

**Annual Performance Assessment Report**

**For**

**Professors, Associate Professor, Assistant Professor  
and Trainee Teacher of**

**National Institute of Technology, Manipur**

**Professor, Associate Professor, Assistant Professor and  
Trainee Teacher**

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Department: \_\_\_\_\_

Report for the period from .....

**Employee ID: .....**

## PERSONAL DATA

### Part-1

(To be filled by Establishment Section of the Institute)

1. Name of Prof./Associate Prof./  
Asst. Professor/Trainee Teacher .....
2. Date of Birth (DD/MM/YY) ...../...../..... (In words) .....
3. Date of continuous appointment to the present grade                      Date ..... AGP .....
4. Present post and date of appointment thereto                      Post ..... Date .....
5. Period of absence/Period of Training from duty during the year.

Nature of Leave	Leave at Credit as on ..... or respective date of joining	Availed during the period
Earned Leave (EL)		
Half Pay Leave (HPL)		
Commuted Leave	-----	
Extra Ordinary Leave (EOL)	-----	
Casual Leave (CL)		
Vacation		
Special Casual Leave (SCL) - Other Organization's Work	-----	
Special Casual Leave (SCL) - For own academic growth	-----	
Leave Not Due (LND)	-----	
Leave Without Pay	-----	
<b>TOTAL</b>		
Nos. of days on which he/she was out of Station for Personal work	-----	
Nos. of days on which he/she was out of station for Institute work	-----	

**Assistant Registrar (Administration)**

**Part-2**

To be filled in by the Professor/Associate Professor/Assistant Professor reported upon  
(Please read carefully the instructions before filing the entries)

**1. Brief description of duties**

## A) Teaching

Sl. No.	Semester or Term	Course Code	Credits	No. of students in the class	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
1	2	3	4	5	6	7	8	9	10	11

## B) Research

## B.1 Sponsored Research

## B.1(a) Project submitted for sponsored research grants

(All amounts in Rs. Lakh)

Sl. No.	Title of the Project	Grant asked for	Funding Agency	Date of submission of Project	Grant Received	Date of receipt of grant	Numbers of Co-Investigators including the faculty being assessed
1	2	3	4	5	6	7	8

B. 1 (b) Details of ongoing Project

(All amounts in Rs. Lakh)

Sl. No.	Title of the Project	Date of sanction	Date of completion	Grant approved	Grant released	Expenditure in previous financial year	Expenditure in present financial year	Nos. of Co-Investigators
1	2	3	4	5	6	7	8	9

B.1(c) Facilities created in the Institute out of research fund

B.1(d) List of Publications in approved journals based on above projects

B.2 Project guidance

B.2 (a) B. Tech Project

Sl. No.	Title of the Project	Nos. of students in project	Ongoing or completed	Nos. of additional supervisors
1	2	3	4	5

B.2 (b) M. Tech. Project

Sl. No.	Title of the Project	Name of the Candidate	Ongoing or completed	Nos. of additional supervisors
1	2	3	4	5

B.2 (c) Ph.D.

Sl. 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
1	2	3	4	5	6	7

B.2 (d) List of publications in approved journals based on B2 (a), B2 (b) & B2 (c).

B.3 Self Research

B.3 (a) List of publications in approved journals as a single Author

B.3 (b) Self Ph.D. (For non-Ph.D. contractual staff)

(All amounts in Rs. Lakh)

Sl. No.	Title of the Project	Institute where the project is being done	Name of supervisors	Date of start of Ph.D.	Funds demanded	Funds allotted	Date of allotment	Amount Utilized	Status
1	2	3	4	5	7	8	9	10	11

Status should indicate the activity/activities completed during the year from amongst following:

**Problem definition, Literature review, Mathematical modelling, Building experimental set-up, Conducting experiment, Result Analysis, Pre-submission seminar, Thesis writing, Thesis submission, Viva-Voice and Degree awarded.**

B.3 (c) Joint Research

(All amounts in Rs. Lakh)

Sl. No.	Title of the Project	Grant asked for	Funding Agency	Date of submission of Project	Grant Received	Date of receipt of grant	Name of the Co-Investigators and his/her Organization
1	2	3	4	5	6	7	8

B.3 (d) List of publications based on B3 (a), B3(b) & B3(c).

C) Industry Interaction

C.1 Industrial Research

(All amounts in Rs. Lakh)

Sl. No.	Title of the Project	Grant asked for	Funding Agency	Date of submission of Project	Grant Received	Date of receipt of grant	Numbers of Co-Investigators including the faculty being assessed	Status	Expenditure in the Current Year
1	2	3	4	5	6	7	8	9	10

## C.2 Industrial Consultancy

Sl. No.	Title of the Project	Consultancy Charges	Industry	Date of submission of Proposal	Date of receipt of approval	Duration of Project	Numbers of Co-Investigators including the faculty being assessed	Status
1	2	3	4	5	6	7	8	9

## C.3 Testing Work

Sl. No.	Title of the Work	Name of the Industry	Amount earned out of testing charges

## D) Continuing Education

### D.1 Short Term Training Programmes/Workshops Organized

Sl. No.	Title of the Programme	Duration		Fees charged	Nos. of participants	Nos. of participants from NIT Manipur	Nos. of Participants from other NITs/IITs	Nos. of Experts from Outside	Nos. of Experts from Institute	Nos. of Hours engaged by Assesse
		Period in days	Total Hours of Training							



#### D.2 Expert Lecture Delivered

<b>Sl. No.</b>	<b>Title of the Programme</b>	<b>Organization where delivered</b>	<b>Duration</b>	<b>Nos. of participants</b>	<b>Topic</b>

#### D.3 Conferences Organized

<b>Sl. No.</b>	<b>Title of the Conference</b>	<b>Capacity in Organization</b>	<b>Duration</b>	<b>Nos. of participants</b>	<b>Professional body on whose behalf the conference is organized</b>

#### D.4 Conferences Attended

<b>Sl. No.</b>	<b>Title of the Conference</b>	<b>Organizers of Conference</b>	<b>Duration</b>	<b>Paper Presented/Not Presented/Poster Presentation</b>	<b>Nos. of participants</b>	<b>Professional body on whose behalf the conference is organized</b>

#### D.5 Training Programmes/Workshops/Summer Schools Attended

<b>Sl. No.</b>	<b>Title of the Programmes/ Workshops/ Summer Schools</b>	<b>Organizers</b>	<b>Duration</b>

#### E. Contribution to Teaching mythology

##### E.1. Laboratory Development

##### E.2. Video Lectures Developed

##### E.3. Course Material Developed

E.4. Any Teaching Aid Developed

E.5. Any Innovation in Teaching

E.6. Any additional course offered to students beyond curriculum

E.7. Any special achievement in helping students to solve their academic/personal problems

E.8. Participation in student's activities

E.9. Interaction with students' assigned to you as faculty advisor

E.10. Hardware projects done by students under your guidance (beyond curriculum)

E.11. Amount spent in the laboratory as an Indentor. (Give the list with requisition reference number)

F. Professional activities (General review/project assessments/membership of professional committee or body)

Sl. No.	Professional Body	Activity	Participation as

G. Awards and recognitions

Sl. No.	Title of Award	Awarding body	Activity recognized	Date of Award

H. Administration

Sl. No.	Designation	Committee, if any

Any special achievement in the above mentioned Administrative assignments.

1. Summary

Sl. No.	Activity	Number	Remarks (if any)
1	Nos. of courses taught		
2	Credit – Students engaged		
3	Total nos. of classes engaged in a year		
4	Nos. of laboratory developed		
5	Nos. of experiments established		
6	Nos. of Video lectures/online lectures		
7	Publications in approved journals		
8	Other publications		
9	Patents issued		
10	Patents filed		
11	Copyright registered		
12	Products developed		
13	B. Tech. projects completed		
14	M. Tech. projects completed		
15	Nos. of PhDs awarded		
16	Nos. of days in attending training programmes/workshops		
17	Monographs/Books		
18	Total earnings out of consultancy (in Rs.)		
19	Total earnings out of testing (in Rs.)		
20	Sanctions of the projects in (in Rs.)		
21	Expenditure on project (in Rs.)		
22	Expenditure in laboratory (in Rs.)		
23	Nos. of administrative responsibility*		

\* Headship/Deanship/Associate Deanship/Wardenship/Associate Wardenship shall have 100 numbers.

Chairmanship of a Permanent Committee shall have 20 numbers and membership of a Committee shall have 05 numbers.

Chairmanship of a Committee for issue shall have 02 numbers and membership of a committee shall have 01 number.

2. a) Please specify targets/objectives/goals (in quantitative or other terms) of work you set for yourself or that were set for you, eight to ten items of work in the order of priority and your achievement against each target. (Example: Annual Action Plan for your Division).

Targets/Objectives/Goals	Achievements

b) Please specify targets/objectives/goals (in quantitative or other terms) of work you set for yourself, eight to ten items of work in the order of priority for the next year of assessment.

3. A) Please state briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 2. Please specify constraints, if any, in achieving the targets.

B) Please also indicate items in which there have been significantly higher achievements and your contribution thereto

3. Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e. 31<sup>st</sup> January of the year following the calendar year. If not, the date of filing the return should be given.

Date:

Signature of official reported upon



### **PART-3**

Numerical grading is to be awarded by reporting and reviewing authority which should be on a scale of 1 – 10, where 1 refers to the lowest grade and 10 to the highest.

**(Please read carefully the guidelines before filing the entries)**

1. The columns in the APAR should be filled with due care and attention and after devoting adequate time.
2. It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishment. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
3. APARs graded between 8 and 10 will be rated as ‘outstanding’ and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.
4. APARs graded between 6 and short of 8 will be rated as ‘very good’ and will be given a score of 7.
5. APARs graded between 4 and short of 6 will be rated as ‘good’ and will be given a score of 5.
6. APARs graded below 4 will be given a score of zero.

**(A) Assessment of work output (weightage to this section would be 40%)**

	<b>Reporting Authority</b>	<b>Reviewing Authority (Refer Para 2 of part-5)</b>
i) Accomplishment of planned work/ work allotted as per subjects allotted		
ii) Quality of output		
iii) Analytical ability		
iv) Accomplishment of exceptional work/unforeseen tasks performed		
Overall Grading on ‘Work Output’		

**(B) Assessment of personal attributes (weightage to this would be 30%)**

	<b>Reporting Authority</b>	<b>Reviewing Authority (Refer Para 2 of part-5)</b>
i) Attitude to work		
ii) Sense of responsibility		
iii) Maintenance of Discipline		
iv) Communication skills		
v) Leadership qualities		
vi) Capacity to work in team spirit		
vii) Capacity to adhere to time-schedule		
viii) Inter-personal relations		
ix) Overall bearing and personality		
x) Overall Grading on ‘Personal Attributes’		

**(C) Assessment of functional competency (weightage to this section would be 30%)**

	<b>Reporting Authority</b>	<b>Reviewing Authority (Refer Para 2 of part-5)</b>
i) Knowledge of the subject assigned for teaching and ability to present it correctly as per need of the students.		
ii) Contribution in research/designing of new courses/laboratory development work/academic administration of the Institute/Seminar, workshop		
iii) Decision making ability		
iv) Coordination Ability		
v) Ability to motivate and develop subordinates		
vi) Initiative		
Overall Grading on 'Functional Competency'		

Signature of the Reporting Officer

Signature of the Reviewing Officer

## **GENERAL**

### **PART-4**

1. Relations with the public (wherever applicable)

(Please comment on the Professor/Associate Professor/ Assistant Professor accessibility to the public and responsiveness to their needs)

2. Training

(Please give recommendation for training with a view to further improving the effectiveness and capabilities of the Professor / Associate Professor / Assistant Professor)

3. State of health

4. Integrity

(Please comment on the integrity of the Professor / Associate Professor / Assistant Professor)

5. Pen picture by Reporting Officer (in about 100 words) on the overall qualities of the Professor / Associate Professor including area of strengths and lesser strengths, extraordinary achievements, significant failures (ref: 3(A) & 3(B) of Part-2) and attitude towards weaker sections.

6. Overall numerical grading on the basis of weightage given in section A, B and C in part-3 of the report.

Signature of the Reporting Officer

Signature of the Reporting Officer

Place:

Date:

Name in Block Letters:

Designation:

*(During the period of Report)*

**PART-5**

1. REMARKS OF THE REVIEWING OFFICER

Length of service under the Reviewing Officer

2. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Part-3 & Part-4? Do you agree with the assessment of reporting officer in respect of extraordinary achievements /significant failures of the Professor / Associate Professor reported upon? (Ref: Part-3 (A)(iv) and Part-4(5))

(In case you do not agree with any of the numerical assessments of attributes please record you assessment in the column provided for you in that section and initials your entries.)

Yes	No
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3. In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?
4. Pen picture by Reviewing Officer. Please comment (in about 100 words) on the overall qualities of the Officer including area of strengths and lesser strength and his attitude towards weaker sections.
5. Overall numerical grading on the basis of weightage given in section – A, section – B and section – C in part-3 of the report

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Signature of the Reviewing Officer

Place:  
Date:

Name in Block Letters:  
Designation:  
(During the period of Report)