



# A P Shah Institute of Technology, Thane

## Self Appraisal Form

Academic Year:

Date:

### Instructions:

Self appraisal is to be filled once in academic year.

Faculty needs to assign the marks for his/her performance.

This form can be customised by inserting relevant items from annexures with the form.

Customised form shall be submitted to HOD in hard copy.

Use word processor (openoffice word) to customise and fill the data.

HOD shall submit hardcopy to principal after assessing the form

<b>Total Marks Obtained:</b>	<b>Self assessment: /100</b>	<b>Assessment by HOD:</b>	<b>/100</b>
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### Faculty Details:

<b>Name of Faculty:</b>		
<b>Designation:</b>		
<b>Department:</b>		
<b>Date of Joining:</b>		
<b>Date of Birth:</b>		
<b>Educational Qualifications:</b>		
<b>Experience</b>	<b>Teaching:</b>	<b>Industry:</b>
<b>Nature of Appointment (Adhoc/Probationer/Permanent):</b>		

Present Salary Drawn:

1. Academic Performance: (Max Marks: 40)

Self assessment:

Assessment by HOD:

1.1 Teaching Load										
Sr. No.	Subjects Taught	Class	Department	Semester	Teaching Load per week			Total No of Sessions Conducted(hrs)		Online Student Feedback (from 1-5)
					Theory	Lab	Tutorials	Theory	Practical	

1.2 Teaching Assistant (TA) Details			
Name of TA	Class	Sem	Subject contribution

1.3 New books(Presently not available) suggested to library					
Subject	Class	Sem	Title	Publication	Author

1.3 Additional Experiments added to the Lab Manual			
Subject	Class	Sem	Name of the updated experiment

1.4 Innovative Teaching Techniques adopted			
Subject	Class	Sem	Technique adopted

2. Regularity and Attendance: (Max Marks: 10)

Self assessment:

Assessment by HOD:

2.1 Leaves			
Type of leave	Pre-sanctioned	Post-sanctioned	Total
Casual Leave			
Outdoor Leave			
Medical Leave			
Special Leave			

3. Participation in College/ Departmental activities:(Max Marks: 25 )

Self assessment:

Assessment by HOD:

Please copy and paste relevant tables from **Annexure-I** here.

4. Self Improvement Initiatives:(Max Marks: 15 )

Self assessment:

Assessment by HOD:

Please copy and paste relevant tables from **Annexure-II** here.

5. Representing college in external environment:(Max Marks: 10)

Self assessment:

assessment: by HOD:

Please copy and paste relevant tables from **Annexure-III** here.

### Annexure-I

Time Table Related Activities			
Sr. No.	Role	Department	Semester

Class Advisor				
Sr. No.	Class	Semester	Branch	Duties Performed

Sports Activities				
Sr. No.	Name of sport	Category (Indoor/outdoor)	Role(Incharge /co-ordinator s)	Ojus/Other College

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Cultural Activities				
Sr. No.	Name of Event	Category	Role(Incharge/ co-ordinators)	Ojus/Other College

Project Based Learning				
Sr. No.	Subject	Role	Description	Duration (From- to)

UDAAN Incubation Activities		
Area of Participation	Contribution	Duration (Date from- to )

Placement Activities				
Sr. No	Role (TPO/ Dept co ordinator)	Name of companies visited	Number of students placed	Department

In house Placement activities (Training/ workshops conducted)				
Sr. No	Workshops and trainings conducted	Class	Department	Number of students participated

Student organization activities							
Sr. No.	Event/workshops and trainings conducted	Class	Department	Number of students participated	Role (Incharge/ co-ordinator)	Duration	Date (From-to)

Industrial Visits related Activities								
Role	No of days	class	department	organized by (IEEE, CMSA, ITSA, TPO, etc.)	Name of company visited	Description	Duration	Date (From-to)

Admission Process related Activities					
Role(In charge /Co-ordinator)	Duties(Confirmation/Verification)	Class( Write YES whichever applicable)		Duration (Date from- to )	Number of Days
		FE	DSE		

Exam related Activities (University Exams: Supervision Details)					
Sr. No.	Role(CS/SS/JS/US/CAP In charge/Exam In charge)	Exam	Number of Sessions		Number of Supervisions (Days)
			Morning	Evening	

Exam Assessment related Activities (External Work Conducted)							
Sr.No.	Role	Semester	College/ University	Subject	Total Number of Outdoor Duties	Number of papers revaluated	Number of papers moderated



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Exam related Activities (Assessment/Oral/Practical Exams Conducted)			
Sr. No.	Name of Subject	Semester	Exam type (Assessment/Oral/Practical)

IT Maintenance				
Sr. No.	Issues solved	Description	Task Completed (Yes/No/Ongoing)	Date

Lakshya related Activities				
Sr. No.	Activities conducted	Description	Date	Number of students participated

College/Department Magazine/Newsletter related Activities
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Type (Magazine/ Newsletter)	Title	Role(Incharge/co-ordinators)	Year of Publication

Conduct of STTP							
Sr. No.	Role (Organizing Committee)	Name of STTPs conducted	Technology	Duration of course	Date (From-to)	No of Participants	Department

Departmental UG Projects Undertaken			
Sr. No.	Role	Title of Project	Number of students

## Annexure-II

Papers Published in National Conference									
Sr. No.	Title of paper published in Nationalconference	Month/year	Name of conference	ISBN/IS SN Number	Name of Co-authors	Impact Factor of Conference	Number of citations	Rating	Online link

Papers Published in International Conference									
Sr. No.	Title of paper published in International conference	Month/year	Name of conference	ISBN/IS SN Number	Name Co-authors	Impact Factor of Conference	Number of citations	Rating	Online link

Papers Published in Journals									
Sr. No.	Title of paper published in Journal	Month/year	Name of journal	ISBN/IS SN Number	Co-authors	Impact Factor of Journal	Number of citations	Rating	Online link

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MOOCS				
Sr. No.	Name of MOOCS course undertaken	Month/year	Duration of course	Certification Completed (Yes/No)

SWAYAM				
Sr. No.	Name of Swayam course undertaken	Month/year	Duration of course	Certification Completed (Yes/No)

Short- term training Programs						
Sr. No.	Name of STTPs attended	Technology	Duration of course	Date (From- to)	Internal/ External	Name of the Institute where attended

Seminars						
Sr. No.	Name of seminars attended	Technology	Duration of course	Date (From- to)	Internal/ External	Name of the Institute where attended

\* Add extra tables for other activities.

### Annexure – III

Resource person in STTP/Training course/ Lecture Talks				
Sr. No.	Topic Name	Department	Name of the institute	Number of participants

Contribution to Syllabus Framing				
Sr. No.	Name of the subject	Role	Name of University	Other Details

Member of University Committee			
Sr. No.	Name of Committee	Roles and Responsibilities	Designation

Consultancy Assignment					
Sr. No.	Roles and Responsibilities	Type of Work/Domain	Organization	Duration	No. of visits

External Projects/Competitions Participations						
Sr. No.	Role	Description	Contribution	Name of University	Duration	Comments