

# ANNEXURE - S

## Shobhit University, Gangoh, Saharanpur

### Self Appraisal Form for Teaching Faculty Members

**Purpose:** The purpose of Self-appraisal system is to facilitate the individuals to perform to one's potential through direction, guidance, support & review. The performance evaluation system is developed to be flexible, transparent & objective to support the performance.

The teaching faculty will be evaluated on the following relevant criteria :

<u>Components:</u>	<u>Points</u>
A Teaching	(160)
B Research & Publication	(60)
C Institution building	(20)
D Self development	(15)
E Projects, Consultancy & MDPs	(15)
F Peer / industry / institutional connect	(10)
G Student support & counselling	(10)
H Conferences &/ Seminars / Workshops / Events organised & Participation	(10)
<b>Total</b>	<b>(300)</b>

**Part - I**

**A Teaching (160)**

- i) Courses taught (Max 30 credits load) (120)**  
4 points for each credit taught (include practical & tutorial)

Targets (In points)	Self Assessment (Actual points earned)	Points post moderation (Based on evidence provided )

**Student's feedback**  
(Use average of the two multipliers from following a & b criteria for specific course)

- a) Bonus points per course for student feedback taken on a scale of 1-5**  
1 multiplier if feedback score of > 4  
.8 multiplier if feedback score of > 3.5 & < 4  
.6 multiplier if feedback score of > 3 < 3.5  
.4 multiplier if feedback score of < 3


- b) Bonus points per course for student result**  
1 multiplier for average pass result of the course > 90%  
.8 multiplier for average pass result of the course > 70% < 90%  
.6 multiplier for average pass result of the course > 60% < 70%  
.4 multiplier for average pass result of the course < 60%


- ii) Innovative pedagogy (16)**  
**Bonus points based on innovations (experiential learning methods) made in classroom delivery.**

2 Points for every one guest lecture invited from top 100 institutions ranked in NIRF or A+ or higher accredited institutes (also IIMs, IITs & other equivalent institutions)

2 Points for every one guest lecture invited from top firms (turnover above Rs. 100cr)

1 point for delivery using recognised & proved innovative teaching methods


- iii) New courses / programmes developed (5)**

- 1 Point for developing a completely new course  
2 Points for contribution in developing or modifying a new programme  
1 Point for revising the syllabus of a course  
1 point for developing or revising an experiment  
1 point for developing lab manual




1 point for developing an FDP / MDP  
 1 point for contribution to a committee formed for academic purpose


iv) **Contribution as member of BOS, BOM, Senate/ Academic council, Curriculum development team etc.** (3)  
 3 Points for being member of any of the above body either in UNIVERSITY NAME or on external institution

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v) **Project work supervised** (16)  
 2 points for every field project supervised  
 3 points for every industry project (real time problem) supervised  
 4 points for every project that has won any first three positions in a competition (irrespective of no. of students supervised)  
  
 2 points for every project of the student that has entered in the competition


Total for 'A'

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**B Research & Publication** (60)

i) **Papers published** (30)  
 10 points for one paper in indexed Journals (scopus, web of science, pubmed & ICI)  
 6 points for Paper published in UGC listed journals  
 3 points for every one article in National magazine or newspaper  
 3 points designing manual, authoring or co-authoring edited book or conference proceedings  
 6 points for one book published by national publishers  
 12 points for one book published by international publishers


ii) **Research supervision** (5)  
 (You can't claim twice the points for the same work in the same year)  
 5 points for every Ph.D awarded  
  
 3 points for pre submission presentation completed & approved by CRC  
 2 points for every active registered candidate (have been continually submitting progress report without any break)  
 1 point for PG / M.Phil level dissertation supervised & one paper published (in UGC listed journal) out of it


iii) **Research paper presented in conferences** (10)  
 2 points for every research paper presentation at national conference  
  
 4 points for every research paper presentation at international conference  
 4 points for every paper published in conference proceedings


iv) **Research project** (15)  
 15 points for a patent awarded / published  
 10 points per research project funded by government bodies  
 5 points per research project funded by non - government bodies  
 5 points per research project funded by seed money (University)  
 3 points for publishing technical reports  
 2 points for submitting technical reports


Total for 'B'

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- C Institution building (20)**  
 10 points for university & college level administrative responsibility  
 6 points for departmental & programme level responsibility  
 5 points for each FDP delivered within or outside university  
 4 points for organizing non-academic events  
 5 points for contribution in admissions & placements  
 3 point for delivering workshop for students or member of faculty  
 8 points for publishing an institutional news letter / magazine & institutional  
 3 points for submission of examination /assessment works within stipulated time & quality in terms of objectivity & fairness
- 2 points for contribution to the Non - academic committee as a member


Total for 'C'

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- D Self development (15)**  
 10 points for Ph.D completed (current year)  
 5 points for Ph.D registered  
 10 points for industry immersion training (at least 10 days)

- 5 points for attending minimum 2 days workshops conducted by corporate or top institutes or UNIVERSITY NAME for skill enhancement  
 5 points for attending UGC / AICTE sponsored refresh course / induction programme / FDPs conducted by any of the top University (NAAC 'A or higher graded or 'NIRF' ranking upto 150)  
 5 points for each MOOC course completed

- 3 points for thesis examination evaluation  
 2 points for being member of professional bodies


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Total for 'D'


- E Projects, Consultancy, MDPs / FDPs & Start-ups (20)**  
 (Separate points are for each category)

- 4 points for revenue upto Rs. 50,000/-  
 6 points for revenue > Rs. 50,000 < Rs. 1,00,000  
 10 points for revenue > Rs. 1,00,000 < Rs. 2,00,000  
 15 points for revenue > Rs. 2,00,000 < Rs. 3,00,000  
 20 points for revenue > Rs. 3,00,000  
 20 points for incubating one start-up


Total for 'E'


- F Peer / Institution / Industry connect (10)**  
 10 points per MOU for collaborative work & resource sharing etc at international level  
 3 points per MOU for collaborative work & resource sharing etc at national level etc.

- 5 points for award / fellowships received at national & international level  
 5 points for industry MOU for placement / OJT / internship / industry immersion (company revenue > Rs. 100cr. or a technology start-up)

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Total for 'F'

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- G Student support & counselling (10)**  
 5 points for organizing one student capability enhancement programme  
 5 points for per batch mentoring (10 students per batch)  
 5 points for contribution to slow learners  
 5 points for organizing & accompanying students for one industry visit / education trip / excursion  
 5 points for organizing & accompanying students on international trips


Total for 'G'

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**H Conferences / Seminars / Workshops / (10)**  
**Symposia organised & Participation**

- 5 points for international events organized (as a convenor, secretary & coordinator of an activity)
- 2 points for national events organized (as a convenor, secretary & coordinator of an activity)
- 4 points for paper presentation in international conference
- 2 points for paper presentation in national conference
  
- 5 points for organizing one workshop / seminar on IPR & industry - academia innovative practice (Convenor, Secretary & Coordinator of an activity)


**Total for 'H'**

**Part II**

**Comments & suggestions after mid-term review of individual progress**

- a) \_\_\_\_\_
- b) \_\_\_\_\_
- c) \_\_\_\_\_
- Grand total**
- e) \_\_\_\_\_

**Date:** \_\_\_\_\_ **Signature of assessee** \_\_\_\_\_ **Controlling officer's signature** \_\_\_\_\_

**Part III**

**Qualitative assessment of Individual** (total 100 points & 10 points for each criteria)

- a) Commitment to work / department / university \_\_\_\_\_
- b) Relationship with colleagues & superiors \_\_\_\_\_
- c) Punctuality \_\_\_\_\_
- d) Maturity & temperament \_\_\_\_\_
- e) Work knowledge \_\_\_\_\_
- f) Regularity & accessibility \_\_\_\_\_
- g) Self improvement \_\_\_\_\_
- h) Ability to deal with difficult situation \_\_\_\_\_
- i) Communication skills \_\_\_\_\_
- j) Leadership \_\_\_\_\_

**Part IV**

**Self assessment:**

**Part I** \_\_\_\_\_ **Part III** \_\_\_\_\_  
**Points** \_\_\_\_\_ **Points** \_\_\_\_\_

Signature of the assessee (with date)

**Part V**

**Controlling officer's assessment** (based on evidence presented).

**Part I** \_\_\_\_\_ **Part III** \_\_\_\_\_  
**Points** \_\_\_\_\_ **Points** \_\_\_\_\_

(Assessee signature with date) (Controlling officer's signature with date)

**Part VI**

**Reviewing officer's approval**

Comments, if any \_\_\_\_\_

**Part VII**

HR department  
 Total points \_\_\_\_\_ Final letter grade \_\_\_\_\_  
 Recommendations

- 1
  - 2
  - 3
- Signature & seal

Approval & comments  
 (Vice Chancellor)

