



KARMAVEER BHAURAO PATIL UNIVERSITY, SATARA

(A State Public University recognized u/s 2(f) UGC)

Report of Changes in Teaching Staff/Change in Designation

Instructions :

- 1) This form is to be used for obtaining approval of the University to :
 - i) New Appointments
 - ii) Substitute Appointments
 - iii) Transfers
 - iv) Change in Designations
- 2) Certified copies of the following documents must be attached with this form :-
 - a) The appointment order of the teacher as per Statute 195-Appendix-A or transfer order.
 - b) The University letter/s granting approval to the Selection Committee Report/Changes in Staff Report
 - c) P. G. Recognition, if any
 - d) In case of Inter University Transfer.
 - i) approval letter of the concerned University
 - ii) permission letters for transfers of both the Universities
 - e) If Ph. D. Thesis submitted before 31st, December, 2002, xerox copy of University Receipt must be enclosed.
 - f) Copy of Declaration/Notification of award of M. Phil./Ph. D. Degree
 - g) Copy of Caste certificate
 - h) NET / SET passing certificate.
- 3) In case of teacher, the form should be signed by the Principal.
- 4) In case of Principal, the form should be signed by Chairman/Secretary of the Management.
- 5) Fully qualified candidates selected through University Selection Committee in a clear vacancy must be appointed on Probation.
- 6) Candidates selected through University Selection Committee in a clear vacancy but who do not have the necessary qualification, i.e. NET/SET or are not exempted from NET/SET will be appointed on Ad-hoc basis.
- 7) Any changes occurring during a term should be reported within fifteen days from the date of change
- 8) Incomplete forms will not be considered and the forms will be sent back

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1. Name of the College / Institute :
 2. Name of the Teacher Appointed
(Beginning with Surname in BLOCK Letters) :
 3. Date of Birth :
 4. Nature of Appointment : Full Time / Part Time / C. H. B. / Honorary
 5. Tenure of Appointment : Temporary / Adhoc / Probation / Permanent / Honorary

(* Strike out whichever is not applicable)

6. Previous Designation : _____ Present Designation : _____
7. Whether it is a New Appointment or :
Substitute Appointment or an Appointment due to the Transfer or promotion if any. Appointment / Transfer / Promotion

8. Date of Appointment in Sanstha :
9. Date of Joining in this College :
10. Letter No. and Date of University letter granting approval to the Selection Committee Report : (for new appointments) :
11. Letter No. and Date of Approval of the University to the appointment (Changes in Staff) if any, (in transfer cases) :
12. Subject/s for which approval has been given :
13. a) Scale of Pay :
- b) Present Basic Pay :
- c) Allowances :
- d) Total emoluments :
- e) Previous Pay Scale if appointment is due to change in Designation :
14. Whether opted for Provident Fund / Pension : Pension
15. a. Whether Recognised as a Post-Graduate Teacher (A copy of approval letter to be enclosed) :
- b. Subject in which Post-Graduate Recognition is sought :
- c. University Letter No. : Date of Recognition :
- d. By Papers : By Research :
- e. Research Guidance, if any
- M. Phil. :
- Ph. D. :

16. Qualifications

Sr. No.	Name of the Examination	University and Year of Passing	Percentage of Marks	Name of Subjects with no. of Papers Offered		Class Obtained
				Principal level	Sub-ordinate level	
1	Degree					
2	Post-Graduate					
3	SET/NET or any other equivalent					
4	M. Phil. / Ph. D. Degree : Title of the Thesis :					
5	* Teaching Qualifications ** or Professional Qualifications					
6	Any Other					

* In case of Teachers in the Faculty of Education

** In case of Teachers in the Faculty of Engineering / Law / Commerce

†17. 1.	Professional Experience :	Years
2.	Member of Professional Institutes, and type of Membership If any	: :
3.	Administrative Experience	:
4.	Professional Experience Standing at Bar	:

(In case of Law Teacher)

(† In the Case of Teachers in the Faculty of Engineering / Law / Commerce)

I here by declare that the Information given as Sr. No. 1 to 17 is Correct as per recored

Note : Signature of Principal in Case of Teacher/ Signature of Secreatray in case of Principal

Principal / Secretary

(4)

18. Teaching Experience

a) As Lecturer / Principal / Professor

Name of the College / Institute	Name of the University to which the College / Institute is affiliated	Experience					
		Degree teaching			Post-graduate teaching		
		Subject	From	To	Subject	From	To

b) Total teaching experience under (a) above : 21 Years

Teacher's Permanent Address :

Date :

I hereby declare that the information given as Sr. No. 16 to 18 is correct.as, per record

Signature of Teacher

Principal / Secretary

Note : Signature of Principal in Case of Teacher/ Signature of Secreatray in case of Principal

(5)

19. Teaching work assigned :-

Classes	Subjects	Periods per week			Total
		Lecturers	Practical Periods	Others	

19. A. In case of Part time teacher appropriate details regarding his/her teaching work in other colleges if any, must be given in the following format.

College	Classes	Subjects	Periods per week

(6)

20. Details regarding Vacancy filled up :
1. Whether New Vacancy, if so, : Sanction letter No. :
Date :
 2. Name of the Member who Left : (If the vacancy is created due to transfer)
 3. Designation :
 4. Date of Leaving :
 5. Reason for Leaving :
 6. Subject and Classes taught :
 7. University approval letter No. :

Certified that I have verified personally the information given above in the form and it is true and correct. as per Record

Date :

Place :Satara

Principal / Secretary

Note : Signature of Principal in Case of Teacher/ Signature of Secreatray in case of Principal



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Chart Showing the Details of the Teacher's approval of Changes in Staff/Change of Designation

(To be filled by the college/institutions)

File No. :

(For Uty Office use only)

Name of the College :

Name of the Teacher :

Designation:

Sr. No.	Subject	Qualifications P. G. Degree Percentage	Year of Passing	Date of Appointment/ Transfer/ Promotion	Teaching periods per week	Nature of Appointment Full time/ Part time/ C. H. B./ Honorary	Tenure of Appointment Temporary/ Adhoc/ Probation/ Permanent/ Honorary	Experience		Basic Pay	Remarks (For UTY Office Use only)
								Teaching	Profes- sional		
1	2	3	4	5	6	7	8	9		10	11
1											

Principal / Secretary

Note : Signature of Principal in Case of Teacher/ Signature of Secretray in case of Principal