

Lords Institute of Engineering and Technology

Department of -----

Faculty Performance Appraisal for the Academic Year: 2019-20

Name of the Faculty Member:

Designation:

Date of Joining:

No of CLs availed:

No of LoPs:

PART A - TEACHING (Total Score: 100)

1. Theory/Lab Courses Taught (Results : Assessment: $\geq 50 < 60\%$:15, $\geq 60 < 70\%$:20, $\geq 70 < 80\%$:25, $\geq 80 < 90\%$:30, ≥ 90 : 40) (Theory Courses taught during the last 2 semesters should be considered)

Semester (I/ II)	Name of the Course	Number of Periods Taken	No.of students appeared	No.of students passed	Pass percentage	Number of times taught	Assessment score (1-40 scale)
Average Assessment Score (Maximum of 40)							

2. On an average how many assignments did you give per course (Assessment: 2 to 3 : 2, More than 3 : 5) : (Average Assessment Score should be obtained by taking the average of the individual assessment scores obtained in each subject of a semester subject to a maximum of 5)
3. On an average how many ‘tutorials/case studies’ did you conduct per course (2 to 3 tutorials : 2, More than 3 : 5) : (Average Assessment Score should be obtained by taking the average of the individual assessment scores obtained in each subject of a semester subject to a maximum of 5)
4. Project guidance/supervision (Assessment: 5 points per project and 5 additional points for best project awarded in any competition/in the form of publication)

Name of the Program	Sl. No	Roll numbers	Names of the students	Mini/ major project	Title of the project	In-house or external	Assessment Score
(Maximum of 20)							

5. Course file/Lab manual Prepared (Assessment: a maximum of 5 point per course/lab) - Maximum of 10 points

Sl. No.	Name of Laboratory	Title of the experiment	Changes brought in	Date of HoD's approval	Assessment score
1.					
2.					
Maximum score(10)					

6. Students' Feedback - Teaching - Learning Process

(Assessment: $\geq 60 < 70\%$: 4, $\geq 70 < 80\%$: 6, $\geq 80 < 90\%$: 8, ≥ 90 : 10)

(Courses taught/conducted during the last 2 semesters should be considered)

Semester (I/II)	Name of the Course	Feedback Score Obtained	Percentage of Feedback	Assessment score (0-10 scale)
Average Assessment Score (Maximum of 10)				

7. Remedial/ Revision classes taken (Assessment: 5 points per course if outcome is achieved)

Semesters	Name of the course	Number of classes taken	Outcome of Remedial/revision classes	Assessment score(0-10)
Average Assessment Score (Maximum of 10)				

PART B –RESEARCH AND CONSULTANCY (Total Score: 100)

1. Ph. D/Post-doc program pursuing (Course work: 5, Pre-PhD: 5, Research Reviews: 5, Submission of thesis: 5 points, Award of Degree: 10 marks) –

Name of the program	Name of the University	Name of supervisor/co-supervisor	Year of registration	progress of the work	Assessment Score
Assessment Score (Maximum of 10)					

2. Ph. D Guidance (Assessment: Thesis submitted=5, Ph.D awarded =10)

Sl. No.	Name of the Student	As a Supervisor/ Co-supervisor	University registered	Year of registration	Assessment score
Average Assessment Score (Maximum of 10)					

3. Books/chapters published (Assessment: 2 per chapter, 5 per Indian book and 10 per International book published) - Maximum of 10 points

Sl. No	Title of the book/book chapters	Name and address of the publisher	Category of publication (international/national)	Month & year of publication	ISSN no.	Assessment score
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Average Assessment Score (Maximum of 10)						

4. Patents granted/published (Assessment: published : 10, granted : 15 points per patent) - Maximum of 15 points

Sl. No	Patent Number	Title of the Patent	Name(s) of the Inventor(s)	Month & year	Assessment score
(Maximum Score 15)					

5. Sponsored research projects (externally funded) carried-out/carrying: (Assessment: less than 5 lakhs = 10 points, 5-10 lakhs = 15 points, more than 10lakhs = 20 points) – Maximum 20 points

Sl. No	Title of the project	Funding agency	Amount	Duration of project	Date of commencement	Assessment score
1						
(Maximum Score 20)						

6. Consultancy projects carried-out/carrying: (Assessment: $\geq 2 < 5$ lakhs :5 points, $\geq 5 < 10$ lakhs : 10, ≥ 10 lakhs : 15 – Maximum of 15 points

Sl. No	Title of the project	Funding agency	Amount	Duration of project	Date of commencement	Assessment score
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(Maximum of 15)						

7. Publications:

International Journals (IJ)/ National Journals (NJ)/ International Conferences (INC)/ National Conferences (NC)
(Assessment: 5 points per publication/Scopus/WOS index) - Maximum of 20 points

Sl. No.	Category: IJ/ NJ/ INC/NC	Title of the paper	Name of the Journal/ Conference	Volume number, ISSN/DOI	Page numbers	Month & Year	Impact factor / indexed by SCOPUS/ SCI/WoS	Journal / Conference No. (if recognized by UGC)	Assessment score
(Maximum Score 20)									

PART C – PROFESSIONAL DEVELOPMENT (Total Score: 95)

1. Membership in professional bodies (Assessment: 2 point per professional body) - Maximum of 4 points

Sl. No	Name of the Professional body	Membership number	Category of Membership (life/annual)	Assessment score
Assessment Score (Maximum of 4)				

2. Recognition from any professional body/reputed institutions which utilize your services (Assessment: 5 points per recognition) - Maximum of 10 points

Sl. No.	Role	Name of the organization	Duration/ Date	Present your contribution in few sentences	Assessment score
1					
Assessment Score (Maximum of 10)					

(Role: Such as BOS member, subject expert in SCMs, keynote speaker, conference chair/co-chair, reviewer of Publications in conference/journal etc.including awards received from LORDS)

3. Collaboration/MoU arranged with other organizations (Assessment: 5 point per collaboration/MoU arranged)- Maximum of 15 points

Sl. No.	Name of the organization	Name of the activity/Nature of MoU	Duration and dates	Assessment score
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Assessment Score (Maximum of 15)				

4. FDPs/Workshops/Seminars/Training programs/Conferences attended (Assessment: 3 days : 2 points, 1 Week : 5 points, 2 weeks :10 points) - Maximum of 10 points

Name of the FDP/Workshop/Training program/Conference	Place	Organizer	Duration	Date/month/year	Assessment score
Assessment Score (Maximum of 10)					

5. FDPs/Seminars/Workshops/Conferences conducted (Assessment: 2 or 3 days :3 points,1 Week : 5 points, 2 Weeks : 10 points, International Conference: 10 points, National Conference: 5 points) - Maximum of 10 points

Name of the event	Title of the program	Number of participants	Duration and dates	Assessment score
Assessment Score (Maximum of 10)				

6. Invited talks/guest lecturers conducted with speakers from institutes of repute (Assessment:2 point per talk or Guest lecturers arranged) - Maximum of 6points

Sl. No	Resource person with address	Topic	Targeted audience	Duration	Date/month/year	Assessment score
Assessment Score (Maximum of 6)						

7. Invited talks/guest lecturers given in institutes of repute (Assessment: 5 point per talk) - Maximum of 10 points

Sl. No.	Name of the event	Topic	Targeted audience	Venue	Duration	Date/month/year	Assessment score
1							
Assessment Score (Maximum of 10)							

8. Field trips arranged (Assessment: 5 point per trip) - Maximum of 10 points

Sl. No.	Organization visited	Date of visit	Number of students	Year/semester	Assessment score
Assessment Score (Maximum of 10)					

9. Internships arranged (Assessment: 5 point per industry) - Maximum of 10 points

Sl. No.	Organization	Duration	Number of students	Year/semester	Assessment score
Assessment Score (Maximum of 10)					

10. Online course registration (Such as NPTEL, MOOCS) (Assessment: 5 point per course) - Maximum of 10 points

Sl. No	Name of the Course	Offered by	Date of registration	Assessment score
1				
Assessment Score (Maximum of 10)				

PART D - ADMINISTRATION (Total Score: 75)

1. Administrative/additional roles (Assessment: 5 points per role in the department level, 10 points per role in the college level, 15 points for Deans and 20 points for HoD) - Maximum of 20 points

Sl. No.	College/Department	Role	Give a Brief Description on your contribution	Assessment score
1				
(Maximum of 20)				

(Role: Such as Course coordinator, Time-table in-charge, NAAC coordinator etc., Convener or Co-convener of FDP/Workshop/ Conference etc, in-charges of various criterion for SAR preparation, Lab Masters of JNTUH, Alumni Coordinator etc.)

2. Association with In-charges (Assessment: Concerned in-charge will assess for a maximum of 10 points)

Sl. No.	Name of the in-charge	Category AICTE/ NBA/ NAAC / FFC or Specify Other	Nature of Work given	Give a Brief Description	Assessment score
Average Assessment Score (Maximum of 10)					5

(Faculty will be assessed by in-charge faculty under whom they have worked for AICTE/ NBA/NAAC/FFC related works)

3. Student mentoring (Assessment: 2 point per student for improvement brought in attendance / performance) - Maximum of 10 points

Sl. No.	Roll number	Name of the student	Year of study	Improvements brought	Assessment score
1					
(Maximum of 10)					10

4. Organizing Co-curricular/Extra-curricular student events (Assessment: 5 point per event) - Maximum of 10 points

Sl. No.	Name of the event	Name(s) of the other Faculty involved	Role(s) Played	Duration, with dates	Assessment score
1					
(Maximum of 10)					

5. Guidance given to the students in encouraging them to participate in co-curricular activities (Assessment: 2 point per event) - Maximum of 10 points

Sl. No.	Name of the event	Name(s) of the students involved	Role(s) Played by faculty in the guidance given	Duration, with dates	Student achievement	Assessment Score
(Maximum of 10)						

6. Any steps taken for resource/revenue generation. Give details
(Whether applied for any Consultancy Works etc.)(Maximum 5 points)
7. Additional contribution which are not covered above, if any (2 points)
8. List your suggestions for improving the academic standards/procedures of the department. (2 points)
9. List any suggestions for improving the performance of the students (2 points)
10. List any suggestions related to administrative standards in the department and college. (2 points)
11. How do you think LORDS can help you to enrich your knowledge/multidisciplinary skills? (2 points)

List areas of

- i. Strengths
- ii. Weaknesses
- iii. New skills/techniques learnt or acquired
- iv. Need of additional development/training by the department/college in improvement of your quality of work

TOTAL SCORE:

Date:

Name and Signature of the Faculty

(Note: Necessary Proofs should be attached)

HOD'S ASSESSMENT- Maximum of 25 points

- 0-8 : Below average,
- 8.1-12 : Average,
- 12.1-16 : Above average
- 16.1-20 : Good,
- 20.1-25 : Excellent.

- 1. Initiative and drive exhibited :
- 2. Availing of leave/permissions :
- 3. Interpersonal skills :
- 4. Domain knowledge :
- 5. Balanced attitude :
- 6. Quality of Work :
- 7. Feedback from students based :
- 8. Class control :
- 9. Timely completion of given tasks :
- 10. Attire and Appearance :
- 11. Punctuality :

*** List the details of show cause notices/Memos given during the assessment period, if any.**

TOTAL:

Overall Assessment/Rating (on a scale of 400 points):

Faculty's Self assessment(x) out of 375	HOD's assessment(y) out of 25	Total assessment(x+y)out of 400	Grade/Rating (1-400 scale)

<i>Performance Rating</i>	<i>Assistant Professor</i>	<i>Associate Professor</i>	<i>Professor</i>
<i>Below Average</i>	151-200	175-225	200-250
<i>Average-</i>	175-225	226-275	251-300
<i>GOOD</i>	226-275	276-300	301-325
<i>Very Good</i>	276-325	301-350	326-375
<i>Excellent</i>	326-400	351-400	376-400

Suggestions for improvement:

- 1.
- 2.
- 3.

Name and Signature of HoD

Principal's Observations and Remarks:

Signature of the Principal