

SANT GADGE BABA AMRAVATI UNIVERSITY, AMRAVATI.

Tele. : 2662358

Gram : AMUNI

No. : SGBAU/8/C- 1403/2019.

Dt. : 25 / 07 / 2019.

To,

The President / Secretary,
All Colleges Affiliated to
Sant Gadge Baba
Amravati University,

Subject :- Submission of proposal for approval to the Selection Committee and appointment of Principal of the College.....

- Refnce :-**
- (1) Direction No. 08/2019, dt. 02.04.2019 read with Direction No. 14/2019, dt. 27.06.2019 & Direction No. 17/2019, dt. 15.07.2019 (UGC Regulations - 2018)
 - (2) Direction No. 63/2010, dt. 20-10-2010 read with Direction No. 21/2013, Direction No. 08/2017, dt. 22-6-2017 & No. 35/2017, dt. 07.09.2017 regarding AICTE- Regulations - 2010, Direction No. 38/2017, dt. 7-9-2017 & 35/2017, dt. 07.09.2017 regarding Council of Architecture.
 - (3) Section-13(13)(f) and (g) of Maharashtra Public Universities Act, 2016.

Sir / Madam,

The University has issued the Directions referred to above on the Qualifications, experience, maintenance of Academic Standards, Assesment, etc. regarding the Teachers and Academic Staff in University and Colleges.

In view of the above, it is requested that the above Directions be followed whichever is applicable and adhered to while making appointment to the post of Principal and submitting the above proposal for approval. The information be furnished as per check list given below-

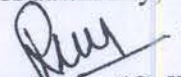
CHECK-LIST

1.	Certificate be given by the President / Secretary alongwith the proposal for approval of Principal	Proforma No. SGBAU/8/12/2019
2.	Proforma for approval to the appointment of Principal recommended by the Selection Committee.	Proforma No. SGBAU/8/13/2019
3.	Selection Committee & its Report in Original (i) For Non-Minority College (ii) For Minority Status Institute/College	Proforma No. SGBAU/8/14/2019 Proforma No. SGBAU/8/14(A)/2019
4.	List of Candidates who have been called for interview and appeared before the Selection Committee	Proforma No. SGBAU/8/15/2019
5.	Attendance sheet of Candidates	Proforma No. SGBAU/8/16/2019
6.	Copy of the Advertisement approved by the University.	
7.	Two original News Papers in which Advertisement was published.	
8.	Attested Xerox Copies of Marksheets, Certificates, Caste Certificates, Ph.D. Certificates NET/SET, API/PBAS Score Sheet etc.	
9.	Attested Copies of Experience Certificates /University approval,	
10.	Nominations by the parent society out of panel of experts, given by University.	

Atleast five members, including two expert, and Director of H.E. or his nominee(if post is aided) shall constitute the quorum.

Proposal for approval to the Selection Committee and the appointment of the Principal in accordance with the recommendations of the Selection Committee, in the prescribed proforma with all relevant informations as per check-list be sent to the University within Ten days from the date of meeting of Selection Committee for consideration and approval of the Hon'ble Pro-Vice-Chancellor U/s 13(13)(f) and (g) of Maharashtra Public Universities Act, 2016.

Yours faithfully,


Dy. Registrar (Coll.),
Sant Gadge Baba
Amravati University, Amravati.
Amravati

CERTIFICATE

(To be given by the President / Secretary alongwith the proposal for approval of Principal)

- 1) That the Selection Committee was constituted in accordance with the provision of Direction No. 08/2019 read with Direction No. 14/2019 and Direction No. 63/2010 r/w Direction No. 21/2013 & Direction No. 38/2017 as the case may be.
- 2) That no unauthorised person was allowed in the Selection Committee meeting: Yes/ No
- 3) That only eligible candidates were called for interview and that all call letters were sent to the candidates by speed post: Yes/ No
- 4) That statement of candidates who applied for the post and were called for interview was prepared and submitted to the members of the Selection Committee: Yes/ No
- 5) External Peer Review Report was submitted to the Selection Committee in respect of re-appointment of the Principal on the post for another term of 5 year: Yes/ No/ NA
- 6) The approved advertisement published in news papers were brought to the notice of the Selection Committee: Yes/ No
- 7) That Caste-Certificates in case of B.C. candidate have been verified and found correct: Yes/ No/ NA
- 8) That in the event of not selecting the duly qualified candidate/s or not giving the preference, reasons have been recorded by the Selection Committee: Yes/ No

Place :
Date :

Signature with Name & Seal of the
President / Secretary

SANT GADGE BABA AMRAVATI UNIVERSITY, AMRAVATI.
FORM OF APPROVAL FOR THE APPOINTMENT OF PRINCIPAL.

- 1) Name of the Society : _____
- 2) (a) Name of the College : (a) _____
 (b) Aided / Un-aided : (b) _____
 (c) whether the post aided / unaided : (c) _____
- 3) Status : (Minority/Non-minority)
- 4) Name of the candidate whose appointment is to be approved as a Principal. : _____
 (For 5 year term) : _____
- 5) Whether University experts/nominees & if aided Director(H.E.) nominee were present in the Selection Committee, as required. : Yes / No
- 6) Whether the candidate whose appointment is to be approved, is first in the order of merit recommended by the Selection Committee. : Yes / No
- 7) i) Does the candidate belongs to Reserved category. : Yes / No
 ii) If yes, name of the category/caste : _____
 iii) Had the caste certificate been Verified and found correct (For B.C. Post) : Yes / No

- 8) Qualifications and academic record. :

Name of the Examination	Month & Year	Name of University	% of Marks	Class and Order of Merit if any	Subject & Specialisation at P.G. Level, If any.
i) U.G.					
ii) P.G.					
iii) M.Phil					
iv) Ph.D.					
v) Other Qualification API etc.					
vi) External Peer Review (if required)					

- 9) Experience in Year.
- i) Teaching Experience at Senior College Level : U.G. _____
 P.G. _____
- ii) Research Experience. : _____
- iii) Academic Administration : _____
- 10) i) Certified that Shri/Ku/Smt /Dr. _____ is possessing qualification as per the advertisement. His/Her appointment as a Principal in Clear / Lien / Leave vacancy be approved from the joining of the office of the Principal, for 1st term of 5 year.
- ii) Certified that the information furnished above has been verified by me personally from original certificates/Documents and true copies of the statement of marks are enclosed herewith.
- iii) The following documents are enclosed :-
- Certificate form (Proforma No. SGBAU/8/12/2019)
 - Form of approval for the appointment of Principal.(Proforma No.SGBAU/8/13/2019)
 - Selection Committee report in Original.
 - For Non-minority College (Proforma No. SGBAU/8/14/2019)
 - For Minority College (Proforma No. SGBAU/8/14(A)/2019)
 - List of candidate who have been called and appeared for interview (Proforma No.SGBAU/8/15/2019)
 - Attendance sheet of Candidates. (Proforma No. SGBAU/8/16/2019)
 - Copy of the advertisement approved by the University.
 - Two original newspapers in which advertisement was published.
 - A copy of refusal/resignation letter of _____ to consider the proposal to _____ who have been recommended at serial No. ____ by the Selection Committee(if any)
 - Attested xerox copies of Marksheets, Caste certificate etc.
 - Attested copy of Experience Certificates.
 - Form of Score-Sheet as per UGC/AICTE etc. whichever is applicable (Dir. No. 17/2019,35/2017 & 08/2017)

The proposal complete, in all respects is submitted herewith for kind consideration and approval of Hon'ble Pro-Vice-Chancellor U/s 13(13)(f) and (g) of Maharashtra Public Universities Act, 2016.

Date :-

President /Secretary
Society :

SELECTION COMMITTEE AND ITS REPORT
(For Non-Minority Status Institution/College)

The Selection Committee meeting was held on _____ at _____ to select the candidate for the post of **Principal**. The post was already advertised at All India level in (1) _____ dated _____ (2) _____ dated _____ News Papers.

Selection Committee

Sr. No	Name of Person on the Committee	Category	Capacity on Committee	Signature
1.		Chairperson of the Governing Body of the college.	Chairperson	
2.		Member of Governing Body of the college, nominated by Chairperson.	Member (Expert in Academic Adm.)	
3.		Member of Governing Body of the college, nominated by Chairperson.	Member	
4.		Higher Education Expert, nominated by Vice-Chancellor.	Member	
5.		Higher Education Expert, nominated by Vice-Chancellor.	Member (Not connected with Uni.)	
6.		Principal of a College (Nominated by the Governing Body of College) from panel recommended by Vice-Chancellor.	Member (Expert)	
7.		A Professor, nominated by the Governing Body of College, from panel recommended by Vice-Chancellor.	Member (Expert)	
8.		An accomplished educationist, (not below the rank of Professor) nominated by Governing Body of College, from panel recommended by Vice-Chancellor.	Member (Expert)	
9.		An academician representing SC/ST/OBC/Minority/Women/Differently abled category nominated by Vice-Chancellor (if required)	Member	
10.		Director, Higher Education or his nominee (in case of Grant-in-aided post)	Member	

(Note :- The Quorum for the meeting shall be five members of whom at least two shall be from out of three experts, (and Director of H.E. or his nominee, if post is aided).

In all _____ applications were received against the advertisement and _____ candidates were called for an interview by the college, out of which _____ candidates attended the interview. The Selection Committee has recommended following panel of selected candidates, in order of preference, for recruitment.

Name	Research Score approved by Selection Committee, as per Direction No. 17/2019,35/2017,as the case may be
1. _____	_____
2. _____	_____
3. _____	_____

Signature of the Persons on the Selection Committee :

1. _____ (Chairperson).	2. _____ (Sr.No. 2)	3. _____ (Sr.No. 3)	4. _____ (Sr.No. 4)	5. _____ (Sr.No. 5)
6. _____ (Sr.No. 6)	7. _____ (Sr.No. 7)	8. _____ (Sr.No. 8)	9. _____ (Sr.No. 9)	10. _____ (Sr.No. 10)

Approved by the Hon'ble Pro-Vice-Chancellor U/s 13(13)(f) and (g) of Maharashtra Public Universities Act, 2016.

Pro-Vice-Chancellor
Sant Gadge Baba Amravati University

SELECTION COMMITTEE AND ITS REPORT
(For Minority Status Institution/College)

The Selection Committee meeting was held on _____ at _____ to select the candidate for the post of **Principal**. The post was already advertised at All India level in (1) _____ dated _____ (2) _____ dated _____ News Papers.

Selection Committee

Sr. No	Name of Person on the Committee	Category	Capacity on Committee	Signature
1.		Chairperson of the Governing Body.	Chairperson	
2.		Member of Governing Body of the college, nominated by Chairperson.	Member (Expert in Academic Adm.)	
3.		Member of Governing Body of the college, nominated by Chairperson.	Member	
4.		Nominee of Chairperson of College out of panel recommended by Vice-Chancellor	Member (Subject Expert)	
5.		Principal of a College (Nominated by the Governing Body of College) from panel recommended by Vice-Chancellor.	Member (Expert)	
6.		A Professor, (nominated by the Governing Body of College) from panel recommended by Vice-Chancellor.	Member (Expert)	
7.		An accomplished educationist, (not below the rank of Professor) nominated by Governing Body of College, from panel recommended by Vice-Chancellor.	Member (Expert)	
8.		An academician representing SC/ST/OBC/Minority/Women/Differently abled category nominated by Vice-Chancellor (if required)	Member	
9.		Director, Higher Education or his nominee (In case of Grant-in-aided post)	Member	

(Note :- The Quorum for the meeting shall be five members of whom at least two shall be from out of three experts, (and Director of H.E. or his nominee, if post is aided).

In all _____ applications were received against the advertisement and _____ candidates were called for an interview by the college, out of which _____ candidates attended the interview. The Selection Committee has recommended following panel of selected candidates, in order of preference, for recruitment.

Name	Research Score approved by Selection Committee, as per Direction No.17/2019, 35/2017, as the case may be
1. _____	_____
2. _____	_____
3. _____	_____

Signature of the Persons on the Selection Committee :

1. _____ (Chairperson)	3. _____ (Sr.No. 3)	4. _____ (Sr.No. 4)	5. _____ (Sr.No. 5)
2. _____ (Sr.No. 2)	7. _____ (Sr.No. 7)	8. _____ (Sr.No. 8)	9. _____ (Sr.No. 9)
6. _____ (Sr.No. 6)			

Approved by the Hon'ble Pro-Vice-Chancellor U/s 13(13)(f) and (g) of Maharashtra Public Universities Act, 2016.

Pro-Vice-Chancellor
Sant Gadge Baba Amravati University

SANT GADGE BABA AMRAVATI UNIVERSITY, AMRAVATI.

Name of the Society :- _____

Name of the College :- _____ (1) Minority College (2) Non-Minority

List of the Candidates who have been called and appeared for the interview of the **Principal**.

Sr. No.	Name of the Applicant with full Address	Academic Qualifications			Ph.D. / equivalent published work approved by the University	Research Score	Teaching / Research experience, academic administration, if any, with the names of institution	Whether belongs to S.C./S.T./V.J./N.T/ OBC/ PWD etc.	Date of Advt. & Name of news paper in which it was advertised.	Name of the Candidates selected in order of preference	Remarks
		Graduation Level	Yr. Dvn. % of Pass Marks (a) (b) (c)	Post Graduation Level							
1	2	3	4	5	6	7	8	9	10	11	

A] Certified that in response to advertisement given by the Society in above mention (Column No. 9) news papers for recruitment to the post of the Principal, in all applications were received, out of which _____ applicants were called for interview and _____ attended the interview. Details of qualification/ experience etc., mentioned against name of each applicant are verified from original testimonials.

B] Certified that those who were not called for interview, do not possess requisite academic qualifications or for the reasons mentioned below.

Date : _____
Place : _____

Signatures of the Members of the Selection Committee.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

PROFORMA NO : SGBAU/8/16/2019

Name of the Society :- _____

Name of the College :- _____

Status :- (i) Minority College
(ii) Non-Minority College

Interview for the Post of :- **Principal.**

Candidates Attendance-Sheet for the interview

Sr. No.	Name	Signature	Date of interview	Time
1.				
2.				
3.				
4.				
5.				
6.				

President / Secretary.