



Re-Accredited 'B' 2.82 CGPA by NAAC

**VEER NARMAD SOUTH GUJARAT UNIVERSITY**

University Campus, Udhna-Magdalla Road, SURAT - 395 007, Gujarat, India.

**વીર નર્મદ દક્ષિણ ગુજરાત યુનિવર્સિટી**

યુનિવર્સિટી કેમ્પસ, ઉદ્ધના-મગદલા રોડ, સુરત - ૩૯૫ ૦૦૭, ગુજરાત, ભારત.

Telegram : VNSGU, Telephone : +91 - 261 - 2227141 to 2227146, Fax : +91 - 261 - 2227312

E-mail : info@vnsgu.ac.in, Website : www.vnsgu.ac.in

No. IQAC/UGC/14621/2014

Date: 26/12/2014

To,  
All Heads/ Co-ordinator of PG Departments/  
Self Finance Programmes,  
Veer Narmad South Gujarat University,  
Surat.

**Sub:- Proforma for Submission of Proposal for organizing Conference/  
Seminar/Symposium/Workshop etc. and Feedback form for Teacher  
Evaluation**

**Ref: - 1. IQAC meeting dated: 14/10/2014, Resolution no: 2, 4  
2. Syndicate meeting dated: 05/12/2014, Resolution no: 59**

Dear Sir/Madam,

We would like to inform you that the attached proformas for submission of proposal for organizing Conference/Seminar/Symposium/Workshop etc. and Feedback form for Teacher Evaluation have been approved by the IQAC dated 14/10/2014 resolution no. 2 and 4, and by Syndicate dated 05/12/2014, resolution no. 59 with necessary changes.

In this connection, you are requested to kindly forward your proposal for organizing Seminar/ Workshop etc. of your department in the said proforma and implement the said feedback form for Teacher Evaluation. It is mandatory to take student's feedback at the end of each semester, soft copy of prescribed format is sent by email to heads of respective department. You will get prescribed format from IQAC office too.

Registrar

Encl: As above



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**Proforma for Submission of Proposal for organizing Conference**  
**/ Seminar / Symposium / Workshop etc.**

<b>1. The Event</b>	
1.1	Name of Department
1.2	Level of Event Regional / State / National / International
1.3	Name of Event
1.4	Type of Event Workshop / Seminar / Symposia / Conference / Other
1.5	Event Thrust Area
1.6	Name and Designation of Convener
1.7	Name and Designation of Organizing Secretary
1.8	Dates of Events
<b>2. Collaboration</b>	
2.1	Name of Institute
2.2	Nature of Collaboration (Academic/Financial or other)
2.3	Give Details of Collaboration Appendix -
<b>3. Participation</b>	
3.1	Total Expected participants
3.2	Level of participants Students Academicians Professionals
3.3	Are Research papers invited for event?
3.4	Are you planning to publish proceeding of event?
3.5	Tentative Name of Research Persons (with designation and address)

4. Expenses	
4.1	Total Expenses
	Conveyance
	Food
	Proceeding / Souvenir Printing
	Hospitality
	Kit and Materials
	Other -1
	Other – 2
	Miscellaneous
	Total
4.2	Financial Aid from Other Agency
	Name of the Agency
	Total Grant received
4.3	Sum of aid required from the University
5. Justification	
	Justification of Requirement (Please attach separate sheet)
	Appendix

**Note : Submission of the detailed event report is necessary along with account submission.**

Signature of Organizing Secretary/Convener

Date :

Signature of Head of the Department

Place :

(For Office Use Only)

1.	Application Receiving Date	
2.	Date of Meeting	
3.	Names of evaluators	
4.	Decision of evaluators (if rejected give statement of rejection)	Accepted / Rejected
5.	Approved for Fund	
6.	Signature of evaluators	
7.	Date of letter of issuing decision	

Prepared By

OS

DR / AR

Registrar

VC



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## Feedback Form for Teacher Evaluation

Name of the Department: \_\_\_\_\_

Name of Program (Class) : \_\_\_\_\_

Name of Course (Paper) : \_\_\_\_\_

Course Number : \_\_\_\_\_ Semester : \_\_\_\_\_

Name of the Teacher : \_\_\_\_\_

Note : Kindly adjudicate the thesis under given heads and grade then on the scale of 5.

Grade	5	4	3	2	1	0
Interpretation	Excellent	Very Good	Good	Satisfactory	Poor	Inferior

### Criteria 1 : Punctuality and Regularity

No.	Sub Criteria	Grade
1.1	Punctuality of the Teacher in class	
1.2	Regularity of the Teacher in taking classes	
1.3	Regularity of teacher in taking attendance / presence in the class	
1.4	Completes syllabus of the course in time	
1.5	Organizes assignments, tests, seminar, quiz etc. in class	
	Sub Total : 1	

### Criteria 2 : Subject Command

2.1	Self confidence in teaching subject	
2.2	Delivery of Subject content in the class	
2.3	Skill of linking subject to real life experience / situation	
2.4	Skill of linking subject to other subject of your program	
2.5	Ability to create interest in the subject	
	Sub Total : 2	

### Criteria 3 : Teaching Methodology

3.1	Ability to present the subject clearly	
3.2	Use of Modern Teaching tools in the class	
3.3	Refers to the latest development in the subject	
3.4	Clarify Students doubts in the class	
3.5	Makes sure that the teacher is being understood in the class	
	Sub Total : 3	

<b>Criteria 4 : Teacher's Attitude</b>		
4.1	Teachers'' helping attitude towards students	
4.2	Teacher is available and approachable in the department	
4.3	Helps students irrespective of ethnicity and culture / background / gender	
4.4	Helps / Advices students for making their career	
4.5	Enthusiasm of Teacher in Teaching	
	Sub Total : 4	
<b>Criteria 5 : Laboratory</b>		
5.1	Explains problems and experiments	
5.2	Making students understand the experiment / problem solution	
5.3	Ability of teacher in solving practical problems	
5.4	Checks journals/logbook etc. in time	
5.5	Keeps laboratory ready for experimentation	
	Sub Total : 5	
<b>Total</b>		

### Student Evaluation of the Department

No.	Criteria	Grade
1.1	Class Room Facilities	
1.2	Library Facilities	
1.3	Laboratory Facilities	
1.4	Cleanliness of the Department	
1.5	Availability of administrative assistance	
<b>Total</b>		

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(Please cut along the dashed line and deposit it separately)

Name of Student : \_\_\_\_\_

Name of Department : \_\_\_\_\_

Name of Teacher who has been evaluated : \_\_\_\_\_

Title of course : \_\_\_\_\_ Course No : \_\_\_\_\_

Class : \_\_\_\_\_ Semester : \_\_\_\_\_ Academic Year : \_\_\_\_\_

**Date :**

**Signature**