

DADI INSTITUTE OF ENGINEERING & TECHNOLOGY



(Approved by A.I.C.T.E., New Delhi & Permanently Affiliated to JNTUK, Kakinada)

NAAC Accredited Institute and Inclusion under Section 2(f) & 12(B) of UGC Act

An ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018 Certified Institute.

NH-16, Anakapalle – 531002, Visakhapatnam, A.P.

Mobile: +91 9963981111, Website: www.diet.edu.in, E-mail: info@diet.edu.in

FACULTY SELF- APPRAISAL REPORT [For a total of 100 points]

(YEAR – 2021-22)

1. PERSONAL INFORMATION /EMPLOYMENT DETAILS IN DIET:

Name :

Designation :

Department :

Date of Birth :

Age :

Mobile No. :

Personal mail ID:

Joining Date :

Service in DIET:

Previous Service:

Official mail ID:

Present Address:

2. EDUCATIONAL DETAILS:

Degree :

Percentage:

P.G. / Diploma :

Percentage:

Additional Qualifications :

Percentage:

Whether registered for PhD:

Date of Enrolment:

University Registered :

Guide Name:

Pre-Ph.D. Exam Result:

Date of Result:

Note:

Please ensure that the Appraisal Report must reach HR Team before 15th of the appraisal month with recommendations of Head of the Department and Principal

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1. TEACHING- LEARNING & EVALUATION-RELATED ASPECTS (45 Points)

Parameter	Compliance	Score which you Claim
1.1 WORK LOAD (Mention the class work/Labs assigned)	Please mention the workload with subject/Lab Names assigned during the two semesters	
1.2 FEED BACK (10 Points) Feedback taken on Teaching Learning Process from Students (Valid on collecting feedback from at least 75% of students strength of class) (15 per Sem) 60 – 70% feedback – 2 points (Average of all Subjects handled) 71-80% feedback – 4 points (Average of all Subjects handled) 81-90% feedback – 6 points (Average of all Subjects handled) 90-95% feedback - (Minimum 10 points) (Average of all Subjects handled) (Student Nos. to be given weightage)	Please mention the feedback score attained as per the academic feedback reports received by HODs. Mention the score claimed by you based on the guidelines ←-----indicated here	
1.3 PERFORMANCE/ RESULT ANALYSIS (10 Points) "Minimum 80 - 85% pass percentage – (Average of all Subjects handled) Minimum 85 - 90% pass percentage – 8 points (Average of all Subjects handled) 90-95% pass - 9 points (Average of all Subjects handled) 95-100%(9 points (Average of all Subjects handled)	Clearly mention the pass percentage of all subjects dealt during the past two semesters. Mention the score claimed by you based on the guidelines ←-----indicated here	
1.4 OUTCOME BASED EDUCATION (5 Points) Average Percentage of CO attainment in all subjects per sem *0.15 Support extended for slow learners in terms of remedial classes and attainment of outcome -5 Mapping the attainment of COs with PSOs and POs and Gap analysis and conduction of additional activities to bridge the gap -10 If only one theory course is handled the max mark is restricted to 15 M /sem If no theory course is handled the max mark is restricted to 5 M /sem	Please give a brief write up on the support strategies implemented by you for slow learners	
1.5 LMS (COURSE FILES, ECAP, GOOGLE CLASS ROOM)/ INNOVATIVE TEACHING METHODS/ E CONTENT DEVELOPED (OTHER THAN CURRICULAM) (10 Points)	Please share the content with title and link of your supporting documents	
1.6 PARTICIPATORY/EXPERENTIAL LEARNING/TEACHERS DIARY/ VIDEO LECTURES/MOOCs (5 Points)	Please describe the experiential learning methods employed and provide necessary proofs	

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1.7 EXAMINATIONS & EVALUATIONS

(5 Points)

Question Paper Setting along with Scheme of Evaluation - 5 points per paper
 Invigilation/Flying Squad - 1 Mark per Duty for End Sem Exam, 0.5 mark for In sem Exam
 Evaluation - 5 Marks for 100 End Sem Exam Papers completely/Equivalent of 100 Papers if it is Question wise evaluation
 2 Marks for 100 InSem Exam Theory/ End Sem Lab/Skill Papers completely/Equivalent of 100 Papers if it is Question wise evaluation
 1 Marks for 100 InSem Exam Lab/Skilling/ completely/Equivalent of 100 Papers if it is Question wise evaluation

Please mention each of the category fulfilled and score claimed by you as per the guidelines
 ←-----indicated here

2. CURRICULUM ENRICHMENT & FACULTY EMPOWERMENT [10 Points]

Parameter	Compliance	Score which you Claim
2.1 ADD-ON COURSES/ VALUE ADDED COURSES (2 Points)	Claim a relevant score if you have designed or handled any Add on Course or Value added Course. Mention the course details and no of beneficiaries too	
2.2 NPTEL/COURSERA (4 Points)	Mention the Certification details with Course Name, Certificate Number and Date of Certification	
2.3 FDP/WORKSHOPS/ STTP/SEMINARS : ORGANISED AND ATTENDED (4 Points)	Mention the Details of Activity Attended or Organized [Date, Title, Venue, Duration etc.,]	

3. COUNSELLING AND MENTORING (5 Points)

Parameter	Compliance	Score which you Claim
3.1 CAREER COUNSELLING/ ACADEMIC COUNSELLING/ MENTORING [1 point]	Details of your mentoring [Roll No.s/Class/Yr]	
3.2 MENTORING BOOKS COUNT [1 point]	No of Students Mentored during the year	
3.3 REWARDS RECEIVED BY THE STUDENT UNDER MENTORSHIP/ ISSUES HANDLED [3 points]	Achievements of students under your mentoring and the efforts put in by you and candidate to make it happen	

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4. RESEARCH, DEVELOPMENT AND EXTENSION ACTIVITIES (20 Points)

Parameter	Compliance	Score which you Claim
4.1 PAPER PUBLICATIONS First author 1 point weightage, Second author 0.5 point weightage and Supervisor/Co-supervisor 0.7 point for publications indexed by UGC/Scopus/SCI/ESCI. Basic Requirement: Professor - 3, Associate Professor - 2, Assistant Professor-1 (3 Points)	Please give publication details completely [Date of Publication, Index, Category, Vol, Title, Author position etc.] and claim your score as per guidelines provided	
4.2 BOOK CHAPTERS / CONFERENCE PROCEEDING First author will get 100% weightage and second will get 50% weightage for publications with ISBN/DOI number. Basic Requirement: Professor, Associate Professor, Assistant Professor-2 papers (3 Points)	Provide the title and ISBN/DOI Number along with title and claim the score as per guidelines	
4.3 BOOKS AUTHORED/EDITED (1 Point)	Mention the title along with dates	
4.4 PATENTS (2 Points)	Give full details about the patent [Title, Statutory body, Date, category, Validity, Author position etc.,]	
4.5 Thesis Guided M.Tech (1 point) PhD (2 point) (2 Points)	Mention the Details of guided thesis with Scholar Name, batch, Institute, duration etc.,	
4.6 R&D GRANTS, CONSULTANCY & MOU'S (2 Points)	Provide all relevant details and claim your point	
4.7 EDITORIAL AND REVIEWERS (1 Point)	Provide all relevant details and claim your point	
4.8 Citations (1 Point)	Mention the citations along with proof	
4.9 RESOURCE PERSON/KEY NOTE SPEAKER (1 Point)	Give details of your participation, organizing body, date, Title etc.,	
4.10 AWARDS AND RECOGNITIONS (1 Point)	Give the details of your achievements along with details of awarding body, date and your contribution	
4.11 PROFESSIONAL MEMBERSHIPS Reputed International – IEEE, ACM, ASCE,	Mention the Membership numbers along with Validity of each	

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etc (1 point) Reputed National – CSI, IET, IETE, ISTE, etc (0.5 point) (1 Point)	Professional Body
4.12 EXTENTION ACTIVITIES/OUTREACH ACTIVITES: a)RESEARCH b)SOCIAL BENEFIT C)COMMUNITY SERVICE (2 Points)	Write briefly about the activities organized/ Participated mentioning your role clearly

5. ADMINISTRATIVE AND EXTRA-CURRICULAR ACTIVITIES (10 Points)

Category of Administrative Work	Mention the Administrative Work	Score which you Claim
5.1 INSTITUTE LEVEL ADMINISTRATION ACADEMICS/R&D/IQAC/TPO/EXAMCELL (5 points)	Explain the contribution in your designated role with supporting links/documents and claim your score	
5.2 ALL FUNCTIONAL COMMITTEE COORDINATORS (3 points)	Mention your functional committee contributions as a coordinator over the past one year and claim your score	
5.3 MEMBERS OF FUNCTIONAL COMMITTEES (DEPARTMENT WISE) (2 points)	Mention your functional committee contributions as a Member over the past one year and claim your score	

6. Additional Contributions which you want to specify which are not covered in earlier sections [04 Points]:

Date:

Faculty Name & Signature

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7. Recommendations from Head of the Department [02 Points]

Date:

HOD Name & Signature

8. Recommendations from Principal [04 Points]

Date:

Principal

Total Score – [___/100]



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NATIONAL HIGHWAY -5, ANAKAPALLE, VISAKHAPATNAM-531 002
Phones: (08924)221111, 221133, Fax: 232344 e-mail: hr@diet.edu.in

FACULTY SELF- APPRAISAL REPORT

(YEAR – 2014-15)

1. Personal Information /Employment Details in DIET :

Name : _____
Designation : _____ Department : _____
Date of Birth : _____ Age : _____
Mobile No. : _____ Personal mail ID: _____
Joining Date : _____ Service in DIET : _____
Previous Service: _____ Official mail ID: _____
Present Address: _____

2. Educational Details:

Degree : _____ Percentage: _____
P.G. / Diploma : _____ Percentage: _____
Additional Qualifications : _____ Percentage: _____

Whether registered for Ph.D: _____ Date of Enrollment : _____
Pre-Ph.D. Exam Result : _____ Date of Result : _____

3. Result/Feed Back of previous two Semesters:

I Semester				II Semester			
Branch/ Section	Subject Handled	Pass Percentage	Feed Back Filled by office	Branch/ Section	Subject Handled	Pass Percentage	Feed Back Filled by office
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

4. Professional Memberships if any:

Body	Membership No.	Enrollment Year	Validity upto
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

5. Departmental Meetings:

No. of Meetings Conducted: _____ No. of Meetings Attended : _____

6. Additional Responsibilities / Contributions in Department/ College:

Responsibility	Contribution
_____	_____
_____	_____
_____	_____

7. Contributions in Workshops / Seminars held at DIET:

8. Contributions in Academic Activities:

**9. Details of Papers presented/published at National/International level during the service in DIET:
(Enclose Documentary Evidence)**

National / International		
Title of the Paper	Presented/ Published in	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

10. Details of Students brought in through reference for Admission/Enquiry (will be verified by office):

Name	Branch	Year	Admission/Enquiry
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

11. Other contributions for the Development of DIET, Write in Detail:

Date:

Signature of the Faculty

12. Remarks of HOD with Recommendations

Date:

Signature of the HOD

13. Remarks of Principal (Recommended / Not Recommended)

Date:

Signature of the Principal

14. Remarks of the Correspondent

Date:

Signature of the Correspondent

Annexure - IV

CALCULATION OF 360⁰ FEEDBACK SCORE

The 360 Degree Score shall be determined on the basis of following parameters.

- a. Teaching Process (Maximum Point 25)
- b. Students' Feedback (Maximum Point 25)
- c. Departmental Activities (Maximum Point 20)
- d. Institute Activity (Maximum Point 10)
- e. ACR (Maximum Point 10)
- f. Contribution to Society (Maximum Point 10)

The candidate shall submit calculation sheet for each academic year to be considered and a summary sheet exhibiting his score on a 10 point scale

a. Teaching - Process (Maximum Points 25)

The calculation shall be presented in a table as presented in this Annexure. The table will have the details of courses taught in the academic year in consideration, like Semester, course Code / Name, No. of scheduled classes, actually held classes. The total shall be reduced on 25 point scale.

b. Students' Feedback (Maximum Points 25)

The candidate shall submit average score for each course taught during academic year under consideration on a scale of 25. The average of total of all such score shall be used.

c. Departmental Activities (Maximum Points 20)

This section summarizes all the responsibilities assigned by Head of the Department to a teacher during academic year under consideration through a proper office order. This may include responsibilities like Lab I/C, Time Table I/C, NBA - AICTE work, sponsored projects, departmental newsletter etc. The candidate will earn 3 points per semester for each activity up to a maximum of 20.

d. Institute Activity (Maximum Points 10)

This section summaries all the responsibilities assigned by Head of the institute to the candidate during academic year under consideration through a proper office order. This may include responsibilities like Head of Department, Coordinator, Warden, Training and Placement officer, Estate Officer etc. The candidate will earn 5 points per semester for each activity up to a maximum of 10.

e. ACR (Maximum points 10)

ACR maintained at institute level shall have 10 points based on grading.

f. Contribution to Society (Maximum Points 10)

The candidate involved in different initiatives by AICTE. The candidate will earn 5 points per semester for each activity. The claim should be supported by an office order/ official communication from Head of Institute.

The grand total of points for all academic years shall be converted to a 10 points scale.

Note: The activities mentioned in above criterion are indicative. Principal / Director / HoD may add or remove some of the activities at department and institute level as per the requirements of the institute. Weightage of 10 Marks may be given for ACRs maintained at institute level out of 20 Marks as per following grading.

Calculation of Credit Points

(Calculations Page-1)

Note: The activities mentioned in below criterion are indicative. Principal / Director / HoD may add or remove some of the activities at department and institute level as per the requirements of the institute. Weightage of 10 Marks may be given for ACRs maintained at institute level out of 20 Marks as per following grading.

Name	
Present Position	
Academic Year	
Teaching Process	

A. Teaching Process (Max Point 25)

S. No.	Semester	Course Code/ Name	No. of Scheduled Classes	No. of actually held classes	Points earned (on 25 Scale)	Enclosure No.
1						
2						
3						
4						

B. Students' feedback (Max Point 25)

S. No.	Semester	Course Code/ Name	Average Student feedback on the scale of 25	Enclosure No.
1				
2				
3				
4				

C. Departmental Activities (Max credit 20)

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure No.
1					
2					
3					
4					
5					
6					
7					
8					

Calculation of Credit Points

(Calculations Page-2)

D. Institute Activities (Max Credit 10)

S.No	Semester	Activity	Credit Point	Criteria	Enclosure No.
1					
2					
3					
4					
5					
6					
7					
8					

E. Annual Confidential Report (ACR) maintained at institute level (Max Credit 10)

Extraordinary	Excellent	Very Good	Good	Satisfactory

S.No	Year	Activity	Credit Point	Criteria	Enclosure No.
1					
2					
3					
4					
Average					

F. Contribution to Society (Max Credit 10) (5 Points for each item)

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure No.
1		Induction Program			
2		Unnat Bharat Abhiyan			
3		Yoga Classes			
4		Blood Donation			

Summary

Summa ry	Academic Year	Academic Year	Academic Year
	1	2	3
	2020-2021	2019-2020	2018-2019
A. Teaching Process (Max Points 25)			
B. Students' feedback (Max Points 25)			
C. Departmental Activities (Max Points 20)			
D. Institute Activities (Max Points 10)			
E. ACR (Max Points 10)			
F. Contribution to Society (Max Points 10)			
Total (Max Points 100)			
Total on 10 Point scale			