



INDIRA GANDHI INSTITUTE OF TECHNOLOGY, SARANG

DHENKANAL, ODISHA-759146

(An Autonomous Institute of Govt. of Odisha)

Ref. No. IGIT/Estt./1162

Date 16.7.15

Faculty PhD Program

OFFICE ORDER

In continuation to this Office order No.IGIT/Estt-1097,Dt. 07.7.15 Mr.Suraj Kumar Sahu , Assistant Professor, Department of Civil Engineering is here by relieved from his duty with effect from 17.7.15(F.N.) to join his Ph.D Programme under QIP at Indian Institute of Technology, Delhi for a period of 03(Three)years.

By Order,


16/7/15
REGISTRAR

Copy to:

- 1) Mr.Suraj Kumar Sahu, Asst.Professor, Department of Civil Engineering for information & necessary action.
- 2) Head, Department of Civil Engineering, IIT, Delhi for information.
- 3) Deputy Registrar (PGS&R), IIT, Delhi for information.
- 4) Accounts Officer for information & necessary action. The clearance certificate is enclosed herewith.
- 5) Deputy Registrar for information.
- 6) P.A to Director for kind information of the Director.
- 7) H.O.D. Civil Engineering for information



INDIRA GANDHI INSTITUTE OF TECHNOLOGY, SARANG

DHENKANAL, ODISHA-759146

(An Autonomous Institute of Govt. of Odisha)

Ref. No.....

Date.....

SPONSORING CERTIFICATE

Certified that Mr. Suraj Kumar Sahu, Assistant Professor, Civil Engineering Department is hereby allowed to avail Deputation-cum-Study leave for his Ph.D studies at Indian Institute of Technology, Delhi under Q.I.P Scheme for a period 03(Three)years with full salary and allowance with effect from 17.7.2015.

16.07.2015
DIRECTOR
Director

Indira Gandhi Institute of Technology
Sarang, Dt. Dhenkanal

Ph.: 06768-267086, 267003, Fax : 06768-267128

e-mail : principal@igitsarang.ac.in, principal_igit@rediffmail.com, Web Site : www.igitsarang.ac.in

INDIRA GANDHI INSTITUTE OF TECHNOLOGY
SARANG.

NO.IGIT/Estt/-

1097

Dated


07/7/15

OFFICE ORDER

Mr.Suraj Kumar Sahu, Assistant Professor, Civil Engineering Department is hereby allowed to avail Deputation-cum-Study leave for his PhD Studies at Indian Institute of Technology, Delhi under QIP Scheme for a period of 03(Three)years w.e.f.17.7.2015 subject to condition noted below.

- 1) He has to execute a bond on non-judicial stamp paper in the prescribed format to serve the Institute for a period 03 years on return from his leave as above or pay the total salary that would have been paid to his by the institute for the above period in lump sum together with interest.
- 2) He shall be under obligation to submit periodical report (6 monthly) to the Director on the progress of his studies through his H.O.D.at IIT, Delhi& comprehensive report at the end of his leave.
- 3) Further, he is required to bind by the terms & conditions as communicated vide letter No.2015PQIP217(07),Dt. 22.5.15 of Coordinator QIP/CEP(IIT,Delhi)


REGISTRAR

07/7/15


Copy to:

- 1) Mr.Suraj Kumar Sahu. Asst. Prof.Civil Engg for information& necessary action.
He will be issued relieving certificate after execution bond. She should submit all academic records to her HOD & get clearance from all concerned.
- 2) H.O.D. Civil Engg. for information,
- 3) Accounts Officer for information & necessary action
- 4) Estate Manager for information
- 5) P.A. to Director for kind information of the Director.

Faculty PhD Program



INDIRA GANDHI INSTITUTE OF TECHNOLOGY
SARANG, DIST.- DHENKANAL(ODISHA)-759 146

No.IGIT/Estt.- 456

Dated: 26.08.2020

OFFICE ORDER

In continuation to this office order No.IGIT/Estt.-437 & 438 dtd.13.08.2020 Mr. Sudhakar Majhi, Asst. Prof., Department of Mechanical Engineering is hereby relieved from his duty w.e.f. 26.08.2020(A.N.) to join in Ph.D Programme as a sponsored candidate at National Institute of Technology, Rourkela for a period of 03(Three) years w.e.f. 27.08.2020.

By order,


26.08.2020
REGISTRAR

Copy to:-

- 1) Mr. Sudhakar Majhi, Asst. Prof., Dept. of Mech. Engg. for information and necessary action.
- 2) Director, National Institute of Technology, Rourkela for kind information and necessary action.
- 3) H.O.D. Mech. Engg., IGIT, Sarang for kind information and necessary action.
- 4) Accounts Officer, IGIT, Sarang for information and necessary action. The Clearance Certificate is attached herewith for reference.
- 5) Deputy Registrar for information.
- 6) P.A. to Director for kind information of the Director.
- 7) Asst. Registrar (F & A/ A & E) of National Institute of Technology, Rourkela for information and requested to send the progress report of the sponsored candidate at a regular interval for record.

REGISTRAR
National Institute of Technology
SARANG (ORISSA)

Non-teaching Training

SARANG,DHENKANAL(ORISSA)
PIN-759 146

No.IGIT/Aca-Exam/

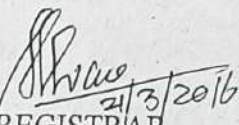
OFFICE ORDER

Dated: 21.03.2016

In partial modification of this office Order No. IGIT/Aca-Exam/658 dated 30.11.2015, Sri Nityananda Nayak, Technician . Mett. Engg is hereby allowed Spl Casual leave from 21 to 23 April,2016 with transit for attending a technical Workshop on "Materials management and purchase policy and procedure, E-procurement in Govt. department, autonomos bodies" to be held at Hotel Silver Rock,Mussoorie, Dist. Dehra Dun,Uttarakhand.

He will be eligible for reimbursement of registration fee & TA/DA limited to total expenditure of Rs.15,000/- on production of deposition receipt.

By Order,


21/3/2016
DEPUTY REGISTRAR

Deputy Registrar

IGIT Sarang,
Dhenkanal, Odisha-759146

- ✓
- C.C. to: Sri Nityananda Nayak, Technician, Mett.Engg. for information & n.a.
2)H.O.D., Mett.Engg for information and necessary action.
3)Registrar for kind information.
3)Accounts Officer for information



INDIRA GANDHI INSTITUTE OF TECHNOLOGY
SARANG, DHENKANAL
(An Autonomous Institute of Govt. of Odisha)

No.IGIT/Aca-Exam/ 259

Dated: 28.05.2018

OFFICE ORDER

Mr. Nityananda Nayak, Technician Deptt. of Metallurgical and Materials Engg is hereby allowed Special Casual leave for the period from 03.09.2018 to 07.09.2018 to attend a Short Term Course on "Stress Management" at NITTTR Bhopal, without any financial assistance from this Institute.

By order,

Deputy Registrar

Indira Gandhi Institute of Technology
Sarang, Dhenkanal, Odisha-759143

- C.C. to: (1) Mr. Nityananda Nayak, Technician Deptt. of Metallurgical and Materials Engg for Information and necessary action.
(2) H.O.D, Deptt of Metallurgical and Materials Engg for information.

Non-teaching Training

INDIRA GANDHI INSTITUTE OF TECHNOLOGY SARANG, DHENKANAL



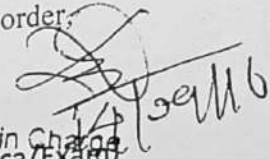
No.IGIT/Aca-Exam/1041

OFFICE ORDER

Dt-14/09.16

Sri Nityanand Nayak, Technician, Metallurgical & Materials Engg. is hereby allowed Spl Casual leave from dt 21.11.2016 to 25.11.2016 to attend a Short Term Course on operation and maintenance of electrical and mechanical equipments (For technical support staffs) at NITTTR, Bhopal without any financial involvement from this Institute.

By order,


Officer in Charge
Academics & Examination
IGIT, Sarang - 759148

C.C. to:

- 1) Sri Nityanand Nayak, Technician Metallurgical & Material Engg for information and necessary action.
- 2) H.O.D, Metallurgical & Material Engg. for information.



INDIRA GANDHI INSTITUTE OF TECHNOLOGY
SARANG, DHENKANAL

No.IGIT/Aca-Exam/1/29

Dated: 20.04.2017

OFFICE ORDER

Mr. Nityanand Nayak, Technician Deptt. of Mett. Engg is hereby allowed to attending a short term course on "Operation and management of Laboratory" for the period from 14.08.2017 to 18.08.2017 at NITTTR, Bhopal-462002 (M.P) without any financial assistance from the Institute.

By order,

PIC (A&E)
Deputy Registrar

I.G.I.T., Sarang,

for Dhenkanal, Odisha-759146

- C.C. to: (1) Mr. Nityanand Nayak, Technician Deptt. of Mett. Engg for information.& necessary action
(2) H.O.D, Mett. Engg Deptt. for information.

Non-teaching Training

IGIT
INDIRA GANDHI INSTITUTE OF TECHNOLOGY
SARANG, DHENKANAL-759146
(An Autonomous Institute of Govt.of Odisha)

TEQIP
No.IGIT/PA/238

Dt. 03/12/19

OFFICE ORDER

The following staff members of IGIT,Sarang are here by allowed special casual leave for the period from 13/12/2019 to 15/12/2019 to attend a training programme on "Personality Development and Stress Management" at Pondicherry(T.N.) conducted by Star Core Technology, Hyderabad a registered farm of TEQIP-III.

The following staffs are allowed to avail TA/DA and Registration fees as per TEQIP-III rule.

- ✓ 1. Mr. Nityananda Nayak, Technician, Mett.Deptt.
2. Mr. Debaraj Behera, Computer Programmer, CSA Deptt.
3. Mr. Padmanav Behera, Sr.Asst., Accounts
4. Dr. Srinibash Padhy, Asst.Librarian, Central Library
5. Mr. Saubhagya Ku.Mansingh, T.A., Electrical Deptt.

S. M. Das
03/12/2019
DIRECTOR

C.C.to

1. Persons concerned for information.
2. TEQIP co-ordinator for information and necessary action.
3. HODs/HOO for information.

file
03/12/2019



INDIRA GANDHI INSTITUTE OF TECHNOLOGY

SARANG, DHENKANAL-759146

(An Autonomous Institute of Govt. of Odisha)

No.IGIT/ *ESH-527*

Dt. *07/06/22*

OFFICE ORDER

The following staff members are hereby allowed special casual leave from 07/07/2022 to 09/07/2022 with transit to attend a training programme on "Continuing Education Course on Communication Skills, Leadership & Teambuilding Skills" at Goa conducted by Startcore Technologies, Hyderabad.

They will be eligible for reimbursement of registration fee & TA/DA limited to total expenditure of Rs.25,000/- on production of receipt.

1. Mr. Nityananda Nayak, Sr. Technician, Mett. Deptt.
2. Mr. Debaraj Behera, Sr. Computer Programmer, CSA Deptt.
3. Dr. Srinibash Padhy, Librarian I/c, Central Library.
4. Mr. Saubhagya Ku. Mansingh, T.A., Electrical Deptt.
5. Mr. Padmanav Behera, Sr. Asst., Accounts Section.

By Order of *Director*,

[Signature]
REGISTRAR
26/6/22

C.C. to

1. Persons concerned for information and necessary action.
2. HODs/HOOs for kind information.
3. A.O. for kind information & necessary action.
4. P.A. to Director for kind information of Director.

**Indira Gandhi Institute of Technology
Sarang**

(Annual Performance Assessment Report of Dispensary)

FOR THE PERIOD (01.07.2021 TO 30.06.2022)

**PART – 1 A
PERSONAL DATA**

(To be filled by the individual)

01. Name :
03. Date of birth (DD/MM/YYYY) :
- In words
03. Designation & Department :
04. Date of joining to the present post :
05. Whether Permanent/Temporary/Ad hoc/Regular? :
06. Section in which served during the year / period :
under report and the period of service in each
07. Period of absence from duty (on leave, :
Training, etc., during the year. Number of
days on leave during the period should be
separately indicated)

PART -1 B

PART – 2
SELF APPRAISAL

(To be filled by the individual)

(Please read the instructions carefully before filling the entries)

01. Brief description of duties :

02. Please specify targets / objectives / goals (in quantitative or other terms of work you set for yourself or that were set for you, eight to ten items of work in the order of priority and your achievement against each (if applicable). Example: Annual Action Plan for your Division)

Targets / Objectives / Goals	Achievements

First aid services for students/staffs	List of First aid items	Ambulance service for students/staffs	Utilization of Ambulance			
			Date	From	To	Patient Recovery Status
Yes/No		Yes/No				

03 (A) Please state briefly the shortfalls with reference to the targets / objectives / goals Referred in item 2. Please specify constraints in achieving the targets

(B) Please also indicate items in which there have been significantly higher achievements and your contribution

Place :

Date :

Signature of Medical Officer

PART - 3

ASSESSMENT OF THE REGISTRAR

(To be filled by the Registrar in respect of Medical Officer)

Numerical grading is to be awarded by reporting and reviewing authority which should be on a scale of 1-10 where 1 refers to the lowest grade and 10 to the higher

(Please read carefully the guidelines before filling the entries)

(A) Assessment of work output (weightage to this Section would be 40%)

	Reporting Authority	Reviewing Authority	Initials of Reviewing Authority
(i) Accomplishment of planned work / work allotted as per subjects allotted			
(ii) Quality of output			
(iii) Analytical ability			
(iv) Accomplishment of exceptional work / unforeseen tasks performed			
Overall Grading on 'Work Output' (Total [i to iv]/4)			

(B) Assessment of personal attributes (weightage to this Section would be 30%)

	Reporting Authority	Reviewing Authority	Initials of Reviewing Authority
(i) Attitude to work			
(ii) Sense of responsibility			

(iii) Maintenance of discipline			
(iv) Communication skills			
(v) Leadership qualities			
(vi) Capacity to work in team spirit			
(vii) Capacity to adhere to time-schedule			
(viii) Inter-personal relations			
(ix) Overall bearing and personality			
Overall Grading on 'Personal Attributes' (Total [i to ix]/9)			

(C) Assessment of functional competency (weightage to this Section would be 30%)

	Reporting Authority	Reviewing Authority	Initials of Reviewing Authority
(i) Knowledge of rules/regulations/procedures in the area of function and ability to apply them correctly			
(ii) Strategic planning ability			
(iii) Decision making ability			
(iv) Co-ordination ability			
(v) Ability to motivate and develop subordinates			
(vi) Initiative			
Overall Grading on 'Functional Competency' (Total [i to vi]/6)			

Note: The overall grading will be based on addition of the mean value of each group of Indicators in proportion to weightage assigned.

PART – 4
GENERAL

1. Relations with the public (wherever applicable)
(Please comment on the Officer's accessibilities to the public and responsiveness to their needs)

2. Training
(Please give recommendations for training with a view to further improving the Effectiveness and capabilities of the Officer)

3. State of health

4. Integrity
(Please comment on the integrity of the Officer)

5. Pen-Picture by Registrar (in about 50 words) on the overall qualities of the Officer including area of the strength, extra ordinary achievements, significant failures

6. Overall numerical grading on the basis of weightage given in Section A, B and C in Part-3 of the Report

Place:

SIGNATURE OF THE REGISTRAR
Name (in BLOCK Letters)

Date:

PART – 6

COUNTER SIGNATURE BY THE DIRECTOR WITH REMARKS, IF ANY

Place: **SIGNATURE OF THE DIRECTOR**
Name (in BLOCK Letters)
Date: **Designation**

11. Guidelines regarding filling up of APAR with numerical grading: -

- (i) The columns in the APAR should be filled-in with due care and attention and after devoting adequate time.
- (ii) It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the official against a larger population of his/her peers that may be currently working under them.
- (iii) APARs graded between 8 and 10 will be rated as 'Outstanding' and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.
- (iv) APARs graded between 6 and short of 8 will be rated as 'Very Good' and will be given a score of 7.
- (v) APARs graded between 4 and 6 short of 6 will be rated as 'Good' and given a score of 5.
- (vi) APARs graded below 4 will be given a score of 'Zero'.

**Indira Gandhi Institute of Technology
Sarang**

**Annual Performance Assessment Report of Deputy Registrar, Accounts Officer, Librarian,
Chief Security Officer, Estate Manager, PTI, health officer)**

FOR THE PERIOD (01.07.2020 TO 30.06.2021)

**PART – 1 A
PERSONAL DATA**

(To be filled by the individual)

01. Name :
03. Date of birth (DD/MM/YYYY) :
- In words
-
03. Designation & Department :
04. Date of joining to the present post :
05. Whether Permanent/Temporary/Ad hoc/Regular? :
06. Section in which served during the year / period :
under report and the period of service in each
07. Period of absence from duty (on leave, :
Training, etc., during the year. Number of
days on leave during the period should be
separately indicated)

PART -1 B

**PART – 2
SELF APPRAISAL**

(To be filled by the individual)

(Please read the instructions carefully before filling the entries)

01. Brief description of duties :

02. Please specify targets / objectives / goals (in quantitative or other terms of work you set for yourself or that were set for you, eight to ten items of work in the order of priority and your achievement against each (if applicable). Example: Annual Action Plan for your Division)

Targets / Objectives / Goals	Achievements

03 (A) Please state briefly the shortfalls with reference to the targets / objectives / goals referred to in item 2. Please specify constraints in achieving the targets

(B) Please also indicate items in which there have been significantly higher achievements and your contribution

Place :

Date:

Signature of the Registrar

PART - 3
ASSESSMENT OF THE REGISTRAR

(To be filled by the Registrar in respect of Deputy Registrar, Medical Officer, Accounts Officer, Chief Security Officer, Estate Manager, PTI)

Numerical grading is to be awarded by reporting and reviewing authority which should be on a scale of 1-10 where 1 refers to the lowest grade and 10 to the higher

(Please read carefully the guidelines before filling the entries)

(A) Assessment of work output (weightage to this Section would be 40%)

	Registrar	Action taken by IQAC for a faculty/ staff securing bad score/grade
(i) Accomplishment of planned work / work allotted as per subjects allotted		
(ii) Quality of output		
(iii) Analytical ability		
(iv) Accomplishment of exceptional work / unforeseen tasks performed		
Overall Grading on 'Work Output' (Total [i to iv]/4)		

(B) Assessment of personal attributes (weightage to this Section would be 30%)

	Registrar	Action taken by IQAC for a faculty/ staff securing bad score/grade
(i) Attitude to work		
(ii) Sense of responsibility		
(iii) Maintenance of discipline		

(iv) Communication skills		
(v) Leadership qualities		
(vi) Capacity to work in team spirit		
(vii) Capacity to adhere to time-schedule		
(viii) Inter-personal relations		
(ix) Overall bearing and personality		
Overall Grading on 'Personal Attributes' (Total [i to ix]/9)		

(C) Assessment of functional competency (weightage to this Section would be 30%)

	Registrar	Action taken by IQAC for a faculty/ staff securing bad score/grade
(i) Knowledge of rules/regulations/procedures in the area of function and ability to apply them correctly		
(ii) Strategic planning ability		
(iii) Decision making ability		
(iv) Co-ordination ability		
(v) Ability to motivate and develop subordinates		
(vi) Initiative		
Overall Grading on 'Functional Competency' (Total [i to vi]/6)		

Note: The overall grading will be based on addition of the mean value of each group of Indicators in proportion to weightage assigned.

**PART – 4
GENERAL**

1. Relations with the public (wherever applicable)
(Please comment on the Officer's accessibilities to the public and responsiveness to their needs)

2. Training
(Please give recommendations for training with a view to further improving the effectiveness and capabilities of the Officer)

3. State of health

4. Integrity
(Please comment on the integrity of the Officer)

5. Pen-Picture by Registrar (in about 50 words) on the overall qualities of the officer including area of the strength, extra ordinary achievements, significant failures

6. Overall numerical grading on the basis of weightage given in Section A, B and C in Part-3 of the Report

Place:

SIGNATURE OF THE REGISTRAR

Date :

Name (in BLOCK Letters)

Designation

PART – 6
COUNTERSIGNATURE BY THE DIRECTOR WITH REMARKS, IF ANY

Place: **SIGNATURE OF THE COUNTERSIGNING OFFICER**
Name (in BLOCK Letters)

Date: **Designation**

GUIDELINES REGARDING FILLING UP OF APAR WITH NUMERICAL GRADING

1. Guidelines regarding filling up of APAR with numerical grading: -
 - (i) The columns in the APAR should be filled-in with due care and attention and after devoting adequate time.
 - (ii) It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the official against a larger population of his/her peers that may be currently working under them.
 - (iii) APARs graded between 8 and 10 will be rated as 'Outstanding' and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.
 - (iv) APARs graded between 6 and short of 8 will be rated as 'Very Good' and will be given a score of 7.
 - (v) APARs graded between 4 and 6 short of 6 will be rated as 'Good' and given a score of 5.
 - (vi) APARs graded below 4 will be given a score of 'Zero'.

APAR for the Faculties

Indira Gandhi Institute of Technology, Sarang

Annual Performance Assessment Report

FOR THE ACADEMIC YEAR (2020-2021)

Part - 1

PERSONAL DATA

(To be filled by the faculty concerned of the Department)

1. Name of the Faculty :
2. Designation & Department :
3. Date of Birth :

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In words

.....
4. Academic Qualifications :
5. Whether the officer belongs to Schedule Caste/Schedule Tribe :
6. Date of continuous Appointment to the present grade : Date : Present Pay and Grade Pay :
7. Period of absence from duty (on training/leave etc.) during the year. If he has under gone training specify)

Part - 2

SELF APPRAISAL

(To be filled in by the faculty concerned)

1. Brief description of duties :
2. Teaching at UG & PG Levels
 - i) Courses taught at various levels: (Name of the courses)

	ODD SEMESTER			Total lectures Scheduled	Total lectures actually engaged
	Course No. & Title	No. of Students	Weekly L T P		
	UG				
PG					
	EVEN SEMESTER				
	Course No. & Title	No. of Students	Weekly L T P		
	UG				
PG					

ii) Work load per week

a) Lectures :

b) Tutorials :

c) Practicals :

d) Seminars/ Group Discussions :

3. Details of teaching methods employed by you: (Lectures, Tutorials, Seminars, Practicals etc.)

4. a) Details of Tutorials/ tests held during the academic year

Sl. No.	Description	Under-graduate Courses	Post-graduate Courses
1.	Number of tests held. Give the details semester wise & course wise		
2.	Details of Assignment given. Indicate time taken for submission		

- b) Details of academic planning/ presentation of lectures during the session:
Please give specific details

Part - 3

RESEARCH & DEVELOPMENT, CONTINUING EDUCATION AND INTERACTION WITH THE INDUSTRIES & PROFESSIONAL SOCIETIES

1. a) Details of published/ research papers in reputed journals, books, monographs, reviews chapter in books, translations & creative writing etc. if any during period under review:

- b) Details of publication in Conference:

c) Details of Books/Monographs, Journals and Proceedings Authored/Edited:

d) Total h-index and i10 index of the concerned faculty (Google scholar citations):

2. Participation in Conferences, Seminars, Workshops:
Give details of the papers presented and / or official position held.

3. Summer institutes, refresher or orientation courses attended or conducted:
Give details.

4. Details of

i) U.G. and P.G. Project Guidance :

Level	Title of Project/Thesis	Name of students	Name of other Supervisor (if any)	Remarks
UG				
PG				

ii) Ph.D Guidance :

Sl. No.	Name of the student	Reg. Year and Status (FT/PT)	Thesis Title	Other Supervisor(s) (if any), Name & Department	Completed/ Ongoing

iii) Details of Sponsored Projects undertaken during the period :

Sl. No.	Title of Project	Funding Agency	Financial Outlay	Year of start & total period	Name of P.I. and other Investigators	Status started or completed or in progress

5. Details of industrial interaction/ professional consultancy/ patent obtained or applied for :

i) Consultancy Projects:

S.No.	Title of Project	Funding Agency	Financial Outlay	Year of start & total period	Name of P.I. and other investigators	Status started or completed or in progress

ii) Products/Process Development and Technology Transfer/Patents :

iii) Continuing Education /QIP Short Term Lectures/Special Lectures delivered :

S.No.	Title of lecture	Date, Place and Programme where lectures delivered	Other relevant information

6. (i) Membership or fellowship of professional/ academic Bodies, Societies etc. give Details.

(ii) Membership of National / State Committees:

7. Any other information regarding academic activities not covered

(such as involvement with outside institutes – Network/Joint Projects, International & National Academics, Professional Societies ,Industry & Govt.Public,Community service,

Editorial & reviewing work, Organization of & participation in conference/Workshops/Seminars/ Courses/Summer & Winter Schools and editing of proceedings)

i) Organization of Courses/Conferences
Name of the Conf./Seminar/Course **Sponsored by** **Dates**

ii) Visit to outside Institute/Organization
Inst./Organization visited Purpose of visit **Date of visit**

Part - 4

CONTRIBUTION TO INSTITUTE CORPORATE LIFE

(Details of your contribution to the Corporate Life of the institution should be specified with initiatives taken and achievements made)

1. Curriculum development:
(Give detail about the work carried out by you)

2. Laboratory Development and experimental set up :
(Give the details of Preparation of Laboratory manual, design of new experimental set up and new facility added during the year)

3. a) Cultural/ extracurricular activity :

b) Sports/ Community and Extension services/ N.S.S :

c) Administrative Assignment :

d) Any Other :

I certify that the information's given above are correct and factual to the best of my knowledge.

Signature _____

Name _____

Department _____

Dated: _____

Part - 5

Numerical Assessment of the HoD

Numerical grading is to be awarded by HoD and IQAC committee which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

(Please carefully read the guidelines before filling the entries)

	HoD	Action taken by IQAC for a faculty/ staff securing bad score/grade
1] Accomplishment of planned work/work allotted as per subjects allotted.		
2] Quality of output		
3] Analytical ability		
4] Accomplishment of exceptional work/Unforeseen tasks performed.		
Overall Grading on "Work output" Total (1 to 4) / 4		
1] Has the officer show himself able to do the work of his appointment.		
2] Conduct		
3] Regularity and Punctuality		
4] Trustworthiness		
5] Zeal		
6] Performance of duties		
7] a) Knowledge of the branch on which engaged and quality of work b) Ability to manage the class and maintain discipline among the students		

8] Has the officer published any original papers or conducted any research during the year under report or otherwise in any manner done distinguished work.			
9] Fitness for promotion to the higher grade and for further advancement.			
10] General assessment taking all the above points into consideration (of personality, integrity and temperament including relations with fellow members of staff.			
Overall Grading on “Personal Attribute” Total (1 to 10) / 10			
[C] Assessment of Functional Competency (weightage to this section would be 30%)			
1] Professional knowledge in the area of function.			
2] Strategic Planning ability.			
3] Decision making ability.			
4] Coordination ability			
5] Ability to motivate and develop subordinates.			
6] Initiative			
Overall Grading on “Functional Competency” Total (1 to 6) /6			

Note:-The overall grading will be based on addition of the mean value of each group of indicators in proportion to weightage assigned.

GENERAL

1. Relations with the public (wherever applicable)
(Please comment on the Officer's accessibility to the public and responsiveness to their needs)

2. Training
(Please give recommendations for training with a view to further improving the effectiveness and capabilities of the officer.)

3. State of Health

4. Integrity
(Please comment on the integrity of the officer)

5. Pen Picture by HoD (in about 50 words) on the overall qualities of the officer including area of strengths and lesser strength, extraordinary achievements, significant failures and attitude towards weaker sections.

6. Overall numerical grading on the basis of weightage given in section A, B and C in Part – 5 of the Report.

Signature of the HOD

Place:

Date:

Name in Block Letters:

Designation

During the period of Report:

Guidelines regarding filling up of APAR with numerical grading

- (i) The columns in the APAR should be filled with due care and attention and after devoting adequate time.
- (ii) It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
- (iii) APARs graded between 8 and 10 will be rated as "Outstanding" and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.
- (iv) APARs graded between 6 and short of 8 will be rated as "Very Good" and will be given a score of 7.
- (v) APARs graded between 4 and short of 6 will be rated as "Good" and given a score of 5.
- (vi) APARs graded below 4 will be given a score of "Zero".

Indira Gandhi Institute of Technology, Sarang

REMARKS OF THE IQAC Cell

1. Establishment of the IQAC Cell:
2. Is the IQAC Cell satisfied that the HoD has made his/ her report with due care and attention and after taking into accounts all the relevant material?
3. Do you agree with the assessment of the officer given by the HoD?
(In case of disagreement, please specify the reasons). Is anything you wish to modify or add?
4. General Remarks with specific comments about the general remarks given by the HoD and remarks about the meritorious work of the officer including the grading.
5. Has the officer any specific characteristics, and/ or any abilities which would justify his/ her selection for special assignment / recognition/award?

Signature of the Chairman IQAC:

Place:.....

Name in block letters:

Date.....

Designation: