



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

Affix here a
Passport size
Photograph
duly signed by
you

PROFORMA – I

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

1	Name of the PRINCIPAL (in capital letters)	
2	AGE & DATE of Birth (As per Christian Era and first page of the SSLC Book is to be enclosed, as proof of Age) Phone No. / Email id	
3	Name of the College, in which he/she has been appointed	
4	College Status	Aided / Unaided / Minority / Self finance
5	Date of entry into service in the present College	
6	Date of appointment as PRINCIPAL in the present College	
7	Whether he/she has been selected for the post of PRINCIPAL by PROMOTION or by DIRECT RECRUITMENT	
8	His / Her seniority position in this College (Seniority list of teachers in the College is to be enclosed)	
9	Whether his/her selection/ appointment has been approved by the College GOVERNING BODY or COLLEGE COMMITTEE (If yes, a copy of its minutes may be enclosed and if not, the reasons therefore may be stated	
10	Whether he/she was a Lecturer (Selection Grade) / Reader before appointment as Principal (If yes, a copy of Certificate issued by the DCE / RJD to this effect may be enclosed)	
11	Whether his/her earlier appointment, if any, has been approved by this University and if so, a copy of the order may be furnished	
12	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.	

(13) Details of his/her Educational Qualification*** 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					

(14) TEACHING EXPERIENCE (the details of his/her service from entry to till date may be furnished).

Sl. No.	Name of the Colleges	Designation	Whether Temporary or Permanent	Period of Service (with exact Date)	
				From	To

(15) Whether the incumbent has any break in service during the period of his / her service in the College (if yes, the details as required hereunder may be furnished and if not, the same may be stated)

Sl. No.	From	To	Number of			Reasons for the BREAK IN SERVICE
			DAYS	MONTHS	YEARS	

(16) Details of the Classes handled during his / her service in the Colleges may be furnished

TEACHING EXPERIENCE gained at	From	To	Total period of Service	
			No. of MONTHS	No. of YEARS
UNDER-GRADUATE level				
POST-GRADUATE level				
RESEARCH EXPERIENCE (M.Phil. & Ph.D level)				

(17)	Whether a copy of the appointment order and a copy of the joining report are sent herewith	
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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 Candidate (Principal)

Dr./Mr/Ms./Mrs.....has be appointed / is being considered for appointment as **PRINCIPAL** of the College with effect from.....subject 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 :

*Counter Signature of the Secretary/
Correspondent of the College 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 PRINCIPAL APPROVAL

1. The Particulars required in the application must be furnished neatly and legibly by the staff. Any column left blank the application will be summarily rejected.
2. PRINCIPAL 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 - I application (Filled, Signature of the Candidate and Counter signature of the Secretary /Correspondent of the College /Date & College Seal)
 - b) Bio-Data with Candidate’s Signature
 - c) All Copies of Certificates (SSLC/ HSC/ Degree / Provisional Pass Certificates, Statements of Marks etc.,) duly attested either by a Gazetted Officer or by the Management of the College concerned should be furnished along with this Proforma.
 - d) Date of Birth proof
 - e) All Service Certificates and Consolidated Service Certificate.
 - f) Candidates seniority list
 - g) Age proof
 - h) Appointment Order from the institution (**Attested**).
 - i) Joining Report (**Attested**)
 - j) Extract of the Selection Committee (**with Committee Member’s Signature**).
 - k) Vice-Chancellor’s Nominee
 - l) Advertisement copy (Full page of Original/Attested)
 - m) Minority Approved copy in case of Minority College.
4. This application must be signed **ONLY** by the Candidate.
5. The filled-in application **MUST BE** sent through the concerned **Secretary/ Correspondent** of the College.
6. While submitting application, **Genuineness Certificate for PG, M.Phil, Ph.D and NET/SET/SLET must be enclosed.**
7. The fee prescribed for the Principal Approval is Rs. 2000/-.
8. The fee of Rs.2000/- should be remitted through CBS/NEFT/RTGS mode in the Indian Overseas Bank, in the favour of the Registrar, Thiruvalluvar University, IFSC Code: IOBA0002484, MICR Code: 632020014, Account Number: 248401000000001 and the original bank challan with UTR number should be enclosed with the application form.
9. Postal Order / Money Order / Demand Draft will not be accepted.