



# RAJADHANI INSTITUTE OF ENGINEERING AND TECHNOLOGY

Approved By AICTE & Affiliated To A P J Abdul Kalam Technological University  
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## PERFORMANCE APPRAISAL FORM (JUNE -2023 TO APRIL-2024)

(Please have hard copy proof of all items mentioned below)

Name	
Department	
Present Position	
Academic Year	

### A. Teaching Process (Max Points 20)

Sl. No	Semester	Course Code/Name	No. of Scheduled Classes (S)	No. of actually held classes (C)	Supporting Document (Attd.)
Total					

Score = (Total C/Total S)\*20= \_\_\_\_\_

### B. Students' Feedback (Max Points 20)

Sl. No	Semester	Course Code/Name	Average Student feedback (100%)	Mark ( $\frac{100}{10} * 2$ )
Total				

Feedback Score = (Total/No. of Subjects) = \_\_\_\_\_

**C. Departmental Activities (Max Points 20)**

Sl. No	Semester	Activity	Points Claimed (Faculty)	Supporting Document Yes/ No	Points Assessed (HOD)	Points Reviewed (Principal)
<b>Total</b>						

**D. Institute Activities (Max Points 10)**

Sl. No	Semester	Activity	Points Claimed (Faculty)	Supporting Document Yes/ No	Points Assessed (HOD)	Points Reviewed (Principal)
<b>Total</b>						

**E. Annual Confidential Report Summary (Max Points 10)- Annexure I**

Category	Points Earned
a. Results (20)	
b. Contribution to Student Development (20)	
c. Self-Development (20)	
d. Project Work (20)	
e. Admission support by Faculty (20)	
<b>Average</b>	

**Total Points (Max. 10) = (Average)/2 = \_\_\_\_\_**

**F. Research and Development (Max Points 10)**

Sl. No	Achievements	Total number of Publications	Marks
1	International/ National Conference publications (10)		
2	Scopus/UGC Publications (10)		
3	WOS publications (10)		
4	Patent (10)		
5	Book publication (10)		

<b>Average</b>	
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**G. Contribution to Society (Max Points 10)**

<b>Sl. No</b>	<b>Semester</b>	<b>Activity</b>	<b>Points Claimed (Faculty)</b>	<b>Supporting Document Yes/ No</b>	<b>Points Assessed (HOD)</b>	<b>Points Reviewed (Principal)</b>
<b>Total</b>						

**Summary**

<b>Summary</b>	<b>Academic Year</b>	
	<b>Maximum points</b>	<b>Points earned</b>
A. Teaching Process	20	
B. Students' Feedback	20	
C. Departmental Activities	20	
D. Institute Activities	10	
E. ACR	10	
F. Research and Development	10	
G. Contribution to Society	10	
Total	100	
Total on 10 Point Scale	10	

Date: .....

Signature of the faculty member

**Signature and Remarks of the authorities:**

<b>Sr . No.</b>	<b>Authority</b>	<b>Remarks</b>	<b>Signature with Date</b>
1	HOD		
2	Principal		

## CALCULATION OF 360<sup>0</sup>FEEDBACK SCORE

The 360 Degree Score shall be determined based on the following parameters.

1. Teaching Process (Maximum Point 20)
2. Students' Feedback (Maximum Point 20)
3. Departmental Activities (Maximum Point 20)
4. Institute Activity (Maximum Point 10)
5. ACR (Maximum Point 10)
6. Research and Development (Maximum Point 10)
7. Contribution to Society (Maximum 10)

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

### Teaching - Process (Maximum Points 20)

The calculation shall be presented in a table, as in this Annexure. The table will include details of courses taught in the academic year, such as Semester, course Code / Name, number of scheduled classes, and actually held classes. The total shall be reduced on 25 25-point scale.

### Students' Feedback (Maximum Points 20)

The candidate shall submit the average score for each course taught during the academic year under consideration on a scale of 25. The average of the total of all such scores shall be used.

### Departmental Activities (Maximum Points 20)

This section summarizes all the responsibilities assigned by the 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, NAAC related works, sponsored projects, departmental newsletter, class advisor, association activities, consultancy, counselling/mentoring, ERP Coordinator, website Co-Ordinator, seminar/workshop organized, event co ordinators, Academic audit, BoS Secretary etc. The candidate will earn 3 points per semester for each activity up to a maximum of 20:

### Institute Activity (Maximum Points 10)

This section summarizes all the responsibilities assigned by the Head of the institute to the candidate during the academic year under consideration through a proper office order. This may include responsibilities like Controller of Exams, IQAC Co-Ordinator, Head of Department, Coordinator of various events, Professional Society coordinators, NSS, NCC, Various College clubs and associations coordinators, resident tutor/Warden, Training and Placement officer, Coordinators of KIRF, NIRF, admission Duty, Sports Coordinator etc. The candidate will earn 5 points per semester for each activity up to a maximum of 10.

### Annual Confidential Report (ACR) (Maximum points 10)

ACR maintained at the institute level shall have 10 points based on grading. Marks are awarded by the HOD/Principal based on the performance of the faculty. May include the pass percentage of subjects handled, research, and consultancy works etc.

### Research and Development R & D (Maximum points 10)

R & D involves Publications in National/International conferences, paper publications in Scopus/UGc/ WOS journals, Patent filing/ publications, Book chapter publications etc.

#### Contribution to Society (Maximum Points 10)

The candidate is 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 the Head of the institute. The grand total of points for all academic years shall be converted to a 10-point scale.

#### Calculation of Credit Points

#### Teaching Process(20)

Si No	Semester	Course code	Course Name	No.of Scheduled classes	No.of actually held classes	Points earned	Enclosure no
1	S4	xxxx	xxxxxxx	42	42		
2	S6	xxxxx	xxxxxxx	42	40		
3	S2	xxxx	xxxxxxx	36	36		
4	S8	xxxxx	xxxxxxx	36	34		
			Total	156	152	$(152/156)*20=19.48$	

#### Student's feedback (20)

Si No	Course code	Course Name	Average student Feedback	Enclosure no
1	xxxxx	xxxxxxx	The value obtained is converted to a 20-point scale	
2	xxxxxx	xxxxxxx	The value obtained is converted to a 20-point scale	
3	xxxxxx	xxxxxxx	The value obtained is converted to a 20-point scale	
4	xxxxxx	xxxxxxx	The value obtained is converted to a 20-point scale	
		Total	Average of all	

#### Departmental Activities (Max credit 20)

Si No	semester	Activity	Credit point	Criteria	Enclosure no
		Lab in charge	3 points/semester		
		Time table I/C	3 points/semester		
		NBA Work	3 points/semester		

#### Institute Activity (Maximum Points 10)

<u>Si no</u>	<u>Semester</u>	<u>Activity</u>	<u>Credit point</u>	<u>Criteria</u>	<u>Enclosure No</u>
		CoE/HoD/Dean	4		
		Co Ordinator appointed by Principal	2		
		FDP/ Conference	2	1 point per event	

Annual Confidential Report (ACR) (Maximum points 10)

Extra ordinary	Excellent	Very good	Good	Satisfactory	Poor
100-90	90-80	80-70	70-60	60-50	Below 50
10	9	8	7	5	0

Si NO	year	Activity	Credit point	Criteria	Enclosure No
	xxxxx	ACR	10	Extra ordinary	
		ACR	8	Very good	
		ACR	9	Excellent	
		ACR	10	Extra ordinary	
		Total	37/4=9.25		

Contribution to Society (Max Credit 10)

Si no	Semester	Activity	Credit points	Criteria	Enclosure no
		Induction program	5		
		Blood donation	5		
		Unnat Bharat Abhiyan	5		
		Yoga classes	5		

# ANNEXURE I

## ANNUAL CONFIDENTIAL REPORT (20)

### a. Result (20)

S.No	Sem	Course code & Name	No. of Students Registered	No. of Students Passed	Pass %	Points

### Result Summary

Extra Ordinary	Excellent	Very Good	Good	Satisfactory	Fair	Unsatisfactory
20	18	16	14	12	10	0
100->95%	95->90%	90->80%	80->70%	70->60%	60->30%	<30%

### b. Contribution to student development (20)

Category	Maximum Marks	Activity	Marks Earned
Student Coaching	5		
Additional Classes	5		
Motivation of students for paper presentation	5		
Additional courses other than curriculum	5		

**c. Self-development (20)**

<b>Category</b>	<b>Maximum Mark</b>	<b>Mark Earned</b>
Professional knowledge	5	
FDP/Seminar/ Workshops	5	
Attitude & Ownership towards work	5	
External Interaction	5	

**d. Project work (20)**

<b>Category</b>	<b>Maximum Mark</b>	<b>Mark Earned</b>
Status of Project Work	5	
Industrial Project/Innovation	5	
Patent Applied/Publication/Conference	10	

**e. Admission support by Faculty (20)**

<b>3</b>	<b>2</b>	<b>1</b>	<b>Nil</b>
20 Marks	15 Marks	10 Marks	<b>0</b>