



FORMAT FOR RECOMMENDING TA/FACULTY MEMBERS COMPLETING HIGHER DEGREE DURING STAY IN POORNIMA FOUNDATION

(To be sent to HR Department of Poornima Foundation)

Name _____ Designation _____

Department _____ Campus _____ Date of Joining _____

Detail of Qualifications improved :

Name of degree acquired	Name of degree awarding Institution / University	Date of degree	% age / Grade awarded

Note : Please attach attested copies of documents in support of the improved qualification put up by faculty/staff member along with his/her request on plain paper for consideration of management.

All entries are to be filled by Director/Dean after obtaining feedback from different sources.

Detail of Feedback :

S. No.	Area	Area specific recommendation as per feedback	Grade (5 -Very Good, 4-Good, 3-Average, 2-Below Average, 1-Poor)
1.	Department feedback		
2.	HOD Feedback		
3.	Student feedback		
4.	Regularity & punctuality		
5.	Behaviour pattern		
6.	Effectiveness for branding		

Overall recommendation of Director/Dean

	Mention overall Grade in box below on the basis of above feedback 5 -Very Good, 4-Good, 3-Average, 2-Below Average, 1-Poor
	<input type="text"/>

Date _____

Signature & Name of Director/Dean