

Mangalam College of engineering
Human Resources Department
EMPLOYEE PROMOTION FORM

EMPLOYEE DETAILS:

Date:--

Employee Code	::
Employee Name	::
Date of Joining	::
Department	::
Current Designation	::
Qualification	::
Employment Category	::
Last Promoted on	::
Designation while joining	::
Total years of Exp.	::

RECOMMENDATIONS:

Recommended Designation::	Effective Date::
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PAST PERFORMANCE:

Achievements: (Indicate achievements against objectives set):				
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		Strong	Fully Competent	Continued Development
General Skills				Poor
1. Teaching Skill	::			
2. Oral Communication skill	::			
3. Ability of Decision Making	::			
4. Team Work	::			
5. Administrative skill	::			
6. Documentation skill	::			
7. Organizing evets	::			
8. Research	::			
9. Contribution for institutional development	::			

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NEW ROLE INFORMATION:

New Designation Requested : _____	
Justification for Promotion: _____ _____ _____	
Growth of Department by This promotion: _____ _____	
Responsibilities: (Indicate the major change in responsibilities in the New Role) _____ _____ _____	
Skill Enhancement: (Indicate skills that are required to be enhanced or developed for the New Role):	
Hard Skills	Soft Skills
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____
5. _____	5. _____
Verified and recommended by HOD	

For HR Department Use Only

Dated:-

<u>Recommendation from HR:-</u>	
Attendance Record :	
Conduct & Behavior :	
& Other Remarks :	
Promotion Effective From:	Signature of HR-Head

PRINCIPAL

CHAIRMAN