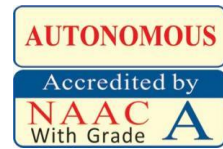# PERFORMANCE APPRAISAL

TEACHING STAFF

DVR & Dr. HS
MIC College of Technology
ISO 9001:2015 Certified Institute
(Approved by AICTE & Permanently Affiliated to JNTUK, Kakinada)
Kanchikacherla - 521180, NTR Dist, A.P, India.
Phones: 08678 - 273535 / 94914 57799 / 73826 16824
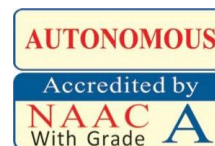E mail: office@mictech.ac.in, Website: www.mictech.edu.in

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With Grade A

DVR & Dr HS MIC COLLEGE OF TECHNOLOGY-KANCHIKACHERLA

6.3.1. APPRSIALS SYSTEM

Faculty Members of the DVR &Dr HS MIC COLLEGE OF TECHNOLOGY have to perform a variety of tasks pertaining to diverse roles that include instructions, Teaching, Innovation and conducting Research, keeping abreast with changes in Technologies, develop expertise for effective implementation of Curricula, provide Services to the Industry and Community by contributing solutions to problems in Industry, shouldering of Administrative responsibilities and Co-operation with other Faculty, HODs and the Principal. It is therefore important that an effective Performance Appraisal System for Faculty has to be put in place which will be vital for optimizing the contribution of Individual Faculty to the overall performance of the Institute and also comply to the Regulatory Guidelines o UGC, AICTE and other Approval Authorities.

Thus, it is necessary to assess and evaluate the performance of the Teaching Staff in the DVR &Dr HS MIC COLLEGE OF TECHNOLOGY Institute on a Scientific basis in order to raise the standards of the Education based on NIRF Parameters, NBA Assessment procedures, AICTE and UGC Guidelines. The present Handbook lays down the Protocol and Procedure to be followed while assessing and evaluating the performance of the Teaching Staff.

Further the evaluation process should be taken twice in a year as follows; the Odd Semester Evaluation starts latest by 15th of October of every odd Semester and the Even Semester by 15th of March. The Course end Feedback in the last Semester should be done after the completion of all Internal.

Based on the result of the Performance Assessment and Evaluation done at the end of every Academic Year, the Teaching Faculty will be put on Notice on their weak areas giving them an opportunity to improve upon the same and failure to do so by the next Academic Year will entail in issue of Notice of Caution. Failure of such Staff in not improving up to the minimum standards at least by the end of the consecutive third Academic Year will entail termination from Service.

In the case of Teaching Faculty on Probation the Performance Assessment and Evaluation will be done Subject to the terms of Appointment of Teaching Staff on probation.

Metrics for Direct Feedback

(On a Scale of 1 to 5)

1	Preparation for class & effective utilization of time
2	Depth of coverage of topics & syllabus
3	Speech/writing clarity & communication
4	Effective usage of black board / Projector
5	Clarification of doubts in/outside the class room
6	Command & Knowledge level of Teacher
7	Correlation of course contents to real time applications
8	Motivational Qualities of the Teacher
9	Ability to control the class and maintain discipline
10	Solving previous question papers in tutorial classes

Direct Feedback Process:

1) Select the Top Six (6) Students from each section of every Year consisting of at least Two (2) Girl Students.

2) A direct session with the Students will be held in person and an oral feedback is taken in the presence of the Head of the Department.

Outcome:

This process is done to get a genuine feedback from the Toppers in each class so that immediate drawbacks which cannot be assessed through the indirect process can be addressed and probed carefully. An elaborative discussion with the Students can bring out the realities to move ahead on various issues to improvise the standards in the Institute.

Indirect Feedback

Among the many variables in an effective Teaching - Learning Process, the relationship between the teacher and the taught is fundamental to maximizing, the learning potential of all the students. In today's context this process is a dynamic phenomenon, engaging equally and actively both the

teacher and the taught, essentially making learning an enjoyable and beneficial exercise. Consequently the teacher is required to be a facilitator, a role model, a mentor and a beacon, acquiring and adopting newer and effective pedagogy for better and improved outcomes.

Towards the treasured and shared goal of enriching the academic and professional environment in this institute, students' feedback regarding the teaching faculty allows our students to play a critical role in the evaluation, development and customization of the learning process. However, students' feedback has its own limitations. It is advised to take cognizance of the other parameters which are also essential for making the teaching-learning process effective.

It is required to analyze the feedback objectively and critically to identify strengths weaknesses and challenges. If any guidance from seniors or any organized training to overcome any shortcomings in the process of upgrading oneself, the administration and management is always ready to extend all necessary help.

It is certain that you will make effective use of this exercise, meant to strengthen the teaching-learning process. Also, AICTE has announced its decision to include the students' feedback process to assess the teacher towards improving the educational quality of Engineering Colleges.

II. Details pertaining to Award of Credit Points

Name of the Faculty	Direct Feedback						Indirect Feedback						Result Analysis						Teaching & Learning Activities	Faculty Attributes	Academic Extention Activities	Workshops & Seminars				Social Responsibility Activities	Research Publications				Research & Consultancy				Awards/ Fellowship	Patents	
	For I & II of A.Y. 19			Sem. 2018-			For I & II of A.Y. 19			Sem. 2018-			For I & II of A.Y. 19			Sem. 2018-						Attended		Conducted							Reasearch Guidence	Reaserach Projects submitted	Reaserach Projects On Going	Consultancy	Received	Applied	Awarded
	Subj. 1	Subj. 2	Subj. 3	Subj. 1	Subj. 2	Subj. 3	Subj. 1	Subj. 2	Subj. 3	Subj. 1	Subj. 2	Subj. 3	Subj. 1	Subj. 2	Subj. 3	Subj. 1	Subj. 2	Subj. 3				W	S	W	S		IJ	NJ	IC	NC							

**Signature of HoD**   **Signature of Principal**

Dear Student,

Please give your honest and objective assessment about the following parameters in respect of your teacher. This would help the teacher concerned to understand your perception about his / her strengths and your further expectations, if any. Your feedback plays an important role in improving teaching - learning standards in the institution. Writing your name at the end of this form is optional. Please give your assessment on a 5 point scale.

I. Student Feedback Form for Theory
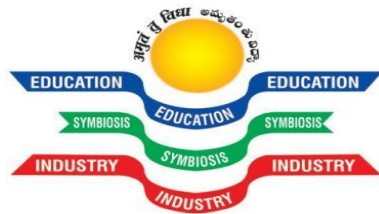
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E mail: office@mictech.ac.in, Website: www.mictech.edu.in
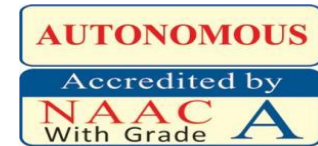
Rollno : 22H71F0001   Sub. Code : 20MC3T02   Subject Name : Big Data Analytics

Choose : 5-Excellent; 4-V.Good; 3-Good; 2-Fair; 1-Poor

#	Question	1	2	3	4	5
1	Preparation for class & effective utilization of time	○	○	○	○	○
2	Depth of coverage of topics & syllabus	○	○	○	○	○
3	Speech/writing clarity & communication	○	○	○	○	○
4	Effective usage of black board / Projector	○	○	○	○	○
5	Clarification of doubts in/outside the class room	○	○	○	○	○
6	Command & Knowledge level of Teacher	○	○	○	○	○
7	Correlation of course contents to real time applications	○	○	○	○	○
8	Motivational Qualities of the Teacher	○	○	○	○	○
9	Ability to control the class and maintain discipline	○	○	○	○	○
10	Solving previous question papers in tutorial classes	○	○	○	○	○

Choose the Below Points only if applicable.

- [ ] Poor communication
- [ ] No speech clarity
- [ ] Voice is not audible
- [ ] Depth of knowledge in the subject is low
- [ ] No application oriented teaching/no practical approach
- [ ] No proper preparation for the class
- [ ] Not able to clear the doubts neither instantly nor afterwards
- [ ] Not able to control the class
- [ ] Being Partial
- [ ] Threatening about lab marks etc.
- [ ] Not being punctual to the class.
- [ ] Topics are being left out
- [ ] Instead of teaching to the entire class, going to the individuals and talking to them

Submit Button

II. Student Feedback Form for Practical

Rollno : 22H71F0001   Sub. Code : 20MC3L09   Choose : 5-Excellent; 4-V.Good; 3-Good; 2-Fair; 1-Poor

		1	2	3	4	5
1	Experiments are conducted as per the schedule provided	○ 1	○ 2	○ 3	○ 4	○ 5
2	Equipment provided were in working condition	○ 1	○ 2	○ 3	○ 4	○ 5
3	Demonstration & instructions by the faculty on experiments	○ 1	○ 2	○ 3	○ 4	○ 5
4	Clarification of doubts within or other than the lab hours	○ 1	○ 2	○ 3	○ 4	○ 5
5	Speech clarity & communication	○ 1	○ 2	○ 3	○ 4	○ 5
6	Fairness in evaluating records & internal lab exam papers	○ 1	○ 2	○ 3	○ 4	○ 5

☐ Poor communication
☐ No speech clarity
☐ Voice is not audible
☐ Depth of knowledge in the subject is low
☐ No application oriented teaching/no practical approach
☐ No proper preparation for the class
☐ Not able to clear the doubts neither instantly nor afterwards
☐ Not able to control the class
☐ Being Partial
☐ Threatening about lab marks etc.
☐ Not being punctual to the class.
☐ Topics are being left out
☐ Instead of teaching to the entire class, going to the individuals and talking to them

Submit Button

Student Feedback Analysis Form

Devineni Venkata Ramana & Dr. Hima Sekhar
MIC College of Technology
Kanchikacherla - 521 180. Phone : 08678-273535
(Approved by AICTE & Affiliated to JNTU-Kakinada)

TÜV
SUD
ISO 9001
ISO 9001 : 2008

Name : Mr.A.V.Ravikumar   Year : 1   Sem : 1   Sec : A   Sub : BASIC ELECREICAL AND ELECTRONICS ENGINEERING LAB

1	Experiments are conducted as per the schedule provided	85.26
2	Equipment provided were in working condition	84.21
3	Demonstration & instructions by the faculty on experiments	87.37
4	Clarification of doubts within or other than the lab hours	91.58
5	Speech clarity & communication	91.58
6	Fairness in evaluating records & internal lab exam papers	86.32
	Overall Percentage	**87.72**

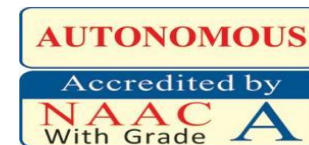|	
Poor communication	1
Depth of knowledge in the subject is low	1
No proper preparation for the class	1
Not able to clear the doubts neither instantly nor afterwards	1
Being Partial	1
Topics are being left out	4
Instead of teaching to the entire class, going to the individuals and talking to them	1

Student Feedback Analysis for Theory
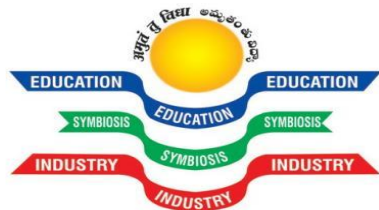
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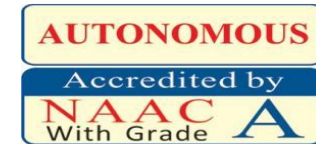
Name :	Year : 3	Sem :	Sec :	Sub : Design And Analysis Of Algorithms

1	Preparation for class & effective utilization of time	
2	Depth of coverage of topics & syllabus	
3	Speech/writing clarity & communication	
4	Effective usage of black board / Projector	
5	Clarification of doubts in/outside the class room	
6	Command & Knowledge level of Teacher	
7	Correlation of course contents to real time applications	
8	Motivational Qualities of the Teacher	
9	Ability to control the class and maintain discipline	
10	Solving previous question papers in tutorial classes	
Not able to control the class		
Topics are being left out		

Student Feedback Analysis for Practical

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Name :	Year : 1	Sem :	Sec : A	Name of the Lab :
1	Experiments are conducted as per the schedule provided			
2	Equipment provided were in working condition			
3	Demonstration & instructions by the faculty on experiments			
4	Clarification of doubts within or other than the lab hours			
5	Speech clarity & communication			
6	Fairness in evaluating records & internal lab exam papers			
	Overall Percentage			

Poor communication	
Not able to clear the doubts neither instantly nor afterwards	
Being Partial	

Topics are being left out

Instead of teaching to the entire class, going to the individuals and talking to them

Overall Analysis

B.TECH.   Year   Sem.   Faculty Feedback (A.Y.------------------------)

FACULTY ID	NAME	Branch	Yr	Sem	Sec	Subject	% FB	Link
								-
								-
								-
								-
								-
								-
								-
								-

Principal

Result Analysis

The Student results are analyzed and taken into consideration as one of the Parameter for Evaluation. Pass percentage of each Subject will be rated and Credit Points as shown below will be given against each Subject for the Individual Faculty.

Pass Percentages and Feedback (Theory) **Max score: 100 + 100** given to faculty in appraisal form

(Pass percentage: <50 % = 0; 50% - 60% = 40; 60% - 70% = 55; 70% -80% = 65; 80%-90% = 80; >90% = 90; 100%=100)

(Student Feedback: <60 % = 0; 60% - 70% = 50; 70% - 80% = 60; 80% - 90% = 70;90% - 95% = 80; >95% = 90, 100%=100)

Sem	Name of the Course	Pass %	Points	Feedback	Points
I					
II					
	Average				

SELF	HoD	IFAC

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Website : www.mictech.edu.in

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Performance Based Appraisal System (PBAS)
Self-Appraisal Form - Associate Professor
(Please read the General Guidelines before filling the form)

Summary Sheet

Name of the Faculty: **Department:**

S.No.	Evaluation parameter	Max Score	Self-Score	DFAC score	IFAC Score
I	Teaching, Learning &Evaluation Related Activities	425			
II	Professional Development & Co-Curricular Activities	150			
III	Research & Academic Contributions	250			
IV	Administrative and Extension Activities	175			
	Total	1000			

GENERAL INFORMATION

Personal Details:

1.	Employee Identification Number	
2.	Total Experience in Years	
3.	Date of Joining & Experience in MIC	
4.	University Ratification (Yes/No)	
5.	Total Emolument(Basic & Gross)	
6.	Email	
7.	Mobile	

Educational qualifications (starting from degree):

Degree	Period of study	University/College	Class/CGPA	Year of Pass

I. Teaching, Learning & Evaluation Related Activities (Max Score:425)

1. Teaching weekly load as per time table: **Max score: 80**

SEM-I	SEM-II

SELF	HoD	IFAC

$$\frac{\text{Weekly load X 80}}{16}$$

Note: Equivalent lab load has to be considered (Equivalent lab load = 0.5 * Actual lab load)

2. Lectures taken (Total lecture periods taken in the previous two semesters)
   Max score: 40

Sem-I	Sem-II	Total	(Total Handled/Total Planned) X 40

SELF	HoD	IFAC

3. Course file prepared with the following data(tick for compliance and Nil for Non-Compliance)
   Max score: 20 (2.5 Points for each content in the course file)

S.No	Content in the course file	Sem -I	Sem –II
1	Syllabus Copy, Cos, CO-PO Mapping		
2	Lesson Plan with lecture notes		
3	PPT Print-outs (4 slides in a page)		
4	Model question papers, Previous End Exam Q. Papers		
5	Assignment Questions & Mid Exam Papers		
6	Tutorial Sheets		
7	External Exam Grade Results from college Website		
8	Attainments as per NBA		
9	Average of Sem-I & Sem-II		

SELF	HoD	IFAC

4. Exam duties/Internal Observer/Moderator **Max score: 30**

Description	Sem-I (Mention Number)	Sem-II (Mention Number)	Total No. of duties performed (a)	Total No. allotted per year (b)	Score (a/b) x 30
Exam duties/Internal Observer/ Moderator					

SELF	HoD	IFAC

5. Evaluation duties **Max score: 30 (10 Marks for Each item)**
   (a)Submission of Mid Question papers as per schedule.
   (b)Posting of internal marks as per Schedule.
   (c) Evaluation of Attainment of COs
   Attach remarks if any

SELF	HoD	IFAC

6. Use of innovative teaching methodologies **(Max score: 30)**
   (a) ICT based Teaching Methodology **Max score: 20**
     (i) PPTs/Visuals/Animations/ NPTEL/Video Lectures (15 marks)
     (ii) Role Plays/Project Based Learning/ Quiz (15 marks)
   (b) Interactive course content developed. E – Content Uploaded
     (Proof to be attached)**Max score: 10**

SELF	HoD	IFAC

7. Remedial/Bridge Courses /Career oriented courses/Content beyond syllabus/Design of new Experiments   **Max score: 20**;   Any Two & for each10 Points

Description	Sem-I	Sem-II
1.Remidial		
2.Bridge		
3. Career		
4. Content Beyond Syllabus		
5. Design of Experiments		
TOTAL		

SELF	HoD	IFAC

8. Counseling with proper records   **Max score: 15**

For each Counseling session= 5 points

Description	Sem-I	Sem-II
How many counseling sessions done? Record Must be Maintained & Counseling sheets to be submitted		

SELF	HoD	IFAC

9. Pass Percentages and Feedback **Max score: 60 + 60**

(Pass percentage: <50% = 0, 50% - 60% = 15, 60% - 70% = 30, 70% -80% =40, 80%-90% = 50, >90% = 60)

(Student Feedback: <60% =0; 60 – 70%=20; 70-80% =30; 80 – 90% =40; 90 – 95% = 50; above 95% = 60)

Sem	Name of the Course	Pass %	Marks	Feedback	Marks
I					
II					
	Average	--		--	

SELF	HoD	IFAC

10. Project Guidance (Miniproject / Major Project / Project Exhibitions / Mathematical Models / Environmental Related Activities etc.,   **Max score: 40**

Sem	Number of		
	Major Projects 20 points	Mini Projects 10 points	Working Models 10 points
I			
II			

SELF	HoD	IFAC

II. **Professional Development & Co-Curricular Activities** **(Maximum Score: 150)**

1. Membership of professional societies (Mention) Max **score: 15**
   (National 5 points: International 10 points

S. No	Professional Society	Membership No.

SELF	HoD	IFAC

2. Development of facilities over previous two semesters **Max score: 15**
For each facility created 5 Marks (Underline)

Development of facilities
Laboratory Infrastructure up gradation, Class Room, Library, Common student facilities, Addition of new facilities, Addition of new experiments/practice, Addition of new software

SELF	HoD	IFAC

3. Short term courses/conferences participated/organized over previous two semesters
Max score: 60 (for each participation 30 points)

Description	Date	Title, Year, Place	Score
International / National conferences participated(10 Points for each Presentation) (Max:20M)			
International / National conferences Organized (10 Points for each) (Max:10M)			
Workshops / FDPs / STTP/ Seminars / Guest Lectures attended[*] (Max: 15M)			
Workshops / FDPs / STTP/ Seminars / Guest Lectures Organized(Max: 15M)			

SELF	HoD	IFAC

Workshops/FDPs/Guest Lectures/ Attended
Within the college   (< 1-week duration)   –   5Marks
                            (1-week duration)   –   10 Marks
Outside the college   (< 1-week duration)   –   5 Marks
                            (1-week duration)   –   10 Marks
University/NIT/IIT/etc.   (< 1-week duration)   –   10 Marks
                            (1week duration)   –   15Marks

SELF	HoD	IFAC

4. Accompanied/Coordinated students an industrial tour over previous two semesters
   5 points for each industrial visit; 10 points for each industrial tour **(Max Score: 15)**

Date	Place	Local / Outside

SELF	HoD	IFAC

5. Aagama / working model exhibition / any co-curricular activities coordinated over previous two semesters. 5 Points each. **Max. Score 15 points**

Description	Number	Points
I. Institutional coordinator Max score: 15 points		
II. Departmental coordinator Max score: 10 points		
III. Other participants Max score: 5 points		
TOTAL		

SELF	HoD	IFAC

6. Student innovations, Guidance **Max Score 30**

Each innovation with working model/simulation: 10 points

III. RESEARCH & ACADEMIC CONTRIBUTIONS   Max Score: 250

1. Publications:

SELF	HoD	IFAC

   a.) Books with ISBN/ISDN (as per CRDC guidelines)
   Max score: 40 points;
   Sole Author: 40 points
   Multiple Authors: 20 points
   1chapter: Max Score: 15 points
   Sole Author: 15 points
   Multiple Authors: 10 points
   (Attach proof signed by author)

   Sole Author: Multiple Author: Chapters:

   [   ]   [   ]   [   ]

   b). Research Publications(as per CRDC guidelines)
   Max Score 30 points.

SELF	HoD	IFAC

S. No	Title	International Journal		National Journal	
		Impact factor >1Max 25	Impact factor<1 Max20	Impact factor >1 Max 15	Impact factor <1Max 10

2. Sponsored Research projects (give details)
   Max score: 60 (Attach Proof)

SELF	HoD	IFAC

S. No	Description	(i). > Rs.10 Lakhs Max score:60 points	(ii). In the range 5-10 L Max score: 45 points	(iii). < Rs.5.0 Lakhs Max score: 40 points
1.	Projects Sanctioned			
2	Proposals Submitted			

PI: 100% of the above points; Co-PI:50 % of the above points

Proposals submitted & sanction awaited = participation by key members: 50% of the above points Others: 25% of the above points(attach proof)

3. Guiding for Ph.D. in the current year: **Max Points = 30**

SELF	HoD	IFAC

Per candidate = 15 points

4. Seminars /conferences/workshops/symposia Papers found in Proceedings; **Max Score: 40**
   International each=40 points (outside country)
   International each=30 points (within country)
   National: 25 points each.

SELF	HoD	IFAC

5. Consultancy projects **Max score: 20**
   <1 Lakh = 10 points; >Rs.1.0 Lakh=20 points

SELF	HoD	IFAC

6. Patents   **Max score:30**
   For each patent applied = 20 points
   For each patent awarded = 30 points

SELF	HoD	IFAC

IV. Administrative and Extension Activities   Maximum Score: 175

1. Department Administration **Max score: 80**

SELF	HoD	IFAC

Each activity= 20 points Coordinator =100% others = 50%

S.No.	Activity	Score
1.	In-charge of time tables	
2.	Class Coordinator	
3.	Exams	
4.	Library	
5.	Labs	
6.	Discipline/Anti Ragging	
7.	ISO etc,.	
8.	DAB/PAC	
9.	ProgramCoordinator/Module Coordinator/Course Coordinator	
10.	Maintenance of facilities and infrastructure	
11.	BOS, NAAC, Newsletter, Professional Society, any other	
12.	Grievance reddressal , knowledge center, NPTEL,DARC, Women Cell, Cultural, e-Yantra, News Letter, Professional Society and any other	

2. Institutional level administration; **Max score: 50**
   (Each activity = 20 points)
   Coordinator=100%;   others=50%

SELF	HoD	IFAC

S.No.	Activity	Score
1.	NBA	
2.	NAAC	
3.	Autonomous	
4.	R & D etc.,	
5.	Maintenance of facilities & infrastructure	
6.	Grievance reddressal , knowledge center, NPTEL,DARC, Women Cell, Cultural, e-Yantra, News Letter, Professional Society and any other	

3. Annual Day etc.   **Max score: 25**
   (Each Activity- 20 Points)   Coordinator=100%;   others=50%

SELF	HoD	IFAC

S.No.	Activity	Score
1.	Annual day	
2.	Cultural activities	
3.	Sports participation	

4. NSS activities **Max score: 10**
   (Each activity = 5 points) (Tick)

SELF	HoD	IFAC

S.No.	Activity	Score
1.	NSS activities	
2.	Student welfare activities	
3.	Health camps	
4.	Blood camps	
5.	Service to poor	
6.	Service to Disabled	
7.	Charity camps etc.	
8.	Any other	

5. Training & Placement activities etc. **Max score: 10**

SELF	HoD	IFAC

S.No	Activity	Score
1.	Training and placements- Departmental Coordinator=10 points; others = 5 points	
2.	Placement Training, Website Designing & any other Each activity-10 points	

Signature of the Faculty with date

……..

Signature of IFAC members with Name & Date:

1.

2.

3.

4.

5.

6.

<table>
<tr><td>Comments & Recommendations of IFAC:</td></tr>
<tr><td>

</td></tr>
</table>

Principal   **Director(Academics)**   **CEO**   **Management**

Performance Based Appraisal System (PBAS)

General Guidelines

1. **Appraisal Performance Indicator** score is obtained from the Self-Appraisal formats of the PBAS.

2. Minimum Score: This is the minimum score required to enable the IFAC to recommend for annual increment. For the year 2023-2024, an overall **score of 550** is taken as the minimum cutoff mark.

3. **IFAC**, Institute Faculty Assessment Committee comprises of Management, CEO, and Principal. HoDs of all the departments will assign their scores after verifying the supporting documents submitted.

4. **Note:** For each item wherever necessary, the Faculty should submit a valid supporting document.

5. Faculty shall use the form to fill only brief information without disturbing table format and provide detail information in annexures if required.

6. All scores shall be averaged over two semesters wherever applicable.

****

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Kanchikacherla-521180, NTR Dist, A.P, India.
Tel.No : 08678-273535/9491457799/7382616824
Website : www.mictech.edu.in

Performance Based Appraisal System (PBAS)
Self-Appraisal Form - Assistant Professor

(Please read the General Guidelines before filling the form)

Summary Sheet

Name of the Faculty: **Department:**

S.No	Evaluation parameter	Max Score	Self-Score	HoD Score	IFAC Score
I	Teaching, Learning & Evaluation Related Activities	650			
II	Professional Development & Co-Curricular Activities	100			
III	Research & Academic Contributions	100			
IV	Administrative and Extension Activities	150			
	Total	1000			

GENERAL INFORMATION

Personal Details:

1.	Employee Identification Number	
2.	Total Experience in Years	
3.	Date of Joining & Experience in MIC	
4.	University Ratification (Yes/No)	
5.	Total Emolument(Basic & Gross)	
6.	Email	
7.	Mobile	

Educational qualifications (starting from degree):

Degree	Period of study	University/College	Class/CGPA	Year of Pass

I. Teaching, Learning & Evaluation Related Activities (Max Score:650)

1. Teaching weekly load as per time table: **Max score: 120**

SEM-I	SEM-II

SELF	HoD	IFAC

$$\frac{\text{Weekly load X 120}}{18}$$

Note: Equivalent lab load has to be considered (Equivalent lab load = 0.5 * Actual lab load)

2. Lectures taken (Total lecture periods taken in the previous two semesters)
Max score: 70

Sem-I	Sem-II	Total	(Total Handled/Total Planned) X 70

SELF	HoD	IFAC

3. Course file prepared with the following data (tick for compliance and Nil for Non- Compliance)
Max score: 60 (6 Points for each content in the course file)

S.No	Content in the course file	Sem –I	Sem –II
1	Copy of the course Syllabus, Course Objective, CO-PO Mapping		
2	Lesson Plan		
3	Lecture notes / e-material		
4	Attendance Registers		
5	Question Bank, Assignments / Tutorials		
6	Internal/External Question Papers		
7	Result Analysis		
8	Methodology adopted for attainment of COs & POs		
9	Attainment of COs		
10	Attainment of POs mapped with that course		
	Total		

SELF	HoD	IFAC

4. Exam duties/Internal Observer/Moderator **Max score: 50**

SELF	HoD	IFAC

Description	Sem-I (Mention Number)	Sem-II (Mention Number)	Total No. of duties performed (a)	Total No. allotted per year (b)	Score (a/b) x 50
Exam Duties/Internal Observer /Moderator					

5. Evaluation duties **Max score: 30 (10 Points for Each item)**
(a) Submission of Mid Question papers as per schedule.
(b) Posting of internal marks as per Schedule.
(c) Evaluation of Attainment of COs
Attach remarks if any

SELF	HoD	IFAC

6. Use of innovative teaching methodologies **(Max score: 20)**
(i) NPTEL/Video Lectures/ PPT/Animations   **(10 Points)**
(ii Role plays/Project Based Learning/Quiz   **(10 Points)**

SELF	HoD	IFAC

7. Remedial / Bridge Courses / Career oriented courses / Content beyond syllabus / Design of new Experiments. Any Two & for each 10 Points: **Max score: 20**

	Sem-I	Sem-II
1.Remedial		
2.Bridge		
3. Career		
4. Content Beyond Syllabus		
5. Design of Experiments		
Total		

SELF	HoD	IFAC

8. Counseling with proper records **Max score: 20**
   For each Counseling session - 5 points

Description	Sem-I	Sem-II
How many counseling sessions were done? (Record Must be Maintained & Counseling sheets to be submitted)		

SELF	HoD	IFAC

9. Pass Percentages and Feedback(Theory) **Max score: 100 + 100**
   (Pass percentage: <50 % = 0; 50% - 60% = 40; 60% - 70% = 55; 70% -80% = 65;
    80%-90% = 80; >90% = 90; 100%=100)
   (Student Feedback: <60 % = 0; 60% - 70% = 50; 70% - 80% = 60; 80% - 90% = 70;
    90% - 95% = 80; >95% = 90, 100%=100)

Sem	Name of the Course	Pass %	Points	Feedback	Points
I					
II					
Average					

SELF	HoD	IFAC

10. Project Guidance (Mini project / Major Project / Project Exhibitions / Mathematical Models / Environmental Related Activities etc.,   **Max score: 60**

Sem	Number of		
	Major Projects (Max: 30M)	Mini Projects (Max: 15M)	Working Models (Max: 15M)
I			
II			

SELF	HoD	IFAC

II. Professional Development & Co-Curricular Activities (Maximum Score: 100)

1. Membership of professional societies (Mention) Max **score: 10** (Each Membership=5 points)

S. No	Professional Society	Membership No.

SELF	HoD	IFAC

2. Short term courses / conferences participated / organized over previous two semesters
   Max score: 60

Description	Date	Title, Year, Place	Score
International / National conferences participated (10 Points for each Presentation) (Max:20M)			
International / National conferences Organized (10 Points for each) (Max:10M)			
Workshops / FDPs / STTP/ Seminars / Guest Lectures attended* (Max: 15M)			
Workshops / FDPs / STTP/ Seminars / Guest Lectures Organized(Max: 15M)			

SELF	HoD	IFAC

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* Within the college/Outside the College    (< 1 week duration)  –    5 Points
                                             (1 week duration)    –    10 Points
 *University/NIT/IIT/etc.                     (< 1 week duration)  –    10 Points
                                             (1 week duration)    –    15 Points
```

3. Accompanied / Coordinated students in industrial visits/tours over previous two semesters
   5 points for each industrial visit; 10 points for each industrial tour **(Max Score: 15)**

Date	Place	Visit / Tour

SELF	HoD	IFAC

4. Aagama / working model exhibition / any co-curricular activities coordinated over previous two semesters. 5 Points each **(Max Score: 15)**

Description	Date of Event	Score
TOTAL		

SELF	HoD	IFAC

III. Research & Academic Contributions (Maximum Score: 100)

1. Publications:
   a) Books with ISBN/ISDN (as per CRDC guidelines)
      Max score: 20 points;

SELF	HoD	IFAC

Sole Author: 20 points
Multiple Authors: 10 points
1 chapter: **Max Score: 10 points**
Sole Author: 10 points
Multiple Authors: 5 points
        (Attach proof signed by author)

Sole Author:	Multiple Author:	Chapters:

b) Research Publications (as per CRDC guidelines)
 Max Score 30 points.

SELF	HoD	IFAC

S. No	Title	International Journal		National Journal	
		Impact factor >1 Max 25	Impact factor <1 Max 20	Impact factor >1 Max 15	Impact factor <1 Max 10

c) Sponsored Research projects / Schemes (give details)
 Max score: 30 (Attach Proof)

SELF	HoD	IFAC

S. No	Description	Above Rs.10 Lakhs Max score: 30 points	In the range 5-10 Lakhs. Max score: 25 points	Less than Rs.5.0 Lakhs Max score: 20 points
1				
2				

PI:100% of the above points; Co-PI:50 % of the above points

d) Consultancy projects **Max score: 10**
<1 lakh = 5points; >Rs.1.0 Lakh=10 points

SELF	HoD	IFAC

S. No	Description	Consultancy Amount in Rs.	Score
1			
2			

e) Patents   **Max score:10**

SELF	HoD	IFAC

Applied = 10 points

S. No	Description	Score

IV. **Administrative and Extension Activities (Maximum Score: 150)**

1. Department Administration **Max score: 60**

SELF	HoD	IFAC

Each activity = 20 points;
Coordinator =100%; Others = 50%

S.No	Activity	Score
1	In-charge of Time tables	
2	Class In-charge	
3	Exams	
4	Library	
5	Lab In-charge	
6	Discipline/Anti Ragging	
7	ISO	
8	DAB/PAC	
9	Program Coordinator / Module Coordinator / Course Coordinator	
10	Maintenance of facilities and infrastructure	
11	BOS, NAAC, Newsletter, Professional Society, any other	
12	Grievance redressed, NPTEL, Women Cell, Cultural, News Letter, VDC, MIC, TEP ISB etc.,	
13	Professional Society and any other	
	Total	

2. Institutional level administration; **Max score: 30**
   (Each activity = 15 points)
   Coordinator = 100%; others = 50%

SELF	HoD	IFAC

S.No.	Activity	Score
1	NBA	
2	NAAC	
3	Autonomous	
4	ISO	
5	R&D	
6	Exams	
7	Maintenance of facilities & infrastructure	
8	Grievance redressed, NPTEL, Women Cell, Cultural, News Letter, VDC, MIC, TEP ISB etc.,	
9	Professional Society and any other	
	Total	

3. Annual Day etc.,   **Max score: 30**
   (Each Activity- 20 Points)   Coordinator=100%;   others=50%

SELF	HoD	IFAC

S. No.	Activity	
1.	Annual day	
2.	Cultural activities	
3.	Sports	
	Total	

4. NSS / Social Service Activities **Max score: 10**
   (Each activity = 5 points) (Tick)

SELF	HoD	IFAC

S. No.	Activity	Score
1.	NSS activities	
2.	Student welfare activities	
3.	Health camps	
4.	Blood camps	
5.	Service to poor	
6.	Service to Disabled	
7.	Charity camps etc.	
8.	Any other	

5. Training & Placement activities etc. **Max score: 20**

SELF	HoD	IFAC

S.No	Activity	Score
1	Training and placements - Dept. Coordinator: 20 points; Others: 10 points	
2	Placement Training, Website Designing & any other Each activity: 20 points	

Signature of the Faculty with date

……………………………………………………………………………………………………..

Signature of IFAC members with Name & Date:

  1.

  2.

  3.

  4.

  5.

  6.

Comments & Recommendations of IFAC:

Principal   **CEO**   **Management**

General Guidelines

1. **Appraisal Performance Indicator** score is obtained from the Self-Appraisal formats of the PBAS.

2. Minimum Score: This is the minimum score required to enable the IFAC to recommend for annual increment. For the year 2023-2024, an overall **score of 550** is taken as the minimum cutoff mark.

3. **IFAC**, Institute Faculty Assessment Committee comprises of Management, CEO, and Principal. HoDs of all the departments will assign their scores after verifying the supporting documents submitted.

4. **Note:** For each item wherever necessary, the Faculty should submit a valid supporting document.

5. Faculty shall use the form to fill only brief information without disturbing table format and provide detail information in annexures if required.

6. All scores shall be averaged over two semesters wherever applicable.

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D V R & Dr. HS

MIC College of Technology

An ISO 9001:2015 Certified Institute
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E mail: careers@mictech.ac.in, Website: www.mictech.ac.in

AUTONOMOUS

Accredited by
NAAC
With Grade A
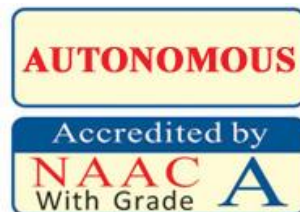
Name of the Post: Asst. Professor/ Assoc. Professor/ Professor

Department: _____

Photo

01.   **Full Name (As per SSC Certificate)**

Surname	First Name	Last Name

a)   Father's Name   :   Mother's Name :

02.   **Date of Birth**   :

(As per SSC)

Date   Month   Year

03.   **Gender (√)**   :   Male ☐   Female ☐

04.   **Marital status (√)**   :   Married ☐   Unmarried ☐

05.   **Aadhar No**   :   _____

06   **PAN No**   :   _____

07.   **Correspondence Address with Pin Code**   **Permanent Address with Pin Code**

Phone:
E-mali :

08. a) Academic Qualification:

SNo	Examination	Institution	Univ/ Board	Year of completion	%of marks	Specialization
01	Ph.D					
02	Post Graduation					
03	Graduation					
04	Inter/Diploma					
05	SSC					

(b) Technical :
Software skills if any

09. List of subjects Taught :

10. NET/SLET/GATE score if any :

11. Details of Research publications in Journals (in last two years) :
a.

SNo	Name of the Author	Title of the paper	Nature		Name of the Journal	Volume Pages/Year
			National	International		
01						
02						
03						
04						

b. Details of Seminars/Workshops attended/organized (in last two years) :

Sno	Name of the Seminar/Workshop	Attended /Organized	Conducted at		Remarks
			Place	Date	
01					
02					
03					
04					

c) Online certification courses (NPTEL/ Courseera etc.,) :

12. Additional Responsibilities held :

13. Indicate the course of study, if any, the applicant is continuing presently

SNo	Course	Univ/Board/ Instn	Full time/ Part time	Duration of the Course	No. of Semesters/ Subjects Completed	% of marks

14. Experience :

S.No	Name & Address of Employer	Post held	Period		Reasons for leaving
			From	To	

15. Present Salary / Last drawn : Rs. _____ Expected Salary Rs. _____
(Proof to be attached)

Declaration

I hereby declare that the above information is true to the best of my knowledge. I also understand that I will be disqualified if any of the information furnished by me is found to be false.

Station: Signature of the Candidate

For Office Use only

Interview held on   : _____   Salary fixed per month: Rs_____

Interview Outcome   : _____

_____   _____
Principal   Director-Academics

_____   _____
CEO   Management Representative

HOD:_____   Members present :

                                                                          1._____

                                                                          2._____

                                                                          3._____

Final Remarks :

Subject :   Excellent [   ]   Good [   ]   Fair [   ]   Poor [   ]
Knowledge

Communication: Excellent [   ]   Good [   ]   Fair [   ]   Poor [   ]
skills

Any other Remarks: