



# ANNAMALAI UNIVERSITY

## **GUIDELINES FOR THE APPOINTMENT OF PRINCIPAL IN THE PRIVATE SELF-FINANCING COLLEGES INCLUDING GOVERNMENT AIDED COLLEGES AS PER UGC REGULATION 2018 and G.O.Ms.No.5, dated:11.01.2021**

### **1. Call for Application**

**1.1. Direct Recruitment:** An open advertisement for calling applications for the post of Principal must be published in minimum of one Regional OR National level Dailies.

**1.2. By Promotion:** A Circular for calling applications for the post of Principal should be sent to all faculty members of the College.

Note: The application form (as designed by the College) and **Annexure-I** (as designed by the University) should be given to applicants and the information should be obtained as per Table. 2.

### **2. QUALIFICATIONS:**

#### **2.1. Eligibility**

- a. Ph.D. degree
- b. A minimum of 10 research publications in peer-reviewed or UGC-listed journals.
- c. A minimum of 110 Research Score (API) as per **Table 2** prescribed in the UGC Regulation 2018 and G.O.Ms.No.5).

#### **2.2. Experience:**

##### **For Aided and Self-Financing Colleges**

Associate Professor with a total service/experience of at least fifteen years (15) of Teaching/Research in Universities/Colleges and other Institutions of Higher Education.

**2.3.** The applicant should have already been received qualification approval either in the Post of Assistant Professor or Associate Professor from any Higher Education Institution.

#### **2.4. Tenure:**

- i) A College Principal shall be appointed for a period of five years; extendable for another term of five years on the basis of performance assessment by a Committee appointed by the University, constituted as per these regulations.

### 3. Selection Committee for Principal:

- 3.1 The Selection Committee for the post of College Principal shall have the following composition:
- a. Chairperson of the Governing Body to be the Chairperson.
  - b. Two members of the Governing Body of the college to be nominated by the Chairperson of whom one shall be an expert in academic administration.
  - c. Two nominees of the Vice-Chancellor who shall be Higher Education experts in the subject/field concerned out of which at least one shall be a person not connected in any manner with the affiliating University. In case of Colleges notified/declared as minority educational institutions, one nominee of the Chairperson of the College from out of a panel of five names, preferably from minority communities, recommended by the Vice-Chancellor of the affiliating university of whom one should be a subject expert.
  - d. Three Higher Education experts consisting of the Principal of a College, a Professor and an accomplished educationist not below the rank of a Professor (to be nominated by the Governing Body of the college out of a panel of six experts approved by the relevant statutory body of the university concerned).
  - e. An academician representing SC/ST/OBC/Minority/Women/ Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.
  - f. Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body of the college out of a panel of five names recommended by the Vice-Chancellor from the list of subject experts approved by the relevant statutory body of the university concerned. In case of colleges notified/declared as minority educational institutions, two subject experts not connected with the University nominated by the Chairperson of the College governing body out of the panel of five names, preferably from minority communities, recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body.
- 3.2 **Five members, including two experts, shall constitute the quorum.** An academician representing SC/ST/OBC/Minority/Women/ Differently-abled categories must be appointed as member of the Selection Committee which is mandatory as a member of Selection Committee.
- 3.3 All the selection procedures of the selection committee shall be completed on the day / last day of the Selection Committee meeting itself, wherein, minutes are recorded along with the scoring Proforma and recommendation made on the basis of merit with the list of selected and waitlisted candidates / Panel of names in order of merit, duly signed by all members of the Selection Committee.
- 3.4 The term of appointment of the College Principal shall be five years, with eligibility for reappointment for one more term only after an assessment by a Committee appointed by the University
- 3.5 After the completion of his/her term as Principal, the incumbent shall join back his/her parent organisation with the designation as Professor and in the grade of the Professor.

#### 4. Vice Principal

An existing senior faculty member may be designated as Vice-Principal by the Governing Body of the College on the recommendation of the Principal, for a tenure of two years, who can be assigned specific activities, in addition to his/her existing responsibilities. During the absence of the Principal, for any reason, the Vice Principal shall exercise the powers of the Principal

#### 5. Qualification Approval

The College must apply, for the qualification approval of the Principal, to this University within 30 days from the date of Meeting of Selection Committee with the prescribed fees and the following documents.

- (a) Copy of the Advertisement
- (b) Copy of Selection Committee panel Communication received from University
- (c) Directorate of Collegiate Education proceedings, if it is an Aided Post.
- (d) Copy of the Scrutiny Committee constituted by the Secretary/ Chairman, College Governing Body / Managing Body and the Minutes.
- (e) Detailed calculation of API Score as per **Table 2** signed by members of Scrutiny Committee.
- (f) List of candidates applied and List of eligible candidates with API Scores in **Annexure -1** and **Annexure –II** (Originals).
- (g) Marks awarded by Selection Committee to each candidate in **Annexure–III** (Originals).
- (h) Minutes of the Selection Committee with name of the Selected Candidate and Wait List Candidate
- (i) Filled in Proforma-I along with Qualification and Experience Certificates of the Selected Candidate.
- (j) Copy of the Appointment Order
- (k) Copy of the Joining Report of the applicant.
- (l) Equivalence Certificate, in case of Ph.D. in Inter-disciplinary
- (m) Payment receipt of Prescribed fee of Rs. 5,000/- and Rs. 10,000/- for Qualification Approval for the post of Principal in Self-Financing and Aided colleges respectively.

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**Academic Performance Indicators (API) Worksheet - Performance Based Appraisal System (PBAS) for the Post of Principal in Private Self-Financing Colleges including Government aided Colleges**

**ANNEXURE – I – PRINCIPAL**

(UGC Regulation on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, UGC Regulation 2018 and G.O.(Ms) No. 5 dated: 11.01.2021)

Name of the Previous /Existing College	
Aided College/Self-Financing College	
Name of the Faculty Member / Applicant	
Designation and Department	
Mobile Number	
Address	

**Scores claimed by the Applicant.**

College	Category	Minimum API Score Required	API Score Obtained
Aided College / Self-Financing College	Principal	110	

**Declaration:**

I hereby, declare that all the statements/particulars made/furnished in this application are true, complete and correct to the best of my knowledge and belief. I also declare and fully understand that in the event of any information furnished being found false or incorrect at any stage, my appointment for Direct Recruitment / Promotion is liable to be cancelled.

**Date:**

**Signature of the Applicant**

**FOR OFFICE USE ONLY**

**Score Secured:**

College	Category	Minimum API Score Required	API Score Obtained
Aided College / Self-Financing College	Principal	110	

Signature of the Scrutiny Committee Members:

- |    |    |
|----|----|
| 1. | 3. |
| 2. | 4. |

**ANNEXURE - II Scoring Sheet for Scrutiny Committee**

<b>Sl.No</b>	<b>Name</b>	<b>Date of Birth</b>	<b>Education Qualification</b>	<b>Teaching &amp; Research Experience</b>	<b>Total API Score</b>	<b>Eligible / Ineligible</b>	<b>Remarks Documents to be verified</b>

Signature of the Committee Members

1.	4.
2.	5.
3.	6.

**ANNEXURE - III - Scoring Sheet for Selection Committee**

<b>Sl.No.</b>	<b>Name</b>	<b>API Score secured (Max. 40 Marks) (1)</b>	<b>Academic Background (Max. 20 Marks) (2)</b>	<b>Domain Knowledge Tech. Skill (Max. 20 Marks) (3)</b>	<b>Interview Marks (Max. 20 Marks) (4)</b>	<b>Total (Max. 100 marks) (5)</b>
1.						
2.						
3.						
4.						
5 & etc.,						

**Note:** 1. **API Score: for Principal 110** - 10 marks      **API Score: for Professor 120** - 10 marks  
                             111 - 200      - 20 marks    121 - 210      - 20 marks  
                             201 - 300      - 30 marks    211 - 310      - 30 marks  
                             301 and above      -40 marks    311 and above      - 40 marks

2. For columns 2, 3, & 4; the Selection Committee shall involve criteria and evaluate accordingly.

**Signature of the Selection Committee Members**

1.	2.	3.	4.	5.
6.	7.	8.	9.	10.

**PROFORMA – I**

**FOR PRINCIPAL**

1.	Name of the PRINCIPAL / ASSOCIATE PROFESSOR / ASSISTANT PROFESSOR (in capital letters)	
2.	Age & Date of Birth	
3.	Mobile No: & email.	
4.	Permanent Address:	
5.	College Address:	
6.	Whether he/she has been selected as per the procedure laid down in the UGC Regulation 2018/G.O.Ms.No.5, dated: 11.01.2021 which were already communicated to the College and if so, a copy of the minutes of the selection committee may be furnished and if not, the reasons for the same may be stated.	

**7. Details of his/her Educational Qualifications:-**

*Qualifications	Duration of the Course (No. of years)	Month & Year of Passing	Name of Board / University	Class/Percentage of Marks obtained	Main Subject studied
SSLC, X Std, XI std etc.,					
PUC, HSC Intermediate etc.,					
B.A., B.Sc., B.Com. etc.,					
M.A. M.Sc. M.Com. etc.,					
M.Phil.					
UGC, CSIR, NET, SLET etc.,					
Ph.D.					
Title of the THESIS in the Ph.D. Degree:					

8.	Whether he/she studied Tamil/ Other Languages upto UG Level: (Tick relevant Box)	Tamil <input type="checkbox"/>	Other Language <input type="checkbox"/>	If Specify -----
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\*(NOTE:- Copies of certificates (Degree/Provisional Pass Certificate, Statement of Marks, etc.) duly attested either by a Gazetted Officer or by the Management of the College concerned, should be furnished along with Proforma).

9.	Date of appointment as PRINCIPAL / ASSOCIATE PROFESSOR in the present college	
10.	Date of entry into service in the present college	
11.	Whether a copy of the appointment order and a copy of the joining report are sent herewith.	
12.	Whether he/she has been selected for the post of PRINCIPAL / ASSOCIATE PROFESSOR by PROMOTION or by DIRECT RECRUITMENT	
13.	If appointment made under Promotion.... His / Her seniority position in this college (Seniority list of teachers in the college is to be enclosed)	
14.	If appointment made under Direct Recruitment..... Photocopy of the News Paper cut (Advertisement given by the Management)	
15.	Whether his/her selection/appointment has been approved by the College GOVERNING BODY or copy of its minutes may be sent and if not, the reasons therefore may be stated)	
16.	Whether he/she was a Lecturer (Selection Grade) / Reader before appointment as Principal (If yes, a copy of Certificate issued by the DCE/Jt. DCE to this effect may be sent)	
17.	Whether his/her earlier appointment, if any, has been approved by this University and if so, a copy of the order may be furnished.	

**18. TEACHING EXPERIENCE (the details of his/her service from entry to till date may be furnished).**

Sl.No.	Names of the Colleges	Designation	Period of Service (with exact date)		Total
			From	To	
TOTAL EXPERIENCE					

**19. Whether the incumbent has any break in service during the period of his/her service in the College (If yes, the details as required hereunder may be furnished and if not, the same may be stated.**

From	To	Number of			Reasons for the BREAK in SERVICE
		DAYS	MONTHS	YEARS	



**20. Details of the classes handled during his/her service in the College (may be furnished).**

TEACHING EXPERIENCE gained at	From	To	Total period of Service	
			No. of Months	No. of Years
UNDER – GRADUATE level				
POST – GRADUATE level				
RESEARCH EXPERIENCE (M.Phil. & Ph.D. level)				

THE ABOVE PARTICULARS FURNISHED BY ME ARE TRUE TO THE BEST OF MY  
KNOWLEDGE AND BELIEF.

SIGNATURE OF THE CANDIDATE

SIGNATURE OF THE PRINCIPAL

COUNTER SIGNATURE OF THE SECRETARY /  
CORRESPONDENT OF THE COLLEGE

Date:

College Seal:

**Table 2**  
**Methodology for 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.,)

Sl. No.	Academic/Research Activity	Faculty of Sciences	Faculty of Languages / Humanities / Arts / Social Sciences / Library / Education / Physical Education / Commerce /Management & other related disciplines
1.	<b>Research Papers in Peer Reviewed or UGC listed Journals</b>	08 per paper	10 per paper
2.	<b>Publications (other than Research papers)</b>		
	(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.	<b>Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula</b>		
	(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 (4 credit 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 of MOOCs (at least one quadrant)	02	02
	Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks/credit)	08	08
	(d) E-Content		
	Development of e-Content in 4 quadrants for a complete course / e-book	12	12
	e-Content (developed in 4 quadrants) per module	05	05
	Contribution to development of e-content module in complete 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 awarded 05 per thesis submitted	10 per degree awarded 05per thesis submitted
	M.Phil./P.G. dissertation	02 per degree awarded	02 per degree awarded
	(b) Research Projects Completed		
	More than 10 lakhs	10	10
	Less than 10 lakhs	05	05
	(c) Research Projects On-going :		
	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. Central Governmentor 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 in 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	03

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) :

- i) Paper in refereed journals without impact factor - 5 Points
  - ii) Paper with impact factor less than 1 - 10 Points
  - iii) Paper with impact factor between 1 and 2 - 15 Points
  - iv) Paper with impact factor between 2 and 5 - 20 Points
  - v) Paper with impact factor between 5 and 10 - 25 Points
  - vi) Paper with impact factor >10 - 30 Points
- (a) Two authors: 70% of total value of publication for each author.  
(b) 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.