

Performance Appraisal for Assistant Professor

Name of Institute : _____

Department : _____

Name of the Teacher : _____ (Surname First)

Designation : _____

Date of Joining on the present post : _____

Length of Service in LTJSS : _____ Duration 1st July _____ to 30th June _____

1. Engaging Theory Lectures:

Sr. No.	Class & Course	Subject taught	Univ. Target	Lectures Engaged	% Target Achieved	Average of Col.(6)	Multiplying factors	Max Wt	Weight Achieved (8)*(9)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
1							95-100 % 1.0 90-94.99 % 0.8 80-89.99 % 0.5 <80 % 0.0	40	
2									
3									
4									

2. Engaging Practical* / Tutorial Classes:

Sr. No.	Class & Course	Subject taught	Target Turns	Turns Actually Engaged	Target % Achieved	Average of Col.(6)	Multiplying factors	Max Wt	Weight Achieved (8)*(9)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
1							95-100 % 1.0 90-94.99 % 0.8 80-89.99 % 0.5 <80 % 0.0	20	
2									
3									

* If teacher is not required to conduct practical classes, Reproduce weight achieved in Item No. 1

3. Attendance in Theory Classes:

Sr. No.	Class & Course	Subject taught	Sum of Present Students	Lectures Engaged	Students on Roll	Col(4)*100 ----- Col. (5) *(6)	Av. Of Col. (7)	Multiplying factors	Max Wt	Weight Achieved (9)*(10)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
1								95-100 % 1.0 80-94.99 % 0.8 60-89.99 % 0.5 <60 % 0.0	50	
2										
3										
4										

4. Attendance in Practical / Tutorial Classes:

Sr. No.	Class & Course	Subject taught	Sum of Students Present	Turns Actually Engaged	Students on Roll	Col(4)*100 ----- Col. (5) *(6)	Av. Of Col. (7)	Multiplying factors	Max Wt	Weight Achieved (9)*(10)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
1								95-100 % 1.0 80-94.99 % 0.8 75-89.99 % 0.5 <75 % 0.0	20	
2										
3										
4										

5. Result Analysis of Theory Subjects:

Sr. No.	Class & Course	Subject taught	No. Of Students Appeared	No. Of Students Passed	% ge Passing	Average of Col.(6)	Multiplying factors	Max Wt	Weight Achieved (8)*(9)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
1							95-100 % 1.0	50	
2							90-94.99 % 0.8		
3							80-89.99 % 0.5 60-79.99 % 0.4 <60 % 0.0		

6. Marks scored by students in Theory Subjects:

Sr. No.	Class & Course	Subject taught	No. Of Students Appeared	Total No. Of Marks scored by students	Av. % Col. (5)/(4)	Average of Col.(6)	Multiplying factors	Max Wt	Weight Achieved (8)*(9)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
1							95-100 % 1.0	50	
2							90-94.99 % 0.8		
3							80-89.99 % 0.5 60-79.99 % 0.4 <60 % 0.0		

7. Comparison with 3 years-Average Results:

(If 3 years average is above 90%, and result is 90% or above, multiplying factor shall be 1, otherwise as above)

Sr. No.	Class & Course	Subject taught	Average of 3 yrs %	Result %ge as per Table 5	Rise + Fall -	Algebraic Average of Col.(6)	Multiplying factors for improvement by	Max Wt	Weight Achieved (8)*(9)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
1							Improvement by 20 % or more 1.0 10 - 19.99 % 0.6 01 - 9.99 % 0.5 For fall -0.5	30	
2									
3									

8. Students Feedback: (As Communicated by Dean Academics, LTJSS)

Sr. No.	Class & Course	Subject taught	% ge feed back	Average FB	Multiplying factors	Max Wt	Weight Achieved (10)*(11)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1						100	
2							
3							

9. Professional Endeavor :

Sr. No.	Particulars	No.	Wt/e ach	Max	W/A
9.01	Number of memberships of Professional Bodies such as i.e. ISTE, IE, CSI, IEEE, etc		10	20	
9.02	Office Bearer of Professional Body/University		20	20	
9.03	Number of subjects of which hard copy of notes are submitted to HoD		20	40	
9.04	Number of Text book written /Memberships of Editorial Board of Tech. Journal		20	20	
9.05	Number of Students guided for UG/Diploma		05	10	
9.06	Number of students guided for PG		20	40	
9.07	Number of papers published in National Journals		03	10	
9.08	Number of Paper Published in International Journals		20	20	

9.09	Number of paper presented in International Conference		05	10	
9.10	Number of times worked as Reviewer for International Journal		40	40	
9.11	Number of times worked as Reviewer for International Conference		20	20	
9.12	Number of sessions chaired / co-chaired at National Conference		10	10	
9.13	Number of sessions chaired / co-chaired at International Conference		40	40	
9.14	Number of activities in which activity involved out of Consultancy/Organizing Seminars/Examination/Committees/College Level Portfolio/Career Fair etc.		05	20	
9.15	Number of activities in which actively involved out of Cultural Programs/Sports/Blood Donation/Plantation/NCC/NSS/Extra Curricular etc.		05	10	
9.16	Number of proposal submitted for R&D /MODROB/TAPTEC		05	10	
9.17	Number of proposal submitted for DST/CSIR/S&T/R.G. Cell etc.		05	10	
9.18	Number of Sponsored projects Received		30	30	
9.19	Number of Presentations under Journal Club		10	10	
9.20	Number of Experts Lectures delivered beyond syllabus - Inside Institute		10	20	
9.21	Number of Experts Lectures delivered beyond syllabus - Outside Institute		20	20	
9.22	Number STTP/CEP/Seminars/Workshops attended		05	10	
9.23	Prises/Awards won for projects guided at UG/PG Level		10	20	
		Total	-	500	

10. Functional Performance : (To be evaluated by Reporting Officer only. Mark Evaluation by HoD

SN	Performance Indicator to be assessed	Evaluation by Reporting Officer			
		Excellent	Good	Average	Poor
(1)	(2)	(3)	(4)	(5)	(6)
10.01	Quality of Sessionals/ Assignments given to the students				
10.02	Timely Assessment of Assignment/Unit Test/ Sessionals etc.				
10.03	Timely display of notices about less attendance of students				
10.04	Documentation as per NBA				
10.05	Innovations in Paper Setting/Evaluation				
10.06	Record keeping of Assignments, Sessional marks				
10.07	Maintaining overall Students discipline				
10.08	Organizing Industrial Visits				
10.09	Organizing Departmental Activities				
10.10	Participation in Departmental Seminars				
10.11	Preparing / Updating question banks				
10.12	Adding new experiments to lab				
10.13	Arranging lectures of outside faculty from industry/NIT/IIT				
10.14	Regular checking of journals / Drawing sheets / Conducting Special classes for low profile students				
10.15	Punctuality/ Sincerity				
10.16	Behavior with parents / guardians of students				
	Marks allotted to each grade	05	03	01	0
		Total Weight Achieved out of 80			

Final Assessment

SN	Particulars of Assessment	Score
01	Weight Achieved in item 1 to 10 out of 940	
02	Special weight for active interest in various departmental activities out of 10	
03	Special weight for participation in R&D activities out of 30	
Total performance out of 980		

Remarks of Reporting Officer:

Signature of Reporting Officer
(Seal)

Place _____
Date _____

Remarks of Reviewing Officer:

Assessment

SN	Particulars of Assessment	Score
01	Weight Achieved as above out of 980	
02	Weight Achieved for outstanding performance beyond department out of 20	
03	Total Weight achieved out of 1000	
04	Conversion to out 100	
Final Score achieved out of 100		

Note: Reviewing Officer may or may not agree with the evaluation by Reporting Officer or may change evaluation in any parameter and make necessary corrections duly authenticated by scratching the previous entry and by writing afresh a new entry.

Grade to be awarded by Reviewing Officer:

100-91% --> A+ Outstanding	90-81 % --> A Very Good	80-71 % --> B + Positively Good	70 --> 51 B Average	Below 50 --> C Poor
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Comments:

Final Grade Awarded:
Place _____
Date _____



Signature of Reviewing Officer
(Seal)