

**Mata Sundri Khalsa Girls College, Nissing (Karnal) Haryana**  
**Affiliated to Kurukshetra University, Kurukshetra**  
**(Haryana Sikh Gurudwara Management Committee, Kurukshetra)**

**Performa for the post of College Principal**

(Attach API Performa also)

1. Name : \_\_\_\_\_

2. Father's Name: \_\_\_\_\_

3. Date of Birth : \_\_\_\_\_

4. Permanent Address : \_\_\_\_\_

\_\_\_\_\_

Pin \_\_\_\_\_

5. Contact No: \_\_\_\_\_ Email : \_\_\_\_\_

6. Marital Status : \_\_\_\_\_

7. Educational Qualifications :

S.No	Qualification	Year	Board/University	Obtained / Total Marks	%age of Marks
1	Matric				
2	10+2				
3	Graduation				
4	Post Graduation				
5	B.Ed.				
6	M.Phil				
7	Phd				
8	UGC (NET/ SLET)				
9	Any Other Exam				

8. (a) Have you ever been prosecuted / sentenced by the court of Law if so, give details ?

\_\_\_\_\_

(b) Have you ever been dismissed from service ?if so,give details \_\_\_\_\_

\_\_\_\_\_

9. List of previous employment in order.

Name & Address of College / Institution	Date of Joining / Leaving	Designation	Nature of Job	Basic Pay PM & Grades	Reason for leaving

10. Total experience ( Attach Annexures for details )

11. (a) Present Basic Pay Rs \_\_\_\_\_ (b) Pay Scale Rs \_\_\_\_\_

(c) Period required for joining the post \_\_\_\_\_

12. Any other relevant information \_\_\_\_\_

13. List of Certificates & testimonials

(i) \_\_\_\_\_ (ii) \_\_\_\_\_ (iii) \_\_\_\_\_ (iv) \_\_\_\_\_

(v) \_\_\_\_\_ (vi) \_\_\_\_\_ (vii) \_\_\_\_\_ (viii) \_\_\_\_\_

14. Attach duly filled API performa with the Application.


**Certificate**

It is certified that the contents given in the application form and the documents attached herewith are true and correct to the best of my knowledge.

Place

(Signature of the Applicant)

Date



**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
<b>TOTAL:</b>	<b>100 Marks</b>

**I. Academic Record: Maximum 20 marks**

Sr. No.	Particulars	Marks
1	Above 55 % marks in Master's degree	0.5 mark for each percentage (maximum 5 marks)
2.	Above 55 % 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 % marks in Matriculation	0.2 mark for each percentage (maximum 5 marks)

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

**A. Teaching Experience: Maximum 10 marks**

Sr. No.	Particulars	Marks
1	Above 15 years teaching experience	1 mark for each year

**B. Assessment of Administrative Skill: Maximum 25 marks**

**(i) Experience of Administrative Responsibilities**

Sr. No.	Particulars	Marks
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

**(ii) Experience of Key responsibilities in colleges**

Sr. No.	Particulars	Marks
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
8	Experience as Associate NCC Officer in HEI (s)	1 mark for each year maximum upto 3 marks

**(iii) Experience of Committees in College**

Sr. No.	Particulars	Marks
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	Convenor, University Work Committee	1 mark for each academic year maximum upto 2 marks
5	Convenor, Cultural Affairs Committee	1 mark for each academic year maximum upto 2 marks
6	Convenor, Purchase/Procurement Committee	1 mark for each academic year maximum upto 2 marks
7	Convenor, Building/Works Committee	1 mark for each academic year maximum upto 2 marks
8	Convenor, Sports Committee	1 mark for each academic year maximum upto 2 marks
9	Convenor, Discipline Committee	1 mark for each academic year maximum upto 2 marks
10	Convenor, Internal (Complaint) Committee	1 mark for each academic year maximum upto 2 marks
11	Convenor, Road Safety Club	1 mark for each academic year maximum upto 2 marks
12	Convenor, Red Ribbon Club	1 mark for each academic year maximum upto 2 marks
13	Convenor, 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

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

Sr. No.	Particulars	Marks
1	Research Score above 110 as per the criteria given in Appendix II, Table 2.	0.3 mark for each 1 Research Score above 110

**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 convenor/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.

*[Handwritten signature]*