



## Dr. D. Y. Patil Educational Federation's

Dr. D Y Patil Institute of Management &  
Entrepreneur Development,  
Varale, Talegaon, Pune 410 507

### Performance Appraisal of Faculty

Name in Full: \_\_\_\_\_ (starting with surname) \_\_\_\_\_ Designation: \_\_\_\_\_

Department: \_\_\_\_\_ Date of Joining: \_\_\_\_\_

Period of Assessment: From: \_\_\_\_\_ to \_\_\_\_\_

#### Instructions

1. Self-evaluation scores for all the parameters of every assessment must be filled by faculty member as per the guidelines and enter total of every assessment head in column 'SA' of API table.
2. Your score may be more than the optimum score specified.
3. Completed appraisal form along with necessary proofs should be submitted to the HoD.
4. Head of the Department is supposed to verify scores for every parameter. If head is not satisfied with the 'SA' justification for the same is necessary and enter the scores in column 'HA' of API table.
5. If the difference of score in column 'SA' and column 'HA' of API table is less than 15, column 'FA' is equal to column 'HA' **OR** If the difference of score in column 'SA' and column 'HA' of API table is greater than or equal to 15, then average score of column 'SA' and 'HA' should be entered in Column 'FA'

#### Academic Performance Indicator (API):

Assessment Head: Optimum Marks	Self Appraisal (SA)	HoD Appraisal (HA)	Final Appraisal (FA*)
Student Engagement (SE): 115			
Professional Progress and Involvement (PPI): 45			
Research Achievements (RA): 25			
Appraisal by HoD/Director (AHP): 15			
<b>Total - 200</b>			

*FA\* = Average of SA and HA if  $|SA - HA| \geq 15$ ; Otherwise  $FA* = HA$*

Signature  
Name of the Faculty \_\_\_\_\_

Signature  
Name of the HoD \_\_\_\_\_

1) Student Engagement (SE)				[115]		
1.1 Teaching- Learning (TL)				[35]		
Sr. No	Parameter	Optimum Score	Self Appraisal	Appraisal by HOD		
1.1.1	Lectures taken as percentage of lectures allocated as per academic calendar (100% compliance = 8 points)	[08]				
	• Makeup lecturers may be counted as against any leave					
					SEM-I	SEM-II
	Total Number of lectures allocated					
1.1.2	Seminars (S), Tutorials (T), practical (P), contact hours undertaken as percentage of those actual allocated as per academic calendar (100% compliance = 8 points)	[08]				
	• Remedial lecturers may be counted as against any leave					
					SEM-I	SEM-II
	Total Number S, T, and P allocated					
1.1.3	Extra Lectures, Remedial Lectures/ Practical or other teaching duties in excess of AICTE/SPPU norms per week for entire semester or proportional otherwise (2 hour excess per week = 2.5 points for each semester)	[04]				
					SEM-I	SEM-II
	Number of Extra Hours conducted					
	<i>(Verification for 1.1.1 to 1.1.3 : Official Attendance Record)</i>					
1.1.4	University examination duties (Question paper setting, evaluation of answer papers etc.) as per duties allotted (100% compliance = 3 points)	[03]				
1.1.5	University Online/In semester/Internal test Examination work such as coordination, invigilation, flying squad duties etc. (100% compliance = 3 points)	[03]				
1.1.6	College/Internal examination/Evaluation duties for internal/ continuous assessment work as allotted (100% compliance = 3 points) <i>(Verification for 1.1.4 to 1.1.6 : Official appointment order)</i>	[03]				
1.1.7	Use of Innovative teaching – learning methodologies; Use of Information and communications technology (ICT); like k- point or any animation software, Updated subject content and course improvement, Subject material, Laboratory manual sharing with the students -(1 point per activity for all assigned subjects in AY)	[03]				
1.1.8	Design and Development of Value Addition Program (VAP) for more than 10 Hrs. (3 points per VAP), <i>(Verification for 1.1.7 Course file and for 1.1.8 exclusive VAP material)</i>	[03]				
1.2 Co Curricular & Extra Curricular (CCEC)				[25]		
Sr. No	Parameter	Optimum Score	Self Evaluation	Evaluation by HOD		
1.2.1	<b>Coordination of student centric activities, Creation of industry exposure opportunities for students</b> (As a Coordinator (Institute level-5/Dept. level-2) Or as Member (Institute level-2/Dept. level-1) - <b>(5/2/1 point pattern)</b> ) Internship, Sandwich training, Industrial Visit for live projects and interactions, Memorandum of Understanding (MOU), Sponsored projects Placement Support, Any other ... <b>(Personal liaison that benefits to the department to establish long term relationship with industry)</b>	[15]				

Sr. No	Parameter	Optimum Score	Self Appraisal	Appraisal by HOD																						
1.2.2	<p><b>Coordination of activities mentioned in Sr.no.1 to 21) (5/2/1 point pattern)</b>  <i>(Verification for 1.2.1 and 1.2.2 : Official appointment order/ certificate/attendance/any other relevant document)</i></p> <table border="1"> <tr> <td>1. Technical Festivals</td> <td>12. Value Addition Program</td> </tr> <tr> <td>2. National level competition</td> <td>13. Counseling/ Admission work</td> </tr> <tr> <td>3. Sports activity</td> <td>14. Magazine Committee</td> </tr> <tr> <td>4. Cultural activity</td> <td>15. Library Committee</td> </tr> <tr> <td>5. Co-curricular activity</td> <td>16. Result analysis Committee</td> </tr> <tr> <td>6. CSR activities like NSS/ NGO</td> <td>17. Time table Committee</td> </tr> <tr> <td>7. Entrepreneurship Cell</td> <td>18. Training and Placement support</td> </tr> <tr> <td>8. Alumni</td> <td>19. Teacher Guardian /Class Teacher</td> </tr> <tr> <td>9. Students Council</td> <td>20. Spoken tutorials/ Online course</td> </tr> <tr> <td>10. Students Training Program</td> <td>21. Educational Tour/Site visit</td> </tr> <tr> <td>11. Sanskriti/ Zion/ Parakram</td> <td>22. Any other need-based activity assigned by Director/HOD. (Pl. Specify) .....</td> </tr> </table>	1. Technical Festivals	12. Value Addition Program	2. National level competition	13. Counseling/ Admission work	3. Sports activity	14. Magazine Committee	4. Cultural activity	15. Library Committee	5. Co-curricular activity	16. Result analysis Committee	6. CSR activities like NSS/ NGO	17. Time table Committee	7. Entrepreneurship Cell	18. Training and Placement support	8. Alumni	19. Teacher Guardian /Class Teacher	9. Students Council	20. Spoken tutorials/ Online course	10. Students Training Program	21. Educational Tour/Site visit	11. Sanskriti/ Zion/ Parakram	22. Any other need-based activity assigned by Director/HOD. (Pl. Specify) .....	[10]		
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1.3	<b>Student Attendance, Feedback and Results (SAFR)</b>			[55]																						
1.3.1	<p><b>Attendance of Students:</b> Average of the student's attendance in the entire Theory/Practical work load assigned during the entire academic year. (Final score is to be calculated based on Average of points scored in all the Theory/Practical work load assigned in both the semesters) <i>(Verification : Official attendance record)</i></p> <table border="1"> <thead> <tr> <th></th> <th>SEM-I</th> <th>SEM-II</th> </tr> </thead> <tbody> <tr> <td>Theory 1</td> <td></td> <td></td> </tr> <tr> <td>Theory 2</td> <td></td> <td></td> </tr> <tr> <td>Practical 1/Tutorial 1</td> <td></td> <td></td> </tr> <tr> <td>Practical 2/Tutorial 2</td> <td></td> <td></td> </tr> </tbody> </table>		SEM-I	SEM-II	Theory 1			Theory 2			Practical 1/Tutorial 1			Practical 2/Tutorial 2			[10]									
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1.3.2	<p><b>Student feedback (TH/PR) :</b> Score proportional to average of percentage of <i>student's Feedback</i> obtained for all assigned theory and practical Subjects in both the Semester.<i>(Verification : Official feedback record)</i></p> <table border="1"> <thead> <tr> <th></th> <th>SEM-I</th> <th>SEM-II</th> </tr> </thead> <tbody> <tr> <td>Theory 1</td> <td></td> <td></td> </tr> <tr> <td>Theory 2</td> <td></td> <td></td> </tr> <tr> <td>Practical 1</td> <td></td> <td></td> </tr> <tr> <td>Practical 2</td> <td></td> <td></td> </tr> </tbody> </table>		SEM-I	SEM-II	Theory 1			Theory 2			Practical 1			Practical 2			[25]									
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1.3.3	<p><b>SPPU Results of students (TH/PR):</b> More than average of previous three years results in the respective subject/practical – '20' points otherwise If the results are less by 10% compared to the average of three years - '0' points and in between give proportional points. (Final score is to be calculated based on average of points scored in all assigned theory and practical of both the semesters of Specific University pattern) <i>(Verification : University ledger)</i></p> <table border="1"> <thead> <tr> <th></th> <th>SEM-I</th> <th>SEM-II</th> </tr> </thead> <tbody> <tr> <td>Theory 1</td> <td></td> <td></td> </tr> <tr> <td>Theory 2</td> <td></td> <td></td> </tr> <tr> <td>Practical 1</td> <td></td> <td></td> </tr> <tr> <td>Practical 2</td> <td></td> <td></td> </tr> </tbody> </table>		SEM-I	SEM-II	Theory 1			Theory 2			Practical 1			Practical 2			[20]									
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<b>SE Total out of [115]</b>																										

2) Professional Progress & Involvement (PPI) [45]							
2.1 Professional Progress (PP) [10]							
Sr. No	Parameter			Optimum Score	Self Appraisal	Appraisal by HOD	
2.1.1	Qualification improvement (Ph. D – 10/Post Doctorate – 10) (Ph. D registered - 4) – for every progress report submission – 2 points			[4]			
2.1.2	Acquiring status of Certified trainer for skill development courses from reputed organization, Membership of Professional Bodies			[2]			
2.1.3	Certification of International/ National repute from reputed organization. (e. g. EdX offers free online courses and classes. Find the latest Massive open online course (MOOC) National Programme on Technology Enhanced Learning (NPTEL) and from the world's best universities including MIT, Harvard, Berkeley, UT etc.)			[2]			
2.1.4	Awards/ Recognition/ Any other achievement through professional bodies of national/international repute (e.g. Best Teacher, Young Scientist award given by ISTE). (Verification for 2.1 : Certificate/letter/report)			[2]			
2.2 Professional Involvement (PI) [35]							
2.2.1	Contribution in conducting the activities of professional bodies (like IEEE, CSI, IETE etc.) for either to the students or faculty- (5 points for every activity like FDP, SDP, Seminar, workshop etc. conducted with individual as a main resource person)			[5]			
2.2.2	Interaction with outside world : A→10 points, B → 5 points per activity			[5]			
	A	Externally Funded Project	B				Subject Expert for Interview panel Member
	A	Invited as a speaker	B				Judge for National Conference
	A	Live industrial projects	B				Reviewer - International/ National Journal
	A	Any Other Please Specify	B	Resource person for conferences/ seminars/ workshops/ symposia etc			
2.2.3	<b>Organization of Training program (FDP/SDP/STTP/Workshop/Seminar etc.)</b> : Organization of short term training courses - Two week duration (10)points/ One week (5 points) /for less than one week (proportional), Coordinator: Co-Coordinator: Member = (5:3:1)			[5]			
2.2.4	<b>Participation in Training Program:</b> Participation in short term training courses - Two week duration (10) points/ One week (5 points)/for less than one week (proportional)			[5]			
2.2.5	<b>Internal Revenue Generation (IRG)</b> : Other than the research grant IRG through organizing FDP/SDP/STTP/Workshop/Seminar- 3 points for each Rs.15000 or proportionate- Coordinator: Co-Coordinator: Member = (3:2:1)			[3]			
2.2.6	<b>Brand Building Activity (BBA):</b> Individual accounts on LinkedIn, Face book, Twitter, and Google+ and Building an audience and developing the brand name of the department and institute [3/2]			[5]			
2.2.7	<b>Institutional/Department level Governance responsibilities assigned</b> (Institutional : Departmental: Member – 3: 2 : 1) -NBA/NAAC/NIRF coordinator/Member - 3/2/1- IQAC Coordinator/Member - 3/2/1, SWO - 3/2, CEO – 3/2, Any other departmental responsibility – 3/2, Member of BoS/Faculty/Academic council / Senate : 2 each, Member of other college / university level committees: 2 each, Contribution in activities of statutory bodies: 2 each, Any other DPU level/Institute level responsibility allotted : 4 ( PI specify): -----(Verification for 2.2 : Office order/Attendance/ Certificate/ Account details/letter/report)			[7]			
<b>PPI Total out of [45]</b>							

<b>3)</b>	<b>Research Achievements (RA)</b>			<b>[25]</b>
<b>Sr. No</b>	<b>Parameter</b>	<b>Optimum Score</b>	<b>Self Appraisal</b>	<b>Appraisal by HOD</b>
<b>3.1</b>	<b>Research Publication (journals)</b> Number of articles in refereed International Journals ( For every publication with Scopus indexed -5 points, Web of Science indexed – 3 points and Google scholar indexed – 2 points)	[5]		
<b>3.2</b>	<b>Number of articles National/International level research papers in non-referred / journals, but having ISSN numbers and the list of journals prepared by the university and hosted on its website (2 points each)</b>	[2]		
<b>3.3</b>	<b>Number of full papers in Conference Proceedings, etc.</b> (For every publication in International Conference Proceedings- 3 points, and national Conference Proceedings – 2 points)	[3]		
<b>3.4</b>	<b>Number of Subject Books by other local publishers</b> With ISBN/ISSN numbers or Number of chapters in edited books	[2]		
<b>3.5</b>	<b>Organization of conference (International/National)</b>	[3]		
<b>3.6</b>	<b>Sponsored/ Funded Projects/consultancy carried out/ ongoing</b>	[2]		
<b>3.7</b>	<b>Number of Patents/Technology transfer / Commercialization/ Product /Copy right National/ International</b>	[2]		
<b>3.8</b>	<b>Research Guidance</b> M. E. – 2 points for every awarded degree / B.E – 1 point for every awarded group Degree awarded Nos.: ----- Ph. D (Awarded/In progress) (8/1) Degree awarded Nos.: ----- Number of research scholars under guidance : -----	[2]		
<b>3.9</b>	<b>Involvement in student Research activities</b> <b>1 point for each of the following activity:</b> <ul style="list-style-type: none"> <li>• Encourage the students to pursue Master’s and Ph.D.</li> <li>• Encourage students to participate in research related activities.</li> <li>• Inculcate research culture in the institute by arranging motivational lectures to emphasize towards awareness of research, patent, copyrights, research tools etc.</li> <li>• Motivate faculty for the BCUD research proposals.</li> <li>• Encourage students for participation in project competition.</li> <li>• Undertake projects with specialized themes and social needs.</li> <li>• Strengthen association with research organizations such as DRDO, ARAI, CWPRS etc.</li> <li>• Consultancy, sponsored projects, and industry interaction.</li> <li>• Promote interdisciplinary projects</li> </ul> <i>(Verification for 3.1 to 3.9: Published paper/URL/Books/ Certificate/account details/notification/letter/report)</i>	[4]		
<b>RA Total out of [25]</b>				



<b>5)</b>	<b>Appraisal by the HoD /Director (AHP)</b>			<b>[15]</b>
<b>5.1</b>	<b>Appraisal by the HoD</b>			<b>[10]</b>
<b>Sr. No</b>	<b>Parameter</b>	<b>Optimum Score</b>	<b>Appraisal by HOD</b>	
5.1.1	Punctuality	[2]		
5.1.2	Integrity and Character	[2]		
5.1.3	Reliability	[1]		
5.1.4	Relation with the stakeholders (Internal/External) Peer review assessment	[1]		
5.1.5	Proficiency to shoulder department level Responsibility	[2]		
5.1.6	Command over English	[2]		
<b>5.2</b>	<b>Appraisal by the Director</b>			<b>[5]</b>
<b>Sr. No</b>	<b>Parameter</b>	<b>Optimum Score</b>	<b>Appraisal by Director</b>	
5.2.1	Contribution at institute and department level responsibilities	[3]		
5.2.2	Integrity of work	[2]		
<b>AHP Total out of [15]</b>				

**Signature**  
Name of the Faculty \_\_\_\_\_

**Signature**  
Name of the HoD \_\_\_\_\_

**For Office use only**  
\_\_\_\_\_

\_\_\_\_\_  
**Director**