



Government of Maharashtra

Sydenham College of Commerce & Economics

Re-accredited 'A' Grade by NAAC (CGPA - 3.42)



Annual Assessment Report

(Prepared by Internal Quality Assurance Cell)

A.Y. 20____ - 20____

Name of Teacher: _____

Designation: _____

Department: _____

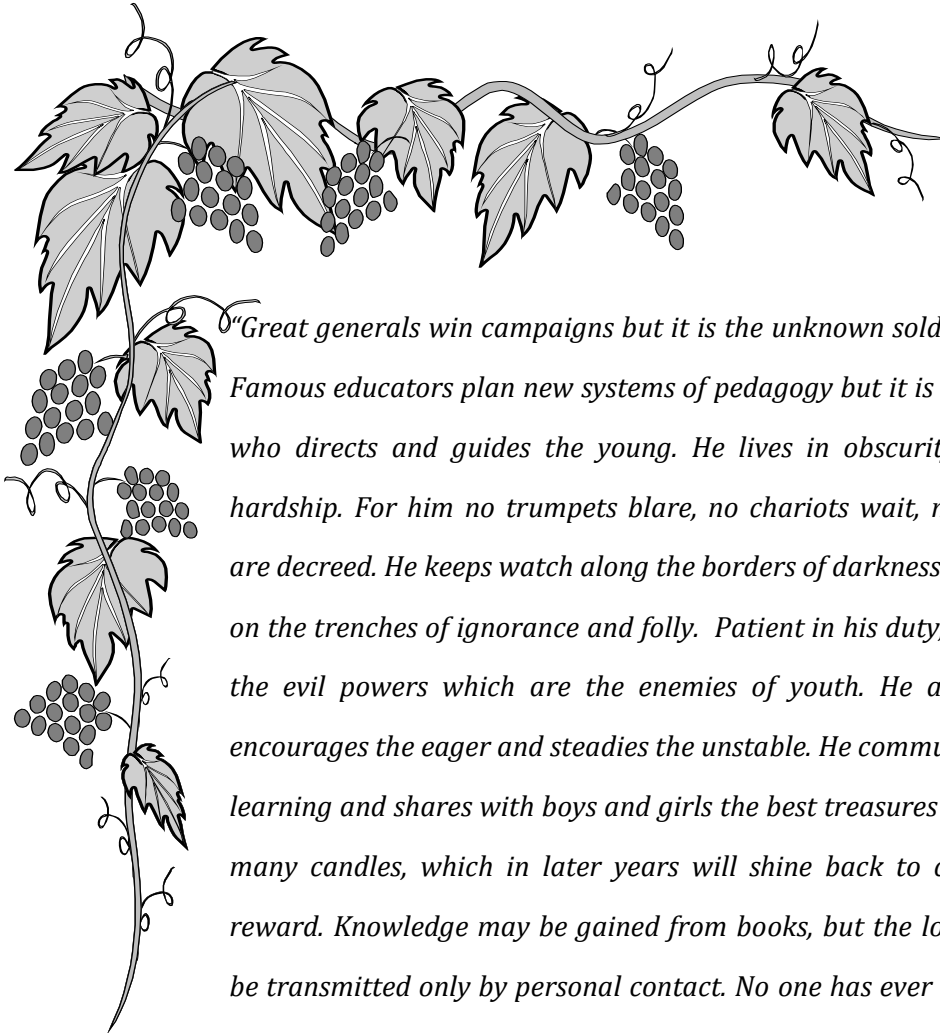
B- Road, Churchgate, Mumbai 400 020

Tel. No. 022-2204 2897, Fax. No. 022-2287 1452

Website: www.sydenham.ac.in

Email: sydprincipal@yahoo.co.in

Dedicated to the Unknown Teacher



"Great generals win campaigns but it is the unknown soldier who wins the war. Famous educators plan new systems of pedagogy but it is the unknown Teacher who directs and guides the young. He lives in obscurity and contends with hardship. For him no trumpets blare, no chariots wait, no golden decorations are decreed. He keeps watch along the borders of darkness and makes the attack on the trenches of ignorance and folly. Patient in his duty, he strives to conquer the evil powers which are the enemies of youth. He awakens the indolent, encourages the eager and steadies the unstable. He communicates his own joy at learning and shares with boys and girls the best treasures of his mind. He lights many candles, which in later years will shine back to cheer him. This is his reward. Knowledge may be gained from books, but the love for knowledge can be transmitted only by personal contact. No one has ever deserved better of the republic than the unknown Teacher. No one is more worthy to be enrolled in a democratic aristocracy, King of himself and Servant of mankind".

- Henry Van Dyke





PERSONAL INFORMATION

Name of Teacher:	
Qualifications:	
Designation:	
Department:	
Date of Appointment:	
Basic Pay as on 1 st July:	
Date of Last Promotion:	
Residential Address:	
Mobile No.:	
Email Id.:	
Blood Group:	
Languages Known:	
PAN No.:	
Aadhar Card No.	
GPF/NPS A/C No.	



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INDIVIDUAL TIME-TABLE

Time		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7.20 to 8.10	Class:						
	Div.:						
	Subject:						
8.10 to 9.00	Class:						
	Div.:						
	Subject:						
9.00 to 9.50	Class:						
	Div.:						
	Subject:						
9.50 to 10.40	Class:						
	Div.:						
	Subject:						
10.40 to 11.30	Class:						
	Div.:						
	Subject:						
11.30 to 12.20	Class:						
	Div.:						
	Subject:						

Signature of the Teacher

Signature of the HOD

PRINCIPAL



TEACHING PLAN - I

Class: _____ Subject: _____

SEMESTER – I

Module No.	Topic	No. of Lectures Allotted
I		
II		
III		
IV		
V		
TOTAL LECTURES ASSIGNED		

Class: _____ Subject: _____

SEMESTER – II

Module No.	Topic	No. of Lectures Allotted
I		
II		
III		
IV		
V		
TOTAL LECTURES ASSIGNED		



TEACHING PLAN - I

Class: _____ Subject: _____

SEMESTER – I

Module No.	Topic	No. of Lectures Allotted
I		
II		
III		
IV		
V		
TOTAL LECTURES ASSIGNED		

Class: _____ Subject: _____

SEMESTER – II

Module No.	Topic	No. of Lectures Allotted
I		
II		
III		
IV		
V		
TOTAL LECTURES ASSIGNED		



TEACHING PLAN - II

Class: _____ Subject: _____

SEMESTER – I

Module No.	Topic	No. of Lectures Allotted
I		
II		
III		
IV		
V		
TOTAL LECTURES ASSIGNED		

Class: _____ Subject: _____

SEMESTER – II

Module No.	Topic	No. of Lectures Allotted
I		
II		
III		
IV		
V		
TOTAL LECTURES ASSIGNED		



TEACHING PLAN - III

Class: _____ Subject: _____

SEMESTER – I

Module No.	Topic	No. of Lectures Allotted
I		
II		
III		
IV		
V		
TOTAL LECTURES ASSIGNED		

Class: _____ Subject: _____

SEMESTER – IV

Module No.	Topic	No. of Lectures Allotted
I		
II		
III		
IV		
V		
TOTAL LECTURES ASSIGNED		



TEACHING PLAN - V

Class: _____ Subject: _____

SEMESTER – I

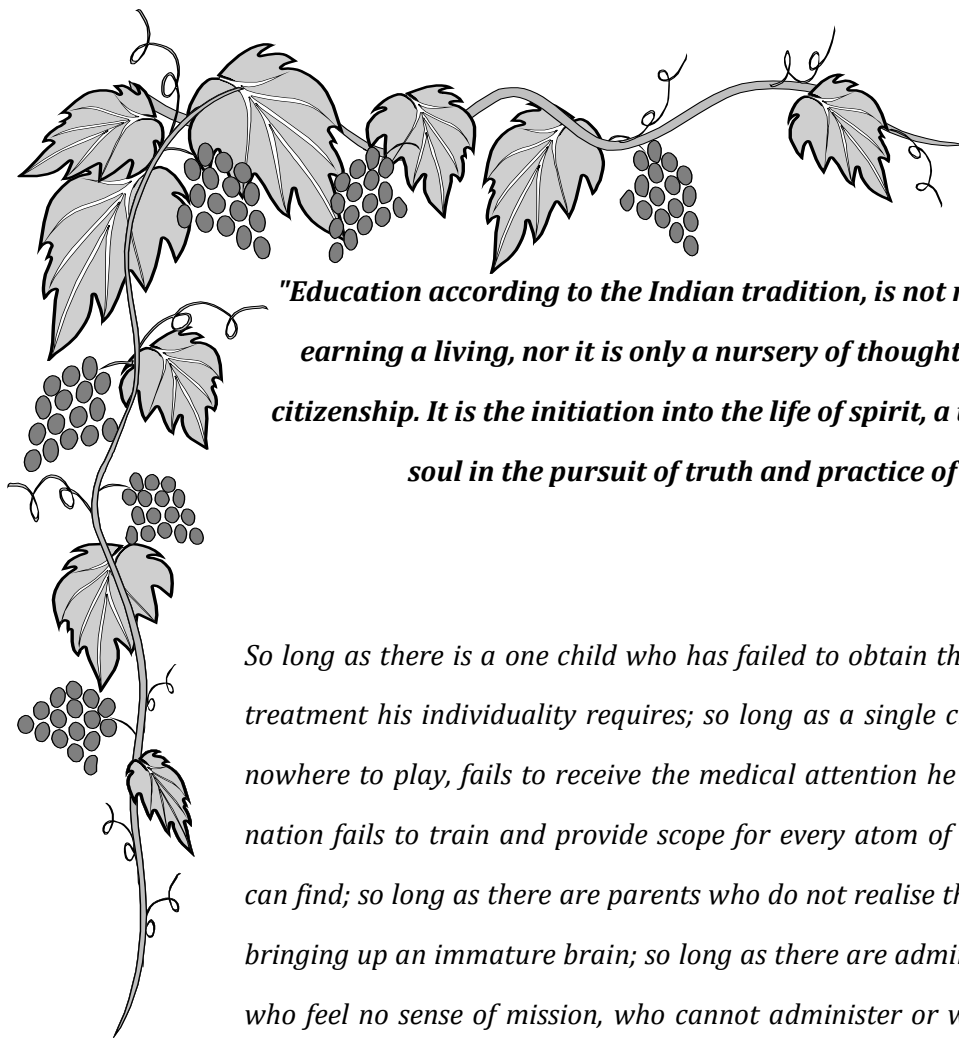
Module No.	Topic	No. of Lectures Allotted
I		
II		
III		
IV		
V		
TOTAL LECTURES ASSIGNED		

Class: _____ Subject: _____

SEMESTER – II

Module No.	Topic	No. of Lectures Allotted
I		
II		
III		
IV		
V		
TOTAL LECTURES ASSIGNED		

Education



"Education according to the Indian tradition, is not merely a means of earning a living, nor it is only a nursery of thoughts or a school for citizenship. It is the initiation into the life of spirit, a training of human soul in the pursuit of truth and practice of virtue."

So long as there is a one child who has failed to obtain the precise educational treatment his individuality requires; so long as a single child goes hungry, has nowhere to play, fails to receive the medical attention he needs; so long as the nation fails to train and provide scope for every atom of outstanding ability it can find; so long as there are parents who do not realise their responsibilities of bringing up an immature brain; so long as there are administrators or teachers who feel no sense of mission, who cannot administer or who cannot teach, the system will remain incomplete.





DAILY RECORD

Month:	Date:	In-time:	Out-time:
MONDAY			
Total Lectures Assigned:	Total Lectures Engaged:		

Month:	Date:	In-time:	Out-time:
TUESDAY			
Total Lectures Assigned:	Total Lectures Engaged:		

Month:	Date:	In-time:	Out-time:
WEDNESDAY			
Total Lectures Assigned:	Total Lectures Engaged:		



Month:		Date:	In-time:	Out-time:
THURSDAY				
Total Lectures Assigned:			Total Lectures Engaged:	

Month:		Date:	In-time:	Out-time:
FRIDAY				
Total Lectures Assigned:			Total Lectures Engaged:	

Month:		Date:	In-time:	Out-time:
SATURDAY				
Total Lectures Assigned:			Total Lectures Engaged:	

Month:		Date:	In-time:	Out-time:
SUNDAY				



DAILY RECORD

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MONDAY			
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Month:	Date:	In-time:	Out-time:
TUESDAY			
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Month:	Date:	In-time:	Out-time:
WEDNESDAY			
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Month:		Date:	In-time:	Out-time:
THURSDAY				
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FRIDAY				
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SATURDAY				
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SUNDAY				



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THURSDAY							
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FRIDAY							
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SATURDAY							
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SUNDAY							



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SATURDAY							
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SUNDAY							



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Total Lectures Assigned:			Total Lectures Engaged:	

Month:		Date:	In-time:	Out-time:
SUNDAY				



DAILY RECORD

Month:	Date:	In-time:	Out-time:
MONDAY			
Total Lectures Assigned:		Total Lectures Engaged:	

Month:	Date:	In-time:	Out-time:
TUESDAY			
Total Lectures Assigned:		Total Lectures Engaged:	

Month:	Date:	In-time:	Out-time:
WEDNESDAY			
Total Lectures Assigned:		Total Lectures Engaged:	



Month:		Date:	In-time:	Out-time:
THURSDAY				
Total Lectures Assigned:			Total Lectures Engaged:	

Month:		Date:	In-time:	Out-time:
FRIDAY				
Total Lectures Assigned:			Total Lectures Engaged:	

Month:		Date:	In-time:	Out-time:
SATURDAY				
Total Lectures Assigned:			Total Lectures Engaged:	

Month:		Date:	In-time:	Out-time:
SUNDAY				



DAILY RECORD

Month:	Date:	In-time:	Out-time:
MONDAY			
Total Lectures Assigned:		Total Lectures Engaged:	

Month:	Date:	In-time:	Out-time:
TUESDAY			
Total Lectures Assigned:		Total Lectures Engaged:	

Month:	Date:	In-time:	Out-time:
WEDNESDAY			
Total Lectures Assigned:		Total Lectures Engaged:	



Month:		Date:	In-time:	Out-time:
THURSDAY				
Total Lectures Assigned:			Total Lectures Engaged:	

Month:		Date:	In-time:	Out-time:
FRIDAY				
Total Lectures Assigned:			Total Lectures Engaged:	

Month:		Date:	In-time:	Out-time:
SATURDAY				
Total Lectures Assigned:			Total Lectures Engaged:	

Month:		Date:	In-time:	Out-time:
SUNDAY				



DAILY RECORD

Month:	Date:	In-time:	Out-time:
MONDAY			
Total Lectures Assigned:		Total Lectures Engaged:	

Month:	Date:	In-time:	Out-time:
TUESDAY			
Total Lectures Assigned:		Total Lectures Engaged:	

Month:	Date:	In-time:	Out-time:
WEDNESDAY			
Total Lectures Assigned:		Total Lectures Engaged:	



Month:		Date:	In-time:	Out-time:
THURSDAY				
Total Lectures Assigned:			Total Lectures Engaged:	

Month:		Date:	In-time:	Out-time:
FRIDAY				
Total Lectures Assigned:			Total Lectures Engaged:	

Month:		Date:	In-time:	Out-time:
SATURDAY				
Total Lectures Assigned:			Total Lectures Engaged:	

Month:		Date:	In-time:	Out-time:
SUNDAY				



DAILY RECORD

Month:	Date:	In-time:	Out-time:
MONDAY			
Total Lectures Assigned:		Total Lectures Engaged:	

Month:	Date:	In-time:	Out-time:
TUESDAY			
Total Lectures Assigned:		Total Lectures Engaged:	

Month:	Date:	In-time:	Out-time:
WEDNESDAY			
Total Lectures Assigned:		Total Lectures Engaged:	



Month:		Date:	In-time:	Out-time:
THURSDAY				
Total Lectures Assigned:			Total Lectures Engaged:	

Month:		Date:	In-time:	Out-time:
FRIDAY				
Total Lectures Assigned:			Total Lectures Engaged:	

Month:		Date:	In-time:	Out-time:
SATURDAY				
Total Lectures Assigned:			Total Lectures Engaged:	

Month:		Date:	In-time:	Out-time:
SUNDAY				



DAILY RECORD

Month:	Date:	In-time:	Out-time:
MONDAY			
Total Lectures Assigned:		Total Lectures Engaged:	

Month:	Date:	In-time:	Out-time:
TUESDAY			
Total Lectures Assigned:		Total Lectures Engaged:	

Month:	Date:	In-time:	Out-time:
WEDNESDAY			
Total Lectures Assigned:		Total Lectures Engaged:	



Month:		Date:	In-time:	Out-time:
THURSDAY				
Total Lectures Assigned:			Total Lectures Engaged:	

Month:		Date:	In-time:	Out-time:
FRIDAY				
Total Lectures Assigned:			Total Lectures Engaged:	

Month:		Date:	In-time:	Out-time:
SATURDAY				
Total Lectures Assigned:			Total Lectures Engaged:	

Month:		Date:	In-time:	Out-time:
SUNDAY				



DAILY RECORD

Month:	Date:	In-time:	Out-time:
MONDAY			
Total Lectures Assigned:		Total Lectures Engaged:	

Month:	Date:	In-time:	Out-time:
TUESDAY			
Total Lectures Assigned:		Total Lectures Engaged:	

Month:	Date:	In-time:	Out-time:
WEDNESDAY			
Total Lectures Assigned:		Total Lectures Engaged:	



Month:		Date:	In-time:	Out-time:
THURSDAY				
Total Lectures Assigned:			Total Lectures Engaged:	

Month:		Date:	In-time:	Out-time:
FRIDAY				
Total Lectures Assigned:			Total Lectures Engaged:	

Month:		Date:	In-time:	Out-time:
SATURDAY				
Total Lectures Assigned:			Total Lectures Engaged:	

Month:		Date:	In-time:	Out-time:
SUNDAY				



DAILY RECORD

Month:	Date:	In-time:	Out-time:
MONDAY			
Total Lectures Assigned:		Total Lectures Engaged:	

Month:	Date:	In-time:	Out-time:
TUESDAY			
Total Lectures Assigned:		Total Lectures Engaged:	

Month:	Date:	In-time:	Out-time:
WEDNESDAY			
Total Lectures Assigned:		Total Lectures Engaged:	



Month:	Date:	In-time:	Out-time:
THURSDAY			
Total Lectures Assigned:		Total Lectures Engaged:	

Month:	Date:	In-time:	Out-time:
FRIDAY			
Total Lectures Assigned:		Total Lectures Engaged:	

Month:	Date:	In-time:	Out-time:
SATURDAY			
Total Lectures Assigned:		Total Lectures Engaged:	

Month:	Date:	In-time:	Out-time:
SUNDAY			



ANNUAL ASSESSMENT REPORT

(As per the UGC Guidelines dated 18th July, 2018)



CRITERIA – I TEACHING

Month	Lectures Assigned	Lectures Conducted	$\frac{\text{Lectures Conducted}}{\text{Lectures Assigned}} \times 100$	Remark
June				
July				
August				
September				
October				
November				
December				
January				
February				
March				
April				
TOTAL				

Guidelines: 80% & above – Good, Below 80% but 70% & above – Satisfactory, Less than 70% - Not Satisfactory

LEAVE RECORD

[illegible]



CRITERIA – II

COCURRICULAR & EXTRA-CURRICULAR ACTIVITIES

Sr. No.	Committee	Statutory/ Non-statutory	Designation	Major Contribution
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

CONTRIBUTION TO COCURRICULAR & EXTRA-CURRICULAR ACTIVITIES

Sr. No.	Activity	Yes/No	Description
1.	Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc.		



Sr. No.	Activity	Yes/No	Description
2.	Examination & evaluation duties assigned by the college/university or attending examination paper evaluation		
3.	Student related co-curricular, extension & field based activities such as student clubs, career counselling, study visits, student seminars & other events, cultural, sports, NCC, NSS & community services		
4.	Organising seminars/ conferences or workshop		



Sr. No.	Activity	Yes/No	Description
5.	Evidence of actively involved in guiding Ph.D. students.		
6.	Conducting minor or major research project sponsored by national or international agencies.		
7.	At least one single or joint publication in peer reviewed or UGC listed Journals		

REMARK:

Guidelines: *Good - Involved in at least 3 activities* *Satisfactory - 1-2 activities*

Not-satisfactory - Not involved/undertaken any of the activities



OVERALL GRADING (A.Y. 20__ - __)

(TO BE ASSIGNED BY IQAC CO-ORDINATOR)

Name of Teacher: _____

Designation: _____ Department: _____

Sr. No.	Criteria	Grade
1.	Teaching (As per overall remark of Criteria – I)	
2.	Co-curricular and Extra-curricular Activities (As per overall remark of Criteria – I)	
Overall Grading		

Name and Signature of the IQAC Co-ordinator

Name and Signature of Teacher

College Seal

PRINCIPAL

Date:

Place:

Guidelines for Overall Grading:

Overall Grade	Teaching	Co-curricular and Extra-curricular Activities
GOOD	‘Good’	‘Good’ or ‘Satisfactory’
SATISFACTORY	‘Satisfactory’	‘Good’ or ‘Satisfactory’
NOT SATISFACTORY	Not Satisfactory in either of two	
(N.B. - All types of approved leave are exempted for the purpose of grading purpose)		



CRITERIA – III

ACADEMIC/RESEARCH SCORE

(1) Research Papers in Peer-Reviewed or UGC listed Journal

Sr. No.	Title with Page Nos.	Title of the Journal	ISSN/ISBN No.	Peer Reviewed/ UGC List No. & Impact Factor	No. of Co-authors	Are you the main author	Self API Score	Verified API Score
1.								
2.								
3.								
4.								
5.								
6.								



Guidelines:

Faculty of Science = 8 marks per paper & Faculty of Social Science & Humanities = 10 marks per paper.

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters List):

- | | |
|--|-----------------|
| (i) Paper in refereed journals without impact factor | - 5 Points |
| (ii) Paper with impact factor less than | - 1 - 10 Points |
| (iii) Paper with impact factor between 1 and 2 | - 15 Points |
| (iv) Paper with impact factor between 2 and 5 | - 20 Points |
| (v) Paper with impact factor between 5 and 10 | - 25 Points |
| (vi) Paper with impact factor >10 | - 30 Points |

Joint Papers

- (a) Two authors: 70% of total value of publication for each author.
- (b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.



(2) Publications Other than Research Papers

(a) Books authored which are Published by Publisher

Sr. No.	Title with Page Nos.	Name of Publishers	ISSN/ISBN No.	National/ International Level	No. of Co-authors	Are you the main author	Self API Score	Verified API Score
1.								
2.								
3.								
4.								

Guidelines: For Faculty of Science, Social Science & Humanities:

International Publisher = 12 marks per book, National Publishers = 10 marks per book, Chapter in Edited Book = 05 marks per chapter

Editor of Book by International Publisher = 10 marks per book, Editor of Book by National Publisher = 08 marks per book

Joint Authors = Same as above



(b) Translation works in Indian and Foreign Languages by Qualified Faculties

Sr. No.	Title with Page Nos.	Title of Publication	ISSN/ISBN No.	National/ International Level	No. of Co-translators	Are you the main translator	Self API Score	Verified API Score
1.								
2.								
3.								
4.								

Guidelines:

For Faculty of Science, Social Science & Humanities:

Chapter or Research Paper = 3 marks per chapter or paper.

Book = 8 marks per book

Joint Translators = Same as above



(3) Creation of ICT Mediated Teaching-learning Pedagogy and Content and Development of New and Innovative Courses and Curricula

(a) Development of Innovative pedagogy

Sr. No.	Description of Pedagogy & Content, Development of New/ Innovative Courses	Beneficiary Institution	Academic Level	Self API Score	Verified API Score
1.					
2.					

Guidelines: For Faculty of Science, Social Science & Humanities: 5 marks

(b) Design of New Curricula and Courses

Sr. No.	Description of Pedagogy & Content, Development of New/ Innovative Courses	Beneficiary Institution	Academic Level	Self API Score	Verified API Score
1.					
2.					

Guidelines: For Faculty of Science, Social Science & Humanities: 2 marks per curricula or course



(c) MOOCs

Sr. No.	Description of MOOCs (as described below)	Certification Number & Date	Academic Level	Self API Score	Verified API Score
1.					
2.					
3.					
4.					

Guidelines: For Faculty of Science, Social Science & Humanities

(a) Development of complete MOOCs in 4 quadrants (4 credit course) = 20 marks (In case of MOOCs of lesser credits = 05 marks/credit)

(b) MOOCs (developed in 4 quadrant)= 5 marks per module/lecture.

(c) Content writer/subject matter expert for each module of MOOCs (at least one quadrant) = 2 marks

(d) Course Coordinator for MOOCs (4 credit course) = 8 marks (In case of MOOCs of lesser credits = 02 marks/credit)



(d) E-content

Sr. No.	Description of E-content (as described below)	Certification Number & Date	Academic Level	Self API Score	Verified API Score
1.					
2.					
3.					
4.					

Guidelines: For Faculty of Science, Social Science & Humanities

(a) Development of e-Content in 4 quadrants for a complete course/e-book = 12 marks

(b) e-Content (developed in 4 quadrants) = 5 marks per module

(c) Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant) = 2 marks

(d) Editor of e-content for complete course/ paper /e-book = 10 marks



(4) Research Guidance/Consultancy

(a) Research Guidance

Sr. No.		Number of Candidates Enrolled	Dissertation/Thesis submitted	Dissertation/ Degree awarded	Self API Score	Verified API Score
1.	M.Phil. or PG Dissertation		Nil	_____ X 2 = _____		
2.	Ph. D or equivalent		_____ X 5 = _____	_____ X 10 = _____		

(b & C) Research Projects Ongoing/Completed

Sr. No.	Title	Funding Agency	Status (Ongoing/ Completed)	Grant Received (Rs. Lakhs)	Period	Self: API Score	Verified API Score
1.							
2.							

Guidelines: For Faculty of Science, Social Science & Humanities

(a) Research Projects Completed: More than 10 lakhs = 10 marks & Less than 10 lakhs = 05 marks

(c) Research Projects Ongoing: More than 10 lakhs = 05 marks & Less than 10 lakhs = 02 marks



(d) Consultancy

Sr. No.	Nature of Consultancy	Sponsoring Agency	Approval Letter & Date	Grant Received (Rs. Lakhs)	Permission Sought (Yes/No)	Self: API Score	Verified API Score
1.							
2.							

Guidelines: For Faculty of Science, Social Science & Humanities = 3 marks per Lakh.

(5) Patents/Policy Documents & Awards & Fellowship

(a) Patent

Sr. No.	Title of Patent	Date & Number of Publication	Patent Awarding Authority	Level	Period of Patent	Self: API Score	Verified API Score
1.							
2.							

Guidelines: For Faculty of Science, Social Science & Humanities

International Level = 10 marks, National Level = 7 marks.



(b) Policy Document (Submitted to an International Organisation like UNO/UNESCO/IBRD/IMF etc. or Central/State Government)

Sr. No.	Title of Policy Documents	Sponsoring/Beneficiary Agency	Level	Date of Submission	Self: API Score	Verified API Score
1.						
2.						

Guidelines: For Faculty of Science, Social Science & Humanities

International Level = 10 marks, National Level = 7 marks, State level = 4 marks.

(c) Award/Fellowship

Sr. No.	Title of Award/Fellowship	Sponsoring Agency	Level	Approval No. & Date	Self: API Score	Verified API Score
1.						
2.						

Guidelines: For Faculty of Science, Social Science & Humanities

International Level = 7 marks, National Level = 5 marks.



(6) Invited lectures, Resource Person, Paper Presentation in Seminars/Conferences & Full Paper in Conference Proceedings

(a) Paper Presentation in Seminars/Conferences or Published in Conference Proceedings (ANY ONE)

Sr. No.	Title of Research Paper	Title of Conference	Date of Conference	Sponsoring Agency	Level	Self: API Score	Verified API Score
1.							
2.							
3.							

(b) Invited Lectures or Resource Person

Sr. No.	Title of Conference	Invited Lectures or Resource Person	Date of Conference	Sponsoring Agency	Level	Self: API Score	Verified API Score
1.							
2.							
3.							

Guidelines: For Faculty of Science, Social Science & Humanities

International Level (Abroad) = 7 marks, International Level (Within Country) = 5 marks, National Level = 3 marks, State/University Level = 2 marks



Summary of Academic/Research Score:

Name of the Teacher: _____ A.Y. _____

Sr. No.	Particulars	API
(1)	Research Papers in Peer-Reviewed or UGC listed Journal	
(2)	Publications Other than Research Papers	
	(a) Books authored which are Published by Publisher	
	(b) Translation works in Indian and Foreign Languages by Qualified Faculties	
(3)	Creation of ICT Mediated Teaching-learning Pedagogy and Content and Development of New and Innovative Courses and Curricula	
	(a) Development of Innovative pedagogy	
	(b) Design of New Curricula and Courses	
	(c) MOOCs	
	(d) E-Content	



(4)	Research Guidance/Consultancy	
	(a) Research Guidance	
	(b & C) Research Projects Ongoing/Completed	
	(d) Consultancy	
(5)	Patents/Policy Documents & Awards & Fellowship	
	(a) Patent	
	(b) Policy Document	
	(c) Award/Fellowship	
(5)	Invited lectures, Resource Person, Paper Presentation in Seminars/Conferences & Full Paper in Conference Proceedings	
	(a) Paper Presentation in Seminars/Conferences or Published in Conference Proceedings (ANY ONE)	
	(b) Invited Lectures or Resource Person	
	<i>TOTAL ACADEMIC/RESEARCH SCORE DURING THE CURRENT ACADEMIC YEAR 20__ - __</i>	
	<i>ACADEMIC/RESEARCH SCORE BROUGHT FORWARD FROM PRECEDING YEAR 20__ - __</i>	
	<i>TOTAL ACADEMIC/RESEARCH SCORE UPTO 31 MAY 20__</i>	



Note:

- (1) Paper presented if part of edited book or proceeding then it can be claimed only once.*
- (2) For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.*
- (3) For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.*
- (4) The research score shall be from the minimum of three categories out of six categories.*

Name and Signature of the IQAC Co-ordinator

Name and Signature of Teacher

PRINCIPAL

Date:

Place:

College Seal

N.B.

- (1) Teachers should submit Annual Assessment Report along with supporting documents in separate file.
- (2) Supporting documents should be numbered serially and the page numbers of supporting documents should be indicated in the Annual Assessment Report, wherever claims have been made.



SALARY RECORD

Salary Statement for the Financial Year (Assessment Year)

Full Name: _____ Employee No.: _____ PAN No.: _____

	Basic Pay	D.P.	D.A.	C.L.A.	H.R.A.	T.A.	Total	GPF	GIS	P.T.	IT
Mar. ____											
Apr. ____											
May ____											
Jun. ____											
Jul. ____											
Aug. ____											
Sep. ____											
Oct. ____											
Nov. ____											
Dec. ____											
Jan. ____											
Feb. ____											
Arrears											



INCOME FROM OTHER SOURCES

Sr. No.	Particulars	Amount
1.	Assessment and Evaluation May, 2019 October, 2019 Others	
2.	Honorarium/Payment on Lecture Basis from Self-finance Courses	
3.	Honorarium/Payment on Lecture Basis from M.Com. (Evening)	
4.	Other Income: _____	
	Total Income from Other Sources	

ANY OTHER INFORMATION



INCOME TAX CALCULATION FOR THE FINANCIAL YEAR 20__-20__

Assessment Year: _____ PAN No: _____

Sr. No.	Particulars	Amount
1	Salary as per statement	
2	Other Income (if any) :-	
	A = (1 + 2)	
3	Less : H.R.A. (as per rule 10 (13) (a)	
	B = (A – 3)	
4	Less: 1) Professional Tax. (as per rule 18 (I) (ii)	
	2) Travelling Allowance	
	3) Donation : Flood relief/ flag day	
	4) Infrastructure Bond/Mediclaim (Max 25000/-)	
	(1 + 4)	
	C = (B – 4)	
5	House Building Loan Interest (Max. Rs. 2.0 lakhs)	
	D = (C – 5)	
6	Less: i) G.P.F.(NPS)	
	ii) G.I.S.	
	iii) H.B.A. loan Principal	
	iv) L.I.C.	
	v) P.P.F.	
	vi) Bonds	
	vii) Tut. Fees (max. two children)	
	viii) N.S.C. accrued interest	
	ix) ULIP	
	x) Mutual Fund / DED AD	
	Maximum Rs. One Lakh Fifty Thousand Only (i to xii)	
7	E = (D – 6) (Taxable Income)	
	Tax Rates: 2,50,000 Nil	
	2,50,001 TO 5,00,000 5 %	
	5,00,001 to 10,00,000 Rs.12500 + 20%	
	10,00,001 & above Rs.1,12500 + 30%	
	F – (tax on "E")	
8	Add. 4% Health & Education Cess G - (cal.on F)	
	(F + G)	
9	Tax paid up to November 20__	
10	Tax to be paid in December 20__	
11	Tax to be paid in January 20__	
10	Tax to be paid in February 20__	



Government of Maharashtra

Sydenham College of Commerce & Economics

Re-accredited 'A' Grade by NAAC (CGPA - 3.42)



Mentoring Report

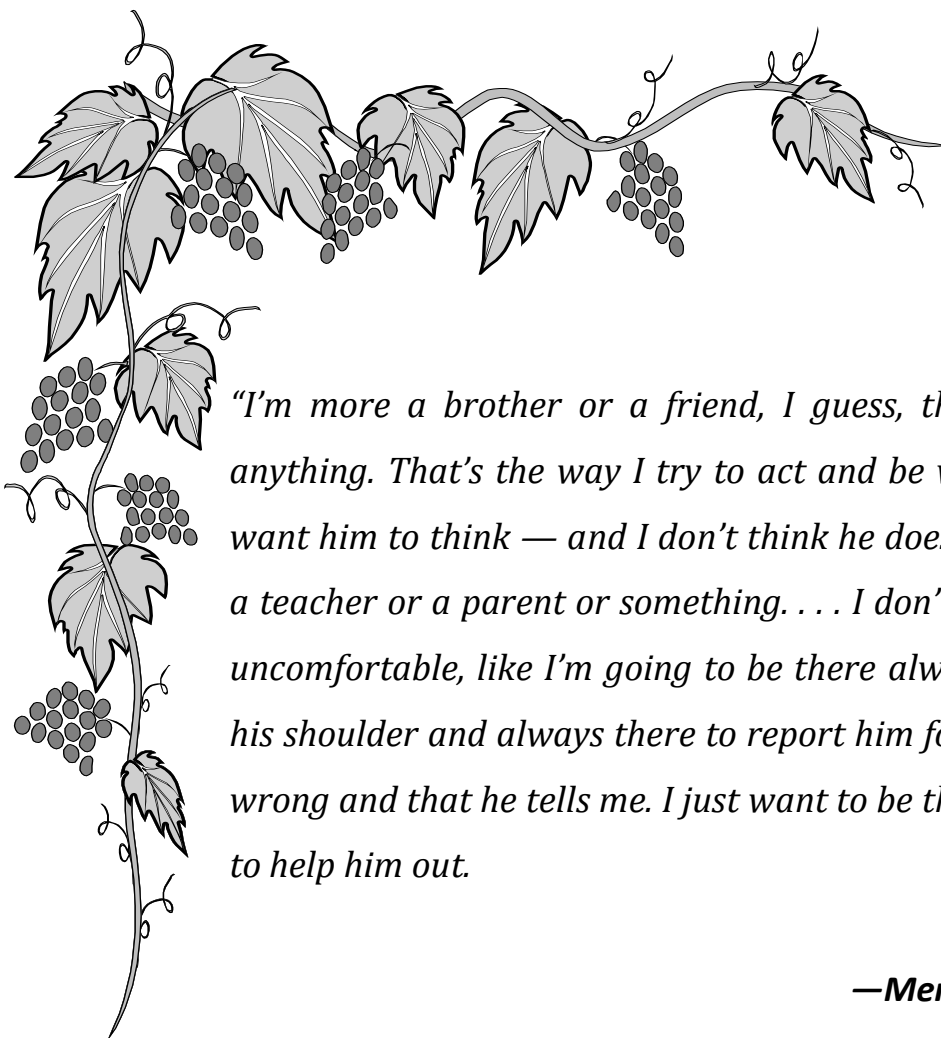
(Prepared by Internal Quality Assurance Cell)

A.Y. 20____ - 20____

Name of the Mentor: _____

Designation: _____

No. of Mentees Allotted: _____



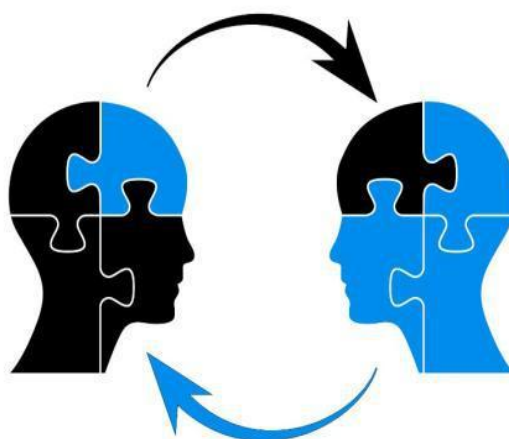
"I'm more a brother or a friend, I guess, than a parent or anything. That's the way I try to act and be with him. I don't want him to think — and I don't think he does — that I'm like a teacher or a parent or something. . . . I don't want him to be uncomfortable, like I'm going to be there always looking over his shoulder and always there to report him for things he does wrong and that he tells me. I just want to be there as his friend to help him out.

—Mentor, Minneapolis



RECORD OF MEETINGS

Sr. No.	Date & Time of Meeting	No. of Mentees Present
1.		
2.		
3.		
4.		
5.		



The Main thing at first was just gaining trust – that trust that he would confide to me. That was important first. I had to let her know that no matter what, she could tell me anything and I'd believe her and trust her and I'd support her. I think that's what these kids need. . . . I think it just takes a long time to build up a trust. "



SPECIFIC ISSUES/PROBLEMS IDENTIFIED

Sr. No.	Major Issues/Problems Identified	Resolved/Unresolved
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		



KNOW YOUR MENTEES (KYM)

Name: _____

Gender: _____ Religion: _____ Caste: _____ Recent Passport Size
Photo

Home Address: _____

Mobile Nos. – Self: _____ Parents/Guardians: _____

E-mail ID.: _____

Hobbies/Interests: _____

Career Interest: _____

Subjects of Interest: _____

Subjects needing help in: _____

Average Percentage at previous exam: _____

Suitable day and time to meet mentor: _____

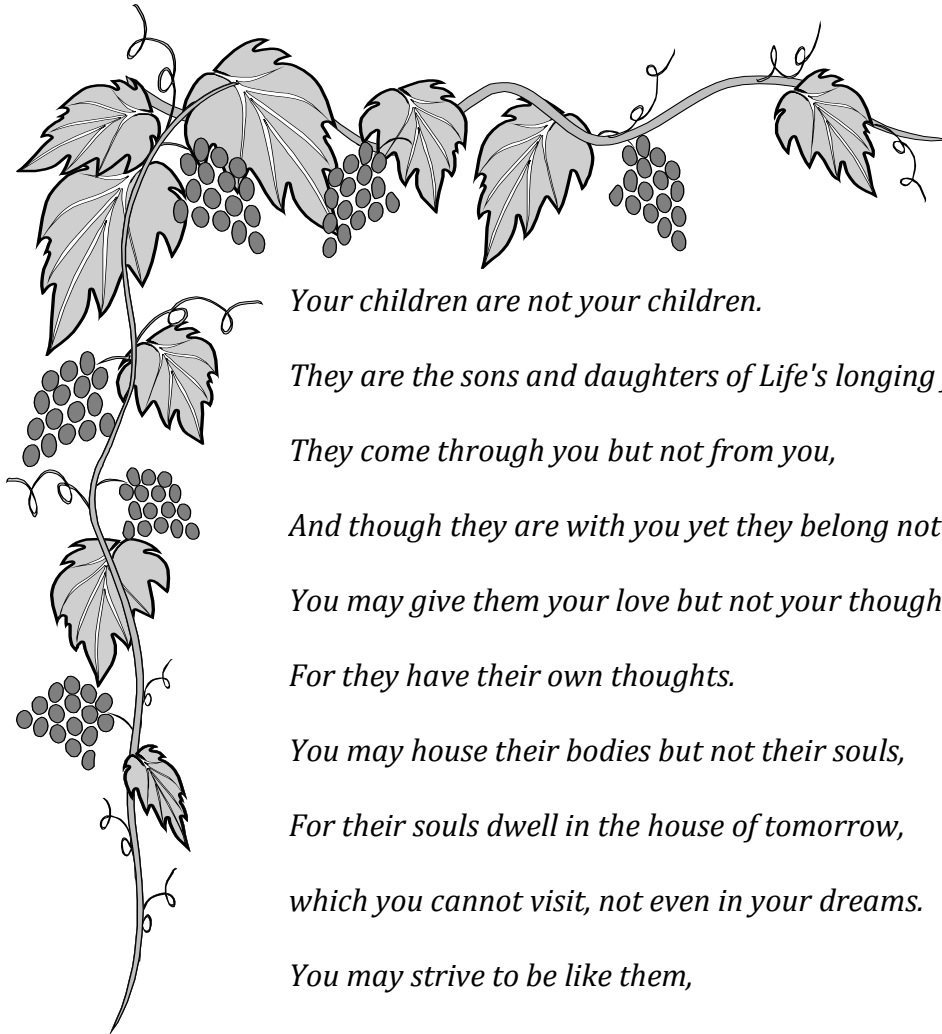
Mentor Expectations:

- Contact their mentees at least once a month.
- Keep confidential all proceedings between mentor and mentee.
- Offer criticism and critiques in positive and productive ways.
- Help mentees expand their repertoire of teaching skills, strategies, and knowledge.
- Communicate a passion for teaching as helping students to develop their potential.

Mentee Expectations:

- Reply to mentor contacts at least once a month.
- Keep confidential all proceedings between mentor and mentee.
- When desired, ask for help with grade-level or subject matter expertise, the use of technology, classroom management and procedures, or better teaching methods.
- Respond to suggestions and criticism in positive and productive ways.

A Message to All Parents



Your children are not your children.

They are the sons and daughters of Life's longing for itself.

They come through you but not from you,

And though they are with you yet they belong not to you.

You may give them your love but not your thoughts,

For they have their own thoughts.

You may house their bodies but not their souls,

For their souls dwell in the house of tomorrow,

which you cannot visit, not even in your dreams.

You may strive to be like them,

but seek not to make them like you.

For life goes not backward nor tarries with yesterday.

