

2.0 Performance of attendance of students (Maximum credits:10):

S. No.	Semester	Name of the Course	Sum of Students present	Lectures engaged (Th./Tu./PR/PRO)	Students on roll	Average attendance = $\frac{(4) \times 100}{(5) \times (6)}$	Average of column (7)	Performance and Multiplying factors	Credit earned = 10*(9)	Reporting officer Opinion
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
								Excellent - 1.0 (100-81)	10	
								Good 0.7 (80-61)		
								Average - 0.5 (60-41)		
								Poor - 0.2 (40-00)		

3.0 Performance of Results (Maximum credits:10):

S. No.	Semester	Name of the Course	Average result of the students in year (%)	Average of column (%) (4)	Performance and Multiplying factors	Credit earned = 10*(6)	Reporting officer Opinion
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
					Excellent - 1.0 (100-81)		
					Good - 0.7 (80-61)		
					Average - 0.5 (60-41)		
					Poor - 0.2 (40-00)		

4.0 Guidance and innovation in student's major project work (Maximum 10 credits):

4.1 Projects guided (Maximum 6 credits 2 for each project) :

S.No	Name of Project/s	Internal/External Funding	Duration	Project cost	Credits earned	Reporting officer opinion

4.2 Innovation brought out in project work (Maximum 4 credits) (Please specify)

1. The heart rate monitor describes a technique of measuring the heart rate through a fingertip and Arduino.
2. In the robolive a car can be driven over the internet with the laptop or through the mobile device. It can prove to be beneficial in various fields like scientific, military or in engineering, It will also be useful in disaster affected areas to find and rescue injured people.

Reporting officer opinion

5.0 Additional qualification attained/Publications of books during the audit year (please specify) (maximum 04 credits)

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 Reporting officer opinion

6.0 Publication in trainings/seminars/refreshers courses/ summer/winter schools during the audit year (Maximum 06 credits): Note : 2 for each publication in international journal and one for publication in national journal.

S.No.	Title of the paper	Name of the journal	Month and year of publication	Credits earned	Reporting officer opinion
1.					

Performance appraisal for the year -----

Name of teacher-----

7.0 Participation in trainings/seminars/refreshers courses/summer/winter schools during the audit year (maximum 04 credits):

S.No.	Title of the programme	Name of the organizing institute	Duration		Credits earned (2 for each)	Reporting officer opinion
			From	To		

8.0 Research/External Projects Undertaken/Supervisory support (Maximum 20 credits):

8.1 RESEARCH /EXTERNAL PROJECTS UNDERTAKEN						Maximum credits: For Polytechnic teachers:20 For teachers of Engineering colleges:10	
S.No	Name of Research/ Project/s	Internal/External Funding	Duration	Project cost	Credits earned	Reporting officer opinion	

8.2 SUPERVISORY SUPPORT (Ph.D/M.TECH)							(only for teachers of Engineering College) Maximum credits: 10
S.No.	Name of the student	Date of Registration	Co-Supervisor	Current Status	Date of submission	Credits earned	Reporting officer opinion

Note: Credits for Ph.D. shall be given for a maximum duration of four years as follows:

- Awarding year for Ph.D. maximum 10 credit and for years preceding that maximum 5 credit
- Credit for supervisory support to one M.Tech --5
Credit for supervisory support to two M.Tech --10

9.0 Any special remarks (6 credits)

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Signature of the teacher

Part –B

(To be filled by reporting officer)

10.0 Developmental activities undertaken in the department and general managerial ability (Maximum 46 credits):- Total attributes – 28

S. No.	Activities	Tick mark			
		E	G	A	P
10.1	Laboratory/Workshop Management: (Name of Laboratory:				
	a. General upkeep and maintenance of the laboratory				
	b. Modernization and removal of absolence.				
	c. Planning and procurement of consumables required for laboratory.				
	d. Guidance and checking of student’s journals.				
10.2	e. Control and supervision of laboratory staff.				
	Contribution in the development and management of the department				
	a. Publication of department’s magazine.				
	b. Organization of student’s technical quiz/group discussion/poster competition/exhibition of student’s project atc. Mention				
	c. Organization of activities under student’s chapter/institute chapter of professional bodies Name				

Performance appraisal for the year -----

Name of teacher-----

	d. Specific tasks undertaken like Accreditation of course/ISO 9000 certification Name				
10.3	Arranging expert lectures of industry experts/external resource persons :				
	a. No. of lectures arranged in a academic year. Nos.....				
	b. Students'/faculty feedback about the quality and usefulness of lectures.				
10.4	Development of teaching resources/innovation in teaching :				
	a. Specify the teaching aids developed (Charts, Power point presentation, Models, Multimedia				
	b. Improvement brought out in teaching/learning process (Specify).				
10.5	Continuous assessment of students				
	a. No. of assignments/ sessional work given				
	b. Timely and efficient organization of progressive tests				
10.6	Knowledge of latest developments in his/her profession.				
10.7	Managerial ability :				
	a. Planning and organizing.				
	b. Leadership				
	c. Problem solving				
	d. Decision making				
	e. Team work.				
	f. Communication skills.				
	g. Direction, supervision and control of subordinates				
Total of tick marks					

11.0 Performance in core areas (Maximum credits: 50 Total attributes – 25)

S.No.	Activities	Performance Tick mark			
		E	G	A	P
11.1	Organization and conduction of short term/continuing education programmes for students/pass out/ in-service personnel:				
	a. No. of programmes organized				
	b. No. of persons trained				
	c. General feedback about the quality and usefulness of the programme				
	d. Managing and organizing efficiency				
	e. Revenue generated deposited in the Institution.				
11.2	Contribution under Industry Institute Interaction Cell:				
	a. No. of students' visits organized				
	b. No. of stipend/placement offers received by students				
	c. No. of Industry project offered to the students				
11.3	Organization of seminars/workshop/symposia/short term training programme/summer/winter schools etc:				
	a. No. of programmes organized				
	b. No. of persons benefited				
	c. Managing and Organizing efficiency				
	d. General feedback about usefulness and quality of the programmes				
11.4	Contribution to Community Services or community Polytechnic Scheme:				
	a. No. of trainings organized				
	b. No. of persons trained				
11.5	Internal Revenue Generation throught Testing/Consultancy:				
	Amount of the revenue generated i.e. deposited in the Institution				
11.6	Examination/University related work:				
	a. Paper setting/ Moderation work				
	b. Invigilation/Asstt. Supdt./Supdt. Of examination or valuation in the Institution.				
	c. Valuation work at University				
	d. Checking of examination forms/Compilation of ofessionals /progressive test mark/supervision of data entry work in the Institution				
	e. Curriculum development work				
11.7	Career guidance and Counseling				
	a. About job opportunities or entrepreneurship				
	b. Higher education or further training				
	c. Facing interviews/ personality development				
11.8	Conduction of special classes for SC/ST students.				
11.9	Level of computer knowledge and its application				
Total of tick marks					

12.0 General Conduct and Behavior (Total attributes – 15):

Performance appraisal for the year -----

Name of teacher-----

S.No	Description	Performance Tick mark			
		E	G	A	P
a.	Health and Personality				
b.	Punctuality and regularity				
c.	Initiative and Drive				
d.	Honesty and integrity				
e.	Observance of secrecy				
f.	Reliability and dependability				
g.	Sense of responsibility				
h.	Intelligence				
i.	Temperament and manners				
j.	Emotional stability under stress				
k.	Aptitude for work				
l.	Willingness to work and take extra responsibility				
m.	Attitude towards students				
n.	Behavior towards senior/peers and subordinate staff				
o.	Attitude towards SC/ST communities and weaker sections of the society				
Total of tick marks					

13.0 Extra administrative responsibilities performed as Officer-in-charge of the following activities (Maximum credits:50):
Total attributes- 25

S.No.	Activities	Performance Tick mark			
		E	G	A	P
1.	Scholarship-all categories				
2.	Sports and gymkhana activities				
3.	Students union and Cultural activities				
4.	Discipline anti ragging committee, security and students grievances				
5.	Academic and examination section				
6.	Hostel warden				
7.	Autonomous/Janbhagidarisamiti				
8.	Store and purchase officer (including cooperative store)				
9.	Court cases				
10.	Civil works, water works and Gardening				
11.	Women cell (anti harassment)				
12.	Purchase committee and write off committee				
13.	Library/Library advisory committee				
14.	Career counseling, Training and placement officer and Entrepreneurship development cell				
15.	Furniture procurement repair and maintenance				
16.	Electrical maintenance				
17.	Office automation				
18.	Special coaching SC/ST stationary , drawing material distribution etc				
19.	Continuing education programmes				
20.	Staff development				
21.	Website, computer maintenance (other than system analyst and programmer)				
22.	NCC/NSS				
23.	Community Services/Polytechnic Scheme				
24.	Any special activity (Mention name, maximum two) (I)..... (II).....				
Total of tick marks					

Description	Maxi credits	No of tick marks				Multiplying factors (MF)	Credits Earned= no of ticks (MF)
		E	G	A	P		
10.0 Developmental activities undertaken in the department and general managerial ability	46					E- Excellent- 2.0 G- Good- 1.0 A-Average- 1.0 P- Poor- 0.4	
11.0 Performance in core areas	50						
12.0 General conduct and behavior	30						
13.0 Extra administrative responsibilities performed	50						
Total	176						

14.0 Special weightage given by reporting officer for extra ordinary work done during the audit year (Maximum 04 credits):

Specify.....
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Total Credits : Sum of 10,11,12,13 and 14 since all the activities mentioned in above points will not be =180
Performed by all individuals, therefore average 1/3rd of that would be considered for final score i.e. = 60

Performance appraisal for the year -----

Name of teacher-----

15.0 Student's feedback (Maximum 30 credits):
(to be taken in a separate proforma and final score recorded here)

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16.0 Disciplinary action taken (if any), including warning etc.

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Signature of reporting officer

TOTAL CREDITS EARNED DURING THE ACADEMIC YEAR (July 20 to June 20.....)

S.No.	Responsibility	Maximum Credits	Minimum Requirement	Credits earned	Deficiency, if any
01	Performance of engaging lecturers/practical: 1.1 During Odd Semester 1.2 During even Semester	20 20			
02	Performance of attendance of students	10			
03	Performance of Results	10			
04	Guidance and innovation in student's major project work: 4.1 Projects guided 4.2 Innovation brought out in project work	06 04			
05	Additional qualification attained/ publications of books during the audit year.	04			
06	Publication of papers in National/International/journals /seminars/Conferences.	04			
07	Participation in trainings/seminars /refreshers courses/summer/ winter schools during the audit year.	04			
08	Research/External Projects Undertaking/Supervisory support 8.1 RESEARCH/ EXTERNAL PROJECTS UNDERTAKEN 8.2 SUPERVISORY SUPPORT (Ph. D/M.TECH.)	Maximum credits: For Polytechnic teachers: 20 For teachers of Engineering colleges: 10 Only for teachers of Engineering colleges: 10			
09	Special remarks given by teacher (assesse)	06
10	Developmental activities undertaken in the department and general managerial ability.	46			
11	Performance in core areas.	50			

S.No.	Responsibility	Maximum Credits	Minimum Requirement	Credits earned	Deficiency, if any
12	General conduct and behavior	30			
13	Extra administrative responsibilities performed as Officer –In-Charge of the following activities.	50			
14	Special weightage given by reporting officer for extra ordinary work done during the audit year	04			
15	Student's feedback	30			
	GRAND TOTAL	200			

Name & Signature of Recommending Officer

Comments of Accepting Officer

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Name & Signature of Accepting Officer

Note : 50% of 10, 11, 12, 13 and 14

STUDENT'S FEEDBACK

NAME OF INSTITUTION :- **INDIRA GANDHI ENGINEERING COLLEGE, SAGAR**

SEMISTER ----- BRANCH -----SESSION-----

S.No.	Name of the Theory Course	Name of the Teacher
CR1		
CR2		
CR3		
CR4		
CR5		

Your Response below are for purpose of Evaluation				
1-Poor,	2-Fair	3- Average	4- Good and	5- Excellent

Please respond to Items below by writing 5/3/2/1/0	CR1	CR2	CR3	CR4	CR5
LECTURES (Theory)					
A1. LECTURE CLARITY					
A2. Orderly sequence					
A3. Adequacy of examples					
TEXT BOOKS					
B1. Text book suitability					
B2. Name of the Reference Books					
PRACTICAL CLASSES					

Performance appraisal for the year -----

Name of teacher-----

C1. Relevant practical					
C2. Effectiveness					
C3. No. of practical conducted					
PROJECTS/ASSIGNMENT, IF ANY					
D1. Relevance					
D2. Effectiveness					
THE INSTRUCTION					
E1. Preparation					
E2. Enthusiasm					
E3. Concern for students					
E4. Enforcing discipline					
E5. Adherence to schedule					
EVALUATION					
F1. Relevance to coverage					
F2. Timeliness of feedback					
F3. Fairness in evaluation					
THE COURSE AS A WHOLE					
G1. Achieving objectives					
G2. Interest evoked					
G3. Overall rating					
ABOUT THE RESPONDENT					
H1. Your Commitment level					
SUGGESTIONS/COMMENTS					
Specific suggestions/comments improvement if any					
Any other comments, if any					

Signature of the students with name & Regn. No.
(Optional)

Performance appraisal for the year -----

STUDENT'S FEEDBACK

NAME OF INSTITUTION :- **INDIRA GANDHI ENGINEERING COLLEGE, SAGAR**

SEMISTER ----- BRANCH ----- SESSION-----

S.No.	Name of the Practical course	Name of the Teacher
PR1		
PR2		
PR3		
PR4		
PR5		

Your Response below are for purpose of Evaluation				
1-Poor,	2-Fair	3- Average	4- Good and	5- Excellent

Please respond to Items below by writing 5/3/2/1/0	PR 1	PR 2	PR 3	PR 4	PR 5
LECTURES (Theory)					
A1. LECTURE CLARITY					
A2. Orderly sequence					
A3. Adequacy of examples					
TEXT BOOKS					
B1. Text book suitability					
B2. Name of the Reference Books					
PRACTICAL CLASSES					
C1. Relevant practical					

Performance appraisal for the year -----

Name of teacher-----

C2. Effectiveness					
C3. No. of practical conducted					
PROJECTS/ASSIGNMENT, IF ANY					
D1. Relevance					
D2. Effectiveness					
THE INSTRUCTION					
E1. Preparation					
E2. Enthusiasm					
E3. Concern for students					
E4. Enforcing discipline					
E5. Adherence to schedule					
EVALUATION					
F1. Relevance to coverage					
F2. Timeliness of feedback					
F3. Fairness in evaluation					
THE COURSE AS A WHOLE					
G1. Achieving objectives					
G2. Interest evoked					
G3. Overall rating					
ABOUT THE RESPONDENT					
H1. Your Commitment level					
SUGGESTIONS/COMMENTS					
Specific suggestions/comments improvement if any					
Any other comments, if any					

Signature of the students with name & Regn. No.
(Optional)

Performance appraisal for the year -----

PERFORMANCE MEASURE	1	2	3	4	5
ABOUT THE RESPONDENT					
H1. Your Commitment level LECTUR					
SUGGESTIONS/COMMENTS					
Specific suggestions/comments improvement if any					
Any other comments, if any					

Note : 1-Poor, 2-Fair, 3-Average, 4-Good and 5-Excellent.

Performance appraisal for the year -----

Name of teacher-----

Signature of the students with name and Regn.No.
(Optional)

GOVERNMENT OF MADHYA PRADESH
DEPARTMENT OF TECHNICAL EDUCATION

ANNUAL EVALUATION OF TEACHERS' PERFORMANCE

Sl. No.	Category	Score
1.	Excellent	200 – 161
2.	Very Good	160 – 131
3.	Good	130 – 100
4.	Satisfactory	100 – 70
5.	Poor	≤ 70