

College of Engineering and Management, Jalgaon

Annual self-appraisal of faculty members for the academic year 2021-2022

Part A: GENERAL INFORMATION

1. Name: Starting with surname

2. Department:

3. Current designation:

4. Email ID:

5. Specify expertise or technical knowledge of the faculty member

Sr No	Specific expertise / domain knowledge	Has it been applied at any place/organisation?	Place / Organization	Outcome of the application- IPR, financial etc

6. Whether acquired any degrees or fresh academic qualifications during the year: (Yes/ No)
(if yes, furnish the details) _____

7. Academic orientation/ refresher course/ training programs attended during the year: (Yes/No)
(if yes. Give details)

Sr No.	Title of the course/ program	Type of the course/ program	Details and place (Organising agency)	Duration (start and end dates)	Training agency*	Participation or proficiency certificate after test/examination
1						
2						

(* only national level institutes such as IIT, NIT, IIM, NITTTR, Technical Universities and AICTE/UGC/ NAAC sponsored training program to be counted.)

8. Give details of any major award or recognition by professional body received during the year:

Sr No.	Name of award / recognition	Organization and basis of award
1		
2		

PART B: KEY ACADEMIC PERFORMANCE INDICATORS

I. TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES: (HoD to check the data)

(i) Lectures (L), Seminars (S), Tutorials (T), Practicals (P), Contact Hours (C) (Furnish semester-wise details): Maximum 100 marks

Name of the course/paper	No. of L/S/T/P per week allotted (hr)	Total No. of classes conducted (hrs)	% of L/S/T/P taken as per record (25 marks)	% Syllabus covered (20 marks)	% Attendance of students (15 marks)	Students' feedback score/index (20 marks)	Final University result (20 marks)	Verified by HoD from documents
Total								
Average								
Marks obtained								
			Total score on the scale of 100					

Guidelines for evaluation:

- (a) Classes taken (Max 25 marks for 100% performance & proportionate score up to 80% performance, zero marks for below 80%)
- (b) Syllabus covered (Max 20 marks for 100% performance & proportionate score up to 80% performance, zero marks for below 80%)
- (c) Attendance of students (Max 15 marks for 90% performance & proportionate score up to 75% performance, zero marks for below 75%)
- (d) Students' feedback score/index (Max 20 marks for average 4.8 and above performance on the scale of 5 & proportionate score up to 2.8 performance, zero marks for below 2.8)
- (e) Final University result (Max 20 marks for 100% result, 10 for average university result and proportionate for any other % of result)

(ii) Teaching load in excess of the norm (Maximum 10 marks):

Sr No	Course	Regular load	Extra load	Marks by HoD
1				
Total extra load				
Guidelines for evaluation - maximum 10 marks for 40 % extra load, 0 for 20% or less extra load and proportionate for any other load				

(iii) Contribution to learning methodologies, updating of subject content, course improvement etc.
(Maximum 30 marks)

Sr. No.	Course	Details of activity done	Marks	verified by HoD
1				
Total				
Score based on contribution to learning methodologies, updating of subject content, course improvement (Total score on the scale of 30)				
Guidelines for evaluation - Maximum 10 marks per tool, 5 marks if the tool is adapted and proportionate as per the quality of implementation.				

(iv) Content beyond curriculum for curriculum enrichment: maximum 10 marks

Sr No.	Course	Details of activity/tool adopted	Marks	verified by HoD
1				
Total				
Score based on content beyond curriculum for curriculum enrichment (Total score on the scale of 10)				
(Guidelines for evaluation: 1 - 2 marks per activity/tool adopted by faculty member for content beyond curriculum/curriculum enrichment)				

(v) Examination duties assigned and performed in the institute/ department: Maximum 20 marks

Sr No.	Examination	Description of duty assigned for each examination	Level	Extent (%) to which carried out	Marks	Verified by HoD
1						
Total						
Score based on participation in examination and assessment (Total score on the scale of 20)						
Guidelines for evaluation: University paper setter (10 marks), practical internal/external examiner (5 marks), answer book evaluation (10 marks), senior supervisor (10 marks), invigilator (2 marks per invigilation and maximum 14)						
Total score for I (Maximum: 170)						

II. CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT, and EXTRA-CURRICULAR RELATED ACTIVITIES FOR STUDENTS/NEARBY COMMUNITY: Maximum 100 marks

(i) Extensional, co-curricular & field based activities (Maximum marks: 30)

Sr No.	Type of the activity and responsibilities	Outcome of the activity	Marks	Verified by HoD
1				
	Total			
Score based on participation in Extensional, co-curricular & field based activities (Total score on the scale of 30)				

Guidelines for evaluation: Convener/coordinator for 6 to 30 hrs activity (maximum 2 marks for 6 hrs activity), member for 6 to 30 hrs activity (maximum 1 marks for 6 hrs activity), obtaining sponsorship (maximum 10 marks for 1.0 lac or more sponsorship)

(ii) Contribution to corporate structure and management of the institution (Maximum marks: 20)

Sr No.	Type of the activity and responsibilities	Outcome of the activity	Marks	Verified by HoD
1				
	Total			
Score based on participation in contribution to corporate structure and management of the institution (Total score on the scale of 20)				

Guidelines for evaluation: CDC member, HoD, Head/in-charge of any committee (5 marks), member of any committee (2-3 marks), innovative suggestions and its implementation (5 marks)

(iii) Professional development activities/value added course/bridge course (Maximum marks 30)

Sr No.	Type of the activity and responsibilities	Outcome of the activity	Marks	Verified by HoD
1				
	Total			
Score based on professional/students development activities/ value added course/bridge course etc (Total score on the scale of 30)				

Guidelines for evaluation: Convener/coordinator for 6 to 30 hrs activity (maximum 2 marks for 6 hrs activity), member for 6 to 30 hrs activity (maximum 1 marks for 6 hrs activity), obtaining sponsorship (maximum 10 marks for 1.0 lac sponsorship)

(iv) Extra-curricular activities (Maximum marks 20 out of which 10 marks for sports activities and 10 marks for cultural activities)

Sr No.	Type of the activity and responsibilities	Outcome of the activity	Marks	Verified by HoD
1				
	Total			
Score based on extra-curricular activities (Total score on the scale of 20)				

Guidelines for evaluation: Convener/coordinator of University level or above/ institute/department activity (10/4/2 marks), member of University level or above / institute/department activity (4/2/1 marks respectively), obtaining sponsorship (maximum 10 marks for 1.0 lac or more sponsorship)

Total score for II (Maximum: 100)



III. PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

(i) Published research papers in journals in the year: *Maximum 20 marks*

Sr No	Title with page nos.	Journal	ISSN/ISBN No	Whether Peer Reviewed.(IF, if any)	No. of Co-authors	Whether you are the main author	Marks by HoD
1							
						Total	
Score based on published research papers in journals in the year (Total score on the scale of 20)							
Guidelines for evaluation: 15/10 marks for solo author in referred international/national journal respectively, 10/7 marks for main author in referred international/national journal respectively and 8/5 marks for co-author in referred international/national journal respectively.							

(ii) Articles/ chapters published in professional text or reference books or full papers published/ presented in conference proceedings of professional bodies in the year: *Maximum 30 marks*

Sr No	Title with details	Details of conference proceeding	ISSN/ISBN No	Whether peer reviewed.(IF, if any)	Whether you are the main author	Marks by HoD	
1							
						Total	
Score based on articles/ chapters published in professional text or reference books or full papers published/ presented in conference proceedings of professional bodies in the year (Total score on the scale of 30)							
Guidelines for evaluation: Articles/ chapters published – (i) main author - 3 for national ; 5 if with ISBN; 10 international publisher and (ii) co-author - 2 for national ; 4 if with ISBN; 7 if international publisher; Conference- 10 for international organizations; 7 for national professional body; 5 State Level bodies; 3 for University, 2 for college. 25% extra weightage if presented in conference.							

(iii) Books published as an author or as an editor; *Maximum 20 marks*

S. No	Title book, publisher	ISSN/ISBN No	Whether peer reviewed.	No. of co-authors	Whether you are the main author	Marks by HoD
1						
				Total		
Score based on books published as an author or as an editor (Total score on the scale of 20)						
Guidelines for evaluation: 10 for national publisher for sole author; 15 if with ISBN; 20 if international publisher as sole author, main author - 7 for national ; 12 if with ISBN; 20 international publisher and co-author - 5 for national ; 8 if with ISBN; 14 if international publisher						

(vi) Invited Lectures and Chairmanships at National or International Conferences/ Seminar, etc: *maximum 10 marks*

Sr No.	Invited lecture/ academic session/ chairmanship	Title of conference /seminar/program	Organized by	Level of program	Score by HoD
1					
					Total
Score based on invited lectures and chairmanships at national or international conferences/ seminar, etc (Total score on the scale of 10)					
Guidelines for evaluation: 10/7/5 marks for lecture delivered on the invitation of professional body/ University /college respectively.					
Total Score for III (Max: 80)					

IV: RESEARCH AND INNOVATION

(i) Received sponsored research projects during the year: Maximum 10 marks

Sr No.	Title of project	Sponsoring agency	Start date	End date	Sanctioned amount (in lakhs)	Marks by HoD
1						
2						
Total						
Score based on received sponsored research projects during the year (Total score on the scale of 10)						
<i>Guidelines for evaluation:</i> 10 marks for project amount mobilized with grants above 5.0 lakhs and proportionate marks for smaller amount.						

(ii) Ongoing professional consultancies during the year: Maximum 10 marks

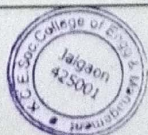
Sr No	Title of Consultancy (Testing/ Professional/ Advisory/ Expert opinion)	Agency/ Organization	Start Date	End date	Amount Mobilized (Rs Lakhs)	Marks by HoD
1						
2						
Total						
Score based on professional consultancies during the year (Total score on the scale of 10)						
<i>Guidelines for evaluation:</i> 10 marks for professional consultancies above 5.0 lakhs and proportionate marks for smaller amount.						

(iii) Completed sponsored project or consultancy during the year: Maximum 10 marks

Sr No.	Title of project	Sponsoring agency	Outcome of the completed projects (HR development, publication, patents)	Whether tech transfer has taken place	Marks by HoD
1					
2					
Total					
Score based on completed sponsored project or consultancy during the year (Total score on the scale of 10)					
<i>Guidelines for evaluation:</i> 10 marks for project amount mobilized with grants above 5.0 lakhs and proportionate marks for smaller amount.					

(iv) Research guidance

Sr No	M. Tech./ Ph. D	Name of M.Tech or PhD candidate and Topic	Sole or joint guidance	Work done in-house/ outside	Thesis submitted	Degree awarded	Marks by HoD
1							
2							
Total							
Score based on research guidance during the year (Total score on the scale of 10)							
<i>Guidelines for evaluation:</i> 3 marks for each M Tech awarded if sole guide; 1 point for each M Tech, if at external place, 10 Points for each PhD awarded, if sole guide; 3 point for each, if at external place.							



(v) FDP/STTP/CEP etc organized or attended (not less than one week duration)

Sr No	Title of the programme	Organized At college/ other place	Start date	End date	Supported by, if any, agency	Net IRC generated (in lakhs)	Marks by HoD
1							
2							
Total							
Score based FDP/STTP/CEP organized (Total score on the scale of 10)							
Guidelines for evaluation: (i) Program organised: Convener/coordinator for one week activity (maximum 5 marks), member for one week activity (maximum 2 marks), obtaining sponsorship (maximum 10 marks for 5.0 lac sponsorship); (ii) 2 marks for attending one week STTP/FDP/CEP etc (Maximum 4 marks for attending FDP)							
Normalized API score for IV(Max 50)							

SUMMARY OF API SCORES

Criteria	Max API Score	Last Academic Year	Total-API Score For Assessment Period	Annual Average For Assessment Period
I Teaching, Learning and Evaluation related activities	170			
II Co-curricular Extension, Professional development etc	100			
III Publications and Academic Contributions	80			
IV Research and Innovation	50			
Total Score	400			
% Score				

Performance Appraisal Grid on the basis of API score

Above 85%:	Excellent
Above 75% but below 85%:	Very good
Above 60% but below 75%:	Good
Above 50% but below 60%:	Fair
Below 50%:	Needs counselling and improvements

V. Action plan to improve the score over the next one year and Five years

(a) Action plan for next academic year:

(b) Action plan for next 5 academic year:



Sign of faculty member

Sign of HoD

Principal