

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

FOR THE YEAR 2017-18

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 2017-2018

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 2017-2018
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 2017-2018

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 2017-2018
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 2017-2018
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 Appraiser

Signature of Principal

SINDHI COLLEGE

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

SELF APPRAISAL FORM

FOR THE YEAR 2018-19

I. Personal:																																																																																					
1)	Name E.K. RADHIKA																																																																																				
2)	Designation HOD, Computer Science																																																																																				
3)	Qualification MSc(ET), (Ph.D)																																																																																				
4)	ICT skills like Computer Literacy etc: . Yes.																																																																																				
	Qualification acquired during the year 2018-19, if any -																																																																																				
6)	Experience in this college 12 yrs																																																																																				
7)	Total teaching experience which includes services rendered in other institutions 17 yrs																																																																																				
8)	Experience in Industry/corporate 1 yr																																																																																				
II. Teaching-Learning and Evaluation:																																																																																					
1)	Courses taught in the last two semesters BCA, BSc, MCom (FA)																																																																																				
2)	Subjects taught in the last two semesters & Pass %																																																																																				
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Odd Sem</th> <th>Class</th> <th>Pass %</th> <th>No. Of Ist Class</th> <th>Max Marks Scored</th> <th>Min Marks Scored</th> <th>Even Sem</th> <th>Class</th> <th>Pass %</th> <th>No. Of Ist Class</th> <th>Max Marks Scored</th> <th>Min Marks Scored</th> </tr> </thead> <tbody> <tr> <td>1 VP</td> <td>V BSc</td> <td>100%</td> <td>5</td> <td>100</td> <td>45</td> <td>VPCL</td> <td>IV BCA</td> <td>98%</td> <td>30</td> <td>50</td> <td>31</td> </tr> <tr> <td>2 VPCL</td> <td>V BSc</td> <td>100%</td> <td>5</td> <td>50</td> <td>34</td> <td>VP</td> <td>IV BCA</td> <td>78%</td> <td>07</td> <td>87</td> <td>53</td> </tr> <tr> <td>3 CS Proj</td> <td>V BCA</td> <td>100%</td> <td>22</td> <td>100</td> <td>50</td> <td>WPL</td> <td>VI BSc</td> <td>100%</td> <td>10</td> <td>35</td> <td>10</td> </tr> <tr> <td>4 DeN</td> <td>V BCA</td> <td>81%</td> <td>15</td> <td>80</td> <td>12</td> <td>Univ BSc</td> <td>IV BSc</td> <td>60%</td> <td>2</td> <td>66</td> <td>24</td> </tr> <tr> <td>5</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>CS Proj</td> <td>VI BSc</td> <td>100%</td> <td>5</td> <td>49</td> <td>41</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>ITAF</td> <td>II MFA</td> <td>100%</td> <td>10</td> <td>-</td> <td>-</td> </tr> </tbody> </table>	Odd Sem	Class	Pass %	No. Of Ist Class	Max Marks Scored	Min Marks Scored	Even Sem	Class	Pass %	No. Of Ist Class	Max Marks Scored	Min Marks Scored	1 VP	V BSc	100%	5	100	45	VPCL	IV BCA	98%	30	50	31	2 VPCL	V BSc	100%	5	50	34	VP	IV BCA	78%	07	87	53	3 CS Proj	V BCA	100%	22	100	50	WPL	VI BSc	100%	10	35	10	4 DeN	V BCA	81%	15	80	12	Univ BSc	IV BSc	60%	2	66	24	5						CS Proj	VI BSc	100%	5	49	41							ITAF	II MFA	100%	10	-	-
Odd Sem	Class	Pass %	No. Of Ist Class	Max Marks Scored	Min Marks Scored	Even Sem	Class	Pass %	No. Of Ist Class	Max Marks Scored	Min Marks Scored																																																																										
1 VP	V BSc	100%	5	100	45	VPCL	IV BCA	98%	30	50	31																																																																										
2 VPCL	V BSc	100%	5	50	34	VP	IV BCA	78%	07	87	53																																																																										
3 CS Proj	V BCA	100%	22	100	50	WPL	VI BSc	100%	10	35	10																																																																										
4 DeN	V BCA	81%	15	80	12	Univ BSc	IV BSc	60%	2	66	24																																																																										
5						CS Proj	VI BSc	100%	5	49	41																																																																										
						ITAF	II MFA	100%	10	-	-																																																																										
3)	Any Ranks in your Subject Visual Programming -100/100																																																																																				
4) a.	Could you complete the syllabus well in time Yes																																																																																				
b.	If not, mention the problem faced																																																																																				
c.	Give suggestions to overcome the same																																																																																				

5)	Give details of Innovative teaching practices adopted	club activities, PPT presentation sending soft copy of notes.
6)	Give details of ICT usage in teaching-learning	Lab, Projector
7)	Steps adopted to address discipline and attendance problems in the class room	Calling Parents, & Monitoring.
8)	Details of bridge/remedial classes conducted	Yes
10)	Details of Backlog classes conducted	Yes
11)	Have you maintained lesson plan and work diary?	Yes
12)	Details of skill development activities/courses conducted (applicable to HODs only)	Guest Lectures & CS-workshop 1-Electronics workshop & VAP conducted during 2018-19
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.	Mini Projects Yes Industrial visits & D, Club Activities
14)	Details of tests/assignments conducted in the last two semesters	Yes.
III.	Involvement in college/ departmental/university	
1)	Details of committees in which served as Member/Coordinator/in any other capacity	Women Empowerment committee Magazine Committee VAP, Time Table, website updation Admission, Library, ISO, Research. 2QAC, Seminar, J. Visir

2)	Details of activities guided/conducted by you in the department/college	workshops VAP Club Activities Industrial visits.
3)	Have you attended/participated in all the departmental/college level activities/meetings/functions. If not, give reasons.	Yes.
4)	Furnish details of examination related activities taken up pertaining to Bangalore University	
	a. Member, BOS	Reva University
	b. Member, BOE	MLACW - Autonomous CMR, Reva, BU, BCU
	c. Paper setter	BU, Reva, MLACW
	d. Reviewer	BU, MLACW
	e. Valuer	BU
	f. Invigilator	Yes (BU) (BCU)
	g. Practical examiner	Yes, BU, BCU, MLACW, Reva CMR
	h. Custodian	—
5)	Furnish details of examination related activities taken up pertaining to other universities / autonomous colleges.	BOE, Question Paper Setter Practical Examiner.
6)	Furnish details of involvement in community reach out programmes	Computer Literacy Programme
IV.	Professional/Self Enrichment:	
1)	Have you registered for Ph.D?	Yes
	If yes, give details	
	a. University	MTWU
	b. Guide	Dr. Rajeswari
	c. Topic	User Authentication Methods
	d. Pre Ph.D clearance	
	e. Progress of work	

2)	Details of seminars/workshops / conferences participated in the last two semesters	
	① Indian Academy Degree College	
	② Vidwath - Inhouse Research Journal.	
	Inhouse - 3 - FDP / WKP / conference	
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:	
	Your role as a mentor. Mention briefly a few successful examples.	Advised students to pass their subjects Final yr BCA & BSc
2)	Could you give your impression about learning outcomes of your students?	Results improved.
3)	To what extent your visits to the library helped in professional development	Preparation of trending topics in IT
4)	What is the target set by the Principal/HOD in your profession?	Admissions, results, reduce drop outs

5)	Did you succeed in achieving the target? If not mention the constraints faced in the process.	Yes
6)	Give your suggestions for curriculum development /enrichment.	student exchange Program
7)	Give your suggestions for further development of the department and the college.	① Social Network Advertisements throughout the year ② Remove No
8)	Interpersonal relationship within and outside the department.	Good
	Your willingness to shoulder additional/special responsibility. If Yes mention the areas in which you are interested.	Industrial visit to abroad.

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

2) Relevant documents to be maintained in the respective departments

Radh
Signature by the Faculty

1) Remarks by HOD

HOD Signature

2) Review by the Principal

Good teacher, dedicated to her profession.

~~Does not take~~ Completely involved in her work.

Enthusiastic Helps in admission, placements etc,

Deserves all encouragement

Rajeev
Principal

Principal Signature

3) Review by the Management

Self-Appraisal form Administrative staff 2018-2019**Name :**JAYANTHI S**Designation:**OFFICE MANAGER**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 Recommendations by the Principal :

_____ Good in work. _____

Jayanthi S

Signature of Appraisee

Principa

Signature of Principal