

Siliguri Institute of Technology

Sukna, Salbari, Siliguri

Part- I

SELF ASSESSMENT REPORT OF FACULTY

[To be submitted in the month of June every year]

FOR PERIOD _____ TO _____

1. Name _____ Designation _____

Branch _____

2. Academic Qualifications (Acquired during the year under review)

3. Name of the Courses taught during the year under review:

Sl.	Odd Semester			Even Semester		
	Theory	Tutorial	Lab	Theory	Tutorial	Lab
1						
2						
3						

4. Maximum no. of periods per Courses available in the Semester as per Routine:

Sl.	Odd Semester			Even Semester		
	Theory	Tutorial	Lab	Theory	Tutorial	Lab
1						
2						
3						

5. No. of the Total Lectures (including Tutorials) delivered

Sl	Odd Semester				Even Semester			
	Theor	Tutorial	Lab	Shortfall from	Theor	Tutorial	Lab	Shortfall from
1								
2								
3								

6. Reasons for shortfall, if any, in Lectures and practical taken.

7. Any specific problem of any student solved, or taken initiative to solve.

8. Research Guidance (give brief description of each project and name the student (s) and Co-supervisor, if any. (Attach separates sheets, if needed).

9. Any project completed other than student's projects.

10. Any new Experiment added in the Practical course.

11. Any innovation of any type introduced in the Institution.

12. Papers published/ submitted (give the title, Co-author, if any, and details of the Journals.
(Attach separate sheet, if necessary.)

Per Int. PR Conf. Paper/Case Study [9 non-phd;6phd]	Per Nat. Conf Paper/CS [3 ; 2]	Per Int. PR Indx Jour Paper/CS [18 ;12]	Per Nat. PR Jour as 1 st Au, Paper /CS [7;5]	Publication of Books(13;13), B. Chapter (3;3)

13. Any contribution in Laboratory/ Course Development, not mentioned above.

14. Contribution to Industrial Development in the form of Consultancy/sponsored R. & D.

15. Contribution to Corporate life of the Institution

Curriculum development	
Cultural /Extra Curricular activities	
Sports / Community and Extension Services	
Administrative assignments	
Any other (Specify)	

16. Contribution to Scientific / Technical education through publication of Text- books and Laboratory Manual, Special Lectures and organization of Seminars, Symposium, Summer or Winter School etc.

17. Summer institute, Refresher or Orientation course attended, during the year, give details.

18. Membership or Fellowship of Professional / Academic bodies, societies etc. give details.

19. Additional Contributions which are not covered above and which are relevant for assessment of teacher's activities.

20. Any step taken for Resources generation. Give a brief description.
(Attach separate sheet, if needed).

21. Mentorship details with documentations (Attach separate sheet, if required).

22. Initiatives for Identification of Weak Students and Remedial Measures.

23. Initiatives taken for Admission of Students in the current Session.

24. Initiatives taken for Placement of Students in the current Session.

25. Any Seminar/Workshop attended and subsequently delivered before other faculties of college conducting a Seminar at college.

Signature of Faculty

Place:

Date:

Name in Block letters:

Designation:

PART - II**ASSESSMENT BY H.O.D****Length of service under this H.O.D:**

Please indicate your evaluation on each parameter by putting in the appropriate number (ref. number from Pt. column) in the column (Assessed Point) opposite the parameter.

In case the rating is unsatisfactory (i.e., below 60% of Pt. Column), please give reasons thereof separately.

A. Assessment of Part I of SAR filled up by the faculty Member

Keeping in view the information furnished by the Faculty member, please provide your assessment on the following parameters:

(Weightage-600)

Sl. No.	Parameters of Assessment	Pt.	Assessed Point
(i)	Teaching load and regularity in taking class	50	
(ii)	Research/ Project guidance to students	50	
(iii)	Any projects completed other than the student's projects.	50	
(iv)	Innovations / experiments introduced in the course	50	
(v)	Contribution in Curriculum Development	50	
(vi)	Intellectual capital (Books/ Articles/ Patents/Talks)	50	
(vii)	Publication [From (12) of SAR; 50/40 non-phd; 38/28 phd]	50	
(viii)	Organizing and participation in Seminars/ workshops, special lectures, FDP's, Summer institutes	50	
(ix)	Contribution to the corporate life of the Institution	50	
(x)	Membership of Professional / Academic bodies	50	
(xi)	Mentorship performance	100	

Total (A) : _____

B. Performance and General Attributes**(Weightage-1400)**

Sl. No.	Parameters of Assessment	Pt.	Assessed Point
(i)	Knowledge in the sphere of work	100	
(ii)	Quality of Output	100	
(iii)	Communication skills (Oral and written)	100	
(iv)	Initiative and adaptability (resourcefulness in handling normal and unforeseen problems and willingness to take	100	
(v)	Aptitude to work	100	
(vi)	Ability to inspire and motivate	100	
(vii)	Supervisory ability	100	
(viii)	Interpersonal relations and team work	100	
(ix)	Integrity and Trustworthiness	100	
(x)	General conduct	100	
(xi)	Mentorship Performance	100	
(xii)	Activity relating to Admission of Students	100	
(xiii)	Activity relating to Placement of Students	100	
(xiv)	Weak Students Identification and Remedial Action.	100	

Total (B): _____**C. General assessment taking all the above parameters:****Total (A) + (B):** _____ (%)

(Outstanding - 91 to 100 %
Very Good - 71 to 90 %
Good - 51 to 70 %
Satisfactory - 40 to 50 %
Unsatisfactory - up to 40 %)

Signature of the H.O.D: _____**Name of the H.O.D:** _____**Date :****Seal:**

PART – III**ASSESSMENT BY PRINCIPAL**

Agreed with the assessment Not agreed & want to modify as follows:

B. Performance and General Attributes (Weightage–1400)

Sl. No.	Parameters of Assessment	Pt.	Assessed Point
(i)	Knowledge in the sphere of work	100	
(ii)	Quality of Output	100	
(iii)	Communication skills (Oral and written)	100	
(iv)	Initiative and adaptability (resourcefulness in handling normal and unforeseen problems and willingness to take responsibilities in the new area of work)	100	
(v)	Aptitude to work	100	
(vi)	Ability to inspire and motivate	100	
(vii)	Supervisory ability	100	
(viii)	Interpersonal relations and team work	100	
(ix)	Integrity and Trustworthiness	100	
(x)	General conduct	100	
(xi)	Mentorship Performance	100	
(xii)	Activity relating to Admission of Students	100	
(xiii)	Activity relating to Placement of Students	100	
(xiv)	Weak Students Identification and Remedial Action.	100	

Total Modified (B) : _____

Total (A) + Modified (B): _____

D. Any other Comments / Suggestions:

Signature of the Principal: _____

Date:

Seal:

Agreed with the assessment Not agreed & want to modify as follows:

B. Performance and General Attributes**(Weightage–1400)**

Sl. No.	Parameters of Assessment	Pt.	Assessed Point
(i)	Knowledge in the sphere of work	100	
(ii)	Quality of Output	100	
(iii)	Communication skills (Oral and written)	100	
(iv)	Initiative and adaptability (resourcefulness in handling normal and unforeseen problems and willingness to take responsibilities in the new area of work)	100	
(v)	Aptitude to work	100	
(vi)	Ability to inspire and motivate	100	
(vii)	Supervisory ability	100	
(viii)	Interpersonal relations and team work	100	
(ix)	Integrity and Trustworthiness	100	
(x)	General conduct	100	
(xi)	Mentorship Performance	100	
(xii)	Activity relating to Admission of Students	100	
(xiii)	Activity relating to Placement of Students	100	
(xiv)	Weak Students Identification and Remedial Action.	100	

Total Modified (B) : _____

Total (A) + Modified (B): _____

D. Any other Comments / Suggestions:

Signature of the Director: _____

Date:

Seal: