



सरदार वल्लभभाई राष्ट्रीय प्रौद्योगिकी संस्थान, सूरत
SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY, SURAT
सरदार वल्लभभाई राष्ट्रीय प्रौद्योगिकी संस्था, सुरत

SVNIT

No. E/310


Date: 11/06/2022

NOTICE

Subject: Submission of Self-Appraisal Forms for Faculty for the year Academic Year 2021.

All the Faculty Members of the Institute are required to submit the Self-Appraisal Forms for the Academic year 2021 (01/07/2021 to 30/06/2022).

The filled-in Forms should be submitted by the employees concerned to their respective Reporting Officers as per format attached, latest by 31/07/2022. The Reporting officers are requested to forward the same to the Reviewing Officer latest by 31/08/2022. The Reviewing Officer is requested to forward the same to the Establishment Section latest by 30/09/2022.


DIRECTOR 11.06.2022

Enclosure: As above

To,

All the Heads of Department

- With a request to circulate the attached format to the faculty members of their respective departments

Copy forwarded for information and necessary action to:

1. Director/Dy. Director/Registrar
2. Dean (FW) – for information
3. CVO
4. Faculty In-Charge, Computer Centre to upload the notice on website.
5. Annual Performance Appraisal file (Faculty)
6. Dispatch Section



Form of Faculty Performance Appraisal

Report for the Period from 'JULY 2021 to JUNE, 2022'

PART-I

PERSONAL DATA

1. Name of the Faculty :
2. Employee ID No :
3. Date of Birth (DD/MM/YYYY) :
4. Date of initial appointment & Designation at SVRCET/ SVNIT, Surat :
Date
Designation
5. Present Post and Date of Appointment :
Present Post
Since
6. Department :

Part- II

I. INSTRUCTIONAL CONTRIBUTION:

(a) Teaching Engagement

➤ **Semester I (Odd Semester)**

Level	Sr. No.	Title of the Course(s) Taught	Course Code	Program (B.Tech./M.Tech/ I.M.Sc.) and Branch	No. of Students (Actually Engaged in Case of Multiple Divisions)	Weekly Load (Hr) (Actually Engaged in Case of Shared Load) L – T – P
UG						
PG						

Semester II (Even Semester)

Level	Sr. No.	Title of the Course(s) Taught	Course Code	Program (B.Tech./M.Tech/ I.M.Sc.) and Branch	No. of Students (Actually Engaged in Case of Multiple Divisions)	Weekly Load (Hr) (Actually Engaged in Case of Shared Load) L – T – P
UG						
PG						

(b) Project and Thesis (Dissertation) Supervision:

Level	Sr. No.	Title of the Project Dissertation	Name of the Student(s)	Program & Branch (B.Tech./M.Tech/M.Sc.)	Role (Supervisor/ Co-supervisor)	Name of other supervisor/co-supervisor, if any	Status (Ongoing/ submitted/ awarded)
UG							
PG							

(c) Other Instructional Tasks:

(such as development of lab/course, Instructional software, Education packages, etc.).

- 1.
- 2.
- 3.

II. ACADEMIC RESEARCH CONTRIBUTION:

(a) Ph.D. Research Supervision:

Sr. No.	Admission No	Name of Student	Title of Thesis/Area of Research	Category (FIR/FRS/FSF/FPS/PEC etc.)	Role (Supervisor/Co-supervisor)	Name of all other supervisor(s), if any	Status: (Ongoing/Submitted/Awarded)

(b) Research Papers Published/Accepted in Journals(During the review period)

Sr. No.	Title of Paper	List of All Authors as per sequence in paper	Journal Name	Vol. No.	Year	Page No.	DOI	Indexed in: Scopus/SCI / SCIE

(c) Conference Papers (During the review period)

Sr. No.	Title of Paper	List of All Authors as per sequence in paper	Name of conference and Venue	Type of Conference (National / International)	Dates	Vol No. of Proc.	Page Nos.	Indexed in: Scopus/Web of Science/SCI /Any other

(d) Books, Monographs, Lab or Design Manuals - Authored/ Edited (During the Review Period)

Sr. No.	Authors	Title of the Text/Chapter/Book/Manual	Year of Publication	ISBN/ISSN No.	Publisher

III. SPONSORED RESEARCH & CONSULTANCY PROJECTS:

(a) Sponsored Research Projects (During the Review Period):

Sr. No.	Title of Project	Duration		Sponsoring Agency	Amount [in Lakhs]	Role: PI/Co-PI	All other Investigators, if any, and their roles	Status: Ongoing/ Completed
		From	To					

(b) Consultancy/Testing Projects (During the Review Period):

Sr. No.	Details of Consultancy/Testing Work	Period/Year	Organization	Amount [in Lakhs]	Role:PI/Co-PI

(c) Products/ Processes Development and Technology Transfer /Patents/Intellectual Property Right(IPR) (During the Review Period):

Sr. No.	Title of Patent/IPR	Type of IPR (Product/ Process/ Design Registration/ any other	Registration No.	Date of Award	Awarding Country	Co-inventors, if any	Name of Organization/Industry, in case of Tech. Transfer

IV. OTHER ACADEMIC ACTIVITIES:

(a) Organization of Courses/ Conferences/Workshop/STTP

Sr. No.	Title of the Event	Type of Conference (National / International)	Period		Venue	Sponsored by	Role (Coordinator/C hairman/ Org. Secretary)	Number of Registered Participant/B eneficiary	Indexed in: Scopus/W eb of Science/S CI/Any other
			From	To					

(b) Expert Lecture/Talk Delivered in CEP/ QIP/STTP/ Special Lectures:

Sr. No.	Title of the Talk	Name of the Program in which the Talk is Delivered	Date of Talk	Organizer and Venue

(c) Participation in Courses/ Conferences/Workshop/STTP in India/Abroad

Sr. No.	Title of the Event	Period		Venue	Country	Organized By	Indexed in: Scopus/Web of Science/SCI/ Any other
		From	To				

(d) Academic/Research Related Visit outside Institute in India/Abroad

Sr. No.	Organization/Institute Visited	Period		Venue	Country	Purpose and Other Details of Visit
		From	To			

(e) Membership of Professional Bodies/Societies (During Review Period)

Sr. No.	Name of the Academy/Professional Body	Membership Id (if any)	Period	
			From	To

(f) Significant Award/Achievement/Honor/Distinction Received (During Review Period)

Sr. No.	Details of the Award/Achievement/Honor/Distinction

(g) Contribution as External Examiner for M.Tech/Ph.D. Thesis Outside Institute, Member of National Panel, Reviewer of Journal, Book, Project Proposal or any such other contribution:

Sr. No.	Details of the Contribution

V. ADMINISTRATIVE CONTRIBUTION:**(a) Institute Level Contribution:**

Sr. No.	Position Held (Dean/Asso. Dean/Head/Chairman/Member of Committee/Centre-in Charge/ Professor or Faculty in Charge /Warden/Asso. Warden/Faculty Advisor etc.	Duration		Office Order No. & Date	Brief about Activity and Contribution Made
		From	To		

(b) Department Level Contribution:

Sr. No.	Position Held (Chairman/Member of Committee/Lab-in Charge/Section Head/PG in Charge/Professor or Faculty in Charge /Coordinator/Faculty Advisoretc.	Duration		Office Order No. & Date	Brief about Contribution Made
		From	To		

VI. OTHER IMPORTANT CONTRIBUTION NOT COVERED ABOVE

- 1.
- 2.

Signature of Faculty

VII. SELF APPRAISAL

(Comments on the important contribution or activities carried out during the review period, innovations introduced in teaching, important administrative assignment(s) handled etc., and future plan in not more than 200 words. Use separate sheet as annexure, if required)

Date:

Place:

Signature of Faculty

Name of faculty reported upon :.....

Period of Assessment :.....

PART-III

Appraisal of Reporting officer

(On the basis of the appraisal received from the faculty reported upon, the reporting officer shall summarize the facts under section I, II, III, IV and V of part II of the form)

Date:

Signature of Reporting officer

Name:.....

Designation:.....

Name of faculty reported upon :.....

Period of Assessment :.....

PART-IV

Remark of Reviewing officer

(Based on the facts reported by the reporting officer, the reviewing officer shall assess the performance of the faculty reported upon in the following remarks with relevant comments.)

- A. Outstanding**
- B. Very Good**
- C. Good**
- D. Satisfactory**
- E. Poor**

(In case of 'Poor' remark, the reviewing officer shall justify with the facts to award the 'Poor' remark to the faculty reported upon.)

Date:

Signature of Reviewing officer

Name:.....

Designation:.....

Name of faculty reported upon :.....

Period of Assessment :.....

(To be filled by the official Reported upon)

This is certified that I,, Designation
....., working in the Department / Section of
have completed Part -I & Part-II of the APAR form for the Period / Year
and submitted it to the Reporting Officer, namely Mr./Ms,
Designationon/...../2022.

Signature.....

(To be filled by the Reporting Officer)

This is certified that I,, Designation
....., working in the Department / Section of
have recorded my comments in Part-III of the APAR form of Mr./Ms
....., Designation for the Period / Year
..... and forwarded it to the Reviewing Officer, namely Mr./Ms
....., Designation on/...../2022.

Signature.....

(To be filled by the Reviewing Officer)

This is certified that I,, Designation
....., working in the Department / Section of
have reviewed the APAR form of Mr./Ms, Designation
..... for the Period / Year, duly reported upon by the Reporting Officer, and
forwarded it to the Deputy Registrar (Establishment) on .../.../2022.

Signature.....

Forwarded to: Deputy Registrar (Estt.), SVNIT Surat

Annexure A

Sr. No.	Name of the employee whose APAR is to be written	Reporting Officer	Reviewing Officer
1.	Deputy Director	Director	Director
2.	Faculty (HAG-Professor)	Deputy Director / Director, if Deputy Director is Professor	Director
3.	Faculty (Professor)	HoD / Deputy Director, if HoD is Associate Professor	Director
4.	Faculty (HODs)	Deputy Director	Director
5.	Faculty (Associate Professors, Assistant Professors other than HoDs)	Head of Department	Director

Annexure B

TIME SCHEDULE FOR PREPARATION / COMPLETION OF Faculty Appraisal (APAR)

S. No.	Activity	Last date by which the process to be completed every year
(i)	Distribution of blank self-appraisal forms to all the faculty members	July 10
(ii)	Submission of self-appraisal by the faculty reported upon to the Reporting officer	July 31
(iii)	Submission of report by reporting officer to reviewing officer	August 31
(iv)	Completion of report by the Reviewing Officer and submission to the Establishment section	September 30
(v)	In case of 'Poor' remark given by reviewing officer, a copy of APAR has to be communicated to the concerned faculty reported upon through the Dean (FW) of the Institute	October 15
(vi)	Representation, if any, of the concerned faculty reported upon, to the Director of the Institute	October 31
(vii)	Forwarding of APAR by the Director along with the representation of the concerned faculty reported upon, to the reporting officer	November 15
(viii)	Forwarding of APAR by the reporting officer along with the representation of the concerned faculty reported upon and his own comments to the reviewing officer (i.e. Director)	November 30
(ix)	Final decision of the Director and communication of the same to the concerned faculty reported upon	December 31