



## OFFICE OF THE PRINCIPAL, RCERT CHANDRAPUR

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### GUIDELINES FOR SUBMISSION OF ANNUAL SELF ASSESSMENT FORM (SAF) AND CONFIDENTIAL RECORD (CR)

All the Teaching and Non-Teaching Staff Members shall note the following regarding submission of SAF & CR:

- (i) The soft copy of blank ANNUAL SELF ASSESSMENT FORM FOR PERFORMANCE BASED APPRAISAL (SAF) and Confidential Report (CR) is available on the College website under 'Download' link and may be downloaded. The Teaching Staff shall fill SAF and CR both. However, the Non-Teaching Staff shall fill only CR.
- (ii) The Staff (Both teaching and non-teaching) shall fill up the respective forms with their respective details in Soft Copy itself and its WORD Files shall be submitted through their personal email id to the concerned Head of the Department/ Section. The Department of General Science & Humanities shall be treated as single department only.

**The file name to be used by staff for submission of WORD File by email to concerned Head of the Department/ Section shall be as per the guideline given below:**

- **surname\_saf/cr\_department.doc**  
**(Example : satpute\_saf\_mechanical.doc, satpute\_cr\_mechanical.doc)**
- (iii) The concerned Head of the Department/ Section shall put his/ her remarks on the Self Assessment Form (SAF) and Confidential Report (CR) and shall convert all DOC files to PDF files. All such PDF files of SAFs and CRs of all the Teaching and Non-Teaching Staff shall be clubbed in ONLY TWO different folders. He/ She shall submit them through his/ her respective personal email ID to the email ID [deanqahs@rcert.ac.in](mailto:deanqahs@rcert.ac.in) . The folder shall contain the word file of the concerned Head of Department/ Section also.

**The folders shall be named on following patterns:**

- **The Department Name shall be prefixed with the letter 'T' for Teaching Staff Folder.**  
**(Example: T\_Mechanical)**
  - **The Department Name shall be prefixed with the letter 'NT' for Non-Teaching Staff Folder. (Example: NT\_Mechanical)**
- (iv) The enclosures (hardcopies of supporting documents) shall be submitted to the Dean (IQAC) in a single file subscribing name of the Department and Academic Year of assessment. Its first page shall contain serial wise names of the staff members, whose enclosures are included in a file with a separator pages.