**Annual Performance Assessment Report**

**For**

**Professors, Associate Professor, Assistant Professor and Trainee Teacher of**

**National Institute of Technology, Manipur**

**Professor, Associate Professor, Assistant Professor and Trainee Teacher**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Report for the period from ......................................................

**Employee ID: ………………………….**

**PERSONAL DATA**

**Part-1**

(To be filled by Establishment Section of the Institute)

1. Name of Prof./Associate Prof./

Asst. Professor/Trainee Teacher ………………….……………………………………………….…

1. Date of Birth (DD/MM/YY) ………/……../…………. (In words) ………………………..………….…
2. Date of continuous appointment Date ……………………..….. AGP ……………...………  
   to the present grade
3. Present post and date of appointment Post …………………………. Date ……………………...  
   thereto
4. Period of absence/Period of Training from  
   duty during the year.

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| --- | --- | --- |
| **Nature of Leave** | **Leave at Credit as on .......................... or respective date of joining** | **Availed during the period** |
| Earned Leave (EL) |  |  |
| Half Pay Leave (HPL) |  |  |
| Commuted Leave | --------- |  |
| Extra Ordinary Leave (EOL) | --------- |  |
| Casual Leave (CL) |  |  |
| Vacation |  |  |
| Special Casual Leave (SCL)  - Other Organization’s Work | --------- |  |
| Special Casual Leave (SCL) - For own academic growth | --------- |  |
| Leave Not Due (LND) | --------- |  |
| Leave Without Pay | --------- |  |
| **TOTAL** | |  |
| Nos. of days on which he/she was out of Station for Personal work | --------- |  |
| Nos. of days on which he/she was out of station for Institute work | --------- |  |

**Assistant Registrar (Administration)**

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**Part-2** To be filled in by the Professor/Associate Professor/Assistant Professor reported upon

(Please read carefully the instructions before filing the entries)

1. **Brief description of duties**
2. Teaching

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Semester or Term** | **Course Code** | **Credits** | **No. of students in the class** | **Coordinator or  Co-teacher** | **No. of scheduled classes** | **No. of scheduled classes engaged** | **No. of extra classes engaged** | **No. of class test/quiz etc. conducted in the courses** | **No. of previous occasions this Course is taught by you** |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
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1. Research

B.1 Sponsored Research

B.1(a) Project submitted for sponsored research grants (All amounts in Rs. Lakh)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Title of the Project** | **Grant asked for** | **Funding Agency** | **Date of submission of Project** | **Grant Received** | **Date of receipt of grant** | **Numbers of  Co-Investigators including**  **the faculty being assessed** |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
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B. 1 (b) Details of ongoing Project (All amounts in Rs. Lakh)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Title of the Project** | **Date of sanction** | **Date of completion** | **Grant approved** | **Grant released** | **Expenditure in previous financial year** | **Expenditure in present financial year** | **Nos. of Co- Investigators** |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
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B.1(c) Facilities created in the Institute out of research fund

B.1(d) List of Publications in approved journals based on above projects

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B.2 Project guidance

B.2 (a) B. Tech Project

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| --- | --- | --- | --- | --- |
| **Sl. No.** | **Title of the Project** | **Nos. of students in project** | **Ongoing or completed** | **Nos. of additional supervisors** |
| 1 | 2 | 3 | 4 | 5 |
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B.2 (b) M. Tech. Project

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| **Sl. No.** | **Title of the Project** | **Name of the Candidate** | **Ongoing or completed** | **Nos. of additional supervisors** |
| 1 | 2 | 3 | 4 | 5 |
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B.2 (c) Ph.D.

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| **Sl. No.** | **Title of the Thesis** | **Name of the Candidate** | **Nos. of additional supervisor** | **Starting date** | **Nos. of publications approved in journals** | **Status Ongoing/Submitted/ Degree Awarded** |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
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B.2 (d) List of publications in approved journals based on B2 (a), B2 (b) & B2 (c).

B.3 Self Research

B.3 (a) List of publications in approved journals as a single Author

B.3 (b) Self Ph.D. (For non-Ph.D. contractual staff)

(All amounts in Rs. Lakh)

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| **Sl. No.** | **Title of the Project** | **Institute where the project is being done** | **Name of supervisors** | **Date of start of Ph.D.** | **Funds demanded** | **Funds allotted** | **Date of allotment** | **Amount Utilized** | **Status** |
| 1 | 2 | 3 | 4 | 5 | 7 | 8 | 9 | 10 | 11 |
|  |  |  |  |  |  |  |  |  |  |

Status should indicate the activity/activities completed during the year from amongst following:

**Problem definition, Literature review, Mathematical modelling, Building experimental set-up, Conducting experiment, Result Analysis, Pre-submission seminar, Thesis writing, Thesis submission, Viva-Voice and Degree awarded.**

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B.3 (c) Joint Research

(All amounts in Rs. Lakh)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Title of the Project** | **Grant asked for** | **Funding Agency** | **Date of submission of Project** | **Grant Received** | **Date of receipt of grant** | **Name of the Co-Investigators and his/her Organization** |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
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B.3 (d) List of publications based on B3 (a), B3(b) & B3(c).

1. Industry Interaction

C.1 Industrial Research (All amounts in Rs. Lakh)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Title of the Project** | **Grant asked for** | **Funding Agency** | **Date of submission of Project** | **Grant Received** | **Date of receipt of grant** | **Numbers of Co-Investigators including the faculty being assessed** | **Status** | **Expenditure in the Current Year** |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
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C.2 Industrial Consultancy

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Title of the Project** | **Consultancy Charges** | **Industry** | **Date of submission of Proposal** | **Date of receipt of approval** | **Duration of Project** | **Numbers of Co- Investigators including the faculty being assessed** | **Status** |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
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C.3 Testing Work

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| **Sl. No.** | **Title of the Work** | **Name of the Industry** | **Amount earned out of testing charges** |
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1. Continuing Education

D.1 Short Term Training Programmes/Workshops Organized

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Title of the Programme** | **Duration** | | **Fees charged** | **Nos. of participants** | **Nos. of participants from NIT Manipur** | **Nos. of Participants from other NITs/IITs** | **Nos. of Experts from Outside** | **Nos. of Experts from Institute** | **Nos. of Hours engaged by Assesse** |
| **Period in days** | **Total Hours of Training** |
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D.2 Expert Lecture Delivered

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| **Sl. No.** | **Title of the Programme** | **Organization where delivered** | **Duration** | **Nos. of participants** | **Topic** |
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D.3 Conferences Organized

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| **Sl. No.** | **Title of the Conference** | **Capacity in Organization** | **Duration** | **Nos. of participants** | **Professional body on whose behalf the conference is organized** |
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D.4 Conferences Attended

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| **Sl. No.** | **Title of the Conference** | **Organizers of Conference** | **Duration** | **Paper Presented/Not Presented/Poster Presentation** | **Nos. of participants** | **Professional body on whose behalf the conference is organized** |
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D.5 Training Programmes/Workshops/Summer Schools Attended

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| **Sl. No.** | **Title of the Programmes/ Workshops/ Summer Schools** | **Organizers** | **Duration** |
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E. Contribution to Teaching mythology

E.1. Laboratory Development

E.2. Video Lectures Developed

E.3. Course Material Developed

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E.4. Any Teaching Aid Developed

E.5. Any Innovation in Teaching

E.6. Any additional course offered to students beyond curriculum

E.7. Any special achievement in helping students to solve their academic/personal problems

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E.8. Participation in student’s activities

E.9. Interaction with students’ assigned to you as faculty advisor

E.10. Hardware projects done by students under your guidance (beyond curriculum)

E.11. Amount spent in the laboratory as an Indentor. (Give the list with requisition reference number)

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F. Professional activities (General review/project assessments/membership of professional committee or body)

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| --- | --- | --- | --- |
| **Sl. No.** | **Professional Body** | **Activity** | **Participation as** |
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G. Awards and recognitions

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| **Sl. No.** | **Title of Award** | **Awarding body** | **Activity recognized** | **Date of Award** |
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H. Administration

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| --- | --- | --- |
| **Sl. No.** | **Designation** | **Committee, if any** |
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Any special achievement in the above mentioned Administrative assignments.

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1. Summary

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| **Sl. No.** | **Activity** | **Number** | **Remarks (if any)** |
| 1 | Nos. of courses taught |  |  |
| 2 | Credit – Students engaged |  |  |
| 3 | Total nos. of classes engaged in a year |  |  |
| 4 | Nos. of laboratory developed |  |  |
| 5 | Nos. of experiments established |  |  |
| 6 | Nos. of Video lectures/online lectures |  |  |
| 7 | Publications in approved journals |  |  |
| 8 | Other publications |  |  |
| 9 | Patents issued |  |  |
| 10 | Patents filed |  |  |
| 11 | Copyright registered |  |  |
| 12 | Products developed |  |  |
| 13 | B. Tech. projects completed |  |  |
| 14 | M. Tech. projects completed |  |  |
| 15 | Nos. of PhDs awarded |  |  |
| 16 | Nos. of days in attending training programmes/workshops |  |  |
| 17 | Monographs/Books |  |  |
| 18 | Total earnings out of consultancy (in Rs.) |  |  |
| 19 | Total earnings out of testing (in Rs.) |  |  |
| 20 | Sanctions of the projects in (in Rs.) |  |  |
| 21 | Expenditure on project (in Rs.) |  |  |
| 22 | Expenditure in laboratory (in Rs.) |  |  |
| 23 | Nos. of administrative responsibility\* |  |  |

\* Headship/Deanship/Associate Deanship/Wardenship/Associate Wardenship shall have 100 numbers.

Chairmanship of a Permanent Committee shall have 20 numbers and membership of a Committee shall have 05 numbers.

Chairmanship of a Committee for issue shall have 02 numbers and membership of a committee shall have 01 number.

1. a) Please specify targets/objectives/goals (in quantitative or other terms) of work you set for yourself or that were set for you, eight to ten items of work in the order of priority and your achievement against each target. (Example: Annual Action Plan for your Division).

|  |  |
| --- | --- |
| **Targets/Objectives/Goals** | **Achievements** |
|  |  |

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b) Please specify targets/objectives/goals (in quantitative or other terms) of work you set for yourself, eight to ten items of work in the order of priority for the next year of assessment.

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1. A) Please state briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 2. Please specify constraints, if any, in achieving the targets.

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B) Please also indicate items in which there have been significantly higher achievements and your contribution thereto

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3. Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e. 31st January of the year following the calendar year. If not, the date of filing the return should be given.

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Date: Signature of official reported upon

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**PART-3**

Numerical grading is to be awarded by reporting and reviewing authority which should be on a scale of 1 – 10, where 1 refers to the lowest grade and 10 to the highest.

**(Please read carefully the guidelines before filing the entries)**

1. The columns in the APAR should be filled with due care and attention and after devoting adequate time.
2. It is expected that any grading of 1 or 2 (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 9 or 10 would be justified with respect to specific accomplishment. Grades of 1-2 or 9-10 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.
3. APARs graded between 8 and 10 will be rated as ‘outstanding’ and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.
4. APARs graded between 6 and short of 8 will be rated as ‘very good’ and will be given a score of 7.
5. APARs graded between 4 and short of 6 will be rated as ‘good’ and will be given a score of 5.
6. APARs graded below 4 will be given a score of zero.

**(A) Assessment of work output (weightage to this section would be 40%)**

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| --- | --- | --- |
|  | **Reporting Authority** | **Reviewing Authority  (Refer Para 2 of part-5)** |
| 1. Accomplishment of planned work/ work allotted as per subjects allotted |  |  |
| 1. Quality of output |  |  |
| 1. Analytical ability |  |  |
| 1. Accomplishment of exceptional work/unforeseen tasks performed |  |  |
| Overall Grading on ‘Work Output’ |  |  |

**(B) Assessment of personal attributes (weightage to this would be 30%)**

|  |  |  |
| --- | --- | --- |
|  | **Reporting Authority** | **Reviewing Authority  (Refer Para 2 of part-5)** |
| 1. Attitude to work |  |  |
| 1. Sense of responsibility |  |  |
| 1. Maintenance of Discipline |  |  |
| 1. Communication skills |  |  |
| 1. Leadership qualities |  |  |
| 1. Capacity to work in team spirit |  |  |
| 1. Capacity to adhere to time-schedule |  |  |
| 1. Inter-personal relations |  |  |
| 1. Overall bearing and personality |  |  |
| 1. Overall Grading on ‘Personal Attributes’ |  |  |

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**(C) Assessment of functional competency (weightage to this section would be 30%)**

|  |  |  |
| --- | --- | --- |
|  | **Reporting Authority** | **Reviewing Authority  (Refer Para 2 of part-5)** |
| 1. Knowledge of the subject assigned for teaching and ability to present it correctly as per need of the students. |  |  |
| 1. Contribution in research/designing of new courses/laboratory development work/academic administration of the Institute/Seminar, workshop |  |  |
| 1. Decision making ability |  |  |
| 1. Coordination Ability |  |  |
| 1. Ability to motivate and develop subordinates |  |  |
| 1. Initiative |  |  |
| Overall Grading on ‘Functional Competency’ |  |  |

Signature of the Reporting Officer Signature of the Reviewing Officer

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**GENERAL**

**PART-4**

1. Relations with the public (wherever applicable)

(Please comment on the Professor/Associate Professor/ Assistant Professor accessibility to the public and responsiveness to their needs)

1. Training

(Please give recommendation for training with a view to further improving the effectiveness and capabilities of the Professor / Associate Professor / Assistant Professor)

1. State of health
2. Integrity

(Please comment on the integrity of the Professor / Associate Professor / Assistant Professor)

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1. Pen picture by Reporting Officer (in about 100 words) on the overall qualities of the Professor / Associate Professor including area of strengths and lesser strengths, extraordinary achievements, significant failures (ref: 3(A) & 3(B) of Part-2) and attitude towards weaker sections.
2. Overall numerical grading on the basis of weightage given in section A, B and C in part-3 of the report.

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Signature of the Reporting Officer

Signature of the Reporting Officer

Place: Name in Block Letters:  
Date: Designation:  
 *(During the period of Report)*

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**PART-5**

1. REMARKS OF THE REVIEWING OFFICER

Length of service under the Reviewing Officer

1. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Part-3 & Part-4? Do you agree with the assessment of reporting officer in respect of extraordinary achievements /significant failures of the Professor / Associate Professor reported upon? (Ref: Part-3 (A)(iv) and Part-4(5)

(In case you do not agree with any of the numerical assessments of attributes please record you assessment in the column provided for you in that section and initials your entries.)

|  |  |
| --- | --- |
| Yes | No |

1. In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?
2. Pen picture by Reviewing Officer. Please comment (in about 100 words) on the overall qualities of the Officer including area of strengths and lesser strength and his attitude towards weaker sections.
3. Overall numerical grading on the basis of weightage given in section – A, section – B and section – C in part-3 of the report

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Signature of the Reviewing Officer

Place: Name in Block Letters:  
Date: Designation:  
 *(During the period of Report)*

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