

UNIVERSITY OF MUMBAI

No.CONCOL/ 31 of 2014 – 2015

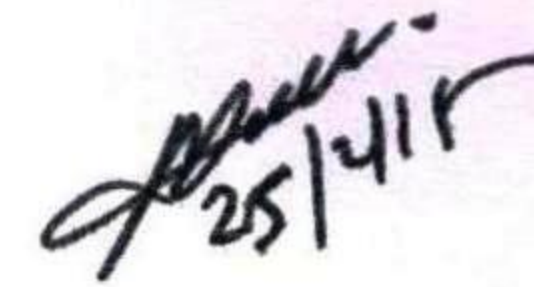
CIRCULAR:-

The Chairman / Secretary of all the affiliated colleges in Arts, Science, Commerce, Education, Law, Social Work, Home Science, Dance and Visual (Fine) Arts are hereby informed that as per the UGC Notification No. F-3/2009 dated 30/06/2010, Government Resolution No. संकीर्ण-२०११/(२५/११) विशि-१ dated 15/02/2011, University circulars No. CONCOL/119 of 2011 dated 07/06/2011 and CONCOL/TAU/40 of 2012-13 dated 19th March, 2013, the University has prescribed the Selection Committee Report and Marking Scheme for filling up the post of Principal in the colleges. Accordingly the draft of Selection Committee Report (Annexure – I) and Marking Scheme (Annexure – II) to be followed for filling the post of Principal at the time of interview, the Proforma of summary of three pages / seven pages (Annexure – III) and list of documents that are to be submitted to the University (Annexure – IV) along with the Selection Committee Report and Marking Scheme are available on the University website www.mu.ac.in.

All the Chairman / Secretary of the colleges are requested to strictly follow these guidelines with immediate effect.

Mumbai – 400 032

Date:- 25th February, 2015



(Dr. M.A. Khan)
Registrar
(University of Mumbai)

ANNEXURE – I

**REPORT OF THE SELECTION COMMITTEE CONSTITUTED
TO INTERVIEW AND RECOMMEND CANDIDATE/S
FOR THE POST OF PRINCIPAL**

Name of the Trust and/or Society :

Name of the College :

A meeting of the Selection Committee, constituted as per the norms prescribed by the University, to interview and recommend candidate/s for the post of Principal of _____ (name of the college) was held on _____ (date of the meeting) at _____ (time of the meeting) in _____ (place of the meeting) and the selection procedure has been completed on the same day.

The Office of the Joint Director Higher Education has issued the 'No Objection Certificate' vide letter no. _____ dated _____. The draft of the advertisement was approved by the University vide its letter no. _____ dated _____. The advertisement was published in following national level news paper/s as per the draft approved by the University:

1. _____ on _____
2. _____ on _____

In response to the advertisement _____ (no. of application) applications were received, out of which _____ (no. of applicants) applicants were eligible and _____ were not eligible. _____ candidates were called for the interview of which _____ candidates were present and _____ did not appear for the interview.

Following members of the Selection Committee were present for the meeting:

Sr. No.	Committee	Name
1	Chairperson/ President of the Governing Body and Chairperson of the Selection Committee	
2	Joint Director or his/her nominee	
3	Two Members of the Governing Body nominated by the Chairperson of the	
4	Governing Body of whom one shall be an expert in academic administration.	
5	An Academician representing SC/ST/OBC /Minority/Women/Differently-able nominated by the Vice Chancellor, if any of the members of the Selection Committee do not belongs to that category.	

6	One Nominee of the Vice Chancellor: Expert in Higher Education. (In case of minority educational institutions nominee of the Chairperson of the Governing Body from the panel of 5 names recommended by the Vice Chancellor one of whom shall be the subject expert.)	
7	Three experts consisting of Principal of a College a Professor and an accomplished educationist not below the rank of professor to be nominated by the Governing Body of the College (from a panel of six experts approved by statutory body of the University.)	
8		
9		

Based on the qualifications, experience and performance during the interview, the Selection Committee recommends the following candidate/s, in the order of merit, for appointment to the Post of Principal:

1. _____
2. _____
3. _____

The selection committee has verified the following documents and they are enclosed herewith:

1. Copy of Recognition as Minority Institution (if applicable) / Roaster (if applicable)
2. Copy of the "No Objection Certificate" issued by the Office of Joint Director, Higher Education.
3. Copy of the draft of advertisement approved by the University of Mumbai.
4. Original copy of the advertisement published in the national level newspaper/s.
5. List of applications received category wise.
6. Copy of the letter received from the University regarding the names of subject experts and other nominees of the Vice Chancellor on the Selection Committee. In case of colleges / institutions recognized as Minority (Linguistic/Religion) the copy of the letter received from the University giving the list of subject experts and other nominees.
7. Report of the scrutiny committee
8. List of candidates who appeared for the interview i.e. the Attendance Report.
9. Score sheet of the candidates who have appeared for the interview with the signatures of all the members of the Selection Committee with dates who were present for the meeting.
10. Copy of the duly filed in API Proforma of the selected candidate having with self-declared API, API certified by the respective head of the institution and endorsed by the Scrutiny Committee alongwith all the necessary documentary evidences supporting the claims.

Sr. No.	Committee	Name	Signature with Date
1	Chairperson / President of the Governing Body and Chairperson of the Selection Committee		
2	Joint Director or his/her nominee		
3	Two member of the Governing Body nominated by the Chairperson of the Governing Body of whom one shall be an expert in academic administration.		
4			
5	An Academician representing SC/ST/OBC/Minority/Women/ Differently-able nominated by the Vice Chancellor		
6	One Nominee of the Vice Chancellor: Expert in Higher Education.(In case of minority educational institutions nominee of the Chairperson of the Governing Body from the panel of 5 names recommended by the Vice Chancellor one of whom shall be the subject expert.)		
7	Three experts consisting of Principal of a College a Professor & an accomplished educationist not below the rank of professor to be nominated by the Governing Body of the College.		
8			
9			

ANNEXURE – II
SCORE SHEET OF THE CANDIDATES CALLED FOR INTERVIEWS FOR THE POST OF PRINCIPAL/PROFESSOR

Name of the College: _____

DATE OF THE INTERVIEW: _____ TIME OF THE INTERVIEW: _____

Sr. No.	Name and caste of the Candidate	Educational qualification of the candidate	Assessment of aptitude for Teaching, Research and Administration	Ability to Communicate clearly and effectively	Ability to plan institutional programmes, analyze and discuss curriculum development and delivery, research support and college development / administration	Ability to deliver lecture programmes to be assessed by requiring the candidate to participate in a group discussion or exposure to a class room situation by a lecture.	Analysis of the merits and credentials of the candidates on the basis of the Performance Based Appraisal System (PBAS)	Total (out of 100%)
			20% Weightage (out of 20)	10% Weightage (out of 10)	20% Weightage (out of 20)	10% Weightage (out of 10)	40% of the total API score	
1	2		3	4	5	6	7	8

Sr No.	Committee	Name	Signature with Date
1	Chairperson/President of the Governing Body and Chairperson of the Selection Committee		
2	Joint Director or his/her nominee		

3	Two Members of the Governing Body nominated by the Chairperson of the Governing Body of whom one shall be an expert in academic administration.		
4			
5	An Academician representing SC / ST/OBC/Minority/Women/ Differently-able categories nominated by the Vice Chancellor		
5	One Nominee of the Vice Chancellor: Expert in Higher Education. (In case of minority educational institutions nominee of the Chairperson of the Governing Body from the panel of 5 names recommended by the Vice Chancellor one of whom shall be the subject expert.)		
7	Three experts consisting of Principal of a College a Professor and an accomplished educationist not below the rank of professor to be nominated by the Governing Body of the College.		
8			
9			

ANNEXURE III

**UNIVERSITY OF MUMBAI
SUMMARY OF THREE PAGE REPORT OF PRINCIPAL OF NON-MINORITY COLLEGES ONLY**

Name of the College :- _____

Name of the Candidate :- _____ Category :- _____

Subject of Specialization :- _____

All the following mentioned documents must be ATTESTED for approval of appointment

Sr. No.	Particulars	Details	Page No.
1.	a) Whether the Government NOC is obtained? b) If yes, photo copy enclosed?	a) b)	
2.	a) Whether the draft advertisement is approved by the University? b) If yes, copy of the draft is attached?	a) b)	
3.	a) Whether the advertisement is published in the national level news paper? b) If yes, original copy enclosed? c) Name of the News Paper & Date	a) b) c)	
4.	Whether the constitution of Selection committee is after One month from the date of application received?		
5.	a) Whether the recommendation of the selection committee is as per the rule? b) Whether there is quorum in the selection committee?	a) b)	
6.	a) Whether the selection committee report in original is attached?		
7.	Whether the selection committee Marking Scheme in original is attached as per the norms?		
8.	Whether the selection committee has recommended the candidate?		
9.	Whether the original three page report is attached?		
10.	a) Whether attested copies of educational qualification are attached? b) If yes, give the details with dates of declaration of the results.	a) Bachelor Degree- b) Master's degree - c) NET/SET - d) Ph.D. -	
11.	Whether the candidate is fulfilling the educational Qualification, API and experience.		
12.	a) No. of years approved teaching experience as Assistant Professor, Associate Professor, Professor. b) If yes, photo copy enclosed?	a) b)	
13.	Whether the pos is reserved? If yes for which category?		
14.	Whether appropriate photo copy of the Caste Certificate is attached, if applicable?		
15.	Whether the API of all candidates are verified by the V.C. Nominees. If yes, original report of the V. C. Nominees alongwith the verified API of selected candidate is enclosed?		
16.	Whether the marriage certificate / Name change document is attached, if applicable?		
17.	Any other		
18.	Final Remarks		

<u>For College use</u>	<u>For University use only</u>					
Sign of College Registrar	Jr. Clerk	Sr. Clerk	Head Clerk	Supdt.	Assistant Registrar	Deputy Registrar
	Registrar		Pro-Vice Chancellor		Vice-Chancellor	

ANNEXURE III

UNIVERSITY OF MUMBAI

SUMMARY OF SEVEN PAGE REPORT OF PRINCIPAL OF MINORITY / NON-MINORITY COLLEGES

Name of the College :- _____

Name of the Candidate :- _____ **Category** :- _____

Subject of Specialization:- _____

All the following mentioned documents must be ATTESTED for approval of appointment.

Sr. No	Particulars	Details	Page No
1.	a) Whether the Government NOC is obtained? b) If yes, photo copy enclosed?	a) b)	
2.	a) Whether the draft advertisement is approved by the University? b) If yes, copy of the draft is attached?	a) b)	
3.	a) Whether the advertisement is published in the national level news paper? b) If yes, photo copy enclosed? c) Name of the News Paper & Date	a) b) c)	
4.	Whether the constitution of Selection committee is after One month from the date of publication of advertisement?		
5.	a) Whether the recommendation of the selection committee is as per the rule? b) Whether there is quorum in the selection committee?	a) b)	
6.	a) Whether the recommendation of the selection committee is accepted by the University? (In case of Non-Minority Colleges). b) If yes, photo copy enclosed?	a) b)	
7.	Whether the Photo copy of the selection committee report is attached? (Original, in case of Minority Colleges)		
8.	Whether the copy of the selection committee Marking Scheme is attached? (Original, in case of Minority Colleges)		
9.	Whether the original seven page report is attached?		
10.	a) Whether attested copies of educational qualification are attached? b) If yes, give the details with dates of declaration of the results.	a) Bachelor Degree- b) Master's degree - c) M.Phil. - d) Ph.D. -	
11.	Whether the candidate is fulfilling the educational Qualification, API and experience.		
12.	Whether the API of all candidates are verified by the V.C. Nominees. If yes, original report of the V. C. Nominees alongwith the verified API of selected candidate is enclosed?		
13.	a) No. of years approved teaching experience as Assistant Professor, Associate Professor, Professor. b) If yes, photo copy enclosed?	a) b)	
14.	Attested photo copy of the service book enclosed.		
15.	Whether the College has submitted a certificate of the minority status, if applicable?		
16.	Whether the marriage certificate / Name change document is attached, if applicable?		
17.	Whether the copy of appointment letter issued to the candidate by the College is attached?		
18.	Whether the copy of joining report of the candidate concerned in this college is attached?		
19.	Any other		
20.	Final Remarks		

For College use	For University use only					
Sign of College Registrar	Jr. Clerk	Sr. Clerk	Head Clerk	Supdt.	Assistant Registrar	Deputy Registrar
	Registrar		Pro-Vice Chancellor		Vice-Chancellor	

ANNEXURE – IV

LIST OF ENCLOSURES TO BE SUBMITTED ALONG WITH THE REPORT AND MARKING SCHEME OF THE SELECTION COMMITTEE:

All the documents must be attested at the time of submission.

1. Copy of Recognition as Minority Institution (if applicable)/Roaster (if applicable)
2. Copy of the “No Objection Certificate” issued by the Office of Joint Director, Higher Education.
3. Copy of the draft of advertisement approved by the University of Mumbai.
4. Copy of the advertisement published in the two national level newspapers (pasted on a separate sheet along with the name of the news paper and the date of publication).
5. List of applications received category wise.

Category: _____

Sr. No.	Name of the applicant	Source of receipt (whether the applications are received based on the advertisement published or through other agencies like Employment Exchange etc.)	Qualification	Qualified (Yes / No)	Called for the Interview (Yes/No)

(Please prepare separate list for each category)

6. Copy of the letter received from the University regarding the name of subject experts and other nominees of the University on the Selection Committee. In case of colleges / institutions recognized as Minority (Linguistic/Religion) the copy of the letter received from the University giving the list of subject experts and other nominees.
7. Report of the scrutiny committee
8. List of candidates who appeared for the interview i.e. the Attendance Report in the format given below (on Society / Trust letter head):

Name & address of the College:

Date & Timing of the Interview:

Venue :

Sr. No.	Name of the Candidate	Qualification	Signature of the candidate with date

9. Original Selection Committee report with the signatures of all the members of the Selection Committee with dates who were present for the meeting.
10. Original Score sheet of the candidates who have appeared for the interview with the signatures of all the members of the Selection Committee with dates who were present for the meeting.
11. Copy of the duly filed in API Proforma of the selected candidate having with self-declared API, API certified by the respective head of the institution and endorsed by the Scrutiny Committee alongwith all the necessary documentary evidences supporting the claims.