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|  | **VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY BURLA, ODISHA****C:\Users\AICTERPSEE\Downloads\university name in odia.jpg**(A UGC Recognized State Government University by an Act of Assembly, Estd. -1956) **Engineering College, Burla (SiddhiVihar) Dist – Sambalpur, Odisha – 768018, INDIA** |

 **PROFORMA FOR ANNUAL PERFORMANCE APPRAISAL OF FACULTY**

**Academic Year2024–25 (1st July 24 to 30th June 2025)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Code:** | **Employee Name:**  |  **Designation:**  |  **Dept.:** |
|  |  |  |  |

**Information Summary**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1 | Date of Joining |  | 10 | Total Sponsored Projects |  |
| 2 | Date of Birth |  | 11 | Ongoing Sponsored Projects in AY 2024-25 |  |
| 3 | Date of last promotion |  | 12 | Total no. of Consultancy Projects |  |
| 4 | Total Experience in yrs |  | 13 | Total no. of Patents |  |
| 5 | Total no. of SCI Journal Papers |  | 14 | No. of FDPs conducted in AY 2024-25 |  |
| 6 | SCI Journal Papers in AY 2024-25  |  | 15 | No. of STCs conducted in AY 2024-25  |  |
| 7 | Total no. of Scopus Journal Papers  |  | 16 | No. of MOOC courses attended in AY 2024-25 |  |
| 8 | Scopus Journal papers in AY 2024-25 |  | 17 | No. of E-Contents Developed in AY 2024-25 |  |
| 9 | No. of Ph.D. Scholars Awarded in AY 2024-25 |  | 18 | No. of Books/Book Chapters Published in AY 2024-25 |  |

**Score Summary**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Evaluation Criteria | MaximumScore | (I) Self-Assessment score out of 100 | (II) Committee Score out of 100 | Final Score awarded (Average of I&II) | Weightage | Weighted Score |
| 1 | Teaching-Learning(A) | 100 |  |  |  |  30% |  |
| 2 | Research, Innovation and Outreach(B) | 100 |  |  |  | 40% |  |
| 3 | Administrative Assignments and Exam Related Discipline(C) | 100 |  |  |  | 20% |  |
| 4 | Appraisal by Vice Chancellor(D) | 100 |  |  |  | 10% |  |
| **Total Score** |  |  |

NB: (a) 90 and above: Outstanding; (b) 80-89: Excellent; (c) 70-79: Very Good; (d) 60-69: Good; (e) 50-59: Satisfactory: need improvement (f) Less than 50: Unsatisfactory. ***Vice-Chancellor will decide the action to be initiated in case of Satisfactory and Unsatisfactory cases***

***# In case of Department, self assessment scores will be verified by HoD in consultation with HoP***

***# There will be internal verification by Committee Members nominated by Vice-Chancellor. Final Score will be calculated based on respective weightage applied to average of self & committee score.***

***# The Vice Chancellor can review/revise the scores assigned in above evaluation criteria by adopting his own mechanisms.***

Signature of Faculty

**Signature of Internal Committee Members Signature of HOD**

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 **PROFORMA FOR ANNUAL PERFORMANCE APPRAISAL OF FACULTY**

 **Academic Year 2024 – 25**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Code:** | **Employee Name:** | **Designation:** | **Department:** |
|  |  |  |  |

1. **Teaching Learning (Weightage 30%) Evaluated Score:**
2. **Subjects Taught(Odd & Even): Maximum Score: 30**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl.No. | Subject Name | T/L | LTP | Semeter | No.of Students | No.of Classes | CO-PO Mapping(Yes/No) | Self Score | Committee Score |
| 1 |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |

1. **Scheme of Evaluation for Each Subject(out of 20 Marks): Maximum Score: 10**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl.No. | Subject Name | Assignments Weightage | Quiz Weightage | Attendance Weightage | No. of Assignments | No. of Quizzes | Self Score  | Committee Score |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |

1. **Laboratory Development/Innovation: Maximum Score:20**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl. No. | Laboratory Name | Innovation done or Assignments added | Self Score | Committee Score |
| 1 |  |  |  |  |
| 2 |  |  |  |  |

1. **Students’ Feedback (Odd and Even Semester): Maximum Score:20**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Semester | Course Name | Average  feedback  | Verified by HoP | Verified by HoD  | Verified by Committee |
|  |  |  |  |  |  |  |

1. **Creation of ICT-mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula: Maximum Score:20**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Particulars** | Max. Score | ActualScore | Self Score | Committee Score |
| **(a) Development of Innovative pedagogy** | 05 |  |  |  |
| **(b) Design of new curricula and courses** | 02 Per curricula/Course |  |  |  |
| **(c) MOOCs** |  |  |  |  |
| Development of complete MOOCs in 4 quadrants (4 credit course) (In the case of MOOCs of lesser credits 05 marks/credit) | 15 |  |  |  |
| MOOCs (developed in 4 quadrants) per module/lecture | 05 |  |  |  |
| Content writer/subject matter expert for each module of MOOCs (at least one quadrant) | 02 |  |  |  |
| Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks/credit) | 08 |  |  |  |
| **(d) E-Content** |  |  |  |  |
| Development of e-Content in 4 quadrants for acomplete course/e-book | 12 |  |  |  |
| e-Content (developed in 4 quadrants) per module | 05 |  |  |  |
| Contribution to the development of the e-content module in complete course/paper/e-book (at least one quadrant) | 02 |  |  |  |
| Editor of e-content for complete course/ paper /e-book | 10 |  |  |  |

**Enclosures:** Attendance sheets, Assignments, Quiz sheet, Mid-term Question papers, End term Question papers, Outcome reports, Odd & Even Semester Student Feedback Summary Sheet signed by HOP and HOD.

**Evaluation guidelines:** The HoP/HoD/Committee will take the cognizance of Question papers, Assignments, Correctness in evaluation and feedback score

1. **Research, Innovation and Outreach (Weightage 40%) Maximum Score: 100 Evaluated Score:**

*(Assessment must be based on evidence produced by the faculty members such as copies of publications, project sanction letters, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, Patent certificate if granted, students’ Ph.D. award letters, and proof of any other activity which the committee feel to be produced)*

1. **Summary**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl.No. | Academic/Research Activity | Actual/Augmented Score | Self Score | CommitteeVerified Score |
| 1 | **Journal Papers Published** |  |  |  |
|  | No. of SCI/SCIE papers (12 per paper) |  |  |  |
|  | No.of Scopus/other Thomson Routers indexed papers (08 per paper) |  |  |  |
| 2 | **Books Authored** |  |  |  |
|  | International publishers (12/book) |  |  |  |
|  | National Publishers (10/book) |  |  |  |
|  | Chapter in Edited Book (05 per book) |  |  |  |
|  | Editor of Book by International Publisher(10 per book) |  |  |  |
|  | Editor of Book by National Publisher(08 per book) |  |  |  |
| 3 | **Translation works in Indian and Foreign****Languages by qualified faculties** |  |  |  |
|  | Chapter or Research Paper (03 per paper) |  |  |  |
|  | Book (08 per book) |  |  |  |
| 4 | **Research Guidance** |  |  |  |
|  | Ph.D. (10/degree awarded) |  |  |  |
|  | Ph.D. (07/thesis submitted) |  |  |  |
|  | P.G dissertation (02/degree awarded) |  |  |  |
| 5 | **Research Projects Completed/Applied** |  |  |  |
|  | Completed More than 5 lakhs (10/ each project) |  |  |  |
|  | Completed Less than 5 lakhs(05/ each project) |  |  |  |
|  | Applied (02/each project) (Maximum 05) |  |  |  |
| 6 | **Research Projects Ongoing :** |  |  |  |
|  | More than 5 lakhs(10/ each project) |  |  |  |
|  | Less than 5 lakhs(05/ each project) |  |  |  |
| 7 | **Consultancy** |  |  |  |
|  | More than 5 lakhs(10/ each consultancy) |  |  |  |
|  | Less than 5 lakhs(05/ each consultancy) |  |  |  |
|  | Industry visit for consultancy (02/visit) (Maximum 05) |  |  |  |
| 8 | **Patents** |  |  |  |
|  | International(10/ each patent) |  |  |  |
|  | National(07/ each patent) |  |  |  |
|  | Technology Transfer to Industry (15 each) |  |  |  |
| 9 | **Policy Document (Submitted to an International body/organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Govt. or State Govt.)** |
|  | International (10/Document) |  |  |  |
|  | National (07/Document) |  |  |  |
|  | State (04/Document) |  |  |  |
| 10 | **Awards/Fellowship** |  |  |
|  | International (07/award) |  |  |  |
|  | National (05/award) |  |  |  |
| 11 | **Review of SCI/SCIE/Scopus Journals** |  |  |  |
|  | SCI/SCIE (07 each)  |  |  |  |
|  |  SCOPUS (05 each)  |  |  |  |
| 12 | **External Examiner/Evaluation of Ph.D Thesis of other universities** |  |  |  |
|  | International (10 each)  |  |  |  |
|  | National (05 each) |  |  |  |
| 13 | **Invited lectures/Resource Person/Paper presentation in Seminars/Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as a full paper in Conference Proceedings will be counted only once)** |
|  | International (Abroad, 07 each) |  |  |  |
|  | International (within the country, 05 each) |  |  |  |
|  | National (03 each) |  |  |  |
|  | State/University (02 each) |  |  |  |

1. **Administrative Assignments/Exam Related Discipline(20% Weightage) :**
2. **Administrative Assignments Maximum Score: 70**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. No. |  Assignments | Semester | Dept./University Level | Score | Verified Score |
|  |  |  |  |  |  |

1. **Examination Related Discipline Maximum Score: 30**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Semester | Shown Mid-term marks within 10 days of examination (Yes/No) If No reasons thereof | Submitted End-term marks on time (Yes/No) If No reasons thereof | Self-Score | Verified Score |
|  |  |  |  |  |

1. **Assessment by Vice-Chancellor Maximum Score:10 Evaluated Score:**

*(Discipline, Vision, Sincerity, Integrity, Punctuality, Attitude, Mutual Respect, Dedication, Creativity, and Perception)*

 **Total Score (A+B+C+D):**

**Guidelines for Awarding Score in Research Activities**

1. The Research score for research papers would be augmented as follows: (Peer-Reviewed Journals Impact factor has to be determined as per Thomson Reuter’s list)
2. Paper in Scopus journals without impact factor - 5 Points
3. Paper in SCI/SCIE journals with an impact factor of less than 1 - 10 Points
4. Paper in SCI/SCIE with impact factor between 1 and 2 - 15 Points
5. Paper in SCI/SCIE with impact factor between 2 and 5 - 20 Points
6. Paper in SCI/SCIE with impact factor between 5 and 10 - 25 Points
7. Paper in SCI/SCIE with impact factor >10 - 30 Points
8. Two authors: 70% of the total value of publication for each author.
9. More than two authors: 70% of the total value of publication for the First/Principal/Corresponding author and 30% of the total value of publication for each of the joint authors.
10. Joint Projects: The Principal Investigator and Co-investigator would get 50% each.
11. The paper presented is part of an edited book or proceeding then it can be claimed only once.
12. For joint supervision of research students, the formula shall be 70% of the total score for the Supervisor and Co-supervisor. The supervisor and Co-supervisor, both shall get 7 marks each.
13. For the purpose of calculating the score in section B (Research, Innovation and Outreach) of a faculty member, the combined research score from the categories from Sl. No. 9 to Sl. No. 13 in section B shall have an upper capping of thirty percent of the total score evaluated for the concerned faculty under that category.
14. The assignments for the university and department will be assessed by HoP and HoD and award points based on the performance/outcome etc.
15. Discipline, Vision, Sincerity, Integrity, Punctuality, Attitude, Mutual Respect, Dedication, and Perception will be evaluated on each aspect. Various parameters like timely submission of grades, reporting to invigilation duties on time, attending classes on time, spending time on R&D, Teaching-Learning, Student Projects, Collaboration with colleagues, opinion of colleagues and students, attitude towards administration, disciplined behavior in office and outside etc. HoDs and the Vice Chancellor will adopt various mechanisms to collect the information to evaluate the faculty.
16. **Points to be considered for Departmental activities**

|  |  |  |  |
| --- | --- | --- | --- |
| Sl# | Activity | Maximum Score | Score Criteria |
| 1 | PIC/Coordinator/Lab In-charge/Advisor/ FIC//Student Mentoring/Chairman of Committee | 8 | 8 /Semester |
| 2 | NAAC/NBA Work | 8 | 4 /Semester |
| 3 | Member of any committee | 5 | 5 /Semester |

**\*Letter issued by HoP/HoD**

1. **Points to be considered for in University activities**

|  |  |  |  |
| --- | --- | --- | --- |
| Sl# | Activity | Maximum Score | Score Criteria |
| 1 | Dean/HoD/HoP/COE/First Appellate/Director IQAC | 30 | 15/Semester |
| 2 | Associate Dean/PIC/Coordinator /Warden/Assistant Warden/ME/RTI Officer/Vice President of Student Society/Chairman of Committee | 20 | 10/Semester |
| 3 | UGC/AICTE/NIRF/AISHE/SDTE(From Office of Dean F&P) and IQAC | 10 | 5/Semester |
| 3 | Organised Conference/FDP/Workshop as Coordinator/Convener/C0-convener | 10 | 5 /Event(Equal for all coordinators) |
| 5 | Member of any Committee//Advisor of Student Society | 5 | 5 /Semester |

**\*Letter issued by Vice Chancellor/Registrar/Dean/COF**