

S.A. ENGINEERING COLLEGE, CHENNAI - 77

SERVICE BOOK

NAME OF THE EMPLOYEE:

DESIGNATION :

DEPARTMENT :

DATE OF JOINING :

INDEX

S.NO	SECTION	PAGE No
I.	BIO – DATA OF THE EMPLOYEE	
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SECTION – 1

BIO – DATA OF THE EMPLOYEE

Passport Size
Photograph

1. NAME (IN BLOCK LETTERS)	
2. NAME OF FATHER/HUSBAND	
3. DATE OF BIRTH (AS PER CHRISTIAN ERA)	
4. GENDER	
5. MARITAL STATUS	
6. PERMANENT ADDRESS	
7. ADDRESS FOR COMMUNICATION	
8. NATIONALITY	

9. CONTACT NUMBER	
10. LANGUAGES KNOWN	
11. IDENTIFICATION MARKS	
12. NAME OF THE SPOUSE	
13. OCCUPATION AND CONTACT NUMBER OF THE SPOUSE	
14. NO. OF CHILDREN	
15. NAME OF THE POST TO WHICH INITIALLY APPOINTED	

DECLARATION

I do hereby declare that the above particulars are correct to the best of my Knowledge.

Place:

Date:

SIGNATURE OF THE EMPLOYEE

ATTESTATION OF THE PRINCIPAL

SECTION – II
QUALIFICATION AND TRAINING

II. i) QUALIFICATION:-

Examination Passed	Discipline	Board/University	Month & Year of Passing	Register No	Class Obtained
SSLC					
HSC/DIPLOMA					
UG B.E/B.Tech or its equivalent					
PG M.E/M.Tech					
UG B.Sc/BCA/B.Com/B.A					
PG M.Sc/MCA/M.Com/M.A					
PG M.Phil					
Ph.D					
Other qualifications (Only from UGC / AICTE or any other recognized institutions / Universities)					

II. ii) TRAINING (FDP,WORKSHOPS, SEMINARS, GUEST LECTURES, NATIONAL AND INTERNATIONAL CONFERENCES etc..)

S.NO	ACADEMIC YEAR/SEMESTER	NATURE OF TRAINING	DATE	TRAINING CONDUCTED BY	SPONSORS IF ANY

SECTION – III
AWARDS AND ACHIEVEMENTS

S.NO	ACADEMIC YEAR/SEM	DATE	NAME OF THE AWARD/ NATURE OF THE ACHIEVEMENT	AWARDED BY/ RECOGNISED BY	ATTESTATION OF THE PRINCIPAL
1.					
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SECTION – IV

CONTRIBUTIONS TO ACADEMIC ACTIVITIES

(i) RESULTS PRODUCED

S.NO	ACADEMIC YEAR/ SEMESTER	DEPT / SECTION	SUBJECT CODE / NAME	WHETHER THE SUBJECT IS EXCLUSIVE OR SHARED?	RESULTS PRODUCED IN THE END SEMESTER EXAM
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(ii) CONTRIBUTION FOR THE IMPROVEMENT OF ACADEMIC ACTIVITIES

S.no	ACADEMIC YEAR /SEMESTER	TRAITS									
		Skill sets (1)	Analysing Capability (1)	Innovative Ideas (1)	Use of Teaching Aids(1)	Aiding/ Abetting And Mentoring Students (1)	Guidance to Placement Activities (1)	Inter Personal Skills (1)	Multitasking Capabilities (1)	Improved content Delivery (1)	Involvement in Mini Projects/ Model (1)
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SECTION – V

ASSESSMENT OF OTHER RESPONSIBILITIES

S.NO	ACADEMIC YEAR/ SEMESTER	NATURE OF OTHER RESPONSIBILITIES ASSIGNED	ASSESSING AUTHORITY	ASSESSMENT COMMENT OF THE PRINCIPAL	MARKS AWARDED OUT OF 10
1.					
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SECTION – VI

CONTRIBUTIONS TO THE RESEARCH ACTIVITIES

Ph.D Registration Date: _____

S.NO	ACADEMIC YEAR/SEM	NO. OF. PUBLICATIONS	GRANTS RECEIVED WITH VALUE	RESEARCH PROJECT GUIDANCE		PROJECTS COMPLETED	OTHERS
				STUDENTS	FACULTY		
1.							
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SECTION – VII

CONTRIBUTIONS TO THE DEVELOPMENT OF THE INSTITUTION

S.NO	ACADEMIC YEAR/SEM	SUGGESTION/ IMPLEMENTATION DONE	INVOLVEMENT/ PARTICIPATION	ANY OTHER INFORMATION TO BE RECORDED
1.				
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12.				

SECTION – VIII

MISTAKES, DEVIATIONS AND ACTION TAKEN

S.NO	NATURE OF THE DEVIATION/MISTAKE	DATE	ACTION TAKEN	STAFF SIGNATURE	ATTESTATION OF PRINCIPAL
1.					
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SECTION – IX
MISCELLANEOUS INFORMATION

S.NO	DATE	MISCELLANEOUS INFORMATION
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