SRCC/AD/03/2015/   **Dated: 25.01.2016**

APPOINTMENT OF THE PRINCIPAL

Shri Ram College of Commerce is a prestigious college and provides education in Commerce and Economics upto the post-graduation level. It enjoys a high reputation for academic excellence and co-curricular activities. **The college invites applications from distinguished academicians to fill up the post of the PRINCIPAL.** The applicant should be a scholar of eminence with outstanding initiative and organizing ability.

The term of appointment of the 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 of University of Delhi.

QUALIFICATIONS

1.   A Master's Degree with at least 55% (or equivalent grade in point scale wherever grading system is followed) by a recognized University.
2.   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 19th September 1991.
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 fifteen years of teaching/research/administration in Universities, Colleges 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.

AGE: The candidate should be within the age group of 50 to 60 years (as on July 1, 2016).

SCALE OF PAY: Pay Band IV (Rs.37,400-67,000) with AGP of Rs.10,000/- plus allowance of Rs.3000/- and usual allowances as admissible under Delhi University rules. Higher initial start can be given to deserving candidate with the approval of the University.

Rent-free accommodation in the college campus and free residential telephone is also available. In addition, the Management may from its own funds pay a suitable car allowance to the Principal in a special case.
The college encourages consultancy work by the Principal remuneration of which will be in accordance with the Rules of the University.

Please apply, within 21 days of the publication of advertisement in newspaper, under registered cover in the prescribed application form along with enclosures as detailed on the website www.srcc.edu and www.du.ac.in and requisite fee of Rs.500/- payable vide DD in favour of **Shri Ram College of Commerce Delhi, payable of Delhi**. The covering envelope be marked "Application for the post of **PRINCIPAL**" and sent at the below mentioned address:

THE CHAIRMAN, GOVERNING BODY
SHRI RAM COLLEGE OF COMMERCE
UNIVERSITY OF DELHI, MAURICE NAGAR, DELHI-110007

Please see the college website www.srcc.edu for selection procedure and general instructions for the candidates.
        Any corrigendum/addendum/dedendum will be posted on the college's website (www.srcc.edu).

SHRI RAM COLLEGE OF COMMERCE

Guidelines for screening/ shortlisting of candidates for the post of Principal

As per the provisions of Ordinances XI, XII and 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: 400API Score)- *Table starts from next page*

S. No.	API's	Faculties of Engineering/Agriculture/Veterinary/Medical Sciences/Science	Faculty of Languages Arts/Humanities/social sciences/Library/Physical Education/Management	Max. points for university and college teacher position
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
	Conferences proceedings	Conference proceeding (in related area/subject) as full papers etc. (Abstracts not to be included)	Conference proceeding (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 publishers/State and Central Govt. Publications with an established peer review systems 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 systems and ISBN/ISSN numbers.	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 systems and ISBN/ISSN numbers.	20/sole editor.10/Co-editors
	Chapters in Books	Chapters in Text/Subject or Reference (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 or learned societies systems and ISBN/ISSN numbers. (Chapter in self-edited volume should not be considered)	Chapters in Text/Subject or Reference (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 or learned societies systems and ISBN/ISSN numbers (Chapter in self-edited volume should not be considered).	10/ chapter
	Translated Books	Books translated(in related area/subject) or published by International/National	Books translated(in related area/subject) or published by International/National publishers/State and	20/sole Translator 10/co- translator

		publishers/State and Central Govt. Publications with an established peer review systems and ISBN/ISSN numbers.	Central Govt. Publications with an established peer review systems and ISBN/ISSN numbers.	
	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
III C	**RESEARCH PROJECT**			
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 application 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 application 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 from funding agency)	20/ each major project and 10/ each minor or innovative research project
III C (iv)	Project Outcome/Output	Patent/Techonology/ Transfer/Products/ Process	Major Policy documents of Govt. Bodies at Central and State level.	30/ each National level output or patent/50/ each for international level
III D	**RESEARCH GUIDANCE**			
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
III E	**Training Courses and Conferences/ Seminars/Workshops papers**			
III E (i)	Refresher Courses. Methodology Workshop Training Teaching/Learning Evaluation Technology Programmes Soft	(a). Not less than two weeks duration	(a). Not less than two weeks duration	20/ each

	Skills Development Programmes. Faculty Development Programmes (Mas: 30 points)			
		(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
		(c). Regional/State level	(c). 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/Seminars 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/seminars/workshops etc.	15%

2. 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.

3. 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 other(s).

4. 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.

5. 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

SHRI RAM COLLEGE OF COMMERCE

<u>**Guidelines Instructions for Candidates**</u>

<u>**General Instructions for candidates applying for the post of Principal:**</u>

1. Candidates must possess the qualifications 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 www.srcc.edu. Any addendum/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 may be applied for short-listing the candidates to be called for interview.

4. The applications received will be screened for short listing and recommending the candidates to be called for interview on the basis of enclosed Screening Guidelines approved by the University.

5. Relaxation, if any, may be made in exceptional cases on the recommendation 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/- is to be paid by D/D in favour of Principal Shri Ram College of Commerce payable at Delhi.

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 Shri Ram College of Commerce 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 posts

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 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 the advertisement at any stage 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 last date of submission 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, Shri Ram College of Commerce, University of Delhi, Maurice Nagar, Delhi-110007. 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.

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 shall be 21 days from the date of publication of advertisement in newspaper.

Chairman, Governing Body