

University of Mumbai



No. TAAS (CT)/ 05 / of 2019-2020


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, Government Resolution No.Misc-2018/C.R.56/18/UNI-1 dated 08/03/2019, University circular No. TAAS(CT) /ICD/2018-19/1241 dated 26/03/2019 and corrigendum issued by Government under reference No.Misc-2018/C.R.56/18/UNI-1 dated 10/05/2019 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:- 14/06/2019


(Dr. Ajay Deshmukh)
Registrar
(University of Mumbai)


To,

The Chairman / Secretary of all the affiliated colleges in Arts, Science, Commerce, Education, Law, Social Work, Home Science, Dance and Visual (Fine) Arts for information and necessary action.

Copy forwarded with compliments for information to:-

1. Shri. Vijay E. Sable, Under Secretary to Government, Higher & Technical Education Department, Mantralaya, Mumbai – 400 032.
2. The Director, Higher Education Maharashtra State, Central Building, Pune-411 001.
3. The Joint Director, Higher Education, Mumbai Region, Mumbai – 400 001.
4. The Joint Director, Higher Education, Konkan Region, Panvel, Dist. Raigad– 410 206.
5. The Secretary, University of Mumbai College Principals Association, Pragati College, Dombivali -421201.
6. The Secretary, Association of Non-Government College, University of Mumbai, C/o.Ramnarain Ruia College, Matunga, Mumbai – 400 019 (Two Copies).

7. Dr. T. A. Shivare, President, A.M.G.C. Director, Wilson College, Chowpati, Mumbai – 400 007.
8. The President, MUPTA Association, 103. Garai, Samrat Ashok Co. Hsg. Society, Plot No.102, Gorai-2, Borivali (West), Mumbai – 400 091.
9. The President, UMASA, Department of Sociology, Ranade Bhavan, Kalina, Santacruz, Mumbai – 400 098.
10. The President, MUCTA Association, Room No. 47, Ranade Bhavan, Kalina, Santacruz, Mumbai – 400 098.
11. The General Secretary, Mumbai University and College Teachers Union, Mumbai University Club House, "B" Road, Churchgate, Mumbai –400 020 (Two Colleges).
12. P.A. to the Vice-Chancellor, University of Mumbai, Fort, Mumbai – 32.
13. P.A. to the Pro-Vice-Chancellor, University of Mumbai, Fort Mumbai – 32.
14. P.A. to the Registrar, University of Mumbai, Fort, Mumbai – 32.
15. Record Section (10 copies)


(Dr. Ajay Deshmukh)
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 of the Governing Body to be the Chairperson	
2	Two members of the Governing Body of the college to be nominated by the Chairperson of whom one shall be an expert in academic administration.	
3	Two nominees of the Vice-Chancellor who shall be Higher Education experts in the subject/field concerned out of which at least one shall be a person not connected in any manner with the affiliating University. In case of Colleges notified/declared as minority educational institutions, one nominee of the Chairperson of the College from out of the panel of five names. Preferable from minority communities, recommended by the Vice-Chancellor of the affiliation university of whom one should be a subject expert.	

4	Three Higher Education experts consisting of the Principal of a College, a Professor and an accomplished educationist not below the rank of a professor (or be nominated by the Governing Body of the college out of a panel of six experts approved by the relevant statutory body of the university concerned.)	
5	An academican representing SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.	
6	Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body of the college out of a panel of five names recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body o the university concerned. In case of colleges notified/declared as minority educational institutions, two subject experts not connected with the University nominated by the Chairperson of the College governing body out of the panel of five names, preferable from minority communities, recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body.	
7	The Director, Higher Education or his nominee not below the rank of Professor/Principal, in Case of post is on grant-in aid basis;	

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 verified a minimum of 10 research publications in peer-reviewed or UGC-listed journals; and a minimum 110 Research Score as per Appendix II, Table 2 of the selected candidate alongwith all the necessary documentary evidences supporting the claims.

Sr. No.	Committee	Name	Signature with Date
1	Chairperson of the Governing Body to be the Chairperson		
2	Two members of the Governing Body of the college to be nominated by the Chairperson of whom one shall be an expert in academic administration.		
3	Two nominees of the Vice-Chancellor who shall be Higher Education experts in the subject/field concerned out of which at least one shall be a person not connected in any manner with the affiliating University. In case of Colleges notified/declared as minority educational institutions, one nominee of the Chairperson of the College from out of the panel of five names. Preferable from minority communities, recommended by the Vice-Chancellor of the affiliation university of whom one should be a subject expert.		
4	Three Higher Education experts consisting of the Principal of a College, a Professor and an accomplished educationist not below the rank of a professor (or be nominated by the Governing Body of the college out of a panel of six experts approved by the relevant statutory body of the university concerned.)		
5	An academican representing SC/ST/OBC/ Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-		

	Chancellor, if any of the above members of the selection committee does not belong to that category.		
6	Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body of the college out of a panel of five names recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the university concerned. In case of colleges notified/declared as minority educational institutions, two subject experts not connected with the University nominated by the Chairperson of the College governing body out of the panel of five names, preferable from minority communities, recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body.		
7	The Director, Higher Education or his nominee not below the rank of Professor/Principal, in Case of post is on grant-in aid basis;		

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%)
1	2		20% Weightage (out of 20) 3	10% weightage (out of 10) 4	20% Weightage (out of 20) 5	10% Weightage (out of 10) 6	40% of the total API score 7	8

Sr. No.	Committee	Name	Signature with Date
1	Chairperson of the Governing Body to be the Chairperson		
2	Two members of the Governing Body of the college to be nominated by the Chairperson of whom one shall be an expert in academic administration.		

3	Two nominees of the Vice-Chancellor who shall be Higher Education experts in the subject/field concerned out of which at least one shall be a person not connected in any manner with the affiliating University. In case of Colleges notified/declared as minority educational institutions, one nominee of the Chairperson of the College from out of the panel of five names. Preferable from minority communities, recommended by the Vice-Chancellor of the affiliation university of whom one should be a subject expert.
4	Three Higher Education experts consisting of the Principal of a College, a Professor and an accomplished educationist not below the rank of a professor (or be nominated by the Governing Body of the college out of a panel of six experts approved by the relevant statutory body of the university concerned.)
5	An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.
6	Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body of the college out of a panel of five names recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the university concerned. In case of colleges notified/declared as minority educational institutions, two subject experts not connected with the University nominated by the Chairperson of the College governing body out of the panel of five names, preferable from minority communities, recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body.
7	The Director, Higher Education or his nominee not below the rank of Professor/Principal, in Case of post is on grant-in aid basis;
8	

UNIVERSITY OF MUMBAI

SUMMARY OF THREE PAGE REPORT OF PRINCIPAL of NON-MINORITY only

Name of the College:- _____

Name of the Candidate:- _____ Caste :- _____

Designation with Subject:- _____

All the following mentioned documents must ATTESTED for approval of appointments.

S.	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's 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 post 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 the candidate verify the V.C. Nominee, if yes original copy of the report 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	

UNIVERSITY OF MUMBAI

SUMMARY OF SEVEN PAGE REPORT OF PRINCIPAL (MINORITY & NON-MINORITY)

Name of the College:- _____

Name of the Candidate:- _____ Caste :- _____

Designation with Subject:- _____

All the following mentioned documents must ATTESTED for approval of appointments.

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's 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's verified by the V.C. Nominee. If yes. Original report of the V.C. nominee alongwith the verified API 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 verified a minimum of 10 research publications in peer-reviewed or UGC-listed journals; and a minimum 110 Research Score as per Appendix II, Table 2 of the selected candidate alongwith all the necessary documentary evidences supporting the claims.