

VPM's Maharshi Parshuram College of Engineering, Velneshwar

Annual Performance Appraisal of Teaching Staff

(for the academic year 2017 - 18)

A. Personal Information :

1. My Name : _____
2. Designation and Dept.: _____ Age : _____
3. Highest Qualification : _____ Class : _____ Year of Passing : _____
4. Date of Joining MPCOE : _____ Number of years in MPCOE : _____
5. Total Experience (in yrs.) : _____ Industrial : _____ Teaching : _____ Research : _____
6. Subjects taught during the past Two semesters

- a.
- b.
- c.
- d.

Laboratories handled during the past two semesters :

- a.
- b.
- c.

7. Punctuality in college (June 2017 to May 2018)

Type of Leave taken	Total number	Type of Leave taken	Total number
CL		SL	
ML		LWP	
VL		Duty leave	
Early going		Late arrival	

8. Summary of result and feedback from students :

Semester	Subject (Theory as well as Laboratory – write separately)	Division / Semester / Year	Result in % of pass students	Feedback score / out of	Specific action plan for improving the result and feedback score (write in measurable terms)
Odd					
Even					

9. Use of teaching aids :

Teaching aid used	For Subject(s)	Used In number of lectures	Remarks, if any

10. Efforts taken by self to improve English communication during last one year.

- a) _____
- b) _____
- c) _____

On the basis of the efforts taken I rate (out of 10) my English Speaking skill (), Writing / drafting skill () and Reading skill ().

11. Additional measureable responsibilities shared by me during the last one year:

- a.
- b.
- c.
- d.

12. Training programmes attended /future training needs (Please attach copy of certificate) :

- a.
- b.
- c.

13. Highlights of your career so far (specific personal contribution without anybody's instruction):

- a.
- b.

14. My other Achievements :

Type	Date of submission / publication	Topic	Place / Location
Papers Published (National/International)			
Research Work			

15. What I learnt / gained in MPCOE?:

- a) _____
- b) _____
- c) _____
- d) _____

16. Suggestions / Comments for improvement in MPCOE's reputation and demand :

- a) _____
- b) _____
- c) _____

17. HoD's assessment about teaching faculty – subject-wise : (Marks out of 10 to be filled by HoD)

Subjects	Subject	Teaching	Class	Interaction	Contribution	Team	Attitude	Overall
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	Knowledge	Technique	Control	with students	in department	player		Assessment score
								/ out of 25

18. Salary Status :

Salary on joining	Year of last increment	Increment	Salary after increment

19. HoD's / Principal's Assessment of candidate : (Very Good, Good, Average and Poor)

- a) Sense of responsibility : _____ b) Level of flexibility : _____ c) Energy level : _____
d) Communication skills : _____ e) Dedication to the Institute : _____
f) Contribution in secondary duties : _____

Strength(s) : _____

Weakness (es) : _____

20. Rating out of 10 (to be filled by HoD / Principal):

1. Teaching ___ 2. Attitude ___ 3. Result ___ 4. Up-gradation of skill / knowledge ___ 5. Leadership ___
6. Relation with colleagues ___ 7. Overall ___

Signature of faculty _____

Signature of HoD _____

Remarks / recommendations of Principal :

Date: _____

Signature of Principal _____

- I agree with the above rating and assessment given by the Principal and promise to take steps to improve on areas of concern.
- I beg to differ on following points :

Date: _____

Signature of teaching faculty _____

VPM's

Maharshi Parshuram Collage of Engineering

Annual Progress Report Format

(For Faculty Members)

1. Part - A: Information to be filled by the faculty member

2. Part - B [B.1& B.2]: Appraisal by the HoD

3. Part - C: Appraisal Summary
C.1: UGC Approved & Management Regular[MR] Faculty members
C.2: Other category faculty members

Academic Year: 2014-15

Part – A

Appraisal period: [Month – Year to Month – Year]

No. of Weeks:

Working:

Teaching:

Exam:

To be filled by the faculty reported upon

Report On.....Department.....

Date of Joining.....Designation.....Scale of Pay and Basic

Academic Qualifications :(Include membership of professional institutions. Underline qualifications obtained during the period of the report)

1. Details of work done:

Subjects Taught [Semester]	Total No. of lectures	Result	Working Project(s) guided (Nos.)	Paper setting (Nos.)	Evaluation (Name of subjects)	Lab Up gradation(If applicable) (Name of Laboratory)

2. Interaction with Student & Faculty:

a: Interaction with Student:

Whether the log is maintained: Y/N

No. of Hours/week:

Time table slot details:

b. Interaction with Faculty:

*Frequency of Meeting: W/F/M

* Weekly/fortnightly/Monthly

No. of Meeting held/attended:

/

3. Paper Publication – Journals:[Mention Nos.]

Category A: Refereed Journals like IEEE, ASME etc.

Category B: Journals with good impact factor

Category C: New Journals, Launched Recently

Note: As per the list notified by the HoD.

Note:

Attach relevant documents in support of the information provided as an annexure (number annexure appropriately). The term of reference mentioned is primarily for engineering institution; other Institutions shall use appropriate terminology, if required.

Part - A

4. Paper Publication – Conference: [Mention Nos.]

Conferences organized by –

Category A: Institutes of National Importance (IITs, IIMs, IISc Bangalore, NITs)

Category B: Deemed Universities, NBA/NAAC Accredited Institutions,
Professional societies and other Govt. Institutions

Category C: Private Institutions

5. STTP/SDP Attended: Minimum One Week: [Mention Nos.]

[Applicable to UGC + MR Faculty members]

6. Workshop/Seminar/Conference Attended: [Mention Nos.]

Workshop:

Seminar:

Conference:

7. Details of Interaction held with outside World:

8. STTP/SDP/Workshop/Seminar/Conference conducted: [Mention Nos.]

Category A: Convener/Main In charge

Category B: In charge/Coordinator of any Committee

Category C: Member of any Committee

9. Sponsored Research: [Mention Nos.]

[Applicable to UGC + MR Faculty members]

Category A: In-house Proposal Submitted

Category B: In-house proposal Awarded

Category C: Proposal Submitted to MGI R & D Cell
For submission to external agency

Category D: Proposal Awarded by External Agency

10. Consultancy/Internal Revenue Generation [IRG]: [Mention Nos.]

[Applicable to UGC + MR Faculty members]

Category A: Project worth ≥ 3 Lacs

Category B: Project worth ≥ 2 Lacs

Category C: Project worth ≥ 1 Lacs

Category D: Project worth $\geq 25K$

Note:

Attach relevant documents in support of the information provided as an annexure (number annexure appropriately). The term of reference mentioned is primarily for engineering institution; other Institutions shall use appropriate terminology, if required.

Part - A

11. Portfolio handled, Project [Grant Received], Guest Lecture:

Portfolios handled (At dept./Institute/University level with designation)	Projects (Grants received- Amount)		Guest Lecture delivered (In other Institute)
	If Yes, Amount	Name of the Funding Agency	

12. Best Practices, Use of ICT, IPR related& Content beyond Syllabus:

Best Practices in T/L process	Use of ICT	Efforts taken related to IPR	Content Beyond Syllabus

13. Additional Work done related to (Give details):

AICTE	NBA	University including Officer In charge, Exam	Sanstha	Institution	Any other (specify)
#	#	#	#	#	#

Have you taken compensation for above said work

It is certified that the information provided is correct.

(Signature & Name of the Faculty member)

Note:
Attach relevant documents in support of the information provided as an annexure (number annexure appropriately). The term of reference mentioned is primarily for engineering institution; other Institutions shall use appropriate terminology, if required.

Part - B

Appraisal by the Head of the Department

[Please tick appropriate markings. Mark for points only those which you have verified and/or have first-hand knowledge]

B.1: Quantitative Appraisal:

1. Teaching & Learning:

1. Average % Engagement of lectures [Excluding NS + Holiday]: **Max. 6 Marks**

6 (100 % & above) 5 (99-95%) 4 (94-90%) 3 (89-81%) 2 (80-75%) 1 (74-70%)

2. Average. % attendance of students in Class: **Max. 6 Marks**

6 (100-96%) 5 (95 – 90%) 4 (89-80%) 3 (79-75 %) 2 (74-70%) 1 (69-65%)

3. Average Syllabus Completion: **Max. 6 Marks**

6 (100-96%) 5 (95-90%) 4 (89-85%) 3 (84-80%) 2 (79-75%) 1 (74-70%)

4. Average Feedback: **Max. 6 Marks**

6 (100-96%) 5 (95-90%) 4 (89-80%) 3 (79-75%) 2 (74-70%) 1 (69 - 60%)

5. Average Result of Subject(s) taught-Theory: **Max.6 Marks**

UG Programmes:

First Year Subjects

6 (100-90%) 5 (89-80%) 4 (79 - 70%) 3 (69-60%) 2 (59 -55%) 1 (54 -50%)

Second Year Subjects

6 (100-90%) 5 (89-80%) 4 (79 - 70%) 3 (69-60%) 2 (59 -55%) 1 (54 -50%)

Third Year Subjects

6 (100-96%) 5 (95-90%) 4 (89 - 80%) 3 (79-70%) 2 (69 -60%) 1 (59 -55%)

Final Year Subjects

6 (100-96%) 5 (95-90%) 4 (89 - 85%) 3 (84-80%) 2 (79 -75%) 1 (74 -70%)

PG Programmes:

First Year Subjects

6 (100-96%) 5 (95-90%) 4 (89 - 80%) 3 (79-70%) 2 (69 -60%) 1 (59 -55%)

Final Year Subjects

6 (100-96%) 5 (95-90%) 4 (89 - 85%) 3 (84-80%) 2 (79 -75%) 1 (74 -70%)

[Percentage of marks to be rounded off to higher integer. For ex...Faculty teaching 2nd Year & final year subjects: If the result of final year is **70%** and result of 2nd year subject is **60%** then the marks obtained on these parameters have to be averaged i.e. **1+3/2=2**]

Max Marks: 30

Marks Scored:

Part - B

2. Student Interaction:(1 hour/subject/week as included in time table)

Max Marks: 05

Marks Scored:

Based on the HODs observations done on fortnightly basis, the marks will be: [Tick appropriately]

- a. Log Maintained Properly; on continuous basis: 5 marks
- b. Log maintained properly sometimes: 3 marks
- c. Log not Maintained properly: 0 mark

3. Faculty Interaction, Mentoring & Guidance (1 hour/week): [Tick appropriately]

Max Marks: 05

Marks Scored:

Number of meetings held= Number of Teaching weeks (n)

- a. 100 % Meetings Attended - 5 Marks
- b. 80% Meetings Attended - 4 Marks
- c. 70% Meetings Attended - 3 Marks
- d. 60% Meetings Attended - 2 Marks
- e. Less than 50% Meetings Attended- 1 Mark

4. Paper Publications-Journals: [Tick appropriately]

Max Marks: 20

Marks Scored:

Category A: Refereed Journals like IEEE, ASME etc.
Category B: Journals with good impact factor
Category C: New Journals, Launched Recently

Note: HoD has to notify category wise list in the beginning of the session.

- a. 20 marks/paper in category A
- b. 10 marks/paper in category B
- c. 5 marks/paper in category C

5. Paper Publications-Conferences: [Tick appropriately]

Max Marks: 10

Marks Scored:

Conferences organized by -

Category A: Institutes of National Importance (IITs, IIMs, IISC Bangalore, NITs)
Category B: Deemed Universities, NBA/NAAC Accredited Institutions, Professional societies and other Govt. Institutions
Category C: Private Institutions

- a. 10 marks/paper in category A
- b. 05 marks/paper in category B
- c. 03 marks/paper in category C

Part - B

6. Interaction with outside World as per NBA guidelines:

Max Marks: 10

Marks Scored:

Joint paper/Joint Research Project/Joint Consultancy/Curriculum Development/Guiding project
With Co-guide from the Industry/Co-guide of project from other dept/Institution/Other relevant
Interaction [please specify].

- a. Any three Interactions: 10 Marks
- b. Any Two Interactions: 8 Marks
- c. Any One Interaction: 5 Marks

7. STTP/SDP Attended: Category A: Min. 1 week:[10 marks]

[Applicable to UGC + MR Faculty members]

Max Marks: 10

Marks Scored:

8. Seminar/Workshop attended: [Tick appropriately]

YES: 5 Marks

Max Marks: 05

Marks Scored:

9. STTP/SDP/Workshop/Seminar/Conference organized:[Tick appropriately]

- a. Convener/Main In charge - 5 Marks
- b. In charge/Coordinator of any Committee- 4 Marks
- c. Member of any committee – 3 Marks

Max Marks: 05

Marks Scored:

10. Sponsored Research:[Tick appropriately]

[Applicable to UGC + MR Faculty members]

- a. In-house Proposal Submitted - 5 Marks
- b. In-house proposal Awarded - 10 Marks
- c. Proposal Submitted to **MGI R & D Cell** - 10 Marks
For submission to external agency
- d. Proposal Awarded by External Agency- 20 Marks

Max Marks: 30

Marks Scored:

11. Consultancy/Internal Revenue Generation (IRG): [Tick appropriately]

[Applicable to UGC + MR Faculty members]

- a. Project worth 3+Lacs- 10 Marks
- b. Project worth 2+Lacs- 5 Marks
- c. Project worth 1+ Lac - 3 Marks
- d. Project worth 50 K+ - 2 Marks
- e. Project worth 25 K+ - 1 Mark

[Calculations: Category x No. of projects x marks]

Max Marks: 10

Marks Scored:

12. Guest lecture delivered (in other institutes):

YES: 4 Marks

Max Marks: 04

Marks Scored:

Part - B

13. Portfolios handled (at the dept/Institute/university level):

YES: 5 Marks

Max Marks: 05

Marks Scored:

14. Efforts taken/Initiatives related to Intellectual Property Rights as per NBA:

Guidelines: Initiated: 10 Marks

Max Marks: 10

Marks Scored:

15. Content beyond Syllabus:

- 5 One new experiment added beyond syllabus
- 4 Two expert lectures taken beyond scheduled lectures (to be added in teaching plan)
- 3 Additional measurement added in existing setup
- 2 One expert lecture taken beyond scheduled lectures (to be added in teaching plan)
- 1 Models/Charts/Simulations etc. prepared to demonstrate concepts beyond Syllabus

Max Marks: 05

Marks Scored:

Part -B

B.2: Subjective Appraisal:

Grades: 4 – Very good, 3 – Good, 2 – Average, 1 – Below Average

1. Understanding & timely Completion of the responsibility given:

4 3 2 1

2. Organizing ability:

4 3 2 1

3. Ability to deal with subordinates & gets the best out of the subordinates :

4 3 2 1

4. Initiative taken to implement new ideas for qualitative improvement at deptt. Level:

4 3 2 1

5. Communication Skills:

4 3 2 1

6. Ability to work with colleagues:

4 3 2 1

7. Can be fully depended upon to fulfill the commitments:

4 3 2 1

8. Use of Best Practices:

4 3 2 1

9. Use of ICT:

4 3 2 1

Max Marks: 36

Marks Scored:

PART- C

APPRAISAL SUMMARY – C.1 – UGC + MR

Name & Dept. of the faculty member:

S.N.	APPRAISAL PARAMETERS	MAXIMUM MARKS	MARKS SCORED
B.1	<u>Quantitative Appraisal:</u>		
1.	Teaching & Learning	30	
2.	Student Interaction	05	
3.	Faculty Interaction, Mentoring & Guidance	05	
4.	Paper Publications-Journals	20	
5.	Paper Publications-Conferences	10	
6.	Interaction with Outside World	10	
7.	STTP/SDP Attended	10	
8.	Seminar/Workshop attended	05	
9.	STTP/SDP/Workshop/Seminar/Conference organized	05	
10.	Sponsored Research	30	
11.	Consultancy/Internal Revenue Generation (IRG)	10	
12.	Guest lecturer delivered (in other institutes)	04	
13.	Portfolios handled (at the deptt/Institute/university level) with designation	05	
14.	Efforts taken/Initiatives related to Intellectual Property Rights	10	
15.	Content beyond Syllabus	05	
	Total	164	
B.2	<u>Subjective Appraisal:</u>	36	
	Total Score	200	/200
	<u>Over & Above weightage [Documentary evidence to be attached]</u>		
	• Honorary consultancy	05	
	• Paper publication/Projects/Consultancy in Thrust areas[Dept.]	05	
	• Monographs, Books, Chapters	05	
	• Patent Awarded	15	
	• Faculty In charge for students Summer Industrial Training	05	
	• Ph.D. Qualification	10	
	• Ph.D. pursuing	05	
	Total Marks Scored		/200

Name & Dept. of the faculty member:

Overall Grading **Marks [out of 200]**

Outstanding	≥ 90%	180
Excellent	≥ 80%	160
Very Good	≥ 70%	140
Satisfactory	≥ 60%	120
Average	≥ 55%	110
Below Average	< 55%	<110

<Signature & Name of the Assessing Officer>

Concurrence of the Principal: Do you agree with the assessment of the assessing officer: YES / NO

If no, reasons thereof.

<Signature of the Principal/Director>
[Seal]

PART- C
APPRAISAL SUMMARY – C.2 – Other Category

Name & Dept. of the faculty member:

S.N.	APPRAISAL PARAMETERS	MAXIMUM MARKS	MARKS SCORED
B.1	<u>Quantitative Appraisal:</u>		
1.	Teaching & Learning	30	
2.	Student Interaction	05	
3.	Faculty Interaction, Mentoring & Guidance	05	
4.	Paper Publications-Journals	20	
5.	Paper Publications-Conferences	10	
6.	Interaction with Outside World	10	
7.	Seminar/Workshop attended	05	
8.	STTP/SDP/Workshop/Seminar/Conference organized	05	
9.	Guest Lecture delivered	04	
10.	Portfolios handled (at the deptt/Institute/university level) with designation	05	
11.	Efforts taken/Initiatives related to Intellectual Property Rights	10	
12.	Content beyond Syllabus	05	
	Total	114	
B.2	<u>Subjective Appraisal:</u>	36	
	Total Score	150	/150
	<u>Over & Above weightage [Documentary evidence to be attached]</u>		
	• Honorary consultancy	05	
	• Paper publication/Projects/Consultancy in Thrust areas[Dept.]	05	
	• Monograms, Books, Chapters	05	
	• Patent Awarded	15	
	• Faculty In charge for students Summer Industrial Training	05	
	• Ph.D. pursuing	05	
	Total Marks Scored		/150

Name & Dept. of the faculty member:

Overall Grading **Marks [out of 150]**

Outstanding	≥ 90%	135
Excellent	≥ 80%	120
Very Good	≥ 70%	105
Satisfactory	≥ 60%	90
Average	≥ 55%	82.5
Below Average	< 55%	<82.5

<Signature & Name of the Assessing Officer>

Concurrence of the Principal: Do you agree with the assessment of the assessing officer: YES / NO

If no, reasons thereof.

<Signature of the Principal/Director>
[Seal]