

**Regent Education and Research Foundation Group of
Institutions
Internal Quality Assurance Cell (IQAC)**

SELF-APPRAISAL FORM FOR FACULTY (A.Y:2023-24)

(The details are required from 1st July 2023 to 30th June 2024)

Name of the Department :

Name of the Faculty :

Present Designation :

D.O.B & Age :

Date of Joining :

Mobile No. :

Email ID :

PART A: EDUCATIONAL QUALIFICATIONS AND EXPERIENCE DETAILS (100 Points)

Educational Qualifications (Max. of 50 points):

(Masters Degree: 20 Points, Ph.D. pursuing: 25 Points, Ph.D. completed: 50 points)

Degree	Branch/ Specialization	College	University	Year of completion	%	Score obtained	Score as per APEC*
UG							
PG							
Ph.D.							

***APEC: Academic Performance Evaluation Committee**

Experience Details (Max. of 50 points) (Chronological Order only):

(10 points per year for RERF experience, 5 points per year for outside experience)

S.No.	Position held	Institution/ Industry	Period		Exp. in Years	Score	Score obtained	Score as per APEC
			From	To				
1								
2								
3								
4								
5								
6								
7								



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Bara Kanthalia, P.O.-Sewli Telinipara
Barrackpore, Kolkata- 700121

PART-B: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES (400 Points)**Teaching and Other Contribution to Academia (Max. 50 points)**

(As per the opinion and recommendation of Head of the Department)

Item		Score (5/4/3)	Score obtained	Score as per APEC
i.	Availability to students during working hours			
ii.	Punctuality to classes			
iii.	Regularity in taking classes as per time table			
iv.	Maintenance of students attendance register and course files			
v.	Regularity in giving home assignments			
vi.	Availability for examination work including invigilation/valuation			
vii.	Participation in curriculum/ Syllabus development			
viii.	Participation in college/departmental activities			
ix.	Preparation of course hand outs			
x.	Content delivery and nature of communication			

Additional Significant Expertise (50 M)

(Necessary proofs for each category to be enclosed)

Item		Score obtained	Score as per APEC
i.	Remedial classes/Bridge courses and Technical Trainings (GATE etc.)		
ii.	Lecture notes upload in website /developing blog		
iii.	Developing subject videos for better understanding etc.		
iv.	Project guide (paper published in UGC listed journal)		
v.	Prototypes Developed/New Experiments Designed for Lab/ Content Delivered beyond Syllabus		

Student Feedback on Teacher Performance (100 Points)(% of Students Feedback ≥ 90 : 100 points, 85 to <90 : 90 points, 80 to <85 : 80 points, 70 to <80 : 70 points, 60 to <70 : 50 points and <60 : No points)

Program/Dept	Semester	Course	Feedback	Average Feedback	Score obtained	Score as per APEC

Result Analysis (100 Points)(% of Students Feedback ≥ 90 : 100 points, 85 to <90 : 90 points, 80 to <85 : 80 points, 70 to <80 : 70 points, 60 to <70 : 50 points and <60 : No points)

Program/Dept	Semester	Course	Result	Average Result	Score obtained	Score as per APEC

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PART-C: RESEARCH, DEVELOPMENT AND EXTENSION ACTIVITIES (400 Points)

Research Guidance (Max. 50 points)

(Necessary proofs to be enclosed)

(Guiding of one B.Tech. project batch: 10 points,

Ongoing Ph.D: 25 points, Ph.D. thesis submitted: 40 points, Ph.D awarded: 50 points)

Category	Number	Score	Score obtained	Score as per APEC

Ongoing Sponsored Research Projects (Max. 50 points)

(Sanctioned letter to be enclosed)

(Sanctioned amount $\geq$ 50 Lakhs: 40 points, 20 to <50 Lakhs: 40 points,

5 to <20 Lakhs: 35 points, 10 to <15 Lakhs: 25 points, 5 to <10 Lakhs: 15 points,

< 5 Lakhs: 10 points)

Category	Agency	Sanctioned Amount in Rs.	Score obtained	Score as per APEC

Consultancy (Max. 50 points)

(Necessary proofs to be enclosed)

(Sanctioned amount $\geq$ 5 Lakhs: 50 points, 4 to <5 Lakhs: 40 points,

3 to <4 Lakhs: 35 points, 2 to <3 Lakhs: 25 points, 1 to <2 Lakhs: 15 points,

< 0.5 Lakhs: 10 points)

Category	Agency	Sanctioned Amount in Rs.	Score obtained	Score as per APEC


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Research Publications (Max: 50 points)

(Front page of publication to be enclosed)

(SCI journal: 50 points, SCOPUS: 30 points, UGC listed: 15 points)

Category	Title of the Publication	Score	Score obtained	Score as per APEC

Patents Published/Awarded (Max: 50 points)

(Necessary proofs to be enclosed)

(Patent awarded: 50 points, Patent published: 25 points)

Title of the patent	File Number	Score	Score obtained	Score as per APEC

Books/Chapters Published (Max: 25 points)

(First page of the book/chapter to be enclosed)

(Book: 25 points, Chapter: 15 points)

Title of the book/chapter	Authors	Publisher	Score	Score obtained	Score as per APEC

Member/Reviewer in Editorial Boards of Referred Journals (Max: 25 points)

(Reviewer for SCI journal: 10 points, Other journals/ member of various committees in conferences etc.: 5 points)

Name of the journal/conference	Publisher/Committee	Score	Score obtained	Score as per APEC

FDPs/Training Activities/ STTPs/Workshops Attended (Max: 50 points)

(Necessary proofs to be enclosed)

(For IITs/NITs/Universities: 1 day: 5 points, 2 to 5 days: 25 points, >5 days: 50 points, For other institutions, 60% of the score shall be considered including in-house programmes, i.e. 1 day: 3 points, 2 to 5 days: 15 points, >5 days: 30 points)

Title of the programme	Duration	Organized by	Score	Score obtained	Score as per APEC



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Papers Presented in Conference (Max: 25 points)

(Necessary proofs to be enclosed)

(International conference, other country: 25 points, in India: 15 points,

National conference: 10 points)

Title of the Paper	Name of the Conference and dates	Organized by	Invited/Oral/poster	Score	Score obtained	Score as per APEC

FDPs/Training Activities/ STTPs/Workshops Conducted as Convener/**Co-ordinator etc. (Max: 25 points)**

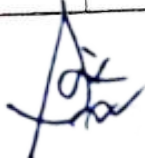
(Necessary proofs to be enclosed)

(Govt. sponsored programme: 25 points, Self-sustained programme: 20 points)

Title of the programme	Duration	Acted as	Score	Score obtained	Score as per APEC

PART-D: ADMINISTRATIVE AND EXTRACURRICULAR ACTIVITIES (100 Points)

Category of Administrative Work	Max. points	Mention the Administrative Work	Score obtained	Score as per APEC
D.1 Administrative Assignments (Dean, IQAC Co-ordinator, CoE, HOD, etc.)				
D.2 Central Committee Member/Co-ordinator/Incharge (NAAC, NBA, ISO, NPTEL, R&D, Exam Cell, Alumni, Faculty Club, Bus Incharge, Discipline, Sports, NSS, NCC, Yoga, Women's Grievance Cell, Anti Ragging, Professional Bodies, Skill development, Incubation, etc.)				
D.3 Departmental Committee Member/Co-ordinator/Incharge (BOS, PAC, DAC, CRC, CCC, MCC, Academic Audit, Class teacher, Mentor, Research Group Co-ordinator, Internships, Lab Incharge, Projects, Industrial visits, NAAC, NBA, ISO, NPTEL, R&D, Exam Cell, Alumni, Faculty Club, Discipline, Sports, NSS, NCC, Yoga, Women's Grievance Cell, Anti Ragging, Professional Bodies, Skill development, Incubation, etc.)				


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Regent Education and Research Foundation Group of Institutions

Summary of Self Appraisal Score (A.Y. 2023-24)

Name of the Faculty:

Designation:

Department:

Category		Max. Score	Score obtained	Score as per APEC
Part-A	Educational Qualifications and Experience Details			
	A.1 Educational Qualifications	50		
	A.2 Experience Details	50		
Total Score (Part-A)		100		
Part-B	Teaching, Learning and Evaluation Related Activities			
	B.1 Teaching and Other Contribution to Academia	50		
	B.2 Additional Significant Expertise	50		
	B.3 Student Feedback on Teacher Performance	100		
	B.4 Result Analysis	100		
	B.5 Awards/Honours/Fellowships Received/ Memberships in Professional Societies/Bodies etc	50		
	B.6 Online Certification Courses (NPTEL etc.)	50		
Total Score (Part-B)		400		
Part-C	Research, Development and Extension Activities			
	C.1 Research Guidance	50		
	C.2 Ongoing Sponsored Research Projects	50		
	C.3 Consultancy	50		
	C.4 Research Publications	50		
	C.5 Patents Published/Awarded	50		
	C.6 Books/Chapters Published	25		
	C.7 Member/Reviewer in Editorial Boards of Referred Journals	25		
	C.8 FDPs/Training Activities/ STTPs/Workshops Attended	50		
	C.9 Papers Presented in Conference	25		
	C.10 FDPs/Training Activities/ STTPs/Workshops Conducted as a Convener/Co-ordinator etc.	25		
Total Score (Part-C)		400		
Part-D	Administrative and Extra Curricular Activities			
	D.1 Administrative Assignments	30		
	D.2 Central Committee Member/Co-ordinator/ Incharge	35		
	D.3 Departmental Committee Member/ Co-ordinator/ Incharge	35		
Total Score (Part-D)		100		
Total Score (Part-A + Part-B + Part-C + Part-D)		1000		

Signature of Faculty

Signature of HoD

Signature's of Registrar

Signature of Principal

Sample copy
[Signature]

[Signature]
Principal

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Regent Education and Research Foundation Group of
Institutions
Internal Quality Assurance Cell (IQAC)
Performance Appraisal Form for Non-Teaching Staff
2023-2024

1. Name of the Member :
2. Position Title :
3. Date of Entry into Service :
4. No. of Years in Service :
5. Date of Retirement :
6. Qualification :
7. Details of Current Responsibilities :

I. PROFESSIONAL COMPETENCE

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Knowledge of rules, regulation and procedure					
2	Ability to organize work and carry it out					
3	Ability and willingness to take up additional load in times of exigencies					
4	Creativity and innovation					
5	Ability to learn and perform new duties					
6	Ability to supervise* (For Supervising Staff Only)					
7	Do you possess good knowledge(theory, hands on) for all aspects of the job to perform your job functions Satisfactorily?					

II. PERFORMANCE

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Awareness of policies and procedures of the institution?					
2	Maintenance of Files/Records					
3	Accuracy & Speed of work					
4	Neatness & tidiness of work					
5	Completion of work on schedule					

6	Diligence and sense of responsibility					
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III. PERSONAL CHARACTERISTICS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Attendance					
2	Punctuality					
3	Discipline					
4	Integrity and behaviour					

IV. ATTITUDE TOWARDS CO-WORKERS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation with your colleagues?					
2	Mutual motivation with your colleagues?					

V. ATTITUDE TOWARDS PUBLIC

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation to the needs of the public(Parents, Business Associates, Vendors, Well Wishers of the College)?					
3	Rapport with the public when you interact with them?					

VI. STAFF/STUDENT RELATIONS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Ability to engage, motivate, supervise, and effectively work in the interest of students?					
3	Responsibility towards your tasks/ areas of management assigned to?					

Declaration

I hereby declare that the information provided is true to the best of my knowledge.

Place:-
Date:-

Signature of Registrar

Name and Signature of the non-teaching staff

Principal
Regent Education & Research Foundation
Signature of Principal-Sewli Telinipara
Barrackpore, Kolkata-700121