



PERFORMANCE APPRAISAL FORM (FACULTY)

Academic Year:

I. Personal Details:

Name: _____

Designation: _____

Emp. ID: _____

Department: _____

Date of appointment: _____

Pay Band: _____

Academic Grade Pay: _____

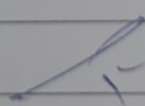
Date of last promotion/appraisal, if any: _____

Mobile Number: _____

E-mail: _____

II. Summary of activities during the academic year:

	Description	Self Appraisal (25%)	Evaluation by HOD (50%)	Evaluation by Director (25%)
Teaching				
1*	Academic Achievement			
2	Research & Development			
3	New course design/redesign of an existing course .			
4	Innovations to enhance learning, change in teaching methods			
5	Activities that contribute to student Success and improvement, maintaining Students Discipline			
6	Self Up gradation & Knowledge			
7	Added responsibility taken, Administrative support to the University			
8	Interaction with IP University in detail.			
9	Department results, department training & placement of students. For Placement : Please mention the name of company they are placed with package detail			
10	PhD/Research work supervision , Guiding PHD's			


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11	Paper Published in Scopus and UGC for improving general knowledge.			
12	Completed the assigned pending task by staying back (measure by how many hour) Details of your leave without pay.			
13	Departmental development in comparison to previous year.			
14	Income generated by you for your department.			
15	Collaborative projects, MoU with Industry; Inviting guest speakers from Industry, research centers, workshop, FDP Conducted.			
16	Total No of seat allotted to your department in comparison to the seats filled. Your contribution in year for admission of students.			
17	How you Justify your return on investment ROI PhD/Research work supervision			

Date:

Applicant's Signature

HOD/Faculty In-charge

Vice-chancellor

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SCORE AWARDING CRITERIA / GUIDELINES

	Description	Score awarding criteria
Teaching		
1	Student feedback (10)	<ul style="list-style-type: none"> • 5 points (maximum) per semester : Total 10 points Excellent : 5 points Good : 3 points acceptable : 2 points Unsatisfactory : 0 points
2	Average result of students (5)	<ul style="list-style-type: none"> • 5 points (maximum) Avg. 90% or more: 5 points Avg. 85% - 89.9% : 4 points Avg. 80% - 84.9% : 3 points Avg. 75% - 79.9% : 2 points Avg. 70% - 74.9% : 1 points
3	New course design/redesign of an existing course setting up a new Lab (5)	<ul style="list-style-type: none"> • 5 points (maximum) Designing new course : 3 points per course Redesigning a course : 1 point per course Setting up a new Lab : 3 points per lab
4	Innovations to enhance learning (5)	<ul style="list-style-type: none"> • 5 points (maximum) (Please explain about the methodology followed, difficulty faced, new method identified, trial period, improvement recorded etc.)
5	Activities that contribute to student success in the form of improved and measurable learning outcomes (5)	<ul style="list-style-type: none"> • 5 points (maximum) (Please provide the details of activities along with their impact)
Research		
1	Publications (10)	<ul style="list-style-type: none"> • 10 points (maximum) - For authoring books: 5 points per book - For International Journal papers with non-zero impact factor: 4 points per paper - For International Journal papers without any impact factor: 3 point per paper - For peer reviewed International Conference papers/ National Journal papers: 2 points per paper - For peer reviewed National Conference papers: 1 point per paper
2	Research Grants (funded projects) (10)	<ul style="list-style-type: none"> • 10 points (maximum) 25 Lakh or more : 10 points 20 Lakh-24.9 Lakh : 9 points 15 Lakh-19.9 Lakh : 8 points 10 Lakh-14.9 Lakh : 7 points 05 Lakh-09.9 Lakh : 6 points Less than 5 Lakh : 5 points
3	Discovery & Innovation (Patents, Creative works of arts, etc.) (10)	<ul style="list-style-type: none"> • 10 points (maximum) Patent Granted : 10 points Patent Filed : 2 points each (Note: Creative works will be evaluated based on their visibility and impact)
4	PhD/Research work supervision (5)	<ul style="list-style-type: none"> • 5 points (maximum) - PhD awarded : 3 points each - PhD supervision : 2 points each - M.Tech. project supervision : 1 point each

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5	Invited Research Talks delivered (3)	<ul style="list-style-type: none"> • 3 points (maximum) - Talk delivered at a reputed (ranked) institution: 2 points per lecture - Talk delivered at other institutions: 1 point per lecture
Service		
1	Research Related Service (Reviewing for journals, serving in editorial roles, organizing research seminars, conferences, etc.) (5)	<ul style="list-style-type: none"> • 5 points (maximum) - Organizing an International Conference/Workshop etc. : 3 points - Organizing a National Conference/Workshop etc. : 2 points - Reviewing paper in an International Journal of repute : 2 points - Serving as Editor of an International Journal of repute : 2 points - Reviewing paper in a National Journal of repute : 1 point - Serving as Editor of a National Journal of repute : 1 point - Chairing a session in an International Conf. of repute : 2 points - Chairing a session in an National Conference of repute : 1 point
2	Mentoring/Proctor effectiveness (4)	<ul style="list-style-type: none"> • 4 points (maximum) <i>To be given based on the followings:</i> - Letter correspondence with parents - Frequency of meetings with students - Initiatives taken for slow learners - Solving problems of students
3	Activities that support school accreditation (5)	<ul style="list-style-type: none"> • 5 points (maximum) <i>To be given based on the followings:</i> - Preparing course files in ABET or other prescribed format in time - Assurance of learning and other activities in support of achieving accreditation
4	Administrative support to the University (5)	<ul style="list-style-type: none"> • 5 points (maximum) <i>To be given based on the recommendations of Area Coordinator/HOD, Dean and the Vice-Chancellor</i>
Other Contributions		
1	Collaborative projects/MoU with Industry; Inviting guest speakers from Industry, research centers etc. (5)	<ul style="list-style-type: none"> • 5 points (maximum) <i>To be given based on the followings:</i> - Programs conducted jointly with industry - setting up of industry sponsored labs - sending students to industry - Inviting guest speakers from industry, research centers etc. for lecture, workshop etc.
2	Initiate MoU with reputed universities/ research Centers/ organizations (5)	<ul style="list-style-type: none"> • 5 points (maximum) - International: 2 points per MoU - National: 1 point per MoU
3	Co-/Extra curricular activities (3)	<ul style="list-style-type: none"> • 3 points (maximum) <i>To be given based on the followings:</i> - Professional society related activities - Taking responsibilities in university fests/clubs/event management etc.

Note: Please enclose documents as proof wherever necessary. Points will not be awarded if proof is not enclosed. For example, for journal or conference papers: provide names of all authors as they appear in the paper, title, details of the journal name, volume, date of publication and starting and ending page numbers. grants, provide the names of the principle investigator, co-investigators, title and grant particulars of the



funding agency, period of the grant and the grant amount.

PERFORMANCE APPRAISAL FORM (FACULTY)

Academic Year: _____

I. Personal Details

Name: Dr. Shweta Gaur
Designation: Assistant Prof.
Emp. ID: _____
Department: Ph.D.
Date of appointment: 2013-2014
Pay Band: _____
Academic Grade Pay: _____
Date of last promotion/appraisal: _____
Matr. No.: 011/2665112/3
E-mail: Shweta.gaur@ldims.edu.in

II. Summary of activities during the academic year

Description	Self Appraisal (25%)	Evaluation by HOD (50%)	Evaluation by Director (25%)
Teaching			
1. Academic Achievement	✓	✓ Excellent	✓ Excellent
2. Research & Development	✓	✓ Good	✓ Good
3. Program: Design/Redesign of an existing course.	✓	✓ Good	✓ Good
4. Innovations to enhance learning change in teaching methods.	✓	✓ Good	✓ Good
5. Activities that contribute to student Success and improvement in maintaining Students Discipline	✓	✓ Good	✓ Good
6. Skill Up gradation & Knowledge added, responsibility taken.	✓	✓ Good	✓ Good
7. Administrative support to the University	✓	✓ Good	✓ Good
8. Interaction with IP University in Delhi	✓	✓ Good	✓ Good
9. Department results, departmental training & placement of students. For Placement, Please mention the name of Company they are placed with (Mandatory)	✓	✓ Good	✓ Good
10. Ph.D/Research work/Supervision/ Guiding Ph.D's	✓	✓ Good	✓ Good

Part 1 Appraisal Form Dr. Shweta Gaur

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16. Field research work supervised, Field of PhD.

17. Paper Published in reputed and life for improving general knowledge.

18. Completed the assigned pending task by staying back (in case by late every hour).

19. In spite of your leave without pay.

20. Departmental Development in comparison to previous year.

21. Income generated by you for your department.

22. Collaborative project (MOU) with Industry, inviting guest speakers from Industry, research seminars, workshop, FDP Coordinated.

23. Total no of seat allotted to your department in comparison to the seats filled.

24. Your contribution in year lic extension of staff etc.

25. How you justify your relation involvement in BEd Ph.D/Research work supervison.

Date: _____
Applicant's Signature: _____
HOD/Exco. In-Charge: _____
Vice-Chancellor: _____

Part 2 Appraisal Form Dr. Shweta Gaur

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PERFORMANCE APPRAISAL FORM (FACULTY)

Academic Year

I. Personal Details:

Name: Dr. Shikha Gupta
 Designation: Asst. Prof.
 Emp. ID: 1001
 Department: HR & Mgt.
 Date of appointment: 25 Aug 2011
 Pay Band: AG-10
 Academic Grade Pay: 10
 Date of last promotion/appraisal if any: NA
 Mobile Number: 9810021882
 E-mail: shikha.gupta@lldims.org.in

II. Summary of activities during the academic year:

Description	Self Appraisal (%)	Evaluation by HOD (%)	Evaluation by Director (%)
Teaching			
1. Academic Achievement	✓	✓	✓
2. Research & Development	✓	✓	✓
3. New courses design/revision in all existing courses	✓	✓	✓
4. Innovations to enhance learning, change in teaching methods	✓	✓	✓
5. Activities that contribute to student Success and improvement, maintaining Students Discipline	✓	✓	✓
6. Self Up gradation & Knowledge	✓	✓	✓
7. Added responsibility taken, Administrative support to the University	✓	✓	✓
8. Interaction with JP University in detail	✓	✓	✓
9. Department results, department training & placement of students For Placement: Please mention the name of company they are placed with package detail	✓	✓	✓
10. Phd/Research work supervision, Guiding PHD's	✓	✓	✓

Part 1 Appraisal Form Dr. Shikha Gupta

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10. Phd/Research work supervision, Guiding PHD's	✓	✓	✓
11. Paper Published in Scopus and UGC for improving general knowledge	✓	✓	✓
12. Completed the assigned pending task by staying back (measure by how many hour)	✓	✓	✓
13. Departmental development in comparison to previous year	✓	✓	✓
14. Income generated by you for your department	✓	✓	✓
15. Collaborative projects, MoU with Industry, Inviting guest speakers from Industry, research centers, workshop, FDP Conducted	✓	✓	✓
16. Total No of seat allotted to your department in comparison to the seats filled Your contribution in year for admission of students	✓	✓	✓
17. How You justify your return on Investment (ROI) Phd/Research work supervision	✓	✓	✓

Date: _____ Applicant's Signature: _____
 HOD/Faculty In-charge: _____
 View-Chancellor: _____

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Part 2 Appraisal Form Dr. Shikha Gupta

PERFORMANCE APPRAISAL FORM (FACULTY)

I. Personal Details:

Academic Year:

Name: Dr. Mala Dixit
Designation: Associate Professor
Emp. ID:
Department: Bed
Date of appointment:
Pay Band:
Academic Grade Pay:
Date of last promotion/appraisal, if any:
Mobile Number: 837 6 82 5584
E-mail: Mala.dixit@gmail.com

II. Summary of activities during the academic year:

Description	Self Appraisal (25%)	Evaluation by HOD (50%)	Evaluation by Director (25%)
Teaching			
1* Academic Achievement			
2 Research & Development	good	good	good
3 New course design/redesign of an existing course.	v-good	good	
4 Innovations to enhance learning, change in teaching methods	v-g	good	v-good
5 Activities that contribute to student Success and improvement, maintaining Students Discipline	Ex	v-good	good
6 Self Up gradation & Knowledge			
7 Added responsibility taken, Administrative support to the University	v-g	good	good
8 Interaction with IP University in detail.	v-g	good	ok.
9 Department results, department training & placement of students. For Placement: Please mention the name of company they are placed with package detail	v-g	good	good
10 PhD/Research work supervision, Guiding PHD's	Excell	Good	good

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Part 1 Appraisal Form Dr. Mala Dixit

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LDIMS

(NAAC Accredited "A" Grade Institute & Approved U/s 2(f) of UGC Act 1956)

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10	PhD/Research work supervision , Guiding PHD's	excellent	good	good
11	Paper Published in Scopus and UGC for improving general knowledge.	excellent	V. good	good
12	Completed the assigned pending task by staying back (measure by how many hour) Details of your leave without pay.	v. good	V. good	good
13	Departmental development in comparison to previous year.	v. good	V. good	good
14	Income generated by you for your department.	v. good	V. good	good
15	Collaborative projects, MoU with Industry; Inviting guest speakers from Industry, research centers , workshop , FDP Conducted.	v. good	good	good
16	Total No of seat allotted to your department in comparison to the seats filled. Your contribution in year for admission of students.	v. good	good	good
17	How you Justify your return on investment ROI PhD/Research work supervision	excellent	V. good	good

Date:

Applicant's Signature

HOD/Faculty In-charge

Director

Vice-chancellor

DIRECTOR
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NEW DELHI-110047



Lingaya's Lalita Devi Institute of Management & Sciences
(NAAC Accredited "A" Grade Institute & Approved u/s 2(f) of UGC Act 1956)
Mandi Road, Mandi, New Delhi-110047.
Ph : 011-26651112-3, Fax : 011-26651050
website : www.lldims.org.in, email : director.ldims@gmail.com

Date : 01.08.2018

To
Dr. Mala Dixit
Deptt. of Education.

Dear Dr Mala Dixit.

It gives me immense pleasure to inform you that the Management of Lingaya's Lalita Devi Institute of Management & Sciences has found you eligible for annual increment. You are also entitled for one time incentive for Research & Publication work (Rs. 2500/-).

Please remember that Motivation and Team Work are the steps of the ladder for achieving success.

I advise you to focus more in the area of Research & Publication.

Good Luck !!!

DIRECTOR
LINGAYA'S LALITA DEVI INSTITUTE
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MANDI ROAD, MANDI
NEW DELHI-110047
(Prof. K. H. Garg)
Director

Increment Letter Dr. Mala Dixit

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