# BHARAT INSTITUTE TECHNOLOGY
## TEACHING APPRAISAL FORM
### ACADEMIC

NAME OF THE EMPLOYEE:

EMPLOYEE CODE:                                          DEPARTMENT:

| S. No. | Increments will be extended on fulfillment of the following criteria, performance and the value of increments as described below (Evaluation for the current increment period) | As per Self evaluation by employee Increments scored | Academic I/C | College Academic I/C |
|---|---|---|---|---|
| 1 | **Teacher's Diary Updation** | | | |
| | (a) Responsibilities undertaken in Odd/Even Semester updated/entered. Not Updated: -1/4 | | | |
| | (b) List of Mentors from the Industry and Mentor Details updated: <br> (i) Not updated: -1/4 <br> (ii) If they are eminent and the faculty has arranged their visit to the college, and interacted with faculty and students: 1/4 | | | |
| | (c) Individual Time table including Bridge/ Remedial Classes updated. Not Updated: -1/4 | | | |
| | (d) Lesson Plan and Syllabus completion Report updated: <br> i. Fully: 1/4 <br> ii. Partially: -1/4 <br> iii. Not at all: -1 | | | |
| | (e) Month wise summary/review of the work book done by the faculty: <br> i. Fully: 1/4 <br> ii. Partially: 0 <br> iii. Not at all: -1/2 | | | |
| | **Details of activities conducted beyond syllabus for subject enrichment updated. (Enclose the details certified by Academic I/C)** | | | |
| | i. Getting the permission and taking the students on industrial visit: <br> Each visit 1/4 increment <br> Max of 2 visits for total 1/2 increment | | | |
| | ii. Symposium for students: <br> For lead role 1/2 increment <br> For 2 active roles 1/4 increment each | | | |
| | iii. For two guest lectures: 1/4 (Max: 1/2 for four guest lectures) <br> 1 day workshop: 1/2 (Max: 1/2) <br> 1 day seminar: 1/2 (Max: 1/2) | | | |
| | **Note:** <br> 1. Only one faculty has to claim guest lecture. <br> 2. Regular guest faculty, part timer lecture will not be considered for increment. <br> 3. Guest Lecture norms: <br>   i) University Professor, Abroad University Professors / Middle Level Manager from Industry / Scientist "F" from research Labs or equivalent rank <br>   ii) Top Level Manager from Industry / Scientist "G" from research Labs or equivalent rank <br>   iii) CMD of PSUs / Scientist "H" from research Labs or equivalent rank <br>   iv) Private Universities, Private accredited institutions with 5 years of experience with Ph.D Qualification. | | | |

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|---|---|---|---|---|
| 2 | **Students Academic Results:**<br>(a) The results to be ensured with minimum pass % as follows in the subjects taught:<br>  i.    70% for Easy Subject<br>  ii.   65% for Moderate Subject<br>  iii.  55% for Difficult Subject.5% Concession in the minimum pass% can be considered for the departments, which get the last ranker students.<br>  iv.  If Results of the subject taught:<br>     a.  1st year students pass% is 60% & II, III & IV Yr students pass % is 70% you can continue without increments.<br>     b.  If the result is less than the above mentioned % then the faculty is deemed to be terminated. | | | |
| | (b )<br>  i.    If the average results of all the subjects taught pass% is between 75-80 (1 increment).<br>  ii.   If results >80 % then for every 5% increase in pass % additional 1/2 increment can be claimed.<br><br>**Note:** Average pass % of all the subjects handled will be taken into consideration. | | | |

| S. No | Academic Year:<br>Semester: | | Academic Year:<br>Semester: | | Average Pass % of all subjects taught in both semesters |
|---|---|---|---|---|---|
| | Subject | Pass % | Subject | Pass % | |
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |

| S. No. | Increments will be extended on fulfillment of the following criteria, performance and the value of increments as described below (Evaluation for the current increment period) | As per Self evaluation by employee increments scored | Dept. R&D I/C | College R&D I/C |
|---|---|---|---|---|
| 3 | R & D Activities conducted within the evaluation period (Enclose the details). To be certified by Dean R&D along with Academic I/C (To claim the National Level (Like IITs, IISCs, NITs, IIITs etc.) / Regional Level (Like Public Sector Universities, Private Universities, Accredited Colleges etc.) / Sponsored / Non-sponsored) | | | |
| | (a) Seminars / Conferences / Workshops conducted:<br> i. National Level (Sponsored): Lead role: 1; 2 active roles 1/4 each.<br> ii. National Level (Unsponsored): Lead role: 1/2; 1 active role 1/4.<br> iii. Regional Level (Sponsored): Lead role: 1/2; 1 active role 1/4.<br> iv. National Level (Unsponsored): Lead role: 1/4; 2 active roles 1/8 each. | | | |
| | (b) Papers Published within evaluation period:<br> i. IEEE / Elsevier or International equivalent: $1^{st}$ author: 2, $2^{nd}$ Author: 1<br> ii. More than 10 years old national journals / SCI / Scopus Indexed Journals: $1^{st}$ author: 1, $2^{nd}$ Author: 1/2 | | | |
| | (c) Books Published by reputed publishers<br> i. Pearson / Tata McGraw-Hill / PHI / Cengage / Springer or equivalent: 3<br> ii. Reputed National Publishers: 2 | | | |
| | (d) Applied for Projects/Grants for the institution to the funding agencies like AICTE, ISRO, DBT, Industry, DST, DRDO, UGC etc: 1/4 | | | |
| | (e) If projects/Grants sanctioned to the college for your application:<br> Funding Amount Rs. 50 Lacs to Rs.1 Crore: 6<br> Amount Rs.25 Lacs to Rs.50 Lacs: 5<br> Amount Rs.20 Lacs to Rs.25 Lacs: 3½<br> Amount Rs.16 Lacs to Rs.20 Lacs: 2½<br> Amount Rs.12 Lacs to Rs.16 Lacs: 2<br> Amount Rs.8 Lacs to Rs.12 Lacs: 1½<br> Amount Rs.4 Lacs to Rs.8 Lacs: 1<br> Amount up to Rs.4 Lacs: 1/2 | | | |
| | (f) MOU with nationally reputed industry/Research institute or equivalent: 2 | | | |
| | (g) Patent / Intellectual Property Rights (IPR): 3 | | | |
| | (h) Consultancy from Industry:<br> Funding Amount Rs.12 Lacs to Rs.20 Lacs: 4<br> Amount Rs.10 Lacs to Rs.12 Lacs: 3<br> Amount Rs.8 Lacs to Rs.10 Lacs: 2½<br> Amount Rs.6 Lacs to Rs.8 Lacs: 2<br> Amount Rs. 4 Lacs to Rs.6 Lacs: 1½<br> Amount Rs.2 Lacs to Rs.4 Lacs: 1<br> Amount up to Rs.2 Lacs: 1/2 | | | |
| | (i) Creating/developing technology for social and economic upliftment of surrounding villages, slums and rural areas: 1 | | | |
| | (j) Development activities:<br> i. Development of ICT Lectures (Like E-Lectures / E-Courses etc.) / Working models etc: Lead role: 2, Active role: 1/2 (for max of 1)<br> ii. Writing of policy monograms / charts etc: Lead Author: 1, Active role: 1/4 (for max of 2) | | | |

| S. No. | Increments will be extended on fulfillment of the following criteria, performance and the value of increments as described below (Evaluation for the current increment period) | As per Self evaluation by employee increments scored | Dept. Training I/C | College Training I/C |
|---|---|---|---|---|
| 4 | Identifying training needs in core subjects which you are teaching and the students you are mentoring by the following factors:<br>(a) Conducting Mock Tests: 1/4<br>(b) Online Assessment Tests: ¼<br>(c) Diagnostic tests (CoCubes, AMCAT - Aspiring Minds Computer Adaptive Test, Globarena etc.): 1/4 | | | |

| S. No. | Increments will be extended on fulfillment of the following criteria, performance and the value of increments as described below (Evaluation for the current increment period) | As per Self evaluation by employee increments scored | Dept. Academic I/C | College Academic I/C |
|---|---|---|---|---|
| 5 | Project Guidance by Faculty:<br>Quality of Student Projects (Extraordinary projects guided by faculty, reputed non paid core area public sectors like DRDO, DRDL, DLRL, ECIL etc. and reputed non paid private sectors like GOOGLE, MICROSOFT, ORACLE, TCS, WIPRO, INFOSYS etc.:<br>  i.   In-house projects guided which will be used by industry or equivalent: 1<br>  ii.  Guiding students project (Research) and helping them to publish original papers in reputed international / national journals and conferences: 1<br>  iii. In-house projects guided which are recognized in college competition Project Day contest: ½<br>  iv. Violating rules (by violating the above rules and permitting students to do projects by approaching the commercial consultant institutes from Ameerpet, Dilsukhnagar, Tarnaka, Nallakunta etc.): -1 | | | |
| 6 | Industry Internship / Summer Training and Initiatives related to Industry Interaction with minimum stipend amount Rs. 5000 and above for the following factors:<br>  i.   For 1-5 students: 1/4<br>  ii.  For 6-10 students: 1/2<br>  iii. For 11-15 students: 1<br>  iv. For 16-20 students: 1½ | | | |
| 7 | Helping students in encouraging entrepreneurship and incubation in core areas: 1 | | | |
| 8 | Encouraging students in publications and awards in inter-institute events (the events / conferences organized by other institutes): 1/2 | | | |

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|---|---|---|---|---|
| 9 | Appraisal of Individual Faculty Academic Responsibilities (Applicable to all faculty): | | | |
| | (a) Submitting Lesson Plan, Course File, Lab Manuals in time one week before commencement of semester: (i) Good(1/4)    (ii) Poor (-1/4) | | | |
| | (b) Involvement in All exam invigilation duties , department and college level activities taken up: (i) Good(1/2)    (ii) Average(0)    (iii) Poor (-1) | | | |
| | (c) Giving More Marks to Students in Internals (Theory, Lab, Projects) than actual student deserve with ulterior motive: -1 | | | |
| | (d) Not taking M.Tech classes  and Labs as per timetable and not conducting of internal exams for B.Tech & M.Tech in time: -1 | | | |
| | (e) Ensuring to  evaluate and correct student lab observations, records every week and awarding marks for day-to-day performance in Lab Student attendance register: (i) Good(1/4)    (ii) Poor (-1/4) | | | |
| | (f) Ensuring best pass percentage in concern subjects taught among all other subjects in the department: (i) Best(1)    (ii) Average(0)    (iii) Worst (-1) | | | |
| | (g) Submitting all reports in time as needed by concerned dept Academic I/C (Like Teacher diary's, DCWR, Lab attendance registers, Syllabus completion reports, Students Training needs, Students backlogs list etc.): (i) Good(1/4)    (ii) Poor (-1/4) | | | |
| | (h) Results Analysis of his / her mentor students: | | | |

| S. No. | Mentor wise Avg. | Class wise Avg. | Measures taken to improve academic performance |
|---|---|---|---|
| 1 | | | |
| 2 | | | |
| 3 | | | |

(i) Good(1) (ii) Average(1/2) (iii) Poor (-1/2)

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|---|---|---|---|---|
| 10 | **Faculty Mentor Appraisal:** | | | |
| | (a)Mentor books updating regularly with all appropriate fields clearly: <br> (i) Good(1/4)  (ii) Poor (-1/2) | | | |
| | (b) Training for Placements (CRT): | | | |
| | (i) Good(1/2) (ii) Poor (-1/2) | | | |
| 11 | **Appraisal of Class In-charge (Applicable to only class in-charges):** | | | |
| | (a) Class Pass Percentage  (Best Result among all sections of same year same branch): <br> 1) Two sections are there in a branch <br> (i) Best (1/4)  (ii) {for Variation >10%}Worst  (-1/4) <br> 2) Three sections & more <br> (i) Best(1/2)  (ii) less result  (1/4)  {if Variation is 10 - 15%} <br> (iii)  Worst result (-1) {if variation is more than 15%} | | | |
| | (b) CRT(Campus Recruitment & Training) Classes: <br> 1. Best Maintaining of attendanance in CRT classes among all departments <br> (i)Good (1/4)  (ii) poor (-1/4) <br> 2. Best Performance in CRT Tests like Amcat, Co-cubes, Globerena, JKC, and TASK. <br> (i)Good (1/4)  (ii) poor (-1/4) | | | |
| 12 | **Appraisal of Lab In-charge (Applicable to only Lab in-charges):** | | | |
| | (a) Updating Lab notice board (by displaying list of experiments, list of equipments, lab timetables etc..) and removing unnecessary posters <br> i) Good (1/2)  ii) poor(-1/2) | | | |
| | (b) Ensuring your lab handling subject Experiments are Conducted as per Syllabus <br> i) Yes (1/2)  ii)No (-1/2) | | | |
| | (c) Preparing, updating and making available of lab manuals and student records. <br> i) Good (1/2)  ii) poor(-1/2) | | | |
| | (d) Encouraging students to perform experiments in lab any time during working hours. <br> i) Good (1/2)  ii) poor(-1) | | | |

Training for Placements (CRT) sub-table:

| S. No. | Mentor wise | Attendance Avg %. | | | Marks Average % | Measures taken to improve performance |
|---|---|---|---|---|---|---|
| | | >90 | <75 | <65 | | |
| 1 | First Month | | | | | |
| 2 | Second Month | | | | | |
| 3 | Third Month | | | | | |

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|---|---|---|---|---|
| 13 | Appraisal of Dept. Academic In-charge (Applicable to only Academic in-charges): Evaluation done by College Academic, Management and CEO | | | |
| | (a) In charge of Department Level Committee (Academic): Taken up: 1 | | | |
| | (b) improper Workload Allocation Violating the Norms like<br>i) Not Giving highest priority to junior faculties in selection of subjects.<br>ii) Over Burdening the Junior Faculties by giving Less workload to Senior faculties.<br>iii) To the Possible Extent not allocating of Subjects based on Specializations.<br>i) not violated (1/2)      ii) violated (-1) | | | |
| | (c) Presenting of Wrong Workload of Individual Faculty-wise and Departmental Wise: -1 | | | |
| | (d) verifying teachers diaries of the department faculty:<br>1) Ensuring all teachers entering the lesson plan as well as syllabus completion properly with Lagging behind (if any) with compensating class schedule details.<br>i) Yes (1/4)            ii) No (-1/4)<br>2) Ensuring the entry of details like, list of Mentors, Goals of faculty, Timetable, Workload, Responsibilities undertaken, Month-wise summary, Details of Activities beyond the syllabus.  i) Yes (1/4)            ii) No (-1/4)<br>3) Conduction of Bridge classes, Remedial classes, mock test, internal test (Theory & Lab).<br>i) Yes (1/4)            ii) No (-1/4) | | | |
| | (e) Submission of information in prescribed standard form (WLTT, LPCF) ,one week before commencing classes which consists of details of {Course files, Lesson plans, Workload allocations, time tables}:<br>i) Good (1/4)  ii) poor(-1/4) {Not submitted/ in complete submission} | | | |
| | (f) Measures taken to prevent the over lagging/lagging behind of syllabus completion as per lesson plan:<br>i) Good (1/4)  ii) poor(-1) | | | |
| | (g) Ensuring that the faculty achieves the target of conducting minimum Guest Lectures ( In terms of Faculty profile, honouronium and number of lectures (As per institute norms):<br>i) Yes (1/4)          II) No (-1/4) | | | |
| | (h) Achieving the Best result among all the departments<br>i) Best 1/4 {Highest among all the departments}      ii) Worst (-1/4) {least among all departments} | | | |

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|---|---|---|---|---|
| | (i) Achieving the Best performance in Placement selections among all the departments (Core Industries) <br> i) Best (1/4)    ii) Worst (-1/4) | | | |
| | (j) Conducting the meeting with all the concerned committee members regularly and maintaining/ pasting minutes of the meeting in the minutes book ( in printed form or manually written) and obtaining signatures of all the members <br> i) Yes (1/2)    ii) No (-1/2) | | | |
| | (k) Identifying, maintaining and preserving forever the data of students with remarkable extra ordinary performances in university ranks, gold medals, higher studies who secure in prestigious institutions like - IISC, IISB, top 5 IIT's top 5 IIM's and top 20 universities of the world. <br> i) Yes (1/2)    ii) No (-1/2) | | | |
| | **TOTAL INCREMENTS:** | | | |

 

**SIGN.OF THE EMPLOYEE**             **NAME & SIGN. OF THE ACADEMIC I/C**             COLLEGE ACADEMIC

**NOTE:**

1. Data (like Student attendance etc ) is tampered or wrong attendance data is submitted, internal marks uploaded are incorrect,  not carrying attendance register to the class, based on severity  1 or 2 increments will be decreased.
2. Being a Dept I/C approving the wrong result analysis, attendance, internal marks, wrong timetable, wrong work load may result in negative increments.