



INSTITUTE OF AERONATICAL ENGINEERING

(Autonomous)

Dundigal, Hyderabad - 500 043

Annual Performance Appraisal Report

(To be submitted at the end of every academic year)

(Assistant Professor Stage III / Associate Professor / Professor)

As per CAS 2018

Academic year _____

(Information provided should pertain to the academic year referred above)

PART – A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1	Name (in Block Letters)	:	
2	Father's Name / Mother's Name	:	
3	Date and Place of birth	:	
4	Sex	:	
5	Marital Status	:	
6	Nationality	:	
7	Department	:	
8	Current Designation and Academic level	:	
9	Date of last Appointment / Promotion	:	
10	Category (SC/ST/OBC/PWD/General) Attach caste certificate	:	
11(a)	Address for Correspondence	:	
11(b)	Mobile No	:	
12	Permanent Address, in case different from S.No 11	:	

13. Academic Qualifications:

Examination	Name of exam	University	Year of Passing	Percentage of Marks obtained	Division Class / Grade	Main Subjects
Graduation						
Post-Graduation						
Other Examinations						

14. Research Degree (s)

Degree	Name of the university	Title of dissertation/thesis	Date of submission	Date of award
M.Phil.				
Ph.D/ D.Phil.				
D.Sc/D.Lit.				

15. Courses taught at various levels during the academic year (Name the course giving details):

- (a) Undergraduate :
 (b) Postgraduate :

16. Field of Specialization under the Subject/Discipline:**17. Details of Course / Programmes / Workshop / MOOCs attended or completed.****17.1 Details of refresher/orientation course/research methodology/workshop/syllabus up-gradation/teaching—learning-evaluation/technology programmes/Faculty Development Programme**

S.No.	Details	Place	Period		Sponsoring/Organising Agency
			From	To	

17.2 MOOCs completed with e-certification

S.No.	Details of MOOC	Subject	Certification providing agency	Date of Certification	Level (UG/PG/Other)	E-certification

17.3 Contribution towards development of e-content / MOOCs in 4- quadrants

S. No.	Details of E-contents/ MOOCs in 4-quadrants	Quadrants developed	No. of Modules	Course	Sponsoring agency	Year	Level (UG/PG/Other)

17.4 Contribution towards conduct of MOOCs

S.No	Details of MOOCs	Subject	Sponsoring agency	Level (UG/PG/Other)	E-certification no

PART-B: ACADEMIC PERFORMANCE ASSESSMENT

(Please refer to “Detailed Guidelines” for completing Part B)

SECTION B.1: TEACHING, LEARNING, EVALUATION RELATED ACTIVITIES

1. Teaching Activity (Details of Lectures, Tutorials, Practicals, and other teaching related activities)

Grading Criteria:

- a) 80% & above — Good
- b) Below 80% but 70% & above — Satisfactory
- c) Less than 70% - Not Satisfactory

S. No	Year / Semester	Course / Paper	Level (PG / UG)	Teaching Mode	Lectures/ Tutorials / Practical's / Other related activities		% Of Assigned Classes Taught
					Classes Assigned	Classes Taught	
Grading							

SECTION B.2: ADMINISTRATIVE SUPPORT, PARTICIPATION IN STUDENT'S CO-CURRICULAR AND EXTRA- CURRICULAR ACTIVITIES, PERSONAL DEVELOPMENT RELATED TO TEACHING AND RESEARCH ACTIVITIES.

2. Student related activities/ Research Activities

Grading Criteria

Good - Involved in at least 3 activities

Satisfactory - 1-2 activities

Not-satisfactory - Not involved / undertaken any of the activities

- a) **Administrative responsibilities such as Head, Chairperson/ Dean / Director / coordinator, Warden etc.**

S. No	Name of Activity	Designation	Institution / Department	Period	
				From	To

- b) **Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.**

S. No	Name of Activity	Designation	Institution / Department	Period	
				From	To

c) Student related co-curricular, extension and field-based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports NCC, NSS and community services

S.No	Name of Activity	Level (UG/PG)	Institution / Department	Period	
				From	To

d) Organizing seminars/ conferences/workshops, other college/university activities.

S. No	Details	Place	Period		Sponsoring / Organising Agency
			From	To	

e) Evidence of actively involved in guiding Ph.D students.

Level of Guidance	Registered	Thesis/ Dissertation Submitted	Degree Awarded
Ph D			

f) Conducting minor or major research project sponsored by national or international agencies.

S.No.	Title	Period		Major / Minor	Sponsoring / Organising Agency
		From	To		

g) At least one single or joint publication in peer- reviewed or UGC list of Journals.

S. No	Title of the paper	Journal Name	Year	Vol. No.	Page No	ISSN No.	Impact Factor	Whether Scopus Indexed	Authorship	Reference number of UGC-Care List

Note

Impact factor to be determined as per Thomson Reuters list

The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors:
- First/Principal/Corresponding Author
- Joint Author

OVERALL GRADING FOR B.2

No. of Activities covered*	
Overall grading	

*Note: Number of activities can be within or across the broad categories of activities.

(Please attach supporting documents as per requirement)

SUMMARY OF GRADING FOR THE ACADEMIC YEAR

S. No	Activity	Section	Gradation (To be given / verified by HOD)
1	Teaching Activity	B.1	
2	Student Related /Research Activity	B.2	

Overall Grading for the Academic Year for the Section B.1 and B.2* _____

*Note: Overall Grading for the Academic Year is to be defined as follows:

Good: Good in teaching and satisfactory or good in activity in Section B.2. Or

Satisfactory: Satisfactory in teaching and good or satisfactory in activity in Section B.2.

Not Satisfactory: If neither good nor satisfactory in overall grading

SECTION B.3: Research and Academic Contributions

1. Published Research Papers in referred / Peer – reviewed or UGC listed journals

S. No	Title of the paper	Journal Name	Year	Vol. No.	Page No.	ISSN No.	Impact Factor	SCOPUS Indexed	Authorship	Reference number of UGC-Care list

Note:

Impact factor to be determined as per Thomson Reuters list

The Authorship is to be filled as follows

- One of Two Authors
- For more than two Authors:
- First/Principal/Corresponding Author
- Joint Author

2. Publications (other than Research papers)

a (i) Books authored as one of two authors / First / Principal/ Corresponding Author/ Joint Author

S. No	Title of the Book	Authorship*	Level of Publisher (National / International)	Publisher (with city/ country & year of Publication)	ISBN	Whether refereed

* The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors:
- First/Principal/Corresponding Author
- Joint Author

a. (ii) Chapter in Edited Books

S. No	Title of Edited Book	Title of Chapter	Authorship*	Publisher (with city / country) & year of publication	ISBN	Whether refereed

* The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors:

- First/Principal/Corresponding Author
- Joint Author

a. (iii) Books Edited as one of two Editor / First/ Principal / Corresponding Editor / Joint Editor

S. No	Title of the Book	Editorship*	Level of Publisher (National / International)	Publisher (with city / country) & year of publication	ISBN	Whether refereed

* The Editorship is to be filled as follows:

- One of Two Authors
- For more than two Authors:
- First/Principal/Corresponding Author
- Joint Author

b. Translation works in Indian and Foreign languages by qualified faculties.

b. (i) Chapter or Research Paper

S.No	Title of the Paper/Chapter	Journal /Book Name	Year	Vol. No	Page No.	ISSN/ ISBN	Impact Factor	Authorship*	Reference number of UGC – Care List

* Authorship is to be filled as follows

- One of Two Authors
- For more than two Authors:
- First/Principal/Corresponding Author
- Joint Author

b. (ii) Book Translated

S. No	Title of the Book	Authorship*	Publisher (with city/ country & year of Publication	ISBN	Whether refereed

* Authorship is to be filled as follows

- One of Two Authors
- For more than two Authors:
- First/Principal/Corresponding Author
- Joint Author

3. Creation of ICT mediated Teaching Learning Pedagogy and content and development of new and innovative courses and curricula

a) Development of Innovative Pedagogy

S. No	Name of the Module	Subject	Stream	Organization for which it was developed	Year	Level (UG/PG/Other)	Weblink

b) Design of new Curricula and Courses

S. No	Name of the Curricula/Course	Subject	Organization for which it was developed	Year	Level (UG/PG/Other)	Weblink

c) Development of MOOCs

c.1 Development of complete MOOCs in 4 quadrants for a course with credits

S. No	Details of MOOC (with no of quadrant)	Details of Module	Course	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink

c.3. Content writer /subject matter expert for each module of MOOCs (at least one quadrant)

S. No	Details of MOOC (with no of quadrant)	Details of Module	Course	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink

c.4 Course Coordinator for MOOCs (4 credit course)

S. No	Details of MOOC (with no of quadrant)	Credits	Course	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink

d. Development of E-Content

d.1 Development of e-content in 4 quadrants for a complete course /e- book

S. No	Details of E-content (with no of quadrant)	Course/E-book	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink

d.2 E-Content (developed in 4 quadrants) per module

S. No	Details of E-content (with no of quadrant)	Module	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink

d.3 Contribution to development of e-content module in complete course / paper / e-book (at least one quadrant)

S. No	Details of E-content (with no of quadrant)	Details of Module	Course	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink

d.4.Editor of e-content for complete course/paper/e-book

S. No	Details of E-content (with no of quadrant)	Course/Paper/e-book	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink

3. a) Research Guidance

Level of Guidance	Registered	Thesis/Dissertation submitted	Degree awarded
Ph.D			
MPhil./P.G. Dissertation			

3. b) Research Projects Completed

S.No	Title	Status of PI*	Duration (in months)	Period (From to) Dates to be given	Total Grant/ Funding received (Rs.)	Name of Sponsoring/ Funding Agency	Outcome of the project

* Kindly indicate, whether you are Sole PI/PI/Co-PI in the project

c) Research Projects ongoing

S. No	Title	Status of PI*	Duration (in months)	Period (From to) Dates to be given	Total Grant/ Funding received (Rs.)	Name of Sponsoring/ Funding Agency	Outcome of the project

d) Consultancy

S.No	Title	Duration (in months)	Period (From to) Dates to be given	Total Grant/ Funding received (Rs.)	Name of Sponsoring/ Funding Agency	Whether routed through Parent University / College

5. a) Patents

S.No	Title*	Area/Subject	Date of Award	Level (International /National)	Reference Number	Sponsoring Agency

*Only patents awarded are to be mentioned

b) Policy Document (submitted to an International body/ organization like UNO/UNESCO/World Bank/ International Monetary Fund etc. or Central Government or state government)

S. No	Title*	Area / Subject	Date of publication / submission	Level (International / National / State)	Reference Number	Sponsoring Agency

* Only policy document published / submitted to bodies / organization detailed above shall be considered.

c) Awards / Fellowship

S. No	Name of Award / Honor*	Area/Subject	Name of Awarding Body	Level (International /National/ State)	Date

* Entries for awards made in this section should be from post graduation onwards only. Junior / Senior research fellowship and non-net fellowship should not be included .

6. Invited lectures / Resource person/ paper presentation in Seminars/ Conference/ full paper in conference proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference proceedings will be counted only once)

S.No	Title Lecture / paper	Invited lecture/ Resource Person / paper Presented	Nature of Programm e*	Details	Leve l**	Date of Presentatio n	Duratio n (in minutes)	Sponsorin g Agency

* Seminar/FDP/Conference

** Level: International (Abroad) Intern national (within country) National / State/ University

(Please attach supporting documents wherever required)

PART-C: OTHER RELEVANT INFORMATION

- a) Membership/ Fellowship of Learned bodies / societies.
- b) Literary, cultural or other activities (e.g. attainment in sports etc.) in which the applicant is interested and distinctions obtained:
- c) Please give details of any other credential, significant contributions, awards received, responsibilities, etc. not mentioned earlier.
- d) Future Plans (In approximately 150 words):

List of Enclosures: (Please attach self-certified copies of certificate, sanction orders, papers etc, wherever necessary)

1	11
2	12
3	13
4	14
5	15
6	16
7	17
8	18
9	19
10	20

PART D- DECLARATION

I have read the applicable guidelines, which are binding. I do hereby solemnly declare that the information given, the statements made and documents uploaded with this application form are correct and true to the best of my knowledge and belief. If any information given by me in this application is found to be false or misleading, my candidature is liable to be cancelled and I may be subjected to legal/disciplinary proceedings.

Date:

Place:

Signature & Designation of the Applicant

Certified that..... has been working as
.....in this Department since

The particulars given in this application have been checked and verified from office records and documents enclosed are found to be correct.

The gradations have been verified on the basis of the performance of the applicant and the credentials/ documents provided and enclosed herewith by the applicant.

Head of the Department / Centre

Methodology for Calculating Academic Research Score

(This applies to APAR and PBAS Proforma)

Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.)

S. No	Academic / Research Activity	Faculty of sciences / Engineering / Agriculture / Medical / Veterinary Sciences & other related disciplines	Faculty of Languages / Humanities / Arts / Social Sciences / Library / Education / Physical Education / Commerce / Management & other related disciplines
1	Research Papers in Refereed/ Peer reviewed or UGC listed journals	08 per paper	10 per paper
2	Publications (other than research papers)		
	Books authored which are published by:		
	International publishers	12	12
	National Publishers	10	10
	Chapter in Edited Book	05	05
	Editor of Book by International Publisher	10	10
	Editor of Book by National Publisher	08	08
	Translation works in Indian. and Foreign Languages by qualified:		
	Chapter or Research paper	03	03
Book	08	08	
3	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula		
	Development of Innovative pedagogy	05	05
	Design of new curricula and courses	02 per curricula / course	02 per curricula / course
	MOOCs		
	Development of complete MOOCs in 4 quadrants (4 credit course) In case of MOOCs of lesser credits 05 marks / credit.	20	20
	MOOCs (developed in 4 quadrant) per module / lecture	05	05
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	02
	Course Coordinator for MOOCs 4 credit course (In case of MOOCs of lesser credits 02 marks/credit)	08	08
	E-Content		
	Development of e-content in 4 quadrants in complete course / e-book	12	12
e-Content (developed in 4 quadrants) per	05	05	

	module		
	Contribution to development of e-content module in complete course / paper / e-book	02	02
	Editor of e-content for complete course	10	10
4	Research guidance		
	Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted
	M.Phil / PG Dissertation	02 per degree awarded	02 per degree awarded
	Research Projects Completed		
	More than 10 lakhs	10	10
	Less than 10 lakhs	05	05
	Research Projects Ongoing		
	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02
	d) Consultancy	03	03
5	(a) Patents		
	International	10	10
	National	07	07
	b) * Policy Document (submitted to an international body / organization like UNO / UNESCO / World Bank / International Monetary Fund etc. or Central Government or State Government)		
	International	10	10
	National	07	07
	State	04	04
	c) Awards / Fellowship		
	International	07	07
	National	05	05
6	*Invited lectures / Resource Person / paper presentation in Seminars / Conferences / full paper in Conference Proceedings (Paper presented in Seminars / Conferences and also published as full paper in Conference Proceedings will be counted only once)		
	International (Abroad)	07	07
	International (within country)	05	05
	National	03	03
	State / University	02	02

The Research Score for research papers would be augmented as follows:

Peer- Reviewed or UGC-listed journals (impact factor to be determined as per Thomson Reuters list):

- i. Paper in refereed journals without impact factor - 5 points
- ii. Paper with impact factor less than – 10 points - 10 points
- iii. Paper with impact factor between 1 and 2 - 15 points
- iv. Paper with impact factor between 2 and 5 - 20 points
- v. Paper with impact factor between 5 and 10 - 25 points
- vi. Paper with impact factor >10 - 30 points

- a) Two authors: 70 % of total value of publication for each other.

- b) More than two authors: 70% of total value of publication for the First / Principal / Corresponding author and 30% of total value of publication for each of the joint authors.
- c) Joint Projects: Principal Investigator and Co-investigator would get 50% each.

Note:

- Paper presented if part of edited book or proceeding then it can be claimed only once. For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 mark each.
- For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures / Resource Person / Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.

The research score shall be from the minimum of three categories out of six categories