



G.Narayanamma Institute of Technology & Science Autonomous (for Women)

Faculty Annual Performance Appraisal

PART – I

S.No.	Particulars	Employee Details			
1	Name of the Employee				
2	Employee ID				
3	Department				
4	Date of Birth				
5	Date of Joining & Period of service in this Institution				
6	Present Position & date of reporting				
7	Present Pay Band, Grade Pay and Gross Pay				
8	Assessment Period	From :	To:		
9	Degrees and other Highest Qualifications				
10	Areas of Specialization				
11	Experience before joining this Institution	Teaching:	Industrial:	Research:	Total:
12	Total Experience in years	Teaching:	Industrial:	Research:	Total:

PART-II

Category 1: Teaching, Learning & Evaluation

30

1.1 Lectures, Practical, Seminar Contact hours semester-wise details

10 points

- For each course/bridge course/laboratory 10points, if taught as per allotment.
- For each mandatory/audit course 5 points, if taught as per allotment.

Note: Teaching learning process involves imparting of knowledge / instruction as per curriculum with the prescribed material (Text book/Manual etc.), syllabus enrichment by providing additional resources to students

S.No.	Name of the Course /Lab	B.Tech./M.Tech. Year/Semester	Novel Pedagogy Methods used	No. of Teaching Periods planned	No. of Teaching Periods Conducted	% of classes engaged as per record	Score
1							
2							
3							
Total							

*** Pedagogy Methods**

- | | | |
|--|---|--|
| 1. C&T:-Chalk & Talk | 11. RTCS: Real time case studies | 21. SIM: Simulation |
| 2. S/P:-Slides/PPT | 12. JAR:-Journal article review
MOOCS | 22. P/G: Pledge/Greeting |
| 3. Videos | 13. PD:-Poster design | 23. Q/R: Quotes, references |
| 4. SEM: Seminar | 14. OL:-Online lecture/Google
class room | 24. LS: Literature Survey |
| 5. Demo | 15. Industrial Visit (IV) | 25. RW: Report Writing |
| 6. CHART | 16. Assignment (ASG), | 26. MM: Model making |
| 7. ET/GL: Expert Talk/Guest
Lecture | 17. Quiz/Puzzle (Q) | 27. PED: Professional/ethical
dilemma |
| 8. QUIZ | 18. Brain storming (BS) | 28. Coding |
| 9. CPS: Class room problem
solving | 19. Think-Pair-Share (TPS) | 29. Activity/Event |
| 10. GD:-Group discussion | 20. Certification(CERT) | 30. FV: Filed Visit |
| | | 31. If any other please specify. |

Faculty can select more than one method also and mention Serial Numbers.

1.2 Feedback and Result Analysis for the courses Taught (Two Previous Semesters)**15 Points**

Course Pass Percentage (>90%: 5 Points, >80% to 90%: 4 Points, >70% to 80%: 3 Points, ≤70%: 2 Points)

Course Feedback received (>85%: 5 Points, >75% to 85%: 4 Points, >60% to 75%: 3 Points, ≤60%: 2 Points)

Course Average CGPA (>8 to 10: 5 Points, >6 to 8: 4 Points, ≤ 6: 3 Points)

S.No.	Name of the Course	Feedback received (F)	Course Pass Percentage (P)	Average CGPA for Course (C)	Course Total=F+P+C
1					
2					
Average of Total Courses					

1.3 College end semester/annual examination work as per duties allotted (Two Previous Semesters)**5 points**

(Evaluation of answer scripts: 5 Points, External Question paper setting: 5 Points,

Examination work such as observer: 5 Points, as a Moderator: 2 Points, as a Chief Examiner: 5 Points, Scrutiny 2.5 points per semester)

S.No.	Details of duties performed	Score
1		
2		

Category 2: Faculty Development**15****2.1 Details of Programmes attended /Courses completed**

Seminars/Conferences/Symposia/Workshop or any interaction/Industry visits, FDP/ Workshop/ STTP/ any similar Training Programmes with Industry / NPTEL/ Course Era /MOOCs/ SWAYAM etc..)

(duration upto 1day: 1 point: 2days: 2 Points, 3days: 3 Points, ≥ 1 week: 5 Points)

Max: 10 points

S.No.	Details of the Programme / Course	Period	Score
1			
2			

2.2 For organizing Seminars/Conferences/FDP/Workshop/STTP/any other similar Training Programmes with Industry**Max: 10 points for each 5 points**

S.No.	Title of the Programme	Period	Sponsors	Status	National/International	Score
1						
2						

2.3 Details of Key Note Address /Invited Lectures/ Guest Lectures/ Expert Lectures/Outreach activities/ Seminars/ Conferences/ Workshops/ Symposia where served as Resource Person/Session Chair/ Panel member/ Judge

(Outside College: 5 Points, Inside College: 3 Points)

Max: 10 points

S.No.	Status & Title of the Expert Lecture/Talk/Invited Session/Key Note Address/Chief Guest or Guest of Honor etc.	Event/Programme details (With Programme Name, Theme, Organizers, Venue, Duration etc.)	Date	Score
1				
2				

2.4 Details of Awards and Honors/Memberships/Post-Doctoral Fellow /Project prizes/any other**Max: 5 points for each 5 points**

S.No.	Type of Award	Organization	Score
1			
2			

2.5 Improvement in Teaching Learning Process - Course Module/e-content/Video Lecture developed, You Tube lectures**(Online Classes Videos are not considered)****Max: 5 points for each 5 points**

S.No.	Name of the Course/Lab	B.Tech./M.Tech. Year/Semester	Whether link provided in the Website	Score
1				
2				

Category 3: Research & Consultancy**3.1 Academic Projects guided****Max: 5 points**

Course	Type of Project	Number	Score	Total
B.Tech.	Mini Projects Guided		Score @1 for each batch	
	Major Project Guided		Score @2 for each batch	
M.Tech.	Mini Projects Guided		Score @2 for each student	
	Major Project Guided		Score @4 for each student	

3.2 Status of Ph.D., till date

(Registered: 2 Points, Cleared pre Ph.D: 3 Points, Thesis Submitted: 4 Points, Awarded: 5 Points)

Registered for Ph.D.	Cleared Pre Ph.D. Exam	Thesis Submitted	Awarded	Score

3.3 Research Publications

- International Journals/Conferences published in Scopus/
UGC Care/Web of Science/SCI/IEEE
- Any other Indexed Intern. Journals/Conferences with ISBN/ISSN No.
- Any Indexed National Journals/Conferences with ISBN/ISSN No.:

for each 15 Points

for each 10 Points

for each 5 Points

} (for 3.3.1 & 3.3.2)

3.3.1 Research Papers (International & National Journals Only)

S.No.	Status (National/ International /Other)	Title of the Paper	Names of Authors	Journal Name Vol.No.PP	ISBN/ISSN/ D.O.J No.	Impact Factor	H-Index	Google Scholar /UGC/Scopus /SCI Ind.	Score
1									
2									

3.3.2 International/National Conferences

S.No.	Status (National/ International /Other)	Title of the Paper	Names of Authors	Conference Name Vol.No.PP	ISBN/ISSN/D .O.J No.	Impact Factor	Google Scholar /UGC/Scopus/S CI Ind.	Score
1								
2								

* **Same paper cannot be shown in Journal and Conference****3.3.3 Details of Books, Book Chapters and Monographs, written/edited with ISSN/ISBN numbers**

(Book: 10 Points, Book Chapter: 5 Points, Monograph: 2 Points)

Max: 10 points

S.No.	Publication Details (with Names of All Authors, Title, Publisher & City, Edition, Print, Vol No, Month, Year etc)	ISSN/ISBN No. If any	Status (Tick Mark)			Score
			Book	Book Chapter	Monograph	
1						
2						

Note (Section 3.3): For Journals/Conferences/Books - Single Author: 100%.

For 2 authors – 50% for each author, For 3 authors- 33% for each author, More than 3 authors: 60% is shared to first two authors and remaining 40% would be shared equally by all other authors.

3.4 Research Guidance as Supervisor/Co-Supervisor for the last three years (Registered: 5 Points, Awarded: 10 Points)**Max: 20 points**

S.No.	Name of the Student	University	Title of the Thesis	Whether guide /Co-guide	Score
1					
2					

3.5 Research/Funding schemes in last 3years by various agencies like AICTE/DST/any other body
(Applied: 2 Points, Sanctioned: 10 Points)

S.No.	Title of the Project	Funding Agency	Amount	Whether Principal Investigator/ Co-investigator	Status (Sanctioned/Applied)	Score
1						
2						

3.6 Details of Consultancy offered in last 3 years (Sanctioned: 5 Points)

S.No.	Type of Consultancy	Benefited Organization	Amount	Score
1				
2				

3.7 Details of Patents for the last three years (Published: 5 Points, Granted: 10 Points)

S.No.	Patents Received /Applied	Date of Received /Applied	Score
1			
2			

Category 4: Governance & Administration

10

4.1 Details of Administrative Positions held in the Institute level

(Dean/HoD/Central Coordinator (**10 Points**) or (Co-Coordinator/PG Coordinator (**5 Points**))

S.No.	Name of the Administrative Position	Works involved	Period	Score
1				
2				

4.2 Details of activities under Student Chapters/Professional bodies/Student Clubs/Entrepreneurship/Innovation activities/
Other activities (Co-coordinator/Department member)

for each 5 points

S.No.	Co/Extra Extension activities participated /conducted	Duration	Score
1			
2			
3			
4			

4.3 Student Counseling (Based on Outcome Impact, HOD can award the points)

for each 5 points

S.No.	Year & Semester	No. of students counseled	Outcome Impact	Score
1				
2				

Any other Information

Date:

Signature of the Faculty

PART-III

S.No.	Category	Max Score	Self-Appraisal Assessment Score	HOD Assessment Score
1	Teaching, Learning & Evaluation	30		
2	Faculty Development	15		
3	Research & Consultancy	45		
4	Governance & Administration	10		
Total		100		

PART-IV

(To be filled by Administrative Personnel, respective HoD, Principal & Management)

1. Leaves used in the last Appraisal Period: (To be filled by the Administrative Officer)

S.No.	Type of Leave	No. of leaves used	No. of Leaves on Loss of pay.
1	Casual Leave		
2	Earned Leave		
3	Half Pay Leave		
4	Academic Leave		
5	OD		
6	CCL		
7	Maternity Leave		
8	Vacation		
9	Total No. of days & hours late reporting to the duties : days _____ hrs _____		
10	Total No. of days & hours early leaving from the Institution : days _____ hrs _____		
Admin. Asst.		Admin. Officer	

2. Salary details: Regular Scale / Consolidated

a) Scale of Pay	:		Accts. Officer Sign
b) Present Basic	:		
c) Present AGP	:		
d) Present D.A.%	:		
e) Gross Salary	:		

Assessment by Head of the Department :

S.No.	Performance Evaluation (Criteria)	Deficient	Below Standard	Meets expectation	Above standard	Outstanding
		1	2	3	4	5
1	Attitude					
2	Job Knowledge					
3	Attendance/Punctuality					
4	Eagerness to learn					
5	Team work/Work relations					
6	Leadership / Responsibility					
7	Work under pressure					
8	Initiative					
9	Communication skills					
10	Effective Problem Solving skills					
	Sub Total					
Grand Total Out of 50						

*Based on the above Score HOD can give Qualitative Remarks

HEAD OF THE DEPARTMENT REMARKS**HEAD OF THE DEPARTMENT****PRINCIPAL'S REMARKS****PRINCIPAL****VICE-CHAIRPERSON'S REMARKS****VICE-CHAIRPERSON****CHAIRMAN'S REMARKS****CHAIRMAN**

***Please enclose Graphs, Feedbacks, Appreciation Letters & Impact Factor of Papers Published (if any) with this appraisal form.**