



திருவள்ளூர் பல்கலைக்கழகம்
THIRUVALLUVAR UNIVERSITY
SERKKADU, KATPADI TALUK, VELLORE – 632 115

Affix here a
Passport size
Photograph duly
signed by you

PROFORMA – II

PROFORMA FOR CONSIDERING ELIGIBILITY TO HOLD THE POST OF “ASSISTANT PROFESSOR” IN AN AFFILIATED COLLEGE OF THIS UNIVERSITY

1	Name of the Staff	
2	Date and Place of Birth and Age	
3	Name of the Department in which he / she is now working	
4	The post now held by him /her for which qualification approval is sought	
5	Name of the College, in which he/she has been appointed	
6	Post (applicable to aided college)	Aided / Unaided
7	Date of appointment to the present post	
8	Whether he/she has been selected as per the procedure laid down in the UGC Regulation 2010, which were already communicated to the College and if so, a copy of the minutes of the selection committee may be furnished and if not, the reasons for the same may be stated.	

(9) Details of his/her Educational Qualification

*Up to Under Graduate Degree

Qualifications	Main subject studied	Name of the Institution	Name of Board/ University	Class and % of marks obtained	Month & Year of Passing
SSLC					
PUC, HSC, Intermediate, etc					
Bachelor's Degree					

* Post – Graduate Degree / M.Phil. & Ph.D. Degree

Qualifications	Main subject studied	Name of the Institution	Name of Board/ University	Class and % of marks obtained	Month & Year of Passing
Master's Degree					
M.Phil.,					

UGC-NET, CSIR, SLET, SET, etc					
Ph.D.,					
Title of the THESIS in the Ph.D., Degree					

Whether qualification approval has already been Yes / No
 Obtained from the University. If, yes, mention post:
 College, University Ref. No. and date of the:
 Communication and date of the appointment, etc:

@ I am hereby surrendering the previous qualification approval obtained by me.

I certify that the information furnished above are true and correct to the best of my knowledge and belief. If there is any incorrect or false information having been furnished or that may come to light in due course I bind myself for such action as the University may decide.

Station:
Date :

Signature of the Staff

Dr./Mr/Ms./Mrs..... has be appointed / is being considered for
 appointment asin the department ofof
 the College with effect fromsubject to his / her being considered qualified to hold
 the Post by the University.

The application submitted by the individual is hereby forwarded for favourable consideration.

Station :
Date :

Signature of the Principal with seal

College Seal

NOTE:

** If the Staff is in possession of grade sheets, with the marks entered in grade point system, (Say A or B or C or O etc.,) he / she is requested to obtain the equivalent mark from the respective University and enclose the attested Xerox copies of the marks statements.

INSTRUCTIONS TO THE STAFF APPLYING FOR QUALIFICATION APPROVAL

1. The Particulars required in the application must be furnished neatly and legibly by the staff. If any column is left blank the application will be summarily rejected.
2. STAFF Qualification Approval Application can be downloaded from the Thiruvalluvar University website www.tvu.edu.in under the section “Admission => Download Applications”.
3. THE FOLLOWING DOCUMENTS MUST BE ENCLOSED, FAILING WHICH THE APPLICATION IS LIABLE TO BE REJECTED.
 - a) Proforma – II application.
 - b) Minutes of the Selection Committee (**with Committee Member’s Signature**).
 - c) Appointment Order from the Institution (**With Principal is Attestation**).
 - d) Joining Report (**With Principal is Attestation**)
 - e) Photocopy of 10th & 12th Marks sheet. (**Attested**)
 - f) Photocopy of UG Statement of Marks & Degree Certificate. (**Attested**)
 - g) Photocopy of PG Statement of Marks & Degree Certificate. (**Attested**)
 - h) Photocopy of M.Phil., Statement of Marks & Degree Certificate. (**Attested**)
 - i) Photocopy of UGC-NET/CSIR/SET/SLET (or) Ph.D., Certificate. (**Attested**)
 - j) Work Done Certificate, If Ph.D., has done in PRIVATE/DEEMED University etc.,
4. This application must be signed **ONLY** by the Incumbent.
5. The filled-in application **MUST BE** sent through the concerned Principal of the College.