



**Annual Confidential Report (ACR)**

**PART-A** (To be filled by the HoD with own handwriting)

(Office use)  
The Evaluated  
ACR Score on  
10-point scale:

ACADEMIC YEAR: .....

|              |   |  |
|--------------|---|--|
| Department   | : |  |
| Faculty Name | : |  |
| Designation  | : |  |

**1. OBE Framework Compliance: Course lecture videos made by this faculty member (20)**

( Please Check the CourseWeb pages of the faculty and provide the information)

|                         |                             |                                      |
|-------------------------|-----------------------------|--------------------------------------|
| 80 % & above - Good (5) | 70 – 80% - Satisfactory (2) | Less than 70% - Not Satisfactory (0) |
|-------------------------|-----------------------------|--------------------------------------|

| S.No               | Sem (ODD/EVEN) | Course Taught | No of classes scheduled as per OBLS | No. of videos uploaded on CourseWeb | % of Videos made | SCORE |
|--------------------|----------------|---------------|-------------------------------------|-------------------------------------|------------------|-------|
| Course-1           |                |               |                                     |                                     |                  |       |
| Course-2           |                |               |                                     |                                     |                  |       |
| Course-3           |                |               |                                     |                                     |                  |       |
| Course-4           |                |               |                                     |                                     |                  |       |
| <b>Total Score</b> |                |               |                                     |                                     |                  |       |

Remarks:

**2. CourseWeb Compliance: CourseWeb as a single platform for the students - for all learning**

resources ( Please Check the CourseWeb pages of the faculty and provide the info): (20)

|                  |                         |                   |
|------------------|-------------------------|-------------------|
| Uploaded ALL (5) | Uploaded ONLY A FEW (2) | *NOT Uploaded (0) |
|------------------|-------------------------|-------------------|

\*Videos not getting opened & missing video links are to be considered as NOT Uploaded

| S. No.                               | Essential Course Learning Resources        | CourseWeb Status (Please enter appropriate scores) |          |          |          |
|--------------------------------------|--|--|----------|----------|----------|
|                                      |  | Course-1   | Course-2 | Course-3 | Course-4 |
| i.                                   | Course Introductory Video (CIV)            |  |          |          |          |
| ii.                                  | Course Projects                            |  |          |          |          |
| iii.                                 | Lecture Schedule - OBLS                    |  |          |          |          |
| iv.                                  | Table of Specifications                    |  |          |          |          |
| v.                                   | Tutorial Sheets -12 weeks                  |  |          |          |          |
| vi.                                  | Solutions of Tutorial Sheets               |  |          |          |          |
| vii.                                 | Coding Assignments                         |  |          |          |          |
| viii.                                | Spl Assignment – CRP                       |  |          |          |          |
| ix.                                  | Spl Assignment – CP                        |  |          |          |          |
| x.                                   | Current Semester - Exam Papers             |  |          |          |          |
| xi.                                  | Solutions of Current Semester-Exam Papers  |  |          |          |          |
| xii.                                 | Previous Semester - Exam Papers            |  |          |          |          |
| xiii.                                | Solutions of Previous Semester-Exam Papers |  |          |          |          |
| <b>Average Score for each course</b> |  |  |          |          |          |
| <b>Total Score</b>                   |  |  |          |          |          |

**3. Details of complaints received from students, if any, in respect of non-coverage of syllabus and the Teaching capabilities of this faculty member:**

|   |                  |
|---|------------------|
| Complaints carry NEGATIVE points: -5 points / complaint | No complaints: 0 |
|---|------------------|

Your Remarks:

Points Scored:

**4. Details of complaints received from students, if any, in respect of the uncordial behavior with the students:**

|  |                  |
|--|------------------|
| Complaints carry <b>NEGATIVE</b> points: -5 points / complaint | No complaints: 0 |
|--|------------------|

Your Remarks:

Points Scored:

**5. Memos / letters served, if any: Information available from the departmental records**

|   |                  |
|---|------------------|
| Memos/Letters carry <b>NEGATIVE</b> points: -5 points / complaint | No complaints: 0 |
|---|------------------|

Your Remarks:

Points Scored:

**6. Please rate this faculty member on each of the following parameters:**

| S. No. | Parameter   | Rating/Score                                  | Write the most appropriate score |
|--------|---|---|----------------------------------|
| i.     | Uploads the course lecture videos, and tutorial sheets well in advance, on every Friday, on the CourseWeb | 5 Always posted well in advance               |                                  |
|        |   | 2 Uploaded only a few in advance              |                                  |
|        |   | 0 Never uploaded in advance                   |                                  |
| ii.    | Completes the works assigned with accountability and to your satisfaction                                 | 5 Always completed works with accountability  |                                  |
|        |   | 2 Some works completed satisfactorily         |                                  |
|        |   | 0 Never completed works satisfactorily        |                                  |
| iii.   | Industriousness<br>(How busy keeps himself herself)   | 5 Keeps always sufficiently busy              |                                  |
|        |   | 4 Always takes assigned job to logical end    |                                  |
|        |   | 3 Delivers goods somehow                      |                                  |
|        |   | 2 Begins but does not finish                  |                                  |
|        |   | 1 Tendency to shirk any assignment            |                                  |
|        |   | 0 Very Lazy                                   |                                  |
| iv.    | Administrative Capacity (extracting work from colleagues)   | 5 Extracts significant output                 |                                  |
|        |   | 4 Extracts satisfactory output                |                                  |
|        |   | 3 Extracts just enough output                 |                                  |
|        |   | 2 Easy going approach                         |                                  |
|        |   | 1 No significant output                       |                                  |
|        |   | 0 Incompetent to extract work                 |                                  |
| v.     | Relationship with colleagues  | 5 Maintain absolutely healthy relations       |                                  |
|        |   | 4 Quite good relations                        |                                  |
|        |   | 3 Cooperative / helping                       |                                  |
|        |   | 2 Does not keep satisfactory relations        |                                  |
|        |   | 1 Relations are strained with some colleagues |                                  |
|        |   | 0 Behaves rudely with junior colleagues       |                                  |
| vi.    | General Intelligence  | 5 Very sharp IQ/EQ                            |                                  |
|        |   | 4 Sharp to understand anything                |                                  |
|        |   | 3 Just enough IQ/EQ                           |                                  |
|        |   | 2 Intelligence not observed                   |                                  |
|        |   | 1 Needs elaborate explanation every time      |                                  |
|        |   | 0 Dull to understand anything                 |                                  |

|                     |   |   |  |  |
|---------------------|---|---|--|--|
| vii.                | Decision making capacity  | 5 | Capable to take quick and perfect decision   |  |
|                     |   | 4 | Takes matured decision                       |  |
|                     |   | 3 | Fairly good decisive power                   |  |
|                     |   | 2 | Very slow in taking decisions                |  |
|                     |   | 1 | Incompetent to take decision                 |  |
|                     |   | 0 | Decisions are oriented to selfish motive     |  |
| viii.               | Initiative<br>(Natural aptitude towards initiative)                         | 5 | Self-motivated person                        |  |
|                     |   | 4 | Shows initiative very clearly                |  |
|                     |   | 3 | Just enough aptitude of taking initiative    |  |
|                     |   | 2 | Waits for detailed instructions              |  |
|                     |   | 1 | Casual in initiative                         |  |
|                     |   | 0 | No initiative at all                         |  |
| ix.                 | In carrying out assignment<br>(Organizing ability & ownership towards work) | 5 | Completes work forcefully                    |  |
|                     |   | 4 | Dashing nature                               |  |
|                     |   | 3 | Satisfactory drive in pushing                |  |
|                     |   | 2 | Casual in drive - no interest                |  |
|                     |   | 1 | Sluggish drive                               |  |
|                     |   | 0 | No drive at all                              |  |
| x.                  | Integrity   | 5 | Very high integrity                          |  |
|                     |   | 4 | Very reliable, dependable                    |  |
|                     |   | 3 | Satisfactory integrity                       |  |
|                     |   | 2 | Not reliable                                 |  |
|                     |   | 1 | Integrity suspicious                         |  |
|                     |   | 0 | Dangerous to organization                    |  |
| xi.                 | Involved in private tuitions / business                                     | 4 | No to the best of my knowledge and belief    |  |
|                     |   | 3 | Not heard from anyone                        |  |
|                     |   | 2 | Heard about it orally                        |  |
|                     |   | 1 | There are complaints in writing              |  |
|                     |   | 0 | Yes, involved                                |  |
| xii.                | Loyalty towards organization  | 5 | Absolutely loyal                             |  |
|                     |   | 4 | Yes, has sense of belonging                  |  |
|                     |   | 3 | Always looks for interest of organization    |  |
|                     |   | 2 | Cannot be judged                             |  |
|                     |   | 1 | Always searching for other job               |  |
|                     |   | 0 | May not continue with us                     |  |
| xiii.               | Tendency to go on leave   | 5 | No Tendency to go on leave                   |  |
|                     |   | 4 | Not observed significantly                   |  |
|                     |   | 3 | Goes on leave frequently                     |  |
|                     |   | 2 | Goes on leave when there is department work  |  |
|                     |   | 1 | Goes on leave when there is a teaching load  |  |
|                     |   | 0 | Goes on leave when teaching is in full swing |  |
| xiv.                | Academic Indiscipline   | 4 | Not at all involved                          |  |
|                     |   | 3 | Has fairly good moral                        |  |
|                     |   | 2 | Has a possibility of involvement             |  |
|                     |   | 1 | Observed in stray cases                      |  |
|                     |   | 0 | Definitely involved beyond doubt             |  |
| xv.                 | Fitness to continue in present post   | 2 | Beyond doubt-fit to continue                 |  |
|                     |   | 1 | Fit to continue                              |  |
|                     |   | 0 | Totally Unfit for the present post           |  |
| xvi.                | Fitness for increment   | 3 | Deserves increment                           |  |
|                     |   | 2 | Fit for increment                            |  |
|                     |   | 1 | Needs to work for increment                  |  |
|                     |   | 0 | Not recommended for increment                |  |
| <b>Total Score:</b> |   |   |  |  |

**PART - A score**

**Total Points (A) : 113; Points Scored (A) : .....**

(Signature of the HoD with date)

**PART-B** (To be filled by the Principal's office)

Remarks based on the information from the personal file of the faculty member:

|                   |  |
|-------------------|--|
| CLs used          |  |
| ELs used          |  |
| Other Leaves      |  |
| <b>Total used</b> |  |

|   |
|---|
| <b>PART - B score</b><br>Total Points (B) : ..... ; Points Scored (B) : ..... |
|---|

(Signature of the Registrar with date)

**PART-C** (To be filled by the Principal)

Remarks:

|   |
|---|
| <b>PART - C score</b><br>Total Points (C) : ..... ; Points Scored (C) : ..... |
|---|

**Overall ACR credit points**

|  |               |           |           |        |              |           |
|--|---------------|-----------|-----------|--------|--------------|-----------|
| <b>Total Points(A+B+C): .....; Points Scored (A+B+C): ..... ; % Score: .....</b> |               |           |           |        |              |           |
| Percentage Score   | 100-96%       | 95-90%    | 89-80%    | 79-70% | 69-55%       | Below 55% |
| Credit points  | 10            | 9         | 8         | 7      | 5            | 0         |
| Performance  | Extraordinary | Excellent | Very Good | Good   | Satisfactory | Poor      |

(Signature of the Principal with date)

**PART -D**

**Chairman, KITSW**