



## FACULTY SELECTION SHEET

SOURCE: Direct / Internet / Advertisement (Date.....) / Reference (Name.....)  
 DATE OF INTERVIEW..... MOBILE. NO. ....  
 NAME..... POST.....  
 DEPT..... DOB.....

### ACADEMIC DETAILS (TO BE FILLED BY CANDIDATE)

Qualification	Year of Passing	Full Time / Part Time	Specialization	Institution/University	Score/Grade
10 <sup>th</sup>					
12 <sup>th</sup>					
Diploma					
Graduation					
Post Grad.					
M Phil/PhD					
Others 1.GATE 2.NET/SET					

### PUBLICATION DETAILS (TO BE FILLED BY CANDIDATE)

No. of Research Paper Published		No. of Books Published	
International	National	National	Regional

EXPERIENCE (in years): 1. Teaching..... 2. Industry..... 3. Research..... 4. Expected Salary .....

### Remarks by HR Panel:

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Name & Signature of  
HR Expert-1

Name & Signature of  
HR Expert-2



## FACULTY SELECTION SHEET

### Remarks by Technical Panel:

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Name & Signature of  
Technical Expert-1

Name & Signature of  
Technical Expert-2

### LECTURE DEMONSTRATION ASSESSMENT (To be filled by during Lecture demonstration)

ATTRIBUTE	RATING (Tick the appropriate cell)				
	EXCELLENT	V.GOOD	GOOD	FAIR	POOR
<b>OVERALL SUBJECT KNOWLEDGE</b>					
Preparation and ability to deliver lecture					
Conceptual/ Basic Knowledge					
Practical Know How (As per Industry)					
Depth of discussion and explanatory power					
<b>OVERALL PRESENTATION SKILLS</b>					
Topic coverage					
Ability to answer queries					
Flow of language/ clarity					
Black board utilization					
Clear Interpretation of information					
<b>COMMUNICATION &amp; BEHAVIOURAL</b>					
Ability to handle class					
Body language & Composure					
Confidence					

Name & Signature of  
Demonstration Expert-1

Name & Signature of  
Demonstration Expert-2



## TA / ADMIN SELECTION SHEET

SOURCE: Direct / Internet / Advertisement (Date.....) / Reference (Name.....)

DATE OF INTERVIEW..... MOBILE. NO. ....

NAME..... POST.....

DEPT..... DOB.....

### ACADEMIC DETAILS (TO BE FILLED BY CANDIDATE)

Qualification	Year of Passing	Full Time / Part Time	Specialization	Institution/University	Score/Grade
X					
XII					
Diploma					
Graduation					
Post Grad					
Any Other					

ATTRIBUTE PARAMETERS		RATING				
		EXCELLENT	V.GOOD	GOOD	FAIR	POOR
QUALIFICATION	Academic					
	Experience					
SUBJECT	Knowledge General					
	Word/Excel/PPT					
PRESENTATION	Quality of Presentation/ Computer test					
	Interest and enthusiasm					
PERSONALITY ATTRIBUTES	Ability to answer questions					
	Neatness, Personality					
OVERALL RATING						

EXPERIENCE: .....

### Remarks by Technical Panel:

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Name & Signature of  
Technical Expert-1

Name & Signature of  
Technical Expert-2

### Remarks by HR Panel:

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Name & Signature of  
HR Expert-1

Name & Signature of  
HR Expert-2



**OTHER STAFF SELECTION FORMAT**

DATE OF INTERVIEW.....

**SELECTION SHEET OF**

**GUARD**       **DRIVER**       **ATTENDANT**

NAME..... MOBILE NO.....

DATE OF JOINING:..... WORKING DAY CATEGORY:..... CAMPUS: .....

**CHECK LIST**

1. Recent Passport Size Photographs (2 nos.)	
2. Photo Copy of: ..... Pan Card ..... Aadhar Card ..... Voter ID ..... Driving License	
3. Photo Copy of Educational Documents	

**ACADEMIC DETAILS**

**Illiterate**       **Literate**

Maximum Qualification (If Literate)			
Class	Year	%age	Board / University
8th			
10th			
12th			
UG/DIPLOMA			
PG			
Any Other			

OFFERED SALARY: \_\_\_\_\_

REMARKS (if Any): \_\_\_\_\_

Signature of  
Candidate

Name & Signature of  
Authorized Person

Handing Over to HR Manager		Taking Over by HR Manager	
Date		Date	
Name		Name	



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**E1D**

## JOINING REPORT

To, \_\_\_\_\_ Employee ID : \_\_\_\_\_  
The Manager HRD  
Poornima Group  
I (Dr./Ar./Mr./Ms.) \_\_\_\_\_ hereby join as \_\_\_\_\_  
in the Department of \_\_\_\_\_, at \_\_\_\_\_  
My personal E-mail ID is \_\_\_\_\_ & Permanent Mobile No. is \_\_\_\_\_

### CHECK LIST

S. No.	Particulars	Remarks
1.	Photocopy of 10th Marksheet & Certificate.	
2.	Photocopy of 12th Marksheet & Certificate.	
3.	Photocopy of Semester Marksheets & Degree of UG Programme	
4.	Photocopy of Semester Marksheets & Degree of PG Programme	
5.	Photocopy of M.Phil./Ph.D. Degree	
6.	Photocopy of Any other Diploma/ Certificate	
7.	Photocopy of Address Proof (Driving License/Voter ID Card)	
8.	Photocopy of PAN Card	
9.	Photocopy of Aadhar Card	
10.	Recent Passport size Colored Photograph (5 Nos)	

### INSTRUCTIONS:

1. This Joining Report is to be submitted to Manager HRD, Poornima Group.
2. To open Bank Account for salary purpose, contact to the Office of Registrar.
3. If you wish to avail Transport Facility, contact Transport In-charge at +91-9829855509.
4. Your salary will be released only after compliance of all the instructions mentioned above and submission of all duly filled forms enclosed with your Appointment Letter.
5. Salary will be credited directly in your Bank Account. Hence, to open bank account please contact to the Registrar & communicate your Bank Account No. (photocopy of a cheque / passbook) in the Office of Registrar.

**Date :**

**Signature of the Candidate**

**Time :**

**Signature of Manager HRD**



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## UNDERTAKING BY APPOINTEE

1. I, Name \_\_\_\_\_ bearing Emp. ID : \_\_\_\_\_ S/o,D/o,W/o \_\_\_\_\_  
Designation \_\_\_\_\_ accept the offer of appointment, on probation for six months, extendable for a further period of one year on the terms and conditions mentioned in the appointment letter.
2. I affirm that I shall confirm to the rules & regulations of the Poornima Group and Board of Management and amendments made from time to time and shall abide by all other lawful orders/instructions/directions.
3. I undertake not to associate myself in any manner active or passive, with any Teachers Union/Trade Union or Political organization.
4. I also understand that arranging meeting or inviting any person/persons to address any meeting in the institute's premises without the permission of the Head of Institution is forbidden.
5. I also understand that in case of any legal dispute between the institute and me, jurisdiction will be limited to court of place of posting only and this will not be subject to any other court (except Supreme Court) outside the place of posting.
6. I also understand that my services are transferable at any time to any Society / Trust / Institute / Sister Concern / Office / Group anywhere in India established or acquired by the Society / Trust / Institute / Sister Concern / Office / Group and if I refuse to go there, my services can be terminated without assigning any reason whatsoever.
7. I undertake to engage classes regularly as per the load assigned to me by the institute and also discharge conscientiously any other responsibilities/duties entrusted to me from time to time. Further, I shall always be prepared to take up my job responsibilities seriously and sincerely as per norms laid down by Poornima Group.
8. I shall remain present in the institute premises during the working hours.
9. I shall not associate myself, directly or indirectly, with any work or business, which shall hamper my teaching duties or other duties of the Group.
10. (a) I will complete my P.G. within two years, otherwise my future increments will be withheld till completion of Post Graduate (Applicable only in case of non-P.G. faculty).  
(b) I will complete my Ph.D., within three years otherwise my future increments will be withheld till completion of Ph.D. (Applicable only in case of non-Ph.D. faculty).
11. I shall not get involved in any unlawful activity / misconduct in any form in institute / outside institute and if found so, management has full right to terminate my job forthwith without any notice.
12. I understand that private coaching of students is unethical, unbecoming of a teacher and illegal. I hereby solemnly declare that I will not indulge in any private coaching of students of Poornima Group at my residence or at any other premises. On violation of this undertaking, the authorities are free to initiate necessary disciplinary action against me.
13. I understand that:
  - i) I have to serve, one month notice for relieving, if resignation is served in month of Nov/Dec or May/June, when semester classes are not running.
  - ii) I have to pay one month salary for relieving, if resignation is served, when semester classes are running.
  - iii) Leave is not a matter of right. However, on reasonable grounds, leave may be granted with prior permission from the competent authorities & I undertake not to proceed without arranging my teaching load and mentioning the details of the same in the leave application itself.
  - iv) Prior permission to leave the institution is necessary before proceeding on leave. The authorities are to be informed about the contact address, telephone no. etc. during the period of absence.
  - v) I will obtain, well in advance, prior permission in writing from the authorities, before accepting any outside assignment.
  - vi) I would not be entitled to the leave salary of summer vacation if I fail to attend my duties on last day prior to commencement of summer vacation and on first day in new academic session (opening of college after summer vacation).

Signature of Appointee with Date



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## UNDERTAKING FOR SECURITY DEPOSIT

Dear Sir,

This has reference to your Letter No. \_\_\_\_\_ dated \_\_\_\_\_ appointing me in your esteem institution which I pleasantly accepted.

Further, as per one of the terms & conditions of my appointment, I authorize you to please deduct **10%** of my **GROSS SALARY** every month, without any exception, to make up security deposit of one month of gross salary. Moreover, whenever there is an increase in my monthly gross salary (due to whatsoever reason it may be), you may deduct difference of amount in one installment to meet the requirement of one month's gross salary.

This amount of security will remain with the university till continuation of my service with this organization / Institution and I authorize you to deduct / appropriate / adjust amount from this security deposit to meet any dues left over at the time of my leaving the services (due to resignation, absent, left without any information &/or not desiring continuation of my services further - whatsoever reason may be).

This undertaking is irrevocable.

Yours faithfully

**Name & Signature**

**Designation :** \_\_\_\_\_ **Employee Code :** \_\_\_\_\_ **Date :** \_\_\_\_\_



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**E1G**

**RECEIPT OF ORIGINAL DOCUMENTS**

(Colored Photocopies will not be accepted)

Employee ID : \_\_\_\_\_

This is to state that Dr./Ar./Mr./Ms. \_\_\_\_\_

selected for the post of \_\_\_\_\_ in Department of \_\_\_\_\_

has submitted the following original documents.

1. X Mark sheet / Certificate	
2. XII Mark sheet / Certificate	
3. Graduation Mark sheet / Certificate	
4. Post Graduation Mark sheet / Certificate	
5. M. Phil. / Ph. D. Certificate	
6. Any other Diploma/Degree	
7. Any other relevant Certificate	
<b>TOTAL</b>	

Date: \_\_\_\_\_

Signature of Manager HRD



## FORMAT FOR FACULTY / STAFF DETAILS

### Basic Details :

Emp. ID : \_\_\_\_\_

Title (Mr./Ms./Dr.) : \_\_\_\_\_ First Name: \_\_\_\_\_

Middle Name : \_\_\_\_\_ Surname : \_\_\_\_\_

Designation : \_\_\_\_\_ Date of Birth : \_\_\_\_\_

Father's Name : \_\_\_\_\_ Mother's Name : \_\_\_\_\_

Religion: \_\_\_\_\_ Caste : \_\_\_\_\_

Blood Group: \_\_\_\_\_ Category (GEN/SC/ST/OBC/Others): \_\_\_\_\_

Identification Mark : \_\_\_\_\_ Height : \_\_\_\_\_

Permanent Address with Pin Code: \_\_\_\_\_

### Educational Qualifications

S.No	Qualification	Passing Year	University/ College	CGPA/ Percentage	Regular/ Part Time	Specialization
1.	10 <sup>th</sup>					
2.	12 <sup>th</sup>					
3.	U.G.					
4.	P.G.					
5.	Ph.D.					
6.	Others					

Date of Joining (Teaching Profession) \_\_\_\_\_ No. of total years spent in other than teaching profession \_\_\_\_\_

No. of Papers Published \_\_\_\_\_ National \_\_\_\_\_ International \_\_\_\_\_

No. of Papers Presented in Conference \_\_\_\_\_ National \_\_\_\_\_ International \_\_\_\_\_

No. of Papers Presented in Seminar \_\_\_\_\_ National \_\_\_\_\_ International \_\_\_\_\_

No. of Books Published \_\_\_\_\_ National \_\_\_\_\_ International \_\_\_\_\_

Patents: \_\_\_\_\_ No. of PG Project Guided: \_\_\_\_\_

No. of Doctorate Students Guided \_\_\_\_\_ Professional Membership \_\_\_\_\_

Consultancy Activities \_\_\_\_\_ Area of Specialization \_\_\_\_\_

Awards \_\_\_\_\_

Interaction with Professional Institutions \_\_\_\_\_

Industrial Training Attended (if any, specify & enclose documentary proof) \_\_\_\_\_

\_\_\_\_\_



## FORMAT FOR FACULTY / STAFF DETAILS

### Total Experience :

S.No.	Name of Organization	Designation	Teaching/ Non-Teaching	Tenure		Total	
				From	To	Years	Month

### Other Details:

PF No: \_\_\_\_\_ Bank Name: \_\_\_\_\_  
 IFSC Code: \_\_\_\_\_ Bank Account No: \_\_\_\_\_  
 Bank Branch Name: \_\_\_\_\_ PAN No: \_\_\_\_\_  
 AADHAR No: \_\_\_\_\_

### Vehicle Details :

Type of Vehicle	Registration No.	Driving License No.

Name of Nominee: \_\_\_\_\_ Employee ID: \_\_\_\_\_  
 Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 \_\_\_\_\_ Relation: \_\_\_\_\_  
 Mobile No.: \_\_\_\_\_ Pin Code: \_\_\_\_\_

### (Tick on appropriate hobbies)

ARTS & CRAFTS	<input type="checkbox"/>	FOOTBALL	<input type="checkbox"/>	SINGING	<input type="checkbox"/>
ATHLETICS	<input type="checkbox"/>	GARDENING	<input type="checkbox"/>	SKETCHING	<input type="checkbox"/>
BADMINTON	<input type="checkbox"/>	HOCKEY	<input type="checkbox"/>	STAMP COLLECTION	<input type="checkbox"/>
BASKETBALL	<input type="checkbox"/>	LAWN TENNIS	<input type="checkbox"/>	STUDYING	<input type="checkbox"/>
CARROM	<input type="checkbox"/>	MUSIC	<input type="checkbox"/>	SWIMMING	<input type="checkbox"/>
CHESS	<input type="checkbox"/>	NET SURFING	<input type="checkbox"/>	TABLE TENNIS	<input type="checkbox"/>
COMPUTER GAMES	<input type="checkbox"/>	PAINTING	<input type="checkbox"/>	TRAVELING	<input type="checkbox"/>
CRICKET	<input type="checkbox"/>	PLAYS & SKIT	<input type="checkbox"/>	VOLLEYBALL	<input type="checkbox"/>
DANCING	<input type="checkbox"/>	POETRY	<input type="checkbox"/>	WALKING	<input type="checkbox"/>
DEBATES & ESSAYS	<input type="checkbox"/>	QUIZ & PUZZLES	<input type="checkbox"/>	WATCHING T.V.	<input type="checkbox"/>
DRAWING	<input type="checkbox"/>	READING	<input type="checkbox"/>	OTHER (SPECIFY NAME BELOW)	<input type="checkbox"/>
FASHION SHOW	<input type="checkbox"/>	SEMINAR PRESENTATION	<input type="checkbox"/>		<input type="checkbox"/>

Date: \_\_\_\_\_

Signature of the Candidate



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**E1H**

**EXPERTISE IN NON SYLLABUS DOMAINS**

Name: \_\_\_\_\_

Emp. ID: \_\_\_\_\_

**(TICK ON APPROPRIATE SUBJECTS)**

Subject Command (if any)	Good	Average	Below Average
3DS Max			
Advance Java			
Auto CAD			
C++			
CAD			
Embedded System			
ERP Concept			
Micro Processor Programming			
Oracle			
PHP			
SAP			
Simulation Softwares			
Sketch up			
Solid Works			
Stadd Pro			
SPSS			
Revit			
VB.Net			
VLSI			
Web Programming			
Other (Specify Name Below)			

Date: \_\_\_\_\_

Signature of the Candidate

