



CAYMET's  
**Siddhant College of Engineering.**


**INSTITUTE VISION & MISSION.**  
(A.Y. 2022-2023)

**VISION.**

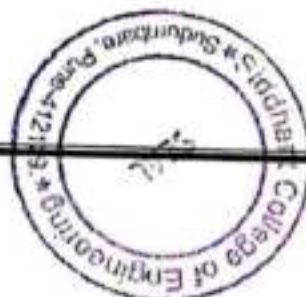
- ❖ Empowering through technical economic and social development.

**MISSION.**

- ❖ To impart quality education through dedicated efforts.
- ❖ To develop entrepreneurial attitude and values amongst learners.
- ❖ To inculcate ethical values and technology to serve social needs.
- ❖ To create conducive environment suitable for research and innovative.

  
IQAC Co-ordinator

  
Principal



## Appraisal Form.

### Self Appraisal and API Proforma

#### PART I

Employee Information					
Employee Name	Dr. Prabhat Kumar Pallav				
Institution	Siddhant College of Engineering				
Job Title/ Designation	Asst. Prof & H.O.D	Date of Joining	16/12/2020		
Education Qualifications	PhD(Electronics)	Total Years of Experience	11.5	Academic:11.5 Yrs	Industry:00 Yrs
Department	E&TC Engineering				
Review Period	Academic Year 2022-23				
Self-Appraisal for 2022-23					
<b>1.Please list your achievements during the last year</b>					
1. Promoted as HOD in E&TC dept					
2. Completed Phd degree .					
<b>2.The following are the most important contributions have made to the institute</b>					
1. Head of Department Responsibility .					
2. Head of Criteria-6 for NAAC.					
3. Arranged the Different departmental activities.					
<b>3. Following are the participations: (Attach list having heading Title, Date, Venue etc with proof )</b>					
Conference/s: Attended the POCO (Panel of conference Organizers ) conference organized by IEEE Bombay section on 8 <sup>th</sup> December 2022.					
Seminars: Guided 02 M.E students seminars(M.E)					
Projects: Guiding 03 Under Graduate Projects (BE)					
Committees:					
1. Member of Local Management Committee					
2. Member of Governing Body					
Faculty Development Programme:Attended 3 FDP Organized by: SPPU FDP					
Visits:					
Any Other					

## Part II

Use this rating key for the following evaluation

1 =Unsatisfactory: Does not perform//demonstrates

2 =Marginal: Needs improvement in quality of work.

3 =Meets Requirements: Meets basic requirements

4 =Exceeds Requirements: Goes above and beyond expectations.

5 =Exceptional: Always shows results far beyond what is required

Self-Evaluation							
	(5) = Excep tional	(4) = Exceeds Require ments	(3) = Meets Require ments	(2) = Marg i-nal	(1) = Unsatisf actory	Self- Evaluati on	HOD/Pr incipale valuativ e
Attendance Punctual, Timely arrival in campus, reporting in class on time	5					5	5
Discipline Dress Code, Following manner & Attitudes, rules and regulation	5					5	3
Communication (Soft spoken, empathy)	5					5	5
Demonstrates Required Job Teaching Skills And Knowledge	5					5	4
Demonstrates Effective Management And Leadership Skills		4				4	3
Timely Completion of all assigned Responsibilities	5					5	3
Capacity to withstand stress( Stress Management )	5					5	3
Takes Responsibility for Actions	5					5	4
Recognizes Potential Problems And Develops Solutions	5					5	3
Demonstrates Problem Solving Skills	5					5	3
Offers Constructive Suggestions for Improvement	5					5	4
Welfare towards colleagues	5					5	3
Provides Alternatives while making Recommendations	5					5	4
Ability to learn	5					5	4
Interpersonal Relations	5					5	5
Initiative in Co-Curricular and Extra Curricular Activities		4				4	3
Initiative in Administrative Responsibilities	5					5	3
Total						83	69

**PART III**

**CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

**Brief Explanation:** Based on the teacher's self-assessment, API scores are proposed for (a) teaching related activities; (b) domain knowledge; (c) participation in examination and evaluation; (d) contribution to innovative teaching, new courses etc. The minimum API score required by teachers from this category is 75. The self-assessment score should be based on objectively verifiable criteria wherever possible and will be finalized by the screening/selection committee.

No.	Nature of Activity	Maximum Score	Self-Assessment Score	Verified by HOD/Principal
1	Lectures, seminars, tutorials, practicals, contact hours undertaken taken as percentage of lectures allocated	50	45	40
2	Lectures or other teaching duties in excess of the UGC norms	10	09	06
3	Preparation and Imparting of knowledge / instruction as per curriculum; syllabus enrichment by providing additional resources to students	20	17	12
4	Use of participatory and innovative teaching learning methodologies; updating of subject content, course improvement etc	20	15	14
5	Examination duties (Invigilation; question paper setting, evaluation/assessment of answer scripts) as per allotment.	25	22	20
	<b>Total Score</b>	<b>125</b>	<b>108</b>	92

# Supporting documents, wherever required be attached.



**CATEGORY II: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT  
RELATED ACTIVITIES.**

**Brief Explanation:** Based on the teacher's self-assessment, category II API scores are proposed for co-curricular and extension activities; and Professional development related contributions. The minimum API required by teachers for eligibility for promotion is 15. A list of items and proposed scores is given below. It will be noticed that all teachers can earn scores from a number of items, whereas some activities will be carried out only by one or a few teachers. The list of activities is broad enough for the minimum API score required (15) in this category to accrue to all teachers. As before, the self-assessment score should be based on objectively verifiable criteria and will be finalized by the screening/selection committee.

S. No.	Nature of Activity	Maximum Score	Self Assessment Score (to be filled by applicant)	Verified API Score (for official use)
1	Student related co-curricular, extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counseling)	20	17	15
2	Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.	15	11	10
3	Professional Development activities (such as participation in seminars, conferences, short term, training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	15	12	10

# Supporting documents, wherever required be attached.

### CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

**Brief Explanation:** Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API score required by teachers from this category is different for different levels of promotion and between university and colleges. The self-assessment score will be based on verifiable criteria and will be finalized by the screening/selection committee.

No.	APIs	Engineering/ Agriculture/ Science/ Sciences/Medical Sciences	Management	Max. points for University and college teacher position	Self Assessment Score (to be filled by applicant)	Verified By HOD/Pr incipal
<b>III (A)</b>	Research Papers published in:	Refereed Journals *	Refereed Journals*	15 / publication	00	
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.	Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.	10 / Publication	00	
		Conference proceedings as full papers, etc. (Abstracts not to be included)	Conference proceedings as full papers, etc. (Abstracts not to be included)	10/ publication	10	10
<b>III (B)</b>	Research Publications (books, chapters in books, other than refereed journal articles)	Text or Reference Books Published by International Publishers with an established peer review system	Text or Reference Books Published by International Publishers with an established peer review system	50 /sole author; 10 /chapter in an edited book	00	
		Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers.	Subject Books by / national level publishers/State and Central Govt. Publications with ISBN/ISSN numbers.	25 /sole author, and 5/ chapter in edited books	00	
		Subject Books by Other local publishers with ISBN/ISSN numbers.	Subject Books by Other local publishers with ISBN/ISSN numbers.	15 / sole author, and 3 / chapter in edited books	00	
		Chapters contributed to	Chapters contributed to	10 /Chapter	00	

		edited knowledge based volumes published by International Publishers	edited knowledge based volumes published by International Publishers			
		Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	Chapters in knowledge based volumes in Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	5/ Chapter	00	
<b>III (C) RESEARCH PROJECTS</b>						
<b>III (C) (i)</b>	Sponsored Projects carried out/ ongoing	(a) Major Projects amount mobilized with grants above 30.0 lakhs	Major Projects amount mobilized with grants above 5.0 lakhs	20/each Project	00	
		(b) Major Projects amount mobilized with grants above 5.0 lakhs up to 30.00 lakhs	Major Projects Amount mobilized with minimum of Rs. 3.00 lakhs up to Rs. 5.00 lakhs	15 /each Project	00	
		(c) Minor Projects (Amount mobilized with grants above Rs. 50,000 up to Rs. 5 lakh)	Minor Projects (Amount mobilized with grants above Rs. 25,000 up to Rs. 3 lakh)	10/each Project	00	
<b>III (C) (ii)</b>	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs.10.00 Lakh	Amount mobilized with minimum of Rs. 2.0 lakhs Rs.10.0 lakhs	10 per every Rs.2.0 lakhs, respectively	00	
<b>III (C) (iii)</b>	Completed projects : Quality Evaluation	Completed project Report(Acceptance from funding agency)	Completed project report (Accepted by funding agency)	20 /each major project and 10 / each minor project	00	
<b>III (C) (iv)</b>	Projects Outcome / Outputs	Patent/Technology transfer/ Product/Process	Major Policy document of Govt. Bodies at Central and State level	30 / each national level output or patent /50 /each for		



				International level,		
<b>III (D) RESEARCH GUIDANCE</b>						
<b>III (D) (i)</b>	M.Phil.	Degree awarded only	Degree awarded only	3 /each candidate	00	
<b>III (D) (ii)</b>	Ph.D	Degree awarded	Degree awarded	10 /each candidate	00	
		Thesis submitted	Thesis submitted	7/each candidate	00	
<b>III(E) TRAINING COURSES AND CONFERENCE /SEMINAR/WORKSHOP PAPERS</b>						
<b>III(E) (i)</b>	Refresher courses, Methodology workshops, Training, Teaching Learning-Evaluation Technology Programme, Soft Skills development Programme, Faculty Development Programme (Max: 30 points)	(a) Not less than two weeks duration 11 Coursera Courses	(a) Not less than two weeks duration	20/each	00	
		(b) One week duration	(b) One week duration	10/each	00	
<b>III(E) (ii)</b>	Papers in Conferences/ Seminars/ workshops etc.**	Participation and Presentation of research papers (oral/poster) in	Participation and Presentation of research papers(oral/poster) in			
		a) International conference	a) International conference	10 each	10	10
		b) National	b) National	7.5 / each	00	
		c) Regional/State level	c) Regional/State level	5 /each	00	
		d) Local – University/College	d) Local – University/College	3 / each	00	
<b>III(E) (iv)</b>	Invited lectures or presentations for conferences/ symposia	(a) International	(a) International	10 /each	00	
		(b) National level	(b) National level	5	00	



**PART IV**

Academic Performance				
<b>Teaching Related</b>				
List of Subjects/ Courses taught in last two semesters				
1. Electronic Product Design 2. Network Security 3. Fiber optics Communication				
<b>Teaching Load</b> (As per Time Table and Conduction Report with reason for shortfall (if any) July to December: 16 Hrs/week		<b>Result Analysis</b> ( is to be provided for each subject for every semester )		
January to April : 22Hrs/week		<b>Subject</b>	<b>Passing percentage of Student</b>	<b>Number of Students appeared</b>
		EPD	92%	34
		FOC	63%	35
		NS	68%	52
				35

**Leave Record**

CL used out of 12 ( Calendar Year 2022-23)	Medical used out of Total Balance ( Till Dec. 2023)	Vacation Availed in Previous Two Semesters out of	Without Pay due to Late mark or exhausted all the leaves	Memos Given If any	Reason For Memos
12	—	3	6	—	—

Review

PRINCIPAL REMARKS

Managerial & leadership skill & need to improve. Problem Solving approach to improve. Administrative & initiatives to improve. Overall performance is satisfactory.

*[Signature]*

Signature of Principal

11/8/23

Date

*[Signature]*

Signature of the Employee after receiving the feedback

11/7/23

Date

Institute reimburses 50% of the registration fees

17<sup>th</sup> June - 22.  
Friday.

To,

The President./V. President  
Siddhant College of Engineering  
Buldhane.

Through :- The Principal, SCOE.

Subject :- NAAC webinar fees.

Respected Sir,

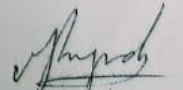
As mentioned in above cited subject,

I, the undersigned, along with Prof. Rahul Kulkarni;  
IQAC Coordinator, will be participating in 2-days  
National level workshop on achieving more excellence  
in NAAC. This workshop will definitely add  
effectiveness in our institute NAAC Preparation.

The charges are 5000 + 900 i.e. Fifty nine hundred  
for two participants.

Thus, I am requesting you to  
kindly grant us this participation fees.

Thanking you.

  
17/06/2022

Sincerely,

permitted as  
it is mandatory to attend  
by NAAC Accredited college.  
Ramesh  
17/6/22

[Mr. Sagar Upendra Dashpande  
IQAC - Deputy Coordinator]





C A Y M EDUCATION TRUST  
**SIDDHANT COLLEGE OF ENGINEERING**

Talegaon-Chakan Road, Sudumbare, Dist. Pune - 412 109.

**DEBIT / PAYMENT VOUCHER**

V.R No.

Date 23/06/22

Debit A/c. \_\_\_\_\_

Pay to Mr./ Mrs./ Ms./ Miss. Sofar Deshpande.

PARTICULARS	Amount ₹	Ps.
On account of <u>NAAC Webinars Fees.</u>	<u>5,900</u>	<u>00</u>
<u>[Two days webinars on NAAC]</u>		
By Cash / Cheque / Demand Draft No. <u>07660</u> Dated <u>23/6/22</u>		
Bank <u>Canara Bank</u> Branch <u>Sudumbare</u>		
₹ (in words) <u>Five thousand nine hundred.</u>	<u>5,900</u>	<u>00</u>

Clerk [Signature]  
Accountant

Off. Supdt. /  
Registrar [Signature]

Principal [Signature]

Director Finance

President

Receiver's Signature

[Signature]

