MARRI LAXMAN REDDY
INSTITUTE OF TECHNOLOGY AND MANAGEMENT
(AN AUTONOMOUS INSTITUTION)
(Approved by AICTE, New Delhi & Affiliated to JNTUH, Hyderabad)
Accredited by NBA and NAAC with 'A' Grade & Recognized Under Section2(f) & 12(B)of the UGC act,1956

Circular

Date: 30.04.2024

Subject: Annual Performance Appraisal for Faculty (Jan 2023 - April 2024)

This circular is to inform all faculty members about the annual performance appraisal process for the period January 2023 to April 2024.

Instructions:

- Please complete the **Performance Appraisal Form** (enclosed) for the aforementioned period.
- Ensure you include **supporting documents** to substantiate your achievements.
- Submit the completed form along with the proofs to the **Internal Quality Assurance Cell (IQAC)** by **May 11th , 2024.**

Additional Notes:

- The proforma for the Performance Appraisal Form is attached to this circular for your reference.
- Timely submission is crucial.

We encourage all faculty members to participate actively in this process. The appraisal provides valuable feedback to enhance your performance and contribute to the institution's overall development.

For any inquiries, please contact the IQAC office.

DIRECTOR / PRINCIPAL

Copy submitted to: Secretary
Copy to: All HoDs for Circulation

CIVIL	CSE	CSM	CSD	CSI	CSC	ECE	MECH	EEE	IT	S&H	MBA	A.O	Exam cell	Website	Library	P.D

1. Office File

Performance Appraisal Scoring System (PASS)
Non Ph.D Faculty
(APRIL / AUGUST / DECEMBER)

Name of the Faculty: _____ **Emp. ID:** _____

Designation: _____ **Department:** _____

Experience at MLRITM (in Years): _____ **Month and Year:** _____

General Instructions:

- If space provided in the columns is inadequate, *use separate sheet and mark it as annexure.*
- **Filled in form** along with all supporting documents is to be submitted to Dean of internal audit and policies.

S No	Parameter	Expected value	Details		
1	Research publication titles in refereed and indexed journals (SCI/SCIE/Scopus) Copy of proof **(Max. score 20)**	2			
2	Research publication titles in Scopus indexed national/ International Conferences Copy of proof **(Max. score 10)**	2			
3	Text/Reference books/ Chapters in books/Bibilometrics published by National and International Level publishers, with ISBN/ISSN Number Copy of proof **(Max. score 10)**	1			
4	Citation Index Count **(2)** *Source: Scopus /* Google Scholar	-	Earlier *(Till Last month)*		At Present
	h – Index **(2)** *Source: Scopus /*Google Scholar	-	Earlier *(Till Last month)*		At Present
	I10 – Index **(1)** *Source: Scopus /*Google Scholar		Earlier *(Till Last month)*		At Present
5	IPR Activities (Patents / Industrial Designs under institutional ownership only)Source: IPO / WIPO Copy of proof **(Max. score 10)**	1+1+1	Filled **(2)**	Published **(3)**	Granted **(5)**
6	IPR Activities filled in the name of Institute (Patents / Utility Patents) Source: IPO / WIPO Copy of proof **(Max. score 5)**	1+1+1	Filled **(1)**	Published **(1)**	Granted **(3)**

7	**Sponsored Research Project** Submitted proposals for funded Research Scheme Brief Details **(Max. score 10)**	1			
8	**Sponsored Research Schemes** FDPs/Training Activities/STTPs/Workshops Organised **(Max. score 10)** Brief Details		`		
9	Membership in professional Body/Technical association and *activities* **(Max. score 10)**				
10	Innovation in Product development and exhibited in different competitions/ hackthons etc. by the students/faculty under his guidance **(Max. score 10)**				

11	SELF-TARGET	Three product development proposals you would like to carry out in the next 3 months (submit a copy of 200 word abstracts)	1.
			2.
			3.

12	ORCID ID	
13	ResearchGate ID/Google Scholar ID/	
14	Academia ID	

15	Rate yourself the satisfaction level of your research work *(on a ten-point scale, zero is the lowest & ten is the highest)*	1	2	3	4	5	6	7	8	9	10
	Justify your rating										

Date: **Signature of the faculty**

HOD Details:	
Name of the HOD	
Signature of the HOD	
Remarks / Recommendations, if any:	
Auditor Details	
Name of the Auditor-1	
Signature with date	
Remarks / Recommendations, if any:	
Name of the Auditor-2	
Signature with date	
Remarks / Recommendations, if any:	

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

Recommendation / Remedial Measures Suggested

Dean of IQAC   **Principal**

MARRI LAXMAN REDDY
INSTITUTE OF TECHNOLOGY AND MANAGEMENT
(AN AUTONOMOUS INSTITUTION)
(Approved by AICTE, New Delhi & Affiliated to JNTUH, Hyderabad)
Accredited by NBA and NAAC with 'A' Grade & Recognized Under Section2(f) & 12(B)of the UGC act,1956

Performance Appraisal Scoring System (PASS) – Ph.D Faculty
(APRIL / AUGUST / DECEMBER)

Name of the Faculty: _____ **Emp. ID:** _____

Designation: _____ **Department:** _____

Experience at MLRITM (in Years): _____ **Month and Year:** _____

General Instructions:
- If space provided in the columns is inadequate, *use separate sheet and mark it as annexure*
- **Filled in form** along with all supporting documents is to be submitted to Dean of internal audit and policies

S No	Parameter	Expected value	Details		
1	Research publication titles in refereed and indexed journals (SCI/SCIE/Scopus) **(Max. score 20)**	2			
2	Research publication titles in Scopus indexed national/ International Conferences **(Max. score 10)**	2			
3	Text/Reference books/ Chapters in books/Bibilometrics published byNational and International Level publishers, with ISBN/ISSN number **(Max. score 10)**	1			
4	Citation Index Count (**2**) *Source: Scopus /* Google Scholar	-	Earlier *(Till Last month)*		At Present
	h – Index(**2**) *Source: Scopus /*Google Scholar	-	Earlier *(Till Last month)*		At Present
	I10 – Index(**1**) *Source: Scopus /*Google Scholar		Earlier *(Till Last month)*		At Present
5	IPR Activities (Patents / Utility patents only) Source: IPO / WIPO **(Max. score 10)**	1+1+1	Filled (**2**)	Published (**3**)	Granted (**5**)
6	IPR Activities (Patents / Utility patents only) Source: IPO / WIPO **(Max. score 5)**	1+1+1	Filled (**1**)	Published (**1**)	Granted (**3**)
7	**Sponsored Research projects** Submitted any proposal/s for Funded Research Project	2			

	(Max. score 10) *brief details*		
8	**Sponsored Research scheme** Proposal/submitted to MSME / ASPIRE / HIBI / DSIR / Others to conduct *FDP / Workshop / Seminar / Conference / Awareness Programs / Science fair / Brain Storming Sessions etc.)* **(Max. score 15)**	1	(
9	**Consultancy Work undertaken (Max. score 10)** *brief details*		
10	Membership in professional Body/Technical association and *activities* **(Max. score 5)**		

11	SELF-TARGET	Three research project proposals you would like to carry out in the next 3 months	1.
			2.
			3.
		Three schemes you would like to carry out in the next 3 months	1.
			2.
			3.
		Three products you would like to develop in the next 3 months	1.
			2.
			3.

12	Differentiate yourself from previous month/quarter in research activity										
13	ORCID ID										
14	ResearchGate ID/Google scholar ID										
15	Academia ID										
16	Rate yourself the satisfaction level of your research work *(on a ten-point scale, zero is the lowest & ten is the highest)*	1	2	3	4	5	6	7	8	9	10
	Justify your rating										

Date: **Signature of the Faculty**

HOD Details:	
Name of the HOD	
Signature of the HOD	
Remarks / Recommendations, if any:	
Auditor Details	
Name of the Auditor-1	
Signature with date	
Remarks / Recommendations, if any:	
Name of the Auditor-2	
Signature with date	
Remarks / Recommendations, if any:	

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

Recommendation / Remedial Measures Suggested

Dean of Internal Audit and Policies   **Principal**