## 6.3.5 - Institutions Performance Appraisal System for teaching and non-teaching staff

The Government Suryadatta has a systematic performance appraisal system for its teaching and non-teaching staff.

**Teaching Staff:** Academic Performance Indicator (API): The faculty members are asked to fill the Academic Performance Indicator (API) format at the end of the academic year.

The proforma designed by the UGC are used in this regard. Teaching staff first opt their API scores are, and then the principal will finalize the scores based upon the documental evidences submitted by the teachers. Based on API scores the faculty was encouraged to take up more initiatives in their respective areas of inclination and passion. Academic Audit: Every year an academic audit is conducted by the office of the SCHMTT. For this, expert committee of the senior faculty is constituted to inspect the colleges.

This team will assess the performance of each department. An exit meeting is also held in which the staff are intimated about their shortfalls/gap if any and advised to improve further. Principal has to submit action taken report on the remarks pointed out the academic audit team to the office of the SEF.

**Student feedback:** At the end of every year students feedback is taken to assess the performance of the faculty..

**Performance Appraisal for Non teaching Staff**: The Principal directly monitors the non-teaching staff and regularly conducts meetings to take supervise the administrative and financial aspects such as fee collection, scholarship status etc. The Non-teaching staff have to keep a record of their work in prescribed format.

#### **FORMAT OF PERFROMANCE APPRAISAL TO BE FILLED BY STAFF MEMEBERS**

# SURYADATTA EDUCATION FOUNDATION'S SURYADATTA GROUP OF INSTITUTES

## PERFORMANCE APPRAISAL PROFORMA (FACULTY)

#### NOTE:

- 1. Faculty Appraisal is a mandatory part of the role and responsibilities of a Faculty.
- 2. Thoughtful self-evaluation can help improve teaching effectiveness.
- 3. It is a tool to display teaching effectiveness, scholarship, and responsibility towards colleagues and the Institute.
- 4. This evaluation is designed to help you review your performance and plan for the next academic year.
- 5. You have the liberty to highlight your achievements and contributions by using additional sheets if required.
- 6. Do not leave any column / cell blank. Mention "NIL" / "NA" as appropriate.
- 7. The form should be submitted in hard copy and must be signed on each page.

#### Basic Data:

Name:	
Qualifications:	
NET / SET Pass ?	
PhD Awarded?	
Are you a Recognised PhdGuide?	
Specialization Areas:	
Appraisal Period	

NOTE: DATA is to be submitted for AY 2019-20 & 2020-21

SEF – SGI SC	HMTT - Performance Appraisal Proforma for Faculty
Faculty Name:	Signature of Appraisee

# **SECTION II: TEACHING – LEARNING OUTCOMES:**

## 2.1 COURSE PLAN COMPLIANCE

Sr.No.	Programme	Semester & Specialization	Course	Course Code	Students on Roll	No. of sessions planned	No. of sessions engaged	No. of labs/ practicals planned	No. of labs/ practicals engaged
1									
2									
3									
4									
5									
6									

# 2.2 FORMATIVE ASSESSMENT PLAN & COMPLIANCE

Sr.No.	Programme	Semester & Specialization	Course	Course Code	Total No. of CIEs planned	Total No. of CIEs completed	Number of Weak Learners Identified	Number of Advanced Learners Identified
1								
2								
3								
4								
5								
6								

# 2.3 SYLLABUS & COURSE OUTCOMES PLAN COMPLIANCE

Sr.No.	Programme	Semester & Specialization	Course	Course Code	Total No. of units in syllabus	No. of units completed	Course Outcomes Survey Conducted (YES / NO)	Course Outcomes Attainment Levels Calculated (YES / NO)
1								
2								
3								
4								
5								
6								

## 2.4INNOVATION IN TEACHING:

SEF – SGI SCHMTT - Perform	nance Appraisal Proforma for Faculty	Page 3 of 19
Faculty Name:	Signature of Appraisee	

o. amm & e of Specializ ation dial Cours e la									
Brief Details   Impact on Student   Learning Outcomes			novative						
Impact on Student Learning Outcomes Concept Note & Supporting File Ready (YES / NO)  Name of Innovative Practice Brief Details Impact on Student Learning Outcomes Concept Note & Supporting File Ready (YES / NO)  Name of Innovative Practice Brief Details Impact on Student Learning Outcomes Concept Note & Supporting File Ready (YES / NO)  Practice Brief Details Impact on Student Learning Outcomes Concept Note & Supporting File Ready (YES / NO)  Practice Brief Details Impact on Student Learning Outcomes Concept Note & Supporting File Ready (YES / NO)  Progr Semester Nam & e of Hours Delivered Conducted (YES / NO)  Progr Semester Nam & Specializ ation Course  Progr Semester Nam & Number of Conducted (YES / NO)  Progr Semester Nam & Specializ ation Course & Hours Delivered Conducted (YES / NO)  Progr Semester Nam & Number of Students Registered  Practice  Practice Brief Details  Impact on Student Learning Outcomes  Concept Note & Sudent Learning Outcomes  Practice Brief Details  Impact on Student Learning Outcomes  Concept Note & Sudent Registered  Initiatives Taken  Initiatives Taken  Initiatives Taken  Initiatives Taken									
Concept Note & Supporting File Ready (YES / NO)  Name of Innovative Practice Brief Details			Ctudont						
Name of Innovative   Practice									
Name of Innovative Practice   P									
Name of Innovative Practice		•							
Name of Innovative Practice Brief Details Impact on Student Learning Outcomes Concept Note & Supporting File Ready (YES / NO)  Name of Innovative Practice  Practice  Sr.N Progr O. amm & e of Specializ ation dial Cours e a specialis ation of the special of the s		_	Ready						
Practice Brief Details   Name of Innovative   Practice   Brief Details   Supporting File Ready (YES / NO)   Supporting Fi	(YES/	NO)							
Practice Brief Details Impact on Student Learning Outcomes Concept Note & Supporting File Ready (YES / NO)  Name of Innovative Practice Brief Details Impact on Student Learning Outcomes Concept Note & Supporting File Ready (YES / NO)  2.5REMEDIALCOURSES DELIVERED:  Sr.N Progr Specializ Reme dial Cours e									
Brief Details   Impact on Student   Learning Outcomes   Concept Note & Supporting File Ready (YES / NO)   Supporting Fi	Name	of Inr	novative						
Impact on Student Learning Outcomes Concept Note & Supporting File Ready (YES / NO)    Name of Innovative Practice   Prac	Practio	ce							
Learning Outcomes   Concept   Note & Supporting File Ready (YES / NO)	Brief D	Details							
Name of Innovative   Practice   Brief Details   Impact on Student   Learning Outcomes   Concept Note & Supporting File Ready (YES / NO)      Name of Innovative   Practice   Brief Details   Impact on Student   Learning Outcomes   Concept Note & Supporting File Ready (YES / NO)      2.5REMEDIALCOURSES DELIVERED:   Semester   Nam e of Specializ ation   Specializ ation   Cours e   Onducted (YES / NO)   Specializ ation   Specializ ation   Onducted (YES / NO)   Ondu	Impac	t on	Student						
Name of Innovative   Practice   Brief Details   Impact on Student   Learning Outcomes   Concept Note & Supporting File Ready (YES / NO)      Sr.N   Progr   Semester   Nam   Gial   Cours   e   On   Course   e   On   Course   e   On   Course   e   On   Course   On   On   On   On   On   On   On   O	Learni	ng Outco	mes						
Name of Innovative   Practice   Brief Details	Conce	pt No	te &						
Name of Innovative Practice  Brief Details Impact on Student Learning Outcomes  Concept Note & Supporting File Ready (YES / NO)   2.SREMEDIALCOURSES DELIVERED:  Sr.N Progr amm e Specializ ation	Suppo	rting File	e Ready						
Practics   Brief Details   Impact on Student Learning Outcomes   Concept   Note & Supporting File   Ready (YES / NO)	(YES/	NO)							
Practics   Brief Details   Impact on Student Learning Outcomes   Concept   Note & Supporting File   Ready (YES / NO)									
Practice   Brief Details   Impact on Student   Learning Outcomes	Name	of Inr	novative						
Impact on Student   Learning Outcomes									
Concept Note & Supporting File Ready (YES / NO)  2.5REMEDIALCOURSES DELIVERED:  Sr.N Progr amm & Specializ ation Cours e e of Assessment Conducted (YES / Students Registered ation Progr amm e e of Assessment Conducted (YES / Students Registered ation Cours e e of Assessment Conducted (YES / Students Registered Assess	Brief D	Details							
Concept Note & Supporting File Ready (YES / NO)  2.5REMEDIALCOURSES DELIVERED:  Sr.N Progr amm & e of Specializ ation Cours e  1									
Supporting File Ready (YES / NO)  2.5REMEDIALCOURSES DELIVERED:  Sr.N Progr amm e Specializ ation Specializ at	Learni	ng Outco	mes						
2.5REMEDIALCOURSES DELIVERED:  Sr.N Progr amm e Specializ ation Cours e  1 2 2 2 .6 BRIDGE COURSES DELIVERED:  Sr.N Progr Specializ ation Assessment Conducted (YES / NO)  Sr.N Progr Semester Nam e of Specializ Reme dial Cours e of Assessment Conducted (YES / NO)  Specializ Reme dial Cours Registered  1 Number of Students Registered Initiatives Taken Registered  1 Number Registered Students Registered  1 Number Number Registered Registered	Conce	pt No	te &						
2.5REMEDIALCOURSES DELIVERED:  Sr.N Progr amm e Specializ ation			e Ready						
Sr.N o. Progr amm e Specializ ation Specializ	(YES /	NO)							
Sr.N o. Progr amm e Specializ ation Specializ									
Sr.N o. Progr amm e Specializ ation Specializ	2 EDEI	MEDIALO	OLIBSES DE	I IVEDED.					
o. amm e Specializ ation						Assessment	Number	of	Effectiveness of
e Specializ ation Reme dial Cours e Specializ ation Specializ e Sr.N Programm amm e Specializ ation Specializ ation Specializ e Specializ		_						0.	
ation dial Cours e  1 2  2.6 BRIDGE COURSES DELIVERED:  Sr.N Progr amm e Specializ ation Gail Cours e  1  1  1  1  1  1  1  1  1  1  1  1  1	.								I I I I I I I I I I I I I I I I I I I
2									
2									
2									
2.6 BRIDGE COURSES DELIVERED:  Sr.N Progr amm e Specializ Reme ation dial Cours e    1	1								
Sr.N Progr o. amm & Semester of Assessment Conducted (YES / NO)  Specializ ation dial Cours e	2								
Sr.N e Progr amm & Semester of amm e of Specializ ation dial Cours e of Assessment (Conducted (YES / NO))   Semester of Assessment (Conducted (YES / NO))   Students (No)   St									
Sr.N Progr o. Assessment o. Specializ ation dial Cours e	2.6 BR	IDGE CO	URSES DELI	VERED:					
e Specializ Reme dial Cours e	Sr.N	Progr	Semester	Nam	Number of	Assessment	Number	of	Effectiveness of
ation dial Cours e	o.	_		e of	Hours Delivered		Students		Initiatives Taken
ation dial Cours e		e	Specializ	Reme		NO)	Registered		
1 e			-	dial		,			
1									
				е					
2	1								
	2								
		1	<u> </u>						

## 2.7 VALUE ADDED MODULESDELIVERED:

Sr.N	Progr	Semester	Nam	Number of	Assessment	Number of	Effectiveness of
О.	amm	&	e of	Hours Delivered	Conducted (YES /	Students	Initiatives Taken
	e	Specializ	Reme		NO)	Registered	
		ation	dial				
			Cours				
			е				
1							
_							
2							

## 2.8 NEW COURSES TAUGHT (FOR THE FIRST TIME)

Sr.No.	Programme	Semester & Specialization	Course	Type (Core / Elective)	Number of Students Registered	Number of clock hours taught
1						
2						
3						
4						
5						

#### 2.9 TEACHING - LEARNING CONTENT DEVELOPED

Sr.No.	Programme	Semester & Specialization	Course	Syllabus	Notes / SLM	Cases / Caselets / etc.	Digital Material	Question Bank	Vidoes of You Tube
1									
2									
3									
4									
5									

## 2.10 E-CONTENT DEVELOPED (E-PG- PATHSHALA / SWAYAM / NPTEL/NMEICT/ANY OTHER PLATFORM)

Sr.No.	Name of the	Number of	Platform on	Whether	Date of	Remarks
	Module	Hours of the	which	posted on	launching	
		Module	module is	Public Digital	e-content	
			developed	Platform		
1						
2						
3						

#### **2.11 PROJECT GUIDANCE FOR STUDENTS**

Sr.No.	Programme	Semester &	Number of	Number of	Number of	Number of
		Specialization	Students	Personal Visits	Students	Research
			Guided	carried out	Guided for	Papers /
					Inter-	Cases
					collegiate	Published by
					SIP	students
					Competition	based on SIP
						work
1						
2						
3						

# 2.12 INTERNAL EXAMINATION WORK & DUTIES:

Sr.No.	Programme	Semester &	Course	Course	Paper	CAP Work	SIP Viva
SEF – SGI SG	CHMTT - Performance A	Appraisal Proforma for	Faculty				Page 5 of 19

ŀ	aculty	Name:	Signature	of Appraisee	;	
	-		 	1.1		 

		Specialization	Code	Setting Work	Voce Work
Ī	1				
	2				
ſ	3				

# 2.13 SPPU EXAMINATION WORK & DUTIES:

Sr.No.	Programme	Semester &	Course	Course	Paper	CAP	SIP Viva
		Specialization		Code	Setting		Voce Work
					Work		
1							
2							
3							

3								
2.14 SI	PPU E	XAM CONDUCTION	N ROLES & RESPO	NSIBILITIES:				
1.	Are	you the COLLEGE	EXAMINATION OF	FICER: YES/ N	0			
2.	Nu	mber of Junior Sup	ervisor Sessions c	ompleted				
		for Term I		·				
	b)	for Term II						
3.		nior Supervisor Sess						
		For Term I						
		for Term II						
4.	We	ere you appointed a	as Senior Supervise	or to other co	llege / institute	by SPPU :YES	S / NO	
-т.								
5.		ere you appointed a			oy SPPU :YES / N	<b>10</b>		
					oy SPPU :YES / N	NO		
5.	We		as Examination Sq	uad member l	oy SPPU :YES / N	NO		
5.	We THER	ere you appointed a	as Examination Sq	uad member l	oy SPPU :YES / N	NO		
5. <b>2.15 O</b> <b>Paper</b> s	We THER settin	ere you appointed a CONTRIBUTION & ng	as Examination Sq	uad member l	oy SPPU :YES / N	NO		
5. <b>2.15 O</b>	We THER settin	ere you appointed a CONTRIBUTION & ng	as Examination Sq	uad member l	oy SPPU :YES / N	NO		
5. <b>2.15 O</b> <b>Paper</b> s	We THER settin	ere you appointed a CONTRIBUTION & ng	as Examination Sq	uad member l	oy SPPU :YES / N	NO		COE
5. <b>2.15 O</b> <b>Paper</b> s	We THER settin	ere you appointed a CONTRIBUTION & ng	as Examination Sq	uad member l	oy SPPU :YES / N	NO		 COE cternal
5. <b>2.15 O</b> <b>Paper</b> s	We THER settin	ere you appointed a CONTRIBUTION & ng	as Examination Sq	uad member l	oy SPPU :YES / N	NO		

## SECTION III: RESEARCH, PUBLICATIONS & PROFESSIONAL DEVELOPMENT

# 3.1 (A) RESEARCH & PUBLICATIONS OUTPUT:

Sr. No.	Research & Publications	Total Till the beginning of current Appraisal Period	Addition during the current Appraisal Period	Plan for next Appraisal period
1	In SCOPUS Journals	11	- ''	
2	In UGC CARE Journals			
3	In Surya the Energy			
4	In Conference Proceedings (with ISBN)			
5	In Other Journals			
6	Monographs Published			
7	Cases Published			
8	Working Papers Published on Institute Website			
9	Teaching Notes for Cases/Caselets on Website / You tube			
10	Book Reviews Published			
11	Bibliographies Published			
12	Books Published (with ISBN)			
13	Chapters Published in Edited Books (with ISBN)			

#### 3.1 (B) RESEARCH & PUBLICATIONS OUTPUT:

Sr.	Research & Publications	Total Till the beginning of	Addition during the current	Plan for next	
No.		current Appraisal Period	Appraisal Period	Appraisal period	
1	Co-authored with				
	Students				
2	Co-authored with PhD				
	Students				
3	Co-authored with Peers				
	at Suryadatta				

#### 3.2 DOCTORAL RESEARCH (FOR THOSE PURSUING PHD) (ATTACH SUPPORTING DOCUMENTS) NA

Sr.No.	Date of Registration	Topic	Guide	University	Status of work
1					

#### 3.3 RESEARCH STUDENTS SUPERVISED: (for MPhil & PhD Guides)

No. of Students	Awarded	Registered	In Process
M.Phil.	NA		
Ph.D.			

# 3.4 PARTICIPATION IN EDITORIAL COMMITTEES OF JOURNALS / INSTITUTIONAL PUBLICATIONS:

Sr.No	Title	of	Publishe	Domain	(Area	of	Volume	/	Issue	Date	of
	publication		r	specialization	1)		Number			Publication	
1											
2											
3											

# 3.5 PROPOSALS SUBMITTED FOR RESEARCH / QIP / FDP / CONFERENCE / EQUIPMENT / OTHER GRANTS Sr.No. Submitted to Date of Amount Status of Sanction Amount

SEF – SGI SCHMTT - Perfe	ormance Appraisal Proforma for Faculty	Page 8 of 19
Faculty Name:	Signature of Appraisee	

	SPPU / UGC / AICTE	Submission	Applied For	Sanction	Date	Sanctioned
NA						

# **3.6 FUNDED PROJECTS COMPLETED:**

Sr. No	Title of Project	Sanctioned by SPPU / UGC / AICTE	Sanction Date	Amount Sanctioned	Completion Date	Completion Certificate Received (YES / NO)
1	NA					
2						
3						

3.7 FDPS / WORKSHOPS / SEMINARS / CONFERENCES ORGANIZED:

	-,	,	, com energe	· · · · · · · · · · · · · · · · · · ·			
Sr.No	Title	Duration	Level:	Number of	Number of	Revenue	Report
		in Days	University /	Internal	External	Generated	Submitted
			State /	Participants	Participants		(YES / NO)
			National /				
			International				
1	NA			-			
2							
3							

3.8 INTELLECTUAL PROPERTY OUTCOMES: (Provide Supporting Documents)  Number of Patents Published Till Date:NA	
Number of Patents Applied for:NA	
3.9 OTHER CONTRIBUTION & OUTCOMES (IF ANY):	

## **SECTION IV: INDUSTRY CONNECT**

# 4.1 INDUSTRY FACING STUDENT DEVELOPMENT INITIATIVES

Sr. No	Programme	Semester Specialization	&	Date of Event	Event / Initiative	Number of Students Benefitted
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

#### **4.2 TRAINING & CONSULTANCY ACTIVITIES FOR INDUSTRY**

Sr. No	Client	Project Title	From Date	To Date	Revenue	Number	of
	Organization				Generated	Participants	
1							
2							
3							

#### **4.3 MDPS ORGANISED**

Sr. No	Client	MDP Title	From Date	To Date	Revenue	Number	of
	Organization				Generated	Participants	
1							
2							
3							

## **4.4 INDUSTRY BOARD MEMBERSHIP**

Sr. No	Name of Company	LLP / Private Ltd. / Listed / NGO	Sector	Type of Membership	Member Since	Membership Valid Till
1						
2						
3						

# 4.5MEMBERSHIP OF PROFESSIONAL BODIES:

Sr.No.	Professional Body	Type of Membership	Membership Number	Period (From – To)	Contribution til
1					
2					
3					

## 4.6 MOUS SIGNED WITH INDUSTRY

Sr. No	Client	Purpose	of	From Date	To Date	Number	of	Number	of
	Organization	MOU				Activities		Participants	
						Conducted			
1									
2									
3									

# **4.7 INDUSTRY VISITS ORGANISED**

SEF - SGI SCHMTT - Perfor	mance Appraisal Proforma for Faculty	Page 10 of 19
Faculty Name:	Signature of Appraisee	

Sr. No	Programme	!	Semes Specia	ter lization	&	Organizatio	n	Date	e of	Visit	Num Parti	ber cipants
1												
2												
3												
4												
5												
	ST LECTURES C											
Sr. No	Programme	!		Semester & Specialization		Organization Date					lumber c Participants	
1												
2												
3												
4												
Sr. No	Programme	-	emester pecializati	& ion	Name	of Student	Organ	ization	Pr	uration o oject (li ays)	n A	roject Repo vailable (YES O)
1												
2												
3												
4.10 OT	HER CONTRIBU	ITION &	оитсом	IES (IF AI	NY):							
SECTIO	N V: STUDENT [	DEVELOF	PMENT &	MENTO	RING							
SECTIO	N V: STUDENT I	DEVELOF	PMENT &	MENTO	RING D:							
<b>SECTIO 5.1 FOR</b> Sr.	N V: STUDENT I :UM / CELL / CL Name of	DEVELOR  UB ACTI	PMENT & VITY CON er of	MENTO! DUCTED	RING D: er of		-   -		of	Number	of	Outcomes
SECTIOI  5.1 FOR  Sr.  No	N V: STUDENT I SUM / CELL / CL Name of Forum / Cell /	DEVELOR  UB ACTI  Number	PMENT &  VITY CON er of	MENTO DUCTED Numbe Activiti	RING D: er of es	Students	Alu	ımni	of	Industry		(Certificate
SECTIOI 5.1 FOR Sr. No	N V: STUDENT I :UM / CELL / CL Name of	DEVELOR  UB ACTI	VITY CON er of ots red in orum /	MENTO! DUCTED	RING D: er of es		Alu		of			(Certificate Prizes, Report Website,
SECTION 5.1 FOR Sr. No	N V: STUDENT I SUM / CELL / CL Name of Forum / Cell /	DEVELOR UB ACTI Number Studen registe the F	VITY CON er of ots red in orum /	MENTO DUCTED Numbe Activiti	RING D: er of es	Students	Alu	ımni	of	Industry Profession		(Certificate Prizes, Report
SECTION 5.1 FOR Sr. No	N V: STUDENT I SUM / CELL / CL Name of Forum / Cell /	DEVELOR UB ACTI Number Studen registe the F	VITY CON er of ots red in orum /	MENTO DUCTED Numbe Activiti	RING D: er of es	Students	Alu	ımni	of	Industry Profession		(Certificate Prizes, Report Website,
SECTION  5.1 FOR Sr. No	N V: STUDENT I SUM / CELL / CL Name of Forum / Cell /	DEVELOR UB ACTI Number Studen registe the F	VITY CON er of ots red in orum /	MENTO DUCTED Numbe Activiti	RING D: er of es	Students	Alu	ımni	of	Industry Profession		(Certificate Prizes, Report Website,
<b>SECTION 5.1 FOR</b> Sr. No	N V: STUDENT I RUM / CELL / CL Name of Forum / Cell / Cub	DEVELOR  UB ACTI  Number  Studer  registe  the F  Cell / C	PMENT &  VITY CON er of  ots red in orum / Club	MENTO DUCTED Numbe Activiti Condu	er of es cted	Students Participate	Alu	ımni	of	Industry Profession		(Certificate Prizes, Report Website,
<b>SECTION 5.1 FOR</b> Sr. No	N V: STUDENT I	DEVELOR  UB ACTI  Number  Studer  register  the F  Cell / C	PMENT &  VITY CON er of  ots red in orum / Club	MENTO DUCTED Numbe Activiti Condu	RING er of es cted	Students Participate	Alued Inv	imni olved		Industry Professic Involved	onals	(Certificate Prizes, Report Website, etc.)
<b>5.1 FOR</b> Sr. No 1 2 3 5.2 STU	N V: STUDENT I RUM / CELL / CL Name of Forum / Cell / Cub	DEVELOR  WB ACTI  Number  Studen  registe  the F  Cell / C	PMENT &  VITY CON er of  ots red in orum / Club	MENTO DUCTED Numbe Activiti Condu	RING  er of es cted  EVENTS	Students Participate	Alued Inv	imni olved		Industry Profession		(Certificate Prizes, Report Website, etc.)  Outcomes (Certificate Prizes, Report Website, Website,
\$ECTION 5.1 FOR Sr. No	N V: STUDENT I	DEVELOR  WB ACTI  Number  Studen  registe  the F  Cell / C	PMENT &  VITY CON er of ots red in orum / Club  TER-COLLI ter &	MENTO DUCTED Numbe Activiti Condu	RING  er of es cted  EVENTS	Students Participate	Alu Inv	imni olved		Industry Professic Involved	onals	(Certificate Prizes, Report Website, etc.)  Outcomes (Certificate Prizes, Report
<b>SECTION 5.1 FOR</b> Sr. No  1 2 3 <b>5.2 STU</b> Sr.	N V: STUDENT I	DEVELOR  WB ACTI  Number  Studen  registe  the F  Cell / C	PMENT &  VITY CON er of ots red in orum / Club  TER-COLLI ter &	MENTO DUCTED Numbe Activiti Condu	RING  er of es cted  EVENTS	Students Participate	Alu Inv	imni olved		Industry Professic Involved	onals	(Certificate Prizes, Report Website, etc.)  Outcomes (Certificate Prizes, Report Website, Website,

5.3 STU	5.3 STUDENTS GUIDED FOR INTRACOLLEGIATE EVENTS:										
Sr. No	Programme	Semester Specialization	&	Name Student	of	Name Event	of	Date of Event	Outcomes (Certificate,		

SEF – SGI SCHMTT - Performance Appraisal Profo	ma for Faculty
Faculty Name:	Signature of Appraisee

			Prizes, etc.)
1			
2			
3			

## **5.4 MENTORING ACTIVITY:**

Sr. No	Programme	Semester & Specialization	Number of Mentees	f Number of Mentoring Sessions	Individual Mentoring Sheets Available (YES / NO)	Mentoring Activity Report Available (YES / NO)
1						
2						
3						

# 5.5 GUIDANCE FOR EMPLOYABILITY ENHANCEMENT AND CAREER COUNSELLING OFFERED

Sr.No.	Name of the Initiative	Duration (i	in	Number	of	Benefit t	:0	Report Available
		days)		Participants		Students		(YES / NO)
1								Yes
2								Yes
3								

# 5.6 GUIDANCE FOR COMPETITIVE EXAMINATIONS (STATE/ NATIONAL/ INTERNATIONAL LEVEL EXAMINATIONS)

Sr.No.	Name	of	the	Duration	(in	Number	of	Number	of	Report Available
	Exam			days)		Participants		Students Pa	ssed	(YES / NO)
1										
2										
3										

## **5.7 STUDENT / ALUMNI START-UPS MENTORED**

Sr.No.	Name Student	of	the	Name Start-up	the	Stage Start-U		the	Mentoring Diary Available (YES / NO)	Report Available (YES / NO)
1										
2										
3			·				<u> </u>			

5.8 OTHER CONTRIBUTION & OUTCOMES (IF ANY):									

## SECTION VI: ACADEMIC & INSTITUTIONAL ADMINISTRATION

# 6.1 COMMITTEES (Mention details of committee of which you are Member Secretary)

Sr.No.	Name of	Number of	Attendance	Notice cum	Minutes	Action Taken
	Committee	Meetings	Records	Agenda	Available	Report
		Held	Available	Available	(YES / NO)	Available
			(YES / NO)	(YES / NO)		(YES / NO)
1						
2						
3						

#### 6.2 NUMBER OF QUALITY INITIATIVES UNDERTAKEN DURING THE YEAR

Sr.No.	Name of the Quality Initiative	Date	Duration (ir days)	Number Participants	of	Report Available (YES / NO)
1						
2						
3						

#### **6.3 STAFF DEVELOPMENT PROGRAMMES ORGANIZED:**

Sr.No	Title	Duration	in		Feedback Available (YES /	Report
		Days		Participants	NO)	Available (YES /
						NO)
1						
2						
3						
4						

## 6.4 DAYS CELEBRATED (INTERNATIONAL & NATIONAL PERSONALITIES & EVENTS OF SIGNIFICANCE):

0.4 DATS	0.4 DATS CELEBRATED (INTERNATIONAL & NATIONAL PERSONALITIES & EVENTS OF SIGNIFICANCE).											
Sr. No	Name of the Day	Date	Number of Participants	Social Media Post Available (YES / NO)	Report Available (YES / NO)							
1												
2												
3												
4												

## **6.5 EXTENSION ACTIVITIES CARRIED OUT:**

Sr. No	Name Activity	of t	the	Date(s)	Number o Participants	f	Social Media Post Available (YES / NO)	Report Available (YES / NO)
1							-	
2								
3								

## 6.6 DETAILS OF AICTE INITIATIVES ORGANISED, EXECUTED AND DOCUMENTED

Sr. No Name of the Date(s)	Number of	Social Media	Post Report
----------------------------	-----------	--------------	-------------

SEF – SGI SCHMTT - Perfor	mance Appraisal Proforma for Faculty	Page 14 of 19
Faculty Name:	Signature of Appraisee	

1. 2. 3.  6.7 CONTRIBUTION TO NBA / NAAC / IQAC / NIRF / AICTE COMPLIANCES  1. 2. 3. 4.  6.8 ACTIVITIES FOR SISTER INSTITUTES (LIST TOP 5 MOST SIGNIFICANT RESPONSIBILITIES)  Sr.No. Activity Outline Specific Responsibility Dates Documentary Support  1. 2. 3. 4. 4. 5. 6.8 ACTIVITIES FOR SISTER INSTITUTES (LIST TOP 5 MOST SIGNIFICANT RESPONSIBILITIES)  3. 4. 5. 6.8 ACTIVITIES FOR SISTER INSTITUTES (LIST TOP 5 MOST SIGNIFICANT RESPONSIBILITIES)  4. 5. 6.8 ACTIVITIES FOR SISTER INSTITUTES (LIST TOP 5 MOST SIGNIFICANT RESPONSIBILITIES)  5. 6.8 ACTIVITIES FOR SISTER INSTITUTES (LIST TOP 5 MOST SIGNIFICANT RESPONSIBILITIES)		Initiative	Par	ticipants Avai	ilable (YES / NO)	Submitted to AICTE (YES / NO)
6.7 CONTRIBUTION TO NBA / NAAC / IQAC / NIRF / AICTE COMPLIANCES  1	1			-		
6.7 CONTRIBUTION TO NBA / NAAC / IQAC / NIRF / AICTE COMPLIANCES  1	2					
1. 2. 3. 4.   6.8 ACTIVITIES FOR SISTER INSTITUTES (LIST TOP 5 MOST SIGNIFICANT RESPONSIBILITIES)  Sr.No. Activity Outline Specific Responsibility Dates Documentary Support  2	3					
Sr.No.     Activity     Outline Specific Responsibility     Dates     Documentary Support       1     2       3     4	3. 4.				ONSIRII ITIES)	
2 3 4 4 A A A A A A A A A A A A A A A A A						entary Support
3 4	1					
4	2					
	3					
-	4					
5	_					

## **SECTION VII: PROFESSIONAL DEVELOPMENT**

7.1 FDPS / WORKSHOPS	/ CENTINIADS /	CONFEDENCES ATT	MDED.
1.1 LDL2 / MOKK2HOL2	/ SEIVIINAKS /	CONFERENCES AT IT	INDED:

Sr.No	Title	Duration in Days	Organized by	Level: University / State / National /	Inhouse Knowledge	Report Submitted
				International	Sharing Session Conducted on date:	(YES / NO)
1						
2						
3						

#### 7.2 SELF LEARNING

Sr.N	Particul	Total Till the beginning of current	Addition during the current	Plan for next Appraisal
0.	ars	Appraisal Period	Appraisal Period	period
1				
2				
3				
4				
5				
6				
7				

7.3 QUALIFICATIONS UPGRADATION: (including NET / SET / PET )

, .5 QO,	TELL ICALIONS OF GRAD	Allow (modaling itt	, 52., . 2. ,		
Sr.No.	Name	Examining Body	Month & Year of Passing	Remarks	Certificate Submitted to IQAC
			0		& HR (YES / NO)
1					
2					
3					

# 7.4 AWARDS, RECOGNITION, FELLOWSHIPS AT FROM GOVERNMENT, RECOGNISED BODIES:

Sr.No.	Details	Name of the award, fellowship, received from	State,	National,	International
		Government or recognized bodies	Level		
1					
2					
3					

# 7.5 EXEMPLARY ACHIEVEMENTS:

Sr.No.	Details
1	
2	
3	

7.6OTHER DEVELOPMENT & OUTCOMES (IF ANY):	
SEF – SGI SCHMTT - Performance Appraisal Proforma for Faculty	Page 16 of 19

SEF – SGI SCHMTT - Performan	ce Appraisal Proforma for Faculty	Page 16
Faculty Name:	Signature of Appraisee	

SEF – SGI SCHMTT - Performance	rmance Appraisal Proforma	for Faculty gnature of Appraisee		Page 17 of 19

		&	ide detailed writ	. ,	regular	updation	of	college	activi
							<del></del>		
2.	Admissions Reach out (pl provide detailed write up)								
	Admission overall coordination								
3.	Content Created for Admissions (pl provide detailed write up)								
СТІО	N IX: CONTRIB	UTION	TO ALUMNI CON	INECT (PL	PROVIDE DET	TAILED WRITE U	JP)		
umbe	er of Alumni Inv	ited for							
1.	Guest Lectur	es / Sem	inars / Induction	n:					
2.	Jury / SIP Viv	a Voce E	valuation:						
4.	Other Activit	ies:							

#### SECTION X: GOALS FOR NEXT AY

S. No.	Goals	Targets	Targets
3. NO.	dodis	(Appraisee)	Approved
		(Appraisee)	Approved
1			
2			
2			
3			
_			
4			
5			
6			
7			
Note: Go	als will additionally involve various Academic &Administration tasks		
Appraise	e (Name, Signature & date)		
A	(Name Circuture O deta)		
Appraise	r (Name, Signature & date)		
Remarks			