



**Data corresponding to the period of appraisal and one year previous to the period of appraisal**

<b>S. No.</b>	<b>Particulars</b>	<b>Corresponding to one year previous to Period of Appraisal</b>	<b>Period of Appraisal (Eg.: Aug. ____ to July ____)</b>
1	Number of short-term courses/FDPs attended		
2	Number of training Programmes FDPs/MDP/seminars/workshops organized for faculty members		
3	Number of Workshop/seminars/SDP/Workshops organized for students		
4	Awards, Honours & any outstanding achievements		
5	Funded research proposal submitted to University/DST/UGC/ AICTE/etc.		
6	Ongoing funded research projects (As Principal investigator / Co-investigator)		
7	Visit Abroad/ Interaction with outside state/Overseas University and organizations		
9	Any other data you wish to add as special achievement which is equivalent to above		

**Academic Performance Indicator (API) Scores**

**CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

To be computed semester wise for a maximum API score of 60 per semester. API scores computed for previous two completed semesters to be summed up.

Sr. No.	Nature of Activity	Score					
	Teaching, learning and evaluation related activities	Max API Score Allotted	Self- Appraisal API		API Score Awarded by the HOD		
			Odd Sem.	Even. Sem.	Odd Sem.	Even Sem.	Total
1	Instructions: classroom teaching and laboratory classes taken against allotted	10					
2	Coverage of Prescribed Syllabus	10					
3	Student Appraisal (Average if more than one subject)	10					
4	Teaching Beyond the Syllabus in the Concerned Course & Use of Information Communication Technology	10					
5	End Semester Examination duties (Question paper setting and evaluation of answer scripts) as per duties allotted.	10					
6	Additional work such as coordination, invigilation, flying squad and such allied duties assigned by Exam Cell / HoDs	10					
<b>Semester wise Total</b>		<b>60</b>					
<b>Annual Total (Period of Appraisal)</b>		<b>120</b>					

## CATEGORY II: CO-CURRICULAR AND PROFESSION RELATED ACTIVITIES INCLUDING ADMINISTRATION

To be computed at the end of the period of appraisal for a maximum API score of 35 (\*\*not to be computed by faculty members)

S. No.	Nature of Activity	API Score		
		Max Score	Self-Assessment	Score Awarded by HoD
1	Participation in FDPs / MDPs / Refresher Courses	3		
2	Participation in Conferences, Seminars	3		
3	Organizing of Conferences etc. for faculty	3		
4	Organizing of training programme, guest lectures, Field, or Industrial Visits for students	3		
5	Membership of Department Level Committees.	5	** (To be awarded by the HoD)	
7	Institutional governance responsibilities like HoD/Cell, Dean, Center Supdt., Chief Proctor etc.	5	** (To be awarded by the HoD)	
8	Membership of Academic bodies of other Institutions like Governing Board, Advisory Board, Academic Council, Board of Studies, Editorial Board of Journals & Institutional Publications/ Resource Person	5		
9	Membership of Professional bodies/ Technical Societies like IEEE, ISTE, SAE, CSI, ICEIT, LMA, IMA, ACM etc.	4		
10	Compliance of Notice / Circulars issued by the competent authorities at Department level	2	** (To be awarded by the HoD)	
11	Compliance of Notice / Circulars issued by the competent authorities at Institute Level	2	** (To be awarded by the HoD)	
<b>Total (II)</b>		<b>35</b>		

**CATEGORY III : RESEARCH AND ACADEMIC CONTRIBUTIONS**

To be computed at the end of the period of appraisal for a maximum API score of 95

S. No.	Nature of Activity	Score		
	Research and Academic Contributions	Max API Score Allotted	Self-Appraisal API Score	API Score Awarded by HoD
1	Research Publications (paper published in National, International Journals/Conference Proceedings)	10		
2	Books Publications	8		
3	Sponsored Research Projects	8		
4	Consultancy Projects	8		
5	Research guidance (M. Tech. & Ph.D.) or Academic Qualification up gradation	5		
6	Patents (if Published 3 Marks each patent, if granted 6 Marks)	6		
7.	<b>Creation of ICT-Mediated Teaching Learning Pedagogy and Content</b> <b>Development of Innovative Courses and Curriculum</b> a. Name of Course Module b. Platform on which developed c. Date of Launch	5		
8.	Contributions in the Development of Innovative Pedagogy	5		
9.	Design of New Curriculum and Courses (Give Details) Department or Institute Level (Add on Courses)	5		
10.	Details of Magazine/Newsletter If Edited (Department/Institute)	10		

11.	YouTube Channel (Subject taught as per AKTU Syllabus)	10		
11.	Details of MOOCs Attended	10		
<b>Total (III)</b>		<b>95</b>		
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<b>Signature of the Teacher with date</b>			<b>Signature of the HoD with date and seal</b>	

**Note:**

1. Teacher are required to provide complete list of publications (in referred journals, recognized and reputable journals and periodicals mentioning names of all authors, ISBN/ISSN number of journals and year of publications), list of seminars/symposia/conferences/workshops/refresher courses/skill development programmes etc. organized and attended, list of completed/on-going research and consultancy projects with amount and funding agency, list of Patent/Technology transfer/ Product/ Process, list of M. Tech. and Ph.D. supervised, list of awards/ honours/ recognitions received.
2. Teachers are required to enclose documentary evidence items mentioned at Note-1 above.
3. Guidelines to compute API scores are provided (please refer Annexure-I).
4. All the supporting documents will be in the custody of HoDs. Only SAR filled with all details and duly signed by the faculty member with recommendations of HoD will be sent to the Director.

**CATEGORY IV: SUPERVISORY AND EFFECTIVENESS CREDENTIALS**

To be computed at the end of the period of appraisal for a maximum API score of 100 (\*\*not to be computed by faculty members)

S. No.	Nature of Activity	Score		
		Max API Score Allotted	Self-Appraisal API Score	API Score Awarded by HoD
1	Planning and Organising Ability	8		
2	Motivation, Teamwork and Decision Making	6		
3	Punctuality	8	** (To be awarded by the HoD)	
4	Frequency of Leave (as low as higher score)	8		
5	Willingness to work harmoniously with others in getting a job done.	10	** (To be awarded by the HoD)	
6	Student Feedback	10		
7.	Results of Student (Higher the pass percentage better the score)	10		
8.	Member in an Institute Level Committees	10	** (To be awarded by the HoD)	
9.	Innovative Teaching Style	10		
10.	Behavior and Overall Personality	5	** (To be awarded by the HoD)	
11.	Industry liaising	5		
12.	Other Initiatives and creativity	10		
<b>Total (IV)</b>		<b>100</b>		

Signature of the Teacher with date

Signature of the HoD with date and seal

**Note:**

1. Teacher is required to provide complete disclosures and authenticated by the HoDs.
2. Guidelines to compute API scores are provided (please refer Annexure-I).
3. All the supporting documents will be in the custody of HoDs. Only SAR filled with all details and duly signed by the faculty member with recommendations of HoD will be sent to the Director.
4. For more details read AICTE guidelines and the appraisal form is in accordance with AICTE requirement.

<b>SECTION- B</b>			
<b>(To be filled in by the Head of Department)</b>			
<b>Abstract</b>			<b>Observations:</b> (Regarding activities given under category I, II, III & IV)  _____  _____  _____
<b>Category</b>	<b>Max. API Score</b>	<b>API Scores secured</b>	
Category I (Total I)	120		
Category II + Category III + Category IV (Total II + Total III + Total IV)	230		
<b>Total</b>	<b>350</b>		
			<b>Recommendations / Remedial Measures suggested:</b>  _____  _____  _____

**ACTION TAKEN REPORT** Annual Increment: Recommended / Not recommended

Additional Increments Recommended on the basis of appraisal score

Recommended/Not Recommended for Promotion

Recommended for Best Teacher Award on the basis of appraisal score

Directed Letter of Appreciation

Directed Faculty should be given Higher Responsibilities

Encouragement for Participating in Extra Curricular Activities



Encouraging for FDP's and other trainings to improve performance

Counseling due to poor Feedback

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**Name of the Head of Department**

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**Date**

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**Signature of the Head of Department**

**SECTION- C**

(To be filled in by the Director)

**Other Observations/ Recommendations / Remedial Measures suggested:**

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Increment (s) Recommended / Not recommended/ Increments may be postponed by \_\_\_\_\_  
.....month(s)/year(s)

Director's Recommendations

- 1.....
- 2.....
- 3.....
- 4.....

**Date:** \_\_\_\_\_

**SEAL**

\_\_\_\_\_

**Signature of the Director**