

# Sanjay Rungta Group of Institutions

Rungta Knowledge City,  
Kohka - Kurud Road, Bhilai (C.G.) - 490 024



No.: SRGI/DIR/ADMIN/2016/

Date: 17.06.2016

## Circular

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All the teaching staff members working in RSR RCET and GD RCET are hereby informed that the management has decided to implement the self-appraisal of teaching staff from the year 2015-16 onwards. The format of self-appraisal is available with the office of the Principals of respective colleges and on college website, [rungtacolleges.com](http://rungtacolleges.com).

The self-appraisal form is divided in three parts; first and second part, (Part A and B, for odd and even semesters respectively) contains the details regarding academic work done by faculty members during the odd and even semesters and third part (Part-C) contains details regarding other tasks (like contribution in research and publication, extracurricular activities, etc.) performed by faculty members during both the semesters.

The hand filled self-appraisal form, Part A and B, is to be submitted by the faculty members at the end of every semester (Part A before 15<sup>th</sup> November and Part B before 15<sup>th</sup> May) and hand filled self-appraisal form, Part C, shall be submitted by the faculty members at the end of academic year (15<sup>th</sup> May).

This year (for 2015-16) the Part A and B for both the semesters (odd and even) and Part C for the Academic Year 2015-16 are to be submitted before 25<sup>th</sup> June, 2016 at HR Department.

**(Saket Rungta)**  
Director

### Copy to:-

01. Circulation-All the faculty members.
02. Admin Office – RSR RCET/GD RCET.
03. HR Department.
04. Principal – RSR RCET
05. I/c Principal – GD RCET
06. Chairman Sir – for kind information.



# GD RUNGTA COLLEGE OF ENGINEERING & TECHNOLOGY

KOHKA ROAD - KURUD, BHILAI

## Self – Assessment Form (Teaching Staff) part ‘A’

Academic Year 2015-16, Odd Semester (From July to November)

To be submitted on or before 25<sup>th</sup> June 2016

Name of the faculty member : \_\_\_\_\_

Department : \_\_\_\_\_

Designation : \_\_\_\_\_

Employee Code : \_\_\_\_\_ mail id ----- Contact Number-----

01. Special responsibility, if any : HOD/In-Charge HOD/Any Other (Please Specify) -----

02. Years of experience in : Administration ----- Teaching \_\_\_\_\_ Industry -----

Total Experience : \_\_\_\_\_

(5 points for 3 year experience, 8 points for experience between 3 to 5 years, 10 points for more than 5 years' experience)

**Points Gained – [ ]**

03. Number of classes conducted

(10 for 100%, 9 for 90%-100%, 8 for 80%-89%, 0 points for below 80%)

S. No	Semester	Name of the Subject	No of classes allotted/conducted		% Average Conducted	Points Gained
			Theory	Laboratory		
1						
2						
3						
4						

04. Number of students attended the classes (%) (10 for 80% and above, 9 for 79%-70%, 8 for 69%-60%, 0 points for below 60%)

S. No	Semester	Name of the Subject	No of classes attended by the students		% Average Classes Attended	Points Gained
			Theory	Laboratory		
1						
2						
3						
4						

{How to calculate?For ex. In class total number of students attended are 45 out of 55, then % students attended =  $(45/55) \times 100 = 81\%$ , take average of all such class attendance averages }

05. Number of remedial classes/doubt clear classes taken: (10 points, 10 for 10 classes, 8 for 5 to 10, 0 for less than 5 ) **Points Gained – [ ]**

06. CSVTU results (for even semester)

(For BE 10 for 90%-100%, 9 for 80%-89%, 8 for 70-79%, 7 for below 60-69%, 6 for 50-59%, 5 for 40-49%, 4 for 30-39%, 3 for 20-29%

For Diploma 10 for 70%-100%, 9 for 50%-69%, 8 for 30-49%, 4 for below 30%)

S. No	Semester	Name of the Subject	CSVТУ Results	Points
1				
2				
3				
4				

**Points Gained – [ ]**

07. Number of leaves taken : CL ----- , OL -----, C-off -----, UPL -----, others

(Negative marking deduct 0.5 points for every CL, OL, C-off, deduct 2 points for every UPL)

**Total Score – [ ]**



# GD RUNGTA COLLEGE OF ENGINEERING & TECHNOLOGY

KOHKA ROAD - KURUD, BHILAI

## Self – Assessment Form (Teaching Staff) part ‘B’

Academic session 2015-16, Even Semester (From Jan to End of Semester)

To be submitted before 25<sup>th</sup> of June 2016

Name of the faculty member : \_\_\_\_\_  
 Department : \_\_\_\_\_  
 Designation : \_\_\_\_\_  
 Employee Code : \_\_\_\_\_ mail id ----- Contact Number-----

01. Special responsibility, if any : HOD/In-Charge HOD/Any Other (Please Specify) -----

02. Years of experience in : Administration ----- Teaching \_\_\_\_\_ Industry -----

Total Experience : \_\_\_\_\_

(5 points for 3 year experience, 8 points for experience between 3 to 5 years, 10 points for more than 5 years' experience)

**Points Gained – [ ]**

03. Number of classes conducted

(10 for 100%, 9 for 90%-100%, 8 for 80%-89%, 0 points for below 80%)

S. No	Semester	Name of the Subject	No of classes allotted/conducted		% Average Conducted	Points Gained
			Theory	Laboratory		
1						
2						
3						
4						

04. Number of students attended the classes (%) (10 for 80% and above, 9 for 79%-70%, 8 for 69%-60%, 0 points for below 60%)

S. No	Semester	Name of the Subject	No of classes attended by the students		% Average Classes Attended	Points Gained
			Theory	Laboratory		
1						
2						
3						
4						

{How to calculate? For ex. In class total number of students attended are 45 out of 55, then % students attended =  $(45/55) \times 100 = 81\%$ , take average of all such class attendance averages }

05. Number of remedial classes/doubt clear classes taken: (10 points, 10 for 10 classes, 8 for 5 to 10, 0 for less than 5 ) **Points Gained – [ ]**

06. CSVTU results (for odd semester)

(For BE 10 for 90%-100%, 9 for 80%-89%, 8 for 70-79%, 7 for below 60-69%, 6 for 50-59%, 5 for 40-49%, 4 for 30-39%, 3 for 20-29%

For Diploma 10 for 70%-100%, 9 for 50%-69%, 8 for 30-49%, 4 for below 30%)

S. No	Semester	Name of the Subject	CSVТУ Results	Points
1				
2				
3				
4				

**Points Gained – [ ]**

07. Number of leaves taken : CL -----, OL -----, C-off -----, UPL -----, others

From Jan to end of semester

(Negative marking deduct 0.5 points for every CL, OL, C-off, deduct 2 points for every UPL)

**Total Score – [ ]**

## **Self – Assessment Form (Teaching Staff) part ‘C’ To be submitted before 25<sup>th</sup> June 2016**

01. Number of publication during the year (Enclose Copy of Front Page as proof):  
International ----- National -----  
(10 for International Journal, Sci, Scopus or of same standard, 9 for National Reputed Journal, like IE (I), IRC, CSI, CSIR etc. and for International Conference at IIT or NIT, 8 for National Conference at IIT or NIT, 5 for local conference) **Points Gained – [ ]**
02. Details of Seminars /Workshops/Conferences organized  
At Department /Institution level. (Enclose Copy as proof) :  
(10 for coordinator, 8 for co-coordinator, 5 for member of organizing committee)  
**Points Gained – [ ]**
03. Details of Project proposals sent for grants/sanctions and grants obtained. (Enclose Copy as proof)  
(10 if grant won, 5 if proposal submitted) **Points Gained – [ ]**
04. Details of any consultancy work/extension activity undertaken:  
(Enclose Copy as proof)  
(Points 10, 5 if coordinated, 3 for the member of team) **Points Gained – [ ]**
05. Number of Industry linkages made/Guest Lectures Organized etc.  
(10 for coordinator, 8 for co-coordinator, 5 for accompanying faculty) **Points Gained – [ ]**
06. Any award/recognition obtained from any reputed  
Organization /Industry  
(10 points) : **Points Gained – [ ]**
07. Activity as member of any professional Body (attach details) :  
(10 points, evaluation to be done by HOD in consultation with Principal) **Points Gained – [ ]**
08. Responsibilities in extracurricular activities :  
(10 for coordinator of event, 8 points for co-coordinator, 5 for member, a report from coordinator regarding performance of member faculty is required)
- 15 Number of Examination Duties Performed on Sundays or Closed Holidays
- 15 Paper setting of University

- (03 or more papers, 10 points, 02 papers 8 points, 1 paper 05 ppoints)      **Points Gained – [ ]**
- 16      Number of papers evaluated in DVC –  
(more than 500 10 points, 300-500 8 points, 150-300 5 points, below 150 2 points) **Points Gained – [ ]**
- 16      Design of New Experiment in Laboratory (20 points, experiments included in CSVTU syllabus over and  
above 10 experiments)      **Points Gained – [ ]**
- 17      No of Live Projects Guided (10 points/per project, evaluation to be done by HOD and Principal)

**Total Score – [ ]**

Signature of Faculty Member

Remarks of HOD

Signature of HOD

Remarks of Principal

Signature of Principal

Signature of Director