



FAKIR MOHAN UNIVERSITY
VYASA VIHAR, BALSORE -756020

No. Exam/P/118/2016/ 5186 /FMU

Date: 25-7-16

To

The Principals,
All Affiliated Colleges under F.M. University,
Vyasa Vihar, Balasore.

Sub: Submission of Gradation list of the Teaching staff of Degree/P.G. Courses for the session 2016-2017.

Sir/Madam,

I am to request you to furnish the subject wise gradation list (on seniority basis) of all the regular Teaching staffs (Not contractual) of +3 Degree / P.G. Course of your College in the prescribed proforma as enclosed herewith (except those of +2 wings, which has been separated fully & officially & also having separate establishment). However the names of Teachers who are teaching +2 classes and +3 classes, their name may also be recommended in the gradation list. While preparing the list utmost care should be taken by the Principal in verifying different facts, such as DOJ, DOS years of teaching experience in Hon's & Pass in +3 classes along with telephone /mobile number etc.

Further, all the teachers of your College are to be instructed to register their names as a registered teacher of this University positively (If not registered earlier) and quote the registration number in the gradation list otherwise they may not be allowed for any examination assignment.

However, the names of the teachers of the College if not recommended for the Gradation list in any case then the reasons of such must be mentioned vividly.

The information should reach the undersigned by **20.08.2016** positively for necessary action at this end.

Yours faithfully

CONTROLLER OF EXAMINATIONS

Controller of Examinations
Fakir Mohan University
Vyasa Vihar, Balasore

NAME OF THE COLLEGE:

PROFORMA FOR GRADATION LIST OF DEGREE / +3 COLLEGE TEACHERS

SUBJECT:

Sl. No	Name of the Teacher with Designation and Qualification (In capital letters)	Regd. No. as Regd. Teacher of F.M. University	Date of First Entry to Service* (without break) in Degree / +3 College	Date of Joining in the Present College Against Degree / +3 Post	Teaching Experience (In completed Years) In Degree / +3 or P.G.		Nature of Post Held UGC / Non-UGC	Date of Superannuation	Signature of the Teacher	Mobile No.	Remarks
					Pass	Hons					
01	02	03	04	05	06	07	08	09	10		
01											
02											
03											
04											
05											
06											
07											

Certified that the gradation list of the above teachers is verified and found correct. The names included in the list are of Degree College (+3 Stream) only with UG/PG teaching experience.

SIGNATURE OF THE PRINCIPAL