FACULTY APPRAISAL FORM

Academic Year (June 2025 – June 2026)

Name of the Faculty Member : _____

Designation : _____

Department : _____

Date of Joining PERI : _____

Total Experience : _____

SECTION A : SELF ANALYSIS

A1. Research Contribution (June 2025 – June 2026)

Publications include Journal publications, Book, Book chapter and Patent publications. (Internal conference publications will not be accounted)

1 SCI Indexed and Annexure I journal can be equivalent to 3 SCOPUS journal

No. of Publications	5	4	3	2	<2
Score to be awarded	10	8	6	4	0

Awarded Score (**A1**): /10

(Attach proof of publication highlighting the author and affiliation details)

A2. Academic Improvement (June 2025 – June 2026)

For PhD completed Faculty members, Funded/Consultancy Projects applied	5
For non-PhD Faculty members, If pursuing PhD	
NPTEL course (2 courses) or FDP in reputed institution (2 x 6 days)	5

Awarded Score (**A2**): /10

(Attach proof of NPTEL, FDP certificates, funded projects, PhD progress)

A3. Academic Results

Type of course	Target
For fully Problematic courses	> 80 %
For Theoretical courses	> 90 %
For Laboratory courses	100 %

SEMESTER (Jan 2025 – May 2025)

S.No.	Course code and Name	Year / Sem	Target Assigned	Pass Percentage

SEMESTER (July 2025 – Dec 2025)

S.No.	Course code and Name	Year / Sem	Target Assigned	Pass Percentage

Achieved target in all courses	10
Achieved target in 50% of courses	5
Achieved target in < 50% courses	0

Awarded Score (**A3**): /10

Cumulative Score (**A**): (A = A1 + A2 + A3) /30

All the proof attached for A1, A2 and A3 are verified and approved.

Name and Designation of Faculty member

Name and Designation of Verifying Authority (HoD)

Signature with Date

Signature with Date

PERI

FACULTY APPRAISAL FORM

SECTION B : HOD's FEEDBACK

B1. Department level Responsibilities

Department level responsibilities include coordinator of Exam cell, R&D, Mentoring, Industrial visit, CTEE, Placement, part of Admission team, etc.,

≥ 2 Department level responsibilities	5
< 2 Department level responsibilities	0

Awarded Score (**B1**): /5

B2. Observation of Head of the Department

Quality of content preparation	1	
Quality of content delivery	1	
Implementation of modern teaching tools	1	
Dedication towards students' growth	1	
Acceptance of allotted tasks	1	
Execution of allotted tasks	1	
Timely completion of tasks	1	
Cooperation with peer team	1	
Timely response to communications	1	
Accuracy in providing information	1	

Awarded Score (**B2**): /10

Cumulative Score (**B**): (B = B1 + B2) /15

Name and Designation of Assessor (HoD)

Signature with Date

PERI

FACULTY APPRAISAL FORM

SECTION C : PRINCIPAL / VICE PRINCIPAL FEEDBACK

C1. Institution level Responsibilities

Institution level responsibilities include Head Coordinator of R&D, EDC, CTEE, CHS, NSS, YRC Cultural, Sports, Members of IQAC, Integral part of Admission, etc.,

Minimum 2 Institution level responsibilities	10
1 Institution level responsibilities	5
No Institution level responsibilities	0

Awarded Score (**C1**): /10

C2. Principal / Vice Principal Feedback

Commitment in assigned tasks	1	
Ability to execute tasks	1	
Willingness to take responsibilities	1	
Cooperation with peer team	1	
Crisis management	1	

Awarded Score (**C2**): /5

Cumulative Score (**C**): /15
(C = C1 + C2)

Name and Designation of Assessor
(Vice Principal / Principal)

Signature with Date

PERI

FACULTY APPRAISAL FORM

SECTION D : IQAC FEEDBACK

D1. Observation of IQAC on Academic Delivery (Class Audit)

No. of deviations recorded	0	<5	>5
Score to be awarded	10	5	0

Awarded Score (**D1**): /10

D2. Observation of IQAC on iguru standard procedures (Test, Attendance, etc.,)

No. of deviations recorded	0	<5	>5
Score to be awarded	10	5	0

Awarded Score (**D2**): /10

D3. Student Feedback in Class Committee Meeting

No. of complaints recorded	0	<5	>5
Score to be awarded	10	5	0

Awarded Score (**D3**): /10

Cumulative Score (**D**): /30
(D = D1 + D2 + D3)

Name and Designation of Assessor
(IQAC Head Coordinator)

Signature with Date

PERI

FACULTY APPRAISAL FORM

SECTION E : HR FEEDBACK

E1. Compliance to Leave policies

Number of Leave in Academic year ≤ 12	5
Number of Leave in Academic year > 12 CL	0

Awarded Score (**E1**): /5

E2. Compliance to HR policies

Availing leave with prior permission	1	
Accuracy of Biometric attendance	1	
Accuracy of entry in Attendance Register	1	
Accuracy of IN/OUT entry in Attendance group	1	
Feedback based on HR reports	1	

Awarded Score (**E2**): /5

Cumulative Score (**E**): /10
(E = E1 + E2)

Name and Designation of Assessor (HR)

Signature with Date

PERI

FACULTY APPRAISAL FORM

SUMMARY

Section	Obtained Score	Maximum Score
Section A – Self Analysis		30
Section B – HOD Feedback		15
Section C – Principal / VP Feedback		15
Section D – IQAC Feedback		30
Section E – HR Feedback		10

Overall Score		100

PRINCIPAL **VICE PRINCIPAL** **HR**