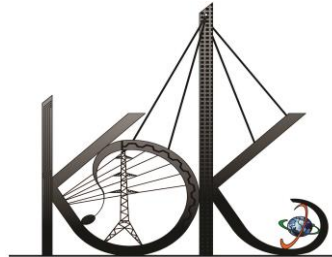


K D K College of Engineering, Nagpur



AQAR – 2022-23

Criterion VI

Governance, Leadership and Management

Key Indicator

6.3 Faculty Empowerment Strategies

Metric 6.3.5

This document is certified from page no. 1 to 19

Institutions Performance Appraisal System for teaching and non-teaching staff



Self-Appraisal System

Self-Appraisal System

The College has adopted a Self-Appraisal system to evaluate the performance of the faculty in teaching, research and extension programs. At the end of the academic year, every teaching staff submits the Self-Appraisal form duly endorsed by the Head of Department and is evaluated on the basis of academic credentials, research contribution, quality enhancement, campus life enrichment, contribution to the college/university work and extensions services as per the guidelines of the institutional bodies. The evaluation of teaching faculty by the student has been adopted in the college that helps in self-evaluation and development.

Besides self-appraisal system, college has envisaged Teachers' Performance Plan for quantitative assessment of an individual staff in regard to Teaching & Learning, Research, and Outreach. Based on the assessment, Faculty members are acknowledged as Best faculty award for their excellent academic services in the year based on the evaluation grade.

Non-teaching staff submits the self-appraisal and the same are evaluated by the respective head of department for its assessment for their contribution towards academic & the administration.

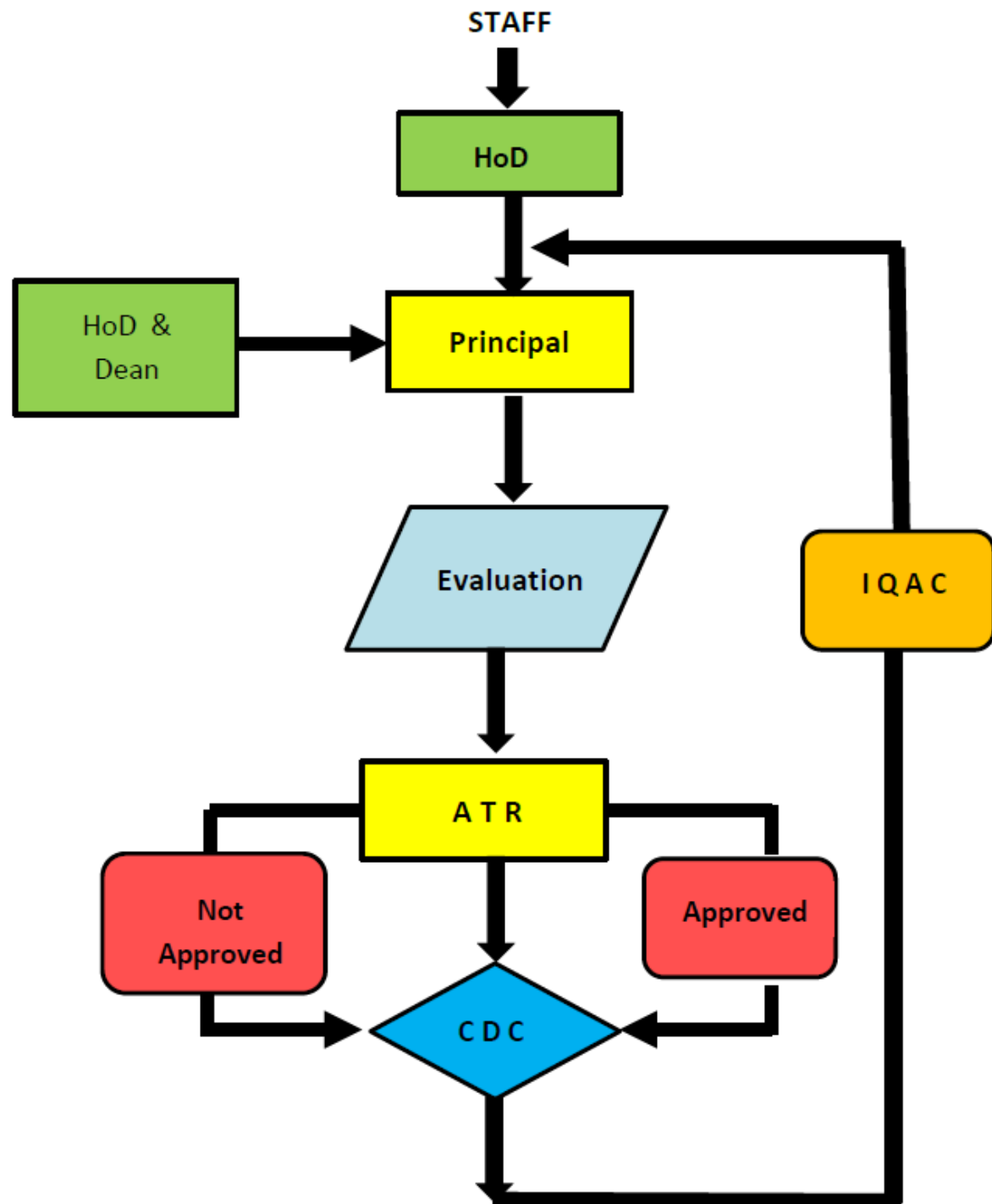
The principal acknowledges notable performance of any faculty. The administration, through IQAC, encourages the faculty members to take up the Quality initiatives to enhance the performance in transforming knowledge to the students.

To improve the standards of Teaching-Learning, R & D, thereby, enhancing the overall quality of the deliverance, college has been practicing Appraisal System since many years

Over the years, the outcome of the appraisal system is summarized as below

| Outcome of the Appraisal System |
|--|
| ▪ Increase in the academic results of the subject |
| ▪ Increase in the research activity |
| ▪ Up-gradation of knowledge |
| ▪ Self-assessment |
| ▪ Quality Assurance Measures |

Mechanism of Appraisal Form Submission



Self-Appraisal - Proforma

PERFORMANCE APPRAISAL REPORT –I**SELF APPRAISAL****A. General Information:**

a) Name :

b) Address (Residential):

c) Designation :

d) Department :

e) Date of Birth :

f) Area of Specialization :

B. Academic qualifications:

| Exam Passed | Board/University | Subjects | Year | Division/Grade s/Merit etc. |
|-------------|------------------|----------|------|--------------------------------|
| | | | | |

C. Research Experience & Training:

| Research Stage | Title of Work/Thesis | University where the work was carried-out |
|----------------|----------------------|--|
| | | |

- For teachers already in employment at the time of introduction of the scheme and for new entrants at the time of joining of the institution.

D. Research Projects Carried-out:

| Title of the Project | Name of the Agency | Duration | Remarks |
|----------------------|--------------------|----------|---------|
| | | | |

E. Seminars, Conference, Symposia Workshops, etc. attended:

| Name of the Seminar/Conference/Symposia Workshop, etc | Name of the Sponsoring Agency | Place and Date |
|---|-------------------------------|----------------|
| | | |

F. Teaching Experience:

| Courses Taught | Name of the University / College/ Institution | Duration |
|----------------|---|----------|
| U.G.- | | |
| | | |

Total Teaching Experience :

a) Under-Graduate (Pass) :

b) Under-Graduate (Hons) :

c) Post-Graduate :

G. Innovations/ Contributions in Teaching:

a) Design of Curriculum :

b) Teaching Methods :

c) Laboratory Experiments :

d) Evaluation Methods :

e) Preparation of resource material including book reading materials, laboratory manuals etc. :

f) Remedial Teaching/Student Counseling (academic) :

g) Any Other :

H. Extension Work/Community Services:

a) Please give a short account of your contribution to

- i) Community work such as values of :
National integration, secularism, democracy,
socialism, humanism, peace, scientific temper,
flood, drought relief, small family norms etc.
- ii) National Literacy Mission. :
- b) Positions held/leadership role played: --
in organizations linked with extension work &
National Service Scheme (NSS) or NCC or
any other similar activity.

I. Participation in Corporate Life:

Please give a short account of your contribution to:

- a) College / University/ Institution :
- b) Co-curricular Activities :
- c) Enrichment of Campus life :
(Hostels, Sports, Games, Cultural
Activities)
- d) Students Welfare and Discipline :
- e) Membership/Participation in bodies/:
Committees on Education and
National development.
- f) Professional Organization :
- J. a) Membership of Professional Bodies,
Societies etc. :
- b) Editorship of Journals :
- K. **Any other information** :

Signature of the Teacher

PERFORMANCE APPRAISAL REPORT –I**SELF APPRAISAL****A. General Information:**

- a) Name :
- b) Date of Birth :
- c) Address (Residential) :
- d) Designation :
- e) Department :
- f) Area of Specialization :
- g) Date of Appointment –
- i) in the institution :
- ii) in the present Post :
- h) Honours Conferred : ---

B. Teaching:

a) Classes Taught:

| Class | | Periods | |
|-------|---|---|---|
| | Assigned per week ** L T/P (1) | Taught in the year L T/P (2) | Steps taken for the teaching of periods missed during absence/leave |
| | | | |

To be filled at the end of every academic year. L- Lecture T- Tutorial P- Practical

- b) Regularity and Punctuality :
- c) Details of course teaching plan, :
 Synopses of lectures, and reading lists
 supplied to students.

d) Details of participation in the following: -

- i) University Evaluation :
- ii) Internal Evaluation :
- iii) Paper Setting :
- iv) Assessment of home :
 assignment
- v) Conduct of examinations :
- vi) Evaluation of Dissertation etc :

C. Details of Innovations/Contribution in Teaching, during the year :

- a) Design of Curriculum :
- b) Teaching methods :
- c) Laboratory experiments :
- d) Evaluations methods:
- e) Preparation of resource :
 Material including book reading
 Materials, laboratory manuals etc.
- f) Remedial Teaching / student :
 Counseling (academic)
- g) Any Other :

Improvement of Professional Competence:

Details regarding refresher courses/orientation attended, participation summer schools, workshops, seminars, symposia etc. including open University course / M.Phil., Ph.D.:

E. Research Contributions:

- a) Number of Students (M. Tech./ M. Phil./ Ph. D)

| | At the beginning of the year | Registered during the year | Completed during the year |
|--|---------------------------------|-------------------------------|------------------------------|
| | | | |

b) No. of research papers published –

c) Research Projects:

| Title of the project | Name of the funding agency | Duration |
|----------------------|----------------------------|----------|
| | | |

d) Details of Seminars, Conferences, Symposia organized

e) Patents taken, any, give a brief description.:

f) Membership of Professional bodies, Editorship of Journals etc.:

F. Extension Work/Community service:

a) Please give a short account of your contribution to:

i) Community work such as values of :

National integration, secularism, democracy,
socialism, humanism, peace, scientific temper,
flood, drought relief, small family norms etc.

ii) National Literacy Mission. :

Positions held/leadership role played in organizations
linked with extension work & National Service Scheme (NSS)
or NCC or any other similar activity. : ---

G. Participation in Corporate Life:

Please give a short account of your contribution to:

a) College / University/ Institution :

b) Co-curricular Activities :

c) Enrichment of Campus life :
(Hostels, Sports, Games, Cultural
Activities)

d) Students Welfare and Discipline :

e) Membership/Participation in bodies/:
Committees on Education and
National development.

f) Professional Organization :

G. a) Membership of Professional
Bodies, Societies etc. :

b) Editorship of Journals :

H. Assessment:

- a) Steps taken by you for the :
evaluation of the course
programme taught

I. General Data:

State brief assessment of your performance indicating

- a) Achievements, (b) difficulties faced and (c) suggestions for improvement:

J. Verification of factual Data:

- A. General Information
- B. Teaching
- C. Details of Innovations/contribution in Teaching, during the year
- D. Improvement of Professional Competence
- E. Research contributions
- F. Extension work/community service
- G. Participation in corporate life

Signature of the Person Authorized

* By a person to be nominated by Principal/ Vice-Chancellor.

Benchmark/Credit

K D K College of Engineering, Nagpur

SESSION

Appendix II

PERFORMANCE APPRAISAL REPORT –I SELF APPRAISAL

| | | | |
|---|--|------------|---|
| A | General Information: | | A |
| B | Academic qualifications: | | A |
| C | Research Experience & Training: | > 10 Years | A |
| | | > 5 Years | B |
| | | < 5 Years | C |
| D | Research Projects Carried-out: | > 10 Years | A |
| | | > 5 Years | B |
| | | < 5 Years | C |
| E | Seminars, Conference, Symposia Workshops, etc. attended: | > 5 | A |
| | | >= 2 | B |
| | | < 2 | C |
| F | Teaching Experience: | > 10 Years | A |
| | | > 5 Years | B |
| | | < 5 Years | C |
| G | Innovations/ Contributions in Teaching: | > 5 | A |
| | | >= 2 | B |
| | | < 2 | C |
| H | Extension Work/Community Services: | > 3 | A |
| | | >= 2 | B |
| | | = 1 | C |

| | | | | |
|----|--|--|------|---|
| I | Participation in Corporate Life: (Please give a short account of your contribution to) | | > 5 | A |
| | | | >= 2 | B |
| | | | < 2 | C |
| | a) | College / University/ Institution | | |
| | b) | Co-curricular Activities | | |
| | c) | Enrichment of Campus life (Hostels, Sports, Games, Cultural Activities) | | |
| | d) | Students Welfare and Discipline | | |
| | e) | Membership/Participation in bodies/ Committees on Education and National development | | |
| | f) | Professional Organization of teachers | | |
| J. | a) | Membership of Professional Bodies and Societies etc | | |
| | b) | Editorship of Journals | | |
| K. | | Any other information | | |

Grade Score A = 90, B = 80 and C = 60
Maximum Score is 153

SESSION

Appendix III

PERFORMANCE APPRAISAL REPORT –II

| | | | | |
|---|---|-------------------|------------|---|
| A | General Information: | | | A |
| | f) Area of Specialization | | | A |
| B | Teaching: | | > 10 Years | A |
| | | | > 5 Years | B |
| | | | < 5 Years | C |
| | a) Class Taught | Feedback / Result | > 75% | A |
| | b) Regularity and Punctuality | | 75 -60 % | B |
| | c) Details of course teaching plan, synopses of lectures, and reading lists supplied to students. | | >60 % | C |
| | d)Details of participation in the following | | > 5 | A |
| | | | >= 2 | B |
| | | | < 2 | C |
| | i) University Evaluation | | | |
| | ii)Internal Evaluation | | | |
| | iii)Paper Setting | | | |
| | iv) Assessment of home assignment | | | |
| | v)Conduct of examinations | | | |
| | vi)Evaluation of Dissertation etc | | | |

| | | | | | |
|---|---|---|--|--------------------|-------------|
| C | Innovations/ Contributions in Teaching: | | | > 5 | A |
| | | | | >= 2 | B |
| | | | | < 2 | C |
| | a) | <i>Design of Curriculum</i> | | | |
| | b) | <i>Teaching Methods</i> | | | |
| | c) | <i>Laboratory Experiments</i> | | | |
| | d) | <i>Evaluation Methods</i> | | | |
| | e) | <i>Preparation of resource material including book, reading materials, laboratory manuals etc</i> | | | |
| | f) | <i>Remedial Teaching/ Student Counseling</i> | | | |
| | g) | <i>Any Other</i> | | | |
| D | Improvement of Professional Competence | | | | |
| | Details regarding refresher courses/orientation attended, participation summer schools, workshops, seminars, symposia etc. including open University course / M.Phil. Ph.D.** | | | > 5 >= 3 < 1 | A B C |
| E | Research Contributions | | | > 3 >= 2 = 1 | A B C |
| | a) Number of Students (M. Tech./ M.Phil. / Ph. D) | | | | |
| | b) No. of research papers published | | | | |
| | c) Research Projects: | | | | |
| | d) Details of Seminars, Conferences, and Symposia organized. | | | | |
| | e) Patents taken, any, give a brief description. One Patent | | | | |
| | f) Membership of Professional bodies, Editorship of Journals etc.: | | | | |

| | | | | |
|----|--|--|----------------|----------|
| F | Extension Work/Community Services: | | > 3 | A |
| a) | Please give a short account of your contribution to | | >= 2 | B |
| | | | = 1 | C |
| | i) | <i>Community work such as values of National integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood, drought relief, small family norms etc.</i> | | |
| | ii) | <i>National Literacy Mission.</i> | | |
| b) | | <i>Positions held/ leadership role played in organizations linked with extension work & National Service Scheme NSS or NCC or any other similar activity</i> | | |
| G | Participation in Corporate Life: (please give a short account of your contribution) | | > 5 | A |
| | | | >= 2 | B |
| | | | < 2 | C |
| | a) | <i>College / University/ Institution</i> | | |
| | b) | <i>Co-curricular Activities</i> | | |
| | c) | <i>Enrichment of Campus life (Hostels, Sports, Games, Cultural Activities)</i> | | |
| | d) | <i>Students Welfare and Discipline</i> | | |
| | e) | <i>Membership/Participation in bodies/ Committees on Education and National development</i> | | |
| | f) | <i>Professional Organization of teachers</i> | | |
| H | Assessment | | | A |
| | a) | <i>Steps taken by you for the evaluation of the course programme taught</i> | | |

| | | | | | |
|---|--|--|--|--|--|
| I | General Data | | | | |
| | State brief assessment of your performance indicating | | | | |
| | Signature of the Teacher | | | | |
| J | Verification of Factual data: | | | | |
| | a) | | | General Information | |
| | b) | | | Teaching | |
| | c) | | | Details of Innovations / Contributions in teaching during the year | |
| | d) | | | Improvement of Professional competence | |
| | e) | | | Research contributions | |
| | f) | | | Extension of work / community service | |
| | g) | | | Participation in Corporate life | |
| | Signature of the Person Authorized * By a person to be nominated by Principal | | | | |

Grade Score A = 90, B = 80 and C = 60
Maximum Score is 660

Recommendations: