

MANUAL FOR PERFORMANCE APPRAISAL FORM

Link:

**Navigation>>>Human Resources>>>Faculty Appraisals>>Self-Appraisal Form for
2021-22**

This part of appraisal form is divided into following four categories:

- 1. Academic Performance.**
- 2. Research and Professional Development.**
- 3. Personal Development.**
- 4. Contribution to Institution Building.**

**The separate guidelines to claim the attainments in the above four
categories are depicted below:**

ACADEMIC PERFORMANCE

(Total weightage: 40 marks)

This section shall evaluate the performance of a teacher on the basis of his/her contribution in the development of academic contents and resources for knowledge creation apart from regular teaching. Moreover, this part shall also evaluate the code of conduct of the teacher related to the implementation and following the protocols of the academic rules and regulations. The concerned faculty is supposed to put their academic performance attainments category wise which were achieved in the duration from 1st July 2021 to 30th June 2022.

Important Guidelines:

Academic Performance section is divided into following two sub-sections:

- **Academic Results (15 marks) and Effectiveness of Class-Room Teaching (10 marks) (Both categories will be auto populated based on the result and scores)**
- **Course Outcome Attainment(5 marks) (AUTO POPULATED)**
- **Schedule of Remedial Classes (5 marks)**
- **Academic Discipline(5 Marks)**

DESCRIPTION OF CATEGORIES

I: Scheduling of Remedial Classes

Remedial Teachings

Select Type: Select ▼

Choose From Date:

Mention Subject Code & Title:

Number of Classes Taken:

Choose To Date:

Upload Your TimeTable: Choose File No file chosen

Note: 1)Upload Only PDF and max. 2MB size is allowed.
2)Kindly check after upload your file

SUBMIT

Category

● Academic Discipline

✓ Schedule of Remedial Class

Final Lock

- **Select Type:** You will see the number of types where contribution is expected from each one of you in Remedial Teaching.
- **Number of Classes taken:** Here you have to mention the number of classes taken (for whole semester) as per the time table for Remedial Classes.
- **From Date and To Date:** Mention the duration of classes taken.
- **Mention Subject Code and Title:** You need to select the course code (title will appear automatically) against which the classes had been taken.
- **Upload Time Table:** You have to upload your time tables issued from HOD (authenticated by HOD)

II: Academic Discipline:

Academic Discipline

1.	Code of Conduct(Warning):	No. of Letters 0
2.	Code of Conduct(Explanation):	No. of Letters 0
3.	Timely Uploading of Assessment Marks:	No. of Extensions granted 0
4.	LWP on Account of Non-marking of Attendance:	No. of Instance 0
5.	No. of Post Dated leaves awaited during past year:	No. of Leaves 2

SUBMIT

This category shall be auto-populated through mapping from CUIMS. The marks allotted to this category is 5 marks. Depending upon the frequency of the issue mentioned, the marks shall be awarded.

HODs have to evaluate this section on the basis of following facts:

Warning/Advisory/Explanation letter through COC Module for CM Observations	0 Marks for 3 letters per semester
Timely submission of Assessment Scores	0 Marks for late uploading 5 times per semester
LWP on account of any reason	0 Marks for 3 LWP per semester
No. of Post Dated Leaves	0 Marks for more than 6 PDE/Annum

RESEARCH AND PROFESSIONAL DEVELOPMENT

(Total weightage: 30 marks)

Research and Professional Development is one of the most important parameter of Annual Appraisals. The concerned faculty is supposed to put the research attainments category wise which were achieved in the duration from 1st July 2021 to 30th June 2022.

Important Guidelines:

1. This section is divided into 10 sub-categories of Research and Professional Development which needs to be filled by the faculty.
2. The maximum marks of this section is 30 marks. The faculty can score these marks by putting the research attainments in the 10 categories.
3. **The module is designed in such a way to auto-calculate the marks obtained in each category based upon the criteria which is mentioned ahead in this document. Every faculty can see the provisional marks obtained based on the same criteria out of 30.**
4. **Provisional marks CANNOT be taken as the FINAL marks until it has gone through by two screenings. One through by Dean Research office and finally by the reviewing officer (Through Hon'ble Pro VC).**
5. The faculty is supposed to enter the research attainments in different categories as per the instructions mentioned further.

Most Important: The concerned faculty should **UPLOAD** the relevant proofs of the claimed research attainments in this section. The relevant proofs should hold the person's credentials too who is claiming the proof.

Below are the 10 Broad Parameters of the appraisal form for Research and Professional Development.

Max Marks: The maximum marks for this section is 30 marks.

Category	
Max. Marks: 30	Provisional Marks: 30
✓ Patent (P.M: 12.83)	
✓ Consultancy (P.M: 12)	
✓ Books & Chapters (P.M: 4.2)	
✓ Research Grants and Projects (P.M: 12)	
✓ Publications (P.M: 0)	
✓ UGC Care (P.M: 3)	
✓ Conference Papers (P.M: 20)	
✓ Case Study (P.M: 3)	
✓ News Paper Article (P.M: 3)	
✓ Research Supervision (P.M: 0)	
Final Lock	

Provisional marks: The marks attained provisionally by the faculty as per the criteria mentioned ahead in each category. **The provisional marks SHALL NOT be treated as FINAL MARKS as there is a check of upper limit of marks allotted to each category!**

DESCRIPTION OF CATEGORIES

I: Patent/Start-Ups(Max Marks:10)

Patent/Startups

Enter Title:	<input type="text"/>	Select Sub Type:	<input type="text" value="Select"/>
Date of Filed:	<input type="text"/>	No. of Contributor:	<input type="text"/>
Upload Document:	<input type="button" value="Choose File"/> No file chosen <small>Note: 1)Upload Only PDF and max. 2MB size is allowed. 2)Kindly check after upload your file.</small>		

- **Enter Title:** You have to enter the title of patent.
- **Select Sub Type:** Is it Filed, Published or Granted.
- **No. of Contributor:** You need to mention the total number of contributors in this domain.
- **Upload Document:** Here you need to upload the SINGLE PDF file depicting the title, proof of acceptance and details of no. of contributors of the respective category. **(No Email/payment proof to be uploaded in this category. Only the final proof of the acceptance of filing, published or granted has to be uploaded)**
- The marks of this category shall be awarded as:
(With the maximum upper limit of marks of 10)

Filing	2 Marks/Patent
Published	5 Marks/Patent
Granted	10 Marks/Patent

Each marks shall be equally divided among all the contributors mentioned above.

Suppose a faculty has **published** a patent and there are total 3 contributors in that.

Then the marks awarded shall be 5 (for publishing) divided by 3 which is equal to 1.66.

Same formula shall be applied to all the other categories.

(The faculty can add multiple entries one by one in each sub-categories of the above section.)

II: Consultancy (Max Marks: 10)

Executive Development Programs & Consultancies

Select Type of Consultancies:	<input type="text" value="Select"/>	Revenue Generated:	<input type="text" value="Select"/>
No. of Contributor:	<input type="text"/>	Mention Date:	<input type="text"/>
Upload Document:	<input type="button" value="Browse..."/> No file selected.		
<small>Note: Upload Only PDF and max. 2MB size is allowed.</small>			
<input type="button" value="SUBMIT"/>			

- Select Type: State/National/International level.
- Revenue Generated: Below 1 lakh, between 1 to 2 lakhs, 2 to 4.99 Lakhs and Above 5 lakhs.
- Mention total no. of contributors.
- Mention date of EDP's or Consultancy done.
- Then upload the relevant document.

The distribution of marks shall be done as per the following criteria:

(For All Types: State/National/International)

upto 1 Lakh	2 Marks
1 to 2 Lakhs	3 Marks
Upto 5 Lakhs	5 Marks
5 Lakhs and above	10 Marks

Each marks shall be equally divided among all the contributors mentioned above.

(The faculty can add multiple entries one by one in each sub-categories of the above section.)

III Books and Chapters (Max Marks:10)**Books & Chapters**

Select Type:	<input type="text" value="Select"/>	Enter Title of Books/Chapters:	<input type="text"/>
No. of Contributor:	<input type="text"/>	Mention Date:	<input type="text"/>
Author No.:	<input type="text"/>	ISBN Number:	<input type="text"/>
Publish Details:	<input type="text"/>	Is Indexed:	<input type="radio"/> Yes <input type="radio"/> No
Mention Web-Link:	<input type="text"/>	Upload Document:	<input type="button" value="Browse..."/> No file selected.

Note: In Case of No web-link Type NA.

Note: Upload Only PDF and max. 2MB size is allowed.

- Select Type:
 - Books (National/International Publisher)
 - Chapter (National/International Publisher)
- Enter title of the book/chapter
- Total No. of contributors needs to be filled
- Mention date of publishing.
- Mention your author no.
- ISBN No.
- Publishing Details
- Index Info
- Web-Link to be mentioned
- Then upload only the title page of the published book/chapter in the form of pdf.

The distribution of marks shall be done as per the following criteria:

Sub Parameter	Max Score
National Publisher - 3 Mark for Chapter & 5 Marks for Book	5
International Publisher - 3 Marks for Chapter 5 Marks for Book	5

Most Important: The division of the marks shall be done as per the criteria below: **60% to the 1st Author and 40% shall be divided among all the rest of the contributors. (Rest of the instructions remains same as explained in case of Research Papers)**

(The faculty can add multiple entries one by one in each sub-categories of the above section.)

IV Research Grants and Projects (Max Marks: 10)

Research Grants and Project

Title of Project:

Total Funding: Select PI:

Select Co-PI:

Description:

Upload Document: No file chosen

Note: 1)Upload Only PDF and max. 2MB size is allowed.
2)Kindly check after upload your file.

- Select Type:
- Project PI
- Project Co-PI

- Enter Description of the project and upload relevant document proof of the project.

- The marks for this category shall be granted as following with maximum marks limit of 10:

Upto 5 Lakh	2 Marks
5 Lakhs to 10 Lakhs	3 Marks
10 to 15 Lakhs	5 Marks
15 Lakh and above	10 Marks

For PI: 10 marks and for CO-PI: 5 marks

V Publications (No Category Marks Limit):

Publications

Select Type:	<input type="text" value="Select"/>	Enter Title:	<input type="text"/>
Total No. of Author:	<input type="text"/>	Mention your Author No:	<input type="text"/>
Affiliation From:	<input type="text" value="Select"/>	Date of Publishing/Acceptance:	<input type="text"/>
Web-Link Upload:	<input type="text" value="Select"/>		
Impact Factor:	<input type="text"/>	Upload Relevant Document:	<input type="button" value="Choose File"/> No file chosen <small>Note: 1)Upload Only PDF and max. 2MB size is allowed. 2)Kindly check after upload your file</small>
<input type="button" value="SUBMIT"/>			

- Select Type:

Publications

Select Type:	<input type="text" value="Select"/> <input type="text" value="Select"/> <input type="text" value="Journals-SCI/WOS/ABDC/NAAS/DMI"/> <input type="text" value="SCOPUS"/>	Enter Title:	<input type="text"/>
Total No. of Author:		Mention your Author No:	<input type="text"/>

- Here comes the number of options for various indexed papers. The weightage of each of these options shall be different.

- Enter Title: You have to enter the title of the paper.
- Total No. of Author: Mention total number of authors contributed in the paper.
- Mention your Author No.
- Affiliation From: CU or Outside (**No credit shall be granted for affiliation outside CU**)
- Date of Publishing/Acceptance
- Web-Link Upload: In case web link is not available then you can upload the proof of acceptance here.
- Impact Factor: This field is not mandatory to be filled.

The distribution of marks shall be done as per the following criteria:

Journals - SCI / WOS /ABDC/NAAS/DMI	10 Marks per Paper
SCOPUS	5 Marks per paper

Most Important: The division of the marks shall be done as per the criteria below:

60% to the 1st Author and 40% shall be divided among all the rest of the contributors.

Suppose, a faculty has published a paper in SCI Indexed Journal. The total entitlement for this category is 10 marks. Now, suppose, the faculty is 3rd author in the paper and there are total 4 authors in the paper. So, calculation for the marks shall be as under:

60% of 10 marks is 6 marks: which will be awarded ONLY to Ist Author.

40% of 10 marks is 4 marks which will be divided among rest of the THREE authors.

So, by above rule, the faculty will get 0.53 (13.3% (40/3) of 4) marks if he/she has published paper (in which he/she is 3rd author out of total 4 authors) in SCI Indexed journal.

The same rule shall be applied for rest of the categories.

(The final vetting of the authenticity of the indexed journal shall lie with Dean Research office ONLY) (The faculty can add multiple entries one by one in each sub-categories of the above section.)

VI UGC Care (No Category Marks Limit):**UGC Care**

Select Type:	<input type="text" value="Select"/>	Enter Title:	<input type="text"/>
Total No. of Author:	<input type="text"/>	Mention your Author No:	<input type="text"/>
Affiliation From:	<input type="text" value="Select"/>	Date of Publishing/Acceptance:	<input type="text"/>
Web-Link Upload:	<input type="text" value="Select"/>		
Impact Factor:	<input type="text"/>	Upload Relevant Document:	<input type="button" value="Choose File"/> No file chosen

Note: 1)Upload Only PDF and max. 2MB size is allowed.
2)Kindly check after upload your file

Select Type :

UGC Care

Select Type:	<input type="text" value="Select"/>	Enter Title:	<input type="text"/>
Total No. of Author:	<input type="text" value="Select Journals"/>	Mention your Author No:	<input type="text"/>

- Here comes the number of options for various indexed papers. The weightage of each of these options shall be different.
- Enter Title: You have to enter the title of the paper.
 - Total No. of Author: Mention total number of authors contributed in the paper.
 - Mention your Author No.
 - Affiliation From: CU or Outside **(No credit shall be granted for affiliation outside CU)**
 - Date of Publishing/Acceptance
 - Web-Link Upload: In case web link is not available then you can upload the proof of acceptance here.
 - Impact Factor: This field is not mandatory to be filled.
- The distribution of marks shall be done as per the following criteria:

VII Conference Papers (No Category Marks Limit):

Conference Paper

Select Type:	<input type="text" value="Select"/>	Enter Title:	<input type="text"/>
Total No. of Author:	<input type="text"/>	Mention your Author No:	<input type="text"/>
Affiliation From:	<input type="text" value="Select"/>	Date of Publishing/Acceptance:	<input type="text"/>
Web-Link Upload:	<input type="text" value="Select"/>		
Impact Factor:	<input type="text"/>	Upload Relevant Document:	<input type="button" value="Choose File"/> No file chosen

Note: 1)Upload Only PDF and max. 2MB size is allowed.
2)Kindly check after upload your file

Select Type:

Conference Paper

Select Type:	<input type="text" value="Select"/>	Enter Title:	<input type="text"/>
Total No. of Author:	<input type="text" value="Select"/> Indexed in SCOPUS WOS ABDC	Mention your Author No:	<input type="text"/>

- **Select Type:** There occurs a number of options which should be given weightage as the part of appraisals.
- **Enter Title:** Title of paper has to be entered on which the presentation was given. For Conference organizer/grant part, title of conference is to be entered.
- **Total No. of Authors:** Total no. of authors in the paper presented as oral/poster is to be entered in this category. For Conference organizer/grant part, total no. of major organizers/contributors is to be entered.
- **Mention your author No.:** You have to mention your author no. in this (as 1, 2 or 3 and more...). For Conference Organizer, you have to enter as 1 if Convener and 2 if Co-Convener.
- **Affiliation From:** CU or Outside (**No credit shall be granted for affiliation outside CU**)
- **Web-Link Upload:** In case web link is not available then you can upload the proof of

acceptance here.

- **Impact Factor:** This field is not mandatory to be filled.
- **Upload Document:** You have to upload a single PDF file of the proof of the same. (For conference Presentation: You have to upload the title of the paper presented and the certificate of the award of poster/oral presentation). For Conference organizer part, you have to enter the file of brochure/template of the conference. For Conference Grant part, you have to upload the proof of receipt of payment of the grant.
- **The marks for this category shall be awarded as:**

Indexed in SCOPUS / WOS/ ABDC	10 Marks per paper
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Most Important: The division of the marks shall be done as per the criteria below:

60% to the 1st Author and 40% shall be divided among all the rest of the contributors.

VIII: Case Study (No Category Marks Limit):

Case Study

Select Type: <input type="text" value="Select"/>	Enter Title: <input type="text"/>
Total No. of Author: <input type="text"/>	Mention your Author No: <input type="text"/>
Affiliation From: <input type="text" value="Select"/>	Date of Publishing/Acceptance: <input type="text"/>
Web-Link Upload: <input type="text" value="Select"/>	
Impact Factor: <input type="text"/>	Upload Relevant Document: <input type="button" value="Choose File"/> No file chosen <small>Note: 1)Upload Only PDF and max. 2MB size is allowed. 2)Kindly check after upload your file</small>

- **Select Type:** There occurs a number of options which should be given weightage as the part of appraisals.
- **Enter Title:** Title of paper has to be entered on which the presentation was given. For Conference organizer/grant part, title of conference is to be entered.
- **Total No. of Authors:** Total no. of authors in the paper presented as oral/poster is to be entered in this category. For Conference organizer/grant part, total no. of major

organizers/contributors is to be entered.

- **Mention your author No.:** You have to mention your author no. in this (as 1, 2 or 3 and more...). For Conference Organizer, you have to enter as 1 if Convener and 2 if Co-Convener.
- **Affiliation From:** CU or Outside (**No credit shall be granted for affiliation outside CU**)
- **Web-Link Upload:** In case web link is not available then you can upload the proof of acceptance here.
- **Impact Factor:** This field is not mandatory to be filled.
- **Upload Document:** You have to upload a single PDF file of the proof of the same. (For conference Presentation: You have to upload the title of the paper presented and the certificate of the award of poster/oral presentation). For Conference organizer part, you have to enter the file of brochure/template of the conference. For Conference Grant part, you have to upload the proof of receipt of payment of the grant.
- **The marks for this category shall be awarded as:**

Original Case Study Published	3 Marks per Case Study
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Most Important: The division of the marks shall be done as per the criteria below:

60% to the 1st Author and 40% shall be divided among all the rest of the contributors.

IX: News Paper Article (No Category Marks Limit):

News Paper Article

Select Type:	<input type="text" value="Select"/>	Enter Title:	<input type="text"/>
Total No. of Author:	<input type="text"/>	Mention your Author No:	<input type="text"/>
Affiliation From:	<input type="text" value="Select"/>	Date of Publishing/Acceptance:	<input type="text"/>
Web-Link Upload:	<input type="text" value="Select"/>		
Impact Factor:	<input type="text"/>	Upload Relevant Document:	<input type="button" value="Choose File"/> No file chosen <small>Note: 1)Upload Only PDF and max. 2MB size is allowed. 2)Kindly check after upload your file</small>

- **Select Type:** There occurs a number of options which should be given weightage as the part of appraisals.
- **Enter Title:** Title of paper has to be entered on which the presentation was given. For Conference organizer/grant part, title of conference is to be entered.
- **Total No. of Authors:** Total no. of authors in the paper presented as oral/poster is to be entered in this category. For Conference organizer/grant part, total no. of major organizers/contributors is to be entered.
- **Mention your author No.:** You have to mention your author no. in this (as 1, 2 or 3 and more...). For Conference Organizer, you have to enter as 1 if Convener and 2 if Co-Convener.
- **Affiliation From:** CU or Outside (**No credit shall be granted for affiliation outside CU**)
- **Web-Link Upload:** In case web link is not available then you can upload the proof of acceptance here.
- **Impact Factor:** This field is not mandatory to be filled.
- **Upload Document:** You have to upload a single PDF file of the proof of the same. (For conference Presentation: You have to upload the title of the paper presented and the

certificate of the award of poster/oral presentation). For Conference organizer part, you have to enter the file of brochure/template of the conference. For Conference Grant part, you have to upload the proof of receipt of payment of the grant.

➤ **The marks for this category shall be awarded as:**

Editorial	3 Marks per Article
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Most Important: The division of the marks shall be done as per the criteria below:

60% to the 1st Author and 40% shall be divided among all the rest of the contributors.

X. Research Supervision (PhD Candidates only)

Research SuperVision

Name Of Student:	<input type="text"/>	Account Id/Roll No of Student:	<input type="text"/>
Date of notification for award of degree:	<input type="text"/>	Affiliated University:	<input type="text"/>
Upload Document:	<input type="button" value="Choose File"/> No file chosen		
<small>Note: 1)Upload Only PDF and max. 2MB size is allowed. 2)Kindly check after upload your file</small>			
<input type="button" value="SUBMIT"/>			

- **Name of Student:** The student's name whom research supervision was provided.
- **Account ID/Roll No of Student:** The roll number of Student whom research supervision was provided.
- **Date of notification for award of degree:** The date when it was notified that the student has been awarded with the degree needs to be selected here.
- **Affiliated University:** The university from where the student has pursued the degree needs to be mentioned here.

The marks will be granted as below:

Per Candidate	5 Marks
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PERSONAL DEVELOPMENT

(Total weightage: 10 marks)

Personal Development is another important parameter of Annual Appraisals. The concerned faculty is supposed to put the various steps taken for personal development category wise in the duration from 1st July 2021 to 30th June 2022.

Important Guidelines:

1. This section is divided into 6 sub-categories which needs to be filled by the faculty.
2. The maximum marks of this section is 10 marks.
3. **The module is designed in such a way to auto-calculate the marks obtained in each category based upon the criteria which is mentioned ahead in this document. Every faculty can see the provisional marks obtained based on the same criteria out of 5.**
4. **Provisional marks CANNOT be taken as the FINAL marks until it has gone through by two screenings. One through by Dean Research office and finally by the reviewing officer (Through Hon'ble Pro VC Sir).**
5. The faculty is supposed to enter the personal development initiatives in different categories as per the instructions mentioned further.

I. Membership of Professional Bodies (Max Marks : 5)

Membership of Professional Bodies

Select Type: Mention Year:

Upload Document: No file chosen

Note:1) Upload Only PDF and max. 2MB size is allowed.
2)Kindly check after upload your file

- Select Type:
- National Level
- International Level
- Mention Year of membership
- Upload relevant document

The distribution of marks shall be done as per the following criteria subject to maximum of 5 Marks:

National Level Membership	2 Marks
International Level Membership	3 Marks

(The faculty can add multiple entries one by one in each sub-categories of the above section.)

II. Online Certifications and Up-gradations: (Max Marks:5)

Online Certification Up-Gradation

Select Type: Mention Date:

Upload Document: No file selected.

Note: Upload Only PDF and max. 2MB size is allowed.

- Mention Date
- Upload Document

The distribution of marks shall be done as per the following criteria:

Course (From Approved Platforms) - ATAL, NPTEL, Coursera, EDX, IEEE etc	Subject to Maximum 5 marks
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(The faculty can add multiple entries one by one in each sub-categories of the above section.)

III: Awards: (Max marks: 5)

Awards

Select Type:

Select



Upload Document:

Choose File

No file chosen

Note: 1)Upload Only PDF and max. 2MB size is allowed.
2)Kindly check after upload your file

SUBMIT

Select Type of award:

- State Level (Private/Govt.)
- National Level (Private/Govt.)
- International Level (Private/Govt.)
- Chandigarh University Award
- Upload the relevant document of award.

(The marks of this category shall be decided as per the parameters mentioned below depending upon the type of award gained and these marks shall be added to the total obtained provisional marks of the faculty in this section)

Government Agencies	5 Marks
Approved Professional Bodies	4 Marks
CU Teacher's Day Awards	3 Marks
Intra Institutional	2 Marks

(The faculty can add multiple entries one by one in each sub-categories of the above section.)



IV Faculty Development Program (Max Marks: 5)

Self-Professional Development

Select Type:

Select



Mention no. of Days
Attending:

From Date:

To Date:

Upload Document:

Browse...

No file selected.

Note: 1)Upload Only PDF and max. 2MB size is
allowed.

2)Kindly check after upload your file

SUBMIT

- Select Type:
 - Organized by CU
 - Outside CU
- Mention No. of days of attending **(Should be Minimum FIVE Days)**
- From and To Date
- Upload the certificate of completion.

The distribution of marks shall be done as per the following criteria:

Outside CU	5 Marks/FDP
Organized by CU	3 Marks/FDP

(The faculty can add multiple entries one by one in each sub-categories of the above section)



V. Research Outreach (Max Marks:5)

Research Outreach

Select Type:

Upload Document: No file chosen

Note: 1)Upload Only PDF and max. 2MB size is allowed.
2)Kindly check after upload your file

Mention Date:

Mention Details/Place:

Select Type:

Research Outreach

Select Type:

Upload Document: No file chosen

Note: 1)Upload Only PDF and max. 2MB size is allowed.
2)Kindly check after upload your file

Mention Date:

Mention Details/Place:

The distribution of marks shall be done as per the following criteria:

Key Note Speaker	2 Marks
Session Chair	1 Marks
Guest Editor	2 Marks
Planery Talks	1 Marks
Reviewer (Journal)	2 Marks

(The faculty can add multiple entries one by one in each sub-categories of the above section.)



VI: Skill Upgradation (Max marks: 5)

Skills Up-Gradation

Select Type:

Select ▼

Mention Date:

Upload Document:

No file chosen

Note: 1)Upload Only PDF and max. 2MB size is allowed.
2)Kindly check after upload your file
3) Examination proof to be Uploaded

Select Type:

Skills Up-Gradation

Select Type:

Select ▼

Mention Date:

Upload Document:

Select
International Level
National Level

Note: 1)Upload Only PDF and max. 2MB size is allowed.
2)Kindly check after upload your file

The distribution of marks shall be done as per the following criteria:

National Level	5 Marks
International Level	10 Marks

(The faculty can add multiple entries one by one in each sub-categories of the above section.)



CONTRIBUTION TO INSTITUTIONAL BUILDING

(Total weightage: 20 marks)

This part of appraisal form shall evaluate the performance of a teacher on the basis of his/her contribution in the institutional building apart from regular teaching. This part caters all those other administrative roles and responsibilities which a teacher should actually perform for his/her overall growth as academician as well as an administrator. The concerned faculty is supposed to put their administrative attainments category wise which were achieved in the duration from 1st July 2021 to 30th June 2022.

This section will not be automatically evaluated because the final marks shall be allotted only after the performance rating given by the concerned HOD/In-charge of the division. However, the weightage of the marks of each category is mentioned ahead.

Contribution to Institution Building

Select Session:

Select



Select Type:

Select



Choose From Date:

Choose To Date:

Description:

SUBMIT

The various types which could be selected along with their max marks and element basis marks are shown below.

KPI	Max Scores	Sub Parameters	Marks
Resource Creation for MOOCs	10	1 Video/content creation for outside platforms like Swayam etc	Per Video Lecture: 2 Marks
Contribution to Departmental Administrative Activities	10	Contribution to Departmental Activities	10
Admissions	5	Duty in Admission Department	5
ORM	5	Duty in ORM	5
Placement Coordinator (CRC)	5	Duty As Placement Coordinator	5
DQAC	5	Contribution in DQAC	5
Accreditations & Rankings	5	Department Coordinators	5
Extra or Co-Curricular Coordinator	5	Department Coordinators	5
Participation in BoS / Pre BoS / Academic Council/Industry Advisory Board	5	Outside CU Only	5
Advanced Credit Program Conduct and Delivery	10	Faculty performance in delivering ACP	10

(The faculty can add multiple entries one by one in each sub-categories of the above section.)