

MUFFAKHAM JAH COLLEGE OF ENGINEERING AND TECHNOLOGY

ANNUAL FACULTY PERFORMANCE APPRAISAL

The purpose of the Annual Performance Appraisal is to provide a process for evaluating each faculty member based on his/her individual combination of professional activities. The comprehensive appraisal system consists of the following components:

- i. Evaluation by the Head of the Institution
- ii. Evaluation by the Head of the Department
- iii. Self Appraisal

It will be the faculty member's responsibility to assemble materials in a portfolio that can be used as evidence of her/his efforts in each performance area.

The distribution of scores would be as follows:

S. No.	Parameter	Maximum Score
1	Evaluation by the Head of the Department	10
2	Evaluation by the Head of the Institution	5
3	Self Appraisal	350
	TOTAL	365

EVALUATION BY THE HEAD OF THE DEPARTMENT

The Head of the Department would grade the performance of the faculty member viz. a viz. parameters listed below and award a maximum score of 10. There will be no review of the score awarded by the HOD at a higher level.

1. Commitment of the faculty member towards students
2. Commitment of the faculty member towards Department
3. Sincerity of the faculty member in discharging of the academic duties
4. Promptness of the faculty member in discharging of other assigned duties

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5. Behaviour of the faculty member with subordinates, equals and superiors
6. Any other matter

EVALUATION BY THE HEAD OF THE INSTITUTION

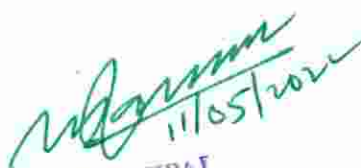
The Head of the Institution would grade the performance of the faculty member viz, a viz. the commitment of the faculty member towards the institution and his / her contribution towards the overall Institutional development. The maximum score would be 5. There will be no review of the score awarded by the Head of the Institution at a higher level.

SELF APPRAISAL

The faculty member would be required to submit a self-appraisal based on transparent and well defined guidelines. The Head of the Department would certify the correctness of the information furnished by the faculty member and the Dean, Academic would ratify the same. The maximum score of self appraisal is 350. The self appraisal parameters are divided into three categories:

1. MANDATORY PARAMETERS (Maximum Score of 100)
2. ESSENTIAL PARAMETERS (Maximum Score of 100)
3. DESIRABLE PARAMETERS (Maximum Score of 150)

While the Mandatory Parameters represent the bare minimum compliance expected from a faculty member serving an educational institution, the essential parameters are necessary for a successful discharge of professional obligations. The Desirable parameters indicate attainment of excellence. The attainment level of each of the above categories would differ from cadre to cadre.


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MANDATORY PARAMETERS

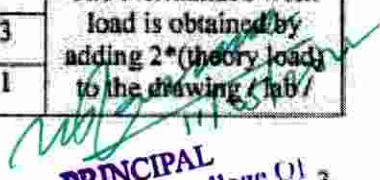
The eight mandatory parameters which apply to all the faculty members (Professors, Associate Professors, and Assistant Professors) are listed in the tabular form below along with the maximum score for each of the parameter. These parameters concentrate mostly on the academic activities of the faculty and to some extent on the administrative responsibilities. The maximum score under this is 100.

S. No.	Parameter	Maximum Score
MANDATORY PARAMETERS		
1	Teaching workload	15
2	Teaching workload in excess of AICTE/UGC norms	5
3	Percentage of scheduled classes taken	15
4	Teaching learning process	20
5	Discharge of examination duties	10
6	University Results	10
7	Student Feed Back	10
8	Administrative responsibilities	15
	TOTAL	100

The methodology for award of the score for each of the parameters is described herewith.

1.0 TEACHING WORKLOAD (Maximum Score 15)

S. No.	Normalized Number of Hours per week for Assistant and Associate Professors ⁽¹⁾	Normalized Number of Hours per week for Professors ⁽²⁾	Score	Remarks
1	≥ 20	≥ 14	15	The Normalized work load is obtained by adding 2*(theory load) to the drawing / lab /
2	18	12	13	
3	16	-	11	


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4	14	10	9	seminar / project load
5	12	-	7	
6	10	8	5	
7	8	-	3	
8	6	8	1	
9	<6	<6	0	

- (1) Associate Professors and Assistant Professors undertaking sponsored research project of Rs. 5 lakh and above will be treated at par with Professors for assignment of work load
- (2) Professors not undertaking sponsored research or consultancy will be treated at par with Associate Professors for assignment of work load
- (3) Whenever a second faculty member is assigned in laboratory/drawing/tutorial classes, both of them are equally responsible. Hence the second faculty member should include such courses in their self appraisal report.

2.0 TEACHING WORKLOAD IN EXCESS OF AICTE/UGC NORMS
(Maximum Score 5)

The norms of excess workload are same for Professors, Associate Professors and Assistant Professors. For Assistant and Associate Professors the 'base' workload will be 20 hours and for Professors it will be 14 hours of normalized workload.

S. No.	Normalized Number of Excess hours per week	Score	Remarks
1	> 6	5	The Normalized work load is obtained by adding 2*(theory load) to the drawing / lab / seminar / project load
2	5	4	
3	4	3	
4	3	2	
5	2	1	

3.0 PERCENTAGE OF SCHEDULED CLASSES TAKEN (Maximum Score 15)

A maximum score of 15 is allotted to this parameter which is a measure of the number of classes taken versus the number of classes planned / available during the semester.


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The maximum number of available classes are computed for different courses and tabulated in the annexed table to the score chart given below:

S. No.	% of Scheduled classes taken	Score	Remarks
1	= > 100% of scheduled classes	15	Data pertaining to scheduled classes and the number of classes taken will be extracted from the teaching schedule and the attendance register. Details about the '100%' scheduled classes is presented in the table below.
2	97-99	13	
3	94-96	11	
4	91-93	9	
5	88-90	7	
6	85-87	5	
7	82-84	3	
8	79-81	2	
9	76-78	1	
10	≤ 75% of scheduled classes	0	

Tables showing the Maximum Number of Classes for different course categories

Course Details	Allotted hours per week as per syllabus	Maximum number of hours in a year / semester	Remarks
B.E. ¼ Theory	3 hours per week	36	The maximum number of classes has been calculated based on 12 weeks of instructions excluding holidays and internal tests.
B.E. ¼ Laboratory	2 hours per week	24	- do -
B.E. ¼ Engineering Graphics	4 hours per week	48	- do -
M.E. ¼ Theory, laboratory and seminar classes	3 hours per week	36	The maximum number of classes has been calculated based on 12 weeks

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			weeks of instructions excluding holidays and Internal tests.
B.E. 2/4, 3/4, 4/4	4 hours per week	48	- do -
B.E. 2/4, 3/4 and 4/4 theory classes	3 hours per week	36	- do -
B.E. 2/4, 3/4 and 4/4 laboratory, drawing and seminar classes	3 hours per week	36	- do -
B.E. 2/4, 3/4 and 4/4 laboratory, drawing and seminar classes	6 hours per week	72	- do -

NOTE 1: For tutorial classes, the maximum number of classes shall be calculated by taking 12 weeks of instructions per semester.
 Maximum tutorial classes for sessions scheduled every week / alternate week / once in three weeks = 12 / 6 / 3
 In case a laboratory class is scheduled on Saturday, a 2 classes concession may be claimed in the maximum number of hours.

NOTE 2: Shortage of classes in one course cannot be compensated by excess classes of another course.

4.0 TEACHING LEARNING PROCESS (Maximum Score 20)

The points for Teaching-Learning Process are scored based on the presentation of the course file.

S. No.	Parameter	Maximum Score	REMARKS
1	Availability of Lecture notes for all the units	5	Photocopies of text books and student's notes are not valid lecture notes. They should not be disorganized and contained in one or more note books. Program Coordinator should certify the completeness of the lecture notes.
2	Assignment and solution	4	Assignment should be according to Outcome Based Education norms.

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3	Internal Assessment question papers and solution	4	Question papers of two internal assessment tests with solutions to be filed for scoring full points.
4	Attendance Register	4	To be awarded based upon the inspection of the attendance register. The lectures should be evenly spread throughout the semester in accordance with the teaching schedule.
5	Quality of evaluation of assignments and Internal Examination papers	3	To be awarded based upon inspection of sample assignments and Internal Examination answer scripts of all the courses offered in two semesters.
6	Tutorials and Solution / Quizzes and Solution	5	

5.0 DISCHARGE OF EXAMINATION DUTIES (Maximum Score 10)

S. No.	Nature of Examination Duty	Score	Remarks
1	Question paper setting for OU or any other University	5	Question paper to be set for a minimum of one subject per semester for securing 5 points. Documentary proof to be submitted.
2	Evaluation of University answer scripts as per allotted duties	5	Evaluation to be done for minimum 2 days per semester to avail 5 points. Documentary proof of evaluation to be submitted.
3	OU examination Invigilation duties	5	Invigilation to be done for minimum of 8 sessions by Assistant and Associate Professors and 5 sessions by Professors to avail 5 points. Proof will be procured from Examination Cell.

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4	Conduct of OU Main Practical Examinations	5	Should be internal or external examiner for at least 60 students in any one semester for B.E. course and for at least 18 students in any one semester for M.E./ M.Tech. course to avail 5 points.
5	Conduct of OU Supplementary Practical Examinations	3	Should be internal or external examiner in at least one semester for B.E. or M. E. / M. Tech. Courses.
6	Invigilation duties for internal examinations	5	Invigilation to be done for at least 8 sessions per semester by Assistant and Associate Professors and 4 sessions per semester by Professors to avail 5 points. Proof of discharge of invigilation duties to be submitted by the HOD in the form of consolidated statement.

6.0 UNIVERSITY RESULTS (Maximum Score 10)

The score for University Results is proposed based on either of the two criteria; the first criterion is a comparative one and the score is based on comparison of the results with average OU results of all affiliated colleges. In the event of non-availability of average OU results, the second criterion which is an absolute one is to be used. When both the criteria are available the faculty member has the option to use better of the two criteria. These two criteria are presented below:

1. Criterion I – Comparative Assessment

In this criterion the score is awarded by comparing the pass percentage of OU result of the course offered by the faculty to the average pass percentage of all the affiliated colleges under OU in the respective course.


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S. No.	Percentage by which the MJCET OU result is greater than the average OU result of all affiliated colleges in the subject	Score
1	≥ 5	10
2	4	9
3	3	8
4	2	7
5	1	6
6	0	5
7	-2	4
8	-4	3
9	-6	2
10	-8	1
11	-10	0

ii. Criterion II – Absolute Assessment

In subjects for which average OU result is not available the following criterion will be adopted for awarding score for University results.

S. No.	GROUP 'A' COURSES		GROUP 'B' COURSES	
	Percentage	Score	Percentage	Score
1	>75	10	>90	10
2	75-71	9	90-85	9
3	70-66	8	84-81	8
4	65-61	7	80-75	7
5	60-56	6	74-71	6
6	55-51	5	70-65	5
7	50-46	4	64-61	4
8	45-41	3	60-55	3

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9	40-36	2	54-51	2
10	35-30	1	50-45	1
11	<30	0	<45	0

NOTE: The courses will be classified into GROUP 'A' AND GROUP 'B' Courses by the Heads of the Departments based on the level of difficulty of the courses. The faculty member should have information about the grouping prior to allocation of work load. Hence the HODs should submit the classification at the beginning of the year.

7.0 STUDENT FEEDBACK (Maximum Score 10)

The student feedback consists of the following grades and the proposed points allotted for each grade:

- i. Excellent - 5 points
- ii. Very good - 4 points
- iii. Good - 3 points
- iv. Satisfactory - 2 points
- v. Unsatisfactory - 1 point

The weighted average score (WAS) is computed as follows:

$$\text{WAS} = (\% \text{ of excellent grades} * 5 + \% \text{ of very good grades} * 4 + \% \text{ of good grades} * 3 + \% \text{ of satisfactory grades} * 2 + \% \text{ of unsatisfactory grades} * 1) / 25$$

The range of WAS is from 4 to 20. The median score of 12 ($4 + (20 - 4) / 2$) is considered to be the 'WAS Threshold'. The 'Unsatisfactory Grade Threshold' is taken as 10%.

The WAS and percentage unsatisfactory grades are combined into 'Composite Grade (CG)' using the formula:

$$\text{Composite index (CG)} = \text{WAS}/20 + 1 - \% \text{ US Grades} / 100$$


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Explanation is sought from the faculty who secure a Composite Grade of less than 1.5.
The score of 10 based upon the CG is as follows:

S. No.	Composite Grade	Score	Remarks
1	0.2-0.49	0	Faculty with composite grades between 0.2 and 1.49 will be required to attend pedagogic workshops. Repeated composite grades between 0.2 to 1.1 ^(b) for four consecutive semesters or two consecutive years can be cause for initiation of appropriate action by the management.
2	0.5-0.99	2	
3	1.0-1.24	4	
4	1.25-1.49	6	
5	1.50 to 1.74	8	
6	1.75 to 2.00	10	

8.0 ADMINISTRATIVE RESPONSIBILITIES (Maximum Score 15)

S. No.	Administrative Responsibility	Score
1	Laboratory Incharge of one laboratory	5
2	Incharge for Internal Examinations of 120 students for B.E. and 48 students for M.E.	5
3	Incharge for Projects for 60 students	5
4	Incharge for Seminars for 60 students	5
5	Incharge for Technical Visits	5
6	Incharge for Guest Lectures	5
7	Incharge for Sessional Marks of 120 students for B.E. and 48 students for M.E.	5
8	Incharge for Attendance of 120 students for B.E. and 48 students for M.E.	5
9	Incharge of Time Tables (2 faculty members for B.E. and 1 for M.E.)	5
10	Incharge of Result Analysis (2 faculty members for B.E.)	5
11	Incharge of Feedback committee	15
12	Member of feedback evaluation committee	5

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13	Member of class work monitoring committee	5
14	Incharge of University Examinations	15
15	Associate Head	15
16	Incharge of EDP Center	15
17	Incharge of SEDP centre	15
18	M.E. Coordinator	15
19	Incharge of Departmental Library	5
20	Assistance in AICTE and OU related works (Maximum of two faculty members from each Engineering Department and maximum of two from Basic Sciences and Humanities including Mathematics, Physics, Chemistry English and Engineering Mechanics/Graphics)	5
21	Member of feedback collection team (One faculty for every 60 students of B.E. and 24 students of M.E.)	5
22	Class Incharge (One for every 60 students of B.E.)	5
23	Member of Hall ticket distribution / Memo distribution committee (One for every 120 students)	5
24	Incharge of OU Practical Examinations	10
25	Fee Collection Coordinator	5
26	Programme Coordinator	15
27	Incharge of Central online attendance monitoring system	10
28	Incharge of C/C++ course	10
29	Mini Project supervisor	5
30	NBA Cell Member	5
31	PAC member	5
32	Counselling incharge of the Department - Maximum One faculty member for each year	5

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ESSENTIAL PARAMETERS

The seven Essential parameters which apply to all the faculty members (Professors, Associate Professors, and Assistant Professors) are listed in the tabular form below along with the maximum score for each of the parameter. These parameters concentrate mostly on the academic extension activities and co-curricular and extracurricular activities of the faculty. The maximum score under this is 100.

S. No.	Parameter	Maximum Score
ESSENTIAL PARAMETERS		
9	Contribution towards teaching learning process	15
10	Co curricular and Extra Curricular Activities	15
11	Research Publications in Journals and Books	40
12	Publications in Seminars, Conferences and Workshops	10
13	Participation in Conference / Seminar / Workshop / Refresher Course / Orientation Programme	10
14	Participation in Professional activities	5
15	Regularity	5
	TOTAL	100

9.0 CONTRIBUTION TOWARDS TEACHING LEARNING PROCESS (Maximum Score 15)

The maximum score under this is 15. Hence a faculty member is required to demonstrate implementation of a combination of the activities listed below in order to obtain the maximum score.

S. No.	Activity	Score
1	Provision of additional resources to students	5
2	Development of case studies for a course	5


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3	Adoption of Information and Communications Technology enabled pedagogy	5
4	Conducting quizzes	5
5	Assignments demonstrating 'out-of-the-box' thinking	5
6	Peer review of course material	5
7	Use of Innovative Teaching Aids	5
8	Use of participatory teaching-learning methodologies	5
9	Development of course modules with innovative use of LCD and OHP slides	5
10	Use of group discussions in Teaching Learning Process	5
11	Development of Problem based learning modules	5
12	Curriculum development for OU board of studies	5
13	Use of on-line journals in the teaching learning process	5
14	Use of mini project in the teaching learning process	5
15	Use of software application in teaching learning process	5

10.0 CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES

(Maximum Score 15)

The maximum score under this is 15. Hence a faculty member is required to demonstrate implementation of a combination of the activities listed below in order to obtain the maximum score.

S. No.	Co and Extra Curricular Activity	Score
1	Accompanying students for technical tour	5

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2	Faculty incharge of Student Technical Chapter including Orators Club and similar local clubs	5
3	Faculty Incharge of Student Technical event	5
4	Faculty Incharge of Newsletter	5
5	Coordinator for Placement training	5
6	Faculty Incharge for Sporting events	5
7	Field visits/studies for B.E. Projects	5
8	Assistance in Institutional Functions(One faculty member from each Department Maximum)	5
9	Member of Placement Committee	5
10	Contributions towards image building of the institution	5
11	Community Development activities	5
12	Environmental awareness activities	5
13	Counsellor for a group of 20 students	5
14	Articles in media, popular lectures etc.	5
15	Participation in inter departmental and inter-college tournaments	5
16	Representative in Alumni Activities organized by College	5
17	Incharge of Network administration	10
18	Incharge of Computer Center	10
19	Incharge of website maintenance	10
20	Member of Website maintenance committee	5
21	Incharge of computerization of administrative works	10
22	Member of computerization committee	5
23	Campus Development activities like infrastructure planning and development, laboratory establishment	5
24	Member of Student Information System Committer	5
25	Selection Committee Panel member (External)	5
26	College R & D Committee member	5
27	Monitoring Committee member	5
28	Anti-ragging committee member	5
29	Liaison officer for Minority Scholarships	5

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30	Welfare officer for Foreign Students	5
31	College Brochure Committee Member	5
32	Offering C/C++ classes under placement training	10
33	Coordinator for ROBOCON / SAE BAJA / Similar Contests	10
34	Incharge for Akash Tablets	5
35	Design, Development and maintenance of assessment matrix	10

11.0 RESEARCH PUBLICATIONS IN JOURNALS AND BOOKS

(Maximum Score 40)

The maximum score under this is 40. Hence a faculty member can score the maximum points either through a single activity or a combination of activities listed below

S. No.	Paper in refereed Journals	Maximum Score per publication	Papers in non-refereed Journals without impact factor	Maximum Score per publication
1	Base Score = 5	40	Without ISBN/ISSN Nos.	5
2	Add-on score for Refereed Journal = 10			
3	Supplementary Add-on score for Indexing = 5			
4	Supplementary Add-on score for Impact Factor = Max 20		Add-on for ISBN/ISSN Number	5
5	Supplementary Add-on Score for Established Journal = Max 15			
Score for either Sl. No. 4 or 5 can be claimed				
6	Books published by International publishers	40 (10 per chapter)	Books published by National publishers	25 (5 per chapter)
7	Books published by local publishers	15 (3 per chapter)	New Edition of a book	1/3 of the new publication

Guidelines for computing Score for Papers published in Journals

For the purpose of computing scores, the journals are divided into two categories:

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- i. Refereed journals
- ii. Non-refereed journals

The Non-refereed journals are further classified into two categories

- i. Journals having ISBN/ISSN number
- ii. Journals without ISBN/ISSN number

The scoring rules are presented below followed by example calculations.

- i. Base score for publication of paper in any journal = 5
- ii. Add-on Score
 - a. For non-refereed journals with ISBN number = 5
 - b. For Refereed Journals = 10

iii. Supplementary Add-on Score (Only for Refereed Journals)

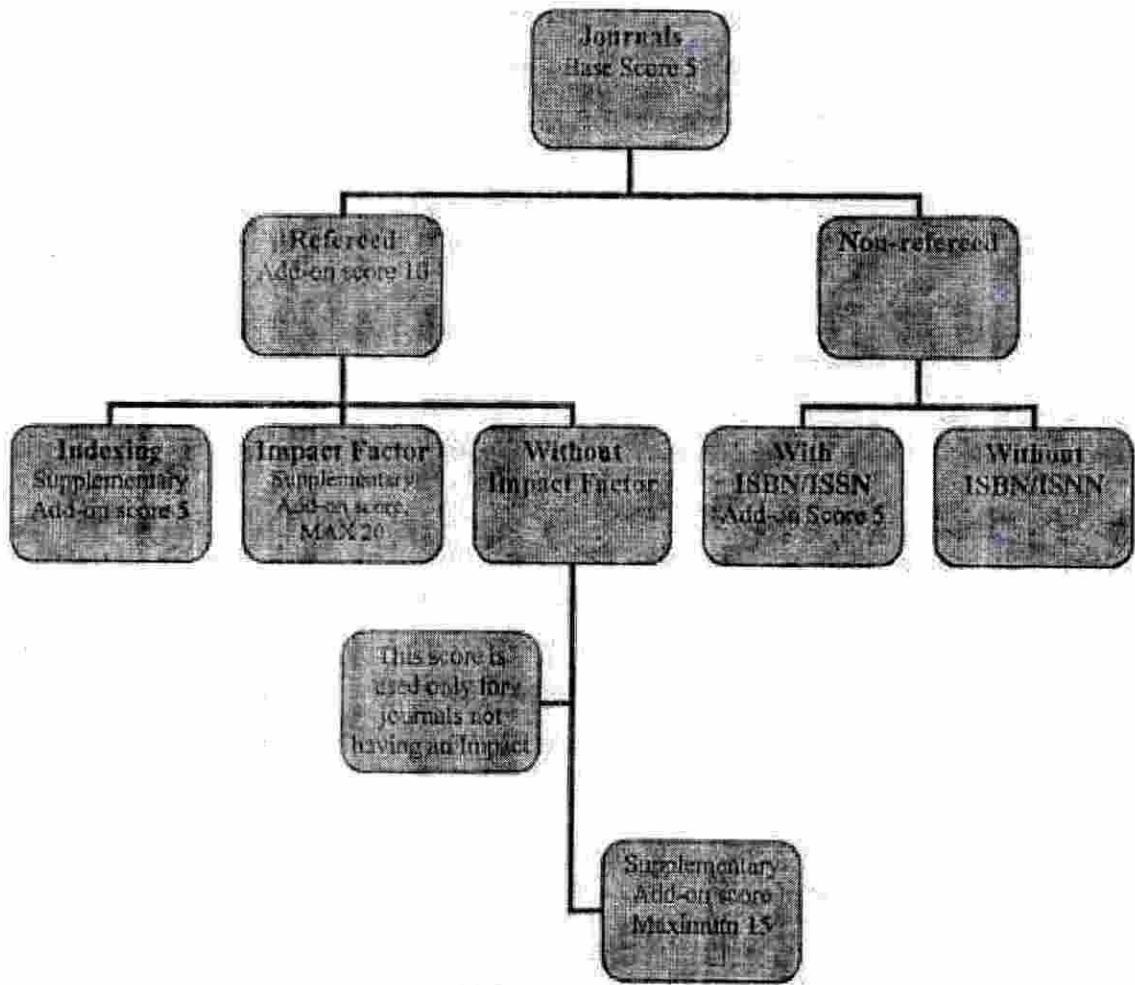
- a. Indexing (SCI / ISI / Scopus / DBLP/ EI-Compendex) = 5
- b. For Journals with Impact Factor as per Thomson and Reuter
 - Impact factor less than 1 = 5 points
 - Impact factor more than 1 and less than 2 = 10 points
 - Impact factor more than 2 and less than 5 = 15 points
 - Impact factor more than 5 = 20 points

OR

- e. For Established Journals without Impact Factor as per Thomson and Reuter
 - Journals with publication history of over 15 Years = 15 points
 - Journals with publication history of 10-15 Years = 10 points
 - Journals with publication history of 5-10 years = 5 points


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NOTE: Under supplementary Add-on Score for Refereed Journals, the faculty member has the choice to claim point either under (b) i.e. Impact Factor or under (c) i.e. based on the publication history of the journal, depending upon which ever is advantageous to him / her.



Sample Calculations:

1. Paper published in a Non-refereed Journal without ISBN/ISSN Number
Base score = 5
2. Paper published in a Non-refereed Journal with ISBN/ISSN number
Base score + ISBN/ISSN No. = 5 + 5 = 10

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3. Paper published in a refereed Journal (No indexing, No Impact Factor and new journal)
Base Score + Add-on Score = $5 + 10 = 15$
4. Paper published in a refereed Journal with indexing (No Impact Factor and new journal)
Base Score + Add-on Score + Supplementary Add-on score for indexing
= $5 + 10 + 5 = 20$
5. Paper published in a refereed journal with indexing and impact factor of 3
Base Score + Add-on Score + Supplementary Add-on score for indexing +
Supplementary Add-on score for Impact Factor = $5 + 10 + 5 + 15 = 35$
6. Paper published in a 12 year old refereed journal without indexing and impact factor
Base Score + Add-on Score + Supplementary Add-on score for publication history = $5 + 10 + 10 = 25$

RULES FOR DIVISION OF SCORES FOR JOINT PUBLICATIONS

The rules are framed separately for publications based on Ph. D. / M. Tech. / M. Phil Work and for those not based on it.

Research Papers Published out of Ph. D. / M. Tech. / M. Phil. Work

First Author (Candidate)	-	60%
Second Author (Supervisor)	-	40%
First Author (Candidate)	-	50%
Second Author (Supervisor)	-	30%
Others*	-	20%
*The 20% score will be shared equally by all other co-authors		
First Author (Supervisor)	-	50%
Second Author (Candidate)	-	50%
First Author (Supervisor)	-	40%
Second Author (Candidate)	-	40%
Others*	-	20%


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*The 20% score will be shared equally by all other co-authors

Research Papers (Other than Ph. D. / M. Tech. / M. Phil. Work)

First Author - 60%
Others* - 40%

*The 40% score will be shared equally by all other co-authors

12.0 PUBLICATIONS IN SEMINARS, CONFERENCES AND WORKSHOPS

(Maximum score 10)

S. No.	No of Papers in International Conference / Seminar / Workshop	Score	No of Papers in National Conference / Seminar / Workshop	Score	No of papers in local conferences / seminars / workshops	Score
1	1	10	2	10	4	10
2	-	-	1	5	2	5
3	-	-	-	-	1	3

13.0 PARTICIPATION IN CONFERENCE / SEMINAR / WORKSHOP / REFRESHER COURSE / ORIENTATION PROGRAMME

(Maximum score 10)

S. No.	International Conference / Seminar / Workshop	Score	National Conference / Seminar / Workshop	Score	Refresher Course / Orientation Programme	Score
1	1 of duration 3 or more days	5	1 of duration 5 or more days	5 (3)	Refresher Course (AICTE approved) of two weeks and above	10 (5)
2	1 of duration 2 day	4	1 of duration 3 to 4 days	4 (2)	Orientation Programme of one week and above	10 (5)
3	1 of duration 1 day	3	1 of duration 2 days	3 (2)	Orientation Programme of less than one week	5 (3)
4	-	-	1 of duration 1 day	2 (1)	-	-

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Note: The figures in the parenthesis pertain to attending / participation in conferences / seminars / workshops organized in MJCET or any of the SUES institutions.

14.0 PARTICIPATION IN PROFESSIONAL ACTIVITIES (Maximum Score 5)

The maximum score under this is 5. The allocation will as per the table below:

S. No.	Mode of Participation	Score
1	Membership in Professional bodies	5
2	Membership in Professional committees at State level and above	5
3	Membership of boards of studies, editorial committees of Journals / institutional publications	5
4	Participation in training courses in education technology, curriculum development, institutional governance, professional development	5
5	Selection Committee member of any board	5
6	Review of Journal paper	5

15.0 REGULARITY (Maximum Score 5)

The maximum score under this is 5. The allocation will as per the table below:

S. No.	Attendance as percentage of total working days in the year	Score
1	< 80	0
2	80-83	1
3	84-87	2
4	88-91	3
5	92-95	4
6	>95	5


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DESIRABLE PARAMETERS

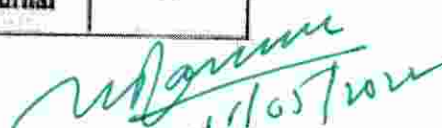
The seven Desirable parameters which apply to all the faculty members are listed in the tabular form below along with the maximum score for each of the parameter. These parameters concentrate mostly on the additional academic and professional activities of the faculty. The maximum score under this is 150.

S. No.	Parameter	Maximum Score
DESIRABLE PARAMETERS		
16	Sponsored Research Work	25
17	Consultancy Work	20
18	Conduct of Seminars and Workshops	25
19	Research Guidance at M.E. / M. Phil. / Ph. D. level	25
20	Additional Examination Work	5
21	Development and imparting of out of curriculum courses	10
22	Awards and Recognitions	40
	TOTAL	150

16. SPONSORED RESEARCH WORK (Maximum Score 25)

Sponsored Research work can be funded by external agencies or by the internal R & D Cell. In case of internally funded R & D projects score can be claimed only when the results of the R & D work are published either in a Journal or Conference. The supervisor of student projects funded by the R & D cell is also eligible to claim score of 5 per project up to a maximum of 25.

S. No.	Externally sponsored Research Project	Score	Internally Sponsored Research Project	Score
1	Major Projects with funding above Rs. 5 Lakhs	25	If research work is published in Journal	15


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2	Funding between Rs. 1 to 5 lakhs	15	If research work is presented in conference	10
3	Funding below Rs. 1 lakhs	10	Student R & D projects	5
4	Coordinator for MODROB project	15	-	-

17. CONSULTANCY WORK (Maximum Score 20)

S. No.	Consultancy Projects	Maximum Score	Testing Services	Maximum Score
1	Amount mobilized above Rs. 5 lakh	20	Amount mobilized above Rs. 1 lakh	10
2	Amount mobilized below Rs. 5 lakh	10	Amount mobilized below Rs. 1 lakh	5

18.0 CONDUCT OF SEMINARS AND WORKSHOPS (Maximum Score 25)

S. No.	Activity	Maximum Score
1	Coordinator for an International Conference / Seminar of 3 days and above duration	25
2	Co-Coordinator for an International Conference / Seminar of 3 days and above duration	15
3	Coordinator for a National Conference / Seminar for 3 days and above duration	15
4	Co-coordinator for a National Conference / Seminar for 3 days and above duration	10
5	Coordinator for any other conference / Seminar	5
6	Resource Person delivering lectures in International Conference / Seminar	10

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7	Resource person delivering lectures in National Conference / Seminar	5
8	Resource person for internal faculty development workshops of two days and above	10
9	Invitation for chairing of Session in International Conference	10
10	Invitation for chairing of Session in National Conference	5
11	Coordinator for IIT Bombay and similar collaborative workshops	15
12	Remote Center Coordinator for IIT Bombay Workshops	10
13	Assistant to Remote Center Coordinator for IIT Bombay Workshop	5
14	Organization of commemorative events like Engineer's Day, Science Day, Flag Day, World Environment Day etc.	10
15	Organizing committee member for National Conference / Seminar / Workshop of 3 days or more	5

19. RESEARCH GUIDANCE AT M.E./M.TECH./M. PHIL. AND PH. D. LEVEL PARAMETER (Maximum Score 25)

The score for supervision of Ph. D. Research work is given in the table below. The score for supervision of full time and part-time Ph. D. Scholars of MJCET would be 1.5 times the scores given in the table.

S. No.	Supervisor for Ph. D. Thesis	Score	Supervisor for M.E./M. PHIL. Thesis	Score
1	Degree awarded	10	Degree awarded	Maximum of 25 points to
2	Thesis submitted	7		

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3	Work under progress – Full time Ph. D. (Score to be claimed for a maximum of 3 years)	Maximum of 25 points to be claimed at the rate of 5 points for each candidate	10	be claimed as per the following criteria: 10 points for one candidate, 18 points for two candidates and 25 points for 3 candidates
4	Work under progress – part time Ph. D. (Score to be claimed for a maximum of 5 years)	Maximum of 15 points to be claimed at the rate of 3 points for each candidate		
5	Departmental Research Committee Member of any University		10	

20.0 ADDITIONAL EXAMINATION WORK (Maximum Score 5)

S. No.	Parameter	Score
1	Appointment as Chief Examiner of OU theory examinations	5
2	Discharge of duties in competitive examinations like GATE, EAMCET etc.	2
3	Flying squad member, observer of examinations etc.	5
4	Chief Superintendent of OU Examinations	5
5	Chief Superintendent of other Examinations	3
6	Evaluation of M.E. / M. Tech. Thesis (2 per thesis with a maximum of 5)	5
7	Evaluation of Ph. D. Thesis	5

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21.0 DEVELOPMENT AND IMPARTING OF OUT OF CURRICULUM COURSES (Maximum Score 10)

S. No.	Parameter	Maximum Score
1	Bridge course or remedial course of 6 and above hours duration	10
2	Bridge course or remedial course between 3 to 6 hours duration	5
3	Soft skill, communication skill and personality development courses of 3 hours duration	5
4	Establishing and running centers for R & D, Consultancy, Personality development, soft skills development etc	10

22.0 AWARDS AND RECOGNITIONS (Maximum Score 40)

The award should be received during the year of review for the purpose of claiming the points.

S. No.	Parameter	Maximum Score
1	Award by recognized International professional bodies	40
2	Award by recognized National professional bodies	25
3	Other awards at State or University level	15
4	Honors and Recognition by Professional bodies, Government Organizations and NGOs	10
5	Post Doctoral Degree	40
6	Patent (International or Indian Registration)	40
7	Qualifying in NET or similar National Level Eligibility Test	20

Arshad Khan
Dean Academics 1/2/17

Pamela
Advisor cum Director 1/2

Principals
PRINCIPAL 20/1/17
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(7)
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COLLEGE OF ENGINEERING & TECHNOLOGY
 (SULTAN-UL-ULOOM EDUCATION SOCIETY)

ANNUAL FACULTY PERFORMANCE APPRAISAL

CALENDAR YEAR 2016

SUMMARY SHEET

1. Name of the Faculty : *HAKEEMUDDIN AHMED*
2. Designation : *Associate Professor*
3. Department : *Mech. Engg.*

S.No.	Parameter	Maximum Score	Score obtained	Signature of Faculty Member	Signature of HOD	Signature of HOI
1	Self Appraisal	Mandatory Parameters	100	92	<i>[Signature]</i>	
		Essential Parameters	100	94		
		Desirable Parameters	150	20		
2	Evaluation of HOD	10	10		<i>[Signature]</i>	
3	Evaluation by HOI	5	5			<i>[Signature]</i>
	TOTAL	365	221	<i>[Signature]</i> Signature, Dean Academics		

60.57%

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MUFFAKHAM JAH COLLEGE OF ENGINEERING AND TECHNOLOGY

ANNUAL FACULTY PERFORMANCE APPRAISAL PROFORMA
 Calendar Year 2016

(Comprising of II Semester of Academic Year 2015-16 and I Semester of Academic Year 2016-17)

10
 21/4/21

Name of Faculty Member: HAKEEMUDDIN AHMED

Highest Qualification: M.E (Automation & Robotics)

Department: Mech. Engg.

Designation: Assoc. Professor

Note: Faculty Members are required to submit the below self-appraisal based on transparent and well defined guidelines given in "Annual Faculty Performance Appraisal System for the Calendar Year 2015". The maximum score of self-appraisal is 350. Self-appraisal parameters are divided into three categories:

1. Mandatory Parameters (Maximum Score of 100)
2. Essential Parameters (Maximum Score of 100)
3. Desirable Parameters (Maximum Score of 150)

I. MANDATORY PARAMETERS

S. No.	Parameter							Maximum Score	Obtained Score		
1	Teaching Workload (Theory Load *2 + (Pr +Dwg+Proj+Sem)*1)							15	15		
	Year / Semester	Year	Section	Subject	Theory Load	Lab/Proj Load	Normalized Workload				
	2015-16	B.E 3/4	Mech A	CST	4.5		9				
	II Sem	ME	CAD/CAM	Autond	4		8				
		ME	CAD/CAM			3	3				
		BE 4/4				6	6				
	Total Normalized Workload for I Semester (A1)									26	
	2016-17	B.E 4/4	Mech B	FEA	4.5		9				
	I Sem	ME	CAD/CAM	Robotics	4		8				
		B.E 4/4	Mech B	Engg.		3	3				
		ME	CAD/CAM			7	7				
	Total Normalized Workload for II Semester (A2)									27	
	Average Normalized Workload [(A1+A2)/2]									26.5	
	Note 1: Attach the work load statement signed by Head of the Department Note 2: Refer I.0 in Annual Faculty Performance Appraisal Guidelines										

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S. No.	Parameter	Maximum Score	Obtain- Score																																																
2	<p>Teaching workload in excess of AICTE/UGC Norms</p> <table border="1"> <thead> <tr> <th>Year/ Semester</th> <th>Workload From S. No. 1</th> <th>Excess Workload (Normalized Workload - Base Workload)</th> </tr> </thead> <tbody> <tr> <td></td> <td>(A1) =</td> <td>-</td> </tr> <tr> <td></td> <td>(A2) =</td> <td>-</td> </tr> <tr> <td colspan="2">Total Workload in Excess (Simple Average of Sem I and Sem II)</td> <td>-</td> </tr> </tbody> </table> <p>Note 1: Base Workload will be 24 hours of Normalized Workload (S. No. 1) for Assistant and Associate Professors and 16 for Professors Note 2: Refer 2.0 in Annual Faculty Performance Appraisal Guidelines</p>	Year/ Semester	Workload From S. No. 1	Excess Workload (Normalized Workload - Base Workload)		(A1) =	-		(A2) =	-	Total Workload in Excess (Simple Average of Sem I and Sem II)		-																																						
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3	<p>Percentage of Scheduled Classes Taken</p> <table border="1"> <thead> <tr> <th>Year/ Semester</th> <th>Subjects</th> <th>Maximum No. of classes as per Table 3.1</th> <th>Actual # of classes Taken</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>2015-16 I Sem</td> <td>CST</td> <td>48+6=54</td> <td>60</td> <td>15</td> </tr> <tr> <td></td> <td>Automation</td> <td>48</td> <td>50</td> <td>15</td> </tr> <tr> <td colspan="4"></td> <td>(30)</td> </tr> <tr> <td>2016-17 I Sem</td> <td>FEA</td> <td>48+6=54</td> <td>52</td> <td>11</td> </tr> <tr> <td></td> <td>Robotic Pugg.</td> <td>48</td> <td>50</td> <td>15</td> </tr> <tr> <td colspan="4"></td> <td>(26)</td> </tr> <tr> <td colspan="4">Average Score</td> <td></td> </tr> </tbody> </table> <p>Note 1: Attach the duly completed Lecture Schedule and Attendance Register Note 2: Refer 3.0 in Annual Faculty Performance Appraisal Guidelines</p>	Year/ Semester	Subjects	Maximum No. of classes as per Table 3.1	Actual # of classes Taken	Score	2015-16 I Sem	CST	48+6=54	60	15		Automation	48	50	15					(30)	2016-17 I Sem	FEA	48+6=54	52	11		Robotic Pugg.	48	50	15					(26)	Average Score					15	14								
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S. No.	Parameter	Maximum Score	Obtained Score																																
5	Discharge of Examination Duties																																		
	<table border="1"> <thead> <tr> <th>S. No.</th> <th>Name of Examination Duty</th> <th>Scores Obtained</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Evaluation of answer scripts for CST</td> <td>5</td> </tr> <tr> <td>2</td> <td>Conducted Metrology & M/c tools lab</td> <td>5</td> </tr> <tr> <td>3</td> <td>exam use, OIT</td> <td></td> </tr> <tr> <td>4</td> <td>Engg. Workshop - I Lab. & Exam.</td> <td>5</td> </tr> <tr> <td>5</td> <td>M/S REC</td> <td></td> </tr> </tbody> </table>	S. No.	Name of Examination Duty	Scores Obtained	1	Evaluation of answer scripts for CST	5	2	Conducted Metrology & M/c tools lab	5	3	exam use, OIT		4	Engg. Workshop - I Lab. & Exam.	5	5	M/S REC			10														
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S. No.	Parameter	Maximum Score	Obtained Score	
7	Student Feedback		10 / 10	
	Year / semester	Subject		Composite Grade CG ²
	2016-17	FEA		1.65 ✓
	I Sem	Robotic Engg.		1.9 ✓
	2015-16	CST		1.9 ✓
	II Sem	Automation		
Simple Average of CG ²				
Note 1: Refer 7.0 in Annual Faculty Performance Appraisal Guidelines				
8	Administrative Responsibilities		15 / 15	
	S. No.	Administrative Responsibility		Obtained Score
	1	Member of Books purchase center		5 ✓
	2	NBA Core committee member		5 ✓
	3	Incharge for Guest lectures		5 ✓
	4			
	5			
6				
Note: Refer 8.0 in Annual Faculty Performance Appraisal Guidelines				
TOTAL OF MANDATORY PARAMETERS		100	92	


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2. ESSENTIAL PARAMETERS

The Seven Essential Parameters apply to all the faculty members (Professors, Associate Professors, and Assistant Professors). These parameters concentrate mostly on academic extensions activities and co-curricular and extracurricular activities of the faculty. The maximum Score under this category is 100.

S. No.	Parameter	Maximum Score	Obtained Score	
9	Contribution towards Teaching Learning Process		15	
	S. No.	Activity		Score
	1	Use of ppt's for Robotic Engg		5
	2	Applications of MATLAB for		5
	3	CST Subject		5
	4	Conducting quizzes		5
Note: Refer 9.0 in Annual Faculty Performance Appraisal Guidelines for scores related to contribution towards teaching learning process				
10	Co-Curricular and Extracurricular Activities		15	
	S. No.	Activity		Score
	1	Faculty In-charge of Student Technical event		5
	2	Counsellor for 20 students		5
	3	Monitoring Committee member		5
Note: Refer 10.0 in Annual Faculty Performance Appraisal Guidelines for scores related to Co-curricular and Extracurricular activities				

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S. No.	Parameter				Maximum Score	Obtained Score	
11	Research Publications in Journals and Books					40	40
	S. No.	Paper in Refereed Journal	Paper in Non-Refereed Journal	Books Published by Int/Nat/Loc Publishers	Score		
	1	Int. Journal of Eng. Research →					
	2	J. of Applications	IF = 5.6	A 21 (60% of 35)			
	3			(5 + 10 + 5 + 15 = 35)			
	4	IOSR Journal of Mech. Eng.	IF = 3.2	A 21 (60% of 35)			
	6						
	7						
Total Score							
<p>Note 1: Refer 11.0 in Annual Faculty Performance Appraisal Guidelines for Publications in Journals and Books</p> <p>Note 2: Attach the Acceptance Notification and Photocopy of First page of paper</p> <p>Note 3: Attach a separate page towards the end of the proforma showing the calculations for each of the claim in accordance with the "Guidelines for computing Score for Papers published in Journals" on page No. 18 of Annual Faculty Performance Appraisal Guidelines</p>							
12	Publications in Seminars, Conferences, and Workshops					10	10
	S. No.	Paper in International Conf/Seminars /Workshops	Paper in National Conferences/ Seminars/ Workshops	Paper in Local Conferences/ Seminars/ Workshops	Score		
	1	ICMRA	-	-	10		
	2	2016					
	3	①					
	4						
	5						
Total Score							
<p>Note 1: Refer 12.0 in Annual Faculty Performance Appraisal Guidelines for Publications in Conferences and Seminars</p> <p>Note 2: Attach the Photocopy of Certificate of Participation and First Page of Published Paper</p>							


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 Muffakham Jah College Of
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M.J.C.E.T. - Annual Faculty Performance Appraisal Proforma for Calendar Year 2016

S. No.	Parameter	Maximum Score	Obtained Score																									
13	Participation in Conferences / Seminar / Workshop / Refresher Course / Orientation Programme	10	4																									
	<table border="1"> <thead> <tr> <th>S. No.</th> <th>Details of Conference / Seminar / Workshop / Refresher Course / Orientation Programme</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>participated in Intl. Conf. on Techn</td> <td>4</td> </tr> <tr> <td>2</td> <td>Innovation in Mech. Engg. - CBIT</td> <td></td> </tr> <tr> <td>3</td> <td>10th - 11th Feb. 2016</td> <td></td> </tr> <tr> <td>4</td> <td></td> <td></td> </tr> <tr> <td>5</td> <td></td> <td></td> </tr> <tr> <td>6</td> <td></td> <td></td> </tr> <tr> <td colspan="2">Total Score</td> <td></td> <td></td> </tr> </tbody> </table>			S. No.	Details of Conference / Seminar / Workshop / Refresher Course / Orientation Programme	Score	1	participated in Intl. Conf. on Techn	4	2	Innovation in Mech. Engg. - CBIT		3	10 th - 11 th Feb. 2016		4			5			6			Total Score			
	S. No.			Details of Conference / Seminar / Workshop / Refresher Course / Orientation Programme	Score																							
	1			participated in Intl. Conf. on Techn	4																							
	2			Innovation in Mech. Engg. - CBIT																								
	3			10 th - 11 th Feb. 2016																								
	4																											
5																												
6																												
Total Score																												
<p>Note 1: Refer 13.0 in Annual Faculty Performance Appraisal Guidelines for Publications in Journals and Books</p> <p>Note 2: Attach the Photocopy of Certificate of Participation in conference, seminar</p>																												
14	Participation in Professional Activities	5	5																									
	<table border="1"> <thead> <tr> <th>S. No.</th> <th>Mode of Participation</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>M. ISTE, M. I.E</td> <td>5</td> </tr> <tr> <td>2</td> <td></td> <td></td> </tr> <tr> <td colspan="2">Total Score</td> <td></td> <td></td> </tr> </tbody> </table>			S. No.	Mode of Participation	Score	1	M. ISTE, M. I.E	5	2			Total Score															
	S. No.			Mode of Participation	Score																							
1	M. ISTE, M. I.E	5																										
2																												
Total Score																												
<p>Note 1: Refer 14.0 in Annual Faculty Performance Appraisal Guidelines for Participation in Professional Activities</p> <p>Note 2: Attach the necessary documentary proof of the same.</p>																												
15	Regularity	5	5																									
	<table border="1"> <thead> <tr> <th>Attendance as percentage of total working days in the year</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>94.4%</td> <td>5</td> </tr> </tbody> </table>			Attendance as percentage of total working days in the year	Score	94.4%	5																					
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94.4%	5																											
<p>Note: Refer 15.0 in Annual Faculty Performance Appraisal Guidelines for Regularity to the college.</p>																												
TOTAL		100	94																									

296-12.5
296

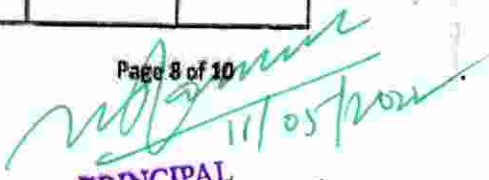
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11/05/2016

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3. DESIRABLE PARAMETERS

Seven Desirable Parameters apply to all faculty members (Professors, Associate Professors, and Assistant Professors). The parameters concentrate mostly on additional academic and professional activities of the faculty. The maximum score under this category is 150

S. No.	Parameter	Maximum Score	Obtained Score			
16	Research Work		25	—		
	Externally Sponsored Research Project	Internally Sponsored Research Project			Student R & D Project	Score
Total Score						
<p><i>Note: Refer 16.0 in Annual Faculty Performance Appraisal Guidelines for details pertaining to research work and scores</i></p>						
17	Consultancy Work		20	—		
	Consultancy Projects	Testing Services			Score	
Total Score						
<p><i>Note: Refer 17.0 in Annual Faculty Performance Appraisal Guidelines for details pertaining to Consultancy work and scores</i></p>						


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S. No.	Parameter	Maximum Score	Obtained Score																												
18	Conduct of Seminars and Workshops <table border="1"> <thead> <tr> <th>S. No.</th> <th>Activity</th> <th>Score</th> </tr> </thead> <tbody> <tr><td>1</td><td></td><td></td></tr> <tr><td>2</td><td></td><td></td></tr> <tr><td>3</td><td></td><td></td></tr> <tr><td>4</td><td></td><td></td></tr> <tr><td>5</td><td></td><td></td></tr> <tr><td>6</td><td></td><td></td></tr> <tr> <td colspan="2">Total Score</td> <td></td> </tr> </tbody> </table>	S. No.	Activity	Score	1			2			3			4			5			6			Total Score			25	-				
	S. No.	Activity	Score																												
	1																														
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	5																														
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Total Score																															
Note: Refer 18.0 in Annual Faculty Performance Appraisal Guidelines for details pertaining to research work and scores																															
19	Research Guidance at M.E./M.Tech./M.Phil. and Ph.D. Level <table border="1"> <thead> <tr> <th>Supervisor for Ph.D. Thesis</th> <th>Score (E1)</th> <th>Supervisor for M.E./M. Tech./M. Phil. Thesis</th> <th>Score (E2)</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>M.E. Thesis</td> <td>10</td> </tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr> <td colspan="2">Total Score (E1 + E2):</td> <td></td> <td></td> </tr> </tbody> </table>	Supervisor for Ph.D. Thesis	Score (E1)	Supervisor for M.E./M. Tech./M. Phil. Thesis	Score (E2)			M.E. Thesis	10																	Total Score (E1 + E2):				25	10
	Supervisor for Ph.D. Thesis	Score (E1)	Supervisor for M.E./M. Tech./M. Phil. Thesis	Score (E2)																											
			M.E. Thesis	10																											
Total Score (E1 + E2):																															
Note: Refer 19.0 in Annual Faculty Performance Appraisal Guidelines for details pertaining to research guidance.																															
20	Additional Examination Work <table border="1"> <thead> <tr> <th>S. No.</th> <th>Activity</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Chief Examiner for Control System</td> <td></td> </tr> <tr> <td>2</td> <td>Theory</td> <td></td> </tr> <tr> <td>3</td> <td></td> <td></td> </tr> <tr> <td colspan="2">Total Score</td> <td></td> </tr> </tbody> </table>	S. No.	Activity	Score	1	Chief Examiner for Control System		2	Theory		3			Total Score			5	5													
	S. No.	Activity	Score																												
	1	Chief Examiner for Control System																													
	2	Theory																													
	3																														
Total Score																															
Note: Refer 20.0 in Annual Faculty Performance Appraisal Guidelines for details pertaining to examination works																															

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S. No.	Parameter	Maximum Score	Obtained Score		
21	Development and Imparting of Out of Curriculum Courses		16	5	
	S. No.	Activity			Score
	1	MATLAB for solving control			5
	2	Systems theory problems (3hrs)			
	3				
Total Score					
Note: Refer 21.0 in Annual Faculty Performance Appraisal Guidelines for details					
22	Awards and Recognitions		40	-	
	S. No.	Parameter			Score
	1				
	2				
	3				
	4				
5					
Total Score					
Note: Refer 22.0 in Annual Faculty Performance Appraisal Guidelines for details pertaining to awards and recognitions.					
TOTAL		150	20		

SUMMARY

S. No.	Parameter	Maximum Score	Score Obtained	Percentage
1	Mandatory Parameters	100	92	92%
2	Essential Parameters	100	94	94%
3	Desirable Parameters	150	20	13%
TOTAL		350	206	58.8%

[Signature]
HOD Signature

58.8%

[Signature]
Faculty Signature
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PRINCIPAL
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Unit No. 3,
HYD.



MUFFAKHAM JAH
COLLEGE OF ENGINEERING & TECHNOLOGY
(SULTAN-UL-ULOOM EDUCATION SOCIETY)

**CONFIDENTIAL REPORT OF NON-TEACHING STAFF TEMPORARY,
APPROVED PROBATIONERS & PERMANENT**


1. Name (in full) :
2. Date of Birth :
3. Report for the year :
4. Post held, where employed
and engaged upon :
5. Pay :
6. Total period including the
Period in the year for which
The staff member has worked
Under the office / HOD reported :

i. Proficiency In Professional Work:

ii. Special work Performed in :

iii. OTHER PARTICULARS ABOUT THE STAFF MEMBER

1. Personality and Manner :
2. Health – Physical Capacity &
mean of getting about :


11/05/2022
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Muffakham Jah College Of
Engineering & Technology
H.E.S., R

- 5. Tact & temper relation with fellow :
officials & the public.
- 6. Initiative :
- 7. Industry – Quality of work :
- 8. Judgement :
- 9. Power of control, supervision :
and organization.
- 10. Professional knowledge of :
Departmental experience
- 11. Indebtedness (if indebted to the :
extent of personal responsibility
for including the debts)
- 12. Punishment, censures or special :
commendations in the period
under report.
- 13. Date of communication to the :
Officer of any advance remarks
Since last report
- 14. Fitness for promotion or confirmation:
- 15. General remarks :
- 16. Remarks of immediate superior or
Reporting officer :

Date:

Signature of the
Officer / Head of the Dept.

Remarks by the Principal:

Date:

Note:

M. J. Prasad
11/05/2020
Signature

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MUFFAKHAM JAH
COLLEGE OF ENGINEERING & TECHNOLOGY
(SULTAN-UL-ULOOM EDUCATION SOCIETY)

**CONFIDENTIAL REPORT OF NON-TEACHING STAFF TEMPORARY,
APPROVED PROBATIONERS & PERMANENT**

1. Name (in full) : Mr-Md-Mujeebuz Rahman (12)
2. Date of Birth : 10-6-1974
3. Report for the year : 2014-2015
4. Post held, where employed and engaged upon : Lab Supervisor, ECE
5. Pay : 19580/-
6. Total period including the Period in the year for which The staff member has worked Under the office / HOD reported : 15 years

I. Proficiency in Professional Work: Proficient (Very Good)

II. Special work Performed in : Adrophos, (Main Projects)

III. OTHER PARTICULARS ABOUT THE STAFF MEMBER

1. Personality and Manner : good personality and pleasing Manners
2. Health - Physical Capacity & mean of getting about : V. good

M. J. S. S.
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5. Tact & temper relation with fellow officials & the public : Soft temper and good & cordial relation with fellow officials & public.
6. Initiative : good.
7. Industry - Quality of work : has proficiency.
8. Judgement : V. good. 122
9. Power of control, supervision and organization : good.
10. Professional knowledge of Departmental experience : V. good.
11. Indebtedness (if indebted to the extent of personal responsibility for including the debts) : responsible.
12. Punishment, censures or special commendations in the period under report. : - Nil -
13. Date of communication to the Officer of any advance remarks Since last report : N/A.
14. Fitness for promotion or confirmation: Fit to be promoted or confirmed.
15. General remarks : Sincere in duty. Amicable. Proficient.
16. Remarks of immediate superior or Reporting officer : No adverse remarks.

Date: 9/9/15

Signature of the Officer / Head of the Dept. 9/9/15

Remarks by the Principal:

Recommended for deputation to Postale.

Date: 11/9

Note:

Signature
 PRINCIPAL
 Muffakham Jah College Of
 Engineering & Technology
 Banjara Hills, Road No. 3,
 HYDERABAD-500 034.(T.S.)