



## Annual Performance Appraisal Format

Name of the College: \_\_\_\_\_

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sir/ Madam,

I wish to apply for **Increment/ Promotion/ Regularization** for the year 20\_\_ - 20\_\_. I am submitting the following filled Performance Appraisal proforma & supporting documents. Kindly consider my application & do the needful.

Thanking You,

**Signature of the Applicant with Date**

### DETAILS OF THE EMPLOYEE

1. Name (In Block Letters) :
2. Father's/Husband's Name :
3. Department: :
4. Current Designation :
5. Telephone Number :
6. Email :

### **Enclosure Check List:**

Annual Self-Assessment of the Performance Based Appraisal & Academic Performance with supporting documents – **YES/ NO**

## ANNUAL SELF-ASSESSMENT OF THE PERFORMANCE BASED APPRAISAL & ACADEMIC PERFORMANCE

(To be completed and submitted at the end of each academic year - Please see detailed instructions before filling out this section)

- 1. Education Upgradation in Current Academic Year: (Attach supporting documents) (On a scale of 5 marks)**

| S. No. | Programme/<br>Course Name | Through<br>(Regular/Distance/Online) | Awarding<br>Institution/<br>Platform | Special<br>Achievement | Remarks |
|--------|---------------------------|--------------------------------------|--------------------------------------|------------------------|---------|
|        |                           |                                      |                                      |                        |         |
|        |                           |                                      |                                      |                        |         |
|        |                           |                                      |                                      |                        |         |
|        |                           |                                      |                                      |                        |         |

**Score:** (01 Regular or Distance/ 03 online programmes completion will have full marks)

- 2. A) TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES Lectures, Tutorials, Practical's, Contact Hours (give semester- wise details, where necessary) – On a scale of 15 marks**

| S. No | Course/ Paper | Level<br>(UG/PG/Diploma) | Mode of<br>teaching* | No. of<br>classes<br>per<br>week<br>allotted | Total No.<br>of<br>Classes<br>Conducted<br>in AY | % of classes/<br>Practical's<br>taken as per<br>documented<br>record |
|-------|---------------|--------------------------|----------------------|--|--|--|
|       |               |                          |                      |  |  |  |
|       |               |                          |                      |  |  |  |
|       |               |                          |                      |  |  |  |
|       |               |                          |                      |  |  |  |
|       |               |                          |                      |  |  |  |

\* Lecture (L), Tutorial (T), Practical (P), Contact Hours © ( 90% or more will bear full marks, 80 to 89.9% will have 12marks, 70 to 79.9% marks will have 9 marks, 60% to 69.9% will be awarded 6 marks and no marks below that)

- B) Webinars, Seminars, Conferences as panelist/ Paper presenter/ Attendee – On a scale on 10 marks (Twice as Panelist/03 as paper presenter will bear full marks, Attendee will have 05 marks only)**

| S.No | On Subject | As panelist/ Paper<br>presenter/ Attendee | Mode<br>(Physical/<br>Online) | Documentary Proof<br>(Certificate/<br>Appreciation/<br>Participation<br>Certificate) | Special Achievement |
|------|------------|---|-------------------------------|--|---------------------|
|      |            |   |                               |  |                     |
|      |            |   |                               |  |                     |
|      |            |   |                               |  |                     |
|      |            |   |                               |  |                     |

**3. Examination Duties Assigned and Performed (On a scale of 05 marks)**

| S.No. | Type of Examination Duty Assigned | Performed Duties | Remark |
|-------|-----------------------------------|------------------|--------|
|       |                                   |                  |        |
|       |                                   |                  |        |
|       |                                   |                  |        |

(90% or more will bear full marks, 80 to 89.9% will have 4 marks, 70 to 79.9% marks will have 3 marks, 60% to 69.9% will be awarded 2 marks and no marks below that)

**4. Mentorship (On a scale of 10 Marks)**

| Sl. No. | Programme Name | No of students allotted | No of Problems Recorded | No of Problems resolved | Remarks |
|---------|----------------|-------------------------|-------------------------|-------------------------|---------|
|         |                |                         |                         |                         |         |
|         |                |                         |                         |                         |         |
|         |                |                         |                         |                         |         |

(90% or more compliance will bear full marks, 80 to 89.9% will have 8 marks, 70 to 79.9% marks will have 6 marks, 60% to 69.9% will be awarded 4 marks and no marks below that)

**5. Compliance to Administrative Duties (On a scale of 10 Marks)**

| Sl. No | Details                      | Yes/ No | Up-to Date (Yes/ No) | Remark |
|--------|------------------------------|---------|----------------------|--------|
| 1      | Lesson Planner v/s Work Done |         |                      |        |
| 2      | Topic Register               |         |                      |        |
| 3      | Attendance                   |         |                      |        |
| 4      | Work Diary                   |         |                      |        |
| 5      | Mentor Record                |         |                      |        |

(90% or more compliance will bear full marks, 80 to 89.9% will have 8 marks, 70 to 79.9% marks will have 6 marks, 60% to 69.9% will be awarded 4 marks and no marks below that)

**6. Subject Result Analysis (For Reference Purpose)**

| Sl. No | Course/ Paper | Level (UG/PG/Diploma) | No. of students Appeared | No. of Students Passed | Pass Percent |
|--------|---------------|-----------------------|--------------------------|------------------------|--------------|
|        |               |                       |                          |                        |              |
|        |               |                       |                          |                        |              |
|        |               |                       |                          |                        |              |

**Part – B (SELF ASSESSMENT)**

**7. CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT** (your contribution to any of the following): (On a scale of 5 marks)

| S.No.   | Type of Activity | Total Hours | Outcome/ Remark |
|---|------------------|-------------|-----------------|
| <b>Extension, Co-curricular &amp; field-based Activities</b>            |                  |             |                 |
|   |                  |             |                 |
|   |                  |             |                 |
| <b>Contribution to Corporate Life and Management of the Institution</b> |                  |             |                 |
|   |                  |             |                 |
|   |                  |             |                 |
| <b>Professional Development Activities</b>                              |                  |             |                 |
|   |                  |             |                 |
|   |                  |             |                 |

**8. RESEARCH, PUBLICATIONS, INNOVATION AND ACADEMIC CONTRIBUTIONS** (on a scale of 30 marks, 5 for each category)

A) **Published Papers in Journals in this Academic year** (Articles with impact factor over 20 will have 1 mark per paper, impact factor between 10 to 20 will have 0.5 marks per paper, impact factor 5 to 10 will be 0.25 marks, no marks below that)

| S. No. | Title with page nos. | Journal and Volume | ISSN/ISBN No | Peer Reviewed (Y/N) | Impact Factor | No. of Co-Authors | 1 <sup>st</sup> Author Name |
|--------|----------------------|--------------------|--------------|---------------------|---------------|-------------------|-----------------------------|
|        |                      |                    |              |                     |               |                   |                             |
|        |                      |                    |              |                     |               |                   |                             |
|        |                      |                    |              |                     |               |                   |                             |
|        |                      |                    |              |                     |               |                   |                             |

B) **Books Written/ Articles/ Chapters published in Books in this AY** (Number of books/ chapters/ articles by international will be awarded 1 marks per paper/ chapters, In national it will be 0.5 marks/ chapter)

| S. No. | Title with page nos. | Book Title, editor & publisher | ISSN/ISBN No | Peer Reviewed (Y/N) | Impact Factor | No. of Co-Authors | 1st Author Name |
|--------|----------------------|--------------------------------|--------------|---------------------|---------------|-------------------|-----------------|
|        |                      |                                |              |                     |               |                   |                 |

C) **Full Papers accepted in Conference Proceedings in this AY** (In international conference will be 02 marks every paper, National it will be 01 mark every paper)

| S.No. | Title with page nos. | Details of Conference publication | ISSN/ISBN No | Impact Factor | No. of Co-Authors | 1st Author Name |
|-------|----------------------|-----------------------------------|--------------|---------------|-------------------|-----------------|
|       |                      |                                   |              |               |                   |                 |

|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|

**D) Ongoing and Completed Research Projects and Consultancies in current AY**

| S. No | Completed/ Ongoing | Title | Agency | Period | Grant/ Amount Mobilized (in ₹) | Whether policy document/patent as outcome |
|-------|--------------------|-------|--------|--------|--------------------------------|---|
|       |                    |       |        |        |                                |   |
|       |                    |       |        |        |                                |   |
|       |                    |       |        |        |                                |   |

(Every govt./ International funding will have 02 marks, Private Company research Projects will be awarded 01 mark for every project/ consultancy)

**E) Research Guidance**

| S.No.                | Number Enrolled | Thesis Submitted | Degree awarded | Score |
|----------------------|-----------------|------------------|----------------|-------|
| MD/ MS or equivalent |                 |                  |                |       |
| Ph.D. or equivalent  |                 |                  |                |       |
| Any Other (Specify)  |                 |                  |                |       |

**F) Patents Registered/Applied/ Under process**

| S.No. | Patent details | Status | Registered No | Score |
|-------|----------------|--------|---------------|-------|
|       |                |        |               |       |

( Every International Granted will have 1 mark, National will have 0.5 however, every licensed International patent will have 2 marks whereas national licensed patent will be given 01 mark)

**9. OTHER RELEVANT INFORMATION**

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

| S. No. | Details (Mention Year, value etc. where relevant) |
|--------|---|
|        |   |
|        |   |
|        |   |

**10. Please mention bottlenecks / problems / challenges if faced during current academic year.**

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**LIST OF ENCLOSURES:** (Please attach, copies of certificates, sanction orders, papers etc. wherever necessary)

- 1.
- 2.

### PART – C

#### (FOR DEPARTMENTAL ASSESSMENT)

|    |                                     |  |
|----|-------------------------------------|--|
| 1. | Leave without Pay- during last year |  |
| 2. | Annual Increment- due on (date)     |  |

| Sl. No. | Details  | Score (0 – 10) | Remarks |
|---------|--|----------------|---------|
| 1.      | Punctuality (as per Biometric Attendance monthly Report)                                       |                |         |
| 2.      | Discipline/ Behaviour with Colleagues (Colleague / Feedback) and Integrity – Overall Appraisal |                |         |
| 3.      | Student/ Feedback/ Appraisals  |                |         |
| 4.      | Quality of Work /Team Work   |                |         |
| 5.      | Overall Personality  |                |         |

Any punishment / appreciation awarded:

Signature of HOD / HOI

Remarks

Signature of Dean of Faculty / Director

Remarks

**PART – D (Reporting Officer followed by Reviewing Officer)**  
**ANNUAL SELF-ASSESSMENT OF THE PERFORMANCE BASED APPRAISAL &**  
**ACADEMIC PERFORMANCE**

**OVERALL PERSONAL GRADE SHEET FOR THE ACADEMIC YEAR \_\_\_\_\_**

| Q. No.                                  | Criteria   | Last Year Score | On Scale of | Reporting Officer | Reviewing Officer | Final Grades |
|---|--|-----------------|-------------|-------------------|-------------------|--------------|
| <b>PART A (OF SELF ASSESSMENT)</b>      |  |                 |             |                   |                   |              |
| 1                                       | Additional Degree  |                 | 5           |                   |                   |              |
| 2                                       | A. Teaching, Learning and Evaluation related activities                    |                 | 15          |                   |                   |              |
|   | B. Webinars, Seminars, Conferences as panellist/ Paper presenter/ Attendee |                 | 10          |                   |                   |              |
| 3                                       | Examination Duties Assigned and Performed                                  |                 | 5           |                   |                   |              |
| 4                                       | Mentorship   |                 | 5           |                   |                   |              |
| 5                                       | Compliance to Administrative Duties  |                 | 5           |                   |                   |              |
| <b>PART B (OF SELF ASSESSMENT)</b>      |  |                 |             |                   |                   |              |
| 6                                       | Co-Curricular, Extension, Professional Development                         |                 | 5           |                   |                   |              |
| 7                                       | Research, Publications, Innovation & Academic Contributions                |                 |             |                   |                   |              |
| 8.a                                     | Published Papers in Journals in this Academic year                         |                 | 5           |                   |                   |              |
| 8.b                                     | Books Written/ Articles/ Chapters published in Books in this AY            |                 | 5           |                   |                   |              |
| 8.c                                     | Full Papers accepted in Conference Proceedings in this AY                  |                 | 5           |                   |                   |              |
| 8.d                                     | Ongoing and Completed Research Projects and Consultancies in current AY    |                 | 5           |                   |                   |              |
| 8.e                                     | Research Guidance  |                 | 5           |                   |                   |              |
| 8.f                                     | Patents Registered/Applied/ Under process                                  |                 | 5           |                   |                   |              |
| 9                                       | Other relevant information   |                 | 10          |                   |                   |              |
|   | TOTAL  |                 | 100         |                   |                   |              |
| <b>PART C (DEPARTMENTAL ASSESSMENT)</b> |  |                 |             |                   |                   |              |
|   | Total  |                 | 50          |                   |                   |              |
| <b>PART D (AGGRIGATE)</b>               |  |                 |             |                   |                   |              |
|   | Part C +Part D   |                 | 150         |                   |                   |              |

(Grade: If Obtained Average marks <90% than Candidate is O+ and three consecutive O+ candidate deserves Promotion and/or financial upgradation,

- i) else Obtained marks are 80% to 89.9% he/she is "A+" and four consecutive A+ candidate deserves Promotion and/or financial upgradation

- ii) else Obtained marks are 70% to 79.9% he/she is "A" and five consecutive A candidate deserves Promotion and/or financial upgradation
- iii) else Obtained marks are 60% to 69.9% he/she is "B" and candidate is just fit for retention
- iv) Below Grade "B", candidate needs reprimand or review on service continuation.

**Reporting Officer Name with date & stamp:**

Name : \_\_\_\_\_

Designation \_\_\_\_\_

Department Of \_\_\_\_\_

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

**Reviewing Officer Name with date & stamp:**

Name: \_\_\_\_\_

Designation \_\_\_\_\_

Faculty Of \_\_\_\_\_

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

**Part E (UNIVERSITY DECISION)**

|   |  |
|---|--|
| <b>Additional Registrar (T) comments &amp; recommendations:</b> |  |
| Increment- proposed   |  |
| Increment given (in ₹)/ per month                               |  |
| Promotion recommendation  |  |
| Comments with signature:  |  |

|   |
|---|
| <b>Comments &amp; recommendation of Chief Executive Officer</b> |
| Recommended / Not Recommended                                   |

|   |
|---|
| <b>Comments &amp; recommendation of Hon'ble Vice-Chancellor</b> |
| Approved / Not Approved   |

**Hon'ble Vice-Chancellor**