



6.3.1 The institution has effective welfare measures and Performance Appraisal System for teaching and non-teaching staff

Sr. No	Sample Particular	Page No.
1	Duty leave	2
2	Pure Drinking R.O. Water	3
3	Transport facility	4
4	Xerox Facility for staff	5
5	Self-Appraisal form (Teaching Staff)	6
6	Performance Appraisal form (Non-teaching Staff)	12

Duty Leave

Swaminarayan Siddhanta Institute of Engineering and Technology, Khapri (Kothe)

Application for Leave

Applicant: Prof. Prachi B Bhure Designation: Asst. Prof. Dept. Computer Engg.

To,
The Principal,

Respected Sir,

Kindly grant me 01 day/days of Duty leave leave from 16/09/2021
(For AD, please mention the duty) Reason: _____

For teaching staff: Details of adjustment of teaching engagement.

Date	Br/Sem.	Period time	Name of substitute faculty	I am, willing to engage-Sing
16/09/2021	-	-	Mayuri Borre	Mayuri

For Non-Teaching Staff:- in my absences my daily duties will be taken care by

(Signature with name of concerns staff)

I therefore request you to grant me the above me the above motions leave.

Date: 16/09/2021 Sign of applicant [Signature]

Leave applied in Personal /on phone /by SMS
Signature & Initials with date [Signature]

He/She has already availed 01 (CL/EL/AD/ML)
Balance CL/EL/AD/ML are 01
Establishment clerk [Signature]
Principal [Signature]



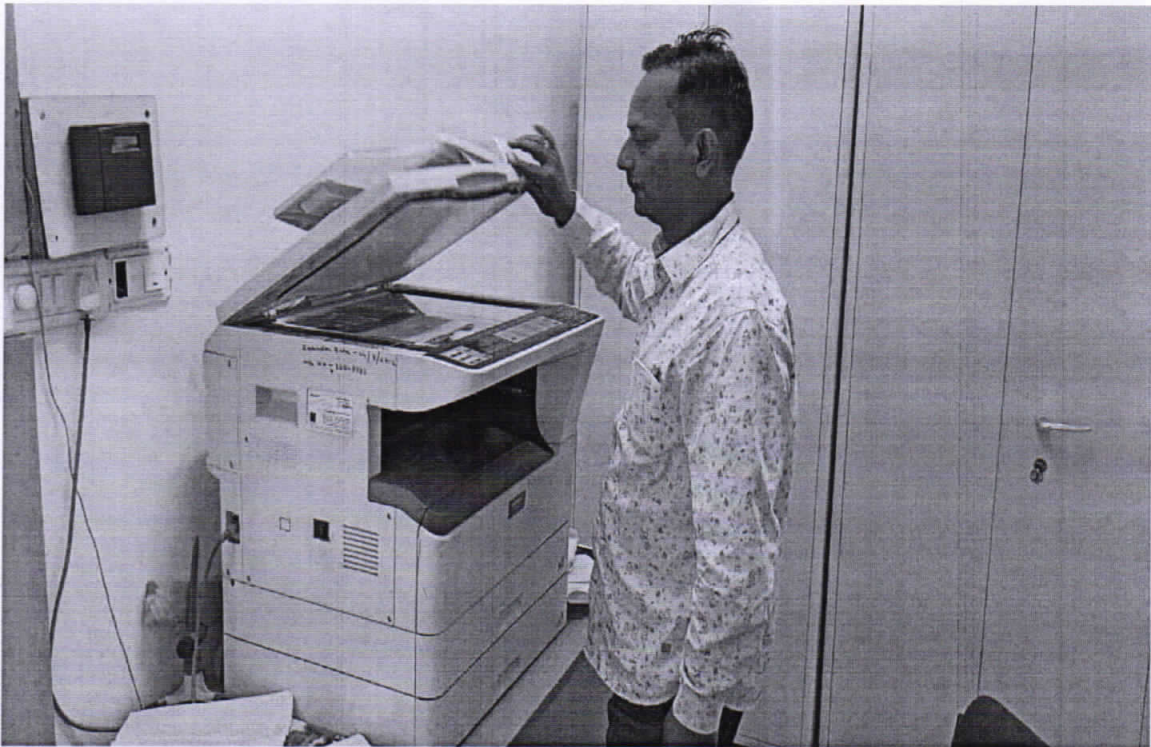
Principal
Swaminarayan Siddhanta Institute
of Technology, Kalmeshwar,
Dist. Nagpur-441501

RO (Drinking Water)



Principal
Swaminarayan Siddhanta Institute
of Technology, Kalmeshwar,
Dist. Nagpur-441501

Xerox Facility



Principal.
Swaminarayan Siddhanta Institute
of Technology, Kalmeshwar,
Dist. Nagpur-441501

Bus Facility for Teaching, Non-Teaching Staff & Students



Principal
Swaminarayan Siddhanta Institute
of Technology, Kalmeshwar,
Dist. Nagpur-441501

Self-Appraisal form (Teaching staff)

Sarvasiddhanta Education Society's
Swaminarayan Siddhanta Institute of Technology
 Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University
 Nagpur-Katol Highway Road, Khapri (Kothe),
 Tal: Kalmeshwar, Nagpur, Maharashtra-441501
INTERNAL QUALITY ASSURANCE CELL (IQAC)



SELF-APPRAISAL FORM FOR FACULTY

(Academic Year: 2021-22)

Name of the Department : Computer Engineering
 Name of the Faculty : Prachi Bhuve
 Present Designation : Asst. Professor
 D.O.B : 22/03/1993
 Date of Joining : 01/01/2018
 Mobile No. : 9561638523
 Email ID : Pbhuve22@gmail.com

PART A: EDUCATIONAL QUALIFICATIONS AND EXPERIENCE DETAILS (100 Points)

A.1 Educational Qualifications (Max. of 50 points):

(Master's Degree: 20 Points, Ph.D. pursuing: 25 Points, Ph.D. completed: 50 points, Any Other 15 Points)

Degree	Branch/ Specialization	College	University	Year of completion	%	Score obtained
UG	<u>IT</u>	<u>MPCET Baramba</u>	<u>R.T.M.N.U.</u>	<u>2014</u>	<u>66.93%</u>	<u>20</u>
PG	<u>CSE</u>	<u>Muvva Nagpur</u>	<u>R.T.M.N.U.</u>	<u>2017</u>	<u>86%</u>	
Ph.D.						
Any Other						

A.2 Experience Details (Max. of 50 points) (Chronological Order only): (5 points per year experience)

Sr. No	Position held	Institution/ Industry	Period		Exp. in Years	Score	Score obtained
			From	To			
<u>1</u>	<u>Asst. prof.</u>	<u>SSIT, Nagpur</u>	<u>01/01/2018</u>	<u>Till date</u>	<u>05 yrs</u>	<u>25</u>	<u>25</u>
<u>2</u>	<u>Software Intern</u>	<u>S4tech Solapur</u>	<u>11/01/2014</u>	<u>11/4/2015</u>	<u>7 months</u>		
<u>3</u>							
<u>4</u>							
<u>5</u>							
<u>6</u>							
<u>7</u>							



Principal
 Swaminarayan Siddhanta Institute
 of Technology, Kalmeshwar,
 Dist. Nagpur-441501

PART-B: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES (400 Points)

B.1 Teaching and Other Contribution to Academia (Max. 50 points)

(For faculty as per the opinion and recommendation of Head of the Department and for Head of the Department as per the opinion and recommendation of Dean Academics)

Item	Score (5/4/3)	Score obtained
i. Availability to students during working hours	5	46
ii. Punctuality to classes	5	
iii. Regularity in taking classes as per time table	5	
iv. Maintenance of students attendance register and course files	4	
v. Regularity in giving home assignments	4	
vi. Availability for examination work including invigilation/valuation	4	
vii. Participation in curriculum/ Syllabus development	5	
viii. Participation in college/departmental activities	4	
ix. Preparation of course hand outs	5	
x. Content delivery and nature of communication	5	

B.2 Additional Significant Expertise (Max. 50 points; 10 points for each item)

(Necessary proofs for each category to be enclosed)

Item	Score obtained
i. Remedial classes/Bridge courses and Technical Trainings (GATE etc.) ✓	30
ii. Lecture notes upload in website /developing blog	
iii. Developing subject videos for better understanding etc. ✓	
iv. Project guide (paper published in UGC listed journal) ✓	
v. Prototypes Developed/New Experiments Designed for Lab/Content Delivered beyond Syllabus	

B.3 Student Feedback on Teacher Performance (100 Points)

(% of Students Feedback ≥ 90: 100 points, 85 to <90: 90 points, 80 to <85: 80 points, 70 to <80: 70 points, 60 to <70: 50 points and <60: No points)

Program/Dept.	Semester	Subject	Feedback	Average Feedback	Score obtained
Computer Engg.	4 th Sem	DS	85	81	80
Computer Engg.	6 th Sem	SS	78		
Computer Engg.	8 th Sem	DWM	80		

B.4 Result Analysis (100 Points)

(% of Students Feedback ≥ 90: 100 points, 85 to <90: 90 points, 80 to <85: 80 points, 70 to <80: 70 points, 60 to <70: 50 points and <60: No points)

Program/Dept.	Semester	Subject	Result	Average Result	Score obtained
Computer Engg.	4 th Sem	DS	100%	100%	100
Computer Engg.	6 th Sem	SS	100%		
Computer Engg.	8 th Sem	DWM	100%		



Principal
Swaminarayan Siddhanta Institute
of Technology, Kalmeshwar,
Dist. Nagpur-441501

B.5 Awards/Honours/Fellowships Received/Memberships in Professional Societies/Bodies etc. (Max. 50 points; 25 points for each item)
(The necessary proofs to be enclosed)

Item	Details	Score obtained
Awards/Honours/ Fellowships Received	—	—
Memberships in Professional Societies/ Bodies	—	

B.6 Online Certification Courses (NPTEL etc.) (Max. 50 points)

(Necessary proofs to be enclosed)

(Toppers/Elite+Gold: 50 points, Elite: 40 points, successfully completed: 30)

Course Title	Duration	Awarding Institution	Grade	Score obtained
python	March 2022	Great learning	A	30

PART-C: RESEARCH, DEVELOPMENT AND EXTENSION ACTIVITIES (400 Points)

C.1 Research Guidance (Max. 50 points)

(Necessary proofs to be enclosed)

(Guiding of one B.Tech. project batch: 10 points, M.Tech. project: 20 points,

Ongoing Ph.D: 25 points, Ph.D. thesis submitted: 40 points, Ph.D awarded: 50 points)

Category	Number	Score	Score obtained
B.Tech	01	10	10

C.2 Ongoing Sponsored Research Projects (Max. 50 points)

(Sanctioned letter to be enclosed)

(Sanctioned amount \geq 50 Lakhs: 40 points, 20 to <50 Lakhs: 40 points,

5 to <20 Lakhs: 35 points, 10 to <15 Lakhs: 25 points, 5 to <10 Lakhs: 15 points,

< 5 Lakhs: 10 points)

Category	Agency	Sanctioned Amount in Rs.	Score obtained
—	—	—	—

C.3 Consultancy (Max. 50 points)

(Necessary proofs to be enclosed)

(Sanctioned amount \geq 5 Lakhs: 50 points, 4 to <5 Lakhs: 40 points,

3 to <4 Lakhs: 35 points, 2 to <3 Lakhs: 25 points, 1 to <2 Lakhs: 15 points,

< 0.5 Lakhs: 10 points)

Category	Agency	Sanctioned Amount in Rs.	Score obtained
—	—	—	—



Principal
Swaminarayan Siddhanta Institute
of Technology, Kalmeshwar,
Dist. Nagpur-441501

C.4 Research Publications (Max: 50 points)

(Front page of publication to be enclosed)

(SCI journal: 50 points, SCOPUS: 30 points, UGC listed: 15 points)

Category	Title of the Publication	Score	Score obtained

C.5 Patents Published/Awarded (Max: 50 points)

(Necessary proofs to be enclosed)

(Patent awarded: 50 points, Patent published: 25 points)

Title of the patent	File Number	Score	Score obtained

C.6 Books/Chapters Published (Max: 25 points)

(First page of the book/chapter to be enclosed)

(Book: 25 points, Chapter: 15 points)

Title of the book/chapter	Authors	Publisher	Score	Score obtained

C.7 Member/Reviewer in Editorial Boards of Referred Journals (Max: 25 points)

(Reviewer for SCI journal: 10 points, Other journals/ member of various committees in conferences etc.: 5 points)

Name of the journal/conference	Publisher/Committee	Score	Score obtained

C.8 FDPs/Training Activities/ STTPs/Workshops Attended (Max: 50 points)

(Necessary proofs to be enclosed)

(For IITs/NITs/Universities: 1 day: 5 points, 2 to 5 days: 25 points, >5 days: 50 points, For other institutions, 60% of the score shall be considered including in-house programmes, i.e. 1 day: 3 points, 2 to 5 days: 15 points, >5 days: 30 points)

Title of the programme	Duration	Organized by	Score	Score obtained
Student Inclusion Program	21/09/2021	AICTE	05	



Principal
Swaminarayan Siddhanta Institute
of Technology, Kalmeshwar,
Dist. Nagpur-441501

C.9 Papers Presented in Conference (Max: 25 points)

(Necessary proofs to be enclosed)

(International conference, other country: 25 points, in India: 15 points, National conference: 10 points)

Title of the Paper	Name of the Conference and dates	Organized by	Invited/Oral/poster	Score	Score obtained

C.10 FDPs/Training Activities/ STTPs/Workshops Conducted as Convener/Coordinator etc. (Max: 25 points)

(Necessary proofs to be enclosed)

(Govt. sponsored programme: 25 points, Self-sustained programme: 20 points)

Title of the programme	Duration	Acted as	Score	Score obtained
One week valedictory course	18/12/2021 to 18/12/2021	Convener	20	40 25
Recruitment in MLWT, DS	18/12/2021 to 21/3/22	Convener	20	
Five days workshop on Skill to excel development in IT	21/3/22 to 25/3/22	Convener	20	

PART-D: ADMINISTRATIVE AND EXTRACURRICULAR ACTIVITIES (100 Points)

Category of Administrative Work	Max. points	Mention the Administrative Work	Score obtained
D.1 Administrative Assignments (Dean, IQAC Coordinator, HOD, etc.)	30	HOD	30
D.2 Central Committee Member/Coordinator/Incharge (NAAC, NPTEL, R&D, Exam Cell, Alumni, Bus Incharge, Discipline, Sports, NSS, NCC, Yoga, Women's Grievance Cell, Anti Ragging, Professional Bodies, Skill development, Incubation, etc)	35	① NAAC ② Grievance Cell ③ Exam Cell ④ Professional Bodies.	35
D.3 Departmental Committee Member/ Coordinator/ Incharge (Academic Audit, Class teacher, Mentor, Research Group Coordinator, Internships, Lab Incharge, Projects, Industrial visits, NAAC, NPTEL, R&D, Exam Cell, Alumni, Discipline, Sports, NSS, NCC, Yoga, Women's Grievance Cell, Anti Ragging, Professional Bodies, Skill development, Incubation, etc)	35	① Academic Audit + ② class teacher ③ Exam Cell ④ Professional Bodies.	35




Principal
 Swaminarayan Siddhanta Institute
 of Technology, Kalmeshwar,
 Dist. Nagpur-441501

Summary of Self-Appraisal Score

(Academic Year: 2021-22)

Name of the Faculty: prachi Bhatne

Department Computer

Category		Max. Score	Score obtained
Part-A	Educational Qualifications and Experience Details		
A.1	Educational Qualifications	50	20
A.2	Experience Details	50	25
Total Score (Part-A)		100	45
Part-B	Teaching, Learning and Evaluation Related Activities		
B.1	Teaching and Other Contribution to Academia	50	46
B.2	Additional Significant Expertise	50	30
B.3	Student Feedback on Teacher Performance	100	80
B.4	Result Analysis	100	100
B.5	Awards/Honours/Fellowships Received/ Memberships in Professional Societies/Bodies etc	50	—
B.6	Online Certification Courses (NPTEL etc.)	50	30
Total Score (Part-B)		400	286
Part-C	Research, Development and Extension Activities		
C.1	Research Guidance	50	10
C.2	Ongoing Sponsored Research Projects	50	—
C.3	Consultancy	50	—
C.4	Research Publications	50	—
C.5	Patents Published/Awarded	50	—
C.6	Books/Chapters Published	25	—
C.7	Member/Reviewer in Editorial Boards of Referred Journals	25	—
C.8	FDPs/Training Activities/ STTPs/Workshops Attended	50	05
C.9	Papers Presented in Conference	25	—
C.10	FDPs/Training Activities/ STTPs/Workshops Conducted as a Convener/Coordinator etc.	25	25
Total Score (Part-C)		400	40
Part-D	Administrative and Extra-Curricular Activities		
D.1	Administrative Assignments	30	30
D.2	Central Committee Member/Coordinator/ Incharge	35	35
D.3	Departmental Committee Member/ Coordinator/ Incharge	35	35
Total Score (Part-D)		100	100
Total Score (Part-A + Part-B + Part-C + Part-D)		1000	471

P. Bhatne
Faculty

[Signature]
IQAC Coordinator
Co-ordinator
IQAC

Swaminarayan Siddhanta Institute
of Technology, Kalmeshwar, Nagpur

[Signature]
Dean of Academics
Dean Academics
Swaminarayan Siddhanta Institute of Technology

[Signature]
Dept. of Computer Engg.
Swaminarayan Siddhanta Institute
of Technology, Kalmeshwar, Nagpur

[Signature]
Principal
Principal
Swaminarayan Siddhanta Institute
of Technology, Kalmeshwar,
Dist. Nagpur-441501



[Signature]
Principal
Swaminarayan Siddhanta Institute
of Technology, Kalmeshwar,
Dist. Nagpur-441501

Performance Appraisal form (Non-Teaching staff)

Sarvasiddhanta Education Society's
Swaminarayan Siddhanta Institute of Technology
Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University
Nagpur-Katol Highway Road, Khapri (Kothe),
Tal: Kalmeshwar, Nagpur, Maharashtra-441501
INTERNAL QUALITY ASSURANCE CELL (IQAC)



Performance Appraisal Form for Non-Teaching

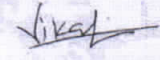
PART-A

(To be filled by Staff Member)

Academic Year: 2021-22

1. Name of the Staff	Vikas Keshnaraji Wankhede
2. Date of joining	18/08/2008
3. Date of Birth	02/10/1971
4. Designation	Librarian
5. Department / Section	Library
6. Academic / Technical Qualification	B.Sc., M.Lib.I.Sc., D.P.C.S (Computer)
7. Details of Educational courses being pursued	M.A.
8. Details of the present duties	Library management, Accessioning, Cataloguing, classification, Indexing Journals, SPI Services.

Date : 27/05/2022


Signature of the staff member

Page 1 of 3




Principal
Swaminarayan Siddhanta Institute
of Technology, Kalmeshwar,
Dist. Nagpur-441501

12



PART-B
 (To be filled by Reporting Officer)

Name: Mr. Vikus K. Wankhede							
Designation: Librarian							
Date of Joining : 18/08/2008							
Department/Section: Library							
CATEGORY	OUTSTANDING	EXCELLENT	VERYGOOD	GOOD	SATISFACTORY	MARGINAL	POOR
	10	9	8	6	5	4	2
1 PROFESSIONAL COMPETENCE							
1.1 Knowledge of rules, regulation and procedure		✓					
1.2 Ability to organize work and carry it out		✓					
1.3 Ability and willingness to take up additional load in times of emergency			✓				
1.4 Creativity and innovation				✓			
1.5 Ability to learn new skills			✓				
2 PERFORMANCE							
2.1 Maintenance of Files/Records		✓					
2.2 Accuracy & Speed of work		✓					
2.3 Neatness & tidiness of work		✓					
2.4 Completion of work on schedule			✓				
2.5 Diligence and sense of responsibility		✓					

Page 2 of 3



Principal
 Swaminarayan Siddhanta Institute
 of Technology, Kalmeshwar,
 Dist. Nagpur-441501



INTERNAL QUALITY ASSURANCE CELL (IQAC)

3. PERSONAL CHARACTERISTICS	OUTSTANDING	EXCELLENT	VERY GOOD	GOOD	SATISFACTORY	MARGINAL	POOR
	10	9	8	6	5	4	2
3.1 Attendance		✓					
3.2 Punctuality		✓					
3.3 Discipline			✓				
3.4 Interaction with colleagues			✓				
3.5 Integrity and behavior				✓			
TOTAL POINTS :	124/150						

4. OVERALL EVALUATION						
OUTSTANDING	EXCELLENT	VERY GOOD	GOOD	SATISFACTORY	MARGINAL	POOR
		✓				

5. Any significant contribution made by the Employee :

6. Special remarks if any of the Reporting Officer : *Great Asset for the Institution.*

Date : *20/5/22*

Signature of the Reporting Officer

7. Remarks if any of Reviewing officer :

[Signature]
 Co-ordinator
 IQAC
 Swaminarayan Siddhanta Institute
 of Technology, Kalmeshwar,
 Signature of Reviewing Officer

Date :

8. Remarks if any of Principal/Director :

Date : *20/05/2022*

[Signature]
 Principal
 Swaminarayan Siddhanta Institute
 of Technology, Kalmeshwar,
 Dist. Nagpur-441501



[Signature]
Principal
 Swaminarayan Siddhanta Institute
 of Technology, Kalmeshwar,
 Dist. Nagpur-441501