

Proforma for approval of the appointment of Principal of Affiliated Unaided Colleges

SL.NO.	PARTICULARS	DETAILS
1	Name of the Affiliated Unaided College	
2	Name of the post & subject	
2	Name of the Principal	
3	Address of the Principal a. Present address	
	b. Communication address	
	c. Phone No.	
4	Age & Date of Birth of the incumbent (Append the proof of DOB)	
5	Whether the appointment is temporary/permanent/in the leave vacancy	
6	The date of order of appointment and date of joining duty (append the appointment order)	
7	Mode of appointment By Direct Recruitment/Promotion	
8	Whether the management is unitary or corporate	
9	Qualifications of the incumbent (with percentage of marks in each degree)	
10	Published work and research guidance (append the relevant documents)	
11	Teaching experience (append the copy from the approved institutions)	
12	Whether the incumbent is retired from the recognized institutions If so the date of retirement and the name of institutions	

13	Score of API	
14	Whether the selection is made according to the ranklist a. whether previous panel is exhausted b. Date of expiry of previous panel	
15	a. Whether the selection is made after notification prescribed as per rules (append the copy of news paper notification) b. Whether the minutes of the staff selection committee is enclosed, if not the reason for the same	
16	In case the higher rank holder is not selected, whether the letter declining the offer is enclosed.	
17	If the appointment is by transfer a. Whether the previous holder has got previous approval (append the copy) b. Whether the previous approval has been granted by any other university in Kerala	
18	Signature of the Principal	
19	Signature of the Manager	

DECLARATION

I hereby certify that all the details furnished in the proforma are true, correct and best of my belief and as per the records kept in the office.

Place :
Date :

(Office seal)

MANAGER

Forwarded By :

(Name & Designation)