ANNUAL PERFORMANCE APPRAISAL FOR THE FACULTIES FOR THE ACADEMIC YEAR 2021 – 2022

EMPLOYEE DETAILS

Name	:	Designation	:	
Department	:	College	:	
Date of Joining	:	Date of Birth & Age	:	

GUIDELINES

1. *The filled in forms are to be routed through the HoDs & Principals*
2. *The particulars given by the faculties are to be verified with records, originals or copies of certificates by the HoDs duly counter verified by the Principals*
3. *Instructions given under each column may carefully be read before filling the form.*

1. **Educational Qualification:**

   a)

Qualification :		
Status	Completed (Year of Completion)	Pursuing (Expected Year of Completion)
Ph. D.		

   b) **Additional Qualification**   **(Bonus 3 marks)**
   Post Doctoral Completed/ SET/NET/ Additional PG*
   (Copies of certificates to be attached)
   *1 mark for additional PG

2. **Total Experience**   :

Nature of Service	Experience		Verified by HOD
	Years	Months	
College Teaching			
Polytechnic/School Teaching			
Research			
Industry			
Others			
Total			

3. **Experience at NGI** : **5 marks**

College	Designation	Period		Verified by HOD
		From	To	
Total				

Note: Each year carries 1 mark subject to a maximum of 5 marks

4. **Details of Break in Service at NGI :**

College	Designation	Period		Reason for Leave	Verified by HOD
		From	To		
Total					

CATEGORY I: ACADEMIC PERFORMANCE INDICATORS (APIs)

5. **Teaching Workload:**

   a. **Total Teaching Hours Per week**

Class	Year	Subject	Hours allotted per week	Verified by HOD
Total				

   b. **Additional Teaching Hours Per week** **3 marks**

Category (AP/ Assoc. Prof./Prof.)	Hours of Teaching Allotted per week	Hours of Teaching Prescribed per week as per norms	Extra Hours of Teaching per week	Verified by HoD

Note : Extra hours allppotted per week than the prescribed hours as per norms
One hour / week   :   1 mark
Two hours / week   :   2 marks
Three Hours & above / week   :   3 marks

6. **Course Planning & Execution:**   **15 marks**

(Note: Marks allotted to be given only on satisfactory execution of the following. If not satisfactorily executed, no mark to be given. In case, if execution in one semester is satisfactory and in another semester unsatisfactory half the allotted marks to be given)

a.	Syllabus (completion of all 5 units) :	2 marks
b.	Regularity in attending the classes :	2 marks
c.	Maintenance of question bank :	2 marks
d.	Use of Teaching Aids & Advanced Methodology : (PowerPoint, YouTub**e,** Chart, Smart class room, Models, Google Class & E- Content)	2 marks
e.	Usage of Library (visits & Book borrowing) :	1 mark
f.	Lesson plan well prepared :	1 mark
g.	Notes of lesson - Updated fully & confined to syllabus :	2 marks
h.	Course file well maintained :	1 mark
i.	Conduct of internal tests & Assignment - sincere evaluation :	1 mark
j.	Special extra efforts : (Special classes, revision, focus on tough portions arrear coaching)	1 mark

7. **Academic Results:**   **10 Marks**

Class	Year	Subjects	Analytical	Theory	Pass Percent	Marks	Verified by HOD
Total							

Note : Marks to be awarded for each subject as per the following table given for Analytical & Theoretical Subjects and the total of marks obtained to be divided by the number of subjects to arrive at the final mark.

Table: Pass percent and marks to be given for Analytical & Theory Subjects

Analytical subjects	Theory subjects
80-100% - 10 marks	90-100% - 10 marks
60-80% - 8 marks	80-90% - 8 marks
40-60% - 6 marks	70-80% - 6 marks
<40% - NIL	60-70% - 4 marks
	<60% - NIL

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8. **Guideship approval** : **3 marks**

Name of the University	Approval & Reference Number

9. **Qualification Approval** : **(Bonus 2 marks)**
   (Only for Bharathiar University)

10. **Students Guideship** : **5 marks**

No. of UG / PG Projects Guided	No. of M. Phil Scholars Guided	No. of Innovative Projects Selected at National /International Level Hackathons/Competitions	No. of Ph.D Scholars Guided	
			Pursuing	Completed

> Note : 1 mark each for UG, 2 marks each for P.G. / M. Phil., 2 marks each for Innovative Projects at National & International level, 3 marks each for pursuing Ph. D & 5 marks each for Ph. D Completion. Subject to a maximum of 5 marks

11. **Dedication to service** : **5 Marks**

   Duty days
   : 90-100% - 5 marks
   : 80-90% - 3 marks
   : < 80% - NIL

> Note : The percent of duty days to be arrived based on the no. of days the faculty has actually attended duty over the total no of actual working days.

12. **Students' feedback** : **5 Marks**

Class	Year	Subject	Feedback - Excellent/ Good / Average / Poor	Marks based on grade	Verified by HOD
Total					

> Note : Marks to be given for each subject as shown below based on grade and total marks to be divided by number of subjects.

Grade		Marks
Excellent	:	5 marks
Good	:	4 marks
Average	:	2 marks
Poor	:	NIL

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13. **e-Learning Material Development:**   **2 marks**

Name of the Subject	Authors	Copyright Details	Verified by HOD

   Note   :   One subject – 2 marks each per subject to a maximum of 3 marks

14. **Value Added Courses/Non-formal Courses:**   **2 marks**

Name of the Course	Date (s)	Course & Year	Verified by HOD

   Note   :   One mark each per course subject to a maximum of 2 marks

CATEGORY II: RESEARCH AND DEVELOPMENT CONTRIBUTION

15. **Publication:**   **8 Marks**
     I. Articles   3 Marks

          a.1. Articles published during the academic year 2021 – 2022

Title	Journal, Volume, issue & Pages	Cited in			UGC CARE	Verified by HOD
		SCI	Scopus	Others		

   Note :

   Articles Published   :   SCI – 3 marks each; Scopus – 2 marks each;
                                                           UGC Approved – 1 marks each; Others –1 mark

   Articles accepted for publication   :   SCI – 2 marks each; Scopus – 1 mark each;
                                                           UGC Approved – 1 mark each, Others – Nil
                                                           Subject to a max of 3 marks

          a.2. Articles published so far during the entire period of service:

     SCI :   Scopus :   UGC Approved :   Others :

                                                                                                3 Marks
          b.1. Articles presented in Conferences during the academic year 2021 – 2022

Title	Title, Date(s) and Organizer of the Conference	National / International	Proceedings Indexed	Verified by HOD

Note :

International Conference – 2 marks each; National Conference – 1 mark each;
If proceeding is indexed in Scopus etc., – 3 marks each subject to max. of 3 marks

b.2. No. of articles presented so far during the entire period of service:

International: National :

II. Books   2 marks

a. Books published during the academic year 2021 – 2022

Title with ISBN	Authors	Publisher	National / International / Local	Verified by HOD

Note :

International – 2 marks each;   National – 1 mark each; local – 1 mark each
Subject to a maximum of 2 marks

b. No. of books published so far during the entire period of service :

International :   National :   Local :

16. Grants Fetched   10 marks

a. i. Research Project Grants during the academic year 2021 – 2022

Date	Title of the Project	Name of the Funding Agency	Grants Approved	Verified by HOD

Note :
For Minor Research Grants   :   1 Lakh to 10 Lakhs   :   2 Marks
For Moderate Research Grants   :   10 Lakhs to 50 Lakhs   :   5 Marks
For Major Research Grants   :   Above 50 Lakhs   :   10 Marks

a.   ii. Total number of funded projects obtained so far with cost during the entire period of service:

Seminar/Workshop/Conference/FDP/EDP/Training Grants

Date of Program	Title of the Program	Name of the Funding Agency	Grant Approved	Verified by HOD

Note : Seminar grant – 2 marks each

    b. NewGen IEDC/TBI/ Start Up Grant:

Date	Title of the Program/Project	TBI/NewGenIEDC	Funds Approved	Verified by HOD

Note : Project – 1 mark each

17. **Patents:**   **5 marks**

    a. Patents obtained during the academic year 2021 – 2022

Year	Description of patent	Status & Funds Received	Verified by HoD

Note :

Patents approved :   2 ½ marks each for National & 5 marks for overseas sub to a max. of 5 marks

    b. No. of patents obtained so far with cost during the entire period of service: _____

18. **Consultancy Services:**   **2 marks**

    a. **Consultancy services rendered during the academic year 2021 – 2022**

Nature of consultancy service	Beneficiary	Funds received	Verified by HOD

Note : 2 marks each subject to a maximum of 2 marks

    b. Number of Consultancy services provided so far with cost during the entire period of service :

CATEGORY III: OTHER CONTRIBUTIONS

19. **Workshops/FDPs/EDPs/ Seminars / Symposia / Conferences / Webinars / Faculty Exchange Programme conducted:**   **3 marks**

Name of the event	Period	Place	Organizer / Sponsor	Nature of Contribution Organizer, resource person or participant	Verified by HoD

20. (a). **Workshops/FDPs/EDPs/ Seminars / Symposia / Conferences / Webinars / Faculty Exchange Programme Attended:**   **3 marks**

Name of the event	Period	Place	Organizer / Sponsor	Nature of Contribution Organizer, resource person or participant	Verified by HoD

20. (b). **Workshops/FDPs/EDPs/ Seminars / Symposia / Conferences / Webinars / Faculty Exchange Programme acted as a Resource person/Guest :**

Name of the event	Date	Topic	Name of the Institution

Note :Marks to be awarded   : Organiser- 3 marks each; Resource Person - 2 marks each;
Guest Lecture - 2 marks each;
Editorial Board Member - 1 mark each
: Reviewer – 1 mark each; Participant - 1 mark each
(Subject to a maximum of 3 marks)

21. **Membership in Professional Bodies**   **2 marks**

Name of the Professional Bodies	Verified by HOD

Note : Marks to be allotted 1 mark each / Body subject to a maximum of 2 marks

22. **Additional Responsibilities:**   **5 marks**

        NBA / NAAC / NIRF / ATAL/ SWACCHTA
        Placement Support
        Branding the Institute
        Summer Projects
        Industrial relations
        Industrial Visits
        Students Internship
        On the Job Training
        Students Counseling
        NCC / NSS/ YRC / Sports etc.

Responsibilities	Verified by HoD in consultation with the concerned staff incharge

     Note : 1 mark each subject to a maximum of 5 marks

23. **Contributions in Admissions**   :   **(Bonus 10 marks)**

Name of the Student	Department	College	Verified by HOD

     Note : 1 mark per admission subject to maximum of 10 marks

24. **Any suggestion to improve your department and our Institution:**

     Date: **Signature of Faculty:**

SELF EVALUATION

API	Max. Marks	Self Evaluation
Experience @ NGI & CATEGORY I: (Academic Performance)	55	
CATEGORY II: (R&D Contribution)	25	
CATEGORY III: (Other Contribution)	10	
Bonus Marks	15	
Total		

ASSESSMENT BY HOD

5 marks

Overall Feedback	Mark	Remarks If any
Excellent Very Good Good Average Poor (Tick whichever is applicable)		

Note : Excellent – 5 marks / Very Good – 4 marks / Good – 3 marks / Average – 2 marks / Poor – Nil

Certified that I have verified all the proof of evidence, original or true copies and found them correct

Signature of the HoD
with Name & Date

ASSESSMENT & RECOMMENDATION BY PRINCIPAL

5 marks

Overall Feedback	Mark	Remarks If any
Excellent Very Good Good Average Poor (Tick whichever is applicable)		

Note : Excellent – 5 marks / Very Good – 4 marks / Good – 3 marks / Average – 2 marks / Poor – Nil

Certified that I have counter verified all the particulars submitted and found them correct.

Signature of the PRINCIPAL
with Name & Date

OVERALL EVALUATION

API	Max. Marks	Marks as Verified
Experience @ NGI & CATEGORY I: (Academic Performance)	55	
CATEGORY II: (R&D Contribution)	25	
CATEGORY III: (Other Contribution)	10	
CATEGORY IV: (HOD & Principal)	10	
Bonus Marks	15	
Total		