

Faculty Self Appraisal Performa (For Increment)

General Information

1	Name (in Block Letters)	
2	Department	
3	D.O.B	
4	Current Designation & Grade Pay	
5	Date of Joining	
6	Date of Last Increment	
7	Qualification	

1. Academics

1.1	Examination Results (Average pass percentage of all the courses taught in preceding session)	Pass Percentage in University	Score	70-80; 10 Marks 81-90-: 15Marks 91-100-: 20 Marks
1.2	Project Guidance to students (Per Project 5 Marks)	Yes/No	Score	If Yes: 5 Marks If No: 0 Marks
1.3	Other than teaching if any Registrar /AICTE/NAAC/NBA co-ordinator/NCTE or any other duty	Yes/No	Score	Overall In-Charge : 15 Marks Deputy: 10 Marks

2. Event Management (Academics)

2.1	Event	Coordinator/ Co- ordinator	Score	Guidelines
	Conference			Coordinator:15 Marks Co-Coordinator: 10 Marks Member: 5 Marks
	FDP			Coordinator:10 Marks Co-Coordinator: 5 Marks Member: 5 Marks

	Seminar/Webinar/Workshop			Coordinator: 5 Marks Co-Coordinator: 3 Marks Member: 2 Marks
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3. Research/Innovation/Consultancy/Publications

3.1	Journal Publication(s)	No. of Papers	Score	Guidelines
	SCI/SCI-E/E-SCI/			10 Marks per paper
	Scopus Indexed			5 Marks per paper
	UGC CARE List			5 Marks per paper

3.2	Conference Presentation(s)	No. of Papers	Score	Guidelines
	National Conference			2 Marks per paper
	International Conference			3 Marks per paper
	(Springer/IEEE/Equivalent)			5 Marks per paper

3.3	Book Publication(s)	No. of Papers	Score	Guidelines
	International Publisher			15 Marks per book
	National Publisher			10 Marks per book
	Local Publisher			5 Marks per book
	Book Chapter (intl./National/ Local)	No. of Chapters		4/3/2 Marks per chapter

3.4	Research Guidance (Degree Awarded Only)	No. of Candidates	Score	Guidelines
	Doctoral Degree			10 Marks per candidate
	M.Phil/ M. Tech.			5 Marks per candidate

3.5	Patents	No. of Patents	Score	Guidelines
	Awarded			25 Marks per patent
	Published			20 Marks per patent

3.6	Prototyping and Product Development	Yes/No	Score	Guidelines
	Prototype Developed			10 Marks per prototype
	Product Developed			20 Marks per product

3.7	Funded Projects Undertaken	Yes/No	Score	Guidelines
	Above 50 Lakhs			50 Marks per project
	10 Lakh to 49 Lakh			30 Marks per project
	Less than 10 Lakhs			15 Marks per project

3.8	Consultancy	Yes/No	Score	Guidelines
	Above 10 Lakhs			50 Marks
	5 Lakh to 10 Lakh			30 Marks
	Less than 05 Lakhs			15 Marks

4. Industry Engagement

4.1	Students Placements/ Internships arranged	No. of beneficiary students	Score	Guidelines
	Placement			Placement: 5 Marks per student
	Internship			Internship: 2 Marks per student

4.2	Workshops/Trainings (conducted for students in association with industry)	No. of beneficiary students (minimum 10)	Score	Guidelines
	Workshops			Coordinator: 10 Marks/week
	Trainings			Co-coordinator: 5 Marks/week Member: 2 Marks/week

4.3	Industrial Visits	No. of trips/visits	Score	Guidelines
	Local SME			Coordinator: 3 Marks/ Visit Co-coordinator: 2 Marks/Visit
	SMLE outside the local area			Coordinator: 5 Marks/Visit Co-coordinator: 3 Marks/Visit
	MOUs			10 Marks

5. Student Sourcing

5.1	No. of admissions secured*	Details of admission (Name and Course)	Score	Guidelines
				10 Marks/admission

Students admitted through consultants shall not be considered

6. Additional Responsibilities

6.1	Centralized Office(s)/ Cells Held	Whether In-charge or Deputy	Score	Guidelines
	Name of the Cell/ Dean/Deputy Dean/ Exams			In-charge: 15 Marks Deputy: 10 Marks Member: 5 Marks Warden: 5 Marks Chief Hostel warden : 10 Marks

6.2	Departmental Office(s) Held	Whether In-charge or Deputy	Score	Guidelines
	Mention the Responsibility in the department			In-charge/HOD: 5 Marks Member: 3 Marks

7. Clubs Handled

7.1	Name of the Club	Coordinator/Co-coordinator	Score	Guidelines
				Coordinator: 10 Marks Co-coordinator: 5 Marks Member: 3 Marks

8. Extra-Curricular and Extension Activities Organized

8.1	Event (Cultural/Sports/NSS/HV/NCC/ISTE/NC C/IEEE/Women Cell)	Whether In-charge/Deputy	Score	Guidelines
				Institute Level Coordinator :15 Marks Co-coordinator: 10 Marks Department Level Coordinator: 05 Marks

9. Refresher Course/Additional Qualification

9.1	Name of the Course/Additional Qualifications	Course Attended/Qualification	Score	Guidelines	Remarks From Principal
	Refresher Course/General Orientation Course/Summer School (Maximum Marks: 15)			Refresher Course:5 Marks GOC: 5 Marks Any other: 5 Marks	

	Additional Qualification			5 Marks	
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10. Details of Leave Availed

10.1	Leave Availed	Type of Leave	Score	Guidelines	Remarks from Principal
				If all availed: No Marks, Leave Balance: 5-10: 3 Marks, Leave Balance: 10-15: 5 Marks	

10.2	Vacation Duties	Score	Guidelines	Remarks from Principal
			5 Marks	

11. Invited Lectures & Seminars

11.1	Lecture/Paper Presentation/ Chairmanship/ Preside	Title of Conference/ Seminar Etc	Organized by	Whether State/ National/ International	Score	Guidelines	Remarks from Principal
	Lecture/Paper Presentation					State: 3 Marks National: 5 Marks International: 10 Marks	
11.2	Chairmanship/ Preside					2 Marks	

12. Attendance at Gurdwara Sahib

12.1	Attendance at Gurdwara Sahib	Score	Guidelines	Remarks from Principal
			1 Marks each Gurburab/Any Religious event in Gurdwara Sahib	

13. Any other Responsibility

13.1	Any other responsibility	Whether In-charge/Deputy	Score	Guidelines
				To be Marked by Head of the Institute Max. Marks: 20

Certificate/Declaration

I, _____ son/ daughter of _____ hereby declare that all the statements and entries made in this application are true, complete and correct to the best of my knowledge and belief.

Signature of the applicant

Date: _____

Name _____

***NOTE: Minimum percentage required for increment: 60%**

After detailed discussions, it was decided that the probation period for the Professional Colleges will be of two years. On the basis of the performance, he/she may be regularized with 35% D.A and on the basis of every year performance as per the above proforma, the percentage of their DA, on the recommendation of the Principal, will be increased up to 65% after 5 years of their total service. The Ph.D is mandatory for 65% DA.