

ANNUAL INCREMENT FORM

(Teaching)

Date:

Mr./ Ms..... Annual increment w.e.f.

Designation Department Employee ID.....

Date of Joining:

Description	Present Salary as on _____	Increment	Proposed salary after increment as on _____
Basic /Consolidated Salary			
DA @			
Other allowances			
Total			

Signature of accountant

HOD's Remarks

- Teaching days : _____
 - Teaching Performance : _____
 - Contribution in Admissions : _____
 - Contribution in placements : _____
 - Research & other activities : _____
 - Refresher Course/ STCs/ FDPs attended : _____
 - Expert Lectures/ Workshops/ Industrial visits arranged : _____
 - Contribution at Institute Level : _____
 - Contribution at Department Level : _____
 - Contribution towards Society : _____
 - Over all performance report : _____
- (Very Good / Average / Below average)

Signature of HOD with name _____

Remarks of Registrar.....

..... (Signature of the Registrar)

Recommendation of the Director.....

..... (Signature of the Director)

Noted..... Signature of the teacher)

Recommendation of the General Secretary.....

.....

Order of the Chairman.....

Self Appraisal Report (Teaching)

(Fill in Block Letters)

Paste latest
passport size
coloured
photograph

For the Year :

Date:.....

1. Name Department..... **Present gross salary**.....

2. (a) Father's Name (b) Mother's Name.....
(c) Date of Birth..... (d) Place of Birth.....

3. Present Postal Address (in block letters):.....
.....Pin Code.....

Employee ID..... Mobile No..... Email

4. Educational Qualifications (from Matriculation onwards)

Sr. No.	Exam Passed	Name of the Institute with City	University/ Board	Year of Passing	%Marks & Division	Regular/ Corres./ Part time
(i)	Matric					
(ii)	10+2 / Diploma / ITI					
(iii)	Graduation: Spl:_____					
(iv)	Post Graduation: Spl:_____					
(v)	Ph.D.					
(vi)	Any other qualification (NET/ GATE)					

5. Experience (from first employment onwards)

Sr. No.	Institute/ Industry & Address	Duration			Designation/ Profile	Emoluments & Scale etc.	Reason for leaving	
		From	To	Total Period				
a) Other Institutions / Organizations								
(i)								
(ii)								
(iii)								
b) JMIT								
(i)								
(ii)								
(iii)								
Total Experience:		UG			PG			Industry

6. Teaching days of the semester:

Sr. No.	Particular	ODD Semester (2020-21) July -20 to Dec. 20		Even Semester (2019-20) Jan.20 - to June 20	
		Institute	Teacher	Institute	Teacher
(i)	Working days				
(ii)	Teaching days				

7. Leave Account during the year (Even 2019-20/Odd Sem. 2020-21)

Type of Leave	Odd Sem	Even Sem	Type of Leave	Odd Sem	Even Sem
	Availed	Availed		Availed	Availed
Casual Leave			Duty leave		
Medical (with pay)			Study Leave		
Maternity Leave			Winter break		
Any other leave			Summer Break		
Total			Total		

8. Result of classes taught (last three years):

June 2020			Dec. 2019			June 2019			Dec. 2018			June 2018			Dec. 2017		
Semester :			Semester :			Semester :			Semester :			Semester :			Semester :		
Subject	Sem.	%	Subject	Sem.	%	Subject	Sem.	%	Subject	Sem.	%	Subject	Sem.	%	Subject	Sem.	%

9. Students feedback (Semester wise)

Sr. No.	Subject	Score	Annex. No.	HOD Remarks
1.				
2.				
3.				
4.				

10. (A) Refresher Courses/ STCs/ FDPs attended/ organized

Sr. No.	Activity	No.	Details	Annex. No.	HOD Remarks
a) (i)	Refresher courses attended				
(ii)	FDPs/ STCs attended				
b) (i)	FDPs/STCs Organized				
(ii)	Faculty development programs delivered				

(B) Teaching /Training

Sr. No.	Particulars	To be filled by Teacher	Annex. No.	HOD Remarks
1.	Specific Additional Inputs provided			
2.	Hands on training/ Practical Demonstration			
3.	Attendance of students in the classes subject-wise			
	(i)			
	(ii)			
	(iii)			
	(iv)			

(C) Expert Lectures/Workshops/Industrial Visits arranged:

Sr. No.	Activity	No.	Details	Annex. No.	HOD Remarks
a)	Expert lectures				
b)	Workshops				
(ii)	Accompanied industrial visits				

11. Contribution in Admissions:

Sr. No.	Activity	Yes/No	Nos.	Annex. No.	HOD Remarks
(i)	Single Point of contact for Schools/Poly./College.				
(ii)	Schools Visited				
(iii)	Interaction in the schools/Colleges/ Poly. a) Faculty b) Students				
(iv)	Any other				

12. Contribution in placements

Sr. No.	Activity	No.	Outcome	Annex. No.	HOD/ TPO remarks
(i)	Companies Introduced a) Materialized b) Not materialized				
(ii)	Companies visited				
(iii)	Placement drives finalized				
(iv)	Accompanied in placement drives (outstation)				

13. Administration & other activities:-

Sr. No.	Activity	Y/N	Details	Annex. No.	HOD Remarks
(i)	Contribution in Institute Level activities				
a)					
b)					
c)					
(ii)	Contribution at Department Level Activities i.e. Time Table , Class incharge, ERP Admin, Mentor, placement coordinator, clubs, curriculum development etc.				
a)					
b)					
c)					
(iii)	Contribution towards Society i.e. Blood Donation, Swachh Bharat Mission, NCC, NSS, Tree Plantation, Help to the needy people etc.				
(iv)	Any other				

14. Research & Other Activities:-

Academic Research (current year) (Attach annexure Page No.)

- (i) Google Scholar Index: Citations: _____ h index _____ i-10 Index _____
- (ii) Number of quality publications in UGC approved/Scopus/ SCI Journals (only free journals) _____
a) Attach details _____ b) Copy submitted to central library : Yes/No
- (iii) Books/ Book chapters _____
- (iv) No. of papers published in Conferences (**current year**) (Attach annexure Page No.)
National _____ ii) International _____
a) Attach details _____ b) Copy submitted to central library : Yes/No

15. Any other Achievement (highlight briefly).....
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Verification of filled details by HOD
with Signature

Signature of the Teacher
with date