

## Guidelines to fill up faculty Self-Appraisal Form

- *All heads of Institute will customize this model self appraisal form for Professor, Associate Professor, Sr.Assist. Professor (> 5yrs) and Assistant Professor to manifest their contribution in future road map of the institution.*
- All information in Appraisal form is to be filled for A.Y. 2021-22, Semester-II and A.Y. 2022-23, Semester-I.
- For every claimed score, authentic documents (excluding attendance register, TG records, Course File which is to be brought at the time of verification) are to be attached with Appraisal Form. Score claimed without authentic documents will not be considered.
- All annexure and authentic documents must be attached in sequence as per appraisal form.

### PART A: Teaching Learning performance

#### 1. Teaching load assessment

Grade and marks:

1. Score= (Number of classes taught/total classes assigned in Syllabus) x 10

80% & above	Good (10 marks)
Below 80% more than 70% & above	Satisfactory (05marks)
To Less than 70%	Not Satisfactory (00)

#### Marking Scheme as per Cadre

Sr. No.	Items	Professor	Senior Associate Professor	Associate Professor	Senior Assistant Professor	Assistant Professor
1	Teaching load assessment Teaching Engagement	10	10	10	10	10

Outcome Assessment:

1. Average Attendance and **University result analysis Table 2.**
2. curriculum gaps activity performed per course

**2.a) Examination and evaluation duties assigned by university/institute :**

Minimum two per semester:10 marks

**Marking Scheme as per Cadre**

Sr. No.	Items	Professor	Senior Associate Professor	Associate Professor	Senior Assistant Professor	Assistant Professor
2a	Examination Duties	10	10	10	10	10

**2. b) One activity per semester on curriculum gaps:** Marks will be assessed strictly on outcome basis. Outcome is to be evaluated / measured / quantified.

Outcome Assessment:

Achieved best output: 20 marks

1. Activity conducted per semester as per institute / department action plan aligned with PO's
2. Involvement of students and feedback of same. -(Attendance of students more than 50%).
3. Explanation for mapping of activity performed with student skills development.

Documents:

1. Certificates to Students
2. Learning Survey/Feedback of Activity for students
3. Justification for Bloom Taxonomy level of event.

Maximum Marks – 20 Marks, Average Output – 10 Marks and Below average – 5 Marks, No activity performed / no output -0 Marks

**Marking Scheme as per Cadre**

Sr. No.	Items	Professor	Senior Associate Professor	Associate Professor	Senior Assistant Professor	Assistant Professor
2b	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	20	20	20	20	20

### 3. Teacher Guardian performance:

For all Faculty:

Parameter	Prof.	Senior Assoc.	Assoc. Prof	Senior Asst.	Junior Asst.
<b>3. Teacher Guardian performance (Total Marks)</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>65</b>	<b>65</b>
<b>Parameters</b>					
• Attendance record of batch	5	5	5	5	5
• Meeting conducted	5	5	5	10	10
• Phone calls, letter communication and parent connect	5	5	5	10	10
• Counseling	5	5	5	10	10

\* Assessment will be measured outcome based as mentioned in 2.b)

# For Professor, Senior Associate Professor and Associate Professor, Teacher Guardian Marks should be calculated as follow

For Professor : Average of all TG's in the Department

For Senior Associate and Associate Professor ( Mentor to TG's ) : Average of all TG's allotted to them by respective Head of Department .

- **FOR TE and BE ,TG Assessment shall be done as per guidelines received by Central Training and Placement**

**FE and SE :**

<b>Particular</b>	<b>Rank 1</b> Previous year/semester examination average result of batch (> 80 %)	<b>Rank 2</b> Previous year/semester examination average result of batch (60 to 79%)	<b>Rank 3</b> Previous year/semester examination average result of batch (<59%)
All clear with first class ( 15marks)	100 % (15M) 90% (10M) 80 % (5M)	80% (15M) 70 % (10M) 60 % (5M)	60% (15M) 50%(10M) 40%(5M)
Percentage increase in overall results ( 05marks)	15 % (05M) and Proportionate	10 % (03M)	5 % (02M)
*Co-curricular activity ( 10 marks)	Minimum 2 activity	Minimum 1Activity	Minimum 1 activity

\* Assessment will be measured outcome based as mentioned in 2.b)

1. Activity participated from reputed organization/Industry by student
2. Explanation for mapping of co curricular activity performed with future plan of student.
3. Measure of output of Co curricular activity by TG.( Evaluation)

**For TE:**

<b>Particular</b>	<b>Rank 1</b> Previous year/semester examination average result of batch (> 80 %)	<b>Rank 2</b> Previous year/semester examination average result of batch (60 to 79%)	<b>Rank 3</b> Previous year/semester examination average result of batch (<59%)
Percentage of Ad- hon courses completed as per guidelines of central / institute T and P department (15 marks)	100 % (15M) 90% (10M) 80 % (5M)	80% (15M) 70 % (10M) 60 % (5M)	60% (15M) 50%(10M) 40%(5M)
	Assessment must be outcome based of completed course		
Other courses completed/ efforts taken as per T.G observation (10 marks)	80 % (15M) 70% (10M) 60 % (5M)	70% (15M) 60 % (10M) 50 % (5M)	50% (15M) 40%(10M) 30%(5M)
	Assessment must be outcome based of completed course		

All clear with first class (5marks)	100 % (15M) 90% (10M) 80 % (5M)	80% (15M) 70 % (10M) 60 % (5M)	60% (15M) 50%(10M) 40%(5M)
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For BE:

Particular	Rank 1 Previous year/semester examination average result of batch (> 80 %)	Rank 2 Previous year/semester examination average result of batch (60 to 79%)	Rank 3 Previous year/semester examination average result of batch (<59%)
Percentage of Ad-hon courses completed as per guidelines of central / institute T and P department (10 marks)	100 % (10M) 90% (07M) 80 % (05M)	80% (10M) 70 % (07M) 60 % (05M)	60% (10 M) 50%(07M) 40%(05M)
	Assessment must be outcome based of completed course		
Batch wise evaluation by institute and department T and P coordinator (05)	Evaluation report : based on essential qualities for placement (02 M) Action taken (03 M)		
Percentage of students placed (15 M)	100 % (15M) 90% (10M) 80 % (5M)	80% (15M) 70 % (10M) 60 % (5M)	60% (15M) 50%(10M) 40%(5M)

## ENGINEERING

### Role - Teacher Guardian ( Employability Enhancement )

Students evaluation ( THIRD YEAR - 5th & 6th Semester)				
S. No.	Parameter	Assessment Parameter	Evaluation Scheme	Marks
1	<b>Pre Assessment Test</b>  It will be conducted in the beginning of <b>5th Semester</b> so that necessary action can be taken by Faculty coordinator / TG / Any other for	<b>Attendance of students</b>	Best - 80 to 100%	5
			Good - 60 to 79%	3
			Poor- Below 60 %	0

	<p>successful placement of student in industry / Higher Education / Own Startup)</p> <p><b>Pre Assessment Pattern</b>  Aptitude Test - CRPC in collaboration with External agency  Communication Skills ( Verbal &amp; Written ) - Language Lab/ External Agency  Technical Test - Department Placement Coordinator in association with faculties of the department</p> <p>Evaluation will be based on the Pre - Assessment test. The test will be a joint imitative of Corporate Relations &amp; Placement Cell &amp; Department.</p> <p><b>Action Taken</b></p> <p>Monitoring the attendance of students for the Aptitude / Technical / Soft Skill / Add on Trainings planned by Corporate Relations &amp; Placement Cell &amp; Department. In case of poor participation of students for the above mentioned trainings, motivating them to join the same</p>	<b>Evaluation</b>  (Action taken after Pre assessment Test for improvement of the student)		
			Best - 80 to 100%	<b>10</b>
			Good - 60 to 79%	6
			Poor- 50 to 60 %	3
2	<p><b>Motivation &amp; Guidance to students to participate in ( 5th &amp; 6th Semester )</b></p> <p>i) Certification Programmes</p>	<p>Total Number of Activities completed by students <b>( Minimum 3 activities per student per year)</b></p>	Best - More than 75 activities	<b>10</b>
			Good - ( 60 - 74 ) activities	6

	( NASSCOM/ Hackathons/ NPTEL / Competitions conducted by Industry / Technical Certification Courses / Any other imitative to enhance Employability of students  Note: Technical Skill based courses to enhance the employability of the students will be in conjunction with Departmental HoD and Sr. Faculties		Poor - (40 - 59 ) activities	1
<b>Students evaluation ( FINAL YEAR - 7th &amp; 8th Semester )</b>				
<b>S. No.</b>	<b>Parameter</b>	<b>Assessment Parameter</b>	<b>Evaluation Scheme</b>	<b>Marks</b>
1	<b>Company Specific Tests / Mock Placement Sessions / Campus Recruitment Process ( 7th Semester )</b>  The TG should monitor the participation of students in :  1. Mock trainings provided by CRPC wrt Aptitude / Soft Skills 2. Technical Trainings provided by Department / CRPC 3. Participation of students in Campus Recruitment Process  In case of poor participation of students in the above mentioned trainings, necessary mentoring of students should be done by respective TG's	<b>Attendance of students</b>	Best - 80 to 100%	<b>10</b>
			Good - 60 to 79%	6
			Poor- Below 60 %	0
2	<b>Motivation &amp; Guidance to students to participate in</b>	Total Number of Activities completed by	Best - More than 75 activities	<b>10</b>

	<p>i) Certification Programmes ( NASSCOM/ Hackathons/ NPTEL / Competitions conducted by Industry / Technical Certification Courses / Any other initiative to enhance Employability of students</p> <p>Note: Technical Skill based courses to enhance the employability of the students will be in conjunction with Departmental HoD and Sr. Faculties</p>	<p>students <b>( Minimum 3 activities per student)</b></p>	<p>Good - ( 60 - 74 ) activities</p>	<p>6</p>
			<p>Poor - (40 - 59 ) activities</p>	<p>1</p>
3	<p><b>Student Progression ( Placement in Industry + Higher Studies + Own Startup/ Joining Family Business)</b></p> <p>(Note: The Student Progression is calculated as per the INTAKE of that particular Batch) If any student opt out from Campus placements, then the student will not be applicable for above said activities</p>	<p><b>Student Progression Percentage</b></p>	<p>Best - 80 to 100%</p>	<p><b>10</b></p>
			<p>Good - 60 to 79%</p>	<p>6</p>
			<p>Poor- Below 60 %</p>	<p>0</p>

#### 4. University result analysis

[illegible]



Sr. No.	Academic Year & Semester	Class	Subject	No. of Students Securing > 80 Marks	No. of Students Securing 60-79 Marks	Highest Marks Secured in the Subject	Sign. of Faculty
01							
02							
03							
04							

#### Outcome assessment:

#### University/Board Results: ( in percentage %)80marks

1. Score =  $60 + [(Latest\ Result\ (LR) - Average\ of\ Previous\ Three\ Years\ Result\ (AP)] \times 100 / Average\ of\ Previous\ Three\ Years\ Result\ (AP)$

\* Any negative score is equal to zero and score more than 80 is equal to 80.

\*Result Analysis is not applicable for M.E. Course. Project completion in time from date of admission will be considered for M.E.

\* In case of New subject introduced with change in syllabus or pattern, Minimum result shall be 60%.

#### Rank of Subject:

**Rank 1:** Last three year result of University exam less than 60 %.

**Rank 2:** Last three year result of University exam between 61 to 85 %.

Depend on rank of subject following table to be considered for additional mark. Position of subject shall be considered for same class or division.

#### Rank 1:

First position	10 mark
Second or third position	7 mark

#### Rank 2:

First position	7 mark
Second or third position	5 mark

#### Marking Scheme as per Cadre

Sr. No.	Items	Professor	Senior Associate Professor	Associate Professor	Senior Assistant Professor	Assistant Professor
4	University Results	80	80	80	80	80

#### 5. Feedback Analysis

**Outcome Assessment:**

Sr. No.	Internal Feedback Grade	Score
1.	A <sup>+</sup> (90 & above)	10
2.	A (81 to 89)	8
3.	B <sup>+</sup> (71 to 80)	6
4.	B (61 to 70)	4
5.	C (less than 60)	0

Sr. No.	External Feedback Grade	Score
1.	A <sup>+</sup> (90 & above)	20
2.	A (81 to 89)	16
3.	B <sup>+</sup> (71 to 80)	12
4.	B (61 to 70)	8
5.	C (less than 60)	0

**Marking Scheme as per Cadre**

Sr. No.	Items	Professor	Senior Associate Professor	Associate Professor	Senior Assistant Professor	Assistant Professor
5	Feedback Analysis	30	30	30	30	30

**6. Course file and Remedial Class Assessment**

Sr. No.	Course File Content	Score
1.	6.a. Handwritten Notes of 03 (three) units*( Combination of Handwritten and Digital Unit wise content such ppt and handout )	10
2.	6.b. Other contents as Accreditation Board/Content Beyond Syllabus	10
3.	6.c. CO-PO-PSO Mapping and Attainment	10

**PPT should be as per Template provided by Institute, All soft copy material claimed must attach with plagiarism report by free sources available**

**As per Index of Course file verification**

Outcome assessment:

Evaluation based (as per NBA): Plan of course delivery, Notes, question papers, answer scripts, assignments, reports of assignments/students learning responses, mini project/tasks reports, list of laboratory experiments, reports of laboratory experiments, etc.

(\*for faculty dealing with subject first time. remaining units can be in the form of PPT, Handouts, and Slides. Next year all units hand written notes are mandatory.)

### Marking Scheme as per Cadre

Sr. No.	Items	Professor	Senior Associate Professor	Associate Professor	Senior Assistant Professor	Assistant Professor
6a	Unit wise notes: Handwritten, PPT, Handouts	10	10	10	10	10
6b	Other contents as per accreditation board Gaps/Content Beyond Syllabus	10	10	10	10	10
6c	CO-PO-PSO Mapping and Attainment	10	10	10	10	10

### PART-B

#### 7. Faculty Contribution to Department, Institute and organization

Sr. No.	Particular	Score		
		Short Term based one time Activity	Semester/ Term based (3 to 6 months)	Academic Year Activity (more than 6 months to one year)
01	<b>7.a.Department Level</b>	Each Activity – 5 Marks (for e.g. Parent Teacher Meet, Induction Programme, etc.)	Each Activity – 5 Marks (for e.g. Defaulters Coordinator, Internal Exam Coordinator, Guest Lectures, Industrial visit, etc.)	Each Activity – 10 Marks (for e.g. Time Table coordinator, Dept. NBA coordinator, Dept. Academic coordinator, etc.)
02	<b>7.b.Institute Level</b>	Each Activity – 5 Marks (for e.g. LIC, Interview coordination, SSS, Guest Lectures, etc.)	Each Activity – 10 Marks (for e.g. Annual events, admission process, etc.)	Each Activity – 10 Marks (for e.g. T & P, NBA, NAAC, Inst. Academic coordinator , CEO, etc.)
03	<b>7.c. Campus Level</b> (Max. total 20)	<b>Maximum mark 4</b>  (for e.g. Guest Lectures, Official visit, recreation programme, etc. )	<b>Maximum mark 6</b>  (for e.g. Media Publicity, Admission, etc.)	<b>Maximum mark 10</b>  (for e.g. T & P, Landscaping, Construction, AMC, Social Welfare, etc.)

### Maximum Marks Cadrewise

## Document Evidence

- ## 8. Faculty contribution in research and publication

Sr. No.	Items	Professor	Sr.Associate Professor	Associate Professor	Senior Assistant Professor	Assistant Professor
1	8.a.1Publication Marks	55	55	55	60*	60*
	<b>Guidelines</b>	2 peer review Journal Paper (Impact Factor upto 2)- 27.5 Marks for each Paper	2 peer review Journal Paper (Impact Factor upto 2)- 27.5 Marks for each Paper	2 peer review Journal Paper (Impact Factor upto 1.5)- 27.5 Marks for each Paper	1 peer review( Any Impact factor) + 2 national(UGC Care) – 30 Marks for peer review paper, 15 Marks each for National level journal paper.	1 peer review(Any Impact factor)+ 1 national (UGC Care), 40 Marks for peer review paper, 20 Marks for National(UGC Care) paper.
2	8.a.2 Citation in year 2021-22	5Marks	5Marks	5Marks	0	0
<b>Note :</b> For Senior Assistant and Assistant Professor Cadre additional marks will be given for citation claim *Condition may be revised for next Appraisal Year						

\* Procedure to publish manuscript should also to be given marks provided suitable evidence should be produced.

Only Submitted Manuscript-25% of Maximum Marks

Review of Manuscript- 50 % of Maximum Marks

2 Review undergone but finally manuscript rejected – 70% of Maximum Marks

Final Publishing of Manuscript- 100 % Maximum Marks

**The Research score for research papers and would be augmented as follows:**

Peer-Reviewed(SCI,Scopus) or UCC - listed journals (Impact factor to be determined as per **Thomson Reuter's/ Clarivate Analytics/ SJR list**):

a) Two authors – 100% Marks for First Author,70% of total value of ‘publication for second author

b) More than two and up to four - 100% Marks for First Author , 70% of total value of publication for correspondence author and 30 % of total value of publication for each of the joint author

NOTE:

- Paper presented if part of edit book or proceeding then it can be claimed only once.

**Citation**

**Any number of citations in assessment year is given 5 Marks**

**Refer below site to verify the quality of journal(Impact factor of journal)**

1. <https://mjl.clarivate.com/home>
2. <https://www.scimagojr.com/>

**For Citation of published work refer below site**

<https://www.scopus.com/freelookup/form/author.uri?zone=TopNavBar&origin=NO%20ORIGIN%20DEFINED>

**8.bE-Learning, Books Published and Research Activity**

**Note:** Maximum marks for b1, and b5 are allotted considering maximum total of two activities.

**[Marks :b1-20, b5-12] \* Proportionate marks can be claimed for less amount of research projects than specified in b3.**

Sr. no	Academic/research Activities	Marks allotted	
1	<b>8.b.1Books authored which are published by;</b>		
	International publishers	10	
	National Publishers	08	
	Chapter in Edited Book	05	
	Editor of Book by International Publisher	10	
	Editor of Book by National Publisher	08	
	<b>Translation works in Indian and Foreign Languages by qualified faculties</b>		

	Chapter or Research paper		03			
	Book		08			
Sr. No.	Items	Professor	Sr.Associate Professor	Associate Professor	Senior Assistant Professor	Assistant Professor
8b.1	Books Published / Book Chapter/ Technical Article	15	15	15	10	10
8b.2	Creation on ICT (Development of Pedagogy & Development of e content )	5	5	5	5	5
		10	10	10	10	10
2	8.b.2 Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative course and curricula					
	1 Development of innovative pedagogy		05		Note- Copy right/ peer review from Tier-I faculty ( Not Compulsory)	
	2. E-Content					
	Development of e-Content such as Moocs, Google class room, CollPol notes, You tube channel, Virtual lab experiments		10		Note- e-content published in International-National platforms/peer review from Tier-I faculty ( Not Compulsory)	
3	8.b.3 Research and Consultancy					
	1. Research guidance Ph.D. (if applicable)	10 per degree awarded / 05 per thesis submitted				
	2. P.G. dissertation/ BE project ( Only completed projects will be considered)	05 – Min. 2 Groups				
	3. Research Projects Completed ( Not Less than 50,000)					
	4. Research Projects Ongoing ( Not Less than 50,000)					
	5. In-house Product Development					
	6. Consultancy ( Any Amount)					
	7. Editorial Board/Reviewer of Indexed Journals/Solicited Articles					
	8. Paper Published with Industry person					

Sr. No.	Items	Professor	Sr.Associate Professor	Associate Professor	Senior Assistant Professor	Assistant Professor
8b.3	1.Ph.D. Qualified (If applicable) (Guide / Co-guide) 10 per degree awarded/ 05 per thesis submitted	2 for course work completed, 2 per review, 9 for thesis submitted or PhD awarded	2 for course work completed, 2 per review, 9 for thesis submitted or PhD awarded	2 for course work completed, 2 per review, 9 for thesis submitted or PhD awarded		
	2.P.G. dissertation/ BE project (Guide / Co-guide) 2 per group	5 -Min 2 Groups	5 -Min 2 Groups	5 -Min 2 Groups	5 -Min 2 Groups	5 -Min 2 Groups
	3.Research Project Completed( Not Less than 50,000)	10- Principal Investigator 100%, Co-Investigator 70% Marks	10- Principal Investigator 100%, Co-Investigator 70% Marks	10- Principal Investigator 100%, Co-Investigator 70% Marks	5- Principal Investigator 100%, Co-Investigator 70% Marks	5- Principal Investigator 100%, Co-Investigator 70% Marks
	4.Research Project Ongoing( Not Less than 50,000)	5- Principal Investigator 100%, Co-Investigator 70% Marks	5- Principal Investigator 100%, Co-Investigator 70% Marks	5- Principal Investigator 100%, Co-Investigator 70% Marks	3- Principal Investigator 100%, Co-Investigator 70% Marks	3- Principal Investigator 100%, Co-Investigator 70% Marks
	5.Inhouse Product Development- In Working condition and mention Objective and outcomes of Product achieved.	5	5	5	5	5
	6.Consultancy( Any Amount )*	10	10	10	5	5
	7.Editorial Board/Reviewer of	10	10	10	0	0

	Indexed Journals/Solicited Articles					
	8.Paper Published with Industry person	5	5	5	5	5

\*Condition for Consultancy may be revised for next Appraisal Year

# Any not applicable claim will be considered for additional Marks

4	<b>8.b.4 Patents, Copyrights etc</b>					
	<b>1.Patents*</b>					
	National/ International			10		
	<b>2.Copyrights Granted – Any</b>			05		
	<b>3. Awards/Fellowship- 10 Additional Marks will be given</b>					

\*Published/Filled patent – 3 Marks, FER Examination Process – 7 Marks, Final Granted – 10 Marks

Sr. No.	Items	Professor	Sr.Associate Professor	Associate Professor	Senior Assistant Professor	Assistant Professor
8b.4	1.Patent	10	10	10	10	10
	2. Copyrights	5	5	5	5	5
	3. Awards/Fellowship- 10 Additional Marks will be given					

5	<b>8.b.5 Invited as Resource Persons for conference/Seminar/Workshop/FDP, Symposium/Refresher Course/Arpit</b>					
	<i>International (abroad)</i>			10		
	International (within country)			07		
	National			05		
	State/ University			03		

Sr. No.	Items	Professor	Sr.Associate Professor	Associate Professor	Senior Assistant Professor	Assistant Professor
	Invited Lectures, Resource Persons	10	10	10	5	0



### 9. Faculty value added courses

\*Marks shall be based on outcome of activity.

Sr. No.	Description	Score claimed by Faculty	Score verified by HOD
1	9.a. STTP/ QIP/TTTI/Refresher Courses/ Skill Development Programs/ Faculty Development Programs, etc organized (one week/two weeks) (Max 2 : 5 marks each)		
2	9.b.STTP/ QIP/TTTI/Refresher Courses/ Skill Development Programs/ Faculty Development Programs, etc attended (one week/two weeks) (Max 2 : 5 marks each)		
3	9.c.Conferences/ Workshops/Symposium/Seminar attended (min. 5 days)(Max 2: 5 marks each)		
4	9.d.NPTEL/Swayam or Equivalent Certification or Technical Graded Certification or ATAL FDP or Mooc's-Courses completion(Max 2: 5 marks each)		
5	9.e. Improvement/Enhanced Academic Qualification (e.g. GATE Qualified, Ph.D registration/ Completion) (Max 2: 5 marks each)		
6	9.f.Active MoU with Industry/ Recognized Institution / University – Activity performed with proper evidence (Max 10 Marks)		

**Note : Marks can be claimed based on level of Involvement**

Sr. No.	Items	Professor	Sr.Associate Professor	Associate Professor	Senior Assistant Professor	Assistant Professor
1	9.a. FDP/STTP/QIP/Refresher Courses Organized (1 Week or 2 Week)	10	10	10	10	10
2	9.b. FDP/STTP/QIP/Refresher Courses Attended (1 Week or 2 Week)	10	10	10	10	10
3	9.c.Conferences/Workshop/Symposium/Seminar/FDP attended	10	10	10	10	10

4	9.d. NPTEL or Equivalent Certification or Technical Graded Certification or ATAL FDP or Mooc's Courses	10	10	10	10	10
5	9.e.Improvement Educational Qualification	-	-	-	7	7
6	9.f. Active MoU with Industry/ Recognized Institution / University	10	10	10	10	10