RAM LAL ANAND COLLEGE
(UNIVERSITY OF DELHI)
BENITO JUAREZ ROAD, NEW DELHI-110021
Ph No.-24112557; E-mail: rlac.du@gmail.com
Website: www.rlacollege.edu.in

Frequently Asked questions

1. **Which are the mandatory fields in the application?**
   Mandatory fields are indicated by a red star (*) adjacent to the name of the field.

2. **Is it possible to change/update the information provided by the applicant in the online application for once submitted?**
   No.

3. **How can Persons with Disabilities (PwD) access and fill the online application form?**
   Such applicants may fill the online application form by using assistive technology. In particular, the visually impaired applicants may use screen reading software such as JAWS and NVDA to fill the application form. Those unable to use computer may take human assistance to fill the application form.
   In addition, application form facilitation centres have been opened for PwD applicants at North Campus and South Campus of the University, the details are as under:

   Ram Lal Anand College,
   Benito Juarez Road,
   New Delhi-110021.

   PwD applicants can also contact the office of Nodal Officer (PwD) of the College concerned. The contact details are as under:

   Dr. NeelamRishikalp,
   Ph. No.- 9810672284

4. **What should be done if the College/University website link stops or hangs?**
   Such a problem might come as a large number of applicants may simultaneously login. However, the information is auto-saved, and you may proceed with filling up of the online application after refreshing the link/re-logging. Kindly retry in case of any difficulty, write a mail to rlac.du@gmail.com or rlaoffice11@gmail.com

5. **Which date should be considered as the date of award of Degree(M.Phil./LL.M./Ph.D.)?**
   The date of notification of the result by the University/Institution may be considered as the date of award Degree (M.Phil./LL.M./Ph.D.).

6. **What is the Ph.D. residency period?**

   This will be taken as 2 years from the date of registration, for the purpose of the present process of recruitment.

7. **How is the full-time teaching-cum-research experience counted?**

   For applicants with overlapping teaching cum research experience, either teaching or research period shall be considered as experience.

8. **The online and print ISSN numbers are different for a particular journal. Which one should be filled?**

   For online journals and the articles published online in advance, before the print version is made available by the publisher, the online ISSN number is sufficient.

9. **Is it necessary to provide the evidence for each and every item/activity claimed in the application?**

   It is mandatory to provide the proof, wherever it has been asked, to proceed with the online completion of application form.

10. **How to pay application fee?**

    The payment is accepted by credit card/debit card/Net Banking.

11. **Should one expect an acknowledgement of submission of application?**

    Yes. After the submission of application, the applicant will receive e-mail intimation. Receipt of acknowledgement implies completion of the application submission process.

12. **When would the interview be scheduled?**

    You will be informed about your interview through email if you are shortlisted. No queries in this regard would be entertained.

13. **Under which category can the applicant of music furnish details regarding Lec-Dem/Concerts?**

    The details regarding Lec-Dem/Concerts should be filled under – 5.9 (III) E (II) "Invited Lecture" category. Select 'Lecture' in 'Invited Talk/Paper presented' column.

14. **Under which category should an applicant of Music fill the details regarding published Cassette/CD/DVD?**

    All the details regarding Cassette/CD/DVD published, either as a Solo/Co-Artist or individual tracks therein, should be filled under 5.2 (III) B along with 'Books/Chapters in Books'.

15. **What should an applicant for the music department fill in the column for ISSN/ISBN No. in the case of Cassettes/CD/DVD?**

    Cassettes/CD/DVD
    Applicants may write the respective S.No. of the Recording Company as indicated in the list provided along with the Screening Guidelines for the department.

16. **What is the criterion for deciding the level of publisher in terms of being International, National or Local for the purpose of grant of API score at relevant points?**

Classification of the publisher as International, National or Local is to be done as per following criteria:

A) (i) **International Publication:** A Book published by the applicant from a publisher in a country other than India.

(ii) **International Publication:** A Book published by the applicant from a publisher having 'Registered Office' in India and also at least in one other country

B)National Publication: A Book published by the applicant from a publisher having 'Publishing Registered Office' in at least two distinct cities of India.

C)Local Publication: A book published by the applicant from a publisher having 'Registered Office' only in one city in India.

17. **Where does one provide additional distinctions or qualification, which may be academic or otherwise, if there is no specific column capturing the same?**

Such details, distinctions and qualifications may be provided under the head additional qualifications. Qualifications like gradations awarded to artist by AIR/TV as applicable to department of music can also be provided under this head.

18. **Which Impact factor is required to be filled?**

The impact factor should be as provided by JCR-Thomson Reuter of the year of publication or the latest impact factor, whichever is greater.

19. **What is to be done, if the result is in grades, instead of percentage?**

Applicants, who have their result in grades, may convert the same in percentage.

20. **What will be considered as a project outcome?**

Final project report will not be considered a project outcome. Only major policy document prepared for and accepted by international bodies like WHO/UNO/UNESCO/UNICEF, etc., Central/State Govt./ Local Bodies shall be accepted as project outcome.

Furthermore, only the patent awarded shall be considered as outcome.

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