**VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY**

ANNUAL PERFORMANCE APPRAISAL REPORT

Academic Year 2024-25 (1st July 2024 to 30th June 2025)

**Score Summary Sheet**

|  |  |
| --- | --- |
| Academic Year |  |
| Name |  |
| Current Designation |  |
| Name of Department |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Evaluation Criteria** | **Maximum Marks** | **Self-Assessment Score** | **Verified Score by Committee** | **Average Score (Self & Committee)** |
| Teaching Process | 25 |  |  |  |
| Students’ Feedback | 15 |  |  |  |
| Departmental Activities | 20 |  |  |  |
| University Activity | 10 |  |  |  |
| Academic Research Score | 20 |  |  |  |
| Appraisal by Vice-Chancellor | 10 |  |  |  |
| **Total Score** | **100** |  |  |  |

**Counter-Signed by HOP/HOD Signature of Faculty**

**Signature of Internal Committee Members**

**Important Information Regarding Submission of APAR**

* Each page of the proforma document must be signed by the faculty members and also countersigned by HoP & HoD of the respective department.
* All supporting documents must be signed by faculty members and should be verified by HOP and HOD
* PDF format of filled Score Summary Sheets of faculty members in a zip folder will be submitted to [***vc@vssut.ac.in***](mailto:vc@vssut.ac.in) from the official head mail of the respective Department.
* Signed hard copies of Summary Sheet and supporting documents must be submitted to the office of the Hon’ble Vice –Chancellor through proper channel.

1. **Teaching Process (Max** Marks **25)**
2. **Class taken - (Max 15** Marks**)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SlNo.** | **Semester** | **Course/Subject Name** | **No. of Scheduled Classes** | **No. of Classes actually held** | **Marks** | **Enclosure No.** | **Marks by Self** | **VerifiedMarks by HoD** |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |

1. **Scheme of Evaluation – (Max 05** Marks**)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Semester** | **Course/Subject Name** | **Marks** | **Enclosure No.** | **Marks by Self** | **Verified Marks by HoD** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |

1. **Course Outcome – (Max 05 Marks)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl.**  **No.** | **Semester** | **Course Name** | **Course outcome prepared** | **Enclosure No.** | **Marks by Self** | **Verified Marks by HoD** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |

1. **Students’ Feedback(Max Marks 15)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl**  **No.** | **Semester** | **Subject Name** | **Average Student feedback on the scale of 25** | **Enclosure No.** | **Marks by Self** | **Verified Marks by HoD** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |

1. **Departmental Activities(Max Marks 20)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl**  **No.** | **Semester** | **Activity** | **Credit Marks** | **Enclosure No.** | **Marks by Self** | **Verified Marks by HoD** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |

1. **University Activities(Max Marks 10)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Si**  **No.** | **Semester** | **Activity** | **Credit Marks** | **Enclosure No.** | **Marks by Self** | **Verified Marks by HoD** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |

1. **Academic Research Score (Max Marks 20)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl No | Academic/Research Activity | Marks | Self Marks | Verified Marks by Committee |
| I | **Research Papers in SCI/SCIE/SSCI/SCOPUS Peer-Reviewed Journals** | 08 per paper |  |  |
| II | **Publications (other than Research papers)** |  |  |  |
|  | **(a) Books authored which are published by ;** |  |  |  |
|  | International publishers | 10 |  |  |
|  | National Publishers | 08 |  |  |
|  | Chapter in Edited Book | 05 |  |  |
|  | Editor of Book by International Publisher | 08 |  |  |
|  | Editor of Book by National Publisher | 05 |  |  |
|  | **(b) Translation works in Indian and Foreign**  **Languages by qualified faculties** |  |  |  |
|  | Chapter or Research Paper | 03 |  |  |
|  | Book/Lecturer Notes | 08 |  |  |
| III | **Research Guidance** |  |  |  |
|  | Ph.D. | 10 per Degree Awarded/  05 per Thesis Submitted |  |  |
|  | M.Phil./P.G dissertation | 02 per Degree Awarded |  |  |
| IV | **a) Research Projects Completed** |  |  |  |
|  | More than 10 lakhs | 10 |  |  |
|  | Less than 10 lakhs | 05 |  |  |
|  | **b) Research Projects Ongoing :** |  |  |  |
|  | More than 10 lakhs | 05 |  |  |
|  | Less than 10 lakhs | 03 |  |  |
| V | **Consultancy** |  |  |  |
|  | Completed | 03 |  |  |
|  | Ongoing | 02 |  |  |
| VI | **Patents** |  |  |  |
|  | International (Awarded) | 10 |  |  |
|  | International (Filed) | 05 |  |  |
|  | National (Awarded) | 08 |  |  |
|  | National ( Filed) | 03 |  |  |
| VII | **\*Invited Lectures / Expert Talk/Resource Person/ Paper**  **Presentation in Seminars/ Conferences/full paper**  **in Conference Proceedings (Paper presented in**  **Seminars/Conferences and also published as full**  **paper in Conference Proceedings will be counted only once)**  **MOOC/FDP/Industrial Training/Professional Training from State/Central Govt./AICTE/UGC, Industry or Recognized Organization(Offline and Online)** |  |  |  |
|  | a) Paper International Conference(Abroad) | 08 |  |  |
|  | b) Paper International Conference(Within India) | 05 |  |  |
|  | c) Paper National Conference(Within India) | 02 |  |  |
|  | c) Expert Talk/Resource Person International Level | 05 |  |  |
|  | d) Expert Talk/Resource Person National Level | 03 |  |  |
|  | e) Expert Talk/Resource Person State Level | 02 |  |  |
|  | f) MOOC/FDP/STC/STTP/Workshop/Industrial Training/Professional Training Attended(Two Weeks) | 05 |  |  |
|  | g) MOOC/FDP/STC/STTP/Workshop /Industrial Training /Professional Training Attended(One Week) | 03 |  |  |
|  | g) MOOC/Conference/FDP/STC/STTP/Workshop Organized in University | 07 |  |  |
| VIII | PhD Thesis Evaluation/Examiner | 07 |  |  |
| IX | Reviewer of SCI/SCOPUS Journal Paper | 05 |  |  |
| X | Any Other Achievement from Recognized Organization | 02 |  |  |

**6. Appraisal by Vice-Chancellor – 10**

**INFORMATION SHEET FOR CALCULATION OF MARKS**

1. The Research score for research papers would be augmented as follows:

Peer-Reviewed Journals (Impact factor to be determined as per Thomson Reuters list):

i) Paper in refereed journals without impact factor - 5 Marks

ii) Paper with impact factor less than 1 - 10 Marks

iii) Paper with impact factor between 1 and 2 - 15 Marks

iv) Paper with impact factor between 2 and 5 - 20 Marks

v) Paper with impact factor between 5 and 10 - 25 Marks

vi) Paper with impact factor >10 - 30 Marks

(a) Two authors: 70% of total value of publication for each author.

(b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

B. Joint Projects: Principal Investigator and Co-investigator would get 50% each.

C. Paper presented and available as part of edited book, book chapter or conference proceeding can be claimed only once.

D. For joint supervision of research students, Supervisor and Co-supervisor, both shall get equal mark.

E. For the purpose of calculating the score for patent and consultancy, equal mark will be given to all the contributors.

F. Invited lectures/Resource Person/Paper presentation/ Review of Journal Papers/PhD Thesis Evaluation/External Examiner (VI to X) shall have an upper capping of 30% of the total academic research score of the faculty member concerned.

F. The academic research score shall be evaluated considering all the categories from I to X under Section 5.

G. Appraisal of Vice-Chancellor is based on parameters like Discipline, Vision, Sincerity, Integrity, Punctuality, Attitude, Mutual Respect, Dedication, Creativity, and Perception.

**MARKS TO BE CONSIDERED FOR DEPARTMENTAL ACTIVITIES**

Maximum 20 Marks per year

|  |  |  |  |
| --- | --- | --- | --- |
| Sl  No | Activity | Credit Marks | Criteria |
| 1 | PIC/Consultancy/Coordinator/Lab In charge/Advisor/ FIC/Member of Committee/Student Mentoring/Chairman of committee | 3 | 3 Marks/Semester |
| 2 | NAAC/NBA work/UGC | 3 | 3 Marks/Event |
| 3 | Member of any committee | 2 | 2 Marks/Semester |

**\*Office Order must be issued by HOP/HOD for Departmental Activities**

**MARKS TO BE CONSIDERED FOR UNIVERSITY LEVEL ACTIVITIES**

**Maximum 10 marks per year**

|  |  |  |  |
| --- | --- | --- | --- |
| Sl  No | Activity | Credit Marks | Criteria |
| 1 | HOD/HOP/Dean/COE/First Appellate/Director IQAC | 4 | 4 Marks/Semester |
| 2 | TEQIP/ Associate Dean/PIC/Assistant COE/Coordinator /Warden/Assistant Warden/ME/RTI Officer/Vice President of Student Society/Chairman of Committee | 3 | 3 Marks/Semester |
| 3 | Organised Conference/FDP/Workshop as Chairman/Convener | 3 | 3 Marks/Event |
| 4 | FDP/Conference/Workshop Coordinator/ Co-Convener | 2 | 1 Marks to be divided between all coordinators |
| 5 | Member of any Committee//Advisor of Student Society | 2 | 2 Marks/Semester |

**\*Office Order must be issued by Vice Chancellor/Registrar/University Dean/COF for University Level Activities**