PERFORMANCE APPRAISAL SYSTEM FOR TEACHINF AND NON-TEACHING STAFF

Annexure – 1

FOR TEACHING STAFF

Maharaja Surajmal Institute
Maharaja Surajmal Institute of Technology

CAREER ADVANCEMENT REPORT(CAR) OF FACULTY

Administrative Instruction

Objective

The Career Advancement Report (CAR) is a standard tool that is used for career planning, growth and monitoring the human resource that plays the most vital role. This instruction is being issued to standardize the system of Promotions / Increment / Assessment of faculty members at the institutes under the SMES.

Format of CAR

The Format is divided into two parts – **Part –A** **(containing Section –I to Section-IV)** to be filled in by the faculty concerned and **Part – B** by Reviewing / Reporting Officer / Office.

Eligibility

For Annual Increment (Part A – Section I, II, III, IV) :-

1. There will be four major parameters consisting of 100 marks [**20** marks for Research +**60** marks for Result of Students +**14** marks for Academic Administration and Responsibilities+**6** marks for Punctuality and Regularity) for grant of Annual Increment in respect of all teaching staff out of which the minimum marks which is illustrated below, have to be secured in each parameters and to be successful for the

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annual increment appraisal. The aggregate score of all the four parameters should be minimum 65 marks, which parameter has been approved by the Governing Body.

(i) **Research & Publication (Maximum 20 Marks)** - All the Publications / Project / Patent / Consultancy / SCI Index Research Paper / Scopus / Elsevier and other Indexed Journals / Periodicals / Conference Proceedings/ Books shall be considered for Faculty performance with respect to Annual Increment for which the duration from 1st January to 31st December (Preceding Year) shall be taken into consideration The minimum marks 5 marks and maximum 20 marks has to be scored for being eligible for annual increment.

(ii) **Result of Students for the Subjects Taught by Faculty (Maximum 60 Marks)** - The result for the preceding Academic session Aug-May shall be taken into consideration. The analysis of the result shall take into account overall pass percentage of the student and the performance of the class securing marks. To become eligible for annual increment, the faculty has to score minimum 40 marks and maximum 60 marks in this parameter.

(iii) **Administration and Responsibilities (Maximum 14 Marks)** - The performance of the faculty in shouldering responsibilities, academic administration, conduct of curricular, co-curricular, extra-curricular activities and participating as team members / conveners at Institutional level activities. Minimum marks to be scored under this parameter is 8 and maximum is 14. The remaining 6 marks are for regularity during teaching days.

(iv) **Regularity and Punctuality (Maximum 6 Marks)** - If faculty avails any kind of leave during teaching days upto 6 leaves, shall be awarded 6 marks and if availed beyond 6 leaves shall be given zero marks under the parameter.

Reporting / Reviewing Officer

The HOD with more than 10 years of teaching experience and one position higher than the concerned faculty will be the Reporting Officer. If the HOD is not one position

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higher than the faculty and the department function is specialized, the Director while filling the Part-B, may take inputs from the Head of the Department. In all other cases, the Director will be the Reporting / Reviewing Officer.

General Instructions

1.1 Kindly restrict your description within the word limits as indicated at various places of the format. The committee may not be in a position to examine the content in case the length of the information provided is beyond limits.

1.2 Kindly bunch and simply staple together the biodata and specified annexure on the left hand side of the sheet. These all to be attached while applying for Promotion.

1.3 Please do not enclose reprints, testimonials, copies of certificates, appreciations, photographs, cover sheets etc.

1.4 Please do not give any covering page (viz. hard binding, thick paper, plastic sheets, transparencies etc.)

1.5 For Annual Performance Appraisal and Promotion, do not fill details of Internal Activities, Internal Exam Duties attended and conduct / performed. It shall not taken into account for appraisal as this is part of routine duty.

1.6 When you are members of Committees, please do not enter number of times as it leads to double counting and shall not be considered for any appraisal.

1.7 Paper presented, if is a part of edited book or a proceeding published, then it can be claimed only once even if the calendar year changes.

1.8 With respect to the Research contributions, only those Articles or the Research Contributions shall be considered which are available in the Library record and duly verified by office records as a copy of all publications and research papers has to be submitted to the Library and the certificate of paper presented / attended in conferences / seminars are to be submitted to the office compulsorily.

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CONFIDENTIAL PROFORMA

PART – A

SECTION – I

(TO BE FILLED BY FACULTY)

WORK REPORT OF TEACHERS FOR ASSESSMENT PROMOTION

Please give a candid description to give vent to your potential to promote yourself to higher levels of intellectual evolution & be eligible for Promotion / Annual Performance / Annual Increment .

1.1 Name

1.2 Date of Birth

1.3 Date of Joining the Institute and the Present Post

1.4 Qualifications (indicating Degrees, Subject / Specialization, Year, University; starting from graduation level)

Indicate R for Regular & DE for Distance Education

Academic	Year	Name of School / College attended	Regular Mode / Distance Education Mode	Board / University	Percentage
Graduation					
Post Graduation					

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NET / GATE					
Ph. D *					
Any Other Qualifications / Training					

* **Note :** *Please enclose synopsis indicating its relevance to enhance your knowledge in the area of your specialization.*

1.5 Positions held (indicating designation, Period, and Organization)

1.6 Broad Subject Area

1.7 Further Sub-Subject specialization under which activities have been carried out

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1.8 Membership in Professional Organization(s)/ National / International Committees
(Capacity and the contribution made during the academic year)

PART – A

SECTION – II

2.1 Research & Academic Contributions during 1st January – 31st December (Preceding Year) for Annual Increment Purpose) and till 30th April (Current Year). For Promotion please give data of Preceding 10 years from 1st January till 31st December.

The API for joint publications will have to be calculated in the following manner :

1. Single Contributor : 100%
2. Two Contributors : 60:40%
3. Three Contributors : 40:30:30%
4. Four Contributors : 40:20:20:20%

Research Papers (published / accepted in Journals)	Marks	No. of Research Papers/ Books	Self Assessed score	Score verified by Screening Committee
Refereed Journals / International Journal	15 / publication			

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Non-refereed but recognized and Reputable journals and periodicals, having ISBN/ISSN numbers.	10 / publication			
Conference Proceedings as full papers, etc. (Abstracts not to be included)	10 / publication			
Text or Reference Books Published by International Publishers	50 /sole author			
Subject Books by / National level publishers /State & Central Govt. Publications with ISBN/ISSN numbers.	25 /sole author, and 5/ chapter in Edited books			
Subject Books by other local publishers with ISBN/ISSN numbers.	15 / sole author, & 3 / chapter in edited books			

2.2 Training, Courses, FDP, Workshops attended by the Faculty. Please give Synopsis

of Subjects :

FDP, Training. Workshops etc. attended (Only External)	Marks	No. of Programs	Self Assessed score	Score verified by Screening Committee
Not less than two weeks duration	20/ each			

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One week duration	10 / each			

2.3 Papers presented in Conference/ Seminars/ Workshops etc. during the year :

Paper in Conference/ Seminars / Workshops etc.	Marks	No. of Programs	Self Assessed score	Score verified by Screening Committee
a) International Conference	10 each			
b) National	7.5 /each			
c) Regional / State level	5 / each			

* Note : The API for joint publications will have to be calculated as per the UGC Norms. Paper presented, if is a part of edited book or a proceeding published, then it can be claimed only once even if the calendar year changes.

Minimum API Score for Associate professors shall be 300 at the time of Promotion on aggregate. Minimum Three Publications out of total API should be in Scopus Indexed / Elsevier/ Emerald Journals .

Or

Minimum one Publication should be in Scopus Indexed / Elsevier / Emerald Journals and should have done Minimum one Funded Major Research Projects from UGC, CSIR, ICSSR, etc.

Or

Minimum One publication in SCI/ SCIE indexed journal

Minimum API Score for Professors shall be 400. Minimum Five Publications should be in Scopus Indexed / Elsevier/ Emerald Journals.

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Or

Minimum Two Publications should be in Scopus Indexed / Elsevier/ Emerald Journals and should have done Minimum Two Funded Major Research Projects from UGC, CSIR, ICSSR, etc.

Or

Minimum Five publications in SCI/ SCIE indexed journal

2.4 ICT Mediated Teaching Learning and E-Content Development and Deployment :-

Creation of ICT Pedagogy Content and Development	**Marks**	**No. of Programs**	**Self Assessed score**	**Score verified by Screening Committee**
a) Development of Innovative Pedagogy with Evidence	5 / each			
b) MOOCs Development	5 /each per 4 credit course			
c) E-Content Complete Paper of the Course / E-Book	2 / each			
d) Policy Document (Submitted to International Body / Organization like World Bank / IMF / UNESCO etc. Or Central Govt. Or State Govt.	Intl. 10 / each National 7 / each State 4 / each			
e) Fellowships and Awards	Intl. 7/ each National 5/ each			

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PART –A

SECTION – III

2.4 Classes taught in the preceding year (Theory Papers of last two semester of Preceding Year. The result analysis shall be evaluated as per criteria given below A. Overall pass percentage of the students in the class taught and performance of the students of the class taught considering the students securing above 60% marks and below. :

Sl. No.	Paper Code	Subject Taught	Students' Appeared	Students' Passed	100% Passed (10 marks)	90-99% (9 marks)	80-89% (7 marks)	<80% (5 marks)	Best of the Two Semesters
Parameter 'A' Result Analysis	Odd Semester								
	Even Semester								
	Average								
Sl. No.	Paper Code	Subject Taught	Students' Appeared	Students' Passed	>80% of students Secured >60% marks (50 marks)	70-80% of students Secured >60% marks (45 marks)	60-70% of students Secured >60% marks (40 marks)	<60% of students Secured <60% marks (35 marks)	Best of the Two Semesters
Parameter 'B' Students' Performance Result Analysis	Odd Semester								
	Even Semester								
	Average								

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2.5 Contribution in organizing Co-curricular / Extra-curricular activities (such as Cultural Fest, Sports, Student Development Activities, Seminars, Workshops, Debate, Quiz, Magazine etc.) during the year :

S.No.	Activity	Assignment Done	Self Assessed score		Score verified by Screening Committee Max Marks :14
			(A) At Department Level (Academic / Co-curricular activities) (03 Marks per Responsibility/Activity)	(B) At Institute Level (Academic / Co-curricular activities) Convener/Co-Convener/Team Member: (07/05/03 Marks Per activity)	
a.					
b.					
c.					
d.					
e.					
f.					

2.6 National / International training Programs Organized

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2.7 **Enlist <u>Notable Contributions</u> (upto ten, indicating status like individual achievement, output of a team work / collaborative work etc.) (not exceeding 150 words)**

2.8 **Highlight the significance / <u>impact of your work</u> on industry / society / environment / nation as a whole (not more than 100 words)**

<u>PART – A</u>

<u>SECTION – IV</u>

Kindly provide information on following lines, whatever applicable, within 300 words

4.1 **Formulating / amending existing rules / procedures for better effective functioning of the organization**

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4.2 Contribution in providing major service to your organization for its efficient functioning / growth and image building.

4.3 Important administrative responsibility taken and success achieved.

4.4 Major events organized as leader / coordinator.

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4.5 Major initiative taken towards better positioning of your organization.

4.6 Future plan indicating involvement of new research areas if any, and the direction for your Research / Activity.

4.7 please give details of any other credential, significant contributions, awards received etc. not mentioned earlier.

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DECLARATION :

I certify that after having read all the instructions and guidelines issued, the information given by me in this application form is complete and correct to the best of my knowledge & belief and nothing has been concealed there from. I also understand that in case any information is found to be false, I shall be liable to be disciplinary action without any notice.

Name & Signature of the Faculty

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PART – B

(FOR OFFICE USE)

i) **Name & Designation of the Faculty under report:**

ii) **Leave availed during the current year (No. of Days)**

a) Casual Leave b) Leave without pay c) Academic Leave d) Other

iii) **Remarks of the Screening Committee-Convener**

Date : **Signature (Screening Committee -Convener)**

ASSESSMENT BY THE REPORTING/ REVIEWING OFFICER

(Numerical scores are to be awarded on Five Point Scale, where 5 is Excellent, 4 is Very Good, 3 is Good, 2 is Average and 1 is Below Average)

(Maximum Marks Score 75)

I. Attitude and Interpersonal Skills (Give ratings on a five point scale with **'5'** being the best and **'1'** the poorest) :

1.	Initiative/Innovative : a self-starter, able to work without constant supervision	
2.	Responsibility : understands duties, accepts responsibilities readily	
3.	Punctuality: arrives on time. Generally available for students during working hours.	

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4.	Dedication & Commitment : Committed to his / her work	
5.	Loyalty : supports and follows institute's policies and guidelines	
6.	Development : keeps knowledge up to date	
7.	Oral Communication: speaks effectively with seniors, colleagues & students.	
8.	Written Communication	
9.	Teamwork : effective in a team	
10.	Leadership : gives clear directions and listens to co-workers	
11.	Relationship with fellow faculty and staff	
12.	Maturity	
13.	Student Feed Back	
14.	Relationship with students	
15.	Discipline in the Class	
	Overall Performance (Academics and other activities) etc.	
	Total (1-15)	

1. Brief comments

2. Overall Appraisal

Excellent	**Very Good**	**Good**	**Average**	**Below Average**
(>65 marks)	**(>51-65 marks)**	**(>41-50 marks)**	**(>31-40 marks)**	**(<30 marks)**

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3. Remarks of the **Reporting/Reviewing Officer**

Reporting/Reviewing Officer

II. Comments of Director

Date: **Director**

Total Marks secured from PART – A	**API / Marks Awarded**
(i)Section –II (Research & Academic Contribution)	
(ii) Section – III (Result & Administrative Contribution)	
Total Marks secured from PART – B	
i) Assessment Score by Reporting / Reviewing	
	Total Marks

Score by the Chairman / Director on the basis of Dedication, Punctuality, Discipline in the Class, and Overall performance (Academics and other activities), etc.	**Score by the Chairman / Director (Max. Marks-100)**

III. Comments / Remarks of Chairman / Director

Date:

Chairman / Director

Prof. (Dr.) Rachita Rawat
Director
Maharaja Surajmal Institute
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(Affiliated to Guru Gobind Singh Indraprastha University,Delhi,

[This is confidential document and will be handled by the Director only.]

Students below average attendance of 75 % till date are not eligible to fill up this form.

FACULTY FEEDBACK FROM STUDENTS

Deptt.:..... ; Sem./Sec./Shift : ..... ; Batch : ..... ; Date : .....

Objective: The purpose of this feedback is to further improve the performance of the faculty with your cooperation. Kindly play the role of a counselor rather than that of a judge. Your assessment should be unbiased and objective.

Please rate the faculties who have been associated with your classroom teaching on a 6 point scale, ranging from 6 (very high rating) to 1 (very low rating). Indicate the rating on various attributes* and overall competence.

	6	5	4	3	2	1
*	Excellent	Very Good	Good	Fair	Poor	Very Poor

1. **Quality of Interaction with Class Coordinator -- Name : .....**
   (Tick your opinion)
   (a) Extremely Motivating & useful for Personality Development --------
   (b) Motivating --------
   (c) Nil --------

A. Faculty

Subject (Theory & Practical)	Name of the Faculty	A	B	C	D	E
		Subject Knowledge	Communi-cation Skills	Interactive Approach	Control over the Class	Punctuality in taking Classes

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B. Computer Lab. Teaching (Please Tick)

Name of the Faculty	Highly Satisfied	Satisfied	Partially Satisfied	Some what Satisfied	Not Satisfied at All

C.1 Computer Lab. (Please Tick)

Speed of Internet Good ☐ Average ☐ Bad ☐

C.2 Computer Lab. (Please Tick)

Do you find the hardware in Computer Labs is in Good condition ? Yes / No
Do you find the software in labs is in Working condition ? Yes / No

D. Library (Please Tick)

Subjects & Books Availability Sufficient ☐ Average ☐ Insufficient ☐
Reference books availability Sufficient ☐ Average ☐ Insufficient ☐

E. Any suggestion for improving the Teaching – Learning process in Classrooms / Labs :

_____
_____
_____
_____
_____

F. Any Suggestion for improvement on Library, Laboratory, Canteen, Infrastructure

_____
_____
_____
_____
_____
_____

[**Note**: Do not write your Name or Roll No. on the form.]

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6th October 2020

Sub: Performa Appraisal / Annual Increment / Best Employee Award-2019-20 (Non Teaching Staff)

The Non - Teaching staff are informed that they all have to fill the Appraisal Performa which is mandatory, complete in all respect to reach to the office by 19th October 2020 positively.

Prof. (Dr.) Rachita Rana)
Director

To

All Non-Teaching Staff

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2019-20

Surajmal Memorial Education Society
Maharaja Surajmal Institute
Maharaja Surajmal Institute of Technology
New Delhi

Proforma for Career Progression Scheme / Annual Increment / Best Employee Award

Annexure – 2

PART -A

STAFF : ASSESSMENT REPORT
(Computer Lab / Laboratory/ Administration / Library/ Department / Hostel / Placement)

Please give a candid description to give vent to your potential to promote yourself to higher levels of intellectual evolution & be eligible for Annual Increment / Performance Appraisal / Career Progression Scheme

Personal Particulars

1. Name :
2. Present Address :
3. Date of Birth (Age) :
4. Department / Division :
5. Education : *(Indicate R for Regular & DE for Distance Education)*

Academic / Professional	Year	Name of School / College attended	Board / University	Percentage
5th / 8th / 10th (Tick where applicable)				
12th				

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Graduation				
Post Graduation				
NET / GATE / Other Technical / Vocational Qualification				
Ph. D. / Any Other / Skill Acquired After Joining the Institute				

4 **Your perception of the Work Culture at Institute (s)** (Working as (Designation) and the contribution made during the Assessment Year (1st Jan – 31st Dec)
आपका संस्था में कार्य के प्रति नजरिया और आपका प्रतिदान

5. Total Work Experience (No. of Years) at Institute under the Aegis of SMES (Date of Joining) :
संस्था में कुल अनुभव

Professional Attributes *(Please elaborate by citing examples)*
पेशेगत आकलन (उदाहरण के साथ)

a. Commitment प्रतिबद्धता

b. Taking responsibility / accountability जिम्मेदारी लेना / ज़वाबदेही

c. Communication संवाद

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d. Dedication & Perseverance
निष्ठा एवं दृढ़ता

e. Hard work कठोर परिश्रम

f. Initiative/Innovative पहल / अभिनव

g. Your strengths आपकी शक्ति

h. Goals Set for Self growth and Achieved स्वयं के उत्थान के लिए निर्धारित लक्ष्य एवं उनकी प्राप्ति

j. Your weaknesses आपकी कमियां

k. Assessment yourself on your Performance (Academic & other Activities खुद को शैक्षिक एवं अन्य गतिविधियों के तहत आकलन करे

Suggestions to improve सुधार के लिए सुझाव

a. **Infrastructural Facilities :**
आधारिक संरचना की सुविधाएं

i. Servers / Equipments / Class Rooms / Library / Hostel Room / Guest Room / Building
सर्वर / उपकरण / क्लास रूम / लाइब्रेरी / होस्टल रूम / गेस्ट रूम / बिल्डिंग

ii. Computer / Machines / Tools / Library कम्प्यूटर / मशीन / टूल्स / लाइब्रेरी

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iii Cleanliness (Computer Labs / Machine Room / Library / Class Room / Rooms / Building / Area)
सफाई (कम्प्यूटर लैब / मशीन रूम / लाइब्रेरी / क्लास रूम / कमरे / बिल्डिंग / एरिया)

iv. Upgradation - Books Periodicals / Hardware / Machinery / Notice Boards / Building / Furniture etc.
उन्नयन – बुक्स पीरियॉडिकल / हार्डवेयर / मशिनरी / नोटिस बोर्ड / बिल्डिंग / फर्नीचर इत्यादि

v. Upgradation – Software / Learning Management Systems / ERP
उन्नयन – सॉफ्टवेयर / लर्निंग मैनेजमैंट सिस्टम / ईआरपी

b. **Work Culture** कार्य संस्कृति

c. **Physical & Intellectual comfort level** शारीरिक एवं बौद्धिक आराम का स्तर

Remarks (Any other relevant Additional Inputs) : अतिरिक्त, यदि कुछ अवार्ड इत्यादि मिले हो
Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier.

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I Certify that the information given by me in this Proforma is complete and correct to the best of my knowledge & belief and nothing has been concealed therein. I also understand that in case any information is found to be false, I shall be liable to be disciplinary action without any notice.

I have read all the instructions and guidelines issued for the relevant category of under Performance Appraisal / Best Employee Award / Career Progression Scheme

मैं यह प्रमाणित करता हूं कि मुझ द्वारा इस प्रोफार्मा में दी गई सारी जानकारियां मेरे ज्ञान के अनुसार सही है। यदि कोई कथन गलत पाया जाता है तो मै अनुशासनात्मक कार्यवाही का भागी रहूंगा। मैंने किसी भी पुरस्कार श्रेणी में भागीदारी के लिए सारी जानकारियां और उससे सबंधित गाइडलाईन पढ़ ली है

Name & Signature of the Concerned Employee

Date : _____

PART- B

(To be filled in by Office)

iv) Name & Designation of the staff under report:

v) Leave availed during the current year (No. of Days)

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a) Casual Leave b) Leave without pay c) Earned Leave d) Medical Leave

vi) Remarks of the Screening Committee-Convener

_____

_____

Date : **Signature (Screening Committee - Convener)**

Assessment by the Reporting/ Reviewing Officer

For Lab / Laboratory / Library / Administration / MTS / Hostel / Placement Employee

Attitude, Aptitude and Interpersonal Skills (Give ratings on a five point scale)

Where 5 is Excellent,
4 is Very Good,
3 is Good,
2 is Average and
1 is Below Average

1.	Performance in department OR Institution i.e. Demonstrate Professional Skills	
2.	Acquisition of H/W and S/W / Ability to Reach to Logical Conclusions / Timely Decisions	
3.	Technical processing during labs / Related work to department processing / Infrastructure Upkeep	
4.	Self Initiated / Handles Trouble shooting : a self-starter, able to work without constant supervision	
5.	Responsibility : understands duties, accepts responsibilities readily	
6.	Punctuality: arrives on time. Generally available for students / public dealing / Visitors during working hours	
7.	Dedication & Commitment : Committed to his / her work	
8.	Loyalty : supports and follows institute's policies and guidelines	

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9.	Development & Proactive: keeps knowledge / Professional Learning up to date and uses updated open softwares in own lab / Suggest new approaches and methods for efficiency in department / Institute's working	
10.	Oral Communication: speaks effectively with seniors, colleagues & students.	
11.	Written Communication (Internal and External)	
12.	Teamwork & Relationship with fellow faculty and staff	
13.	Leadership : gives clear directions and listens to co-workers	
14.	Maturity	
15.	Awards & Credentials / Relevant Achievement	
	Total (Marks out of 75)	

Overall Performance Appraisal (Academic and Other Activities etc.)

Excellent	Very Good	Good	Average	Below Average
(>65 marks)	(>51-65 marks)	(>41-50 marks)	(>31-40 marks)	(<30 marks)

Remarks of the **Reporting/Reviewing Officer**

_____

_____

It is certified / not certified that the said person recommended has an absolute clean record of service and faultless antecedents and no complaints, enquiries or legal/criminal/vigilance proceedings of any kind, departmental or otherwise are pending against him/her.

Date : Rachita Rana **Signature of Reporting / Reviewing Officer**

Prof. (Dr.) Rachita Rana
Director
M...ia Surajmal Institute
C...kpuri, New Delhi-110058

RECOMMENDATION / COMMENTS BY DIRECTOR

I recommend/ do not recommend the name of Mr. / Ms. _____ for Annual Increment / Best Employee Award / Career Progression Scheme.

Score by the director on the basis of Dedication, Punctuality, Discipline, and Overall performance (Academics and other activities), etc.	**Score by the Director (Max. Marks-25)**

Remarks of Director

_____

_____

Date: **Director**

Remarks of Chairman

_____

_____

Date: **Chairman**

Rachita Rana

Prof. (Dr.) Rachita Rana
Director
Maharaja Surajmal Institute
C-4, Janakpuri, New Delhi-110058