



PERFORMANCE APPRAISAL FORM (FACULTY)

Academic Year: 2011-2012

I. Personal Details:

Name:
Designation:
Emp. ID:
School:
Department:
Date of appointment:
Pay Band:
Academic Grade Pay:
Date of last promotion/appraisal, if any:
Mobile Number:
E-mail:

II. Summary of activities during the academic year:

	Description	Self Appraisal (25%)	Evaluation by HOD (50%)	Evaluation by Dean (25%)
Teaching				
1*	Student feedback (10)	NA		
2	Average result of students (5)	NA		
3	New course design/redesign of an existing course setting up a new Lab (5)			
4	Innovations to enhance learning (5)			
5	Activities that contribute to student success in the form of improved and measurable learning outcomes (5)			
Research				
1	Publications (10)			
2	Research Grants (funded projects) (10)			
3	Discovery & Innovation (Patents, Creative works of arts, etc.) (10)			
4	PhD/Research work supervision (5)			
5	Invited Research Talks delivered (3)			
Service				
1	Research Related Service (Reviewing for journals, serving in editorial roles, organizing research seminars, conferences, etc.) (5)			
2	Mentoring/Proctor effectiveness (4)			

3	Activities that support school accreditation (5)			
4	Administrative support to the University (5)	NA		
Other Contributions				
1	Collaborative projects/MoU with Industry; Inviting guest speakers from Industry, research centers etc. (5)			
2	Initiate MoU with reputed universities/ research Centers/ organizations (5)			
3	Co-/Extra curricular activities (e.g. entrepreneurial activities) (3)			

** The student feedback form is attached separately*

Date:

Applicant's Signature

HOD/Faculty In-charge

Dean

Vice-chancellor

SCORE AWARDING CRITERIA / GUIDELINES

	Description	Score awarding criteria
Teaching		
1	Student feedback (10)	<ul style="list-style-type: none"> • 5 points (maximum) per semester : Total 10 points Excellent : 5 points Good : 3 points acceptable : 2 points Unsatisfactory : 0 points
2	Average result of students (5)	<ul style="list-style-type: none"> • 5 points (maximum) Avg. 90% or more: 5 points Avg. 85% - 89.9% : 4 points Avg. 80% - 84.9% : 3 points Avg. 75% - 79.9% : 2 points Avg. 70% - 74.9% : 1 points
3	New course design/redesign of an existing course setting up a new Lab (5)	<ul style="list-style-type: none"> • 5 points (maximum) Designing new course : 3 points per course Redesigning a course : 1 point per course Setting up a new Lab : 3 points per lab
4	Innovations to enhance learning (5)	<ul style="list-style-type: none"> • 5 points (maximum) <i>(Please explain about the methodology followed, difficulty faced, new method identified, trial period, improvement recorded etc.)</i>
5	Activities that contribute to student success in the form of improved and measurable learning outcomes (5)	<ul style="list-style-type: none"> • 5 points (maximum) <i>(Please provide the details of activities along with their impact)</i>
Research		
1	Publications (10)	<ul style="list-style-type: none"> • 10 points (maximum) - For authoring books: 5 points per book - For International Journal papers with non-zero impact factor: 4 points per paper - For International Journal papers without any impact factor: 3 point per paper - For peer reviewed International Conference papers/ National Journal papers: 2 points per paper - For peer reviewed National Conference papers: 1 point per paper
2	Research Grants (funded projects) (10)	<ul style="list-style-type: none"> • 10 points (maximum) 25 Lakh or more : 10 points 20 Lakh-24.9 Lakh : 9 points 15 Lakh-19.9 Lakh : 8 points 10 Lakh-14.9 Lakh : 7 points 05 Lakh-09.9 Lakh : 6 points Less than 5 Lakh : 5 points
3	Discovery & Innovation (Patents, Creative works of arts, etc.) (10)	<ul style="list-style-type: none"> • 10 points (maximum) Patent Granted : 10 points Patent Filed : 2 points each <i>(Note: Creative works will be evaluated based on their visibility and impact)</i>
4	PhD/Research work supervision (5)	<ul style="list-style-type: none"> • 5 points (maximum) - PhD awarded : 3 points each - PhD supervision : 2 points each - M.Tech. project supervision : 1 point each
5	Invited Research Talks delivered (3)	<ul style="list-style-type: none"> • 3 points (maximum) - Talk delivered at a reputed (ranked) institution: 2 points per lecture - Talk delivered at other institutions: 1 point per lecture
Service		

1	Research Related Service (Reviewing for journals, serving in editorial roles, organizing research seminars, conferences, etc.) (5)	<ul style="list-style-type: none"> • 5 points (maximum) - Organizing an International Conference/Workshop etc. : 3 points - Organizing a National Conference/Workshop etc. : 2 points - Reviewing paper in an International Journal of repute : 2 points - Serving as Editor of an International Journal of repute : 2 points - Reviewing paper in a National Journal of repute : 1 point - Serving as Editor of a National Journal of repute : 1 point - Chairing a session in an International Conf. of repute : 2 points - Chairing a session in an National Conference of repute : 1 point
2	Mentoring/Proctor effectiveness (4)	<ul style="list-style-type: none"> • 4 points (maximum) <i>To be given based on the followings:</i> - Letter correspondence with parents - Frequency of meetings with students - Initiatives taken for slow learners - Solving problems of students
3	Activities that support school accreditation (5)	<ul style="list-style-type: none"> • 5 points (maximum) <i>To be given based on the followings:</i> - Preparing course files in ABET or other prescribed format in time - Assurance of learning and other activities in support of achieving accreditation
4	Administrative support to the University (5)	<ul style="list-style-type: none"> • 5 points (maximum) <i>To be given based on the recommendations of Area Coordinator/HOD, Dean and the Vice-Chancellor</i>
Other Contributions		
1	Collaborative projects/MoU with Industry; Inviting guest speakers from Industry, research centers etc. (5)	<ul style="list-style-type: none"> • 5 points (maximum) <i>To be given based on the followings:</i> - Programs conducted jointly with industry - setting up of industry sponsored labs - sending students to industry - Inviting guest speakers from industry, research centers etc. for lecture, workshop etc.
2	Initiate MoU with reputed universities/ research Centers/ organizations (5)	<ul style="list-style-type: none"> • 5 points (maximum) - International: 2 points per MoU - National: 1 point per MoU
3	Co-/Extra curricular activities (3)	<ul style="list-style-type: none"> • 3 points (maximum) <i>To be given based on the followings:</i> - Professional society related activities - Taking responsibilities in university fests/clubs/event management etc.

Note: Please enclose documents as proof wherever necessary. Points will not be awarded if proof is not enclosed. For example, for journal or conference papers: provide names of all authors as they appear in the paper, title, details of the journal name, volume, date of publication and starting and ending page numbers. For grants, provide the names of the principle investigator, co-investigators, title and grant particulars of the funding agency, period of the grant and the grant amount.