

**SANT GADGE BABA AMRAVATI UNIVERSITY, AMRAVATI.**

Tele. : 2662358

No. : SGBAU/8/C- 1404/2019.

Gram : AMUNI

Dt. : 25 / 07 / 2019.

To,

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

**Subject :-** Submission of proposal for approval to the Selection Committee and appointment of Teachers in the College .... (i.e. Asstt. Professor / College Librarian / Director of Physical Education & Sports)

**Ref'nce :-** 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 Regulation - 2018)  
(2) Direction No. 63/2010, dt. 20-10-2010 read with Direction No. 21/2013, Direction No. 08/2017, dt. 22-6-2017 regarding AICTE- Regulations, Direction No. 38/2017, dt. 7-9-2017 regarding Council of Architecture, and Direction No. 35/2017.  
(3) Section 13(13)(f) and (g) of Maharashtra Universities Act, 2016.

Sir / Madam,

The University has issued the Directions under reference regarding minimum Qualifications, experience, maintenance of Academic Standards, Assesment, etc. for appointments as Teachers and Academic Staff in University and Colleges.

In view of the above, it is requested that the above Directions applicable as case may be followed and adhered to in respective Faculty/course while making appointment to the above post/s. While submitting the above proposal for approval, the information be furnished as per check list given below-

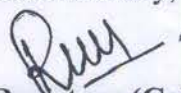
**CHECK-LIST**

1.	Certificate to be given by the Principal alongwith the proposal for approval of Teachers.	Proforma No. SGBAU/8/2/2019
2.	Proforma for approval for the appointment of Teachers recommended by the Selection Committee.	Proforma No.SGBAU/8/3/2019
3.	Selection Committee and its Report in Original (i) For Non-Minority College (ii)For Minority Status College	Proforma No. SGBAU/8/4/2019 Proforma No. SGBAU/8/4(A)/2019
4.	List of Candidates who have been called for interview and appeared before the Selection Committee	Proforma No. SGBAU/8/5/2019
5.	Attendance sheet of Candidates	Proforma No. SGBAU/8/6/2019
6.	Score-Sheet for Short-Listing (if required)	Proforma No.SGBAU/8/7/2019
7.	Copy of the Advertisement approved by the University.	
8.	Original Two News Papers in which Advertisement was published.	
9.	Attested Xerox Copies of Marksheets, Certificates, Caste Certificates, Ph.D./NET/SET Certificates etc. with Certificate of Registrar/Dean in case of Ph.D. holder of prior to 11 July, 2009.	
10.	Attested Copies of Experience Certificates /University approval, if required.	

To constitute the quorum for the meeting shall be Five, of which atleast two must be from out of three subject experts, and Joint Director (H.E.) or his nominee if post is aided.

Proposal for approval to the Selection Committee and the appointment on above post/s 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 Selection Committee. Meeting 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.),  
Dy.Registrar (Coll.)  
Sant Gadge Baba  
Amravati University, Amravati.  
Amravati

## **CERTIFICATE**

**(To be given by the President / Secretary / Principal alongwith the proposal for approval of Teacher) (i.e. Asstt. Professor, College Librarian, Director of Physical Education & Sports)**

- 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) The approved advertisement published in news papers were brought to the notice of the Selection Committee. :- Yes / No
- 6) That Caste-Certificates in case of B.C. candidate have been verified and found correct. :- Yes / No / N.A.
- 7) 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/Principal.

**SANT GADGE BABA AMRAVATI UNIVERSITY, AMRAVATI.**  
**FORM OF APPROVAL FOR THE APPOINTMENT OF TEACHERS.**  
**(i.e. Asstt. Professor/Librarian/Director of Physical Education & Sports)**

- 1) (a) Name of the College : (a) \_\_\_\_\_  
 (b) Aided /unaided : (b) \_\_\_\_\_  
 (c) whether post is aided/unaided : (c) \_\_\_\_\_
- 2) Status : (Minority / Non-Minority)
- 3) a) Nomenclature of the Post : (Asstt.Prof./Asso.Prof./Professor/  
 Dir. of Phy. Education/ Librarian)  
 b) Nature of the post to be filled in : Full-time  
 c) Nature of the vacancy to be filled in : Clear / Lien / Leave /F.I.P
- 4) Subject in which the teacher is to be approved : \_\_\_\_\_
- 4) Name of the candidate whose appointment is to be approved. : \_\_\_\_\_
- 6) Whether Uni. subject experts/Nominees and if aided, Jt. Director or Nominee on the Selection Committee were present, as required. : Yes / No
- 7) Whether the teacher whose appointment is to be approved, is first in the order of merit recommended by the Selection Committee. : Yes / No
- 8) i) Does the appointee belongs to Reserved category/Caste. : Yes / No  
 ii) If yes, name of the Category : \_\_\_\_\_ Caste \_\_\_\_\_  
 iv) Has the Caste Certificate been Verified and found correct : Yes / No  
 v) Has caste validity certificate (wherever applicable) been verified & found correct : Yes / No

## 9) Qualifications and academic record of concerned teacher.

Name of the Examination	Month & Year	Name of the Board / University	% of Marks	Class	Subject & Specialisation at P.G. Level, If any.
1	2	3	4	5	6
i) H.S.S.C.					
ii) U.G.					
iii) Post. Graduate					
iv) Research (M.Phil., Ph.D., D.Sc.)					
v) Other Qualification SET/NET etc.					

- 10) Teaching Experience at Senior College Level : \_\_\_\_\_
- 11) Other Experience. : \_\_\_\_\_
- 12) i) Certified that Shri/Ku/Smt /Dr. \_\_\_\_\_ is possessing qualification as per the advertisement. His/Her appointment as a Director of Physical Education / Librarian / Asstt.Professor / Associate Professor / Professor in the subject \_\_\_\_\_ Clear / Lien / Leave / F.I.P. vacancy be approved from \_\_\_\_\_.
- ii) Certified that the information furnished above has been verified by me personally from original certificates and true copies of the statement of marks are enclosed herewith.
- iii) The following documents are enclosed :-
- Certificate (Proforma No. SGBAU/8/2/2019)
  - Form of approval for the appointment of Director of Physical Education / Librarian / Asstt.Professor / Associate Professor / Professor (Proforma No. SGBAU/8/3/2019).
  - Selection Committee report in Original. (Proforma No. SGBAU/8/4/2019, Proforma No. SGBAU/8/4(A)/2019. ) as the case may be.
  - List of candidate who have been called and appeared for interview (Proforma No. SGBAU/8/5/2019)
  - Copy of the advertisement as approved by the University.
  - Two original newspapers in which advertisement was published.
  - Attested xerox copies of Marksheets, Caste certificate, NET/SET/Ph.D. certificate etc.
  - Attested copy of Experience Certificates/ University approvals if required.
  - Attendance sheet of Candidates. (Proforma No. SGBAU/8/6/2018)
  - Score Sheet (Proforma No. SGBAU/8/7/2019) if required.

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

Date :-

Signature with name and seal of the  
 President/Secretary/Principal.

**SELECTION COMMITTEE AND ITS REPORT**  
**(For Non-Minority Colleges/Institution)**  
**(Asstt. Professor/College Librarian/Director of Physical Education & Sports)**

The Selection Committee meeting was held on \_\_\_\_\_ at \_\_\_\_\_ to select the candidate for the post of \_\_\_\_\_ in \_\_\_\_\_ (Subject) for \_\_\_\_\_ category. The post was already advertised in (1) \_\_\_\_\_ dated \_\_\_\_\_ (2) \_\_\_\_\_ dated \_\_\_\_\_ News Papers.

**Selection Committee**

Sr. No	Name of Persons on the Committee	Category	Capacity on Committee	Signature
1.		Chairperson (or his nominee from amongst the members of General Body of College.)	Chairperson	
2.		Principal of the College	Member	
3.		Head of Department of the College in concerned subject	Member	
4.		(1) Vice Chancellor's Nominee	Member	
5.		(2) Vice Chancellor's Nominee	Subject Expert (Member)	
6.		(1) Nominee of Chairperson of College (not connected with the College), out of panel recommended by Vice-Chancellor.	Subject Expert (Member)	
7.		(2) Nominee of Chairperson of College (not connected with the College), out of panel recommended by Vice-Chancellor.	Subject Expert (Member)	
8.		An academician representing SC/ST/OBC/Minority/Women/Differently abled category, nominated by Pro-Vice-Chancellor (if required)	Member	
9.		The Joint Director H.E. or his nominee (If post is Grant-in-aid)	Member	

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

In all \_\_\_\_\_ applications were received against the advertisement and \_\_\_\_\_ candidates were called for 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.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Signature of Chairperson/Members of 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)

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 Notified/Declared Minority's College/Institution)**  
**(Asstt. Professor/College Librarian/Director of Physical Education & Sports)**

The Selection Committee meeting was held on \_\_\_\_\_ at \_\_\_\_\_ to select the candidate for the post of \_\_\_\_\_ in \_\_\_\_\_ (Subject) for \_\_\_\_\_ category. The post was already advertised in (1) \_\_\_\_\_ dated \_\_\_\_\_ (2) \_\_\_\_\_ dated \_\_\_\_\_ News Papers.

**Selection Committee**

Sr. No	Name of Persons on the Committee	Category	Capacity on Committee	Signature
1.		Chairperson (or his nominee from amongst the members of General Body of College.)	Chairperson	
2.		Principal of the College.	Member	
3.		Head of Department of the College in concerned subject	Member	
4.		(1) Nominee of the Chairperson of the College, out of panel recommended by Vice-Chancellor.	Subject Expert (Member)	
5.		(2) Nominee of the Chairperson of the College, out of panel recommended by Vice-Chancellor.	Member	
6.		(1) Nominee of Chairperson of College (not connected with the University) from panel of subject experts recommended by Vice-Chancellor.	Subject Expert (Member)	
7.		(2) Nominee of Chairperson of College (not connected with the University) from panel of subject experts recommended by Vice-Chancellor.	Subject Expert (Member)	
8.		An academican representing SC/ST/OBC/Minority/Women/Differently abled category, nominated by Vice-Chancellor (if required)	Member	
9.		The Joint Director H.E. or his nominee (If post is Grant-in-aid)	Member	

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

In all \_\_\_\_\_ applications were received against the advertisement and \_\_\_\_\_ candidates were called for 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.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Signature of the Chairperson/Members of 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)

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 College :-** \_\_\_\_\_

(1) Minority College (2) Non-Minority

List of the Candidates who have been called and appeared for the interview for the post of \_\_\_\_\_

Sr. No.	Name of the Applicant with Full Address	Academic Qualifications			Professional / Additional Qualification if any.	Teaching experience, if any, with the names of institution	Research Score	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 adv.	Name of the Candidates selected in order of preference	Remarks
		Graduation Level	Yr. Of Pass (a)	Dvn. % of Marks (b) (c)	Post Graduation Level	Yr. Of Pass (a)	Dvn. % of Marks (b) (c)				
1	2	3	4	5	6	7	8	9	10	11	11

A] Certified that in response to advt. given by the college in above mention (Column No. 10) news papers for recruitment to the post of the teacher in the subject mentioned above in all \_\_\_\_\_ applications were received, out of which \_\_\_\_\_ applicants were called for interview and only \_\_\_\_\_ 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 possesses requisites academic qualifications or for the reasons mentioned below. (Strike out whichever is not applicable)

Date :

Place :

Signatures of the Members of the Selection Committee.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_

**Name of the Society** :- \_\_\_\_\_

**Name of the College** :- \_\_\_\_\_

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

**Interview for the Post of** :- \_\_\_\_\_

**Candidates Attendance-Sheet for the Interview**

<b>Sr. No.</b>	<b>Name</b>	<b>Signature</b>	<b>Date of interview</b>	<b>Time</b>
1.				
2.				
3.				
4.				
5.				
6.				

**President/Secretary/Principal.**

SANT GADGE BABA AMRAVATI UNIVERSITY, AMRAVATI  
CRITERIA FOR SHORT-LISTING OF CANDIDATES FOR INTERVIEW FOR THE POST OF ASSISTANT PROFESSORS IN COLLEGES

Sr. No.	Name of the Candidate	Academic Record								Awards	
		Graduation (80% & Above = 21; 60% to less than 80% = 19; 55% to less than 60% = 16; 45% to less than 55% = 10)	Post Graduation (80% & Above= 25; 60% to less than 80% = 23 55% (50% in case of SC/ST / OBC (non-creamy layer /PWD) to less than 60% = 20)	M.Phil. 60% and above = 07 55% to less than 60% = 05	Ph.D. 25	NET with JRF 10	NET 08	SET 05	Research Publications (2 marks for each research publication published in Peer-Reviewed or U/GC listed Journals) 06	Teaching/Post Doctoral Experience (2 marks for one year each)# 10	International/ National Level (Award given by International Organizations/ Government of India/ Government of India recognized National Level Bodies) 03
1											
2											
3											
4											
5											
6											
8											
9											
10											

#However, if the period of teaching/Post-doctoral experience is less than one year then the marks shall be reduced proportionately.

Note:

A)

- i. M.Phil + Ph.D : Maximum 25 Marks
- ii. JRF/NET/SET : Maximum 10 Marks
- iii. In awards category : Maximum 03 Marks

B) Number of candidates to be called for interview shall be decided by the concern College/ Society.

C) Academic Score

- Research Publications 84
- Teaching Experience 06
- 10

TOTAL 100

Principal/ Secretary