



*Your Dreams Our Goal*  
**POORNIMA**  
**UNIVERSITY**



Member of Association of Indian Universities & Approved by UGC (Govt. of India) under 2(f) & 12(B)

**FORMAT FOR RECOMMENDING FACULTY & STAFF MEMBERS COMPLETING HIGHER DEGREE DURING STAY IN POORNIMA UNIVERSITY**

To, Registrar \_\_\_\_\_ Date \_\_\_\_\_

Name: \_\_\_\_\_ Employee Code: \_\_\_\_\_ Designation: \_\_\_\_\_

Department: \_\_\_\_\_ Faculty: \_\_\_\_\_

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 HOD/Dean after obtaining feedback from different sources.**

Details of Feedback :

Signature & Applicant

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.	Student feedback		
3.	Regularity & punctuality		
4.	Behaviour pattern		
5.	Effectiveness for branding		
6.	HOD / Dean Feedback with Sig.		

Overall recommendation of Pro-President/Registrar

Signature of Pro-President	<p style="text-align: center;">Mention overall Grade in box below on the basis of above feedback <b>5 -Very Good, 4-Good, 3-Average, 2-Below Average, 1-Poor</b></p> <div style="text-align: center; border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div>
Signature of President, PU	