




**ANNUAL APPRAISAL REPORT**

ACADEMIC YEAR:

DATE:

**PART-A:- FACULTY INFORMATION**

1.	Name				
2.	Designation/ Department				
3.	Present Post Held from				
4.	Date of Joining				
5.	Qualification				
6.	Any degree acquired during this year				
7.	Experience (Yrs)	AKGEC	Academics	Industry	
8.	Professional Membership(s)				
9.	Details of UHVP FDPs Attended  Date ⇒	Level-1	Level-1 Refresher	Level-2	Level-3
10.	Ph.D. Supervisor/BoS Member etc.				
11.	Awards/ Achievements/ Recognition				
12.	Suggestions to improve the System / Institution				
13.	Plans for the ensuing Session (3-5 major points)				
14.	<i>Credit Points in previous appraisal</i>				
15.	<i>Warnings Issued</i>				

  
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**iv) Students Performance (Only Theory Subjects)**

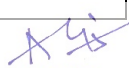
**(Max Points: 80)**

S. No.	Subject Name	Subject Code	Semester (Odd/ Even)	Section	Pass Percentage	External Average	Points Scored
<b>Self-Evaluation:</b>							
<b>Verified Evaluation:</b>							

**v) Content Beyond Syllabus**

**(Max Points: 20)**

S. No.	Subject Name	Subject Code	Topic Covered	No. of Lectures
<b>Self-Evaluation:</b>				
<b>Verified Evaluation:</b>				

  
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## vi) E-Content Developed


(Max Points: 20)

S. No.	Subject Name	Subject Code	Video Lecture Recorded			Points Scored
			AKGEC Studio	Live Lectures	National/State Univ. Level	
<b>Self-Evaluation:</b>						
<b>Verified Evaluation:</b>						

## vii) Innovation in Teaching &amp; Learning

(Max Points: 10)

Project Based Learning	<input type="checkbox"/>	Case Studies / Field Work	<input type="checkbox"/>
Problem Based Learning	<input type="checkbox"/>	Experiential Learning	<input type="checkbox"/>
Active Learning	<input type="checkbox"/>	Others	<input type="checkbox"/>
<b>Short Description:</b>			
<b>Self-Evaluation:</b>			
<b>Verified Evaluation:</b>			

  
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**CATEGORY 2: SELF DEVELOPMENT& OUTREACH***(Max Marks: 75)***i (a) Faculty Seminar Delivered****(Max Points: 5)**

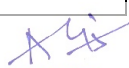
S. No.	Topic of Seminar	Date	Paper Communicated/Published on Seminar Topic Yes/No
<b>Self-Evaluation</b>			
<b>Verified Evaluation</b>			

**Max Points (combined for (ib) & i(c) )= 15****i (b) Faculty Pursuing Ph.D.**

S. No.	Institute Name	Date of Enrollment	IIT/NIT/Other	Credit Score
<b>Self-Evaluation</b>				
<b>Verified Evaluation</b>				

**i (c) FDPs Attended by Faculty**

S. No.	Topic of FDP	ATAL/GIAN/ Others	Organization Name	Duration	Credit Score
<b>Self-Evaluation:</b>					
<b>Verified Evaluation:</b>					

  
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ii) Attended MOOCs-NPTEL / Swayam for Self-Development

(Max Points=20)

S. No.	Course Name	Date & Duration	Marks Obtained	Elite/Elite-Silver/Elite-Gold	Credit Score
<b>Self-Evaluation:</b>					
<b>Verified Evaluation:</b>					

Activities Organized

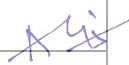
(Max Points=20)

iii) FDP / MDP / EDP / SDP /STTP etc. Organized

S. No.	Title of FDP / MDP / EDP / SDP /STTP	Date & Duration	Coordinator / Co-Coordinator /Organizing Team Member	Credit Score
<b>Self-Evaluation:</b>				
<b>Verified Evaluation:</b>				

iv) Conference / Symposium / Convention Organized

S. No.	Title of Conference / Symposium / Convention	Date & Duration	Chair / organizing Secretary/ Committee Member	Credit Score
<b>Self-Evaluation:</b>				
<b>Verified Evaluation:</b>				

  
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v) Industrial Visits, Guest Lectures, Alumni Lectures, Training Program, Workshop etc.  
Organized

S. No.	Industrial visits/Guest Lectures/Alumni Lectures/Training Program/Workshop	Date & Duration	Name of Industry Visited/Training Program/Workshop	Credit Score
<b>Self-Evaluation:</b>				
<b>Verified Evaluation:</b>				

vi) Industry Academic Connect

(Max Points=10)

*Industry Academic Connect - Lab setup with Industry, Course developed with Industry, Industry invited for placement, MoU with industry (for Internship projects etc.)*


S. No.	Month/Year	Type of Activity	Collaborating Industry/Organization	Date & Duration	Credit Score
<b>Self-Evaluation:</b>					
<b>Verified-Evaluation:</b>					

vii) Resource Person in Events Outside College

(Max Points=05)

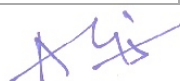
*Invited Lectures, session chair / talk in refresher courses etc. Editor of a journal, BoS / BOG member etc.*

S. No.	Month/Year	Type of Activity	Organization Visited	Date & Duration	Credit Score
<b>Self-Evaluation:</b>					
<b>Verified-Evaluation:</b>					

  
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**CATEGORY 3: RESEARCH & DEVELOPMENT***(Max Marks: 100)***Research Publication/Book Published****Max Points (combined for (ia), (ib), i(c) & i(d)) = 50****i (a) Research Publications: Category I (Journals)**

S. No.	Title of the Paper	SCI/ Scopus/ UGC/ others	DOI & URL	Vol./ Issue No.	Impact Factor	Date of Publication/ First Online	Name of the Journal and ISSN Publisher	No. of Authors	Authorship: First/Corresponding/ Second/ Third/other levels	Credit Points
<b>Self-Evaluation:</b>										
<b>Verified Evaluation:</b>										

  
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**i (b) Research Publications: Category I (Conferences)**

S. No.	Title of the Paper	Indexing & DOI	Vol./ Issue No.	Date of Conference	Name of the Conference and Journal Publisher	ISBN/ ISSN	No. of Authors	Authorship: First/Corresponding/Second/Third/other levels	Credit Score
<b>Self-Evaluation:</b>									
<b>Verified Evaluation:</b>									

  
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**i (c) Book Chapters/Articles**

S. No.	Title	ISSN/ ISBN No.	Edition	Publisher International /National /Regional	Credit Score
<b>Self-Evaluation:</b>					
<b>Verified Evaluation:</b>					

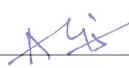
**i (d) Book Published**

S. No.	Title & Edition	ISSN/ ISBN No.	International /National /Regional	Editor /Author	Credit Score
<b>Self-Evaluation:</b>					
<b>Verified Evaluation:</b>					

**Max. Points (Combined for (ii), (iii) & (iv)) = 50**

**ii) Sponsored Projects/Consultancy**

S. No.	Title	Agency	Period	Principal Investigator or Co-PI	Grant/ Amount in (Rs Lakhs)	Credit Score
<b>Self-Evaluation:</b>						
<b>Verified Evaluation:</b>						

  
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iii) Technology Transfer / Patents / Copy Right, Product Development, Leading Team for Competition

S. No.	Date	IPR/Patent No.	Main Application/Inventor	Applied/ Published/ Granted	Credit Score
<b>Self-Evaluation:</b>					
<b>Verified Evaluation:</b>					

iv) Project Guidance B. Tech / M. Tech / MCA / Ph.D.


S. No.	B.Tech/ M.Tech/ Ph.D	Number of Enrolled Students	Supervisor/ Co-Supervisor	Thesis Title/ Project Title	Thesis Submitted/ Project Completed (Y/N)	Thesis Submitted (Y/N)	Paper Published (Scopus /SCI)	Credit Score
<b>Self-Evaluation:</b>								
<b>Verified Evaluation:</b>								

  
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**CATEGORY 4: CONTRIBUTION TO DEPARTMENT/INSTITUTE***(Max Marks: 50)*

S. No.	Activity	Please Mark ✓	Semester ODD/Even or Both	Credit Score
<b>ACTIVITY TYPE – A (5 points for each Activity per Semester)</b>				<b>Max. points - 10</b>
1	Class Counsellor / Mentoring role			
2	Lab In-charge			
3	Club Counsellor			
4	ERP / Attendance / Marks Coordinator			
5	Social Media Coordinator			
6	AICTE Coordinator			
7	Alumni Coordinator			
8	Human Value Cell Coordinator			
9	Project Coordinator / Committee Member			
10	MOOCs / e-Content Coordinator			
11	Exam Cell Member / Co-Curricular / Extra-Curricular Activity Coordinator			
12	Anti-ragging/Discipline /Punctuality Drive			
13	Website Coordinator			
14	Departmental Library / Purchase / Budget			
15	Others (please Specify):			
<b>ACTIVITY TYPE – B (10 points for each Activity per Semester)</b>				<b>Max. points - 20</b>
15	Time Table / Academics In-charge			
16	Program / Placement / Internship / Training / PDP Coordinator			
17	NBA / NAAC / NIRF Coordinator			
18	Admission Cell Coordinator			
<b>ACTIVITY TYPE – C (5 / 10 / 20 Points – As recommended)</b>				<b>Max. points - 20</b>
19	Other activities (Recommended by the HOD)			
20	Additional Charge - Dean / Head Warden / IQAC In-charge / NSS / Social activity / UBA etc.			
<b>Self-Evaluation:</b>				
<b>Verified Evaluation:</b>				

Signature of Faculty member with Name and Date:

  
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## OVERALL SUMMARY (PART-B)

S. No.	Activity	Max. Marks	Self-Evaluation	Final Verified Evaluation
<b>CATEGORY-1 TEACHING &amp; LEARNING</b>				
1	Instructional Work Assigned	30		
2	Average Attendance	20		
3	Student Feedback	20		
4	Students Performance (Only Theory Subjects)	80		
5	Content Beyond Syllabus	20		
6	E-Content Developed	20		
7	Innovation in Teaching & Learning	10		
<b>Total</b>		<b>200</b>		
<b>CATEGORY 2: SELF DEVELOPMENT&amp; OUTREACH</b>				
1	Faculty Seminar Delivered	5		
	Faculty Pursuing Ph.D.	15		
	FDPs Attended by Faculty Member			
2	Attended MOOCs-NPTEL / Swayam for self-development	20		
3	FDP / MDP / EDP / SDP /STTP etc. organized	20		
4	Conference / Symposium / Convention Organized			
5	Industrial visits, Guest Lectures, Alumni Lectures, Training Program, Workshop etc. Organized			
6	Industry Academic Connect	10		
7	Resource Person in Events Outside College	5		
<b>Total</b>		<b>75</b>		
<b>CATEGORY 3: RESEARCH &amp; DEVELOPMENT</b>				
1	Research Publications: Category I (Journals)	50		
	Research Publications: Category I (Conferences)			
	Book Chapters/Articles			
	Books Published			
2	Sponsored Projects /Consultancy	50		
	Technology Transfer / Patents / Copy right, Product development, Leading team for competition			
	Project Guidance B. Tech / M. Tech / MCA / PhD			
<b>Total</b>		<b>100</b>		
<b>CATEGORY 4: CONTRIBUTION TO DEPARTMENT/INSTITUTE</b>				
1	Contribution to Department/Institute Activities	50		
<b>Overall Self-Evaluation (Out of 425):</b>				

Faculty Member

Verified by

  
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## PART –C

(To be filled by the Reporting Officer)

Annual Appraisal Report for the Academic Year \_\_\_\_\_

Name of the Faculty: \_\_\_\_\_

Designation: \_\_\_\_\_

### 1. ATTITUDE AND PERSONAL SKILL

Give rating on a five-point scale: Excellent: 5; Very Good: 4; Good: 3; Satisfactory: 2; Poor: 1)

1	Initiative and drive: Ability to work without constant supervision	
2	Responsibility: Understand duties, accepts responsibilities readily	
3	Discipline, Punctuality and availability for students during working hours	
4	Loyalty: Supports and following institute's policies and guidelines	
5	Development: General Awareness/Keeps knowledge up to date	
6	Oral/ Written Communication	
7	Team spirit and effectiveness in a team	
8	Leadership quality	
9	Positive Thinking and Optimism	
10	Maturity & Temperament	
11	Empathy & concern for others	
12	Integrity & Trustworthiness	
13	Desire to learn	
14	Flexibility and Open-mindedness	
15	Selflessness	
Total		

### 2. Overall Appraisal (Verified Marks):

Part/Category		Points	Weighted Average
Part-B: Self-Appraisal (425 Points)	Category 1 (200 Points)		
	Category 2 (75 Points)		
	Category 3 (100 Points)		
	Category 4 (50 Points)		
	Over All (425 Points)		
Part-C: HoD's Recommendation (75 Points)			
Total (500 Points)			

### 3. Brief Comments:

Comments of Director General

Signature of the Reporting Officer

  
Director  
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Ghaziabad  
Signature of Director General

# **AKGEC**

**ANNUAL APPRAISAL REPORT FOR THE ACADEMIC YEAR 2021-2022**

**(NON – TEACHING ADMIN STAFF)**

Name:

Date of Birth

Qualification:

Designation: OFFICE ASSISTANT

Department: APPLIED SCIENCES AND HUMANITIES

Date of Joining the Institute:

Pay Scale: \_\_\_\_\_ Present Basic Pay: \_\_\_\_\_

Present Post Held From: \_\_\_\_\_


## **WORK – DETAILS / DUTIES PERFORMED**

**Participation in Any Other Extra Work:**

**Self-Appraisal:**

**Date:**

**Signature of the Employee**

  
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**Professional Aspects**

**Grading on a scale of 10 grade**

- 1. Availability & Punctuality \_\_\_\_\_
- 2. Professional competence related to assigned responsibilities \_\_\_\_\_
- 3. Initiative to follow up & complete assigned work \_\_\_\_\_
- 4. Reliability / Dependability \_\_\_\_\_
- 5. Maintenance of Documents & Records \_\_\_\_\_

**Human Value Aspects**

- 1. Integrity \_\_\_\_\_
- 2. Discipline \_\_\_\_\_
- 3. Participation in other activities \_\_\_\_\_
- 4. Conduct with Students, Faculty, Staff & Superiors \_\_\_\_\_
- 5. Team Sprit \_\_\_\_\_

**Overall Grades: Excellent / Very Good / Good / Satisfactory / Poor**

Remark by incharge:

Date:

Signatures & Name of Incharge

Review by HOD:

Date:

Signature & Name of HOD

  
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# AJAY KUMAR GARG ENGINEERING COLLEGE, GHAZIABAD

## ANNUAL CONFIDENTIAL REPORT – EVALUATION GUIDELINES

### PART A : FACULTY INFORMATION

#### To be filled by the Faculty Member

1. Name
2. Designation / Department
3. Present Post held from date
4. Date of Joining
5. Qualification
6. Any degree acquired during the year
7. Experience (Industry/Academics/AKGEC)
8. Professional Membership(s)
9. Details of UHVP FDPs Attended
10. PhD Supervisor / BoS Member etc.
11. Awards / Achievements / Recognition
12. Suggestions to improve the System / Institution
13. Plans for the ensuing Session (3-5 major points)

#### To be filled by the HR Office

1. *Credit Points in previous appraisal*
2. *Warnings Issued*

  
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**PART B : SELF EVALUATION (425 Points, 85% Weightage)**

**Category 1 : Teaching & Learning (200 Points, 40% Weightage)**

S. No.	Activity	Evaluation Basis	Remarks																								
1	Instructional Work Assigned (Teaching load*)  Maximum Points = 30	1. Number of Teaching Hours (10) 2. Number of Theory Courses taught (10) 3. Number of Sections taught (10)	For FM's associated with AKGEC Skills, R&D Faculty, or holding other important designation (such as Dean, Associate Dean) approved by the Director General at the starting of the session/semester, a virtual load of 4-10 may be considered for calculation of credit points.  A training program of 40Hrs or above may be considered as a course. Number of training batches may be considered equivalent to number of sections. Any training less than 40 Hrs will not be counted here. In such cases the training program will be considered as virtual load. No additional virtual load may be considered in such cases.																								
		<table border="1"> <thead> <tr> <th>Points</th> <th>AP</th> <th>ASP</th> <th>P</th> </tr> </thead> <tbody> <tr> <td>10</td> <td>≥ 16 hrs</td> <td>≥ 14 hrs</td> <td>≥ 12 hrs</td> </tr> <tr> <td>08</td> <td>&lt;16 &amp; ≥14</td> <td>&lt; 14 &amp; ≥ 12</td> <td>&lt; 12 &amp; ≥ 10</td> </tr> <tr> <td>06</td> <td>&lt; 14 &amp; ≥ 12</td> <td>&lt; 12 &amp; ≥ 10</td> <td>&lt; 10 &amp; ≥ 8</td> </tr> <tr> <td>04</td> <td>&lt; 12 &amp; ≥10</td> <td>&lt; 10 &amp; ≥ 8</td> <td>&lt; 8 &amp; ≥ 6</td> </tr> <tr> <td>02</td> <td>&lt; 10 &amp; ≥ 8</td> <td>&lt; 8 &amp; ≥ 6</td> <td>&lt; 6 &amp; ≥ 4</td> </tr> </tbody> </table>		Points	AP	ASP	P	10	≥ 16 hrs	≥ 14 hrs	≥ 12 hrs	08	<16 & ≥14	< 14 & ≥ 12	< 12 & ≥ 10	06	< 14 & ≥ 12	< 12 & ≥ 10	< 10 & ≥ 8	04	< 12 & ≥10	< 10 & ≥ 8	< 8 & ≥ 6	02	< 10 & ≥ 8	< 8 & ≥ 6	< 6 & ≥ 4
		Points		AP	ASP	P																					
		10		≥ 16 hrs	≥ 14 hrs	≥ 12 hrs																					
		08		<16 & ≥14	< 14 & ≥ 12	< 12 & ≥ 10																					
		06		< 14 & ≥ 12	< 12 & ≥ 10	< 10 & ≥ 8																					
		04		< 12 & ≥10	< 10 & ≥ 8	< 8 & ≥ 6																					
		02		< 10 & ≥ 8	< 8 & ≥ 6	< 6 & ≥ 4																					
		Teaching ≥ 4 different theory courses = 10 Points Teaching ≥ 3 different theory courses = 08 Points Teaching ≤ 2 different theory courses = 05 Points																									
		Teaching ≥ 5 theory sections = 10 Points Teaching 4 theory sections = 08 Points Teaching 3 theory sections = 06 Points Teaching 2 or 1 theory sections = 05 Points																									


  
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2	<p>Average Attendance (Theory + Lab)</p> <p>Maximum Points = 20</p>	<table border="1"> <tr><td><math>\geq 85\%</math></td><td>20</td></tr> <tr><td><math>&lt; 85\% \text{ and } \geq 80\%</math></td><td>18</td></tr> <tr><td><math>&lt; 80\% \text{ and } \geq 75\%</math></td><td>16</td></tr> <tr><td><math>&lt; 75\% \text{ and } \geq 70\%</math></td><td>14</td></tr> <tr><td><math>&lt; 70\% \text{ and } \geq 65\%</math></td><td>10</td></tr> <tr><td><math>&lt; 65\% \text{ and } \geq 60\%</math></td><td>05</td></tr> <tr><td><math>&lt; 60\%</math></td><td>00</td></tr> </table>	$\geq 85\%$	20	$< 85\% \text{ and } \geq 80\%$	18	$< 80\% \text{ and } \geq 75\%$	16	$< 75\% \text{ and } \geq 70\%$	14	$< 70\% \text{ and } \geq 65\%$	10	$< 65\% \text{ and } \geq 60\%$	05	$< 60\%$	00		<p>Average of Percentage attendance in all theory and lab courses taught in the assessment year.</p>
$\geq 85\%$	20																	
$< 85\% \text{ and } \geq 80\%$	18																	
$< 80\% \text{ and } \geq 75\%$	16																	
$< 75\% \text{ and } \geq 70\%$	14																	
$< 70\% \text{ and } \geq 65\%$	10																	
$< 65\% \text{ and } \geq 60\%$	05																	
$< 60\%$	00																	
3	<p>Student Feedback (Both Theory and Labs)</p> <p>Maximum Points = 20</p>	<table border="1"> <tr><td><math>\geq 4.5</math></td><td>20</td></tr> <tr><td><math>&lt; 4.5 \text{ \&amp; } \geq 4.25</math></td><td>18</td></tr> <tr><td><math>&lt; 4.25 \text{ \&amp; } \geq 4</math></td><td>16</td></tr> <tr><td><math>&lt; 4 \text{ \&amp; } \geq 3.75</math></td><td>10</td></tr> <tr><td><math>&lt; 3.75 \text{ \&amp; } \geq 3.5</math></td><td>05</td></tr> <tr><td><math>&lt; 3.5</math></td><td>00</td></tr> </table>	$\geq 4.5$	20	$< 4.5 \text{ \& } \geq 4.25$	18	$< 4.25 \text{ \& } \geq 4$	16	$< 4 \text{ \& } \geq 3.75$	10	$< 3.75 \text{ \& } \geq 3.5$	05	$< 3.5$	00		<p>Average feedback of all the theory and lab courses taught in the assessment year</p>		
$\geq 4.5$	20																	
$< 4.5 \text{ \& } \geq 4.25$	18																	
$< 4.25 \text{ \& } \geq 4$	16																	
$< 4 \text{ \& } \geq 3.75$	10																	
$< 3.75 \text{ \& } \geq 3.5$	05																	
$< 3.5$	00																	

  
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4	Students Performance (Pass% and External Average)  Maximum Points = 80	<b>Only Theory Courses</b>					Average result (pass percentage and external average) of all the theory courses taught in the assessment year.  For results less than 80% pass result and 40% external average, the table may be extended (for every 5% change) in the same proportion. e.g. for 75% pass and 35% external average, 12 points may be claimed, similarly for 70% pass and 40% external average, 10 points may be claimed.		
		<b>Class Avg. →</b>	<b>&gt;60</b>	<b>&lt;60</b>	<b>&lt;55</b>	<b>&lt;50</b>		<b>&lt;45</b>	
		<b>Pass% ↓</b>		<b>≥55</b>	<b>≥50</b>	<b>≥45</b>		<b>≥40</b>	
		100	80	72	64	56		48	
		< 100 and ≥ 97	76	68	60	52		44	
		<97 and ≥ 94	72	64	56	48		40	
		< 94 and ≥ 91	68	60	52	44		36	
		< 91 and ≥ 88	64	56	48	40		32	
< 88 and ≥ 85	60	52	44	36	28				
<85 and ≥ 80	56	48	40	32	24	16			
5	Coverage of Content beyond syllabus / Development of additional content for supplementing course / GATE preparation  Maximum Points = 20	<p>01 point each for 01 hour of additional content delivered as a part of course being taught by the faculty member, subjected to a <b>limit of maximum 10 points per academic session</b>. FM's teaching common subjects may claim points for the same additional topics covered in different sections. The additional content should be pre-approved by the HoD and delivered with a proper lecture plan to the students.</p> <p>Additional 10 points (1 point for each hour of extra content delivered) can be earned by delivering content which is not the part of regular courses taught by faculty members (Not the part of LWS). Content delivered for internship/training, UHV modules delivered during SIP etc. is to be included here.</p>							
6	E-Content Developed (Video Lectures) / Virtual Lab / MOOCs  Maximum Points = 20	<table border="1"> <tr> <td>(AKGEC studio)</td> <td>(National / State Univ. Level)</td> </tr> </table>					(AKGEC studio)	(National / State Univ. Level)	E-Content/Virtual Lab/ MOOCs developed/delivered through either AKGEC studio or at University/National Level
(AKGEC studio)	(National / State Univ. Level)								


  
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		(01 point for two lectures recorded or one lecture delivered live)*Q	01 point each for one lecture recorded		
7	Innovations in Teaching & Learning  Maximum Points = 10	Content delivered using Project based Learning / Problem Based Learning / Case Studies / Field Work / Experiential Learning / Active Learning or other innovative means. The same should be included in the lecture delivery schedule and pre-approved by the HoD.  Video lectures recorded, Live lectures delivered and use of PPT, videos or smart board will not be considered.			

**Category 2 : Self Development & Outreach (75 Points, 15% Weightage)**

1	FDP / MDP / EDP / STTP etc, Higher education (UGC, PhD, Post PhD) attended outside college. Faculty Seminar delivered in college.  Maximum Points = 20	Faculty Seminar delivered	3 Points for a seminar delivered	Maximum Points are limited to 5	Faculty/UHV Seminar Delivered in house (Max 5 points)  FDP attended outside College, at AKGEC Skills, FDP in college with outside organizer like AKTU/AICTE/UGC (where certificate is issued by the sponsoring organization).  Points for pursuing PhD/Post PhD may only be claimed up to 5 years after the registration of PhD.
		FDP attended* ( $\geq 2$ to $< 5$ days)	5 points		
		FDP attended ( $\geq 5$ days or PhD pursuing)	Atal/GIAN-10 Points/FDP Others – 7 Points/FDP AKGEC – 4 Points/FDP PhD-P (IIT/NIT) – 10 PhD-P (Others) – 7	Maximum points combined are limited to 15	

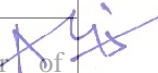
2	Attended MOOCs-NPTEL / Swayam for self-development  Maximum Points = 20	(Description with supporting documents) 20 points for scoring $\geq 90$ Marks 18 points for scoring $\geq 75$ but $< 90$ Marks 15 points for scoring $\geq 60$ but $< 75$ Marks 10 points for scoring $\geq 40$ but $< 60$ Marks	Certification of one course for not less than 8 Weeks. Points will depend upon the marks scored in MOOCs.
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3	FDP / MDP / EDP / SDP / STTP etc. organized ( <i>should be at least one week event</i> ) Conference / Symposium / Convention organized	Coordinator or Co-coordinator of FDP / MDP / EDP / SDP / STTP/UHV-FDP etc.	10 Points		Active involvement in organizing such events is to be verified by the respective department head.
		Organizing team member of FDP / MDP / EDP / SDP / STTP/UHV-FDP etc.	05 Points		
4	Industrial visits, Guest Lectures, Alumni Lectures, Training Program, Workshop etc. organized. ( <i>One-two days' event</i> )	Chair / organizing Secretary in Conference / Symposium / Convention organized	10 Points		
		Committee member in Conference / Symposium / Convention organized	5 Points		
5	Maximum Points = 20	5 points per event organized for <i>One or two days</i> {Industrial visits, Guest Lectures, Alumni Lectures, Training Program, Exhibitions, Workshop, UHV programs etc.}.			
6	Industry Academia Connect Maximum Points = 10	10 Points for the activities mentioned. However, points for the same shall vary from 5 to 10 depending on the level of industry and the level of collaboration.			Lab setup with Industry, Course developed with Industry, Industry invited for placement, MoU with industry (for Internship projects etc.) to be considered.
7	Interaction with the Outside World Maximum Points = 5	5 Points for the activities mentioned. However, points for the same shall vary from 2 to 5 depending on the level of interaction with the outside World.			Resource person in events outside College - Invited Lectures, session chair / talk in refresher courses, UHV sessions etc.  Editor of a journal, BoS / BoG member etc.

**Category 3 : Research & Development (100 Points, 20% Weightage)**

1	Research paper Publication	SCI / SSCI / SCIE	25 Points	Author and Co-Author of research papers and
	Book Publication	SCOPUS/ESCI Journal	15 Points	

  
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	Maximum Points = 50	UGC Journal	10 Points	books/book chapters can claim up to maximum 50 points.  For papers selected in Scopus journals or as book chapters through conferences, the points can only be claimed in any one of those i.e. FMs can't take credit twice for the same publication.																
		Scopus Conference	10 Points																	
		Non Scopus Journals and conferences	5 Points																	
		Author	30 – Int. Publisher 20 – Nat. Publisher																	
		Editor	15 – Int. Publisher 10 – Nat. Publisher																	
		Articles / Chapters in Book	10 – Int. Publisher 5 – Nat. Publisher																	
2	Sponsored Projects / Consultancy  Technology Transfer / Patents / Copy right, Product development, Leading team for competition.  Project Guidance B. Tech /	<table border="1"> <thead> <tr> <th>Amount</th> <th>Points as PI</th> <th>Points as Co-PI</th> </tr> </thead> <tbody> <tr> <td>&gt;10 Lac</td> <td>20 Points</td> <td>20 Points</td> </tr> <tr> <td>&gt;5 Lac ≤10 Lac</td> <td>20 Points</td> <td>15 Points</td> </tr> <tr> <td>1-5 Lac</td> <td>15 Points</td> <td>10 Points</td> </tr> <tr> <td>Up to 1 Lac</td> <td>10 Points</td> <td>5 Points</td> </tr> </tbody> </table>			Amount	Points as PI	Points as Co-PI	>10 Lac	20 Points	20 Points	>5 Lac ≤10 Lac	20 Points	15 Points	1-5 Lac	15 Points	10 Points	Up to 1 Lac	10 Points	5 Points	PI/Co-PI of a funded project or consultancy. POC's developed for Industry.  Filing/Publishing/Grant of patent/Copy right
		Amount	Points as PI	Points as Co-PI																
>10 Lac	20 Points	20 Points																		
>5 Lac ≤10 Lac	20 Points	15 Points																		
1-5 Lac	15 Points	10 Points																		
Up to 1 Lac	10 Points	5 Points																		
3	M. Tech / MCA / PhD  Maximum Points = 50	20 Points for IPR granted, 15 for filed/published  20 points for commercial product developed or POC's developed for Industry  20 Points for leading a team for National/International Level Competitions  15 Points for leading a team for State/University/Inter Institute Level Competitions	Mentoring students team for competition at National/International Level.																	

  
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4		Program	Without any outcome	Industry oriented/ supported Industrial Projects) or Projects with proper outcomes (leading to Paper/Patent)	Projects (Live Industry Per- mented/ supported Research Live Industrial Projects) or academic Projects with proper outcomes (leading to Research Paper/Patent).
		B. Tech/ MCA	2 Points	5 Points	
		M. Tech	0 Points	10 Points (Either two International Conferences or Scopus Journal or a patent)	papers in The points here are awarded for one paper in the outcome only, so the FMs may also claim the points in
		PhD	Guiding 01 PhD Candidate – 10 Points Guiding 02 PhD Candidates – 20 Points Submission of a PhD Candidate – 20 Points		Category 3, for research papers published with the students.

**Category 4 : Contribution to Department / Institute (50 Points, 10% Weightage)**

		Basis of Calculation	Credit Point	
1	Contribution to Departmental / Institutional Activities	<u>Activity Type-A</u> Class Counsellor / Mentoring role Lab In-charge Student Club Counsellor Attendance / Marks Coordinator Social media Coordinator AICTE / ISO Coordinator Alumni Coordinator Human Value Cell Coordinator Students Project Coordinator / Committee Member MOOCs / e-Content / Digital Studio Coordinator	Max. 20 Points  (5 points for each  Activity/Semester)	Co-ordinator / Counsellor / In-charge / Additional charge at department and/or College level.  Points to be claimed for active involvement.  Points claimed under this category to be verified through relevant Notices/circular etc. or by the HoD.

  
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		<p>Exam Cell member / Co / Extra-Curricular Activity Coordinator</p> <p>Anti-ragging/Discipline /Punctuality Drive</p> <p>Website Coordinator</p> <p>Departmental Library / Purchase / Budget Coordinator</p> <p>CFC/DDUGKY/PMKVY/NABARD and similar program coordinators</p> <p>UHV event coordinators (Plant Adoption, Samriddhi Pravaah, Guest Lectures, Shram Daan, World Happiness Day, Earth day etc.)</p>			
		<p><b><u>Activity Type-B</u></b></p> <p>Time Table / Academics In-charge</p> <p>ERP Coordinator</p> <p>Program / Placement / Internship / Training / PDP Coordinator</p> <p>NBA / NAAC / NIRF / NABL / ISO / NABET Coordinator</p> <p>Admissions team member</p>	<p>Max. 20 Points</p> <p>(10 points for each Activity/Semester)</p>		
		<p>Holding important positions or Additional Charge-Dean / Head Warden / IQAC In-charge / NSS / Social activity like UBA (Approved by the Director through HoD)</p> <p>UHV Mentors (who are UHV-II certified and volunteered in VE Cell activities/student workshops/AICTE workshop)</p>	<p>Max. 10 Points</p> <p>(5-10 points as suggested by HoD and approved by the Director)</p>		

  
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<b>PART C : HOD'S RECOMMENDATION (75 Points, 15% Weightage)</b>		
1	Initiative and drive: Ability to work without constant supervision	5
2	Responsibility: Understand duties, accepts responsibilities readily	5
3	Discipline, Punctuality and availability for students during working hours	5
4	Loyalty: Supports and following institute's policies and guidelines	5
5	Development: General Awareness/Keeps knowledge up to date	5
6	Oral/ Written Communication	5
7	Team spirit and effectiveness in a team	5
8	Leadership quality	5
9	Positive Thinking and Optimism	5
10	Maturity & Temperament	5
11	Empathy & concern for others	5
12	Integrity & Trustworthiness	5
13	Desire to learn	5
14	Flexibility and Open-mindedness	5
15	Selflessness	5
Total		75

  
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**SUMMARY**

<b>Part</b>	<b>Category</b>	<b>Points</b>	<b>Weightage</b>
A	<b>Faculty Information</b>	-	-
B	<b>Self-Evaluation</b>		
	1. Teaching & Learning	200	40 %
	2. Self-Development & Out reach	75	15 %
	3. Research & Development	100	20 %
	4. Contribution to Department / Institute	50	10 %
C	<b>HoD's Recommendation</b>	75	15 %
<b>Total</b>		<b>500</b>	<b>100 %</b>

  
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