

Norms and procedures regarding the Selection Procedures to be followed in the Appointment of Principals in Aided Colleges

The Syndicate in its resolution held on 23.12.2016 vide Item No.23.18.14.1(c) has fixed the following norms and procedures for the appointment of Principals in Private/Aided affiliated Colleges. The following are the guidelines to be adhered to in the process of Selection of Principals and the documents to be forwarded to the University along with the proposal for approval.

By Promotion

- All the appointments of Principals by promotion should be on the basis of seniority-cum fitness and the Selection should be made by a Selection Committee duly constituted as per Clause 5.1.6 of UGC Regulations 2010.
- The candidate appointed shall satisfy all the conditions as stipulated in the Clause 4.2.0 of UGC Regulations 2010
- The notification for the appointment of Principals under an Educational Agency shall be circulated among the teachers working in the college/colleges coming under the Educational Agency, within the jurisdiction of University of Kerala.

By Direct Recruitment

- All the appointments of Principals by direct recruitment shall be made only from a list prepared by the Committee for the Selection on the basis of rank.
- For making such appointments the vacancy shall be notified/advertised in two Malayalam Dailies and one English Daily approved by the University and having circulations in Kerala, giving a minimum of thirty days time for the candidates to apply. The list of newspapers (approved by the University of Kerala for the purpose of advertisement of vacancy/vacancies is appended (Annexure I). The advertisement shall clearly indicate the basic criteria an applicant has to satisfy as per Clause 4.2.0 of UGC Regulations 2010 for applying for the post of Principals.
- The selection should be done by a duly constituted Selection Committee as per the provisions contained in the Clause 5.1.6 of UGC Regulations 2010.

For appointments under either category the following conditions/guidelines are also to be adhered to

- The Selection Committee constituted shall have a validity for a period of one year from the date of Constitution. The Selection Committee shall be constituted within a period of four months from the date the Syndicate approves the panel of six experts as envisaged in SubClause (4) of 5.1.6 of UGC Regulations 2010.
- The meeting of the Selection Committee shall be held and the Selection finalized within 4 months from the last date fixed for the receipt of application from candidates.

- The validity of the rank list so prepared shall be one year from the date of publication of the list.
- A person who is lower in the rank list shall be appointed only after getting the relinquishment of the candidates who are higher in the rank list.
- The API scores stipulated in Clause 4.2.0 (iv) of UGC Regulations 2010 should be submitted in the PBAS proforma specified in the U.O No.AcFII/General/UGC-R-2010/2014 dt.18.11.2015 and as per the templates appended to the U.O (Appendices I,IV(a) and IV(b)) or as per the templates appended as IIB(ii) and II A (iv) of U.O Nos. AcFII/General/UGC.-R 2010/2016 /III Amendment dt.07.01.2017 and U.O No. AcFII / General/UGC.-R 2010/2016 /IV Amendment dt.07.01.2017 and relevant University Orders incorporating amendments made by the UGC from time to time as the case may be.
- Clause 6.0.1 of UGC Regulations 2010 shall be adhered to.
- The Clause 6.0.9 of UGC Regulations 2010 has to be adhered which reads as “The Academic Performance Indicator (API) scoring system in the process of Selection of Principal shall be similar to that of directly recruited College Professors. In addition, the Selection Committee shall assess the following with the weightages given below:
 - (a) Assessment of aptitude for teaching, research and administration (20%).
 - (b) Ability to communicate clearly and effectively (10%)
 - (c) Ability to plan institutional programmes, analyze and discuss curriculum development and delivery research support and college development / administration (20%)
 - (d) 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(10%) and
 - (e) Analysis of the merits and credentials of the candidates on the basis of the Performance Based Appraisal System (PBAS) proforma developed by the University based on the UGC Regulations 2010 (deduced to 40% of the total API score).

Documents to be forwarded along with the proposals for the approval of appointment of Principals

- 1) Appointment order in Form I / Promotion and posting order by the Manager of the Educational Agency.
- 2) Attested copies of the relevant certificates produced at the time of Interview
- 3) Attested copy of the relevant document to prove age and Date of Birth of the candidate
- 4) Minutes of the meeting of the Selection Committee bearing signature of all the Members along with the API score Sheet (templates) based on PBAS.

- 5) The relevant newspapers containing the advertisement /the notification circulated among the teachers
- 6) Service Book of the Principal with all entries duly made

ANNEXURE-I

List of newspapers approved by the University for the purpose of advertisement of posts as per Statute 3 of Chapter 2 of the Kerala University First Statutes 1979

1. Kerala Kaumudi
2. Janayugam
3. MalayalaManorama
4. Deepika
5. Deshabhimani
6. Mathrubhumi
7. Chandrika
8. The Hindu
9. New Indian Express
10. Veekshanam
11. Mangalam
12. Times of India
13. Madhyamam
