



**MAULANA AZAD NATIONAL INSTITUTE OF TECHNOLOGY,  
BHOPAL - 462003**

**Faculty Performance Appraisal Form 01 July ..... to June 30,.....**

Name:

Designation:

Department:

**A. Teaching and learning**

**55 points**

**(a) Teaching (Theory)**

Maximum teaching hours per subject per semester is 35 H'ours

**Odd Semester**

	Course No. & Title	No. of Students registered	No. of classes actually engaged	Grade point index from students feedback
UG				
PG				

**Even Semester**

	Course No. & Title	No. of Students registered	No. of classes actually engaged	Grade point index from students feedback
UG				
PG				

(b) - List of project and thesis (Dissertation) Supervised: B. Arch./ B.Plan / M. Plan / B. Tech. / M.Tech./ MBA/MCA /Ph.D.

(c) Laboratory developed/Instruction Software and education technology package developed.

**B. Academic Research and Publication**

**20Points**

(a) List of paper published:

International Journal

National Journal

International Conference

National Conference

(b) Technical Reports prepared

(c) Books/Monogram/Laboratory manual authored

**C. Sponsored R & D and Consultancy**

**10 Points**

(a) Sponsored research projects

(b) Consultancy projects

(c) Continuation education/STTP/Conference/special lecture delivered

(d) Membership in professional societies

**D. Academic and Administrative Work**

**10 Points**

(a) Department level administration

(b) Institutional level administration

**E. Other activities**

**05 Points**

(a) Awards/Distinguish / Honours / Patent / Special Lecture delivered/ Experts of Committees outside Institute

**F General**

(a) Future Planning

(b) Input required for self improvement

**(c) Willingness to take responsibilities**

**(d) Outstanding achievement not covered above**

**Signature of faculty member with date**

**Forwarded by the head of the department with commands.**

**Signature of HOD member with date**

**G -Integrity to be filled by Director**

**DIRECTOR**

# Summary Sheet for Faculty Performance

Appraisal for the academic Session .....

Name:

Designation:

Department:

Table to be fill by the committee

S. No.	Factor of Appraisal	Maximum grade point permitted	Actual grade point obtained
A	Teaching and learning	55	
B	Academic Research & Publcation	20	
C	Sponsored R & D projects and consultancy	10	
A	Academic and Administrative work	10	
E	Other activities	5	

Total grade point obtained:

Grade point index from student feedback:

HOD, Department

Member

Member

Counter signature of faculty member

DIRECTOR

# GUIDE LINES FOR FILLING THE ANNUAL PERFORMANCE REPORT

**Purpose:** Purpose of this document is to provide the guidelines for filling APR Form meant for faculty members.

**Preamble-** The APR form addresses the following.

- The core activities of the institution viz, Teaching and learning
- The thrust on research and development.
- Responsibility sharing capacity/capability at departmental level and institutional level
- Future plans and identification of self improvement areas

APR consists of six sections viz A,B,C,D,E,F, (G) and each section has sub sections, which have been indicated under respective section. The rating under section A to E is on numerical basis while section "F" deals with the futuristic out look of the faculty and have no numerical grading.

The APR will be filed by the respective faculty member and it will be reviewed by a appraisal committee consisting of Two Senior most Professors and HOD of the department, before putting up to Director for final approval.. The departments where there are no Professors, or only one Professor, in that situation Director will appoint a committee consisting of Two Professors and HOD of concerned Dept.

The section (G) " INTEGRITY" will be filled by Director only..

The following paragraphs will describe the various sections of APR form and guidelines for filling the APR.

## **A. Teaching & Learning**

**55 Points**

### **(a) Teaching (Theory)**

**40 Points**

**Odd Semester :** (18 Points + 02 Points)

UG/PG : 18 Points

GPI : 02 Points

**Even Semester :** (18 Points + 02 Points)

UG/PG : 18 Points

GPI : 02 Points

For UG/PG classes, The points are based on the percentage of classes taken as shown in table 1.0.

Table 1.0 The classes taken and points earned

% of classes taken per subject	Points earned
95-100	18
90-94.99	16
85-89.99	14
80-84.99	12
75-79.99	10
Less than 75	00

GPI - Grade point index from students feed back has the points as follows:

Satisfactory & good - 01 points

Very good & Excellent - 02 points

Note: If faculty takes more than two subjects. points will be shared

**(b) List of Project and thesis (Dissertation) supervised: B.Arch/ B. Plan/ M.Plan/ B. Tech/  
M.Tech/ MBA/MCA/Ph.D 10 Points**

B.Tech/M Tech projects will be awarded 02 Points for each completion of projects

For the Ph.D. degree be awarded, 2 Points per PhD guided in three years

Note: List of projects and brief about the project/thesis, Dissertation /PhD work will be enclosed with APR.

**(c) Laboratory developed / instruction Software and education technology/ package developed (Mentoring by Senior Faculty) 05 Points**

Contributions in development of any items listed in (c) will earn maximum two marks, (Assessed by the appraisal committee)

### **B. Academic Research and Publications**

**20 Points**

#### **(a) List of Paper published**

**15 Points**

##### **Journals**

For International Journals, 04 Points Per Paper

For National Journals, 03 Points per Paper

##### **Conferences**

For International, Conference, 02 Points per paper

For the National Conference/ Workshop/ Seminar, 01 Points per paper

Note : Each department will maintain a list of international and national journal/Conferences with impact factor.

#### **(b) Technical Reports / Books / Monographs / Lab. Manual / reviewed**

**05 Points**

Any one completed activities will earn 05 marks

**(a) Sponsored Research Projects/ Consultancy project 07 Points**

Refer table 2.0 for the points

Table 2.0 Total project amount and points

Total sum of project (Rs Lakhs)	Points
Up to 1	01
1 to 1.99	02
2 to 2.99	03
3 to 3.99	04
4 to 4.99	05
More then 5	07

This amount mentioned will be cumulative sum of the project during the financial year

**(b) Membership of professional societies**

**03 Points**

For Membership in professional societies/ Professional bodies, 1 point each maximum of 3 points.

**D. Academic & Administrative work**

**10 Points**

**(a) Department level Administration: 04 Points**

For Department level Administration per activity 01 Points maximum of 4 points:

**(b) Institutional level Administration: 06 Points**

For Institutional level Administration: per activity 02 Points up to maximum of 6 points:

**E. Other activities**

**05 Points**

**Awards/Distinguish / Honors/ Patent/ Special Lecture delivered/ Experts of Committees outside Institute: 05 Points**

Either 01 point per activity. maximum of 05 points or single Patent 05 marks

**F. General:**

**(a) Future Planning**

Under this heading faculty will mention his/her future planning for the betterment of department/ Institution.. The work may include, research projects, development of new laboratory, up gradation of existing facilities etc.

**(b) input required for self improvement**

Under this heading faculty will mention input required for his/her self improvement such as training in communication skill, knowledge up gradation in the subject or related subjects etc.

**(c) Willingness to take responsibilities**

Under this heading faculty will mention whether he/she is ready to take additional responsibility apart from his/her teaching assignment

**(d) Outstanding achievement not covered above**

Under this heading faculty will mention any outstanding work he/she has done which have not been covered in forgoing sections

**(G) Integrity:** Any adverse remark against faculty member will be mentioned by Director and will be communicated to concerned faculty. Integrity column to be filled by Director.