Performance Based Appraisal System (PBAS)

Self-Appraisal Form (Teaching Faculty)
(For AY 2020-21)

PART-A: GENERAL INFORMATION

1) Name of the Faculty member   :

2) Department   :

3) Designation   :

4) Date of joining I²IT   :

5) Teaching experience in I²IT (no. of years):

6) Teaching experience in other Institutes (no. of years):

7) Total teaching experience (no. of years):

8) Total industry experience (no. of years):

9) Total teaching and industry experience (no. of years):

PART B: ACADEMIC PERFORMANCE INDICATERS (API)

(Please see detailed guidelines of this PBAS Performa before filling out this section)

CATEGORY- I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

1. Lectures, Tutorials, Practicals, Contact Hours (Give semester-wise details, wherever necessary)

Sr. No.	Theory / Practical Course	Class & Semester	Contact Hours Planned for Semester	Sum of contact Hours Planned (A)	Conducted Number of Hours	Sum of Conducted Hours (B)	Percentage = (B*100)/A
			L= P=		L= P=		
			P=		P=		
			L=		L=		
Perceived Score by Faculty:				**Score by Evaluation Committee:**			

L =Lecture, P =Practical

2. Additional Efforts taken for Improvements in Learning:

Sr. No.	Theory / Practical Course	Additional Efforts for Learning (in hours)*			Total= A+B+C	Grand Total
		A	B	C		
Perceived Score by Faculty:				Score by Evaluation Committee:		

*Meaning of A, B, C is mentioned in PBAS Guidelines (Category 1, Point 2)

3. Preparation of Outcome Based Course Files / Teaching Plan:

Sr. No.	Name of the Course	Description	Status of Completion (in %)
Perceived Score by Faculty:		Score by Evaluation Committee:	

4. Preparation of Learning Resources (in the form of PPTs /Handouts/Clippings-only self-prepared)

Sr. No.	Class & Course	Description
Perceived Score by Faculty:		Score by Evaluation Committee:

5. Examination Duties and Evaluation (Mention Institutional and University Level)
(Test Papers Assessment/ Assignments/C.A. of Practical's/ University Examinations/ Administering Internal Examination-Administration or Supervision/ Assessment Duties/ Paper setting)

Sr. No.	Types of Examination Duty Assigned	Description of Duty Carried out
Perceived Score by Faculty:		Score by Evaluation Committee:

6. Student Feedback:

Sr. No.	Name of Course	Average feedback
Perceived Score by Faculty*:		Score by Evaluation Committee:

*Scale the Student feedback to the scale of 25
(Attach feedback sheets as proof)

7. Result Analysis:

Sr. No.	Name of Course	% passed students
Perceived Score by Faculty*:		**Score by Evaluation Committee:**

*Scale the result analysis to the scale of 25
(Attach result analysis sheets as proof)

CATEGORY- II: CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

1. **Student related Co-Curricular and Field-Based activities:**

Sr. No.	Mention Category*	Description	Perceived score
Total Perceived Score by Faculty:		**Score by Evaluation Committee:**	

*Categories are mentioned in PBAS guidelines (Category 2, Point 1)

2. **Contribution to Corporate Life and Management of Department through Participation in Academic and Administrative Committees and Responsibilities:**

Sr. No.	Mention Category*	Description	Perceived score
Total Perceived Score by Faculty:		**Score by Evaluation Committee:**	

*Categories are mentioned in PBAS guidelines (Category 2, Point 2)

3. **Professional Development Activities within Institute:**

Sr. No.	Mention Category*	Description	Perceived score
Total Perceived Score by Faculty:		**Score by Evaluation Committee:**	

*Categories are mentioned in PBAS guidelines (Category 2, Point 3)

4. **Accomplishment of Portfolio:**

Sr. No.	Portfolio assigned in the department	Accomplishments	Perceived score
Total Perceived Score by Faculty:		**Score by Evaluation Committee:**	

5. **Any significant contribution at Institute level (not covered earlier):**

Sr. No.	Name of activity	Accomplishments
Perceived Score by Faculty:		Score by Evaluation Committee:

CATEGORY- III: RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

1. **Research Papers: (Journal / Conference proceedings)**

Mention Category Alphabet*	Title of Paper	Name of the Journal / Conference	ISSN/ ISBN No.	Impact Factor, if any	Year & Month of Publication
Perceived Score by Faculty:			Score by Evaluation Committee:		

*Categories are mentioned in PBAS guidelines (Category 3, Point 1)

2. **Publications: (Book/ Book Chapters)**

Sr. No.	Mention Category Alphabet*	Title of Book/Author	Name of Editor, Publisher	ISSN/ ISBN No.	Year & Month of Publication	Chapter Numbers
Perceived Score by Faculty:				Score by Evaluation Committee:		

*Categories are mentioned in PBAS guidelines (Category 3, Point 2)

3. **Research Projects/Patents/UGC/DST/AICTE Projects:**

Sr. No.	Mention Category*	Title	Agency	Period	Amount Mobilized (In Rs.)	Patent details (if applicable)
Perceived Score by Faculty:				Score by Evaluation Committee:		

*Categories are mentioned in PBAS guidelines (Category 3, Point 3)

4. **Training Programmes/ Conferences/ Workshops/ Seminars Attended:**

Sr. No.	Mention Category*	Title of Programme	Organized by	Duration (From--To)	Follow –up activity undertaken	Remark by HOD regarding follow-up	Total number of days
Perceived Score by Faculty:					**Score by Evaluation Committee:**		

*Categories are mentioned in PBAS guideline (Category 3, Point 4)

5. **Invited Lectures or Presentation in Workshop/Seminar/ Conference:**

Sr. No.	Mention Category*	Title of Lecture/ Academic Session	Title of Conference /Seminar etc.	Organized by	Date
Perceived Score by Faculty:			**Score by Evaluation Committee:**		

*Categories are mentioned in PBAS guidelines (Category 3, Point 5)

6. **Research/ Project Guidance:**

Sr. No.	Mention Category*	Number of Students	Mention Students' Name, Branch, Dissertation/Project Topic
Perceived Score by faculty:			**Score by Evaluation Committee:**

*Categories are mentioned in PBAS guidelines (Category 3, Point 6)

I certify that the information provided is correct as per records available and/or documents enclosed along with duly filled PBAS Performa.

Place: Pune   Name and signature of the Faculty
Date: Designation:

Forwarded through, the HoD:

Observations &Remarks of HoD:

_____

_____

_____

Signature of Head of Department

(For Office Use Only)

Sr. No.	Part	Category	Total Score
1.	B	I	
		II	
		III	
Grand Total			

Remarks by Evaluation Committee:

_____
_____
_____
_____
_____

Recommendations by Evaluation Committee:

_____
_____
_____
_____
_____

Name(s) and signature(s) of Evaluation Committee Members:

1.   2.

Signature of Principal

International Institute of Information Technology (I²IT)

Hinjawadi, Pune- 411057

Performance Based Appraisal System (PBAS) Guidelines
(For AY 2019-20)

The Academic Performance Indicator (API) categories, their Scope and Scoring mechanism:

The performance of teaching faculty shall be evaluated in the following three categories:

1. Teaching, Learning and evaluation related activities.

2. Co-curricular, Extension and Professional Development related activities.

3. Research and academic contributions for Category-I and Category-II, the maximum scores that a faculty can score is 175 and 100 respectively; whereas Category-III allows faculty to score as many points as per his/her performance.

The following tables show distribution of score points for the three ategories:-

<u>Category-I</u> : **Teaching, Learning and Evaluation related activities**

Sr. No.	Nature of Activity	Score Points and Scoring Norms	Max. Score
1	% Total No. of Lectures/ Practicals/ Tutorials Conducted Vs. Planned $\dfrac{\text{Conducted No. Hours for All Subjects}}{\text{Total No. of Contact Hours as per Plan for all subjects.}}$	i) $\geq$ 100% : 50 ii) $\geq$ 96% : 45 iii)$\geq$ 92% : 40 iv) $\geq$ 88% : 30 v) $\geq$ 84% : 20 vi) $\geq$ 80% : 10 vii)$\leq$ 80% : 0	50
2	A) Additional hours of coaching for improvement of results of subjects in past Semester OR B) Hours of remedial classes for slow learners OR C) Additional sessions, Voluntary tours planned, Expert lectures organized for additional inputs	i) One study tour/ Six hours of coaching or remedial classes/ Experts lectures: 10 ii) Anything less : 5 iii) Nothing : 0	10
3	Preparation of Outcomes based Course Files/ Teaching Plans	i) Preparation of Course Files for all Theory courses taught in Sem-I & II in 2016-17: 30 ii) Preparation of more than 50% Courses ($\geq$ 1): 20 iii) Preparation of Teaching	

		Plans for all Theory courses taught in Sem-I & II in 2016-17: 15 iv) Preparation of Teaching Plans for more than 50% courses taught: 10 v) Anything Less or Nil: 0	30
4	Preparation of Learning resources in the form of PPTs/ Handouts/ Clippings (Only Self-prepared ; The Assessment Shall be Qualitative)	Maximum Scores of 5 points Per Course taught	15
5	Examination duties and Evaluation (Test-Papers Assessment/ Assignments/ Assessment of Practicals/ University Examinations/ Administrating Internal examination Administration or Supervisions/ Assessment Duties/ Paper Setting)	Performing Everything Applicable as per University Norms and Institutional Practices : 20 More than 50% : 10 Less/ Nil : 0	20
6	Student feedback	Average of "On-line" student feedback (scale of 10)	25
7	Result Analysis	Average of the Percentage result of all subjects taught	25
Maximum score			**175**

Category-II: Co-Curricular, Extension and Professional Development Related Activities

Sr. No.	Nature of Activity	Scoring Mechanism	Max. Score
1	**Student related Co-Curricular, Extra-curricular and Field-Based Activities:**		
	a) Coordinator or Staff- Advisor of Students' Chapters of Professional and Institutional Students' Associations.	10	
	b) Member of Faculty Advisory Committee of such Associations (scores for a), b) are considered, provided that at least one activity is conducted in the academic year with participation of more than 25 students)	07	
	c) Editor of annual magazine and/ or annual cultural festival.	15	

Sr. No.	Nature of Activity	Scoring Mechanism	Max. Score

		d) Member of Editorial Board /Coordinator of one or more sections/Coordinator of One Event in Annual Cultural Festival.	07		
		e) Chief Organizer/ Coordinator of Organizing Committee of Students' Activity within Organization (Institute/ Department level) - National Level / State Level / University Level	10/07/05		
		f) Coordinator or Member of Organizing Committee (among not more than 5) of Students' Activity within Organization (Institute/ Department level) - National Level / State Level / University Level	07/05/03		
		g) Coordinator or Member of Organizing Committee (among not more than 10) of Students' Activity within Organization (Institute/ Department level) - National Level / State Level / University Level	05/03/02	20	
		(Scores for e), f) and g) are considered, provided that more than 50 students have participated or have taken advantage of activity. Faculty seeking scores under a) or b) is not entitled to record score here)			
		h) Organizing Curriculum Development Workshop for a Course.	03		
		i) Organizing Seminar/ Webinar/ Training Programme (with participation of at least five students)	05		
2		**Contribution to Corporate Life and Management of the Department Through Participation in Academic and Administrative Committees and Responsibilities:**		15	
		a) Holding the Responsibility of Dean/ Registrar/ CEO (The scores would be allotted based on presentation on the initiatives taken and impact thereof)	15		
		b) Head of Departments (The scores would be allotted based on report of the initiatives taken and impact thereof)	15		
		c) Holding the Responsibility of Central Facilities (Library/ Workshop/ Hostel (The scores would be allotted based on report on the initiatives taken and impact thereof)	10		
		d) Representation on SPPU/ Other UniversityCommittees/ Chairman BOS/ Member of Senate/ Member of Faculty/ Member of BOS (Score shall be counted once for a tenure)	15/10/7/5		
		e) Institutional Coordinators Working with Deans/ Director/ Registrar/ CEO/ Accreditation Coordinators/ T&P Coordinators at Departmental Level (The scores would be allotted based on report	10		

		of the initiatives taken and impact thereof)		
	f)	Departmental coordinators/ Member of Local Management Committee/ Counselling Cell/ Class Mentor or Coordinators/ Exam. Coordinators/ Coordinators of Institutional Activities at Department Level (The scores would be allotted based on report on the initiatives taken and impact thereof)	05	
3		**Professional Development Activities within Institute:**		
	a)	Chief Coordinator of Conference/ STTP/ Workshop/ Seminar/ Symposium	10	
	b)	Coordinator or a Member of Organizing Committee (with not more than 5 members in the committee)	05	
	c)	Member of Organizing Committee (with not more than 10 members in the committee)	03	
	d)	In-charge/ Members QC Groups		15
		- Bagging Award at International level	15	
		- Bagging Award at National level	10	
		- Bagging Award at State level	07	
		- Securing First Position in Institute	05	
		- Participating and Presenting in Annual Meeting	03	
	e)	*Attending Training Programmes/ Workshops for Teaching Methodologies/ Curriculum Development/ Subject Knowledge Up-gradation of Duration less than a Week		
		- 3 or 4 days	05	
		- 2 days	03	
		- 1 day	02	
	f)	Organizing a training Programme for Faculty within Institute	05	
	g)	Adding-up a Membership of International/ National Professional Organisation (shall be counted once)	05/03	
4		**Accomplishment of Portfolio assigned in the department**	-	25
5		**Any other significant contribution at Institute level (not covered earlier)**	-	25
		Maximum score		**100**

Category-III: Research and Academic Contributions

Sr. No.	Academic Performance Indicator	Scoring Mechanism	Max. Score
1	Research Papers	a) In National/ International Journal Having Impact Factor More Than 1 (or an indexed journal)	15/ Paper
		b) In non-refereed but Recognized Journal with ISBN/ ISSN numbers	10/ Paper
		c) In Conference proceedings (as full-length paper)	05/ Paper
2	Publications	a) Text or Reference Book Published by International Publisher (with an established peer review system)	50/ Sole author
		b) Text or Reference Book Published by International Publisher (with an established peer review system)	25/ Co-author (among not more than 3)
		c) Text or Reference Book Published by International Publisher (with an established peer review system)	10/ Chapter in an edited book
		d) Subject Books Published by National level Publisher/ State or Central Govt. Publisher with ISBN/ ISSN Numbers.	25/ sole author
		e) Subject Books Published by National level Publisher/ State or Central Govt. Publisher with ISBN/ ISSN Numbers.	15/ co-author (among not more than 3)
		f) Subject Books Published by National level Publisher/ State or Central Govt. Publisher with ISBN/ ISSN Numbers.	05/Chapter in an edited book
		g) Monograph by an International Publishing House.	20
		h) Subjects books by Other Local Publisher with ISBN/ISSN Numbers.	15/sole author
		i) Subjects Books by Other Local Publisher with ISBN/ISSN Numbers	10/co-author (among not more than 3)
		j) Chapter/Articles in Knowledge-based volumes by International Publisher.	10/ Chapter
		k) Chapter/Articles in knowledge-based volumes by National level Publisher with ISBN/ISSN Numbers.	05/ Chapter
		l) Subjects Books by Other Local Publisher	05/ sole author

		m) Subjects Books by Other Local Publisher	03/ sole author (among not more than 3)
		n) Learning Resource in the form of a Printed Manual/Workbook for a Course / a CD of Resource for a Course Uploaded (The scores are due to each member of the team not exceeding two members)	05/ Product
3	Research Projects/ Patents/ UGC/DST/ AICTE Projects	a) Research Project earned as Principal Investigator with grants more than Rs. 10 Lakhs (Any agency)	20/ Project
		b) Research Project earned as Co-Investigator with grants more than Rs. 10 Lakhs (Any agency)	15/ Project
		c) Research Project earned with grants more than Rs. 50,000 (Any agency)	10/ Project
		d) MORDROB Projects/ Development grants earned	10/ Project
		e) Testing & Consultancy Project carried out/ on-going with amount more than Rs. 5,00,000.	10/ Project
		f) Testing & Consultancy Project carried out/ on-going with amount more than Rs. 1,00,000.	05/ Project
		g) Testing & Consultancy Project carried out/ on-going with amount more than Rs. 50,000.	03/ Project
		h) Testing & Consultancy Project carried out/ on-going with amount more than Rs. 10,000.	02/ Project
		i) Patents/ Technology Transfer/ Product/ Process	
		- At National level	30/output
		- At State level	20/output
		- At Regional level	10/output
		- Within Institute	05/output
4	Training Programmes/ Conferences/ Workshops/ Seminars Attended	a) Attending a Refresher Course/ STTP/ ISTE approved Training Programme (of duration not less than 2 weeks)	20/ each*
		b) Attending a ISTE approved Training Programme or IUCEE Workshop (of duration not less than a week)	10/ each*
		c) Participating an International Seminar/ Conference with presenting of a Paper/ Poster	10/ each
		d) Participating an National Seminar/ Conference with presenting of a Paper/ Poster/ Attending an IUCEE Course of duration of 1/2/3 days.	07/ each
		e) Participating an State Level Seminar/ Conference	05/ each
			03/ each

		f) Participating in University Level Seminars/ Conferences	
5	**Invited Lectures or Presentation in Workshop/ Seminars/ Conference**	i) International level ii) National level iii) State level iv) Local/ University level	10/ each 05/ each 03/ each 02/ each
6	**Project Guidance**	No. of student projects guided	05/ each

The Category wise Minimum Scores

All teaching faculty members shall fill upAcademic Performance Indicators (API) Performa in hard/soft copy form. This is going to be a self-assessment process and faculty are supposed preserve record/s, of everything/ nonzero score they enter, with them. The Screening Committee at institute level shall assess the Performas of all faculty members and call each individual faculty member for verification of the scores he/she has entered based on the records he/she produces.

The following table gives the ****minimum** scores required under each category for teaching faculty in different carders and stages thereof their annual increment.

Sr. No.	Scoring Head	Assistant Professor/ Equivalent Cadres (***Stage1 and*** Stage 2)	Assistant Professor/ Equivalent Cadres (***Stage3)	Associate Professor/ Equivalent Cadres (***Stage4)	Professor in Colleges (***Stage 5)
1.	Teaching & learning, Evaluating or Related Activities (Category-I)	100/Year	100/Year	100/Year	100/Year
2.	Co-curricular, Extension and Profession related Activities (Category-II)	40/Year	40/Year	40/Year	40/Year
3.	Minimum Total Score under Categories I & II	140/Year	140/Year	140/Year	140/Year
4.	Research and Academic Contribution (Category-III) **Recommended scores**	10/ Year	20/ Year	30/ Year	40/ Year

<u>Note:</u>

1) *For all scores towards attending training programmes, half of the mark in the scheme shall be due after attending the training programmes whereas for the remaining, faculty has to demonstrate some activity/ application of the inputs received.

2) ** This document is prepared according to UGC guidelines to maximum extent customizing it to the Institute requirements.

3) *** Stages 1,2,3,4 and 5 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000 and 10000 respectively.

4) In case of any dispute, decision of the Evaluation committee/Principal shall be final.

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International Institute of Information Technology (I²IT)

Hinjawadi, Pune- 411057

Self Appraisal Form

(Performance Review AY 2020-21)

Name	
Age	
Date of Joining	
Administrative Section/ Dept.	
Designation	
Immediate Superior	

Academic Qualification (SSC to Post graduation):

Educational Qualification					
Examination	**Name of Board / University**	**Year of Passing**	**% of Marks obtained**	**Division / Class / Grade**	**Subjects / Specialization**
Additional Qualifications:					

Experience	Years	Months
In I²IT		
Other than I²IT (Total)		
Total Experience		

Posts held after appointment to this Institution:

Designation	Department	From	To	Gross Pay

Leave record:

Type of Leave	Availed		Type of Leave	Availed
Casual Leave			Study Leave	
Medical Leave			Vacation Leave (if applicable)	
Earn Leave (if applicable)			On-duty Leave	

Rate yourself (on a scale of 1 to 5) for following:

Particulars	Self Rating	Immediate Superior Rating
The ability to demonstrate professional skills and knowledge of the responsibilities and duties assigned to the position		
The ability to produce accurate, neat, and thorough work, whether self-initiated or supervised		
The ability to think and act without being instructed in great detail		
The ability to reach logical, responsible, and timely decisions		
The ability to accept change and adapt to a variety of assignments		
The ability to work with colleagues in a collective effort to accomplish institutional goals and objectives		
The ability to demonstrate willingness to assume and implement the responsibilities of the position		
The ability to conform to established work schedule and be available to perform responsibilities and provide administrative support		
The ability to communicate effectively with the public; the degree to which employee is able to project a courteous and helpful image		
The ability to meet deadlines and prioritize workload and to produce the required amount of work to meet the needs of the institution		
The ability to ensure that activities are coordinated by setting goals, specifying objectives, anticipating contingencies, and utilizing allocated resources for the attainment of departmental and institutional goals		
Clearly expresses ideas. Readily shares appropriate work-related information		
Reflects that accuracy, volume, and timely manner in which work is performed. Also recognizes ability to determine priorities and maximize efficiency		
Reviews facts and data, using sound judgment, to arrive at the most effective solution		
Builds productive rapport with employees at all levels within and outside the departments. Treats others with fairness, dignity and respect		
Adjuncts performance to accommodate changes in departmental direction and process		
Explores and suggests new approaches and methods to effect departmental goals and responsibilities		
Consistently adheres to set work schedules		

KEY PERFORMANCE INDICATOR (KPI)

Definition: A measure (quantitative or qualitative) that enables the overall delivery of a service / activity in a timely manner making optimum usage of resources of the organization at all time. KPI's for assessment should be few in number and focus on the service's potential contribution to the success of the organization.

Please identify and list out a minimum of 10 Key Responsibilities and submit your self-evaluation ratings in the table given below:

Sr. No.	Key Responsibilities	Allocated Points	Self Rating	Reviewer Rating
		10		
		10		
		10		
		10		
		10		
		10		
		10		
		10		
		10		
		10		
	Total	100		

Date: **Signature of Employee**

Current Salary Details			
Pay Band			
Basic Pay		**Grade Pay**	
Gross Pay		**Net Pay**	
Special Allowances (If any)			
Any Other Monetary Component (Reimbursed / Disbursed / Incurred)			**CTC**

Observations & Recommendations of the Section Head / Head of the Department:

_____
_____
_____
_____
_____
_____
_____

Observations & Recommendation of the Evaluation committee:

_____
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_____

Signature of Immediate Superior   **Signature of HoD**

Signature of Principal