



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	Level-1	Level-1 Refresher	Level-2	Level-3
	Date ⇒				
10.	Ph.D. Supervisor/BoS Member etc.				
11.	Awards/ Achievements/ Recognition				
12.	(i) ORCID ID (ii) SCOPUS Author ID (iii) Web of Science ResearcherID (iv) Vidwan ID				
13.	Suggestions to improve the System / Institution				
14.	Plans for the ensuing Session (3-5 major points)				
15.	<i>Credit Points in previous appraisal</i>				
15.	<i>Warnings Issued</i>				

PART-B SELF EVALUATION

CATEGORY 1: TEACHING & LEARNING

(Max Marks: 200)

Instructional Work Assigned, Average Attendance, Student Feedback

[illegible]

i)	Instructional Work Assigned (Max Marks=30)	Average Load:	Credit Score:				
		No. of Courses:	Credit Score:				
		No. of Sections:	Credit Score:				
Self-Evaluation:				Verified Evaluation:			
ii)	Average Attendance (Max Marks=20)	Overall Attendance:	Self-Evaluation:		Verified Evaluation:		
iii)	Student Feedback (Max Marks=20)	Average Feedback:	Self-Evaluation:		Verified Evaluation:		

iv) Students Performance (Only Theory Subjects)**(Max Points: 100)**

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

v) Development of Additional Content:**(Max Points: 10)**

S. No.	Subject Name	Subject Code	Topic Covered	No. of Lectures
Self-Evaluation:				
Verified Evaluation:				

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	
Self-Evaluation:						
Verified Evaluation:						

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
Self-Evaluation			
Verified Evaluation			

Max Points (combined for (ib) & i(c))= 15**i (b) Faculty Pursuing Higher Education (PhD / Post PhD etc.)**

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

i (c) FDPs / MDPs / EDPs / STTPs etc. Attended by Faculty:

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

ii) Attended MOOCs-NPTEL / Swayam/IUCEE Program for Self-Development (Max Points=20)

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

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
Self-Evaluation:				
Verified Evaluation:				

iv) Conference / Symposium / Convention Organized

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

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
Self-Evaluation:				
Verified Evaluation:				

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
Self-Evaluation:					
Verified-Evaluation:					

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
Self-Evaluation:					
Verified-Evaluation:					

CATEGORY 3: RESEARCH & DEVELOPMENT*(Max Marks: 100)***Research Publication/Book Published****Max Points (combined for 1 (a) and 1 (b) = 40****1 (a) Research Publications (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/Corresp onding/ Second/ Third/other levels	Credit Points
Self-Evaluation:										
Verified Evaluation:										

1 (b) Research Publications (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/Corres ponding/Sec ond/Third/ot her levels	Credit Score
Self-Evaluation:									
Verified Evaluation:									

2 (a) Book Chapters/Articles:**Max Points for 2 (a) & 2 (b) =15**

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

2 (b) Book Published:

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

3. Sponsored Projects/Consultancy:**Max. Points = 20**

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

4. IPR / Product Development, Leading Team for Competition:**Max. Points= 15**

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

5. Project Guidance B. Tech / M. Tech / MCA / Ph.D.:**Max. Points= 10**

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
Self-Evaluation:								
Verified Evaluation:								

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

S. No.	Activity	Please Mark ✓	Semester ODD/Even or Both	Credit Score
ACTIVITY TYPE – A (Points for each Activity/Semester)			Max. points - 20	
1	Class Counsellor			
2	Lab In-charge			
3	Student Club / Professional Society Counsellor			
4	Attendance / Marks Coordinator			
5	Social Media Coordinator			
6	AICTE/Internal Academic Coordinator			
7	Alumni Coordinator			
8	Human Value Cell Coordinator			
9	Students Project Coordinator / Committee Member			
10	MOOCs / e-Content Coordinator			
11	Exam Cell Member			
12	Co-Curricular / Extra- Curricular Activity Coordinator			
13	Anti-ragging/Discipline /Punctuality Drive			
14	Website Coordinator			
15	Departmental Library / Purchase / Budget Coordinator/Departmental Journal			
16	CFC/DDUGKY/PMKVY/NABARD and similar program coordinator			
17	UHV event coordinators (Plant Adoption, Samridhi Pravesh, Guest Lectures, Shram Dan, World Happiness Day, Earth Day etc.)			
ACTIVITY TYPE – B (Points for each Activity per Semester)			Max. points - 20	
18	Time Table / Academics In-charge			
19	ERP Coordinator			
20	Program / Placement / Internship / Training / PDP Coordinator			
21	NBA / NAAC / NABL/NABET/NIRF Coordinator			
22	Admission Team Member			
23	Calling Team Member			
24	AKTU Practical Exam Coordinator			

ACTIVITY TYPE – C (Points for each Activity per Semester – As recommended)				
Max. points - 10				
Other activities (Suggested by the HoD & Approved by Director)				
25	Holding Important Position or Additional Charge - Dean / Head Warden / IQAC In-charge or Members / NSS / Social activity / UBA (Approved by Director through HoD) etc.			
26	UHV Mentors (Who are UHV Certified and Volunteered in VE Cell activities/Student Workshops/ AICTE Workshop).			
27	Contribution in Annual College Level/State or National Level Activities (Convocation, Alumni Meet, College Level Celebration, SAMPARK Preparations, AKGEC International Journal FM I/C or Members, Any other College Level Activities).			
Self-Evaluation:				
Verified Evaluation:				

Signature of Faculty member with Name and Date:

OVERALL SUMMARY (PART-B)

S. No.	Activity	Max. Marks	Self-Evaluation	Final Verified Evaluation
CATEGORY-1 TEACHING & LEARNING				
1	Instructional Work Assigned	30		
2	Average Attendance	20		
3	Student Feedback	20		
4	Students Performance (Only Theory Subjects)	100		
5	Additional Contents Developed	10		
6	E-Content Developed	20		
Total		200		
CATEGORY 2: SELF DEVELOPMENT& OUTREACH				
1	Faculty Seminar Delivered	5		
	Faculty Pursuing Ph.D. / Post PhD.	15		
	FDPs etc Attended by Faculty Member			
2	Attended MOOCs-NPTEL / Swayam/IUCEE Program 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		
Total		75		
CATEGORY 3: RESEARCH & DEVELOPMENT				
1	Research Publications: (Journals)	40		
	Research Publications: (Conferences)			
2	Book Chapters/Articles	15		
	Books Published			
3	Sponsored Projects /Consultancy	20		
4	Technology Transfer / IPR/Patents / Copy Right, Product Development, Leading Team for Competition	15		
5	Project Guidance B. Tech / M. Tech / MCA / PhD	10		
Total		100		
CATEGORY 4: CONTRIBUTION TO DEPARTMENT/INSTITUTE				
1	Contribution to Department/Institute Activities	50		
Overall Self-Evaluation (Out of 425):				

Faculty Member

Verified by

HoD

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

Signature of Director