



ANNAMALAI UNIVERSITY

(Accredited with 'A+' Grade by NAAC)



COLLEGE DEVELOPMENT COUNCIL

From

The Dean
College Development Council
Annamalai University

To

The Principals of all Affiliated Colleges
of Annamalai University

Ref. No. AU- CDC/077/ 2026

Date: 08-10-2026

Sir/Madam,

Sub.: Affiliated Colleges – Updating of Faculty Particulars in the
University Web Portal – Requested – Regarding.

Ref.: Letter No. COE/Affi./216/2026 from the Controller of
Examinations, Annamalai University dated 05.10.2026.

The particulars of the teaching staff of the affiliated colleges are required for various academic and administrative purposes of the University.

In view of the changes in the teaching staff of the affiliated colleges during the intervening period, such as retirement, resignation, transfer, relieving from service, fresh appointment and other changes in faculty particulars, it has become necessary to update the faculty details available in the University Web Portal.

Therefore, the Principals of all affiliated colleges are requested to make necessary arrangements to verify and update the particulars of all the existing teaching staff in the Web Portal after careful verification of the relevant records/documents.

The followings are to be considered while updating the faculty particulars:

- 1) The details of all presently serving teaching staff shall be verified and updated in the Web Portal.
- 2) The names/details of faculty members who have retired, resigned, been relieved, transferred or otherwise left the services of the college shall be appropriately updated/removed, as applicable.
- 3) The particulars of freshly appointed teaching staff shall be entered in the Web Portal with all the required details.

- 4) Any change in designation, qualification, department, date of appointment, date of joining, contact details or other particulars shall be updated correctly.
- 5) The overall teaching experience shall be calculated and furnished as on 30.09.2026 for all the Faculty Members. The experience shall be calculated based on the relevant service records/documents, taking into account the total teaching experience wherever applicable.
- 6) The Principal shall ensure that the particulars furnished in the Web Portal are complete, accurate and duly verified with the relevant records of the college.
- 7) The Web Portal for updating the faculty particulars is available at:

https://annamalaiuniversity.ac.in/affcl/index_affcl1.php

The login credentials for the respective colleges may be used for updating the particulars in the portal. The Principals are requested to complete the updating of the faculty particulars in the Web Portal on or before 23.10.2026, without fail.

In respect of freshly entered faculty members only, the filled-in particulars downloaded from the Web Portal shall be duly signed by the Principal and submitted along with the relevant supporting documents to the Dean, College Development Council, Annamalai University, Annamalainagar – 608002, on or before 26.10.2026.

Copy to.:

The Director, ADIC, Annamalai University.
[with a request to post in University Website].

08/10/26
for
Dean
CDC
DEAN
College Development Council
Annamalai University
Annamalai Nagar - 608 002