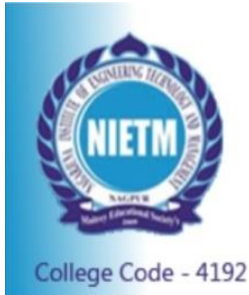


Criterion No. 6:
Governance, Leadership, and Management

AQAR 2021-22

6.3.5	Institutions Performance Appraisal System for Teaching and non-teaching staff
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Maitrey Educational Society

Nagarjuna

Institute of Engineering, Technology & Management
(AICTE, DTE Approved & Affiliated to R.T.M. Nagpur University Nagpur)

Village Satnavri, Amravati Road, Nagpur 440023

Email: maitrey.ngp@gmail.com; Website: www.nietm.in; Phone No. 07118 322211, 12

Criterion No. 6: Governance, Leadership, and Management

Metric No. 6.3.5 Contents

Sr.No	SAMPLE PARTICULAR	Page Number
1	Summary	3
2.	Performance appraisal	4-12



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6.3.5 Institutions Performance Appraisal System for Teaching and non-teaching staff

The performance-based appraisal (PBAS) is done at the end of every academic year. The PBAS is based on confidential reports and parameters mentioned in the prescribed format for performance appraisal like engaging lectures, attendance of the students, student's results, classroom planning, and control, laboratory works, guidance and counseling, contribution to examination-paper settings, evaluations, learning resource development, participation in seminar/ training, co-curricular activities, portfolios handled.

The head of the department submits the self-appraisal form with his remark to the principal. The principal thoroughly evaluates the information in the self-appraisal form for corrective measures to be suggested for performance improvement.

The performance appraisal for non-Teaching is based on his attendance, understanding, discipline, devotion, punctuality, honesty and integrity, initiative, and efficiency.

The head of the department furnishes their observation and submits the form to the principal with his remark. The principal goes through the report submitted by the Head of the department and endows his comments. The principal initiates corrective measures, where necessary, for performance improvement.

PERFORMANCE APPRAISAL FORM

Assistant Professor / Associate Professor / Professor

Academic Year: _____

Institute Name: _____

Paste Passport Size
Colour Photograph

Part – A: Employee's Personal Details

1. Department: _____
2. Name of Faculty : _____
3. Educational and Other Qualifications: _____
4. Designation /Position/Title: _____
5. Date of Joining: _____ Staff Id: _____
6. Teaching Experience: _____ Industry Experience: _____ Total Experience: _____
7. Date of Birth: _____
8. Nature of Appointment: Regular and Approved / Adhoc
9. Span for Performance Appraisal: From: _____ To: _____
10. Name of the Head of the Department: _____
11. Name of the Principal of the Institute: _____

Part – B: Details of Teaching Load per Week and University / Board Results *Teaching Load for Odd Semester (First/Third/Fifth/Seventh)*

Sr.No	Subject Code	Full Name of the Subject	Theory	Practical	Tutorial	Project	Total Teaching Load in Hours/Week
1							
2							
3							
4							
5							
Grant Total of Teaching Load in Odd Semester							



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Teaching Load for Even Semester (Second/Fourth/Sixth/Eight)

Sr.No	Subject Code	Full Name of the Subject	Theory	Practical	Tutorial	Project	Total Teaching Load in Hours/Week
1							
2							
3							
4							
5							
Grant Total of Teaching Load in Odd Semester							

Overall Performance in Percentage and Results

Sr.No.	Criteria	Odd Semester		Even Semester		Total		Mean %
		T	A	T	A	Tt	Ta	$Ta * 100/Tt$
1	Theory Hours							
2	Practical (Lab/Seminar/Project/Tutorial)							
3	% of Theory Result							
4	% of Laboratory Practical Result							

- T: Target of Theory Lectures,
- A: Actual Load Engagement,
- Tt: Total for Target Theory Lectures
- Ta: Total of Actual Engagement

Provide University/Board Examination Results as Average / Semester and then average for both semesters as applicable




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1] TEACHING LEARNING PROCESS(Maximum Points :100)

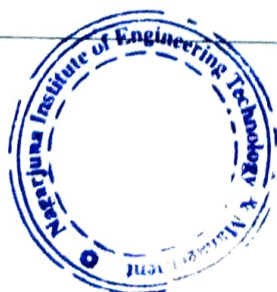
Theory and Practical combined (Maximum Points: 40)

A. Theory (Maximum points: 20)

Sr. No.	Criteria	Distribution of Points	Points obtained
A1	Number of lectures conducted (%) against planned	96 and above=4 points 91-95 =3 points 80-90 =2 points Below 80= Zero point	
A2	Average attendance of students (%)	90 and above= 4 points 76-90 = 3 points 60-75 = 2 points Below 60= Zero point	
A3	Result of class test (%)	75% Students Score > 50% Marks=4 points 50% Students Score = 50% Marks=2points Otherwise= Zero point	
A4	University / Board Result (%)	10% Improvement in Result=4 points OR Result Achieved \geq 80% = 4 points Otherwise= Zero point	
A5	Syllabus completed (%)	90 and above=4 points 76-90 = 3 points Below 75= Zero point	

B. Laboratory Work (Maximum points: 20)

B1	Number of practical conducted (%) against planned	90 and above=4 points Below 90 = Zero points	
B2	Average attendance of students (%)	90 and above=4 points 76-89 = 3 points 60-75 = 2 points Below 60= Zero point	
B3	Numbers of Equipment in working condition (%) and actual conduct of Practicals	90 and above= 4 points 76-89 = 3 points 50-75 = 2 points Below 50 = Zero point	
B4	Continuous Assessment	Yes= 4 points No= Zero point	
B5	University / Board Results, %	10% Improvement in Result=4 points OR Result Achieved \geq 80% = 4 points Otherwise= Zero point	



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Only Theory (Maximum points: 40)

A1	Number of lectures conducted (%) against planned	96 and above=8 points 91-95 = 6 points 80-90 = 4 points Below 80= Zero point	
A2	Average attendance (%)	90 and above= 8 points 76-89 =6 points 60-75 = 4 points Below 60= Zero point	
A3	Result of class test (%)	75% Students Score > 50% Marks= 8 points 50% Students Score =50% Marks=2points Otherwise= Zero point	
A4	University/ Board Result (%)	10% Improvement in Result=8 points OR Result Achieved \geq 80% = 4 points Otherwise= Zero point	
A5	Syllabus completed (%)	90 and above=8 points 76-90 = 6 points Below 75= Zero point	

Only Laboratory Work (Maximum points: 40)

B1	Number of practical conducted (%) against planned	90 and above= 8 points Below 90 = Zero points	
B2	Average attendance of students (%)	90 and above= 8 points 76-89 = 3 points 60-75 = 4 points Below 60= Zero point	
B3	Numbers of Equipment in working condition (%) and actual conduct of Practicals	90 and above= 8 points 76-89 = 3 points 50-75 = 2 points Below 50 = Zero point	
B4	University / Board Results, %	10% Improvement in Result=8 points OR Result Achieved \geq 80% = 4 points Otherwise= Zero point	
B5	Continuous assessment	Yes= 8 points No= Zero point	

C. OBE Implementation(Maximum points: 32)

C1	Mission and Vision statement	Yes=02 points No= Zero point	
C2	Lesson plan	Yes=02 points No= Zero point	
C3	Course outcomes (COs), Program outcomes (POs), PSO, PEOs	Yes=02 points No= Zero point	




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C4	Question bank with solution, University/ other University/class test question papers with solution	Yes=02 points No= Zero point	
C5	Notes (Handwritten Register)and literature	Yes=02 points No= Zero point	
C6	CO and PO/PSO mapping	Yes=02 points No= Zero point	
C7	PO/PSO and PEOs mapping	Yes=02 points No= Zero point	
C8	List of journals / books / websites referred	Yes=02 points No= Zero point	
C9	Class Test Answer sheets and result analysis	Yes=02 points No= Zero point	
C10	Research documents pertaining to the subjects	Yes=02 points No= Zero point	
C11	Content beyond syllabus	Yes=02 points No= Zero point	
C12	Result analysis of the course(s)–University exams.	Yes=02 points No= Zero point	
C13	Students records - counseling, attendance, etc.	Yes=02 points No= Zero point	
C14	Course End Survey: Analysis and Action Taken Report (ATR) submitted	Yes=02 points No= Zero point	
C15	CO/PO/PSO attainment	Yes=04 points No= Zero point	

D. DIPLOMA/UG/ PG PROJECTS (Maximum points: 16)

D1	Continuous assessment	Yes=4 points No= Zero point	
D2	Successfully guided at least one Diploma/UG group	Yes= 4 points No= Zero point	
D3	Successfully guided a student for the PG project / Multidisciplinary project at Diploma or UG Level	Yes= 8 points No= Zero point	

E. FEEDBACK PER SEMESTER (Maximum points: 12)

E1	Two feedbacks per semester are taken and Action Taken Report (ATR) submitted	12 points	
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**2] ACADEMIC ACHIEVEMENTS, CEP AND RESEARCH
* (Maximum Points: 100)**

Sr. No.	Criteria	Distribution of Points	Points obtained
1	STTP/Workshop organized (minimum one week duration)	12 points	
2	STTP Attended	5 points	
3	Paper presented in National /International peer reviewed conference	8 points (4 and 2 points for one Int. and national conference respectively)	
4	Author of Book/book chapter	10 points	
5	Publication in peer reviewed International/National refereed Journal	16 points (8 and 4 points for one Int. and national journal respectively)	

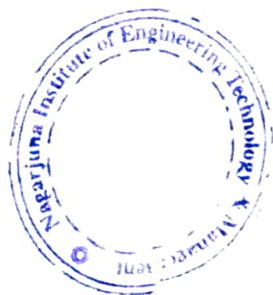



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6	Patent	10 points	
7	Consultancy and testing (not less than Rs. 50000/-)	5 points	
8	Collaborative Projects with industry/institute (subjected to quality publication)	With publication – 04 points without publication – 02 points	
9	Research Project (funded by national/state level agency or Industry and minimum Rs. 2 Lakh))	8 points	
10	PhD Supervisor	4 points	
11	Reviewer/member of Editorial board of International/National Journal	4 points	
12	Citations	4 points	
13	Professional body activities	Member – 3 points Activities – 3 points	
14	Industrial in-plant training/Visits	4 points	

**3) ACADEMIC LEADERSHIP AND ADMINISTRATION
(Maximum Points: 100)**

Sr. No.	Criteria	Distribution of Points	Points obtained
1	Chairman of Central Committee with reference to the CENTRAL WORK ALLOTMENT SHEET OF THE INSTITUTE/Section in charge/ Module/Course/Class coordinator etc	50 points	
2	Member of Central Committee/Departmental Portfolio with reference to the DEPARTMENTAL WORK ALLOTMENT SHEET	15 points	
3	New experiments introduced and successfully implemented in teaching learning process/ laboratory development	15 points	
4	Participation in developmental activities such as design and improvement in system (kaizen)	20 points	




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Cadre wise Weightage and Performance Measurement

Sr. No	Criteria	Maximum Points	Points Obtained	Weightage			FINAL POINTS
				Assistant Professor	Associate Professor	Professor	
1	Teaching-Learning Process	100		0.6	0.4	0.4	
2	Academic Achievement, CEP and Research	100		0.2	0.4	0.4	
3	Academic Leadership and Administration	100		0.2	0.2	0.2	
Total [X]							

Tick the appropriate Box in the following table

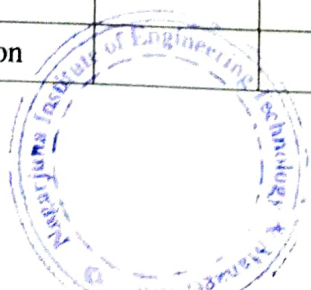
Grade	A+ (Excellent)	A (Very Good)	B+ (Good)	B (Average)	C (Poor)
Total (Final) Points	$X \geq 85$	$75 \leq X < 85$	$65 \leq X < 75$	$55 \leq X < 65$	Below 55

Name: _____

Staff Id: _____ Signature with date

HOD's Personal Evaluation about Faculty Member

Criteria	A+ (Excellent)	A (Very Good)	B+ (Good)	B (Average)	C (Poor)
Obedience					
Integrity					
Communication Skills					
Teaching Competence					
Relationship with others					
Punctuality					
Initiative					
Enthusiasm/Motivation					



Principal

**Overall Performance Grade based on PA Form and HOD's assessment
(Encircle only one below)**

A+ A B+ B C

Fitness for continuation: Fit/Not Fit

Signature of Head of Department

Dated: _____

Name of HOD _____

**Overall Performance Grade based on PA Form and Principal's assessment
(Encircle only one below)**

A+ A B+ B C

Agreed to the HOD's Assessment: Yes / No

Fitness for continuation: Fit/Not Fit

Signature of Principal

Dated: _____

Name of Principal _____

**Overall Performance Grade based on PA Form and Management's Evaluation
(Encircle only one below)**

A+ A B+ B C

Agreed to the HOD's Assessment: Yes / No

Agreed to the Principal's Assessment: Yes / No

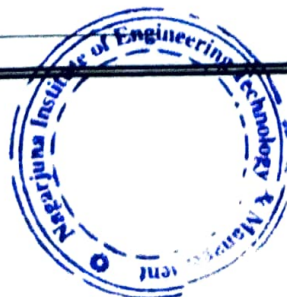
Fitness for continuation: Fit/Not Fit

Signature of Management Representative

Name of Management Representative: _____

Designation of Management Representative: _____

Dated: _____




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* General guidelines for calculation of points

1) Publications

The Publications indexed in Scopus, Web of Science, and Google Scholar will only be considered for assessment.

2) Citations

The assessment is based on the number of citations in the academic year.

3) IPR and Patents: Granted, Filed and Licensed

IPR will be broadly based on registered copyrights, designs and patents citations in the academic year.

4) Collaborative Publications

It is proposed that Publications (based on the collaborative project) indexed in Scopus, Web of Science, and Google Scholar only will be counted for assessment.

5) Projects and Professional Practice

Faculty will be asked to provide information in a tabular form indicating funding agency, amount, duration, Principal Investigator and impact, if any.

6) Professional body activities

To promote professionalism, develop education standards and encourage research, with the active involvement of its Member Associations and Sections, in order to address changing needs. Points will be allotted to various activities conducted with professional bodies such as ASME, IEEE, IE, IETE and ISTE etc.

7) Industrial Visit / Training

Four points will be allotted to industrial training of minimum three days and two points will be allotted to one day industrial visit.

8) STTP / Workshop

The term **STTP** refers to the acquisition of knowledge, skills, and competencies vocational or practical skills and knowledge that relate to specific useful competencies will fetch full points. STTP /Workshop organized or attended should not be less than 6 days duration.

9) Continuous Assessment:

For Continuous Assessment Rubrics should be followed for the respective course.

10) Laboratory Equipment(s)

Always make sure that all the equipment(s) used for any laboratory course must be working at all point of time.

11) Question Paper Setting (class test)

The question paper of the course work is to be set according to Bloom's Taxonomy




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