


6.3.5 Appraisal form of teaching Staff

A.Y.2023-24



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PERFORMANCE APPRAISAL OF FACULTY AY 2023-24

Name in Full: _____ (starting with surname) Designation: _____

Department: _____ Date of Joining: _____

Period of Assessment: From: _____ to _____

GUIDELINES:

The period of evaluation shall be 1st June to 31st May 2023. (Joining period in between this, anyone applicable)

- 1) All the information should be provided accurately and clearly. Additional information worth a mention maybe provided in separate sheets.
- 2) The faculty can concern with HOD or RA for more details, before filling the appraisal form.
- 3) Appraisal Committee for Faculty: Evaluating Authority (EA) is the HoD and the Reviewing Authority (RA) is The Head of Institution (Principal).
- 4) Appraisal Committee for HoD: Evaluating Authority (EA) is the Head of Institution (Principal).
- 5) The EA shall verify all the information, by supporting proofs before commenting on the performance.

Academic Performance Indicator (API):

Assessment Head: Optimum Marks	Weightage	Self-Appraisal (SA)	HOD Appraisal (EA)	Final Appraisal (RA*)
Student Engagement (SE)	65			
Professional Progress and Involvement (PPI)	45			
Research Achievements (RA)	45			
Appraisal by HOD/Principal (AHP)	20			
Extra duties	25			
Total - 200				

SR. No.	Type of Leave	No. of Leaves Availed		Signature of Admin
		6 Month	6 Month	
1	Casual Leave (CL)			
2	Medical Leave (ML)			
3	Duty Leave (DL)			
4	Maternity Leave (MTL) (if applicable)			
5	Leave Without Pay (LWP)			



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1) Student Engagement (SE) [65]

1.1 Teaching- Learning (TL) [25]

Sr. No	Parameter	Optimum Score	Self-Appraisal	Appraisal by HOD		
1.1.1	Lectures taken as percentage of lectures allocated as per academic calendar (100% compliance) <ul style="list-style-type: none"> • Makeup lecturers may be counted as against any leave 	[05]				
					SEM-I	SEM-II
	Total Number of lectures allocated					
	Total Number of lectures conducted					
1.1.2	Seminars (S), Tutorials (T), practical (P), contact hours undertaken as percentage of those actual allocated as per academic calendar (100% compliance)	[05]				
					SEM-I	SEM-II
	Total Number S, T, and P allocated					
	Total Number S, T, and P conducted					
1.1.3	Extra Lectures, Remedial Lectures/ Practical or other teaching duties in excess of AICTE/SPPU norms per week for entire semester or proportional otherwise (2 hour excess per week = 2.5 points for each semester)	[05]				
					SEM-I	SEM-II
	Number of Extra Hours conducted					
<i>(Verification for 1.1.1 to 1.1.3 : Official Attendance Record)</i>						
1.1.4	University examination duties (Question paper setting, evaluation of answer papers etc.) as per duties allotted (100% compliance = 2 points)	[02]				
1.1.5	University Online/In semester/Internal test Examination work such as coordination, invigilation, flying squad duties etc. (100% compliance =2 points)	[02]				
1.1.6	College/Internal examination/Evaluation duties for internal/ continuous assessment work as allotted (100% compliance = 2 points) <i>(Verification for 1.1.4 to 1.1.6 :Official appointment order)</i>	[02]				
1.1.7	Use of Innovative teaching - learning methodologies; Use of Information and communications technology (ICT); like k- point or any animation software, Updated subject content and course improvement, Subject material, Laboratory manual sharing with the students -(1 point per activity for all assigned subjects in AY)	[02]				



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1.1.8	Design and Development of Value Addition Program (VAP) for more than 10 Hrs. (2 points per VAP),	[02]		
1.2	Co-Curricular & Extra Curricular (CCEC)			[20]
Sr. No	Parameter	Optimum Score	Self-Evaluation	Evaluation by HOD
1.2.1	Coordination of student centric activities, Creation of industry exposure opportunities for students Internship, Sandwich training, Industrial Visit for live projects and interactions, Memorandum of Understanding (MOU), Sponsored projects Placement Support, Any other ... (Personal liaison that benefits to the department to establish long term relationship with industry)	[10]		
1.2.2	Verification for 1.2.1 and 1.2.2 : Official appointment order/ certificate/attendance/any other relevant document need to attached)		[10]	
	1. Technical Festivals 2. National level competition 3. Sports activity 4. Cultural activity 5. Co-curricular activity 6. CSR activities like NSS/ NGO 7. Entrepreneurship Cell 8. Alumni 9. Students Council 10. Students Training Program	11. Value Addition Program 12. Counseling/ Admission work 13. Magazine Committee 14. Result analysis Committee 15. Time table Committee 16. Training and Placement support 17. Teacher Guardian /Class Teacher 18. Spoken tutorials/ Online course 19. Educational Tour/Site visit		
1.3	Student Attendance, Feedback and Results (SAFR)			[20]
1.3.1	Attendance of Students: Average of the student's attendance in the entire Theory/Practical work load assigned during the entire academic year. (Final score is to be calculated based on Average of points scored in all the Theory/Practical work load assigned in both the semesters) (Verification : Official attendance record)			[05]
		SEM-I	SEM-II	
	Theory 1			
	Theory 2			
	Practical 1/Tutorial 1			
	Practical 2/Tutorial 2			
1.3.2	Student feedback (TH/PR) : Score proportional to average of percentage of <i>student's Feedback</i> obtained for all assigned theory and practical Subjects in both the Semester. (Verification : Official feedback record)			[10]
		SEM-I	SEM-II	
	Theory 1			
	Theory 2			
	Practical 1			
	Practical 2			
1.3.3	SPPU Results of students (TH/PR): More than average of previous three years results in the respective subject/practical - '20' points otherwise If the results are less by 10% compared to the average of three years - '0' points and in between give proportional points. (Final score is to be calculated based on average of points scored in all assigned theory and practical of both the semesters of Specific University pattern) (Verification : University ledger)			[05]



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		SEM-I	SEM-II			
	Theory 1					
	Theory 2					
	Practical 1					
	Practical 2					

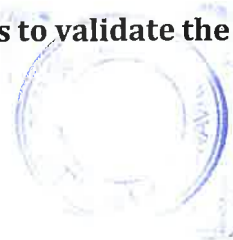


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2) Professional Progress & Involvement				[45]
Sr. No.	APIs	API Score Allotted	Self Evaluation	Evaluation by EA
2.1	<p>Student Centric Activity</p> <ul style="list-style-type: none"> ➤ Guest Lecture for Students ➤ Inter-College Level Activity/ Event Convener/ Coordinator ➤ College Level Activity/ Event Convener/ Coordinator ➤ Certificate Course/ Add on Course with min. 50% teaching or with no teaching 	<p>[05]</p> <p>[05]</p> <p>[05]</p> <p>[05]</p>		
2.2	<p>Academic and Administrative Committees & Responsibilities</p> <ul style="list-style-type: none"> ➤ Department level ➤ College level 	<p>[2.5]</p> <p>[2.5]</p>		
2.3	<p>Professional Development Activities (attending seminars, conferences, workshops, FDP, talks, Webinars etc.)</p>	[10]		
2.4	<p>Qualification improvement (BE, ME & Ph.D, or any other</p>	[10]		

(Note: Attach supporting documents to validate the claim)




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3) Research Achievements

[Minimum 1 and Maximum 45]

Sr. No.	APIs	Mentioned Count each carries 1 mark	Self-Evaluation	Evaluation by EA
3.1	Publications ➤ Journal ➤ Conf. Proceedings (full paper with ISBN No.) ➤ Conf. Proceedings (full paper without ISBN No.) ➤ Technical Articles			
3.2	Invited lectures / Paper Presentation ➤ International Conf. ➤ National Conf. ➤ State / University level Competitions			
3.3	Student Publications			
3.4	Books and Chapters in Books ➤ International Publisher ➤ National Publisher			
3.5	Patent • Overseas and Indian			
3.6	Industrial Training / Online courses			
3.7	Courses/ Programs Attended ➤ International (Overseas) ➤ International (India) ➤ National/ State/ University			
3.8	Courses/ Programs Organized for Faculty ➤ International / National / State / University			
3.9	MOU / T & P Activities			




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**4) Appraisal by the HOD /Principal (AHP)****4.1 Appraisal by the HOD****[15]**

Sr. No	Parameter	Optimum Score	Appraisal by HOD
4.1.1	Punctuality (Attach biometric report)	[05]	
4.1.2	Integrity and Character	[02]	
4.1.3	Reliability	[02]	
4.1.4	Relation with the stakeholders (Internal/External) Peer review assessment	[02]	
4.1.5	Proficiency to shoulder department level Responsibility	[02]	
4.1.6	Command over English	[02]	
4.2 Appraisal by the Principal			[5]
Sr. No	Parameter	Optimum Score	Appraisal by Principal
4.2.1	Contribution at institute and department level responsibilities	[03]	
4.2.2	Integrity of work	[02]	
AHP Total out of [20]			



Signature

Signature

Name of the Faculty _____

Name of the HOD _____

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Note:-

Any other activities which are not covered in above points can be mentioned here and carries [Marks 25] (Attach supporting documents to validate the claim)

1)

2)

3)

4)

5)

8)

9)

10)

Note:-

Evaluating Authority (EA) is the HoD have to mentioned MEMO's here (Will deduct 2 Marks for each MEMO's)

1)

2)



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