

PANJAB UNIVERSITY, CHANDIGARH

Check list of the documents to be attached with the approval case.

(For Non Govt. affiliated Colleges)

1. **Teacher's Return (in original)** duly completed in all respect.
2. **Proceedings of the Selection Committee (in original or duly attested photocopy)** as per approved format.
3. **Performa of the Certificates of verification of particulars** duly completed in all respect.
4. **Attested photocopies of Testimonials i.e. D.M.Cs. and Degrees**, from metric onwards duly attested by the competent authority.
5. **Attested photocopy of the list of the candidates appeared for interview before the selection committee with their Bio-Data and attendance.**
6. **Appointment letter as per P.U. Format and joining report** (in original or duly attested photocopy).
7. **Attested photocopies of the Clippings of advertisement/s** vide which post/s was/ were advertised with the date of publication and name of the Newspapers.
8. **Attested photocopy of the transfer orders ,if any (in case of transfer)**

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PANJAB UNIVERSITY, CHANDIGARH

Check list of the documents to be attached with the approval case.

(For Govt. affiliated Colleges):

1. Teacher's Return (in original) duly completed in all respect.
2. Performa of the **Certificates of verification of particulars** duly completed in all respect.
3. Attested photocopies of Testimonials **i.e. D.M.Cs. and Degrees**, from metric onwards duly attested by the competent authority.
4. Appointment letter/transfer orders, joining report etc. (in original or duly attested)

PANJAB UNIVERSITY, CHANDIGARH

Format of the Certificate to be attached with the Teacher's Return for approval of appointment of the College Principal/Assistant Professor.

Certified that the following certificates/degrees in original in respect of _____ S/D of Sh. _____ being recommended for the appointment as Principal/Assistant Professor in _____ on Permanent/Probation/Temporary/Ad-hoc basis have been checked and verified personally by me and found in order and Genuine:

Name of the exam. Passed	Board/University	Roll No.	Year	Marks Obtained	Maximum Marks	% age of Marks
Matric/ Hr. Sec.						
B.A./B.Com./B.Sc./ BCA/BBA.						
B.Ed./B.P.Ed./ B.Lib.Sc.						
M.A./M.Com./ M.Sc./MCA/MBA.						
M.Ed./M.P.Ed./ M. Lib.Sc.						
M.Phil.						
Ph.D.						
U.G.C./CSIR(NET)/JPT SLET.						
Any other Qualification						

Signature _____

Of the Principal/President,
Governing Body,
of the College (with official
stamp).

PANJAB UNIVERSITY, CHANDIGARH
(Newly appointed Teacher's Return (to be submitted within 3 weeks of appointment))

(A) College.....

(B) Name (in capitals): Mr. /Miss/Mrs.....Father's Name.....

(C) Designation and subject.....

Regd. No. Date of Birth.....

Nature of appointment: (i) Permanent/On Probation/Temporary/Ad-hoc/Part-time.....

(ii) In case of Temporary/Ad-hoc/Part-time appointment, indicate the period.....

Number and date of appointment letter: No.....Dated.....

Date of joining.....Scale of Pay.....Starting Pay.....

(D) If appointment is already approved by the University, quote University letter No. and date:

No.....Dated.....

Name of the College where appointment was approved.....

(E) Present Home Address..... Pin Code.....

(F) Academic qualifications(If registered with a University other than Panjab University, Attach Original Certificate/s

Examination	University/Board	Roll No.	Year	Marks obtained	Total Marks	% of Marks
Matric/Hr.Sec.Part-I/ 10+1						
Hr. Sec. Part-II/Pre- University/10+2						
B.A./B.Sc./B.Com/Law/B.C.A						
B.Ed./B.P.Ed.						
M.A./M.Sc/M.Com./ LL.M.						
M.Ed./M.P.Ed.						
M.Phil.						
Ph.D.						
Any other Research Degree/NET/SLET						

(G) Teaching Experience:-

Name of the College	Period		Designation	Subject Taught	Reasons for leaving the service.
	From	To			

(H) Particulars of any other academic distinction, Research papers/Publications:

(I) Number of teaching periods allotted (subject-wise)

Subject	B.A./B.Sc./B.Com./B.C.A./Law/B.P.Ed.			M.A./M.Sc.		B.Ed.	M.Ed.
	Pt.I	Pt.II	Pt.III	Pt. I	Pt.II		

(J) I declare that I have:

- (i) read the service & conduct regulations etc. and signed the agreement (a copy of which is enclosed);
- (ii) not been disqualified by any University for appointment as a teacher in an affiliated College; and
- (iii) been duly relieved by any previous employer/s.

I further declare that the foregoing information is complete and correct.

Dated.....

Signature of the Teacher

(K) **(For use by the Principal's Office)**

Whether appointment has been made through Selection Committee:

Yes/No.....

Date of meeting of Selection Committee.....Name of Nominees of V.C.

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Whether V.C.'s nominee was present in the meeting or not: Yes/No.

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If absent, give reasons:

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Name of subject Expert/s from the

University.....

..... Whether subject expert/s was/were present in the Meeting

.....

If one of the experts was absent, send an attested copy of the invitation letter sent to him.

Certified that :

- (i) the appointment has been made in accordance with latest procedure/rules/regulations laid down by the University;
- (ii) I have seen the original degrees/diplomas mentioned above and all particulars given in statement are correct;
- (iii) An attested copy of proceedings of meeting of the Selection Committee is enclosed; and
- (iv) the required agreement has been signed by the teacher and the college authorities.

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Signature and official stamp of President/
Secretary of Managing Committee in case of
appointment of Principal.

(Principal's Signature with stamp)