



Swami Vivekanand College of Engineering

(Approved by: AICTE, New Delhi • Affiliated to RGPV, Bhopal and DAVV, Indore • Recognised by : DTE Govt. of MP)

Campus : Khandwa Road, Indore-452020 (M.P.) Phone : +91- 07324-405000

• Email : info@svceindore.ac.in • Website : www.svce.vivekanandgroup.com

Declaration

Metric 6.3.1

I declare that all the data, pictures, reports and other information enclosed in the criteria are authentic to the best of my knowledge.

Criteria In-charge

Er. Aarti Khare

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KHANDWA ROAD, INDORE



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COLLEGE OF ENGINEERING
KHANDWA ROAD, INDORE

FORMAT FOR SELF APPRAISAL

● Name of the Faculty..... ● Branch.....

1. Attendance:

Total Working Days(Last 2 Semesters)	Total Attendance(Last 2 Semesters)

2. Result:

Subject Code	No. of Students Appeared	No. of Students Passed

3. Training/Seminar/Workshop Attended during the academic year _____:

Programme Attended	Duration	Sponsored by/Organized by

4. Training/Seminar/Workshop Organized:

Title	Duration	Sponsoring Agency

5. Particulars of Research Publication:

Research Paper Published		
Title of Paper	Journal	Date Published/In Process

6 Any Project Work Initiated:

Particulars of Project-

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.....
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Swami Vivekanand Techniki Sansthan



Director



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7. Any Assignment relating to Committees Constituted in the Institute:

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.....

8. Member of Professional Body (if any) give details:

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.....

9. Any Other Achievement (give brief report):

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.....
.....

Signature of Faculty/Staff

10. Comments:

Comments by HOD:
.....
.....

Signature of HOD


Comments by Principal:
.....
.....

Swami Vivekanand Techniki Sansthan


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Performance Appraisal Form for Non-Teaching Staff

1. Name of the Faculty :
2. Position Title :
3. Date of Entry into Service :
4. No. of Years in Service :
5. Date of Retirement :
6. Qualification :
7. Details of Current Responsibilities :

I. PROFESSIONAL COMPETENCE

Sl. No.		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					

II. PERFORMANCE

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

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III: PERSONAL CHARACTERISTICS

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

IV. ATTITUDE TOWARDS CO-WORKERS

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

V. ATTITUDE TOWARDS PUBLIC

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation to the needs of the public(Parents, Business Associates, Vendors, Well Wishers of the					
3	Rapport with the public when you interact with them?					

VI. STAFF/STUDENT RELATIONS

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

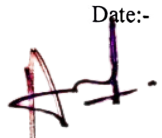
Declaration

I hereby declare that the information provided is true to the


best of my knowledge.Place:-

Date:-

Name and Signature of the non teaching staff


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Countersigned by the Head of the Institution


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Welfare Policy

WELFARE MEASURES: -

The Institution has effective welfare measures for teaching and non-teaching staff and other beneficiaries. SVCE constituent divisions provide welfare benefits to its teaching, non-teaching, and support staff. The welfare programmers are available to everyone without distinction based on any factor. Among the welfare measures are:

PROVIDENT FUND: - This fund is for retirement and post-retirement lifestyle. It doesn't require a lump sum one-time investment. A monthly deduction from the salary is enough to build a bigger corpus all through you. Employment years - It allows you to adore tax concessions.

ESIC: Full medical care is provided to an Insured person and his family members from the day he enters insurable employment. There is no ceiling on expenditure on the treatment of an Insured Person or his family member.


TRANSPORT FACILITY: -Free transportation is provided to teaching and non- teaching staff members traveling from Indore and the surrounding areas. Every vehicle is inspected by the transport in charge every day, and skilled drivers stick to the schedule. For every vehicle, the pollution control certificates have been acquired.

COMMUNICATION FACILITY: -To maintain the quality of services and handle emergency circumstances, communication facilities are offered to improve better and timely communication. Every institution, including hospitals, has access to landlines. Patients can use the landline phone service, and the IT department handles phone service maintenance.

LEAVES: -Various types of leaves are offered based on the needs of the employees. These consist of paid time off for qualifying events, maternity leave, and special leave for attending conferences and training, casual leave, academic leave, health checkup and semester break.

FINANCIAL SUPPORT: - Financial assistance is provided in the form of salary advances to staff members.

SAFF CONCESSION: - In Addition to the above benefits there is a concession in fees for the children of staff members.


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