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NATIONAL INSTITUTE OF TECHNOLOGY, RAIPUR

**Annual Confidential Report
For Faculty Members**

Year of the Report: 2010 - 2011

Part – I PERSONAL DATA

1. Name of the faculty member _____

2. Designation and Department _____

3. Address for Correspondence with Phone and Mobile No.

4. Whether the faculty member belong to General/SC/ST/OBC _____

5. Date of Birth _____

6. Date of appointment to the present grade _____

7. Period of absence from duty on leave, training etc. during the year

**Part – II
SELF APPRAISAL**

(To be filled by the faculty member reported upon)

I. INSTRUCTIONAL ELEMENT

(a) Teaching Engagement

	Odd Semester				Even Semester			
	Course No. & Title	No. of Students	Weekly L T P	% of classes engaged	Course No. & Title	No. of Students	Weekly L T P	% of classes engaged
UG								
PG								

➤ **Innovation in teaching, if any:**

➤ **Additional efforts which helped in Teaching/ Lab:**

(b) Project and Thesis (Dissertation) supervision

Level	Title of Project/ Thesis	Names of student	Names of other supervisor (if any)	Remarks (if any)
B.Tech				
B.Arch.				
M.Tech.				
M.C.A				

CR2011

* Mention if industry or hardware related

➤ Other Instructional Task

(Such as development of lab/course, Instructional Software, Education Technology packages, including ETV films, summer & modular courses, practical supervision)

II. ACADEMIC RESEARCH AND PUBLICATION ELEMENT:

(a) Ph.D. Research Supervision

S.No.	Name of student	Reg. Year & status (FT / PT/ external)	Thesis Title	Other supervisor/ s (if any) Name & Department	Completed/ Ongoing

(b) Referred Journal/ Conference Papers (published during the reported period)

(Provide proofs)

i. Author's name (sequence as in paper), title of paper, name of journal, Vol. No. (Year), page nos.

ii. Research papers published in international conferences

iii. Research papers published in national conferences

iv. Research papers reviewed

(c) Books, Journals, Monographs, Lab or Design-Manuals Authored/Edited

(Excluding editing of Conf. / Seminar/ Workshop proceedings)

III. SPONSORED R & D, CONSULTANCY & EXTENSION ELEMENT:

(a) Sponsored Research Projects

S. No.	Title of Report	Funding Agency	Financial Outlay	Year of start & Year of Completion	Name of P.I. and other investigators	Status (started or completed or in progress)

(b) Products/Process Development and Technology Transfer/Patents:

(Give particulars with names of group members involved)

(c) Continuing Education/ QIP Short Term Lectures/ Special Lecturers/ Courses:

S. No.	Title of Course/ Lecture Series	Date, Place and Programme where lectures/course delivered/conducted	Other relevant information

(d) Other Extension Tasks

➤ (Such as involvement with outside institutes – Network/ Joint Projects, International & National Academics, Professional Societies, Industry/ Government/ Public/ Community Service, Editorial & Reviewing Work, Editing of proceedings).

➤ (Development of National Code of Standards)

IV. OTHER ACADEMIC ACTIVITIES:

(a) Awards/ distinctions/ honours/ membership of National Committees

(b) Membership of Professional Societies

(c) Organization of Courses/ Conferences

Name of the Conf. / Seminar/ Course

Sponsored by

Date

(d) Visit to outside Institute/ Organization

Instt. / Organization Visited

Purpose of visit

Date

(e) Participation in Seminar/ Symposium/ Workshop etc.

Name of the Conf. / Seminar/ Symp. / Workshop

Place & Sponsored by

Date

(f) Participation in Short Term Courses

Name of the Courses

Place & Sponsored by

Date

V MANAGEMENT & INSTITUTIONAL DEVELOPMENT ELEMENTS:

(Incharge of the laboratory facility/ group, Chairmanship or membership of committees, involvement in student services, institute community and administrative assignments, AIEEE etc.)

(a) Department/ Centre's level:

(b) Institute level:

VI Comments on the works including particulars of circumstance for not being able to undertake/ complete the activities assigned.

VII COMMENTS/ SUGGESTIONS FOR FUTURE WORK

(Including difficulties faced, if any, and suggestions for improvement, training, infrastructure etc. for professional growth and for achievement of excellence)

VIII PLANS FOR NEXT YEAR

IX Please state whether the **Annual Return on immovable property** for the preceding calendar year was filled within the prescribed date, i.e. 31st January of the year following the calendar year. If not, reasons for non-filling the returns should be given. Please comply every year.

(Signature of the faculty member)
(Name of the faculty member)

Note: Please use additional sheet wherever required and present them as appendices.

Part - III
ASSESSMENT OF THE REPORTING OFFICER

1. Does the Reporting Officer agree with each and every significant statement contained in resume (Col.2 of Part II) of the work done by the faculty member.
2. State of Health Very Good/ Good/ Average/ Poor
3. Regularity and Punctuality in attendance Proficient/ Average/ Poor
4. Intelligence, keenness and Industry Proficient/ Average/ Poor
5. Trustworthiness in handling secret and top secret matters and papers Good/ Average/ Poor
6. Maintenance of academic records and timely submission of necessary papers for meeting, interviews, etc. Good/ Average/ Poor
7. General assistance in ensuring that matters requiring attention are not lost out of sight Good/ Average/ Poor
8. (a) Has the faculty member any special characteristics and/ or any outstanding merits or abilities which would justify his/ her selection for special assignment? If so, please mention these characteristics briefly.

(b) Recommendation regarding suitability of other spheres of work (this should be substantiated)
9. Has he/ she reprimanded for indifferent work or for other causes during the period under report? If so, give brief particulars.
10. General assessment of personality, character and temperament including relations with fellow employees, amenability of discipline, etc.
11. Integrity
12. Grading: (outstanding/ Very Good/ Good/ Average/ Below Average. (An Officer should not be granted outstanding unless exceptional qualities and performance have been noticed and grounds for giving such grading should be clearly brought out)
13. Effectiveness in the development of students belonging to weaker/ disadvantaged sections:

Signature of the Reporting Officer_____

Name & Designation (in BLOCK letters).....

Date.....

REMARKS BY REVIEWING OFFICER/ S

1.Length of service under Reviewing Officer/ s

2. In view of the remarks of the Reporting Officer, please sum up your views

3.Grading by Reviewing Officer (Outstanding/ Very Good/ Good/ Average/
Below Average)

Signature of the Reviewing Officer/ s

Name & Designation (in BLOCK letters)

Date

