

Faculty Performance Appraisal & Development System-Data Sheet

(APPRAISAL AND 360° FEEDBACK FORM)

Assessment period: 2021-2022

SECTION A

Name	
Designation	
Department	
Academic Year	

A. Teaching Process (Max Point 10) Note: 05 Credit point for each semester

Sl. No.	Semester	Subject Code	Subject Name	No. of Scheduled Classes	No. of actually held classes	Points earned	Supporting Document
1							
2							
3							
Average Weightage out of 10 Points							

B. Students' feedback (Max Point 20) Note: To get a feedback min.70% students

Extraordinary	Excellent	Very Good	Good	Satisfactory	Poor

Feedback Summary

Sl. No.	Semester	Subject Code	Subject Name	Student feedback %	Points earned (20 Scale)	Supporting Document
1						
2						
3						
Average Weightage out of 20 Points						

C. Departmental Activities (Max credit 10) Note: 5 Credit point for each semester

Sl. No.	Semester	Activity	Credit Point	Remarks	Supporting Document
1					
2					
Total points Claimed out of 10					

D. Institute Activities (Max Credit 10) Note: 5 Credit point for each semester

Sl. No.	Semester	Activity	Credit Point	Remarks	Supporting Document
1					
2					
Total points Claimed out of 10			10		

E. ACR maintained at institute level (Max Credit 30)**Result (Max 15 Credit Point)**

Extraordinary	Excellent	Very Good	Good	Satisfactory	Poor

Result Summary

Sl. No.	Semester	Subject Code	Subject Name	No. of Students Registered	No. of Students Passed	Result %	Points Earned
1				-	-	-	-
2				-	-	-	-
3				-	-	-	-
Average Weightage out of 15 Points							-

Research (Max 10 Credit Point)

Publication Summary (Weightage period: 1 July to 30 June of every academic year)

Category	SCI/SCIE Patent	Book Publications	Scopus	UGC Approved/ Google Scholar	Others
Marks (per unit)	-	-	-	-	-
No. of Papers	-	-	-	-	-
Total marks earned	-	-	-	-	-
Total points Claimed out of 10					

Contributions towards Research & Development (05)

Funded research projects						
Sl. No.	Title of the project	Details of PI,Co-PI	Funding agency	Sanctioned amount	Project Status	Credits
1	-	-	-	-	-	-
Consultancy						
Sl. No.	Consultancy/work undertaken	Details of team members	Name of the industry	Date and place of Work	Fund raised	Credits
1	-	-	-	-	-	-
Total points Claimed out of 10						0

F. Continuing Education (15)

Details of participation in FDP, STTP, Seminar, Workshop, etc. (Other than Conference)

(Weightage period: 1 July to 30 June of every academic year) attended (5)

Sl. No.	Name of the programme	Duration	Organizing institute	Sponsor(s)	Credits
1					
2					
3					
4					
Total points Claimed out of 05					

Details of Organizing in Conference, FDP, STTP, Seminar, Workshop, etc.

(Weightage period: 1 July to 30 June of every academic year) organized (5)

Sl. No.	Name of the programme	Duration	Highlights of the event	Sponsor(s)	Credits
1				-	
Total points Claimed out of 05					

Details of Value-Added Certification Courses conducted (5)

Sl. No.	Name of the VAC	Duration	Faculty Trainer	Industry	Credits
1	-	-	-	-	-
Total points Claimed out of 05					0

G. Contribution to Society (Max Credit 05)

Sl. No.	Semester	Activity	Credit Point	Criteria	Enclosure No.
1	-				
Total points Claimed out of 05					

Summary	Points Earned
A. Teaching Process (Max Points 10)	
B. Students' feedback (Max Points 20)	
C. Departmental Activities (Max Points 10)	
D. Institute Activities (Max Points 10)	
E. ACR (Max Points 30)	
F. Continuing Education (Max Points 15)	
G. Contribution to Society (Max Points 05)	
Total (Max Points 100)	
Total on 10 Point scale	

Date:

Signature of Faculty Member

SECTION B

Observations, Recommendation and Suggestions of Head of Department

Name	
Designation	
Department	
Academic Year	
Appraisal Score in 10 Point Scale	

Observations: (In respect of the weightage of activities claimed):

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Recommendations/Remedial Measures suggested:

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Date:

SEAL

Signature of Head of Department

SECTION C

Recommendations / Approval of Director

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Date :

SEAL

Signature of Director

Calculation of Credit Points

(As per AICTE recommendations effective from assessment year 2019-2020)

The 360 Degree Score shall be determined on the basis of following parameters.'

- a. Teaching Process (Maximum Point 10),
- b. Students' Feedback (Maximum Point 20)
- c. Departmental Activities (Maximum Point 10)
- d. Institute Activity (Maximum Point 10)
- e. ACR (Maximum Point 30)
- f. Continuing Education (Max Points 15)
- g. Contribution to Society (Maximum Point 05)

The candidate shall submit calculation sheet for each academic year to be considered and a summary sheet exhibiting his score on a 10 point scale

a. Teaching - Process (Maximum Points 10)

The calculation shall be presented in a table as presented in this Annexure. The table will have the details of courses taught in the academic year in consideration, like Semester, course Code / Name, No. of scheduled classes, actually held classes. The total shall be reduced on 20 point scale.

b. Students' Feedback (Maximum Points 20)

The candidate shall submit average score for each course taught during academic year under consideration on a scale of 20. The average of total of all such score shall be used.

c. Departmental Activities (Maximum Points 10)

This section summarizes all the responsibilities assigned by Head of the Department to a teacher during academic year under consideration through a proper office order. This may include responsibilities like Lab I/C, Time Table I/C, NBA - AICTE work, sponsored projects, consultancy work, departmental newsletter etc. The candidate will earn 3 points per semester for each activity up to a maximum of 20.

d. Institute Activity (Maximum Points 10)

This section summaries all the responsibilities assigned by Head of the institute to the candidate during academic year under consideration through a proper office order. This may include responsibilities like Head of Department, Coordinator, Warden, Training and Placement officer, Estate Officer etc. The candidate will earn 5 points per semester for each activity up to a maximum of 10.

e. ACR (Maximum points 30)

ACR maintained at institute level shall have 30 points based on grading of academic result and research publication contribution during academic/assessment year.

f. Continuing Education (Max Points 15)

Participation in FDP, STTP, Seminar, Workshop, etc.	Programmes sponsored by organizations like AICTE, UGC, ISTE, KTU, etc.	> 5 Days (5 Credits) 3 - 5 Days (3 Credits) < 3 Days (1 Credits)
Organizing FDP, STTP, Seminar, Workshop, etc.	Programmes funded by organizations like AICTE, UGC, ISTE, KTU, etc.	> 5 Days (5 Credits) 3 - 5 Days (3 Credits) < 3 Days (2 Credits)
	Institute funded	> 5 Days (3 Credits) 3 - 5 Days (2 Credits) < 3 Days (1 Credits)
Organizing International Conferences	Publication by Springer, Elsevier, IEEE Xplore etc.	Convener-5 Coordinator - 4 member - 2

Organizing National Conferences	Publication by Springer, Elsevier, IEEE Xplore etc.	Convener-4 Coordinator - 3 member – 1
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Contributions towards Research & Development (05)

Parameters	Particulars	Details	Max. credits
Contributions towards Research & Development (Max. credits 05)			
Funded research projects	Principal Investigator	4 Credits/Rs. 1 lakh	05
	Co-Principal Investigator	2 Credit/Rs. 1 lakh	
Consultancy works	Team leader	2 Credits/Rs. 50,000	
	Member	1 Credit/Rs. 50,000	

g. Contribution to Society (Maximum Points 05)

The candidate involved in different initiatives by AICTE. The candidate will earn 5 points per semester for each activity. The claim should be supported by an office order/ official communication from Head of Institute.

The grand total of points for shall be converted to a 10 points scale.