



# RAO LAL SINGH COLLEGE OF EDUCATION

SIDHRAWALI-122413, DISTT. GURUGRAM (HARYANA)  
Recognised by the National Council for Teacher Education  
(Affiliated to Gurugram University, Gurugram)

Application Sr. No. \_\_\_\_\_

To

The Dean Colleges

Gurugram University

Mayfield Garden, Sector-51

GURUGRAM (Haryana)- 122003

Price at cash Counter: Rs.500/-

Price by post

:Rs.550/-

**Affix your self-  
attested  
passport size  
photo here  
(Do not staple)**

**Subject: Application form for the post of Principal.**

R/Sir,

## FOR OFFICE USE ONLY

Enclosures Claimed

Enclosures Attached

**With reference to your advertisement in The Times of India (English), The Tribune (English) and Dainik Jagran (Hindi) dated 24.09.2025 for the post of PRINCIPAL, I hereby submit my application for your consideration. My Bio-Data is given below:**

<b>Name (IN CAPITAL LETTERS) Mr./Miss./Mrs. Dr.)</b>	
<b>Father's Name/Husband's Name</b>	
<b>Mother's Name</b>	
<b>Date of Birth</b>	
<b>Age (as on last date of submission of application)</b>	
<b>Gender (Male/Female/Others)</b>	
<b>Nationality</b>	

<b>E-mail Address</b>	
<b>Marital Status</b>	
<b>Contact Number (Mobile No.)</b>	
<b>Permanent Address (with PIN Code)</b>	
<b>Correspondence Address (with PIN Code)</b>	
<b>Category (General/SC/ST/OBC/ESM)</b>	
<b>Do you belong to physically handicapped Category (If yes, enclose relevant certificate)</b>	
<b>Current Designation, if employed</b>	
<b>Present Employer, if employed</b>	
<b>Current Pay Scale &amp; Grade Pay</b>	
<b>Approved Teacher by which University (Attached copy of letter)</b>	

### A. Qualifications

Examinations	Board/University	Max. Marks	Marks Obtained	Per (%)	Division	Year of Passing	Proof Encl. No.	Claimed Marks as per criteria
Matriculation (10th)								
Hr./Sec./+2/ Pre-university								
Graduation or Equivalent								

<b>Post Graduation or Equivalent</b>								
<b>B.Ed</b>								
<b>M.Ed</b>								
<b>NET/(JRF)</b>								
<b>M.Phil</b>								
<b>Ph.D</b>								

**B. Teaching Experience (with exact dates)**

<b>Name of the College/University</b>	<b>Post &amp; Nature of Appointment</b>	<b>From</b>	<b>To</b>	<b>Total Exp.</b>	<b>Pay Scale</b>	<b>Basic Pay or GP</b>	<b>Reason for Leaving</b>	<b>Proof Encl. No.</b>	<b>Claimed Marks as per criteria</b>

**NOTE:-** Teaching experience will be considered only of those candidates who have taught the concerned subject after acquiring the eligibility qualifications.

### C. Experience of Administrative Responsibilities

Sr. No.	Particular	Details	Proof Encl. No.	Claimed Marks as per criteria
1	Experience as Joint/Deputy/Assistant Director in Directorate of Higher Education, Haryana			
2	Experience as Registrar or any other administrative post in any university			
3	Experience as Head of the Higher Education Institution as Principal, Officiating Principal/DDO			

### D. Experience of Key Responsibilities in Colleges

Sr. No.	Particular	Details	Proof Encl. No.	Claimed Marks as per criteria
1	Staff Representative or V.C. Nominee in Managing Committee of any College			
2	Co-ordinator or Organizing Secretary of International/National/State Conference/Event			
3	Bursar			
4	NSS Programme Officer			
5	YRC Counsellor			
6	Hostel Warden			
7	Member of any Statutory Body of University			
8	Experience as Associate NCC Officer in HEI(s)			

### E. Experience of Committees in College

<b>Sr. No.</b>	<b>Particular</b>	<b>Details</b>	<b>Proof Encl. No.</b>	<b>Claimed Marks as per criteria</b>
1	Coordinator, IQAC			
2	Editor in Chief, College Magazine			
3	Member, College Advisory Council			
4	Convenor, University Work Committee			
5	Convenor, Cultural Affairs Committee			
6	Convenor, Purchase/Procurement Committee			
7	Convenor, Building/works Committee			
8	Convenor, Sports Committee			
9	Convenor, Discipline Committee			
10	Convenor, Internal (Complaint) Committee			
11	Convenor, Road Safety Club			
12	Convenor, Red Ribbon Club			
13	Convenor, Eco Club			
14	In-Charge, Placement Cell			
15	In-Charge, Women Cell			
16	In-Charge, Time Table Committee			
17	In-Charge, SC/OBC Committee			

F. Academic/ Research Score - Attach the details (with proper documentation for Academic Performance Indicators (API) score as per norms.). Proforma attach with this form- Table 2, Appendix-II (As supplied by DGHE).

G. Applied in which University/ College where interview is pending.

- i)
- ii)

## H. Research Publications

### a. Number of Publications

International Level Journals	National Level Journals	State Level Journals	Total	Proof Encl. No.	Claimed Marks as per criteria

### b. List of publications to be considered for assessment.

S. No.	Title of the Article	Name of Journal	Volume No.	Issue No.	Pages	IF/HI	DOI	Proof Encl. No.	Claimed Marks as per criteria

**I. Number of Conference/ Seminar/ Workshop Attended and Papers Presented**

<b>Level</b>	<b>Participated</b>	<b>Participated and Paper Presented</b>	<b>Total</b>	<b>Proof Encl. No.</b>	<b>Claimed Marks as per criteria</b>
International					
National					
State					
Total					
				Grand Total Marks Claimed	

**J. Give name, designation and address of two reference, not related to you but well acquainted with your academic and administrative performance and conduct.**

Name	Name
Designation	Designation
Address:	Address:
E-mail ID	E-mail ID
Mobile No.	Mobile No.

**K. If appointed, minimum time you will require to join the post?** \_\_\_\_\_

**L. Any other information you wish to give. (Attach extra sheet if required)**

**M. Details of application Fee Paid:**

a) Name of the Bank: \_\_\_\_\_

b) Place: \_\_\_\_\_

c) Bank Draft No.: \_\_\_\_\_

d) Dated: \_\_\_\_\_

e) College Receipt No. \_\_\_\_\_

f) Dated: \_\_\_\_\_

g) Amount: \_\_\_\_\_

**DECLARATION TO BE SIGNED BY THE CANDIDATE**

I hereby declare that the information given by me in the Application is true, complete and correct to the best of my knowledge and belief and that nothing has been concealed or distorted. If at any time, I am found to have concealed/distorted any information or given any false statement, my application/appointment shall liable to be summarily rejected/terminated without notice or compensation.

**NOTE :-Each page of the document should be self-attested by the applicant.**

**Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_

**(Signature of the Applicant)**



**This certificate is to be issued by the institute / college / University on  
official letter head**

**CERTIFICATE FROM THE PRESENT EMPLOYER**

Ref. No.

Dated:

Sh./Smt./Dr. \_\_\_\_\_ working in the designation of  
\_\_\_\_\_, department \_\_\_\_\_ hold  
the post in our institute / college / university in permanent / ad-  
hoc/temporary/contractual capacity.

He/She is drawing the pay in the pay-band / scale \_\_\_\_\_  
with AGP / GP \_\_\_\_\_. This institute / college / University has  
no objection to the candidature of the applicant being considered for appointment to  
the post of Principal in the college

Signature of the Employer with seal

Name \_\_\_\_\_

Designation \_\_\_\_\_

Table 2

(Appendix II Contd.)

**Methodology for University and College Teachers for calculating Academic/Research Score**

(Assessment must 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	Faculty of Languages/ Humanities/Arts/Social Sciences/Library/ Education/Physical Education/Commerce/ Management & other related disciplines
1.	<b>Research Papers in Peer-Reviewed or UGC listed Journals</b>	08 per paper	10 per paper
2.	<b>Publications (other than Research papers)</b>		
	<b>(a) Books authored which are published by ;</b>		
	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>(b) Translation works in Indian and Foreign Languages by qualified faculties</b>		
	Chapter or Research paper	03	03
	Book	08	08
3.	<b>Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula</b>		
	<b>(a) Development of Innovative pedagogy</b>	05	05
	<b>(b) Design of new curricula and courses</b>	02 per curricula/course	02 per curricula/course
	<b>(c) MOOCs</b>		
	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
	Contentwriter/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

	<b>(d) E-Content</b>		
	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	<b>(a) Research guidance</b>		
	Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted
	M.Phil./P.G dissertation	02 per degree awarded	02 per degree awarded
	<b>(b) Research Projects Completed</b>		
	More than 10 lakhs	10	10
	Less than 10 lakhs	05	05
	<b>(c) Research Projects Ongoing :</b>		
	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02
	<b>(d) Consultancy</b>	03	03
5	<b>(a) Patents</b>		
	International	10	10
	National	07	07
	<b>(b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)</b>		
	International	10	10
	National	07	07
	State	04	04
	<b>(c) Awards/Fellowship</b>		
	International	07	07
	National	05	05
6.	<b>*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)</b>		
	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 :**

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list) :

- i) Paper in refereed 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 research score shall be from the minimum of three categories out of six categories.
-



From

Principal Secretary Govt. of Haryana,  
Higher Education Department,  
Haryana, Chandigarh.

To

All the Principals,  
Govt. Aided Private Colleges in State of Haryana.

Memo No. KW 8/36-2009 C-IV(3)  
Dated, Panchkula, the 18/04/2023

**Subject : Revised criteria for the recruitment of Assistant Professor and Principals in Govt. Aided Private Colleges in State of Haryana.**

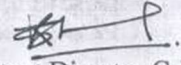
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In continuation of this Directorate Memo No. KW 8/36-2009 C-IV(3) dated 12.12.2022 on the subject cited above.

The amended revised criteria for the recruitment of Assistant Professors and Principals in Govt. Aided Private Colleges in State of Haryana has been approved by the State Government. The copy of the revised Criteria is enclosed herewith for further necessary action.

This issues with the approval of the Competent Authority.

Encls : 1 to 4 pages

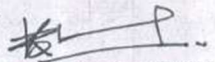
  
Assistant Director C-IV  
for Principal Secretary to Govt. Haryana  
Higher Education Department,  
Haryana.

Endst No. Even

Dated, Panchkula

A copy is forwarded to the following for information and necessary action :-

1. The Registrar, Kurukshetra University, Kurukshetra.
2. The Registrar, Maharishi Dayanand University, Rohtak.
3. The Registrar, Ch. Devi Lal University, Sirsa.
4. The Registrar, Bhagat Phool Singh Mahila Vishwavidyalaya, Khanpur Kalan (Sonapat).
5. The Registrar, Indira Gandhi University, Meerpur (Rewari).
6. The Registrar, Ch. Ranbir Singh University, Jind.
7. The Registrar, Ch. Bansi Lal University, Bhiwani.
8. The Registrar, Gurugram University, Gurugram.
9. The Registrar, Dr. B.R. Ambedkar, National Law University, Rai, Sonapat.
10. The Registrar, Maharishi Balmiki Sanskrit University, Mundri, Kaithal.
11. IT cell for upload on the portal.

  
Assistant Director C-IV  
for Principal Secretary to Govt. Haryana  
Higher Education Department,  
Haryana.



## CRITERIA FOR SELECTION OF PRINCIPALS IN GOVT. AIDED PRIVATE COLLEGES IN THE STATE OF HARYANA

### Category

I. Academic Record

II. Teaching Experience and Assessment of Administrative Skill

III. Academic/Research Score

IV. Interview

### Marks

20 Marks

35 Marks

32.5 Marks

12.5 Marks

**TOTAL:**

**100 Marks**

### I. Academic Record: Maximum 20 marks

Sr. No.	Particulars	Marks
1	Above 55 % marks in Master's degree	0.5 mark for each percentage (maximum 5 marks)
2.	Above 55 % marks in Graduation	0.4 mark for each percentage (maximum 5 marks)
3	Above 55 % marks in 10+2/Prep.	0.3 mark for each percentage (maximum 5 marks)
4	Above 55 % marks in Matriculation	0.2 mark for each percentage (maximum 5 marks)

### II. Teaching Experience and Assessment of Administrative Skill: Maximum 35 marks

#### A. Teaching Experience: Maximum 10 marks

Sr. No.	Particulars	Marks
1	Above 15 years teaching experience	1 mark for each year

#### B. Assessment of Administrative Skill: Maximum 25 marks

##### (i) Experience of Administrative Responsibilities

Sr. No.	Particulars	Marks
1	Experience as Joint/Deputy/Assistant Director in Directorate of Higher Education, Haryana	1 mark for each year
2	Experience as Registrar or any other administrative post in any University	1 mark for each year
3	Experience as Head of the Higher Education Institution i.e. Principal, Officiating Principal/DDO	1 mark for each year

##### (ii) Experience of Key responsibilities in colleges

Sr. No.	Particulars	Marks
1	Staff Representative or V.C. Nominee in Managing Committee of any College	1 mark for each year maximum upto 3 marks
2	Co-ordinator or Organizing Secretary of International/National/State Conference/Event	1 mark for each event maximum upto 3 marks
3	Bursar	1 mark for each year maximum upto 3 marks
4	NSS Programme Officer	1 mark for each year maximum upto 3 marks
5	YRC Counsellor	1 mark for each year maximum upto 3 marks
6	Hostel Warden	1 mark for each year maximum upto 3 marks
7	Member of any Statutory Body of University	1 mark for each year maximum upto 2 marks
8	Experience as Associate NCC Officer in HEI (s)	1 mark for each year maximum upto 3 marks

##### (iii) Experience of Committees in College

Sr. No.	Particulars	Marks
1	Co-ordinator IQAC	1 mark for each academic year maximum upto 2 marks



2	Editor in Chief, College Magazine	1 mark for each academic year maximum upto 2 marks
3	Member, College Advisory Council	1 mark for each academic year maximum upto 2 marks
4	Convenor, University Work Committee	1 mark for each academic year maximum upto 2 marks
5	Convenor, Cultural Affairs Committee	1 mark for each academic year maximum upto 2 marks
6	Convenor, Purchase/Procurement Committee	1 mark for each academic year maximum upto 2 marks
7	Convenor, Building/Works Committee	1 mark for each academic year maximum upto 2 marks
8	Convenor, Sports Committee	1 mark for each academic year maximum upto 2 marks
9	Convenor, Discipline Committee	1 mark for each academic year maximum upto 2 marks
10	Convenor, Internal (Complaint) Committee	1 mark for each academic year maximum upto 2 marks
11	Convenor, Road Safety Club	1 mark for each academic year maximum upto 2 marks
12	Convenor, Red Ribbon Club	1 mark for each academic year maximum upto 2 marks
13	Convenor, Eco Club	1 mark for each academic year maximum upto 2 marks
14	In-charge, Placement Cell	1 mark for each academic year maximum upto 2 marks
15	In-charge, Women Cell	1 mark for each academic year maximum upto 2 marks
16	In-charge, Time-table Committee	1 mark for each academic year maximum upto 2 marks
17	In-charge, SC/BC Committee	1 mark for each academic year maximum upto 2 marks

### III. Academic/Research Score: Maximum 32.5 marks

Sr. No.	Particulars	Marks
1	Research Score above 110 as per the criteria given in Appendix II, Table 2.	0.3 mark for each 1 Research Score above 110

### IV. Interview: 12.5 marks

Sr. No.	Particulars	Marks
1	Knowledge of Service rules, financial matters & ICT tools	4 Marks
2	Leadership Qualities and Decision-making power	5.5 Marks
3	Overall Personality	3 Marks

Marks of only one experience under Category II B shall be allowed in one academic year. The convenor/In-charge shall be entitled mark (s) allotted to each category of experience. Similarly, the member (s) of Committee shall also be entitled for 0.25 mark for each Committee up to maximum marks allotted above. In case of repetition of any assignment/Committee under Category II (B) (ii) & (iii), the maximum marks allotted above, shall be allowed.

Performance in interview shall be assessed on the basis of above-mentioned criteria. Each member of Selection Committee shall assess candidates and shall assign marks individually in all the three sub-categories mentioned at IV above. For selection, marks obtained by candidates in Categories I to III will be added to the average marks assigned by all members of Selection Committee.

#### Note:

- Teaching experience of candidates shall be considered only in case of teaching the concerned subject after acquiring eligibility qualifications determined by the Govt.

*[Handwritten signature]*