

SINDHI COLLEGE**#33/2B, Kempapura,Hebbal, Bengaluru - 24****SELF APPRAISAL FORM**

FOR THE YEAR 2023-24

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.		Professional/Self Enrichment:	
	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.			Overall Impression:	
	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
#33/2B, Kempapura, Hebbal, Bengaluru - 24

Self-Appraisal 2023-24

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 2023-24
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 2023-24

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
#33/2B, Kempapura, Hebbal, Bengaluru - 24
Self-Appraisal 2023-24
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 2023-24
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 Appraisee

Signature of Principal

SINDHI COLLEGE

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

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Dr. PADMAVATHY K
Professor and Head, English
M.A., L.B., M.Phil., P.H.D. NET

Efficient

10 yrs 8 months

26 yrs

IB-A Optional English, IB-A IB-B-A, IB-B

NOT ANNOUNCED

Any Ranks in your Subject
Sheela I Sem BA Secured 91 in
English in the University Exam

Yes

Flipped class, Presentation
by students & for Teaching,
Role play, Public Speaking,
Group Discussion, etc.

6)	Give details of ICT usage in teaching-learning	① Presentation ② Video & Movie Screening ③ Tedx talks, plays - screening
7)	Steps adopted to address discipline and attendance problems in the class room	① Regular Monitoring ② Informed parents in chronic cases ③ Counselling consistently on the significance of discipline & regularity
8)	Details of bridge/remedial classes conducted	Conducted Bridge classes for needy students
10)	Details of Backlog classes conducted	Taught two students who needed help -
11)	Have you maintained lesson plan and work diary?	- Yes -
12)	Details of skill development activities/courses conducted (applicable to HODs only)	Mooc course registered & subject: Developing soft skills and personality - appeared for the exam on 24/9/23
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.	Public Speaking Presentations by students/group group discussion event Management Skills, Content writing Blog writing, Travelogues
14)	Details of tests/assignments conducted in the last two semesters	Strictly adhered to the norms & conducted Internal Tests & class Surprise Tests
III.	Involvement in college/ departmental/university	
1)	Details of committees in which served as Member/Coordinator/in any other capacity	Cultural Committee Women Empowerment cell FRCAC Library committee, ISO - internal auditor
2)	Details of activities guided/conducted by you in the department/college	National Conference - ISBN Book released - August 2022 Guest lectures, Classroom activities
3)	Have you attended/participated in all the departmental/college level activities/meetings/functions. If not, give reasons.	Attended - to Actively Participated - was the Master of the Ceremony for many programmes Has not missed any meetings/functions so far

	Furnish details of examination related activities taken up pertaining to Bangalore University (BCU)	Chief Examiner, BOE
a.	Member, BOS	BCU
b.	Member, BOE	BCU
c.	Paper setter	BCU
d.	Reviewer	BCU
e.	Valuer	BCU
f.	Invigilator	BCU
g.	Practical examiner	—
h.	Custodian	—
5)	Furnish details of examination related activities taken up pertaining to other universities / autonomous colleges.	Presidency College (BOE) Autonomous BMS College for Women Reva University Chief Examiner, Presidency, BMS, Indian Academy
5)	Furnish details of involvement in community reach out programmes	Participated in all college related community out reach programmes
	Professional/Self Enrichment:	
1)	Have you registered for Ph.D?	Completed - 2017
	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	
①	FDP - Alankar College - Jan 17th 2023	
②	FDP - Vivekananda College - 27 June 2023	
③	National level Webinar on Importance of Literature Reviews on Research - Vidya Vardani Institute of Science, Coimbatore - 11 Jan - 2023	
④	A 5-Day International online workshop - Effective Communication for Doctoral success - ZSRW Proficiency for Academic and Professional Success - Presidency University	

8)	Interpersonal relationship within and outside the department.	Excellent
9)	Your willingness to shoulder additional/special responsibility. If Yes mention the areas in which you are interested.	Always willing to shoulder responsibilities — Any area as decided by the Esteemed Principal!

Note: 1) If the space provided is not adequate, please use additional sheets.
2) Relevant documents to be maintained in the respective departments

Padmarathya

Signature by the Faculty

1) Remarks by HOD

It is to inform Esteemed Principal that I have involved in the following as well:

- ① Taught Additional English Students & sent notes
- ② Trained Students as N.C, to deliver Welcome address, etc.
- ③ Constant counselling - both personal & career

Padmarathya

HOD Signature

2) Review by the Principal

Good in teaching. Results are good.

Willingness to accept any assigned responsibility
Very active ISO committed member &
cultural committee

Amr

Principal Signature

3) Review by the Management

Signature