

## Appendix 8

### Format for Mandatory Disclosure

**Mandatory Disclosure:** Updated on 28.02.2011

1. AICTE File No.- 07/02/WB/MBA/2002/009, 1-454877101  
Date and Period of last Approval: 06.06.2009 for 2009-10
2. Name of the Institution: Narula Institute of Technology, School of Management Studies.  
Address of the Institution: 81, Nilgunj Road, Agarpara, Kolkata-700109

City : Kolkata  
Pin Code: 700109

State : West Bengal

Phone No. with STD Code: 033 2563 - 7777 / 8888  
Fax No. with STD Code : 033 2583 7029

Office hours at the Institution : From 9:30 AM to 5:30 PM ( Monday to Friday)  
and from 9:30 AM to 1:30 PM on Saturday

Academic Hours at the Institution: From 9:30 AM to 5:30 PM ( Monday to Friday)

Email: [principal@nit.ac.in](mailto:principal@nit.ac.in)

Website: [www.nit.ac.in](http://www.nit.ac.in)

Nearest railway Station : Agarpara , 1.5 km

Nearest Airport : Netaji Subhas Chandra Bose International Airport, 20 km

3. Type of Institution : Private - Self Financed  
Category(1) of the Institution : Non Minority  
Category (2) of the Institution : Co-Ed / Women only
4. Name of the Organization running the Institution : Narula Educational Trust

Type of the Organization : Trust

Address of the Organization : "DWARKA" 7, Sarat Bose Road, Kolkata-700020

Registered with : Additional Registrar of Assurance III, Kolkata

Registration date : 05.08.2000

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Website of the Organization: [www.nit.ac.in](http://www.nit.ac.in)

5. Name of the Affiliating University : West Bengal University of Technology  
Address : BF 142, Sector-I, Salt Lake City, Kolkata-64  
Website : [www.wbut.ac.in](http://www.wbut.ac.in)  
Latest affiliation period : 2009-2010
6. Name of Principal / Director : Dr K. K. Bardhan  
Exact Designation : Principal  
Phone No. with STD code : 033 2563 7777  
FAX No. with STD code : 033 2583 7029  
Email : [principal@nit.ac.in](mailto:principal@nit.ac.in)  
Highest Degree : Ph.D  
Field of Specialization : Marketing & Finance
7. Governing Body members :

### **BOG Members of NIT**

Prof. (Dr.) S. M. Chatterjee (Former VC, Bengal Engineering and Science University)	Chairman
Sardar Jodh Singh, Chairman JIS Group	Member
Prof. (Dr.) Sajal Dasgupta (Director, Technical Education, Govt. of West Bengal)	Member
Prof. (Dr.) Amitava Sarkar (Director, School of Management & Nominee of WBUT)	Member
Mr. R. N. Lahiri (Principal Consultant, Tata Consultancy Services)	Member
Mr. Taranjit Singh (Managing Trustee, Narula Education Trust (NET))	Member
Prof. (Dr.) Asit Guha (Director, NIT)	Member
Mr. Haranjit Singh (Trustee, NET)	Member
Mr. Amrik Singh (Secretary, NET)	Member
Prof.(Dr.) Jayanta Sur, Principal, NIT	Member-Secretary
	<i>Kamal Kumar Bardhan</i>
	Invitee

Prof.(Dr.) P.C.Dhar, Dean(Engg.),NIT	
Mr. Vinod Dugar, Director, NTC	Invitee
Mr. U.S.Mukherjee, Deputy Director, JIS Group	Invitee
Ms. Manpreet Kaur, CEO, JIS Group	Permanent Invitee

Frequency of meeting and date of last meeting: In every four months

8. Academic advisory body :

Name	Designation	Type of Membership
1) Prof. A. K. Ray	Vice Chancellor, Bengal Engineering & Science University	Chairman
2) Prof. S. K. Sanyal	Vice Chancellor, Dr. B.C. Roy Krishi Vidyalaya	Member
3) Prof. Ashok Ranjan Thakur	Vice Chancellor, West Bengal State University	Member
4) Prof. Asit Guha	Director, JIS Group	Member
5) Prof. Subhangshu Banerjee	Professor, Dept. of IT, Calcutta University	Member
6) Prof. A.K.Mallick	Retd. Professor, Dept. of Electrical Communication Engineering, IIT Kharagpur	Member
7) Prof. D. Ghosh Dastidar	Retd. Professor, Dept. of Computer Science & Engineering, Jadavpur University	Member
8) Prof. Sankar Chakraborty	Professor & Head, Dept. of Civil Engineering, Jadavpur University	Member
9) Prof. T.K.Dutta	Dean, Aliah University	Member
10) Dr. Alok Mukherjee	Chairman, Flakt India Ltd.	Member
11) Prof. P. K. Banerjee	Retd. Professor, Electronics & Telecommunication Engg. Department, Jadavpur University	Member

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12) Principal, Narula Institute of Technology	Member Secretary
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Frequency of meeting and date of : twice in a year  
Last meeting :23<sup>rd</sup> Sepetmber'2010

9. Organizational Chart : Attached as Annexure-A

10. Student Feedback mechanism on  
Institutional governance / faculty performance : Attached as Annexure-B

11. Grievance redressal mechanism for faculty staff and students :

It is completely confidential and under the supervision of Director/Principal. A complaint box is being checked regularly for early redressal of the process. Proper arbitration procedure is being followed most of the times to avoid disciplinary action . Though in some cases, proper disciplinary action through show cause, suspension and structured enquiry committees are formed by Director to resolve the matter.

12. Attached as Annexure-II

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## Department : MASTER OF BUSINESS ADMINISTRATION

Course	Master of Business Administration		
Level	PG		
1 <sup>st</sup> Year approval by the Council	2003		
Year wise sanctioned Intake	CAY - 60	CAY <sub>.1</sub> - 60	CAY <sub>.2</sub> - 60
Year wise Actual Admission	CAY - 54	CAY <sub>.1</sub> - 58	CAY <sub>.2</sub> - 60
Cut off marks- General Quota	CAY - NA	CAY <sub>.1</sub> - NA	CAY <sub>.2</sub> - NA
% Students passed with Distinction	CAY - NA	CAY <sub>.1</sub> - NA	CAY <sub>.2</sub> - NA
% of Students passed with First Class (pass out only)	CAY - 90.00%	CAY <sub>.1</sub> - 76.66%	CAY <sub>.2</sub> - 100%
Students Placed	CAY - 35	CAY <sub>.1</sub> - 28	CAY <sub>.2</sub> - 39
Average Pay Package, Rs./Year	CAY - 2.50 Lakh	CAY <sub>.1</sub> - 2.41 Lakh	CAY <sub>.2</sub> - 1.51 Lakh
Students opted for Higher Studies	CAY - 2%	CAY <sub>.1</sub> - 10%	CAY <sub>.2</sub> - 6%
Accreditation Status of the course	<del>Accredited/ Provisionally Accredited/ Not Accredited/ Not eligible yet</del>		
Doctoral Course	<del>Yes / No</del>		
Foreign Collaborations, if any	No		
Professional Society Membership	No		
Professional activities	Involved in internal R&D Projects and continuous development of Teaching Learning system.		
Consultancy activities	Nil		
Grants fetched	Nil		
Departmental Achievements	Continuous development of department through Departmental Academic Committee maintaining the rule of the college.		
Distinguished Alumni	Samrat Kumar. Mukherjee, Somasree Dutta		

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- 13 One page CV are attached with individual faculty details in the web portal, however the hard copies are being submitted as Annexure IIA with Mandatory Disclosure.

**14. Admission Quota :**

Entrance Test / Admission Criteria	<p>ADMISSION PROCEDURE</p> <ul style="list-style-type: none"> <li>❖ <b>Mention the admission test being followed, name and address of the Test Agency and its URL (website).</b> - www.aima-ind.org</li> <li>❖ <b>Number of seats allotted to different Test Qualified candidates CAT, MAT, XAT, JMET, ATMA, CET, JEE (State conducted tests / University tests).</b> - NIT gets approximately 20–25% of the approved intake (60) from JEMAT and the balance is taken from MAT rank holders through GD/PI</li> </ul>		
Cut off / Last candidate admitted	CAY - N.A.	CAY <sub>1</sub> - N.A.	CAY <sub>2</sub> - N.A
Fees in Rupees	CAY (Annexure III A)	CAY <sub>1</sub> (Annexure III B)	CAY <sub>2</sub> (Annexure III C)
No. of Fee waivers offered	CAY – 63	CAY <sub>1</sub> – 63	CAY <sub>2</sub> – 54
Admission Calendar	<ul style="list-style-type: none"> <li>- <b>Last date for closing of admission.</b> As guided by West Bengal University of Technology and Govt. of West Bengal.</li> <li>- <b>Starting of the Academic session.</b> As guided by West Bengal University of Technology</li> <li>- <b>The policy of refund of the fee, in case of withdrawal, should be clearly notified.</b> As guided by the Govt. of West Bengal Dept. of Technical Education.</li> </ul>		
PIO Quota	Yes ✓ / No.		

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**Annexure-III A**

<b>FEE STRUCTURE FOR THE ACADEMIC SESSION 2010-11 FOR MBA</b>				
<b>Particulars</b>	<b>June</b>	<b>Dec</b>	<b>June</b>	<b>Dec</b>
Admission Fees	10000			
Caution Deposit (Refundable)	10000			
Library Fees	1000	1000	1000	1000
Tuition Fees	65000	65000	65000	65000
WBUT Development Fees	1100			
Uniform & Admission Kit	2700			
Book Bank	2000	2000	2000	2000
Industrial Academic Meet	4500	4500	4500	4500
Personality Development & Soft Skill Training	3000	3000	3000	3000
Application Kit	600			
<b>Total</b>	<b>99900</b>	<b>75500</b>	<b>75500</b>	<b>75500</b>
				<b>326400</b>

**Annexure-III B**

<b>FEE STRUCTURE FOR THE ACADEMIC SESSION 2009-10 FOR MBA</b>				
<b>Particulars</b>	<b>June</b>	<b>Dec</b>	<b>June</b>	<b>Dec</b>
Admission Fees	10000			
Caution Deposit (Refundable)	10000			
Library Fees	1000	1000	1000	1000
Tuition Fees	65000	65000	65000	65000
WBUT Development Fees	1000			
Uniform & Admission Kit	2500			
Book Bank	2000	2000	2000	2000
Semester Registration Fees	1000	1000	1000	1000
Industrial Academic Meet	4500	4500	4500	4500
Personality Development & Soft Skill Training	3000	3000	3000	3000
Application Kit	600			
<b>Total</b>	<b>100600</b>	<b>76500</b>	<b>76500</b>	<b>76500</b>
				<b>330100</b>

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<b>FEE STRUCTURE FOR THE ACADEMIC SESSION 2008-09 FOR MBA</b>				
<b>Particulars</b>	<b>June</b>	<b>Dec</b>	<b>June</b>	<b>Dec</b>
Admission Fees	10000			
Caution Deposit (Refundable)	10000			
Library Fees	1000	1000	1000	1000
Tuition Fees	55000	55000	55000	55000
WBUT Development Fees	1000			
Uniform & Admission Kit	2500			
Semester Registration Fees	1000	1000	1000	1000
Personality Development & Soft Skill Training	3000	3000	3000	3000
Prospectus with Adm. Form	500			
<b>Total</b>	<b>84000</b>	<b>60000</b>	<b>60000</b>	<b>60000</b>
				<b>264000</b>

## 15 Infrastructural Information Instructional Area

Room Id/Name	Room Type	Area of room in Sqm	Readiness of flooring	Readiness of Wall & Painting	Readiness of Electrification & Lighting
117	Laboratory	110	Ready	Ready	Ready
212A	Other	120	Ready	Ready	Ready
212B	Other	120	Ready	Ready	Ready
213	Other	370	Ready	Ready	Ready
217A	Tutorial Room	55	Ready	Ready	Ready
217C	Tutorial Room	35	Ready	Ready	Ready
301	Classroom	80	Ready	Ready	Ready
303	Seminar Hall	300	Ready	Ready	Ready
307	Classroom	80	Ready	Ready	Ready
308	Research Laboratory	175	Ready	Ready	Ready
316	Other	1036	Ready	Ready	Ready

**Instructional Area (Common Facilities)**

Room Id/Name	Room Type	Area of room in Sqm	Readiness of flooring	Readiness of Wall & Painting	Readiness of Electrification & Lighting
211A	Library&Reading Room	170	Ready	Ready	Ready
211B	Library&Reading Room	170	Ready	Ready	Ready
212A	Library&Reading Room	120	Ready	Ready	Ready
212B	Library&Reading Room	120	Ready	Ready	Ready
213	Library&Reading Room	185	Ready	Ready	Ready
213B	Library&Reading Room	185	Ready	Ready	Ready
316K	Computer Center	85	Ready	Ready	Ready
316N	Computer Center	85	Ready	Ready	Ready

## 17 Administrative Area

Room Id/Name	Room Type	Area of room in Sqm	Readiness of flooring	Readiness of Wall & Painting	Readiness of Electrification & Lighting
103A	Faculty Room	111	Ready	Ready	Ready
105 B	Cabin for Head of Dept	15.5	Ready	Ready	Ready
105C	Faculty Room	18	Ready	Ready	Ready
112	Cabin for Head of Dept	21	Ready	Ready	Ready
114	Cabin for Head of Dept	22	Ready	Ready	Ready
115	Principal Directors Office	60	Ready	Ready	Ready
115A	Board Room	40	Ready	Ready	Ready
115C	Security	20	Ready	Ready	Ready
116A	Office All Inclusive	135	Ready	Ready	Ready
116C	Main / Administrative Office	125	Ready	Ready	Ready
116D	Maintenance	24	Ready	Ready	Ready
118 B	Exam Control Office	56	Ready	Ready	Ready
118A	Main / Administrative Office	55	Ready	Ready	Ready
120	Central Store	70	Ready	Ready	Ready
125	Maintenance	8	Ready	Ready	Ready
126	Maintenance	8	Ready	Ready	Ready
128	Maintenance	8	Ready	Ready	Ready
214	Faculty Room	146	Ready	Ready	Ready
214A	Cabin for Head of Dept	15	Ready	Ready	Ready
214B	Cabin for Head of Dept	15	Ready	Ready	Ready
224	Placement Office	175	Ready	Ready	Ready
225	Maintenance	8	Ready	Ready	Ready
226	Maintenance	8	Ready	Ready	Ready
230	Pantry for Staff	450	Ready	Ready	Ready
302	Cabin for Head of Dept	22	Ready	Ready	Ready
302A	Faculty Room	75	Ready	Ready	Ready
304	Cabin for Head of Dept	10	Ready	Ready	Ready
304A	Cabin for Head of Dept	15.5	Ready	Ready	Ready
304B	Faculty Room	111	Ready	Ready	Ready
313	Cabin for Head of Dept	15	Ready	Ready	Ready
313 B	Faculty Room	146	Ready	Ready	Ready

313A	Cabin for Head of Dept	15.5	Ready	Ready	Ready
315	Cabin for Head of Dept	16	Ready	Ready	Ready

## 18 Amenities Area

Room Id/Name	Room Type	Area of room in Sqm	Readiness of flooring	Readiness of Wall & Painting	Readiness of Electrification & Lighting
103AT	Toilet	22.6	Ready	Ready	Ready
103T	Toilet	22.6	Ready	Ready	Ready
103T2	Toilet	22.6	Ready	Ready	Ready
112T	Toilet	34.66	Ready	Ready	Ready
112T1	Toilet	34.66	Ready	Ready	Ready
112T2	Toilet	34.66	Ready	Ready	Ready
113	Others	20	Ready	Ready	Ready
113A	Others	20	Ready	Ready	Ready
114T	Toilet	34.66	Ready	Ready	Ready
114T1	Toilet	34.66	Ready	Ready	Ready
115T	Toilet	34.66	Ready	Ready	Ready
115T1	Toilet	34.66	Ready	Ready	Ready
116T	Toilet	22.6	Ready	Ready	Ready
116T1	Toilet	22.6	Ready	Ready	Ready
2141	Toilet	34.66	Ready	Ready	Ready
214T	Toilet	34.66	Ready	Ready	Ready
304T	Toilet	34.66	Ready	Ready	Ready
304T1	Toilet	34.66	Ready	Ready	Ready
313T	Toilet	34.66	Ready	Ready	Ready
313T1	Toilet	34.66	Ready	Ready	Ready
313T2	Toilet	34.66	Ready	Ready	Ready
BCR	Boys Common Room	284	Ready	Ready	Ready
BH	Boys' Hostel	1695	Ready	Ready	Ready
BH 2	Boys' Hostel	400	Ready	Ready	Ready
CFT	Cafeteria	256	Ready	Ready	Ready

GCR	Girls Common Room	95	Ready	Ready	Ready
GH	Guest House	332	Ready	Ready	Ready
GLH	Girls' Hostel	1128	Ready	Ready	Ready
GLH 2	Girls' Hostel	500	Ready	Ready	Ready
GYM	Others	30	Ready	Ready	Ready

## 19 Circulation Area

Room Id/Name	Room Type	Area of room in Sqm	Readiness of flooring	Readiness of Wall & Painting	Readiness of Electrification & Lighting
N.A.	Corridors	1,605	Yes	Ready	Ready
N.A.	Other Areas (in Sq m)	1,048	Yes	Ready	Ready
N.A.	Other Common Area (in Sq m)	3,047	Yes	Ready	Ready

**\*\* All required photographs are attached in Annexure III**

### 17. Academic Session, Examination System, Year / Sem.

As guided by West Bengal University of Technology norms. Examinations conducted by the University semester wise v.i.z. June and December.

#### Period of declaration of results.

Results are declared in the month of August and February.

### 18. Counseling / Mentoring

**Career Counseling :** All students are under a specific Mentor from their department. Counseling done by the professional counselor after scheduled period and also by the Mentor from respective department.

**Medical Facilities :** Medical Practitioners are engaged on regular basis.

**Students Insurance :** Not yet implemented.

**19. Students activity body :** A Students Council was formed in the year 2008 for liaison with Management regarding any students related affairs.

**Cultural Activities :** A Cultural Committee is available to look after all Cultural matters i.e. All Day Social, Vijaya Sammilani, Bengali Naba Barsha etc. and College

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Cultural Fest “Melange” every year.

**Sports Activities :** A Sports Committee is available to conduct Annual Sports for students as well as Faculty and Staff Members.

**Literary Activities :** A Literary Committee is available to inspire all level of students to develop this skill and involve them to contribute in the Annual Magazine “Confluence”.

**Technical Activities /**Done every year along with the Cultural Fest.  
**Tech Fest.**

**Industrial Visits / Tours** Conducted as and when required in consultation with the Industry experts at the surrounding Engineering and Service Industries through College as well as Government aides (MSME-DI).

**Alumni Activities :** A Registered Alumni Association is in existence with all office bearers for organizing developmental activities for the Institute as well as society itself.

**20. Name of the Information Officer for RTI :** Prof. (Dr.) K. K. Bardhan

Designation : Principal

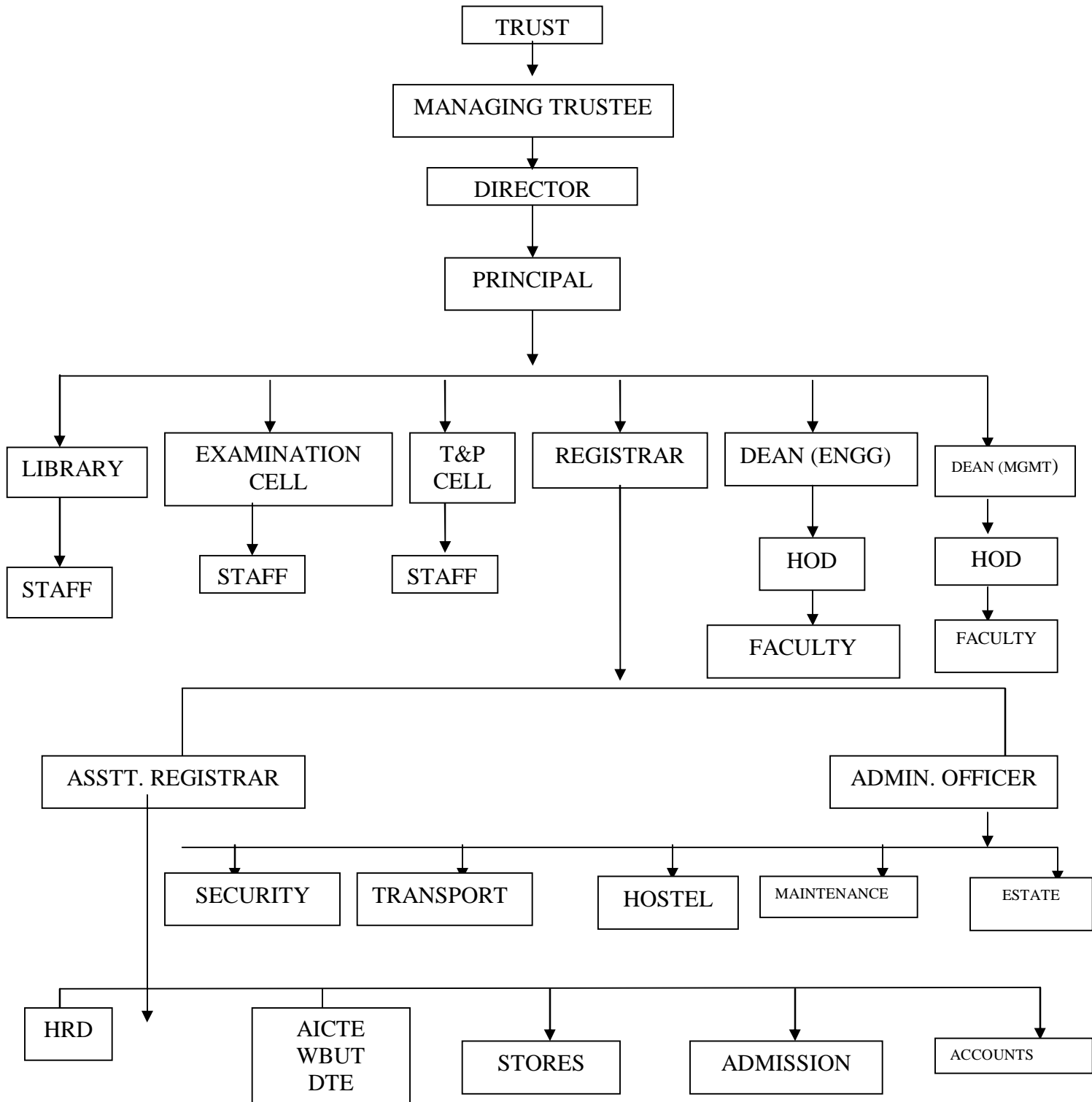
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Fax No. with STD Code : 033-2583-7029

e-mail [principal@nit.ac.in](mailto:principal@nit.ac.in)

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**ORGANIZATIONAL STRUCTURE OF NIT**



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PROCEDURE FOR APPRAISAL OF FACULTY MEMBERS1.0. Scope

Appraisal of Faculty Members shall be done on the basis of the following:

- 1.1 Student feedback in structured format (Ref. Annexure-A) **to be obtained in the month of March and September each year for the even and odd semesters respectively.**
- 1.2 Self-appraisal in structured format (Ref. Annexure-B) **to be done in the month of May every year for the proceeding academic year.**
- 1.3 HOD's assessment in structured format (Ref: Annexure –C).

2.0 Process

- 2.1 Self-Appraisal forms shall be sent to all HOD's in the month of May every year from HR Cell for distribution to the departmental faculty members.
- 2.2 Self-Appraisal forms, duly filled, in must be submitted to respective HOD's within 1<sup>st</sup> week of June with enclosures, as applicable.
- 2.3 HODs shall put in their observations / comments in the space provided for in the appraisal format and forward the form to the Director/Principal for final point grading.

3.0. Point Grading System

3.1. Distribution of point to be obtained shall be as follows:

- |                             |                                     |
|-----------------------------|-------------------------------------|
| (i) Student Feedback        | - 30 Points (Avg. of two semesters) |
| (ii) Self appraisal         | - 45 Points                         |
| (iii) HOD's Rating          | - 10 Points                         |
| (iv) Director's Assessment  | - 10 Points                         |
| (v) Management's Assessment | - <u>05 Points</u>                  |

Total: 100 Points

- 3.2. Student feedback shall be obtained on a 3 point scale against each attributes. There would be Ten(10) attributes and points would range from 3 to 1 for the best and worst feedback, respectively.
- 3.3. Weight age for number of subjects taught shall be 10 points, 2 points for each subject, including practical classes.
- 3.4 Weight age for leaves taken shall be 10 points and would be considered against average attendance during the year . The scheme shall be as follows:

- |                           |             |
|---------------------------|-------------|
| Attendance (N) $\geq$ 90% | - 10 Points |
| 90% > N $\geq$ 85%        | - 8 Points  |
| 85% > N $\geq$ 80%        | - 6 Points  |
| 80% > N $\geq$ 75%        | - 4 Points  |
| 75% > N $\geq$ 70%        | - 2 Point   |

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3.5. SELF DEVELOPMENT EFFORTS (Corroborative evidence to be produced in all cases) :  
 Weightage for self development in academic / professional field shall be 25 points to be obtained in the following manner, as per Self Appraisal record:

(A) Publication of Research Papers / Articles ( 8 Points Max)

- (i) International Journals / Seminar Proceedings - @ 4 Points/ Publication
- (ii) National Journals / Seminar Proceedings - @ 2 points/ Publication

NOTE: Technical/ Research papers accepted for publication, shall qualify for 50% of the allotted points.

(B) Implementation of Industrial Consultancy Projects (6 Points Max)

- (i) Completed during the year – 6 Points
- (ii) Work-in-Progress - 2 Points

(C) Participation in Seminar / Conference / Workshop / Summer School / Winter School ( 4 Points Max)

- (i) International - @ 4 per Participation.
- (ii) National - @ 2 per Participation

(D) Member of Professional Societies (2 Points Max )

- (i) International – 2 per Membership
- (ii) National - 1 per Membership

(E) Doctoral Work (5 Points Max)

- (i) Completed during the year – 5 Points
- (ii) Registration obtained during the year - 2 Points
- (iii) Work-in-Progress - 1 Point

4.0. HOD's rating shall be done on a 3 point scale against each attribute. There would be ten(10) attributes and points would range from 3 to 1 for the best and the worst. 1/3<sup>rd</sup> of the score, thus obtained, shall be reckoned as HOD's rating.

5.0 Director's assessment shall, among other things, be based on data provided by the faculty against point No. 6,7, 8, 9 and 10 of the self- appraisal form.

6.0. Overall grading of the faculty would be given based on the following criteria:

**Total Point Scored**

**Grade**

> 80	Excellent
71 – 80	Very good
61 – 70	Good
51 – 60	Fair
< 50	Poor

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6.0. Results of appraisal shall be communicated once in a year, by the Director/Principal in presence of the HOD. Therefore, annual appraisal should be treated as a development tool for the faculty members.

## STUDENTS FEEDBACK FORM FOR TEACHERS

NAME OF THE FACULTY: .....

NAME OF THE SUBJECT: ..... SEMESTER: .....

PAPER CODE: ..... DEPT.: ..... SESSION: .....

[Please tick (√) the appropriate box for rating]

1. Whether the faculty conducts classes regularly?	Always	Generally	Sometimes
2. Whether the Communication of the subject matter was understandably clear?	Very much	Reasonably	Fair
3. In your estimate, how much of the subject syllabus will be covered within scheduled time ?	100%	90%	80%
4. Does the teacher provide lecture notes within or after the class?	Generally	Sometimes	Never
5. Whether the faculty encourages questions from the students and provides answer ?	Most of the times	Sometimes	Occasionally
6. Could the faculty develop interest for further knowledge ?	Sometimes	Occasionally	Never
7. Does the faculty provide assistance beyond routine hours, whenever required ?	Usually	Sometimes	Rarely
8. Whether the faculty discusses / solves University question papers (old) in the class ?	Often	Sometimes	Rarely
9. Whether the teacher explains corrected answer scripts of assignments and class tests?	Always	Often	Sometimes
10. Does the teacher maintain	Most of the times	Sometime	Never

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student-friendly attitude ?

**Annexure - B**

**PROFORMA FOR APPRAISAL FORM**

**A. Self assessment of the candidate (to be filled by the Candidate)**

1. Name :
2. Designation :
3. Department :
4. Date of joining :
5. Present Scale of Pay with Basic :
6. Date of last promotion :
7. Detail academic qualifications :
  - a) Addition of academic qualification since last promotion/appointment/appraisal (Mention date) :
- 8 i. Details of teaching assignment (for last two consecutive semester) :

Session	Semester	Subject taught	Mention Theoretical/ Practical	Department	Total No. of period/week

\* Kindly mention the name of the faculty if any subject is taught on sharing basis  
Weight age for number of subjects taught shall be 10 points, 2 points for each subject including practical classes.

- 8 ii. Details of Result (Concerned subject) :  
(for last two consecutive semester)

Session	Semester	Subject taught Theoretical/Practical *	Department	Above 9.0 DGPA (%)	8.00 – 8.99 DGPA	7.00 – 7.99 DGPA	6.00 – 6.99 DGPA

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9. Details of involvement in development of laboratories/workshops:

Session	Semester	Name of the Lab/Workshop	Nature of involvement in development activities

10. Members of Professional Bodies :

*Member of Professional Societies (2 Points Max)*

(i) International – 2 per Membership

(ii) National - 1 per Membership

Organization	Year of Inception	Grade of Membership	Type (National / International)	Remarks

11. Research/Consultancy project undertaken/involvement (Mention current Status) :

*Implementation of Projects (6 Points Max)*

(i) Completed during the year – 6 Points

(ii) Work-in-Progress - 2 Points

12. Doctoral Work (Mention current Status) :

*Doctoral Work (5 Points Max)*

(i) Completed during the year – 5 Points

(ii) Registration obtained during the year - 2 Points

(iii) Work-in-Progress - 1 Point

13. Patent Granted (If any) :

14. Research guidance (If any)

a) M.Tech level

b) Ph.D level

15. Participation in organization of Seminars/Workshops :

*Participation in Seminar / Conference / Workshop*

*(4 Points Max)*

i) International - @ 4 per Participation.

ii) National - @ 2 per Participation

Type (Seminar / Conference/Workshop) *	Title	Location	Date
		Kamal Kumar Bardhan	


**\* Mention National / International**

16. Participation / Organization of Advanced Training Programme (Mention date)
17. Publication (with details)  
*Publication of Research Papers / Articles ( 8 Points Max)*  
 a. *Publication of Books - @ 6 points/ Publication*  
 b. *National Journals / Seminar Proceedings - @ 2 points/ Publication*  
 c. *International Journals / Seminar Proceedings - @ 4 Points/ Publication*

NOTE: Technical/ Research papers accepted for publication, shall qualify for 50% of the allotted points.

Name (Author/ s)	Title	Type (Books/Journal/Magazine/ Conference Paper/Seminar Proceedings/ Research Publication) *	Date

**\* Mention National / International**

18. Involvement in Departmental/Institutional administrative activities:
19. Involvement/association with Student's extra curriculum activities:
20. Any other achievements :
21. TYPES OF LEAVES AVAILED ON (NUMBERS ONLY): - TO DULY SIGNED BY THE LEAVE MAINTENANCE AUTHORITY
1. CASUAL LEAVE :
  2. SPECIAL COMPENSATORY LEAVE :
  3. EARNED LEAVE :
  4. SICK LEAVE :
  5. MATERNITY LEAVE :
  6. STUDY LEAVE :
  7. EXTRAORDINARY LEAVE :
- Attendance (N) ≥ 90% - 10 Points*  
*90% > N ≥ 85% - 8 Points*  
*85% > N ≥ 80% - 6 Points*  
*80% > N ≥ 75% - 4 Points*  
*75% > N ≥ 70% - 2 Point*

22. IMPLEMENTATION OF MENTOR SCHEME:

*Kamal Kumar Bardhan*

DEPT. / YEAR	NO. OF STUDENTS	NO. OF INTERACTIONS DONE	NO. OF GUARDIAN'S CALL MADE	DISCIPLINARY ACTIONS INITIATED (NO. OF CASES)

23. AVERAGE MONTHLY USAGE (IN NOS.) OF e-JOURNAL AT LIBRARY:

JULY – SEPTEMBER	OCTOBER - DECEMBER	JANUARY – MARCH	APRIL - JUNE

Date:

Signature:

**NOTE:** All 23 points are important. None of the points should be kept blank either it should be filled with required data or write N.A / Nil, if the appraisal form is not completely filled it will be considered as null and void.

*Kamal Kumar Bardhan*

**Annexure - C**

**REPORT OF H.O.D. (Confidential)**

Name of the Candidate :

1. Observations of H.O.D.

Please tick(✓) the appropriate box

		<b>Average</b>	<b>Competent</b>	<b>Outstanding</b>
a. Subject Knowledge	:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii) Analytical & Conceptual Ability	:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iii) Teaching ability	:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iv) Interpersonal skill & Flexibility	:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
v) Leadership ability	:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
vi) Involvement of departmental activities	:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
vii) Regularity / Punctuality	:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
viii) Awareness of skill sets required by employers	:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ix) Connection with Industries / Institutions of advanced learning	:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
x) Students feed back	:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Overall Assessment relating to Goals / Performance Expectations:

- Consistently exceeds performance expectations
- Frequently exceeds performance expectations
- Fully successful performance
- Partially meets performance expectations
- Does not meet expectations

3. Recommendation

a) Increment	<input type="checkbox"/> Accelerated	<input type="checkbox"/> Normal	<input type="checkbox"/> Not eligible
b) Promotion	<input type="checkbox"/> Accelerated	<input type="checkbox"/> Normal Course	<input type="checkbox"/> Not eligible

Date:

Signature:

*Kamal Kumar Bardhan*

**REPORT OF DIRECTOR (Confidential)**

The assessment of HOD has been shared with the Faculty Member –

Yes

No

Adverse comments, if any, communicated to the Faculty Member –

Yes

No

The observations of the HOD is –

Unduly Critical

Too Lenient

Balanced

Taking into account the representation, if any, of the Faculty Member –

- ❖ Agree with the assessment of HOD.  
[Comments may be recorded]
  
- ❖ Partially agree with the assessment of HOD.  
[Comments may be recorded]
  
- ❖ Do not agree with the assessment of HOD.  
[Comments may be recorded]

*[Special observation regarding involvement in Institutions' activities and contribution to the corporate life of the Institute may be recorded, if necessary]*

Date:

Signature

Accepting Authority

*Kamal Kumar Bardhan*