



J.D. BIRLA INSTITUTE

Unit of Vidya Mandir Society

(Affiliated with Jadavpur University)

Recognised by UGC (12B & 2f)

Departments of Science, Commerce & Management

Main Campus: 11 Lower Rawdon Street, Kolkata-700020

Management Campus: 1 Moira Street, Kolkata-700017

Form No.: JDBI/STAFF/2

APPLICATION (SELF APPRAISAL)

PERIOD COVERED:

Part 1: Personal Data & Record

(To be filled by the Teacher and Points 1-9 to be Verified by the HR Manager/In-charge)

Name in full (In block letters

Educational Qualifications

(Include Degree / Professional / Diploma Courses)

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Date of Birth

Day

Month

Year

Date, Month & Year of joining service

Post held in this academic session

Date from which post held

Pay as on March 2019

Basic Pay:

Scale of Pay:

Medical Condition:

Period of absence from school in this academic session , other than vacation

Number of Casual Leave taken	
Number of Medical Leave taken	
Number of Privileged Leave taken	
Number of Leave without Pay	
Number of Special Leave taken	

Courses / Workshops attended during the academic session

Special Achievement in the Academic Session

Help extended to students (Please give brief description)

Strength /Limitations

Personal Strengths

1.

2.

3.

Personal Limitations

1.

2.

3.

Projection/s for self development (minimum two) in the upcoming academic session along with projected date of fulfillment

Short-term vision for the College as perceived by you

Signature (with Date)

Name:

Designation: