

**Miranda House
University of Delhi**

Inviting Expression of Interest for Post of Bursar

Window of Opportunity

The Governing Body at its meeting held on 31 October 2017 deliberated on appointment of the Bursar. It noted that the operative conditions for appointment of Bursar so far have been as approved/ amended by the Governing Body at its meetings held on 04.05.1995 and 25.04.2000 Resolution No. 5 (Enclosure). It decided to amend these conditions.

The Governing Body resolved that henceforth an Associate Professor with 15 years instead of 20 years of experience will be eligible. It was decided to remove the prevalent ineligibility condition “those who refuse the responsibility will not be eligible for one term (in addition to the term refused) i.e. 4 years.”

The college is directed to open window of opportunity for eligible faculty members to apply for the post of Bursar in accordance with the above amendment.

Accordingly, expression of interest is invited afresh from eligible faculty members with 15 years of experience as Associate Professor in the college. Duly signed letters expressing interest should reach the office within ten days no later than Friday, 14 August 2020.

Actg. Principal
31 July 2020

Copy:

Web Notice (Faculty)

Guidelines for the appointment of Vice-Principal/Bursar as amended vide G.B. dated 04.05.1995 and 25.04.2000.

Post of Vice-Principal and Bursar: -

The Chairman stated that the Vice-Principal's role in the administration was to provide help to the principal who was the executive head of the college. As such a close understanding between the two is very important for the efficient running of the college. It was also felt that in addition to other qualifications the incumbent for the post of Bursar should also have an aptitude for dealing with finances. Therefore, the principle of automatic rotation by seniority heretofore followed in either case would not serve the purpose.

After some discussion, and in supersession of all earlier decisions in this respect, it was unanimously decided to lay down the following guidelines for appointments to be made to the posts of Vice-Principals and Bursar in Miranda House: -

1. Eligibility condition: -
Permanent teachers who have completed at least twenty years' service in the college and also have at least two years' service left before retirement on superannuation, subject to (5) below.
2. Mode of Selection: -
From among those willing to serve as either Vice-Principal or Bursar, the appointments will be made by the Governing Body on the recommendation of the Principal, giving due weightage to seniority.
3. Duration of appointment: -
Appointments to the posts will be made for a term of two years.
4. Duties to be performed by the Vice-Principal and Bursar under the overall supervision of the Principal: -
 1. Vice-Principal - To be ex-officio incharge of Hostel and perform such other duties as may be assigned by the Principal from time to time.
 2. Bursar - Supervision of the finances of the College and Hostel.
 3. Duties during summer vacation: - If called upon to do so, the Vice-Principal and Bursar will be on duty for assisting with Official work during the vacation, which may extend up to four weeks.
5. Ineligibility conditions: -
 1. (a) Those who would have already served in one capacity or the other for period ending 31.12.1986 are ineligible for appointment to either of the posts.

(b) Those who have already served as Vice-Principal henceforth will become ineligible for the post of Bursar, but those to be appointed as Bursar hence forth will be eligible for consideration for the post of Vice-Principal subject to Principal's recommendation.
 2. Those who refuse either of the responsibilities will not be eligible for one term (in addition to the term refused) i.e. 4 years on the expiry of which they will be eligible

for consideration.

3. While short periods of leave may be admissible as sanctioned by the Principal, no one will be able to continue to hold the post of Vice-Principal, Bursar if she accepts any other assignment outside the college or proceeds on leave for a period of six weeks or more.

Guidelines for the appointment of Bursar as amended vide G.B. dated 31.10.2017 (Resolution No. 8.1)

Post of Bursar: -

Currently Operative Criteria for Bursar: The operative conditions for the appointment of Bursar at Miranda House are as approved/amended by the Governing Body at its meetings held on 04.05.1995 and 25.04.2000 (Resolution No. 5).

Suggested eligibility criteria for Bursar: Associate professors with a total experience of 15 years of teaching/research/administration in the college (instead of 20 years of experience).

Resolution: It was decided to amend the eligibility criteria for appointment of the Vice Principal/Bursar operative in the college and specified in “Guidelines for the appointment of Vice-Principal/Bursar as amended vide G.B. Resolution dated 04.05.1995 and 25.04.2000”. Henceforth, an Associate professor with 15 years instead of 20 years’ experience will be eligible for the post of Vice-Principal/Bursar. It was decided to remove the prevalent ineligibility condition that “those who refuse the responsibility will not be eligible for one term (in addition to the term refused) i.e. 4 years.”

Further, the Governing Body perused the Delhi University notification for appointment of Vice-Principal as per the directives of the University, it was decided to adopt the criteria and procedure specified in totality.

