

# TAMIL NADU OPEN UNIVERSITY

# Community College (CC)

# Personal Bio-Data of Coordinator

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | Name of the Institution, where Community College is proposed | |  | |
| 2 | Name of Programme and subject for which the Academic Counsellor is engaged | |  | |
| 3 | Name and Residential Address of the Academic Counsellor / Teacher | | | |
| a. | Name |  | |
| b. | Educational Qualification |  | |
| c. Door Number | |  | |
| d. | Street Name |  | |
| e. | Area Name |  | |
| f. | Post |  | |
| g. | Taluk Name |  | |
| h. | District Name |  | |
| i. | Pin Code |  | |
| 4 | Institution details of the Academic Counsellor/Teacher where employed | | | |
| 1. | Institution Name |  | |
| 2. | Present Designation |  | |
| 3. | Total Years of Experience |  | |
| 5 | Details of Telephone/Fax/ Email/ of the Academic Counsellor | | STD Code | Phone Nos |
| a. | Office Phone |  |  |
| b. | Fax |  |  |
| c. Residence Phone | |  |  |
| d. | Mobile Phone |  | |
| e. | E -Mail Address |  | |
| 6 | Present Pay | |  | |
| 7. | Academic Qualifications:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **DEGREE EXAMINATION** | **BOARD/ UNIVERSITY** | **YEAR** | **SUBJECT(S)** | **GRADE / PERCENTAGE** | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | | | | |
| 8. | Employment Details:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **DURATION**  **(MONTH, YEAR)**  **FROM TO** | **ORGANIZATION** | **DESIGNATION** | **NATURE OF JOB/**  **TYPE OF DUTIES** | **TOTAL EXPERIENCE** | |  |  |  |  |  | |  |  |  |  |  | | | | |
| 9. | Industrial experience, if any | | | |
| 10. | Experience (Total Teaching Experience at UG/PG Level (in years).   |  |  |  | | --- | --- | --- | | **LEVEL OF TEACHING** | **SUBJECT** | **YEAR(S)** | | Professional /Technical Level |  |  | | UG Level |  |  | | PG Level |  |  | |  |  |  | | Any Other (please specify) |  |  | | | | |
| 11. | Administrative/Supervisory experience: | | | |
| 12. | Experience of work connected with distance education activities such as Counselling Assistant, Coordinator etc : | | | |
| 13 | Computer skills | | | |
| 14. | Publications of books, articles, research papers, | | | |

I hereby declare that all the information given above are correct. If any time it comes to the notice of the University that the above information/statements are false, the University may terminate my appointment as Programme Coordinator.

Date: Signature of Coordinator