

TITLE: FACULTY RESUME	Document No: F/MR/335	Date:
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SEF's Suryadatta Group of Institutes, Pune

Teaching Faculty Profile

(Please write in own handwriting – do not type)

First Name				
Middle Name				
Last Name				
Date of Birth (dd/mm/yy)			Age:	
Permanent Address				
City	State	Pin		
Correspondence Address				
City	State	Pin		
Cell No	Alternative Cell No	Email		
Father's Name				
Mother's Name				
Marital Status	Single / Married			
Spouse's Name				
Spouse's Occupation (if Applicable)	Organization:		Designation:	
No of Children (if applicable)				
Child 1 (If Applicable)	Age	Gender	School / College	Standard
Child 2 (If Applicable)	Age	Gender	School / College	Standard
Child 3 (If Applicable)	Age	Gender	School / College	Standard

Local Guardian's Name (If Staying in Hostel/PG/ With other than Family Members)	First Name	Middle Name	Last Name
Local Guardian's Address			
City	Pin	Cell No	

Name with Signature _____ Date _____

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Educational Qualifications:

Sr. No.	Degree/ Diploma	College/ Institute	University	Year of Passing	Marks % or CGPA (up to 2 decimal)	Class (If Applicable)	Specialization	Regular/ Distance Mode
1	SSC							
2	HSC							
3	Diploma							
4	Degree							
5	Master's Degree							
6	M Phil							
7	PhD							
8	Additional Qualification							
9	Additional Qualification							
10	Additional Qualification							

Name with Signature _____ Date _____

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Academic Experience:

A. Full Time Approved Teaching Employment Summary (at Post Graduate level):

Sr. No.	From	To	Duration (in Months)	Institute / College / University	Position	Approval Letter No	Approval Letter Date	Subjects Taught
1								
2								
3								
4								
5								
6								

B. Full Time Approved Teaching Employment Summary (at Under Graduate level):

Sr. No.	From	To	Duration (in Months)	Institute / College / University	Position	Approval Letter No	Approval Letter Date	Subjects Taught
1								
2								
3								
4								
5								
6								

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Full Time Industry experience:

Sr. No.	From	To	Period (in Months)	Organization	Position	Key Responsibilities
1						
2						
3						
4						
5						
6						

Note: Please attach separate sheet for Experience, if necessary

IT Proficiency / Skills (Pls Tick Mark):

- MS Office - MS Word MS Excel MS Power point
Internet - E-Mail- Tally-
- Advanced Excel_____ Google Classroom_____
- LMS_____ERP_____SPSS_____SAS_____

Achievements / Major Contribution in employment till date:

Present Designation in the Organization: _____

Present Gross Salary Rs. _____ W.e.f. _____

Present Salary Breakup (P.S: last salary slip) Rs. _____

If selected joining period required _____

for Unmarried women (Plans to get Married): _____

For Married women: If selected & subject to satisfactory performance, the number of years of uninterrupted service at the Institute _____

Name with Signature _____ Date _____

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Write in about 100-150 words the following details: (Please attach separate sheet)

1. Why are you planning to leave / resign from your current job? If already left / resigned, reason for the same.

2. List the Roles and Responsibilities handled by you in your Previous Organization.

3. Read our website www.suryadatta.org and write 100-150 words about our Group in your own words

Note: Please go through Suryadatta Institute website in detail before you appear for the Interview

Name with Signature _____ Date _____