

# **APPICATION CUM EVALUATION PROFORMA**

**DR. A.P.J. ABDUL KALAM AWARD FOR CATEGORY-II (MINISTERIAL AND  
OTHER STAFF) OF SLIET, LONGOWAL**

**For the Financial Year: 01.04.20\_\_ to 31.03.20\_\_**



**SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY**  
**(Deemed-to-be-University under MHRD, Govt. of India)**  
**LONGOWAL-148106**  
**District SANGRUR, PUNJAB, INDIA**  
<http://www.sliet.ac.in>

## **DR. A.P.J. ABDUL KALAM AWARD FOR CATEGORY-II (MINISTERIAL AND OTHER STAFF) OF SLIET, LONGOWAL**

### **Purpose**

To recognise the diligent efforts made by the Ministerial Staff for their outstanding service towards the Institute and the Community at large and to encourage them to endeavour further to accomplish the vision and mission of the institute in true spirit.

### **Eligibility**

1. The Award will be awarded annually to the regular employee (Active service) of SLIET, Longowal in the Ministerial and Other Staff category.
2. The employee should not have been charge-sheeted or penalized during the whole stay in his / her career.
3. The employee should have submitted his Annual Property Return for the previous year as per stipulated time, i.e., 31<sup>st</sup> January.
4. The staff should not have been involved in any audit discrepancy due to which the Institute had faced court cases or suffered financial losses during the entire period at SLIET.
5. The staff should not have availed long leave during the assessment period.
6. It is mandatory to have vigilance clearance from Central Vigilance Officer (CVO), which would be arranged by the JURY from CVO.
7. Period of award will be Financial Year i.e. 01.04.20\_\_ to 31.03.20\_\_
8. Average of APAR marks of last three years may be obtained by the JURY Members from the custodian of Record of APAR.

## PERSONAL DATA OF APPLICANT

S. No.	Item(s)	Details																														
1.	Name																															
2.	Designation																															
3.	Address	Telephone (Office): _____ (Mobile): _____ Fax: _____ Email: _____																														
4.	Date of Birth																															
5.	Academic Qualification and Field of Specialization (Mark $\sqrt{\quad}$ )	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;">1</td><td style="width: 75%;">Matric</td><td style="width: 20%; text-align: center;">(   )</td></tr> <tr> <td>2</td><td>Diploma</td><td style="text-align: center;">(   )</td></tr> <tr> <td>3</td><td>Graduation</td><td style="text-align: center;">(   )</td></tr> <tr> <td>4</td><td>Post Graduation</td><td style="text-align: center;">(   )</td></tr> <tr> <td>5</td><td>Ph.D.</td><td style="text-align: center;">(   )</td></tr> <tr> <td>6</td><td>Other (Please specify)</td><td style="text-align: center;">(   )</td></tr> </table>	1	Matric	(   )	2	Diploma	(   )	3	Graduation	(   )	4	Post Graduation	(   )	5	Ph.D.	(   )	6	Other (Please specify)	(   )												
1	Matric	(   )																														
2	Diploma	(   )																														
3	Graduation	(   )																														
4	Post Graduation	(   )																														
5	Ph.D.	(   )																														
6	Other (Please specify)	(   )																														
6.	Qualification acquired after joining SLIET (Name of the course) (If yes, give details)	1) Yes (   ) 2) No (   )																														
7. (a)	Experience at different Levels	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th><th style="width: 15%;">Year</th><th style="width: 15%;">Months</th><th style="width: 15%;">Days</th></tr> </thead> <tbody> <tr><td>1) Administrative Section</td><td></td><td></td><td></td></tr> <tr><td>2) Academic Section</td><td></td><td></td><td></td></tr> <tr><td>3) Accounts</td><td></td><td></td><td></td></tr> <tr><td>4) Store &amp; Purchase</td><td></td><td></td><td></td></tr> <tr><td>5) Other (Please specify)</td><td></td><td></td><td></td></tr> <tr><td>Total</td><td></td><td></td><td></td></tr> </tbody> </table>		Year	Months	Days	1) Administrative Section				2) Academic Section				3) Accounts				4) Store & Purchase				5) Other (Please specify)				Total					
	Year	Months	Days																													
1) Administrative Section																																
2) Academic Section																																
3) Accounts																																
4) Store & Purchase																																
5) Other (Please specify)																																
Total																																
(b)	Experience on the present post	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th><th style="width: 15%;">Year</th><th style="width: 15%;">Months</th><th style="width: 15%;">Days</th></tr> </thead> <tbody> <tr><td>1) Administrative Section</td><td></td><td></td><td></td></tr> <tr><td>2) Academic Section</td><td></td><td></td><td></td></tr> <tr><td>3) Accounts</td><td></td><td></td><td></td></tr> <tr><td>4) Store &amp; Purchase</td><td></td><td></td><td></td></tr> <tr><td>5) Other (Please specify)</td><td></td><td></td><td></td></tr> <tr><td>Total</td><td></td><td></td><td></td></tr> </tbody> </table>		Year	Months	Days	1) Administrative Section				2) Academic Section				3) Accounts				4) Store & Purchase				5) Other (Please specify)				Total					
	Year	Months	Days																													
1) Administrative Section																																
2) Academic Section																																
3) Accounts																																
4) Store & Purchase																																
5) Other (Please specify)																																
Total																																
8	Language Known (Mark $\sqrt{\quad}$ )	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">Read</th><th colspan="2" style="text-align: center;">Write</th></tr> </thead> <tbody> <tr> <td style="width: 5%;">a</td><td style="width: 75%;">English (   )</td><td style="width: 5%;">a</td><td style="width: 75%;">English (   )</td></tr> <tr> <td>b</td><td>Hindi (   )</td><td>b</td><td>Hindi (   )</td></tr> <tr> <td>c</td><td>Punjabi (   )</td><td>c</td><td>Punjabi (   )</td></tr> <tr> <td>d</td><td>Any other (   ) (Plz specify)</td><td>d</td><td>Any other (   ) (Plz specify)</td></tr> </tbody> </table>	Read		Write		a	English (   )	a	English (   )	b	Hindi (   )	b	Hindi (   )	c	Punjabi (   )	c	Punjabi (   )	d	Any other (   ) (Plz specify)	d	Any other (   ) (Plz specify)										
Read		Write																														
a	English (   )	a	English (   )																													
b	Hindi (   )	b	Hindi (   )																													
c	Punjabi (   )	c	Punjabi (   )																													
d	Any other (   ) (Plz specify)	d	Any other (   ) (Plz specify)																													
9.	Number of Leaves availed during the year	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Sr. No.</th><th style="width: 20%;">Leave type</th><th style="width: 15%;">No. of Leaves</th><th style="width: 15%;">Peak time</th><th style="width: 15%;">Lean time</th></tr> </thead> <tbody> <tr><td>1</td><td>CL</td><td style="text-align: center;">(   )</td><td></td><td></td></tr> <tr><td>2</td><td>EL</td><td style="text-align: center;">(   )</td><td></td><td></td></tr> <tr><td>3</td><td>EOL</td><td style="text-align: center;">(   )</td><td></td><td></td></tr> <tr><td>4</td><td>ML</td><td style="text-align: center;">(   )</td><td></td><td></td></tr> <tr><td>5</td><td>RH</td><td style="text-align: center;">(   )</td><td></td><td></td></tr> </tbody> </table>	Sr. No.	Leave type	No. of Leaves	Peak time	Lean time	1	CL	(   )			2	EL	(   )			3	EOL	(   )			4	ML	(   )			5	RH	(   )		
Sr. No.	Leave type	No. of Leaves	Peak time	Lean time																												
1	CL	(   )																														
2	EL	(   )																														
3	EOL	(   )																														
4	ML	(   )																														
5	RH	(   )																														
10	Number of Leaves lapsed in a year	1) CL (NOS) (   ) 2. RH (   ) in a year																														

**A. ASSESSMENT OF FUNCTIONAL COMPETENCY/ PROFESSIONAL ETHICS AND ACCOUNTABILITY (Maximum Score 35)**

Sr. No	Attributes (7 points for each Sr. No.)	Points to be given by the HOD/Section Incharge concerned*				
		Excellent	Very Good	Good	Fair	Poor
1	Proficiency in working on computer					
2	Response towards emergent/urgent call for work during the holidays and or beyond office hours to meet deadlines					
3	Neatness and Cleanliness of the office/ surrounding					
4	Professional Ethics and Accountability/ Transparency					
5	Number of additional assignments completed in a year at the institute level (one point each for every assignment)					
	<b>TOTAL</b>					

\* *Excellent = 7 points, Very Good = 5 points, Good = 4 points, Fair = 3 points and Poor = 0 points*

**B. ADDITIONAL ASSIGNMENTS (Maximum 05 Points)**

S. No.	Description (01 point for each assignment at the Institute level)	Points Claimed
	<b>TOTAL</b>	

**C. CONTRIBUTION IN THE ORGANIZATION OR EXTRA CURRICULAR ACTIVITIES (Maximum 05 Points)**

Participation / Initiatives taken for Spreading Social Awareness/Moral Values/National Ethos/Democratic Values/National Integration/National Drives by Government (**0.5 point for each**)

S. No.	Activity	Description	Points Claimed
1.	Hobby Centres for Employees/ Students		
2.	Blood Donation		
3.	Swachh Bharat Abhiyan		
4.	NCC, NSS		
5.	Sports		
6.	Yoga Activities		
7.	Plantation		
8.	To help the needy students		
9.	Participation in cultural activities		
10.	Member in TECH FEST		
11.	Madhuram		
<b>Total:</b>			

**D. QUALIFICATION ACQUIRED AFTER JOINING SLIET, LONGOWAL**  
(Maximum Point= 5)

S. No.	Qualification Improved	Percentage of Marks obtained	Points Claimed

**E. CONTRIBUTION TO UPLIFT SLIET AND IMPROVE NIRF RANKING OF INSTITUTE/ WHY AM I ELIGIBLE FOR THIS AWARD? (Pen down in minimum 100 words) (TO BE AWARDED BY JURY BASED ON THE INFORMATION SUBMITTED) marks=(15)**

---



---



---



---



---



---



---



---



---

**Please enclose all the duly self-attested copies of supporting documents/ proofs of the above-mentioned entries)**

**F. AVERAGE OF APAR OF LAST 3 YEARS (Maximum 10 points)**

Year	Rating of APAR <i>(Average of APAR marks of last three years may be obtained by the JURY Members from the custodian of Record of APAR)</i>
Current Year	
Current Year-1	
Current Year-II	
Average	

## DECLARATION

I certify that the details given above are correct to the best of my knowledge.

Place: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name \_\_\_\_\_

Designation: \_\_\_\_\_

Department: \_\_\_\_\_

Comments of Name of H.O.D. / Section In-charge

Department: .....

### **(FOR THE USE OF JURY MEMBERS)**

Based upon the certificate issued by the Chief Vigilance Officer, SLIET vide No. \_\_\_\_\_ dt. \_\_\_\_\_, no enquiry is contemplated / pending against \_\_\_\_\_ during the period of Award for the Academic Year \_\_\_\_\_.

(JURY Member)

(JURY Member)

(JURY Member)

### CLAIM ASSESSMENT BY JURY

<b>PART/ TABLE</b>	<b>ATTRIBUTES</b>	<b>MAX POINTS</b>	<b>CLAIMED POINTS</b>	<b>POINTS AWARDED BY JURY</b>
A	ASSESSMENT OF FUNCTIONAL COMPETENCY/ PROFESSIONAL ETHICS AND ACCOUNTABILITY	35		
B	ADDITIONAL ASSIGNMENTS	5		
C	CONTRIBUTION IN THE ORGANIZATION OR EXTRA CURRICULAR ACTIVITIES	5		
D	QUALIFICATION ACQUIRED AFTER JOINING SLIET, LONGOWAL	5		
E	CONTRIBUTION TO UPLIFT SLIET AND IMPROVE NIRF RANKING OF INSTITUTE/ WHY AM I ELIGIBLE FOR THIS AWARD?	15		
F	AVERAGE OF APAR OF LAST 3 YEARS	10		
	GRAND TOTAL	<b>75</b>		

### RECOMMENDATIONS

(JURY Member)

(JURY Member)

(JURY Member)