



सरदार वल्लभभाई राष्ट्रीय प्रौद्योगिकी संस्थान, सूरत

SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY, SURAT

शिक्षा मंत्रालय, भारत सरकार के द्वारा NITSER अधिनियम के तहत स्थापित एक राष्ट्रीय महत्व का संस्थान
An Institute of National Importance, Established under NITSER Act by Ministry of Education, Govt. of India

SVNIT

No. E/ 1289

Date: 18.08.2026

NOTICE

27 AUG 2026

Subject: Submission of Self-Appraisal Forms for Faculty for the year Academic Year 2025.

All the Faculty Members of the Institute are required to submit the Self-Appraisal Forms for the Academic year 2025 (01/07/2025 to 30/06/2026).

The filled-in Forms should be submitted by the employees concerned to their respective Reporting Officers as per format attached, latest by 14.09.2026. The Reporting officers are requested to forward the same to the Reviewing Officer latest by 28.09.2026. The Reviewing Officer is requested to forward the same to the Establishment Section latest by 05.10.2026.

31/08/2026
DIRECTOR 24/8/26.

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



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SVNIT

Form of Faculty Performance Appraisal

Report for the Period from 'JULY 20... to JUNE, 20....'

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.	Month and Year of Last Promotion/Upgradation		Month : Year :
6.	Present Post and Date of Appointment	:	Present Post: Since
7.	Department	:	

Form of Faculty Performance Appraisal

Report for the Period from 'JULY 20 to JUNE, 20

PART-II

**Section I Academic and Student Centric Activities
and its Assessment**

**Section II Research and Professional Practices
Related Activities and its Assessment**

**Section III Administrative and Allied Activities and its
Assessment**

Section IV Self-Appraisal

SECTION I

Academic and Student Centric Activities

(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)/ Mini Project/ Internship Supervision

Level	Sr. No.	Title of the Project/ Dissertation/ Mini Project/ Internship	Name of the Student(s)	Program & Branch (B.Tech/M.Tech/M.Sc./ Ph D)	Role (Supervisor/ Co-supervisor)	Remarks
UG						
PG						
Ph D						

(c) Initiatives towards Lab Upgradation/ Set up of Experiment/ Repair of set up etc.

Level	Sr. No.	Name of the Lab	Title of the Equipment/Facility/ Experiment Set Up included/upgraded /repaired		Name of the Subject for which the facility will be useful		Expenses incurred if any
UG							
PG							
Ph D							

(d) Initiatives by Faculty towards experiential learning through Field Visit/ industry visit of students with all safety measures.

Level	Sr. No.	Number of students	Name of the industry visited with address	Details of Office Order/ related documents		Expenses incurred if any
UG						

PG						
Ph D						

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

Sr. No.	Details of the Event	Period		Venue	Sponsored by	Role (Coordinator/C hairman / Org. Secretary)	Number of Registered Participant/ Beneficiary
		From	To				

(f) Expert Lecture/Talk Delivered in CEP/ QIP/STTP/ Special Lectures outside the institute.

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

(g) Any other Academic and Student Centric Activity /Activities not covered above:

Section II: Research and Professional Practices Related Activities.

I. ACADEMIC RESEARCH CONTRIBUTION:

(a) Doctoral Supervision including joint supervision: No of Ph D Students submitted thesis/ appeared Viva during review period:

Sr. No.	Admission No and Name	Title of Thesis/Area of Research	Thesis submission/viva details	Role

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

Sr. No.	Title of Paper	Main/Corresponding Author and Co-Authors	Details of publication like Journal Name, Vol. No, Year

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

Sr. No.	Title of Paper	Main/Corresponding Author and Co-Authors	Details of publication like Journal Name, Vol. No, Year

(d) 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.	Indexed in: Scopus/Web of Science/SI/Any other

(e) 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

(f) Details of h Index and citations: (Google Scholar)

Sr. No.	Author	Total Citations	h Index	i10 Index

II. SPONSORED RESEARCH & CONSULTANCY PROJECTS:**(a) Sponsored Research Projects including seed grant (Clearly mention status during the Review Period):**

Sr. No.	Title of Project	Duration		Sponsoring Agency	Amount [in Lakhs]	Role: PI/Co-PI	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

(d) Significant Outcome of MoU signing activities with the industry/research organization

Sr. No.	Name of the Organization	Date of MoU	Effective duration of MoU	Activities during review period (Outcome)

(e) 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

III PROFESSIONAL PRACTICES

(a) 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			

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

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

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

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

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

Sr. No.	Details of the Contribution

(e) Number of Proposal submitted to funding agency with details

Sr. No.	List out here in brief about proposal submission details as per Form 1.1 of Dean RnC Office (PI/Co-PI/Funding agency)

(f) Contribution as Editor/Associate Editor/Guest Editor/ Member of Editorial Board of reputed National/International journals:

Sr. No.	Details of the Contribution

(g) Member of Advisory Boards / Scientific & Technical bodies/ Committees of Statutory R & D bodies/Academic/Administrative bodies/Public Service Commission's /international conferences

Sr. No.	Details of the Contribution

(h) Visiting Professor / Researcher assignment in India/ abroad on invitation

Sr. No.	Details of the Contribution

(i) Any other Research/ Consultancy and Professional Practices Centric Activity /Activities not covered above:

Section III: Administrative and Allied Activities during Review Period

(a) Institute Level Contribution:

Sr. No.	Position Held (Refer List of activities given in Section III of Goal Sheet related to Administrative and Allied Activities)	Duration		Office Order No. & Date	Brief about Activity and Contribution Made
		From	To		

(b) Department Level Contribution:

Sr. No.	Position Held (Refer List of activities given in Section III of Goal Sheet related to Administrative and Allied Activities)	Duration		Office Order No. & Date	Brief about Activity and Contribution Made
		From	To		

(c) Any other Administrative and Allied Activities not covered above:

Name and Signature of Faculty

Section IV: 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)

Efforts and Time wise Contribution towards given Activity during review period	
Section I: Academic and Students Centric Activities	(Faculty shall enter the value referring below table)
Section II: Research and Professional Practices Activities	(Faculty shall enter the value referring below table)
Section III: Administrative and Allied Activities	(Faculty shall enter the value referring below table)

Date:

Place:

Signature of Faculty

Name of the Faculty reported upon:

Period of Assessment: July 20- June 20

Note: Refer the table given below

Section	Activity	Prof. (HAG)/ Prof. /Asso. Prof.	Asst. Prof.
I	Academic and Students Centric Activities	(40-60 %)	(40-60 %)
II	Research and Professional Practices Activities	(20-60 %)	(20-60 %)
III	Administrative and Allied Activities	(20-60%)	(20-40%)

Cumulative Total API Score (Section I + Section II + Section III)

(Maximum API Score for Professor (HAG), Professors, Associate Professors will be 500 Whereas for Assistant Professor maximum API Score will be 300. The cumulative API shall be calculated considering rationalization based on the fractional contribution (**in accordance with the Efforts and Time**) proposed by the faculty towards given Activity.

API Score (%)	Performance Assessment	Grade	Self-Assessed Grading as per goal sheet
86-100	Outstanding- Excellent Performance	A	
71-85	Very Good- Exceeds the requirements of the job	B+	
56-70	Good- Meets the requirements of the job	B	
41-55	Satisfactory- Show some minor weaknesses	B-	
31-40	Average- Show some weaknesses	C+	
01-30	Unsatisfactory- Shows significant weaknesses	C	

Name and Signature of Faculty

Name of faculty reported upon :

Period of Assessment :

Date:

Form of Faculty Performance Appraisal

Report for the Period from 'JULY 20 .. to JUNE, 20 ..'

PART-III & PART IV

Appraisal of Reporting and Reviewing officers

PART-III

(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 of part II of the form)

Remarks of Reporting officer:

<i>API Score (%)</i>	<i>Performance Assessment</i>	<i>Grade</i>	<i>Reporting Officer Grading</i>
86-100	Outstanding- Excellent Performance	A	
71-85	Very Good- Exceeds the requirements of the job	B+	
56-70	Good- Meets the requirements of the job	B	
41-55	Satisfactory- Show some minor weaknesses	B-	
31-40	Average- Show some weaknesses	C+	
01-30	Unsatisfactory- Shows significant weaknesses	C	

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.)

Remarks of Reviewing officer

<i>API Score (%)</i>	<i>Performance Assessment</i>	<i>Grade</i>	<i>Review Officer Grading</i>
86-100	Outstanding- Excellent Performance	A	
71-85	Very Good- Exceeds the requirements of the job	B+	
56-70	Good- Meets the requirements of the job	B	
41-55	Satisfactory- Show some minor weaknesses	B-	
31-40	Average- Show some weaknesses	C+	
01-30	Unsatisfactory- Shows significant weaknesses	C	

Signature of Reviewing officer with Date

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/...../202X.

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/...../202X.

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 .../.../202X.

Signature.....

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

SAMPLE CASES FOR EVALUATION

HAG/Professor/Associate Professor

Sample 1:

	Total Points (a)	Claimed Points (b)	Max. Cap (c)	Obtained Points (d)	Proposed Contribution in % (e)	Final weightage out of 500 (f)	Scaled Points as per the proposed weightage =(f*d)/c	Remarks if any
Academic	260	80	100	80	40	(40% of 500) 200	160	
R & C	420	230	200	200	40	(40% of 500) 200	200	
Admin	2220	120	200	120	20	(20% of 500) 100	60	
Total							420/500	

Sample 2:

	Total Points (a)	Claimed Points (b)	Max. Cap (c)	Obtained Points (d)	Proposed Contribution in % (e)	Final weightage out of 500 (f)	Scaled Points as per the proposed weightage =(f*d)/c	Remarks if any
Academic	260	95	100	95	50	(50% of 500) 250	237.5	
R & C	420	100	200	100	20	(20% of 500) 100	50	
Admin	2220	240	200	200	30	(30% of 500) 150	150	
Total							437.5/500	

Assistant Professor

Sample 1:

	Total Points (a)	Claimed Points (b)	Max. Cap (c)	Obtained Points (d)	Proposed Contribution in % (e)	Final weightage out of 500 (f)	Scaled Points as per the proposed weightage = $(f*d)/c$	Remarks if any
Academic	260	90	75	75	60	(60% of 300) 180	180	
R & C	420	75	125	75	20	(20% of 300) 60	36	
Admin	2220	70	100	70	20	(20% of 300) 60	42	
Total							258/300	

Sample 2:

	Total Points (a)	Claimed Points (b)	Max. Cap (c)	Obtained Points (d)	Proposed Contribution in % (e)	Final weightage out of 500 (f)	Scaled Points as per the proposed weightage = $(f*d)/c$	Remarks if any
Academic	260	70	75	70	40	(40% of 300) 120	112	
R & C	420	100	125	100	40	(40% of 300) 120	96	
Admin	2220	80	100	80	20	(20% of 300) 60	48	
Total							256/300	

Annexure A

TIME SCHEDULE FOR PREPARATION / COMPLETION

of Faculty Appraisal (APAR)

for Assistant Professor/ Associate Professor/ Professor and Professor (HAG)

S. No.	Activity	Last date by which the process to be completed
(i)	Distribution of blank self-appraisal forms to all the faculty members	27.08.2026
(ii)	Submission of self-appraisal by the faculty reported upon to the Reporting officer	14.09.2026
(iii)	Submission of report by reporting officer to reviewing officer	28.09.2026
(iv)	Completion of report by the Reviewing Officer and submission to the Establishment section	05.10.2026
(v)	Compilation on goals achievements by PARC Chairman and presentation of report to Institute Director	20.11.2026
(vi)	Compilation of Presentation/Reports on achievements of faculty of respective department by Dean FW and presentation of report to Institute Director in presence of Dean, Heads and NIRF ranking committee	18.12.2026
(vii)	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	15.10.2026
(viii)	Representation, if any, of the concerned faculty reported upon, to the Director of the Institute	31.10.2026
(ix)	Forwarding of APAR by the Director along with the representation of the concerned faculty reported upon, to the reporting officer	15.11.2026
(x)	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)	30.11.2026
(xi)	Final decision of the Director and communication of the same to the concerned faculty reported upon	On or before 31.12.2026

Annexure B
Reporting and Reviewing Officer for Faculty

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)	Director	Director
3.	Faculty (Professor)	HoD / Director, if HoD is Associate Professor	Director
4.	Faculty (HODs)	Director	Director
5.	Faculty (Associate Professors, Assistant Professors other than HoDs)	Head of Department	Director