GUJARAT TECHNOLOGICAL UNIVERSITY
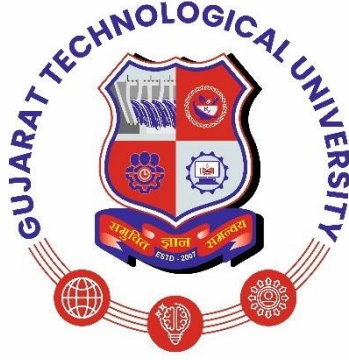

PERFORMANCE APPRAISAL

REPORT OF TEACHERS

(PART)

Gujarat Technological University

Policy Document

On

Performance Appraisal Report of Teachers (PART)

(Effective from Academic Year 2020-21)

Background

Gujarat Technological University (GTU) is established in 2007 as a technological university with the objectives of developing knowledge of science, engineering, technology, management for the advancement of the quality of life of the mankind by creating centers and institutions of excellence in the above mentioned academic domains.

GTU is a State University with More than 420 affiliated colleges in its fold operating across the state of Gujarat through its FIVE zones at Ahmedabad, Gandhinagar, Vallabh Vidyanagar, Rajkot and Surat. The University caters to the fields of Engineering, Architecture, Management, Pharmacy and Computer Science. The University has about 4,00,000 students enrolled in a large number of Diploma, Under Graduate, Post Graduate programs along with the robust Doctoral program. GTU has successfully started its post Graduate Schools in the area of Engineering, Management, Pharmacy and Biotechnology and offering very unique AICTE/PCI approved programs. GTU believes that…

"Literature offers the thrill of minds of great clarity wrestling with the endless problems and delights of being human. To engage with them is to engage with oneself, and the lasting rewards are not confined to specific career paths."

Vision

To be a global university for the creation and dissemination of knowledge and Innovation in Science & Technology, Humanities and Multidisciplinary domains for sustainable development and enrichment of human life.

Mission

1. To develop centres of academic excellence at university premises and at affiliated colleges in domains of science, engineering, technology, management, and environment for imparting comprehensive education, training, and research infrastructure as per the nation's requirements.

2. To build resources, facilities, proficiencies and other related infrastructure of global standard for the development of knowledge, skills, and competencies in the various educational domains.

3. To develop research-oriented pedagogy for flourishing ideas and to nurture innovators, entrepreneurs and professionals of tomorrow.

4. To build and enhance collaborations with other academic, research, industry, and government organizations as well as NGOs across the globe so that education, training and research at university and its affiliated colleges become aligned with national and global level requirements.

5. To encourage multidisciplinary research and develop flexible learning ecosystem.

Core Values

1. Excellence with value-based education.

2. Responsiveness to society.

3. Integrity and transparency.

4. Mutual Respect.

5. Sustainable development.

Form of Performance Appraisal Report of Teachers

GUJARAT TECHNOLOGICAL UNIVERSITY

References:
1. AICTE Notification dated 1st March 2019 regarding faculty 360-degree evaluation
2. UGC Research Score criteria

Section-I (To be filled by Faculty)
FACULTY INFORMATION

Name	
Designation	
Department & Institute	
Academic Year	
PAR Duration	

SECTION A: TEACHING-LEARNING PROCESS (MAX 30/20* POINTS)

(A) Teaching and Learning Engagement (Max Points 20/10)

  * Max Points for Assistant Professor:20 and Associate Professor and Professor:10

Sr No	Term-CAY	Subject Code	Course Name	No of Classes Planed*	No of Classes Engaged*	Point earned	Supporting Document Page No	Point Approved by Reporting Officer	Point Approved by Review Officer
A	B	C	D	E	F	$G=(F*10)/E$ $G=(F*20)/E$	H	I	J
1	Odd -20-21		CCEL	40	35	08.75			
2	Even -20-21		OSHS	40	30	07.50			
3									
4									
				Average of points earned		**08.12**			

*Including practical sessions (in terms of hours)

(B) Result Analysis (10 Points)

Extraordinary	Excellent	Very Good	Good	Satisfaction	Poor
10	09	08	07	05	00
100-96%	95-90%	89-80%	79-70%	69-55%	Below 55%

S r N o	Term-CAY	Subject Code	Course Name	No of Students Registered	No of Students Passed	Results (%)	Supporting Document Page No	Point Approved by Reporting Officer	Point Approved by Review Officer
A	B	C	D	E	F	G	H	I	J
1									
2									
3									
4									
	Average of Results Obtained (%)					96.87			
	Point Earned					10			

SECTION B: STUDENT FEEDBACK (MAX 20 POINTS)
(Note: min.75% students' data, as per annexure I)

S r N o	Term-CAY	Subject Code	Course Name	Average Student Feedback on thescale of 20	Supporting Document Page, No	Point Approved by Reporting Officer	Point Approved by Review Officer
A	B	C	D	E	F	G	H
1	Odd -20-21	3715905	CCEL	18			
2	Even -20-21	3725910	OSHS	15			
3							
4							
5							
	Average of points earned			16.50			

SECTION C: DEPARTMENTAL ACTIVITIES (MAX 10 POINTS)

Sr N o	Term-CAY	Activity	Point earned	Criteria	Supporting Document Page No	Point Approved by Reporting Officer	Point Approved by Review Officer
A	B	C	D	E	F	G	H
1	Odd -20-21	Lab In charge	03	03 point/Term			
2	Odd -20-21	NBA/NAAC Work	03	03 point/Term			
3	Odd -20-21	Program Coordinator	03	03 point/Term			
4	Odd -20-21	Library In charge	03	03 point/Term			
5	Odd -20-21		03	03 point/Term			
6	Even -20-21	Lab In charge	03	03 point/Term			
7	Even -20-21	NBA/NAAC Work	03	03 point/Term			
8	Even -20-21	Program Coordinator	03	03 point/Term			
9	Even -20-21	Library In charge	03	03 point/Term			
10	Even -20-21			03 point/Term			
	Total points earned		**10**				

SECTION D: INSTITUTE/UNIVERSITY ACTIVITIES (MAX 10 POINTS)

Sr N o	Term-CAY	Activity	Point earne d	Criteria	Supporting Document Page No	Point Approved by Reporting Officer	Point Approved by Review Officer
A	B	C	D	E	F	G	H
1	Odd -20-21	Head of Institution	03	03 point/Term			
2	Odd -20-21	Training Placemen t Officer	03	03 point/Term			
3	Odd -20-21	Rector/Warde n	03	03 point/Term			
4	Odd -20-21	NAAC Coordinator	03	03 point/Term			
5	Odd -20-21		03	03 point/Term			
6	Even -20-21	Head of Institution	03	03 point/Term			
7	Even -20-21	Training Placemen t Officer	03	03 point/Term			
8	Even -20-21	Rector/Warde n	03	03 point/Term			
9	Even -20-21	NAAC Coordinator	03	03 point/Term			
10	Even -20-21			03 point/Term			
	Total points earned		**10**				

SECTION E: ACR MAINTAINED (MAX 20*/30** POINTS)
(Includes Research Paper/Patent Publication, Funded Project, PhD/PG Student guided etc)

*Asst Professor max points 20 can be earned from Sr No 1 to 12

**For Asso Professor and Professor: Sr No 1 to 5: Max 10, Sr No: 6 to 9: Max-10 & Sr No: 10 to 12: Max-10 points earned

C no	Academic/ Research Activity	Faculty of Sciences /Engineering / Agriculture/ Medical/ paramedical /Veterinary Sciences	Faculty of Languages/ Humanities/Arts / Social Sciences/ Library/Education /Physical Education / Commerce/ Management and other related disciplines	Point earned	Supporting Document Page No	Point Approved by Reporting Officer	Point Approved by Review Officer
1	**Research Papers in Peer-Reviewed (SCI/ Scopus/ WoS etc) or UGC listed journals**	Points as per guideline	Points as per guideline				
2	**Publication (other than Research papers)**						
	a) Books authored which are published by						
	International Publishers	12	12				
	National Publishers	10	10				
	Chapter in Edited Book	05	05				
	Editor of Book by International Publisher	10	10				
	Edited of a book by National publisher	08	08				
	b) Translation works in Indian and Foreign Languages by qualified faculties						

		Chapter or research paper	03	03				
		Book	08	08				
3	**Creation of ICT mediated Teaching-Learning Pedagogy and content and development ofnew and innovative courses and curricula**							
		Development ofinnovative pedagogy	05	05				
		Design of new curricula and courses	02 per curricula /course	02 per curricula /course				
4	**MOOCs**							
		Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05marks/credit)	20	20				
		MOOCs (developed in 4 quadrant) per module/lecture	05	05				
		Content writer/subject matter expert foreach module of MOOCs (at least one quadrant)	02	02				
		Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser	08	08				
5	**E-Content**							
		Development of e-Content in 4 quadrants for a complete course/e-book	12	12				
		E-Content (developed in 4 quadrants) per module	05	05				

	Contribution to the development of e-content module in the complete course/paper/e-book (Atleast one quadrant)	02	02				
	Editor of e-content for complete course/paper /e-book	10	10				
6	**Research guidance**						
	PhD.	10 per degree awarded, 05 per thesis submitted	10 per degree awarded 05 per thesis submitted				
	M.Phil./P.G dissertation	02 per degree submitted	02 per degree submitted				
7	**Research Projects Completed**						
	More than 10 lakhs	10	10				
	Less than 10 lakhs	05	05				
	Research Projects Ongoing:						
	More than 10 lakhs	05	05				
	Less than 10 lakhs	02	02				
8	**Consultancy**	03	03				
9	**Patents**						
	International	10	10				
	National	07	07				
10	**Policy Document (Submitted to an international body/organization Like UNO/UNESCO/ world bank/International Monetary Fund etc. or Central Government or State Government)**						
	International	10	10				
	National	07	07				
	State	04	04				
11	**Awards/Fellowship**						
	International	07	07				
	National	05	05				

12	**Invited lectures / Resource Person/ paper presentation in Seminars/ Conferenced /full paper in Conference Proceedings (Paper presented in Seminars/ Conferences and also published as a full paper in Conference Proceedings will be counted only once)**						
	International (Abroad)	07	07				
	International (within country)	05	05				
	National	03	03				
	State/University	02	02				

SECTION F: CONTRIBUTION TO SOCIETY (MAX 10 POINTS)

Sr N o	Term-CAY	Activity	Point earned	Criteria	Supporting Document Page No	Point Approved by Reporting Officer	Point Approved by Review Officer
A	B	C	D	E	F	G	H
1	Odd -20-21	Yoga Class	03	05 point/ activity			
2	Odd -20-21	Digital Bharat	03	05 point/ activity			
		Total points earned	**10**				

SUMMARY			
	CAY	**CAYm1**	**CAYm2**
(A) Teaching and Learning Process (Max 20 points)			
(B) Student's Feedback (Max 20 points)			
(C) Departmental Activities (Max 10 Points)			
(D) Institute Activities (Max 10 Points)			
(E) ACR Maintained (Max 20 Points)			
(F) Contribution to Society (Max 10 Points)			
TOTAL (Max 100 points)			
Total on 10 point scale			

Signature of Faculty:		Signature of Director /Principal	
Name of Faculty		Name of Director /Principal	
Date		Date	

Section-II (To be filled by Reporting Officer)

REPORTING OFFICER INFORMATION

Name	
Designation	
Academic Year	
PAR Duration	
Approved Appraisal Score in 10 points scale	

Observations: (In respect of the weightage of activities claimed):

....
....
....

Recommendations/Remedial Measures suggested:

....
....
....

Date : ……………   SEAL   Signature of Reporting Authority

Section-III ((To be filled by Reviewing Officer)

Recommendations / Approval of Reviewing authority/Officer

....
....
....

Date : ……………   SEAL   Signature of Reviewing Authority

Guideline for Calculation of Credit Points

The 360 Degree Score shall be determined based on the following parameters.
1. Teaching and Learning Process (Max 20 points)
2. Students' Feedback (Maximum Point 20)
3. Departmental Activities (Maximum Point 10)
4. Institute Activity (Maximum Point 10)
5. ACR (Maximum Point 30)
6. Contribution to Society (Maximum Point 10)

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

1. Teaching and Learning Process (Maximum Points 20)

The calculation shall be presented in a table. 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 including practical sessions. It also includes the academic results of the courses taught in the academic year. The total shall be reduced on a 20-point scale.

2. Students' Feedback (Maximum Points 20)

The candidate shall submit an average score for each course taught during the academic year under consideration on a scale of 20. The average total of all such scores shall be used.

3. Departmental Activities (Maximum Points 10)

This section summarizes all the responsibilities assigned by the Head of the Department/School/Section to a teacher during the academic year under consideration through a proper office order. This may include responsibilities like Lab I/C, Timetable I/C, NBA - AICTE work, sponsored projects, consultancy work, departmental newsletter etc. The candidate will earn 3 points per academic term for each activity up to a maximum of 10.

4. Institute Activity (Maximum Points 10)

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

5. ACR (Maximum points 30)

ACR maintained at Department/School/Section institute level shall have 30 points based on grading of research/patent/book publication as well as the contribution made towards

establishing the research ecosystem in the institution. The participation in various funding schemes, an award achieved during academic/assessment year. The Research score for research papers would be calculated as follows, Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuter's list):

- Paper in refereed journals without impact factor   - 02/03 Points
- Paper with impact factor less than 1   - 04/05 Points
- Paper with impact factor between 1 and 2   - 05/06 Points
- Paper with impact factor between 2 and 5   - 06/07 Points
- Paper with impact factor between 5 and 10   - 07/08 Points
- Paper with impact factor >10   - 08/10 Points

- Two authors: 70% of the total value of (earned points) publication for each author.
- More than two authors: 70% of the total value of (earned points) publication for the First/Principals/Corresponding author and 30% of the total value of publication for each of the joint authors.
- Joint Projects: Principal Investigator and Co-investigator would get 50% each

6. **Contribution to Society (Maximum Points 10)**

The candidate is involved in different initiatives by AICTE. The candidate will earn 5 points per term for each activity. The claim should be supported by an office order/ official communication from the Head of the Institute. The total of points shall be converted to a 10 points scale.

(Annexure-I)
STUDENT'S FEEDBACK FORM

(To be used by institutions)

Academic year		Name of faculty	
Course		Semester	
		Date of the feedback	

For getting filled in through student

Total no of registered students NS_R		Total no of students Participated NS_P		Total no of students participated in %	

Sr.no	Description	No of the student opted					Weighted Average WA_i
		Poor	Good	Moderate	Very Good	Excellent	
		$W_1 = 0$	$W_2 = 5$	$W_3 = 10$	$W_4 = 15$	$W_5 = 20$	
		NS_1	NS_2	NS_3	NS_4	NS_5	
1.	Has the Teacher covered the entire Syllabus As prescribedby University?						
2	Has the Teacher covered relevant topics beyond the syllabus						
• Effectiveness of Teacher in terms of							
3	Technical content/ coursecontent						
4	Communication skills						
5	Use Of teaching aids						
6	Pace on which contents werecovered						
7	Motivation and inspiration for students to learn						
• Support for the development of Students skill							

8	Practical demonstration						
9	Hands-on training						
10	Clarity of expectation of students						
11	Feedback provided on Student's progress						
12	Willingness to offer help and advice to Students.						
					The average point earned on a scale of 20 is		

- NS= No of students participated in the feedback (min 75% of the registered students), in case of less than75% student participation, particular criteria will be not considered for the evaluation

- Weighted Average $WA_j \equiv_1 \sum^5 \quad W_j * NS_j / NS_p$

GUJARAT TECHNOLOGICAL UNIVERSITY

Internal Quality Assurance Cell

Nr.Visat Three Roads, Visat – Gandhinagar Highway,

Chandkheda, Ahmedabad – 382424 - Gujarat

E Mail: admin.iqac@gtu.edu.in | iqac@gtu.edu.in

Phone No: 079-23267566/539