

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

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Introduction

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

For teaching staff, the system follows the AICTE-recommended Performance-Based Appraisal System (PBAS). This system evaluates performance annually based on three categories:

Teaching, Learning, and Evaluation Activities (16.6% weightage): This assesses effectiveness in classroom instruction, assessment methods, and student learning outcomes.

Contribution by Participations (16.66%): This evaluates involvement in co-curricular activities, extension programs, and professional development initiatives.

Research Publications and Academic Contributions (66.67%): This recognizes research output, publications, and other academic contributions.

The principal and senior professors set minimum API (Academic Performance Index) scores for each category. Achieving these scores is crucial for career advancement and promotion.

Additionally, student feedback is collected through questionnaires at the end of each semester. The department head and senior professors analyze this feedback to find areas where teaching and learning processes could be improved.

For non-teaching staff, a separate evaluation system is implemented annually, ensuring their performance contributes to the institute's overall success.

Overall, IIST's comprehensive PMS promotes performance improvement, aligns individual and team efforts with the institute's goals, and ultimately drives organizational success.



Self-Appraisal Form for Teaching Staff

IIST

SELF APPRAISAL FORM (FACULTY)
 (Fill in Block Letters, Information to be filled for the year of appraisal)
 Academic Year 2022-23

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:



PART B: ACADEMIC PERFORMANCE INDICATOR

CATEGORY I: Teaching, Learning & Evaluation related Activities.

(i) Theory (T) and Practical's(P) (Give details semester wise for year 2022-23)

[10 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 (10)
(i)							
(ii)							
(iii)							
(iv)							
(v)							
(vi)							
(vii)							
(viii)							
(ix)							
(x)							
Average Score							

<p>Theory and Practical's classes taken should be based on verifiable records.</p> <p>For Theory Subjects</p> <p>If a teacher has taken more than 40 (T) classes, score will be 10 <u>marks</u></p> <p>35 and less than 40 (T) classes, score will be 8 <u>marks</u></p> <p>30 and less than 35 (T) classes, score will be 6 <u>marks</u></p> <p>20 and less than 30 (T) classes, score will be 4 <u>marks</u></p> <p>Less than 20 (T) classes, score will be 2 <u>marks</u></p> <p>For Practical's Subjects</p> <p>If a teacher has taken more than or equal to 20 (P) Classes, score will be 10 <u>marks</u></p> <p>Between 14 and less than 20 (P) classes, score will be 8 <u>marks</u></p> <p>Between 10 and less than 14 (P) classes, score will be 6 <u>marks</u></p> <p>Between 4 and less than 10 (P) class, score will be 4 <u>marks</u></p> <p>Less than 4 (P) classes, score will be 2 marks</p>	Max Score: 10
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(ii) Result Analysis (Give details Subject Wise for year 2022-23) [20 Marks]

Name of Subject & Code	Sem	Passed Percentage	No of Students Appeared	No. of Students				Verify by HoD	Score (20)
				A+ / A	B+ / B	Other	F		



Average Score									

<p>Result Analysis should be based on verifiable records.</p> <p>If Passed Percentage more than 85% and</p> <p>(i) More than 50 % Students score grade A+/A/B+/B, score will be 20 <u>Marks</u></p> <p>(ii) 40% and <u>Less</u> than 50 % Students score grade A+/A+B+/B, score will be 18 Marks.</p> <p>(iii) 30% and <u>Less</u> than 40 % Students score grade A+/A+B+/B, score will be 16 Marks.</p> <p>(iv) Less than 30 % Students score grade A+/A+B+/B, score will be 14 Marks.</p> <p>If Passed Percentage 70 % and less than 85% and</p> <p>(i) More than 50 % Students score grade A+/A/B+/B, score will be 12 <u>Marks</u></p> <p>(ii) 30% and <u>Less</u> than 50 % Students score grade A+/A+B+/B, score will be 10 Marks.</p> <p>(iii) 20% and <u>Less</u> than 10 % Students score grade A+/A+B+/B, score will be 8 Marks.</p> <p>(iv) Less than 20 % Students score grade A+/A+B+/B, score will be 7 Marks.</p> <p>If Passed Percentage less than 70 % score will be 6 Marks</p>	Max Score: 20
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(iii) Updating of Subject Content including course file, lecture notes/ PPT etc. [10 Marks]

Sl No.	Category	Status	Verified by HoDs	Score (2 Marks for each Point)
(i)	Course file (as Per NBA)			
(ii)	Lab Manual			
(iii)	PPT			
(iv)	Lecture Notes			
(v)	Attendance Register			
Total Score: (Max: 10)				

<p>Data should be based on verifiable <u>records</u></p> <p>If Submitted, Score 2 Marks</p> <p>If Not Submitted, Score 0 Marks</p>	Max Score: 10
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CATEGORY II (A): Contribution by Participations

(i) Participation in Training Courses, Teaching-Learning Evaluation Programme, Seminars, workshops, STIP, Orientation course, Refresher course and faculty development programs.
[10 Marks]

Sl No.	Programme	Duration	Organized by	Category	Verified by HoDs



Data should be based on verifiable <u>records</u> 5 marks for each programme	Max Score: 10
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(ii) Participation in NPTEL / Swayam certification, Coursera, EdX and any other certificate MOOC Course [10 Marks]

Sl No.	Programme	Duration	Organized by	Category	Verified by HoDs

Data should be based on verifiable <u>records</u> 10 marks for each programme	Max Score: 10
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(iii) Contribution in Admissions [20 Marks]

Sr. No.	Activity	Yes/No	Nos.	Verified by HODs	Score
1.	Schools Visited				
2.	Interaction with the faculty of schools				
3.	Presentation given on Campus/ Off Campus				

Data should be based on verifiable <u>records</u> If Presentation given on Campus/ Off Campus, score 07 marks per <u>school</u> If Schools visited, score 06 marks per school	Max Score: 20
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CATEGORY II (B): Research, Publication & Academic Contribution related Activities

(iv) Published Papers 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/ WoS/ Extended SCI / Other Journal	Verified by HoDs	Score (10)



Data should be based on verifiable records	Max Score: 20
If anyone paper published in SCI / Scopus / WoS / Extended SCI in year 2022-23, Score 20 marks	
If anyone paper published other than above than per paper in year 2022-23, score will be 7.5 marks per paper	

(v) 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 (10)

Data should be based on verifiable records	Max Score: 20
If anyone paper published in International Conference / Seminar in year 2022-23, Score 20 marks	
If anyone paper published in national Conference / Seminar in year 2022-23, 15 Score marks	

(vi) Book(s)/Article(s)/Chapter(s) published [20 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 (20)

Data should be based on verifiable records	Max Score: 20
If Published any one article / Book Chapter / Book in year 2022-23, Score 20 marks	

(vii) Ongoing and Completed Research Projects/Consultancies [20 Marks]

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



Data should be based on verifiable <u>records</u> If anyone Ongoing and Completed Research Project / Consultancies in association with IIP, Score 20 marks	Max Score: 20
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(viii) **Patents and Copyright Details** [20 Marks]

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

Data should be based on verifiable <u>records</u> If anyone applied for Patents or Copyright / grant / approved in association with IIP (2022-23), Score 20 marks	Max Score: 20
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(ix) **Any SIG's Conducted as resource person** [20 Marks]

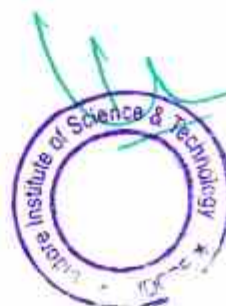
Sl. No.	SIG's Name	Event Title	Duration and no. of Hours	Verified by HoDs	Score

Data should be based on verifiable <u>records</u> 10 marks for each programme	Max Score: 20
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(x) **Students Award or recognition 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 <u>records</u> 10 marks for each award	Max Score: 10
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(iv) Students Feedback filled by HoD

[10 Marks]

Sl. No.	Name of Subject & Code	Sem	Average Feedback Percentage	Mention Point (Score Lowest Marks)	Score (10)
(vi)					
(vii)					
(viii)					
(ix)					
(x)					
(xi)					
(xii)					
(xiii)					
Average Score					

<p>Data should be based on verifiable <u>records</u></p> <p>If Average Feedback Percentage is in between 90-100%, score 10 <u>marks</u></p> <p>If Average Feedback Percentage is in between 80-90%, score 8 <u>marks</u></p> <p>If Average Feedback Percentage is in between 70-80%, score 7 <u>marks</u></p> <p>If Average Feedback Percentage is in between 60-70%, score 6 <u>marks</u></p> <p>If Average Feedback Percentage is in between 50-60%, score 4 <u>marks</u></p> <p>If Average Feedback Percentage is in between 40-30%, score 3 <u>marks</u></p> <p>If Average Feedback Percentage is below 30 %, score 2 marks</p>	<p>Max Score: 10</p>
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(xi) Contribution in Placements / MoU's

[10 Marks]

Sr. No.	Name of Activity	No. of Activity	Outcome	Verified by HoDs	Score
1.	Companies visited for Internship/ Placement				
2.	Placement drives finalized				
3.	No of Students placed from Point 2				
4.	Contribution in MOU with Industries				

<p>Data should be based on verifiable <u>records</u></p> <p>Minimum One MoU with Industries, score 10 <u>marks</u></p> <p>Minimum one placement drives finalized, score 10 <u>marks</u></p> <p>Companies visited for placement, score 2 marks per visit</p>	<p>Max Score: 10</p>
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Nodal Officer / Institute Coordinator / Represent Institute outside

[10 Marks]

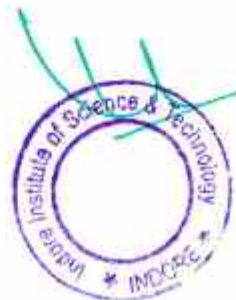


Data should be based on verifiable <u>records</u> Nodal Officer / Institute Coordinator / Represent Institute outside, score 5 marks per activities	Max Score: 10
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Any other Achievements (highlight briefly) **[10 Marks]**

Data should be based on verifiable <u>records</u> State / National / International Achievement any one in year 2022-23, score <u>10 marks</u>	Max Score: 10
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Signature of the Faculty
Date:



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
CATEGORY I (25)				
Teaching, Learning & Evaluation related Activities	10			
Result Analysis (Give details Subject Wise for year 2022-23)	20			
Updating of Subject Content including course file, lecture notes/ PPT etc.	10			
CATEGORY II (A) (25)				
Participation in Training Courses, Refresher course and faculty development programs etc.	10			
Participation in MOOC Course	10			
Contribution in Admissions	20			
CATEGORY II (B) (100)				
Published Papers in Journals	20			
Published Full Papers/Presented in Conference Proceedings	20			
Book(s)/Article(s)/Chapter(s) published	20			
Ongoing and Completed Research Projects/Consultancies	20			
Patents and Copyright Details	20			
Contribution in Placements / MoU's	10			
Any SIG's Conducted as resource person	20			
Students Award or recognition and you as part of register Mentor	10			
Students Feedback in year 2022-23	10			
Nodal Officer / Institute Coordinator / Represent Institute outside	10			
Any other Achievements	10			

Category	Max Marks	Marks Score	Remarks
Category I	40		
Category II (A)	40		
Total (A)	80		
Category II (B)	170		
Total (B)	170		
Total (A + B)	250		



Remarks of HOD (rate on a scale of 1-10) 9-10 Excellent, 7-8 V Good, 6 Good and less than 6 Average:

(Name & Signature of HOD)

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

(Signature of Priscipal)

Approval of Advisor to Sparsh & SEWS Group

(Signature of Advisor to Sparsh & SEWS Group)



Self-Appraisal Form for Non-Teaching Staff

IIST

Staff Appraisal Form (Technical and Non-Teaching staff) Year 2022-23

Name of the Institute: _____ Name of the Department: _____

Name: _____

Designation: _____ Date of Joining: _____

Date of Birth: ___/___/___ (DD/MM/YYYY) Age: _____ Yrs _____

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:



IIST

MAJOR RESPONSIBILITIES (Key Result Areas):

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

Sr. No.	Particular	Review of Reporting officer

ADDITIONAL RESPONSIBILITIES:

Sr. No.	Particular	Review of Reporting officer

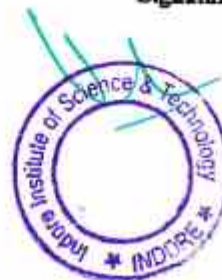
Any other institute responsibility/duty where you can contribute

TOTAL EXPERIENCE:

Sr. No.	Name of the Organization	Designation	Date of Joining	Date of Relieving	Total Experience	Reason For Leaving
			Total Experience			

Any other Achievements (Attach Separate Sheet if Reqd.)

Signature of Staff Member



IIST

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: _____

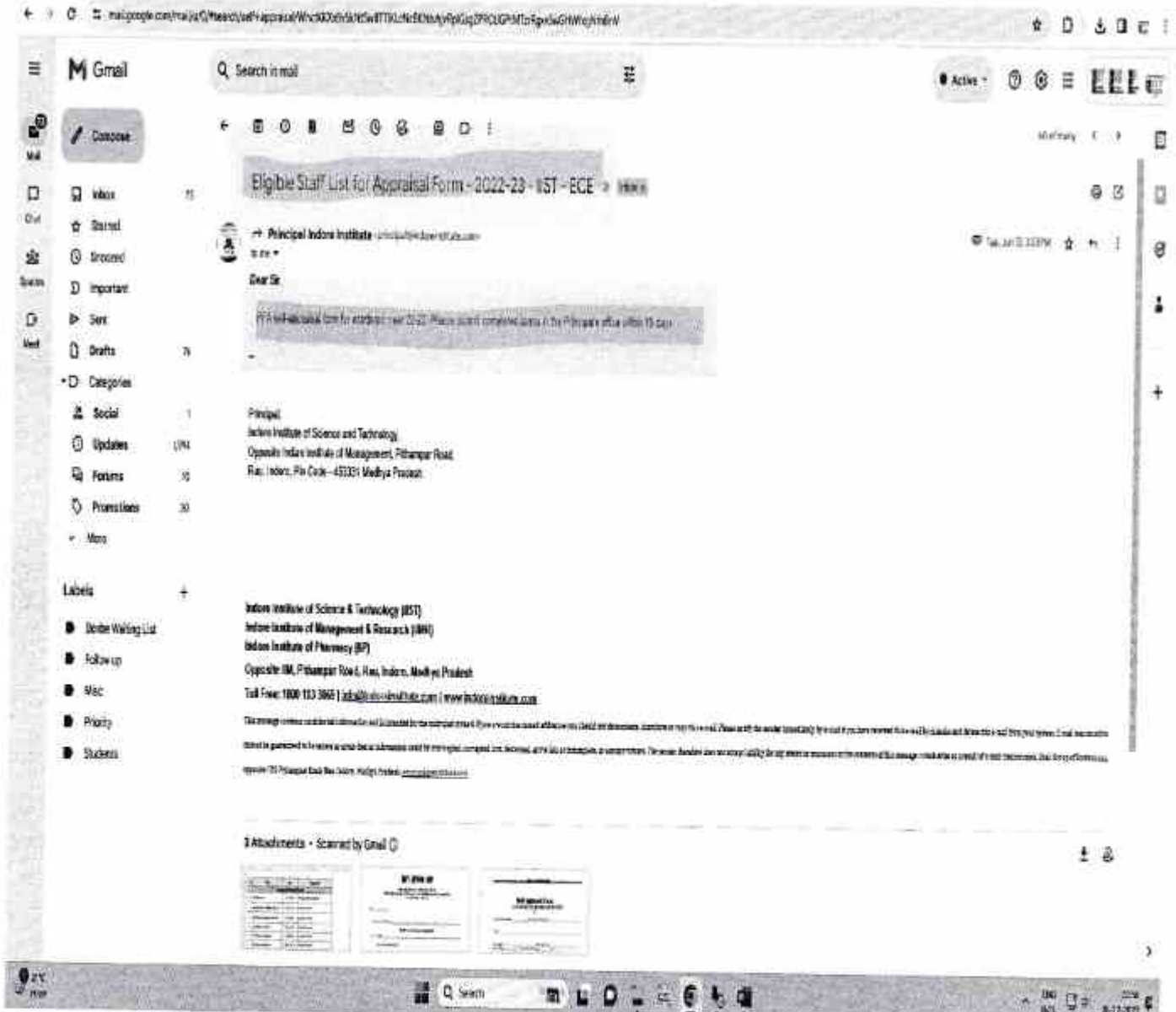
(Signature of the HOD/Principal)

Approval of the Advisor to Sparsh & SEWS Group: _____

(Signature of Advisor to Sparsh & SEWS Group)



Proof of email by Principal for submission of self-appraisal form



The screenshot shows a Gmail interface with the following details:

- Sender:** Principal Indore Institute (principal@indoreinsti.ac.in)
- Subject:** Eligible Staff List for Appraisal Form - 2022-23 - IST - ECE
- Body:**

Dear Sir,

IFA self-appraisal form for 2022-23. Please submit completed forms to the Principal's office within 15 days.

Principal,
Indore Institute of Science and Technology,
Opposite Indore Institute of Management, Pitambar Road,
Raj, Indore, Pin Code-453331 Madhya Pradesh.
- Attachments:**
 - Eligible Staff List for Appraisal Form - 2022-23 - IST - ECE
 - IFA Form
 - IFA Form



Proof of Self-appraisal form submitted by Female 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 2022-23

Date: 1/ 07 / 23

Name of the Institute: Indore Institute of Science and Technology

PART A: GENERAL INFORMATION

- Name: [Redacted]
Name of the Department: [Redacted]
Designation: [Redacted], Date of Joining: [Redacted]
E-mail: [Redacted]
- Place of present residence: [Redacted]
- 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	-	PhD Degree	DAVV	IET	Defensive viva was in December 2022. Awarded in Jan-2023	Awarded	-	-

4. Total Teaching Experience in Years: 17 years

5. Total Industries experience if any: Nil



PART B: ACADEMIC PERFORMANCE INDICATOR

CATEGORY I: Teaching, Learning & Evaluation related Activities

(i) Theory (T) and Practical's(P) (Give details semester wise for year 2022-23)

[10 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 (10)
(i)	DBMS CS2	CS502	III/V	43			
(ii)	DBMS CS3	CS502	III/V	37			
(iii)	Linux (P) CS1	CS505	III/V	9 Labs			
(iv)	OSSL (P)	IT 407	II/IV	13 Labs			
(v)	DBMS (T)	IT 405	II/IV	39			
(vi)	DBMS (P)	IT 405	II/IV	12 Labs			
Average Score							

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 10 marks

35 and less than 40 (T) classes, score will be 8 marks

30 and less than 35 (T) classes, score will be 6 marks

20 and less than 30 (T) classes, score will be 4 marks

Less than 20 (T) classes, score will be 2 marks

For Practical's Subjects

If a teacher has taken more than or equal to 20 (P) Classes, score will be 10 marks

Between 14 and less than 20 (P) classes, score will be 8 marks

Between 10 and less than 14 (P) classes, score will be 6 marks

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

Less than 4 (P) classes, score will be 2 marks

Max Score: 10

(ii) Result Analysis (Give details Subject Wise for year 2022-23)

[20 Marks]

Name of Subject & Code	Sem	Passed Percentage	No of Students Appeared	No. of Students				Verify by HoD	Score (20)
				A+ / A	B+ / B	Other	F		
DBMS CS502	V	86.9	138		12	108	18		
II Year Exams are going on									
Average Score									



<p>Result Analysis should be based on verifiable records.</p> <p>If Passed Percentage more than 85% and</p> <p>(i) More than 50 % Students score grade A+/A/B+/B, score will be 20 Marks</p> <p>(ii) 40% and Less than 50 % Students score grade A+/A+B+/B, score will be 18 Marks.</p> <p>(iii) 30% and Less than 40 % Students score grade A+/A+B+/B, score will be 16 Marks.</p> <p>(iv) Less than 30 % Students score grade A+/A+B+/B, score will be 14 Marks.</p> <p>If Passed Percentage 70 % and less than 85% and</p> <p>(i) More than 50 % Students score grade A+/A/B+/B, score will be 12 Marks</p> <p>(ii) 30% and Less than 50 % Students score grade A+/A+B+/B, score will be 10 Marks.</p> <p>(iii) 20% and Less than 10 % Students score grade A+/A+B+/B, score will be 8 Marks.</p> <p>(iv) Less than 20 % Students score grade A+/A+B+/B, score will be 7 Marks.</p> <p>If Passed Percentage less than 70 % , score will be 6 Marks</p>	<p>Max Score: 20</p>
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(iii) Updating of Subject Content including course file, lecture notes/ PPT etc. [10 Marks]

Sl. No.	Category	Status	Verified by HoDs	Score (2 Marks for each Point)
(i)	Course file (as Per NBA)			
(ii)	Lab Manual	Y		
(iii)	PPT			
(iv)	Lecture Notes	Y		
(v)	Attendance Register	Y		
Total Score: (Max: 10)				

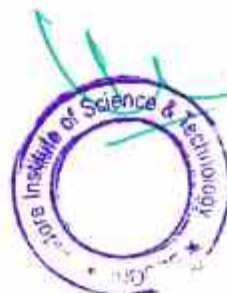
<p>Data should be based on verifiable records</p> <p>If Submitted, Score 2 Marks</p> <p>If Not Submitted, Score 0 Marks</p>	<p>Max Score: 10</p>
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CATEGORY II (A): Contribution by Participations

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

Sl. No.	Programme	Duration	Organized by	Category	Verified by HoDs
1.	Cyber Security and Forensics	5 Days (17-23 March 2023)	SAGE	FDP	
2	Publishing Research Paper in High Impact Journal	2 Days(10-11 Feb 2023)	SUAS	FDP	

<p>Data should be based on verifiable records</p> <p>5 marks for each programme</p>	<p>Max Score: 10</p>
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(ii) Participation in NPTEL / Swayam certification, Coursera, EdX and any other certificate MOOC Course [10 Marks]

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

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

Max Score: 10

(iii) Contribution in Admissions [20 Marks]

Sr. No.	Activity	Yes/No	Nos.	Verified by HODs	Score
1.	Schools Visited	NA			
2.	Interaction with the faculty of schools	Yes (During Young Innovator Event)			
3.	Presentation given on Campus/ Off Campus				

Data should be based on verifiable records
If Presentation given on Campus/ Off Campus, score 07 marks per school
If Schools visited, score 06 marks per school

Max Score: 20

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

(iv) Published Papers 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/ WoS / Extended SCI / Other Journal	Verified by HoDs	Score (10)
NA								

Data should be based on verifiable records
If anyone paper published in SCI / Scopus / WoS / Extended SCI in year 2021-22, Score 20 marks
If paper published other than above than per paper in year 2021-22, score will be 7.5 marks per paper

Max Score: 20

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

[20 Marks]



Sl. No.	Title	Details of Conference Publications	National / International	Organizing body and Place	Whether you are main author	Verified by HoDs	Score (10)
1.	Age and Gender Recognition using Deep Learning Technique	3rd International Conference on Smart Data Intelligence (ICSMDI) 2023,	International	Kongunadu College of Engineering and Technology	Yes	7/10	
2	An Integrated Approach to Analysing and Measuring Weather Data for Weather Forecast Prediction	Third International Conference on Artificial Intelligence, 5G Communications and Network Technologies (ICA5NT 2023)	International	Vellamal Institute of Technology, Chennai	Guided students	✓	
3	An Empirical Investigation of The Impact of Automated Project Approval System on Time and Cost Management	International Conference on Innovation and Challenges in Engineering Sciences (ICICES) 2023, IET DAVV	International	IET DAVV	Guided students	✓	
4	A platform to provide restaurant owner user Reference of food items using machine learning.	International Conference on Innovation and Challenges in Engineering Sciences (ICICES) 2023, IET DAVV	International	IET DAVV	Guided students	✓	
5	Employment Generation Mobile Application System for Handymen Workers	International Conference on Innovation and Challenges in Engineering Sciences (ICICES) 2023, IET DAVV	International	IET DAVV	Guided students	✓	
6	Climate Change Effects on Crop Production and its Demand-Supply Relationship: An Analysis Using Data	International Conference on Innovation and Challenges in Engineering Sciences (ICICES)	International	IET DAVV	Guided students	✓	

Science for Precision Agriculture	2023, IET DAVV					
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Data should be based on verifiable records If anyone paper published in International Conference / Seminar in year 2022-23, Score 20 marks If anyone paper published in national Conference / Seminar in year 2022-23, 15 Score marks	Max Score: 20
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(vi) Book(s)/Article(s)/Chapter(s) published

[20 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 (20)
1	GujAGra: An Acyclic Graph to Unify Semantic Knowledge, Antonyms and Gujarati-English Translation of Input Text	Lecture Notes in Electrical Engineering	ISSN 1876-1100 ISSN 1876-1119 (electronic)	Article published in Conference Paper Proceedings 2023	Yes		

Data should be based on verifiable records If Published any one article / Book Chapter / Book in year 2022-23, Score 20 marks	Max Score: 20
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(vii) Ongoing and Completed Research Projects/Consultancies

[20 Marks]

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

Data should be based on verifiable records If anyone Ongoing and Completed Research Project / Consultancies in association with IIP, Score 20 marks	Max Score: 20
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(viii) Patents and Copyright Details

[20 Marks]

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

Data should be based on verifiable records If anyone applied for Patents or Copyright / grant /approved in association with IIP (2022-23), Score 20 marks	Max Score: 20
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(ix) 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
NA					

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

Max Score: 20

(x) Students Award or recognition and you as part of register Mentor

[10 Marks]

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

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

Max Score: 10

(iv) Students Feedback filled by HoD

[10 Marks]

Sl. No.	Name of Subject & Code	Sem	Average Feedback Percentage	Mention Point (Score Lowest Marks)	Score (10)
(vi)					
(vii)					
(viii)					
(ix)					
(x)					
(xi)					
(xii)					
(xiii)					
Average Score					

Data should be based on verifiable records

If Average Feedback Percentage is in between 90-100%, score 10 marks
 If Average Feedback Percentage is in between 80-90%, score 8 marks
 If Average Feedback Percentage is in between 70-80%, score 7 marks
 If Average Feedback Percentage is in between 60-70%, score 6 marks
 If Average Feedback Percentage is in between 50-60%, score 4 marks
 If Average Feedback Percentage is in between 40-50%, score 3 marks
 If Average Feedback Percentage is below 30 %, score 2 marks

Max Score: 10

(xi) Contribution in Placements / MoU's

[10 Marks]



Sr. No.	Name of Activity	No. of Activity	Outcome	Verified by HoDs	Score
1.	Companies visited for Internship/ Placement	NA			
2.	Placement drives finalized				
3.	No of Students placed from Point 2				
4.	Contribution in MOU with Industries				

Data should be based on verifiable records
 Minimum One MoU with Industries, score 10 marks
 Minimum one placement drives finalized, score 10 marks
 Companies visited for placement, score 2 marks per visit

Max Score: 10

[10 Marks]

Nodal Officer / Institute Coordinator / Represent Institute outside

1. SPOC Hackathon 2022 :
Outcome: 2 teams won ✓
2. Organized Internal Hackathon 2023:
Outcome: Jury of Hackathon (Mr. Adeen Shukla) offered Internship to one of the participant. ✓
3. In touch with Technology lead of IITI, Drishthi Foundation (as we have signed MoU) ✓
Outcome: One student is offered internship at IIT, Indore ✓
4. CISCO Institute Coordinator ✓

Data should be based on verifiable records
 Nodal Officer / Institute Coordinator / Represent Institute outside, score 5 marks per activities

Max Score: 10

[10 Marks]

Any other Achievements (highlight briefly)

NA

Data should be based on verifiable records
 State / National / International Achievement any one in year 2022-23, score 10 marks

Max Score: 10

Signature of the Faculty
 Date: _____



Category	Max Marks	Marks Score	Remarks
Category I	40		
Category II (A)	40		
Total (A)	80		
Category II (B)	170		
Total (B)	170		
Total (A + B)	250		

Remarks of HOD (rate on a scale of 1-10) 9-10 Excellent, 7-8 V Good, 6 Good and less than 6 Average:

(Name & Signature of HOD)

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

(Signature of Principal)

Approval of Advisor to Sparsh & SEWS Group



Proof of Self-appraisal form submitted by Male 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 2022-23

Date: 14 / 06 / 23

Name of the Institute: INDORE INSTITUTE OF SCIENCE & TECHNOLOGY

PART A: GENERAL INFORMATION

- Name: [REDACTED]
Name of the Department: [REDACTED]
Designation: [REDACTED] Date of Joining: [REDACTED]
E-mail: [REDACTED]
- Place of present residence: [REDACTED]
- Whether acquired any degrees or academic qualifications during the period: Pursuing PhD

Sr. No.	Exam	Name of Degree/ Subject/ Specialization	University / Board	Name of the Institute	Passing Status	Pass %	Rank/ Division	Regular/ Course/ Part Time
1	PhD	PhD (ETC / Drone Technology Defence Project Ministry of Defence G.O.I)	D.A.V.V.	Military College of Telecomm. Engg.	RDC Completed	NA	NA	Regular Course

4. Total Teaching Experience in Years: 15 Years

5. Total Industries experience if any: 03 Years



PART B: ACADEMIC PERFORMANCE INDICATOR

CATEGORY I: Teaching, Learning & Evaluation related Activities

(i) Theory (T) and Practical's(P) (Give details semester wise for year 2022-23)

[10 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 (10)
(i)	Digital Circuits & System (T)	IT-305	II/III	40	49 Students per day (out of 68 students)		10
(ii)	Digital Circuits & System (P)	IT-305	II/III	20	24 students per batch (out of 34 students)		10
(iii)	Microwave Engg. (T)	EC-702-A	IV/VII				02
(iv)	Microwave Lab (P)	EC-704	IV/VII				02
(v)	Data Communication (T)	EC-603-A	III/VI	40	38 students per day (out of 52 students)		10
(vi)	Data Communication Lab (P)	EC-605	III/VI	20	19 students per batch (out of 30 students)		10
(vii)	Analog Circuits (T)	EC-405	II/IV	48	40 students per day (out of 63 students)		10
(viii)	Optical Fibre Communication (T)	EC-801	IV/VIII				02
(ix)	Optical Fibre Communication Lab (P)	EC-801	IV/VIII				02
Average Score							



<p>Theory and Practical's classes taken should be based on verifiable records.</p> <p>For Theory Subjects If a teacher has taken more than 40 (T) classes, score will be 10 marks 35 and less than 40 (T) classes, score will be 8 marks 30 and less than 35 (T) classes, score will be 6 marks 20 and less than 30 (T) classes, score will be 4 marks Less than 20 (T) classes, score will be 2 marks</p> <p>For Practical's Subjects If a teacher has taken more than or equal to 20 (P) Classes, score will be 10 marks Between 14 and less than 20 (P) classes, score will be 8 marks Between 10 and less than 14 (P) classes, score will be 6 marks Between 4 and less than 10 (P) class, score will be 4 marks Less than 4 (P) classes, score will be 2 marks</p>	Max Score: 10
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(ii) Result Analysis (Give details Subject Wise for year 2022-23) [20 Marks]

Name of Subject & Code	Sem	Passed Percentage	No of Students Appeared	No. of Students				Verify by Ho D	Score (20)
				A+ / A	B+ / B	Other	F		
Digital Circuits & System (IT-305)	III	87	67	0	0	58	9	[Redacted]	4 ✓
Microwave Engg.(EC-702-A)	VII	100	30	0	10	20	0	[Redacted]	16
Optical Fibre Communication (EC-803)	VIII	93	30	1	8	19	2	[Redacted]	14
Data Communication (EC-603-A)	VI	96	51	0	26	23	2	[Redacted]	20
Analog Circuits (EC-405)	IV	Result Awaited	Result Awaited	Result Awaited	Result Awaited	Result Awaited	Result Awaited	[Redacted]	NA
Average Score									[Redacted]

<p>Result Analysis should be based on verifiable records.</p> <p>If Passed Percentage more than 85% and</p> <p>(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.</p> <p>If Passed Percentage 70 % and less than 85% and</p> <p>(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.</p>	Max Score: 20
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(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

(ii) Updating of Subject Content including course file, lecture notes/ PPT etc. [10 Marks]

Sl. No.	Category	Status	Verified by HoDs	Score (2 Marks for each Point)
(i)	Course file (as Per NBA)	Y		2
(ii)	Lab Manual	Y		2
(iii)	PPT	Y		2
(iv)	Lecture Notes	Y		2
(v)	Attendance Register	Y		2
Total Score: (Max: 10)				

Data should be based on verifiable records
 If Submitted, Score 2 Marks
 If Not Submitted, Score 0 Marks

Max Score: 10

CATEGORY II (A): Contribution by Participations

(i) Participation in Training Courses, Teaching-Learning Evaluation Programme, Seminars, workshops, STTP, Orientation course, Refresher course and faculty development programs.

[10 Marks]

Sl. No.	Programme	Duration	Organized by	Category	Verified by HoDs
1	Design and Development of Academic Institute Nano Satellite with Indian Space Prospective	13-24 Feb 2023	SGSITS, Indore	ATAL-FDP (Certificate is in process)	

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

Max Score: 10

(ii) Participation in NPTEL / Swayam certification, Coursera, EdX and any other certificate MOOC Course [10 Marks]

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



Data should be based on verifiable records
10 marks for each programme Max Score: 10

(iii) Contribution in Admissions

[20 Marks]

Sr. No.	Activity	Yes/No	Nos.	Verified by HODs	Score
1.	Schools Visited	YES	4		
2.	Interaction with the faculty of schools	YES	6		
3.	Presentation given on Campus/ Off Campus	NO	0		

Data should be based on verifiable records
If Presentation given on Campus/ Off Campus, score 07 marks per school
If Schools visited, score 06 marks per school Max Score: 20

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

(iv) Published Papers 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/ WoS/ Extended SCI/ Other Journal	Verified by HoDs	Score (10)
1	An Ultra-Area-Efficient Full Adder Circuits Design based on Nanoscale QCA Technology	Design Engineering 3713-3728 2021-22	011934	Peer Reviewed	No	Scopus		10
2	Effective Design Of Combinational Half adder and	Journal of Data Acquisition and	1004-9037	Peer Reviewed	Corresponding author	Scopus		10



Subtractor	Processing						
Circuits Design	SCIENCE						
Based On	PRESS,						
Nanoelectronics	BEIJING,						
Using QCA	CHINA /						
Technology	38 /						
	2582-2591/						
	2023						

Data should be based on verifiable records
 If anyone paper published in SCI / Scopus / WoS / Extended SCI in year 2021-22, Score 20 marks
 If paper published other than above than per paper in year 2021-22, score will be 7.5 marks per paper

Max
Score:
20

(v) 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 (10)
NA	NA	NA	NA	NA	NA		

Data should be based on verifiable records
 If anyone paper published in International Conference / Seminar in year 2021-22, Score 20 marks
 If anyone paper published in national Conference / Seminar in year 2021-22, 15 Score marks

Max
Score: 20

(vi) Book(s)/Article(s)/Chapter(s) published [20 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 (20)
NA	NA	NA	NA	NA	NA		

Data should be based on verifiable records
 If Published any one article / Book Chapter / Book In year 2021-22, Score 20 marks

Max Score: 20

(vii) Ongoing and Completed Research Projects/Consultancies [20 Marks]

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



NA	NA	NA	NA	NA	NA
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Data should be based on verifiable records
If anyone Ongoing and Completed Research Project / Consultancies in association with IIP, Score 20 marks Max Score: 20

(viii) Patents and Copyright Details [20 Marks]

Sl. No.	Title	International / National	Details	Current Status	Score
1	ARTIFICIAL INTELLIGENCE BASED AUTOMATIC SYSTEM FOR DETECTION AND PREVENTION OF UNHEALTHY REGION OF PLANT LEAVES USING IMAGE PROCESSING AND GENETIC ALGORITHMS FOR HIGH YIELDS IN SMART FARMING	National	IPJ	Published	20

Data should be based on verifiable records
If anyone applied for Patents or Copyright / grant / approved in association with IIP (2022-23), Score 20 marks Max Score: 20

(ix) 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
NA	NA	NA	NA		

Data should be based on verifiable records
10 marks for each programme Max Score: 20

(x) Students Award or recognition and you as part of register Mentor [10 Marks]

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



NA	NA	NA	NA	NA	
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Data should be based on verifiable records 10 marks for each award	Max Score: 10
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(iv) Students Feedback filled by HoD

[10 Marks]

Sl. No.	Name of Subject & Code	Sem	Average Feedback Percentage	Mention Point (Score Lowest Marks)	Score (10)
(vi)	Digital Circuits & System (IT-305)	III			
(vii)	Microwave Engg. (EC-702-A)	VII			
(viii)	Optical Fibre Communication (EC-801)	VIII			
(ix)	Data Communication (EC-603-A)	VI			
(x)	Analog Circuits (EC-405)	IV			
Average Score					

Data should be based on verifiable records If Average Feedback Percentage is in between 90-100%, score 10 marks If Average Feedback Percentage is in between 80-90%, score 8 marks If Average Feedback Percentage is in between 70-80%, score 7 marks If Average Feedback Percentage is in between 60-70%, score 6 marks If Average Feedback Percentage is in between 50-60%, score 4 marks If Average Feedback Percentage is in between 40-50%, score 3 marks If Average Feedback Percentage is below 30 %, score 2 marks	Max Score: 10
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(xi) Contribution in Placements / MoU's

[10 Marks]

Sr. No.	Name of Activity	No. of Activity	Outcome	Verified by HoDs	Score
1.	Companies visited for Internship/ Placement	NA	NA		
2.	Placement drives finalized	NA	NA		
3.	No of Students placed from Point 2	NA	NA		
4.	Contribution in MOU with Industries	NA	NA		

Data should be based on verifiable records	Max Score: 10
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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)

Minimum One MoU with Industries, score 10 marks	
Minimum one placement drives finalized, score 10 marks	
Companies visited for placement, score 2 marks per visit	

Nodal Officer / Institute Coordinator / Represent Institute outside
N.A.

[10 Marks]

Data should be based on verifiable records	Max Score:
Nodal Officer / Institute Coordinator / Represent Institute outside, score 5 marks per activities	10

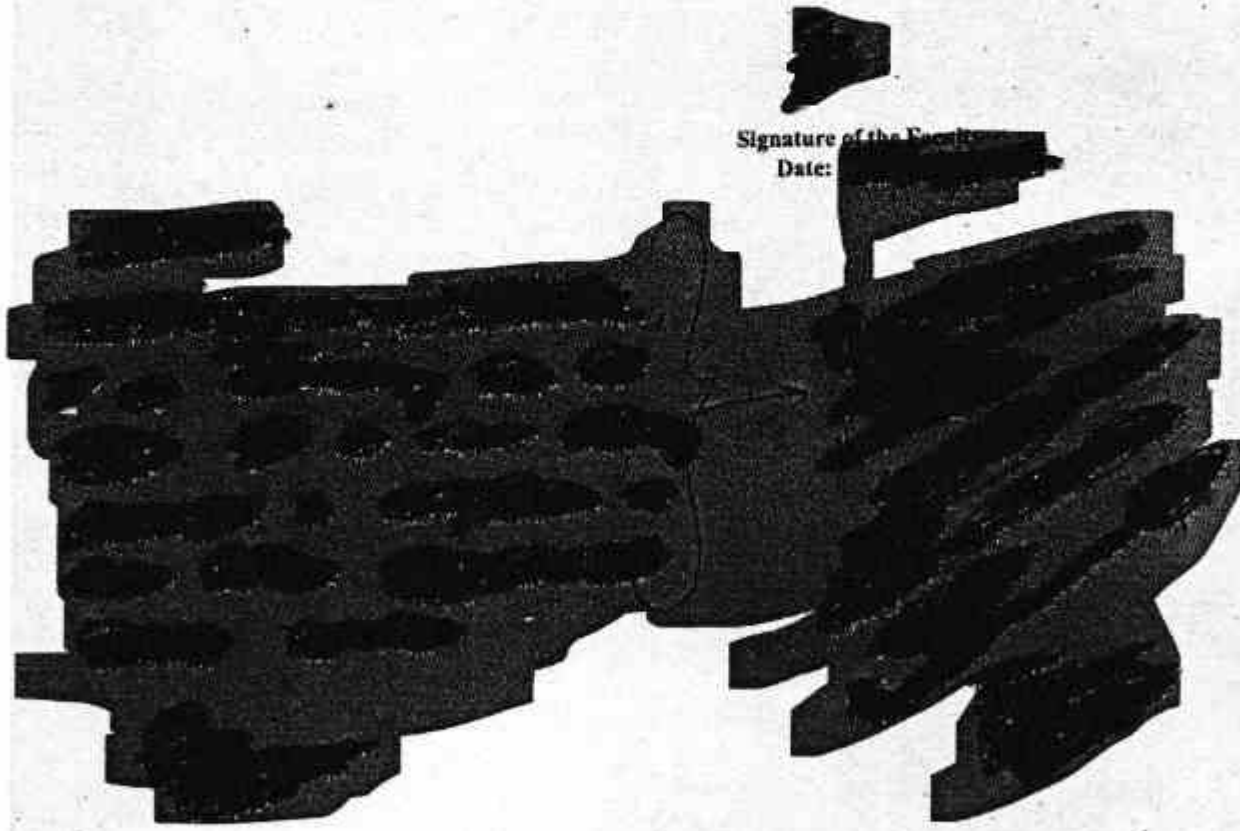
Any other Achievements (highlight briefly)

[10 Marks]

1. Keynote speaker (Oxford University conference) RES 22 (Dec 22)
2. Programme committee member (SPRINGER IDEA 2K22) RGPV Bhopal
3. Programme committee member (CIGN 2022) Prince Mohammad Bin Fahd University, SA
4. Programme committee member (CSNT 2023) Bhopal
5. Programme committee member (ICSPC 2022) Malaysia
6. Invited speaker (CITICON-2023) Chennai
7. Designated Reviewer (Journal of King Saud University - Science) ELSEVIER-SCI
8. Invited session chair (Globecom 2023) Malaysia

Data should be based on verifiable records	Max Score: 10
State / National / International Achievement any one in year 2021-22, score 10 marks	

Signature of the Faculty
Date:



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
CATEGORY I (25)				
Teaching, Learning & Evaluation related Activities	10			
Result Analysis (Give details Subject Wise for year 2022-23)	20			
Updating of Subject Content including course file, lecture notes/ PPT etc.	10			
CATEGORY II (A) (25)				
Participation in Training Courses, Refresher course and faculty development programs etc.	10			
Participation in MOOC Course	10			
Contribution in Admissions	20			
CATEGORY II (B) (100)				
Published Papers in Journals	20			
Published Full Papers/ Presented in Conference Proceedings	20			
Book(s)/Article(s)/Chapter(s) published	20			
Ongoing and Completed Research Projects/Consultancies	20			
Patents and Copyright Details	20			
Contribution in Placements / MoU's	10			
Any SIG's Conducted as resource person	20			
Students Award or recognition and you as part of register Mentor	10			
Students Feedback in year 2022-23	10			
Nodal Officer / Institute Coordinator / Represent Institute outside	10			
Any other Achievements	10			

Category	Max Marks	Marks Score	Remarks
Category I	40		
Category II (A)	40		
Total (A)	80		
Category II (B)	170		
Total (B)	170		
Total (A + B)	250		

Remarks of HOD (rate on a scale of 1-10) 9-10 Excellent, 7-8 V Good, 6 Good and less than 6 Average:

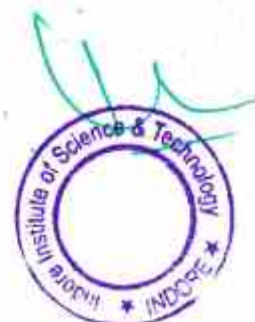
[REDACTED]

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

[REDACTED]

Approval of Advisor to Sparsh & SEWS Group

[REDACTED]



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

IIST/ IIMR/ IIP

Staff Appraisal Form

(Technical and Non-Teaching staff) Year 2022-23

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

Name:

Designation: Date of Joining:

Date of Birth: (DD/MM/YYYY) Age: Yrs. Month.....

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		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:

1. Certifications:
2. Trainings(s) attended:



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.	✓
2	Keep equipments / Computer system ready for performing the experiments.	✓
3	Carry out the preventive maintenance of lab equipments & Computer system.	✓
4	Help in carry out the repairs and breakdown of equipments & Machines.	✓
5	Maintain the records of lab manuals, Student lab Record, lab stock register, log books.	✓
6	Assist in department for practical and theory exams (internal -external)	✓
7	Departmental and lab work like time table, lab manuals	✓
8	Take care in shifting/ installation of labs and equipments	✓
9	Assist in upgrading and requirements for new labs	✓

ADDITIONAL RESPONSIBILITIES:

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

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	17 Years	
			Total Experience		22 Years	

Any other Achievements (Attach Separate Sheet if Reqd.)

Signature of Staff Member

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IIST/ IIMR/ IIP

To be filled by HOD/Reporting Authority :

Points	Excellent	V.Good	Good	Average
	9-10	7-8	6	Less than 5
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 Sparsht & SEWS Group: _____

(Signature of Advisor to Sparsht)

