



IMS ENGINEERING COLLEGE, GHAZIABAD

(Affiliated to Dr. A.P.J. Abdul Kalam Technical University, Lucknow, Uttar Pradesh & Approved by AICTE, New Delhi)

NH-09, Adhyatmik Nagar, Near Dasna, Distt: Ghaziabad, Uttar Pradesh Website: <https://www.imsec.ac.in>

SUPPORTING DOCUMENTS **AQAR: 2023-24**

6.3.5

Institutions Performance Appraisal System for teaching and non- teaching staff

Attachment: Supporting Documents

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 experience(years):			Expierence with IMSEC(years):						
PART-A SELF APPRAISAL (100)												
<u>Section 1. Academic Performance + Student Feedback (40)</u>												
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%- >=90 % : 10 points < 90% & >= 85% : 09 points < 85% & >= 80% : 08 points < 80% & >= 75% : 07 points < 75% & >= 70% : 06 points < 70% :05 points					** Points for AverageMarks- >=75% : 05 points < 75% & >= 65% : 04 points < 65% & >= 60% : 03 points < 60% & >= 55% : 02 points < 55% & >= 50% : 01 point < 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)	Feedback 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)

<u>Title:</u>
<u>Type of Event</u>
One Day Seminar / Symposium / Workshop (2):
Minimum 5 days Faculty Development Program (5):
Organizing National Conference (5):
Organizing International Conference (10):
<u>Total points earned -(limited to 10 points)</u>

Verified by HoD:

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

Give Details (2 points for each lecture delivered)

<u>1</u>
<u>2</u>
<u>3</u>
<u>4</u>
<u>Total points earned (limited to 04 points)</u>

Verified by HoD:

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

<u>1</u>
<u>2</u>
<u>3</u>
<u>4</u>
<u>Total points earned (limited to 04 points)</u>

Verified by HoD:

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

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

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

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f) <u>Guiding Ph. D Candidates (If Yes, give details)</u>			
g) <u>PAPER/PATENT PUBLICATIONS*</u>			
	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/corresponding 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) <u>Books authored.</u>			
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:			

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) Training & 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:

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

PART-A SELF ASSESSMENT					
S.No.			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

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Signature:

Date:

Comments of Director

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Signature:

Date: