

Faculty Name **Employee Code**

Department..... **Designation**.....

Period of evaluation: 1st June -30th November 1st December-30thMay

Guidelines:

1. Refer Appendix A for providing detailed information.
2. In most of the performance parameters, criteria /measures are directly linked / mapped with number of points. In some cases, points are calculated as per the number of activities specified in the criteria /measures.
3. Relevant supporting documents (evidences) are required to be produced for verification.
4. Same document cannot be produced for different parameters in any of the category types. (Except for Joint efforts in Professional Outputs).
5. If the faculty teaches the same subject to more than one division, then only one claim is valid for Course content development / Learning Resources development. He /She cannot repeat the same claim for more than one division.
6. For criterion No. 2 i.e. Student Development, you are required to take the average of all Subjects (Courses) (but of only the Divisions taught by you)
7. Faculty who are engaging only lab/tutorial sessions are required to consider the respective theory course result for clause 2.2.
8. Faculty who are engaging only theory sessions are required to contribute for lab work by mentoring the respective faculty.
9. In case of Industrial visit for students, benefit should be given to the faculty who has organized i.e. Planned and/or Implemented.
10. Minimum 50% of the Maximum score is required to be achieved in Academic involvement and Student development for the entire faculty. If faculty is unable to achieve it, then final secured grade will be downgraded by one grade.
11. Extra bonus points are marked as * and these points are not considered for calculating weightage of different categories.

Criterion No.	Type of Category	Weightage	%weightage	Self-Appraisal	Review by Reporting Officer
1	Academic Involvement	1220/1290	20%		
2	Student Development	1930	32%		
3	Institutional Development	1950	32%		
4	Professional Development	800	13%		
5	Competency Mapping	200	3%		
	Total	6100/6170	100%		

Remarks and Suggestions by Reporting Officer:

Signature of the Reporting Officer



Signature of Principal

Date:

1. Academic Involvement (Maximum points =1220/1290)														
S.No.	Performance Parameter along with Criteria			No. of Points	Self-Appraisal	Review by R.O.								
1.	Course Allotment (Theory and / or Lab) (Difficulty level) <ol style="list-style-type: none"> Subject is newly introduced by University First time teaching the subject (Fresh) Subject earlier taught (Repeat) If faculty has not engaged no. of lectures as per the syllabus then he/she is not entitled to seek these points			1. 40 2. 30 3. 20 Maximum 100										
2.	Courses Taught <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:5%;">S. No</th> <th style="width:20%;">Course /Lab name</th> <th style="width:35%;">Percentage Target achieved [No. of lectures Engaged including extra X 100]/ [no. of lectures as per syllabus]</th> <th style="width:40%;">Average of all courses i.e. of Column A</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>(A)</td> <td>(B)</td> </tr> </tbody> </table> <ol style="list-style-type: none"> $B \geq 100\%$ B= between 90-99% B= between 80-89% B= between 70-79% B= less than 70% 			S. No	Course /Lab name	Percentage Target achieved [No. of lectures Engaged including extra X 100]/ [no. of lectures as per syllabus]	Average of all courses i.e. of Column A			(A)	(B)	1. $300 * x$ 2. $225 * x$ 3. $150 * x$ 4. $100 * x$ 5. 0 $x = B/100$ completion of syllabus e.g : if If B= 100% $x=1.0$ If B=80% $x=0.8$		
S. No	Course /Lab name	Percentage Target achieved [No. of lectures Engaged including extra X 100]/ [no. of lectures as per syllabus]	Average of all courses i.e. of Column A											
		(A)	(B)											
3	Beyond syllabus activities <ul style="list-style-type: none"> Guest lecture by Industry expert/IIT Personnel/ Entrepreneur Industrial visit Video demonstration Surprise test Extempore Presentation / Seminar Mini Project Group discussion 			10 per activity Max 30/1 subject Max 40/ 2 subject										
4	Lab Work / Tutorials <i>Case study development (applicable for MMS)</i> <ul style="list-style-type: none"> Design and development of new experiments/activities/tutorials Development of case study/ Contribution to lab development/tutorials Use of new tools or simulators Continuous assessment Problem based learning Virtual Lab 			20 per activity Max 40 for 1 courses Max 50 for 2 courses										
5	Course/ Lab Outcome Attainment (Average of courses taught)/ <i>Outcome from case study (for MMS)</i> <ol style="list-style-type: none"> 90% to 100% 80% to 90% 70% to 80% 60% to 70% 50% to 60% Below 50% 			1. 200 2. 150 3. 100 4. 70 5. 40 6. zero										



1. Academic Involvement (Maximum points =1220/1290)				
S.No.	Performance Parameter along with Criteria	No. of Points	Self-Appraisal	Review by R.O.
6	Innovation in Teaching: Describing any Novel/ Innovative method like interactive / collaborative leaning, flip classroom, use of ICT etc. that you have adopted to improve the effectiveness of teaching.	Maximum 40		
7	Contribution towards Learning Resources Development at Institute <ul style="list-style-type: none"> • Preparation of AAP validated by cluster mentor • Resource book/ Lab manual • Theory Notes/ Numericals/ problems in tune with University/ Questions for each chapter of the syllabus and upload on V-live • E-book/ including digital content 	20 per activity Max 50 for 1 course Max 100 for 2 courses		
8	No. of Projects (UG) guided/ co-guided	50 / projects Maximum 100		
9*	No. of Projects (PG) guided/ co-guided	50/ projects Maximum 100		
10*	No. of Ph.D. students guided/ co-guided <ol style="list-style-type: none"> 1. Registered (ongoing) 2. Thesis submitted 3. Thesis Awarded 	1. 100 2. 150 3. 200 Maximum 600		
11	University related work <ul style="list-style-type: none"> • Paper setting • Invigilation (04 as one activity) • Paper solutions • Paper assessment/ moderation • Design of curriculum • Senior supervisor • Chief conductor • CAP incharge • Vigilance Squad Member 	20 activity/course Maximum 160		
12	Grades achieved inthe preceding semester preview <ol style="list-style-type: none"> 1. A 2. B 3. C 4. Below C 	1. 100 2. 50 3. 25 4. Zero		
13	Grades achieved in the preceding semester review <ol style="list-style-type: none"> 5. A 6. B 7. C 1. Below C 	1. 100 2. 50 3. 25 4. Zero		
Minimum score to be achieved =610/645		Total 1220/1290		
*Extra Bonus Points				



2. Student Development (Maximum Points = 1930) (Average out for more than 1 subject)				
S.No.	Performance Parameter along with Criteria	No. of Points	Self-Appraisal	Review by R.O.
1	Average student attendance 1. 80% and above 2. 80% to 70% 3. 70% to 60% 4. Below 60%	1. 200 2. 150 3. 100 4. Zero		
2	Course Result 1. 100% 2. Between 90%-99 % 3. Between 80% to 89% 4. Between 70% to 79% 5. Between 60% to 69% 6. Below 60%	1. 1000 2. 800 3. 600 4. 500 5. 300 6. Zero		
3	Topper Marks 1. 100% 2. Between 90%-99 % 3. Between 80% to 89% 4. Between 70% to 79% 5. Between 60% to 69% 6. Below 60% M/S= Marks/ Student	Maximum 400 1. 20 M/S 2. 15 M/S 3. 10 M/S 4. 7 M/S 5. 5 M/S 6. Zero		
4	Student feedback 1. Score above 3.5 2. Score between 3.0 to 3.5 3. Score between 2.5 to 3.0 4. Score below 2.5 x=% average attendance of the student e. g : if 100% ; x=1.0 if 80%; x=0.8	1. 100*x 2. 70*x 3. 50*x 4. Zero		
5	Co-curricular activities organized by faculty: Part-I • Technical Paper contest • Project Exhibition /Poster presentation • Awards/ Recognitions for the project/ paper • Extension and field based activities such as external work with NCC/NSS and through other channel • Any service to community 1. 3 Activities 2. 2 Activities 3. 1 Activity	1. 50 2. 40 3. 30		
6	Co-curricular activities organized by faculty: Part-II Technical Workshops/Seminars / training courses in computer assisted teaching/ Web based Teaching and e-library skills arranged for students • Finishing schools/ Value added courses/ Remedial/ Bridge courses 1. One week or more (summer/winter) 2. Three Days/ 16 hrs 3. One day/ 6 hrs	1. 50 2. 30 3. 20		
7	Mentoring students 1. 3 or more meetings /semester 2. 2 meetings /semester 3. 1 meeting /semester	1. 30 2. 20 3. 10		
8	Placement of students placed in the preceding year of your department *100 $X = \frac{\text{Placement of students placed in the preceding year of your department} * 100}{\text{No. of students graduated}}$	Value of X Maximum 100		
Minimum score to be achieved =965 *Extra Bonus Points		Total 1930		



3. Institutional Development (Maximum Points = 1950)				
S.No.	Performance Parameter along with Criteria	No. of Points	Self-Appraisal	Review by R.O.
1	Organization of International/ National /State Conferences/ Symposiums 1. General Chair/Co-chair 2. Program Chair/ Co-chair 3. Chair/Co-chair (specific portfolios) 4. Organizing secretary 5. Members	1. 100 2. 70 3. 50 4. 30 5. 15 (Maximum 200)		
2	Organization of STTPs/ FDPs/ Workshops/ Seminars/ Refresher course/ Orientation courses/ Methodology Workshops, Training, Teaching-Learning Evaluation Technology Programmes 1. 2 weeks 2. 1 week 3. 3 days 4. 1 day to 3 days	For Convenor& co-convenor 1. 100 2. 70 3. 50 4. 30 For organizing member 1. 50 2. 30 3. 20 4. 10 (Maximum 200)		
3	Participation in STTPs/FDPs/ Workshops/ Seminars/ Symposiums/ Conferences/ Industrial Training 1. 2 weeks or more 2. 1 week 3. 3 days 4. 1 day to 3 days	1. 30 2. 20 3. 10 4. 05 (Maximum 200)		
4	Departmental and Institutional committee activities including admission work, cultural, sports, NSS, NCC, extension work, campus publication, training courses in computer assisted teaching/web-based teaching and e-library skills to students etc., and administrative responsibilities 1. Activity Convener 2. Organizing member Evaluate on the basis of: <ul style="list-style-type: none"> • Leadership skills • Teamwork/ pro-activeness • Completion of given tasks with report submission 	1. 50 2. 30 (Maximum 200)		
5	Technical Presentation given by faculty within the Institute. Evaluate on the basis of <ul style="list-style-type: none"> • New/emerging/cutting edge topic • Technical content • Literature survey • Research aspects • Presentation skills • Audience interaction 	Maximum 40 (10 marks/ per activity)		
6	Internal Revenue Generation (IRG) Through Testing, Consultancy, Trainings, Workshops and Research projects 1. Above 1 lakh 2. 1 lakh 3. 50 K	1. 200*x 2. 100*x 3. 50*x x=1 for PI x=0.6 for Co-PI		



3. Institutional Development (Maximum Points = 1950)				
S.No.	Performance Parameter along with Criteria	No. of Points	Self-Appraisal	Review by R.O.
7	Funding generated through research project (AICTE, ISRO, DST, BRNS etc.) 1. Above 10 lakhs 2. 10 lakhs 3. 5 lakhs	Submitted • 50 Ongoing 1. 300 2. 200 3. 100 Completed 1. 500 2. 400 3. 300		
8	Developing and imparting specialized teaching learning programmes in physical education, Library etc.	10/activity Maximum 30		
9	Service to community or product development (Evaluation based on the utility of activity or product, efforts involved etc.)	Maximum 45		
10*	Institutional Governance responsibilities such as Principal/CEO/ VP/CAO/COO/ Tech Advisor/ HOD/ Dean / DAO/ cluster mentor / Convenor /Co-covenor of NAAC, NBA, IQAC etc.	50/Role Maximum 100		
11	Faculty Interaction with outside world			
11.1	Interaction with a reputed institution abroad, institution of eminence in India, National Research Laboratories for any academic/community/research project	Maximum 25		
11.2	Interaction with Industry for any academic /community/ research project/ training to students	Maximum 25		
11.3	Joint efforts in publication of books/ research paper, pursuing externally funded R&D/ consultancy projects and/ or development of semester- long course / teaching modules	Maximum 25		
11.4	Membership of Professional Bodies or Association with FICCI, IMC, CII, NASSCOM, CSI, IEEE, ISTE, IETE ACM etc. • For Life Membership – only one time claim • For Every Year renewal (paid) Membership – claim can be made for that year	Maximum 20 10/membership		
11.5	Resource person in two week /one week STTP/ FDP	25/ event Maximum 50		
11.6	• Session Chair in International Conference / Symposium or • Reviewer for a conference/ journal	• 20/event • 10/ Conf Maximum 50		
11.7	• Expert for AICTE/NBA/DTE/University • Keynote speaker for conference	35/event Maximum 70		
11.8	Developing and imparting soft skills/communication skills, personality development courses	Maximum 20		
11.9	Institute branding activities for • admission • award • eminent guests • any other significant work	10 /activity Maximum 50		
*Extra Bonus Points		Total 1950		



4. Professional Development (Maximum Points =800)				
S.No.	Performance Parameter along with Criteria	No. of Points	Self-Appraisal	Review by R.O.
1	Publications	Maximum 300		
	1. National/ International Conference (by State Colleges) 2. National/ International Conference (by IEEE/Springer/ACM Equivalent) 3. National Journal (with impact factor >1.0) or with ISSN/ISBN no. 4. International Journal (Print) (IEEE/Springer/ACM equivalent with impact factor >1.2) 5. POSTER presentation 6. Online International e-journal x= 1 Referred/ Peer reviewed x=0.8 Non-Referred	[Author(Co-author)]*[x] 1. 30 (20)/ 50 (30) 2. 60 (40)/ 80 (60) 3. 100 (80) 4. 150 (100) 5. 40 (20) 6. 60/40		
*2	Patents/ Designs/Copyrights filed or Technologies commercialized	100 per activity Maximum 200		
3	Qualification upgradation 1. Professional certification like Ph.D.,Post-Doctoral 2. Value addition or Certificate courses 3. MOOCS Courses e.g., NPTEL With grades i.e. Assessment of course is done and certificate issued (claim only once at the time of receipt of Certificate/ Degree)	1. 60 (PG) / 100 (Ph.D) 2. 30 3. 20		
4	Special Honours/ Awards/Post-doctoral fellowships (Related to National Adv. Committee, DST, DSIR, ISI, Board of Studies, Academic Council, Expert Committees of National and International Level Professional Bodies)/ Editor of Journals/ Members of Board of Editorials of Journals/Member of Advisory Boards	Maximum 100 20 per/honour		
5	Fellowship received for National/ International Conference 1. 100% of conference registration fees 2. 80% of conference registration fees 3. 60% of conference registration fees	1. 100 2. 80 3. 60		
6	1. Text or Reference Books /Monographs Published by International Publishers with an established peer review system 2. Subject Books by National/State level publishers and State/Central Govt./ University/College/ Institutional Publications with ISBN/ISSN numbers	1. 200 2. 100		
*Extra Bonus Points		Total 800		



5. Competency Mapping (Maximum Points = 200)				
Scoring : Excellent= 20; Good= 15; Average = 10, Poor=0				
S.No.	Performance Parameter along with Criteria	No. of Points	Self-Appraisal	Review by R.O.
1	Communication (verbal & non verbal) [Clarity in communication/ presentation]	20		
2	Leadership skills, Initiative & Drive	20		
3	Towards profession and institution <ul style="list-style-type: none"> • Level of Commitment • Sense of responsibility • Accountability 	20		
4	Resource Planning, Organizing & Utilisation [Steps /actions taken on execution of project/ organizing event]	20		
5	Relationship building and teamwork (Inter and intra personal) <ul style="list-style-type: none"> • Working with others in team across department • Coordination with peers • Cooperation with peers 	20		
6	Quality Consciousness [Efforts for Perfection in the assigned work /task]	20		
7	Ownership / Institute Belongingness [Efforts for Institutional Development]	20		
8	Classroom Planning and Control <ul style="list-style-type: none"> • Management of lecture and class control • Involvement of students in learning process • Curriculum/ Learning Resources Development <ul style="list-style-type: none"> ○ Interest shown in curriculum development/preparation of syllabi/Preparing question bank ○ Giving handouts/upkeep of lab manuals/writing books ○ Use of library books, periodicals, journals etc. 	20		
9	<ul style="list-style-type: none"> • Planned Laboratory instructions including management of practical • Checking of journals and making continuous assessment of term work • Planning and procurement of consumable required for practical • Conducting special classes for low performance students • Attitude towards maintaining cleanliness and aesthetics • Interaction with teachers teaching courses other than his own discipline • Preparation and display of instructional material 	3/ Activity Maximum 20		
10	<ul style="list-style-type: none"> • Student Guidance and Counseling about books and literature/higher education/ career planning/ job opportunities/ entrepreneurship/preparing for interviews/ personality development/independent study techniques • Assignment/ Evaluation: <ul style="list-style-type: none"> ○ Giving assignments regularly and assessing promptly ○ Maintaining quality and standard of questions/ evaluations ○ Providing feedback to the students about shortcomings ○ Record keeping of student's profile 	20		
		Total	200	

