Qualifications for appointment to the post of Principal

Important Notice:-
As per the University of Delhi letter no. **CB.I/Clari-Peer Review / apptt.-ppl/ 107 dated 27.03.2025**, **Screening points for Publications will only be awarded for the articles published in UGC CARE List and SCOPUS.**

1. A Ph.D. degree
2. Professor/Associate Professor with a total service/ experience of at least fifteen years of teaching/research in Universities, Colleges and other institutions of higher education.
3. A minimum of 10 research publications in 'UGC CARE List' or SCOPUS journals.
4. A minimum of 110 Research Score as per Section I. of the Table below:
5. The term of appointment of the College Principal shall be five years extendable or another term of five years on the basis of performance

Guidelines for screening of candidates for appointment to the post of Principal in the College as per UGC Regulations and as adopted by the University of Delhi.

Applications received shall be screened as per details given below:

I. **Methodology for Calculating Academic/Research Score**

Assessment will 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.)

S.N.	Academic/Research Activity	Faculty of Sciences/ Engineering/ Agriculture/ Medical / Veterinary Sciences & other related disciplines	Faculty of Languages / Humanities / Arts / Social Sciences / Library /Education /Physical Education / Commerce/ Management & other related disciplines
1.	**Research Papers in 'UGC CARE List' or SCOPUS listed Journals**	08 per paper	10 per paper
2.	**Publications (other than Research papers)**		
	(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.	**Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula**		
	(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 05 per thesis submitted
	M.Phil/ PG 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 Ongoing:		
	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/ organization like UNO/ UNESCO/ World Bank/ International Monetary Fund etc. or Central Government or 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	02

The Research score for research papers would be augmented as follows:

'UGC CARE List' or SCOPUS published Journals (Impact factor to be determined as per Thomson Reuters list):
i) Paper in 'UGC CARE List' or SCOPUS 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 search score shall be from the minimum of three categories out of six categories.

II. **Screening of candidates: Criteria and Process**

1. The Supreme Council 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.

2. For appointment to the post of Principal, there is a requirement of a total research score of One Hundred and Ten (110) as per criteria given under head of Qualifications of this document.

3. The time taken by candidates to acquire M.Phil. and /or Ph.D. Degree shall not be considered as teaching/research experience to be claimed for appointment to the teaching positions. Further the period of active service spent on pursuing research degree simultaneously with teaching assignment without taking any kind of leave, shall be counted as teaching experience for the purpose of direct recruitment/ promotion.

4. In case of any dispute with regard to screening of the applications, the decision of the Supreme Council shall be final.

5. The status of short-listing will be made available on the dashboards of the respective applicants for information.

III. <u>Important Note</u>

1. The Vigilance Clearance Certificate from the parent department/ organization/ institution is to be uploaded by the applicant while applying for the post of Principal.

2. The entire onus of the content/authenticity of the information being uploaded in the form of application and its attachments shall exclusively rest with the applicant in terms of eligibility for recruitment and for subsequent selection through due process.

3. The College shall, in no way, be responsible for any error/ omission/ commission / suppression of relevant information by the applicant knowingly/ unknowingly/ overtly/ covertly while filling up the application form and uploading the documents required therein.

4. In case the applicant gets screened/ selected/ appointed on the basis of the credentials furnished by him/ her which are on scrutiny, found to be incorrect/ inadmissible/ forged/ fabricated/ falsified, his/ her candidature shall be liable to be cancelled at any stage of the recruitment/at any time during the tenure of the service and appropriate legal action under applicable law shall be initiated against the applicant.

5. The College reserves the right to modify/withdraw/cancel any communication made to the applicant. In case of any dispute arising out of such a situation, the decision of the Supreme Council shall be final and binding on the applicant.

Rt. Rev. Dr. Paul Swarup,
Bishop of Delhi, CNI
Chairman,
Search-cum-Screening Committee
Supreme Council
St Stephen's College,
New Delhi – 110007