



## Annual Performance Appraisal & Training Identification for

### FACULTY MEMBER

Academic Year: 20... - 20...

### FORM – A

(to be filled in by the Faculty Member)

Name of the Faculty Member :  
 Faculty ID :  
 Date of Birth :  
 Designation :  
 Highest Qualification :  
 Department / Centre :  
 Date of Joining the Institute :  
 Present post held from :  
 Period of Appraisal : ..... to .....

**Subjects Handling** (Odd/Even Semester):

Sl. No.	Semester	Course Code	Name of the Course	Class Strength
1.				
2.				

### 1. Teaching and Learning:

#### 1.1. Innovations/ Contributions in Teaching:

(20 Marks)

Course code	Particulars	Details
<b>Theory Course</b>		
	Usage of NPTEL/ SWAYAM/ Online course Material	
	LMS	
	Use of ICT Tools	
	e- learning content developed/ created with reference details	
	Assessment methods Used	
	Formulation of mathematical model & solving using Simulation tool / softwares	
	Innovative Practices Employed	

Course code	Particulars	Details
<b>Laboratory Course</b>		
	New experiment created in Laboratory	
	Additional experiments employed	
	Virtual Lab Experiments used	
	Assessment Methods Used	
	Innovative Practices Employed	

**1.2. Teaching performance** (Result produced during Academic year 20... - 20... Even & 20... - 20... Odd semester): **(20 Marks)**

Sl. No.	Semester	Course Code	Name of the Course taught	Class strength	Result produced (Pass %)
1.					
2.					

**1.3. CO Attainment** (Academic year 20... - 20... Even & 20... - 20... Odd semester): **(10 Marks)**

Sl. No.	Course Code/ Title	CO1	CO2	CO3	CO4	CO5	Over all CO attainment
1.							
2.							

**1.4. Supervisory support and Project guidance provided: Projects guided at B.E./B.Tech.** **(5 marks)**

Sl. No.	Title of the Thesis / Project	Name(s) of the Student(s)	Status (completed / in progress)	Tangible Outcome
1.				
2.				

**1.5 (a). Activities participated (Seminars/Webinars):** **(2 marks)**

Sl. No.	Title of the Programme	Duration	Organizing Institute	In collaboration with	Level (International/ National)	Outcome
1.						
2.						

**1.5 (b). Activities participated (Workshops):** **(3 marks)**

Sl. No.	Title of the Programme	Duration	Organizing Institute	In collaboration with	Level (International/ National)	Outcome
1						
2						

**1.5 (c). Activities participated (FDPs/STTPs):****(5 marks)**

Sl. No.	Title of the Programme	Date & Duration	Organizing Institute	AICTE/ ATAL/ NITTTR etc.	Level (International/ National)	Outcome
1.						
2.						

**1.6. Online Course Details:****(10 marks)**

Sl. No.	Name of the Course	University	Platform (EDX/ Coursera)	Duration/ Completed on	Outcome
1.					
2.					

**1.7. Additional Certification Course:****(5 marks)**

Sl. No.	Name of the Course	Organized by	Duration/ Completed on	Outcome
1.				
2.				

**1.8 Contribution towards Identification of curricular gap/ addressed by content beyond syllabus etc. (Theory/practical)****(10 marks)**

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**1.9 Activities that contribute to student success in the form of improved and measurable learning outcomes****(5 marks)**

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**1.10 Mentoring effectiveness****(5 marks)**

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**2. Research and Development:****2.1. Ph.D. Guidance**

Sl. No.	Title of the Thesis	Name(s) of the Student(s)	Status (completed / in progress)
1.			
2.			

**2.2. Papers presented in National Conference:** (Refereed conference Paper - Published during the period) \* **(10 marks)**

**Information to be given in the order as below:**

Author Names (Sequence as in paper), Title of the paper, Name of the conference, place, year, Page No.

**2.3. Papers presented in International Conference:** (Refereed conference Paper - Published during the period) \* **(15 marks)**

**Information to be given in the order as below:**

Author Names (Sequence as in paper), Title of the paper, Name of the conference, place, year, Page No.

**2.4. a. Research Papers published in National/ International Journal:** (Refereed Journal Paper - Published during the period) \* **(20 marks)**

**Information to be given in the order as below:**

Author Names (Sequence as in paper), Title of the paper, Name of the Journal, Vol. No. (year), Page No.

\* Papers only in Vidwan Portal and Website will be considered.

**2.4. b. Research Papers Communicated to National/ International Journal:** (Refereed Journal Paper - Published during the period) \* **(10 marks)**

**Information to be given in the order as below:**

Author Names (Sequence as in paper), Title of the paper, Name of the Journal

**2.5. Book/Book Chapter published, Monographs, Lab Manuals authored:** **(10 marks)**

**Information to be given in the order as below:**

Author Names (Sequence as in paper), Title of the Book, Name of the Publisher, Edition and year of Publication.

**2.6. (a) Research Grants/ Funded Projects applied:** **(5 marks)**

Sl. No.	Title of the Research Project	Grant applied (Rs. in Lakhs)	Name of the Funding Agency	Project Duration (Years)
1.				

**2.6. (b) Research Grants/ Funded Projects obtained:** **(10 marks)**

Sl. No.	Title of the Research Project	Grant received (Rs. in Lakhs)	Name of the Funding Agency	Project Duration (Years)
1.				

**2.7. IP Rights filed / granted:** Yes / No **(5 marks)**

Sl. No.	Title	Application No.	Filed Date	Status	Inventor(s)
1.					

**2.8. Research related service (Reviewing journals, editorial roles, organizing research seminars, conferences, etc.) (5 marks)**

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 .....

**2.9. Contribution to industrial interactions in the form of consultancy/ sponsored R&D (10 marks)**

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 .....

**3. Career Enhancement/ Extension activities**

**3.1 (a). Contribution in organizing seminar/webinar: (10 marks)**

Sl. No.	Title of the Programme	Date & Duration	Sponsor(s)	Level (International/ National)	Nature of Contribution	Beneficiaries
1.						
2.						
3.						

**3.1 (b). Contribution in organizing workshops: (10 marks)**

Sl. No.	Title of the Programme	Date & Duration	Sponsor(s)	Level (International/ National)	Nature of Contribution	Beneficiaries
1.						
2.						
3.						

**3.1 (c). Contribution in organizing conferences: (10 marks)**

Sl. No.	Title of the Programme	Date & Duration	Sponsor(s)	Level (International/ National)	Nature of Contribution	Beneficiaries
1.						
2.						
3.						

**3.1 (d). Contribution in organizing symposium: (10 marks)**

Sl. No.	Title of the Programme	Date & Duration	Sponsor(s)	Level (International/ National)	Nature of Contribution	Beneficiaries
1.						
2.						
3.						

**3.1 (e). Contribution in organizing FDPs/STTPs:****(10 marks)**

Sl. No.	Title of the Programme	Date & Duration	Sponsor(s)	Level (International/ National)	Nature of Contribution	Beneficiaries
1.						
2.						

**3.1 (f). Contribution in organizing other programme (which are not listed in 3.1 (a) to 3.1 (e)):****(10 marks)**

Sl. No.	Title of the Programme	Date & Duration	Sponsor(s)	Level (International/ National)	Nature of Contribution	Beneficiaries
1.						
2.						

**3.2. Participation as Resource Person for delivery of special lectures / Chairing sessions/ Jury etc.****(10 marks)**

Sl. No.	Nature of the Programme	Title of the Topic Delivered	Date(s)	Organization	Level (International/ National)
<b>Internal</b>					
1.					
2.					
3.					
<b>External</b>					
1.					
2.					

**3.3. Contribution to Society:****(5 marks)**

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**3.4. Achievements / Awards received during the period (please specify):****(5 marks)**

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**3.5. Recognition received during the period (please specify):****(5 marks)**

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**3.6. Initiation of MoU with reputed universities/ research centres/organizations (5 marks)**

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**3.7. Contribution to improvement in Training & Placement/Career Guidance cell/ EDC/ IIC etc. (10 marks)**

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**4. Administration**

**4.1. Institutional Development Elements:**

**a. College Level (20 marks)**

Sl.No.	Position held	Period	Responsibility	Activities carried out
1.				•
2.				•
3.				•

**b. Department Level (30 marks)**

Sl.No.	Position held	Period	Responsibility	Activities carried out
1.				•
2.				•
3.				•

**4.2. Industry/ Institute Contribution**

**a. Effectiveness of MOU: (20 marks)**

Sl. No.	Name of the Industry	Outcome
1.		
2.		

**b. Industrial Collaboration Outcome: (10 marks)**

Sl. No.	Name of the Industry	Role	Outcome
1.			
2.			

**4.3. Activities that support institute accreditation/ other development contributions (15 marks)**

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**4.4. Interaction outside RIT**

**(5 marks)**

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 .....

**Self-Assessment Score:**

<b>Criteria</b>	<b>Marks Obtained</b>	<b>Performance score</b>
Teaching and Learning (100)		
Research and Development (100)		
Career enhancement /Extension activities (100)		
Administration (100)		
<b>Total</b>		

**[Guideline for Self-Appraisal rating: Excellent: > 90%; Very Good: 80-90%; Good: 70-80%; Average: 60-70%; Poor <60%]**

**Overall Self-Appraisal rating (please tick):**

**Poor /Average /Good /Very Good /Excellent**

**a. Identification of Training needs (please tick the relevant need for improvement):**

- **Participation in FDP / SDP / STTP in the subject area for training and updating**
- **Participation and presentation of papers in conferences / seminars / symposia**
- **To pursue Higher Education for qualification upgrading and enhanced learning**
- **Any other need (specify)**

**b. Training need analysis (Summary with reason):**

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 .....  
 .....  
 .....

**c. How much total incentives received from the institute, as appreciating your activities?**

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 .....

**d. State the potential scope for your development in RIT.**

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 .....

e. How much concession you received as contribution by welfare scheme of RIT?

a. School Children: Rs.

b. Bus:

c. Lunch:

d. Medical Insurance: Rs.

f. Comment on the work including particulars of circumstances for not being able to undertake activities:

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g. Your Plan for next 2 Years:

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h. Comments/ Suggestions for future scope of College/ Department: (Including difficulties faced if any and suggestions for improvement, training, infrastructure etc. for professional growth and for achievement of excellence)

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Date:

Name & Signature of the Faculty Member

Weightage of marks obtained as per the cadre for performance score:

Sl.No.	Module	P	ASCP	AP(SG)	AP
1.	Teaching and Learning (100)	50%	60%	70%	80%
2.	Research and Development (100)	25%	20%	15%	10%
3.	Career Enhancement /Extension activities (100)	10%	10%	7.5%	5%
4.	Administration (100)	15%	10%	7.5%	5%

## FORM – B

### Assessment of the Faculty Performance

(Assessment of Faculty Members by the HOD and Assessment of HOD by the Principal)

**Name of the Faculty Member:**

**Designation & Department :**

**a. Attitude, Interpersonal Skills, Soft Skills and Personality** (give ratings on a 5-point scale)

(5: Excellent; 4: Very Good; 3: Good; 2: Satisfactory; 1: Poor)

1.	Attitude: right thinking, self-disciplined and has unbiased approach	
2.	Initiative: self-starter, able to work with interest and goal-oriented	
3.	Punctuality: arrives on time, available fully during working hours & always engaged	
4.	Responsibility: understands duties, accepts responsibilities readily	
5.	Commitment: committed to his/her work, not taking unnecessary leaves and completes tasks on time	
6.	Loyalty: supports and follows Institute's policies and guidelines	
7.	Professional development: keeps updating knowledge regularly & Does contemporary research	
8.	Innovative: Interested in learning new subjects, fits to online environments and using modern teaching techniques & LMS tools	
9.	Oral communication: speaks effectively in English with students, colleagues and higher authorities	
10.	Written communication: quality of letter drafting, content and modalities	
11.	Leadership and Team work: effective in a team work, takes initiative, gives clear directions, offers guidance to junior faculties and assumes leadership role	
12.	Accountability: accepts his/her role in results and outcomes	
13.	Support: extends support to students, motivates, counsel and mentor for learning, helps students to improve their understanding level	
14.	Ethics and professionalism	
15.	Maturity and Temperament	
16.	Sincerity, decency and dedication at work	
17.	Relationship with students (strictness, guidance, not cheap popularity)	
18.	Relationship with fellow faculty and staff members (team work)	
19.	Relationship with higher Officers and College administration (obedient & sincere to seniors)	
20.	Syllabus completion: only by topic/content or elaboration ie beyond syllabus	
21.	Contribution towards student's skill development: encourages students to do Seminars / Presentations	
22.	Placement support: Ready to take Logical, Aptitude, Reasoning and Programming	
23.	Purchase support: knows the procedure, helps in procurement	
24.	Contribution to Department: novel contributions, develops new experiments, utilizes all the equipment in laboratory, support to Co-curricular and Extra-curricular activities	

25.	Library utilization: Regularly visits library, lends book & make students to visit library	
		<i>Total (out of 125)</i>
		<b>Overall Rating out of 50</b>

**b.** In a year how many days he/she was on leave? Last year?

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**c.** Verified that all his/her Claims in form A are correct and genuine? (Yes / No)

Your comments:

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 .....  
 .....

**d. Comments / Remarks / Observations of the Reporting Officer**

**HOD:**

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Overall score assigned by the HOD for the individual based on the details provided in

PART A: .....

**Signature of HOD**

**e. Comments given by individual & HOD: Review**

**Principal:**

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Overall score for the individual awarded by the principal based on Part A and Part B:

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**Signature of Principal**

**Total Score and overall performance rating:**

<b>Form-A</b>	<b>Form-B</b>	<b>Students' Feedback</b>	<b>Principal</b>	<b>Total</b>	<b>Percentage</b>	<b>Overall performance rating</b>
<b>(100)</b>	<b>(50)</b>	<b>(25)</b>	<b>(25)</b>	<b>(200)</b>	<b>(100)</b>	

[Guideline for overall performance rating: Excellent: > 90%; Very Good: 80-90%; Good: 70-80%; Average: 60-70%; Poor <60%]

**Submitted to the Management Committee for assessment:**

1. Performance Appraisal conducted on: .....
2. Reviewed the above credentials by: .....
3. Assessment done by the above: Approved/ not Approved
4. Suggestions/ critics for the individual:

.....  
.....  
.....

**Signature:**

**CEO**

**Governing Council Member**

## FORM C

### Status of actions taken on feedback received from previous performance appraisal

#### SELF ANALYSIS COMMENTS:

Sl. No.	Field of Comment	Actions Taken
1.	Training need analysis	
2.	Potential Scope for development in RIT	
3.	Comment on work including particulars of circumstances for not being able to undertake activities	
4.	Plan for next 2 years	
<b>Signature of the Faculty member</b>		

#### COMMENTS BY REPORTING OFFICER (HoD):

Sl. No.	Field of Comment	Actions Taken
1.	Comment given by the reporting officer	
<b>Signature of the HOD</b>		

**COMMENTS BY PRINCIPAL:**

<b>Sl. No.</b>	<b>Field of Comment</b>	<b>Actions Taken</b>
1.	Comment given by the Principal	
<b>Signature of the Principal</b>		

**COMMENTS BY MANAGEMENT COMMITTEE:**

<b>Sl. No.</b>	<b>Field of Comment</b>	<b>Actions Taken</b>
1.	Comment given by the Management Committee Member	
<b>Signature of the Management committee Member</b>		

**RAMCO INSTITUTE OF TECHNOLOGY**  
**Annual Performance Appraisal & Training Identification for**

**Training and Placement Cell**

**Academic Year: 2019 - 2020**

**FORM – A**

**(to be filled in by the TPO/ATPO)**

**Name of the Faculty Member** :  
**Faculty ID** :  
**Date of Birth** :  
**Designation** :  
**Highest Qualification** :  
**Department / Centre** :  
**Date of Joining the Institute** :  
**Present post held from** :  
**Period of Appraisal** :

**1. Placement:**

**Placement Statistics of Last 3 Years:**

**1.1 Placed Students Details:**

Sl. No.	Year	Students Admitted	Students willingness with placement	Percentage of students placed

**1.2 Pay Package:**

Sl. No.	Year	Minimum	Maximum	Average

**1.3 Placed in:**

Sl. No.	Core Industry	IT Sector	Higher Studies	Others

**1.4 Placed Students Gender Ratio:**

Sl. No.	Male	Female

**1.5 Top Companies Identified:**

Sl. No.	Year	Name of the company	Students recruited with percentage	Pay package

**1.6 New Companies Identified:**

Sl. No.	Year	Name of the company	Students recruited with percentage	Pay package

**1.7 Training and Placement Cell Expenditure Details**

Sl. No.	Year	Placement	Training	Percentage of expenses per student

**1.8 Total Budget Requested and the Sanctioned Amount:**

Sl. No.	Year	Requested	Sanctioned

**1.9 Students' Database in The Placement Cell:**

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 .....

**1.10 Students' Resumes in the Placement Cell:**

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 .....

**1.11 Details of Pre-Placement Sessions Arranged:**

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.....

**1.12 Details of Industry Interactions: (10 Marks)**

<b>Sl. No.</b>	<b>Placement with Internship</b>	<b>Training</b>	<b>Placement</b>

**1.13 Placement Overall Summary with Report: (15 Marks)**

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.....

**1.14 Placement Plan for the Year 2019-2020 & 2020-2021 and Percentage of Deviation:**

**(10 Marks)**

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**1.15 Details of Placement Related Alumni Lead Sessions: (10 Marks)**

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**1.16 Placement Related Company Reckoner: (5 Marks)**

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**1.17 Placement Brochure for the Last 3 Years: (5 Marks)**

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**1.18 Invites Sent to the Company and Turnouts: (5 Marks)**

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.....

**1.19 HRs' Approached and Recruiters' & Employers' Feedback Received:** (15 Marks)

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.....

**1.20 Companies Visited for Placements and Placement Related Activities for the Last 3 Years:** (15 Marks)

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.....

**1.21 Seminars, Webinars, Workshops, Programs and Others:** (5 Marks)

Sl. No.	Participated	Conducted	Organized	Outcome

**2. Trainings:**

**2.1 Company Specific Skill Sets Identified:**

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.....

**2.2 Companies' Expectation from the Students:**

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.....

**2.3 Students' Performance in Training: (Internal & External Training)**

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.....

**2.4 Trainers Feedback with Specific Needs to be Addressed:**

.....  
.....

**2.5 Regular Updation of Placement Details in the Website:**

a) **Yes/No:**

b) **Frequency of updation:**

**2.6 Students' Participation in Training and Placement Related Activities and Their Progress:**

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.....

**2.7 Training Needs Analysis: (10 Marks)**

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.....

**2.8 Action Plan for Training (2019-20 & 2020-21): (10 Marks)**

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.....

**2.9 Details of Company Specific Training Provided (Internal & External): (5 Marks)**

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.....

**2.10 New Initiative Taken for Placement and Its Process: (10 Marks)**

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.....

**2.11 Details of Feedback Received from Students After Joining the Company: (5 Marks)**

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.....

**2.12 No. of Alumni Feedback Collected: (5 Marks)**

.....  
.....

**2.13 Sessions handled for students in training (Teaching & Learning process): (5 Marks)**

- a. How many sessions you engaged: .....
- b. Handled for year/semester/Branch: .....
- c. Was faculty member of concern department present: Yes/ No
- d. Topics Covered: .....
- e. Attendance percentage: .....
- f. Comments/ feedbacks received from the student:

.....  
.....

**3. Common Expectations and Needs:**

**3.1 Support needed to enhance Training and Placement in the coming years:**

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.....

**3.2 Hurdles faced in identification and implementations: related to Training & Placement activities**

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.....

**3.3 Comment on the work including particulars of circumstances for not being able to undertake activities:**

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**3.4 Qualification and Skill sets updated:**

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.....

**3.5 Details of Observations and comments given during ISO Audit and the remedies carried out:**

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.....

**3.6 Present the details about Database and records maintained in the Training & Placement cell:**

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.....

**3.7 Comments/ Suggestions for development of Institution/Training & Placement Division**

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.....

**Self-Assessment Score(\*):**

<b>Criteria</b>	<b>Marks Obtained</b>
Placement (100)	
Training (50)	
<b>Total out of 150 marks</b>	
<b>Total out of 100 marks</b>	

\* The score can be modified by the reporting officer if found unproportionate

**Signature of TPO/ATPO**

**FORM – B**  
**Assessment of the Training and Placement Officer Performance**  
**(Assessment by Professor Incharge and the Principal)**

**Name:**

**Designation & Department:**

**a. Attitude, Interpersonal Skills, Soft Skills and Personality** (give ratings on a 5-point scale)

(5: Excellent; 4: Very Good; 3: Good; 2: Satisfactory; 1: Poor)

1.	Attitude: right thinking, self-disciplined and has unbiased approach	
2.	Initiative: self-starter, able to work with interest and goal-oriented	
3.	Punctuality: arrives on time, available fully during working hours & always engaged	
4.	Responsibility: understands duties, accepts responsibilities readily	
5.	Commitment: committed to his/her work, not taking unnecessary leaves and completes tasks on time	
6.	Loyalty: supports and follows Institute's policies and guidelines	
7.	Professional development: keeps updating knowledge regularly	
8.	Innovative: Interested in learning new technology, fits to online environments and using modern teaching techniques	
9.	Oral communication: speaks effectively in English with students, colleagues and higher authorities	
10.	Written communication: quality of letter drafting, content and modalities	
11.	Leadership and Team work: effective in a team work, takes initiative, gives clear directions, offers guidance to junior faculties and assumes leadership role	
12.	Accountability: accepts his/her role in results and outcomes	
13.	Support: extends support to students, motivates, counsel and mentor for learning, helps students to improve their understanding level	
14.	Ethics and professionalism	
15.	Maturity and Temperament	
16.	Sincerity, decency and dedication at work	
17.	Relationship with students (strictness, guidance, not cheap popularity)	
18.	Relationship with fellow faculty and staff members (team work)	
19.	Relationship with higher Officers and College administration (obedient & sincere to seniors)	
20.	Placement support: Ready to take Logical, Aptitude, Reasoning and Programming	

**b.** In a year how many days he/she was on leave? Last year? : .....

**c.** Verified that all his/her Claims in form A are correct and genuine? (Yes / No)

Your comments:

.....  
 .....  
 .....

**d. Comments / Remarks / Observations of the Reporting Officer**

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.....  
.....

Overall score assigned by the Professor Incharge for the individual based on the details provided in PART A: .....

**Signature of Reporting Officer**

**e. Comments given by individual & Reporting officer: Review Principal:**

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Overall score for the individual awarded by the principal based on Part A and Part B:

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**Signature of Principal**

**Total Score and overall performance rating:**

<b>Form-A</b>	<b>Form-B</b>	<b>Principal</b>	<b>Total</b>	<b>Percentage</b>	<b>Overall performance rating</b>
<b>(150)</b>	<b>(30)</b>	<b>(20)</b>	<b>(200)</b>	<b>(100)</b>	

[Guideline for overall performance rating: Excellent: > 90%; Very Good: 80-90%; Good: 70-80%; Average: 60-70%; Poor <60%]

**Submitted to the Management Committee for assessment:**

1. Performance Appraisal conducted on: .....
2. Reviewed the above credentials by: .....
3. Assessment done by the above: Approved/ not Approved

4. Suggestions/ critics for the individual:

.....  
.....  
.....

**Signature:**

**Governing Council Member**

- 1.
- 2.
- 3.



## DELNET

DELNET was started at the India International Centre Library in January 1988 and was registered as a society in 1992. It was initially supported by the National Information System for Science and Technology (NISSAT), Department of Scientific and Industrial Research, Government of India. It was subsequently supported by the National Informatics Centre, Department of Information Technology, Ministry of Communications and Information Technology, Government of India.

DELNET has been established with the prime objective of promoting resource sharing among the libraries through the development of a network of libraries. It aims to collect, store, and disseminate information besides offering computerized services to users, to coordinate efforts for suitable collection development and also to reduce unnecessary duplication wherever possible.

Remote Access Facility for DELNET

Username : tnritr

Password : ritr6231

DELNET ACCESS : [CLICK HERE](#)

Access Count: 1504

THE INSTITUTION OF ENGINEERS(INDIA)

NATIONAL DIGITAL LIBRARY OF INDIA

KOHA