



Part : I

Name			DOB	
Father's/Husband's Name				
Address				
Dt of Joining the Institution		Mode of Appointment	Permanent / Contractual	
Designation		Department		

Qualification at the time of joining [This must be supported by document attached if not submitted previously] :

Sl	Examination Passed	Yr of Passing	Board / Council / University	% of Marks & Division	Specialisation

Qualification obtained after joining [This must be supported by document attached if not submitted previously] :

Sl	Examination Passed	Yr of Passing	Board / Council / University	% of Marks & Division	Specialisation

Experience including the present appointment [Attached extra sheet, if necessary] :

Sl	Organisation	Post Hold	Pay Scale & Pay	From	To

Training / Refresher Course / Short Course / Seminar [Attached extra sheet, if necessary] :

Sl	Title	Organisation	Duration	Venue

Signature of the Assessee

Signature of HOD/Dept In-Charge

Signature of Principal

**Self Assessment**

[To be filled in by Assessee &amp; submitted through the HOD / Dept-In-Charge]

**Laboratory Assigned during Last / Current Semester**

Name of the subject	Branch & Semester

**Nature of involvement in the department**

	Maintaining Stock Register		Preparing Laboratory Instruction Manual
	Maintaining Job of the Lab		Repairing of Instruments in Lab

**Your contribution to the development of the Laboratory**

<b>Are you continuing with studies for self development</b>	<b>YES</b>	<b>NO</b>
if YES state the details		
Extra Curricular Activities		
Any Other		

Signature of the Assessee

Signature of the Assessor



**Siliguri Institute of Technology**  
**Report by the HOD / Dept In-Charge**  
[This form will not be given to the Assessee]

**Part : III**

<b>Name of the Assessee</b>	
<b>Designation</b>	
<b>Period of Service under the Assessor</b>	

SI	Items for Report /Assessment	Assesment	Comment for each Assessment	Remarks [if any] by the Principal
A	Attendance [Punctuality, Regularilty, Time Keeping]			
B	Quality of Teaching [Use of Teaching Aids, Communication]			
C	Class Room Management			
D	Guiding, Demonstrating Laboratory/Workshop			
E	Relationship with the studens			
F	Relationship with the supiriors, equals, juniors, subordinates			
G	Cooperation with the Dept			
H	Devotion to duty : Academic & Non-Academic			
I	Depth of subject matter knowledge			
J	Motivation			
K	Innovativeness			
L	Honesty			
M	Integrity			

**Excellent : 10, Very Good : 09, Good : 08, Fairly Good : 07, Fair : 06, Average : 05, Below Average : 03, Unsatisfactory : 01**

Signature of HOD / Department In-Charge

Signature of Principal