

Programme – Faculty Performance Appraisal System (w.e.f. 2013-14)

July 1, 20 / to June 30, 20

(Attached Additional Sheet, if required)

Name :

Designation :

Deptt./Centre/Programme :

I. INSTRUCTIONAL ELEMENT

(a) Teaching Engagement

	I Semester			Students' Response	
	Course No. & Title	No. of Students	Weekly L T P	Faculty Score (out of 5)	Course Score* (out of 5)
U.G.					
P.G. (including Pre-Ph.D. course)					

	II Semester			Students' Response	
	Course No. & Title	No. of Students	Weekly L T P	Faculty Score (out of 5)	Course Score* (out of 5)
U.G.					
P.G. (including Pre-Ph.D. course)					

*** For Record only.**

Particulars to be given below, in respect of any courses above, which is taken for part of the semester:

Innovation in teaching, if any.

(b) Project and Thesis (Dissertation) Supervision: BArch/BTech, MArch/MURP/MTech/MSc/MPhil

Level	Title of Project/Thesis	Names of Students	Name of other supervisor (if any)	Remarks*
B.Tech/ M.Sc.				
M.Phil. or M.Tech. or Equivalent				

*Mention if industry or hardware related

(c) Other Instructional Tasks

(such as development of lab/course, Instructional software, Education technology packages (including ETV films, Summer & modular courses, Practical supervision).

Note: Information from Columns II and IV may be used for compilation of Annual Report.

II. ACADEMIC RESEARCH AND PUBLICATION ELEMENT:

(a) **Ph.D. Research Supervision**

S.No.	Name of Student	Reg. Year and status (FT/PT)	Thesis Title	Other supervisor (s) (if any), name & department	Completed/ Ongoing

(b) **Refereed Journal Papers** (Published during the report period)
Authors' names (sequence as in paper), Title of paper, Name of Journal, Vol. No. (Year), Page nos
1.

(c) **Refereed Conference Research Papers** (Published ones during the report period).
Information to be given in the order as below:
Authors' names (sequence as in paper), Title of paper, Name of Conference, Place, Year, Page nos.

- 1.
- 2.
- 3.
- 4.
- .
- .
- .

(d) Books, Monographs, Lab or Design Manuals - Authored/ Edited

(Excluding Editing of Conf./ Seminar/ Workshop Proceedings)

Authors names (same order as in publication), Title, Publisher, Vol. No. (Year), Page nos.

- 1.
- 2.
- 3.
- 4.
- .
- .
- .

(e) Technical Reports (External & Internal)

S.No.	Title of Report	Particulars (Sponsored R&D/ Consultancy/ Status Reports etc.	Authors (same order as in publication)	Remarks (External/ Internal report)

III. SPONSORED R&D, CONSULTANCY & EXTENSION ELEMENT:

(a) Sponsored Research Projects

S.No.	Title of Project	Funding Agency	Financial Outlay	Year of start & total period	Name of P.I. and other investigators	Status Started or completed or in progress

(b) Consultancy Projects:

S No.	Title of Project	Funding Agency	Financial Outlay	Year of start & total period	Name of P.I. and other investigators	Status Started or completed or in progress

(c) Products/ Processes Development and Technology Transfer /Patents:
(Give particulars with names of group members involved)

(d) Continuing Education/ QIP Short Term Lectures/ Special Lectures:

S No.	Title of Lecture/ Lecture Series	Date, Place and Programme where lectures delivered	Other relevant information

(e) **Other Extension Tasks**

- * (such as involvement with outside institutes - Network/ Joint Projects, International & National Academics, Professional Societies, Industry/ Govt./ Public/ Community Service, Editorial & Reviewing Work, Editing of proceedings).
- * (Development of national code of standards).

IV. OTHER ACADEMIC ACTIVITIES:

- (a) Awards/ distinctions/ honours/ membership of National Committees
- (b) Membership of Professional Societies
- (c) Organisation of Courses/ Conferences
Name of the Conf./Seminar/Course *Sponsored by* *Dates*
- (d) Visit to outside Institute/ Organisation
Instt./Organisation visited *Purpose of visit* *Dates of visit*
- (e) Participation in Seminar/ Symposium/ Workshop etc
Name of the Conf./Seminar/ *Place & Sponsored by* *Dates*
Sym./Workshop
- (f) Participation in Short Term Courses
Name of the Courses *Place & Sponsored by* *Dates*

V. (a) OTHER WORK (not included in the form above)

VI. MANAGEMENT & INSTITUTIONAL DEVELOPMENT ELEMENTS:
(incharge of laboratory/ facility/ group, chairmanship and memberships of committees, involvement in student services, Institute community and administrative assignments, J.E.E., etc.)

a) **Dept./ Centre's Level:**

b) **Institute Level:**

VII. SELF APPRAISAL
(comments on the work including particulars of circumstances for not being able to undertake activities in some elements)

VIII. COMMENTS/ SUGGESTIONS FOR FUTURE WORK
(including difficulties faced, if any, and suggestions for improvement, training, infrastructure etc. for professional growth and for achievement of excellence)

(Signature of faculty member with date)

IX. SEPARATE SUMMARY OF WORK IN OTHER DEPT./ CENTRE
(applicable only to joint faculty and the faculty in IIC of similar Centres).

X. FORWARDING, APPRAISAL & FOLLOW-UP

A) **Forwarded by Head of Dept./ Centre:**
(with comments, if necessary, about the information given)

(Signature of H.O.D. with date)

(Counter Signature of Faculty Member)
with date

B) **Comments of Appraisal Committee***

Signature with date _____

* To be communicated to the faculty member

C) **Follow-up Action:**

DIRECTOR/ DIRECTOR'S NOMINEE

Summary Sheet for Faculty Performance Appraisal for the Academic Session.....

Name : _____

Designation : _____

Deptt./Centre : _____

Table : To be filled by the committee

Sr. No.	Factor of Appraisal	Factor Weightage	Rating Scale					Factor Weights score
			5	4	3	2	1	
			High	Above Average	Average	Below Average	Low	
1.	Teaching (UG/PG/Pre-Ph.D.) minor Project, Independent study. Lab. Development, Preparation of Learning Resource Material etc.	0.40						
2.	Academic Research (Publications in Jour/Conf. Ph.D./MS(R)/M.Tech/M.Sc./ MBA/ M.Des./ B.Tech. Project guidance)	0.30						
3.	Sponsored Research/Consultancy/ CEP/International Projects etc.	0.15						
4.	Academic Management: Institute/Deptt./ Centre Admin. Responsibilities handled	0.10						
5.	Honours/Awards/Prizes/Patents.	0.05						
			Overall Rating Score (On 5-point scale)					

**Comments / Remarks
By the Committee (if any)**

(Chairman)

(Head of Deptt./Centre)

(Member)

(Member)

DOFA/Director (For Prof. & equivalent)