



**COEP Technological University, Pune**

## **Faculty Performance Review and Development System**

The Faculty Performance Review and Development System (FPRDS) includes different roles of teachers in the challenging and transformation times. The six criteria with multiple sub-criteria viz. Teaching, Learning and Evaluation, Research, Innovation and Industry Connect, Career Professional Development, Department Level Activities, University Level Activities and Outreach Activities included here presents extensive coverage of possible teacher's activities and conduct. It helps in quantifying the same which will be very helpful in shaping the career of teachers, take corrective actions year-on-year and collection of data for filling several mandatory surveys and reports.

### **Authors**

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## Faculty Performance Review and Development System (FPRDS)

Academic Year/ Review Period: **1<sup>st</sup> July 2023 to 30<sup>th</sup> June 2024**

Faculty Name:

Qualification: **M.Tech./PhD/MBA**

Specialization:

Present Position/ Designation: **Professor/Associate Professor/  
Assistant Professor**

Department:

Date of Joining the Institute:

Date of Birth:

Nature of Appointment: Regular/ Adhoc / Contract

Name of the Head of the Department:



**Department of <name of the department>Engineering**

**COEP Technological University Pune-411005,**

**Maharashtra, INDIA**

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## Faculty Performance Review and Development System (FPRDS)

### Calculation of performance score for the period

[1.7.2023 to 31.6.2024]

<b>Name of Institutes</b>	COEP Technological University, Pune
<b>Name of staff member</b>	Prof./Dr./Mr./Mrs./Smt.
<b>Present Position/Designation</b>	Professor/Associate Professor/Assistant Professor
<b>Department in which working</b>	
<b>Email-id</b>	
<b>Cell No.</b>	

#### Preamble:

The National Education Policy-2020, aims to develop students who will contribute to building the future of the nation. Hence, it becomes moral duty of the teachers to mould the students in best possible way they can. Teachers are given more autonomy in choosing aspects of pedagogy, so that they may teach in the manner they find most effective for the students in their classrooms. Teachers will be recognized for novel approaches to teaching that improve learning outcomes in their classrooms. Every teacher should learn technology in this demanding time as technology is going to play a major role in carrying out research and innovation. Adapt and innovate should be the aim for each teacher and student to take India to its height it deserves. In addition to teaching, every teacher has multiple roles to be played in an institution where some responsibilities are administrative, including organizing various events, handling students' and employees' matters etc. As such, a teacher may have to acquire some attributes to deal with these activities in the greater interest of an institution.

The Faculty Performance Review and Development System (FPRDS) needs to consider these different roles of teachers in this challenging and transformation times. The six criteria with multiple sub-criteria viz. **Teaching, Learning and Evaluation, Research, Innovation and Industry Connect, Career Professional Development, DepartmentLevel Activities, University Level Activities and Outreach Activities** included here presents extensive coverage of possible teacher's activities and conduct. It helps in quantifying the same which will be very helpful in shaping the career of teachers, take corrective actions year-on-year and collection of data for filling several mandatory surveys and reports. The following two tables provide marking and grading scheme customized in view of responsibilities of Professor, Associate Professor and Assistant Professor. This format filled with factual details is to be submitted by a teacher on or before 25<sup>th</sup> June of every year. The report of assessment and its review shall be made available to the teacher within two months after submission i.e. latest by 30<sup>th</sup> August.

Contributors of this FPRDS, Dr. P. P. Bartakke, Dr. P.D. Shendge, Dr. N. K. Chougule and Mrs. R. M. Shendkar, would like to thank the management of COEP Technological University, Prof. M. S. Sutaone, The first Vice Chancellor, Dr. D. N. Sonawane, Registrar and Prof. M. J. Rathod, Finance and Account Officer, for providing opportunity to work on this noble task of faculty performance review and development. The draft is being submitted for information and queries of faculty of the

university. Once the queries are accommodated, the draft will be submitted to the Vice Chancellor for approval and thereby effective from the upcoming academic year 2023-24.

#### Criteria and Cadre-wise Allotted Maximum Marks

Sr.No.	Criteria	Marks (Max)		
		Professor (P)	Associate Professor (AssoP)	Assistant Professor (AP)
A.	Teaching, Learning and Evaluation	200	300	400
B.	Research, Innovation and Industry Connect	400	300	200
C.	Career Professional Development	50	75	100
D.	Department Level Activities	100	150	200
E.	University Level Activities	150	75	50
F.	Outreach Activities	100	100	50
Grand Total		1000	1000	1000

The actual marks obtained by a teacher will be converted to grade as per the following grading scheme.

#### Grading Scheme

% Marks	Grade	श्रेणी
Above 80%	A+	अतिउत्कृष्ट
61 – 80%	A	उत्कृष्ट
46 – 60%	B+	निश्चित चांगला
30 – 45 %	B	चांगला
Below 30%	C	सर्वसाधारण

<b>A.</b>	<b>Teaching Learning and Evaluation(Max marks for P: 200, AssoP: 300, AP: 400)</b>
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*(To be filled by the Teacher and assessed by Reporting Officer as well as Reviewing Officer)*

**A1. Teaching Process (Weightage 60%: Max marks for P: 120, AssoP: 180, AP: 240)**

Teacher should furnish details in the table below, about his/her teaching activity during the period 1<sup>st</sup> July to 30<sup>th</sup> June. A self-attested Xerox copy of Student's Cumulative Attendance Summary/Attendance Record for the concerned semester/s should be attached with this format as a proof for actual conduct of the claimed Lectures / Practical's /Tutorials.

Sr. No.	Sem (I or II)	Class	Name of the Course taught	Course Type (Th/Lab /Tut)	No. of Th/Lab /Tut hours scheduled	No. of Th/Lab /Tut hours conducted	Points claimed by teacher. (G/F)*30	Points assessed by	
								Reporting Officer	Reviewing Officer
A	B	C	D	E	F	G	H	I	J
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
Grand Total (Total of Sr.No. 1 to 14)									
Remarks of Reporting Officer (Applicable only if the points assessed by him/her are different than the points claimed by the teacher. The Reporting Officer shall write the reason for the difference here)						Remarks of Reviewing Officer (Applicable only if the points assessed by him/her are different than the points claimed by the teacher or Reporting Officer. The Reviewing Officer shall write the reason for the difference here)			
Name and signature of Reporting Officer						Name and signature of Reviewing Officer			

**A2. Student's feedback (Weightage 20%: Max marks for P: 40, AssoP: 60, AP: 80)**

Teacher should furnish the details of student's feedback about him/her, in the table below, for the period 1<sup>st</sup> July to 30<sup>th</sup> June. A self-attested hard copy of **Mid-Semester-Evaluation** and **End-Semester-Evaluation** student's feedback downloaded from COEP Tech MIS portal should be attached with this submission to substantiate points claimed by the teacher.

Sr. No.	Sem (I or II)	Class	Name of the Course taught	Course Type (Th/Lab /Tut)	MSE Feedb ack Rating on the scale of 5	ESE Feedb ack Rating on the scale of 5	Points claimed by teacher. (F+G) H	Points assessed by	
								Report ing Officer	Revie wing Officer
A	B	C	D	E	F	G	H	I	J
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
Grand Total (Total of Sr.No. 1 to 14)									
Remarks of Reporting Officer (Applicable only if the points assessed by him/her are different than the points claimed by the teacher. The Reporting Officer shall write the reason for the difference here)					Remarks of Reviewing Officer (Applicable only if the points assessed by him/her are different than the points claimed by the teacher or Reporting Officer. The Reviewing Officer shall write the reason for the difference here)				
Name and signature of Reporting Officer					Name and signature of Reviewing Officer				

**A3. Allied T-L-E Activities (Weightage 20%: Max marks for P: 40, AssoP: 60, AP: 80)**

Sr. No.	Activity	Points claimed by teacher	Points assessed by	
			Reporting Officer	Reviewing Officer
A	B	C	D	E
1	Innovation in Teaching-Learning			
2	Curriculum Development and Enhancement			
3	Efforts Taken for Weak and Bright Students			
4	Content beyond Syllabus			
5	Project Based Learning Activities			
6	Project Guidance			
7	Involvement in Students Development Activities			
8	Outcome Based Education (OBE) compliance			
Grand Total (Total of Sr. No. 1 to 8)				
Remarks of Reporting Officer (Applicable only if the points assessed by him/her are different than the points claimed by the teacher. The Reporting Officer shall write the reason for the difference here)		Remarks of Reviewing Officer (Applicable only if the points assessed by him/her are different than the points claimed by the teacher or Reporting Officer. The Reviewing Officer shall write the reason for the difference here)		
Name and signature of Reporting Officer		Name and signature of Reviewing Officer		

- Guidelines to claim marks in the above A3 table.

1	Innovation in Teaching-Learning-Evaluation	Please attach proofs, photographs, URLs clearing demonstrating the innovations. Innovations may include video lectures prepared to enable flipped classroom, formative assessment of students' learning, open book examinations etc. Max Marks 10
2	Curriculum Development and Enhancement	Please attach proofs of active participation in curriculum development and year-wise enhancement, 05 marks per course Max Marks 10
3	Efforts Taken for Weak and Bright Students	Please include proof of efforts in the form of extra sessions conducted for weak students, challenging problems formulated for bright students and number of such bright and weak students involved in this activity. Max Marks 10
4	Content beyond Syllabus	Please attach proofs of contents beyond syllabus delivered to improve student's knowledge and skills in the field. Max Marks 10



5	Project Based Learning Activities	Please attach proof of list of mini/micro projects carried out to apply the concepts taught in the courses handled. Max Marks 10
6	Project Guidance	Number of UG and PG projects guided. 4 marks per UG group and 6 marks per PG student Max Marks 10
7	Involvement in Students Development Activities	Please attach proofs of guiding students in co and extracurricular activities such as project competitions, seminars, conferences, hackathons, training disadvantaged students especially from villages etc. Max Marks 10
8	Outcome Based Education (OBE) compliance	T1, T2 and ESE Question papers include COs, Assessed and submitted CO/PO attainment of all the courses taught in the period, Attained more than 80% of COs. Max Marks 10

Please furnish the following details to support data in tables A1, A2 and A3.

#### A4. Instruction delivery and Laboratory work

Sr. No.	Sem (I or II)	Class	Name of the Course taught	Course Type (Th/Lab/Tut)	Credits	No. of students	Coordinator or Co-teacher	No. of scheduled classes	No. of scheduled classes engaged	No. of extra classes engaged	No. of class test/quiz etc. conducted in the courses	No. of previous occasions this Course is taught by you
A	B	C	D	E	F	G	H	I	K	L	M	N
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												

11												
12												
13												

**A5. UG and PG projects guided.**

Sl. No.	UG/PG	Title of the Project	Nos. of students in project	Ongoing or completed	Nos. of additional supervisors
A	B	C	D	E	F
1					
2					
3					
4					
5					
6					
7					
8					
9					

<b>B.</b>	<b>Research, Innovation and Industry Connect (Max marks for P: 400, AssoP: 300, AP: 200)</b>
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*(To be filled by the Teacher and assessed by Reporting Officer as well as Reviewing Officer)*

Sr. No.	Sub-Criteria	Points claimed by teacher	Points assessed by	
			Reporting Officer	Reviewing Officer
1	Publications			
2	Patents and Technology Transfer			
3	Sponsored Research Project			
4	Ph. D Guide			
5	Facilities created from Research / Industrial Fund			
6	Industrial Consultancy			
7	MOU with Industries			
8	Journal, Conference Reviewer			
9	Member of Editorial Board			
Grand Total (Total of Sr. No. 1 to 9)				
Remarks of Reporting Officer (Applicable only if the points assessed by him/her are different than the points claimed by the teacher. The Reporting Officer shall write the reason for the difference here)		Remarks of Reviewing Officer (Applicable only if the points assessed by him/her are different than the points claimed by the teacher or Reporting Officer. The Reviewing Officer shall write the reason for the difference here)		
Name and signature of Reporting Officer		Name and signature of Reviewing Officer		

- Guidelines to claim marks in the above B table.

1	Publications	<p>The peer reviewed journals are those listed in UGC-CARE and impact factor is to be determined as per Thomson Reuter's list. Please attach relevant proofs. Marks are to be assembled as follows.</p> <ul style="list-style-type: none"> <li>- Paper in refereed journal without impact factor- 05 marks</li> <li>- Paper with impact factor less than 1 - 10 marks</li> <li>- Paper with impact factor between 1 and 2 - 20marks</li> <li>- Paper with impact factor between 2 and 5 - 30 marks</li> <li>- Paper with impact factor between 5 and 10 - 40marks</li> <li>- Paper with impact factor &gt; 10 - 50 marks</li> <li>- International Conference Tier III – 05 marks</li> <li>- International Conference Tier II – 15 marks</li> <li>- International Conference Tier I – 30 marks</li> <li>- National Conference – 05 marks</li> <li>- Books with reputed publishers – 40 Marks</li> <li>- Book chapter with reputed publisher – 10 marks</li> </ul>
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		<ul style="list-style-type: none"> <li>- Number of Citations in the year <ul style="list-style-type: none"> <li>o above 5 – 20 marks</li> <li>o between 1 to 4 – 10 marks</li> </ul> </li> <li>- MOOCs developed and published – 50 marks</li> </ul>
2	Patents and Technology Transfer	<ul style="list-style-type: none"> <li>- Indian patent filed – 20 marks, published – 40 marks.</li> <li>- International patent filed – 25 marks, published – 50 marks.</li> <li>- Technology transfer – 50 marks</li> </ul>
3	Sponsored Research Projects	<p>Funding received from external agencies viz. DST/UGC/AICT/TIFR/BARC and industries. Please attach relevant proofs. Marks are to be assembled as follows.</p> <ul style="list-style-type: none"> <li>- Above 10 Lakhs – 40 marks.</li> <li>- 1 to 10 lakhs – 20 marks.</li> <li>- Applied – 05 marks.</li> <li>- The host university sponsored multidisciplinary projects – 10 marks.</li> </ul>
4	Ph.D Guide	Marks per student – 10
5	Facilities created from Research / Industrial Funds	<p>Please attach proof of laboratory infrastructure created/extended through the funds received from external agencies. Marks are to be assembled as follows.</p> <ul style="list-style-type: none"> <li>- Total revamp – 40 marks</li> <li>- Major revamp – 20 marks</li> <li>- Minor revamp – 10 marks</li> </ul>
6	Industrial Consultancy	<p>Please attach proof of industrial consultancy undertaken in the year. Marks are to be assembled as follows.</p> <ul style="list-style-type: none"> <li>- Above 10 Lakhs – 50 marks.</li> <li>- 1 to 10 lakhs – 25 marks.</li> <li>- Less than 1 lakh – 10 marks.</li> </ul>
7	MoU with Industries	<p>Please attach proof of MoUs signed with industries from academic, development and consultancy activities. Marks per MoU signed are to be assembled as follows.</p> <ul style="list-style-type: none"> <li>- Lead role – 25 marks</li> <li>- Support role – 10 marks</li> </ul>
8	Journal, Conference Reviewer	<p>Please attach proof of nomination as reviewer of journals and conferences. Marks per such assignment are to be assembled as follows.</p> <ul style="list-style-type: none"> <li>- International journal and conferences – 20 marks</li> <li>- National journal and conferences – 10 marks</li> </ul>
9	Member of Editorial Board	<p>Please attach proof of nomination as member on editorial board of journals, conference proceedings and books. Marks per such assignment are to be assembled as follows.</p> <ul style="list-style-type: none"> <li>- International journal and conferences – 30 marks</li> <li>- National journal and conferences – 15 marks</li> <li>- Books – 20 marks</li> </ul>

Please furnish the following details to support data and marks assembled in tables B.

**B1. Research paper, books publications and MOOCs developed.**

Sr. No.	Authors	Title	Name of Journal/Conference	Details of publications such as volume number, paper pages, date, DOI etc.	Type of journal/conference (International/National)	Impact factor
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

## B2. Patents and Technology Transfer

Sr. No.	Authors	Title	Details of patent such as Indian/ International	Status of patent such as filed or published
1				
2				
3				

### Details of Technology transfer

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**B3. Sponsored research projects granted, submitted.**

Sl. No.	Title of the Project	Purpose of utilization of grants	Funding Agency	Date of submission	Granted (Yes/No)	Grant Received in Lakhs	Date of receipt of grant	Numbers of Co-Investigators	Percentage Utilization of grant
A	B	C	D	E		F	G	H	I
1									
2									
3									
4									
5									
6									
7									

**B4. List of ongoing PhD students**

Sr. No.	Title of the Thesis	Name of the Candidate	Nos. of additional supervisor	Starting date	Nos. of publications approved in journals	Status Ongoing/SubMITTED/ Degree Awarded
A	B	C	D	E	F	G
1						
2						



3						
4						
5						
6						
7						
8						

**B5. Details of facilities created from Research / Industrial Funds**

Sr. No.	Name of Laboratory	Funding Agency	Equipment details	Amount of funds utilised in Lakhs	Nature of revamp Total/major/Minor
A	B	C	D	E	F
1					
2					
3					

**B6.Details of Industrial Consultancy**

Sr. No.	Name of the industry	Type of consultancy	Numbers of inhouse collaborators	Consultancy amount in Lakhs
A	B	C	D	E
1				
2				
3				
4				
5				

**B7. MOUs signed with Industries.**

Sr. No.	Name of the industry	Purpose of signing MoU	Numbers of inhouse collaborators	Role Lead/Supporting
A	B	C	D	E
1				
2				
3				
4				
5				

**B8. Details of Journal, Conference Reviewer**

Sr. No.	Name of Journal/Conference	Publisher	Details of journal/Conference such as ISSN numbers	Type of journal/ conference (International/ National)	Impact factor	Number of papers reviewed
A	B	C	D	E	F	G
1						
2						
3						
4						
5						

**B9. Details of Member of Editorial Board**

Sr. No.	Name of Journal/Conference/Book	Publisher	Details of journal/Conference/Book such as ISSN numbers	Type of journal/ conference/ Book (International/ National)	Impact factor	Chief editor or Member
A	B	C	D	E	F	G
1						
2						

3						
4						
5						

<b>C.</b>	<b>Career Professional Development (Max marks for P: 50, AssoP: 75, AP: 100)</b>
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*(To be filled by the Teacher and assessed by Reporting Officer as well as Reviewing Officer)*

Sr. No.	Sub-Criteria	Points claimed by teacher	Points assessed by	
			Reporting Officer	Reviewing Officer
1	FDP/CEP/Workshops/Conferences attended			
2	Online certification through SWAYAM/DIKSHA			
3	Industrial training			
4	Awards at national and international level			
Grand Total (Total of Sr. No. 1 to 3)				
Remarks of Reporting Officer (Applicable only if the points assessed by him/her are different than the points claimed by the teacher. The Reporting Officer shall write the reason for the difference here)		Remarks of Reviewing Officer (Applicable only if the points assessed by him/her are different than the points claimed by the teacher or Reporting Officer. The Reviewing Officer shall write the reason for the difference here)		
Name and signature of Reporting Officer		Name and signature of Reviewing Officer		

- Guidelines to claim marks in the above C table.

1	FDP/CEP/Workshops/Conferences attended	Less than a week duration - 5 marks. One Week duration - 15 marks. Two or more weeks duration - 30 marks Conferences attended – 20 per conference
2	Online certification through SWAYAM/DIKSHA	Course of 8/12 weeks with certification - 40 marks Course of 4 weeks with certification - 20 marks
3	Industrial training	Less than a week duration - 10 marks. One Week duration - 30 marks. Two or more weeks duration - 50 marks
4	Awards at national and international level	At national level – 20 marks. At international level- 30 marks.

Please furnish the following details to support data and marks assembled in tables C.

**C1. List of FDP/CEP/Workshop/ Conference/ SWAYAM/DIKSHA/Industrial training attended.**

Sr. NO.	Title of the program	Duration	Organized by	Type (FDP/CEP/Workshop/ Conference/ SWAYAM/DIKSHA/Industrial training)
1				

2				
3				
4				
5				
6				
7				
8				
9				
10				

## C2. Details of Awards

Sr. NO.	Award name	Award Details	Awarding Body	National/ International level
1				
2				
3				

<b>D.</b>	<b>Department Level Activities (Max marks for P: 100, AssoP: 150, AP: 200)</b>
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A teacher should furnish information of different departmental responsibilities and / or departmental activities handled by him/her during the period 1<sup>st</sup> July to 30<sup>th</sup> June in the table below. This may include information such as laboratory incharge, time table incharge, NBA coordinator, class teacher, training and placement coordinator, student registration incharge, student detention incharge, guest lecture organization, industrial visit organization, conference organization, project/seminar coordinator, departmental library incharge, student association/chapter coordinator, cleanliness incharge, practical/examination time table incharge, departmental store/purchase incharge, academic monitoring coordinator, CSR activities coordinator, student feedback incharge, student counseling, organization of FDPs/CEPs/Workshops, coordinator of MOOCS/NPTEL/Spoken Tutorials/IUCEE webinars etc. and/or any other departmental activity. A self-attested Xerox copy of HoD's Office Order/Departmental Order for handling the responsibility/activity should be attached.

Sr. No.	Period of handling the responsibility/activity	Details of responsibility/activity handled	Points claimed by teacher	Points assessed by Reporting Officer	Points assessed by Reviewing Officer
A	B	C	D	E	F
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
Grand Total (Total of S.N. 1 to 12)					
Remarks of Reporting Officer (Applicable only if the points assessed by him/her are different than the points claimed by the teacher. The Reporting Officer shall write the reason for the difference here)			Remarks of Reviewing Officer (Applicable only if the points assessed by him/her are different than the points claimed by the teacher or Reporting Officer. The Reviewing Officer shall write the reason for the difference here)		
Name and signature of Reporting Officer			Name and signature of Reviewing Officer		

Guidelines to claim marks in the above D table.

- Laboratory incharge – 20 Marks
- Timetable incharge - 30 Marks
- NBA coordinator – 30 Marks, Member – 15 marks
- Class teacher – 20 Marks
- Faculty advisor for student registration and detention – 30 Marks
- Project/seminar coordinator – 30 Marks
- Departmental library incharge – 30 Marks
- Departmental training and placement coordinator – 30 Marks
- Student association/chapter coordinator – 30 Marks
- Cleanliness incharge – 30 Marks
- Department MIS coordinator, Department controller of examination and Practical/examination timetable incharge – 30 marks
- Department PhD coordinator – 30 marks
- Departmental store/purchase incharge – 30 Marks, member – 15 marks
- Coordinator of MOOCS/NPTEL/Spoken Tutorials/IUCEE webinars – 30 marks
- Academic quality monitoring/audit coordinator – 40 Marks, member – 30 Marks
- CSR activities coordinator – 30 Marks
- Student feedback incharge – 30 Marks
- Student counseling – 30 Marks
- Guest lecture organization – 20 Marks per lecture
- Conference organized – 50 Marks for Tier 1 members, 30 marks for Tier 2 members and 20 marks for Tier 3 members
- Industrial visit organization – 20 Marks per visit
- Organization of FDPs/CEPs/Workshops – 50 Marks per program for Coordinator, 30 Marks per program for Co-coordinator

Please furnish the following details to support data and marks assembled in tables D.

Sr. NO.	Title of the program organized	Duration	Role Coordinator/ Co-coordinator	Type (Guest lecture/Conference/ Industrial Visit/FDP/CEP/Workshop)
1				
2				
3				
4				
5				
6				
7				



8				
9				
10				

<b>E</b>	<b>University Level Activities (Max marks for P: 150, AssoP: 75, AP: 50)</b>
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A teacher should furnish information of different university level responsibilities and/or activities handled by him/her during the period 1<sup>st</sup> July to 30<sup>th</sup> June in the table below. This may include information such as Internship incharge, university website management incharge, university level networking and maintenance incharge, building/electrical maintenance incharge, EPBX incharge, Hardware and Software installation and maintenance incharge, institute MIS incharge, UG/PG/PGD admissions, DTE MIS incharge, Examination duty/activity/incharge, AICTE/DTE/RO/University/MSBTE/RBTE assigned duty, Sports in charge and co-ordinator, incharge/Member of AICTE/State Govt./University Statutory committee, University NBA/NACC coordinator, University Ph.D coordinator for liaisoning with SPPU, AICTE and all the schools in COEP Tech University, garden maintenance/tree plantation at university level, AICTE/University/DTE/AISHE/NIRF/ARIIA/CII/RUSA/TEQIP/PCI/COA etc. activity in-charge, PRO/Gymkhana/Gathering/Publicity/student club activity incharge, Director/Dean/HoD/Associate Dean/Library incharge, Members of boards at university and school level, Hostel rector/warden, canteen incharge, Earn and Learn scheme/scholarship incharge, Innovation/Incubation/Invention cell incharge etc. and/or any other university level activity. A self-attested Xerox copy of university level office order issued by the VC/Registrar for handling the responsibility/activity should be attached with this format to substantiate points claimed by the teacher.

Sr. No.	Period of handling the responsibility/activity	Details of responsibility/activity handled	Points claimed by teacher	Points assessed by Reporting Officer	Points assessed by Reviewing Officer
A	B	C	D	E	F
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
Grand Total (Total of Sr.No. 1 to 12)					
Remarks of Reporting Officer (Applicable only if the points assessed by him/her are different than the points claimed by the teacher. The			Remarks of Reviewing Officer (Applicable only if the points assessed by him/her are different than the points claimed by the teacher or		

Reporting Officer shall write the reason for the difference here)	Reporting Officer. The Reviewing Officer shall write the reason for the difference here)
Name and signature of Reporting Officer	Name and signature of Reviewing Officer

Guidelines to claim marks in the above E table:

- Director/Dean/HoD/Library incharge – 50 marks, Associate Director/Dean/HoD/Library – 25 marks
- University Training and placement officer, Internship incharge - 50 marks, Associate TPO – 25 marks
- University website management incharge – 50 marks, member – 25 marks
- University level networking and maintenance incharge - 50 marks, member – 25 marks
- Building/electrical maintenance incharge - 50 marks, member – 25 marks
- EPBX incharge - 50 marks, member – 25 marks
- Hardware and Software installation and maintenance incharge - 50 marks, member – 25 marks
- Institute MIS incharge - 50 marks, member – 25 marks
- DTE MIS incharge - 50 marks, member – 25 marks
- UG/PG/PGD admissions coordinator – 50 marks, Core committee member – 30 marks, sub-committee members – 20 marks
- Examination duty/activity/incharge - 50 marks, member – 25 marks
- AICTE/DTE/RO/University/MSBTE/RBTE assigned duty - 50 marks, member – 25 marks
- Sports in charge and co-ordinatorm - 50 marks, member – 25 marks
- Incharge/Member of AICTE/State Govt./University Statutory committee - 50 marks, member – 25 marks
- University NBA/NACC coordinator - 50 marks, member – 25 marks
- University Ph.D coordinator for liaisoning with SPPU, AICTE and all the schools in COEP Tech University - 50 marks, member – 25 marks
- Garden maintenance/tree plantation at university level - 50 marks, member – 25 marks
- AICTE/University/DTE/AISHE/NIRF/ARIIA/CII/RUSA/TEQIP/PCI/COA etc. activity in-charge - 50 marks, member – 25 marks
- PRO/Gymkhana/Gathering/Publicity/student club activity incharge - 50 marks, member – 25 marks
- Members of boards at university and school level – 20 marks each
- Hostel rector/warden - 50 marks
- Canteen incharge - 50 marks, member – 25 marks
- Earn and Learn scheme/scholarship incharge - 50 marks, member – 25 marks
- Innovation/Incubation/Invention cell incharge - 50 marks, member – 25 marks
- Any other activity assigned on adhoc basis - 25 marks.

<b>F</b>	<b>Outreach Activities (Max marks for P: 100, AssoP: 100, AP: 50)</b>
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A teacher should furnish information of different institute level responsibilities and/or institute level activities handled by him/her during the period 1<sup>st</sup> July to 30<sup>th</sup> June in the table below. This may include information such as expert lectures delivered, member of BoS at other institutes and universities, mentoring other institutes for NBA/NAAC and Course delivery, office bearer/convener of organizing professional activities outside the university, PhD guide in other universities, Interview panel members at other institutes, blood donation camp organization, yoga classes organization, student induction programme incharge, health/medical camp organization, literacy camp organization, tree plantation outside the institute campus, environmental awareness incharge, Swatch Bharat Mission/Unnat Bharat Abiyan/Unnat Maharashtra Abhiyan/NCC/NSS/Mahatma Gandhi Swatchhta Abhiyan etc. and any other such activity. A self-attested Xerox copy of office order issued by Head of Institute/Competent Authority should be attached with this format to substantiate points claimed by the teacher.

Sr. No.	Period of handling the responsibility/activity	Details of responsibility/activity handled	Points claimed by teacher	Points assessed by Reporting Officer	Points assessed by Reviewing Officer
A	B	C	D	E	F
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
Grand Total (Total of S.N. 1 to 6 )					
Remarks of Reporting Officer (Applicable only if the points assessed by him/her are different than the points claimed by the teacher. The Reporting Officer shall write the reason for the difference here)			Remarks of Reviewing Officer (Applicable only if the points assessed by him/her are different than the points claimed by the teacher or Reporting Officer. The Reviewing Officer shall write the reason for the difference here)		
Name and signature of Reporting Officer			Name and signature of Reviewing Officer		

- Guidelines to claim marks in the above F table.  
Every activity and role mentioned in this section will have 10 marks.

Please furnish the following details to support data and marks assembled in tables F.

**F1 List of expert technical sessions delivered.**

Sr. No.	Title of the Programme	Topic	Organization where delivered	Duration	Nos. of participants
1					
2					
3					
4					
5					

**F2. Member of BoS at other institutes and universities, Mentoring other institutes for NBA/NAAC and Course delivery, Office bearer/Convener of organizing professional activities/ PhD guide in other universities**

Sr. No.	Name of the organization	Role BoS member/Mentor for NBA,NAAC/ Office bearer/Convener of organizing professional activities
1		
2		
3		
4		
5		

**F3. List of any other activities as mentioned in the beginning of this section**

Sr. No.	Name of the activity	Period/ Date	Role (Please mention)
1			
2			
3			
4			
5			

Place –

Date–

Signature, Name and Designation of Teacher

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I hereby declare that I have satisfied myself with the correctness of the points claimed by the teacher and corrected them wherever required.

Place –

Date

Signature, Name and Designation Reporting officer

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I hereby declared that I have satisfied myself with the correctness of the points claimed by the teacher as well as the assessment done by the reporting officer and corrected them wherever required.

Place –

Date

Signature, Name and Reviewing Officer

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### Summary and Endorsement by Head of the University

Sr. No.	Criteria	Marks assessed by the Reviewing Officer
A	Teaching, Learning and Evaluation	
B	Research, Innovation and Industry Connect	
C	Career Professional Development	
D	Department Level Activities	
E	University Level Activities	
F	Outreach Activities	
	Grand Total (out of 1000)	

Please encircle the grade to be awarded to the teacher.

% Marks	Grade	श्रेणी
Above 80%	A+	अतिउत्कृष्ट
61 – 80%	A	उत्कृष्ट
46 – 60%	B+	निश्चित चांगला
30 – 45 %	B	चांगला
Below 30%	C	सर्वसाधारण

Place

Date

Vice Chancellor  
COEP Technological University, Pune