**INTERNATIONAL SCHOOL OF TECHNOLOGY AND SCIENCES FOR WOMEN**

Internal Quality Assurance Cell (IQAC)

**SELF–APPRAISAL FORM FOR FACULTY (A.Y: 2024-25)**

(The details are required from Jan 1st , 2024 to Dec 31st 2024)

# Name of the Department :

Name of the Faculty :

Present Designation :

Date of Joining :

Mobile No. :

Email ID :

Last Increment received on : mm/yy

# PART A : TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES (400 Points)

**A.1Teaching and Other Contribution to Academia (Max. 50 points)**

(As per the opinion and recommendation of Head of the Department)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | | **Score (5/4/3)** | **Score obtained** | **Score as per Committee** |
| i. | Availability to students during working hours |  |  |  |
| ii. | Punctuality to classes |  |
| iii. | Regularity in taking classes as per time table |  |
| iv. | Maintenance of students attendance register and course files |  |
| v. | Regularity in giving home assignments |  |
| vi. | Availability for examination work including invigilation/valuation |  |
| vii. | Participation in curriculum/  Syllabus development |  |
| viii. | Participation in college/departmental activities |  |
| ix. | Preparation of course hand outs |  |
| x. | Content delivery and nature of communication |  |

# A.2 Additional Significant Expertise (50 M)

(Necessary proofs for each category to be enclosed)

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | | **Score obtained** | **Score as per**  **Committee** |
| i. | Remedial classes/Bridge courses and  Technical Trainings |  |  |
| ii. | Lecture notes /Course Files |
| iii. | Project guide (paper published in UGC listed journal) |
| iv. | Prototypes Developed/New Experiments Designed for Lab/ Content Delivered beyond Syllabus |

# A.3 Student Feedback on Teacher Performance (100 Points)

(% of Students Feedback ≥ 90: 100 points, 85 to <90: 90 points, 80 to <85: 80 points,

70 to <80: 70 points, 60 to <70: 50 points and <60: No points)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Program/Dept** | **Semester** | **Course** | **Feedback** | **Average Feedback** | **Score obtained** | **Score as per Committee** |
|  |  |  |  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# A.4 Result Analysis (100 Points)

(% of Students Feedback ≥ 90: 100 points, 85 to <90: 90 points, 80 to <85: 80 points,

70 to <80: 70 points, 60 to <70: 50 points and <60: No points)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Program/Dept** | **Semester** | **Course** | **Result** | **Average Result** | **Score obtained** | **Score as per**  **Committee** |
|  |  |  |  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# A.5 Awards/Honours/Fellowships Received/Memberships in Professional Societies/ Bodies etc. (50 points)

(The necessary proofs to be enclosed)

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Details** | **Score obtained** | **Score as per**  **Committee** |
| Awards/Honours/ Fellowships Received |  |  |  |
| Memberships in Professional Societies/ Bodies | (A) |

# A.6 Online Certification Courses (NPTEL etc.) (Max. 50 points)

(Necessary proofs to be enclosed)

(Toppers/Elite+Gold: 50 points, Elite: 40 points, Successfully completed: 30)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Course Title** | **Duration** | **Awarding Institution** | **Grade** | **Score obtained** | **Score as per**  **Committee** |
|  |  |  |  |  |  |

# PART-B: RESEARCH, DEVELOPMENT AND EXTENSION ACTIVITIES (400 Points)

**B.1Research Guidance (Max. 50 points)**

(Necessary proofs to be enclosed)

(Guiding of one B.Tech. project batch: 10 points, M.Tech. project: 20 points,

Ongoing Ph.D: 25 points, Ph.D. thesis submitted: 40 points, Ph.D awarded: 50 points)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Category** | **Number** | **Score** | **Score obtained** | **Score as per**  **Committee** |
|  |  |  |  |  |

# B.2 Ongoing Sponsored Research Projects (Max. 50 points)

(Sanctioned letter to be enclosed)

(Sanctioned amount ≥ 50 Lakhs: 40 points, 20 to <50 Lakhs: 40 points,

5 to <20 Lakhs: 35 points, 10 to <15 Lakhs: 25 points, 5 to <10Lakhs: 15 points,

< 5 Lakhs: 10 points)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Category** | **Agency** | **Sanctioned Amount in Rs.** | **Score obtained** | **Score as per**  **Committee** |
|  |  |  |  |  |

# B.3 Consultancy (Max. 50 points)

(Necessary proofs to be enclosed)

(Sanctioned amount ≥ 5 Lakhs: 50 points, 4 to <5 Lakhs: 40 points,

3 to <4 Lakhs: 35 points, 2 to <3 Lakhs: 25 points, 1 to <2Lakhs: 15 points,

< 0.5 Lakhs: 10 points)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Category** | **Agency** | **Sanctioned Amount in Rs.** | **Score obtained** | **Score as per**  **Committee** |
|  |  |  |  |  |

# B.4 Research Publications (Max: 50 points)

(Front page of publication to be enclosed)

(SCI journal: 50 points, SCOPUS: 30 points, UGC listed: 15 points)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Category** | **Title of the Publication** | **Score** | **Score obtained** | **Score as per**  **Committee** |
|  |  |  |  |  |
|  |  |  |

# B.5 Patents Published/Awarded (Max: 50 points)

(Necessary proofs to be enclosed)

(Patent awarded: 50 points, Patent published: 25 points)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title of the patent** | **File Number** | **Score** | **Score obtained** | **Score as per**  **Committee** |
|  |  |  |  |  |

**B.6 Books/Chapters Published (Max: 25 points)** (First page of the book/chapter to be enclosed) (Book: 25 points, Chapter: 15 points)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Title of the book/chapter** | **Authors** | **Publisher** | **Score** | **Score obtained** | **Score as per**  **Committee** |
|  |  |  |  |  |  |

**B.7 Member/Reviewer in Editorial Boards of Referred Journals (Max: 25 points)** (Reviewer for SCI journal: 10 points, Other journals/ member of various committees in conferences etc.: 5 points)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of the journal/conference** | **Publisher/Committee** | **Score** | **Score obtained** | **Score as per**  **Committee** |
|  |  |  |  |  |

# B.8 FDPs/Training Activities/ STTPs/Workshops Attended (Max: 50 points)

(Necessary proofs to be enclosed)

(For **IITs/NITs/Universities**: 1 day: 5 points, 2 to 5 days: 25 points, >5 days: 50 points, For other institutions, 60% of the score shall be considered including in-house programmes, i.e. 1 day: 3 points, 2 to 5 days: 15 points, >5 days: 30 points)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Title of the programme** | **Duration** | **Organized by** | **Score** | **Score obtained** | **Score as per**  **Committee** |
|  |  |  |  |  |  |

# B.9Papers Presented in Conference (Max: 25 points)

(Necessary proofs to be enclosed)

(International conference, other country: 25 points, in India: 15 points, National conference: 10 points)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Title of the Paper** | **Name of the**  **Conference and dates** | **Organized by** | **Invited/Oral/ poster** | **Score** | **Score obtained** | **Score as**  **per**  **Committee** |
|  |  |  |  |  |  |  |

# B.10 F DPs/Training Activities/ STTPs/Workshops Conducted as Convener/ Co-ordinator etc. (Max: 25 points)

(Necessary proofs to be enclosed)

(Govt. sponsored programme: 25 points, Self-sustained programme: 20 points)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Title of the programme** | **Duration** | **Acted as** | **Score** | **Score obtained** | **Score as per**  **Committee** |
|  |  |  |  |  |  |
|  |  |  |  |

# PART-C: ADMINISTRATIVE AND EXTRACURRICULARACTIVITIES (200 Points)

# (Attach Proofes of ta

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Category of Administrative Work** | | **Max. points** | **Mention the**  **Administrative Work** | **Score obtained** | **Score as per**  **Committee** |
| **C.1** | **Administrative Assignments**  (Dean, IQAC Co-ordinator, CoE, HOD, etc.) |  |  |  |  |
| **C.2** | **Central Committee Member/Co- ordinator/Incharge**  (NAAC, NBA, NPTEL, R&D, Exam  Cell, Alumni, Bus Incharge, Discipline, Sports, NSS, NCC, Women’s Grievance Cell, Anti Ragging, Professional Bodies, Skill development,  etc) |  |  |  |  |
| **C.3** | **Departmental Committee Member/ Co-ordinator/Incharge**  (BOS, PAC, DAC, CRC, CCC, MCC,  Academic Audit, Class teacher, Mentor, Research Group Co-ordinator, Internships, Lab Incharge, Projects, Industrial visits, NAAC, NBA, ISO, NPTEL, R&D, Exam Cell, Alumni, Faculty Club, Discipline, Sports, NSS, NCC, Yoga, Women’s Grievance Cell, Anti Ragging,  Professonal Bodies, Skill development, Incubation, etc) |  |  |  |  |
| **C.4** | **Admissions assignment**  Diploma, B.Tech, MBA, MCA courses |  |  |  |  |

**Summary of Self-Appraisal Score(A.Y: 2024-25)**

Name of the Faculty : Department: Designation :

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Category** | | | **Max. Score** | **Score obtained** | **Score as per APEC** |
| **Part-A** | **Teaching, Learning and Evaluation Related Activities** | | | | |
| **A.1** | Teaching and Other Contribution to Academia | 50 |  |  |
| **A.2** | Additional Significant Expertise | 50 |  |  |
| **A.3** | Student Feedback on Teacher Performance | 100 |  |  |
| **A.4** | Result Analysis | 100 |  |  |
| **A.5** | Awards/Honours/Fellowships Received/ Memberships in Professional Societies/Bodies etc | 50 |  |  |
| **A.6** | Online Certification Courses (NPTEL etc.) | 50 |  |  |
| **Total Score (Part-B)** | | | **400** |  |  |
| **Part-B** | **Research, Development and Extension Activities** | | | | |
| **B.1** | Research Guidance | 50 |  |  |
| **B.2** | Ongoing Sponsored Research Projects | 50 |  |  |
| **B.3** | Consultancy | 50 |  |  |
| **B.4** | Research Publications | 50 |  |  |
| **B.5** | Patents Published/Awarded | 50 |  |  |
| **B.6** | Books/Chapters Published | 25 |  |  |
| **B.7** | Member/Reviewer in Editorial Boards of Referred Journals | 25 |  |  |
| **B.8** | FDPs/Training Activities/ STTPs/Workshops  Attended | 50 |  |  |
| **B.9** | Papers Presented in Conference | 25 |  |  |
| **B.10** | FDPs/Training Activities/ STTPs/Workshops Conducted as a Convener/Co-ordinator etc. | 25 |  |  |
| **Total Score (Part-C)** | | | **400** |  |  |
| **Part-C** | **Administrative and Extra Curricular Activities** | |  |  |  |
| **C.1** | Administrative Assignments | 30 |  |  |
| **C.2** | Central Committee Member/Co-ordinator/ Incharge | 35 |  |  |
| **C.3** | Departmental Committee Member/ Co-ordinator/ Incharge | 35 |  |  |
| **C.4** | Admission work | 100 |  |  |
| **Total Score (Part-D)** | | | **100** |  |  |
| **Total Score (Part-A + Part-B + Part-C)** | | | **1000** |  |  |

Signature of Faculty : Signature of HOD :

|  |  |  |
| --- | --- | --- |
| Signature of Vice Principal | Signature of Principal | Signature of Chairman |