UNIVERSITY OF DELHI

Guidelines for Screening/Shortlisting of candidates for appointment through direct recruitment to the posts of Principal:

Applications received for the post of Principal shall be screened on the basis of API Score Card as prescribed by University, while adopting the guidelines issued by the UGC in this respect.

API Score Card

Guidelines for calculating API score for research and academic contribution as per UGC Regulations, 2010 (Category II & III) as adopted by the University of Delhi.

I. For the post of Principal – Consolidated API score requirement of 400 points from categories II & III of API (cumulative)

CATEGORY II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES

Based on the teacher's self-assessment, Category II API scores are proposed for Professional development, co-curricular and extension activities; and related contributions. The minimum API required by teachers for eligibility for promotion is fixed in **Table II (A).** A list of items and scores is given below.

Category II	Nature of Activity	Maximum API Score	Actual Score
A	Student related co-curricular, extension and field based activities. (i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.) (ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.) (iii) Extension and dissemination activities (public / popular lectures/ talks/ seminars/ workshops/ conference/ symposium etc.)	15	Actual hours spent (Cumulative) ÷ 10
B	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities. i). Administrative responsibility (including as Dean / Principal / Vice Principal/ Bursar/ Chairperson /	15	Actual hours spent (Cumulative) ÷ 10

	Convener / Teacher-in-charge/similar other duties that require regular office hours for its discharge) (ii). Participation in Board of Studies, Academic and Administrative Committees		
C	Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in Orientation/Refresher/Faculty development courses, dissemination and general articles and any other contribution)	15	Actual hours spent (Cumulative) ÷ 10

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API scores required for teachers from this category are different for different levels of promotion in universities and colleges. The self-assessment score shall be based on verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professor to higher grades and Selection Committee for the promotion of Assistant Professor to Associate Professor and Associate Professor to Professor and for direct recruitment of Associate Professor and Professor.

Category	Activity	Faculty and departments of Sciences/Engineering /Agriculture/ Medical/Veterinary	Faculties and departments of Languages/Humanities/ Arts/Social Sciences/Library/ Physical education/Management/ Education/ Law	Maximum score for University/ College teacher*
III(A)	Research Papers published in:	Refereed Journals as notified by the UGC#	Refereed Journals as notified by the UGC#	25 per Publication
		Other Reputed Journals as notified by the UGC#	Other Reputed Journals as notified by the UGC#	10 per Publication
III(B)	Publications other than journal articles (books, chapters in books) For faculty of Music and Fine Arts: In appropriate cases and subject to the applicable regulations, consideration may be given to other forms of duly recognized research	Text/Reference, Books published by International Publishers**, with ISBN/ISSN number as approved by the University and posted on its website. For the above purpose: only books with ISBN no. will be considered.	Text/Reference, Books published by International Publishers**, with ISBN/ISSN number as approved by the University and posted on its website. For the above purpose: only books with ISBN no. will be considered.	30 per Book for Single Author; 15 per Edited/Translated book for Single Editor/ Translator

	work.			
		Subject Books published by National level publishers**, with ISBN/ISSN number or State/ Central Government Publications as approved by the University and posted on its website. For the above purpose: only books with ISBN no. will be considered.	Subject Books published by National level publishers**, with ISBN/ISSN number or State/ Central Government Publications as approved by the University and posted on its website. For the above purpose: only books with ISBN no. will be considered.	20 per Book for Single Author; 10 per Edited/ Translated book for Single Editor/ Translator
		Subject Books published by National local publishers**, with ISBN/ISSN number as approved by the University and posted on its website. For the above purpose: only books with ISBN no. will be considered.	Subject Books published by Other local publishers**, with ISBN/ISSN number as approved by the University and posted on its website. For the above purpose: only books with ISBN no. will be considered.	15 per Book for Single Author; 05 per Edited/ Translated book for Single Editor/ Translator
		Chapters in Books/Full Paper in Conference Proceedings published by National** and International** level publishers, with ISBN/ISSN number as approved by the University and posted on its website. For the above purpose: only books with ISBN number will be considered.	Chapters in Books, published by National** and International** level publishers, with ISBN/ISSN number as approved by the University and posted on its website. For the above purpose:only books with ISBN number will be considered.	International – 10 per Chapter National – 05 per Chapter

III (C)	RESEARCH PROJECTS			
III (C) (i)	Sponsored Projects; <u>For faculty of Music and Fine Arts:</u> In appropriate cases and subject to the applicable regulations, consideration may be given to other forms of duly recognized research projects and musical production for duly recognized institutions.	(a) Major Projects with grants above Rs. 30 lakhs	Major Projects with grants above Rs. 5 lakhs	20 per Project for PI and 10 for Co-PI
		(b) Major Projects with grants above Rs. 5 lakhs up to Rs. 30 lakhs	Major Projects with grants above Rs. 3 lakhs up to Rs. 5 lakhs	15 per Project for PI and 08 for Co-PI
		(c) Minor Projects with grants above Rs. 1 lakh up to Rs. 5 lakhs	Minor Projects with grants above Rs. 1 lakh up to Rs. 3 lakhs	10 per Project for PI and 05 for Co-PI
III (C) (ii)	Consultancy Projects	Amount mobilized with a minimum of Rs. 10 lakhs	Amount mobilized with a minimum of Rs. 2 lakhs	10 for every Rs. 10 lakhs and Rs. 2 lakhs, respectively for the two categories
III(C) (iii)	Projects Outcome/ Outputs	Patent/ Technology transfer/ Product/ Process	Major Policy document prepared for international bodies like WHO/UNO/UNESCO/ UNICEF, etc., Central/ State Govt./Local Bodies	30 for each International/ 20 for each national level output or patent. Major policy document of International bodies – 30 Central Government – 20, State Govt. – 10, Local bodies- 5
III (D)	RESEARCH GUIDANCE			
III (D) (i)	M.Phil./LL.M.	Degree awarded	Degree awarded	5 per candidate
III (D) (ii)	Ph.D.	Degree awarded/ Thesis submitted	Degree awarded/ Thesis submitted	15/10 per candidate

III E	Fellowships, Awards and Invited lectures delivered in Conferences/Seminars/ Refresher/Orientation/FDP			
III (E) (i)	Fellowships/ Awards	International Award/Fellowship from academic bodies	International Award/ Fellowship from academic bodies/associations	15 per Award/ 15 per Fellowship
		National Award/ Fellowship from academic bodies	National Award/Fellowship from Academic bodies/associations	10 per Award/ 10 per Fellowship
		National Award/Fellowship from academic bodies	State/University level Award from Academic bodies/associations	5 per Award
III (E) (ii)	Invited Lecture/papers presented; For Faculty of Music and Fine Arts for: In appropriate cases and subject to the applicable regulations, consideration may be given to other forms of duly recognized invited lectures/performances/music concerts at different levels. For Deptt. of Physical Education: In appropriate cases and subject to the applicable regulations, consideration may be given to other forms of duly recognized assignments in sports.	International	International	7 per lecture/ 5 per paper Presented
		National Level	National Level	5 per lecture/ 3 per paper presented
		State/University level	State/University level	3 per lecture/ 2 per paper Presented
	The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period			
III (F)	Development of e-learning delivery process/material			10 per module

<u>Note:</u>

*   Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 20points: (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

The University shall identify the journals subject-wise through subject expert committees and forward their recommendations to UGC in the format prescribed by UGC for approval of the UGC Standing Committee. The journals approved from this list, by the UGC Standing Committee, shall be included in the -List of Journals" notified by the UGC. The UGC Standing Committee shall give its recommendations within 60 working days of the receipt of the list from the University. The UGC Standing Committee may also, suo-moto, recommend journals for inclusion in the "List of Journals".

***   The level of publisher shall be decided on the following principle, the applicant is required to ensure the adherence to the same while claiming API score for the respective publication:

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 `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.

All the applications received shall be scrutinized by a Committee constituted for the purpose and a list of all the candidates fulfilling the minimum eligibility qualifications shall be prepared (department/subject wise) and points be awarded to all such candidates shall be calculated on the basis of the above criteria:

1. After allocation of points to all the eligible candidates, the Screening Committee will draw a list of all 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. In case of tie in the points of two or more candidates, the candidate having the higher/highest marks at the Master's level shall be ranked above the other(s).

3. For appointment as Principal, all candidates securing requisite API score shall be called for interview.

4. The period taken by candidates to acquire M.Phil degree and the residency period prescribed for pursuing Ph.D. shall not be considered as teaching/research experience to be claimed for short listing/appointment to the teaching positions.

5. In case of any dispute with regard to screening of the applications, the decision of the College shall be final.

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Only composition or musical production for following Companies/Institutions shall be considered for grant of API score for Faculty/department of Music:

1. SangeetNatakAkademi, New Delhi
2. Madras Music Academy, Chennai
3. Prasar Bharti (A.I.R./Doordarshan)
4. Sony Music, Mumbai
5. H.M.V. Kolkata
6. Sagarika, Kolkata
7. Rhythm House. Mumbai
8. Music Today. Mumbai/ Delhi
9. Mystica House, Delhi
10. T. Series, Delhi
11. Bihaan Music, Kolkata, W.B.
12. Navras Records
13. Saregama India Ltd.
14. Lahari, Bangalore
15. Sargam Music, Bangalore
16. Alurkar Music, Pune
17. Sangita Music, Kolkata
18. Pragna, Kolkata
19. Geetanjali, Kolkata
20. Sangeeta, Chennai
21. Murugan, Chennai
22. Satyam Audios. Cochin
23. Manorama Music, Cochin
24. MC Audios, Cochin
25. East Coast, Cochin
26. E.M.I. Records, Chennai/ Kolkata
27. Echo Music, Chcnnai
28. A.V.M., Chennai
29. GIRI, Chennai
30. SruthiLay a. Chennai
31. Sri, Chennai
32. Surangam, Chennai
33. Parag CDs and Cassettes, Patna
34. Sawariya CDs andf Cassettes, Patna
35. Chanda CDs and Cassettes, Delhi
36. B. Series, Patna
37. SwarAnant Music Pvt. Ltd., Delhi
38. M.L.B. SurtaalPvt. Ltd., Delhi
39. R P Studio MangalDhwani —New Delhi

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