

Faculty Appraisal Proforma

Sr. No	Parameters for appraisal				Weightage	Individual Rating	Weighted Score
1	Regularity						
	1.1	Availed upto 50% of Total allotted Leaves			5		
	1.2	Availed upto 60% of Total allotted Leaves			4		
	1.3	Availed upto 70% of Total allotted Leaves			3		
	1.4	Availed upto 80% of Total allotted Leaves			2		
	1.5	Availed 90% or more of Total allotted Leaves			1		
2	Punctuality						
	2.1	Average 0-1 lates/month			5		
	2.2	Average 2 lates/month			4		
	2.3	Average 3 lates/month			3		
	2.4	Average 4 lates/month			2		
	2.5	Average 5 or more lates/month			1		
3	Academic/ Teaching Results		Paper 1	Paper 2	Paper 3		
	3.1	Average \geq 50 % External aggregate	5	5	5		
	3.2	Average 45-50 % External aggregate	4	4	4		
	3.3	Average 40-45% External aggregate	3	3	3		
	3.4	Average \leq 40 % External aggregate	0	0	0		
4	Carryovers /Total Strength		Paper 1	Paper 2	Paper 3		
	4.1	0 Carryovers/Total Strength	5	5	5		
	4.2	1-2 Carryovers/Total Strength	4	4	4		
	4.3	2-3 Carryovers/Total Strength	3	3	3		
	4.4	3-4 Carryovers/Total Strength	2	2	2		
	4.5	More than 4 Carryovers/Total Strength	0	0	0		
5	Student Feedback		Paper 1	Paper 2	Paper 3		
	5.1	Average $>$ 90% feedback	5	5	5		
	5.2	Average 80-90% feedback	4	4	4		
	5.3	Average 70-80% feedback	3	3	3		
	5.4	Average 60-70% feedback	2	2	2		
	5.5	Average $<$ 60% feedback	1	1	1		
6	Involvement in conduct of Activities						
	6.1	Convener of \geq 2 activities per Semester			10		
	6.2	Convener of 1 activities per Semester			8		
	6.3	Convener of 1 activities per session			6		
	6.4	Cordination with Students for participation			4		
	6.5	No significant involvement as such			0		
7	Involvement in conduct of Value Added Programmes/ PDP						
	7.1	Resource / Agency generation and tie-up			10		
	7.2	Coordination with agency / resource and personally attended the course			8		
	7.3	Attended the course personally and coordinated with Students			6		
	7.4	Attended Course personally only			4		
	7.5	No significant involvement as such			0		
8	Involvement in conduct of Seminars/Conferences/Workshops						
	8.1	Convener, Generated			10		
	8.2	Generated \geq 1 Resource Person			8		
	8.3	Generated More than \geq 3 Research Papers from outside			6		
	8.4	Generated \geq 2 Research Papers from outside			4		
	8.5	Involvement in Organisation Duties			2		
	8.6	No significant involvement as such			0		
9	Involvement in Training/Placement/Industrial Visits						
	9.1	Provided & Tied-up with $>$ 3 Companies/ Industry References			10		
	9.2	Provided & Tied-up with 3 Companies/ Industry References			8		
	9.3	Provided & Tied-up with 2 Companies/ Industry References			6		
	9.4	Provided & Tied-up with 1 Companies/ Industry References			4		
	9.5	Coordination with Students			2		

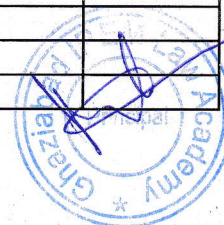
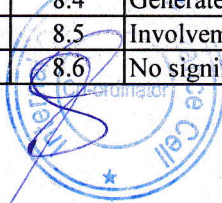


10	Involvement in Generation of Admissions other than Tele-calling			
	10.1	>5 Admissions through Personal References	5	
	10.2	4-5 Admissions through Personal References	4	
	10.3	2-3 Admissions through Personal References	3	
	10.4	1 Admissions through Personal References	2	
	10.5	Routine work of Admissions	1	
	10.6	0-5 Conversions	1	
	10.7	5-10 Conversions	2	
	10.8	10-15 Conversions	3	
	10.9	>15 Conversions	4	
11	Research Paper Presentation			
	11.1	Publication in One Scopus / UGC Care Journal per Semester	10	
	11.2	Publication in One Scopus / UGC Care Journal per Session	8	
	11.3	Publication in One National Level Journal per Session	6	
	11.4	Publication in Journal of IPEM	4	
12	Publications			
	12.1	Book Publication	10	
	12.2	Chapter Publication	6	
	12.3	Editor of Book/Journal Review Board	4	
13	Initiative of Self Development			
	13.1	Enrolled & got Certification of Completion in ≥ 1 FDP Per Semester/	5	
	13.2	Enrolled & got Certification of Completion in ≥ 1 FDP Per Session	4	
	13.3	Attended ≥ 1 Workshop /Seminar/Conference of other Institutes per	3	
	13.4	Attended ≥ 1 Workshop /Seminar/Conference of other Institutes per Session	2	
	13.5	Attended Workshop/Conference / Semianar at IPEM	1	
14	Overall attitude towards Work Ethics/ Workplace Harmony and contribution in			
	14.1	Excellent	5	
	14.2	Very Good	4	
	14.3	Good	3	
	14.4	Fair	2	
	14.5	Poor	0	
15	Mentorship			
	15.1	Excellent	5	
	15.2	Very Good	4	
	15.3	Good	3	
	15.4	Fair	2	
	15.5	Poor	0	



HOD Appraisal Proforma

Sr. No.	Parameters for appraisal			Weightage	Individual Rating	Weighted Score
1	Regularity					
	1.1	Availed upto 50% of Total allotted Leaves		5		
	1.2	Availed upto 60% of Total allotted Leaves		4		
	1.3	Availed upto 70% of Total allotted Leaves		3		
	1.4	Availed upto 80% of Total allotted Leaves		2		
	1.5	Availed 90% or more of Total allotted Leaves		1		
2	Punctuality					
	2.1	Average 0-1 lates/month		5		
	2.2	Average 2 lates/month		4		
	2.3	Average 3 lates/month		3		
	2.4	Average 4 lates/month		2		
	2.5	Average 5 or more lates/month		1		
3	Academic/ Teaching Results		Paper 1	Paper 2		
	3.1	Average ≥ 50 % External aggregate	5	5		
	3.2	Average 45-50 % External aggregate	4	4		
	3.3	Average 40-45% External aggregate	3	3		
	3.4	Average ≤ 40 % External aggregate	0	0		
4	Carryovers /Total Strength		Paper 1	Paper 2		
	4.1	0 Carryovers/Total Strength	5	5		
	4.2	1-2 Carryovers/Total Strength	4	4		
	4.3	2-3 Carryovers/Total Strength	3	3		
	4.4	3-4 Carryovers/Total Strength	2	2		
	4.5	More than 4 Carryovers/Total Strength	0	0		
5	Student Feedback		Paper 1	Paper 2		
	5.1	Average > 90 % feedback	5	5		
	5.2	Average 80-90% feedback	4	4		
	5.3	Average 70-80% feedback	3	3		
	5.4	Average 60-70% feedback	2	2		
	5.5	Average < 60 % feedback	1	1		
6	Involvement in conduct of Activities					
	6.1	Convener of ≥ 2 activities per Semester		10		
	6.2	Convener of 1 activities per Semester		8		
	6.3	Convener of 1 activities per session		6		
	6.4	Cordination with Students for participation		4		
	6.5	No significant involvement as such		0		
7	Involvement in conduct of Value Added Programmes/ PDP					
	7.1	Resource / Agency generation and tie-up		10		
	7.2	Coordination with agency / resource and personally attended the		8		
	7.3	Attended the course personally and coordinated with Students		6		
	7.4	Attended Course personally only		4		
	7.5	No significant involvement as such		0		
8	Involvement in conduct of Seminars/Conferences/Workshops					
	8.1	Convenership, Generated		10		
	8.2	Generated ≥ 1 Resource Person		8		
	8.3	Generated More than ≥ 3 Research Papers from outside		6		
	8.4	Generated ≥ 2 Research Papers from outside		4		
	8.5	Involvement in Organisation Duties		2		
	8.6	No significant involvement as such		0		



9	Involvement in Training/Placement/Industrial Visits				
	9.1	Provided & Tied-up with > 3 Companies/ Industry References	10		
	9.2	Provided & Tied-up with 3 Companies/ Industry References	8		
	9.3	Provided & Tied-up with 2 Companies/ Industry References	6		
	9.4	Provided & Tied-up with 1 Companies/ Industry References	4		
	9.5	Coordination with Students	2		
10	Involvement in Generation of Admissions other than Tele-calling				
	10.1	>5 Admissions through Personal References	5		
	10.2	4-5 Admissions through Personal References	4		
	10.3	2-3 Admissions through Personal References	3		
	10.4	1 Admissions through Personal References	2		
	10.5	Routine work of Admissions	1		
	10.6	0-5 Conversions	1		
	10.7	5-10 Conversions	2		
	10.8	10-15 Conversions	3		
	10.9	>15 Conversions	4		
11	Research Paper Presentation				
	11.1	Publication in One Scopus / UGC Care Journal per Semester	10		
	11.2	Publication in One Scopus / UGC Care Journal per Session	8		
	11.3	Publication in One National Level Journal per Session	6		
	11.4	Publication in Journal of IPEM	4		
12	Publications				
	12.1	Book Publication	10		
	12.2	Chapter Publication	6		
	12.3	Editor of Book/Journal Review Board	4		
13	Initiative of Self Development				
	13.1	Enrolled & got Certification of Completion in ≥ 1 FDP Per	5		
	13.2	Enrolled & got Certification of Completion in ≥ 1 FDP Per	4		
	13.3	Attended ≥ 1 Workshop /Seminar/Conference of other Institutes	3		
	13.4	Attended ≥ 1 Workshop /Seminar/Conference of other Institutes	2		
	13.5	Attended Workshop/Conference / Semianar at IPEM	1		
14	Overall attitude towards Work Ethics/ Workplace Harmony and				
	14.1	Excellent	5		
	14.2	Very Good	4		
	14.3	Good	3		
	14.4	Fair	2		
	14.5	Poor	0		
15	Mentorship				
	15.1	Excellent	5		
	15.2	Very Good	4		
	15.3	Good	3		
	15.4	Fair	2		
	15.5	Poor	0		
16	Feedback from the Faculty				
	16.1	Excellent	5		
	16.2	Very Good	4		
	16.3	Good	3		
	16.4	Fair	2		
	16.5	Poor	0		

