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

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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

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

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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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			

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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

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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

SELF	HoD	IFAC

1. Publications:

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**

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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	

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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

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Signature of IFAC members with Name & Date:

1.

2.

3.

4.

5.

6.

Comments & Recommendations of IFAC:

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

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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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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

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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
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		

SELF	HoD	IFAC

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

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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)

SELF	HoD	IFAC

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

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			

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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

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

* 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
TOTAL		

SELF	HoD	IFAC

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;

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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)

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 >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**

Applied = 10 points

SELF	HoD	IFAC

S. No	Description	Score

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

SELF	HoD	IFAC

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

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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

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Signature of IFAC members with Name & Date:

1.

2.

3.

4.

5.

6.

Comments & Recommendations of IFAC:

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

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