Sanjay Rungta Group of Institutions

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

rungta
Let the minds bloom
An Initiative by SANJAY RUNGTA

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.

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 15th November and Part B before 15th May) and hand filled self-appraisal form, Part C, shall be submitted by the faculty members at the end of academic year (15th 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 25th 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.

RSR 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 25ᵗʰ 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 experiencein   :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)x100=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 Diploma10 for 70%-100%, 9 for 50%-69%, 8 for 30-49%, 4 for below 30%)

S. No	Semester	Name of the Subject	CSVTU 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   – [ ]

RSR RUNGTA COLLEGE OF ENGINEERING &TECHNOLOGY
KOHKA ROAD - KURUD, BHILAI
Self – Assessment Form (Teaching Staff) part 'B'

Academic session2015-16, Even Semester (From Jan to End of Semester)
To be submitted before 25th 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 experiencein   :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)x100=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	CSVTU 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 25th 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/sanctionsand 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