

Indira Gandhi Institute of Technology, Sarang

Annual Performance Assessment Report for the Post of Professor/ Associate Professor/ Assistant Professor

FOR THE ACADEMIC YEAR (2020-2021)

Part - 1

PERSONAL DATA

(To be filled by the faculty concerned of the Department)

1. Name of the Faculty :
2. Designation & Department :
3. Date of Birth :

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In words

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4. Academic Qualifications :
5. Whether the officer belongs to Schedule Caste/Schedule Tribe :
6. Date of continuous Appointment to the present grade : Date : Present Pay and Grade Pay :
7. Period of absence from duty (on training/leave etc.) during the year. If he has under gone training specify)

Part - 2

SELF APPRAISAL

(To be filled in by the faculty concerned)

1. Brief description of duties :
2. Teaching at UG & PG Levels
 - i) Courses taught at various levels: (Name of the courses)

	ODD SEMESTER			Total lectures Scheduled	Total lectures actually engaged
	Course No. & Title	No. of Students	Weekly LT P		
	UG				
PG					
	EVEN SEMESTER			Total lectures Scheduled	Total lectures actually engaged
	Course No. & Title	No. of Students	Weekly L T P		
	UG				
PG					

ii) Work load per week

a) Lectures :

b) Tutorials :

c) Practicals :

d) Seminars/ Group Discussions :

3. Details of teaching methods employed by you: (Lectures, Tutorials, Seminars, Practicals etc.)

4. a) Details of Tutorials/ tests held during the academic year

Sl. No.	Description	Under-graduate Courses	Post-graduate Courses
1.	Number of tests held. Give the details semester wise & course wise		
2.	Details of Assignment given. Indicate time taken for submission		

b) Details of academic planning/ presentation of lectures during the session:
Please give specific details

Part - 3

RESEARCH & DEVELOPMENT, CONTINUING EDUCATION AND INTERACTION WITH THE INDUSTRIES & PROFESSIONAL SOCIETIES

1. a) Details of published/ research papers in reputed journals, books, monographs, reviews chapter in books, translations & creative writing etc. if any during period under review:

b) Details of publication in Conference:

c) Details of Books/Monographs, Journals and Proceedings Authored/Edited:

d) Total h-index and i10 index of the concerned faculty (Google scholar citations):

2. Participation in Conferences, Seminars, Workshops:
Give details of the papers presented and / or official position held.

3. Summer institutes, refresher or orientation courses attended or conducted:
Give details.

4. Details of

i) U.G. and P.G. Project Guidance :

Level	Title of Project/Thesis	Name of students	Name of other Supervisor (if any)	Remarks
UG				
PG				

ii) Ph.D Guidance :

Sl. No.	Name of the student	Reg. Year and Status (FT/PT)	Thesis Title	Other Supervisor(s) (if any), Name & Department	Completed/ Ongoing

iii) Details of Sponsored Projects undertaken during the period :

Sl. No.	Title of Project	Funding Agency	Financial Outlay	Year of start & total period	Name of P.I. and other Investigators	Status started or completed or in progress

5. Details of industrial interaction/ professional consultancy/ patent obtained or applied for :

i) Consultancy Projects:

S.No.	Title of Project	Funding Agency	Financial Outlay	Year of start & total period	Name of P.I. and other investigators	Status started or completed or in progress

ii) Products/Process Development and Technology Transfer/Patents :

iii) Continuing Education /QIP Short Term Lectures/Special Lectures delivered :

S.No.	Title of lecture	Date, Place and Programme where lectures delivered	Other relevant information

6. (i) Membership or fellowship of professional/ academic Bodies, Societies etc. give Details.

(ii) Membership of National / State Committees:

7. Any other information regarding academic activities not covered

(such as involvement with outside institutes – Network/Joint Projects, International & National Academics, Professional Societies ,Industry & Govt.Public,Community service,

Editorial & reviewing work, Organization of & participation in conference/Workshops/Seminars/ Courses/Summer & Winter Schools and editing of proceedings)

i) Organization of Courses/Conferences
Name of the Conf./Seminar/Course **Sponsored by** **Dates**

ii) Visit to outside Institute/Organization
Inst./Organization visited Purpose of visit **Date of visit**

Part - 4

CONTRIBUTION TO INSTITUTE CORPORATE LIFE

(Details of your contribution to the Corporate Life of the institution should be specified with initiatives taken and achievements made)

1. Curriculum development:
(Give detail about the work carried out by you)

2. Laboratory Development and experimental set up :
(Give the details of Preparation of Laboratory manual, design of new experimental set up and new facility added during the year)

3. a) Cultural/ extracurricular activity :

b) Sports/ Community and Extension services/ N.S.S :

c) Administrative Assignment :

d) Any Other :

I certify that the information's given above are correct and factual to the best of my knowledge.

Signature _____

Name _____

Department _____

Dated: _____

Part - 5

Numerical Assessment of the HoD

Numerical grading is to be awarded by HoD and IQAC committee which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

(Please carefully read the guidelines before filling the entries)

	HoD	Action taken by IQAC for a faculty/ staff securing bad score/grade
1] Accomplishment of planned work/work allotted as per subjects allotted.		
2] Quality of output		
3] Analytical ability		
4] Accomplishment of exceptional work/Unforeseen tasks performed.		
Overall Grading on "Work output" Total (1 to 4) / 4		
1] Has the officer show himself able to do the work of his appointment.		
2] Conduct		
3] Regularity and Punctuality		
4] Trustworthiness		
5] Zeal		
6] Performance of duties		
7] a) Knowledge of the branch on which engaged and quality of work b) Ability to manage the class and maintain discipline among the students		

8] Has the officer published any original papers or conducted any research during the year under report or otherwise in any manner done distinguished work.			
9] Fitness for promotion to the higher grade and for further advancement.			
10] General assessment taking all the above points into consideration (of personality, integrity and temperament including relations with fellow members of staff.			
Overall Grading on “Personal Attribute” Total (1 to 10) / 10			
[C] Assessment of Functional Competency (weightage to this section would be 30%)			
1] Professional knowledge in the area of function.			
2] Strategic Planning ability.			
3] Decision making ability.			
4] Coordination ability			
5] Ability to motivate and develop subordinates.			
6] Initiative			
Overall Grading on “Functional Competency” Total (1 to 6) /6			

Note:-The overall grading will be based on addition of the mean value of each group of indicators in proportion to weightage assigned.

GENERAL

1. Relations with the public (wherever applicable)
(Please comment on the Officer's accessibility to the public and responsiveness to their needs)

2. Training
(Please give recommendations for training with a view to further improving the effectiveness and capabilities of the officer.)

3. State of Health

4. Integrity
(Please comment on the integrity of the officer)

5. Pen Picture by HoD (in about 50 words) on the overall qualities of the officer including area of strengths and lesser strength, extraordinary achievements, significant failures and attitude towards weaker sections.

6. Overall numerical grading on the basis of weightage given in section A, B and C in Part – 5 of the Report.

Signature of the HOD

Place:

Date:

Name in Block Letters:

Designation

During the period of Report:

Guidelines regarding filling up of APAR with numerical grading

- (i) The columns in the APAR should be filled with due care and attention and after devoting adequate time.
- (ii) It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
- (iii) APARs graded between 8 and 10 will be rated as “Outstanding” and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.
- (iv) APARs graded between 6 and short of 8 will be rated as “Very Good” and will be given a score of 7.
- (v) APARs graded between 4 and short of 6 will be rated as “Good” and given a score of 5.
- (vi) APARs graded below 4 will be given a score of “Zero”.