प्रेषक

महानिदेशक. तकनीकी शिक्षा विभाग हरियाणा, पंचकुला ।

सेवा में

प्रधानाचार्य,

1. राजकीय बहुतकनीकी, अम्बाला शहर / झज्जर / सिरसा / नारनौल / नीलोखेड़ी / सोनीपत / हिसार / मण्डी आदमपुर (हिसार) ।

राजकीय महिला बहुतकनीकी, अम्बाला शहर / सिरसा / फरीदाबाद । 2.

राजकीय बहुतकनीकी शिक्षा समिति, उटावड्(पलवल) /मानेसर (गूड्गांवा) / लोहारू (भिवानी) / नाथुसरी चौपटा (सिरसा) / चीका (कैथल) / नरवाना (जीन्द) / लिसाना (रेवाड़ी) /सांघी (रोहतक) / सांपला (रोहतक) / महम (रोहतक) / भिवानी / मलाब / इंदरी / मण्डकोला / छपार / धांगड़ / महिला बहुतकनीकी मोरनी (पंचकुला) ।

यादी कमांक १५३५' - ६२. /प्रशासन-1 27-03-18

बहुतकनीकियों के प्राध्यापकों / वरिष्ठ प्राध्यापकों / विभागाध्यक्षों / विषय :-टी.पी.ओ. / प्रधानाचार्यों की वार्षिक गोपनीय रिपोर्ट के लिए नया प्रोफार्मा ।

उपरोक्त विषय के बारे में बहुतकनीकियों के प्राध्यापकों / वरिष्ठ प्राध्यापकों / विभागाध्यक्षों / टी.पी.ओ. / प्रधानाचार्यो की वार्षिक गोपनीय रिपोर्ट आगामी शैक्षिक सत्र 2018-19 से संलग्न नये प्रोफार्मा में लिखवाने के लिए प्रेषित किये जाते हैं । इसके साथ यह भी सूचित किया जाता है कि यह नया प्रोफार्मा सभी प्राध्यापकों / वरिष्ठ प्राध्यापकों / विभागाध्यक्षों / टी.पी.ओ. / प्रधानाचार्यो के ध्यान में ला दिया जाये ।

सं/उपरोक्त ।

संयुक्त निदेशक, कृतेः महानिदेशक, तकनीकी शिक्षा विभाग, हरियाणा, पंचकुला ।

पृष्ठांकन कमांक 1963

/प्रशासन-1 दिनांक २)-० }- (8

उपरोक्त की एक प्रति संयुक्त निदेशक (आई.टी.) को पत्र की प्रति विभाग की वैबसाईट पर अपलोड करने के लिए प्रेषित की जाती है ।

सं/उपरोक्त ।

संयुक्त निदेशक, कृतेः महानिदेशक, तकनीकी शिक्षा विभाग, हरियाणा, पंचकुला ।

पृष्ठांकन क्रमांक १९६५ /प्रशासन-१ दिनांक २७-०३-18

उपरोक्त की एक प्रति उप-निदेशक (सोसायटी) को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित की जाती है ।

सं/उपरोक्त ।

संयुक्त निदेशक, कृतेः महानिदेशक, तकनीकी शिक्षा विभाग, हरियाणा, पंचकुला ।

TECHNICAL EDUCATION DEPARTMENT HARYANA ANNUAL CONFIDENTIAL REPORT

(To be completed and submitted at the end of each academic year. Academic year for performance based assessment will be from 1st August to 31st July of the succeeding year)

TRAINING & PLACEMENT OFFICERS OF POLYTECHNICS

Name of Officer		
Designation	:	
Discipline		
Name of Polytechnic	:	
Report for the Year	:	
Period	:	
Annual Confidential Repo	rt for the period from	to

Section I : Basic Information

(To be filled by the Administrative Division of the Polytechnic)

Name	e of Polytechnic	
1.	Name	
2.	Gender (M/F)	
3.	Date of Birth	
4.	Present Designation of Post with discipline	
5.	Date of joining on the present post	
6.	Cadre	
7.	Present Scale of Pay	
8.	Date of Superannuation	
9.	Date filing the property return for the year ending December	
10.	Date of last prescribed medical examination (attach copy of test report)	

Reporting, Reviewing and Accepting Authority:

Authority	Name & Designation	Period worked
Reporting Authority		T CHOO WORKED
Reviewing Authority		, a
Accepting Authority		

Dates of submitting ACR,s at all Levels :

Faculty	Reporting	Reviewing	Accepting
1 st to 15 th August	16 th to 30 th August	1 st to 21 st September	Up to 15 th October

Performance Scores:

Self Assessment	Reporting	Reviewing	Accepting
60	20	20	Agree/Not Agree

Overall Assessment on score given on a score of 100

Excellent	Outstanding	Very Good	Good	Average	Below Average
>90	70 – 90	60 - 69	50 - 59	30 – 49	<30

Date :	(Signature of Principal with rubber stamp)
	Name :
	Institute :

SECTION II : Self Assessment by the Training & Placement Officers (weightage of 60 marks)

A. Visiting Companies/ Industries (weightage of 10 marks):

Sr. No.	Activities	Total no. of Companies / Industries	Max. Marks	Score Criteria	Score achieved
1	No. of companies / Industries visited the institute		10	>50 :10 marks 41-50 :08 marks 31-40 :06 marks 21-30 :04 marks 11-20 :02 marks 01-10 :No marks	
	Total Score		10		

B. Job Melas (weightage of 10 marks):

Sr. No.	Activities	Total no. of Job Melas	Max. Marks	Score Criteria	Score achieved
1	No. of Job Melas organized		10	≥2 – 10 marks 1 – 5 marks	,
	Total Score		10		

C. Placement of students (weightage of 20 marks):

Sr.	Activities	Total no. of	Total no. of	Max. Marks	Score
No.	Activities	students of all branches passed out	students of all branches got placement		achieved
1	Placement of students (20 marks for 100% Placement and thereafter on prorate			20	
- 1	basis) Total Score			20	

D. Memorandum of Understanding (MoUs) signed with the Industry (weightage of 10 marks):

Score Criteria for Score Max. Marks Total no. Activities Sr. achieved each course No. /discipline >20 :10 marks No. of MoUs signed 10 1 16-20:8 marks with the Industry 11-15: 6 marks 6-10 : 4 marks 1-5 : No marks **Total Score** 10

E. MOOC Test (weightage of 10 marks)

4

Sr. No.	Content of MOOC Test (as assigned by the authority)	Date of test (attach certificate)	Result (mention pass or not pass)	Max. Marks	Score achieved
1		6 6 7		10 (10 marks for passing one test in a year, if test not passed no marks)	la .
	Total Score			10	

F. During the period under report, do you believe that you have made any exceptional contribution e.g. successful completion of an extra ordinarily challenging task. If so, please give a verbal description (with in 100 words).

G. During the period under report, do you believe that you have made any exceptional contribution for placement of the students with good salary (with in 100 words).

l.	During the period under rany exceptional contribut 100 words).	eport, ion for	admission of the	students (with in
	100 Words).			ы
	**			
[.	Have you undergone the appropriate column:	ne pre Regd. La	scribed medical aboratory / Govt.	check up (attacl Hospital), tick ☑ i
	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	res .	No	
				faculty reported upor
			Designation :	
			Date:	
/eri	fication :			
proo	The self assessment filled ection II is dully checked and ver f and record available in the instance corrections has been dully initia	erified by stitute ar	the undersigned as	per the documentar
			Signature	e of Reporting Office
			Name:	
			Date:	

SECTION III : Assessment by the Reporting Authority (weightage of 15 marks)

A. Assessment of work output/ Personal Attributes/ Functional competency (weightage of 20 marks, 2 marks for each assessment as tabled below):

6

S.No.	Description	Score by Reporting Authority		
1	Punctuality & regularity			
2	Contribution in guiding and counseling the students and others in their overall development and placement.			
3	Willingness to work and seriousness to duty			
4	Temperament and manners			
5	Communication skills ,			
6	Adhere to lesson planning			
7	Reliability and dependability			
8	Attitude towards SC/ST and other communities			
9	Behavior towards seniors /superiors			
10	Attitude towards students	1 (Manada 1911 a)		
	Total Score out of score of 20			

B. Please comment on the claim (if made) of exceptional contribution by the officer reported upon :

C.	Adverse remarks of a substantive nature Adverse remarks of a substantive nature should be recorded only after to officer/ official reported on has been verbally or in writing and has shown effect of improvement.	
D.	Integrity Please comment on the integrity of the faculty as per the instructions issued by the Govt. from time to time:	d
	e in a management 29th C	
E.	Pen picture by Reporting Officer: Please comment (in about 1 words) on the overall qualities of the officer including areas strength and lesser strengths and his attitude towards weak sections.	O
Date	e : Signature of Reporting Authority	
	Name: Designation:	

A. Assessment of work output/ Personal Attributes/ Functional competency (weightage of 20 marks, 5 marks for each assessment as tabled below):

S.No.	Description	Score by Reviewing Authority
1	Placement of students	- K 10 49 1
2	Memorandum of understanding (MoU) signed with the Industry	
3	Interaction with Industry for placement of students	
4	Organization of Job Melas	
	Total Score out of score of 20	

B.	Do you agree with the Adverse remarks recorded by the reporting
	officer at 'C' in Section III ? tick ☑ in the appropriate column.

Yes	No

In case of difference of opinion details and reasons for the same may be given :

C. Do you agree with the integrity of the officer as recorded by the reporting officer at 'D' in Section III ? tick ☑ in the appropriate column.

Yes No

In case of difference of opinion details and reasons for the same may be given :

0	Overall Score on score	of 100	
	Authority	Max. Score	Score given
S	Self assessment	60	odore given
R	Reporting Authority	20	
		20	
	Reviewing Authority	20	
R 0	Overall Score Overall Assessment of	100 n score given on a s	core of 100 (Exce
R 0		100 n score given on a s	core of 100 (Exce
R 0	Overall Score Overall Assessment of	100 n score given on a s	core of 100 (Exce

A.	Do you ago authority?t	ee wit ick ☑ in	h the rem the approp	arks of the re riate column.	porting / r	eviewin
			Yes	No		
	In case of d	ifferend	ce of opinion	on details and re	easons for t	he same
					7	7 10 P
В.	Overall Asse Outstanding, V	essment ery Good	on score d, Good, Aver	given on a sco age Below Average	re of 100 (Excellent
В.	Overall Asse Outstanding, V	essment ery Good	on score d, Good, Avei	given on a sco rage Below Average	re of 100 (Excellent
В.	Overall Asse Outstanding, V	essment ery Good	on score d, Good, Aver	given on a sco age Below Average	re of 100 (Excellent

Designation:....

TECHNICAL EDUCATION DEPARTMENT HARYANA ANNUAL CONFIDENTIAL REPORT

(To be completed and submitted at the end of each academic year. Academic year for performance based assessment will be from 1st August to 31st July of the succeeding year)

PRINCIPALS OF POLYTECHNICS

Name of Officer	:	
Designation	1	THE REAL EQUILATION OF THE
Discipline	1	
Name of Polytechnic	1	
Report for the Year	:	
Period	:	
Annual Confidential Repo	rt for the period from	to
AND THE RESIDENCE OF THE PROPERTY OF THE PROPE	TO THE RESERVE AND THE PROPERTY OF THE PROPERT	

Section I: Basic Information

(To be filled by the Administrative Division of the Polytechnic)

Name	of Polytechnic	
1.	Name	
2.	Gender (M/F)	
3.	Date of Birth	*
4.	Present Designation of Post with discipline	
5.	Date of joining on the present post	
6.	Cadre	
7.	Present Scale of Pay	
8.	Date of Superannuation	
9.	Date filing the property return for the year ending December	
10.		

Reporting, Reviewing and Accepting Authority:

Authority	Name & Designation	Period worked
Reporting Authority		
Reviewing Authority		
Accepting Authority		

Dates of submitting ACRs at all Levels :

Faculty	Reporting	Reviewing	Accepting
1 st to 15 th August	16 th to 30 th August	1 st to 21 st September	Up to 15 th October

Performance Scores:

Citorinance Dec. co.			Ascenting
Self Assessment	Reporting	Reviewing	Accepting
	20	20	Agree/Not Agree
60	20	20	

Overall Assessment on score given on a score of 100

Excellent	Outstanding	Very Good	Good	Average	Below Average
			F0 F0	30 - 49	<30
>90	70 – 90	60 - 69	50 – 59	30 - 49	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \

Date :	(Signature of Principal with rubber stamp)
Duce I	Name :
	Institute :

SECTION II : Self Assessment by the Principal (weightage of 60 marks)

A. Examination Result of the Polytechnic (weightage of 20 marks)

Semester	Total No. of students of all branches appeared in HSBTE Exams	Total No. of students of all branches pass the exam	Pass %
I			
II			151
III		1	
IV	1 A 1	n'en jel'	
V			
VI			
Gross Total			

Score of examination results:

	Desc	cription			Maximum Score	Score achieved as per above table
20 marks for 100 Institute consider on pro-rata basis the semester dur Example:- Semester/Year I II III IV V VI Total marks = 8 score achieved=	Pass% 50 80 70 60 90	Marks 10 16 14 14 12 18	II be tal	esters and	20	
				Total Scor	e 20	

B. Admissions (weightage of 10 marks)

Sr. No.	Activities	Total no. of sanctioned intake	Total no. of students admitted	Max. Marks	Score achieved
1	Admissions (10 marks for 100% seats filled and thereafter on prorate basis)		v	10	
	Total Score	71-11		10	

C. Placement of students (weightage of 10 marks):

Sr. No.	Activities	Total no. of students of all branches passed out	Total no. of students of all branches got placement	Max. Marks	Score achieved
1	Placement of students (10 marks for 100% Placement and thereafter on prorate basis)	,	1	10	
	Total Score			10	

D. Budget (weightage of 10 marks):

			-		
Sr. No.	Activities	Budget allocated	Budget utilized	Score Criteria	Score achieved
1	Utilization of Budget		10	>90%:10 marks 81-90% : 8 mark 71-80% : 6 mark 61-70% : 4 mark ≤60% : No mark	
	Total Score		10		

E. MOOC Test (weightage of 10 marks)

Sr. No.	Content of MOOC Test (as assigned by the authority)	Date of test (attach certificate)	Result (mention pass or not pass)	Max. Marks	Score achieved
1			\$,	10 (10 marks for passing one test in a year, if test not passed no marks)	
	Total Score			10	

	ordinarily challenging task. If so, please give a verbal description (with in 100 words).
i.	During the period under report, do you believe that you have made any exceptional contribution for placement of the students (with its 100 words).
Н.	During the period under report, do you believe that you have made any exceptional contribution for admission of the students (with 100 words).

I.		o you believe that you have made maintaining the discipline in the
		ir er
J.		o you believe that you have made creating the infrastructure in the .00 words).
к.	Have you made any contribution accreditation for courses/disciplidescription (with in 100 words).	in your institute towards getting ines. If so, please give a verbal
150		

L.	medical certificate the appropriate col	from Regd. La	the prescribed medical check up medical				(attacl tick ☑ ii
	n	Yes		No]		
J.	Overall Score by Se	elf Assessment	on a Se	core of 1	-60:		
			Signat	ure of the	e facult	y reported	upon
			Name	<u>:</u>			ii.
			Desig	nation :			
			Date:				
/erific	ation :					X	
- 6- 1:	The self assessment	filled by the Sh.			.Design	ation	
roof ar	on II is dully checked a	and verified by the	ne under	signed as	s per th	e documer	itary
he corr	nd record available in tl ections has been dully	he institute and initialed.	has bee	n correcte	ed, if re	equired, and	d
				Signature	e of Re	porting Off	icer
				Name:			
				Date:			

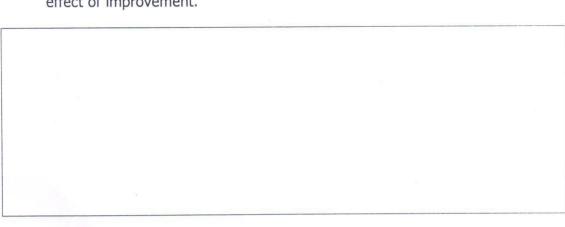
A. Assessment of work output/ Personal Attributes/ Functional competency (weightage of 20 marks, 4 marks for each assessment as tabled below):

S.No.	Description	Score by Reporting Authority
1	Punctuality & regularity	
2	Examination Result of the institute	
3	Placement of students	
4	Admissions in the institute	
5	Utilization of budget	
- V	Total Score out of score of 20	

B.	Please comment on the claim (if made) of exceptional contribution by the officer reported upon:										
					ÿ				x:10 - 12 - 12 - 12 - 12 - 12 - 12 - 12 -		

C. Adverse remarks of a substantive nature

Adverse remarks of a substantive nature should be recorded only after the officer/ official reported on has been verbally or in writing and has shown no effect of improvement.



D.	Integrity
	Please comment on the integrity of the faculty as per the instructions issued by the Govt. from time to time:
E.	Pen picture by Reporting Officer: Please comment (in about 100 words) on the overall qualities of the officer including areas of strength and lesser strengths and his attitude towards weaker sections.
Date	Signature of Reporting Authority Name: Designation:

SECTION IV: Assessment by the Reviewing	g Authority (weightage of 20
marks)	

A. Assessment of work output/ Personal Attributes/ Functional competency (weightage of 20 marks, 4 marks for each assessment as tabled below):

S.No.	Description	Score by Reviewing Authority
1	Punctuality & regularity	
2	Examination Result of the institute	
3	Placement of students	74
4	Admissions in the institute	
5	Utilization of budget	
	Total Score out of score of 20	

B.	Do you agree with the Adverse remarks recorded by the reporting
	officer at 'C' in Section III? tick in the appropriate column.

Yes

In	case	of	difference	of	opinion	details	and	reasons	for	the	same

No

ay be giver		

C. Do you agree with the integrity of the officer as recorded by the reporting officer at 'D' in Section III? tick \boxtimes in the appropriate column.

No	

In case of difference of opinion details and reasons for the same may be given:

, ,		
	3	

Special remarks, if any Overall Score on score of 100 Authority Max. Score Score given Self assessment 60 Reporting Authority 20 Reviewing Authority 20 Overall Score 100 Overall Assessment on score given on a score of 100 (Excell Outstanding, Very Good, Good, Average Below Average)	sections.	strengths and his atti	er including areas tude towards wea
Overall Score on score of 100 Authority Max. Score Score given Self assessment 60 Reporting Authority 20 Reviewing Authority 20 Overall Score 100 Overall Assessment on score given on a score of 100 (Excell			
Overall Score on score of 100 Authority Max. Score Score given Self assessment 60 Reporting Authority 20 Reviewing Authority 20 Overall Score 100 Overall Assessment on score given on a score of 100 (Excell			
Overall Score on score of 100 Authority Max. Score Score given Self assessment 60 Reporting Authority 20 Reviewing Authority 20 Overall Score 100 Overall Assessment on score given on a score of 100 (Excell			
Overall Score on score of 100 Authority Max. Score Score given Self assessment 60 Reporting Authority 20 Reviewing Authority 20 Overall Score 100 Overall Assessment on score given on a score of 100 (Excell			
Authority Max. Score Score given Self assessment 60 Reporting Authority 20 Reviewing Authority 20 Overall Score 100 Overall Assessment on score given on a score of 100 (Excell	Special remarks, if any	у	
Self assessment 60 Reporting Authority 20 Reviewing Authority 20 Overall Score 100 Overall Assessment on score given on a score of 100 (Excell			Commit
Reporting Authority 20 Reviewing Authority 20 Overall Score 100 Overall Assessment on score given on a score of 100 (Excell			Score given
Reviewing Authority 20 Overall Score 100 Overall Assessment on score given on a score of 100 (Excell			
Overall Score 100 Overall Assessment on score given on a score of 100 (Excell	•		
Overall Assessment on score given on a score of 100 (Excell			
	Overall Score	100	

			opriate colum		
		Yes	No		
		ence of opi	nion details a	and reasons	for the
may be	given :				
1					
		45.54		waranii ma	15
Overall	Assessm	ent on sco	re given on	a score of	100 (Exc
Overall Outstand	Assessm ding, Very G	ent on sco Good, Good, A	re given on Average Below	a score of Average)	100 (Exc
Overall Outstand	Assessm ding, Very G	ent on sco Good, Good, <i>F</i>	re given on Average Below	a score of Average)	100 (Exc
Overall Outstand	Assessm ding, Very G	ent on sco Good, Good, <i>F</i>	re given on Average Below	a score of Average)	100 (Exc
Overall Outstand	Assessm ding, Very G	ent on sco Good, Good, A	re given on Average Below	a score of Average)	100 (Exc
Overall Outstand	Assessm ding, Very G	ent on sco Good, Good, A	re given on Average Below	a score of Average)	100 (Exc
Overall Outstand	Assessm ding, Very G	ent on sco Good, Good, A	re given on Average Below	a score of Average)	100 (Exc

TECHNICAL EDUCATION DEPARTMENT HARYANA ANNUAL CONFIDENTIAL REPORT

(To be completed and submitted at the end of each academic year. Academic year for performance based assessment will be from 1st August to 31st July of the succeeding year)

LECTURERS / SENIOR LECTURERS/HEAD OF DEPARTMENTS OF POLYTECHNICS

lame of Officer	1	
Designation		
Discipline	-	
Name of Polytechnic		
Report for the Year	•	is head out of the state
Period	· rend Asi b	
Periou	•	7
Annual Confidential Repo	rt for the period from	to

Section I : Basic Information

25

(To be filled by the Administrative Division of the Polytechnic)

Name	e of Polytechnic	1977 - 1972
1.	Name	
2.	Gender (M/F)	
3.	Date of Birth	
4.	Present Designation of Post with discipline	
5.	Date of joining on the present post	
6.	Cadre	
7.	Present Scale of Pay	
8.	Date of Superannuation	
9.	Date filing the property return for the year ending December	
10.	Date of last prescribed medical examination (attach copy of test report)	

Reporting, Reviewing and Accepting Authority:

Authority	Name & Designation	Period worked
Reporting Authority		
Reviewing Authority		
Accepting Authority		

Dates of submitting ACR,s at all Levels :

Faculty	Reporting	Reviewing	Accepting
1 st to 15 th August	16 th to 30 th August	1 st to 21 st September	Up to 15 th October

Performance Scores:

Self Assessment	Reporting	Reviewing	Accepting
60	20	20	Agree/Not Agree

Overall Assessment on score given on a score of 100

Excellent	Outstanding	Very Good	Good	Average	Below Average
>90	70 – 90	60 - 69	50 - 59	30 - 49	<30

Date:	(Signature of Principal with rubber stamp)
	Name :
	Institute :

SECTION II : Self Assessment by the faculty (weightage of 60 marks)

A. Examination Result (weightage of 30 marks)

Year	Sem.	Branch	Subjects taught	Pass %
1 st	I			
	II			
2 nd	III			
	IV			
3 rd	V			
	VI		3	
	VI			

Score of examination results

			Descript			1	Maximum Score	Score achieved
30 mark	s for 100)% pas	s perce	ntage of	the subject		30	
taught a	and on pr	o-rata	basis th	nereon. A	verage score			
shall be	taken fo	r all th	e subjec	ts taugh	t during the			
academ	ic year.							
Example	2:-							
Subject	Pass%	Mark	S					
Α	100	30						
В	80	24						*
C	60	18						
D	40	12						
Total m	arks = 84	1						
score ac	chieved=	84/04	=21					- x
					Total Sc	ore	30	

27

B. Teaching load (weightage of 06 marks)

J.	Caciiii	ig load (weigh	itage of oo marks)			
Year	Sem.	Branch	Subjects taught	Theory	Practical	Teaching periods per week
1 st	I					
	II					
2 nd	III	_	-			
	IV					
3 rd	V					
	VI					70
Total to	eaching	periods per	Odd Semester			
	s per no	The state of the s	Even Semester			
	Fotal teaching periods per week as per time table		Odd Semester			
week a			Even Semester			
	No. of teaching periods per		Odd Semester			
week i	n excess	s or less of	Even Semester			

Score of teaching load by:

Description	Maximum marks	Score achieved
Teaching load taken as per Norms (2 marks for each semester). In case teaching load is less than norms then only 01 mark for that semester	04	
02 marks for Teaching load taken in excess of norms (1 full marks for each semester)	02	1.77
Total Score	06	

C. Attendance of students (weightage of 04marks):

Sr.		А	ctivities	Max. Marks	Score achieved
No.					acilieveu
1	taught o	n pro-rata basis e subjects taug	e of the students in the class s. Average score shall be taken ht during the academic year.	04	
	Subject		Marks		
	A	>90 - 100	4		
	В	>80 - 90	3		
	C	>70 - 80	2	10	
	D	>60 - 70	1		
	Total ma	arks = 10			
	score ac	hieved= 10/04=	=2.5=3		
			Total Score	04	

(Scores shall be as per documentary evidence)



D. Admissions (weightage of 04 marks)

Sr. No.	Activities	Total no. of sanctioned intake	Total no. of students admitted	Max. Marks	Score achieved
1	Admissions (04 marks for 100% seats filled in the concerned discipline of the faculty and thereafter on prorate basis)			04	
	Total Score			04	

E. MOOC Test (weightage of 10 marks)

Sr. No.	Content of MOOC Test (as assigned by the authority)	Date of test (attach certificate)	Result (mention pass or not pass)	Max. Marks	Score achieved
1				10 (10 marks for passing one test in a year, if test not passed no marks)	
	Total Score			10	

F. Development of digital e-content of subject (weightage of 06 marks)

Sr. No.	Name of subject for which digital e-content developed (as assigned by the authority without any repetition/subject allotted to other faculty)	Semester in which digital e-content developed	Marks	Score achieved
1 2			06 (3 marks for developing digital e-content of one subject as allotted in each semester)	
	Total Score		06	

G.	During the period under report, do you believe that you have made any exceptional contribution e.g. successful completion of an extra ordinarily challenging task. If so, please give a verbal description (with in 100 words).
н.	Steps taken for strengthening and improving the practical work including maintenance of machinery and equipments.
I.	Have you made any contribution in your department towards getting accreditation for your course/discipline. If so, please give a verbal description (with in 100 words).

J.	Specify contribution towards Administrative work (Specify clearly the duty assigned and your performance for the allotted work).
	sta espelatura y manufactura de la companya del companya del companya de la compa
	taon St.
K.	Have you undergone the prescribed medical check up (attach
K.	medical certificate from Regd. Laboratory / Govt. Hospital), tick ☑ in the appropriate column:
	Yes No
J.	Overall Score by Self Assessment on a Score of 1-60 :
	Signature of the faculty reported upon
	Name:
	Designation:
	Date:
Verif	fication :
in Se	The self assessment filled by the ShDesignation ction II is dully checked and verified by the undersigned as per the documentary
	and record available in the institute and has been corrected, if required, and
the c	orrections has been dully initialed.
	Signature of Reporting Officer
	Name:
	D-L-

SECTION III : Assessment by the Reporting Authority (weightage of 20 marks)

A. Assessment of work output/ Personal Attributes/ Functional competency (weightage of 20 marks, 2 marks for each assessment as tabled below):

S.No.	Description	Score by Reporting Authority
1	Punctuality & regularity	
2	Contribution in guiding and counseling the students and others in their overall development and placement.	
3	Willingness to work and seriousness to duty	
4	Temperament and manners	
5	Communication skills	19 78 90
6	Adhere to lesson planning	
7	Reliability and dependability	
8	Attitude towards SC/ST and other communities	
9	Behavior towards seniors /superiors	
10	Attitude towards students	
	Total Score out of score of 20	en langha.

by the officer reporte	ed upon :		
*			
*			

Please comment on the claim (if made) of exceptional contribution

B.

liverse remarks of a substantive nature should be recorded only after to					
	on has been verbally or in writing and has shown				
effect of improvement.					
Integrity					
	integrity of the faculty as per the instructions issue				
by the Govt. from time t	o unic.				
	off Plant Company (in phone				
words) on the over	all qualities of the officer including areas				
words) on the over strength and lesser	all qualities of the officer including areas				
words) on the over strength and lesser	orting Officer: Please comment (in about it call qualities of the officer including areas strengths and his attitude towards wea				
words) on the over strength and lesser	all qualities of the officer including areas				
words) on the over strength and lesser	all qualities of the officer including areas				
words) on the over strength and lesser	rall qualities of the officer including areas strengths and his attitude towards wea				
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words) on the over strength and lesser sections.	rall qualities of the officer including areas strengths and his attitude towards wea				

SECTION IV : Assessment by the Reviewing Authority (weightage of 2 marks)	SECTION IV :	Assessment by the Reviewing Author marks)	ty (weightage of 20
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A. Assessment of work output/ Personal Attributes/ Functional competency (weightage of 20 marks, 4 marks for each assessment as tabled below):

S.No.	Description	Score by Reviewing Authority
1	Performance based on examination results of the subjects taught during the academic year.	
2	Attendance of the students in the classes taught by him during the academic year.	
3	Contribution of the teacher for admissions of the students in the institute.	
4	Behavior towards seniors /superiors.	
5	Willingness to work and seriousness to duty.	
	Total Score out of score of 20	

B.	Do you agree with the Adverse remarks recorded by the reporting
	officer at 'C' in Section III ? tick ☑ in the appropriate column.

In case of difference of opinion may be given:	details	and	reasons	for	the	same
5						

C. Do you agree with the integrity of the officer as recorded by the reporting officer at 'D' in Section III ? tick \boxtimes in the appropriate column.

	Yes	No			
In case of diffe may be given:	d reasons fo	or the s	same		
		0			
=					

		ial remarks, if any			
Overall Score on score of 100					
Score	Max. Score Score	Authority			
	60	essessment			
	20	rting Authority			
	20	wing Authority			
	100	all Score			
	20	ewing Authority rall Score rall Assessment of			
	core given on a sc	all Assessment of			

	Do you agreauthority? ti	ck ☑ in t	the approp	riate column	·	, ,	
			Yes	No			
	In case of d may be given		e of opini	on details ar	nd reasons	s for	the sam
	9						
•							
	Overall Ass Outstanding,	essment Very Goo	t on score d, Good, Av	e given on a erage Below A	a score of verage)	100	(Exceller
	Overall Ass Outstanding,	essment Very Goo	t on score d, Good, Av	e given on a erage Below A	a score of verage)	100	(Exceller
	Overall Ass Outstanding,	essment Very Goo	t on score	e given on a erage Below A	a score of verage)	100	(Exceller
n n	Overall Ass Outstanding,	essment Very Goo	t on score	e given on a erage Below A	a score of verage)	100	(Exceller