

Checklist for Faculty Personal File (Academic Year: 20 - 20)

Name (Mr/Ms/Mrs/Dr): _____

Dept: _____ Designation: _____ Mobile No: _____

Sr. No.	Particulars	✓/✗	Check/Complete	Signature
1.	Updated Resume till date		HOD	
2.	Appointment Letter/Offer Letter		HO/HR	
3.	Joining Report		HOD	
4.	Last Working Date Undertaking		HR	
5.	P.F. Declaration/ Form 11		HR	
6.	Xerox of Pan Card: E-Copy only (Self, Spouse)		HOD	
7.	Xerox of Aadhar Card : E-Copy only (Self, Spouse, Children)		HOD	
8.	Xerox of Address Proof: Permanent Address & Local address (Light bill, Driving License, Bank Passbook)		HOD	
9.	Xerox of Educational Mark sheet & Certificates (SSC to Highest Degree)		HOD	
10.	Professional Membership Certificates		HOD	
11.	Teaching Experience Certificate/Relieving Letter(Previous Organization)		HOD	
12.	Industrial Experience Certificate (Previous Organization)		HOD	
13.	Research Publications/Publications in Conferences , Certificates		HOD	
14.	Salary slip of last 3 months (Previous Organization)		HOD	
15.	Xerox of Form 16 (Previous Organization)		HR	
16.	AICTE Registration Format (Available on College website)		HR	
17.	Xerox of Caste Certificate/Caste Validity/Non Creamy Layer		HOD/HR	
18.	5 Passport Size Photographs		HOD	
19.	Finger & Thumb Impression		HR	
20.	Scanning Original Educational Mark sheets & Certificates , Photograph		HR	
21.	Xerox Copy of Bank A/c Pass Book (DNSB Preferable)		HR	
22.	Latest Bank E-Statement (Detail Transactions from Joining Date)		HR/HOD	
23.	Achievements/Awards/Miscellaneous		HOD	
24.	Monthly Work Report		HOD	
25.	23 Points File-Course File		HOD	
26.	Faculty Leave Record		HOD	
27.	26 AS FORM		HR	
28.	Covid-19 Vaccination Certificate		HR	
29.	Submission of Original Documents for Verification Purpose		REGISTRAR	

H.O.D

HR

REGISTRAR

PRINCIPAL