



Notice

18.12.2025

Subject: Dissemination and Mandatory Submission of Faculty Performance Appraisal Form (Rev.)

All faculty members are hereby informed that the **Faculty Performance Appraisal Form (Revised)** for the relevant academic period is being uploaded on the institutional website for compliance.

It is **mandatory** for all faculty members to **duly complete the appraisal form in all respects**, ensuring that **all sections are accurately filled**, scores are appropriately claimed, and **all requisite supporting documents** as specified in the form are **attached as evidence**. Incomplete forms, forms without supporting documents, or forms not adhering to the prescribed format **will not be accepted** and may be returned for resubmission.

Faculty members are instructed to ensure that:

1. All information furnished is **true, verifiable, and supported by documentary evidence**.
2. Supporting documents are **clearly labeled, relevant, and arranged in the same order as the appraisal form**.
3. Entries requiring ERP/IQAC/notification verification strictly comply with institutional records.

The **submission process** shall be as follows:

- The completed appraisal form, along with all supporting documents, shall be **submitted to the Appraisal Committee comprising of IQAC Director, Asso. Director/Principal and HR Director** within the stipulated timeline for evaluation, validation of scores, and final recommendations.

It is reiterated that the appraisal process is a **formal institutional exercise** and shall be treated with due seriousness. Any misrepresentation, omission, or non-compliance may invite appropriate administrative action as per institutional norms. Further, Faculty will be appraised on the score, points and grade that they will be awarded by committee.

All faculty members are advised to adhere strictly to the above instructions to facilitate a smooth and timely appraisal process.

This issues with the approval of the competent authority.


IQAC
18/12/25


Ok
Ameel



Faculty Appraisal System (Self-Appraisal Form)
Period: 2025-26 (wef. 1st September 2025-31st August 2026)

Name:..... Designation:..... Department:.....
 Experience:..... Years Date of Joining:..... Highest Qualification:.....

Category 1: Teaching-Learning-Evaluation (50 Marks)				
S.No.	Sub-Category	Performance Level	Score Claimed	Score (Committee)
1(a)	Classes Taken against the prescribed syllabus (%) (Lectures, Tutorials, Lab and other teaching related activities) (To be cross verified through ERP Only) Not on ERP-Zero	100%-10 95-99%-9 90-94%-8 85-89%-7 80-84%-6 <80%-0		
1(b)	Teaching-Learning Innovations. (To be cross- verified through ERP Only) If, not on ERP-Zero	≥5 -10 4-8 3-6 2-4 1-2 None-0		
1(c)	Examination & Evaluation Duties (Copy of Certificate from visiting Institute/University in case of Ext. Duty. Duty Chart in case of internal duty)	≥6 -10 5-8 4-6 3-5 2-3 1-1 None-0		
1(d)	Project/Mini Project/STPR/Research Project/Dissertation/Teaching Practice Guidance (Gulde List depicting name signed by competent authority to be attached)	≥10-10 8-9-8 6-7-6 4-5-4 1-3-2 None-0		
1(e)	Student Feedback (From IQAC)	≥4.5/5-10 4.0-4.49-8 3.5-3.99-6 3.0-3.49-4 <3.0-0		
Category 2: Research & Publications (Supporting Document required) (60 Marks)				
2(a)	Journal Publications	Q1/Q2 Journal-15 Scopus / WoS Indexed-10 Peer Reviewed-5 None / Others-0		
2(b)	Books /Edited Books/Proceedings	Scopus / WoS Indexed-10 ISBN-6 None / Others-0		
2(c)	Chapters in Books /Edited Books/Proceedings	Scopus / WoS Indexed-10 ISBN-6 None / Others-0		
2(d)	Research Guidance	PhD Awarded-5 PhD Registered-3 None-0		
2(e)	Patents / Copyright	Granted-5		



MANGALMAY INSTITUTE OF MANAGEMENT AND TECHNOLOGY
NAAC ACCREDITED INSTITUTE

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		Published-3 None-0			
2(f)	Sponsored Projects / Consultancy	Completed-5 Ongoing-3 None-0			
2(g)	National/International Conference/Seminar /Workshop/Industrial Training/Refresher Course/FDP (Certificates)	External- As resource person/Paper Presenter-5 External- As Delegate-3 Internal-0			
Category 3: Institutional Contribution (20 Marks)					
3(a)	Departmental Responsibility (As per profile)	HoD / Dean-10 Coord./Class I/c-8 Active Member-5 None-0			
3(b)	Committees / Cells / Clubs (Respective Notifications)	Convener/I/c-10 Co-convener-7 Active Member-5 None-0			
Category 4: Student Support & Extension (Supporting document depicting the name & role) (20 Marks)					
4(a)	Co-curricular / Extra-curricular (Respective Notifications)	≥5 activities-10 3-4-7 1-2-4			
4(b)	Extension / Outreach Activities (Respective Notifications)	≥3 activities-10 2-7 1-4			
Category 5: IQAC Contribution (40 Marks)					
5(a)	IQAC / NAAC / Accreditation Work (Respective Notifications)	Criterion Incharge-40 Metric Incharge-30 Support Role-20 None-0			
Category 6: Regularity & Punctuality (10 Marks)					
6(a)	You have been marked short leave/half day for being late (To be provided by HR Department)	0-10 1-3-7 4-5-4 ≥6-0			

Total Score Claimed:

Other Significant Contributions (Not Mentioned Earlier): _____

Your Goal/Plans for Next Year: _____

Any Suggestions for overall institutional Growth: _____

(Faculty Signature)

-----Official Use Only-----

Total Score Awarded:

Score%:

Points:

Grade:

IQAC

Asso. Director/Principal

HR Director





1. Overall Achievement Level (Out of 200)

Score Range	Achievement Level	Performance Descriptor	Institutional Action
180-200	Outstanding	Exceeds expectations; leadership in teaching, research & IQAC	Awards, leadership roles
160-179	Excellent	High-quality academic & institutional contribution	Promotion priority
140-159	Very Good	Consistent and reliable performance	Higher responsibility
120-139	Good	Meets expectations	Normal continuation
100-119	Average	Routine performance	Mentoring
80-99	Below Average	Partial fulfillment	Performance improvement plan
<80	Unsatisfactory	Does not meet standards	Corrective action

2. Grade & Points Mapping

Grade	Score %	Points	Remarks
A++	≥90%	10	Outstanding
A+	80-89%	9	Excellent
A	70-79%	8	Very Good
B+	60-69%	7	Good
B	50-59%	6	Average
C	40-49%	5	Below Average
D	<40%	0-4	Unsatisfactory

3. Committee Evaluation Sheet (Summary)

The Appraisal Committee shall verify documents, validate scores, and assign final grades based on evidence. Faculty scoring below 60% shall be placed under Performance Improvement Plan (PIP).