MAULANA AZAD NATIONAL INSTITUTE OF TECHNOLOGY BHOPAL-462003

Faculty Performance Appraisal (01 July ………… to 30 June …….…..……)

Section: Self-Appraisal

Name: Designation:

Department:

A.   Teaching and Learning   55 points

(a)   Teaching (Theory/ Studio) *   40 points

Odd Semester

	Course No. & Title	Theory/Studio	No. of Students registered	No of classes actually engaged	GPI from students' feedback
UG					
PG					

Even Semester

	Course No. & Title	Theory/Studio	No. of Students registered	No of classes actually engaged	GPI from students' feedback
UG					
PG					

* Note : Please specify any novel step taken

(b)   List of project and thesis (Dissertation) Supervised: B.Arch./ B.Plan/ M.Plan/ M.Tech./ MBA/ MCA/ M.Sc/ Ph.D.:   10 points

(c)   Laboratory developed/Instruction Software and education technology package developed: 05 points

B.   Academic Research and Publication   20 Points

(a)   List of paper published: 15 points

           International Journals:

           National Journals:

           International Conferences:

           National Conferences:

(b)   Books (Authored/ Edited/ Reviewed) /Monogram &Laboratory manual authored/ Technical Reports prepared: 05 points

C.   Sponsored R & D and Consultancy   10 Points

(a)   Sponsored research/ Consultancy projects: 08 points

(b)   Patents   02 points

D.   Administrative Work   10 points

(a)   Department level   04 points

(b)   Institutional level   06 points

E.   Other activities   05 Points

(a)   Awards/ Honours / Experts of Committees outside Institute/ Reviewer/ editorial board member: 02 points

        (b)   Continuation education/ Conference organized/ STTP organized/

             Special Lectures delivered/ Membership   02 points

        (c)   Outstanding achievements, not covered above

                                                       01 point

F General

        (a) Future Planning (plan to excel in teaching and research):

        (b) Input required for self-improvement:

        (c) Annual Return on Immovable Property submitted for preceding year Y/ N

           If NO, provide reason

Signature of faculty member with date

Section 1: Appraisal by Departmental/ Reporting Committee

Appraisal for the period (01 July ………… to 30 June ……….……)

Name: Designation:

Department:

Table to be filled by the committee

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

Grade point obtained: ∑ Actual points obtained / 100

For GPI Assessment refer Table 3

Member   Member   HOD / Chairperson

Counter signature of faculty member with date

(in case of Reporting committee Assessment)

Section 2: Appraisal by the Reporting Officer

Personal attributes & Functional competency

Use scale of 1-10 , where 1 is lowest, 5 is Average, and 10 is highest

a.	Integrity and conduct	
b.	Initiatives	
c.	Capability to perform duties, sense of responsibility & trustworthy	
d.	Team spirit & inter-personal relations	
e.	Overall Performance	

Additional Remarks:

HOD (Reporting Officer)

Counter signature of faculty member with date

Section 3 : Appraisal by the Reviewing Officer

a.	Integrity*	Good	Satisfactory	Poor
b.	Details of action/DE/criminal case/disciplinary case/ vigilance case contemplated/ongoing/concluded against the officer reported:			
c.	Whether Reviewing Officer agrees with the Appraisal by the Reporting Committee:	Yes	No	

Remarks :

DIRECTOR
(Reviewing Officer)

GUIDE LINES FOR FILLING THE ANNUAL PERFORMANCE APPRAISAL REPORT

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

Preamble- The APAR form addresses the following:
- The core activities of the institution viz. Teaching and learning
- The thrust on research and development,
- Responsibility sharing capability at departmental level and institutional level
- Future plans and identification of self improvement areas

APAR consists of six sections viz A,B,C,D,E,F 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 outlook of the faculty and have no numerical grading.

The "Self-Appraisal" section of the APAR has to be filled by the respective faculty member and it will be reviewed by a Departmental committee consisting of two Professor and HOD of the Department. The departments where there are no Professors, or only one Professor in that situation Director will appoint a committee consisting of two/ one professor (as the case may be) and HOD of the department concerned. The Director will appoint the Reporting Committee for the cases it is needed.

While filling in the section, faculty members must provide details against each sub-heading, to enable the Reporting Committee to assess the points. The APAR has to be submitted to the Head of the Department, which will then be submitted to the Establishment Section in sealed cover, to be then presented to the Reviewing Officer (Director). APAR movement will be as per Annexure 1.

The following paragraphs describes the various sections of APAR form and guidelines for filling the APAR.

A. Teaching & Learning   **55 Points**
       (a) Teaching (Theory)   **40 Points**
Odd Semester : (20 Points)
     UG/PG : 18 Points
     GPI   : 02 Points
Even Semester : (20 Points)
UG/PG : 18 Points
GPI   : 02 Points

For UG/ PG classes, points are based on the percentage of classes taken
(Refer Table 1)

Table 1: Classes taken and points earned

% of classes taken per subject	Points earned
>80 < 100	18
>70 < 79	16
>60 < 69	14
< 60	10

Points for Grade point index from students' feed back :

Satisfactory (>0.5<0.7)   -   01 points
Good & Excellent (>0.7<1.0)-   01 points

(b) List of Project and thesis (Dissertation) supervised: B.Arch/ B.Plan/ M.Plan/ B.Tech/ M.Tech/ MBA/MCA/Ph.D.   10 Points
For each completed projects :
B. Tech projects   01 Points
M. Tech projects   02 Points
Per Ph.D. guided   02 points

Note: List of projects to be enclosed with APAR.

(c) Laboratory developed/ Instruction Software/ education technology/ package developed   05 Points
                                    Maximum 02 points for each contribution

B. Academic Research and Publications   20 Points
(a) List of papers published   15 Points
Journals
International   02 Points per paper
National   01 Points per paper
Conferences
International   02 Points per paper
National Conference/ Seminar   01 Points per paper

(b) Books (Authored/ Edited/ Reviewed) /Monogram & Laboratory manual authored/ Technical Reports prepared   05 Points

                        05 points for any completed activity

C. Sponsored R&D and Consultancy   **10 Points**
    (a) Sponsored Research Projects/ Consultancy project 08 Points
    Refer table 2 for the points

Table 2 Total project amount and points earned

Total sum of project (Rs Lakhs)*	Points
< 1	01
>1 <3	03
>3 <5	05
> 5	08

* The amount mentioned will be cumulative sum of the project during the financial year
   (b) Patent   02 points

      02 points for each patent

D. Administrative work   **10 Points**
    (a) Department level: **04 Points**
       01 points for each activity

    (b) Institutional level Administration: **06 Points**
       03 points for each activity

E. Other activities   **05 Points**
    (a) Awards/ Honours / Experts of Committees outside Institute   02 Points
       01 point per activity

    (b) Continuation education/ Conference organized/ STTP organized/   02 points

      Special Lectures delivered/ Membership :   01 point per activity

    (c) Outstanding achievements not covered above   01 point
      01 point per activity

F. General:
    (a) Future Planning
Faculty will mention his/her future plans for the Academic/ Research/ Outreach and other heads for the growth of the department/ Institution.
    (b) Input required for self-improvement
Faculty will mention plans for his/her self-improvement such as training, Knowledge & Skills upgradation, etc .
    (c) Status of Annual Return on Immovable Property: Last date of submission
      31st Jan./ Instructions as per GOI

Table 3 : Overall Grade Point Index: Equivalence for Assessment System

Grade point Index	Assessment	Grade point Index	Assessment
1.0	Outstanding	0.5	Average
0.9	Excellent	0.4	Needs improvement
0.8	Very Good	0.3	unsatisfactory
0.7	Good	0.2	Poor
0.6	Satisfactory	0.1	Very Poor

Annexure 1

APAR movement

S.No.	Position of faculty whose APAR is to be written	Departmental Committee / Reporting Committee*	Reporting Officer	Reviewing Officer
1.	Professors	• Reporting Committee (Professors senior to HOD/HOC) • Departmental Committee (Professors junior to HOD/HOC)	• NIL • HOD / HOC (Professors junior to HOD/HOC)	• Director • Director
2.	HOD/ HOC	• Reporting Committee	• NIL	• Director
3.	Associate Professors, Assistant Professors	• Reporting Committee (Associate Professors senior to HOD/HOC) • Departmental Committee (Associate Professors junior to HOD/HOC & Assistant Professors)	• NIL • HOD / HOC (Associate Professors junior to HOD/HOC & Assistant Professors)	• Director • Director

* Note : Committee constituted by the Director

Annexure 2

Time schedule

S.No.	Activity	Date*
1.	Distribution / Starting of self-appraisal activity	10th July
2.	Submission of self-appraisal by faculty to the Reporting officer / Establishment deptt.for the Committee	25th July
3.	Counter sign by the Appraisee	by 24th August
4.	Submission of report by Reporting officer/ Committee to Reviewing Officer	25th August
5.	Completion of report by the Reviewing Officer and submission to the Establishment section	25th September
6.	In case of 'Poor' remark given by Reviewing Officer, a copy of APAR to be communicated to the concerned faculty through Dean (FW), HOD/HOC	10th October
7.	Representation, if any by the concerned faculty reported upon, to the Director	25th October
8.	Forwarding of APAR by the Director along with the representation of the concerned faculty reported upon, to the Reporting Officer/ Committee	5th November
9.	Forwarding of APAR by the Reporting Officer/ Committee along with the representation and comments of the concerned faculty reported to the Reviewing officer (Director)	25th November
10.	Final decision of the Director and communication of the same to the faculty concerned reported upon	25th December
11.	Forwarding of APAR of the concerned faculty to the Establishment section	30th December

Note ; * In case it is a holiday then next working day

* for (July 2024 to June 2025) it may be read with additional 15 days