



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/1

APPLICATION (YEARLY PERFORMANCE)

PERIOD:

PERSONAL INFORMATION:

Name

Date of Birth

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 Age (in Years)

Day

Month

Year

Marital Status No. of Children

Father's / Husband's Name

Current Designation

Department

Date of Appointment Date of Last Promotion

Address for Correspondence

..... Mobile No.

Email

ACADEMIC QUALIFICATION:

Class	School / College	Board (University)	Subjects	% of Marks
School (Std XII)				
Graduation				
B.Ed				
Post Graduation				
MPhil				
PhD				
NET/SET/GATE				
Others (Specify)				

ACADEMIC PERFORMANCE & GROWTH:

1. Class taken during the last academic session (to be verified by concerned HoD)

Sl. No.	Subject	Th. / Prac.	Marks / Credit	No. of Lectures per Week	Class	No. of Students
SEMESTER-I						
SEMESTER-II						

Please turn over

2. Method of Teaching Adopted

3. Any material produced as learning resource (to be verified by the concerned HoD)

4. Awards Won

PROFESSIONAL GROWTH:

1. Membership in Professional Bodies

2. Ongoing and Completed Research Project and Consultancy Undertaken

Sl. No.	Title	Agency	Period	Grant Amount Mobilized (Rs. Lakh)

3. Degrees or fresh academic qualifications acquired during the year

4. Orientation / Refresher Course / other Course attended during the year

Name of the Course	Place	Duration	Organizing Body

5. Book Published or Chapter Published in Book

Sl. No.	Name of Book	Author & Co-author, if any	Chapter in Book	Publisher	City	Date of Publication	ISBN

6. Paper/Article Published in Journal

Sl. No.	Title of Paper	Author & Co-author, if any	Journal	Vol & Issue No.	Year	Page No.	ISSN / ISBN No.

7. Paper presented in Seminar / Conference

Sl. No.	Title of Paper	Theme of Conference	Whether International / National/State/Regional/ College or University level	Organizing Body	Date and Place of Conference	Page No.	ISSN / ISBN No.

8. Poster presented in Seminar / Conference

Sl. No.	Title of Paper	Theme of Conference	Whether International / National/State/Regional/ College or University level	Organizing Body	Date and Place of Conference	Page No.	ISSN / ISBN No.

9. Seminar / Conference / Workshop attended

Sl. No.	Title	Theme of Conference	Whether International / National/State/Regional/ College or University level	Organizing Body	Date and Place of Conference

10. Resource Person / Paper Setter / Examiner at Other Organizations

Sl. No.	Title of Lecture / Exam	Appointing Institute	Class	Date

ADMINISTRATIVE PERFORMANCE:

Administrative and other academic duties undertaken during Academic Session
(to be verified by Executive Assistant to the principal)

Sl. No.	Activity Name	Date	Designation / Duty Assigned

Any other Information:

Members may add any relevant information they deemed fit for their personal records.

I hereby declare that all statements made in the application are correct and complete to the best of my knowledge.

Signature (with Date)

Name:

Designation:

To be verified by HoD