

## **Faculty Performance Appraisal and Development System (FPADS)**

### **Performance Appraisal System**

Performance appraisal of Faculty members measures the ability to:

- (a) Impart instructions with an effective teaching learning process
- (b) Develop expertise for effective implementation of curricula in addition to instructions in the classes, projects and laboratory.
- (c) Perform a variety of tasks pertaining to diverse roles,
- (d) Innovate and conduct research for their self-renewal
- (e) Keep abreast with changes in technology,
- (f) Services to the industry and students community by writing latest technology books
- (g) Contributing to the solution of real life problems in industry by consultancy
- (h) Shouldering of administrative responsibilities and cooperation with other Faculty, Heads-of-Departments and the Head of Institute.

### **Institute Performance Appraisal System**

The Institute has effective performance appraisal system. A Faculty fills the self-appraisal form and it is peer reviewed every year. This effective performance appraisal system for Faculty helps the Institute in optimizing the contribution of individual Faculty to institutional performance.

File for documents for Criterion 5.8 gives the details.

Following is a sample self-appraisal form:



## Prestige Institute of Engineering Management & Research, Indore

(Approved by AICTE New Delhi, DTE Govt. of M.P. Bhopal & Affiliated to RGPV, Bhopal MP)

### ASSESSMENT REPORT: 2017-18

(To be filled by the Staff Members)

#### Self Assessment

#### PART 'A'

- 1.) Name:
- 2.) Designation:
- 3.) Department:
- 4.) Qualifications:

Sr. No.	Degree	University	Year	Class	Marks Obtained	Main Subject
1.)						
2.)						
3.)						
4.)						

- 5.) Experience:

S. No.	Organization	Designation	From	To	Remarks (if any)
1.)					
2.)					
3.)					
4.)					
5.)					

- 6.) Job Description:

- a.)
- b.)
- c.)
- d.)
- e.)

(Enclosed Separate Sheet as Annexure – I if required)

- 7) a.) Computer Knowledge

S. No.	Particular	Proficiency Level	Remarks (if any)
1	MS Word		
2	MS Excel		

- b.) Typing Skill

S. No.	Particular	Proficiency Level	Remarks (if any)
1	English		
2	Hindi		

Justification of grading

b) Difficulties encountered during the year:

c.) Suggestions for removal of Difficulties:

Date:

Name & Signature of the person

-Place: Indore

### PART B

**(Note: Appreciation for good work as well as performance counselling shall be communicated to the staff by Head of the Department/Registrar/Principal with an objective to making improvement in the work done by person concerned)**

S. No.	Reference No.	Brief Description
1.		
2.		

### Remarks of the Head of the Department on the report of the activities:-

2.) a.) Assessment by the Head of the Department of the work done under each head of the activity:

Activity	Outstanding	Very Good	Good	Fair	Poor
Behavior					
Punctuality					
Sincerity					
Discipline					
Team Work					
Self Motivator					
Honesty					

b) Reason for Discrepancy in the assessment by himself and by the Head of Department, if any:

c.) Justification of assessment of work as outstanding or poor –

Department

Name & Signature of the Head of

3) Report of the Director-

a) Comments of the Director

Date:  
Place:

Signature

**5.8(a2) Faculty Development System Instituted Yes**

**2018-19**

- (i) Fifteen Soft-skills Development (Based Tata Consultancy Services) FSD Program (30 Hours 15 days)
- (ii) Faculty Development Program on AI, ML, DL (6 Days)

**5.8(b) Implementation Details and Efficacy**

**10**

Appraisal System

Self Appraisal is filled taken every year by each Faculty, before the end of academic Year.

Assessment is done by a committee.

Faculty suggested improvement desired.

Following is a unfilled appraisal form:



**Prestige Institute of Engineering Management & Research, Indore**

(Approved by AICTE New Delhi, DTE Govt. of M.P. Bhopal & Affiliated to RGPV, Bhopal MP)

**ASSESSMENT REPORT: 2017-18  
(To be filled by Individual faculty)  
PART 'A'**

**1. Name:** Professor xxxxxxxx **2. Designation** yyyyyy **3. Department** ECE/CSE/CE/ME/EE

**4. Qualifications:**

S. No.	Degree	University	Year	Class	Marks Obtained %	Main Subjects
1						
2						
3						
4						

5. Teaching Activities:

a) Students Result

SEM-I/III/V/VII:-

S. No.	Branch	Year/Se m.	Subjects Taught	Lectures/ week	Practical/ week	Result %
1						
2						
3						
4						

SEM-II/IV/VI/VIII:

S. No.	Branch	Year/Se m.	Subject Taught	Lectures/ week	Practical/ week	Result %
1						
2						
3						
4						

b) Students Attendance:

S. No.	Subject Taught	Total Lectures Planned	Total Lectures Held	Attendance %	No. of Practical classes held	Attendance % in practical	MST1 Attendance %	MST2 Attendance %
1								
2								
3								
4								

c) Book Study Records of Faculty Members:

S. No.	Name of Books Reviewed	Author	Publisher	% of Completion of Book Review status
1				
2				

d) Co-Cube Class Record (if any)

S. No.	Name of Subject	Attendance %	Result%

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6. Research Activities/Paper publications/Presentations:

**Ph.D. Awarded with PIEMR Research Centre**

**List of Books Published:**

**List of publications in 2017-18**

**Conferences and Faculty Development Programs**

7. Participation in Co-curricular and Extra-curricular Activities during the year:

8. Administrative work if any:

9. Special achievements/Awards/Prizes:

10. (a) Self assessment:

Activity	Outstanding	Very Good	Good	Fair	Poor
Teaching		Yes			
Research/Paper Presentation	Yes				
Extension	Yes				
Extra-curricular					

(b) Justification for grading:

**Difficulties encountered during the year:**

**Suggestions for improvement**

(a)

Date: ...../

**Name & Signature of Faculty**

**PART 'B'**

(Note: Appreciation for good work as well as adverse performance counseling shall be communicated to the faculty by Head of the Department/Principal with a view to making improvement in the work by person concerned)

Remarks of the Head of the department on the report of the activities:-

**2. (a) Assessment by the Head of the Department of the work done under each head of activity:**

<b>Activity</b>	<b>Outstanding</b>	<b>Very Good</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>
Teaching					
Research/Paper Presentation					
Extension					
Administration					
Extra-curricular					

(b) Reasons for Discrepancy in the assessment by himself and by the Head of the Department, if any.

(c) Justification of assessment of work as outstanding or poor-

**Name & signature of the Head of the Department**

**3. Report of the Principal:**

1. Comments of the Director on Para 10 of the part (A)

2. Comments on Para 2 (a),(b) and (c) of the part B

**3. Director/Principal's Report**

- (a) Subject knowledge & presentation
- (b) Teaching and class control
- (c) Regularly and sincerely
- (d) Behavior with students
- (e) Behavior with Colleges
- (f) Behavior with Head/ Principal
- (g) Any other e.g. student feedback
- (h) Use of LMS and Technology

Date:

**Signature**

**Name**

**Stamps of the Principal**

**Remarks seen and agreed with**

**Signature**

Name of the person  
(Whom the report relates)

Date: