledge including presentation of 4 to 5 minutes duration on a given topic.	08 marks
iii) Latest Development in the Subject	03 marks
2. Teaching Experience (for 01 mark for each year of experience above the minimum years as mentioned in eligibility criteria)	05 marks
D) Interview	20 marks
i) Communication Skills & ICT knowledge	08 marks
ii) Confidence Level	04 marks
iii) Quality of Response	04 marks
v) Overall Personality	04marks

