SUPPORTING DOCUMENTS
AQAR: 2022-23

6.3.5	*Institutions Performance Appraisal System for teaching and non- teaching staff*
	Attachment: Supporting Documents

IMSEC GHAZIABAD

Staff Evaluation Form

1 message

HR IMSEC <hr@imsec.ac.in>
To: "HOD Bio-Tech." <hodbt@imsec.ac.in>
Cc: "Director, IMS Engineering College" <director@imsec.ac.in>

Thu, Dec 15, 2022 at 12:45 PM

Dr Santosh mishra,

Please find attached the link to the Staff evaluation form. It is requested to get the forms filled by the Staff working in your Dept and submit the same to HR latest by 20th December, 2022 for onward submission to the Director Sir :

Head - HR

📄 **Staff appraisal form_AJ_08.12.2022.docx**
60K

IMSEC
GHAZIABAD

Filling of Self Appraisal forms

HR IMSEC <hr@imsec.ac.in>   Wed, Dec 28, 2022 at 5:14 PM
To: HOD Applied Science <hodas@imsec.ac.in>, "HOD Bio-Tech." <hodbt@imsec.ac.in>, HOD Computer Science
<hodcs@imsec.ac.in>, HOD Computer Science & Engineering <hodcse@imsec.ac.in>, HOD MCA
<hodmca@imsec.ac.in>, HOD Electronics & Communication <hodec@imsec.ac.in>, HOD Information Technology
<hodit@imsec.ac.in>, HOD Mechanical Engineering <hodme@imsec.ac.in>, HOD MBA <hodmba@imsec.ac.in>
Cc: sanjay0463@gmail.com, "Director, IMS Engineering College" <director@imsec.ac.in>

Dear HODs,

Please refer to the ION # 908 issued today by Director Sir regarding the **'Self
Appraisal Forms'** to be filled by each faculty member. You are requested to ensure
that all faculty members working in your Department fill the same in hard copy, along
with necessary documents to support what they have written in their appraisal forms,
and send the same to the HR Department through you , latest by **10th January,
2023**.

Once again you are requested to please ensure the above.

Head - HR

IMS ENGINEERING COLLEGE, GHAZIABAD
Inter Office Note

From: Director	To: Deans, HoDs & Faculty Members

Ref. No.: DIR/DEC/2022/908

Date: 28th December, 2022

The Self-Appraisal system is developed to improve the work culture and efficiency of the college by ensuring that every faculty member performs to the best of their abilities, develops their potential, and earns appropriate rewards.

Purpose

This policy lays out the guidelines for a transparent and standardised evaluation of the overall performance of teaching staff in order to assist their professional growth within the context of the institution's plans.

The main purpose of this self-appraisal system is to provide an understanding of how the work they perform will contribute to their own development, as well as the development of the department/institute. Their professional development and advancement are the main goals of appraisals. The faculty appraisal evaluates their performance based on quantifiable criteria.

Process

All faculty members fill up the self-appraisal form twice in a session i.e. in the first week of July and in the first week of January. However, they will get increment once in a year, based on the satisfactory performance on earned points (combining the points on their most recent two appraisal forms). In the case of unsatisfactory performance, appraisal may be extended.

The appraisal form includes information about the teaching, evaluation scheme, academic results, feedback and professional development of the faculty members.

A report is generated and verified by the Head of the Department on various perspectives measures and the same is forwarded to the Director for further action. Appraisal interactions with Director are conducted periodically to evaluate the teaching skills and their professional growth. The assessment report and concluding remarks are considered for promotion, increment, recognition, etc.

The faculty appraisal is to be carried out on the three following Part:

PART-A SELF APPRAISAL		Points weightage
Section 1	Academic Performance + Student Feedback	40
Section 2	Research/Consultancy	40
Section3	Involvement in Department/Institute level Activities	20
PART-B HOD'S RECOMMENDATION		10
PART-C DIRECTOR'S RECOMMENDATION		15
Total Points		125

The performance appraisal facilitates the promotion/increment process in a transparent manner and will help in maintaining the consistent development of the institute.

Prof. (Dr.) Vikram Bali
Director

Copy to: Hon'ble Treasurer for kind information.

4

IMS ENGINEERING COLLEGE, GHAZIABAD

FACULTY ANNUAL APPRAISAL FORM FOR THE PERIOD FROM _____ To _____

PERSONAL INFORMATION

Name:	Department:	Date of Joining:
Designation:	Present Salary:	Last Promotion:
Qualification:	Total expierence(years):	Expierence with IMSEC(years):

PART-A SELF APPRAISAL (100)

Section 1. Academic Performance + Student Feedback (40)

a) Academic Performance (Theory)

	ODD Semester					EVEN Semester				
	Subjects (Name & Code)	Pass %	Points* (10)	Average Marks	Points** (5)	Subjects (Name & Code)	Pass %	Points* (10)	Average Marks	Points** (5)
1										
2										
3										
	Average (points) :	-		-		Average (points) :	-		-	

Total points earned (30) :

* Points for Pass%-	** Points for AverageMarks-
>=90 % : 10 points	>=75% : 05 points
< 90% & >= 85% : 09 points	< 75% & >= 65% : 04 points
< 85% & >= 80% : 08 points	< 65% & >= 60% : 03 points
< 80% & >= 75% : 07 points	< 60% & >= 55% : 02 points
< 75% & >= 70% : 06 points	< 55% & >= 50% : 01 point
< 70% :05 points	< 50% :NIL

Verified by HoD:

b) Student Feedback

	ODD Semester					EVEN Semester				
		Ist feedback		IInd feedback			Ist feedback		IInd feedback	
	Subjects (Name & Code)	Feedback MM:50	Points (5)	Feedbac k MM:50	Points (5)	Subjects (Name & Code)	Feedback MM:50	Points (5)	Feedback MM:50	Points (5)
1										
2										
3										
	Average (5) :					Average (5) :				

Total points earned (10) :

	Total points earned-PART-A Section 1 (40) :

Verified by HoD:

Section 2. Research / Consultancy (40)

a) Organising any short Term Course/ Seminar / Workshop/ Conference as Coordinator? (if YES, give details)

Title:

Type of Event

One Day Seminar / Symposium / Workshop (2):

Minimum 5 days Faculty Development Program (5):

Organizing National Conference (5):

Organizing International Conference (10):

Total points earned -(limited to 10 points)

Verified by HoD:

b) Lectures delivered in workshops organised in the institute or outside the institute.

Give Details (2 points for each lecture delivered)

1

2

3

4

Total points earned (limited to 04 points)

Verified by HoD:

c) Any short term courses attended. (Other than those at the institute) (2 points for each)

1

2

3

4

Total points earned (limited to 04 points)

Verified by HoD:

d) Sponsored Research / Consultancy (MODROB, VGST, AICTE, DST and SERB etc)

S.NO.	Project Title	Grants Received	Principal/ Co-Principal Investigator	Status of the Project (Partially Completed/Completed)

e) *Pursuing Ph.D (If Yes, give details)*

f)	**_Guiding Ph. D Candidates (If Yes, give details)_**			

g) _PAPER /PATENT PUBLICATIONS*_

	Single Author	Double Author	More than two authors
(A) Number of papers published in SCI/SCIE indexed Journals			
(B) Number of papers published in SCOPUS /ESCI indexed Journals			
(C) Number of papers published in UGC approved Journals			
(D) Number of papers published in SCOPUS Book Chapter			
(E) Number of papers presented in National/International Conference			
(F) Publishing of patent			
(G) Grant of patent			

*Note: the first/correcponding author gets full points and only first-two co-authors gets 50% of the points earmarked. However, if the paper is a joint publication with students (UG/PG/Ph.D), full points are awarded for the faculty and if two faculty are associated, then the points are to be shared equally between them.

Note: Attach first page of Paper/Patent as proof of submission.

h) | Books authored.

Name of the Book / Chapters / Articles	Authors	Year	Publisher

*Note: the corresponding and first author gets full points and only first-two co-authors gets 50% of the points earmarked. However, if the paper is a joint publication with students (UG/PG/Ph.D), full points are awarded for the faculty and if two faculty are associated,

EVALUATION OF R & D ACTIVITIES OF THE FACULTY		**Number**	**Points**
1	Presentation of papers in national/international conferences/Publication of scopus Chapter (4 points for each))		
2	Publication of papers in UGC approved Journals (5 points for each)		
3	Publication of papers in SCOPUS/ESCI journals (6 points for each)		
4	Publication of papers in SCI/SCIE indexed Journals (8 points for each)		
5	Authoring of books: International Publishers (8 for each points) National Publishers (5 for each points) Editing of books (3 points for each) Jointly authoring the book (2 points for each)		
6	Guiding Ph. D. students (2 points per year per student for a max. period of 4 years)		
7	Publishing of patent (6 points for each) Grant of patent (10 points for each)		
8	Funded Research Projects (Min. period: 2 years, Max. period: 3 years) Points are to be equally spread over the duration of the project • Projects above Rs. 20 lakhs (15 points) • Projects above Rs. 9 lakhs and up to Rs. 20 lakhs (12 points) • Projects above Rs. 5 lakhs and up to Rs. 9 lakhs (10 points) • Projects above Rs. 2 lakhs and up to Rs. 5 lakhs (8 points) • Projects above Rs. 1 lakh and up to Rs. 2 lakhs (5 points)		
9	Consultancy Projects • Consultancy projects with a revenue generation > Rs. 10 lakhs (12 points) • Consultancy projects with a revenue generation > Rs. 5 lakhs & ≤ Rs. 10 lakhs (10 points) • Consultancy projects with a revenue generation > Rs. 3 lakhs & ≤ Rs. 5 lakhs (8 points) • Consultancy projects with a revenue generation > Rs. 1 lakh & ≤ Rs. 3 lakhs (5 points)		
Actual Points earned:	Total Points earned-PART-A Section 2 (Limited to 40 points):		

Verified by HoD:

3

Section 3. Involvement in Department / Institute level Activities** (20)

a) Department Level: (2 points for each activity)

	Points		Points
(a) Time Table Coordinator (2)		(g) Coordinator Events in VIBGYOR (2)	
(b) Departmental Alumni Coordinator (2)		(h) Coordinator Event in TECHNOVATION (2)	
(c) Departmental Exam Coordinator (2)		(i) Organising Invited Lectures/FDP/Conference (2)	
(d) Traning & Placement Coordinator (2)		(j) Laboratory Incharge (2)	
(e) Student Project & Seminar Coordinator (2)		(k) Others, Please mention (2)	
(f) Departmental Library Coordinator (2)		(l) Others, Please mention (2)	

Total points earned (limited to 10 points) :

Verified by HoD:

b) Institute Level:

	Points		Points
(a) Chairman, Cultural Committee (3)		(f) Editor of Technology Magazine (3)	
(b) HOD's (3)		(g) Coordinator Events in VIBGYOR (3)	
(c) Dean's (3)		(h) Coordinator Event in TECHNOVATION (3)	
(d) Controller of Examinations (3)		(i) Alumni Coordinator (3)	
(e) Editor of College News Letter (3)		(j) Others, please mention(3)	

Total points earned (limited to 10 points) :

Actual Points earned:	Total Points earned-PART-A Section 3 (Limited to 20 points):

Verified by HoD:

** Minimum 5 Point required in Section 3 for Annual Appraisal.

4. Any other achievements during last year including self development initiatives / initiatives taken to improve functioning of your department or college

1	
2	
3	
4	
5	

Peer Review:

Verified by HoD:

4

PART-B HOD'S RECOMMENDATION (10)

Sr. No.	Activity (Maximum 1 point for each activity and points can be in fraction also)	(Point)
1	Initiative and drive: Ability to work without constant supervision	
2	Responsibility: Understand duties, accepts responsibilities readily	
3	Discipline, Punctuality and availability for students during working hours	
4	Loyalty: Supports and following institute's policies and guidelines	
5	Development: General Awareness/Keeps knowledge up to date	
6	Team spirit and effectiveness in a team	
7	Leadership quality	
8	Maturity & Temperament	
9	Desire to learn	
10	Flexibility and Open-mindedness	
	Points earned PART-B (10):	

PART-C DIRECTOR's RECOMMENDATION (15)

Sr. No.	Activity (Maximum 1 point for each activity and points can be in fraction also)	(Point)
1	Ability to work without constant supervision	
2	Understand duties, accepts responsibilities readily	
3	Discipline and Punctuality	
4	Availability for institute beyond the working hours	
5	Supports and following institute's policies and guidelines	
6	General Awareness/Keeps knowledge up to date	
7	Oral/ Written Communication	
8	Team spirit and effectiveness in a team	
9	Leadership quality	
10	Positive Thinking and Optimism	
11	Maturity & Temperament	
12	Empathy & concern for others	
13	Integrity & Trustworthiness	
14	Desire to learn	
15	Flexibility and Open-mindedness	
	Points earned PART-C (15):	

PERFORMANCE ASSESSMENT

S.No.		PART-A SELF ASSESSMENT	Max Point	Points Obtained	Verified by HoD
1	Criteria -1	Academic Performance + Student Feedback	40		
2	Criteria -2	Research / Consultancy	40		
3	Criteria -3	Involvement in Dept. / College level activities	20		
4		Self - development action			
		PART-B HOD'S RECOMMENDATION	10		
		PART-C DIRECTOR'S RECOMMENDATION	15		—
		GRAND TOTAL	125		

Overall Points Categories

<80% (>=100 points)	<80% & >=70% (<100 point & >= 87.5 point)	<70% & >=60% (<87.5 point & >= 75 point)	<60% (<75 point)
Excellent 3 increment	Very Good 2 increment	Satisfactory 1 increment	Not Satisfactory Required monitoring and counseling

Comments of HoD

Signature: Date:

Comments of Director

Signature: Date: