

# **SRINIX COLLEGE OF ENGINEERING, BALASORE**

## ***TEACHERS' HANDBOOK***

### **GUIDELINES FOR TEACHERS**

A teacher should be a friend, guide and philosopher to the students. He/she should maintain a good rapport with the students in such a way that they should feel that the teacher is the loveliest person around and they should not transgress the limits.

The teacher should know that he is being watched by the students, parents, colleagues, management and the society at large.

#### **1.0 JOINING PROCEDURES:**

- 1.1. All appointments are made subject to the approval of the President/Secretary of the Institute.
- 1.2. All the vacant posts are to be filled up through the advertisement in the state and national daily newspapers from time to time, as and when required by the management.
- 1.3. On receipt of bio-data / C V of the candidate, he/she is called for an interview. He/she has to appear for a demonstration (demo) before the selection committee followed by technical and personal interviews.
- 1.4. The appointment letter specifies a 7-day period within which the candidate has to join the institute, failing which the institute reserves all rights to cancel its offer of appointment.
- 1.5. A teacher must submit a joining report to the Principal on the date of joining. This must accompany two recent passport-sized colour photographs, photocopies of certificates / testimonials and an up-to-date resume.
- 1.6. All new faculty members remain under probation for a period of one year from the date of joining as specified in the appointment letter.
- 1.7. All the faculty members should have their ID card provided by the institute

#### **2.0 PROFESSIONAL RESPONSIBILITIES:**

- 2.1 A faculty member of Srinix College of Engineering (SCE) has many roles to play, viz. that of a teacher vis-à-vis his / her students, that of an academician for carrying out research, attending to examination or other duties as assigned to him / her from time to time.

- 2.2 Apart from the above, he/she must have good interpersonal relations with his/her peers, which will be directly linked with salary increment, promotion, etc. Good interpersonal relations are a must in an age where teamwork matters a lot.
- 2.2 A teacher's performance in those activities will also be considered at the time of his / her Annual Performance Assessment before finalizing increment, promotion, etc.
- 2.3 A teacher has to perform in many areas apart from class room teaching. He/She has to acquire knowledge by joining different online /offline courses like NPTEL etc. The management of the Institute stress hard along with financial assistance to the faculty members for research work also (Refer to all the points of self assessment form; **Annexure – I**).

### 3.0 **GENERAL CODE OF CONDUCT:**

- 3.1 Being a faculty member, which is seen by the outside world as a responsible member of the Institute, it is desired that a teacher should exercise necessary caution / restraint, while talking about the matters related to the Institute.
- 3.2 People at large are observing a faculty member as a distinguished teacher of SCE and a teacher's general conduct and behaviour in public should be in keeping with the expectations.
- 3.3 It is expected that a teacher will maintain cordial and professional relation with other faculty & staff members of the Institute.
- 3.4 Teaching is a noble profession and SCE provides ample opportunity to its employee for growth. Hence a teacher should not make any distinction among teachers, students and colleagues on account of their caste, creed, religion, language or sex.

### 4.0 **CLASSES:**

- 4.1. Conducting regular classes is the primary work of the Institute. The classes should not be cancelled for any reason. If timing of some other duty conflicts with that of a class, then the latter takes higher priority.
- 4.2. The teacher should dress himself/herself properly and always use English; his/her body language and conduct in public should be such that he/she is a decent person from whom a lot of things have to be learnt.
- 4.3. Teachers must be punctual in his / her academic duties, such as lecture classes, laboratories, examinations, answer script evaluation, sessional work etc.

- 4.4. No class should remain unattended by a faculty, when the attendance of the students in the class is poor. A teacher must continue for the full period even when there is only one student present in the class.
- 4.5. It has been observed that many a times classes are not being attended by the student because the subject taught by the concerned teacher doesn't arouse any interest among the students  
In order to make the class interesting, it is essential that all faculty members must ensure the lesson plan for the whole semester is uploaded in the intranet prior to the commencement of the class. This enables individual student to come prepared for the class, fully aware of the subject to be taught in the class.
- 4.6. Teachers are to take class tests, give assignments to the students and be transparent regarding their performances so that the results at the end semester do not come as a shock. A teacher must discuss with HOD and Librarian regarding availability of sufficient copies of text and reference books.
- 4.7. Teachers must structure their lectures in such a manner that it is completed within the stipulated time. It needs to be ensured that the teacher who is to take the next period is not inconvenienced.
- 4.8. Appropriate assignments must be given to students at regular intervals, which should also be evaluated quickly and returned with comments.
- 4.9. It is always encouraged to use the teaching aids such as maps, charts, LCD, models whenever required for smooth functioning to help a teacher to design a teaching course effectively.
- 4.10. The classes must not be rescheduled without the prior consent of the HOD & Academic Coordinator.
- 4.11. Teachers have to perform a variety of tasks which include formal instruction in the class room, tutorial classes, laboratories and preparation for instruction, assessment and evaluation of assignment, counseling and guidance of students and development activities. Lesson plan and lesson progress register should be kept up-to-date all the time. The faculty member must also get the lesson progress register verified by the respective HOD.
- 4.12. Apart from the above, a teacher should encourage students to think creatively, give information regarding the latest developments in the field, advise to read in the library, use Internet, etc.

- 4.13. Since students respect only those teachers who have real depth of knowledge. The teachers should enrich his level of teaching on the subject assigned to him/her.
- 4.14. At the end of the class, the teacher should encourage the students to come forward to clarify their doubts beyond the class. In case, he/she is not able to answer the questions put by the students, he/she should not feel disturbed and should tell the students that he/she will clarify the doubts in the next class ( he/she may consult a book, .a senior faculty member, browse Internet, etc for the purpose.)
- 4.15. A teacher should always call/refer to a student by his/her name only, not by the roll number.
- 4.16. The teacher should not write too many things on the chalkboard and should clean it before leaving the classroom.
- 4.17. **Average Workload Distribution of Teachers:**

Sl.No.	Activity	Hours per week	
		HOD	Other Faculty average
1.	Contact Hours (instruction)	8-10	12
2.	Preparation, Assessment, Evaluation	6	12
3.	Administration, Research Guidance and Counselling, Developmental Activities etc.	18-20	10-12
		32-36	34-36

4.18. **Average Teaching Load Distribution:**

The average teaching load distribution among various categories of faculty is as follows:

Faculty	Average Teaching Load / Week ( Hours)
Professor	08
Asso. Professor	12
Asst Professor	16

5.0 **ATTENDANCE:**

- 5.1. Attendance is a statutory requirement prescribed by the University. A student has to secure a minimum of 75% of attendance for each subject, failing which he / she can be barred from appearing for the examination. A teacher must caution the students whose attendance is inadequate.
- 5.2. The attendance must be maintained with signature and date by the teacher concerned as a record of authentication.
- 5.3. If a student is under suspension on disciplinary grounds, he/she must be not allowed to enter the class under any circumstances.

- 5.4. A monthly consolidated attendance report has to be sent to the respective HOD & the principal.
- 5.5. If a student is absent for more than 7- days, the matter should be brought to the notice of HOD concerned / Principal by the class teacher/Proctor.
- 5.6. In case of poor attendance of students and in spite of proctor's effort, if attendance does not improve then registered letter will be sent to the guardian of the student.

#### 6.0 **STUDENT FEEDBACK:**

- 6.1. In between the semester classes, a student feedback is collected about the teacher (**Annexure - II**). The feedback received from the students is tabulated and a summary report is made in order to help the teacher for future improvement.
- 6.2. It is also used as one of the criteria for judging the overall performance of a teacher.
- 6.3. No attempts should be made to discuss the results of this feed back with the students.

#### 7.0. **LABORATORIES:**

- 7.1 If a teacher is assigned with the responsibility of setting up of a laboratory, then he / she is responsible for all the groundwork in this regard.
- 7.2 A teacher must ensure that the laboratory is being maintained properly and should check the stock register to see that it is up-to-date. He / she must ensure that all machines in the laboratory are in working condition.
- 7.3 If any chemicals and /or spare parts are required, it is the teacher's duty to plan the acquisition of the same in consultation with the HOD in a timely manner to ensure the smooth conduct of the laboratory. He / she must ensure that students submit Lab Reports/Records in the proper format for all experiments in time.
- 7.4 The Laboratory I/C has to maintain and update the following documents:
  - i) Stock register
  - ii) Preventive maintenance file/register
  - iii) Student attendance register
  - iv) Student performance register
  - v) Issue register (if any)

#### 8.0 **INTERNAL EXAMINATIONS:**

- 8.1 For all matters regarding the conduct of an internal exam, the Prof. I/C/Coordinator of examination is the responsible person. However, before assigning any duty to faculty members, the respective HOD has to be kept informed. Everybody is expected to

cooperate with the Prof. I/C/Coordinator of examination to ensure the smooth conduct of the examinations.

- 8.2 A teacher must follow the instruction & invigilation duty assigned to him / her by the Examination Section. The examination section must finalize the examination duty of teachers in consultation with the respective HODs & Prof. I/C /Coordinator of Examinations.
- 8.3 The marks of the internal exams must reach the examination section by the stipulated date. If a teacher needs more time, he / she must take a written permission of the Principal or Prof. I/C/Coordinator of Examinations.
- 8.4 The teacher may refer to the previous years' university question papers for setting question papers for the mid-semester examinations. Such question papers are available with the Examination Section / Central Library.
- 8.5 The paper-setter of a subject must be present on the day of the examination to help clarify any issue arising out of the question paper.

#### **9.0 DUTIES OF Prof I/C/Coordinator OF EXAMINATIONS:**

- 9.1 A senior teacher / HOD is appointed as Coordinator of Examinations.
- 9.2 The Coordinator is responsible for conduct of smooth & fair examinations.
- 9.3 He / she should send a notice to the various examiners (faculty members) asking them to submit their question papers by a certain date.
- 9.4 Sufficient photocopies of these papers can be done taking into account the strength of students appearing for a paper. For each question paper, five (5) extra copies should be made.
- 9.5 If office photocopier is not working, he / she can arrange for it to be done in the library, under his / her supervision. In case of any paper leakage, the ultimate responsibility lies on Prof. I/C/ Coordinator of Exam.
- 9.6 The Coordinator is to ensure that the Exam Section has the requisite number of answer scripts & additional sheets. If not available, arrangements can be immediately made in consultation with Principal or competent authority.
- 9.7 In fixing the timing of examination, Transport Supervisor or administrative officer must be consulted. The result should be published as per the schedule and circulated to the appropriate authorities.
- 9.8 Appropriate seating arrangement has to be made in consultation with the Principal.

- 9.9 He / she is required to assign adequate no. of invigilators to each room for smooth & fair conduct of examinations. It must be done in consultation with the HODs to ensure that it is not conflicting with the class- timing of the teacher who is assigned the invigilation duty.
- 9.10 The Coordinator must supervise handing over of the question papers & answer scripts to invigilators (teachers) along with blank attendance *pro forma* at least 15 minutes before the commencement of examination. The invigilators must be informed that the answer scripts must be returned to him / her sequenced according to the Roll No. They should return unused papers to the Examination Section.
- 9.11 The Coordinator should find out the number of students who are absent and report it to the Principal.
- 9.12 The answer scripts should be handed over to the evaluators concerned against a proper receipt.

10.0. **UNIVERSITY EXAMINATIONS:**

- 10.1 For University Examination, any teacher may be appointed as an invigilator by the Coordinator in consultation with the Centre Superintendent. A teacher will be informed through his / her HOD.
- 10.2 A teacher must report any malpractice case if found to the Coordinator or Centre Superintendent for immediate action.
- 10.3 An invigilator should not provide any clarification to the students with regard to the question papers as they are set by the university.

11.0. **LEAVE RULES:**

- 11.1 Fifteen days CL will be available for staff members in a year commencing from 1<sup>st</sup> of January to 31<sup>st</sup> December of the same year equally divided among 12-months. Anyone taking more leaves from the available quota, he/she has to bear loss of pay for extra days during that slot.
- 11.2 In case of death of parents (Father and Mother), Wife/Husband, Son/Daughter, 12 days' special leave may be given to the staff members.
- 11.3 Maternity leave of 180 days with full salary may be granted to lady employee.
- 11.4 13-days EL will be given on Special cases/Special medical leave cases for the incumbent suffering from the following diseases, which has to be certified by a specialist doctor. The genuineness of medical certificate and other supporting documents shall be verified by the administration before grant of such leave.
- Chicken Pox
  - Typhoid/Jaundice

- Cerebral Malaria
- Any other serious disease which deserves consideration

11.5 The academic leave rules for those who are pursuing Ph D programme and M Tech in any branch shall be:

- The Principal can grant leave up to a maximum of 3 days per month;
- The management can grant leave for more than 3 days only in specific cases;
- Leave up to a maximum of 2- months during semester-break can be granted by the management only when it is recommended by the HOD & Principal that s/he has no class work.

N.B.: Except C Ls, all other types of leaves shall be granted by the management only.

11.6 A teacher can be granted on-duty (OD) leave either on college/university work or for attending seminars/conferences/workshops.

**Following procedure must be followed:**

- I. The application for OD should be routed through the HOD to the Principal.
- II. The Principal can approve OD leave for a maximum period of 3-days, in case of more than 3-days; it will be forwarded to the management for approval.
- III. The joining report should be submitted by the teacher through the HOD to Principal on resumption of duties after availing himself/herself of the OD leave.

**12.0 TRAVELLING ALLOWANCE RULES FOR TEACHERS:**

- I. These rules may be called the Balasore Technical Education Society (BTES) travelling allowance rules.
- II. These rules apply to all Srinix employees under the administrative control of BTES Group of Institutions.
- III. Actual travelling allowance means the actual cost of bus fare and DA for the journey made by the employees. Contingent expenditure other than DA up to 150Kms is given to the employees, when journey is made to outside. Bus fare / train fare should be supported with the tickets along with the reservation charges. The tour performed by the employees shall be shortest and cheapest.
- IV. A daily allowance is a uniform allowance for each day of absence on duty from headquarters, which is intended to cover the ordinary daily expenses by employee in consequence of such absences.
- V. Daily allowance may not be drawn for any day on which a SCE employee does not reach a point more than 08 K.M. from his headquarters or return to headquarters from such point.



- VI. Daily allowance is not be drawn for continuous halt of more than 10 days at any one place, provided that the competent authority may grant generally or in individual exemption from the operation of this rule, on such condition as it thinks fit, if it is satisfied that the prolonged halt is necessary in the interest of the SCE work.
- VII. For the purpose of calculating the travelling allowance, the SCE employees are divided into 4 grades.
- A. Grade I: Principal, Vice Principal, Professors
- B. Grade II: Associate Professor, Assistant Professors, T & P Officers, Librarian.
- C. Grade III: Demonstrator/Laboratory Assistants, Office Assistants, Steno, All Clerks
- D. Grade IV: All Peons, Attendants, All Drivers, etc.
- VIII. For journeys inside and outside state, daily allowance are admissible on the following categories as follows:

<u>Grade</u>	<u>Inside State (Rs)</u>	<u>outside State (Rs)</u>
Grade I	150	200
Grade II	130	150
Grade III	120	140
Grade IV	120	140

Four wheeler drivers:

Night halt allowance : Rs. 100

- IX. When no official accommodation is made available to the employees of SCE, they are entitled to reimbursement of accommodation charges of a single room accommodation in lodging suitable to his status besides the daily allowance as per the following/as per actual:

(Note: Accommodation charges under this rule shouldn't be sanctioned unless the authorities are satisfied with reference to the voucher (Lodging Bill) produced by the employees.)

Rickshaw, auto charge will be paid only in case of out of head quarters as per actual. The staff on OD is required to submit the tour report along with TA/Lodging bills for pass and payment.

**X) Mileage allowance by road (other then by public motor services)**

- a) By own Motor Cycle / Scooter Rs. 2.75/- per K.M.

- b) **For journey by train, entitlement of class for the following categories beyond 300kms is as follows:**

<u>Grade</u>	<u>Travelling in Train</u>
Grade I	3 tier A.C (with Res. Charge) + DA at graduated rates.
Grade II & III	Sleeper Coach (with Reservation charge) + DA at graduate Rates
Grade IV	Ordinary class + DA at graduated rates not more than 300 km

**BENEFITS:**

**13.0 TEACHER MOTIVATION:**

**13.1. Participation in Seminar /Conference /Workshop:**

In order to motivate faculty in attending seminars / conferences / workshops organized by reputed institutions of India, the following facilities are being provided to the faculty members by the college to actively participate in seminars / conferences / workshops, organized by approved organizations:

<b>Sl.No.</b>	<b>Subject</b>	<b>Professor</b>	<b>Asso. Prof.</b>	<b>Asst Prof</b>
A	Registration fee to participate in seminars / conferences / workshops <b>(Amount beyond this limit shall be borne by the faculty member concerned.)</b>	<b>Upto</b> <b>Rs.</b> <b>3,000/-</b>	<b>Upto</b> <b>Rs.</b> <b>2,000/-</b>	<b>Upto</b> <b>Rs.</b> <b>1,000/-</b>
B	Only one seminar / conference / workshop per calendar year allowed for <b>Asso Prof / Asst. Professors</b>			
C	Two seminars / conferences / workshops either National or International held in India are allowed to <b>Professors.</b>			
D	TA & DA as per existing rules shall continue to be paid, if not paid by the invitee organization.			

**13.1.1 Post-Visit Presentation in Department**

Immediately on return of a faculty member to SCE Campus after participating in Seminar / Conference / workshop, the department concerned must arrange a presentation by the said teacher to the departmental faculty members.

Other departmental faculty members who are interested to be invited to attend the same if the subjects are interdisciplinary.

**13.2. Incentive to Teachers for Publication of Papers (in journals) / books.**

In order to encourage teachers for undertaking and promoting research work at SCE, Balasore, the Management has decided to award some incentive for their

good research work. Papers published by the faculties are categorized in the following manner:

Category A—Journals with impact factor more than or equal to 2

Category B—Journals with impact factor less than 2.

If the publication is made by faculties in the journal of the ranking of category 'A', they are eligible to receive an award of Rs. 3000/-. Award of teachers will be Rs. 2000 if the impact factor of journals falls in category B (Publication expenditure will be borne by self).

However, papers published from Ph D/M Tech thesis after the award of the degree will not be considered for any financial award by the institute, since one time increment/incentive is given after obtaining Ph D and/or M Tech degree.

13.3. Staff members will come & return to & from the Institute on their own arrangements; however he/she should follow the following instructions:

- Wear ISI certified crash helmet for two wheelers (both rider and pillion rider)
- Use seatbelt for four wheelers
- Always keep DL, Insurance, and other documents related to your vehicle.

#### 14.0 **LIBRARY FACILITY TO TEACHERS:**

- I The maximum number of books issued to a teacher is 5 (Five) from concerned branch only. It can be extended with due permission from the Principal
- II The Faculty reading room is in the Reference Section of the Library and is open as per library timing.
- III A teacher can be issued a book on fiction, non-fiction and other literature from different fields for a maximum of 3 (three) days.
- IV Through the digital library, the faculty members can have access to different online magazines, journals and books.
- V The library subscribes to a substantial number of national and international journals pertaining to different branches. It helps the faculty members towards paper publication and carrying out research and development activities.
- VI Every teacher should spend a minimum of 5 hours a week in the library. He/she should sign and date the register maintained for the purpose.

#### 15.0 **INTERNET FACILITY TO TEACHERS:**

- I. Staff members can use **INTERNET LAB** in the computer lab.
- II. All department systems are connected to network
- III. 24 hours Wi-fi Internet facilities are available on campus.
- IV. Teachers possessing a laptop can avail themselves of Internet through wi-fi facilities on SCE campus.

# DOS AND DON'TS FOR TEACHERS

## DOS

1. As a faculty member one has many roles to play, viz that of a teacher vis-à-vis your students, that of an academicians for carrying out other functions like research, examination or other duties as assigned to you from time to time.
2. People at large are observing you as a distinguished teacher of SCE and your general conduct and behaviour in public should be in keeping with the expectations.
3. As a faculty member taking classes is the primary responsibility and a teacher should be regular, punctual and diligent in discharging this duty. Under no circumstances should you absent yourself from classes/institute without prior permission of the competent authorities. Attendance is a statutory requirement and that students may be debarred from appearing at the university examinations if it falls short of the minimum requirement of 75%. Attendance Record must be maintained in the proper format with date and signature of the teacher concerned.
4. English is the official language of SCE. Hence English should be used as the only medium of instruction and communication.
5. Please prepare well in advance for a class so that you can deliver a quality lecture. You are required to use teaching aids for elucidation and circulate soft copies of your class-notes.
6. Take class tests, give home assignments to the students and be transparent regarding their performances so that the results at the end of the term do not come as a shock.
7. Please discuss with the HOD and the Librarian regarding availability or otherwise of sufficient copies of text and reference books.
8. Return books issued to you from the library in time so as to set a good example for others to follow.
9. Students are entitled to submit a feedback about you in the prescribed format and exerting any influence in this regard is a disqualification.
10. If one is entrusted with laboratory work, you must ensure that the equipment is in good running condition at all times and the students conduct experiments as per the stipulations of the syllabus.
11. Please discuss with your HOD if you require any assistance regarding procurement of spare parts, consumables, chemicals or other resources required for smooth functioning of that part of the laboratory you are responsible for.

12. Faculty members are assigned examination duty from time to time by the Examination Section in consultation with your HOD. Please find out your exact role from the Examination Section and carry out the same to the letter and spirit.
13. Faculty member are assigned with any other extracurricular duties like that of external examination duty, representing the institute in seminars /conferences, or other events in consultation with your HOD. These must also be carried out in a proper manner.

### **DON'TS**

1. Don't take part in any activity on or off the campus that might tarnish the image of the institute in any way.
2. Don't fail in time management which may lead to inability in your part to discharge all your roles equally well and prevent you from being recognized as a successful teacher.
3. Don't make any statement to the Press or other outside agencies about any incident or development at SCE without being authorized to do so by the competent authorities.
4. Don't make any distinction among your students and colleagues on grounds of caste, creed, religion or sex.

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## ANNEXURE -I

Department of -----, SCE, Balasore

*Self Assessment of faculty for a month from \_\_\_\_\_ 20 to \_\_\_\_\_ 20*

01. Name : \_\_\_\_\_.

02. Designation ( ✓ ) : Prof./Asso.Prof./Asst Prof.

03. Special responsibility, if any : \_\_\_\_\_.  
( HOD / Prof. I/C /Coordinator/Sup/Dy Sup/others.)

04. Years of experience in : Teaching \_\_\_\_\_, Industry \_\_\_\_\_, Others \_\_\_\_\_.  
Total \_\_\_\_\_.

05. Number of periods for the review month

Sl. No.	Semester	Name of the Subject / Paper	No. of classes allotted per week.	No. of classes allocated during the month.	No. of classes actually taken	Shortfall If any	Causes for the Shortfall
1.							
2.							
3.							
4.							

06. Number of leaves taken : CL  AL  OD  Others

07. Number of Proctor Classes taken :

08. Number of Assignments given & corrected. :

09. Number of remedial classes/doubt clear classes taken :

10. Number extra practical classes taken :

11. Innovative methods of teaching :

- a. Use of Printing Modules
- b. Use of CD modules
- c. Use of /LCD
- d. Others

12. Number of Publications: International  National  Books

13. Details of Seminars/Workshops/Conferences arranged  
at department / institution level. :

14. Number of Papers presented in International / National seminars  
Workshops / conferences, etc. :

15. Number of project proposals sent for grants / sanctions etc.:

16. Number of Project/research grants obtained

17. Number of motivational classes arranged for the students:  
( to speak in English / regularly attending classes  
/ for participation in seminars, conferences etc.)
18. Any award / recognition obtained from any reputed  
organization / Industry :
19. Number of Industry linkages made :
20. Number of guest lectures invited ( for students / faculty ) :
21. Number of Trainings classes taken for students :  
(on technical questions / group discussion / PD/PI etc. )
22. Any consultancy work / extension activity undertaken :
23. Detail of self career development / higher studies :  
( M-Tech./ Ph.D / Others.)
24. Contribution in administration at department / Institution level :
- A. Meeting attended as member of committees :
- B. Other activities :
- C. Co-curricular activities
- (i) Conducting seminars
- (ii) Group discussions
- (iii) Quiz
- (iv) Others
- D. Extra Curricular activities
- (i) Cultural
- (ii) Sports
- (iii) Indoor Games
- (iv) Music Club
- (v) Faculty Club
- (vi) Others
- E. Participation in disciplinary committee, squads and anti ragging  
activities.
25. Examination related activities undertaken :
- a. College Level
- b. university Level
26. Activity as member of any Professional Body :
27. Participation in proper evaluation of Internal/ semester tests :
28. Any other matter, relevant :
29. Other Administrative / Ambassador activities :
30. No. of hours spend in the library for :
- a. Class preparation
- b. Research & projects
- c. Journal reference
- d. E-journal browsing

Signature of Principal

Signature of HOD

Signature of Faculty

**Department of \_\_\_\_\_**  
**Mark allotment based on Self Assessment of Faculty**

**01. Name of the Faculty :** \_\_\_\_\_

**02. Designation :** \_\_\_\_\_

**03. Total Years of Experience :** \_\_\_\_\_

<b>Sl. No.</b>	<b>Particulars ( considering the parameters as 100 % )</b>	<b>Full Marks</b>	<b>Marks Obtained</b>
01.	Special responsibility, if any	05	
02.	% of periods taken against actual for the review month ( as per work load )	10	
03.	% of Leaves taken ( no leaves )	02	
04.	% of Proctor Classes taken ( as per schedule )	04	
05.	Number of Assignments given & corrected. ( 2 to 3 times in a month )	05	
06.	If remedial classes/doubt clear classes were taken ( More than 08 – record is to be kept)	05	
07.	If extra practical classes taken ( more than 4 )	03	
08.	Innovative methods of teaching : ( introducing any new idea )	05	
09.	Publications : Intl.: 02, National : 01, Book Publications : 02 ( More than special marks can be awarded )	05	
10.	If Seminars/Workshops/Conferences arranged	05	
11.	Papers presented in International / National seminars Workshops / conferences etc.	03	
12.	Project proposals sent for grants / sanctions etc.	02	
13.	Project/research grants obtained	02	
14.	Number of motivational classes arranged for the students:	05	
15.	Any award / recognition obtained from any reputed	02	
16.	Number of Industry linkages made	02	
17.	Number of guest lectures invited ( for students / faculty )	02	
18.	PPT / Trainings classes taken for students ( Minimum 10 classes – record to be kept )	04	
19.	Any consultancy work / extension activity undertaken	02	
20.	If enclosed Details of progress in self career development	02	
21.	Contribution in administration at department / Institution level	10	
22.	Examination related activities undertaken	02	
23.	Activity as member of any Professional Body	02	
24.	Participation in proper evaluation of Mid semester tests ( record to be kept )	05	
25.	Any other matter, relevant	02	
26.	Other Administrative / Ambassador activities	02	
27.	No. of hours spend in the library	02	
	Total Marks obtained out of 100	100	<b>A</b>

**Marks obtained out of 25 = ( A x 25 ) / 100.**



**ANNEXURE - II**  
**SRINIX COLLEGE OF ENGINEERING, BALASORE**

DEPARTMENT OF .....

***STUDENT FEEDBACK FORM***

The objective of this form is to obtain feedback from the students in order to assist the faculty to improve upon the strength and identify the weak areas so as to make the process of Teaching-Learning more effective.

SEMESTER

SECTION

SUBJECT

DATE

NAME OF THE SUBJECT TEACHER:

Please give your independent views by putting (√) in the column you feel applicable to the faculty

Sl No	QUESTIONS FOR RESPONSE	Excellent (5)	V. Good (4)	Good (3)	Fair (2)	Poor (1)
1.	Teacher is punctual and regular	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Teacher's level of preparation in the subject	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Teacher speaks clearly and audibly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Teacher writes / draws legibly on the chalk board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Teacher provides examples of concept/principle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Teacher answers your questions and clarifies doubts on the subject	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Teacher makes the class interesting, interactive and stimulates interest on the subject	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Teacher maintains discipline in the class	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Teacher offers assistance and counseling as and when needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Teacher is impartial to all the students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Offer suggestions, if any, beyond the point