Performance Appraisal Form

Ref. No.: YBCCP/ IQAC/ Performance Appraisal/

Performance Appraisal for Assistant Professor / Associate Professor / Professor

1. **Name of the Teacher** :
2. **Designation** :
3. **Date of Joining** :
4. **Duration of Appraisal** :

5. **Performance of Engaging Lectures/ Practical (Online and Onsite Mode):**

Sr. No. (1)	Class / Course (2)	Subjects taught (3)	No. of Lectures target (4)	Lectures Actually Engaged (5)	Percentage Target Achieved (6)	Average of Col. (6) (7)	Performance and Multiplying factors (8)	Max. Score (9)	Score Achieved (8) * (9) (10)
1.							Excellent – 1.0 (100-91)		
2.							Good - 0.7 (90 - 81)		
3.							Average – 0.5 (60 - 41)	05	
4.							Poor – 0.2 (40 - 00)		
5.									

6. **Performance of Attendance of Students (Online and Onsite Mode):**

Sr. No. (1)	Class / Course (2)	Subjects taught (3)	Sum of students present (4)	Lectures Actually Engaged (5)	Students On Roll (6)	Average attendance = $\frac{(4) * 100}{(5) * (6)}$ (7)	Average Of Col. (7) (8)	Performance and Multiplying factors (9)	Max. Score (10)	Score Achieved (9) * (10) (11)
1.								Excellent – 1.0 (100-81)		
2.								Good – 0.7 (80 - 61)		
3.								Average – 0.5 (60 - 41)	10	
4.								Poor – 0.2 (40 - 00)		
5.										

7. Performance of Results: (Theory Subjects)

Sr. No. (1)	Class / Course (2)	Subjects taught (3)	Average result of same subject for last 3 years in institute (4)	% of students securing marks above 3 years average (5)	Average of Col. (5) (6)	Performance and Multiplying factors (7)	Max. Score (8)	Score Achieved (7) * (8) (9)
1.						Excellent – 1.0 (100-81)		
2.						Good – 0.7 (80 - 61)		
3.							10	
4.						Average – 0.5 (60 - 41)		
5.						Poor – 0.2 (40 - 00)		

8. Performance in Examination/ Administrative/ Mentoring/ Co-curricular/ Extra-curricular/ Research Guidance/ Publications/ Consultancy/ Research project (Modified including points as mentioned in Government Resolution No. Misc-2018/C.R.56/18/UNI-1 8 March 2019)

Sr. No.	Parameters and its details	Max Score	Score achieved	Remark of Principal
4a	**Examination duties:** Examination and evaluation duties assigned by the college / university or attending the examination paper Evaluation. (Invigilation/ CS/ sessional paper evaluation and in time submission of answer books/ University practical examination/ University paper evaluation work) (Score 2 for each)	**05**		
4b	**Administrative work:** Involvement in the University/College students related activities: (Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Coordinator/, Warden, **Admission/ Committee member/ In-charges**/ Staff selection committee/ syllabus setting committee/ Member on universities bodies) (Score 2 for each)	**05**		
4c	**Mentoring to students:** (Mentor mentee activity involvement and its documentation)	**05**		
4d	**Co-curricular and extracurricular activities:** Student related co-curricular, extension and field based activities such as student clubs, career counseling, study visits, student seminars and other events, cultural, sports, NCC, **NSS** and **Community Services**. (Organizing online/at site guest lecturers/ seminar/ conference/ workshops/ training session/ NSS/ social activity/ industrial visit/ study tour/ Cultural activity/ sport activity) (Score 5 for each)	**10**		
4e	**Participation in online/offline summer school/ winter school/ course work/ certificate courses/ QIP staff development program of more than one week duration:** (Score 2 for each)	**05**		
4f	**Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper Conference Proceedings** (Paper presented in Seminars/ Conferences and also published as full paper in Conference Proceedings will be counted only once) (Please specify online or in person) i. International (Abroad or Within Country) ii. National iii. State University (Score 2 for each online and 5for in person physical participation)	**05**		
4g	**Research guidance:** Evidence of actively involved in guiding Ph.D. students. P.G dissertation (M. Pharm)	**05**		

	Project Work (B. Pharm) (Score 2 for each)			

4h	**Publication of Research paper in peer reviewed UGC listed Journals/Scopus/Web of Science**
	    i. International
	    ii. National
	            (Score 2 for each)
		05		

4i	**Consultancy work/ Research Project from funding agencies:**
	Includes Conducting minor or major research project sponsored by national or international agencies.
	Research Projects Completed/Ongoing
	    i) More than 10 lakhs
	    ii) Less than 10 lakhs
	(Score 5 for more than 10 lakhs and 3 for less than 10 lakhs)
		05		

4j	**Publication of other than research work**:
	    a. Book/ Chapters/ Translation works in Indian and Foreign Languages by qualified faculties Chapter or Research paper
	    b. Policy Document (Submitted to an International body/organization Like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)
	    c. Awards/Fellowship
	            (Score 3 for each)
		05		

4k	**Patent application/ approval:**
	    i. International
	    ii. National
	
	        (Score 3 if applied 5 of granted for each)
		05		

4l	**Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula**
	    a. Development of Innovative pedagogy (example: E-content development as an innovative pedagogy)
	    b. Design of new curricula and courses
	    c. MOOCs Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/credit)
	    d. E – Content Development of e - Content in 4 quadrants (4 credit course) for a complete course/e – book
	    e. Editor of e - content for complete course/ paper /e-book
	
	 (Score 2 for each)
		05		

4m	**Student feedback score**	**10**		
	Total Score Achieved **(Sr. No. 1, 2, 3, 4a-4m)**	**100**		

I _____ hereby certify that the above information in the performance appraisal form is filled by me and it is correct to my belief. I have also updated my document folder with soft copy of all the documents of the year 2018-19 and submitted to IQAC and same is updated in faculty profile on our college website.

Date: **Signature of staff**

Description of Grades: Brilliant/Extraordinary (91-100) Excellent (75-90) Very Good (61-74) Good (51-60) Average (41-50) Below average (<40)	**Remark/ Signature of Chairman/ Principal:**

Important Note:

1. All entries in the appraisal form shall be type written (times new roman/font size 12). This form contains four pages.
2. After self-evaluation and based on the documents, faculty should write their weightage archived in the appropriate column for the particular parameter.
3. Sr. No. 4f, 4g, 4i, 4j and 4k, has been relaxed for the faculty having less than 3 years of experience. For such faculty weight achieved out of 75 will be converted into 100 by the reviewing authority.
4. For any parameter the weight achieved shall not be more than maximum weight.
5. Faculty profile & document folder shall be updated & same shall be submitted to office for verification (soft copies).
6. List of supporting documents shall be listed in the table in chronological order as per the format.
7. Duly completed attendance book / teacher's diary should be submitted to academic in-charge after academic activities of each semester/year as applicable for verification of attendance details and lecture conducted.
8. Published paper will be considered for appraisal (Accepted or communicated paper will not be considered).
9. For consultancy work or research project, date of sanction letter will be considered.
10. Documents of mentoring of final years shall be submitted to IQAC.
11. Any modification in the format or other format shall not be accepted
12. Student's feedback report and score shall be communicated on your e-mail.
13. After submission of appraisal form, Principal will put his remark after verification of necessary details.

Format for details of supporting documents (-   -------------   to -------------)

Sr. No. (As per appraisal form)	Activity details	Documents details	Submitted YES/ NO	Remarks
4a	**Examination duties**			
4b	**Administrative work**			
4c	**Mentoring to students**			
4d	**Co-curricular and extracurricular activities**			
4e	**Participation in online/onsite summer school/ winter school/ course work/ certificate courses/ QIP staff development program of more than one week duration:**			
4f	**Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper Conference Proceedings (Paper presented in Seminars/ Conferences and also published as full paper in Conference Proceedings will be counted only once) (Please specify online or onsite)**			
4g	**Research guidance**			
4h	**Publication of Research paper in peer reviewed UGC listed**			

4i	**Consultancy work/ Research Project from funding agencies**			
4j	**Publication of other than research work**:			
4k	**Patent application/ approval**			
4l	**Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula**			
4m	**Student feedback score**			

Note: 1. If required size of row can be increased.

    2. Only Scanned documents shall be submitted in the faculty profile and documents folder with Labeling as per guidelines given earlier.

Date	**Name of staff**	**Signature of staff**