

MINUTES OF THE MEETING OF SELECTION COMMITTEE FOR THE POST OF

INTERVIEWS UNDER COLLEGE CODE-28

Name Of College:-

(Affiliated to Devi Ahilya University, Indore)

Date :-

Time :-

Proceedings of the selection committee constituted as per provision of clause 17(2) statutes-28 of Devi Ahilya University, Indore, for selecting..... in the(Name Of College), vide letter no., of dated was held on dated, Venue and following members of selection committee were present :-

Name of Member	In the Capacity of
1.	Chairman, Selection committee, DAVV, Indore
2.	DCDC, DAVV, Indore
3.	Member
4.	Member
5.	Member
6.	Member

Applications of candidates were invited as per Advertisement were given in the News Paper..... on In total Applications were Received in the office of out of that candidates were called for interview on the basis of their qualifications and experience and candidates appeared for the interview.

Following candidates were found suitable on the basis of their qualification and performance during personal interview in order of merit and are being recommended for appointment as

SELECTED:-

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

Name & Signature (with date) of the section committee members:-

.....
.....
.....
Chairman	D.C.D.C.	Subject Expert
.....
.....
Member	Member	Member

Note:-

1. The Chairman of the Selection Committee is requested to send/handover the minutes in a closed envelope to the Chairman of the Governing Body/Trust of the College.
2. The Chairman/Secretary of the Governing Body of the College is requested to send the minutes of the Selection Committee after approval of the Governing Body of the College to the Registrar, DAVV, Indore within 15 working days and with the following essential documents :-
 - (i) Minutes of the Selection Committee.
 - (ii) Minutes of the Governing Body.
 - (iii) Attendance sheet of Candidates present in the interview.
 - (iv) Testimonials, Experience Certificates of the Candidates selected for the post.
 - (v) Appointment letter of the Candidates in the format prescribed by the University.
 - (vi) Joining Report of the Candidates in the format prescribed by the University.

Appointment Letter

As per the recommendations of the Selection Committee constituted under College Code-28 by Devi Ahilya Vishwavidyalaya, Indore letter no..... dated and approval of the Governing Body of the College,

.....(College Name) appoints Mr./Ms./Dr. on the post of **Principal** under College Code-28 and salary as per norms with a probation period of one year, subject to the approval of the Executive Council of Devi Ahilya Vishwavidyalaya, Indore.

This appointment of Mr./Ms./Dr. on the post of Principal will be effective from the date of joining on the post.

(Signature)

President/Secretary.....

Name of Trust/Society

Stamp of Trust/Society.....

Copy to:-

1. Registrar/DR(Admin), Devi Ahilya Vishwavidyalaya, Indore for information
2. Mr./Ms./Dr.
3. College Record

(Signature)

President/Secretary.....

Name of Trust/Society

Stamp of Trust/Society.....

Appointment Letter

As per the recommendations of the Selection Committee constituted under College Code-28 by Devi Ahilya Vishwavidyalaya, Indore letter no..... dated and approval of the Governing Body of the College,

.....(College Name)
appoints Mr./Ms./Dr. on the post of **Professor/Associate Professor/Assistant Professor** under College Code-28 and salary as per norms with a probation period of one year.

This appointment of Mr./Ms./Dr. on the post of Professor/ Associate Professor/Assistant Professor will be effective from the date of joining on the post.

(Signature)

President/Secretary.....

Name of Trust/Society

Stamp of Trust/Society.....

Copy to:-

1. Registrar/DR(Admin), Devi Ahilya Vishwavidyalaya, Indore for information
2. Mr./Ms./Dr.
3. College Record

(Signature)

President/Secretary.....

Name of Trust/Society

Stamp of Trust/Society.....

To,
President/Secretary

.....
.....

Subject: Joining Report

Sir/Madam,

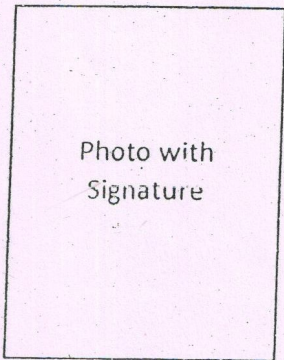
With reference to your Appointment Letter No.....
dated, I
am joining on the post of **Principal/ Professor/ Associate Professor/Assistant Professor** at
.....(College Name)
today..... in Forenoon/Afternoon.

I understand that during one year probation period one month notice or one month salary in lieu of notice will be applicable to me and to the college both to terminate the employment.

Place:.....

Date:.....

(Signature)



Name

Designation.....

Postal Address

.....

Phone/Mobile No.....

7/105/51/200

Faculty:

College Name :
List of Principal/Teachers Selected Under College Code - 28

Subject:

S.No.	Name of Principal/Teacher	Aadhar No.	DOB	Designation	Selection Committee Minutes Date	Governing Body Minutes Date	EC Approval Date	Appointment letter Date	Joining Letter Date	Photo
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										

Enclosures :-

- 1) University Selection Committee Letters
- 2) Selection Committee Minutes
- 3) Governing Body Minutes
- 4) EC Approval
- 5) Appointment Letters
- 6) Joining Letters, Aadhar Card and DOB Proof Xerox
- 7) Affidavit Format of 100 Rs Notarised
- 8) Latest Last Three Months Attendance Register Xerox Signed by Principal (Under CC-28)/Chairman/Secretary

Signature of Principal (Appointed in College Code-28)/Chairman/Secretary

श्रीमान नोटरी महोदय जिला इंदौर के समक्ष

शपथ पत्र

1. मैं शपथग्रहीता (-----पूर्ण नाम-----) सत्य कथन करता/करती हूँ कि मैं वर्तमान में (-----महाविद्यालय का नाम-----) में शासी निकाय के (-----पद नाम-----) पद पर पदस्थ हूँ तथा शपथ पूर्वक यह भी कथन करता/करती हूँ कि (-----महाविद्यालय का नाम-----) में मध्यप्रदेश विश्वविद्यालय अधिनियम 1973 के परिनियम 28 की कंडिका (17) के अनुसार शिक्षको के चयन की नियमानुसार सभी कार्यवाही करते हुए चयन समिति द्वारा चयन किये गए हैं। शिक्षको की नियुक्तियाँ कर ली गई हैं।
2. यह भी कि संस्थान में नियुक्त शिक्षको के चयन की कार्यवाही होने के उपरांत प्रकरण को महाविद्यालय की शासी निकाय की बैठक में अनुमोदन हेतु प्रस्तुत किया जाता है तथा महाविद्यालय शासी निकाय के उक्त बैठक में चयनित की गई नियुक्तियाँ का अनुमोदन भी किया गया है।
3. यह भी कि महाविद्यालय द्वारा परिनियम 28 की कंडिका (17) के अनुसार चयनित किये गए शिक्षको के विषय में चयन समिति द्वारा की गई अनुशंसा का अनुमोदन शासी निकाय से प्राप्त होने के उपरांत महाविद्यालय द्वारा सम्बंधित शिक्षको के नियुक्ति आदेश जारी कर दिए गए हैं।

4. शपथग्रहीता द्वारा यह भी कथन किया जाता है कि निचे लिखी सूची में उल्लेखित सभी शिक्षको द्वारा नियमानुसार महाविद्यालय में कार्यग्रहण किया गया है एवं वर्तमान में महा विद्यालय में कार्यरत है तथा उन्हें नियमानुसार वेतन दिया जाएगा।
5. परिनियम 28 कि कंडिका (17) के अनुसार महाविद्यालय द्वारा नियुक्त किये गए शिक्षको की सूची निम्नानुसार है।

क्रमांक	नाम	पदनाम

6. यह भी कि शपथ पत्र मेरे द्वारा महाविद्यालय में नियुक्त किये गए शिक्षको की सूची के सत्यापन हेतु प्रस्तुत किया जा रहा है।

स्थान -

इति दिनांक -

शपथग्रहीता

सत्यापन लेख

मैं शपथग्रहीता यह सत्य प्रतिज्ञा पर कथन करता/करती हूँ कि इस शपथ पत्र में मेरे द्वारा ऊपर लिखवाये गए कथन क्रमांक 1 से 6 तक का सम्पूर्ण कथन महाविद्यालय में उपलब्ध दस्तावेजो के आधार पर पूर्णतः सत्य है इसमें कुछ भी असत्य नहीं है और न ही सत्य को छिपाया गया है।

स्थान -

इति दिनांक -

शपथग्रहीता

