

Lokmanya Tilak Jankalyan Shikshan Sanstha,

Performance Appraisal for Head of the Department

Name of Institute : _____

Department : _____

Name of the HoD : _____

Designation : _____

Date of Joining on the present post : _____

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

1. Engaging Theory Lectures:(As a teacher)

Sr. No.	Class & Course	Subject taught	No. Of Lectures Target	Lectures 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							100 to 95 % 1.0 80-94.99 % 0.5 Below 80 % 0.0	20	
2									
3									

2. Attendance in Theory Classes:(As a teacher)

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

3. Result Analysis of Theory Subjects:(As a teacher)

Sr. No.	Class & Course	Subject taught	No. Of Students Appeared	Passed in all subjects	% 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							100 to 95 % 1.0 80-94.99 % 0.5 Below 80 % 0.0	20	
2									
3									

4. Marks scored by students in Theory Subjects:(As a teacher)

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 90-94.99 % 0.8 80-89.99 % 0.5 60-79.99 % 0.4 <60 % 0.0	20	
2									
3									

5. Engaging Theory Lectures: (Department as a whole-Consider All teachers)

SN	Name of teacher	Score of Individual teacher	SN	Name of teacher	Score of individual teacher	SN	Name of teacher	Score of individual teacher	Average Weight Achieved out of 40=Sum(Col.3) /SN
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)	(4)
01			11			21			
02			12			22			
03			13			23			
04			14			24			
05			15			25			
06			16			26			
07			17			27			
08			18			28			
09			19			29			
10			20			30			

6. Engaging Practical*/Tutorials:(Department as a whole-Consider All teachers)

SN	Name of teacher	Score of Individual teacher	SN	Name of teacher	Score of individual teacher	SN	Name of teacher	Score of individual teacher	Average Weight Achieved out of 20=Sum(Col.3) /SN
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)	(4)
01			11			21			
02			12			22			
03			13			23			
04			14			24			
05			15			25			
06			16			26			
07			17			27			
08			18			28			
09			19			29			
10			20			30			

7. Attendance in Theory Classes:(Department as a whole-Consider All teachers)

SN	Name of teacher	Score of Individual teacher	SN	Name of teacher	Score of individual teacher	SN	Name of teacher	Score of individual teacher	Average Weight Achieved out of 50=Sum(Col.3) /SN
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)	(4)
01			11			21			
02			12			22			
03			13			23			
04			14			24			
05			15			25			
06			16			26			
07			17			27			
08			18			28			
09			19			29			
10			20			30			

8. Attendance in Practical / Tutorial :(Department as a whole-Consider All teachers)

SN	Name of teacher	Score of Individual teacher	SN	Name of teacher	Score of individual teacher	SN	Name of teacher	Score of individual teacher	Average Weight Achieved out of 20=Sum(Col.3)/SN
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)	(4)
01			11			21			
02			12			22			
03			13			23			
04			14			24			
05			15			25			
06			16			26			
07			17			27			
08			18			28			
09			19			29			
10			20			30			

9. Result Analysis of Theory subjects :(Department as a whole-Consider All teachers)

SN	Name of teacher	Score of Individual teacher	SN	Name of teacher	Score of individual teacher	SN	Name of teacher	Score of individual teacher	Average Weight Achieved out of 50=Sum(Col.3)/SN
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)	(4)
01			11			21			
02			12			22			
03			13			23			
04			14			24			
05			15			25			
06			16			26			
07			17			27			
08			18			28			
09			19			29			
10			20			30			

10. Marks scored by students in Theory subjects:(Department as a whole-Consider All teachers)

SN	Name of teacher	Score of Individual teacher	SN	Name of teacher	Score of individual teacher	SN	Name of teacher	Score of individual teacher	Average Weight Achieved out of 50=Sum(Col.3)/SN
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)	(4)
01			11			21			
02			12			22			
03			13			23			
04			14			24			
05			15			25			
06			16			26			
07			17			27			
08			18			28			
09			19			29			
10			20			30			

11. Comparison with 3 years-Average Results:(Department as a whole-Consider All teachers)

SN	Name of teacher	Score of Individual teacher	SN	Name of teacher	Score of individual teacher	SN	Name of teacher	Score of individual teacher	Average Weight Achieved out of 30=Sum(Col.3)/SN
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)	(4)
01			11			21			
02			12			22			
03			13			23			
04			14			24			
05			15			25			
06			16			26			
07			17			27			
08			18			28			
09			19			29			
10			20			30			

12. Students Feedback:(Department as a whole-Consider All teachers)

SN	Name of teacher	Score of Individual teacher	SN	Name of teacher	Score of individual teacher	SN	Name of teacher	Score of individual teacher	Average Weight Achieved out of 100=Sum(Col.3)/SN
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)	(4)
01			11			21			
02			12			22			
03			13			23			
04			14			24			
05			15			25			
06			16			26			
07			17			27			
08			18			28			
09			19			29			
10			20			30			

13. Professional Endeavour of Teachers:(Department as a whole-Consider All teachers)

SN	Name of teacher	Score of Individual teacher	SN	Name of teacher	Score of individual teacher	SN	Name of teacher	Score of individual teacher	Average Weight Achieved out of 500=Sum(Col.3)/SN
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)	(4)
01			11			21			
02			12			22			
03			13			23			
04			14			24			
05			15			25			
06			16			26			
07			17			27			
08			18			28			
09			19			29			
10			20			30			

14.Special functional Performance:

Sr. No.	Particulars	No.	Wt/e ach	Max	W/A
14.01	Number of classes of teachers attended		01	40	
14.02	Numbers of Industrial Visits organized		10	20	
14.03	Meeting of departments Alumni Association held		10	10	
14.04	Number of meeting of parents held		10	10	
14.05	Published Departmental Bulletin at the end of the semester		10	10	
14.06	Number of meetings of teaching faculty held		10	40	
14.07	Number of meetings of non teaching staff held		05	10	
14.08	Recorded minutes of all the departmental meetings		05	20	
14.09	Number of faculty registered for Ph.D. In department		05	10	
14.10	Meeting with students/Forum representative /CRs		05	10	
14.11	Number of students guided for PG Projects		10	20	
14.12	Number of Ph.D. Awarded to faculty		10	20	
14.13	Number of faculty worked as reviewers for National Journals		05	10	
14.14	Number of faculty worked as reviewers for International journals		10	20	
14.15	Number of departmental faculty seminars held in a year		05	20	
14.16	Number of seminars organized at national level		20	20	
14.17	Number of conference organized at international level		50	50	
14.18	Number of proposals submitted for DST, CSIR & Other agencies		05	20	
14.19	Number of Proposals submitted for R&D / MODROB/TAPTEC		05	20	
14.20	Number of sponsored projects received by the department		20	40	
14.21	Short term courses organized by the department		20	20	
14.22	Number of papers presented on UG Projects in international conferences		05	10	
14.23	Number of projects participated in IIT		10	10	
14.24	Number of awards received for guided project		10	20	
14.25	Number of paper presented by faculty in national conference		05	10	
14.26	Number of papers presented by faculty in international conference		10	30	
14.27	Number of papers published on Ph.D. Work of faculty in national journals		05	20	
14.28	Number of papers published on Ph.D. Work of faculty in international Journals		10	30	
14.29	Number of special lectures delivered by faculty in another local institute		10	10	
14..30	Number of special lectures delivered by faculty in outside HQ		20	20	
				600	
Total Weight Achieved out of					

15 Personal Excellence of HOD:

SN	Performance Indicator to be assessed	No.	Weight per No.	Max.	Weight Achieved
(1)	(2)	(3)	(4)	(5)	(6)
12.01	Personal memberships of A i / international Professional bodies		05	10	
12.02	Office bearer of AI / international Body (Individually)		10	10	
12.03	Personal Ph.D.Awarded		10	10	
12.04	Number of papers published on own Ph.D. In international Journals		05	10	
12.05	Published own text book through a publisher at national level		20	20	
12.06	Number of candidates personally guided for M.E. By research		10	30	
12.07	Number of sponsored projects in which personally worked		20	20	
12.08	Number of times worked as reviewer for national journals		05	10	
12.09	Number of times worked as reviewer for International Journals		20	20	
Total Weight Achieved out of 140					

16. Professional and Functional Endeavour of HOD: (To be evaluated by Head of the Institution)

SN	Performance Indicator to be assessed	Evaluation by Reporting Officer			
		Excellent	Good	Average	Poor
(1)	(2)	(3)	(4)	(5)	(6)
	Monitored academic calender as per schedule				
	Collected lectures notes to teachers				
	Took a review of syllabus completion regularly				
	Took a review of term work completion regularly				
	Checked quality of laboratory journals				
	Checked progress of continuation assessment				
	Countersigned students attendance registers weekly				
	Checked subject wise files of teachers				
	Countersigned record of internal marks regularly				
	Introduce additional practical beyond syllabus during the year				
	Took feed back from students				
	Communicated feedback, ACRs to the concerned faculty				
	Feed back analysis communicated to the teachers				
	Held co-curricular activities / Functions at departmental level				
	Informed progress reports of students to their parents				
	Took keen interest in Academic Monitoring Activity				
	Ensured data feeding in ERP				
	Took keen interest in training placement activities				
	Made enough efforts to utilize resources economically				
	Took efforts for Involvement of Industry in Projects/visits				
	Held meetings of III Cell				
	Held Meetings of EDP Cell				
	Held Meetings of CEP Cell				
	Recorded minutes of meetings of III, EDP, CEP				
	Submitted Annual Confidential reports as per schedule				
	Submitted performance appraisals duly scrutinized and as per schedule				
	Submitted result analysis to the Principal within 7 days				

Established mechanism to check record of appraisals of teachers				
Shared substantial load of national / international conference				
Communicated adverse confidential reports to the staff				
Pointed out deficiencies of staff in writing from time to time				
Maintained harmony amongst departmental staff & faculty				
Promptness in correspondence				
Took efforts for brand building				
Promptness in submission of information				
Followed all deadlines scrupulously				
Maintained cleanliness in laboratories through out the year				
Maintained cleanliness of class rooms under control				
Preparation before inspection by controlling authorities				
Display of laboratories during inspection of Institute				
Presentation before inspections by controlling authorities				
Display of laboratories during inspection of Institute				
Presentation of the department during inspection				
Generated revenue by the department				
Guided faculty in Selection /Execution / Evaluation of Projects				
Participated personally in consultancy assignments				
Involvement in procurement of equipment				
Involvement in Repairs & Maintenance, Departmental Library				
Implements standing orders faithfully in true spirit				
Involvement in Budget preparation				
Number of Tick marks in each column				
 Multiplying Factors	5	3	1	0
Weight Achieved for each column				
Total Weight Achieved out of 240				

Sum of Marks record from item 1 to item 16 out of 1920	
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Final Assessment

SN	Particulars of Assessment	Score
01	Weight Achieved in item 1 to 16 out of 1920	
02	Weight based on participation in activities handled by Dean Academics out of 20	
03	Weight based participation in activities handled by Dean R&D out of 20	
04	Special weight by Reviewing Officer based on participation in activities beyond department (Max 20)	
Total performance out of 1980		

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 1980	
02	Special Weight for outstanding performance beyond department out of 20	
03	Total Weight achieved out of 2000	
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+	90-81 % --> A	80-71 % --> B +	70 --> 51 B	Below 50 --> C
Outstanding	Very Good	Positively Good	Average	Poor

Comments:

Final Grade Awarded:

Place _____
Date _____



Signature of Reviewing Officer
(Seal)