



POORNIMA

COLLEGE OF ENGINEERING

E9

JOINING REPORT

To,
The HR Department / Registrar

Employee Code : _____

I _____ hereby join as _____
in _____ Department at _____.

CHECK LIST

S.No	Particulars	Qty.	
1.	Recent Passport Size Colored Photographs	5 No	
2.	Photo Copy of Pan Card	2	
3.	Photo Copy of Aadhar Card	2	
4.	Photo Copy of Address Proof (Driving License/Voter ID Card)	2	
5.	Photo Copy of Educational Documents (10th onwards)	2 Set	
6.	Contact No. Mobile 1. _____ 2. _____		
7.	Personal Email ID : _____		

Instructions:

- Salary will be credited directly in your Bank Account. Hence, to open bank account please contact Registrar and communicate your Bank Account No. (photocopy of a cheque / passbook) in HR Department.
- If you want to avail Transport Facility, contact Transport Incharge **Mr. Vishnu Yadav (Mo.: 9829855516)** or **Mr. B. P. Yadav (Mo.: 9829855509)**.
- Please collect you Poornima Email ID & Smart ID Card from Registrar.
- 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.

Date :

Signature of the Candidate

Time :

Signature
HR Officer



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UNDERTAKING BY APPOINTEE

Employee Code : _____

1. I, Name 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 Shanti Education Society, Poornima Foundation and of the Management Committee and appointments 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 some 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 service are transferable at any time to any Society / Trust / Institute / Sister Concern / Office / Foundation anywhere in India established or acquired by the Society / Trust / Institute / Sister Concern / Office / Foundation 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 Society / Trust / Institute / Sister Concern / Office / Foundation.
8. I shall remain present in the institute premises during the working hours.
9. I undertake not to proceed on leave without arranging my teaching load and without taking prior permission from the Director/ Management of the institute.
10. I shall not associate myself, directly or indirectly, with any work or business, which shall hamper my teaching duties or other duties of the institute.
11. (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).
12. 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.
13. 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 Foundation at my residence or at any other premises. On violation of this undertaking, the authorities are free to take necessary disciplinary action against me.
14. 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 for which prior permission is mandatory. Before applying for leave, I will be bound to make alternative arrangements of each and every class and details of the same will be mentioned 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 from the institution.
 - 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 institution after summer vacation).

Signature with Date



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UNDERTAKING FOR SECURITY DEPOSIT

Dear Sir,

This has reference to your Letter No. _____ dated _____ appointing me in your esteemed institution which I pleasantly accepted.

Further, as per one of the terms & conditions of my appointment, I authorize you to please deduct **10.00%** of my **GROSS SALARY** every month, without any exception, to make up security deposit of one month of gross salary OR up to **Rs. 25,000/-** whichever is less. 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 or **Rs. 25,000/-** whichever is less.

This amount of security will remain with you 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

(Signature)

Designation : _____

Employee Code : _____

Date : _____



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RECEIPT OF ORIGINAL DOCUMENTS

(Colored Photocopies will not be accepted)

Employee Code : _____

This is to state that Mr./Ms. _____
selected for _____ 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	
TOTAL	

Date: _____

Signature
(HR Officer)

Undertaking

I undertake that my above mentioned _____ numbers of documents are original & not the fabricated color copies of the same. I also understand that these will be released (i) after the last teaching day of current semester, if joined before the starting of the current semester or (ii) after the last teaching day of next semester, if joined in between the current semester (iii) after clearance of dues if any.

Date: _____

Signature of the Candidate



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FORMAT FOR FACULTY / STAFF DETAILS

Basic Details :

Employee Code : _____

Title (Mr./Ms./Dr.) : First Name:
 Middle Name : Surname Name :
 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 : Pin Code:

Educational Qualifications

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

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.....Technical Expertise.....
 Awards.....
 Interaction with Professional Institutions.....
 Industrial Training Attended (if any, specify & enclose documentary proof).....

Total Experience :

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



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FORMAT FOR FACULTY / STAFF DETAILS

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: Date of Birth:

Address: Relation:

Mobile No.: Pin Code:

(Tick on appropriate hobbies)

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



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SMART-ID CARD FORMAT

☒ Tick any one of the following :

Session 20.... - 20....

1. Issue New SID Card ☐ 2. Report Lost/Stolen SID Card ☐ 3. Update Information only ☐
(₹500 to be deposited) (Return old SID Card)

a) HOSTEL ☐

b) TRANSPORT ☐

c) NHNT ☐

Name: _____

Father's/Husband Name: _____

Designation: _____ Department _____

Institute: _____

Mobile: _____

E-Mail Id: _____@poornima.edu.in

DOB: _____ DOJ: _____ Blood Group: _____

Address: _____

**Please Paste
Your Latest
Photograph**

Signature with Date

For Office use only

Receipt No. : _____

Receipt Date : _____

Signature of
Registrar



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APPLICATION FORM FOR TRANSPORT FACILITY FOR EMPLOYEES

Name _____ Designation _____ Employee Code _____

Department _____ Campus _____

Pickup Point _____ Route No. _____

1. Father's / Husband's Name: _____

2. Present Address: _____

Recent
Passport
Size
Photograph

Mobile No.: _____ E-mail ID : _____@poornima.org

I _____ S/o, D/o, W/o / Sh. _____ do hereby undertake to abide by the rules and regulations framed by the Poornima Management from time to time (given overleaf) for availing transport facility during the session 20____ – 20____. I shall continue to avail this facility by paying concessional Registration Fee (Rs. 100) during the whole session. In case I decide to discontinue, I shall not claim any refund of fee.

Date _____

Signature of employee

UNDERTAKING BY FACULTY / STAFF MEMBER

I _____ do hereby undertake that I will / am availing transport facility provided by the Poornima Management at my own risk. In case of any mishap/accident or any damage/loss of life due to accident, Poornima Management shall not be held responsible.

Date _____

Place _____

Signature of Employee

.....For Office Use.....

Mr. / Ms. _____ is permitted to avail transport facility arranged by the Poornima Management w.e.f. _____.

Signature of Transport In-charge



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EXPERTISE NON SYLLABUS SUBJECTS

Name:

Employee Code:

(TICK ON APPROPRIATE SUBJECTS)

Subject Command (if any)	Good	Average	Below Average
Advance Java			
C++			
PHP			
CAD			
Solid Work			
Embedded System			
ERP Concept			
Micro Processor Programming			
Oracle			
Sap concept			
VB.Net			
VLSI			
Web Programming			
Other (Specify Name Below)			