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 \_\_\_\_

			PE	RSONA	L INFO	RMATION					
Name:		1	Department: Date			Date of	ate of Joining:				
Design	nation:	1	Present Sala	ary:		Last Pro	omotion:			(5)	
Qualif	lication:		Total expierence(years):			Expierence with IMSEC(years):					
			PAR	T-A SEL	F APPR	RAISAL (100)					
		Section	ı 1. Acade	mic Perf	ormance	+ Student Feedba	ick (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)	
2											
3	5										
	Average (points) :	22		*		Average (points):	i i		(40)		
	>=90 % : 10 po < 90% & >= 85% : 09 p < 85% & >= 80% : 08 p < 80% & >= 75% : 07 p < 75% & >= 70% : 06 p < 70% : 05 poi	oints oints oints oints	E		<b>€</b> 11	>=75% : 05 points < 75% & >= 65% : 04 points < 65% & >= 60% : 03 points < 60% & >= 55% : 02 points < 55% & >= 50% : 01 point < 50% : NIL					
Verif	ied by HoD:										
b)				5	Student Fe	edback					
		ODD Ser	mester	4			EVEN	Semester			
	Subjects	reeupac		Hnd fe	Points	Subjects			Della Marie Consulta		
	(Name & Code)	k 2424.50	Points (5)	k MM:50		(Name & Code)	MM:50	Points (5)	MM:50		
1											
2											
3						(5)					
	Average (5)					Average (S):					
	Total points earned (10)	:				PP_NO PLINISHONOR		DOM: A 65	-1 ( 10 )		
						Fotal points	Date of Joining:  Last Promotion:  Expierence with IMSEC(years):  (100)  It Feedback (40)  EVEN Semester  jects \$ Code)  Pass % Points* Average Marks (5)  (points):  for AverageMarks- : 05 points >= 65%: 04 points >= 65%: 04 points >= 65%: 02 points >= 55%: 02 points >= 50%: 01 point :NIL  EVEN Semester  Ist feedback Ind feedback jects Feedback Points (5) Feedback Points				
Verif	fied by HoD:										

	20 Paris	Section 2. Rese	arch / Consultancy (40)	
<u>a)</u>	Organising any short Term C	ourse/ Seminar / Workshop	/ Conference as Coordinator?	(if YES, give details)
	<u>Title:</u>	114.00		
	Type of Event			
	One Day Seminar / Symposium	/ Workshop (2):		3
	Minimum 5 days Faculty Develo	opment Program (5):	02	
	Organizing National Conference	e (5):	= 4	7 7
-	Organizing International Confe	rence (10):		
	Total points earned -( limited to	o 10 points)		
Veri	led by HoD:	22 11 2		
<u>b)</u>	Lectures delivered in worksho	ps organised in the institut	e or outside the institute	
	Give Details (2 points for each	lecture delivered)	e or ourside the institute.	
	1			171 181 181 181 181
	2		- 1 - 1	
	<u>3</u>			9
	4	2		
	Total points earned ( limited to	04 points )		0 2 10 10 10 10 10 10 10 10 10 10 10 10 10
Verif	ied by HoD:			33 11111
c)	1-11			
	Any short term courses attend	led. (Other than those at th	e institute) (2 points for each)	
	2	*		- 3A
	3			
	4			
	Total points earned ( limited to	04 points )		
	ed by HoD:	2)	and the same of th	
<u>d)</u>	Sponsored Research / Consulta	TO BE THE RESERVE OF THE PERSON OF THE PERSO	SAME DESCRIPTION OF THE SAME OF THE PARTY OF	
NO.	Project Title	Grants Received	Principal/ Co-Principal Investigator	Status of the Project (Partially Completed/Completed)
	Anna Anna	- A		
-				
		0 0		
	leaves and the second			1)
	Pursuing Ph.D (If Yes, give deta			

	mang In. D Cu	ndidates (If Yes, give	<u>details)</u>				
<u>P.</u>	APER/PATENT	T PUBLICATIONS*		DWI -			
T	The same of the sa		Single Author	Double Author	More	than two au	thors
		pers published in	Single Author	Double Author	More	than two no	
-	CVSCIE indexed  B) Number of pa	d Journals upers published in		K .	8		
		ndexed Journals				- 0	
		pers published in		P.V.			
	JGC approved Jo D) Number of po	apers published in	8 4 8				
. 8	SCOPUS Book C	Chapter		18			
1	E) Number of pa	apers presented in tional Conference					
$\top$	(F) Publishing of patent						
-	Section 2010 Control of Control o					N E	
	(G) Grant of pat		gets full points and only first-tw				· · · · · · · · · · · · · · · · · · ·
1)	the points are to Note: Attach fir Books authore	o be shared equally bet est page of Paper/Paten	at as proof of submission.	Year	1	Publisher	
		Articles	Authors	Tear	-	T dollare.	
					7		
-	*Note: the corresponding and first author gets full points and only first-two co-authors gets 50% of the points ea the paper is a joint publication with students (UG/PG/Ph.D), full points are awarded for the faculty and if two face EVALUATION OF R & D ACTIVITIES OF THE FACULTY  Presentation of papers in national/international conferences/Publication of scopus Chapter (4					rmarked. Ho	wever.
	the paper is a	joint publication with s	tudents (UG/PG/Ph.D), full poin	its are awarded for the Jaculty (	and if two fac	nrmarked. Ho culty are asso Number	octalea,
	the paper is a	Presentation of paper points for each))	tudents (UG/PG/Ph.D), full poin	rences/Publication of scopus Ch	and if two fac	culty are asse	Points
	the paper is a j	Presentation of paper points for each))	tudents (UG/PG/Ph.D), full poin TIES OF THE FACULTY is in national/international confer	rences/Publication of scopus Ch oints for each )	and if two fac	culty are asse	ocialea,
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	the paper is a p EVALUATIO  1  2  3	Publication of paper Publication of paper Publication of paper Publication of paper Authoring of books: International Publishers Editing of books (3)	tudents (UG/PG/Ph.D), full point TIES OF THE FACULTY is in national/international confer is in UGC approved Journals (5 p is in SCOPUS/ESCI journals (6 p is in SCI/SCIE indexed Journals (6 p iners (8 for each points) (5 for each points)	rences/Publication of scopus Ch coints for each )	and if two fac	culty are asse	octalea,
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	the paper is a per series a per	Publication of paper Authoring of books: International Publish National Publishers Editing of books (3 Jointly authoring the Guiding Ph. D. stud Publishing of patent Grant of patent (10 Funded Research Pr Points are to be equ Projects above Rs. Projects above Rs. Projects above Rs.	tudents (UG/PG/Ph.D), full point TIES OF THE FACULTY s in national/international confer s in UGC approved Journals (5 p s in SCOPUS/ESCI journals (6 p s in SCI/SCIE indexed Journals ( ters (8 for each points) (5 for each points) points for each) book (2 points for each) ents (2 points per year per students) (6 points for each)	rences/Publication of scopus Chronits for each )  oints for each )  (8 points for each)  at for a max. period of 4 years)  x. period: 3 years)  the project  12 points)  to points)  to points)	and if two fac	culty are asse	octalea,
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	the paper is a per is	Publication of paper Authoring of books: International Publish National Publishers Editing of books (3 Jointly authoring the Guiding Ph. D. stud Publishing of patent Grant of patent (10 Funded Research Pr Points are to be equ Projects above Rs.	trudents (UG/PG/Ph.D), full point TIES OF THE FACULTY s in national/international confer is in UGC approved Journals (5 p is in SCOPUS/ESCI journals (6 p is in SCI/SCIE indexed Journals (6 p is in SCI/SCIE indexed Journals (6 p is in SCI/SCIE indexed Journals (7 p inters (8 for each points) points for each points) points for each (2 points for each) e book (2 points for each) points for each (6 points for each) points for each (7 p interpolate (7 p interpolate (8 p interpolate (9 p interpolate	rences/Publication of scopus Chronits for each )  onits for each )  onits for each)  (8 points for each)  x. period: 3 years)  he project  12 points)  opoints)  points)  Rs. 10 lakhs (12 points)  Rs. 5 lakhs & SRs. 10 lakhs (10 Rs. 3 lakhs & SRs. 5 lakhs (8 project)  Rs. 3 lakhs & SRs. 5 lakhs (8 project)	O points) points) points)	Number   Number	Point

	Section 3. Involvement	ent in Depart	ment / 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)	April 1
	(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)		(I) Others, Please mention (2)	
	Total points earned ( limited to 10 points ) :			
/eri	fied by HoD:	1000		
b)	Institute Level:			
	8	Points	5 51 511	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)	P: -9	(j) Others, please mention(3)	Free
٦	Total points earned ( limited to 10 points ) :		attended to the second of the	9
	Actual Points earned:	Tot	tal Points earned-PART-A Section 3 (Limited to 20 points):	100
eri!	ied by HoD:	B 200 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		
	** Minimum 5 Point required in Section 3	or Annual App	praisal.	100
		10.00		
An	y other achievements during last year including	self developmer	nt initiatives / initiatives taken to improve functioning of you	
epar	tment or college			_
	2	_	1	
	3			
1			6 4 3	
-	4			
	5	2		
1	eer Review;		· ·	

	PART-B HOD'S RECOMMENDATION (10)	
r. 0.	Activity (Maximum I point for each activity and points can be in fraction also)	(Point)
1 1	nitiative and drive: Ability to work without constant supervision	
	Responsibility: Understand duties, accepts responsibilities readily	
211	Discipline, Punctuality and availability for students during working hours	18
	oyalty: Supports and following institute's policies and guidelines	
	Development: General Awareness/Keeps knowledge up to date	
	Feam spirit and effectiveness in a team	191
-	Leadership quality	
	Maturity & Temperament	
0	Desire to learn	
	Flexibility and Open-mindedness	
100	Points earned PART-B (10):	**************************************
	PART-C DIRECTOR'S RECOMMENDATION (15)	
	PART-C DIRECTOR'S RECOMMENDATION (15)  Activity (Maximum 1 point for each activity and points can be in fraction also)	(Point)
Sr. No.	・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・	(Point)
No.	Activity (Maximum 1 point for each activity and points can be in fraction also)	(Point)
No.	Activity (Maximum 1 point for each activity and points can be in fraction also)  Ability to work without constant supervision	(Point)
No. 1 2	Activity (Maximum 1 point for each activity and points can be in fraction also)  Ability to work without constant supervision  Understand duties, accepts responsibilities readily	(Point)
No. 1 2 3	Activity (Maximum 1 point for each activity and points can be in fraction also)  Ability to work without constant supervision  Understand duties, accepts responsibilities readily  Discipline and Punctuality	(Point)
No. 1 2 3	Activity (Maximum 1 point for each activity and points can be in fraction also)  Ability to work without constant supervision  Understand duties, accepts responsibilities readily  Discipline and Punctuality  Availability for institute beyond the working hours	(Point)
No. 1 2 3 4 5	Activity (Maximum 1 point for each activity and points can be in fraction also)  Ability to work without constant supervision  Understand duties, accepts responsibilities readily  Discipline and Punctuality  Availability for institute beyond the working hours  Supports and following institute's policies and guidelines	(Point)
No. 1 2 3 4 5	Activity (Maximum 1 point for each activity and points can be in fraction also)  Ability to work without constant supervision  Understand duties, accepts responsibilities readily  Discipline and Punctuality  Availability for institute beyond the working hours  Supports and following institute's policies and guidelines  General Awareness/Keeps knowledge up to date	(Point)
No. 1 2 3 4 5 6 7	Activity (Maximum 1 point for each activity and points can be in fraction also)  Ability to work without constant supervision  Understand duties, accepts responsibilities readily  Discipline and Punctuality  Availability for institute beyond the working hours  Supports and following institute's policies and guidelines  General Awareness/Keeps knowledge up to date  Oral/ Written Communication	(Point)
No. 1 2 3 4 5 6 7	Activity (Maximum 1 point for each activity and points can be in fraction also)  Ability to work without constant supervision  Understand duties, accepts responsibilities readily  Discipline and Punctuality  Availability for institute beyond the working hours  Supports and following institute's policies and guidelines  General Awareness/Keeps knowledge up to date  Oral/ Written Communication  Team spirit and effectiveness in a team	(Point)
No. 1 2 3 4 5 6 7 8	Activity (Maximum 1 point for each activity and points can be in fraction also)  Ability to work without constant supervision  Understand duties, accepts responsibilities readily  Discipline and Punctuality  Availability for institute beyond the working hours  Supports and following institute's policies and guidelines  General Awareness/Keeps knowledge up to date  Oral/ Written Communication  Team spirit and effectiveness in a team  Leadership quality	(Point)
No. 1 2 3 4 5 6 7 8 9 10 11	Activity (Maximum 1 point for each activity and points can be in fraction also)  Ability to work without constant supervision  Understand duties, accepts responsibilities readily  Discipline and Punctuality  Availability for institute beyond the working hours  Supports and following institute's policies and guidelines  General Awareness/Keeps knowledge up to date  Oral/ Written Communication  Team spirit and effectiveness in a team  Leadership quality  Positive Thinking and Optimism  Maturity & Temperament	(Point)
No. 1 2 3 4 5 6 7 8 9 10 11 12 13	Activity (Maximum 1 point for each activity and points can be in fraction also)  Ability to work without constant supervision  Understand duties, accepts responsibilities readily  Discipline and Punctuality  Availability for institute beyond the working hours  Supports and following institute's policies and guidelines  General Awareness/Keeps knowledge up to date  Oral/ Written Communication  Team spirit and effectiveness in a team  Leadership quality  Positive Thinking and Optimism  Maturity & Temperament	(Point)
No. 1 2 3 4 5 6 7 8 9 10 11	Activity (Maximum 1 point for each activity and points can be in fraction also)  Ability to work without constant supervision  Understand duties, accepts responsibilities readily  Discipline and Punctuality  Availability for institute beyond the working hours  Supports and following institute's policies and guidelines  General Awareness/Keeps knowledge up to date  Oral/ Written Communication  Team spirit and effectiveness in a team  Leadership quality  Positive Thinking and Optimism  Maturity & Temperament  Empathy & concern for others	(Point)

سا	T	PART-A	PERFORMANCE AS	The state of the s				
s.Ne	+	TO THE REAL PROPERTY.	SELF ASSESSMENT		Max Point	Points C	btained	Verified by Hol
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 - developmer			-			
		PART-B HOD'S	RECOMMENDATION	15-1	10	-		
		The second section is a second	May 7-1 - Market and Transfer of the Control of the		10		3	
-		ART-C DIRECTO	R'S RECOMMENDATION		15		1.08	- I
			GRAN	D TOTAL	125			
		10(8)	Overall Points Ca	tegories				
		:80% 00 points)	<80% &>=70% (<100 point &>= 87.5 point)	<70% (<87.5 poin	% & >=60 nt & >= 7		(	<60% (<75 point)
Excellent Very Good 3 increment 2 increment				Satisfactory 1 increment		Not Satisfactory Required monitoring and counseling		
		SWR						
6.1	. I A SECOND		-				-01-01-2 DRM	OF SCHOOL SERVICE AND ADDRESS OF THE
<u>0</u> =	111		Comments of	HoD				
					(S)			
Sig	nature:			Date:			8	
ed in	A STATE OF THE PARTY OF THE PAR	CHARLES AND CO.	Comments of Di	rector	14.4	No. of Concession, Name of Street, or other party of the Street, o		The state of the s
-		2	Comments of Di	. CCIO				