**K.S. SCHOOL OF ENGINEERING AND MANAGEMENT, BANGALORE - 560109**

 **DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING**

Checklist for Personal file

1. Front sheet (Cover page)
2. CV (Resume)
3. Experience details (joining/relieving/promotion letters) (copies)
4. Degree Certificates (copies)
5. Degree Marks Cards (copies)
6. Participation in University Activities
7. Training certificates (copies)
8. Certificates of Workshops/Seminar/Conferences attended (copies)
9. Publications
10. Proposals
11. Patents
12. Leaves (CL/EL) details may be included

**Personal File**

**Dr. Neelam Bawane**

Professor

Dept of Computer Science & Engineering

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