BHASKARACHARYA COLLEGE OF APPLIED SCIENCES

(UNIVERSITY OF DELHI)

SECTOR-2, PHASE-I, DWARKA, NEW DELHI-110075

<u>Application Form for the post of Vice Principal</u>

Date:	Application No.:

Application Fee: NIL

Please do not write anything above this line

For detailed information please visit http://bcas.du.ac.in

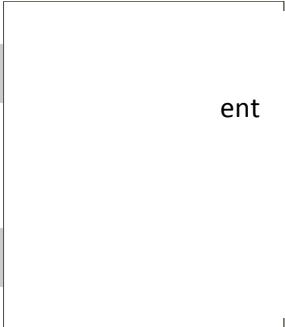# BHASKARACHARYA COLLEGE OF APPLIED SCIENCES

(UNIVERSITY OF DELHI)
SECTOR-2, PHASE-I, DWARKA, NEW DELHI-110075

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General Details

Post Applied For: **Vice Principal**

Personal Details

First Name: _____ Middle Name: _____ Last Name: _____

Parent's/Spouse Name _____ Date of Birth _____

Age (As on Today) _____Y_____M_____D Category (Gen/SC/ST/PWD (OH/VH)): _____

Nationality _____ Gender _____ Telephone No. _____

Mob No. _____ Email _____

Postal Address	Permanent Address
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

(Please add additional sheets if required, for teaching/research/publication section in the format as in this form)

Educational Qualifications

Examination	Year	Main Subject	Marks (%)	College Attended	University	Points
Bachelor Degree						
Master Degree						
M.Phil.						

- Please mention your specific degree in case of Integrated course/programme

Degree	Year of Award	Thesis Title	Date Of Registration	Date of submission	Points
Ph.D.					
Other Distinctions					

• Post-Doctoral Research Experience

Name of University /College/Institution	Post held/Designation	From	To	Experience [(in years & month(s)]

Full-time Teaching Experience

Name of University /College/Institution	Designation	Status (Permanent /Temporary /Ad-hoc)	Classes Taught	Course/ Subject	From	To	Experience (in years & month(s))

Administrative Experience

Name of University /College/Institution	Designation	Status (Permanent/ Temporary/ Ad-hoc)	From	To	Experience (in years & month(s))

Present Employment Details

Please indicate, whether you are currently employed: Yes/ No (if yes give details and attach self-attested copy of the appointment letter)

Organization Name _____ Position Held_____ Date of _____
Appointment

Status (Permanent/ Temporary/ Ad-hoc) _____

Academic Profile

Publications in Relevant Area Only

*API Score is to be calculated in accordance with screening/shortlisting guidelines (Category III) for direct recruitment for the post of Associate Professor and Professor **available on the University website.***

◯ I certify that the points claimed on the basis of being the first, sole or corresponding author is based on the convention adopted by the journal/other publication.

Research Papers / Review Articles / Conference Proceedings

Title with page nos.	Publication Type	Journal ISSN/ISBN No.	Refereed or Not	Publisher (city / country) & Year of Publication	Sole/Co-Author	API Score

Research Publications - Books, Chapters, Edited work, Articles etc.

Title of the Book (s)	Publication Type	Book/Journal ISSN/ISBN No.	Refereed or Not	Publisher (city / country) & Year of Publication	Sole/Co-Author	API Score

Research Projects

Title	Major/ Minor	Period [in years & month(s)]	Total Grant/Funding received (₹)	Name of Sponsoring/ Funding Agency	Outcome of the Project	API Score

Ongoing Consultancy Projects

Title	Stream Sciences/Arts/ Humanities etc.	Name of Awarding/ Funding Agency	Amount mobilized in received (₹)	API Score

Completed Projects

Title	Major/ Minor	Funding Agency acceptance (Yes/No)	API Score

Projects Output (Patent/Technology Transfer/Product/Policy Document)

Title	Project Output Patent/Tech Transfer/Product/Policy Doc.	National/ International	API Score

Research Guidance:

Level of Guidance	No. of candidate registered	Thesis Submitted (numbers)	Degree Awarded (numbers)	API Score
M.Phil.				
Ph.D.				

Project Guidance at undergraduate level:

Level of Guidance	No. of Years (supervision)	API Score
Undergraduate		

Training Courses: Refresher courses, Methodology, Workshop, Training, Teaching-Learning Evaluation Technology Programmes, Soft Skills development programmes, Faculty Development Programmes)**:**

Name of Course/ Programme attended	Sponsoring Institution	Duration	API Score

Papers presented in Conferences/Workshop/ Symposium:

Title /Subject of paper	Title/Subject of conference/seminar/ workshop	Organising Institution (with City & Country)	Conference/ Symposia/ Workshop (National/International)	Proceedings published (Yes/No)	API Score

Invited/ Special Lectures or Presentations at Conferences/ Symposia:

Title/Academic Session/ Subject	Organising Institution (with City & Country)	Type of Conference/ Seminar/ Workshop (National/International)	Date of Lecture	Duration (in Mins.)	API Score

Summary of Points out of Total API points earned as per category III
Total API points earned:
Summary of Academic Performance Indicator:

S.No.	Criteria	API Score Claimed	API Score Distribution as per UGC guidelines (in % of total API score)	API Score applicable as per UGC guidelines
1	Research Papers/ Publications etc.		55%	
2	Research Projects		20%	
3	Research Guidance		10%	
4	Training Courses and Conference/ symposia presentations		15%	
	Total API Score			

Note: API Score is to be calculated in accordance with screening/shortlisting guidelines for direct recruitment for the post of Associate Professor and Professor available on the University website.

Miscellaneous Information

Computer Skills (e.g. word processing, spreadsheet, databases or any other specific software with familiarity level of Basic/Intermediate/Advance**)**

ICT Usage	Skills	Specialized Packages/ Software's	Familiarity

Mention your most significant contribution as a teacher (in 100 words)

Mention your most significant research contribution in order of preference (in 100 words)

Honours and Awards Received (Please provide details in the box below) in chronological

Notable contributions, if any, beyond what has been mentioned above (Please provide details in the box below)

Membership / Fellowship of Learned Bodies / Societies (Please provide details in the box below)

Participation in Literary, Cultural or other activities (Please provide details in the box below)

Mention your vision for the college for next five years taking into consideration both academic and administrative aspect (in about 100 word)
Briefly describe your administrative experience including your knowledge of relevant rules (Service Rules, Leave Rules, Disciplinary Rules, General Financial Rules etc.) (in about 100 words)

Disclosure

Have you been debarred or punished for adopting unfair means in any Examination by the Institution / Board or University? Yes / No

If yes, specify _____

Have you at any time convicted by court for any criminal offence? Yes / No

If yes, specify _____

Were you ever discharged or dismissed from any previous employment? Yes / No

If yes, specify _____

Three Referees Familiar with your Academic Work

Full Name	Institutional Affiliation	Designation	Institutional Address	Mobile/Phone No.	Email

Declaration

I declare that the statements made and documents enclosed with the application form are true to the best of my knowledge and belief. If any information is found to be incorrect, my candidature is liable to be cancelled and that I may be subject to legal / disciplinary proceedings.

<u>Date:</u>   <u>Applicant's Signature</u>

No Objection Certificate from present employer

Please indicate if NOC is not available: Yes/ No

Forwarded with the remarks that the facts stated in the above application have been verified and found correct and this Institution/ Organization has no objection to the candidature of the applicant being considered for the post applied for.

Name of Head of Institution _____

Designation_____   Signature & Seal of Head of Institution _____

Address _____   Place_____   Date_____

Qualifications for the post of Vice Principal

1. The direct recruitment to the posts of Principal of the College shall be on the basis of merit through all India advertisement and selections by the duly constituted Selection Committee.

2. A Master's degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) by a recognized University.

   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.

   Relevant grade which is regarded as equivalent of 55% wherever the grading system is followed by a recognized university shall also be considered eligible.

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.

6. 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 as amended from time to time.

CHAIRMAN, GOVERNING BODY

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

As per the provisions of Ordinances XI, & XII & 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 pet 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: 400 API score)

S.No.	APIs	Faculties of Engineering / Agriculture/ Veterinary/ Medical Sciences/ Science	Faculties of Languages Arts/ Humanities/ Social Sciences/ Library/ Physical Education/ Management	Max. points for University and college teacher
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
	Conference	Conference proceedings (in related area/subject) as full	Conference proceedings (in related area/subject) as full	10/ publication

	proceedings	**(Abstracts not to be included)**	**(Abstracts not to be included)**	
III B	**Research Publications:** **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 system 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 system 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 system and ISBN/ ISSN numbers**	**Text/Subject or Reference Books/ Journals (in related area/subject) Edited and published by International/National publishers / State and Central Govt. Publications with an established peer review system and ISBN/ ISSN numbers**	**20/ Sole editor; 10/co-editors**
	Chapters in books	**Chapter in Text/Subject or Reference Books (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 system or learned societies and ISBN/**	**Chapter in Text/Subject or Reference Books (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 system or learned societies and ISBN/**	**10/chapter**
	Translated Books	**Books translated (in related area/subject) and published by International/ National publishers / State and Central Govt. Publications with an established peer review system**	**Books translated (in related area/subject) and published by International/National publishers / State and Central Govt. Publications with an established peer review system**	**20/sole translator** **10/co-translator**
	Popular article	**Popular article (in related area/subject) in**	**Popular article (in related area/subject) in**	**10/article**

		proceedings/Newsletter of learned bodies/ societies or Newspaper article in area of interest.	proceedings/Newsletter of learned bodies/ societies or Newspaper article in area of interest.	
III C	**Research Project**			
III C(i)	**Sponsored Projects carried out/ ongoing**	**Major Projects (as per the UGC project guidelines applicable on the date of sanction)**	**(a) Major Projects (as per the UGC project guidelines applicable on the date of sanction)**	**20/ each Project to PI** **10/each to co-PI/joint PI**
		Minor Projects (as per the UGC project guideline applicable on the date of sanction)	**(a) Minor Projects (as per the UGC project guidelines applicable on the date of sanction)**	**15/ each Project** **8/each to co-PI/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 by funding agency)**	**20/each major project and 10/each minor or innovative research project**
III C(iv)	**Project Outcome/ Output**	**Patent/ Technology transfer/Product/Process**	**Major Policy document of Govt. Bodies at Central and State level**	**30/each national level output or patent/ 50/ each for International**
III D	**Research Guidance**			

III D(i)	M.Phil.	Degree awarded only	Degree awarded only	3/each candidate
III D(ii)	PhD	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/Workshop papers			
IIIE(i)	Refresher courses, Methodology, workshop, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max: 30 points)	(a) Not less than two weeks duration	(a) Not less than two weeks duration	20/each
		(b) One week duration	(b) One week duration	10/each
IIIE(ii)	Papers in Conferences/ 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
IIIE(iii)	Invited lectures/ special lecture or presentations for	(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/Seminar is published in the form of Proceedings, the points would accrue for the publication "III(a)" and not under presentation 'in(E-iiy'*

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 Courses 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 applications 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 regard to screening of the applications, the decision of the Screening Committee shall be final.

CHAIRMAN, GOVERNING BODY

General instructions for candidates applying for the posts of Principal:

1. Candidates must possess the qualifications as 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 qualifications and eligibility conditions are available at College website: www.bcas.du.ac.in and www.du.ac.in any addendum/dedendum /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 does not entitle a candidate to be necessarily considered or called for the interview. More stringent criteria may be applied for short-listing the candidates to be called for interview.

4. The applications received may be screened for short listing and recommending the candidates to be called for interview on the basis of the Screening Guidelines approved by the University. The Screening Guidelines approved by the University are enclosed with the advertisement on the college website.

5. Relaxation, if any, may be made in exceptional cases on the recommendations of the Selection Committee, subject to the approval of the UGC.

6. Applications once submitted will not be allowed to be withdrawn.

7. Recommendations of the Short listing/ Screening Committee shall be uploaded on the website of the College. Representation if any, may be submitted to Administrative Officer of the college 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 the 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 commission, the responsibility and liability shall lie solely with the candidate.

11. Candidates may be asked to submit documents in support of their qualifications/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 any advertised post(s) at any time without giving any reason.

14.   In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of appointment letter, the College reserves 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 selection, 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 a 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 candidate.

19.   Candidates are requested to send their application in the prescribed form only.

20.   All candidates should have fulfilled the minimum eligibility on the date of application.

21.   Publications 'under submission' or submitted to referees will not be considered towards 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, Bhaskaracharya College of Applied Sciences- Sector-2, Phase-1, Dwarka, New Delhi-110075 ONLY through Speed/Registered post. Please super scribe the post applied (in bold) for on the envelope. Please note that application forms shall not be accepted in person or through courier or any other post. The prescribed fee of **Rs. 500/-** will be accepted in the form of demand draft only. The draft should be in the name of **The Principal, Bhaskaracharya College of Applied Sciences** payable at New Delhi.
From outside India, completed application in the prescribed form may be sent to the Chairman, Governing Body, Bhaskaracharya College of Applied Sciences- Sector-2, Phase-1, Dwarka, New Delhi-110075 India, through international post/courier.

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 shall be rejected.

26.   The last date for receipt of applications is 21 days from the date of publication of this advertisement.

CHAIRMAN, GOVERNING BODY