KASHI INSTITUTE OF TECHNOLOGY

(NAAC- A grade accredited institution), ISO 9001 : 2015 (QUALITY MANAGEMENT SYSTEM)
Managed by: JAIN EDUCATION SOCIETY
E-mail : info@kashiit.ac.in, Website : www.kashiit.ac.in 1800-123-321-123

PERFORMA FOR ANNUAL APPRAISAL FOR FACULTY MEMBER
(FOR ACADEMIC YEAR CAY: 2023-24)
(Refer annexure I for guidelines for filing annual appraisal)
Part A (To be filled by faculty member)

Name of Faculty: Anil. Kr. Yadav (Math) Department: - ASH (Math)
Designation: Assistant Professor Employee Code: FCKITV2350
Date of Joining: 03/01/2022

1. Result Analysis:

Semester	Course Name	Course Code	Pass % in CAY 2023-24 (A)	Pass % in CAY-1 2022-23 (B)	Difference (C = A – B)	Pass % Marks (Out of 15) OR 170
ODD	BCA Ist sem	BCA-S105	96%	96%	0	22 833
	Civil - IIIrd sem (B.Tech)	B.Tech	50%	78%	28	22 832
	B.Tech - BIO.Tech (I-sem)	B.Tech	—	80%		22 837
	B.Pharma Ist sem	B.Pharma		100%		—
EVEN	B.Tech - BIO.Tech (2nd-sem)	B.Tech	85%			22 837
	B.Tech - CSE, ME, EC, (4th-sem)	B.Tech	58%			22 837
	B.CA-2nd sem		98%			22 833
					Avg. Pass %:	Avg. Pass % Marks:

2. Faculty Feedback given by students:

Semester	Course Name	Course Code	Feedback %	Feedback Marks (Out of 10)	Average Feedback Marks (10)
ODD	BCI - Ist sem	BCA-S105	100%	10	
	Civil - IIIrd sem	B.Tech	100%	10	
	B.Tech - BioTech - Ist sem	B.Tech	100%	10	
EVEN	B.Tech - Bio.Tech (2nd-sem)		100%	10	10
	B.Tech - CSE, ME, EC, EN		100%	10	
	BCA - 2nd sem		100%	10	

Address: 23 km Milestone, Varanasi-Prayagraj Road, Mirzamurad, Varanasi- 221 307 (U.P.)

3. Research Paper Published:

S. No.	Title of Paper	Name of Journal, Vol – Month - Year	Whether SCI/SCOPUS/SPRINGER/ELSEVIER/ IEEE / UGC CARE	Name of Conference	Any other Detail

4. FDP / QIP / STTP / Workshop Attended:

S. No.	Whether FDP / QIP / STTP / Workshop	Title of FDP / QIP / STTP / Workshop	From - To	Organized / Sponsored by
1.	Effective Tech	Effective Teaching	28/08/2024	Do Ritu singh
2.	OSA	Operat. Strag- for Aut	20/08/2024	Brajesh Varshney,
3.	R.M	Research Methodology	12/08/2024	Dr. Pradeep chabtar.

5. Awards / Achievements:

S. No.	Title of Award	Regional / Zonal / State / National / International	Agency	Date of receiving award

6. Publication of Book / Writing Book chapter:

S. No.	Title of Book (If book chapter, clearly mention details)	Publisher	Vol. No. (Month - Year), Page Nos.	Name of all Authors (in serial order as mentioned in publication)

7. Research Project / Consultancy / Patent / Copyright / Start Up:

S. No.	Whether Research Project / Consultancy / Patent / Copyright / Start Up	Title / Type	Agency / Sponsor	Date of Commencement / Completion	Other details (Attach separate sheet, if required)

8. Additional Qualification achieved:

S. No.	Qualification	Status (Enrolled / Completed)	Institute, University, City	Enrollment No.
1	B.ed	completed	MGKVP, VNS	KA2K18/194429059
2	P.G.D.C.A	persuing	UP. Colle.	2024-25/PGDCA/135

9. Administrative performance at Department level:

S. No.	Job Performed / Title	Role / Scope of work	Date / Duration
1.	Anti Ragging member	Member of Block-A	01/08/2024
2.	AKTU 2aha10Fest	Help desk member	01/09/2023
3.	Co-ordinator of Section-B & D		03/01/2022
4.			

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10. Administrative performance at Institute level:

S. No.	Job Performed / Title	Role / Scope of work	Date / Duration
1.	Block-A	Cleaning Incharge.	03/08/22 - till
2.	NACC - Criteria Head	2.3.1 & 2.3.2	06/07/23 - till
3.	Sport & Library Committee	Member.	—
4.2	AKTU ZONAL FEST ACTIVE Member		2023

11. Any other achievement which you want to provide: (attach separate sheet in its support)

NA

Signature of Faculty
Date:

Name & Signature of Verifying Authority
Date:

PartB (To be filled by faculty member / Evaluating Authority)

Self Evaluation Summary:

S. No.	Evaluating Criteria	Maximum Marks	Evaluation by Faculty	Evaluation by Evaluating Authority
1	Result Analysis	15	15	10
2	Faculty Feedback given by students	10	10	8
3	Research Paper Published	10	0	0
4	FDP / QIP / STTP / Workshop Attended	10	10	5
5	Awards / Achievements	05	—	0
6	Publication of Book / Writing Book chapter	05	—	0
7	Research Project / Consultancy / Patent / Copyright / Start Up	10	—	0
8	Additional Qualification	05	05	02
9	Administrative performance at Department level	10	10	0
10	Administrative performance at Institute level	15	15	08
	Total (A)	95	65	33

10/06/2024

Signature of Faculty
Date:

Dr Rupesh Dr Song

Name & Signature of Evaluating Authority
Date:

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Part-C (To be filled by Head of Department)

Evaluation by HOD: Personal and Professional skills (Rating on a 5-point scale; 5 being the best and 0 the poorest)

S. No.	Attributes	Rating
1	A self starter, able to work without constant supervision. Willing to take responsibilities readily	03
2	Commitment to task assigned, dedication & devotion to duty	02
3	Adherence to academic time lines as per calendar of activities	05
4	Efforts towards NBA accreditation / similar activities	03
5	Contribution in support activities (departmental and college)	05
	Total	18
	Averaged out of 05 (B)	3·6
	GRAND TOTAL (A + B)	36·8 / 100

Remarks with regard to his/her strength and weaknesses, if any. Opinion on any other attributes not covered above may also be expressed .... Mr. Anil Kr. Yadav. Assistant professor m mathematic . He has required to informe administrative gurlexenence in teaching hearing method .

Dr. Ru....... G

Name, Signature & Stamp of HOD

Date: 20|06|2024 .

Part-D (To be filled by Head of Institution)

Overall Grading: Poor / Average / Good / Very Good / Outstanding)
Recommendation:

Signature & Stamp of Director

Date: 20 - 6 - 24

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Annexure I: Guidelines for annual appraisal for faculty member
(For Academic Year 2023-24)

1. **Result Analysis (MAX. MARKS: 15)**
15 Marks: Passing % of CAY $\geq$ 86 % or C $\geq$ 5 %
12 Marks: Passing % of CAY $\geq$ 80 % & < 86 % or C $\geq$ 4 %
10 Marks: Passing % of CAY $\geq$ 75 % & < 80 % or C $\geq$ 3 %
08 Marks: Passing % of CAY $\geq$ 70 % & < 75 % or C $\geq$ 2 %
05 Marks: Passing % of CAY < 70 %

2. **Faculty Feedback given by students (MAX. MARKS: 10)**
10 Marks: Feedback % $\geq$ 90 %
08 Marks: Feedback % $\geq$ 85 % & < 90 %
06 Marks: Feedback % $\geq$ 80 % & < 85 %
04 Marks: Feedback % < 80 %

3. **Research Paper Publication (MAX. MARKS: 10)**
10 Marks: Publication in Scopus / SCI / SPRINGER / ELSEVIER / IEEE
05 Marks: Publication in UGC CARE (per paper)

4. **FDP / QIP / STTP / Workshop Attended (10 Marks)**
05 Marks for each FDP / QIP / STTP / Workshop Attended

5. **Awards / Achievements (Max. Marks: 05)**
05 Marks: Award at International level   04 Marks: Award at National level
03 Marks: Award at State level   02 Marks: Award at Zonal level
01 Mark: Award at Local level

6. **Publication of Book / Writing Book chapter (Max. Marks: 05)**
05 Marks: Publication of Book / Book chapter with ISBN no.
02 Marks: Publication of Book / Book chapter without ISBN no.

7. **Research Project / Consultancy / Patent / Copyright / Start Up (Max. Marks: 10)**
05 Marks for each Research Project / Consultancy / Patent / Copyright

8. **Additional Qualification achieved (Max. Marks: 05)**
05 Marks: For all the sessions in from date of qualification enrolled-in to date of receiving provisional degree

9. **Administrative performance at Department level (Max. Marks: 10)**
05 Marks: For being a member of organizing committee of any Conference / FDP / Workshop / Seminar / QIP organized by the department. (05 per event, maximum 10)
05 Marks: For being HOD / Dy. HOD / NBA Coord. / Time Table Coord or taking any such important activity at departmental level

10. **Administrative performance at Institute level (Max. Marks: 15)**
05 Marks: For being a member of organizing committee of any Tech Fest / Sports Meet / Cultural Fest / Conference / FDP / Workshop / Seminar / QIP organized by the Institute, or for being a member of any other committee constituted at Institute level. (05 per event, maximum 10)
05 Marks: For being in the list of 'Top Officials' or taking any such important activity at Institute level
05 Marks: For all other tasks assigned at Institute level, not covered above

KASHI INSTITUTE OF TECHNOLOGY

Performance Appraisal Form for Non-Teaching Staff

2023-24

1. Name of the Staff : Dilip Kumar Singh
2. Position Title : Office Assistant
3. Date of Entry into Service : 10 May, 2022
4. No. of Year in Service : Two Year
5. Date of Retirement : —
6. Qualification : Post Graduate
7. Details of Current Responsibilities : NAAC work

I. PROFESSIONAL COMPETENCE

Sl. No.	Description	Excellent	Good	Satisfactory	Average	Poor
1	Knowledge of rules, regulation and procedure	✓				
2	Ability to organize work and carry it out	✓				
3	Ability and willingness to take up additional load in times of exigencies	✓				
4	Creativity and innovation		✓			
5	Ability to learn and perform new duties	✓				
6	Paucity to supervise* (For Supervising Staff Only)					
7	You possess good Knowledge (theory, hands on) For all aspects of the job to perform your job functions satisfactorily?	✓				

II. PERFORMANCE

Sl. No.	Description	Excellent	Good	Satisfactory	Average	Poor
1	Awareness of policies and procedures of the institutes	✓				
2	Maintenance of Files/Records	✓				
3	Accuracy &Speed of work	✓				
4	Neatness & tidiness of work	✓				
5	Completion of work on schedule	✓				
6	Diligence and sense of responsibility	✓				

III. PERSONAL CHARACTERISTICS

Sl. No.	Description	Excellent	Good	Satisfactory	Average	Poor
1	Attendance	✓				
2	Punctuality	✓				
3	Discipline	✓				
4	Integrity and behavior		✓			

IV. ATTITUDE TOWARDS CO-WORKERS

Sl. No.	Description	Excellent	Good	Satisfactory	Average	Poor
1	Cooperation with your colleagues?		✓			
2	Mutual motivation with your colleagues?	✓				

V. ATTITUDE TOWARDS PUBLIC

Sl. No.	Description	Excellent	Good	Satisfactory	Average	Poor
1	Cooperation to the needs of the public (Parents, Business Associates, Vendors Well Wishes of the College)?	✓				
2	Rapport with the public when you interact with them?	✓				

VI. STAFF/STUDENT RELATIONS

Sl. No.	Description	Excellent	Good	Satisfactory	Average	Poor
1	Ability to engage motivates, supervise, and effectively work in the interest of students?	✓				
2	Responsibility towards your tasks/areas of management assigned to?	✓				

Declaration

I hereby declare that the information provide is true to the best of my knowledge.

Place:- Varanasi

Date: - 15 - 6 - 24

Dilip Kumar Singh

Name and Signature of the non-teaching staff

Countersigned by the Head of the Institution