



NATIONAL INSTITUTE OF TECHNOLOGY DELHI-110040 (INDIA)

PERFORMANCE APPRAISAL REPORT

Session/ Year _____

(To be completed and submitted at the end of each academic year)

Part A: GENERAL INFORMATION

1. Name (in Block Letters) :
2. Father's Name/Mother's Name :
3. Department :
4. Current Designation and Grade Pay :
5. Date of last promotion :
6. Position to which to be promoted :
7. Pay Band expected and Grade Pay :
8. Date of eligibility for promotion :
9. Date & place of birth :
10. Male/Female :
11. Marital Status :
12. Nationality :
13. Category to which belongs
Open/SC/ST/OBC/Physically challenged:
14. Address for correspondence (with Pincode) :

15. Permanent address (with Pincode) :

Telephone No:

Email:



16. Whether acquired any degrees or fresh academic qualifications during the year.

Examination	Name of University	Year of Passing	% of Marks Obtained	Division/Class/Grade	Subjects/ Specialization

17. Teaching Engagement Details.

	I Semester (July-December)			II Semester (Jan-June)		
	Course No & Title	No of Students	Weekly L T P	Course No & Title	No of Students	Weekly L T P
UG						
P G (including Pre-Ph D Course						

Total teaching experience (in years):

At Undergraduate level (at present institution): _____ years

At Postgraduate level (at present institution): _____ years

18. Project and Thesis (Dissertation) Supervision: B Tech/ M Tech /Ph.D.

Level	Title of Project/Thesis	Names of Students	Name of other supervisor (if any)	Remarks



19. Other Instructional Tasks

20. Field of specialization under the subject/discipline if any:

21. Academic Staff College Orientation/ Refresher Course attended during the year:

Name of the Course/Summer School	Place	Duration	Sponsoring Agency

22. Training & Capacity building workshops attended:

Name of the Training Programme	Place where held	Name of the Organizing body	Duration

PART B: ACADEMIC PERFORMANCE INDICATORS

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

CATEGORY: I. TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES (Maximum Total Score 125, Minimum API required 75)

- i. Lectures, Seminars, Tutorials, Practical's, Contact Hours (give semester- wise details, where necessary): Maximum Score 50

S.No.	Course/Paper	Level	No. of Class per Week allotted	No. of Classes Conducted	% of Classes/Practical's taken as per documented record

T=Tutorial C=Contact Hours
 L= Lecture ALM= Active learning methodology
 P= Practical GD= Group discussions
 S= Seminar FD= Field visits
 AS= Assignments AO= Any other

		API Score
(a)	Classes Taken (max 50 for 100% performance & proportionate score up to 80% performance, below which no score may be given)	
(b)	Teaching Load in excess (max. score: 10) (Short Description)	

- ii. Reading/Instructional material provided, consulted and additional knowledge resources provided to students for subject enrichment (Maximum Score 20)

S.No.	Course/ Paper	Consulted	Prescribed	Additional Resource

API score based on Preparation and imparting of knowledge / instruction as per curriculum & syllabus enrichment by providing additional resources to Students (max. score:20)				API Score

iii. Use of Participatory and Innovative Teaching- Learning Methodologies, Updating of Subject content, Course improvement etc. (Maximum Score 20)

S.No.	Short Description	API Score
	Total Score (Max. Score: 20)	

iv. Examination Duties (Invigilation, Paper setting, Evaluation of students at theory/practical examination) Assigned and Performed (Maximum Score 25)

S.No.	Types of Examination Duties	Duties Assigned	Extent to which carried out (%)	API Score
	Total Score (Max:25)			

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

(Maximum Score 50, Minimum API required 15)

Sr. No.	Name of the activity	Maximum Score
1	NSS/NCC/Yoga, Cultural(Saptdhara, Youth festival), Counselling etc.	20
2	Member of Academic/Administrative committees, Member of NGOs., Chamber of Commerce, On Deputation to Various Educational Institutes, On Deputation to Education Department	15
3	Professional development activities such as participation/organization of Seminars/Workshops, Job fairs, Talks, Field visits, Study tours. Zonal/State/District level Coordination of Higher Education initiatives	15



(Please mention your contribution to any of the following):

S.No.	Type of Activity	Average Hrs/week	API Score
(i)	Extension, Co-Curricular & Field based Activities		
	Total (Max:20)		
(ii)	Contribution to Corporate Life and Management of the Institution	Yearly/ Semester wise Responsibilities	API Score
	Total (max:15)		
(iii)	Professional Development Activities		
	Total (max: 15)		
	Total Score (i + ii + iii) (Max:25)		

Sr. No	Maximum API Score	API Score obtained
1	20	
2	15	
3	15	
Total	50	

CATEGORY: III. RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

A) Published Papers in Refereed Journals

S.No.	Title with Page Nos.	ISSN/ISBN	Whether Peer Reviewed	Impact Factor, if any	No. of Co-Authors	Whether you are the main author	API Score



B. i) Articles/ Chapters published in Books

S.No	Title with Page Nos.	Book Title, Editor & Publisher	ISSN/ISBN	Whether Peer Reviewed	No. of Co-authors	Whether you are the main Author	API Score

ii) Full Papers in Refereed Conference Proceedings

S.No	Title with Page Nos.	Details of Conference Publication	ISSN/ISBN	No. of Co-Authors	Whether you are the main Author	API Score

iii) Books Published as single author or as editor

S.No.	Title with page nos.	Type of Book & Authorship	Publisher & ISSN/ ISBN No	Whether peer reviewed	No. of co-authors	Whether you are the main author	API Score

iv) Technical Reports (External & Internal)

S. No.	Title of Report	Particulars (sponsored R & D / Consultancy/ status reports etc.)	Authors (same order as in publication)	Remarks (External/ Internal report)

v) Ph.D Research Supervision

S.No.	Name of Student	Reg Year and Status (FT/PT)	Thesis Title	Other supervisor (s) (if any), name & department	Completed/ Ongoing

C). Ongoing and Completed Research Projects and Consultancies

(i & ii) Ongoing Sponsored Projects / Consultancies

S. No.	Title	Agency	Period	Grant Amount Mobilized (Rs. Lakh)	API Score

(iii & iv) Completed Sponsored Projects / Consultancies

S. No.	Title	Agency	Period	Grant Amount Mobilized (Rs. Lakh)	Whether Policy document/Patent as outcome	API Score



(v) Products/Processes/Development and Technology Transfer/Patents: (Give particulars with names of group members involved)

(D) Research Guidance

S.No.	Number Enrolled	Thesis Submitted	Degree Awarded	API Score
M.Phil or equivalent				
Ph.D. or equivalent				

(E) (i) Training Courses, Teaching- Learning- Evaluation technology Programmes, Faculty Development Programmes (not less than one week duration)

S.No	Programme	Duration	Organised by	API Score

(ii) Papers presented in Conferences, Seminars, Workshops, Symposia

S.No	Title of the Paper Presented	Title of the Conference/Seminar	Organised by	Whether International/National/State/Regional/College or University Level	API

(iii) Invited Lectures and Chairmanships at national or international conferences/ seminar etc

S.No.	Title of Lecture/Academic Session	Title of Conference / Seminar etc	Organized by	Whether International/National	API Score



IV. SUMMARY OF API SCORES

	Criteria	Last Academic Year	Total-API Score For Assessment Period	Annual Average API Score for Assessment Period
I	Teaching, Learning and Evaluation related activities			
II	Co-Curricular, Extension, Professional Development etc			
III	Research and Academic Contribution			
I+II+III				

PART C: OTHER RELEVANT INFORMATION

i. Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier.

S.No.	Details (Mention Year, value etc. where relevant)

ii. LIST OF ENCLOSURES: (Please attach, copies of certificates, sanction orders, papers etc. wherever necessary)

- | | |
|----|-----|
| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 10. |



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

Signature of the faculty member with
Designation, Place & Date

Forwarding, Appraisal & Follow up

i. Forwarded by Head of Dept./Centre

(Signature of H.O.D with Date)

(Counter Signature of Faculty Member with date)

ii. Comments of Appraisal Committee

Signature with Date

* To be communicated to the faculty member

iii. Follow up Action

DIRECTOR/DIRECTOR'S NOMINEE

N:B: The annual self-assessment Performa duly filled along with all enclosures, submitted for CAS promotions will be verified by the Institute.



Instructions for Filling up Part B of the PBAS Performa

Part B of the Performa is based on NIT Delhi regulations. It is to be filled out for the recently completed academic year.

The Performa is to be filled as per these tables and self-assessment scores given. For each category, maximum scores that can be given or carried forward are indicated in the Table.

The self-assessment scores are further to be based on the indicators/activities given below. Institute may modify the detailed indicators and related scores based on their experience and requirement without changing the score requirements assigned to categories and sub-categories.

NB. The self-assessment scores are subject to verification by the Institute, and by the Screening cum Verification Committee or Selection Committee as the case may be.

I. Teaching and Evaluation Related Performance

(i) A

Lectures/Practicals/Tutorials/Contact classes taken should be based on verifiable records. No score should be assigned if a teacher has taken less than (say) 80 % assigned classes. Universities may give allowance for periods of leave where alternative teaching arrangements would ordinarily be made. Maximum score if there is 100 % achievement.	Max Score : 50
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B.

If teacher has taken classes exceeding NIT norm, then two point to be assigned for each extra hour of classes	Max. Score: 10
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(ii)

Imparting of knowledge / instruction <i>vis a vis</i> with the prescribed material (Text book / Manual etc) and methodology of the curriculum (100% compliance = 20 points)	Max Score: 20
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(iii) Use of Participatory and Innovative Teaching-Learning Methodologies, Updating of Subject Content, Course Improvement etc.

Indicators/ Activities	Maximum Score
Updating of courses, design of curriculum, (5 - single course)	10
Preparation of resource material, fresh reading materials, Laboratory manuals etc.	10
Use of Innovative teaching-learning methodologies; use of ICT; Updated subject content and course improvement. a. ICT Based Teaching material: 10 points/each b. Interactive Courses: 5 points/each c. Participatory Learning modules: 5 points/each	10
Developing and imparting Remedial/Bridge Courses and Counseling modules (Each activity: 5 points)	10
Developing and imparting soft skills/communication skills/personality development courses/modules (Each activity : 5 points)	10
Developing and imparting specialized teaching-learning programmes in physical education, library ; innovative compositions and creations in music, performing and visual arts and other traditional areas (Each activity: 5 points)	10
Organizing and conduction of popularization programmes/training courses in computer assisted teaching/web-based learning and e-library skills to students (a) Workshop / Training course : 10 points each (b) Popularization program : 5 points each	10
Maximum Aggregate Limit	20

(iv) Examination Related Work

Indicators	Max. Score
Institute end semester / Annual Examination work as per duties allotted. (Invigilation - 10 points; Evaluation of answer scripts - 5 points; Question paper setting - 5 points). (100% compliance = 20 points)	20
Institute examination/Evaluation responsibilities for internal/continuous assessment work as allotted (100% compliance = 10 points)	10
Examination work such as coordination, or flying squad duties etc. (maximum of 5 or 10 depending upon intensity of duty) (100% compliance = 10 points)	10
Maximum Aggregate Limit B (iv)	25



II: Co-curricular, Extension and Profession Related Activities and Participation in the Corporate Life of the institution

(i) Extension and Co-curricular Related Activities

Institutional Co-curricular activities for students such as field studies/educational tours, industry-implant training and placement activity (5 point each).	10
Positions held/Leadership role played in organization linked with Extension Work and National service Scheme (NSS), NCC or any other similar activity (Each activity 10 points)	10
Students and Staff Related Socio Cultural and Sports Programmes, campus publications (departmental level 2 points, institutional level 5 points).	10
Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper; flood or, drought relief, small family norms etc. (5 points each)	10
Maximum Aggregate Limit	20

(ii) Contribution to Corporate Life and Management of the Institution

Contribution to Corporate life in Institute through meetings, popular lectures, subject related events, articles in college magazine and University volumes (2 point each).	10
Institutional Governance responsibilities like, Vice Principal, Dean, Director, Warden, Bursar, Institute Chairperson, IQAC coordinator (10 points each)	10
Participation in committees concerned with any aspect of departmental or institutional management such as admission committee, campus development, library committee (5 point each).	10
Responsibility for, or participation in committees for Students Welfare, Counseling and Discipline (5 each)	10
Organisation of Conference /Training: International (10 points); national/regional (5 points).	10
Maximum Aggregate Limit	15

(iii) Professional Development Related Activities

Indicators / Activities	Maximum Score
Membership in profession related committees at state and national level a. At national level: 3 points each b. At site level: 2 points each	10
Participation in subject associations, conferences, seminars without paper presentation (Each activity: 2 point)	10
Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, Institutional governance (Each activity: 5 points)	10
Membership/participation in Bodies/Committees on Education and National Development (5 each).	10
Publication of articles in newspapers, magazines or other publications (not covered in category 3); radio talks etc. (1 point each).	10
Maximum Aggregate Limit	15

CATEGORY: III. Research and Publications and Academic Contributions

Wherever the research contribution is jointly made, the API scores should be shared between the contributors as per the formula provided by NIT Delhi.

III. Summary of API Scores

The summary must take into account the maximum score limits for each set of indicators given below in the table.

IV. Similar PBAS Performa could be developed by the universities for the Cadres of Librarian / Deputy Librarian / Assistant Librarian and Director of Physical Education & Sports / Deputy Director of Physical Education & Sports / Assistant Director of Physical Education & Sports based on the API Scoring pattern as per NIT Delhi.



CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Brief Explanation: Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API score required by teachers from this category is different for different levels of promotion and between Institute and Institutes. The self-assessment score will be based on verifiable criteria and will be finalized by the screening/selection committee.

III C				
Research Projects				
III C (i)	Sponsored Projects carried out/ongoing	(a)Major Projects amount mobilized with grants above 30.0 lakhs	Major Projects amount mobilized with grants above 5.0 lakhs	20 / each Project
		(b) Major Projects amount mobilized with grants above 5.0 lakhs up to 30.00 lakhs	Major Projects amount mobilized with grants above 3.00 lakhs up to 5.00 lakhs	15 / each Project
		(c)Minor Projects (Amount mobilized with grants above Rs. 50,000 up to Rs. 5 lakh	Minor Projects (Amount mobilized with grants above Rs. 25,000 up to Rs. 3 lakh	10 / each
III C (ii)	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs. 10.00 lakh	Amount mobilized with minimum of Rs. 2.00 lakh	10 per every Rs. 10.0 lakhs and Rs. 2.0 lakhs, respectively
III C (iii)	Completed projects : Quality Evaluation	Completed project Report (Acceptance from funding agency)	Completed project Report (Acceptance from funding agency)	20 / each major project and 10 / each minor project
III C (iv)	Projects Outcome / Output	Patent/Technology transfer/ Product/Process	Major Policy document of Govt. Bodies at Central and State level	30 / each national level output or patent / 50 / each for International level
III D				
Research Guidance				
III D (i)	M.Tech	Degree awarded only	Degree awarded only	3 Points for each candidate



III D (ii)	Ph.D	Degree awarded only	Degree awarded only	10 Points for each candidate
		Thesis submitted	Thesis submitted	7 Points for each candidate
III E	TRAINING COURSES AND CONFERENCE / SEMINAR / WORKSHOP PAPERS			
III E (i)	Refresher courses, Methodology workshops, Training, Teaching, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max: 30 Points)	(a) Not less than two weeks duration	(a) Not less than two weeks duration	20 points each
		(b) One week duration	(b) One week duration	10 points each
III E (ii)	Papers in Conference/Seminars/workshops etc.**	Participation and Presentation of research papers (oral/poster) in	Participation and Presentation of research papers (oral/poster) in	
			a) International Conference	10 Points each
			b) National Conference	7.5 Points each
			c) Regional/State level	5 Points each
			d) Local – Institute/ Institute level	3 Points each
III E (iv)	Invited lectures or presentations for conferences/ Symposia		a) International Conference	10 Points each
			b) National Conference	5 Points each



*Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) indexed journals – by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 25 points.

** If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III (a)) and not under presentation (III (e)(ii)).

NOTE

The API for joint publications will have to be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the first/Principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.

