

# **TECHNO COLLEGE OF ENGINEERING AGARTALA**

SELF APPRISAL FOR FACULTIES

## **SELF APPRISAL**

### **PART – A: GENERAL INFORMATION AND ACADEMIC BACKGROUND**

1	Name (in block letter)	
2	Name of the Parent	
3	Nationality	
4	Date of Birth	
5	Sex & Marital status	
6	Date of 1 <sup>st</sup> entry	
7	Existing designation	
8	Address for correspondence with mobile number	

### **13. Post held after Appointment under this Department**

Designation	Subject / Department	Date of Actual Joining		Grade
		From	To	

14. Period of Teaching experience: \_\_\_\_\_ (in Years)

**PART - A.1: ACADEMIC RECORDS** (add rows if required)

**1. Academic Qualifications** (Since Madhyamik, till Post Graduation)

<b>Examinations</b>	<b>Name of the Board/ University</b>	<b>Year of Passing</b>	<b>Percentage of Marks / CGPA obtained</b>	<b>Division/ Class/ Grade</b>	<b>Subject taken</b>

**2. Research Degree(s)**

<b>Degree</b>	<b>Title</b>	<b>Date of Award</b>	<b>University</b>
M. Phil			
Ph. D. /D. Phil			
D. Sc. / D. Litt.			

**3. Research experience** excluding years spent in M. Phil / Ph. D. (in year):

**4. Fields of specialization** under the subject / discipline:

a	
b	
c	
d	

**5. Research Guideline:**

<b>Sl. No.</b>	<b>Number enrolled with the name of the Scholar</b>	<b>Thesis submitted</b>	<b>Date of Degree awarded</b>
M. Phil or equivalent			
M. Tech			
Ph. D. or equivalent			

**PART – B: TRAINING RECORDS** (add rows, if required)

1) Mandatory Teacher Training as per AICTE Teacher Training Module:

Module	Name of the Course	Duration with period	Percentage of marks scored	Enclosure No.
01				
02				
03				
04				
05				
06				
07				
08				

2) Industrial / Professional Training:

Name of the Course/ School	Place	Duration with period	Trainer / Agency	Enclosure No.

3) Academic Staff College MOOCs / SWAYAM / FDP / On-line Courses attended:

Name of the Course/ Summer School	Place	Duration	Sponsoring Agency	Enclosure No.

4) Experience acquired in the Post of ---

Sl.	Present Level of the Post	Period of Experience		Enclosure No.
		From	Up to	

5) Research Publication and Academic Contribution:

a) Papers published in Journals/ Articles or Chapters published in Books/ Conference Proceedings

Sl. No.	Title with page nos.	Journal/ (Book title, editor and publisher)/ Conference proceeding	ISBN / ISSN No.	Whether peer reviewed, Impact Factor, if any

**PART – C: RECORD OF OVER ALL GRADING** (add rows, if required)

**1) Teaching - Process (Maximum Points 60)**

a) Lectures, Seminars, Tutorials, Practical, Contact hours undertaken takes as percentage of lectures allocated [Maximum Marks: 10]

Sl. No.	Semester	Course Code/ Name	No. of Class scheduled in the Semester	No. of total classes actually held	Marks earned = $[10 \times (\frac{V}{IV})]$	Enclosure No.
I	II	III	IV	V	VI	

b) Maintaining 'Course File' as per NBA norms [Maximum Marks: 30]

Sl.	Parameters of the Course File as per NBA norms, to be considered.  (Self certified documents will be provided by the applicant, with subject-wise Annexure No.)	Percentage of 'course-file maintained' for a <b>subject</b> , awarded by concerned applicant  (For <b>multiple subjects</b> , after showing percentage separately for all subjects, arithmetic average will be considered)	Allotted Maximum Marks	To be verified by concerned HoD with signature and date	Score  (to be provided by the Principal after verification)  Scoring pattern: 91-100% =06 81-90%=05 71-80%=04 61-70% =03 41-60% =02 Upto 40%=01
i	Mapping of CO with Cognitive level of Learning.		06		
ii	Mapping of CO with POs and PSOs		06		
iii	Prepared Course Plan		06		
iv	Prepared detailed Lesson Plan		06		
v	Calculating attainment of CO, PO and PSO		06		

c) Preparation and imparting of knowledge/instruction as per curriculum, syllabus enrichment by providing additional resources to students [Maximum Marks: 10]

Sl.	Parameters to be considered as per NBA norms.  (Self certified documents will be provided by the applicant, with subject-wise Enclosure No.)	Percentage of completion of the parameter per semester, awarded by concerned applicant (For multiple subjects, after showing percentage separately for all subjects, arithmetic average will be considered)	Allotted Maximum Marks	To be verified by concerned HoD with signature and date	Score  (to be provided by the Principal after verification)  Scoring pattern: 91-100% =05 71-90%=04 51-70%=03 41-50% =02 Upto 40%=01
i	Submitted class note prepared as per Lesson Plan		05		
ii	Prepared and approved Laboratory Manual		05		
iii	Developed and approved Teaching aid by the HoD		05		
iv	Developed additional Study resources		05		

d) Use of participatory and innovative teaching-learning methodologies, online content development, updating of subject content, course improvement etc. [Maximum Marks: 10]

Sl.	Use of participatory and innovative teaching-learning methodologies, updating of subject content, course improvement etc.	Activities done with proof  (to be provided by the teacher)	Score  (to be provided by the Principal after verification)  Scoring pattern: If 'Yes' - 10, If 'No' - 0.	Enclosure No.

**2) Departmental Activities (Maximum Points 20)**

Sl.	Semester	Activity	Credit Point	Criteria	Enclosure No.

**3) Institute Activities (Maximum Points 40)**

**a) Examination Duties [Maximum Marks: 10]**

Sl.	Semester	Activity	Marks obtained	Enclosure No.

**b) Sessional and Internal Examination related Activities [Maximum Marks: 05]**

Sl.	Semester	Activity	Marks obtained	Enclosure No.

**c) Administrative Responsibilities [Maximum Marks: 10]**

Sl.	Semester	Activity	Credit Point	Criteria	Enclosure No.

**d) Organising Other College/ University Activities, like, Seminar, Conference, Webinar, etc. [Maximum Marks: 05]**

Sl.	Semester	Activity	Credit Point	Criteria	Enclosure No.

**4) Student Related Activities (Maximum Points 20)**

a) Student related co-curricular, extension and field based activities [Maximum Marks: 10]

Sl.	Semester	Activity	Credit Point	Criteria	Enclosure No.

b) Student Feedback [Maximum Marks: 10]

Sl.	Semester	Course Code/ Name	Average Student feedback on the scale of 40	'Marks scored' converted into the scale of 10	Enclosure No.

**5) Contribution to Society (Maximum Marks: 20)**

a) Services Rendered to Other Entity [Maximum Marks 05]

Sl.	Details (Mention Year & month, Role performed, Value, etc., where relevant)

b) Services Rendered to Society [Maximum Marks 05]

S.No.	Semester	Activity	Credit Point	Criteria	Enclosure No.

c) On-Going and Completed Research Project and Consultancies [Maximum Marks 05]

Sl.	Title	Agency	Period	Grant / Amount mobilized (Rs. In Lakhs)

d) Membership of Professional Body [Maximum Marks 05]

Sl.	Name of the Professional Body	Membership Number	Membership	
			Valid from	Date of Expiration

### SUMMARY

Summary	Academic Year – 1	Academic Year - 2	Academic Year – 3
A. Teaching Process (Max Points 60)			
B. Departmental Activities (Max Points 20)			
C. Institute Activities (Max Points 30)			
D. Student Related Activity (Max Points 20)			
F. Contribution to Society (Max Points 20)			
Total (Max Points 150)			
Averaging of Total	= Total of (AY1+AY2+AY3) / 3		

**## LIST OF ENCLOSURES:**

(Self - attached copies of certificates, sanctioned orders, papers etc. where ever necessary)

I certified that all information provided here, are correct as per records and also submitted to the College.

**Signature of the Faculty  
With designation, place and date**

I verified all information provided here (up to Page 09), are correct as per records available with the Department / College / me.

**Signature of the HoD  
of the Department with seal and date**

## **PART – D: REMARKS OF THE REPORTING AUTHORITY**

1. Length of the service under the reporting authority during the period of reports:
2. Please specify whether Reporting Authority has submitted his/her report within the prescribed period, if not reason therefore:
3. State the Health condition of the Teacher:
4. Comments on self assessment of the Teacher (Please give details/aspects of performance with which you disagree or would like to elaborate):
5. Assessment by Reviewing Authority:

Sector/Component	Total marks	Marks allotted by the Reviewing Authority
Teaching Process	10	
Departmental Activities	10	
Institute Activity	10	
Student Related Activity	10	
Contribution to Society	10	
Total	50	

6. Overall grading:

Grade	Score	Grade obtained
Outstanding	45-50	
Very Good	39-44	
Good	33-38	
Satisfactory	27-32	
Below the expectation level	1-26	

7. Recommendation:

The faculty member bears reasonable capacity to discharge his / her duties in a responsible position to which he / she will be favored with placement under CAS and recommended for consideration of the personal.

**Signature of the Principal of concerned Institution  
(With seal)**

**N.B.:-** If any transfer of the faculty members involves for the preceding 05 (five) years, the

existing Principal / Principal In Charge may collect information from the Institution and provide ACRs / recommendation of the case from the existing Establishment of the incumbent.

**PART – E: REMARKS OF THE ACCEPTING AUTHORITY**

**Signature of the Accepting Authority**

(Director, TIG)

Name-

Designation-

Date-