

XAVIER INSTITUTE OF ENGINEERING

MAHIM, MUMBAI

Nomination form for Employee of the Year Award

(Category: Teaching Staff)

Year: Jan 2018 to Dec 2018.

(Instructional Days: First week of Jan to Third week of April and July to October)

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1	Name (in Block Letters)	
2	Father's Name / Mother's Name/ Husband's Name	
3	Department	
4	Current Designation	
5	Date of Joining XIE	
6	Whether acquired any degree or fresh academic qualification during the year?	
7	Address for correspondence (with Pincode)	
8	Contact Number/ Mobile Number	
9	E-Mail	

10. Academic Qualifications (Graduation onwards):

Examination	University	Year	% of marks obtained/ GPA	Class
Under graduate _____				
Postgraduate _____				
M. Phil. or _____				
Ph.D. or equivalent _____				
Other Exams (if any) _____				

11. Details of Leave and Absence during the period under consideration (more than three continuous days in two semesters)

Particular	Period	Type	Remarks
a) Leave			
b) Other reasons (specify such as absconding, unauthorized absence, etc.)			

12. Details of Leave during the working semester (instructional days) for the period under consideration (three or less than three continuous days in two semesters)

Particular	Type	No. of	Duration	Remarks

		Days		
a) Leave				

13. Details of Late marks during the working semester (instructional days) for the period under consideration (Two semesters)

Particular	No. of Days	Remarks
a) Late marks		

14. Details of Leave without Pay for the period under consideration (Two semesters)

Particular	Duration	No. of Days	Remarks
a) Leave without Pay			

PART B: RESEARCH, PUBLICATIONS & ACADEMIC CONTRIBUTIONS

(Give data for Jan 2018 to Dec 2018)

(A) Published Papers in Journals

S.N.	Title with page no.	Journal name with year/month/vol.	ISSN / ISBN No.	No. of Co-authors

(B) Articles/ Chapters published in Books

S.N.	Title with page nos.	Book Title, editor & publisher	ISSN/ISBN No.	No. of Co-authors and Date of Publication

(C) Ongoing Research projects and consultancies

S.N.	Title	Agency	Period	Grant/ Amount Mobilized (Rs Lakhs)

(D) Completed project/Consultancies/Patent

S.N.	Title	Agency	Period	Grant/ Amount Mobilized (Rs. Lakhs)	Whether Policy Documents/Patent as outcome

(E) STTP/ Workshops/ Training Courses/ Faculty Development Programmes attended

SN	Period From _____ to _____	Institute	Subject

(F) STTP/ Workshops/ Training Courses/ Faculty Development Programmes organized at XIE

S.N.	Programme	Duration	Date

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(G) Guest Lectures/ Industrial Visit organized at XIE

S.N.	Programme	Duration	Date

PART C: ROLES AND RESPONSIBILITIES AT XIE

Please give details of your Roles and Responsibilities, any other credential, significant/ unique contributions, and awards received, any participation in Spandan, Transmission, Sparx, etc. not mentioned earlier (XIE and Department Level).

S. N.	Details (Mention Year)

PART D: REASONS FOR NOMINATION

(A) Why do you nominate yourself for the Employee of the Year award?

(B) Suggest one name to whom you will nominate for the Employee of the Year award.

I certify that the information provided is correct as per records available with the Institution.

