



JEEVAN CHANAN MAHILA MAHAVIDYALAYA, ASSANDH

Affiliated to Kurukshetra University, Kurukshetra

E-mail: principaljcm@gmail.com, Website: www.jcmassandh.in

Application Form for the Post of Principal

S.No. _____
Receipt No. _____
(To be filled by the Office)

Date: _____

Paste Latest
Photograph

Note:

1. The last date for receipt of application is _____
2. This application form should be properly filled in.
3. Self attested copies of all certificates/testimonials must be attached. Originals will have to be shown at the time of Interview.
4. Persons in employment should send their application through their employer. They may, however, send a copy in advance but it must be on prescribed form and accompanied by the cash receipt or demand draft
5. A copy of the application form must also be sent to the Dean of Colleges, Kurukshetra University, Kurukshetra.
6. Self appraisal score according to the Criteria for the Selection of Principal in the Govt. Aided Private Colleges in the State of Haryana which is printed inside this form must be properly filled in & signed by the candidate.
7. Application received after the due date or found incomplete will not be considered.

1. Post applied for : **Principal**
Date of Advt. _____ Newspaper _____
2. Name in full (in block letters) _____
3. Father's Name : _____
4. Mother's Name : _____
5. Husband's Name (in case of married women) _____
6. Date of Birth _____ Age-Years Months Days
(as on last date of application)
Place of Birth _____
7. a) Nationality of the Candidate _____
b) Whether belongs to SC/BC of Haryana/PH. (Yes/No.) _____ If yes,
Please attach attested copy of certificate.
c) Marital Status : _____
8. Present Postal Address (in block letters) _____

Telephone with STD Code _____ Mobile No. _____
E.mail. ID _____
9. Permanent Home Address _____

10. If you are employed, your present designation. _____
Name of the Employer _____

14. Merits (a) Topper in Board Examination at 10+2 Level _____
 (b) Gold Medal at UG Level (Stood 1st in the University) _____
 (c) Gold Medal at PG Level (Stood 1st in the University) _____
 (Attach Certificates)
15. Topic of M.Phil. Dissertation _____
16. (a) Topic of Research for Ph.D. _____

 (b) Field of Specialization _____
17. Details of present./previous employment (Teaching Experience)

S.No.	Name of Employer	Designation	Nature of Employment regular/Adhoc /Contractual	Duration of Appointment		Basic Pay and Allowances Separately	Reason for Leaving
				From	To		

18. List of Publication:

Publication	Number	A	C	D
		Title	Name of the Referred Journals/ Publishers	ISBN/ISSN
Subject Books				
Research Papers in Referred International Journals				
Research Papers in Referred National Journals				

Attach a list of Certificates. Use extra sheets, if required.

19. Research Performance - Research Papers Presented.

Publication	No of Papers	Title of Research Paper(s)	ISBN/ISSN
National Seminars/ Conferences			
International Seminars/ Conferences			

Attach a list of Certificates. Use extra sheet if required.

20. Co-curricular Activities :

- (i) University Youth Festival (Zonal/Inter Zonal) recommended _____

- (ii) Debates/Declamation/Quiz/Poetic Recitation/Literary and Fine Arts etc State Level
- (iii) position _____
- (iv) NCC (a) C Certificate _____ (b) B Certificate _____
- (v) NSS (National Level) _____
- (vi) Sports

	Game	Position
National		
Inter University Level		

21. Basic Pay Acceptable: _____

22. Total Experience: Under Graduate Classes _____ Post Graduate Classes _____

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

24. List of Enclosures (Attested copies)

1. _____ 6. _____ 11. _____
2. _____ 7. _____ 12. _____
3. _____ 8. _____ 13. _____
4. _____ 9. _____ 14. _____
5. _____ 10. _____ 15. _____

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 Ms./Mrs _____ who is presently working as _____ in _____ Department/Organization is forwarded and recommended for consideration. In case He/she is selected in Jeevan Chanan Mahila Mahavidyalaya, Assandh, He/she will be relieved from her present position on _____ notice.

Place: _____

Date: _____

Signature of the Head of
Institute/Organization

**CRITERIA FOR SELECTION OF PRINCIPALS IN GOVT. AIDED
PRIVATE COLLEGES IN THE STATE OF HARYANA**

Category	Marks
I. Academic Record	20 Marks
II. Teaching Experience and Assessment of Administrative Skill	35 Marks
III. Academic/Research Score	32.5 Marks
IV. Interview	12.5 Marks
Total:	100 Marks

I. Academic Record: Maximum 20 Mark

Sr. No	Particulars	Marks	Self Appraisal Score	Verified by Office
1	Above 55 % marks in Master's degree	0.5 mark for each percentage (maximum 5 marks)		
2	Above 55 %o marks in Graduation	0.4 mark for each percentage (maximum 5 marks)		
3	Above 55 % marks in 10+2/Prep.	0.3 mark for each percentage (maximum 5 marks)		
4	Above 55 0% marks in Matriculation	0.2 mark for each percentage (maximum 5 marks)		

Total

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

A. Teaching Experience: Maximum 10 marks

Sr. No	Particulars	Marks	Self Appraisal Score	Verified by Office
1	Above 15 years teaching experience	1 mark for each Year		

Total

B. Assessment of Administrative Skill: Maximum 25 marks

(i) Experience of Administrative Responsibilities

Sr. No	Particulars	Marks	Self Appraisal Score	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		
4	Experience as Associate NCC Officer in HEI (s)	1 mark for each year		

Total

(i) Experience of Administrative Responsibilities

Sr. No	Particulars	Marks	Self Appraisal Score	Verified by Office
1	Staff Representative or V.C. Nominee in Managing Committee of any College	1 mark for each year maximum upto 3 marks		
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 2 marks		

Total

(iii) Experience of Committees in College

Sr. No	Particulars	Marks	Self Appraisal Score	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		

Total**III. Academic/Research Score: Maximum 32.5 marks**

Sr. No	Particulars	Marks	Self Appraisal Score	Verified by Office
1	Research Score above 10 as per the criteria given in Appendix II, Table 2.	0.3 mark for each 1 Research Score above 10		

Total**IV. Interview: 12.5 marks**

Sr. No	Particulars	Marks	
1	Knowledge of Service rules, financial matters & ICT tools	4 Marks	
2	Leadership Qualities and Decision- making power	5.5 Marks	
3	Overall Personality	3 Marks	

Marks of only one experience under Category II B shall be allowed in one academic year. The convener/In-charge shall be entitled mark (s) allotted to each category of experience. Similarly, the member (s) of Committee shall also be entitled for 0.25 mark for each Committee up to maximum marks allotted above. In case of repetition of any assignment/Committee under Category II (B) (ii) & (iii), the maximum marks allotted above, shall be allowed.

Performance in interview shall be assessed on the basis of above-mentioned criteria. Each member of Selection Committee shall assess candidates and shall assign marks individually in all the three sub-categories mentioned at IV above. For selection, marks obtained by candidates in Categories I to III will be added to the average marks assigned by all members of Selection Committee

Note:

- ❖ Teaching experience of candidates shall be considered only in case of teaching the concerned subject after acquiring eligibility qualifications determined by the Govt.