ANNA UNIVERSITY, CHENNAI

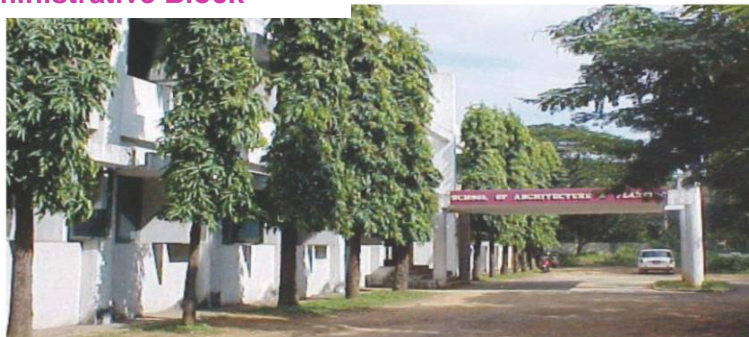**College of Engineering, Guindy Campus**

Alagappa College of Technology Campus

Anna University - Administrative Block

Madras Institute of Technology Campus

School of Architecture and Planning Campus

Direct Recruitment of

- ## Assistant Professors
- ## Assistant University Librarian Grade-I

Information and Instructions to the Already Applied Candidates

Direct Recruitment for the posts of

ASSISTANT PROFESSOR
&
ASSISTANT UNIVERSITY LIBRARIAN GRADE-I

INFORMATION AND INSTRUCTIONS TO THE ALREADY APPLIED CANDIDATES (DIRECT RECRUITMENT OF ASSISTANT PROFESSORS IN VARIOUS UNIVERSITY DEPARTMENTS & CENTRES AND ASSISTANT UNIVERSITY LIBRARIAN GRADE-I IN UNIVERSITY LIBRARY)

Last date for updating the application through online is 20.10.2021 (17.30 Hrs. IST)

Last date for the receipt of hard copy of the updated application with all the relevant enclosures is 27.10.2021 (17.30 Hrs. IST)

Candidates should possess the required educational qualifications in relevant branch / specialization, experience and other requirements specified as on 29.09.2020 only.

For updating online application(s), the candidate(s) shall use the URL

https://www.annauniv.edu

https://aurecruitment.annauniv.edu

IMPORTANT INFORMATION TO THE ALREADY APPLIED CANDIDATES

i. Candidates who had applied against the Notification No.001/RC/UD-FR/PR10&20/2020-1, dated 30.09.2020 may update their data already submitted via online, if they wish by using their login credentials **without** paying the necessary application processing fee.

ii. Hard copy of the duly updated application form(s) along with the supporting documents should reach the Registrar, Anna University, Chennai-25 on or before the due date.

The following details are available in this Information and Instructions to the candidates:

1. Department-wise & Centre-wise <u>Vacancy Positions</u> along with Roster at the Level of Assistant Professor and Assistant University Librarian Grade-I.

2. Minimum Qualifications & Experience (as applicable) for the Posts of Assistant Professor in University Departments & Centres.

3. Minimum Qualifications for the Post of Assistant University Librarian Grade-I in University Library.

4. General Information and Instructions.

5. Important Instructions.

1. Department-wise & Centre-wise Vacancy Positions along with Roster at the Level of Assistant Professor and Assistant University Librarian Grade-I

Sl. No.	Department/ Centre Code No.	Name of the Department/Centre (Campus: CEG/ACT/MIT/SAP)	Total No. of Vacancies	Roster — Vacancies including Backlog Vacancies
A. Engineering & Technology				
1.	1001	Aerospace Engineering (MIT)	1	SC(A)(W) (PSTM)
2.	1003	Automobile Engineering (MIT)	2	GT(W)
				SC(A)(W) (PSTM)
3.	1005	Biotechnology (ACT)	5	MBC/DNC
				MBC/DNC(W)
				BC (Other than Backward Class Muslims)
				BC (Other than Backward Class Muslims) (W)
				BC (Other than Backward Class Muslims) (PSTM)
4.	1006	Ceramic Technology (ACT)	1	GT
5.	1007	Chemical Engineering (ACT)	4	GT(PSTM)
				SC(W)
				MBC/DNC(W)
				BC (Other than Backward Class Muslims)
6.	1008	Civil Engineering (CEG)	15	GT – 2
				GT (PSTM)
				GT (Differently Abled)
				GT(W) – 2
				SC (PSTM)
				SC(W)
				MBC/DNC
				MBC/DNC (PSTM)
				MBC/DNC(W)
				BC (Other than Backward Class Muslims) - 2
				BC (Other than Backward Class Muslims) (W)
				BCM

7.	1010	Computer Technology (MIT)	3	GT
				SC(A)(W) (PSTM)
				MBC/DNC
8.	1011	Computer Science and Engineering (CEG)	7	GT – 3
				GT (W)
				MBC /DNC
				MBC/DNC(W)
				BCM
9.	1012	Electronics and Communication Engineering (CEG)	7	GT - 2
				GT(PSTM)
				GT(W)
				MBC/DNC(PSTM)
				BC (Other than Backward Class Muslims) (W)
				BCM
10.	1013	Electrical and Electronics Engineering (CEG)	1	GT(W)
11.	1014	Electronics Engineering (MIT)	4	GT
				GT(PSTM)
				MBC/DNC(PSTM)
				BCM
12.	1016	Industrial Engineering (CEG)	3	GT(W)
				MBC/DNC
				BC(Other than Backward Class Muslims)
13.	1017	Information Technology (MIT)	2	GT(W)
				BCM
14.	1018	Instrumentation Engineering (MIT)	1	SC(A)(W)(PSTM)
15.	1019	Information Science and Technology (CEG)	4	GT
				SC(A)(W) (PSTM)
				MBC/DNC
				BC(Other than Backward Class Muslims)
16.	1021	Manufacturing Engineering (CEG)	1	GT
17.	1022	Mechanical Engineering (CEG)	9	GT(PSTM)

				GT(W)
				SC
				SC(W)
				MBC/DNC
				MBC/DNC(PSTM)
				BC (Other than Backward Class Muslims) (PSTM)
				BC (Other than Backward Class Muslims) (W)
				BCM
18.	1023	Mining Engineering (CEG)	3	GT(W)
				SC(A)(W)(PSTM)
				MBC/DNC
19.	1025	Printing Technology (CEG)	2	SC(A)(W) (PSTM)
				MBC/DNC – Backlog Vacancy
20.	1026	Production Technology (MIT)	4	GT(W)
				SC(A)(W)(PSTM)
				MBC/DNC(W)
				BC(Other than Backward Class Muslims)
21.	1027	Ramanujan Computing Centre (CEG)	3	GT(W)
				SC(A)(W)(PSTM)
				BC(Other than Backward Class Muslims)
22.	1029	Textile Technology (ACT)	1	GT(W)
B. Management				
23.	1030	Management Studies (CEG)	3	GT(W)
				MBC/DNC
				BC(Other than Backward Class Muslims)
C. Architecture				
24.	1031	Architecture (SAP)	22	GT – 3
				GT(PSTM)

			(Core Discipline-20, Allied Discipline-I - 1 and Allied Discipline-II - 1)	GT(Differently Abled)
				GT(W)
				SC – 2
				SC(PSTM)
				SC(W) – 2
				MBC/DNC – 2
				MBC/DNC(PSTM)
				MBC/DNC(W)
				BC(Other than Backward Class Muslims)– 3
				BC(Other than Backward Class Muslims)(PSTM)
				BC(other than Backward Class Muslims)(W) – 2
				BCM
D. Town Planning				
25.	**1032**	**Town Planning (SAP)**	1	GT
E. Science and Humanities				
26.	**1033**	**Chemistry (CEG)**	4	SC(W)
				MBC/DNC
				BC(Other than Backward Class Muslims)(PSTM)
				BCM
27.	**1034**	**English (CEG)**	3	GT(W)
				SC
				SC(A)(W)(PSTM)
28.	**1035**	**Geology (CEG)**	2	SC(A)(W)(PSTM)
				MBC/DNC
29.	**1036**	**Mathematics (CEG)**	11	SC – 2
				SC(W)
				SC(A)(W)(PSTM)
				MBC/DNC
				MBC/DNC(PSTM)
				MBC/DNC(W) - Backlog Vacancy
				BC(Other than Backward Class Muslims)(PSTM)
				BC(Other than Backward Class Muslims)(W)– 2
				BCM
30.	**1037**	**Media Sciences (CEG)**	1	GT
31.	**1038**	**Medical Physics (CEG)**	1	GT
32.	**1039**	**Physics (CEG)**	3	SC(W)
				MBC/DNC

				BCM
F. University Library				
33.	**1040**	**University Library**	5	GT
				GT(W)
				SC(A)(W)(PSTM)
				MBC/DNC
				BC(Other than Backward Class Muslims)

Abbreviations:

CEG	–	College of Engineering Guindy Campus
ACT	–	Alagappa College of Technology Campus
MIT	–	Madras Institute of Technology Campus
SAP	–	School of Architecture and Planning Campus

A – Arunthathiyar, BC – Backward Class, BCM - Backward Class Muslims, GT – General Turn, MBC/DNC – Most Backward Class/De-Notified Communities, PSTM – Persons Studied in Tamil Medium, SC - Scheduled Caste, W – Women

2. Minimum Qualifications & Experience (as applicable) for the Posts of Assistant Professor in University Departments & Centres

Branch / Stream	Qualifications & Experience
A. Engineering & Technology	B.E. / B.Tech., M.E. / M.Tech. in relevant branch* of Engineering and Technology with First Class in U.G. and First Class in P.G. and Ph.D. in the relevant area of specialization*. Post-doctoral experience is desirable. (OR) B.E./ B.Tech. in relevant branch* of Engineering and Technology with First Class in U.G. and M.S. (First Class or not less than 70 percentage[#&] in the appropriate Grade point scale) in the relevant area of specialization* and Ph.D. in the relevant area of specialization*. Post-doctoral experience is desirable. (OR) B.E. / B.Tech. in relevant branch* of Engineering and Technology with First Class in U.G. and Direct Ph.D. in the relevant area of specialization* awarded by a recognized University following the process of registration, course work and evaluation as prescribed by UGC or awarded by the Institutes of national importance (i.e. IITs/IISc/NITs etc.), duly recognized by the MHRD. Post-doctoral experience is desirable.
B. Management	First Class Bachelor's Degree in any discipline and Master's Degree in Business Administration (First Class or not less than 70 percentage[#&] in the appropriate Grade point scale) / First Class in 2-year Post Graduate Diploma in Management and Ph.D. in the relevant area of specialization*. (OR) First Class Bachelor's Degree in any discipline and M.S. (First Class or not less than 70 percentage[#&] in the appropriate Grade point scale) in the relevant area of specialization* and Ph.D. in the relevant area of specialization*.
C. Architecture	**Core Discipline** First Class Bachelor's Degree in Architecture and Master's Degree in relevant specialization* (First Class or not less than 70 percentage[#&] in the appropriate Grade Point scale) and Ph.D. in the relevant area of specialization*.
	Allied Discipline – I Minimum 4 years Bachelor's Degree in Fine Arts with First Class and First Class Master's Degree in Fine Arts / Applied Arts and Ph.D. in the relevant area of specialization*.

	Allied Discipline – II First Class Bachelor's Degree in Civil Engineering and First Class Master's Degree in Structural Engineering and Ph.D. in Structural Engineering.
D. Town Planning	First Class Bachelor's Degree in Architecture / Planning / Civil Engineering AND First Class Master's Degree in Planning / Urban Planning / Town Planning / Regional Planning / Urban and Regional Planning / Town and Country Planning / Infrastructure Planning / Traffic and Transportation Planning / Environmental Planning / Housing and Ph.D. in the relevant area of specialization*. (OR) First Class Bachelor's Degree in any discipline and First Class Master's Degree in Geography / Applied Geography / Economics / Sociology. AND First Class Master's Degree in Planning / Urban Planning / Town Planning / Regional Planning / Urban and Regional Planning / Town and Country Planning / Infrastructure Planning / Traffic and Transportation Planning / Environmental Planning / Housing and Ph.D. in the relevant area of specialization*. (OR) First Class Integrated Master's Degree in Geography / Applied Geography / Economics / Sociology. AND First Class Master's Degree in Planning / Urban Planning / Town Planning / Regional Planning / Urban and Regional Planning / Town and Country Planning / Infrastructure Planning / Traffic and Transportation Planning / Environmental Planning / Housing and Ph.D. in the relevant area of specialization*.
E. Science & Humanities	First Class both in Bachelor's Degree and Master's Degree in relevant branch* in Science & Humanities and Ph.D. in the relevant area of specialization* and 1-year Post Ph.D. experience. (OR) First Class Integrated Master's Degree in relevant branch* in Science & Humanities and Ph.D. in the relevant area of specialization* and 1- year Post Ph.D. experience.

(*) - Department-wise & Centre-wise Branch & specialization are presented in Annexure – I

(#&) - Proof to be produced. If degree classification has not been given by the University, then, the candidate should have obtained not less than 70% in the relevant grade point scale based on the courses studied.

3. Minimum Qualifications for the Post of Assistant University Librarian Grade-I in University Library

Branch / Stream	Qualifications
F. University Library	First Class Bachelor's Degree in any discipline and First Class Master's Degree in Library Science / Information Science / Documentation Science / Any equivalent Library Professional Degree with knowledge of computerization of library and Ph.D. in relevant area of specialization#

(#) - Ph.D. specialization is presented in Annexure – I

Note:
Those candidates who had completed their P.G. and / or Ph.D. degree(s) from foreign Universities should upload the Equivalence Certificate issued by Association of Indian Universities (AIU), www.aiu.ac.in.

4. General Information and Instructions

4.1. a. Candidates must be Indian Nationals only with excellent academic record and excellent commitment to quality in teaching and research.

b. Candidates should possess the required educational qualifications in relevant branch / specialization experience and other requirements (as applicable) specified as on 29.09.2020.

c. In addition to U.G. and P.G. Degrees, Ph.D. Degree shall also be a mandatory educational qualification for the appointment of Assistant Professors and Assistant University Librarian Grade – I in Anna University.

d. Educational qualifications, experiences etc. mentioned in this Notification indicate the minimum eligibility.

4.2. The last date for updating the application through online mode is 20.10.2021 (17.30 Hrs. IST).

4.3 a. After successful submission of the updated online application(s), the candidate shall download the same, affix signatures at appropriate places and send them along with all the relevant enclosures to the Registrar, Anna University, Chennai – 600 025 **only by Speed / Registered Post with acknowledgement due** so as to reach him on or before 27.10.2021 (17.30 Hrs. IST). The envelope containing the application and enclosures should be superscribed on the left hand top corner as "Application for the post of _____ in the Department(s) / Centre of _____ and code No(s). _____. b. The self-attested photocopies of the documents (as given in **Annexure V**) have to be sent along with the hard copy of each application.

4.4 The candidates are requested to send the scanned copy of the Speed Post / Registered Post receipt to annauniversityrecruitmentcell@gmail.com immediately after sending the hard copy.

4.5 The hard copy of the updated online application(s) along with supporting documents received on or before the due date at the office of the Registrar, Anna University Chennai – 25 shall be considered for further processing. Hand written application shall not be accepted. The applications received after the last date will be summarily rejected.

4.6 Experience

a. Teaching experience is not mandatory for Assistant Professor in Engineering & Technology, Management, Architecture, Town Planning and Assistant University Librarian Grade-I in University Library. However, for Assistant Professor in Science & Humanities, post Ph.D. experience that includes Research Experience and / or Teaching Experience is mandatory.

b. The Service rendered in regular Scale of Pay / Pay Band / Pay Matrix as per AICTE Regulations alone shall be considered as teaching experience.

c. For post Ph.D. teaching experience, candidates are requested to enclose the following documents Institution-wise in chronological order without fail, while forwarding hard copy of application:

i. Advertisement for Recruitment of post concerned indicating the qualifications and other requirements as per the norms of regulatory bodies,

ii. Interview / Call Letter,

iii. Appointment Letter,

iv. Joining Report,

v. Salary Certificates issued by the Institution indicating the Scale of Pay / Pay Band / Pay Matrix for the Posts held

vi. Last Pay Drawn Certificates,

vii. Income Tax Returns for the period of service claimed

viii. Service Certificate at the time of relieving.

The post Ph.D. teaching service shall be counted only based on the valid documents submitted by the candidates while screening the application and any request for relaxation to submit the above documents at a later date shall not be strictly entertained. Further, if any one of the above documents is not submitted along with hard copy of application, such application will be summarily rejected without any communication.

4.7. Applications from candidates who are already employed shall be considered only if the applications are forwarded through proper channel (Head of the Institution / Organization) with a "No Objection Certificate" (as per **FORMAT-III**) from the present employer failing which the application is liable to be summarily rejected. **Advance copy of the application will not be accepted.**

4.8. Applications without satisfying educational qualifications in relevant branch / specialization & experience (as applicable) / Incomplete Applications / Applications without proper enclosures / Applications filled with discrepancy / **Applications which are not forwarded through proper channel** will be summarily rejected and no information will be sent to the candidate to this effect.

4.9. Reservation policy shall be as per Tamil Nadu Government Servants (Conditions of Service) Act, 2016

4.10. Appointment on deputation basis will not be considered under any circumstances.

4.11. All the Original documents shall be produced at the time of Interview for verification.

4.12. Canvassing in any form shall be a disqualification.

4.13. The online applications / hard copy of applications of the candidates who are not selected will be retained only for six months from the date of completion of the recruitment process.

4.14. In case of any disputes, any suit or legal proceedings shall be filed within six months from the date of issue of appointment order to any cadre and the territorial Jurisdiction shall be Madras High Court, Chennai.

4.15. Candidates should necessarily fill in the information regarding pending court cases, criminal cases, disciplinary actions or equivalent etc. against him / her in the relevant column of the application form. Any changes in this information as and when takes place after the submission of application form till the completion of recruitment process shall be brought to the notice of the University by the candidate, failing which the University reserves the right to cancel the candidature and to debar the candidate from all selections at any point of time.

4.16. Candidates possessing Ph.D. Degree in relevant specialization with all other requirements specified in this notification and having equivalent U.G. / P.G. Degree as approved by the Higher Education Department, Government of Tamil Nadu are also eligible to apply.

4.17. The pay and other allowances shall be as per 7th Pay Commission for the candidates.

4.18. The selected candidates shall be governed by Contributory Pension Scheme as per the prevailing rules of Government of Tamil Nadu.

4.19. Age shall not be less than 24 years on 1st July 2020.

4.20. The selection process consists of

- Written Test

- Presentation before the Subject Experts and

- Personal Interview with the Members of the Selection Committee

4.21. No correspondence whatsoever will be entertained from candidates regarding reason for not being called for Written Test / Interview / outcome of Interview.

4.22.a. The date and time of Written Test, Presentation and Interview will be hosted in the Anna University website. In addition, communication will be sent to the registered e-Mail id.

  b. Requests for change of date of Written Test, Presentation and Interview will not be entertained.

  c. No TA/DA will be paid to the candidates for attending the Written Test, Presentation and Interview.

  d. The Selection process may not be completed on the same day.

5. Important Instructions

- Candidates should have obtained Bachelor's Degree from a recognized University, under 10+2+4 / 10+3+3 / 10+2+3+3 / 10+2+2+3 system for Engineering & Technology, 10+2+3 / 10+2+4 system for Management, 10+2+5 / 10+3+5 system for Architecture (Core Discipline), 10+2+4 system for Architecture (Allied Discipline-I), 10+2+4 / 10+3+3 / 10+2+3+3 / 10+2+2+3 system for Architecture (Allied Discipline-II), 10+2+4 / 10+3+3 / 10+2+3+3 /10+2+2+3 / 10+2+3 system for Town Planning, 10+2+3 system for Science

& Humanities and University Library.

- Application of the candidates who have completed U.G. / P.G. / Ph.D. in Engineering and Technology and Architecture under Distance Mode shall not be considered.

- Application of the candidates who have completed M.Phil. and Ph.D. under Correspondence / Distance Education / Open University System from the academic year 2007-2008 shall not be considered as per G.O.(Ms) No.91, Higher Education (K2) Department, dated 03.04.2009.

- Experience shall be considered only from the date of successful completion of Ph.D. (from the date of Ph.D. viva-voce examination) in the relevant area of specialization for all positions in Science and Humanities.

- In any cadre, the roster-turn indicated as 'PSTM' means Persons Studied in Tamil Medium. For all the other roster turns the medium of instruction shall be only English.

- Medium (English / Tamil) of instruction means, school studies, under-graduate, post-graduate, and research degrees shall be in the same medium. Even if anyone of the above studies / Degrees has been completed with Tamil as the medium of instruction, then the medium of study of the candidate shall be considered as English and not as Tamil Medium.

- If a qualified and suitable candidate who has acquired relevant degrees including school studies in Tamil medium is not available for selection for appointment in the turn allotted for Tamil Medium candidate in the cycle, then, the turn so allotted shall be filled by a candidate studied in English Medium in the respective category in roster.

- If a qualified and suitable woman candidate belonging to Scheduled Castes, Scheduled Castes (Arunthathiyar), Backward Class Muslims, Backward Classes, Most Backward Classes (Vanniakula Kshatriya), Most Backward Class and Denotified Communities, Most Backward Classes and General Turn is not available for selection for appointment in the turn allotted for women in the cycle, then, the turn so allotted shall be filled by a male candidate in the same category in roster.

- Provided that if even after filling up of the required appointments or posts reserved for Arunthathiyars amongst the Scheduled Castes, if more number of qualified Arunthathiyars are available, such excess number of candidates of Arunthathiyars shall be entitled to compete with the other Scheduled Castes in the inter-se-merit among them and if any appointment or post reserved for Arunthathiyars remain unfilled for want of adequate number of qualified candidates, it shall be filled up by Scheduled Castes other than Arunthathiyars.

- **Reservation for differently abled: -** 4% of the posts are reserved for Differently Abled candidates as per G.O.(Ms.) No. 21, Welfare of Differently Abled Persons (DAP-3.2) Department dated: 30.05.2017. The details of disabilities suitable for the post of Assistant Professor as per G.O.(Ms) No.20, Welfare of Differently Abled Persons (DAP.3.2) Department, dated: 20.06.2018, are furnished in the Table shown below.

ABBREVIATIONS	
Code	**Physical Requirements**
HI	Hearing impaired
HH	Hard of Hearing (with Assistive Device)
LD	Loco-motor Disability (OA,OL,BL,BA,OAL,BLOA,BABL) **Functional Classification** OA - One Arm OL - One Leg BL - Both Legs BA - Both Arm OAL - One Arm One Leg BLOA - Both Leg One Arm BABL - Both Arm Both Leg
LC	Leprosy Cured
DF	Dwarfism
AC	Acid attack victims
MD	Multiple Disability, (except for those multiple disabilities which are individually excluded)

Such candidates have to upload the certificate obtained from the Medical Board of the District concerned certifying the nature and extent of disability in percentage.

- The candidate should upload the community certificate obtained from the competent authorities in Tamil Nadu as indicated in the table shown below.

COMMUNITY	COMPETENT AUTHORITY NOT BELOW THE RANK OF
ST	Revenue Divisional Officer / P.A. to Collector for candidates from the Metropolitan Cities
SC / SC(A)	Tahsildar of native Taluk of the candidate
BC / BCM / MBC/DNC	Head Quarter Deputy Tahsildar or Special Deputy Tahsildar

- Candidate(s) who have obtained Community Certificate other than authorities of Tamil Nadu and other State Candidate(s) shall compete under General Turn Category.

- Married women should possess Community Certificate issued in their father's name only.

For submission to
Anna University, Chennai –25.

FORMAT – I

TEACHING EXPERIENCE CERTIFICATE / POST PH.D. TEACHING EXPERIENCE CERTIFICATE
(Separate form should be used for each Institution)

1. Name of the Candidate :

2. Name of the Institution with full
   Address and email ID :

3. Details of Teaching Experience :

Sl. No.	Post(s) held	Scale of Pay	Period of service		Duration		
			From	To	Y	M	D
				Total			

Certified that the above particulars have been verified against the records maintained in the Institution / College are found correct. It is also certified that a copy of this certificate issued along with records shall be maintained by this office for future reference.

Endorsement No :   Dated :

Place :   **Principal / Head of the Institution**

Date :

(Office Seal & date)

FORMAT – II

Tamil Medium: Persons Studied in Tamil Medium (PSTM) have to produce evidence, such as Transfer Certificate, Provisional Certificate / Degree Certificate / Mark sheets received from the Board (or) University (or) from the Institution, with a recording that he / she studied the **prescribed educational Qualification in Tamil Medium**. If there is no mention about the medium of instructions as Tamil in the above certificates, then a certificate from the Head of the Institution as given below must be furnished:-

<u>**PSTM Certificate**</u>

(To be issued only by the Principal / Head of the Institution)

This is to certify that Dr. _____ (Name)

has studied _____ (course Name) during the years _____ to _____

in Tamil Medium. This certificate is issued after verifying the Statement of Marks /

Transfer Certificate.

Endorsement No :   Dated :

Principal / Head of the Institution

Place   :

Date   :

(Office Seal & date)

FORMAT – III

NO OBJECTION CERTIFICATE BY THE PRESENT EMPLOYER

1. Name of the candidate   :

2. Name of the Post held   :

3. Nature of Appointment (Part-Time / Full-Time) :

4. Period of Employment From (date) :   To (date) :

a. I have no objection to the candidate`s application being considered for the post(s).

b. Certified that Dr. _____ has the following punishment / has no punishment to his / her credit.

c. It is also certified that no charges and / or criminal case are / is pending against him / her. (If there is any case pending, copy of documents to be enclosed).

Endorsement No :   Dated :

Place :   **Principal / Head of the Institution**
Date :

(Office Seal & date)