

# Vivekanand Shikshan Sanstha, Aurangabad (M.S.)

## WANTED

O.W.No. : V.S.S.A. 371

Date 13.09.2017

Applications are invited for the post of Principal at Vivekanand Arts, Sardar Dalipsingh Commerce & Science College, Samarth Nagar, Aurangabad. From eligible candidates.

Designation	Number of Post	Nature of Post	Reservation
Principal	One	Full Time Granted	Open (Open to All)

The minimum qualifications required for the post of Principal in the college shall be as per U.G.C. regulations / State Govt. from time to time. A Master's Degree with at least 55% of marks or a relevant grade recognized as equivalent to 55% wherever grading system is followed by a recognized University.

1. Ph.D. Qualification in concerned allied / relevant discipline with evidences of published work and research guidance.
2. Associate Professor / Professor with total experience of 15 years of teaching / research / administration in Universities / Colleges and other institutions of higher education.
3. A minimum score as stipulated in Academic Performance indicator (API) based Performance Based Appraisal System (PBAS), for Professor as Developed by U.G. C. Regulations (4<sup>th</sup> amendment) Dtd. 11<sup>th</sup> July 2016.
4. A relaxation of 5% may be provided from 55% to 50% of the marks to the Ph.D. Degree holders who have obtained their Master's Degree prior to 19<sup>th</sup> Sept. 1991.
5. The appointment of the Principal shall be for the period of **FIVE YEARS** only from the date of appointment.
6. The term of the appointment of the college Principal shall be **FIVE YEARS** with eligibility for re-appointment for one more term only after a similar selection process which shall take into account an external peer-review and its recommendation and its outcomes. The framework of the external peer-review shall be specified by the U.G.C.
7. Eligible candidates should send their application along with necessary documents through proper channel within 21 days from the date of publication of this advertisement at the following address.

### **The Secretary, Vivekanand Shikshan Sanstha,**

Vivekanand Arts, Sardar Dalipsingh Commerce & Science College  
Campus, Samarth Nagar, Aurangabad – 431001. (M.S.)

**President,**  
Vivekanand Shikshan Sanstha,  
Aurangabad

**Secretary,**  
Vivekanand Shikshan Sanstha,  
Aurangabad

Date: / /

To,  
**The Secretary,**  
**Vivekanand Shikshan Sanstha,**  
Vivekanand Arts, Sardar Dalipsingh  
Commerce and Science College Campus,  
Samarth Nagar,  
Aurangabad.

**Subject : Application for the Post of PRINCIPAL.**

**Reference : Your Advertisement appeared in Daily \_\_\_\_\_,**  
**dated \_\_\_\_\_.**

Sir / Madam,

With reference to the above-cited subject, I the under-signed, wish to apply for the post of PRINCIPAL in your Sanstha's Vivekanand Arts, Sardar Dalipsingh Commerce and Science College, Aurangabad.

Please find enclosed herewith a prescribed application form along with the photocopies of certificates of my educational qualifications, academic work, research and allied experience.

Thank you.

**Yours faithfully,**

Signature \_\_\_\_\_

Full Name \_\_\_\_\_

Phone / Mob. No. \_\_\_\_\_

Email : \_\_\_\_\_

**Note:**

- i. Information to be furnished in this form be supported by relevant documents.**
- ii. Documents to be enclosed be given page numbers.**

## **Application for the Post of Principal**

<b>Date of Inward : (For Office Use Only)</b>	<b>Application No. : (For Office Use Only)</b>
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### **Scrutiny Committee Remarks :**

**1**

**2**

**3**

### **Signature of Scrutiny Committee Members**

**1** \_\_\_\_\_

**2** \_\_\_\_\_

**3** \_\_\_\_\_

Vivekanand Shikshan Sanstha's  
**Vivekanand Arts, Sardar Dalipsingh Commerce & Science College,**  
Samarth Nagar, Aurangabad (M.S.)

## **Application for the Post of Principal**

Post Applied For : **PRINCIPAL**

### **Personal Details:**

First Name: \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_

Parent's / Spouse Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Age (as on 13.09.2017) \_\_\_Y\_\_\_M\_\_\_D\_\_\_ Category {Gen / SC/ST/PWD/(OH/VH)} \_\_\_\_\_

Nationality \_\_\_\_\_ Sex (Male / Female) \_\_\_\_\_ Telephone No. : \_\_\_\_\_

### **Postal Address**

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### **Permanent Address**

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

**Education Qualifications:**

Examination	Year	Main Subjects	Marks (%)	College	University
Bachelor Degree					
Master's Degree					
M. Phil.					

**Please mention your specific degree in case of integrated course / programme.**

Degree	Year of Award	Thesis Title	Date of Registration	University	Date of Submission
Ph. D.					
Others Distinctions					

**Post-Doctoral Research Experience (If any):**

Name of University / College / Institution	Post held / Designation	From	To	Experience (in year & months)

**Full – Time Teaching Experience:**

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

**Administrative Experience:**

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

**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

**Note:** API score be calculated as per University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in University and Colleges and Measures for the Maintenance of Standard in Higher Education) (**4<sup>th</sup> Amendment**), Regulations, 2016.

## 1. Co-Curricular, Extension, Professional Development Related Activities (Year wise)

Sr. No.	Nature of Activity	Actual Score Actual hours spent per academic year ÷ 10	Verified API Score	Page No. of relevant documents.
1	<p>Student related co-curricular, extension and field based activities.</p> <p><b>i. Discipline related co-curricular activities organized</b></p> <ul style="list-style-type: none"> <li>• Field work, field study, study tour</li> <li>• Student seminar</li> <li>• Remedial Classes</li> <li>• Career counselling</li> <li>• NET / SET / GATE / Workshop (1 week)</li> <li>• Quiz, debate, elocution, (on subject)</li> <li>• Essay competition (on subject)</li> <li>• Exhibition</li> <li>• Subject / Faculty day celebration</li> <li>• Survey conduction</li> <li>• Subject association activity</li> <li>• (Evidence to be provided)</li> </ul>			
	<p><b>ii) Other Co-curricular activities</b></p> <ul style="list-style-type: none"> <li>• Cultural Prog. Coordinator.</li> <li>• NSS, NCC officer / Assit Officer</li> <li>• Eradication of superstitions</li> <li>• Tree plantation</li> <li>• AIDS / Awareness</li> <li>• Blood donation camp</li> <li>• Student Welfare officer</li> <li>• Placement officer</li> <li>• Sports Committee</li> <li>• (Evidence to be provided)</li> </ul>			
	<p><b>iii. Extension and dissemination activities</b></p> <p>Position held / Leadership role played in organization linked with Extension work</p> <ul style="list-style-type: none"> <li>• Community work such as – National Integration, human Right, peace, Scientific temper, flood / drought relief</li> <li>• Public lecturers delivered (Related to subject)</li> <li>• Talks delivered in a programme as chief guest</li> <li>• Seminars in public interest</li> <li>• General awareness activities</li> <li>• Organization of subject related event like lecturer on special topics</li> <li>• Popular writing not covered under (III)</li> <li>• (Evidence to be provided)</li> </ul>			

2	<p>Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.</p> <p><b>i. Administrative Responsibility</b></p> <ul style="list-style-type: none"> <li>• Dean, Principal, Management Council member</li> <li>• Director of school/ Institute</li> <li>• IQAC coordinator</li> <li>• Refresher / orientation coordinator</li> <li>• Head of Department</li> <li>• Chairperson / Convener</li> <li>• Teacher in-charge or similar duties that require regular office hours for its discharge) per duty</li> </ul>			
	<p><b>ii. Participation in</b></p> <ul style="list-style-type: none"> <li>• BOS / Faculty / Academic Council</li> <li>• Senate any other University Committee</li> <li>• Chairman for subject related event like Ph.D. Open Defence Session</li> <li>• Various Scrutiny meeting</li> <li>• Resource Person / Speaker for subject related event</li> <li>• Referee / Judge for subject related event etc.</li> <li>• Administrative Committee</li> <li>• Editorial Board</li> <li>• Local Management Committee</li> <li>• Admission Committee</li> <li>• Campus Development</li> <li>• Library Committee</li> <li>• Sexual Harassment Prevention Committee</li> <li>• Membership / participation in State / Central Bodies / Committees on education research</li> <li>• Exam reforms</li> </ul>			
3	<p><b>Profession Development activities</b></p> <ul style="list-style-type: none"> <li>• Participation in seminars, conference</li> <li>• Short term training courses</li> <li>• Industrial experience</li> <li>• Talks</li> <li>• Lectures in refresher / Faculty development courses</li> <li>• Dissemination and general articles and any other contribution</li> </ul>			
	<b>Total of API</b>			



## 2. Research Papers / Review Articles / Conference Proceeding:

Title with Page nos.	Publication Type	Journal ISSN / ISBN No.	Journal UGC Approved or Not	Referred or Not	Publisher (City / Country & year of Publication)	Sole / Main Author / Co Author	API Score Claimed	API Score Verified	Page No. of relevant documents.

## 3. Research Publication – Books, Chapters, Edited work, Articles etc.

Title with Page Nos.	Publication Type	Journal / ISSN/ISBN No.	Referred or not	Publisher (city / country & year of Publication)	Sole / Main Author / Co Author	API Score Claimed	API Score Verified	Page No. of relevant documents.

## 4. Research Projects:

Title	Major / Minor	Period {in years & months}	Total Grant / Funding received	Name of sponsoring funding agency	Outcome of the Project	API Score Claimed	API Score Verified	Page No. of relevant documents.

## 5. Ongoing Consultancy Projects:

Title	Stream Science / Arts / Humanities, etc.	Name of Awarding / Funding agency	Amount mobilized in received	API Score Claimed	API Score Verified	Page No. of relevant documents.

## 6. Completed Projects:

Title	Major	Funding agency Acceptance (Yes / No)	API Score Claimed	API Score Verified	Page No. of relevant documents.

## 7. Projects Output (Patent / Technology Transfer / Product / Policy / Document)

Title	Project Patent / Tec / Transfer / Product Policy document	National / International Level	API Score Claimed	API Score Verified	Page No. of relevant documents.

## 8. Research Guidance:

Level of Guidance	No. of candidates (s) registered	Thesis Submitted (numbers)	API Score Claimed	API Score Verified	Page No. of relevant documents.
M. Phil.					
Ph. D.					

## 9. Fellowships / Awards:

Sr. No.	Fellowship / Awards	Year	Level International / National / State / University	Awardee Academic Body / Association	API Score Claimed	API Score Verified	Page No. of relevant documents

**10. Papers presented in Conferences / Workshops / 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 Claimed	API Score Verified	Page No. of relevant documents.

**11. Invited / Special Lectures or Presentations at Conference / Symposia:**

Title Academic	Organising Institution (with city & Country)	Conference / symposia workshop (National / International)	Date of Lecture	Duration (in Minutes)	API Score Claimed	API Score Verified	Page No. of relevant documents.

**Note: The Score for this category shall be restricted 20% of the minimum fixed for category – III as per the UGC regulation.**

**12. Development of e-learning of Delivery Process / Material:**

Give Details \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Summary of points out total API points earned as per category III total API points earned:**

**Summary of Academic Performance Indicator:**

Item No.	API Score Claimed by Candidate	API Score Verified by committee	Remark
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

**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	Familiarity

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

**Mention your most significant contribution in order of performances (in about 100 words)**

**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)**

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

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**Mention your vision for the college for next five years taking into consideration both academic and administration aspect (in 100 words)**

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## 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 been 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 References familiar with your Academic Work and Administrative 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.

**Applicant's Signature**

Date:

## No Objection 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 I considered for the post applied for.

Name of Head of Institution \_\_\_\_\_

Designation \_\_\_\_\_ Signature & Seal of Head of Institution \_\_\_\_\_

Address \_\_\_\_\_ Place \_\_\_\_\_ Date: \_\_\_\_\_

## Declaration FORM "A"

(See Rule – 04)

I, Shri / Smt. / Dr. \_\_\_\_\_,

Son / Daughter / Husband / Wife of Shri. \_\_\_\_\_,

Aged \_\_\_\_\_ years, resident of \_\_\_\_\_

\_\_\_\_\_ do hereby declare as follows:

1. That I have filled my application for the post of PRINCIPAL at Vivekanand Arts, Sardar Dalipsingh Commerce and Science College, Aurangabad.
2. I have \_\_\_\_\_ (Number) living children as on today, out of which number of children born after 28<sup>th</sup> March 2005 is \_\_\_\_\_ (mention dates of Birth, if any).
3. I am aware that, if any total number of living children are more than two due to the children born after 28<sup>th</sup> March 2006, I am liable to be disqualified for the same post.

Place:

Date:

**Signature of Applicant**