



# Indore Institute of Science & Technology

Approved by AICTE, New Delhi, Affiliated to RGPV, Bhopal, Recognized by UGC under Section 2(f)

2023-2024

## 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

HEI Input

IIST implements a robust and well-defined Performance Management System (PMS) for both teaching and non-teaching staff, ensuring alignment with the institute's mission and vision.

For teaching staff, the system adheres to the AICTE-recommended Performance-Based Appraisal System (PBAS), which evaluates performance annually across three key categories:

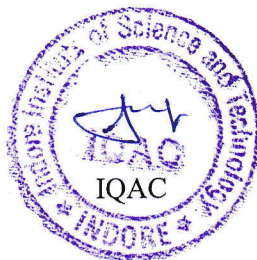
1. **Teaching, Learning, and Evaluation Activities (38.46% weightage):** This category assesses the effectiveness of classroom instruction, assessment methods, and the achievement of student learning outcomes.
2. **Contribution by Participation (46.15%):** This evaluates faculty involvement in co-curricular activities, extension programs, and professional development initiatives.
3. **Research Publications and Academic Contributions (15.38%):** This recognizes research output, scholarly publications, and other significant academic contributions.


The Principal and senior professors set minimum Academic Performance Index (API) scores for each category. Achieving these scores is critical for faculty members' career advancement and promotion.

Additionally, student feedback is collected via questionnaires at the end of each semester. This feedback, analyzed by department heads and senior professors, helps identify areas for improvement in teaching and learning processes.

For non-teaching staff, a separate annual evaluation system is in place to ensure their performance also contributes to the institute's overall success.

  
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2023-2024


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## 1. Introduction

IIST has implemented a robust Performance Management System (PMS) that effectively evaluates both teaching and non-teaching staff, ensuring alignment with the institute's mission and vision.

For teaching staff, the system adheres to the AICTE-recommended Performance-Based Appraisal System (PBAS), assessing performance annually across three key categories:

1. **Teaching, Learning, and Evaluation Activities (38.46% weightage):** This category evaluates the effectiveness of classroom instruction, assessment methods, and the overall impact on student learning outcomes.
2. **Contribution by Participation (46.15% weightage):** This assesses involvement in co-curricular activities, extension programs, and professional development initiatives that enhance the academic environment.
3. **Research Publications and Academic Contributions (15.38% weightage):** This category recognizes research output, publications, and other significant academic contributions.

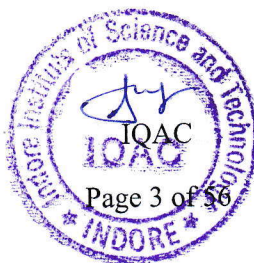
The principal and senior professors establish minimum Academic Performance Index (API) scores for each category, which are essential for career progression and promotion.


In addition, student feedback is gathered through questionnaires at the end of each semester. The department head and senior professors carefully analyze this feedback to identify areas for improvement in teaching and learning practices.

For non-teaching staff, a separate evaluation system is implemented on an annual basis, ensuring their performance aligns with and contributes to the broader goals of the institute.

In summary, IIST's comprehensive PMS fosters continuous performance improvement, aligns individual and team efforts with institutional objectives, and drives organizational success.

  
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2023-2024

## 2. Self-Appraisal Form for Teaching Staff

### IIP/ IIMR/ IIP

**SELF APPRAISAL FORM (FACULTY)**  
(Fill in Block Letters, Information to be filled for the year of appraisal)  
Academic Year 2023-24

Date: \_\_\_/\_\_\_/\_\_\_

Name of the Institute: \_\_\_\_\_

#### PART A: GENERAL INFORMATION

1. Name: \_\_\_\_\_

Name of the Department: \_\_\_\_\_

Designation: \_\_\_\_\_, Date of Joining: \_\_\_\_\_

E-mail: \_\_\_\_\_

2. Place of present residence: \_\_\_\_\_

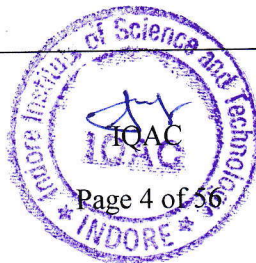
3. Whether acquired any degrees or academic qualifications during the period:

Sr. No.	Exam	Name of Degree/ Subject/ Specialization	University / Board	Name of the Institute	Passing Status	Pass %	Rank/ Division	Regular/ Course/ Part Time

4. Total Teaching Experience in Years:

5. Total Industries experience if any:

  
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**PART B: ACADEMIC PERFORMANCE INDICATOR**

**CATEGORY I: Teaching, Learning & Evaluation related Activities**

**(i) Teaching load per week (Give details semester wise for year 2023-24)**

[40 Marks]

Sl. No.	Subject Name (T/P)	Subject Code	Year / Semester	Lecture per week allotted	Remark	Verify by HoD	Score (40)
<b>Theory</b>							
(i)							
(ii)							
(iii)							
(iv)							
<b>Practical</b>							
(v)							
(vi)							
(vii)							
(viii)							
<b>Score - Sum (Max 40)</b>							

Theory and Practical's classes taken should be based on verifiable records.

**For Theory Subjects**

If a teacher having Theory load equal to 8 lecture per week then 10 marks  
Load between 06 and less than 08 classes, score will be 08 marks  
Load between 04 and less than 06 classes, score will be 06 marks  
Load less than 03 classes, score will be 04 marks

**For Practical's Subjects**

If a teacher having Theory load equal to 8 lecture per week then 10 marks  
Load between 06 and less than 08 classes, score will be 08 marks  
Load between 04 and less than 06 classes, score will be 06 marks  
Load less than 03 classes, score will be 04 marks

**Note: 1. Don't Include Project Work and Internship Work**

Max Score: 40

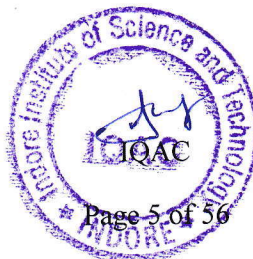
**(ii) Additional/ Extra load (Give details semester wise for year 2023-24)**


[10 Marks]

Sl. No.	Subject Name (T/P)	Subject Code	Year / Semester	Lecture per week allotted	Justification from HoD why additional load assign	Remark	Score (10)
(i)							
(ii)							
<b>Score - Sum (Max 10)</b>							

Note: 5 marks for extra load of 4 lecture per week

  
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(iii) Theory (T) and Practical's(P) (Give details semester wise for year 2023-24)

[80 Marks]

Sl. No.	Subject Name (T/P)	Subject Code	Year / Semester	No. of classes conducted as per attendance register	Average Attendance of Students as per attendance register	Verify by HoD	Score (80)
<b>Old Semester</b>							
(iii)							
(iv)							
(v)							
(vi)							
(vii)							
(viii)							
<b>Even Semester</b>							
(ix)							
(x)							
(xi)							
(xii)							
(xiii)							
(xiv)							
<b>Score - Sum (Max 80)</b>							

Theory and Practical's classes taken should be based on verifiable records.

For Theory Subjects

If a teacher has taken more than 40 (T) classes, score will be 20 marks

35 and less than 40 (T) classes, score will be 18 marks

30 and less than 35 (T) classes, score will be 16 marks

20 and less than 30 (T) classes, score will be 10 marks

Less than 20 (T) classes, score will be 08 marks

For Practical's Subjects

If a teacher has taken more than or equal to 20 (P) Classes, score will be 20 marks

Between 14 and less than 20 (P) classes, score will be 18 marks

Between 10 and less than 14 (P) classes, score will be 16 marks

Between 4 and less than 10 (P) class, score will be 10 marks

Less than 4 (P) classes, score will be 08 marks

Note: 1. Don't Include Project Work and Internship Work

**Max Score: 80**

  
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**CATEGORY II (A): Research, Publication & Academic Contribution related Activities**

**(i) Published Papers in Journals**

[50 Marks]

Sl. No.	Title with Page nos.	Name of Journal with Vol., Page No. Year etc.	ISSN/ ISBN No.	Peer Reviewed /Impact factor, if any	Whether you are main author	SCI/Scopus/ / Extended SCI / UGC CARE	Verified by HoDs	Score (50)

Data should be based on verifiable records

Author Position	Journal Name	Marks
1 <sup>st</sup> Position	SCI / ABDC (A* Rating)	30
2 <sup>nd</sup> Position	SCI / ABDC (A* Rating)	25
3 <sup>rd</sup> Position	SCI / ABDC (A* Rating)	20
4 <sup>th</sup> Position	SCI/ABDC (A* rating)	15

Author Position	Journal Name	Marks
1 <sup>st</sup> Position	Scopus / ESCI / ABDC (A/B)	15
2 <sup>nd</sup> Position	Scopus / ESCI / ABDC (A/B)	12
3 <sup>rd</sup> Position	Scopus / ESCI / ABDC (A/B)	10
4 <sup>th</sup> Position	Scopus / ESCI / ABDC (A/B)	08

Author Position	Journal Name	Marks
1 <sup>st</sup> Position	UGC CARE/ Scopus (Q4) / ABDC (C)	08
2 <sup>nd</sup> Position		06
3 <sup>rd</sup> Position		04
4 <sup>th</sup> Position		02

Max Score: 50

If anyone paper published in SCI / Scopus / Extended SCI in year 2023-24 (1<sup>st</sup> July 23 to 30 June 24), Score 50 marks

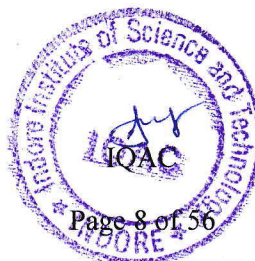
Note: Proof must be enclosed along with web link with recommended by R & D Cell or HoD

**(ii) Published Full Papers/Presented in Conference Proceedings**

[20 Marks]

Sl. No.	Title	Details of Conference Publications	National / International	Organizing body and Place	Whether you are main author	Verified by HoDs	Score (20)

*Shivraj*  
HR



*[Signature]*  
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<p>Data should be based on verifiable records If anyone paper published in International and National Conference in year 2023-24 (1<sup>st</sup> July 23 to 30 June 24), Score 20 marks</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Author Position</th> <th>Conference Category</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>1<sup>st</sup> Position</td> <td rowspan="4">International Conference</td> <td>20</td> </tr> <tr> <td>2<sup>nd</sup> Position</td> <td>15</td> </tr> <tr> <td>3<sup>rd</sup> Position</td> <td>10</td> </tr> <tr> <td>4<sup>th</sup> Position</td> <td>05</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Author Position</th> <th>Conference Category</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>1<sup>st</sup> Position</td> <td rowspan="4">National Conference</td> <td>10</td> </tr> <tr> <td>2<sup>nd</sup> Position</td> <td>07</td> </tr> <tr> <td>3<sup>rd</sup> Position</td> <td>05</td> </tr> <tr> <td>4<sup>th</sup> Position</td> <td>03</td> </tr> </tbody> </table> <p>Note: Proof must be enclosed along with web link with recommended by R &amp; D Cell or HoD</p>					Author Position	Conference Category	Marks	1 <sup>st</sup> Position	International Conference	20	2 <sup>nd</sup> Position	15	3 <sup>rd</sup> Position	10	4 <sup>th</sup> Position	05	Author Position	Conference Category	Marks	1 <sup>st</sup> Position	National Conference	10	2 <sup>nd</sup> Position	07	3 <sup>rd</sup> Position	05	4 <sup>th</sup> Position	03	<p><b>Max Score: 20</b></p>
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<p><b>(iii) Book(s)/Article(s)/Chapter(s) published [10 Marks]</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Sl. No.</th> <th>Title with Page nos.</th> <th>Book Title, Editor and Publisher</th> <th>ISSN/ ISBN No.</th> <th>Whether peer reviewed</th> <th>Whether you are main author</th> <th>Verified by HoDs</th> <th>Score (10)</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p>Data should be based on verifiable records If Published any one article / Book Chapter / Book in year 2023-24, Score 10 marks</p>					Sl. No.	Title with Page nos.	Book Title, Editor and Publisher	ISSN/ ISBN No.	Whether peer reviewed	Whether you are main author	Verified by HoDs	Score (10)									<p><b>Max Score: 10</b></p>								
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2023-2024

**(v) Research Guide (PhD Scholars)**

[10 Marks]

Sl. No.	Name	University	Project Title	Date of Enrollment	Remarks	Verified by HoDs	Score (10)

Data should be based on verifiable records Per Students 2 marks Note: Consider only pursuing not completed	<b>Max Score: 10</b>
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**(vi) Ongoing and Completed Research Projects in academic year 2023-24**

[50 Marks]

Sl. No.	Your role PI / CO PI	Project Title	Agency / Funded by	Period	Grant/Amount Mobilized (Rs. In Lakh)	Score

Data should be based on verifiable records If anyone Ongoing and Completed Research Project in association with Government or non-government bodies, Score 20 marks per projects Note: Document need to submit as proof and consider only paid projects	<b>Max Score: 50</b>
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**(vii) Ongoing and Completed Research Consultancies in academic year 2023-24**


[50 Marks]

Sl. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. In Lakh)	Score

Data should be based on verifiable records If anyone Ongoing and Completed Research consultancies in association with Government or non-government bodies, Score will be as	<b>Max Score: 50</b>								
<table border="1"> <thead> <tr> <th>Amount</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>5 Lakhs and Above</td> <td>50 Marks</td> </tr> <tr> <td>3 to 5 Lakhs</td> <td>40 Marks</td> </tr> <tr> <td>2 to 3 Lakhs</td> <td>30 Marks</td> </tr> </tbody> </table>	Amount	Score	5 Lakhs and Above	50 Marks	3 to 5 Lakhs	40 Marks	2 to 3 Lakhs	30 Marks	
Amount	Score								
5 Lakhs and Above	50 Marks								
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2023-2024

1 to 2 Lakhs	25 Marks
0.5 to 1 Lakhs	20 Marks
0.25 to 0.5 Lakhs	15 Marks
0.15 to 0.25 Lakhs	10 Marks
0 to 0.15 Lakhs	5 Marks

Note: Document need to submit as proof.

(viii) Patents and Copyright Details [10 Marks]

Sl. No.	Title	International / National	Details	Current Status	Score

Data should be based on verifiable records  
 If anyone applied for Patents or Copyright / grant /approved in academic year 2023-24, Score 05 marks per patent publish or copy rights and 10 marks per patent grant  
 Note: Consider only when Name of Applicant is IIST IIP IIMR  
**Max Score: 10**

(ix) Published Papers of students and you as guide in Journals [20 Marks]

Sl. No.	Title with Page nos.	Name of Journal with Vol., Page No. Year etc.	ISSN/ ISBN No.	Peer Reviewed /Impact factor, if any	Whether you are main author	SCI/Scopus/ / Extended SCI/ UGC CARE	Verified by HoDs	Score (20)


Data should be based on verifiable records

Journal Name	Marks
SCI / ABDC (A* Rating)	10
Scopus / ESCI / ABDC (A/B)	07
UGC CARE/ Scopus (Q4) / ABDC (C)	04

If any student paper published in SCI / Scopus / Extended SCI/UGC CARE in year 2023-24 (1<sup>st</sup> July 23 to 30 June 24), Score marks as mention above and faculty must be mentor or guide and mention in the paper  
 Note: Proof must be enclosed along with web link with recommended by R & D Cell or HoD  
**Max Score: 20**

  
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(x) Published Full Papers/ Presented in Conference Proceedings by students and you as guide mention in the paper [20 Marks]

Sl. No.	Title	Details of Conference Publications	National / International	Organizing body and Place	Whether you are main author	Verified by HoDs	Score (20)

Data should be based on verifiable records

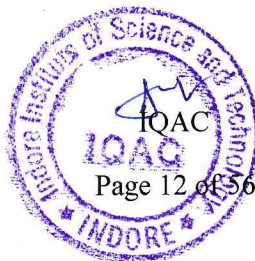
If any students paper published in International and National Conference in year 2023-24 (1<sup>st</sup> July 23 to 30 June 24), Score marks as mention above and faculty must be mentor or guide and mention in the paper


Conference Category	Marks
International Conference	08
National Conference	05

Max  
Score: 20

Note: Proof must be enclosed along with web link with recommended by R & D Cell or HoD

  
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**CATEGORY II (B): Contribution by Participations**

(i) Participation in Training Courses, Teaching-Learning Evaluation Programme, Seminars, workshops, STTP, Orientation course, Refresher course and faculty development programs (consider 5 days or more only). [10 Marks]

Sl. No.	Programme	Duration	Organized by	Category	Verified by HoDs

Data should be based on verifiable records  
05 marks for each programme  
Note: Consider only event organized by other institute

Max Score: 10

(ii) Participation in NPTEL / Swayam certification (FDP Only) [10 Marks]

Sl. No.	Programme	Duration	Organized by	Category	Verified by HoDs

Data should be based on verifiable records  
10 marks for each Certification

Max Score: 10

(iii) Contribution in Admissions [10 Marks]

Sr. No.	Activity	Yes/No	Nos.	Verified by HODs	Score
1.	Schools Visited				
2.	Presentation given in the schools				
Total					

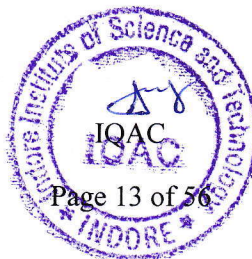
Data should be based on verifiable records  
If Presentation, score 05 marks per school  
If Schools visited, score 03 marks per school


Max Score: 10

(iv) Contribution in Placements / MoU's [20 Marks (05 Marks per Point)]

Sr. No.	Name of Activity	Number	Outcome	Verified by HoDs	Score
1.	Placement Coordinator (Y/ N)				
2.	Placement drives finalized				
3.	New MoU Signed during 2023-24 by you				

  
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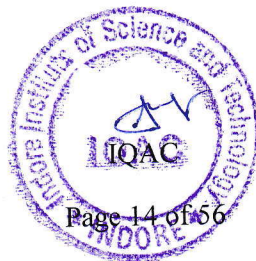


  
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4.	Coordinator for any MoU's (Mention number of activity conducted)				
<p>Data should be based on verifiable records          Placement Coordinator 05 Marks          Placement drives Conducted by you score 05 marks per campus drive.          MoU with Industries / Institute signed during academic year 2023-24 by you, score 05          marks per MoU's          Activity Conducted as MoU's Coordinator, score 03 marks per activity (Enclose Event          Report as mandatory)</p>					<p><b>Max Score: 20</b></p>

*[Handwritten Signature]*  
HR



*[Handwritten Signature]*  
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**CATEGORY III: Other Contribution related Activities**

**(v) Any SIG's Conducted as resource person [20 Marks]**

Sl. No.	SIG's Name	Event Title	Duration and no. of Hours	Verified by HoDs	Score

Data should be based on verifiable records  
 10 marks for each programme for 40 hours  
 08 marks for each programme for 30 hours  
 06 marks for each programme for 20 hours  
 04 marks for each programme for 10 hours  
 02 marks for each programme for one day  
**Note: Enclose event report as mandatory document**

**Max Score: 20**

**(vi) Students Award or recognition apart from IIST IIP IIMR and you as part of register Mentor [10 Marks]**

Sl. No.	Event Title	Organized by	Duration and Date	Your Role as	Verified by HoDs

Data should be based on verifiable records  
 10 marks for each award

**Max Score: 10**

**(vii) Faculty Award or recognition apart from IIST IIP IIMR [10 Marks]**

Sl. No.	Event Title	Organized by	Duration and Date	Your Role as	Verified by HoDs

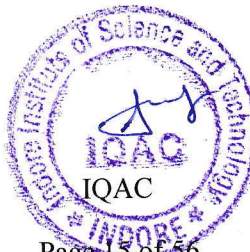
Data should be based on verifiable records  
 10 marks for each award

**Max Score: 10**

**(vi) Students Feedback filled by HoD [20 Marks]**

Sl. No.	Name of Subject & Code	Sem	Average Feedback Percentage	Mention Point (Score Lowest Marks)	Score (20)
(i)					
(ii)					
(iii)					

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2023-2024

(iv)					
(v)					
(vi)					
(vii)					
Average Score					

Data should be based on verifiable records If Average Feedback Percentage is in between 90-100%, score 20 marks If Average Feedback Percentage is in between 80-90%, score 15 marks If Average Feedback Percentage is in between 70-80%, score 10 marks If Average Feedback Percentage is in between 60-70%, score 05 marks If Average Feedback Percentage is in between 50-60%, score 03 marks If Average Feedback Percentage is in between 40-30%, score 02 marks If Average Feedback Percentage is below 30 %, score 01 marks	<b>Max Score: 20</b>
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Nodal Officer / Institute Coordinator / Exam Section / Represent Institute outside must be verified by HoD [20 Marks]

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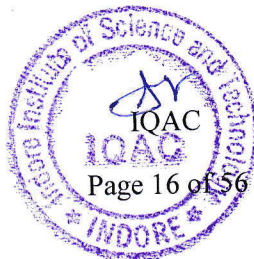


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Data should be based on verifiable records Nodal Officer / Institute Coordinator / Represent Institute outside, score 10 marks per activities	<b>Max Score: 20</b>
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Signature of the Faculty  
Date:

  
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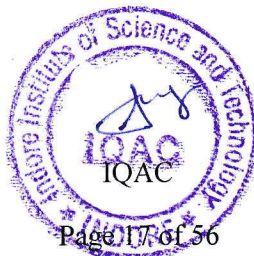


To be filled by Dean/HOD:

HoD Rating\*((rate on a scale of 1-10) 9-10 Excellent, 7-8 V Good, 6 Good and less than 6 Average

Category	Max Marks	Marks Score	HoD Rating*	HoD Remark
<b>CATEGORY I (250)</b>				
Teaching load per week	40			
Additional/ Extra load	10			
Teaching, Learning & Evaluation related Activities	80			
Result Analysis	80			
Updating of Subject Content including course file, lecture notes/ PPT etc.	40			
<b>CATEGORY II (A) (250)</b>				
Published Papers in Journals	50			
Published Full Papers/ Presented in Conference Proceedings	20			
Book(s)/Article(s)/Chapter(s) published	10			
Book(s) published as single author	10			
Research Guide (PhD Scholars)	10			
Ongoing and Completed Research Projects	50			
Ongoing and Completed Research Consultancies	50			
Patents and Copyright Details	10			
Published Papers of students and you as guide in Journals	20			
Published Full Papers/ Presented in Conference Proceedings by students and you as guide mention in the paper	20			
<b>CATEGORY II (B) (50)</b>				
Participation in Training Courses, Refresher course and faculty development programs etc.	10			
Participation in MOOC Course	10			
Contribution in Admissions	10			
Contribution in Placements / MoU's	20			
<b>CATEGORY III (100)</b>				
Any SIG's Conducted as resource person	20			
Students Award or recognition and you as part of register Mentor	10			
Faculty Award or recognition apart from IIST HP HMR	10			
Students Feedback	20			
Nodal Officer / Institute Coordinator / Represent Institute outside	20			

  
HR



  
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Indore Institute of Science  
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# Indore Institute of Science & Technology

Approved by AICTE, New Delhi, Affiliated to RGPV, Bhopal, Recognized by UGC under Section 2(f)

2023-2024

**HoD Feedback for the faculty**

[20 Marks]

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**Principal Feedback for the HOD**

[20 Marks]

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**Principal Feedback for the Department performance**

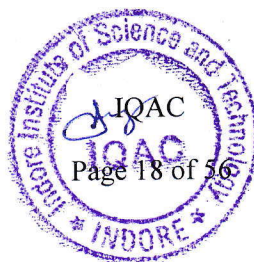
[50 Marks]


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and Technology, Indore





HoD Feedback for the faculty Not Applicable for HoD	20			
Principal Feedback for the HOD	20			
Principal Feedback for the Department performance (Consider only for HoD)	-50			

Category	Max Marks	Marks Score	Remarks
Category I	250		
Category II (A)	250		
Category II (B)	100		
Category III	100		
Principal Feedback for Department Applicable only for HoD	-50		
<b>Total (A + B)</b>	<b>700</b>		

(Name & Signature of HOD)

Principal's Recommendation (Do you agree with HOD's comments, if not please give your remarks)

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(Signature of Principal)

Approval of Advisor to Sparsh & SEWS Group

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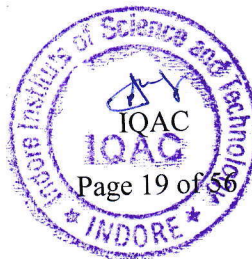
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(Signature of Advisor to Sparsh & SEWS Group)

*Sparsh*  
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*[Signature]*  
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# Indore Institute of Science & Technology

Approved by AICTE, New Delhi, Affiliated to RGPV, Bhopal, Recognized by UGC under Section 2(f)

2023-2024

### 3. Self-Appraisal Form for Non-Teaching Staff

**IIST/ IIMR/ IIP**

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**Staff Appraisal Form**  
**(Technical and Non-Teaching staff) Year 2023-24**

Name of the Institute: \_\_\_\_\_, Name of the Department: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_ Date of Joining: \_\_\_\_\_  
Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ (DD/MM/YYYY) Age: \_\_\_\_\_ Yes \_\_\_\_\_

Place of present residence: \_\_\_\_\_

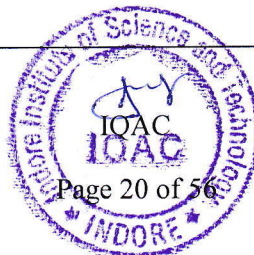
**Educational Qualification (from Matriculation onwards):**


Sr. No.	Exam. Passed	Name of Degree/ Subject/ Specialization	University/ Board	Name of the Institute	Year of Passing	Pass %	Rank/ Division	Regular/ Course/ Part Time/ Distant Learning
1.	X							
2.	XII							
3.	Diploma							
4.	Graduation							
5.	Post Graduation							
6.	M. Phil							
7.	Ph.D.							
8.	Any Other Degree/ Diploma/ Certificate course							

*(if required attach additional sheet)*

**Skill Upgradation:**  
1. Certifications:  
2. Training(s) attended:

  
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# Indore Institute of Science & Technology

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2023-2024

## IIST/ IIMR/ IIP

To be filled by HOD/Reporting Authority :

Points	Excellent	V.Good	Good	Average
	9-10	7-8	6	Less than 6
Subject knowledge (as per task assigned)				
Ability to engage, motivate, supervise, and effectively work with colleagues				
Carry through the assigned tasks in a responsible manner				
Punctual on workplace				
Take leave only with prior permission of HOD?				
Is He/she suggesting to the responsible authorities for improvement in work practices?				
Does He/she respond to any instruction, guidance, correction and discipline by superiors				
Does he/she complete all works always on time and focus on the work				

Any Other Remarks of HOD \_\_\_\_\_

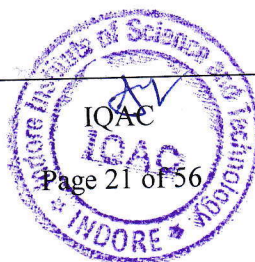
Recommendation of the Principal: \_\_\_\_\_

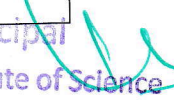
(Signature of the HOD/Principal)

Approval of the Advisor to Sparsh & SEWS Group: \_\_\_\_\_

(Signature of Advisor to Sparsh & SEWS Group)

  
HR



  
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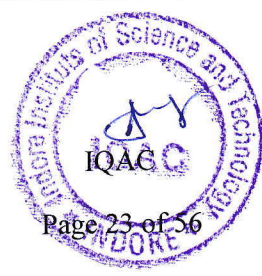


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2023-2024

4. Proof of notice by Principal for submission of self-appraisal form

	<b>Indore Institute of Science &amp; Technology</b>
IIST/April-23/0	Date: 01.04.2023
<h3>Important Notice</h3>	
All the teaching and non-teaching staff are hereby requested to fill the appraisal form for the academic year 2023-24. Submit the hard copy to the HR department.	
	 Dr. Keshav Patidar Principal IIST, Indore
<b>C.C.to:-</b> <ol style="list-style-type: none"> <li>1. All faculty and staff</li> <li>2. Dean/HOD</li> <li>3. Admin Dept.</li> <li>4. Registrar Office</li> <li>5. HR Office</li> <li>6. DG Office</li> <li>7. Office Record</li> </ol>	
<small>Opp. IIM(Indore), Rau-Pithampur Road, Rau, Indore (MP) - 452331          (E) 822 407 1020 / 8000 / 3000 / 4000 / 5000   Tel: (0773) 4014320   Fax: (0773) 401552   Toll Free: 1800 103 3000          www.indoreiist.ac.in</small>	

HR



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# Indore Institute of Science & Technology

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2023-2024

## 5. Proof of Self-appraisal form submitted by Female Faculty (Teaching Staff)

**IIST/ IIMR/ IIP**

**SELF APPRAISAL FORM (FACULTY)**  
(Fill in Block Letters, Information to be filled for the year of appraisal)  
Academic Year 2023-24

Date: 16/07/24

Name of the Institute: Indore Institute of Science and Technology

**PART A: GENERAL INFORMATION**

1. Name: Dr. Margi Patel

2. Name of the Department: Information Technology  
Designation: Associate Professor Date of Joining: 21.07.096  
E-mail: margi.patel22@gmail.com, margi.aptel@indoreinstitute.com

3. Place of present residence: Dhenu Market, Near SGSITS Indore

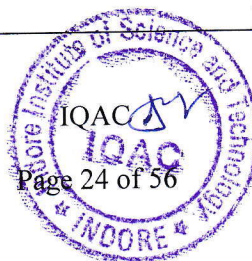
4. Whether acquired any degrees or academic qualifications during the period: NA

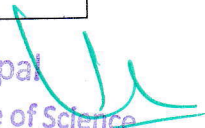
Sr. No.	Exam	Name of Degree/ Subject/ Specialization	University / Board	Name of the Institute	Passing Status	Pass %	Rank/ Division	Regular/ Course/ Part Time
		<u>NA</u>						

5. Total Teaching Experience in Years: 18 Years

6. Total Industries experience if any: NA

  
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**PART B: ACADEMIC PERFORMANCE INDICATOR**

**CATEGORY I: Teaching, Learning & Evaluation related Activities**

**(i) Teaching load per week (Give details semester wise for year 2023-24)**

[40 Marks]

Sl. No.	Subject Name (T/P)	Subject Code	Year / Semester	Lecture per week allotted	Remark	Verify by HoD	Score (40)
<b>Theory</b>							
(i)	DBMS	CS502	III/V	8			10
(ii)	Software Engineering	IT604	III/VI	4			8
(iii)	DBMS	IT405	II/IV	3			6
<b>Practical</b>							
(iv)	DBMS	CS502	III/V	4			6
(v)	DBMS	IT405	II/IV	4			6
<b>Score - Sum (Max 40)</b>							<b>30 ✓</b>

Theory and Practical's classes taken should be based on verifiable records.

**For Theory Subjects**

If a teacher having Theory load equal to 8 lecture per week then 10 marks  
Load between 06 and less than 08 classes, score will be 08 marks  
Load between 04 and less than 06 classes, score will be 06 marks  
Load less than 03 classes, score will be 04 marks

**For Practical's Subjects**

If a teacher having Theory load equal to 8 lecture per week then 10 marks  
Load between 06 and less than 08 classes, score will be 08 marks  
Load between 04 and less than 06 classes, score will be 06 marks  
Load less than 03 classes, score will be 04 marks

Max Score: 40

**Note: 1. Don't Include Project Work and Internship Work**

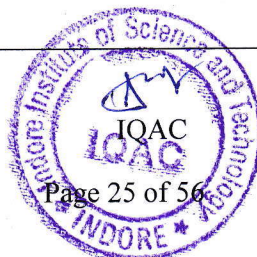
**(ii) Additional/ Extra load (Give details semester wise for year 2023-24)**

[10 Marks]

Sl. No.	Subject Name (T/P)	Subject Code	Year / Semester	Lecture per week allotted	Justification from HoD why additional load assign	Remark	Score (10)
(i)							
<b>Score - Sum (Max 10)</b>							

Note: 5 marks for extra load of 4 lecture per week

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(iii) Theory (T) and Practical's(P) (Give details semester wise for year 2023-24)

[80 Marks]

Sl. No.	Subject Name (T/P)	Subject Code	Year / Semester	No. of classes conducted as per attendance register	Average Attendance of Students as per attendance register	Verify by HoD	Score (80)
<b>Odd Semester</b>							
(i)	Data Base Management System (T)	CS 502	III/V	42			10
(ii)	Data Base Management System (T)	CS 502	III/V	33			16
(iii)	Data Base Management System (P)	CS 502	III/V	20 (B1) 18 (B2) <i>lectures</i>			10
(iv)							
<b>Even Semester</b>							
(i)	Software Engineering (T)	IT 604	III/VI	42			10
(ii)	Data Base Management System (T)	IT 405	II/IV	41			10
(iii)	Data Base Management System (P)	IT 405	II/IV	28 (B1) 26 (B2) <i>lectures</i>			10
(iv)							
<b>Score - Sum (Max 80)</b>							<b>66</b>

Theory and Practical's classes taken should be based on verifiable records.

For Theory Subjects

If a teacher has taken more than 40 (T) classes, score will be 20 marks

35 and less than 40 (T) classes, score will be 18 marks

30 and less than 35 (T) classes, score will be 16 marks

20 and less than 30 (T) classes, score will be 10 marks

Less than 20 (T) classes, score will be 08 marks

For Practical's Subjects

If a teacher has taken more than or equal to 20 (P) Classes, score will be 20 marks

Between 14 and less than 20 (P) classes, score will be 18 marks

Between 10 and less than 14 (P) classes, score will be 16 marks

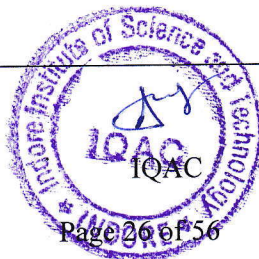
Between 4 and less than 10 (P) class, score will be 10 marks

Less than 4 (P) classes, score will be 08 marks

**Note: 1. Don't Include Project Work and Internship Work**

Max Score: 80

  
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2023-2024

**(iv) Result Analysis (Give details previous two semester results) [80 Marks]**

Name of Subject & Code	Sem	Passed Percentage	No of Students Appeared	No. of Students					Verify by HoD	Score (80)
				A+	A	B+	B	Other		
DBMS (T) CS502	V	96.92%	65			3	13	47		14
DBMS (T) CS502	V	88.33%	60			2	8	43		6
DBMS (T) IT 405	IV	100%	67			3	25	39		

**Average Score**

**Result Analysis should be based on verifiable records.**

If Passed Percentage more than 85% and

- (i) More than 50 % Students score grade A+/A/B+/B, score will be 20 Marks
- (ii) 40% and Less than 50 % Students score grade A+/A+B+/B, score will be 18 Marks.
- (iii) 30% and Less than 40 % Students score grade A+/A+B+/B, score will be 16 Marks.
- (iv) Less than 30 % Students score grade A+/A+B+/B, score will be 14 Marks.

If Passed Percentage 70 % and less than 85% and

- (i) More than 50 % Students score grade A+/A/B+/B, score will be 12 Marks
- (ii) 30% and Less than 50 % Students score grade A+/A+B+/B, score will be 10 Marks.
- (iii) 20% and Less than 10 % Students score grade A+/A+B+/B, score will be 8 Marks.
- (iv) Less than 20 % Students score grade A+/A+B+/B, score will be 7 Marks.

If Passed Percentage less than 70 %, score will be 6 Marks

**Note: 1. Don't Include Practice Subjects in above Table**

**(v) Updating of Subject Content including course file, lecture notes/ PPT etc. [40 Marks]**

Sl. No.	Category	Status	Verified by HoDs	Score (10 Marks for each Point)
(i)	Submission of course file along with attendance register of previous two semester	Y		
(ii)	ERP Attendance Submission for previous semester	Y		
(iii)	Lecture Notes and PPT provided to students through ERP or Classroom	Y		
(iv)	Use of Innovative Teaching methodologies in detail	Assessment through crossword puzzle, search the word and who am I		

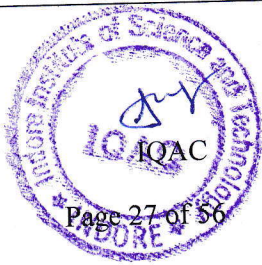
**Total Score: (Max: 40)**

**Data should be based on verifiable records**

If Submitted / Yes, Score 10 Marks  
If Not Submitted / No, Score 0 Marks

**Max Score: 40**

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**CATEGORY II (A): Research, Publication & Academic Contribution related Activities** [50 Marks]  
(i) **Published Papers in Journals**

Sl. No.	Title with Page nos.	Name of Journal with Vol., Page No. Year etc.	ISSN/ ISBN No.	Peer Reviewed /Impact factor, if any	Whether you are main author	SCI/Scopus/ / Extended SCI/UGC CARE	Verified by HoDs	Score (50)
			NA					

Data should be based on verifiable records

Author Position	Journal Name	Marks
1 <sup>st</sup> Position	SCI/ ABDC (A* Rating)	30
2 <sup>nd</sup> Position	SCI/ ABDC (A* Rating)	25
3 <sup>rd</sup> Position	SCI/ ABDC (A* Rating)	20
4 <sup>th</sup> Position	SCI/ABDC (A* rating)	15

Author Position	Journal Name	Marks
1 <sup>st</sup> Position	Scopus / ESCI / ABDC (A/B)	15
2 <sup>nd</sup> Position	Scopus / ESCI / ABDC (A/B)	12
3 <sup>rd</sup> Position	Scopus / ESCI / ABDC (A/B)	10
4 <sup>th</sup> Position	Scopus / ESCI / ABDC (A/B)	08

Author Position	Journal Name	Marks
1 <sup>st</sup> Position	UGC CARE/ Scopus (Q4) /	08
2 <sup>nd</sup> Position	ABDC (C)	06
3 <sup>rd</sup> Position		04
4 <sup>th</sup> Position		02

Max Score: 50

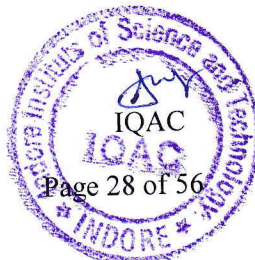
If anyone paper published in SCI / Scopus / Extended SCI in year 2023-24 (1<sup>st</sup> July 23 to 30 June 24).  
Score 50 marks  
Note: Proof must be enclosed along with web link with recommended by R & D Cell or HoD

(ii) **Published Full Papers/Presented in Conference Proceedings** [20 Marks]

Sl. No.	Title	Details of Conference Publications	National / International	Organizing body and Place	Whether you are main author	Verified by HoDs	Score (20)
1	Tooth Segmentation and Detection using U-Net and Attention-based	IEEE Sponsored International Conference On Multidisciplinary Research In	International	New Horizon College of Engineering, Bengaluru, Karnataka.	Yes		20

End 01

*[Signature]*  
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U-Net Technique	Technology And Management (MRTM 2023) during 22-23 Sept		India			
Software Architecture Survey From an Edge Computing Perspective	1st International Conference on Cognitive, Green and Ubiquitous Computing (IC-CGU), C V Raman Global University, Odisha	International	C V Raman Global University, Odisha	Third		

End  
2

Data should be based on verifiable records  
If anyone paper published in International and National Conference in year 2023-24 (1<sup>st</sup> July 23 to 30 June 24), Score 20 marks

Author Position	Conference Category	Marks
1 <sup>st</sup> Position	International Conference	20
2 <sup>nd</sup> Position		15
3 <sup>rd</sup> Position		10
4 <sup>th</sup> Position		05

Author Position	Conference Category	Marks
1 <sup>st</sup> Position	National Conference	10
2 <sup>nd</sup> Position		07
3 <sup>rd</sup> Position		05
4 <sup>th</sup> Position		03

Max  
Score: 20

Note: Proof must be enclosed along with web link with recommended by R & D Cell or HoD

**(iii) Book(s)/Article(s)/Chapter(s) published [10 Marks]**

Sl. No.	Title with Page nos.	Book Title, Editor and Publisher	ISSN/ ISBN No.	Whether peer reviewed	Whether you are main author	Verified by HoDs	Score (10)

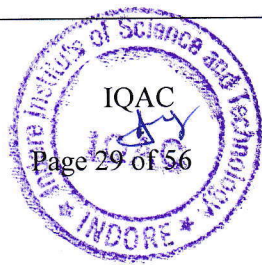
Data should be based on verifiable records  
If Published any one article / Book Chapter / Book in year 2023-24, Score 10 marks  
Max Score: 10

**(iv) Book(s) published as single author [10 Marks]**

Sl. No.	Title	Type of Book and Authorship	ISSN/ ISBN No.	Whether peer reviewed	Whether you are main author	Verified by HoDs	Score (10)

Data should be based on verifiable records  
If Published any one Book in year 2023-24, Score 10 marks  
Max Score: 10

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(v) Research Guide (PhD Scholars)

[10 Marks]

Sl. No.	Name	University	Project Title	Date of Enrollment	Remarks	Verified by HoDs	Score (10)
			N/A				

Data should be based on verifiable records  
Per Students 2 marks  
Note: Consider only pursuing not completed

Max Score: 10

(vi) Ongoing and Completed Research Projects in academic year 2023-24

[50 Marks]

Sl. No.	Your role PI/ CO PI	Project Title	Agency / Funded by	Period	Grant/Amount Mobilized (Rs. In Lakh)	Score
			N/A			

Data should be based on verifiable records  
If anyone Ongoing and Completed Research Project in association with Government or non-government bodies. Score 20 marks per projects  
Note: Document need to submit as proof and consider only paid projects

Max Score: 50

(vii) Ongoing and Completed Research Consultancies in academic year 2023-24

[50 Marks]

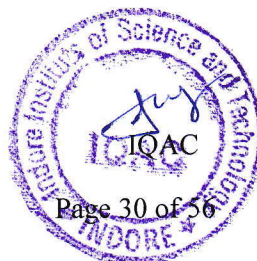
Sl. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. In Lakh)	Score
		N/A			

Data should be based on verifiable records  
If anyone Ongoing and Completed Research consultancies in association with Government or non-government bodies. Score will be as

Max Score: 50

Amount	Score
5 Lakhs and Above	50 Marks
3 to 5 Lakhs	40 Marks
2 to 3 Lakhs	30 Marks

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1 to 2 Lakhs	25 Marks
0.5 to 1 Lakhs	20 Marks
0.25 to 0.5 Lakhs	15 Marks
0.15 to 0.25 Lakhs	10 Marks
0 to 0.15 Lakhs	5 Marks

Note: Document need to submit as proof.

(viii) Patents and Copyright Details

[10 Marks]

Sl. No.	Title	International / National	Details	Current Status	Score
1.	ARTIFICIAL INTELLIGENCE-BASED SUPPLY CHAIN MANAGEMENT SYSTEM FOR SUSTAINABLE SOURCING AND PROCUREMENT	National	App No. 202321060 973	Date of Published 20/10/2023	5

Encl 3

Data should be based on verifiable records  
If anyone applied for Patents or Copyright / grant /approved in academic year 2023-24, Score 05 marks per patent publish or copy rights and 10 marks per patent grant  
Note: Consider only when Name of Applicant is IIST IIP IIMR

Max Score: 10

(ix) Published Papers of students and you as guide in Journals

[20 Marks]

Sl. No.	Title with Page nos.	Name of Journal with Vol., Page No. Year etc.	ISSN/ ISBN No.	Peer Reviewed /Impact factor, if any	Whether you are main author	SCI/Scopus / Extended SCI/UGC CARE	Verified by HoDs	Score (20)

Data should be based on verifiable records

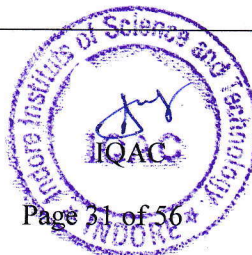
Journal Name	Marks
SCI/ ABDC (A* Rating)	10
Scopus / ESCI / ABDC (A/B)	07
UGC CARE/ Scopus (Q4) / ABDC (C)	04

Max Score: 20

If any student paper published in SCI/ Scopus / Extended SCI/UGC CARE in year 2023-24 (1<sup>st</sup> July 23 to 30 June 24). Score marks as mention above and faculty must be mentor or guide and mention in the paper

Note: Proof must be enclosed along with web link with recommended by R & D Cell or HoD

*Shivani*  
HR



*Principal*  
Principal  
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(x) Published Full Papers/Presented in Conference Proceedings by students and you as guide  
mention in the paper [20 Marks]

Sl. No.	Title	Details of Conference Publications	National / International	Organizing body and Place	Whether you are main author	Verified by HoDs	Score (20)
1	How Software Defined Networks (SDNS) Can Be Used To Minimize The Latency Of 6g Network	IEEE Sponsored International Conference On Multidisciplinary Research In Technology And Management (MRTM 2023) during 22-23 Sept	International	New Horizon College of Engineering, Bengaluru, Karnataka, India	Student was main author and I guided him		8
2	Dynamic Resource Allocation And Scheduling Algorithms For Multi-Cloud Environments Considering Cost And Performance Metrics	IEEE Sponsored International Conference On Multidisciplinary Research In Technology And Management (MRTM 2023) during 22-23 Sept	International	New Horizon College of Engineering, Bengaluru, Karnataka, India	Student was main author and I guided him		8

8  
5  
5  
16

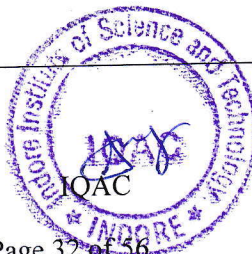
Data should be based on verifiable records  
If any students paper published in International and National Conference in year 2023-24 (1<sup>st</sup> July 23 to 30 June 24). Score marks as mention above and faculty must be mentor or guide and mention in the paper

Conference Category	Marks
International Conference	08
National Conference	05

16  
Max  
Score: 20

Note: Proof must be enclosed along with web link with recommended by R & D Cell or HoD

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**CATEGORY II (B): Contribution by Participations**

(i) Participation in Training Courses, Teaching-Learning Evaluation Programme, Seminars, workshops, STTP, Orientation course, Refresher course and faculty development programs (consider 5 days or more only). [10 Marks]

Sl. No.	Programme	Duration	Organized by	Category	Verified by HoDs
1	FDP on Data Science Using Pyhton	19 -23 Feb 2024	NITTTR	FDP	5
2	FDP on Cloud Infrastructure AWS	21-25 Aug 2023	Ajeenkya Dy Patil School Of Engineering, Lohegaon, Maharashtra and AICTE	FDP	5

Encl 6

Encl 7

Data should be based on verifiable records  
05 marks for each programme

Max Score: 10

10

(ii) Participation in NPTEL / Swayam certification (FDP Only) [10 Marks]

Sl. No.	Programme	Duration	Organized by	Category	Verified by HoDs
1	Demystifying Networks	4 weeks	IIT Bombay (NPTEL)	FDP	10

Encl 8

10

Data should be based on verifiable records  
10 marks for each Certification

Max Score: 10

(iii) Contribution in Admissions [10 Marks]

Sr. No.	Activity	Yes/No	Nos.	Verified by HODs	Score
1.	Schools Visited				
2.	Presentation given in the schools				
Total					

Data should be based on verifiable records

If Presentation, score 05 marks per school

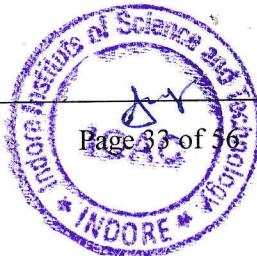
If Schools visited, score 03 marks per school

Max Score: 10

(iv) Contribution in Placements / MoU's [20 Marks (05 Marks per Point)]

Sr. No.	Name of Activity	Number	Outcome	Verified by HoDs	Score
1.	Placement Coordinator (Y/ N)	—			

*Shriniwas HP*



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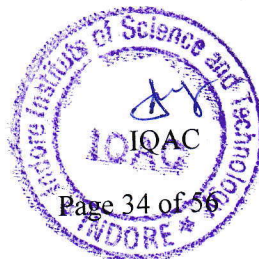


2.	Placement drives finalized	—			
3.	New MoU Signed during 2023-24 by you	—			
4.	Coordinator for any MoU's (Mention number of activity conducted)	1	Students visit to IIT Indore		3

Data should be based on verifiable records  
 Placement Coordinator 05 Marks  
 Placement drives Conducted by you score 05 marks per campus drive.  
 MoU with Industries / Institute signed during academic year 2023-24 by you. score 05 marks per MoU's  
 Activity Conducted as MoU's Coordinator. score 03 marks per activity (Enclose Event Report as mandatory)

Max Score: 20

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CATEGORY III: Other Contribution related Activities

(v) Any SIG's Conducted as resource person [20 Marks]

Sl. No.	SIG's Name	Event Title	Duration and no. of Hours	Verified by HoDs	Score

Data should be based on verifiable records  
 10 marks for each programme for 40 hours  
 08 marks for each programme for 30 hours  
 06 marks for each programme for 20 hours  
 04 marks for each programme for 10 hours  
 02 marks for each programme for one day  
 Note: Enclose event report as mandatory document

Max Score: 20

(vi) Students Award or recognition apart from IIST IIP IIMR and you as part of register Mentor [10 Marks]

Sl. No.	Event Title	Organized by	Duration and Date	Your Role as	Verified by HoDs

Data should be based on verifiable records  
 10 marks for each award

Max Score: 10

(vii) Faculty Award or recognition apart from IIST IIP IIMR [10 Marks]

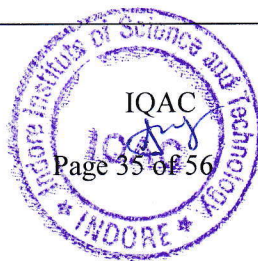
Sl. No.	Event Title	Organized by	Duration and Date	Your Role as	Verified by HoDs
1	2023 6th International Conference on Information Communication and Signal Processing (ICICSP 2023)	Co-sponsored by Zhejiang University (China) and IEEE, hosted by Ocean College (Zhejiang University), co-hosted by Xi'an Jiaotong University, Xidian University	21-23 Sept 2024	Technical Program Committee member (Reviewer)	

Data should be based on verifiable records  
 10 marks for each award

Max Score: 10

(vi) Students Feedback filled by HoD [20 Marks]

*[Signature]*  
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*[Signature]*  
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Sl. No.	Name of Subject & Code	Sem	Average Feedback Percentage	Mention Point (Score Lowest Marks)	Score (20)
(i)					
(ii)					
(iii)					
(iv)					
(v)					
(vi)					
(vii)					
Average Score					

Data should be based on verifiable records  
 If Average Feedback Percentage is in between 90-100%, score 20 marks  
 If Average Feedback Percentage is in between 80-90%, score 15 marks  
 If Average Feedback Percentage is in between 70-80%, score 10 marks  
 If Average Feedback Percentage is in between 60-70%, score 05 marks  
 If Average Feedback Percentage is in between 50-60%, score 03 marks  
 If Average Feedback Percentage is in between 40-30%, score 02 marks  
 If Average Feedback Percentage is below 30 %, score 01 marks

Max Score: 20

Nodal Officer / Institute Coordinator / Exam Section / Represent Institute outside must be verified by HoD [20 Marks]

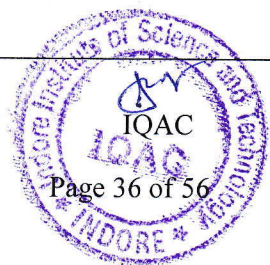
Smart India Hackathon SPOC 10

Data should be based on verifiable records  
 Nodal Officer / Institute Coordinator / Represent Institute outside, score 10 marks per activities

Max Score: 20

*[Signature]*  
 Signature of the Faculty  
 Date: 16/7/24

*[Signature]*  
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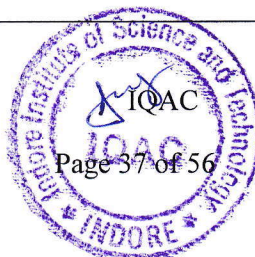


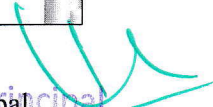
To be filled by Dean/HOD:

HoD Rating\*(rate on a scale of 1-10) 9-10 Excellent, 7-8 V Good, 6 Good and less than 6 Average

Category	Max Marks	Marks Score	HoD Rating*	HoD Remark
<b>CATEGORY I (250)</b>				
Teaching load per week	40	30		
Additional/ Extra load	10			
Teaching, Learning & Evaluation related Activities	80	66		
Result Analysis	80	44		
Updating of Subject Content including course file, lecture notes/ PPT etc.	40	40		
<b>CATEGORY II (A) (250)</b>				
Published Papers in Journals	50	*		
Published Full Papers/Presented in Conference Proceedings	20	20		
Book(s)/Article(s)/Chapter(s) published	10			
Book(s) published as single author	10			
Research Guide (PhD Scholars)	10			
Ongoing and Completed Research Projects	50			
Ongoing and Completed Research Consultancies	50			
Patents and Copyright Details	10	5		
Published Papers of students and you as guide in Journals	20			
Published Full Papers/Presented in Conference Proceedings by students and you as guide mention in the paper	20	16		
<b>CATEGORY II (B) (50)</b>				
Participation in Training Courses, Refresher course and faculty development programs etc.	10	10		
Participation in MOOC Course	10	10		
Contribution in Admissions	10			
Contribution in Placements / MoU's	20	2		
<b>CATEGORY III (100)</b>				
Any SIG's Conducted as resource person	20			
Students Award or recognition and you as part of register Mentor	10			
Faculty Award or recognition apart from IIST IIP IIMR	10			
Students Feedback	20			
Nodal Officer / Institute Coordinator / Represent Institute outside	20	10		

  
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HoD Feedback for the faculty Not Applicable for HoD	20		
Principal Feedback for the HOD	20	20	
Principal Feedback for the Department performance (Consider only for HoD)	-50	45	

Category	Max Marks	Marks Score	Remarks
Category I	250	180	
Category II (A)	250	141	
Category II (B)	100	23	
Category III	100	35 30	
Principal Feedback for Department Applicable only for HoD	-50	45	
Total (A + B)	700	319	

(Name & Signature of HOD)

Principal's Recommendation (Do you agree with HOD's comments, if not please give your remarks)

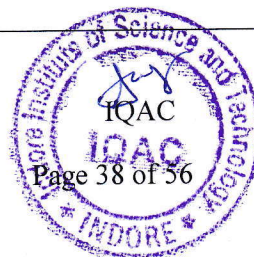
V. Hood

(Signature of Principal)

Approval of Advisor to Sparsh & SEWS Group

(Signature of Advisor to Sparsh & SEWS Group)

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# Indore Institute of Science & Technology

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2023-2024

## 6. Proof of Self-appraisal form submitted by Male Faculty (Teaching Staff)

**IIP/ IIMR/ IIP**

**SELF APPRAISAL FORM (FACULTY)**  
(Fill in Block Letters, Information to be filled for the year of appraisal)  
Academic Year 2023-24

Date: 16/07/2024

Name of the Institute: Indore Institute of Science and Technology

**PART A: GENERAL INFORMATION**

1. Name: Ankit Jain  
Name of the Department: Electronics and Communication Engineering  
Designation: Assistant Professor, Director (Academic) and HoD ECE, Date of Joining: 07/02/2009  
E-mail: ankit.jain@indoreinstitute.com

2. **Place of present residence:** Indore Madhya Pradesh

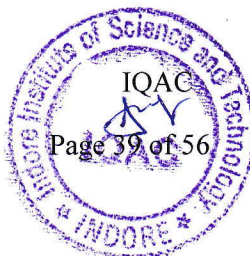
3. **Whether acquired any degrees or academic qualifications during the period:**

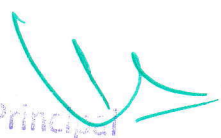
Sr. No.	Exam	Name of Degree/ Subject/ Specialization	University / Board	Name of the Institute	Passing Status	Pass %	Rank/ Division	Regular/ Course/ Part Time
1	Ph.D	Ph.D	LPU	LPU	RDC Cleared		PT	Ph.D

4. **Total Teaching Experience in Years:** 16 Year

5. **Total Industries experience if any:** 3 Month

  
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**PART B: ACADEMIC PERFORMANCE INDICATOR**

**Category I: Teaching, Learning & Evaluation related Activities**  
Teaching load per week (Give details semester wise for year 2023-24)

[40 Marks]

Sl. No.	Subject Name (T/P)	Subject Code	Year / Semester	Lecture per week allotted	Remark	Verify by HoD	Score (40)
<b>Theory</b>							
(i)	Network Analysis	EC 305	II/III	04			10
(ii)	EMT	EC 501	III/V	05			10
(iii)	Control System	EC 404	II/IV	04			10
(iv)	DSP	EC 601	III/VI	04			10
<b>Practical</b>							
(v)	Network Analysis Practical	EC 305	II/III	04			10
(vi)	MATLAB	EC 506	III / V	04			10
(vii)	CS Lab	EC 404	II/IV	04			10
(viii)	DSP Lab	EC 601	III/V	04			10
<b>Score - Sum (Max 40)</b>							<b>40</b>

Theory and Practical's classes taken should be based on verifiable records.

**For Theory Subjects**

If a teacher having Theory load equal to 8 lecture per week then 10 marks  
Load between 06 and less than 08 classes, score will be 08 marks  
Load between 04 and less than 06 classes, score will be 06 marks  
Load less than 03 classes, score will be 04 marks

**For Practical's Subjects**

If a teacher having Theory load equal to 8 lecture per week then 10 marks  
Load between 06 and less than 08 classes, score will be 08 marks  
Load between 04 and less than 06 classes, score will be 06 marks  
Load less than 03 classes, score will be 04 marks

Note: 1. Don't Include Project Work and Internship Work

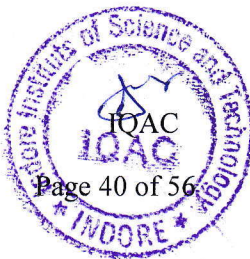
Max Score: 40


(ii) Additional/ Extra load (Give details semester wise for year 2023-24) [10 Marks]

Sl. No.	Subject Name (T/P)	Subject Code	Year / Semester	Lecture per week allotted	Justification from HoD why additional load assign	Remark	Score (10)
(i)	Nil						0
<b>Score - Sum (Max 10)</b>							<b>0</b>

Note: 5 marks for extra load of 4 lecture per week

  
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Theory (T) and Practical's(P) (Give details semester wise for year 2023-24)

[80 Marks]

Sr. No.	Subject Name (T/P)	Subject Code	Year / Semester	No. of classes conducted as per attendance register	Average Attendance of Students as per attendance register	Verify by HoD	Score (80)
<b>Old Semester</b>							
(ii)	Network Analysis	EC 305	II/III	42	68.7%		10
(iii)	Network Analysis Practical	EC 305	II/III	22	62.9%		10
(iv)	EMT	EC 501	III/V	41	67.8%		10
(v)	MATLAB	EC 506	III / V	24	59.68%		10
<b>Even Semester</b>							
(vi)	Control System	EC 404	II/IV	41	69.35%		10
(vii)	Control System Lab	EC 404	II/IV	41	67.35%		10
(viii)	DSP	EC 601	III/V	43	68.08%		10
(ix)	DSP Lab	EC 601	III/V	22	65.95%		10
Score - Sum (Max 80)							80

Theory and Practical's classes taken should be based on verifiable records.

For Theory Subjects

If a teacher has taken more than 40 (T) classes, score will be 20 marks

35 and less than 40 (T) classes, score will be 18 marks

30 and less than 35 (T) classes, score will be 16 marks

20 and less than 30 (T) classes, score will be 10 marks

Less than 20 (T) classes, score will be 08 marks

For Practical's Subjects

If a teacher has taken more than or equal to 20 (P) Classes, score will be 20 marks

Between 14 and less than 20 (P) classes, score will be 18 marks

Between 10 and less than 14 (P) classes, score will be 16 marks

Between 4 and less than 10 (P) class, score will be 10 marks

Less than 4 (P) classes, score will be 08 marks

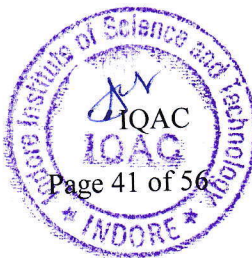
Note: 1. Don't Include Project Work and Internship Work

Max Score: 80

(iv) Result Analysis (Give details previous two semester results) [80 Marks]

Name of Subject & Code	Sem	Passed Percentage	No of Students Appeared	No. of Students						Verify by HoD	Score (80)
				A+	A	B+	B	Other	F		
Network Analysis & EC 305	II/II I	91.0%	32	0	0	1	8	23	3		14
EMT & EC501	III/	87.75%	49	0	1	4	12	25	6		16

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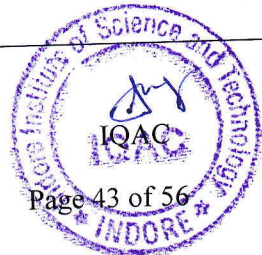


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2023-2024

Category II (A): Research, Publication & Academic Contribution related Activities [50 Marks]  
Published Papers in Journals

Sl. No.	Title with Page nos.	Name of Journal with Vol., Page No. Year etc.	ISSN/ ISBN No.	Peer Reviewed /Impact factor, if any	Whether you are main author	SCI/Scopus/ / Extended SCI/UGC CARE	Verified by HoDs	Score (50)
1.	An ultra-dense and cost-efficient coplanar RAM cell design in quantum-dot cellular automata technology	The Journal of Supercomputing	6989-7027 (2024)	2.4	No	Q2 Journal		12
2.	Effect of Zn <sup>2+</sup> -Zr <sup>4+</sup> co-substitution on structural, magnetic and dielectric properties of Ba <sub>0.5</sub> Ca <sub>0.5</sub> Zn <sub>x</sub> Zr <sub>x</sub> Fe <sub>12-2x</sub> O <sub>19</sub> hexaferrite	Journal of Materials Science: Materials in Electronics	09574522	2.7	No	Q2 Journal		08
3.	Investigating grain and grain boundary effects on charge transport and dielectrics in BaCo <sub>x</sub> Al <sub>x</sub> Fe <sub>12-2x</sub> O <sub>19</sub> nanoferrites	Physica B: Condensed Matter	0921-4526	2.8	Yes	Q2 Journal		15
4.	Structural elucidation, morphological properties, dielectric properties and their physical interpretation of cerium-substituted cobalt and barium-based M-type hexagonal nano ferrites	Physica Scripta	1402-4896	2.6	Yes	Q2 Journal		15
Total								48

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2023-2024

Author Position	Journal Name	Marks
1 <sup>st</sup> Position	SCI / ABDC (A* Rating)	30
2 <sup>nd</sup> Position	SCI / ABDC (A* Rating)	25
3 <sup>rd</sup> Position	SCI / ABDC (A* Rating)	20
4 <sup>th</sup> Position	SCI/ABDC (A* rating)	15

Author Position	Journal Name	Marks
1 <sup>st</sup> Position	Scopus / ESCI / ABDC (A/B)	15
2 <sup>nd</sup> Position	Scopus / ESCI / ABDC (A/B)	12
3 <sup>rd</sup> Position	Scopus / ESCI / ABDC (A/B)	10
4 <sup>th</sup> Position	Scopus / ESCI / ABDC (A/B)	08

Author Position	Journal Name	Marks
1 <sup>st</sup> Position	UGC CARE/ Scopus (Q4) / ABDC (C)	08
2 <sup>nd</sup> Position		06
3 <sup>rd</sup> Position		04
4 <sup>th</sup> Position		02

Max  
Score:  
50

If anyone paper published in SCI / Scopus / Extended SCI in year 2023-24 (1<sup>st</sup> July 23 to 30 June 24),  
Score 50 marks  
Note: Proof must be enclosed along with web link with recommended by R & D Cell or HoD

(ii) Published Full Papers/Presented in Conference Proceedings [20 Marks]

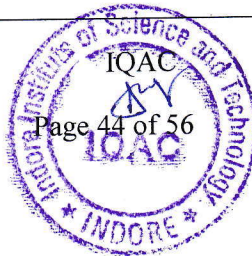
Sl. No.	Title	Details of Conference Publications	National / International	Organizing body and Place	Whether you are main author	Verified by HoDs	Score (20)
1.	Effects of Al-Substitutions on the Microstructure, Electrical and Electromagnetic Behavior of M-Type Hexagonal Ferrites	5th International Conference on Intelligent Circuits and Systems (ICICS-2023)	International	School of Electronics and Electrical Engineering at Lovely Professional University, Punjab.	Yes		20
<b>Total</b>							<b>20</b>

Data should be based on verifiable records  
If anyone paper published in International and National Conference in year 2023-24 (1<sup>st</sup> July 23 to 30 June 24), Score 20 marks

Author Position	Conference Category	Marks
1 <sup>st</sup> Position	International Conference	20

Max  
Score: 20

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2023-2024

Position	15	
Position	10	
Position	05	
<b>Author Position</b>	<b>Conference Category</b>	<b>Marks</b>
1 <sup>st</sup> Position	National Conference	10
2 <sup>nd</sup> Position		07
3 <sup>rd</sup> Position		05
4 <sup>th</sup> Position		03

Note: Proof must be enclosed along with web link with recommended by R & D Cell or HoD

(iii) Book(s)/Article(s)/Chapter(s) published [10 Marks]

Sl. No.	Title with Page nos.	Book Title, Editor and Publisher	ISSN/ ISBN No.	Whether peer reviewed	Whether you are main author	Verified by HoDs	Score (10)
	Tailoring of Morphology and Electrical Properties of Hexagonal Ferrites	Intelligent Circuits and Systems for SDG 3-Good Health and well-being & CRC Press	9781003521716	Yes	Yes		10
<b>Total</b>							<b>10</b>

Data should be based on verifiable records  
If Published any one article / Book Chapter / Book in year 2023-24, Score 10 marks Max Score: 10

(iv) Book(s) published as single author [10 Marks]

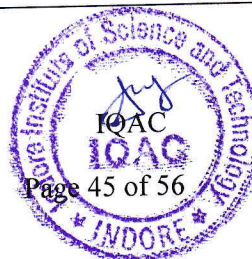
Sl. No.	Title	Type of Book and Authorship	ISSN/ ISBN No.	Whether peer reviewed	Whether you are main author	Verified by HoDs	Score (10)
	Nil						0
<b>Total</b>							<b>0</b>


Data should be based on verifiable records  
If Published any one Book in year 2023-24, Score 10 marks Max Score: 10

(v) Research Guide (PhD Scholars) [10 Marks]

Sl. No.	Name	University	Project Title	Date of Enrollment	Remarks	Verified by HoDs	Score (10)
	NA						0
<b>Total</b>							<b>0</b>

  
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Data should be based on verifiable records  
Students 2 marks  
Note: Consider only pursuing not completed

**Max Score: 10**

(vi) Ongoing and Completed Research Projects in academic year 2023-24 [50 Marks]

Sl. No.	Your role PI / CO PI	Project Title	Agency / Funded by	Period	Grant/Amount Mobilized (Rs. In Lakh)	Score
						0
Total						0

Data should be based on verifiable records  
If anyone Ongoing and Completed Research Project in association with Government or non-government bodies, Score 20 marks per projects  
Note: Document need to submit as proof and consider only paid projects

**Max Score: 50**

(vii) Ongoing and Completed Research Consultancies in academic year 2023-24 [50 Marks]

Sl. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. In Lakh)	Score
					0
Total					0

Data should be based on verifiable records  
If anyone Ongoing and Completed Research consultancies in association with Government or non-government bodies, Score will be as

Amount	Score
5 Lakhs and Above	50 Marks
3 to 5 Lakhs	40 Marks
2 to 3 Lakhs	30 Marks
1 to 2 Lakhs	25 Marks
0.5 to 1 Lakhs	20 Marks
0.25 to 0.5 Lakhs	15 Marks
0.15 to 0.25 Lakhs	10 Marks
0 to 0.15 Lakhs	5 Marks


Note: Document need to submit as proof.

**Max Score: 50**

(viii) Patents and Copyright Details [10 Marks]

  
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2023-2024

Title	International / National	Details	Current Status	Score
Artificial Intelligence and machine learning technology based device for skin disease detection	405590001	24/01/2024	Refer Annexure	10
Total				

Data should be based on verifiable records  
 If anyone applied for Patents or Copyright / grant /approved in academic year 2023-24, Score 05 marks per patent publish or copy rights and 10 marks per patent grant  
 Note: Consider only when Name of Applicant is IIST IIP IIMR

**Max Score: 10**

**(ix) Published Papers of students and you as guide in Journals [20 Marks]**

Sl. No.	Title with Page nos.	Name of Journal with Vol., Page No. Year etc.	ISSN/ ISBN No.	Peer Reviewed /Impact factor, if any	Whether you are main author	SCI/Scopus/ / Extended SCI / UGC CARE	Verified by HoDs	Score (20)
								0
Total								0

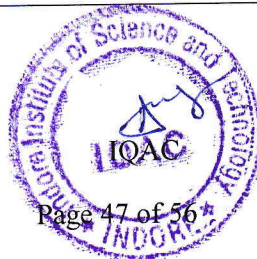
Data should be based on verifiable records		<b>Max Score: 20</b>
Journal Name	Marks	
SCI / ABDC (A* Rating)	10	
Scopus / ESCI / ABDC (A/B)	07	
UGC CARE/ Scopus (Q4) / ABDC (C)	04	

If any student paper published in SCI / Scopus / Extended SCI/UGC CARE in year 2023-24 (1<sup>st</sup> July 23 to 30 June 24), Score marks as mention above and faculty must be mentor or guide and mention in the paper  
 Note: Proof must be enclosed along with web link with recommended by R & D Cell or HoD

**(x) Published Full Papers/Presented in Conference Proceedings by students and you as guide mention in the paper [20 Marks]**

Sl. No.	Title	Details of Conference Publications	National / International	Organizing body and Place	Whether you are main author	Verified by HoDs	Score (20)
							0
Total							0

*Shri*  
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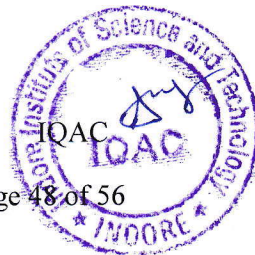
... be based on verifiable records  
 ... students paper published in International and National Conference in year 2023-24 (1<sup>st</sup> July  
 ... 30 June 24), Score marks as mention above and faculty must be mentor or guide and  
 ... mention in the paper

Conference Category	Marks
International Conference	08
National Conference	05

Note: Proof must be enclosed along with web link with recommended by R & D Cell or HoD

Max  
Score: 20

*Signature*  
HR



*Signature*  
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**PARTY II (B): Contribution by Participations**  
Participation in Training Courses, Teaching-Learning Evaluation Programme, Seminars, workshops, STTP, Orientation course, Refresher course and faculty development programs (consider 5 days or more only). [10 Marks]

Sl. No.	Programme	Duration	Organized by	Category	Verified by HoDs
01	Application of Deep Learning in real World	5 Days FDP	Arya College of Engineering and IT	FDP	05
02	Recent Trends in Healthcare	5 Days FDP	Vishwakarma Institute of IT	FDP	05
03	VLSI to System Design: Silicon to End Application Approach	5 Days	AICTE	Workshop	05
<b>Total</b>					<b>10</b>

Data should be based on verifiable records  
05 marks for each programme  
Note: Consider only event organized by other institute

Max Score: 10

(ii) Participation in NPTEL / Swayam certification (FDP Only) [10 Marks]

Sl. No.	Programme	Duration	Organized by	Category	Verified by HoDs
					0
<b>Total</b>					<b>0</b>

Data should be based on verifiable records  
10 marks for each Certification

Max Score: 10

(iii) Contribution in Admissions [10 Marks]


Sr. No.	Activity	Yes/No	Nos.	Verified by HODs	Score
1.	Schools Visited	Yes	6		10
2.	Presentation given in the schools				10
<b>Total</b>					<b>10</b>

Data should be based on verifiable records  
If Presentation, score 05 marks per school  
If Schools visited, score 03 marks per school

Max Score: 10

  
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[20 Marks (05 Marks per Point)]

**Contribution in Placements / MoU's**

Sr. No.	Name of Activity	Number	Outcome	Verified by HoDs	Score
		N			0
1.	Placement Coordinator (Y/ N)	01	03 Selected		05
2.	Placement drives finalized	01	Om Drone and ORC India		10
3.	New MoU Signed during 2023-24 by you	02			09
4.	Coordinator for any MoU's (Mention number of activity conducted)	eYantra	03		
<b>Total</b>					<b>20</b>

Data should be based on verifiable records  
 Placement Coordinator 05 Marks  
 Placement drives Conducted by you score 05 marks per campus drive.  
 MoU with Industries / Institute signed during academic year 2023-24 by you, score 05 marks per MoU's  
 Activity Conducted as MoU's Coordinator, score 03 marks per activity (Enclose Event Report as mandatory)

**Max Score: 20**

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*[Signature]*  
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**PARTY III: Other Contribution related Activities**

**(v) Any SIG's Conducted as resource person [20 Marks]**

Sl. No.	SIG's Name	Event Title	Duration and no. of Hours	Verified by HoDs	Score
01	Signal Processing	Fun with MATLAB	5 Days & 30 Hours		08
Total					08

Data should be based on verifiable records  
10 marks for each programme for 40 hours  
08 marks for each programme for 30 hours  
06 marks for each programme for 20 hours  
04 marks for each programme for 10 hours  
02 marks for each programme for one day  
Note: Enclose event report as mandatory document

Max Score: 20

**(vi) Students Award or recognition apart from IIST IIP IIMR and you as part of register Mentor [10 Marks]**

Sl. No.	Event Title	Organized by	Duration and Date	Your Role as	Verified by HoDs
1.	SIH Automation Achievers Mentor	MoE	2023	Guide and Mentor	10
Total					10

Data should be based on verifiable records  
10 marks for each award

Max Score: 10

**(vii) Faculty Award or recognition apart from IIST IIP IIMR [10 Marks]**

Sl. No.	Event Title	Organized by	Duration and Date	Your Role as	Verified by HoDs
1.	SIH	eYantra IIT Bombay	May 2024	Team Members	10
					10

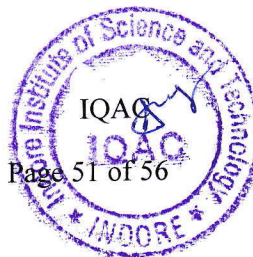
Data should be based on verifiable records  
10 marks for each award

Max Score: 10

**(vi) Students Feedback filled by HoD [20 Marks]**

Sl. No.	Name of Subject & Code	Sem	Average Feedback Percentage	Mention Point (Score Lowest Marks)	Score (20)
(i)					
(ii)					

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(vi)					
(vii)	Average Score				

Data should be based on verifiable records

If Average Feedback Percentage is in between 90-100%, score 20 marks

If Average Feedback Percentage is in between 80-90%, score 15 marks

If Average Feedback Percentage is in between 70-80%, score 10 marks

If Average Feedback Percentage is in between 60-70%, score 05 marks

If Average Feedback Percentage is in between 50-60%, score 03 marks

If Average Feedback Percentage is in between 40-30%, score 02 marks

If Average Feedback Percentage is below 30 %, score 01 marks

**Max Score: 20**


**Nodal Officer / Institute Coordinator / Exam Section / Represent Institute outside must be verified**  
by HoD [20 Marks]

1. Director Academic
2. NIRF Ranking
3. ARIIA Ranking
4. NAAC Advisor
5. eYantra Coordinator

Data should be based on verifiable records


Nodal Officer / Institute Coordinator / Represent Institute outside, score 10 marks per activities

**Max Score: 20**

  
 Signature of the Faculty  
 Date: 18/11/23

  
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Feedback for the faculty Not Applicable for HoD	20		
Principal Feedback for the HOD	20		
Principal Feedback for the Department performance (Consider only for HoD)	-50		

Category	Max Marks	Marks Score	Remarks
Category I	250	226	
Category II (A)	250	88	
Category II (B)	100	40	
Category III	100	60	
Principal Feedback for Department Applicable only for HoD	-50	20 (Principal's)	
Total (A + B)	700	487	

(Name & Signature of HOD)

Principal's Recommendation (Do you agree with HOD's comments, if not please give your remarks)

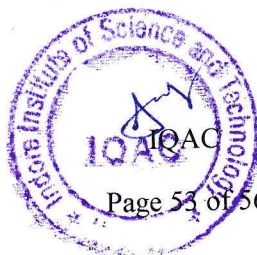
Excellent work

(Signature of Principal)

Approval of Advisor to Sparsh & SEWS Group

(Signature of Advisor to Sparsh & SEWS Group)

HR



Principal  
Indore Institute of Science  
and Technology, Indore



# Indore Institute of Science & Technology

Approved by AICTE, New Delhi, Affiliated to RGPV, Bhopal, Recognized by UGC under Section 2(f)

2023-2024

7. Proof of Self-appraisal form submitted by non-teaching staff.

**IIST/ IIMR/ IIP**

**Staff Appraisal Form**  
**(Technical and Non-Teaching staff) Year 2023-24**

Name of the Institute: .....IIST..... Name of the Department: ...Mechanical.....

Name: .....~~Sachin Khatwani~~.....

Designation: .....Sr. Lab Technician..... Date of Joining: .....06/07/2006.....

Date of Birth: .....22/12/1976..... (DD/MM/YYYY) Age: ...47...Yrs...6 Month.....

Place of Present residence: 336- HI LINK CITY EXTENSION, CHHOTA BANGARDA, INDORE

**Educational Qualification (From Matriculation onwards)**

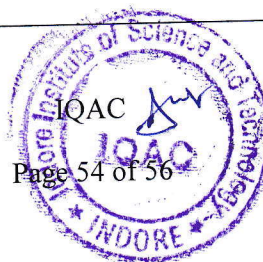
Sr. No.	Exam. Passed	Name of Degree/ Subject/ Specialization	University/ Board	Name of the Institute	Year of Passing	Pass %	Rank/ Division	Regular/ Course/ Part Time/ Distant Learning
1.	X		Bhopal (M.P.)	B.S.P. School	1992	58.15	II	Reg.
2.	XII	Science	Bhopal (M.P.)	B.S.P. School	1994	59.75	II	Reg.
3.	Diploma	Mechanical Engg.	M.P.B.T.E Bhopal	Govt Poly. Khandwa	1999	66.17	I	Reg.
4.	Graduation							
5.	Post Graduation							
6.	M. Phil							
7.	Ph.D.							
8.	Any Other Degree/ Diploma/ Certificate course							

*If required attach additional sheet*

**Skill Upgradation:**

- Certifications:
- Training(s) attended:

*Srinivas*  
HR



*[Signature]*  
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Approved by AICTE, New Delhi, Affiliated to RGPV, Bhopal, Recognized by UGC under Section 2(f)

2023-2024

**IIST/ IIMR/ IIP**

**MAJOR RESPONSIBILITIES (Key Result Areas):**

List your major responsibilities on this position in approximate Order of importance.

Sr. No.	Particular	Review of Reporting officer
1	Assist faculty in conducting labs. Explain & perform the experiments to students in assigned lab.	He assisted all
2	Keep equipments / Computer system ready for performing the experiments.	He maintained all.
3	Carry out the preventive maintenance of lab equipments & Computer system.	He carried out all maintenance
4	Help in carry out the repairs and breakdown of equipments & Machines.	He helped in all.
5	Maintain the records of lab manuals, Student lab Record, lab stock register, log books.	He maintained all
6	Assist in department for practical and theory exams ( internal -external )	He assisted in all
7	Departmental and lab work like time table, lab manuals	He contributed in all
8	Take care in shifting/ installation of labs and equipments	He participated in all
9	Assist in upgrading and requirements for new labs	He assisted in all.

**ADDITIONAL RESPONSIBILITIES:**

Sr. No.	Particular	Review of Reporting officer
1.	Member of Exam Control Room Since 2006.	He is exam member.
2	Carry out assigned work by Principal, Dean HOD and faculty members as and when required.	He carried out all.
3	Assist in Institutional Activities like Annual function, Techfest, Seminars, Workshops.	He assisted in all
4	Counseling Duty in new admissions	He dealt all -

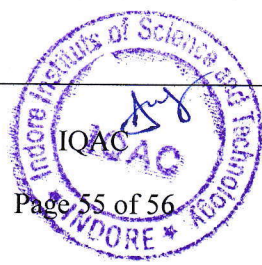
Any other institute responsibility/duty where you can contribute Duty Assigned by Institute

**TOTAL EXPERIENCE:**

Sr. No.	Name of the Organization	Designation	Date of Joining	Date of Relieving	Total Experience	Reason For Leaving
1	S & H Gears Ltd. Dewas	Jr. Engineer	23/04/1999	Nov 2001	02 Years 7 Months	
2	ICFAI Foundation	Supervisor	05/08/2003	18/04/2006	02 Years 8 Months	To Join IIST
3	Indore Institute of Science and Technology, Indore	Sr. Lab Tech	06/07/2006	Working Till Date	18 Years	
<b>Total Experience</b>					23 Years	

Any other Achievements (Attach Separate Sheet if Reqd.)

*[Signature]*  
HR



Signature of Staff Member

*[Signature]*  
Principal  
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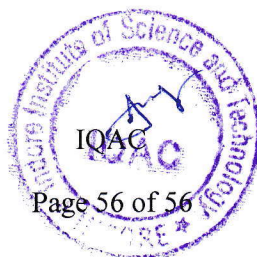


Approval of the Advisor to Sparsh & SEWS Group: \_\_\_\_\_

\_\_\_\_\_

(Signature of Advisor to Sparsh & SEWS Group)

*Sainy*  
HR



Principal  
Indore Institute of Science  
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