



# R.R. INSTITUTE OF MODERN TECHNOLOGY

NH-24, Bakshi Ka Talab, Sitapur Road, Lucknow-226201

## Faculty Appraisal Policy

### **Purpose:**

Appraisal policy is implemented in the Institution to retain good staff, to promote those who are qualified, deserving without any discrimination, to improve employee motivation and job satisfaction.

### **Policy:**

Appraisal policy covers the rules, standards and guidelines that govern the Institution policy of Appraisal prescribed by AICTE APPRAISAL AND 360° FEEDBACK FORM.

### **Scope:**

This Appraisal policy applies to all teaching staff on the rolls of the Institution.

### **Procedure:**

## Calculation of Credit Points)

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

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

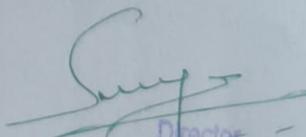
The candidate shall submit calculation sheet for each academic year to be considered and a summary sheet exhibiting his score on a 10 point scale

### **a. Teaching - Process (Maximum Points 20)**

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 20 point scale.

### **b. Students' Feedback (Maximum Points 20)**

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

  
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## 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. This may include responsibilities like Lab I/C, Time Table I/C, NBA - AICTE work, sponsored projects, consultancy work, 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/ Dean to the candidate during academic year under consideration. This may include responsibilities like Head of Department, Coordinator, Warden, Training and Placement officer, etc. The candidate will earn 5 points per semester for each activity up to a maximum of 10.

## e. ACR (Maximum points 20)

ACR maintained at institute level shall have 20 points based on grading of academic result and research publication contribution during academic/assessment year.

## f. Contribution to Society (Maximum Points 10)

The candidate involved in different initiatives for betterment of society. 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 shall be converted to a 10 points scale.

## Encl.-

**Format:** The format of AICTE APPRAISAL AND 360° FEEDBACK FORM

Prof.(Dr.) Surya Prakash Tripathi

Director

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# R. R. INSTITUTE OF MODERN TECHNOLOGY

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## APPRAISAL AND 360° FEEDBACK FORM

### SECTION-A

Faculty Name	
Designation	
Department	
Academic Year	

#### A-Teaching Process (Max Point 20) Note: 10 Credit point for each semester

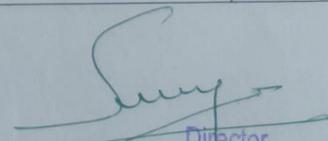
S.No.	Semester	Subject Code	Subject Name	No. of Scheduled Classes	No of actually held classes	Points earned
1						
2						
3						
4						
5						
6						
Average Weightage out of 20 points						

#### B-Student's feedback (Max Point 20) Note: 10 Credit point for each semester & min 70% students data

S.No.	Semester	Subject Code	Subject Name	Average Student feedback on the scale of 20	Points earned
1					
2					
3					
4					
5					
6					
Average Weightage out of 20 points					

#### C-Departmental Activities (Max Credit 20) Note: 10 Credit point for each semester

S.No.	Semester	Activity	Credit Point
1			
2			

  
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**D- Institutional Activities (Max Credit 10) Note: 5 Credit point for each semester**

S.No.	Semester	Activity	Credit Point
1			
2			
3			

**E. ACR maintained at institutional level (Max Credit 20)**

**1- Result Summary (Max 15 Credit Point)**

Extraordinary	Excellent	Very Good	Good	Satisfactory	Poor
15	13	11	9	7	0
100-96%	95-90%	89-80%	79-70%	69-55%	Below 55%

S.No.	Semester	Subject Code	Subject Name	Result %
1				
2				
3				
4				
5				
6				
Average Weightage out of 15 Points				

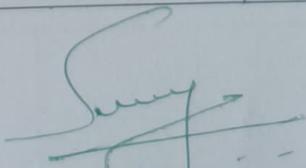
**2- Research (Max 05 Credit Point)**

**Research Publication Summary (Weightage period: 1 July 2023 to 30 June 2024)**

Category	SCI	SCI-Extended	Scopus	Scopus Indexed/WOS	Other
Marks (Per Unit)	4	3	2	1.5	1
No. of Papers					
Total marks earned					
Average Weightage out of 05 Points					

**F. Contribution to Society (Max Credit 10)**

S.No.	Semester	Activity	Credit Point
1			
2			
3			

  
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## Summary

Summary	Academic Year
A. Teaching Process (Max Points 20)	
B. Student's feedback (Max Point 20)	
C. Departmental Activities (Max Points 20)	
D. Institutional Activities (Max Point 10)	
E. ACR (Max Point 20)	
F. Contribution to Society (Max Point 10)	
Total (Max Points 100)	
Total on 10 Pont Scale	

Date: .....

Signature of Faculty Member

### SECTION B (Head of Department)

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

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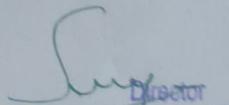
**Recommendations/Remedial Measures suggested:**

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I verify Section A to the best of my knowledge and as per supporting documents submitted by the concerned faculty and my observations and recommendations are free from all prejudice and favouritism.

Date: .....

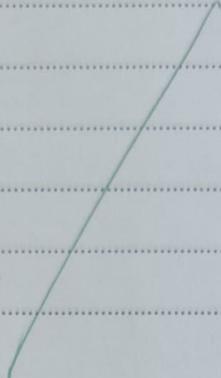
Head of Department

  
Director  
R.R. Institute of Modern Technology  
NH-31, Dabhoi Ka Talab,  
Sitapur Road, Lucknow

SECTION- C

Recommendations/Approval of Director

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● Date: .....

*Sury*  
**Director**  
Director

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