



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.

HOD shall submit hardcopy to principal after assessing the form

Total Marks Obtained: /100	Self-assessment:	/100	Assessment by HOD:
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Faculty Details:

Name of Faculty:		
Designation:		
Department:		
Date of Joining:		
Date of Birth:		
Educational Qualifications:		
Experience	<i>Teaching:</i>	<i>Industry:</i>

Nature of Appointment (Adhoc/Probationer/Permanent):
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 (1-5)
					Theory	Lab	Tutorials	Theory	Practical	

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

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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			
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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

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 coordinator)	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	Descripti on	Duration	Date (From- to)

Admission Process related Activities					
Role(In charge /Co-ordinator)	Duties(Confirmation/Verif ication)	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

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	Date

			(Yes/No/Ongoing)	

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

College/Department Magazine/Newsletter related Activities			
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/ISSN Number	Name of Co-authors	Impact Factor of Conferenc	Number of citation	Rating	Online link

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Papers Published in International Conference

Sr. No.	Title of paper published in International conference	Month/year	Name of conference	ISBN/ISSN 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/ISSN Number	Co-authors	Impact Factor of Journal	Number of citations	Rating	Online link

** Add extra tables for activities not covered in this form.*

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 activities not covered in this form.*

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	University	Duration	Comments

** Add extra tables for activities not covered in this form.*