



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] | TUTORIAL (If Applicable) | | | | | |
| 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 |
| [C] | LABORATORY / PRACTICALS (If Applicable) | | | | | |
| 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] | 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. | 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] | TUTORIAL (If Applicable) | | | | | |
| 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 |
| [C] | LABORATORY / PRACTICALS (if Applicable) | | | | | |
| 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 [A] | Other Academic 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 |
|--------------|-----------|
| | |
| | |
| | |

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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 (Lab Incharge , Purchase Committees, Testing etc.):

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

ANY OTHER INPUTS (Membership Society etc.)

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 |
|--------------|-----------|
| | |
| | |

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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:

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

ANY OTHER INFORMATION / CONTRIBUTION:

FUTURE GOAL:

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 |
|------------------|-----------------|
| | |
| | |

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DEPARTMENT LEVEL CONTRIBUTION (Management / Upgradation):

INSTITUTE LEVEL CONTRIBUTION (MANAGEMENT / UPGRADATION)

AWARDS / HONOURS / PATENTS:

ANY OTHER INFORMATION / CONTRIBUTION:

FUTURE GOAL:

Date:

Signature of Faculty Member

Comments, if any

Signature of Head

Comments, if any

Director