

## Guidelines for filling the Annual Performance Appraisal Reports

**Purpose:** Purpose of this document is to provide the guidelines for filling APAR Form meant for Faculty.

Preambles- APAR form addresses the following:

- The core activities of the institute viz. Teaching and Learning.
- The thrust on research and development.
- Responsibility to share capability at department level and institutional level.
- Future plans and identifications of self-improvement areas

APAR consists of four sections viz A, B, C and D and each section has sub sections, which has indicated under respective section. The rating under section A to D is on numerical basis while section E deals with the futuristic outlook of the faculty and have no numerical grading.

The APR will be filled by the respective faculty member and it will be reviewed by the Head of the department, before putting upto Director for final approval. The following paragraphs will describe the various sections of APAR form and guidelines for final APAR.

### **A. Teaching Learning and Outcome** **(Maximum 40 points)**

(a) Teaching Process and Outcome

(b) List of Projects and thesis (Dissertations) supervised: ICD/B.E./B-Tech/M.E./M. Tech./M.Sc. /MBA/Ph.D.

ICD project /B.E. project	:	2 points per project completed
M.Tech. dissertation	:	4 points per dissertation submitted/ degree awarded
PhD guidance	:	5 points per candidate
PhD thesis submitted/degree awarded	:	8 points per thesis

Note: List of projects and brief about the project/thesis, dissertation/Ph.D. work will be enclosed with APAR.

(c) Laboratory Developed/ New Practical developed / Instruction Software and Education Technology Package Developed: 2 points per activity (Claim by faculty to be substantiated)

### **B. Academic Research and Publications** **(Maximum 30 points)**

(a) List of Paper Publications

Journal/ Conferences*	Point(s) Claimed
WOS/SCI//SCIE/SSCI/A&HCI Journals*	10

SCOPUS Journal*	8
Other Indexed Journals (ISSN No. only)*	5
International Conferences*	5
National Conferences/Seminar/Workshop*	3

(b) Technical reports prepared  
Any one completed activity will earn 10 points\*

(c) Books (ISBN No.) /Monographs/Laboratory Manual Authored/ MOOCS/ SWAYAM/  
e-contents  
20/10/5 points per publication to each author\*

(d) Patents  
5/7.5/10 points per patent\* (filed/published/granted)

\* **Note:** The API Score for joint publications/ book/technical/patents reporting will have to be calculated in the following manner: Of the total score for the relevant category of publication by the concerned faculty, the first/Principal author and the corresponding author/supervisor/mentor of the faculty would share equally total score, if the number of authors are more, then the first two authors would share equally 60% of the total points and the remaining authors would share equally 40% of the points.

(e) & (f) Sponsored Research Projects/Consultancy project  
Refer Table 1 for the points

Table 1: Total project amount and points

Total sum of the project (Rs. Lakhs)*	Points For PI	Points for CO-PI
Up to 1	01	½
More than 1 to 3	02	01
More than 3 to 5	03	1½
More than 5	06	03

\*The amount mentioned will be cumulative sum of the project during the financial years

(g) Continuing Education / STTP/Conferences/ Workshop/ Symposia organized: 2 points per activity

Note: The API Score for **Sponsored R&D and Consultancy** will have to be calculated in the following manner: the first/Principal Investigator and the corresponding Investigators would share equally total score, if the number of authors is more, then the first two authors would share equally 60% of the total points and the remaining authors would share equally 40% of the points.

(h) Other Activities

Awards/ Distinction /Honors/Special Lecture Delivered/Experts of committees outside Institute/External Examiner/ Paper Setter/Reviewers/Editors: 1 point per activity

**C. Academic & Administrative Work (Maximum 20 Points)****(a) Department level administration:**

For department level administration per activity 02 points maximum 10 points

**(b) Institutional level administration:**

For institutional level administration per activity 03 point maximum 10 points

**(c) Contributions to the Society**

For institutional contribution to the society per activity 02 point maximum 05 points

**D. Personal (Maximum 10 Points)**

<b>Sr. No.</b>	<b>Attribute</b>		<b>Max. Marks</b>
a)	Temperament	Normal/Sensitive	10
b)	Sense of Responsibility	Responsible/ Non-serious	10
c)	Discipline and obedience	Disciplined and obedient/ undisciplined and disobedient	10
d)	Maturity	Mature/ immature	10
e)	Response Towards Official Orders	Cooperative/ non-cooperative	10
f)	Response towards emergent/urgent call for work during the holidays and or beyond office hours	Responds promptly/ Does not respond at all	10
g)	Relations with students, Staff and Faculty	Good/ Bad	10
h)	For Misc. institutional work relating to his profession	Accepts the work willingly/ Refuses such work	10
i)	Tendency to lodge complaint and	Yes/No	10

	allegations against others		
j)	Attitude towards weaker sections	Good/Bad	10
Average Marks on the scale of 10 (a + b + c + d + e + f + g + h + i + j)/10			10

**Note:** Any adverse remark by reporting officer must be substantiated.

**E. General**

**(a) Future Planning**

Under this heading faculty will mention his/her future planning for the betterment of the department/institute. The work may be including research projects, development of new laboratory, and up-gradation of existing facilities.

**(b) Input Required for self-improvement**

Under this heading, faculty will mention input required for his/her self-improvement through training in communication skill, knowledge up gradation in the subject or related subject.

**(c) Outstanding achievement not covered above**

Under this heading faculty will mention any outstanding work he/she has done which have been covered in foregoing sections

**GUIDELINES REGARDING FILLING UP OF APAR WITH NUMERICAL GRADING**

1. The columns in the APAR should be filled in with due care and attention and after devoting adequate time
2. It is expected that any grading of 5 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 10 would be justified with respect to specific accomplishments. Grades of 5 or 10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the Officer against a larger population of his / her peers that may be currently working under them.

*For the ease of calculation, the co-relation between grade, rating and scores are given below.*

Overall Assessment:	Rating	Points Earn	Score
	Extra Ordinary	: 9.5 to 10	(10)
	Excellent	: 8.5 to 9.4	(9)
	Very Good	: 7.5 to 8.4	(8)
	Good	: 5.5 to 7.4	(7)
	Satisfactory	: < 5.4	(5)