MOHAMED SATHAK A.J. COLLEGE OF ENGINEERING
(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)

ISO 9001:2015
Certified by IRQS   NABCB   QM 006

Performance Appraisal Policy

Faculty Performance Appraisal

An effective performance appraisal system helps the faculty in maximizing their performance, expanding their professional growth and contributing to institutional performance. The performance appraisals provide the information useful for promotion / increment determinations and at the same time, it offers an opportunity for evaluation and discussion of employee weaknesses and strengths.

The faculties are appraised based on

- Self-appraisal report – Provide the information about Academic Performance, Research contribution, developmental activities of Department and Institute.
- Student's feedback - Online and Oral in class committee meeting.
- HOD's evaluation
- Academic Audit

Guidelines for Corrective and preventive actions:

i. Based on the feedback, interaction & audit of classroom teaching, involvement and self-appraisal, faculty members are assisted to evaluate their strengths and weaknesses.

ii. Faculty members are encouraged to incorporate changes suggested by the appraisal committee, to ensure quality deliverables in teaching learning process as well as career development.

iii. Faculty members are advised to match up the pace of their deliverables as per the students & industry requirements.

iv. Suggestions given to the faculty to complete the syllabus on time, if require advised them to arrange extra classes.

v. Analyzing the internal assessment result with concerned faculties and guidance given to take necessary actions. Remedial classes are scheduled in reference to academic progress of the student.

vi. Faculty members are encouraged to undertake R&D projects, consultancy work and apply for research grants. Financial support is provided for filing patent / copyrights.

vii. Faculty members are encouraged to participate and publish their research papers in the international / national conference and journals.

viii. Based on their competency requirement faculty are counselled to attend FDP, STTP and workshops organized by the reputed Institutions / universities by granting OD.

ix. Faculty is encouraged to organize national / international seminars / guest lecturers / workshops/ conferences by sponsoring such events.

x. Based on the online feedback grading necessary corrective actions are initiated.

xi. Necessary suggestions are given to the faculty by the faculty appraisal committee, headed by principal about handling, monitoring the class and building confidence in handling the subjects.

Enclosed:
Annexure 1: **Self Appraisal Format**
Annexure 2: Guidelines

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Annexure 1 – Self Appraisal Format

Mohamed Sathak AJ College of Engineering, Chennai - 603 103

Faculty 360⁰ Feedback

Name of the Faculty			
Designation / Dept			
Academic Year		Signature of the Faculty	

Teaching Process (Max Points 25)

S. No.	Semester	Course Code / Name	No. of Classes		Points Secured	Enclosure no.
			Planned	Actually Conducted		
1						
2						
3						
4						
5						
6						
Total			0	0	#DIV/0!	

Students' feedback (Max Points 25)

S. No.	Semester	Course Code/ Name	Avg. Student feedback on the scale of 25	Enclosure no.
1				
2				
3				
4				
5				
6				
		Total	#DIV/0!	

Departmental Activities (Max Points 20)

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S. No.	Semester	Activity	Credit Point	Criteria	Enclosure no.
1					
2					
3					
4					
5					
		Total	0		

Institute Activities (Max Points 10)

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure no.
1					
2					
3					
4					
5					
		Total	0		

ACR maintained at institute level (Maximum Points 10)

S. No.	Year	Activity	Credit Point	Criteria	Enclosure no.
1					
2					
3					
4					
5					
		Total	0		

Contribution to Society (Maximum Points 10)

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure no.

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1					
2					
		Total	0		

Summary

	Summary	AY -1	AY -2	AY - 3
1	Teaching Process (Max Points 25)			
2	Students' feedback (Max Points 25)			
3	Departmental Activities (Max Points 20)			
4	Institute Activities (Max Points 10)			
5	ACR (Max Points 10)			
6	Contribution to Society (Max Points 10)			
7	Total (Max Points 100)			
8	Total on 10 Point scale			

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Annexure 2 - Guidelines

Mohamed Sathak AJ College of Engineering, Chennai - 603 103						
Faculty 360⁰ Feedback						
Name of the Faculty						
Designation / Dept						
Academic Year			**Signature of the Faculty**			

Teaching Process (Max Points 25)

S. No.	Semester	Course Code / Name	No. of Classes		Points Secured	Enclosure no.
			Planned	**Actually Conducted**		
1	1/2020-21		45	43	23.88888889	
2	1/2020-21		60	65	27.08333333	
3	1/2020-21					
4	2/2020-21					
5	2/2020-21					
6	2/2020-21					
		Total			25.48611111	

Students' feedback (Max Points 25)

S. No.	Semester	Course Code/ Name	Avg. Student feedback on the scale of 25	Enclosure no.
1			24.35	
2				
3				
4				
5				
6				
		Total	24.35	

Departmental Activities (Max Points 20)

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure no.
1	1/2020-21	Lab I/C	3	3 Point/ semester	
2	1/2020-21	Consultancy/Industrial Project/Research Activities	3	3 Point/ semester	
3	1/2020-21	Timetable I/C	3	3 Point/ semester	
4	1/2020-21	NBA/NAAC/ISO work I/C	3	3 Point/ semester	
5	1/2020-21	Professional-Guest lecture/Events	3	3 Point/ event	
6	1/2020-21	Industry Relations I/C- Placement/Industrial Visit/Internship	3	3 Point/ event	

7	1/2020-21	Mentoring	3	3 Point/ semester	
8	1/2020-21	Technology Centre I/C	3	3 Point/ semester	
9	2/2020-21	Lab I/C	3	3 Point/ semester	
10	2/2020-21	Consultancy/Industrial Project/Research Activities	3	3 Point/ semester	
11	2/2020-21	Timetable I/C	3	3 Point/ semester	
12	2/2020-21	NBA/NAAC/ISO work I/C	3	3 Point/ semester	
13	2/2020-21	Professional-Guest lecture/Events	3	3 Point/ event	
14	2/2020-21	Industry Relations I/C-Placement/Industrial Visit/Internship	3	3 Point/ event	
15	2/2020-21	Mentoring	3	3 Point/ semester	
16	2/2020-21	Technology Centre I/C	3	3 Point/ semester	

Institute Activities (Max Points 10)

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure no.
1	1/2020-21	HoD /Dean	4	4 Point/ semester	
2	1/2020-21	Coordinator appointed by Head of Institute	2	2 Point/ semester	
3	1/2020-21	Organized Conference	2	2 Point/ event	
4	1/2020-21	FDP/Workshop/	2	1 point /event, to be divided between all co-coordinators	
5	2/2020-21	HoD /Dean	4	4 Point/ semester	
6	2/2020-21	Coordinator appointed by Head of Institute	2	2 Point/ semester	
7	2/2020-21	Organized Conference	2	2 Point/ event	
8	2/2020-21	FDP/Workshop/	2	1 point /event, to be divided between all co-coordinators	

ACR (Annual Confidentiality Report) maintained at institute level (Maximum Points 10)

S. No.	Year	Activity	Credit Point	Criteria	Enclosure no.
1		SCI/SCI-Extended	3	3point/paper	
2		Scopus/WOS/UGC Care	2	2point/paper	
3		Other journals	1	1point/paper	
4		Patent/Copyright	2	2 point/if granted	
5		Principal ACR	3	Extraordinary-5 ,Excellent-4, Very good-3, Good -2, satisfactory-1	
6		Hod/Head/	2		

Contribution to Society (Maximum Points 10)

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure no.
1		Induction Program	5	5 point/event	

2		Unnat Bharat Abhiyan	5	5 point/event	
3		Yoga Classes	5	5 point/event	
4		NSS activities -Blood Donation/Medical camp/Awareness events	5	5 point/event	

Summary

	Summary	AY -1	AY -2	AY - 3
1	Teaching Process (Max Points 25)			
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3	Departmental Activities (Max Points 20)			
4	Institute Activities (Max Points 10)			
5	ACR (Max Points 10)			
6	Contribution to Society (Max Points 10)			
7	Total (Max Points 100)			
8	Total on 10 Point scale			