



## Faculty Feedback & Appraisal Form

(Self – Appraisal -To be filled by Faculty)

For A.Y. \_\_\_\_\_

1<sup>st</sup> July' \_\_\_\_\_ to 30<sup>th</sup> June' \_\_\_\_\_

Employee ID :

Name :

Father`s Name :

Designation :

Date of joining in the Institute :

Date of joining the present post :

Department :

Scale of Pay :

Period spent in the present institute :  
(Years & Months)

Name of the Head of the Department :

Name of the Director :

Remarks :

(To be filled by Director)

Overall Assessment:	Extra Ordinary	:	(10)
	Excellent	:	(9)
	Very Good	:	(8)
	Good	:	(7)
	Satisfactory	:	(5)

Name: \_\_\_\_\_

(Signature of the reporting Authority)

\* Faculty are suppose to fill only A, B & C.

**A. Teaching, Learning and Outcome:**

**(90 Points)**

a.) Lectures (including additional skills subjects), Seminars, Tutorials, Practical's, Project Guidance

(B.Tech, MBA, B.Pharm, DPharm) Contact Hour (Give semester wise details)

**(20 Points)**

Class/Batch	Subject Code & Name	L- T – P with contact hr.	No of Students Appeared in exam	No. of classes			% of classes taken(b/a)*100	Points claimed
				Scheduled as per academic calender ( a)	Actually, held as per portal (b)	Difference		
<b>Odd Semester (July-December)</b>								
<b>Even Semester (Jan-June)</b>								
		Total						
							Average (20 points)	

- >=90-100% -5 points
- >=80-90% - 4 points
- >=70-80% - 3 points
- Below 70% -0 points

b.) Academic Result:  
(\* theory subject only)

(20 Points)

Sno.	Branch/Semester/Section	Subject	Result (Clear Pass %)	Result (Ext. Theory Exam Average)
<b>Odd Semester (July-December)</b>				
1.				
2.				
3.				
4.				
<b>Even Semester (Jan-June)</b>				
1.				
2.				
3.				
4.				
Average				
Point claimed (out of 20)				

>=80-100% -5 points

>=60-80% - 4 points

>=50-60% - 3 points

>40-50% -2 points

c.) Feedback survey:

(20 Points)

S.No.	Course	Branch	Semester	Section	Subj. Code	Subj. Name	Student Feedback
<b>Odd Semester (July-December)</b>							
1.							
2.							
3.							
4.							
5.							

Even Semester (Jan-June)							
1.							
2.							
3.							
4.							
5.							

Feedback Survey:	Feedback in Even Semester	Feedback in Odd Semester	Average Feedback Score	Overall Score (20)

d.) List of Project and Thesis (Dissertations) Supervised: B-Tech/ MBA/DIPLOMA /Ph.D

\*> (Max. 10)

(5 Points for each)

Level	Title of Project/Thesis	Names of Students	Name of other supervisor (if any)	Point(s) Claimed
B.Tech/B.Pharm. /D.Pharm.				
MBA				
Ph.D				
Scaled to maximum marks (10)				

e.) Laboratory Developed/Instruction Software and Education Technology Package Developed /Video

lectures uploaded on institute website) \*> (Max. 5)

(5 Points)

S. No.	Course & Semester	Subject	Title	

f.) MOOC Certification/Coursera etc (5 marks for each course)

(Max 10 Points)

Course	MOOCs type	NPTEL Type	Score Claimed
		----	
		----	

g.) Status for Ph.D.

(5 Points)

Status		Point Claimed
Is Ph.D awarded in current year	Yes/No	
Are you Enrolled for Ph.D.	Yes/No	
Points claimed		

Grand total for A point (Out of 100): (a + b + c + d + e + f + g) =

B. Academic Research and Publications

(60 Points)

(Proofs are required to be attached)

a.) List of Paper Published (Separate Sheet may be attached, if required)

(20 Points)

Journal/Conferences	No. of Publication	Point(s) Claimed
WOS/SCI//SCIE/SSCI/A&HCI Journals		
SCOPUS /UGC Care Journal		
Other Indexed Journals (ISSN No. only)		
International Conferences Proceedings		
National Conferences/Seminar/Workshop Proceedings		
TOTAL		

\*Details of publications in Journal: 10 Marks for 1st author and Supervisor and 6 Marks for others and these will be augmented as "SCI/SCI-E/SSCI/ESCI/SCOPUS Impact Factor/Cite Score™", UGS listed Journals /ISSN 4 Marks / each Journal.

S. No.	Date	Title of Journal paper	ISSN/ ISBN No.	Sub-Category	Author	Impact factor/ CiteScore
1.						
2.						
3.						

\* Details of Full Papers published in Conference Proceedings:

Full Papers published in Conference Proceedings/ Papers presented in Conferences, Seminars, Workshops, Symposia (conference in association with IEEE/ Springer/ Elsevier/ ACM/ Wiley/ IPC or organized by reputed Institutions (IIT/IISc/NIT/IIIT/JNU/Central Universities) will be considered as International otherwise will be considered as National.

(Int.Conf. 10 Marks for 1st author & Supervisor and 4 Marks for others),

[Nat. Conf 6 Marks for 1st author & Supervisor and 3 Marks for others]

S. No.	Type of Activity	Date	Title of Full Papers in Conference proceedings.	ISSN/ ISBNNo.	Details of Conference International/	Author
1.						
2.						
3.						
4.						
Overall score claimed						

b.) Books/Book Chapters/Monographs/Laboratory Manual/ / MOOCS/ SWAYAM/ e-contents Authored. **(10 Points)**

Authors names	Title	Publishers	Year of Publish	ISBN No.	Point(s) Claimed
Total					

5 marks for first author and 3 for other positions.

c.) Patents. **(5 Points)**

Title	Filed/Published/granted	Name of inventors	Point(s) Claimed
Total			

d.) **Funded Project & Consultancy Projects.**

**(5 Points)**

i.) **Funded Projects:**

S. no.	Title of Project	Funding Agency	Financial Outlay	Year of start & total period	Name of P.I and other Investigators	Status: started or completed or in progress	Point(s) Claimed
Total							

ii) **Consultancy:**

S. no.	Title of Project	Funding Agency	Financial Outlay	Year of start & total period	Name of P.I and other Investigators	Status: started or completed or in progress	Point(s) Claimed
Total							

e.) **STTP/Conferences/ Workshop organized /FDP organized.**

**(10 Points)**

S.No.	Duration and venue	Title of programme	Other relevant information	Point(s) Claimed
Total				

f.) **Other Activities.**

**(10 Points)**

(Awards/Distinctions/Honors/Special Lecture Delivered/STTP or FDP/ Conference/ Workshop attended/Experts of Committees out of Institute /Reviewers/Editors) (Separate Sheet may be attached, if required).

S.No.	Activity	Point Claimed
Total		

**Grand total for B point (Out of 60): (a + b + c + d + e + f) =**

**C. Academic /Administrative /Extra Curricular responsibility.****(30 Points)**

a.) Department Level Administration/Coordination.

**(10 Points)**

<b>S.No.</b>	<b>Activity</b>	<b>Point Claimed</b>
1.		
2.		
3.		
4.		
	Total	

b.) Institutional Level Administration/Coordination.

**(10 Points)**

<b>S.No.</b>	<b>Activity</b>	<b>Point Claimed</b>
1.		
2.		
3.		
4.		
	Total	

c.) Contributions to Society/Human Value/Sustainable Development goals.

**(10 Points)**

<b>S.No.</b>	<b>Activity</b>	<b>Point Claimed</b>
1.		
2.		
3.		
4.		
	Total	

**Grand total for C point: (a + b + c) =**



**D. Personal****(20 Points)**

S.No.	Attribute		Max. Points	Marks awarded by	
				Reporting Officer	Reviewing Officer
1.	Sense of Responsibility	Responsible/ Non-serious	4		
2.	Discipline and Obedience	Disciplined and obedient/undisciplined and disobedient	4		
3.	Response Towards Official Orders	Cooperative/ non-cooperative	4		
4.	For Misc. institutional work relating to the profession/ work on holidays	Accepts the work willingly/ Refuses such work	4		
5.	Relation with other staff & Attitude towards weaker section	Good/ Bad	4		
<b>Total</b>					

**E. Any achievement not covered above:**

---

---

---

---

**Self-Appraisal:****(Separate sheet may be attached if required.)**

## Summary Sheet for Faculty Performance

Appraisal for the academic session:

Name:

Designation:

Department:

S.No.	Factor of Appraisal	Points claimed	Agreed /Not Agreed by HOD	Reason/Remarks (if any) by HOD and Grade points to be awarded (if not agreed)
A.	Teaching and learning (90)			
B.	Academic Research and Publication (60)			
C.	Academic and Administrative Work (30)			
D.	Personal (20)			
<b>Total - 200</b>				
<b>Overall average grading</b> $\frac{(A + B + C + D)}{20}$				

\*(Table to be filled by the HOD, concerned)

Signature of Faculty Member

Head of Department

(To be filled in by the Director)

Remarks:

Grading (Whether outstanding, Excellent, Very Good, Good, OR Satisfactory)

Name:.....

Signature:.....

DIRECTOR