

# PROGRAMME – FACULTY PERFORMANCE APPRAISAL SYSTEM

## WEIGHTAGES PROPOSED:

### GUIDELINES FOR WEIGHTAGES

Designation	Academic [A]	Other Academic Activities / Management [B] + [C]
Lecturer	75%	25%
Assistant Professor	60%	40%
Professor	50%	50%

#### [A] ACADEMIC INPUTS (UG, PG & RESEARCH)

	<u>Weightage</u>
UG Subject / Elective lectures only	: 05 / Hr
UG Subject Tutorial only	: 05 / Hr
UG Subject Practical only	: 05 / 2 Hrs
UG Seminar	: 05 / Seminar
PG Subject / Electives	: 10 / Hr
PG Tutorial	: 05 / Hr
PG Practicals	: 05 / 2 Hrs
B.Tech. Project Preliminaries/ Mini Projects	: 05 / Batch
B.Tech. Project Regular	: 10 / Batch
M.Tech. Dissertation	: 15 / Dissertation
Ph. D. Supervision	: 20 / Candidate

#### [B] OTHER ACADEMIC ACTIVITIES :

	<u>Weightage per paper presented / published</u>
(a) Paper Presented in National Conference	: 05 / Paper
(b) Paper Presented in International Conference	: 10 / Paper
(c) Paper Published in National Journal / Edited Book	: 10 / Paper
(d) Paper Published in International Journal / Edited Book	: 20 / Paper
(e) Summer Winter School / Training Programme (academic) attended	: 05 / week
(f) Seminar / Workshop Participation	: 05 / Event
(g) M.Tech. – Self – By Research (up to max. of 3 years from registration)	: 10 / year
(h) Ph.D. – Self – By Research (up to max of 5 years from registration)	: 15 / year
(i) Research Project (DST / CSIR / AICTE / Equivalent National Level) During project Tenure of specified no. of years	: 20 / year
(j) Book written & published (only during the year of publication)	: 20 / Book
(k) Awards / Fellowship / Visit / Honours	: 20

[C] ADMINISTRATION & MANAGEMENT INPUTS :

(i) Institute Level

(a) Dean / Head / Chief Hostel Warden	:	30
(b) Prof Incharge / Warden	:	20
(c) Short Term Institute Responsibility (Like election / Superintendent of Exam / MINDBEND / AUTOFEST etc.)	:	05 / Event
(d) Institute Level Committee	:	05 / committee
(e) Management Development Programme attended (Self Development / Training - minimum 1 week)	:	5 / programme
(f) Examinership @ other Institutes	:	
➤ PG Dissertation	:	5 / Dissertation
➤ Ph.D. Examinership	:	10 / Exam
(g) Organizing National Level Event	:	10 / Event
(h) Prestigious Lecture / Key Note Address / Expert Lecture	:	5 / Lecture
(i) Member of Editorial Board / Review of Paper in International Journal / Book	:	10 / item
(j) Member of Editorial Board / Review of Paper in National Journal / Book	:	05 / item
(j) TEQIP related work or Equivalent (Institute Level)	:	10 / work

(ii) Department Level

(a) Laboratory Journals Written / Lab In charge / Participation in Testing & Consultancy / other departmental responsibilities including membership of committees	:	5 / item
(b) Coordinator of Consultancy / Testing	:	10 / year

## FACULTY APPRAISAL FORM

	<u>ASSISTANT PROFESSOR</u>		<u>ASSOCIATE PROFESSOR</u>		<u>PROFESSOR</u>	
	<u>E</u>	<u>D</u>	<u>E</u>	<u>D</u>	<u>E</u>	<u>D</u>
1) B. Tech./ M.Tech. Subjects, Tutorials, Practicals, Seminars, Electives, Projects, Dissertation	√		√		√	
2) Innovation in Teaching, Using Teaching Aids,	√		√		√	
3) Preparation of Lab Manuals, Journals	√		√		√	
4) Participation in Seminar / Symposium / Workshop / Conferences	√		√		√	
5) Participation in Summer / Winter Schools / Training Programmes	√		√		√	
6) Examiner at UG Level	√		√		√	
7) Departmental Lab I/C, Assisting Department Level Committees, Assisting Institute Level Committees	√		√		√	
8) Student Counseling, Departmental Testing	√		√		√	
9) Shouldering Ground Level Responsibilities at Various Co-curricular & Extra-curricular events in the Institute	√		√		√	
10) Self Up-gradation by registering for Ph.D. & Group research activity		√	√		√	
11) Publication of Papers at National Level Journals/Conferences		√	√		√	
12) Publication of Papers at International Level Journals/Conferences		√		√	√	
13) Ph.D. Supervision		√	√		√	
14) Up-gradation of teaching schemes at UG/PG Level		√	√		√	
15) Coordinating Departmental Level Programmes		√	√		√	
16) Coordinating Institute Level Programmes		√		√	√	
17) Research Projects / Consultancy Projects		√		√	√	
18) Heading Departmental & Institute Level Committees		√		√	√	
19) Shouldering Departmental & Institute Level Responsibilities (Academic, Co-curricular, Extra-curricular, Head, Dean, Prof I/C, Chief Hostel Warden etc.)		√		√	√	
20) Organizing & delivering expert Lecturers		√		√	√	
21) Awards / Patents / Honours		√		√	√	
22) Management & Institute Development work (Training, Participating, organizing)		√		√	√	
23) Research Inputs – Supervising research candidates, carrying out research projects, consultancy research projects		√		√	√	

**E = Essential Activity**

**D = Desirable Activity**

ASSISTANT PROFESSOR

Junior Level (I & II Year) &  
Senior Level (III & IV Year)  
B.Tech. / M.Tech. students

ASSOCIATE PROFESSOR

Motivating (Juniors UG  
Students + PG + Ph.D)

Professor

Motivating UG + PG + Ph.Ds  
students & Young faculty  
member formation of core  
groups / committees for  
carrying out various tasks  
initiatives for consultancy /  
research

MOTIVATING & STUDENT COUNSELLING

	<u>ASSISTANT PROFESSOR</u>		<u>ASSOCIATE PROFESSOR</u>		<u>PROFESSOR</u>	
	<u>E</u>	<u>D</u>	<u>E</u>	<u>D</u>	<u>E</u>	<u>D</u>
1) UG Students (I & II Year) :	√				√	
2) Senior UG Students + PG Students :		√	√		√	
3) Research Students :				√	√	
4) Junior Faculty :				√	√	
5) Formation of core groups :					√	
a. Testing :				√	√	
b. Consultancy :				√	√	
6) Industry, Institute Participation :				√	√	
7) Curriculum Developments :				√	√	

E = Essential Activity

D = Desirable Activity



**FACULTY SELF APPRAISAL FORM FOR ASSISTANT PROFESSOR**

August 1, 200\_\_ / to July 31, 200\_\_

Name: \_\_\_\_\_

Department / Section : \_\_\_\_\_

**UG/PG TEACHING:**

Course	Subject	Electives	Project / Diss	Seminar	Other
UG					
PG					
Research					

Any innovation in Teaching : \_\_\_\_\_

Academic Contribution/Upgradation:  
 (Lab Manuals / M.Tech./ Ph.D Registration) \_\_\_\_\_

**RESEARCH CONTRIBUTION:**

Res. Supervision	Res. Project	Res. Publication (National)	Res. Publication (International)

**TRAINING PROGRAMMES /SUMMER WINTER SCHOOLS / EXPERT LECTURER (AT SVNIT)**

Participated	Organized

**TRAINING PROGRAMMES /SUMMER WINTER SCHOOLS / EXPERT LECTURER (AT OTHER INSTITUTE)**

Participated	Organized

60

**PRESENTATION OF PAPERS / EXPERT LECTURES**

Paper Presented	
Expert Lectures	
PG Research Examinership	

**ORGANIZING DEPARTMENT LEVEL / INSTITUTE LEVEL EVENTS**

Department Level	Institute Level

**DEPARTMENT LEVEL CONTRIBUTION (Lab Incharge , Purchase Committees, Testing etc. ):**

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**INSTITUTE LEVEL CONTRIBUTION (ACADEMIC / CO-CURRICULAR / EXTRA-CURRICULAR EVENTS) :**

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**ANY OTHER INPUTS (Membership Society etc.)**

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**FUTURE GOAL:** \_\_\_\_\_

Date:

*Signature of Faculty Member*

Comments, if any

**Signature of Head**

Comments, if any

**Director**



**FACULTY SELF-APPRAISAL FORM FOR ASSOCIATE PROFESSOR**

August 1, 200\_\_ / to July 31, 200\_\_

Name: \_\_\_\_\_

Department / Section : \_\_\_\_\_

**UG/PG TEACHING:**

Course	Lecture	Tutorial	Practical	Seminar	Project/Diss	Elective
UG						
PG						
Research						

Any innovation in Teaching : \_\_\_\_\_

Academic Contribution/Upgradation: \_\_\_\_\_

**RESEARCH CONTRIBUTION:**

Res. Supervision	Res. Project	Res. Publication (National)	Res. Publication (International)

**TRAINING PROGRAMMES /SUMMER WINTER SCHOOLS / EXPERT LECTURER (AT SVNIT)**

Participated	Organized

**TRAINING PROGRAMMES /SUMMER WINTER SCHOOLS / EXPERT LECTURER (AT OTHER INSTITUTE)**

Participated	Organized

40

**PRESENTATION OF PAPERS / EXPERT LECTURES**

Paper Presented	
Expert Lectures	
PG Research Examinership	

**ORGANIZING DEPARTMENT LEVEL / INSTITUTE LEVEL EVENTS**

Department Level	Institute Level

**DEPARTMENT LEVEL CONTRIBUTION RESPONSIBILITIES SHOULDERED COMMITTEES / LAB UPGRADATION:**

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**INSTITUTE LEVEL CONTRIBUTION (ACADEMIC / CO-CURRICULAR / EXTRA-CURRICULAR EVENTS) :**

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**ANY OTHER INFORMATION / CONTRIBUTION:**

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**FUTURE GOAL:**

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Date:

*Signature of Faculty Member*

Comments, if any

**Signature of Head**

Comments, if any

**Director**





**FACULTY SELF- APPRAISAL FORM FOR PROFESSOR**

August 1, 200\_\_ / to July 31, 200\_\_

Name: \_\_\_\_\_

Department / Section : \_\_\_\_\_

**UG/PG TEACHING / RESEARCH SUPERVISION:**

Course	Subject	Electives	Project / Diss	Seminar	Other
UG					
PG					
Research					

Any innovation in Teaching : \_\_\_\_\_

Academic Contribution/Upgradation: \_\_\_\_\_

**RESEARCH CONTRIBUTION:**

Res. Supervision	Res. Project	Res. Publication (National)	Res. Publication (International)

**PRESENTATION OF PAPERS / EXPERT LECTURES**

Paper Presented	
Expert Lectures	
PG Research Examinership	

**ORGANIZING DEPARTMENT LEVEL / INSTITUTE LEVEL EVENTS**

Department Level	Institute Level

25

**DEPARTMENT LEVEL CONTRIBUTION (Management / Upgradation):**

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**INSTITUTE LEVEL CONTRIBUTION (MANAGEMENT / UPGRADATION)**

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**AWARDS / HONOURS / PATENTS:**

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**ANY OTHER INFORMATION / CONTRIBUTION:**

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**FUTURE GOAL:**

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**Date:**

*Signature of Faculty Member*

Comments, if any

**Signature of Head**

Comments, if any

**Director**