Various Format required

 for Interview of Principal

Name of College :------------------------------------------------------

**ATTENDANCE SHEET**

**Interview for the Post of :- Principal Category :………………………..**

**Date of Interview : ……………………………………**

|  |  |  |
| --- | --- | --- |
| Sr. No. | Name of Candidates | Signature |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |

 Signatures of selection committee

1. 2) 3)

 4) 5) 6)

 7) 8) 9)

|  |
| --- |
| **GONDWANA UNIVERSITY GADCHIROLI** |
| **PROFORMA II** |
|  |  |  |  |  |  |  |  |  |  |  |  |
| NAME OF THE COLLEGE ----------------------------------------------------------------------------------------------------------------------------- |
|  |  |  |  |  |  |  |  |  |  |  |  |
| Name of Candidates who have been called appeared for the interview for the post of **Principal**  for **--------** Category Held on **.................................**  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| Sr.No. | Name of Applicant with Full Address | Academic Qualification | Professional Qualification If any | Teaching Exp. If any with the names of the institute & standard | Whether belongs to S.C./S.T./V.J.N.T./N.T/O.B.C. | Date of Advertisement and Names of News in Papers in which it was published. | Name of Candidates order of Preference. | Reason for not selecting the duly Qualification candidates to be mentioned against names | Remarks |
| Graduation | Post Graduation | Ph.D/N.E.T./S.E.T./ M.Phil. |
| Yr. of Passing Division & % of passing | Yr. of Passing Division & % of passing | Yr. of Passing Division & % of passing |
| 1 |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| A. Certified that I have gone through the provisions of clause 'c' of the academic Instructions No. 1 Dt. 26th May 1992 and that they were brought to notice of members of the selection committee at the time of interview |
| A. Certified that in response to advertisement given by the college in the news papers mentioned in col No. 9 above. For recumbent to the post/s of the teacher (S) in the subject mentioned above in all ………………………………………………… application were received, out of which ........................................ applicants were call for interview and only ............................................ attended the interview with original testimonials. |
| Place:---------------------------- Date: ------------------------------- |  |  |  |  |  |  |  |
|  | Signature of members of the selection committee |  |  |  |  |  |  |  |  |
| 1. Chairperson of Governing body |  | 6. Higher Education Expert (Principal ) |  | 10. Subject Expert 1 |  |
|  |  |  |
| 2. Member of Governing body nominated by Chairman of Governing body |  | 7. Higher Education Expert (Professor) |  |  |  |  |
| 11. Subject Expert 2 |  |
| 3. Member of Governing body nominated by Chairman of Governing body |  | 8. Higher Education Expert (Educationist) |  |  |  |  |
|  |  |  |
| 4. One Expert nominee of by the Vice-Chancellor |  | 9. Academician representing SC/ ST/ OBC/Minority nominated by the Vice-Chancellor  |  | 12. Director HE or his nominee not below the rank of Principal / Professor. |
|
| 5. One Expert nominee of the Vice-Chancellor |  |
|  |  |  |

|  |
| --- |
| **Report of the Selection Committee ( Format-A)** |
| **Interview for the post of Principal** |
| Name of College: ---------------------------------------------------------------------------------(Aided/Non-Aided) |
| Pay Scale : Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date of Interview\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reserved for category \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| **Selection Criteria/Weightages** |
| S.N. | Name of candidate | Cast Category | Date of Birth | (A) Acadeic/Research Score, Teaching Experience, Administrative Experience (50% ) | (B) Assesment of Domain Knowledge and Teaching and Administrative Skill (30%) (Format-B) Max. Marks:30  | © Personal Interview (20%) (Format-B) Max- Marks 20  | Grand Total (A+B+C), (14+15+16) | Remarks |
| Academic /Research score (Max 25 ) | Teaching Experience ( Max 15) | Administrative Experience (Max. 10 ) | Total (A) (From 5 to 13) |
| > 500 :25 | >400:23 | >300:21 | >200:19 | >110:17 | > 25 Years:15 | >20 Years:13 | >15 years:11 | 2 marks for every one year Adm. Exp |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 1 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 2 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 3 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **( Note : This form should be filled after filling the forms B, & C At the end the form D and minutes of selection committee should be prepared.)** |
| 1. Chairperson of Governing body |  | 6. Higher Education Expert (Principal ) |  | 10. Subject Expert 1 |  |  |  |
|  |  |  |  |  |
| 2. Member of Governing body nominated by Chairman of Governing body |  | 7. Higher Education Expert (Professor) |  |  |  |  |  |  |
| 11. Subject Expert 1 |  |  |  |
| 3. Member of Governing body nominated by Chairman of Governing body |  | 8. Higher Education Expert (Educationist) |  |  |  |  |  |  |
|  |  |  |  |  |
| 4. One Expert nominee of by the Vice-Chancellor |  | 9. Academician representing SC/ ST/ OBC/Minoriy nominated by the Vice-Chancellor  |  | 12. Director HE or his nominee not below the rank of Principal / Professor. |  |
|
| 5. One Expert nominee of the Vice-Chancellor |  |
|  |  |  |  |  |

**Report of the Selection Committee (Format-B)**

Interview for the post of **- Principal**

Name of College: ------------------------------------------------- **Dist. : ..........................**. (Aided/NonAided)

Pay Scale: -------------------------------------Name of Subject:**---------------------**No. of post : **------**

Date of Interview **------------------**Post Reserved for category : **-------------**

**Selection criteria/weightages**

**Score Sheet (Individual) : Domain Knowledge and Teaching Skills and Personal Interview**

|  |  |  |  |
| --- | --- | --- | --- |
| Sr. No. | Name of Candidate | Domain Knowledge and Teaching Skills (30) | Personal Interview (20) |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

 Note : Every Member of the Selection committee separately will fill this format for all the candidates and then consolidates the scores of all members in form no C and D respectively

Signature of Member of Selection committee

( Name : **)**

**\**

**Report of the Selection Committee (Format C)**

Interview for the post of **Principal**

Name of College: **----------------------------------------------------------- Dist. -------------------------**. (Aided/ Non Aided)

Pay Scale: **---------------------------------------** Name of Subject: **---------------------------------------** No. of post : **-----------------**

Date of Interview **--------------------------------------** Post Reserve for category : **---------------------------------**

**Selection criteria/weightages**

**Comparative Statement**

 **Domain Knowledge, Teaching Skills (30%) (30 Marks )**

**Personal Interview (20%) (20 Marks )**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr.No.****.** | **Name of Candidate** | **Items****3** | **Chair person** | **M. G. B.** | **M. G. B.** | **Subject Experts** | **V.C. Nominee** | **Academician** | **Govt. Nominee** | **Subject Experts1** | **Subject Experts2** | **Total** | **Average** | **Rank** |
|  |  |  | **PRI.** | **PROF.** | **EDULST.** |  |  |  |  |  |  |
| 1 | 2 | **DKTS (30) Marks** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **16** | **17** | **18** |
| **PI (20) Marks** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  | **DKTS (30) Marks**  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **PI (20) Marks** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. Chairperson of Governing body |  | 6. Higher Education Expert (Principal ) |  | 10. Subject Expert 1 |  |
|  |  |  |
| 2. Member of Governing body nominated by Chairman of Governing body (**M.G.B.)** |  | 7. Higher Education Expert (Professor) |  |  |  |  |
| 11. Subject Expert 1 |  |
| 3. Member of Governing body nominated by Chairman of Governing body( (**M.G.B.)** |  | 8. Higher Education Expert (Educationist) |  |  |  |  |
|  |  |  |
| 4. One Expert nominee of by the Vice-Chancellor |  | 9. Academician representing SC/ ST/ OBC/Minority nominated by the Vice-Chancellor  |  | 12. Director HE or his nominee not below the rank of Principal / Professor. |
|
| 5. One Expert nominee of the Vice-Chancellor |  |
|  |  |  |

**Report of the Selection Committee (Format D)**

Interview for the post of **- Principal**

Name of College: **--------------------------------------------------------- Dist. ------------------------------** (Aided/ Non aided)

Pay Scale: **-----------------------------------------------** Name of Subject: **---------------------------** No. of post : ..................

Date of Interview **---------------------------** Post Reserved for category : **-----------------------------**

 **List of Selected and Wait listed Candidates**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr No.** | **Name of Candidates** | **Score out of 100** | **Selected/ Wait listed** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. Chairperson of Governing body |  | 6. Higher Education Expert (Principal ) |  | 10. Subject Expert 1 |  |
|  |  |  |
| 2. Member of Governing body nominated by Chairman of Governing body |  | 7. Higher Education Expert (Professor) |  |  |  |  |
| 11. Subject Expert 1 |  |
| 3. Member of Governing body nominated by Chairman of Governing body |  | 8. Higher Education Expert (Educationist) |  |  |  |  |
|  |  |  |
| 4. One Expert nominee of by the Vice-Chancellor |  | 9. Academician representing SC/ ST/ OBC/Minority nominated by the Vice-Chancellor  |  | 12. Director HE or his nominee not below the rank of Principal / Professor. |
|
| 5. One Expert nominee of the Vice-Chancellor |  |
|  |  |  |

 **PROFORMA ‘A’**

 Name of College: --------------------------------------------------------------------------------------

**MINUTES OF SELECTION COMMITTEE**

 The meeting of the Selection Committee for the post of **Principal**  for the Category ------------ was held on .----------------------at------------------------------ **AM/PM**  at Place------------------------------------------ :..............................................................................................................................................

**The following members were present :**

1. Chairperson of Governing body Chairperson : **---------------------**

2. Member of Governing body Member : **------------------------**

 nominated by Chairman of Governing body

3. Member of Governing body Member : **------------------------**

 nominated by Chairman of Governing body

4. One Expert nominee of by the Vice-Chancellor. Member : **-------------------------**

**5.** One Expert nominee of the Vice-Chancellor. Member : **--------------------------**

6. Higher Education Expert ( Principal ) Member : **---------------------------**

**7**. Higher Education Expert ( Professor) Member : **---------------------------**

**8**. Higher Education Expert ( Educationist) Member : **---------------------------**

9. Academician representing SC/ ST/ OBC/ Member : **------------------------------**

 Minority/ women/ differently-abled categories nominated by the Vice-Chancellor

 if any of the above members does not belongs to that category.

10 Subject Experts nominated Member .....................................

 by Chairperson of Governing body out of the Panel

 of five Experts recommended by Vice Chancellor

11. Subject Experts nominated Member .....................................

 by Chairperson of Governing body out of the Panel

 of five Experts recommended by Vice Chancellor Member ....................................

12. Director HE or his nominee not below the Member : ...................................

 rank of Principal / Professor.

 ( Quorum shall be of **Five Members** out of which **Two shall be Experts** out of three Experts and **Director HE** or his/her Nominee.)

In all application were received out of which the committee interview candidates and only --------------------------- candidates have been selected in the following order of preferences:

1. .............................................................................

2. ............................................................................

3. ............................................................................

 **Signature of the members of selection committee**

1. Chairperson of Governing body Chairman : **------------------------**

2. Member of Governing body Member : **------------------------**

 nominated by Chairman of Governing body

3. Member of Governing body Member : **------------------------**

 nominated by Chairman of Governing body

4. One Expert nominee of the Vice-Chancellor. Member : **-------------------------**

**5.** One Expert nominee of the Vice-Chancellor. Member : **-------------------------**

6. Higher Education Expert ( Principal ) Member : **----------------------------**

**7**. Higher Education Expert ( Professor) Member : **----------------------------**

**8**. Higher Education Expert ( Educationist) Member : **----------------------------**

9. Academician representing SC/ ST/ OBC/ Member : **------------------------------**

 Minority womens differently abled categories nominated by the Vice-Chancellor.

10 & 11. Two Subject Experts nominated Memb. :....................................

 by Chairperson of Governing body out of the Panel

 of five Experts recommended by Vice Chancellor Memb. :.................................

12. Director HE or his nominee not below the Member : ...............................

 rank of Principal / Professor.

 :

 (Signature of the Chairperson with Stamp)

 **ACADEMIC/RESEARCH SCORE**

|  |  |
| --- | --- |
| Sr. No. | **ACADEMIC/RESEARCH ACTIVITY** |
| **1** | **Research Papers in Peer-reviewed or UGC Listed Journals** |
|  | **Name of Journal** | **ISSN No.** | **Whether Joint or Single** | **Title of Paper** | **Marks** |
| Self-Claimed Marks | Verified Marks |
|  |  |  |  |  |  |
| **2** | **Publications Other than research papers** |
| **a)Books authored which are published by National/International Publishers** |
| **Title of Book** | **Level of Publisher** | **ISBN No.** | **Name of Publisher** | **Marks** |
| Self-Claimed Marks | Verified Marks |
|  |  |  |  |  |  |
| **Chapter in Edited Book published by National/International Publishers** |
| **Title edited of Book** | **Level of Publisher** | **ISBN No.** | **Name of** **Publisher** | **Title of Chapter** | **Marks** |
| Self-Claimed Marks | Verified Marks |
|  |  |  |  |  |  |  |
| **b)Translation works in Indian and Foreign Languages by qualified faculties** |
| **Chapters/Book** |
| **Title of Book /Chapter/****research paper** | **Level of Publisher** | **ISBN No./ ISSN No.** | **Name of Publisher** | **Marks** |
| Self-Claimed Marks | Verified Marks |
|  |  |  |  |  |  |
| **3** | **Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula** |
| **a) Development of Innovative pedagogy** |
|  |  |  |  |  |  |
| **b) Design of new curricula** |
| **Title** | **Name of University** | **Year** | **Marks** |
| Self-Claimed Marks | Verified Marks |
|  |  |  |  |  |
| **c) MOOC’S** |
| **Title of MOOC’s**  | **Web link** | **Duration** | **Total quadrants developed.** | **Marks** |
|  |  |
|  |  |  |  |  |  |
| **d) E-contents** |
| **Title of Book or chapter** | **Web link** | **Whether editor of Course or Book** | **Total quadrants developed.** | **Content Module** | **Marks** |
| Self-Claimed Marks | Verified Marks |
|  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| Sr. No. | **ACADEMIC/RESEARCH ACTIVITY** |
| **4** | **a) Research Guidance** |
| **Name Candidate** | **Ph.D./MPhil./****PG Dissertation** | **Title** | **Awarding University** | **Year** | **Marks** |
| Self-Claimed Marks | Verified Marks |
|  |  |  |  |  |  |  |
| **b) Research Projects Completed** |
| **Title of Project** | **Funding** **Agency** | **Amount sanctioned** | **Duration**  | **Marks** |
| **From** | **to** | Self-Claimed Marks | Verified Marks |
|  |  |  |  |  |  |  |
| **c) Research Projects Ongoing** |
| **Title of Project** | **Funding** **Agency** | **Amount sanctioned** | **Duration** | **Marks** |
| **From** | **to** | Self-Claimed Marks | Verified Marks |
|  |  |  |  |  |  |  |
| **d) Consultancy** |
| **Name of Agency** | **Type of Consultancy** | **Duration** | **Marks** |
|  | **From** | **to** | Self-Claimed Marks | Verified Marks |
|  |  |  |  |  |  |
| **5** | **a) Patents** |
| **Title** | **National or International**  | **Patent No.** | **Marks** |
| Self-Claimed Marks | Verified Marks |
|  |  |  |  |  |
| **b) Policy Documents** |
| **Type of Policy Document** | **Agency** | **National or International** |  **Year** | **Marks** |
| Self-Claimed Marks | Verified Marks |
| **c)Awards/fellowship** |
| **Award or fellowship** | **Granting Agency** | **National or International** | **Year** | **Marks** |
| Self-Claimed Marks | Verified Marks |
|  |  |  |  |  |  |
| **6** | **Invited Lectures/resource Persons/Papers presentation in Seminars/Conferences/Full Paper in Conference Proceedings** |
|  | **Title of Paper or Lecture** | **Seminar or Conference** | **Whether Resource person**  | **National / International/State/University** | **Year** | **Marks** |
| Self-Claimed Marks | Verified Marks |
|  |  |  |  |  |  |  |

 Signature of the Candidates…………..

 **GUIDELINE’S FOR CALCULATING ACADEMIC/RESEARCH SCORE**

 **Table 2**

**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 (4credit course) (In case of MOOCs of lesser credits 05 marks/credit) | 20 | 20 |
| MOOCs (developed in 4 quadrant) per module/lecture | 05 | 05 |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Content writer/subject matter expert for each module ofMOOCs (at least one quadrant) | 02 | 02 |
| Course Coordinator for MOOCs (4 credit course)(Incase of MOOCs of lesser credits 02 marks/credit) | 08 | 08 |
| **(d) E-Content** |  |
| Development of e-Content in 4 quadrants for a completecourse/e-book | 12 | 12 |
| e-Content (developed in 4 quadrants) per module | 05 | 05 |
| Contribution to development of e-content module incomplete 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 awarded05 per thesis submitted | 10 per degree awarded05 per thesis submitted |
| M.Phil./P.G dissertation | 02 per degreeawarded | 02 per degreeawarded |
| **(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 n 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):

* + 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
			1. Two authors: 70% of total value of publication for each author.
			2. 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.