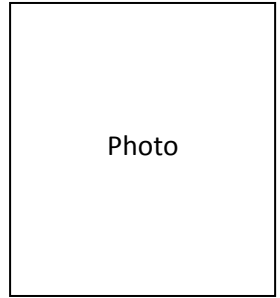




Sadhana Centre for Management & Leadership Development (SCMLD), Pune.



1. Name :
 Date of birth & age :
 Specialization :

2. Educational information: (a) PRE - SCMLD

Academic Level	1.Name of Degree / Diploma / Course 2.Name of Institution & Board/ University	1.Yr. of completion 2.Period	Major Subjects/ Specialization	1. % 2.Score	Division / Grade
10 th Standard (SSC/CBSE/ICSE/Others)	1.	1.		1.	
	2.	2.		2.	
12 th Standard (HSC/CBSE/ISC/Others)	1.	1.		1.	
	2.	2.		2.	
Graduation	1.	1.		1.	
	2.	2.		2.	
Post Graduation					

(b) AT SCMLD

Program	My Score			2. Field Assignments Score
	CGPA-A	CGPA-B	PEI	
1. SCMLD's Programme in 'Holistic Work Leadership'				

3. Field Assignments:

Organizational/ Open Space	Work done	Outcome/ Achievement

4. Analytical skills score (Q.T, Statistics, Excel, Problem Solving, PMT, Case analysis etc.):

My score Median Topper's Score

<input type="text"/>	<input type="text"/>	<input type="text"/>
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5. Business Environment / Current Affairs score (Periodic tests):

<input type="text"/>	<input type="text"/>	<input type="text"/>
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6. Action Orientation & Leadership Potential Index - CCGPA (Initiative demonstrated in action):

<input type="text"/>	<input type="text"/>	<input type="text"/>
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7. Integrity / Authenticity (Pattern of behavior observed regularly in unsupervised situations):

<input type="text"/>	<input type="text"/>	<input type="text"/>
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8. Commitment & Deadlines Index (Outcomes delivered on time):

<input type="text"/>	<input type="text"/>	<input type="text"/>
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9. Interpersonal & team skills index (Observed from team & shared learning processes / activities):

<input type="text"/>	<input type="text"/>	<input type="text"/>
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10. Employability Index [Academics + applied insights + attitude + action orientation (2b + c + 4 + 5 + 6 + 7+8+9)]:

<input type="text"/>	<input type="text"/>	<input type="text"/>
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11. Community work done & the outcome achieved (Community sensitivity):

<input type="text"/>	<input type="text"/>	<input type="text"/>
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12. Scholastic Inquisitive Index (Voluntary utilization of library in hours):

<input type="text"/>	<input type="text"/>	<input type="text"/>
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13. Networking Social Skills (Interactions/events organized by self, without institute support):

<input type="text"/>	<input type="text"/>	<input type="text"/>
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14. The earning, by working / out of box activity, while being student at SCMLD :{ No. of days worked:}

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Average

15. Portfolio & thesis showcasing my unique talent / interest (Outside / within the curriculum): Submitted my portfolio

Note: CGPA -A: Technical / Functional knowledge evaluated through quizzes, exams, assignments, presentations and essays - Trimester wise. CGPA -B: Conceptual depth assessed through viva - voce / GD by faculty teaching the subjects. PEI – Applied insights evaluated through group viva – voce/GD by panels of practicing professionals not teaching the subjects. CCGPA- Co-Curricular Grade Point Average: Action orientation & leadership potential demonstrated over a period of 10 months in various activity centered learning projects / assignments assessed through 360° processes. Integrity & Commitment/Deadline Index denotes punctuality, quality consciousness, purposeful time utilization, adaptability to institutional ethos, camaraderie, sharing of work w.r.t. hostel cleaning, sanitation & hygiene, behavior in library, peer relations and honesty in examinations & assignments, proactiveness, sincerity, delivery on time etc., Scholastic Inquisitive Index denotes the time spent in the library and the extra reading demonstrated by one's research portfolio etc.

16. Special training received and seminars / workshops attended:

17. Co - Curricular achievements evidenced by testimonials:

(Note: - Without testimonials a, b, c, d below are not to be filled in)

Event / Work	Position	Responsibilities handled
(a) At-SCMLD:		
(b) Pre-SCMLD: •		

(c) Awards / recognition / appreciation received :

(d) Special certificate programs completed/pursuing :

18. Other information:

- a. Hobbies I pursue actively :
- b. Classics I have read :
- c. Biographies & Leadership books read :
- d. Periodicals / Journals I read regularly :
- e. Seminars / Tutorials / Team Learning presented :
- f. My time utilization pattern (last 10 months, while at SCMLD)
(The 24hrs per day available to me) :
- g. Personal principles I will never compromise with :
- h. If selected my commitment to the organization :
- i. Location preference :
- j. Areas I am working upon to improve myself :
- k. Out of the Box activities I did during my SCMLD studentship
and the learning gained :
- l. Internship done :
- m. The six most important positive aspects I have learnt / internalized
at SCMLD which will influence my work wherever I am :
- n. Camps I attended (rural and others) :
- o. One important effort / belief of mine in which I failed and my
learning out of it :

19. In the following I rate myself as below. (I can illustrate with examples of things I have done / achieved with respect to each):

Characteristics / aspects	Self Rating				
	Excellent (5)	V. Good (4)	Good (3)	Average (2)	Poor (1)
Awareness about the market / industry / sector I am seeking opportunity.					
Technical / Functional knowledge (specialization related)					
Initiative: Self-motivated, planned & proactive in action					
Creativity & Innovativeness					
Organizational / Project / Event management skills					
Operational / Execution / Implementation skills					
People & Team skills					
Application of Commonsense					
Communication skills (as against talking)					
Analytical & data skills					
Sales Effectiveness / convincing / win-win approach.					
Logic & Comprehension ability					
Collaboration in work to accomplish results / outcomes					
Pride in doing any work for the organization and its growth					
Egolessness / Non personalization in / of issues					
Commitment / Ownership of people, organization & its customers – internal & external					
Learning ability and adaptability					
One activity for which I took initiative, conceptualized & implemented successfully _____ and I rate the process and outcomes as: _____					
My other Talents: _____ and I rate those as: _____					
I rate my energy, enthusiasm and intensity of efforts in any activity to be faster and stronger to deliver outcomes of the highest quality and value to customers as:					

20. Computer Proficiency:

Application Packages / Tools	Operating skill level (Tick appropriately)					
	Excellent	Very Good	Good	Average	Poor	Nil
MS Word						
MS Excel (Basic)						
MS Power Point						
MS Excel (Advanced)						
Any other:						

21. Linguistic proficiency:

Language	Speak			Read			Write		
	Excellent	Very Good	Good	Excellent	Very Good	Good	Excellent	Very Good	Good
English									
Hindi									
Mother Tongue									
Any other _____									

22. My Health Status:

The number of days absented from institute due to ill health/being sick: _____ Days

Excellent (5)	V. Good (4)	Good (3)	Average (2)	Poor (1)

23. My gift of 'Learning' to all students – One innovative event I conceptualized, initiated and organized to achieve the objective:

24. "The one thing I have done with passion to convert that passion of mine into a professional work and what I achieved":

25. "Articles I wrote/ published and shared with others during the 10 months of studentship at SCMLD":

26. Additional information about me:

27. You can trust me because:

28. Work Experience -

a) Length of Experience (Total) : In Months

b) Industry / Organization: (Latest) _____

c) Details :

Name of Organization(s) & Address(es) (Starting from the latest)	Position / Designation	Period (from _____ to _____)	Responsibilities Handled	Major Tasks / Activities handled	Products / Services	Annual Gross Salary

I do hereby solemnly declare that all the information provided **herein before** (Page 1 – 4) is true and correct which I can illustrate / discuss/ produce evidence / testimonials thereof, as the case may be and as desired. I now look forward to an opportunity to work for your organization. I also undertake that I shall join the organization once offer of employment is accepted by me as per the institute's rule of acceptance or rejection within 24 hours of the written offer being made.

Date :

Signature :

Place : Pune

Name :

The above are my particulars as evaluated by SCMLD in a standardized format for a quick reference. However I enclose herewith a two page summary of myself as "my brochure" for you to understand my unique attributes, qualities, work, achievements, talents, circumstances in which I grew up including the adversities I had to face and the successes I have achieved so far.