

Tele- 27157534/2120

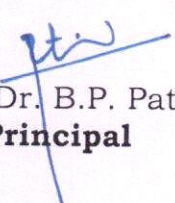
AIT/0323/CNO/Prin

08 Feb 2021

**OFFICE OF PRINCIPAL**

**ANNUAL CONFIDENTIAL REPORT (ACR) FOR FACULTY**

1. Refer to UGC Regulation No. F.3-1/2009 dated 30 Jun 2010 and Government of Maharashtra, Higher & Technical Education Department, Government Resolution No. Misc-2018/C.R.56/18/UNI-1, dated 08 March 2019, in pursuance of decision of the College Development Committee taken in its meeting held on 09 Dec 2020 vide Agenda Point I, implementation of New Format for Teaching ACR, said Agenda Point is approved by Chairman, CDC.
2. This format of ACR will be effective from current academic year 2020 – 21. Copy of format is attached herewith and available on AIT website (under Mandatory Information -> Form for Downloading)
3. This ACR Format will be reviewed as and when required.

  
(Dr. B.P. Patil)  
**Principal**

**Copy To -**

Director  
Jt Dir

}

for information please.

HOD Mech  
HOD Comp  
HOD E&TC  
HOD IT  
HOD ASGE

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for information and needful action please.

HOD IT

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Publish on AIT Web site

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for Office Record



**ARMY INSTITUTE OF TECHNOLOGY  
PERFORMANCE APPRAISAL**

ACR New Format

**YEAR OF PERFORMANCE APPRAISAL: 1<sup>st</sup> July \_\_\_\_\_ To 30<sup>th</sup> June \_\_\_\_\_**

**PART - A**

**SECTION - A: GENERAL**

1.	Name	:	
2.	Designation	:	
3.	Name of Department	:	
4.	Email, Mobile No.	:	
5.	Year of Performance Appraisal	:	

**SECTION - B**

Appendix II

**TABLE 1**

**Assessment Criteria and Methodology for Teachers**

Sr.	Activity	Grading Criteria	Self - Appraisal Grading	Verified Grading																											
1.	Teaching (Number of classes taught / total classes assigned) x 100 <b>(Classes taught includes sessions on tutorials, lab and other teaching related activities)</b>	<table border="1"> <tr> <td>80% &amp; Above</td> <td>:</td> <td><b>Good</b></td> </tr> <tr> <td>Below 80% but 70% &amp; Above</td> <td>:</td> <td><b>Satisfactory</b></td> </tr> <tr> <td>Less than 70%</td> <td>:</td> <td><b>Not Satisfactory</b></td> </tr> </table>	80% & Above	:	<b>Good</b>	Below 80% but 70% & Above	:	<b>Satisfactory</b>	Less than 70%	:	<b>Not Satisfactory</b>	<table border="1"> <tr> <td>Total Classes Assigned</td> <td>:</td> <td></td> </tr> <tr> <td>No. of Classes Taught</td> <td>:</td> <td></td> </tr> <tr> <td>% of Classes Taught</td> <td>:</td> <td></td> </tr> <tr> <td>Grade</td> <td>:</td> <td></td> </tr> </table>	Total Classes Assigned	:		No. of Classes Taught	:		% of Classes Taught	:		Grade	:								
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Total Classes Assigned	:																														
No. of Classes Taught	:																														
% of Classes Taught	:																														
Grade	:																														
2.	Involvement in the University/College student related activities/research activities	<table border="1"> <tr> <td>Involved in at least 3 activities</td> <td>:</td> <td><b>Good</b></td> </tr> <tr> <td>1-2 activities</td> <td>:</td> <td><b>Satisfactory</b></td> </tr> <tr> <td>Not involved / undertaken any of the activities</td> <td>:</td> <td><b>Not Satisfactory</b></td> </tr> </table>	Involved in at least 3 activities	:	<b>Good</b>	1-2 activities	:	<b>Satisfactory</b>	Not involved / undertaken any of the activities	:	<b>Not Satisfactory</b>	<table border="1"> <tr> <th>Sr.</th> <th>Yes / No</th> </tr> <tr> <td>(a)</td> <td></td> </tr> <tr> <td>(b)</td> <td></td> </tr> <tr> <td>(c)</td> <td></td> </tr> <tr> <td>(d)</td> <td></td> </tr> <tr> <td>(e)</td> <td></td> </tr> <tr> <td>(f)</td> <td></td> </tr> <tr> <td>(g)</td> <td></td> </tr> <tr> <td><b>Grade</b></td> <td></td> </tr> </table>	Sr.	Yes / No	(a)		(b)		(c)		(d)		(e)		(f)		(g)		<b>Grade</b>		
Involved in at least 3 activities	:	<b>Good</b>																													
1-2 activities	:	<b>Satisfactory</b>																													
Not involved / undertaken any of the activities	:	<b>Not Satisfactory</b>																													
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(c)																															
(d)																															
(e)																															
(f)																															
(g)																															
<b>Grade</b>																															
<p><b>Note : Number of activities can be within or across the broad categories of activities.</b></p> <p>(a) Administrative responsibilities such as head chairperson/ Dean/Co-ordinator, warden etc.            (b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.            (c) Student related co-curricular, extension and field based activities such as student clubs, career counseling study visits, student seminars and other events. Cultural, sports, NCC, NSS and community services.            (d) Organization seminar / conference / workshop, other college / university activities.            (e) Evidences of activity involved in guiding PhD students.            (f) Conducting minor or major research project sponsored by national or international agencies            (g) At least one single or joint publication in peer-reviewed or UGC list of journals.</p>																															



## ARMY INSTITUTE OF TECHNOLOGY PERFORMANCE APPRAISAL

YEAR OF PERFORMANCE APPRAISAL: 1<sup>st</sup> July \_\_\_\_\_ To 30<sup>th</sup> June \_\_\_\_\_

**TABLE 2**

### Methodology for College Teacher for Calculating Academic / Research Score

(Assessment must be based on evidence produced by the teacher such as: copy of publication, project sanction letter, utilization and completion certificate issued by the Univ/College and acknowledgement for patent filing and approval letters, students' PhD award letter etc.)

Sr.	Academic / Research Activity	Faculty of Engineering / Science	Self-Appraisal Score	Verified Score
1.	<b>(*) Research Papers in Peer - Reviewed UGC-CARE listed Journals</b>	08 per paper		
<b>Publication (Other than Research Papers)</b>				
<b>(a) Books authored which are published by</b>				
	International Published	12		
	National Published	10		
2.	Chapter in Edited Book	05		
	Editor of Book by International Publisher	10		
	Editor of Book by National Publisher	08		
<b>(b) Translation works in Indian and Foreign Languages by qualified faculties</b>				
	Chapter or Research Paper	03		
	Book	08		
<b>Creation of ICT mediated Teaching Learning Pedagogy and content and development of new and innovation course and curricula</b>				
<b>(a) Development of Innovation Pedagogy</b>				
		05		
<b>(b) Design of new curricula and courses</b>				
		02 per curricula /course		
<b>(c) MOOCs</b>				
	Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/credit)	20		
	MOOCs (developed in 4 quadrant) per module / lecture	05		
3.	Content writer / subject matter expert for each module of MOOCs (at least one quadrant)	02		
	Course Coordinator for MOOCs (04 credit course) (In case of MOOCs of lesser credits 05 marks / credit)	08		
<b>(d) E-Content</b>				
	Development of e-Content in 4 quadrant for a complete course/e-book	12		
	e-Content (development in 4 quadrants) per module	05		
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02		
	Editor of e-content for complete course / paper / e-book	10		
<b>(a) Research Guidance</b>				
	PhD	10 per degree awarded		
		05 per thesis submitted		
	M. Phil / PG Dissertation	02 per degree awarded		
<b>(b) Research Project Completed</b>				
4.	More than 10 lakhs	10		
	Less than 10 lakhs	05		
<b>(c) Research Project Ongoing</b>				
	More than 10 lakhs	05		
	Less than 10 lakhs	02		
<b>(d) Consultancy</b>				
		03		
<b>(a) Patents</b>				
	International	10		
	National	07		
5.	<b>(b) * Policy Document s(Submitted to an International body / organization like UNO / UNESCO / World Bank / International Monetary Fund etc. or Central Government or State Government</b>			
	International	10		



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	National	07		
	State	04		
	<b>(c) Awards / Fellowship</b>			
	International	07		
	National	05		
	<b>* Invited lectures / Resource Person / Paper presentation in Seminar / Conferences / full paper in Conference Proceeding (Paper presented in Seminar / Conference and also published as full paper in Conference Processing will be counted only once)</b>			
6.	International (Abroad)	07		
	International (within Country)	05		
	National	03		
	State / University	02		
	<b>Total (1 + 2 + 3 + 4 + 5 + 6)</b>			

**Signature of the Teacher**

**Signature of HOD / Principal**

**Date:**

(\*) The Research score for research papers and would be augmented as follows: -  
Peer – Reviewed UGC–CARE listed journals (Impact factor to be determined as per **Thomson Reuter's list**)

- |   |   |           |
|---|---|-----------|
| (i) Paper in refereed journal without impact factor | - | 05 Points |
| (ii) Paper with impact factor less than 1           | - | 10 Points |
| (iii) Paper with impact factor between 1 and 2      | - | 15 Points |
| (iv) Paper with impact factor between 2 and 5       | - | 20 Points |
| (v) Paper with impact factor between 5 and 10       | - | 25 Points |
| (vi) Paper with impact factor > 10                  | - | 30 Points |

- (a) Two authors - 70% of total value of publication for each author  
(b) More than two authors - 70% of total value of publication for the first/principal/corresponding author and 30% of total value of publication for each of the joint author  
(c) Joint Project - Principal Investigator and Co-investigator would get 50% each

**NOTE:**

- Paper presented if part of edit book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor, both shall get 7 marks each.
- \*For the purpose of calculating score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures / Resource person / paper presentation shall have an upper **capping of thirty percent** of the total research score of the teacher concerned.
- The research score shall be from the minimum of three categories out of six categories.

**Important Instruction:**

Attach all Documentary proofs in support of your claim, otherwise marks / point calculated against your claim will be treated as zero.



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YEAR OF PERFORMANCE APPRAISAL: 1<sup>st</sup> July \_\_\_\_\_ To 30<sup>th</sup> June \_\_\_\_\_

## PART - 'B'

(Adverse remarks as well as remarks of appreciation of any outstanding work shall be brought to the notice of the person concerned by the Principal or Head of the Department with a view to make improvement in the work, by the person concerned.)

1. (a) **Assessment by the Principal / Head of the Department (for Teacher) of the work done under each head of activity:**

### Overall Grading for TABLE 1 Assessment Criteria and Methodology for Teachers

		Verified Grading
Good in teaching and satisfactory or good in activity at Sr. No. 02	<b>Good</b>	
Satisfactory in teaching and good or satisfactory in activity at Sr. No. 02	<b>Satisfactory</b>	
If neither good nor satisfactory in overall grading	<b>Not Satisfactory</b>	
<p><b>Note:</b> For the purpose of assessing the grading of Activity at Serial no. 01 and Serial No. 2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment.</p> <p>The teacher shall be assessed for the remaining period of duration and the same be extrapolated for the entire shall not assessed for the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedure laid down in these regulations and as per the acts, ordinances of the parent institute.</p>		

- (b) **Justification of assessment of work as not satisfactory:**

3. **Comments of the Principal / Head of the Department on Table 1 and Table 2:**

4. **Remarks and suggestions:**

**Signature  
(Head of the Department)**

**Remarks of the Principal (Adverse remarks as well as remarks of appreciation)**

**Signature  
(Principal)**