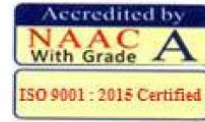### DVR & Dr. HS
MIC College of Technology
AUTONOMOUS

(Approved by AICTE & Permanently Affiliated to JNTUK, Kakinada)
Kanchikacherla-521180, NTR Dist, A.P, India.
Tel.No : 08678-273535/9491457799/7382616824
Website : www.mictech.edu.in

Performance Based Appraisal System (PBAS)
Self-Appraisal - Professor

Summary Sheet

Name of the Faculty: **Department:**

S.No.	Evaluation parameter	Max Score	Self-Score	DFAC score	IFAC Score
I	Teaching, Learning & Evaluation Related Activities	350			
II	Professional Development & Co-Curricular Activities	150			
III	Research & Academic Contributions	300			
IV	Administrative and Extensive Activities	200			
	Total	1000			

Note: Each item should have supporting document submitted by the faculty & Min. Score required is 550.

GENERAL INFORMATION

Personal Details:

1.	Employee Identification Number	
2.	Date of Joining in the Institution	
3.	Date of birth	
4.	Address:	E-mail : Mobile :

Degree	Period of study	University/College	Class/CGPA	Year of Pass

I. **Teaching, Learning & Evaluation Related Activities Max Score: 350**

1. Teaching weekly load as per time table: **Max score: 60**

$$\frac{\text{Weekly load X 60}}{8}$$

SEM-I	SEM-II

SELF	DFAC	IFAC

(Teaching load shall be minimum 8 periods per week as per UGC)

2. Lectures taken (How many total lecture periods have been taken in the previous two semesters)

Max score:35

Sem-I	Sem-II	Total	Total Lectures/Allocated X 35	SELF	DFAC	IFAC

3. Course file with the following data has been prepared by me (tick for compliance and Nil for Non-
Compliance) **Max score: 20** (2.5 Points for each content in the course file)

SELF	DFAC	IFAC

S.No	Content in the course file	Sem -I	Sem -II
1	Syllabus Copy, COs, CO-PO Mapping	✓	✓
2	Lesson plan with Lecturer notes	✓	✓
3	PPT printouts(4 slides in a page)	✓	✓
4	Model question papers, Previous End Exam Q. Papers	✓	✓
5	Assignment Questions & Mid Exam Papers	✓	✓
6	Tutorial Sheets	✓	✓
7	External Exam Grade Results from college Website	✓	✓
8	Attainments as per NBA	✓	✓
9	Average of Sem-I & Sem-II	20	20

4. Exam duties/Internal Observer **Max score: 15**

SELF	DFAC	IFAC		Sem-I (Mention Number)	Sem-II (Mention Number)	Total No. of duties performed (a)	Total No. allotted per year (b)	Score (a/b) x 15
			Exam Duties	---	Internal observer	1	1	15

5. Evaluation duties **Max score: 15 (5 Marks for Each item) 15**
   (a) Posting of internal marks as per Schedule or not.
   (b) Submission of Mid Question papers as per schedule or not.
   (c) Submission of scheme & solutions set as per schedule or not.
   Attach remarks if any

SELF	DFAC	IFAC

6. Use of innovating teaching methodologies **(Max score: 35)** **20+15 flip**

SELF	DFAC	IFAC

   (a) ICT based Teaching Methodology **Max score: 20**
     (i) PPTs/Visuals/Animations/Any Other. (10 marks)
   (ii) NPTEL/Video Lectures.(10 marks)
   (b) Interactive course content developed. E – Content Uploaded
      (Proof to be attached) **Max score: 15**

SELF	DFAC	IFAC

7. Remedial/Bridge Courses /Career oriented courses/Content beyond syllabus/Design of new Experiments
   Max score: 20; **Any Two &** for each =10 Points   10+10=20

	Sem-I	Sem-II
1.Remidial	✓	✓
2.Bridge		
3. Career		
4. Content Beyond Syllabus	✓	✓
5. Design of Experiments		
TOTAL		

SELF	DFAC	IFAC

8. Counseling with proper records **Max score: 10**
   For each Counseling session= 5 points

	Sem-I	Sem-II
How many counseling sessions done? Record Must be Maintained &Counseling book to be submitted		

SELF	DFAC	IFAC

9. Pass Percentages and Feedback **Max score: 45 + 45**
   (Pass percentage: <50 % = 0, 50% - 60% = 10, 60% - 70% = 20, 70% -80% =30, 80%-90% = 40, >90% = 45)
   (Student Feedback: (<2.5=0; 2.5-3.0=10; 3.1 - 3.5=20; 3.6-4.0=30; 4.1 - 4.5 = 40; above 4.5=45)

Sem	Name of the Course	Pass %	Marks	Feedback	Marks
I	OPERATING SYSTEM CONCEPTS				
II	COMPUTER SYSTEM CONCEPTS				

SELF	DFAC	IFAC

10. Project Guidance (Mini project/Major Project/Project Exhibitions/Mathematical Models/Environmental Related   Activities\etc. **Max score: 50**

SELF	DFAC	IFAC

Professional Development & Co-Curricular Activities

MAXIMUM SCORE: 150

1. Membership of professional societies (Mention)
   National: 5 Points; International: 10 points
   Max score: 15

SELF	DFAC	IFAC

   a) CSI
   b) IE
   C) ISTE

2. Development of facilities over previous two semesters   **Max score: 15**
   For each facility created 5 Marks (Underline)

SELF	DFAC	IFAC

Development of facilities
Laboratory Infrastructure up gradation, Class Room, Library, Common student facilities, Addition of new facilities, Addition of new experiments/practice, Addition of new software

3. Short term courses/conferences participated/organized over previous two semesters
   Max score: 60 (for each participation 30 points)

	Date	Title, Year, Place	SELF	DFAC	IFAC
a) International/National conferences participated (30 Marks for each participation)					
b) Short term Course/seminars/conference organized Coordinator: 30 marks Others:15 Marks					
c) Guest Lectures Organized Coordinator: 30 marks Others:15 Marks					

4. (a) Workshops/FDPs/Guest Lectures attended **Max score: 30**
   With in the college (1 week duration) - 5 Marks
       (2 week Duration) – 10 marks
   Outside the college (< 1 week Duration – 10 marks
       (1 week duration – 15 marks
       2 Week Duration – 25 marks
   University/NIT/IIT/etc (1week duration – 20 marks
       (2 week duration – 30 marks
   Guest Lectures given/acting as Judge/Session chair – 30 marks

SELF	DFAC	IFAC

   (b)Accompanied/Coordinated students an industrial tour over previous two semesters 10 points each and   outside 15 points each

Date	Place	Local / Outside

SELF	DFAC	IFAC

(c) Student Techno fest or other major events – mention number of events here like 1,2,3....Over previous two semesters

	Number	Points
I. Institutional coordinator Max score: 20 points		
II. Departmental coordinator Max score: 10 points		
III. Other participants Max score: 5 points		
TOTAL		

SELF	DFAC	IFAC

5. Student innovations; Guidance **Max Score 30**

Each innovation with working model/simulation: 10points

SELF	DFAC	IFAC

II. **RESEARCH & ACADEMIC CONTRIBUTIONS**
MAXSCORE: 300

1. Publications: (Mention no. of books)

SELF	DFAC	IFAC

Max score: 80 points;

a). Books with ISBN/ISDN　　　No. of books　　　No. of chapters

Helped and participation in preparation: 80

1chapter= 40 points

(Attach proof signed by author)

b).Research Publications

Sl.No	Title	Reputed referred Journal (to be decided by DFAC) Max 40	International Max 30	National Max 20	Other Max 15

2. Sponsored Research projects (give details)
   Max score: 60 (Attach Proof)

SELF	DFAC	IFAC

S.No		(i). Above Rs.10 Lakhs Max score: 60 points	(ii).In the range 5-10 Lakhs. Max score: 45 points	(iii).Less than Rs.5.0 Lakhs Max score: 40 points
1.	Projects Sanctioned			
2	proposals Submitted			

PI:100% of the above points;   Co-PI:50 % of the above points

Proposals submitted & sanction awaited =participation by key members: 50% of the above points Others:25% of the above points(attach proof)

3. Guiding for Ph.D. in the current year: **Max Points = 30**

SELF	DFAC	IFAC

       (a) Upto 5 years only; Each year 20 points
       (b) beyond 5 years : Nil points
       (c) Per Candidate 5 points per year are given if atleast one publication is there in every two years

4. Ph.Ds Awarded under your guidance in the current year: **Max Score: 40**

SELF	DFAC	IFAC

Each Ph.D. awarded=40 points

5. Seminars/conferences/workshops/symposia   Papers found in Proceedings; **Max Score: 40**
International each=40 points (outside country)
International each=20 points (within country)
National: 10 points each.

SELF	DFAC	IFAC

6. Consultancy projects**Maxscore: 20**
<1 lakh = 10points; >Rs.1.0 Lakh=20 points

SELF	DFAC	IFAC

7. Patents   **Max score:30**
For each patent applied = 20 points
For each patent awarded = 30 points

SELF	DFAC	IFAC

III. **Administrative and Extensive Activities**
Maximum Score: 200

1. Department Administration **Max score: 80**

SELF	DFAC	IFAC

Each activity = 20 points   Coordinator =100%   others = 50

S.No.	Activity	
1.	In-charge of time tables	
2.	Class Coordinator	
3.	Exams	
4.	Library	
5.	Labs	
6.	Discipline/Anti Ragging	
7.	ISO etc,.	
8.	DAB/PAC	
9.	Program Coordinator/Module Coordinator/Course Coordinator	
10.	Maintenance of facilities and infrastructure	
11.	BOS, NAAC, News letter, Professional Society, any other	

S.No.	Activity	
12.	Grievance reddressal , knowledge center, NPTEL,DARC, Women Cell, Cultural, e-Yantra, News Letter, Professional Society and any other	

2. Institutional level administration ; **Max score: 70**
(Each activity = 20 points)
Coordinator=100% ;   others=50%

SELF	DFAC	IFAC

S.No.	Activity	
1.	NBA	
2.	NAAC	
3.	Autonomous	
4.	R&D etc.	
5.	Maintenance of facilities & infrastructure	
6.	Grievance reddressal , knowledge center, NPTEL,DARC, Women Cell, Cultural, e-Yantra, News Letter, Professional Society and any other	

3. Annual Day etc.   **Max score: 30**
(Each Activity- 20 Points)   Coordinator=100% ;   others=50%

SELF	DFAC	IFAC

S.No.	Activity	
1.	Annual day	
2.	Cultural activities	
3.	Sports participation	

4. NSS activities   **Max score: 10**
(Each activity = 5 points) (Tick)

SELF	DFAC	IFAC

S.No.	Activity	
1.	NSS activities	
2.	Student welfare activities	
3.	Health camps	
4.	Blood camps	
5.	Service to poor	
6.	Service to Disabled	
7.	Charity camps etc.	
8.	Any other	

5. Training & Placement activities etc,.   **Max score: 10**

S.No.	Activity	
1.	Training and placements- Departmental Coordinator=10 points; others = 5 points	

2.	Placement Training, Website Designing & any other Each activity-10 points	

SELF	DFAC	IASC	FAB

Signature of the Faculty with date

DVR & Dr. HS

MIC College of Technology

AUTONOMOUS

(Approved by AICTE & Permanently Affiliated to JNTUK, Kakinada)

Kanchikacherla-521180, NTR Dist. A.P, India.

Tel.No : 08678-273535/9491457799/7382616824

Website : www.mictech.edu.in

Performance Based Appraisal System (PBAS)
Self-Appraisal Form - Associate Professor
(Please read the General Guidelines before filling the form)

Summary Sheet

Name of the Faculty: **Department:**

S.No.	Evaluation parameter	Max Score	Self-Score	DFAC score	IFAC Score
I	Teaching, Learning &Evaluation Related Activities	425			
II	Professional Development & Co-Curricular Activities	150			
III	Research & Academic Contributions	250			
IV	Administrative and Extension Activities	175			
	Total	1000			

GENERAL INFORMATION

Personal Details:

1.	Employee Identification Number	
2.	Total Experience in Years	
3.	Date of Joining & Experience in MIC	
4.	University Ratification (Yes/No)	
5.	Total Emolument(Basic & Gross)	
6.	Email	
7.	Mobile	

Educational qualifications (starting from degree):

Degree	Period of study	University/College	Class/CGPA	Year of Pass

55

I. Teaching, Learning & Evaluation Related Activities (Max Score:425)

1. Teaching weekly load as per time table: **Max score: 80**

SEM-I	SEM-II

SELF	HoD	IFAC

$$\frac{\text{Weekly load} \times 80}{16}$$

Note: Equivalent lab load has to be considered (Equivalent lab load = 0.5 * Actual lab load)

2. Lectures taken (Total lecture periods taken in the previous two semesters)
   Max score: 40

Sem-I	Sem-II	Total	(Total Handled/Total Planned) X 40

SELF	HoD	IFAC

3. Course file prepared with the following data(tick for compliance and Nil for Non-Compliance)
   Max score: 20 (2.5 Points for each content in the course file)

S.No	Content in the course file	Sem -I	Sem –II
1	Syllabus Copy, Cos, CO-PO Mapping		
2	Lesson Plan with lecture notes		
3	PPT Print-outs (4 slides in a page)		
4	Model question papers, Previous End Exam Q. Papers		
5	Assignment Questions & Mid Exam Papers		
6	Tutorial Sheets		
7	External Exam Grade Results from college Website		
8	Attainments as per NBA		
9	Average of Sem-I & Sem-II		

SELF	HoD	IFAC

4. Exam duties/Internal Observer/Moderator **Max score: 30**

Description	Sem-I (Mention Number)	Sem-II (Mention Number)	Total No. of duties performed (a)	Total No. allotted per year (b)	Score (a/b) x 30
Exam duties/Internal Observer/ Moderator					

SELF	HoD	IFAC

5. Evaluation duties **Max score: 30** (10 Marks for Each item)
   (a)Submission of Mid Question papers as per schedule.
   (b)Posting of internal marks as per Schedule.
   (c) Evaluation of Attainment of COs
   Attach remarks if any

SELF	HoD	IFAC

6. Use of innovative teaching methodologies **(Max score: 30)**
   (a) ICT based Teaching Methodology **Max score: 20**
   (i) PPTs/Visuals/Animations/ NPTEL/Video Lectures (15 marks)
   (ii) Role Plays/Project Based Learning/ Quiz (15 marks)
   (b) Interactive course content developed. E – Content Uploaded
   (Proof to be attached)**Max score: 10**

SELF	HoD	IFAC

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Andhra Pradesh, India – Pin: 521180

7. Remedial/Bridge Courses /Career oriented courses/Content beyond syllabus/Design of new Experiments   **Max score: 20;**   Any Two & for each10 Points

Description	Sem-I	Sem-II
1.Remidial		
2.Bridge		
3. Career		
4. Content Beyond Syllabus		
5. Design of Experiments		
TOTAL		

SELF	HoD	IFAC

8. Counseling with proper records   **Max score: 15**
   For each Counseling session= 5 points

Description	Sem-I	Sem-II
How many counseling sessions done? Record Must be Maintained & Counseling sheets to be submitted		

SELF	HoD	IFAC

9. Pass Percentages and Feedback **Max score: 60 + 60**

(Pass percentage: <50% = 0, 50% - 60% = 15, 60% - 70% = 30, 70% -80% =40, 80%-90% = 50, >90% = 60)
(Student Feedback: <60% =0; 60 – 70%=20; 70-80% =30; 80 – 90% =40; 90 – 95% = 50; above 95% = 60)

Sem	Name of the Course	Pass %	Marks	Feedback	Marks
I					
II					
	Average	--		--	

SELF	HoD	IFAC

10. Project Guidance (Miniproject / Major Project / Project Exhibitions / Mathematical Models / Environmental Related Activities etc.,   **Max score: 40**

Sem	Number of		
	Major Projects 20 points	Mini Projects 10 points	Working Models 10 points
I			
II			

SELF	HoD	IFAC

57

II. Professional Development & Co-Curricular Activities (Maximum Score: 150)

1. Membership of professional societies (Mention) Max score: **15**
   (National 5 points: International 10 points

S. No	Professional Society	Membership No.

SELF	HoD	IFAC

2. Development of facilities over previous two semesters **Max score: 15**
   For each facility created 5 Marks (Underline)

SELF	HoD	IFAC

Development of facilities
Laboratory Infrastructure up gradation, Class Room, Library, Common student facilities, Addition of new facilities, Addition of new experiments/practice, Addition of new software

3. Short term courses/conferences participated/organized over previous two semesters
   Max score: 60 (for each participation 30 points)

Description	Date	Title, Year, Place	Score
International / National conferences participated(10 Points for each Presentation) (Max:20M)			
International / National conferences Organized (10 Points for each) (Max:10M)			
Workshops / FDPs / STTP/ Seminars / Guest Lectures attended* (Max: 15M)			
Workshops / FDPs / STTP/ Seminars / Guest Lectures Organized(Max: 15M)			

SELF	HoD	IFAC

Workshops/FDPs/Guest Lectures/ Attended

Within the college	(< 1-week duration)	–	5Marks
	(1-week duration)	–	10 Marks
Outside the college	(< 1-week duration)	–	5 Marks
	(1-week duration)	–	10 Marks
University/NIT/IIT/etc.	(< 1-week duration)	–	10 Marks
	(1week duration)	–	15Marks

SELF	HoD	IFAC

4. Accompanied/Coordinated students an industrial tour over previous two semesters
   5 points for each industrial visit; 10 points for each industrial tour **(Max Score: 15)**

Date	Place	Local / Outside

SELF	HoD	IFAC

5. Aagama / working model exhibition / any co-curricular activities coordinated over previous two semesters. 5 Points each. **Max. Score 15 points**

Description	Number	Points
I. Institutional coordinator Max score: 15 points		
II. Departmental coordinator Max score: 10 points		
III. Other participants Max score: 5 points		
TOTAL		

SELF	HoD	IFAC

6. Student innovations, Guidance **Max Score 30**

Each innovation with working model/simulation: 10 points

III. RESEARCH & ACADEMIC CONTRIBUTIONS　　　　　**Max Score: 250**

1. Publications:

SELF	HoD	IFAC

   a.) Books with ISBN/ISDN (as per CRDC guidelines)
   Max score: 40 points;
   Sole Author: 40 points
   Multiple Authors: 20 points
   1chapter: Max Score: 15 points
   Sole Author: 15 points
   Multiple Authors: 10 points
   　　(Attach proof signed by author)

   Sole Author:　Multiple Author:　　　Chapters:

   b). Research Publications(as per CRDC guidelines)
   Max Score 30 points.

SELF	HoD	IFAC

S. No	Title	International Journal		National Journal	
		Impact factor >1Max 25	Impact factor<1 Max20	Impact factor >1 Max 15	Impact factor <1Max 10

2. Sponsored Research projects (give details)
   Max score: 60 (Attach Proof)

SELF	HoD	IFAC

S. No	Description	(i). > Rs.10 Lakhs Max score:60 points	(ii). In the range 5-10 L Max score: 45 points	(iii). < Rs.5.0 Lakhs Max score: 40 points
1.	Projects Sanctioned			
2	Proposals Submitted			

PI: 100% of the above points; Co-PI:50 % of the above points

Proposals submitted & sanction awaited = participation by key members: 50% of the above points Others: 25% of the above points(attach proof)

3. Guiding for Ph.D. in the current year: **Max Points = 30**

SELF	HoD	IFAC

59

Per candidate = 15 points

4. Seminars /conferences/workshops/symposia Papers found in Proceedings; **Max Score: 40**
   International each=40 points (outside country)
   International each=30 points (within country)
   National: 25 points each.

SELF	HoD	IFAC

5. Consultancy projects **Max score: 20**
   <1 Lakh = 10 points; >Rs.1.0 Lakh=20 points

SELF	HoD	IFAC

6. Patents   **Max score:30**
   For each patent applied = 20 points
   For each patent awarded = 30 points

SELF	HoD	IFAC

IV. Administrative and Extension Activities   Maximum Score: 175

1. Department Administration **Max score: 80**

SELF	HoD	IFAC

   Each activity= 20 points Coordinator =100% others = 50%

S.No.	Activity	Score
1.	In-charge of time tables	
2.	Class Coordinator	
3.	Exams	
4.	Library	
5.	Labs	
6.	Discipline/Anti Ragging	
7.	ISO etc,.	
8.	DAB/PAC	
9.	ProgramCoordinator/Module Coordinator/Course Coordinator	
10.	Maintenance of facilities and infrastructure	
11.	BOS, NAAC, Newsletter, Professional Society, any other	
12.	Grievance reddressal , knowledge center, NPTEL,DARC, Women Cell, Cultural, e-Yantra, News Letter, Professional Society and any other	

2. Institutional level administration; **Max score: 50**
   (Each activity = 20 points)
   Coordinator=100%;   others=50%

SELF	HoD	IFAC

S.No.	Activity	Score
1.	NBA	
2.	NAAC	
3.	Autonomous	
4.	R & D etc.,	
5.	Maintenance of facilities & infrastructure	
6.	Grievance reddressal , knowledge center, NPTEL,DARC, Women Cell, Cultural, e-Yantra, News Letter, Professional Society and any other	

60

3. Annual Day etc.   **Max score: 25**
   (Each Activity- 20 Points)   Coordinator=100%;   others=50%

SELF	HoD	IFAC

S.No.	Activity	Score
1.	Annual day	
2.	Cultural activities	
3.	Sports participation	

4. NSS activities **Max score: 10**
   (Each activity = 5 points) (Tick)

SELF	HoD	IFAC

S.No.	Activity	Score
1.	NSS activities	
2.	Student welfare activities	
3.	Health camps	
4.	Blood camps	
5.	Service to poor	
6.	Service to Disabled	
7.	Charity camps etc.	
8.	Any other	

5. Training & Placement activities etc. **Max score: 10**

SELF	HoD	IFAC

S.No	Activity	Score
1.	Training and placements- Departmental Coordinator=10 points; others = 5 points	
2.	Placement Training, Website Designing & any other Each activity-10 points	

Signature of the Faculty with date

....

Signature of IFAC members with Name & Date:

1.

2.

3.

4.

5.

6.

Comments & Recommendations of IFAC:

Principal   **Director(Academics)**   **CEO**   **Management**

61

General Guidelines

1. **Appraisal Performance Indicator** score is obtained from the Self-Appraisal formats of the PBAS.

2. Minimum Score: This is the minimum score required to enable the IFAC to recommend for annual increment. For the year 2023-2024, an overall **score of 550** is taken as the minimum cutoff mark.

3. **IFAC,** Institute Faculty Assessment Committee comprises of Management, CEO, and Principal. HoDs of all the departments will assign their scores after verifying the supporting documents submitted.

4. **Note:** For each item wherever necessary, the Faculty should submit a valid supporting document.

5. Faculty shall use the form to fill only brief information without disturbing table format and provide detail information in annexures if required.

6. All scores shall be averaged over two semesters wherever applicable.

****

PRINCIPAL
JVR & Dr. HS MIC College of Technology
Kanchikacherla, N.T.R. Dt.
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DVR & Dr. HS

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Tel.No : 08678-273535/9491457799/7382616824
Website : www.mictech.edu.in

Performance Based Appraisal System (PBAS)
Self-Appraisal Form - Assistant Professor

(Please read the General Guidelines before filling the form)

Summary Sheet

Name of the Faculty: **Department:**

S.No	Evaluation parameter	Max Score	Self-Score	HoD Score	IFAC Score
I	Teaching, Learning & Evaluation Related Activities	650			
II	Professional Development & Co-Curricular Activities	100			
III	Research & Academic Contributions	100			
IV	Administrative and Extension Activities	150			
	Total	1000			

GENERAL INFORMATION

Personal Details:

1.	Employee Identification Number	
2.	Total Experience in Years	
3.	Date of Joining & Experience in MIC	
4.	University Ratification (Yes/No)	
5.	Total Emolument(Basic & Gross)	
6.	Email	
7.	Mobile	

Educational qualifications (starting from degree):

Degree	Period of study	University/College	Class/CGPA	Year of Pass

63

PRINCIPAL
DVR & Dr. HS MIC College of Technology
Kanchikacherla, N.T.R. Dt.
Andhra Pradesh, India – Pin: 521180

I. Teaching, Learning & Evaluation Related Activities (Max Score:650)

1. Teaching weekly load as per time table: **Max score: 120**

SEM-I	SEM-II		SELF	HoD	IFAC

$$\frac{\text{Weekly load X 120}}{18}$$

Note: Equivalent lab load has to be considered (Equivalent lab load = 0.5 * Actual lab load)

2. Lectures taken (Total lecture periods taken in the previous two semesters)
Max score: 70

Sem-I	Sem-II	Total	(Total Handled/Total Planned) X 70		SELF	HoD	IFAC

3. Course file prepared with the following data (tick for compliance and Nil for Non- Compliance)
Max score: 60 (6 Points for each content in the course file)

S.No	Content in the course file	Sem –I	Sem –II		SELF	HoD	IFAC
1	Copy of the course Syllabus, Course Objective, CO-PO Mapping						
2	Lesson Plan						
3	Lecture notes / e-material						
4	Attendance Registers						
5	Question Bank, Assignments / Tutorials						
6	Internal/External Question Papers						
7	Result Analysis						
8	Methodology adopted for attainment of COs & POs						
9	Attainment of COs						
10	Attainment of POs mapped with that course						
	Total						

4. Exam duties/Internal Observer/Moderator **Max score: 50**

				SELF	HoD	IFAC

Description	Sem-I (Mention Number)	Sem-II (Mention Number)	Total No. of duties performed (a)	Total No. allotted per year (b)	Score (a/b) x 50
Exam Duties/Internal Observer /Moderator					

5. Evaluation duties **Max score: 30 (10 Points for Each item)**
   (a) Submission of Mid Question papers as per schedule.
   (b) Posting of internal marks as per Schedule.
   (c) Evaluation of Attainment of COs
   Attach remarks if any

SELF	HoD	IFAC

6. Use of innovative teaching methodologies (Max score: 20)
   (i) NPTEL/Video Lectures/ PPT/Animations   (10 Points)
   (ii Role plays/Project Based Learning/Quiz   (10 Points)

SELF	HoD	IFAC

7. Remedial / Bridge Courses / Career oriented courses / Content beyond syllabus / Design of new Experiments. Any Two & for each 10 Points: **Max score: 20**

	Sem-I	Sem-II
1.Remedial		
2.Bridge		
3. Career		
4. Content Beyond Syllabus		
5. Design of Experiments		
Total		

SELF	HoD	IFAC

8. Counseling with proper records **Max score: 20**
For each Counseling session - 5 points

SELF	HoD	IFAC

Description	Sem-I	Sem-II
How many counseling sessions were done? (Record Must be Maintained & Counseling sheets to be submitted)		

9. Pass Percentages and Feedback(Theory) **Max score: 100 + 100**
(Pass percentage: <50 % = 0; 50% - 60% = 40; 60% - 70% = 55; 70% -80% = 65;
80%-90% = 80; >90% = 90; 100%=100)
(Student Feedback: <60 % = 0; 60% - 70% = 50; 70% - 80% = 60; 80% - 90% = 70;
90% - 95% = 80; >95% = 90, 100%=100)

Sem	Name of the Course	Pass %	Points	Feedback	Points
I					
II					
	Average				

SELF	HoD	IFAC

10. Project Guidance (Mini project / Major Project / Project Exhibitions / Mathematical Models / Environmental Related Activities etc., **Max score: 60**

SELF	HoD	IFAC

Sem	Number of		
	Major Projects (Max: 30M)	Mini Projects (Max: 15M)	Working Models (Max: 15M)
I			
II			

65

II. Professional Development & Co-Curricular Activities (Maximum Score: 100)

1. Membership of professional societies (Mention) Max score: **10** (Each Membership=5 points)

S. No	Professional Society	Membership No.		SELF	HoD	IFAC

2. Short term courses / conferences participated / organized over previous two semesters
   Max score: **60**

	SELF	HoD	IFAC

Description	Date	Title, Year, Place	Score
International / National conferences participated (10 Points for each Presentation) (Max:20M)			
International / National conferences Organized (10 Points for each) (Max:10M)			
Workshops / FDPs / STTP/ Seminars / Guest Lectures attended* (Max: 15M)			
Workshops / FDPs / STTP/ Seminars / Guest Lectures Organized (Max: 15M)			

* Within the college/Outside the College   (< 1 week duration)   –   5 Points

                     (1 week duration)   –   10 Points

*University/NIT/IIT/etc.   (< 1 week duration)   –   10 Points

                     (1 week duration)   –   15 Points

3. Accompanied / Coordinated students in industrial visits/tours over previous two semesters
   5 points for each industrial visit; 10 points for each industrial tour **(Max Score: 15)**

Date	Place	Visit / Tour		SELF	HoD	IFAC

4. Aagama / working model exhibition / any co-curricular activities coordinated over previous two semesters. 5 Points each   **(Max Score: 15)**

Description	Date of Event	Score		SELF	HoD	IFAC
TOTAL						

III. Research & Academic Contributions (Maximum Score: 100)

SELF	HoD	IFAC

1. Publications:
   a) Books with ISBN/ISDN (as per CRDC guidelines)
      Max score: **20 points;**

66

Sole Author: 20 points
Multiple Authors: 10 points
1 chapter: **Max Score: 10 points**
Sole Author: 10 points
Multiple Authors: 5 points
(Attach proof signed by author)

b) Research Publications (as per CRDC guidelines)
Max Score 30 points.

Sole Author:	Multiple Author:	Chapters:

SELF	HoD	IFAC

S. No	Title	International Journal		National Journal	
		Impact factor >1 Max 25	Impact factor <1 Max 20	Impact factor >1 Max 15	Impact factor <1 Max 10

c) Sponsored Research projects / Schemes (give details)
Max score: 30 (Attach Proof)

SELF	HoD	IFAC

S. No	Description	Above Rs.10 Lakhs Max score: 30 points	In the range 5-10 Lakhs. Max score: 25 points	Less than Rs.5.0 Lakhs Max score: 20 points
1				
2				

PI:100% of the above points; Co-PI:50 % of the above points

d) Consultancy projects **Max score: 10**
<1 lakh = 5points; >Rs.1.0 Lakh=10 points

SELF	HoD	IFAC

S. No	Description	Consultancy Amount in Rs.	Score
1			
2			

e) Patents **Max score:10**

SELF	HoD	IFAC

Applied = 10 points

S. No	Description	Score

67

IV. Administrative and Extension Activities (Maximum Score: 150)

SELF	HoD	IFAC

1. Department Administration Max score: 60

Each activity = 20 points;
Coordinator =100%; Others = 50%

S.No	Activity	Score
1	In-charge of Time tables	
2	Class In-charge	
3	Exams	
4	Library	
5	Lab In-charge	
6	Discipline/Anti Ragging	
7	ISO	
8	DAB/PAC	
9	Program Coordinator / Module Coordinator / Course Coordinator	
10	Maintenance of facilities and infrastructure	
11	BOS, NAAC, Newsletter, Professional Society, any other	
12	Grievance redressed, NPTEL, Women Cell, Cultural, News Letter, VDC, MIC, TEP ISB etc.,	
13	Professional Society and any other	
	Total	

2. Institutional level administration; Max score: 30
(Each activity = 15 points)
Coordinator = 100%; others = 50%

SELF	HoD	IFAC

S.No.	Activity	Score
1	NBA	
2	NAAC	
3	Autonomous	
4	ISO	
5	R&D	
6	Exams	
7	Maintenance of facilities & infrastructure	
8	Grievance redressed, NPTEL, Women Cell, Cultural, News Letter, VDC, MIC, TEP ISB etc.,	
9	Professional Society and any other	
	Total	

3. Annual Day etc.,
(Each Activity- 20 Points)   Max score: 30
Coordinator=100%; others=50%

SELF	HoD	IFAC

S. No.	Activity	
1.	Annual day	
2.	Cultural activities	
3.	Sports	
	Total	

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Kanchikacherla, N.T.R. Dt.
Andhra Pradesh, India – Pin: 521180

4. NSS / Social Service Activities **Max score: 10**
   (Each activity = 5 points) (Tick)

SELF	HoD	IFAC

S. No.	Activity	Score
1.	NSS activities	
2.	Student welfare activities	
3.	Health camps	
4.	Blood camps	
5.	Service to poor	
6.	Service to Disabled	
7.	Charity camps etc.	
8.	Any other	

5. Training & Placement activities etc. **Max score: 20**

SELF	HoD	IFAC

S.No	Activity	Score
1	Training and placements - Dept. Coordinator: 20 points; Others: 10 points	
2	Placement Training, Website Designing & any other Each activity: 20 points	

Signature of the Faculty with date

....

Signature of IFAC members with Name & Date:

1.

2.

3.

4.

5.

6.

Comments & Recommendations of IFAC:

Principal   Director(Academics)   CEO   Management

69

General Guidelines

1. **Appraisal Performance Indicator** score is obtained from the Self-Appraisal formats of the PBAS.

2. **Minimum Score:** This is the minimum score required to enable the IFAC to recommend for annual increment. For the year 2023-2024, an overall **score of 550** is taken as the minimum cutoff mark.

3. **IFAC,** Institute Faculty Assessment Committee comprises of Management, CEO, and Principal. HoDs of all the departments will assign their scores after verifying the supporting documents submitted.

4. **Note:** For each item wherever necessary, the Faculty should submit a valid supporting document.

5. Faculty shall use the form to fill only brief information without disturbing table format and provide detail information in annexures if required.

6. All scores shall be averaged over two semesters wherever applicable.

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70

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Kanchikacherla, N.T.R. Dt.
Andhra Pradesh, India – Pin: 521180

DVR & Dr HS MIC College of Technology
Kanchikacherla, NTR District, AP

Performance Appraisal Form

(Office Staff, Jr Assts , Sr Assts, Library Staff , Supervisors, Laboratory Staff, Wardens, Sports)

Part I

General Information

Name of the Employee	
Employee Id	
Date of Birth	
Department	
Designation	
Date of Joining in MIC	
Date of appointment of present position	
Experience in MIC	
Present Salary in Rs	
Mail id	
Mobile Number	
Name of the supervisor to whom the employee is reporting	

Educational Qualifications:

SNO	Qualification	Year of Pass	Class	Institute

Work Experience:

S No	Organisation	Period		No of Years
		From	To	

Details of work during the Academic Year

Nature of work	
Details of primary responsibility / work carried out	
Contribution in other activities, if any	

Nature of work: In any of the following areas

(Office Staff, Jr Assts , Sr Assts, Library Staff , Supervisors, Laboratory Staff, Wardens, Sports)

Signature of the employee:

Part II

ASSESSMENT BY THE REPORTING AUTHORITY

Instructions:
All employees will be judged on Ten traits and each trait is classified under four Grades
Marks to be allotted to each Grade as under
Grade A :10 , Grade B: 8, Grade C :6, Grade D :4   **Maximum Marks - 100**

Ratings –**Superior, Good, Satisfactory,   Average** Will be awarded based on the score of the employee
The ratings shall be as under on the scoring matrix
Marks 90 and above - Superior
Marks 80 to 89   - Good
Marks 60 to 79   - Satisfactory
Marks below 60   - Average

Put a tick mark in the appropriate boxes provided hereunder

SNo	Traits	A	B	C	D
1	Effective Communication	Excellent and effective	Good	Acceptable level	Poor Communication
2	Discipline	Exemplary conduct	Observes code of conduct	Tries to follow the general code of conduct	Indifferent to general code of conduct.
3	Punctuality and Promptness	Exceptionally punctual and prompt	Always punctual and prompt	Usually punctual and prompt	Not punctual and prompt
4	Responsibility and Dependability	Very responsible and highly dependable	Steady worker. Has a good record of dependability	Carries out his responsibility in a routine manner	Often fails to perform his/ her duty shirks responsibility
5	Initiative in the Assignment	Has initiative and takes keen interest	Takes adequate interest	Does his/her work in a routine way	Indifferent in the discharge of his /her duties
6	Job Knowledge	Has an unusually thorough and comprehensive mastery	Knows his/her job thoroughly	Possess just adequate knowledge required for the job	Knowledge in - adequate. Has not yet gained competence
7	Noting , drafting and correspondence	Very precise in noting & drafting.	Precise in noting and drafting.	Ordinary at noting and drafting	Poor in nothing and drafting.
8	Maintenance of registers and records	Very neat and meticulous	Keeps clean and up to date	Tries to maintain in a routine manner	Does not maintain
9	Work Turnover	Consistently exceeds requirements	Frequently exceeds requirements	Meets requirements	Consistently below requirements
10	Supervision and Control	Extremely proficient in supervision and control	Possesses very high ability in supervision	Always possesses the ability to supervise	Very poor in supervisory control

Total Marks Scored	Eligible Rating
	SUPERIOR/ GOOD/ SATISFACTORY/ AVERAGE (tick whichever is applicable)

Signature of Reporting Officer

Recommendation:

Date of submission to Reviewing Authority:

Remarks of the Reviewing Authority

I agree with the assessment made by the Reporting Officer (Yes / No)

Signature of the Reviewing Authority

DVR & Dr HS MIC College of Technology
Kanchikacherla, NTR District, AP
Performance Appraisal Form

(Attenders, Drivers, Security Guards, Sweepers, Gardeners, Cleaning Staff, Electricians, Skilled Workers and other non-Teaching Staff)

Name of the Employee	
Employee Id	
Date of Birth	
Qualification	
Department	
Designation	
Date of Joining	
Experience in MIC	
Mail id	
Mobile Number	
Present Salary in Rs	
Name of the supervisor to whom the employee is reporting (Reporting Authority)	

1. Details of work during the Academic Year

Nature of work	
Details of primary responsibility / work carried out	
Contribution in other activities, if any	

Nature of work: for (Attenders, Drivers, Security Guards, Sweepers, Gardeners, Cleaning Staff, Electricians, Skilled Workers and other non-Teaching Staff)

2. **Appraisers Assessment:**

SNo	Particulars	Grade			
		A	B	C	D
1	Knowledge about work				
2	Commitment / Dedication of work				
3	Punctuality/ Discipline				
4	Attitude & integrity				
5	Team work cooperation				

Instructions:

All employees will be judged on FIVE Traits and each trait is classified under four

Grades : Marks to be allotted to each Grade as under:

Grade A :10 , Grade B: 8, Grade C :6, Grade D :4   **Maximum Marks - 50**

Ratings –**Superior, Good, Satisfactory,   Average** Will be awarded based on the score of the employee

The ratings shall be as under on the scoring matrix

Marks 45 and above - Superior

Marks 40 to 45   - Good

Marks 39 to 30   - Satisfactory

Marks below 30   - Average

Total Marks Scored	Eligible Rating
	SUPERIOR/ GOOD/ SATISFACTORY/ AVERAGE (tick whichever is applicable)

Signature of Reporting Officer

Recommendation:

Date of submission to Reviewing Authority:

Remarks of the Reviewing Authority

I agree with the assessment made by the Reporting Officer (Yes / No)

Signature of the Reviewing Authority