**APPICATION CUM EVALUATION PROFORMA**

**Dr. A.P.J. Abdul Kalam Award for Category-i (TECHNICAL STAFF)**

**of SLIET, Longowal**

**For the Academic Year: 01.07.20\_\_\_ TO 30.06.20\_\_\_**

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**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**](http://www.sliet.ac.in)

**Dr. A.P.J. Abdul Kalam Award for Category-i (TECHNICAL STAFF)**

**of sliet, longowal**

**Purpose**

To recognise the diligent efforts made by the Technical Staff for providing technical assistance in maintaining Laboratories and creating conducive environment for developing technical skills.

**Eligibility**

1. The Award will be awarded annually to a regular employee (Active service) of SLIET, Longowal in the Technical 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., 31st 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, Longowal.
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 Academic Year, i.e., 01.07.20\_\_\_ to 30.06.20\_\_\_
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 √ ) | |  |  |  | | --- | --- | --- | | 1 | Matric | ( ) | | 2 | Diploma | ( ) | | 3 | Graduation | ( ) | | 4 | Post Graduation | ( ) | | 5 | Ph.D. | ( ) | | 6 | Other (Please specify) | ( ) | |
| **6.** | Qualification acquired after joining SLIET, Longowal  (Mark √ ) (If yes, give details) | i)Yes ( )  ii) No ( ) |
| **7.** | Total Experience (in years)  In the present post |  |
| **8** | Language Known | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **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 in the year | |  |  |  |  |  | | --- | --- | --- | --- | --- | | 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 | i) CL (Nos) ( )  ii) RH (Nos) ( ) |

**A. ASSESSMENT OF FUNCTIONAL COMPETENCY (Maximum 10 points)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sr.**  **No** | **Attributes** | RATING (✓) to be given by the HOD/Section Incharge concerned | | | | |
| Excellent | Very Good | Good | Fair | Poor |
| **(4)** | **(3)** | **(2)** | **(1)** | **(0)** |
| **1** | Proficiency in work and working on computer namely Typing, Drafting, MS- Office, computer Language. etc. (Maximum 4 points) |  |  |  |  |  |
| **2** | Response Towards Official Orders/ Response towards emergent/urgent call for work during the holidays and or beyond office hours to meet deadlines |  |  |  |  |  |
| **3** | Utilization of resources in Laboratory  (Maximum 4 Points)  Total number of equipments available in the laboratory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   1. Working conditions of the equipments   (i) ≥ 90% (Excellent),  (ii) ≥ 70% to < 90% (Very good)  (iii)≥50% to < 70% (Good)  (iv) ≥ 30% to < 50 (Fair)  (v) ≥ 30% (poor)   1. Non-working conditions Nos:\_\_\_\_\_ |  |  |  |  |  |
| **4** | Information about laboratory (1 point for each) |  | | | | |
| i. Neatness and Cleanliness in Lab |  |  |  |  |  |
| ii. Availability of consumables/chemicals/ raw material |  |  |  |  |  |
| iii. Maintenance of records in prescribed registers |  |  |  |  |  |
| iv. Maintenance and updation of Laboratory/Lab Manual prepared, per subject |  |  |  |  |  |
| Maximum 05 points |  | | | | |
| **5** | Professional Ethics, Accountability and Transparency |  |  |  |  |  |

**B. ASSESSMENT OF TECHNICAL COMPETENCY (Maximum 20 points)**

**I. Experimental Process**  (Maximum **5** Points)

(for additional load only considering no relaxation for additional duties)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Class/ Batch | Subject Code | Contact hours | No of Students Registered | No. of classes | | | No. of experiments performed simultaneously |
| Scheduled | Actually  held | |
|  |  |  | (P) | (Q) | (R) | | (S) |
| Odd Semester | | | | | | | |
|  |  |  |  |  |  | |  |
|  |  |  |  |  |  | |  |
|  |  |  |  |  |  | |  |
|  |  |  |  |  |  | |  |
| Even Semester | | | | | | | |
|  |  |  |  |  |  | |  |
|  |  |  |  |  |  | |  |
|  |  |  |  |  |  | |  |
|  |  |  |  |  |  | |  |
| Total | | |  |  |  | |  |
|  | | | | | | Points Claimed | |
| If > 80% then | | | | | |  | |

**II. Students’ Feedback** (Maximum 5 Points)

(Feedback of 05 Subjects will be considered)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sr. No. | Semester | Subject Code | Average Student Feedback on the scale of 5 | Enclosure No. |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| TOTAL: | | |  |  |

**III. Faculty Feedback** (Maximum 5 Points)

(Feedback of atleast 04 faculty members will be considered)

|  |  |  |  |
| --- | --- | --- | --- |
| Sr. No. | Faculty decided by Jury members | Average Student Feedback on the scale of 5 | Enclosure No. |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| TOTAL: | |  |  |

**IV. Innovation (one point for each)** (Maximum 5 points)

|  |  |  |  |
| --- | --- | --- | --- |
| S. No. | Activity | Description | Points Claimed |
| i. | New laboratory development  (01 point per subject) |  |  |
| ii. | New experiments added  (01 point per subject) |  |  |
| iii. | Additional equipment added in laboratory (01 Point /Subject Designed or Revised) |  |  |
| iv. | Equipment repaired in laboratory (01 Point) |  |  |
| v. | Write-off of Equipments (01 Point) |  |  |
| Total: | | |  |

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

(01 point for each assignment at the Institute level)

|  |  |  |
| --- | --- | --- |
| **S. No.** | **Description** | **Points Claimed** |
|  |  |  |
|  |  |  |
|  |  |  |

**D. 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** |
| **a.** | Hobby Centres for Employees/ Students |  |  |
| **b.** | Blood Donation |  |  |
| **c.** | Swachh Bharat Abhiyan |  |  |
| **d.** | NCC, NSS |  |  |
| **e.** | Sports |  |  |
| **f.** | Yoga Activities |  |  |
| **g.** | Plantation |  |  |
| **h.** | To help the needy students |  |  |
| **i.** | Participation in cultural activities |  |  |
| **j.** | Member in TECH FEST |  |  |
| **k.** | Madhuram |  |  |
| **Total:** | | |  |

**E. QUALIFICATION ACQUIRED AFTER JOINING SLIET, LONGOWAL**

Maximum Point= 5

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.** | **Qualification Improved** | **Percentage of Marks obtained** | **Points Claimed** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**F. 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**) (Maximum 20 marks)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

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

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

**DECLARATION**

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

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

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

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

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

(Recommendations by concerned HOD )

Signature

(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 Members**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PART/**  **TABLE** | **A. Function competency Attributes** | **MAX POINTS** | **CLAIMED POINTS** | **POINTS AWARDED BY JURY** |
| A | **Assessment of functional competency** | 10 |  |  |
| B | **Assessment of technical competency (5+5+5+5)** | 20 |  |  |
| C | **Additional assignments** | 5 |  |  |
| D | **Contribution in the organization or extra-curricular activities** | 5 |  |  |
| E | **Qualification acquired after joining SLIET** | 5 |  |  |
| F | **Contribution to uplift SLIET and improve NIRF ranking of institute/ why am I eligible for this award?** | 20 |  |  |
| G | **Average of APAR of last 3 years** | 10 |  |  |
|  | **GRAND TOTAL** | 75 |  |  |

**RECOMMENDATIONS**

(JURY Member) (JURY Member) (JURY Member)