श्री माता वैष्णो देवी विश्वविद्यालय
Shri Mata Vaishno Devi University, Katra
Faculty Performance Appraisal Form

Period: From _____

Name: _____   Date of Joining: _____

Designation: _____   Date of Birth : _____

Faculty of _____   School:_____

Dated: _____   Date of Last Promotion:_____

_____

Please note that it is mandatory to attach documentary proof with all claims made in the appraisal form and without documentary proof, the said claim shall not be rated.

I.   **INSTRUCTIONAL ELEMENT:**

I (A) Teaching [Max points: 25]

I.(A.1: Teaching: 15 points[awarded upon successful completion of classes submission of gradesheet, etc.]

[A2: Feedback: 10 points (awarded using formula based student feedback from DQA)]

Odd Semester

	Course code& Title	Class Strength for ___ course	Total Load Taken L T P	Number of Sessions	Faculty Feedback Score (5.0)	Encl. No.

Even Semester

	Course code& Title	Class Strength for ___ course	Total Load Taken L T P	Number of Sessions	Faculty Feedback score (5.0)	Encl. No.

Signature of Faculty Member

Verification from Head of the School:

It is certified that the claims made by the faculty member w.r.t I(A) as claimed above are verified and correct.

Signature of Head of the School

I. (B) Mentoring Activity [Max points: 4]

(At-least 02 meetings per semester of the duly notified Mentor & Mentees to be conducted. 04 Points to be awarded only when proof of meeting is attached in the form of Minutes of Meetings duly signed by Mentor and Mentees)

S. no.	Date of Meeting	Number of Mentee Participated	Outcome of Meetings	Encl. No.
1.				
2.				

(A). Ph.D./Project/ Dissertation guidance [Max points: 6]
6 points for guidance/co-guidance of Dissertation/Thesis/Project of UG/PG student (**06 points** for supervising 01 Ph. D. students/ **03 points** for per project/dissertation.)

S. No.	UG/PG/ Ph.D.	Name of the Student (s)	Registration Year and Status (Full Time/Part-time)	Title of the Topic	Co-Supervisors (If any)	Outcome if any	Encl. No.

II. **(B) Max points: 25**

i. **Publication in Journals (SCI/SCIE/SSCI/ABDC (Category A; B; C & D)/AHCI/PUBMED/ SCOPUS/ESCI/ UGC Care List/COA/IIA) &** *Patent/ Copyright /Design*

Sl. No.	Title of the Research Paper	Name of the Journal	Date & Year of publication	Published/accepted listed in SCI/SCIE/SSCI/ABDC (Category A; B; C & D)/AHCI/PUBMED/ SCOPUS/ESCI/UGC Care List/COA/IIA	Type of Authorship (First author/corresponding /Supervisor/Co-Supervisor/other)	Number of Co-Authors	ISSN No./ DOI	Encl. No.

Mandatory to attach the front page of online/print copy of the paper published reflecting paper title, author(s) name, name of the journal, volume no., ISSN no., year of publication and Proof of having the said paper published in journal indexed. In case of accepted paper, the acceptance is to be attached.

Details of Patent/*Copyright/Design*

S No.	*Patent/ Copyright/Design* Application number	Date of filling / published / granted/ certified	Status of *Patent/Copyright/Design*			Encl. No.
			Filed	Published	Granted/ certified	
1.						

Details of Books / Monograph / Book Chapter

S. No.	Whether Books / Monograph / Book Chapter	Title with ISBN Number	Publisher	Year of Publication	Whether authored or edited	Encl. No.
1.						

ii. **Sponsored Projects:**

S.No.	Title of the Project	Funding Agency	Sanctioned Amount (Rs)	Duration (w.e.f. ----- to -----)	Name of Project PI/Co-PI (if any)	Present Status (In Progress / Completed)	Encl. No.
1.							

iii. **Consultancy:**

S.No.	Title of the Consultancy	Name of the Organization/ Client	Total cost of project (Rs.)	Duration (w.e.f. ----- to -----)	Name of Consultant & co-consultants (if any)	Amount of Consultancy Fee in Rs.	Present Status (In Progress / Completed)	Encl. No.
1.								

iv. **Referred Conference papers published in proceeding as full paper (as full paper abstract not to be considered)**

S. No.	Title with page no.	Details of conference	Date & Year of publication of proceedings	ISSN No.	Type of Authorship (First author/corresponding /Supervisor/Co-Supervisor/other)	Number of Co-Authors	Inter-national / National	Encl. No.
1.								

III. **Conference / Seminars / FDP / EDP / Workshop [Max points: 10]**

S. No.	Title of Conference/Seminar/FDP /EDP Workshop / Symposium/	Duration (w.e.f. ----- to -----)	Paper Presentation / Chairing a Session / Attended / invited Lecture	Title of the paper/ lecture etc.	Organized by	Level (International (abroad)/ International (within India)/National/Regional / Local)	Encl. No.
1.							

MOOC certification:

S. No.	Period of the Course and Date of certification	Course Title	University/ Institute	Outcomes	Implication	Encl. No.
1.						

IV. **Conference / Seminars/ FDP/ EDP/Symposium/Workshop/Competition/Events/IIC Events / Guest Lectures organized [Max points: 12]**

S. No	Title of Conference/Seminar/FDP/EDP Workshop / Symposium/ Guest lecture organized	Duration (w.e.f. ----- to -----)	As Convener/Co-Convener/ Coordinator/ Co-	Level (International/ National)	Sponsored / Coordinated/Recognized by Int'l Societies/ funding agency	Encl. No.

S.No.		Coordinator Organizing Secretary/ Member of any organizing Committee of the event			
1.					

V. Participation in Laboratory Development / School Activity [Max points: 4]
(Incharge School Laboratory / Library, Member of Departmental Committees, etc.)

S.No.	Activity	Level *(School Laboratory / Library, Member of Departmental Committees, etc.)*	Encl. No.
1.			

VI. Participation in University Activities [Max points: 4]
(Faculty Incharge Central Facilities, Member of University Level Committee, Administrative Responsibilities, etc.]

S.No.	Activity	Level *(Faculty Incharge Central Facilities, Member of University Level Committee, Administrative Responsibilities, etc.)*	Encl. No.
1.			

VII. [Max points: 5]
  a. **Outreach Activities/Contribution to social life in the university/ Arranging tours of students**
  b. **Member of Professional Bodies**
  c. **Selection/Nomination as Member of BoS/BoG/Governing council of other Institutions/Industry**
  d. **Selected/Nominated as Reviewer/Editor of a Journal/ Member of Editorial Board/Academic Societies/Conference/Seminar**
  e. **Examiner / Thesis evaluator of other Institutions**
  f. **Development of / Translation of e-Content [at International / National Level only, like, MOOC, UGC ePGpathshalla, SWAYAM etc.]**
  g. **Awards/Recognition at National/International Level**
  h. **Invited as an external member by other University/ Institution**

S.No.	Description	Encl. No.
1.		

Self-Appraisal & Comments

_____

Signature of Faculty Member:

FORWARDING APPRAISAL AND FOLLOWUP

I. Recommendation/ Observation of Head of the School (the details specified by the faculty member in the appraisal form is cross checked and found in order for further processing):

(Full Name, Signature with date)

II. Comments of the Dean of the Faculty:

(Full Name, Signature with date)

III. Comments of the Appraisal Committee:

Signatures: _____   _____ _____

_____   _____ _____

V. General Conduct / Observation by the Vice Chancellor.

Vice- Chancellor

School of _____

Evaluation report of performance appraisal of _____

Designation:_____

For the Period:_____

S.No.	Parameters	Maximum points (out of)	Point Earned
I (A)	**Teaching** [based on parameters like student feedback & others] **15 Points** awarded upon successful completion of classes submission of gradesheet, etc. **10 points** awarded using formula based on student feedback	25	
I (B)	**Mentoring Activity** (At-least 02 meetings per semester of the duly notified Mentor & Mentees to be conducted. 04 Points to be awarded only when proof of meeting is attached in the form of Minutes of Meetings duly signed by Mentor and Mentees)	4	
II (A)	**Ph.D/ Project/ Dissertation guidance** **6 points** for guidance/co-guidance of Dissertation/Thesis/Project of UG/PG student (06 points for supervising 01 Ph. D. students/ 03 points for per project/dissertation.)	6	

II (B)	**Publication in Journals**
	  a. For each Publication SCI/SCIE/SSCI/ABDC (Category A&B only)/AHCI /PUBMED
	    i. First author /Corresponding/ Supervisor/Co-Supervisor - 16 Points
	    ii. For other authors – 8 points
	  b. For each Publication in SCOPUS/ABDC (Category C only) listed Journal
	    i. First author /Corresponding/ Supervisor/Co-Supervisor - 8 Points
	    ii. For other authors – 4 points
	  c. For each Publication in Emerging Sources Citation Index (ESCI)
	    i. First author/Corresponding/ Supervisor/Co-Supervisor - 6 Points
	    ii. For other authors – 3 point
	  d. For each publication in UGC-Care list/COA/IIA
	    i. First author/Corresponding/ Supervisor/Co-Supervisor- 6 Point
	    ii. For other authors- 3 Point
	  e. Publication in Books / Monograph / Book Chapter (with ISBN number)
	    i. Book / Monograph – 15 points (International publisher)
	    ii. Book / Monograph – 10 points (National publisher)
	    iii. Book Chapter- 4 point for each chapter (International publisher)
	    iv. Book Chapter- 2 point for each chapter (National publisher)
	  f. Patents/Copyright/Design
	    i. Filed - 01 point per patent
	    ii. Published- 02 point per patent
	    iii. Granted/ certified – 03 point
		25	

i. Sponsored Projects (Ongoing/Completed)*
      Amount sanctioned for Sponsored Project (Per project)

	For faculty members of FoHSS/SoALD		For other faculty members	
(a)	If ≤ 1.0 Lakhs	3 points	If ≤ 5.0 Lakhs	3 points
(b)	If >1.0 Lakhs but ≤ 2 lakhs	5 points	If > 5.0 Lakhs but ≤ 15 lakhs	5 points
(c)	If >2 Lakhs	10 points	If > 15 Lakhs	10 points

ii. Consultancy*
      Consultancy Fee (per consultancy**)**

(a)	If < 2 Lakhs		3 points

	(b)	If 2.00 - 5.0 Lakhs	5 points		
	(c)	If > 5.0 Lakhs	10 points		
	benefit shall accrue to the faculty member for all ongoing per projects/consultancy on the sanctioned amount/fee				
	i. Referred Conference papers published in proceeding as full paper (as full paper abstract not to be _____) i. First author/Corresponding/ Supervisor/Co-Supervisor - 2 Points ii. For other authors – 1 point (Max 02 points can be earned in this sub-category)				

III	**Conferences/Seminars/FDP/EDP/Workshop**
	  a. Invited Lectures
	    i. At International Level(abroad) – 6 points per lecture
	    ii. At International Level (within India) – 4 points per lecture
	    iii. At National Level- 3 points per lecture
	    iv. Regional/ Local Level - 1 points (maximum 3 points)
	    v. If invited by University /CFTI: 3 points per lecture
	    vi. If invited by other institutions/industry: 2 points per lecture
	  b. Paper Presentation:
	    i. At International Level(abroad) – 6 points per paper,
	    ii. At International Level (within India) – 4 points per paper;
	    iii. At National Level – 3 points per paper,
	    iv. Regional/Local Level – 1 point per paper (maximum 3 points)
	  c. Chairing a Session:
	    i. At International Level(abroad) – 6 points per session
	    ii. At International Level (within India) – 4 points per session
	    iii. At National Level – 3 points per session
	    iv. Regional/ Local Level - 1 points (maximum 3 points)
	  d. Attending FDP/EDP/Workshop
	    i. Duration Less than 1 week – 2 points per event
	    ii. Duration one week or more– 3 Points per event
	  e. MOOC Certification
	    6 points for each course from NPTEL / SWAYAM, rest others 03 marks.
				10	

IV	**Conference / Seminars/FDP/EDP/Symposium/Workshop/Competition/Events/IIC Events/Guest Lecture organized**
	a. As Convenor/Coordinator/Organizing secretary:
	  At International Level –6 points each,
	  At National Level – 3 points each,
	b. As Co-Convenor/Co-coordinator:
	  At International Level – 4 point each,
	  At National Level – 2 points,
	c. As Member of any of the organizing Committee(s):
	  At International Level – 2 points each,
	  At National Level – 1 point each
	d. Organizing FDP/Workshop/ Symposium/EDP
	  Duration Less than 1 week– 3 points per event
	  Duration of a week or more – 4 Points per event
	  (1 Week= 5 working days typically)
	  (A Faculty member can claim points only under 01 category for a particular event)
	e. Guest Lecture organized: 01 point per lecture (maximum 2 points)
				12	

V	Laboratory Development / School Activity [I/c. School Laboratory / Library, Chairman/ Member of Departmental Committees etc.]: 02 per activity			4	
VI	Participation in University Activities [Faculty I/c. Central Facilities, Member of University Level Committee, Administrative Responsibilities]			4	

VII	a. Outreach Activities/Contribution to social life in the university/ Arranging tours of students b. Member of Professional Bodies c. Selection/Nomination as Member of BoS/BoG/Governing council of other Institutions/Industry d. Selected/Nominated as Reviewer/Editor of a Journal/ Member of Editorial Board/Academic Societies/Conference/Seminar e. Examiner / Thesis evaluator of other Institutions f. Development of / Translation of e-Content [at International / National Level only, like, MOOC, UGC ePGpathshalla, SWAYAM etc.] g. Awards/Recognition at National/International Level h. If invited as expert member by other University/ Institution **For each sub-category 03 points, Max. 05 points.**	5	
VIII	Assessment by the Vice Chancellor	5	
	TOTAL Points Earned		
	Percentage		

RATING SCALE

Percentage Scored	RATINGS
≥ 85%	Extraordinary
≥ 75 and ≤ 85	Excellent
≥ 65 and ≤ 75	Very Good
≥ 55 and ≤ 65	Good
≥ 45 and ≤ 55	Satisfactory
Below 45	Average

Recommendations of Appraisal Committee:

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Signatures of Appraisal Committee Members