



TRINITY INSTITUTE OF PROFESSIONAL STUDIES

Sector-9, Dwarka, New Delhi-110075

(Affiliated to Guru Gobind Singh Indraprastha University, Delhi &

Approved by Bar Council of India, New Delhi)

“A+” Ranked Institution by SFRC, Govt. of NCT of Delhi

Recognized under section 2(f) of the UGC Act, 1956

Accredited “B++” by NAAC

Performance Based Appraisal System

Academic Year 2019-20

GENERAL INFORMATION

1.	Name (in Block Letters)	
2.	Institute & Department	
3.	Date of Joining	
4.	Current Designation & Academic Grade Pay	
5.	Any Degree or fresh qualifications acquired during the year	
6.	Highest Professional Qualifications	
7.	Fields of Specialisation in Subject/Discipline	

8. Academic Staff College Orientation/ Refresher Course attended during the year

Nature of the Course/ Summer School	Place	Duration	Sponsoring Agency

Note: Please attach proof for this section

9. **FUTURE PLANS (in Brief)**

(i) **Teaching:**

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(ii) **Research:**

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PART - A : ACADEMIC PERFORMANCE INDICATORS

CATEGORY- I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

1.0 Lectures (L), Seminars(S), Tutorials (T), Practicals (P), Contact Hours (C)

(Give semester-wise details, where necessary)

S.No.	Program	Course/Paper	Level	Mode of Teaching*	Hours per week allotted	% of classes taken as per documented record
ODD Semester						
EVEN Semester						

Note: 1) Please fill and enclose Annex-I as a supporting document for this section.

2) Please consider to write practical load half from the actual one.

2.0 Teaching Load in excess of UGC norms

(Maximum Score: 10)

S. No.	No. of hours exceeded as per UGC norms			Remarks
	Course/Paper	Program	Sem	
	Total Score			

Note: (a) please refer the PBAS compendium for score calculation (i.e.: category I, Part II, Serial No.2, Page-4)

(b) Please fill and enclose Annex-II as a supporting document for this section

3.0 Result/Academic Performance

(Maximum Score: 10)

S.No	Program	Sem.	Shift	Course Title/ Code	Total no. of students	Pass %age	Exemplary Position	Total Distin- -ction	First Division	Second Division	Fall Short
		Total Students									
		Total Score =									

Note: (a) The total no. of students should match with the no. of students enrolled in the class as per institute records.

4.0 Additional knowledge resources provided to students

(Maximum Score: 15)

S. No.	Course/ Paper	Mandatory Resources	Yes/ No	Additional Resource provided	Score
		Total Score			

4.1 Remedial Classes initiations for improvement of weak students. (Maximum Score: 10)

S. No.	Course/ Paper	Shift	Semester	No. of classes taken	Score
Total Score					

(b) Please enclose student's attendance sheets.

4.2 Efforts made to upgrade exemplary students (Maximum Score: 10)

S. No.	Course	Shift	Semester	Student Name	Methodology used	Score
Total Score						

5.0 Use of Participatory and innovative Teaching-Learning Methodologies, Updating of subject content, Course Improvement etc. (Maximum Score: 20)

S. No.	Short Description	Score
a	Lectures, Tutorials and Practical's	
b	Case Based Learning	
c	Problem Based Learning	
d	ICT based teaching/ Web based Learning/ Blended Learning	
e	Conduct of Seminars/Student led Presentations	
	Total Score	

6.0 Examination Duties Assigned and Performed**(Maximum Score: 25)**

S. No.	Type of Examination Duties	Duties Assigned	Extent to which carried out (%)	Score
	Total Score			

Total Score Earned for Category-I (1+2+3+4+5+6) :	
Total Max. Score for Category-I (1 to 6): 100 Minimum score required : 40	

CATEGORY-II: CO-CURRICULAR, EXTENSION & PROFESSIONAL DEVELOPMENT
(Max. Total Score: 50; Min. Score required: 15)

- 1.0 Extension, Co-curricular & Field based Activities**
 (Mentoring Activities, Club/ Committee activities) and
Contribution to Corporate Life and Management of the Institution
 (Head of the Department, Chief Coordinator, Class Coordinator, Committee Chairperson,
 Committee Member, Placement Coordinator, etc.)
(Maximum Score: 35)

S. No.	Type of Activity	Yearly/Semester wise responsibility		Score
		Targeted	Achieved	
		Total Score		

- 2.0 Professional Development Activities**
 (Membership of professional bodies, Participated/Attended events outside the institution)
(Maximum Score: 15)

S. No.	Type of Activity	Role	Unit (Activities)	Yearly/Semester wise responsibility	Score
	Total Score				

Total Score Earned for Category-II (1+2) :	
Total Max. Score for Category-II (1+2) : 50	
Minimum Score required :15	

CATEGORY-III: RESEARCH, PUBLICATIONS & ACADEMIC CONTRIBUTIONS

1.1: Research Papers published in Journals:

(Maximum Score: 10)

S. No.	Title with page number	Journal	ISSN/ ISBN No.	Whether peer reviewed. Impact factor, if any	No. of Co- authors		Whether you are the main author	Score
	Total Score							

Note: Supporting document to be enclosed as Annexure-Cat III (1.1)

1.2 Full papers in Conference Proceedings

(Maximum Score: 10)

S. No.	Title with page number	Details of conference Publications	ISSN/ ISBN No.	No. of Co- authors and Date of publication	Whether you are the main author	Score
	Total Score					

Note: Supporting document to be enclosed as Annexure-Cat III (1.2)

1.3 Articles/ Chapters published in Books/ Newspapers/ Magazine/ Virtual platforms

(Maximum Score: 10)

S. No.	Title with page number	Book Title, editor & publisher	ISSN/ ISBN No.	Whether peer reviewed.	No. of Co- authors and Date of Publication	Whether you are the main author	Score
	Total Score						

Note: Supporting document to be enclosed as Annexure-Cat III (1.3)

1.4 Books published as Author/ Co-Author

(Maximum Score: 5)

S. No	Title with page no.	Type of Book & Authorship	Publisher & ISSN/ ISBN No.	Whether Peer Reviewed	No. of Co-author & Date of Publication	Whether you are the main author	Score
Total Score							

1.5 Chief Editor/Guest Editor/Editor/Associate Editor; Member, Consultant Member of Editorial/Advisory Board of Journal and Reviewer/Referee of a Journal/ Conference proceedings.

(Maximum Score: 5)

S. No.	Refereed Journal with/without ISBN/ISSN Numbers	Status	Score
Total Score			

1.6 Papers presented in Conferences, Seminars, Workshops, Symposium/Session Chaired, etc.

(Maximum Score: 5)

S. No.	Title of the paper presented	Title of Conference/Seminar etc.	Date(s) of the event	Organized by	No. of Co-authors	Whether you presented the Paper	Whether International/National/State/Regional/University or College Level	Score
Total Score								

Note: (a) If a paper presented in Conference/Seminar is published in the form of Proceedings (Full Paper), the points would accrue for the publication as Category III, (1.2) and not under this heading.

2.0 Case Study/Research Projects, Consultancies and Assignments

2.1 Sponsored Projects/ Consultancy Projects (Carried out/Ongoing)

(Maximum Score: 10)

S. No.	Title	Agency	Period	Grant/ Amount Mobilized (Rs Lakhs)	Score
Total Score					

3.1 & 3.2 Training Courses, Teaching-Learning-Evaluation Technology, Faculty Development Programmes

(Maximum Score: 10)

S. No.	Programme	Duration	Organised by	Score
Total Score				

3.3 Invited Lectures (including Extension) and Chairmanships at National or international Conference/ Seminars; Office Bearer/Advisor of Registered Professional Bodies

(Maximum Score: 10)

S. No.	Title of Lecture/ Academic Session	Title of Conference/ Seminar etc.	Date(s) of the event	Organized by	Whether International/ National/State	Score
Total Score						

Total Score Earned for Category-III (1+2+3) :

Total Max. Score for Category-III (1+2+3) : 75
Minimum Score required : 35

Signature of the Faculty

SUMMARY OF SCORES – PART A

Academic Year _____

CATEGORY	CRITERIA	SCORE OBTAINED	TOTAL SCORE
I	Teaching, Learning & Evaluation related activities		100
II	Co-curricular, Extension, Professional Development, etc.		50
III	Research & Academic Contribution		75
	Total (Categories I + II + III)		225

PART (B)

CATEGORY-IV: STUDENTS FEEDBACK

(Maximum Score: 20)

S. No	Subject	Course Name	Total Average percentage Rating (Out of 60)	Percentage %	Remarks

CATEGORY-V: BEHAVIOURAL SKILLS AND VALUES

SUPERIOR FEEDBACK

(Maximum Score: 50)

S. No.	Points	Score
1.	Health & Personality	
2	Punctuality& Regularity	
3	Initiative and Drive	
4	Sense of Responsibility	
5	Cross Functional and Team Orientation	
6	Behavior towards colleagues	
7	Relationship/Attitude towards students	
8	Willingness to learn	
9	Temperament and manners	
10	Communication skill	
11	Reliability and Dependability	
12	Integrity (Financial, Moral and Academic)	
Maximum Total Score/Points :		
Minimum total points to be obtained :		

NOTE: Please give ratings on a 5-point scale with:

5-Excellent, 4-Very Good, 3-Good, 2-Average, 1-Below Average

- Shortcoming/Weakness pointed out, if any, and improvement shown:

1. Were you been granted time relaxation in any semester of 2018-19, if yes please mention the type of time relaxation & reason thereof.

2. Have you ever been warned in writing or oral in 2018-19 for any reason, please mention the nature, type if any. Attach copy of warning letter and also mention officer's name.

3. Total Leaves taken in the academic year _____ on academic days.

Signature of the HOD/ CC

Full Name _____

Designation _____

Report of the Reviewing Officer/ Head of Institution on Part-B only (Not to be filled in case He/She is the reporting officer)

1.0 Do you agree with the assessment of the Reporting Officer? **YES / NO**
If NO, give reason(s):

2.0 Has anything of adverse nature, or which indicates lack of Integrity, come to your notice, and has been established **YES / NO**

3.0 Specific Recommendation about qualitative performance of the faculty:
Overall Assessment:

Outstanding Very Good Good Average Below Average

Signature: _____

Reviewing Officer /Director

Name _____

Designation _____

CATEGORY-VI: CONTRIBUTION IN BRAND BUILDING OF THE INSTITUTION

(Maximum Score: 25)

A. SOCIAL MEDIA

S. No	All posts – liked and shared	Ratings and feed done on SM platforms	Liked pages/profile on all TIPS and group institutions - SM Platforms	Achieved TOP-FAN Badge/ Best Contributor	Score
		Total Score			

Note: Authenticated by SM incharge

Name:

Signature:

B. EDUCATIONAL PORTALS

Contribution in making reviews and ratings on following educational portals:

(Maximum Score: 25)

S. No	Name of the Portal	Ratings and feed done on SM platforms	Liked pages/profile on all TIPS and group institutions - SM Platforms	Achieved TOP-FAN Badge/ Best Contributor	Score
1	www.collegedunia.com				
2	www.shiksha.com				
3	www.sulekha.com				
4	www.careers360.com				
5	www.collegesearch.in				
6	www.university.youth4work.com				
7	www.indiamart.com				
8	www.justdial.com				
		Total Score			

Note: Authenticated by SEO incharge

Name:

Signature:

C. Social Media platforms- Students/ Friends/ Relatives

All Social media platforms of TIPS- Liked, rated, reviewed, followed and turned on for notifications

(Maximum Score: 50)

S. NO		LIKED BY	RATED BY	REVIEWED BY	FOLLOWED BY	SCORE
1	FACEBOOK					
2	INSTAGRAM					
3	TWITTER					
4	YOUTUBE					
5	LINKED IN					
6	PINTEREST					
	TOTAL SCORE					

Note: Authenticated by SEO incharge

Name:

Signature:

SUMMARY OF SCORES – PART B

Academic Year _____

CATEGOR Y	CRITERIA	SCORE OBTAINED	TOTAL SCORE
IV	STUDENTS FEEDBACK		20
V	BEHAVIOURAL SKILLS AND VALUES SUPERIOR FEEDBACK		20
VI	CONTRIBUTION IN BRAND BUILDING OF THE INSTITUTION		10
	Total (Categories IV + V + VI)		50

FINAL REPORT OF THE REVIEWING OFFICER/ DIRECTOR

- Do you agree with the details given by the reported faculty in Part-A (Cat. Is, II & III) & Part B (Cat. IV, V & VI) YES / NO
- If YES, to what extent : _____
- If NO, specify the reasons: _____
- Has the reported faculty been reprimanded during the period of the report: YES / NO
- If YES, give details.

Signature of HOI

Full Name _____

Designation _____

FINAL OBSERVATIONS OF THE CHAIRMAN

Signature: _____

FINAL SUMMARY OF TOTAL SCORES

CRITERIA	TOTAL MARKS	MARKS OBTAINED	CATEGORY
I	100		
II	50		
III	80		
IV	20		
V	50		
VI	100		
TOTAL (I+II+III+IV+V+VI)			

Note: Category: A+, A, B+, B, and C