

DRIEMS UNIVERSITY, CUTTACK, ODISHA
ANNUAL PERFORMANCE EVALUATION
AND
360° FEEDBACK OF FACULTY MEMBER

Calendar Year: 2025

Sl. No.	Particulars	
1	Faculty Name	
2	Employee Code	
3	Date of Joining	
4	Present Designation	
5	School Name	
6	Department Name	

Summary Sheet

Sl. No.	Evaluation Criteria	Marks	Self-Assessment	Score by Dean of School	Weight age	Marks awarded
1	Teaching-Learning	100			35%	
2	Research Activities	100			30%	
3	Administrative Assignments	100			25%	
4	Appraisal by Vice Chancellor	100			10%	
Total Score						

- NB:
- (a) 90 and above: *Outstanding*
 - (b) 80-89: *Excellent*
 - (c) 70-79: *Very Good*
 - (d) 60-69: *Good*
 - (e) 50-59: *Satisfactory & needs improvement*
 - (f) Less than 50: *Unsatisfactory*

- *'Outstanding' will be issued Appreciation Letters; 'Satisfactory' will be issued Advisories;*
- *'Unsatisfactory' will initiate action*
The Vice Chancellor can review/revise the scores assigned in above evaluation criteria by adopting his own mechanisms.

Signature of Faculty

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A. Teaching Learning (35%)

(a) Class Taken - (Max 20 Points)

Sl. No.	Sem	Course Name	No. of Scheduled Classes	No. of actually taken	Point	Encl. no.	Point by HoD	Verified by DoS
1								
2								

* 3 Credits: 32 Classes, 4 Credits: 40 Classes

(b) Scheme of Evaluation – (Max 05 Points)

Sl. No.	Semester	Course Name	Point	Enclosure no.	Point by HoD	Verified by DoS
1						
2						

(c) Assignment/Quizzes/Question Papers quality - (Max 20 Points)

Sl. No.	Semester	Course Name	Enclosure no.	Point by HoD	Verified by DoS
1					
2					

(d) Laboratory Development/Innovation (Max 10 Points)

Sl. No.	Semester	Course Name	Average feedback out of 10	Enclosure no.	Point by HoD	Verified by DoS
1						
2						

(e) Course outcomes– (Max 10 Points)

Sl. No.	Semester	Course Name	Course outcome prepared	Encl.#	Point by HoD	Verified by DoS
1						
2						

(f) Students' Feedback (Max 20 Points)

Sl. No	Semester	Course Name	Average feedback	Encl.#	Point by HoD	Verified by DoS
1						
2						

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NB: The HoD/DoS will take the cognizance of Question papers, Assignments, Correctness in evaluation. They can also ascertain the feedback score by interacting with the students in person.

(g) Creation of ICT-mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula (Max 15 Points)

Particulars	Points	Point by HoD	Verified by DoS
(a) Development of Innovative pedagogy	05		
(b) Design of new curricula and courses	02 Per curricula/Course		
(c) MOOCs			
Development of complete MOOCs in 4 quadrants (4 credit course)(In the case of MOOCs of lesser credits 05 marks/credit)	20		
MOOCs (developed in 4 quadrants) per module/lecture	05		
Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02		
Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks/credit)	08		
(d) E-Content			
Development of e-Content in 4 quadrants for a complete course/e-book	12		
e-Content (developed in 4 quadrants) per module	05		
Contribution to the development of the e-content module in complete course/paper/e-book (at least one quadrant)	02		
Editor of e-content for complete course/ paper /e-book	10		

* DoS: Dean of School, HoD: Head of the Department

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B. Research Activities (30%)

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

Sl. No	Academic/Research Activity	Point	Self-Appraisal Score	Verified Score
1	Research Papers in Peer-Reviewed or UGC-listed Journals	08 per paper		
2	Publications (other than Research papers)			
	(a) Books authored which are published by;			
	International publishers	12		
	National Publishers	10		
	Chapter in Edited Book	05		
	Editor of Book by International Publisher	10		
	Editor of Book by National Publisher	08		
	(b) Translation works in Indian and Foreign Languages by qualified faculties			
	Chapter or Research paper	03		
	Book	08		
3	(a) Research guidance			
	Ph.D.	10/degree awarded 07/thesis submitted		
	P.G dissertation	02 per degree awarded		
	(b) Research Projects Completed			
	More than 5 lakhs for each	10		
	Less than 5 lakhs for each	05		

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	(c) Research Projects Ongoing:			
	More than 5 lakhs for each	10		
	Less than 5 lakhs for each	05		
	(d) Consultancy		03	
	More than 5 lakhs for each	10		
	Less than 5 lakhs for each	05		
4	(a) Patents			
	International for each	10		
	National for each	07		
	(b) *Policy Document (Submitted to an International body/organization like UNO/ UNESCO/ World Bank/ International Monetary Fund etc. or Central Govt. or State Govt.)			
	International	10		
	National	07		
	State	04		
	(c) Awards/Fellowship			
	International	07		
	National	05		
5	*Invited lectures/ Resource Person/ paper presentation in Seminars/ Conferences/ full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as a full paper in Conference Proceedings will be counted only once)			
	International (Abroad)	07		
	International (within the country)	05		
	National	03		
	State/University	02		

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C. Assignments (Dept. and University) (25%)

(a) Administrative Assignments (MaxPoints70)

Sl. No.	Semester	Activity	Point	Encl No.	Performance Point by Reporting Authority	Verified by DoS
1						
2						

(b) Examination Results: (Max Points 30)

Extraordinary	Excellent	Very Good	Good	Satisfactory	Poor
10	9	8	7	5	0
100-96%	95-90%	89-80%	79-70%	69-55%	Below55%

Result Summary

Sl. No.	Semester	Subject Code	Subject Name	No. of Students Registered	No. of Students Passed	Result %

Semester	Point by HoD	Verified by DoS
Odd		
Even		
Supplementary		

D. Assessment by Vice Chancellor (10%)

(Discipline, Vision, Sincerity, Integrity, Punctuality, Attitude, Mutual Respect, Dedication, Creativity, and Perception)

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E. Observations, Recommendation and Suggestions of Head of Dept.

Name	
Designation	
Department	
Academic Year	
Appraisal Score in 10 Point Scale	

Observations: (In respect of the weightage of activities claimed):

.....

Recommendations/ Remedial Measures suggested:

.....

Date:.....

SEAL

Signature of Head of Dept.

F. Recommendations/ Approval of Dean of School

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Date:.....

SEAL

Signature of Dean of School

Accepted/Not Accepted

Signature o Vice-Chancellor

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Guidelines for Awarding Points in Research Activities

1. 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 Reuter's list):
 - (i) Paper in refereed journals without impact factor - 5 Points
 - (ii) Paper with an impact factor of less than 1 - 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

For Two authors: 70% of the total value of publication for each author. For more than two authors: 70% of the total value of publication for the First/Principal/Corresponding author and 30% of the total value of publication for each of the joint authors.

2. Joint Projects: The Principal Investigator and Co-investigator would get 50% each.
3. The paper presented is part of an edited book or proceeding then it can be claimed only once.
4. For joint supervision of research students, the formula shall be 70% of the total score for the Supervisor and Co-supervisor. The supervisor and Co-supervisor, both shall get 7 marks each.
5. For the purpose of calculating the research score of the teacher, the combined research score from the categories of 4(b). Policy Document and 5. Invited lectures/Resource Person/Paper presentations shall have an upper capping of thirty per cent of the total research score of the teacher concerned.
6. The assignments for the university and department will be assessed by HoD and DoS and award points based on the performance/outcome etc.
7. Discipline, Vision, Sincerity, Integrity, Punctuality, Attitude, Mutual Respect, Dedication, and Perception will be evaluated on each aspect. DoSs and the Vice Chancellor will adopt various mechanisms to collect the information to evaluate the faculty.

8. Points to be considered for in-department activities

Sl No	Activity	Credit Point	Criteria
1	PIC Coordinator/Lab In-charge/Advisor/ FIC//Student Mentoring/Chairman of Committee	8	8 points/Semester

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2	NAAC/NBA work/UGC	8	8 points/Event
3	Member of any committee	5	5 points/Semester

***Letter issued by DoS/HoD**

9. Points to be considered for in university activities

Sl No	Activity	Credit Point	Criteria
1	HOD/Dean/HoS/COE/First Appellate/Director IQAC	10	10 points/Semester
2	TEQIP/ Associate Dean/PIC/Coordinator /Warden/Assistant Warden/ME/RTI Officer/Vice President of Student Society/Chairman of Committee	8	8 points/Semester
3	Organised Conference/FDP/Workshop as Convener	5	5 points/Event
4	FDP/Conference/Workshop Coordinator/ Co-Convener	5	Equal points for all coordinators
5	Member of any Committee//Advisor of Student Society	5	5 points/Semester

***Letter issued by Management/Vice Chancellor/Registrar/Dean/COE**