

**HALF YEARLY FACULTY SELF-ASSESSMENT, PERFORMANCE BASED APPRAISAL FORM**  
 (Faculty Members have to evaluate by marking themselves with supporting documents)

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**PART A: GENERAL INFORMATION**

<b>1. NAME (In Block Letter):</b>				
<b>2. Employee Id</b>				
<b>3. Department:</b>				
<b>4. Current Designation</b>				
<b>5. Date of Joining and last Promotion:</b>				
<b>6. Mobile No.-</b>				
<b>E-mail ID:</b>				
<b>7. Qualification Details</b>				
	<b>Degree (With specialisaion)</b>	<b>University</b>	<b>Year of award</b>	<b>Class awarded</b>
<b>UG</b>				
<b>PG</b>				
<b>Doctoral</b>				
<b>Others</b>				

**PART B: ACADEMIC PERFORMANCE INDICATOR**

**CATEGORY I: Teaching, Learning & Evaluation related Activities**

**(i) Lectures, Tutorials, Practical, Contact hours (Give year wise details for past 2 years)**

**Give for both odd and even semester marks**

**Max Marks = 50**

Acad Year	Sem	Course/subject (Code) Taught	Level (UG/PG)	Mode of teaching* L, T, P	No. of classes allotted /week	AICTE work load for your cadre.
<b>Average work load</b>						

\* Lecture (L), Tutorial (T), Practical (P)

( As per AICTE Norms: Asst Professors $\geq$ 16hrs and Assoc.Professors/Professors $\geq$ 14 hrs per week) For marking the marks for the work load, If faculty work load/per week as per above is : 100% = 50 Marks, 75% to 99% = 35 marks, 50% to 74% = 15 marks	<b>Total Score</b>	
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**(ii) Performance of students in your Lab or theory classes previous and present semester for Last two semesters**

**Max Marks = 20 marks**

Lab or theory (L/T)	Subject	No. of Students registered	Pass Percentage in Sem. End Exam	Score

<b>Marking Score :</b> <b>100% = 20 Marks, =&gt;90%= 18 marks, =&gt; 80% =15 marks, =&gt; 70% = 12 marks, =&gt;50% = 10 marks, &lt;= 50% = "00" marks</b>			<b>Average score</b>	

- (iii) **Remedial classes for weak students / Extra classes/tutorial conducted previous and this semester to cover the syllabus**  
**Max Marks= 10 marks**

(> 4 hours theory / 2 lab sessions = 5 marks, > 8 hours theory/ 4 Lab session =10 Marks)

Sem	Lab or theory (L/T)	Subject	No. of remedial/ Extra classes/ tutorial	Total No. hrs spent in these classes	Score
			<b>Remedial:</b>		
			<b>Tutorial:</b>		
			<b>Extra</b>		
			<b>Remedial:</b>		
			<b>Tutorial:</b>		
			<b>Extra</b>		
			<b>Remedial:</b>		
			<b>Tutorial:</b>		
			<b>Extra</b>		
				<b>Average score</b>	

**Note:** Remedial class = classes conducted for Academically weak students for their improvement  
 Tutorial= Classes conducted specifically to solve more problems (other than regular classes)  
 Extra class= Over and above 52 Hours for theory/ over and above 12 lab Sessions.

- (iv) **Use of Participatory and Innovative Teaching-Learning methodologies, Updating of Subject Content, Course Improvement etc.**  
**Examples:** i) Preparing video lecture content, ii) preparing animation / models/ interactive software, iii) Teaching material publication in webpage and iv) any other  
 (Need to be shown if it is required by the verifying authority)

**Score : Max Marks is 10 for each Semester**

Semester	Short Description	Score
Odd Sem	Course 1:  Course 2:	
Even Sem	Course 1:  Course 2:	
	<b>Total Score</b>	

(v) **Counseling the students in the present semester**  
 Marks= 5 Marks

Max

Sem	No. of student Counseled*	Action taken	Outcome	Score
<= 10 students = 2 marks, >= 10 students= 5 marks *Systematic documentation regarding counseling the students need to be maintained for full marking!			<b>Total score</b>	

(vi) **Involvement in arranging Industrial /field visits for students**  
 Marks= 5 Marks  
 ( Need documentation)

Max

Name of the Industry	Date	No of students	Outcome	Score
Odd Sem:				
Even Sem:				
			<b>Total Score</b>	

(vii) Examination Duties Assigned & Performed  
 marks

Maximum Marks = 40

Each parameter(item) Maximum = 8 marks, Score: each parameter % carried out x 8marks

Sl. No.	Type of Examination duties	Mention the type of Duties assigned	Extent to which carried out (%)	Score
1.	Sem End Exam Paper settings			
2.	Conduction of SEE exam	Mention in Numbers: Room Inv Squad/ DS/ Relief		
3	Continuous Internal Evaluation (in time submission without reminder)			
4.	Sem End Exam valuation			
5	BOE paper review			
	Total Score:			

**CATEGORY II:**
**A.) Co-curricular, Extra-curricular, Professional development related Activities**

Sl. No. (i)	Type of Activity	Score
	<b>Co-curricular Activities (Departmental/College / university level)</b> <b>i) Lab related Devp work, ii) Seminars/workshops/Technical talk, iii) News letter, iv) Arranging/participation as a resource person in symposium, conferences, and v) Technical exhibition etc.</b> <b>For Each 5 marks and total Max Marks =25 Marks</b>	
<b>Score</b>		
Sl. No (ii)	<b>Extra-curricular activities (Departmental/College / university level),</b> <b>i) Dept. level Association activities</b> <b>ii) College Level functions, College Magazine Editorial Board &amp; Participation in sports activities,</b> <b>For Each 5 marks and Max Marks = 10 Marks</b>	
<b>Total</b>		
Sl.No. (iii)	<b>Participation in Community work Activities ( NCC / NSS / RED Cross / Rotary /Lions/etc.)</b> <b>Max Marks =05 Marks</b>	
<b>Total</b>		
<b>Total of sl.No. (i +ii+iii)</b>		

**B.) Honors Conferred for the contribution: by Government, Statutory body, Industry, University = 10 marks & Private organization = 5marks (only for Unpaid). Max Marks = 10 Marks**

Honor	When conferred	By whom	Paid /Not paid	Score
<b>Total</b>				

**C.) Professional body memberships: Max Marks = 05 Marks**

Mention the professional body name and membership Number and date of membership obtained.

For one membership 2 marks, more than two membership 05 marks.



**CATEGORY III: Research, Publication & Academic Contribution related Activities**
**Max marks= 20**
**marks**
**D.) Published Papers in Journals (scopus or web of Science journal only)**
**Max Marks: =20 marks (= > 2 journal 20 marks, 1 journal= 10 marks, No journal =0 marks)**

Sl. No.	Title with Page nos.	Name of Journal with Vol., Page No. Year etc.	ISSN/ ISBN No.	Peer Reviewed /Impact factor, if any	No. of co-authors	Whether you are main author	Score

**Attach separate detailed List of publications:**
**E.) Published Full Papers/ Presented in Conference Proceedings (peer reviewed & recognized conference by professional societies)**
**Max marks = 10**
**Marks**
**Max marks = 10 marks ( =>3 conferences =10 marks, 2 conferences= 5 marks, 1 conference= 2 marks)**

Sl. No.	Title with Page nos.	Details of Conference Publications	ISSN/ ISBN No.	No. of co-authors	Whether you are main author	Score

**F.) Project work (UG/PG)**
**Max marks= 15**
**marks**

Sl. No.	Project Title	UG/PG	% age of completion of the project	Paper publication out of the project (if any)	Score*




\*For each successful project completion with paper publication in refereed conference or journal =5 marks /  
 without paper = 3marks.

G.) Ongoing and Completed Research Projects  
 marks

Max Marks= 15

Single project =10 marks, more than one =15 marks,

Sl. No.	Title	Agency	Year of sanction	Period of the project	Grant/Amount Mobilized (Rs. In Lakh)	Score

H.) Research Guidance  
 =10marks

Max marks

Candidates enrolled and doing research for Ph.D at present. For each candidate =1 Mark

Candidates awarded Ph.D: For one candidate = 2 Marks and more than two Candidates = 5 Marks

Degree	Number Candidates Enrolled/Pursuing	Thesis Submitted/ degree Awarded	Score
Enrolled/ Pursuing research for Ph.D			
Award of Ph.D			
Total			

I.) Consultancy work and IRG ( Internal Revenue Generation by each faculty per year)

Max Marks = 15

Marks

Total Amount > Rs. 5 to 10K =5 Marks, > Rs.10K = 10 marks and above Rs. 1.00 lakhs =15 Marks

Title of the consultancy work	Government/ Private/ Institutional	*Nature of the consultancy work	Amount Generated for the institution Rs.	Score

	<b>Total</b>		
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\*Nature of the consultancy work : Ph.D Guiding/ Design & Devp/ Supervision/Testing/Software Devp/Service and others

**J.) Training Courses, Pedagogy training , Faculty Development Program. Max marks =10 marks**  
**For each program 3 marks and more than 03 Programs = 10 marks**

Sl. No.	Programme	Duration	Organized by	Score
	MOOCs			
	Pedagogy			
	FDP			
		<b>Total marks</b>		

**K.) Activities in the recognized professional bodies ( 2 marks for each and 5 marks Maximum)**

Name of the professional body	Type of Activity*	Marks
1.		
2.		
3.		

\*Ex-Com-member, Chairman, Secretary, Tresurer, Mentor, Director, etc.

**LIST OF ENCLOSURES: (Please attach copy of certificates, papers etc., wherever necessary)**

- 1.
- 2.
- 3.
- 4.

I certify that the information provided is correct as per records available with the Institute and/or documents enclosed with the duly filled proforma.

Place :

Date :

\_\_\_\_\_  
 Signature of the faculty

**CATEGORY IV**
**Feed Back from Students and Involvement in departmental Admin works : (Max. Score: 50 marks)**

- A. Marks to be given by the HOD by looking into the students' feedback on Class Room Teaching. Average of 90% and above score= 40 marks, between 70-89% =25 marks, 60% - 69%= 10 marks, less than 60%= 5 marks. Below 50 %=0 marks.
- B. Support to HOD in departmental Admin work = 10 Marks

**Summary of Score:**

	Criteria	Max Marks	Obtained Score for the Assessment Period
I	Teaching, Learning & Evaluation related Activities	150	
II	Co-curricular, Extra-curricular, Professional development related Activities	55	
III	Research, Publication related Activities	100	
IV	Students' Feedback and Involvement in departmental admin activities	50	
	<b>Total (I + II + III+IV) = 355 Marks</b>		

**Remarks of HOD**
**Date :**


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**Signature of HOD**