

**Miranda House  
University of Delhi**

**26 September 2017**

**Inviting Expression of Interest and Applications for the  
Post of Vice Principal**

In interest of principle of rotation, applications in prescribed PBAS proforma are invited for the Post of Vice Principal from Associate Professors with 15 years of experience. Soft copy of the revised PBAS Proforma is being sent. This replaces the form sent earlier vide notice dated 29.07.2017.

Appointment of the Vice Principal will be subject to approval of the guidelines by the Governing Body at its next meeting. The applicants will be first shortlisted by the Screening-cum-Evaluation Committee constituted at the college level (*Enclosure 1*) to scrutinize PBAS Proforma including API score. Details of the process are appended.

In interest of time and functioning of the college, expression of interest/ applications must reach the office by 06 October 2017.

*Pratibha Jolly*

Principal

Copy:

1. Website
2. Notice Board
3. Faculty member (15 year experience)

**Miranda House  
University of Delhi**

**Enclosure 1**

**Note 1:**

The University of Delhi vide letter no. CS.I/(III)/Misc.(TS.)/2017 dated 05.04.2017 received on 13.04.2017 (addressed to Chairman, Governing Body, Miranda House) communicated guidelines for approval in terms of clause 4(4) and clause 7(3) of Ordinance XII of the University. It further communicated details of the process to be followed for appointment/extension of Vice-Principal in order to bring standard uniformity across colleges and approval by the competent authority.

Eligibility Criteria for appointment to the post of Vice Principal:

The Vice Principal is expected to meet the same eligibility criteria as required for the appointment to the post of principal. This is given below.

A Master's degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) by a recognized University. A relaxation of 5% may be provided, from 55% to 50% of the marks to the Ph.D. degree holders, who have obtained their Master's Degree prior to 19 September 1991.

A Ph.D. degree in concerned/allied/relevant discipline(s) in the institution concerned with evidence of published work and research guidance.

Associate Professor/Professor with a total experience of fifteen years of teaching/research/administration in Universities, Colleges and other institutions of higher education.

A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), as set out in the Ordinance for direct recruitment of Professors in University/Colleges.

Further, approval for appointment to the post of Vice Principal entails submission of the following documents to the University:

- PBAS Proforma duly endorsed by the Chairman, GB along with all supporting documents for claiming API score.
- Minutes/Recommendations of the Screening-cum-evaluation Committee constituted at the college level, to scrutinize PBAS Proforma including API score.
- Recommendations of the Selection Committee constituted at the College level.
- Statement about fulfillment of eligibility criteria i.e. Qualification/ experience etc.
- Copy of Advertisement/Notice
- Resolution of the Governing Body for appointment of Vice Principal.
- Term of the Vice Principal recommended by the Governing Body.

**Note: 2**

The operative conditions for the appointment of Vice Principal and Bursar at Miranda House have so far been in accordance with Miranda House Governing Body guidelines dated 4.5.1995 and 25.4.2000. These are at great variance from those approved by the University of Delhi.

The Agenda for the next Governing Body meeting will include formulation of new guidelines in accordance with the University of Delhi notice in this regard.

The proposed changes for post of Vice Principal will entail inviting expression of interest from Associate professors with 15 years of experience in service (instead of 20 years); and removal of the prevalent ineligibility conditions. Further, the applicants will have to fill the requisite PBAS Proforma with fulfillment of minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), as set out in the Ordinance for direct recruitment of Professors in University/Colleges.

### **Note 3:**

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 year's 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.