

SINDHI COLLEGE

#33/2B, Kempapura, Hebbal, Bengaluru - 24

SELF APPRAISAL FORM

FOR THE YEAR 2020-21

I.		<u>Personal:</u>											
	1)	Name											
	2)	Designation											
	3)	Qualification											
	4)	ICT skills like Computer Literacy etc:											
	5)	Qualification acquired during the year 2015-16, if any											
	6)	Experience in this college											
	7)	Total teaching experience which includes services rendered in other institutions											
	8)	Experience in Industry/corporate											
II.		<u>Teaching-Learning and Evaluation:</u>											
	1)	Courses taught in the last two semesters											
	2)	Subjects taught in the last two semesters & Pass %											
		Odd Sem	Class	Pass %	No.Of Ist Class	Min Marks Scored	Max Marks Scored	Even Sem	Class	Pass %	No.Of Ist Class	Min Marks Scored	Max Marks Scored
	1												
	2												
	3												
	4												
	5												
	3)	Any Ranks in your Subject											
	4) a.	Could you complete the syllabus well in time											
	b.	If not, mention the problem faced											
	c.	Give suggestions to overcome the same											

	5)	Give details of Innovative teaching practices adopted	
	6)	Give details of ICT usage in teaching-learning	
	7)	Steps adopted to address discipline and attendnace problems in the class room	
	8)	Details of bridge/remedial classes conducted	
	10)	Details of Backlog classes conducted	
	11)	Have you maintained lesson plan and work diary?	
	12)	Details of skill development activities/courses conducted (applicable to HODs only)	
	13)	Details of academic activities conducted in the last two semesters like quiz, student seminars, mini projects, interactive session, GD, case studies, visits to industries/Labs etc.	
	14)	Details of tests/assignments conducted in the last two semesters	
III.		<i>Involvement in college/ departmental/university</i>	
	1)	Details of committees in which served as Member/Coordinator/in any other capacity	

2)	Details of activities guided/conducted by you in the department/college	
3)	Have you attended/participated in all the departmental/college level activities/meetings/functions. If not, give reasons.	
4)	Furnish details of examination related activities taken up pertaining to Bangalore University	
	a. Member, BOS	
	b. Member, BOE	
	c. Paper setter	
	d. Reviewer	
	e. Valuer	
	f. Invigilator	
	g. Practical examiner	
	h. Custodian	
5)	Furnish details of examination related activities taken up pertaining to other universities / autonomous colleges.	
6)	Furnish details of involvement in community reach out programmes	
IV.	<i>Professional/Self Enrichment:</i>	
1)	Have you registered for Ph.D?	
	If yes, give details	
	a. University	
	b. Guide	
	c. Topic	
	d. Pre Ph.D clearance	
	e. Progress of work	

	2)	Details of seminars/workshops / conferences participated in the last two semesters	
	3)	Details of paper presented/invited talks in the last two semesters	
	4)	Details of publications in the last two semesters	
	5)	Details of text books authored in the last two semesters	
	6)	Details of recognitions/awards/ other credentials in the last two semesters	
V.		<i>Overall Impression:</i>	
	1)	Your role as a mentor. Mention briefly a few successful examples.	
	2)	Could you give your impression about learning outcomes of your students?	
	3)	To what extent your visits to the library helped in professional development	
	4)	What is the target set by the Principal/HOD in your profession?	

5)	Did you succeed in achieving the target? If not mention the constraints faced in the process.	
6)	Give your suggestions for curriculum development /enrichment.	
7)	Give your suggestions for further development of the department and the college.	
8)	Interpersonal relationship within and outside the department.	
9)	Your willingness to shoulder additional/special responsibility. If Yes mention the areas in which you are interested.	

Note: 1) If the space provided is not adequate, please use additional sheets.

2) Relevant documents to be maintained in the respective departments

Signature by the Faculty

1) Remarks by HOD

HOD Signature

2) Review by the Principal

Principal Signature

3) Review by the Management

SINDHI COLLEGE
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Self-Appraisal 2020-21

ACCOUNTS

Name : _____ Designation: _____

Rating scale: on the basis of 5 to 1

5 = Excellent, 4 = Good, 3 = Average, 2 = Below Average. 1= Unsatisfactory

Sl.No	Parameters	5	4	3	2	1
1	Quality & accuracy of work					
3	Reliability: Ability to work without supervision					
4	Punctuality & commitment towards work					
5	Accuracy in maintainance of accounting records					
6	Report generation on time					
7	Budget Preparation on time					
8	Continous supervision on Budgetory control					
9	Continous supervision on fees collection					
10	Maintaining register for post dated cheques (for students)					
11	Accuracy in maintainance of records for audit					
12	Coordination with administartive department					
13	Works cooperatively with others promotes positive interactions with others					
14	Follows Appropriate lines of authority					

Remarks and Recommendation by the Principal:

Signature of Appraisee

Signature of Principal

SINDHI COLLEGE
#33/2B, Kempapura, Hebbal, Bengaluru - 24

Self-Appraisal 2020-21

ADMINISTRATION STAFF

Name : _____ Designation: _____

Rating scale: on the basis of 5 to 1

5 = Excellent, 4 = Good, 3 = Average, 2 = Below Average. 1= Unsatisfactory

Sl.No	Parameters	5	4	3	2	1
1	Quality & accuracy of work					
2	Ability to meet deadlines: Normal workload					
3	Reliability: Ability to work without supervision					
4	Punctuality & commitment towards work					
5	Maintainance of records – students/administartive office / university					
6	Coordination with Accounts department / HOD					
7	Coordination with examination department during University Exam					
8	Students Attendance Monitoring to parents through SMS / Telephone calls/ Postal					
9	Participates in college activities & willingness to accept additional responsibilty					
10	Works cooperatively with others promotes positive interactions with others					
11	Follows Appropriate lines of authority					
12	Approach towards <ul style="list-style-type: none">• Students• Teachers• Authority					

Remarks and Recommendation by the

Principal: _____

Signature of Appraisee

Signature of Principal

SINDHI COLLEGE
#33/2B, Kempapura, Hebbal, Bengaluru - 24

Self-Appraisal 2020-21

Name : _____

Department : **LIBRARY**

Designation: _____

Rating scale: on the basis of 5 to 1

5 = Excellent, 4 = Good, 3 = Average, 2 = Below Average. 1= Unsatisfactory

Sl.No	Parameters	5	4	3	2	1
1	Keeps records organized, up-to-date, and accurate					
2	Informs teachers, students, and appropriate building staff of available library resources and learning tools					
3	Prepares and submits annually a proposed budget for library resources and furnishings based on assessed needs after consulting with principal					
4	Organizes an effective library program that consistently maximizes student learning					
5	Maintains Book Bank Facility for SC & ST students as per the University Norms					
6	Participates in college activities & willingness to accept additional responsibility					
7	Works cooperatively with others promotes positive interactions with others					
8	Follows Appropriate lines of authority					
9	Completes tasks in a timely and accurate manner					

Remarks and Recommendation by the Principal:

Signature of Appraisee

Signature of Principal

SINDHI COLLEGE
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Self-Appraisal 2020-21
Physical education department

Name : _____ Designation: _____

Rating scale: on the basis of 5 to 1

5 = Excellent, 4 = Good, 3 = Average, 2 = Below Average. 1= Unsatisfactory

Sl.No	Parameters	5	4	3	2	1
1	The students are actively involved in the sports activities during PT hours/ Annual sports day					
2	There is a separate Boys & Girls team for all the sports					
3	Punctuality & Commitment towards work					
4	Encouragement , motivation, coaching & training the students					
5	Equal opportunity for girls to take part in sports					
6	Students participation and winnings at University Level					
7	Students participation and winnings at State / National Level					
8	Keeps records organized, up-to-date, and accurate					
9	Prepares and submits annually a proposed budget for sports resources & materials					
10	Participates in college activities & willingness to accept additional responsibility					
11	Works cooperatively with others promotes positive interactions with others					
12	Follows Appropriate lines of authority					
13	Completes tasks in a timely and accurate manner					

Remarks and Recommendation by the Principal:

Signature of Appraisee

Signature of Principal

SINDHI COLLEGE
#33/2B, Kempapura,Hebbal,
Bengaluru - 24**Self-Appraisal**
2020-21

SYSTEM ADMIN

Name : _____ Designation: _____

Rating scale: on the basis of 5 to 1

5 = Excellent, 4 = Good, 3 = Average, 2 = Below Average. 1= Unsatisfactory

Sl.No	Parameters	5	4	3	2	1
1	Quality & accuracy of work					
2	Punctuality & commitment towards work					
3	Upgrading the systems on timely basis					
4	Budgeting for IT requirements					
5	Coordination with all the depts.					
6	Works cooperatively with others promotes positive interactions with others					
7	Follows Appropriate lines of authority					

Remarks and Recommendation by the Principal:

Signature of Appraise

Signature of Principal