

PERFORMANCE APPRAISAL FORM
PERFORMANCE APPRAISAL FORM-TEACHING STAFF
(Academic Year)

Personal Details:

Name	
Designation	
Employee ID	
Department	
DOJ	
Official Email ID	
Contact No.	
SCOPUS ID	
ORCID ID	

Section [A]: Teaching, Learning and evaluation

Parameters – (Scores are to be given between 4 to 0 with 4 as the highest score and 0 as the lowest. Rubrics to be referred for the same)

SN	Particulars	Earned Points (as per given rubrics)		
		Self	HOD / Dean	Director
1.	No. of lectures conducted V/s Planned			
2.	Average attendance of students			
3.	Punctuality in updating data (Attendance, Marks/ lesson plan/lecture notes/Data) in ERP			
4.	Effectiveness of the substitution in a Semester (Also mention no. of substitution)			
5.	Whether the course files and lab files are maintained properly?			
6.	Students' Feedback			
7.	Are weak students recognized and given extra attention to help them do better?			

8.	Use of Teaching Techniques, Adopted Innovative Method of Teaching			
9.	Result Analysis (O & F Count)			
10.	Mentor-Mentee File: Resolving Students Grievances within and outside classroom, Guidance of students for participation in SIH/Contests and winning of prizes, Academic result of mentee, No. of mentee placed			
11.	Have you guided any UG/PG Project leading to 3P's (Publication, Patent, Product)?			
12.	Examination and evaluation duties with timely completion assigned by College/University or attending the examination paper evaluation			
Signature				

Section [B]: Co-curricular, extension and Professional Development

Parameters – (Scores are to be given between 4 to 0 with 4 as the highest score and 0 as the lowest. Rubrics to be referred for the same)

SN	Particulars	Earned Points (as per given rubrics)		
		Self	HOD / Dean	Director
1.	Organizing workshop/FDP/STTP as Convener/Organizing Secretary			
2.	Have you delivered invited lecture/guest lecture outside the campus?			
3.	Have you organized invited lecture from industry, research centers etc.; developed Case Studies; arranged internships?			
4.	Received any award by external agencies			
5.	Are you a member of professional bodies?			
6.	Organized outreach activities for local society			
7.	Participation and involving in Student Chapter/Club/Cultural/Sports related			

	activities			
8.	MOU with Industry/reputed universities / research centers/ Universities			
9.	Activities that support ranking & accreditation of the Institution			
10.	Portfolio handled at Department/ Centralized			
Signature				

Section [C]: Research and Innovation

Parameters – (Scores are to be given between 4 to 0 with 4 as the highest score and 0 as the lowest. Rubrics to be referred for the same)

SN	Particulars	Earned Points (as per given rubrics)		
		Self	HOD / Dean	Director
1.	Papers published in Journals			
2.	Papers published in Conference Proceedings			
3.	Books/chapters published			
4.	Keynote Speaker/Invited Lecture in Indexed Conferences/equivalent Technical Program			
5.	Number of conferences attended			
6.	Number of Seminar/workshop/Refresher course/Training/Soft skill program etc. attended			
7.	Number of patents submitted/Copyrights/Designs granted (with GLBITM as Applicant)- other than [A].11			
8.	Number of Technology Transfer/ patents granted (with GLBITM as Applicant)			
9.	Have you supervised any Ph.D (Scholars enrolled in AKTU)?			
10.	Involvement in SDG related projects/ Startup Incubation/Entrepreneurship Cell			

Signature			
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Rubrics for Performance Appraisal

Section [A]: Teaching, Learning and evaluation

SN	Particulars	4	3	2	1	0
1.	No. of lectures conducted V/s Planned	95% & above	91-94%	86-90%	80-85%	Below 80%
2.	Average attendance of students	90% & above	85-89%	81-84%	75-80%	Below 75%
3.	Punctuality in updating data (Attendance, Marks/ lesson plan/lecture notes/Data) in ERP	Satisfactory-Excellent	Satisfactory- Very Good	Satisfactory- Good	Satisfactory-average	No/Unsatisfactory
4.	Effectiveness of the substitution in a Semester (Also mention no. of substitution)	Satisfactory-Excellent	Satisfactory- Very Good	Satisfactory- Good	Satisfactory-average	No/Unsatisfactory
5.	Whether the course files and lab files are maintained properly?	Satisfactory-Excellent	Satisfactory- Very Good	Satisfactory- Good	Satisfactory-average	No/Unsatisfactory
6.	Students' Feedback	90% & above	80-89%	76-79%	75%	Below 75%
7.	Are weak students recognized and given extra attention to help them do better?	Satisfactory-Excellent	Satisfactory- Very Good	Satisfactory- Good	Satisfactory-average	No/Unsatisfactory
8.	Use of Teaching Techniques, Adopted Innovative Method of Teaching	Satisfactory-Excellent	Satisfactory- Very Good	Satisfactory- Good	Satisfactory-average	No/Unsatisfactory
9.	Result Analysis (O & F Count)	90% & above pass	80-89%	70-79%	60-69%	Below 60%
10.	Mentor-Mentee File: Resolving Students Grievances within and outside classroom, Guidance of students for participation in SIH/Contests and winning of prizes, Academic result of mentee, No. of mentee placed	Satisfactory-Excellent	Satisfactory- Very Good	Satisfactory- Good	Satisfactory-average	No/Unsatisfactory

11.	Have you guided any UG/PG Project leading to 3P's (Publication, Patent, Product)?	More than 2 UG/PG Project guided and accepted/published project based Paper/Patent filed	2 UG/PG Project guided and accepted/published project based Paper/Patent filed	1 UG/PG Project guided and accepted/published project based Paper/Patent filed	UG/PG Project guided	No
12.	Examination and evaluation duties with timely completion assigned by College/University or attending the examination paper evaluation	Satisfactory-Excellent	Satisfactory- Very Good	Satisfactory- Good	Satisfactory-average	No/Unsatisfactory

Section [B]: Co-curricular, extension and Professional Development

SN	Particulars	4	3	2	1	0
1.	Organizing workshop/FDP/STTP <ul style="list-style-type: none"> As Convener/Organizing Secretary (5 points per event) as member of Organizing Committee (1.5/event) 	10 Points	8 points	5 points	3 Points	Less than 3 Points
2.	Have you delivered invited lecture/guest lecture outside the campus?	Minimum 3 lectures having at least one institute/organization of repute and one international institute	Minimum 2 lectures having at least one institute/organization of repute	Minimum 1 lectures in institute/organization of repute	1 lecture	No
3.	Have you organized invited lecture from industry, research centers etc.; developed Case Studies; arranged internships?	2 invited lecture (at least 1 international) and 1 arranged internship	1 invited international lecture and 1 arranged internship	1 invited lecture and 1 arranged internship	1 invited lecture/1 arranged internship	No
4.	Received any award by external agencies <ul style="list-style-type: none"> Other than academic/training 	Min. 10 Points	Min. 7.5 Points	Min. 5 Points	Min. 2.5 Points	No

	institutions --5 Points/award					
	<ul style="list-style-type: none"> Academic/Training institutions (2.5 Points per award) 					
5.	Are you a member of professional bodies?	Yes, minimum 2 Professional Bodies with at least one International and there is contribution through students	Yes, 2 Professional Bodies and there is contribution through students	Yes, 1 Professional Bodies and there is contribution through students	Yes, 1 Professional Bodies	No
6.	Organized outreach activities for local society	Min. 8 points	Min. 5 Points	Min. 3 points	Min. 1.5 Points	No
	<ul style="list-style-type: none"> 4 points per activity as Coordinator 1.5 Points per activity as Co-coordinator 					
7.	Participation and involving in Student Chapter/Club/Cultural/Sports related activities	Min. 4 Activity	Min. 3 Activity	Min. 2 Activity	Min. 1 Activity	No
8.	MOU with Industry/reputed universities / research centers/ Universities	MoU Signed (at least 01 MoU with Research Center under Govt. of India / International University)	MoU signed (at least 01 MoU with Industry)	MoU Signed	MoU Initiated	No
9.	Activities that support ranking & accreditation of the Institution	Leading at Institute Level	Member of Institute Level Committee and Leading at Department Level	Member of Institute Level Committee/ Leading at Department Level	Member of Department Level Committee	No
10.	Portfolio handled at Department/ Centralized	Leading at Institute Level	Member of Institute Level Committee and Leading at Department Level	Member of Institute Level Committee/ Leading at Department Level	Member of Department Level Committee	No

Section [C]: Research and Innovation

SN	Particulars	4	3	2	1	0
1.	<p>Papers published in Journals</p> <ul style="list-style-type: none"> • SCI Articles 5 points/paper • Scopus Articles/ABDC (Other than SCI) 3 points per paper <p>(I) Single author from GLBITM: 100% Share</p> <p>(II) Multiple Author from GLBITM:</p> <p>(a) If First author or/and Corresponding Author -70%; equally distributed among First author and Corresponding Author, remaining 30% equally distributed among other GLBITM Faculty Members</p> <p>(b) No First Author/Corresponding author – The points equally among all GLBITM authors</p>	≥10 Points	5≤Points<10	4≤Points<5	3≤ Points<4	Below 3 points
2.	<p>Papers published in Conference Proceedings</p> <ul style="list-style-type: none"> • Scopus indexed Conference Proceedings -- 2 points per paper <p>(I) Single author from GLBITM: 100% Share</p> <p>(II) Multiple Author from GLBITM:</p> <p>(a) If First author or/and Corresponding Author -70%; equally distributed among First author and Corresponding Author, remaining 30% equally distributed among other GLBITM Faculty Members</p> <p>(b) No First Author/Corresponding</p>	≥5 Points	4≤Points<5	3≤Points<4	2≤Points<3	Below 2 Points

	author – The points equally among all GLBITM authors					
3.	Books/chapters published <ul style="list-style-type: none"> Text Book 10 points/Book Edited Book 8 points/Book Book Chapter 5 points/Book Chapter <p>(I) Single author from GLBITM: 100% Share</p> <p>(II) Multiple Author from GLBITM:</p> <p>(a) If First author or/and Corresponding Author -70%; equally distributed among First author and Corresponding Author, remaining 30% equally distributed among other GLBITM Faculty Members</p> <p>(b) No First Author/Corresponding author – The points equally among all GLBITM authors</p>	≥15 Points	10≤Points<15	8≤Points<10	5≤Points<8	< 5 Points
4.	Keynote Speaker/Invited Lecture in Indexed Conferences/equivalent Technical Program	3 (at least one in International Level)	2 (at least one in International Level)	2	1	No
5.	Number of conferences attended <ul style="list-style-type: none"> With paper presentation (2 points per Seminar) Without paper presentation (0.5 points per Seminar; Maximum 1 point) 	≥4 Points	3≤Points<4	2≤Points<3	1≤Points<2	<1 Points
6.	Number of Seminar/workshop/Refresher course/Training/Soft skill program etc. attended <ul style="list-style-type: none"> Outside the campus (03 points per event) Inside the campus (01 points per event; Max. 2 points) 	≥6 Points	4≤Points<6	3≤Points<4	2≤Points<3	<2 Points
7.	Number of patents submitted/Copyrights/Designs granted (with GLBITM as Applicant)-	≥6 Points	4≤Points<6	2≤Points<4	1≤Point<2	0 Point

	<p>other than [A].11</p> <ul style="list-style-type: none"> Patents --3 points per patent Copyrights 2 points per copyright; Max. 3 points Design 1 point per Design; Max. 2 points <p>(I) Single inventor from GLBITM: Whole points</p> <p>(II) Multiple inventors from GLBITM: The points will be distributed equally to all inventors</p>					
8.	<p>Number of Technology Transfer/ patents granted (with GLBITM as Applicant)</p> <ul style="list-style-type: none"> Technology Transfer (10 points/ Transfer) Patents (08 points/ Granted Patent) <p>(I) Single inventor from GLBITM: Whole points</p> <p>(II) Multiple inventors from GLBITM: The points will be distributed equally to all inventors</p>	≥ 10 Points	$8 \leq \text{Points} < 10$	$6 \leq \text{Points} < 8$	$3 \leq \text{Points} < 6$	0 Point
9.	<p>Have you supervised any Ph.D (Scholars enrolled in AKTU)?</p> <ul style="list-style-type: none"> New enrolment (02 points per enrolment) Submitted (05 points per Ph.D) Awarded (08 points per awarded Ph.D) 	≥ 8 Points	$5 \leq \text{Points} < 8$	$4 \leq \text{Points} < 5$	$2 \leq \text{Points} < 4$	0 Point
10.	Involvement in SDG related projects/ Startup Incubation/Entrepreneurship Cell	SDG related project, Entrepreneurship Cell, Startup Incubation	SDG related projects, Entrepreneurship Cell	SDG related projects	Entrepreneurship Cell	No

Requirements to qualify for an appraisal:		
	Assistant Prof. (Min. Requirement)	Asso. Prof./Prof. (Min. Requirement)
Section [A]: Teaching, Learning and evaluation	50%	40%
Section [B]: Co-curricular, extension and Professional Development	20%	30%
Section [C]: Research and Innovation	20%	30%
Additionally, the total of Sections [A], [B], and [C] should be minimum 50% of total points.		
Percentage	% of increment	
≥80	12	
70-79%	9	
60-69%	6	
50-59%	3	
In case of ≥ 90%, special consideration may be given.		