

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*

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.
		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				

2	Average Attendance (Theory + Lab) Maximum Points = 20	≥ 85%	20		Average of Percentage attendance in all theory and lab courses taught in the assessment year.
		< 85% and ≥ 80%	18		
		< 80% and ≥ 75%	16		
		< 75% and ≥ 70%	14		
		< 70% and ≥ 65%	10		
		<65% and ≥60%	05		
		< 60%	00		
3	Student Feedback (Both Theory and Labs) Maximum Points = 20	≥ 4.5	20		Average feedback of all the theory and lab courses taught in the assessment year
		<4.5 & ≥ 4.25	18		
		<4.25 & ≥ 4	16		
		<4 & ≥ 3.75	10		
		<3.75 & ≥ 3.5	05		
		<3.5	00		

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	<table><tr><td>Faculty Seminar delivered</td><td>2.5 Points for a seminar delivered</td><td>Maximum Points are limited to 5</td></tr><tr><td>FDP attended* (≥2 to <5 days)</td><td>5 points</td><td rowspan="2">Maximum points combined are limited to 15</td></tr><tr><td>FDP attended (≥ 5 days or PhD pursuing)</td><td>Atal/GIAN-10 Points/FDP Others – 7 Points/FDP AKGEC – 4 Points/FDP PhD-P (IIT/NIT) – 10 PhD-P (Others) – 7</td></tr></table>	Faculty Seminar delivered	2.5 Points for a seminar delivered	Maximum Points are limited to 5	FDP attended* (≥2 to <5 days)	5 points	Maximum points combined are limited to 15	FDP attended (≥ 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	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.
Faculty Seminar delivered	2.5 Points for a seminar delivered	Maximum Points are limited to 5									
FDP attended* (≥2 to <5 days)	5 points	Maximum points combined are limited to 15									
FDP attended (≥ 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										
2	Attended MOOCs-NPTEL / Swayam/IUCEE Certification Program(s) for self-development Maximum Points = 20	(Description with supporting documents) 20 points for scoring ≥ 90 Marks 18 points for scoring ≥75 but <90 Marks 15 points for scoring ≥60 but <75 Marks 10 points for scoring ≥40 but <60 Marks	Certification of one course for not less than 8 Weeks. Points will depend upon the marks scored in MOOCs. Repeated course will not be considered. NPTEL courses will not be considered have even if it is a FDP program. Faculty Members are required to submit marksheets too for completed MOOC courses.								
3	FDP / MDP / EDP / SDP /STTP etc. organized (should be at least one week event)	<table><tr><td>Coordinator or Co-coordinator of FDP / MDP / EDP / SDP /STTP/UHV-FDP etc.</td><td>10 Points *1</td></tr><tr><td>Organizing team member of FDP / MDP / EDP / SDP /STTP/UHV-FDP etc.</td><td>05 Points *2</td></tr></table>	Coordinator or Co-coordinator of FDP / MDP / EDP / SDP /STTP/UHV-FDP etc.	10 Points *1	Organizing team member of FDP / MDP / EDP / SDP /STTP/UHV-FDP etc.	05 Points *2	Active involvement in organizing such events is to be verified by the respective department head.				
Coordinator or Co-coordinator of FDP / MDP / EDP / SDP /STTP/UHV-FDP etc.	10 Points *1										
Organizing team member of FDP / MDP / EDP / SDP /STTP/UHV-FDP etc.	05 Points *2										

4	Conference / Symposium / Convention organized	Chair / organizing Secretary in Conference / Symposium / Convention organized	10 Points *3	
		Committee member in Conference / Symposium / Convention organized	5 Points	
5	Industrial visits, Guest Lectures, Alumni Lectures, Training Program, Workshop etc. organized. (<i>One-two days' event</i>) Maximum Points = 20	02 points *4 per event organized for <i>One or two days</i> {Industrial visits, Guest Lectures, Alumni Lectures, Training Program, Exhibitions, Workshop, UHV programs etc.}. *1 Not more than three members can claim points in this criterion. *2 Not more than four members can claim points in this criterion. *3 Not more than three members can claim marks under this point. *4Not more than two members can claim marks for the same activity.		
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 Maximum Points = 40	<table><tr><td>SCI / SSCI / SCIE</td><td colspan="2">25 Points</td></tr><tr><td>SCOPUS/ESCI Journal</td><td colspan="2">15 Points</td></tr><tr><td>Scopus Conference</td><td colspan="2">07 Points</td></tr><tr><td>Non Scopus Journals and conferences</td><td colspan="2">3 Points</td></tr></table>			SCI / SSCI / SCIE	25 Points		SCOPUS/ESCI Journal	15 Points		Scopus Conference	07 Points		Non Scopus Journals and conferences	3 Points		Author and Co-Author of research papers can claim up to maximum 40 points in SCI/Scopus journals & up to maximum 20 points for other journals & conferences.			
	SCI / SSCI / SCIE	25 Points																		
SCOPUS/ESCI Journal	15 Points																			
Scopus Conference	07 Points																			
Non Scopus Journals and conferences	3 Points																			
2	Books/Book Chapters Maximum Points = 15	<table><tr><td>Author</td><td colspan="2">15 – Int. Publisher 10 – Nat. Publisher</td></tr><tr><td>Editor</td><td colspan="2">08 – Int. Publisher 05 – Nat. Publisher</td></tr><tr><td>Articles / Chapters in Book</td><td colspan="2">05 – Int. Publisher 02 – Nat. Publisher</td></tr></table>			Author	15 – Int. Publisher 10 – Nat. Publisher		Editor	08 – Int. Publisher 05 – Nat. Publisher		Articles / Chapters in Book	05 – Int. Publisher 02 – Nat. Publisher		Maximum 15 points can be claimed for books/book chapters. 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.						
Author	15 – Int. Publisher 10 – Nat. Publisher																			
Editor	08 – Int. Publisher 05 – Nat. Publisher																			
Articles / Chapters in Book	05 – Int. Publisher 02 – Nat. Publisher																			
3	Sponsored Projects / Consultancy Maximum Points = 20	<table><tr><th>Amount</th><th>Points as PI</th><th>Points as Co-PI</th></tr><tr><td>>10 Lac</td><td>20 Points</td><td>20 Points</td></tr><tr><td>>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></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.
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																		

4	IPR/Product Development & Competitions/ Technology Transfer / Copy right/ Product development/ Leading team for competition. Maximum Points = 15	15 Points for utility IPR granted, 7.5 Points for Design IPR granted 7.5 Points for utility IPR filled/published, 7.5 Points for Design IPR granted, 5 Points for Design IPR filled/published, 5 Points for Copyright IPR. 15 points for commercial product developed or POC's developed for Industry 15 Points for leading a team for National/International Level Competitions 10 Points for leading a team for State/University/Inter Institute Level Competitions	Filing/Publishing/Grant of patent/Copy right Mentoring students team for competition at National/International Level.												
5	Project Guidance B. Tech / M. Tech / MCA / PhD Maximum Points = 10	<table><tr><td>Program</td><td>Without any outcome</td><td>Industry oriented/ supported Projects (Live Industrial Projects) or Projects with proper outcomes (leading to Research Paper/Patent)</td></tr><tr><td>B. Tech/ MCA</td><td>2 Points</td><td>5 Points</td></tr><tr><td>M. Tech</td><td>0 Points</td><td>10 Points (Either two papers in International Conferences or one paper in Scopus Journal or a patent)</td></tr><tr><td>PhD</td><td colspan="2">Guiding 01 PhD Candidate– 05 Points Guiding 02 PhD Candidates –10 Point Submission of a PhD Candidate –10 Points</td></tr></table>	Program	Without any outcome	Industry oriented/ supported Projects (Live Industrial Projects) or Projects with proper outcomes (leading to Research Paper/Patent)	B. Tech/ MCA	2 Points	5 Points	M. Tech	0 Points	10 Points (Either two papers in International Conferences or one paper in Scopus Journal or a patent)	PhD	Guiding 01 PhD Candidate– 05 Points Guiding 02 PhD Candidates –10 Point Submission of a PhD Candidate –10 Points		Industry oriented/ supported Projects (Live Industrial Projects) or academic Projects with proper outcomes (leading to Research Paper/Patent). The points here are awarded for the outcome only, so the FMs may also claim the points in Category 3, for research papers published with the students.
Program	Without any outcome	Industry oriented/ supported Projects (Live Industrial Projects) or Projects with proper outcomes (leading to Research Paper/Patent)													
B. Tech/ MCA	2 Points	5 Points													
M. Tech	0 Points	10 Points (Either two papers in International Conferences or one paper in Scopus Journal or a patent)													
PhD	Guiding 01 PhD Candidate– 05 Points Guiding 02 PhD Candidates –10 Point Submission of a PhD Candidate –10 Points														

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 (5) Lab In-charge (2.5) Student Club Counsellor/Professional Society Counsellor/ (2.5) Attendance / Marks Coordinator (5) Social media Coordinator (2.5 at department level & 5 at central Level) AICTE / Internal Academic Audit Coordinator (5) Alumni Coordinator (2.5 at department level & 5 at central Level) Human Value Cell Coordinator (2.5) Students Project Coordinator / Committee Member (5) MOOCs / e-Content / Digital Studio Coordinator (2.5) Exam Cell member (5) Co / Extra-Curricular Activity Coordinator (2.5) Anti-ragging/Discipline /Punctuality Drive (5) Website Coordinator (2.5 at department level & 5 at central Level) Departmental Library / Purchase / Budget Coordinator/ Departmental Journal (2.5) CFC/DDUGKY/PMKVY/NABARD and similar program coordinators (5) UHV event coordinators (Plant Adoption, Samriddhi Pravaah, Guest Lectures, Shram Daan, World Happiness Day, Earth Day etc.) (2.5)	Max. 20 Points (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.	

		<u>Activity Type-B</u> Time Table / Academics In-charge (10) ERP Coordinator (5 at department level & 10 at central Level) Program / Placement / Internship / Training / PDP Coordinator (5 at department level & 10 at central Level) NBA / NAAC / NIRF / NABL / NABET Coordinator/QS (5 at department level & 10 at central Level) Admissions team member (10) Calling Team (5) AKTU Practical Viva- Voce Coordinator (5)	Max. 20 Points (points for each Activity/Semester)			
		Holding important positions or Additional Charge-Dean / Head Warden / IQAC In-charge or members / NSS / Social activity like UBA (Approved by the Director through HoD) (5) UHV Mentors (who are UHV-II certified and volunteered in VE Cell activities/student workshops/AICTE workshop) (5) Contribution in Annual College Level/ State or National Level Activities (Convocation, Alumni Meet, College Level Celebration, SAMPARK Preparation, AKGEC International Journal FM I/C or Members (5)/ Any Other College Level Activities.)	Max. 10 Points (5-10 points as suggested by HoD and approved by the Director)			

PART C : HOD'S RECOMMENDATION (75 Points, 15% Weightage)		
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

SUMMARY

Part	Category	Points	Weightage
A	Faculty Information	-	-
B	Self-Evaluation		
	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	HoD's Recommendation	75	15 %
Total		500	100 %