



## COURSE EVALUATION FORM – I

*(To be conducted after 4 weeks from commencement of course)*

The S.V.N.I.T. and its faculty are engaged in a constant endeavor to make you learn better. The form which you are about to fill up has been designed to know your initial feedback during the first four weeks of teaching / learning process you have undergone. This form will help us improve with immediate effect and provide an opportunity to know your requirements for establishing a better teaching / learning process.

Please bear in mind that your response will in no way affect your results. Hence you may write your names, though it is not mandatory. This exercise of collecting feedback from you will be utilized in improving the process of education. Remember that its abuse or misuse may shatter its very purpose and prevent improvement in our educational system.

Class: \_\_\_\_\_ Subject Name: \_\_\_\_\_

### OPTIONAL

Name of the student: \_\_\_\_\_

Branch: \_\_\_\_\_ Class Roll No.: \_\_\_\_\_ Semester: \_\_\_\_\_ Session: \_\_\_\_\_

SR. NO.	CRITERION	PLEASE PLACE A TICK [✓] MARK IN THE APPROPRIATE COLUMN.				
[A]	ASSISTANT PROFESSOR					
1.	Was a course outline provided at the beginning?	Clearly	Not Clearly	Vague	Not at all	N A
2.	Were the course ideas presented clearly?	Always	Frequently	Some times	Never	N A
3.	Was the classroom delivery audible and understandable?	Always	Frequently	Some times	Never	N A
4.	Additional teaching aids used effectively?	Always	Frequently	Some times	Never	N A

SR. NO.	CRITERION	PLEASE PLACE A TICK [✓] MARK IN THE APPROPRIATE COLUMN.				
		Always	Frequently	Some times	Never	N.A
5.	Were classes conducted regularly?	Always	Frequently	Some times	Never	N.A
6.	Was proper pace of teaching maintained?	Always	Frequently	Some times	Never	N.A
7.	Were other academic interests encouraged?	Always	Frequently	Some times	Never	N.A
8.	General interaction of instructor with you was?	Excellent	Better	Good	poor	N.A
9.	Were opportunities provided for questions and discussions?	Always	Frequently	Some times	Never	N.A
10.	Were questions answered satisfactorily?	Always	Frequently	Some times	Never	N.A
11.	Are sufficient numbers of reference books related to the course available in the library?	Definitely	Sufficient	Not sufficient	Not at All	N.A
<b>[B]</b>	<b>TUTORIAL (If Applicable)</b>					
12.	The correlation of tutorials with lectures was	Excellent	Better	Good	poor	N.A
13.	The tutorials helped you to learn problem solving in a methodical way	Often	Frequently	Some times	Never	N.A
14.	Discussions between teacher and students were	Excellent	Better	Good	poor	N.A
15.	The usefulness of the tutorials were	Excellent	Better	Good	poor	N.A
16.	Were the tutorials classes conducted regularly in time?	Always	Frequently	Some times	Never	N.A
17.	Were the assignment given in advance?	Always	Frequently	Some times	Never	N.A
18.	Was the guidance made available from faculty for arriving at solution for the tutorial assignments?	Always	Frequently	Some times	Never	N.A
<b>[C]</b>	<b>LABORATORY / PRACTICALS (If Applicable)</b>					
19.	Were manuals/ data sheets write-ups etc. available in the labs?	Always	Frequently	Some times	Never	N.A
20.	Was the lab equipment functional while you were experimenting?	Always	Frequently	Some times	Never	N.A
21.	Are the lab facilities adequate?	Always	Frequently	Some times	Never	N.A
22.	Were you given proper assistance in the lab?	Always	Frequently	Some times	Never	N.A
23.	Are the labs kept clean?	Always	Frequently	Some times	Never	N.A

Signature (optional) :

Name of the Student (optional):

\_\_\_\_\_

\_\_\_\_\_



## **COURSE EVALUATION FORM – II**

*(To be conducted Before End of Teaching)*

The S.V.N.I.T. and its faculty are engaged in a constant endeavor to make you learn better. The form which you are about to fill up has been designed with the prime objective of making our educational system more adaptable for you to achieve excellence. This exercise is meant to collect your opinion of different facets of education being imparted in this course. Please base your judgment on your honest and unbiased observations. Your balanced and matured opinion will assist in achieving the desired objective. Answer independently, objectively and with a sense of responsibility.

Please bear in mind that your response will in no way affect your results. Hence you may write your names, though it is not mandatory. This exercise of collecting feedback from you will be utilized in improving the process of education. Remember that its abuse or misuse may shatter its very purpose and prevent improvement in our educational system.

Class: \_\_\_\_\_ Subject Name: \_\_\_\_\_

### **OPTIONAL**

Name of the student: \_\_\_\_\_

Branch: \_\_\_\_\_ Class Roll No.: \_\_\_\_\_ Semester: \_\_\_\_\_ Session: \_\_\_\_\_

SR. NO.	CRITERION	PLEASE PLACE A TICK [✓] MARK IN THE APPROPRIATE COLUMN.				
[A]	<b>ASSISTANT PROFESSOR</b>					
1.	Was a course outline provided at the beginning?	Clearly	Not Clearly	Vague	Not at all	N A
2.	Were the course ideas presented clearly?	Always	Frequently	Some times	Never	N.A
3.	Was the classroom delivery audible and understandable?	Always	Frequently	Some times	Never	N A
4.	Were the teaching aids used effective?	Always	Frequently	Some times	Never	N A
5.	Were classes conducted regularly?	Always	Frequently	Some times	Never	N A
6.	Was proper pace of teaching maintained?	Always	Frequently	Some times	Never	N.A
7.	Were other academic interests encouraged?	Always	Frequently	Some times	Never	N A
8.	General interaction of instructor with you was?	Excellent	Better	Good	poor	N A
9.	Were opportunities provided for questions and discussions?	Always	Frequently	Some times	Never	N A

SR. NO.	CRITERION	PLEASE PLACE A TICK [✓] MARK IN THE APPROPRIATE COLUMN.				
		Always	Frequently	Some times	Never	N A
10.	Were questions answered satisfactorily?	Always	Frequently	Some times	Never	N A
11.	Were tests papers discussed in the class after the test?	Always	Frequently	Some times	Never	N A
12.	Did the course deepen your interest in the subject?	Definitely	Sufficient	Not sufficient	Not at All	N A
13.	Are sufficient numbers of reference books related to the course available in the library?	Definitely	Sufficient	Not sufficient	Not at All	N A
14.	How did you find the course?	Very interesting	Good interesting	Poor interesting	Not interesting	NA
<b>[B]</b>	<b>TUTORIAL (If Applicable)</b>					
15.	The correlation of tutorials with lecturers was	Excellent	Better	Good	poor	N A
16.	The tutorials helped you to learn problem solving in a methodical way	Often	Frequently	Some times	Never	N A
17.	Discussions between teacher and students were	Always	Frequently	Some times	Never	N A
18.	The usefulness of the tutorials were	Excellent	Better	Good	poor	N.A
19.	Were the tutorials classes conducted regularly ?	Always	Frequently	Some times	Never	N.A
20.	Were the assignment given in advance?	Always	Frequently	Some times	Never	N A
21.	Was the guidance made available from faculty for arriving at solution for the tutorial assignments?	Always	Frequently	Some times	Never	N.A
<b>[C]</b>	<b>LABORATORY / PRACTICALS (if Applicable)</b>					
22.	Were manuals/ data sheets write-ups etc. available in the labs?	Always	Frequently	Some times	Never	N A
23.	Was the lab equipment functional while you were experimenting?	Always	Frequently	Some times	Never	N A
24.	Are the lab facilities adequate?	Always	Frequently	Some times	Never	N A
25.	Were you given proper assistance in the lab?	Always	Frequently	Some times	Never	N A
26.	Are the labs kept clean?	Always	Frequently	Some times	Never	N A
27.	Were sufficient numbers of practicals conducted to illustrate important topics of the course content?	Always	Frequently	Some times	Never	N A

Any other comments / suggestions

- (a) If the course had a study component (such as assignment, seminar, small projects, literature survey) comment on how it helped / inspired you to learn / probe further? \_\_\_\_\_
- (b) What you liked most about course? \_\_\_\_\_
- (c) What you liked least? \_\_\_\_\_
- (d) What you think to improve the course? \_\_\_\_\_

Signature (optional) : \_\_\_\_\_

Name of the Student (optional): \_\_\_\_\_

**PROGRAMME – FACULTY PERFORMANCE APPRAISAL SYSTEM**

**WEIGHTAGES PROPOSED:**

**GUIDELINES FOR WEIGHTAGES**

Designation	Academic	Other Academic
	[A]	Activities / Management [B] + [C]
Lecturer	75%	25%
Assistant Professor	60%	40%
Professor	50%	50%

**[A] ACADEMIC INPUTS (UG, PG & RESEARCH)**

	<u>Weightage</u>
UG Subject / Elective lectures only	: 05 / Hr
UG Subject Tutorial only	: 05 / Hr
UG Subject Practical only	: 05 / 2 Hrs
UG Seminar	: 05 / Seminar
PG Subject / Electives	: 10 / Hr
PG Tutorial	: 05 / Hr
PG Practicals	: 05 / 2 Hrs
B.Tech. Project Preliminaries/ Mini Projects	: 05 / Batch
B.Tech. Project Regular	: 10 / Batch
M.Tech. Dissertation	: 15 / Dissertation
Ph. D. Supervision	: 20 / Candidate

**[B] OTHER ACADEMIC ACTIVITIES :**

	<u>Weightage per paper presented / published</u>
(a) Paper Presented in National Conference	: 05 / Paper
(b) Paper Presented in International Conference	: 10 / Paper
(c) Paper Published in National Journal / Edited Book	: 10 / Paper
(d) Paper Published in International Journal / Edited Book	: 20 / Paper
(e) Summer Winter School / Training Programme (academic) attended	: 05 / week
(f) Seminar / Workshop Participation	: 05 / Event
(g) M.Tech. – Self – By Research (up to max. of 3 years from registration)	: 10 / year
(h) Ph.D. – Self – By Research (up to max of 5 years from registration)	: 15 / year
(i) Research Project (DST / CSIR / AICTE / Equivalent National Level) During project Tenure of specified no. of years	: 20 / year
(j) Book written & published (only during the year of publication)	: 20 / Book
(k) Awards / Fellowship / Visit / Honours	: 20

[C] ADMINISTRATION & MANAGEMENT INPUTS :

(i) Institute Level

(a) Dean / Head / Chief Hostel Warden	:	30
(b) Prof Incharge / Warden	:	20
(c) Short Term Institute Responsibility (Like election / Superintendent of Exam / MINDBEND / AUTOFEST etc.)	:	05 / Event
(d) Institute Level Committee	:	05 / committee
(e) Management Development Programme attended (Self Development / Training - minimum 1 week)	:	5 / programme
(f) Examinership @ other Institutes	:	
➤ PG Dissertation	:	5 / Dissertation
➤ Ph.D. Examinership	:	10 / Exam
(g) Organizing National Level Event	:	10 / Event
(h) Prestigious Lecture / Key Note Address / Expert Lecture	:	5 / Lecture
(i) Member of Editorial Board / Review of Paper in International Journal / Book	:	10 / item
(j) Member of Editorial Board / Review of Paper in National Journal / Book	:	05 / item
(j) TEQIP related work or Equivalent (Institute Level)	:	10 / work

(ii) Department Level

(a) Laboratory Journals Written / Lab In charge / Participation in Testing & Consultancy / other departmental responsibilities including membership of committees	:	5 / item
(b) Coordinator of Consultancy / Testing	:	10 / year

## FACULTY APPRAISAL FORM

	<u>ASSISTANT PROFESSOR</u>		<u>ASSOCIATE PROFESSOR</u>		<u>PROFESSOR</u>	
	<u>E</u>	<u>D</u>	<u>E</u>	<u>D</u>	<u>E</u>	<u>D</u>
1) B. Tech./ M.Tech. Subjects, Tutorials, Practicals, Seminars, Electives, Projects, Dissertation	√		√		√	
2) Innovation in Teaching, Using Teaching Aids,	√		√		√	
3) Preparation of Lab Manuals, Journals	√		√		√	
4) Participation in Seminar / Symposium / Workshop / Conferences	√		√		√	
5) Participation in Summer / Winter Schools / Training Programmes	√		√		√	
6) Examiner at UG Level	√		√		√	
7) Departmental Lab I/C, Assisting Department Level Committees, Assisting Institute Level Committees	√		√		√	
8) Student Counseling, Departmental Testing	√		√		√	
9) Shouldering Ground Level Responsibilities at Various Co-curricular & Extra-curricular events in the Institute	√		√		√	
10) Self Up-gradation by registering for Ph.D. & Group research activity		√	√		√	
11) Publication of Papers at National Level Journals/Conferences		√	√		√	
12) Publication of Papers at International Level Journals/Conferences		√		√	√	
13) Ph.D. Supervision		√	√		√	
14) Up-gradation of teaching schemes at UG/PG Level		√	√		√	
15) Coordinating Departmental Level Programmes		√	√		√	
16) Coordinating Institute Level Programmes		√		√	√	
17) Research Projects / Consultancy Projects		√		√	√	
18) Heading Departmental & Institute Level Committees		√		√	√	
19) Shouldering Departmental & Institute Level Responsibilities (Academic, Co-curricular, Extra-curricular, Head, Dean, Prof I/C, Chief Hostel Warden etc.)		√		√	√	
20) Organizing & delivering expert Lecturers		√		√	√	
21) Awards / Patents / Honours		√		√	√	
22) Management & Institute Development work (Training, Participating, organizing)		√		√	√	
23) Research Inputs – Supervising research candidates, carrying out research projects, consultancy research projects		√		√	√	

**E = Essential Activity**

**D = Desirable Activity**

ASSISTANT PROFESSOR

Junior Level (I & II Year) &  
Senior Level (III & IV Year)  
B.Tech. / M.Tech. students

ASSOCIATE PROFESSOR

Motivating (Juniors UG  
Students + PG + Ph.D)

Professor

Motivating UG + PG + Ph.Ds  
students & Young faculty  
member formation of core  
groups / committees for  
carrying out various tasks  
initiatives for consultancy /  
research

MOTIVATING & STUDENT COUNSELLING

	<u>ASSISTANT PROFESSOR</u>		<u>ASSOCIATE PROFESSOR</u>		<u>PROFESSOR</u>	
	<u>E</u>	<u>D</u>	<u>E</u>	<u>D</u>	<u>E</u>	<u>D</u>
1) UG Students (I & II Year) :	√				√	
2) Senior UG Students + PG Students :		√	√		√	
3) Research Students :				√	√	
4) Junior Faculty :				√	√	
5) Formation of core groups :					√	
a. Testing :				√	√	
b. Consultancy :				√	√	
6) Industry, Institute Participation :				√	√	
7) Curriculum Developments :				√	√	

**E = Essential Activity      D = Desirable Activity**





**FACULTY SELF APPRAISAL FORM FOR ASSISTANT PROFESSOR**

August 1, 200\_\_ / to July 31, 200\_\_

Name: \_\_\_\_\_

Department / Section : \_\_\_\_\_

**UG/PG TEACHING:**

Course	Subject	Electives	Project / Diss	Seminar	Other
UG					
PG					
Research					

Any innovation in Teaching : \_\_\_\_\_

Academic Contribution/Upgradation:  
 (Lab Manuals / M.Tech./ Ph.D Registration) \_\_\_\_\_

**RESEARCH CONTRIBUTION:**

Res. Supervision	Res. Project	Res. Publication (National)	Res. Publication (International)

**TRAINING PROGRAMMES /SUMMER WINTER SCHOOLS / EXPERT LECTURER (AT SVNIT)**

Participated	Organized

**TRAINING PROGRAMMES /SUMMER WINTER SCHOOLS / EXPERT LECTURER (AT OTHER INSTITUTE)**

Participated	Organized

60

**PRESENTATION OF PAPERS / EXPERT LECTURES**

Paper Presented	
Expert Lectures	
PG Research Examinership	

**ORGANIZING DEPARTMENT LEVEL / INSTITUTE LEVEL EVENTS**

<b>Department Level</b>	<b>Institute Level</b>

**DEPARTMENT LEVEL CONTRIBUTION (Lab Incharge , Purchase Committees, Testing etc. ):**

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**INSTITUTE LEVEL CONTRIBUTION (ACADEMIC / CO-CURRICULAR / EXTRA-CURRICULAR EVENTS) :**

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**ANY OTHER INPUTS (Membership Society etc.)**

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**FUTURE GOAL:** \_\_\_\_\_

Date:

*Signature of Faculty Member*

Comments, if any

**Signature of Head**

Comments, if any

**Director**



**FACULTY SELF-APPRAISAL FORM FOR ASSOCIATE PROFESSOR**

August 1, 200\_\_ / to July 31, 200\_\_

Name: \_\_\_\_\_

Department / Section : \_\_\_\_\_

**UG/PG TEACHING:**

Course	Lecture	Tutorial	Practical	Seminar	Project/Diss	Elective
UG						
PG						
Research						

Any innovation in Teaching : \_\_\_\_\_

Academic Contribution/Upgradation: \_\_\_\_\_

**RESEARCH CONTRIBUTION:**

Res. Supervision	Res. Project	Res. Publication (National)	Res. Publication (International)

**TRAINING PROGRAMMES /SUMMER WINTER SCHOOLS / EXPERT LECTURER (AT SVNIT)**

Participated	Organized

**TRAINING PROGRAMMES /SUMMER WINTER SCHOOLS / EXPERT LECTURER (AT OTHER INSTITUTE)**

Participated	Organized

49

**PRESENTATION OF PAPERS / EXPERT LECTURES**

Paper Presented	
Expert Lectures	
PG Research Examinership	

**ORGANIZING DEPARTMENT LEVEL / INSTITUTE LEVEL EVENTS**

Department Level	Institute Level

**DEPARTMENT LEVEL CONTRIBUTION RESPONSIBILITIES SHOULDERED COMMITTEES / LAB UPGRADATION:**

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**INSTITUTE LEVEL CONTRIBUTION (ACADEMIC / CO-CURRICULAR / EXTRA-CURRICULAR EVENTS) :**

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**ANY OTHER INFORMATION / CONTRIBUTION:**

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**FUTURE GOAL:**

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Date:

*Signature of Faculty Member*

Comments, if any

**Signature of Head**

Comments, if any

**Director**



**FACULTY SELF- APPRAISAL FORM FOR PROFESSOR**

August 1, 200\_\_\_ / to July 31, 200\_\_\_

Name: \_\_\_\_\_

Department / Section : \_\_\_\_\_

**UG/PG TEACHING / RESEARCH SUPERVISION:**

Course	Subject	Electives	Project / Diss	Seminar	Other
UG					
PG					
Research					

Any innovation in Teaching : \_\_\_\_\_

Academic Contribution/Upgradation: \_\_\_\_\_

**RESEARCH CONTRIBUTION:**

Res. Supervision	Res. Project	Res. Publication (National)	Res. Publication (International)

**PRESENTATION OF PAPERS / EXPERT LECTURES**

Paper Presented	
Expert Lectures	
PG Research Examinership	

**ORGANIZING DEPARTMENT LEVEL / INSTITUTE LEVEL EVENTS**

Department Level	Institute Level

25

**DEPARTMENT LEVEL CONTRIBUTION (Management / Upgradation):**

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**INSTITUTE LEVEL CONTRIBUTION (MANAGEMENT / UPGRADATION)**

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**AWARDS / HONOURS / PATENTS:**

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**ANY OTHER INFORMATION / CONTRIBUTION:**

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**FUTURE GOAL:**

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**Date:**

*Signature of Faculty Member*

Comments, if any

**Signature of Head**

Comments, if any

**Director**