



VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY BURLA, ODISHA

ବୀର ସୁରେନ୍ଦ୍ର ସାଏ ବିଶ୍ୱବିଦ୍ୟାଳୟ

(A UGC Recognized State Government University by an Act of Assembly, Estd.- 1956)

P.O.- Engineering College, Burla (Siddhi Vihar) Dist.- Sambalpur, Odisha – 768018, INDIA

PROFORMA FOR ANNUAL PERFORMANCE APPRAISAL OF FACULTY

Academic Year 2024–25

SUMMARY SHEET

Employee Code:	Employee Name:	Designation:	Department/School:

1	Date of Joining		12	SCI Papers in (24-25)	
2	Date of Birth		13	Scopus papers (24-25)	
3	Date of last Promotion		14	# of Patents(24-25)	
4	Total Experience in yrs		15	# Conf Scopus Indexed (24-25)	
5	Total # of SCI Papers		16	Consultancy (24-25)	
6	Total # of Scopus Papers		17	# of FDPs conducted (24-25)	
7	Total #of Ph.D Supervised		18	# of STCs conducted (24-25)	
8	Total Sponsored Projects		19	# of MOOC attended (24-25)	
9	Total Consultancy Amount		20	# of E-Contents Developed (24-25)	
10	Total # of Patents		21	# of Books Published (23-24)	
11	Total # Conf. papers(Scopus)		22	Sponsored Projects (24-25)	

SCORE SUMMARY

Sl#	Evaluation Criteria	Marks	Self Assmt	HoD Score	Wtge % Professor/ Assoc. Prof	Wtge % Asst. Prof	Marks awarded
1	Teaching	100			15	20	
2	Learning	100			10	15	
3	Research	100			30	25	
4	Outreach	100			15	5	
5	Administrative Responsibilities	100			15	10	
6	Mentor-Mentee	100			5	10	
7	Perceptions (HoD)	100			5	10	
8	Perceptions Vice Chancellor	100			5	5	
Total Score							

NB:

In addition, (a) Two SCI/SCIE publication in Journal and score 90 and above: Outstanding; (b) One SCI/SCIE publication in Journal, and score 80-89: Excellent; (c) 70-79: Very Good; (d) 60-69: Good; (e) 50-59: Satisfactory: needs improvement (f) Less than 50: Unsatisfactory. **It is mandatory to have secured 30% marks in Teaching, Learning, and Research category.**

'Outstanding' will be issued Appreciation Letters; 'Satisfactory' with no publications and 'Unsatisfactory' will be issued advisories. Successive three years' unsatisfactory will be reviewed.

**# Points will be verified by HoD # Score in perception will be given by the HOD in consultation with HOP
There will be only external audits # The Vice Chancellor can review/revise the scores assigned in any of the criterion.**

Signature of Faculty Member

Signature of External Members

**VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY BURLA, ODISHA****ବୀର ସୁରେନ୍ଦ୍ର ସାଏ ବୈଷୟିକ ବିଶ୍ୱବିଦ୍ୟାଳୟ**

(A UGC Recognized State Government University by an Act of Assembly, Estd.- 1956)

P.O.- Engineering College, Burla (Siddhi Vihar) Dist.- Sambalpur, Odisha – 768018, INDIA

PROFORMA FOR ANNUAL PERFORMANCE APPRAISAL OF FACULTY**Academic Year 2024–25**

Employee Code:	Employee Name:	Designation:	Department/School:

A. Teaching: 100 (15/20)**Total Score:**

- 1. Subjects Taught (2023-24): (40 Points)** [Lesson Plans, Lesson Diaries, Attendance Sheets, Mid-term and Solutions, End-term Question Papers and Solutions, Feedback, Outcome Reports for each theory subjects. For labs, minimum 10 experiments with other components.]

Odd Semester:

Sl#	Subject Name	Course Code	Theory/ Practical	L-T-P	#of Students	#of Classes	FB Score
1							
2							
3							
4							
5							
6							

Even Semester:

Sl#	Subject Name	Course Code	Theory/ Practical	L-T-P	#of Students	#of Classes	FB Score
1							
2							
3							
4							
5							
6							

- 2. Scheme of Evaluation for Each Subject (out of 20 TA Marks): (10 Points)**

Sl#	Subject Name	Assignments Weightage	Quiz Weightage	Attendance Weightage	# of Assignments	# of Quizzes
1						
2						
3						
4						

- 3. Innovation in Teaching-Learning Process: (20 Points)**

Sl#	Subject Name	Innovation done or Assignments added (Statement with Evidence)
1		
2		

- 4. Examination Related Discipline (30 Points)** [10 in each odd, even, and supplementary. Any deviation in exam duties, submission of question papers, submission of grades etc. no points will be awarded]

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
Odd				
Even				
Supplementary				

B. Learning: 100 (10/15)**Total Score:**

- 1. Participation in Learning Events: (80 Points)** [NPTEL: 30/8 weeks course, FDP/STC , 5 per one week, 10 per two weeks, Conferences/Workshops and similar learning events attended 5 per event]

Sl#	Course Attended	# weeks	Self-Score	Committee Score
1				
2				

- 2. Creation of ICT-mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula (Max Points 20)**

E-Content in Public Forum	Points	#	Points earned	Committee Score
Development of e-Content in 4 quadrants for a complete 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:

No documents shall be attached to the Dean, F&P and all shall keep documents to produce during verification for their claim for each. The HoD/Committee will take the cognizance of Question Papers, Assignments, and Correctness in Evaluation Processes. They can also ascertain the feedback score by interacting with the students (with minimum of 75% attendance) in person if possible.

C. Research: 100(30/25)**Total Score:**

(Assessment must be based on evidence produced by the teacher such as copies of publications, along with date of submission, date(s) of revision, date of acceptance, 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#	Academic/Research Activity	#	Score	Verified Score
1	Papers Published			
	SCI (20/paper)			
	Scopus/other indexed Thomson Reuters Impact factors (10/paper)			
2	Books Authored			
	International publishers (12/book)			
	National Publishers (10/book)			
	Chapter in Edited Book (05/book)			
	Editor of Book by International Publisher (10/book)			
	Editor of Book by National Publisher (08/book)			
3	Translation works in Indian and Foreign Languages by qualified faculties			
	Chapter or Research paper (03/paper)			
	Book (08/book)			
4	Research guidance			
	Ph.D. (10/degree awarded)			

	Ph.D. (07/thesis submitter)			
	P.G. dissertation (02/degree awarded)			
5	Research Projects Completed/Applied			
	More than 5 lakhs (10/project)			
	Less than 5 lakhs (05/project)			
	Applied (02/each project) (Maximum 05)			
6	Research Projects Ongoing :			
	More than 5 lakhs (10/project)			
	Less than 5 lakhs (05/project)			
7	Consultancy*			
	More than 5 lakhs (10/consultancy)			
	Less than 5 lakhs (05/consultancy)			
	Industry visit for consultancy (02/visit) (Maximum 05)			
8	Patents			
	International (10/patent)			
	National (07/patent)			
	Technology Transfer to Industry (15 each)			

* Testing in labs will not be considered as consultancy. All consultancy by name of faculty should be routed through SRIC Office.

D. Outreach: 100 (15/5)

Total Score:

1	Policy Document (Submitted to an International body/organization like UNO/UNESCO/World Bank /International Monetary Fund etc. or Central Govt. or State Govt.)			
	International (15/Document)			
	National (10/Document)			
	State (05/Document)			
2	Awards/Fellowship			
	International (10/award)			
	National (05/award)			
3	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) (maximum 10 Points)			
	International (Abroad, 15 each)			
	International (within the country, 10 each)			
	National (07 each)			
	State/University (05 each)			
4	Review of SCI/SCIE/Scopus Journals			
	International (07 each)			
	National (05 each)			
5	Popular Articles with ISSN			
	International Publisher (10 each)			
	National Publisher (07 each)			
	State publisher (05 each)			
6	External Examiner/Evaluation of Ph.D Thesis of other universities			
	International (15 each)			
	National (10 each)			
Total:				

2. Details

(a) Journal Papers

1.	Authors	Title of the paper	Journal name	Vol No
PP.	Month and year	SCI/Scopus /Others	Date of Submission	Date(s) of revision
Date of Acceptance	Publisher			

(b) Conference Papers

1.	Authors	Title of the paper	Conference name	Organiser
PP.	Month and year	National/International	Date of Submission	Date(s) of revision
Date of Acceptance	Publisher			

(c) Patents

1.	Inventors name	Title of the invention	Country Name	Filed/Granted
Month and Year of filing/granted				

(d) Consultancy

1.	Faculty names	Title of the Consultancy	Name of the Organisation	Amount
Month and Year of Consultancy				

(e) Books authored

1.	Authors	Title of the Book	Publisher	Publication year
----	---------	-------------------	-----------	------------------

(f) Any other Information

E. Institutional Contribution(Administrative Responsibilities): 100 (15/10)Total Score:

1. Assignments (100)

Sl#	Additional Assignments	Semester	Department/ University Level	Score	Verified Score

F. Mentor-Mentee: 100 (5/10)

[Record maintenance (personal, academic, and their activities) of their mentees, call records, counselling, information to parents, visits to their halls etc. The points will be awarded proportionately]

G. HoD Perception: 100 (5/10)

Total Score:

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

H. Perception by ice-Chancellor (5/5)

Total Score:

Guidelines for Awarding Points in Research Activities

1. The Research score for research papers would be augmented as follows: Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuter's list):
 - (i) Paper in refereed journals without impact factor - 5 Points
 - (ii) Paper with an impact factor of less than 1 - 10 Points
 - (iii) Paper with impact factor between 1 and 2 - 15 Points
 - (iv) Paper with impact factor between 2 and 5 - 20 Points
 - (v) Paper with impact factor between 5 and 10 - 25 Points
 - (vi) Paper with impact factor >10 - 30 Points
 - (a) Two authors: 70% of the total value of publication for each author.
 - (b) 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.
2. Joint Projects: The Principal Investigator and Co-investigator would get 50% each.
3. The paper presented is part of an edited book or proceeding then it can be claimed only once.
4. 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.
5. For the purpose of calculating the research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentations shall have an upper capping of thirty per cent of the total research score of the teacher concerned.
6. The assignments for the university and department will be assessed by HoD and HoS and award points based on the performance/outcome etc.
7. 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. HoSs and the Vice Chancellor will adopt various mechanisms to collect the information to evaluate the faculty.

8. Points to be considered for in-department activities*

Sl#	Activity	Maximum Credit Point	Criteria	To be verified by HoD
1	PIC Coordinator/Lab In-charge/Advisor/FIC//Student Mentoring/Chairman/member of Committee (Not ex-officio)	10	5 points/Semester	
2	NAAC/NBA work	8	4 points/Semester	
3	HoP	50	25points/Semester	

***Letter issued by HoD/HoP**

9. Points to be considered for in university activities*

Sl#	Activity	Maximum Credit Point	Criteria	To be verified by VC
1	Director IQAC /Deans/HoD/COE(i/c) /Registrar (i/c)/COF(i/c)	60	30 points/ Semester	
2	TEQIP/ Associate Dean/PIC/Coordinator /Warden/Assistant Warden/ME/RTI Officer/Vice President of Student Society/First Appellate /Chairman of Committee made by VC/Registrar (Not ex-officio)	20	10 points/ Semester/Commit tee	
3	Organised Conference/FDP/Workshop as Chairman/Convener	10	5 points/Event or activity	
4	FDP/Conference/Workshop Coordinator/ Co-Convener	5	Equal points for all coordinators	
5	Member of any Committee**/Advisor of Student Society	No limit	5 points/activity	

***Letter issued by Vice Chancellor/Registrar/Dean/COF/FIC/Director (IQAC)**

**** No marks for DRC/BOS/Examination committee/other Ex-officio members**

Member in annual sports/anti-rangin g/AICTE/NIRF/IQAC/Convocation/University events will get the marks