



TOMS COLLEGE OF ENGINEERING

A VISVESWARAYA GROUP INSTITUTION

PERFORMANCE APPRAISAL POLICY

Performance appraisals are important to ensure qualitative management and evaluation of faculty. Appraisals help to develop faculty efficiency, improve organizational performance, and feed into academic planning. It generally reviews each individual's performance against objectives and outcomes set by the institution. Performance appraisals are important for faculty motivation, attitude and behavior development, communicating and aligning individual and organizational aims, and fostering positive relationships between management, staff and students. Performance appraisals provide a formal, recorded, regular review of an individual's performance, and a plan for future development.

The Faculty Self-Appraisal and evaluation system has the following main objectives:

- Helping faculty members to recognize the areas in need of development or improvement, and to capitalize on their areas of strength.
- Building a database that can be used for promotion applications.
- Helping the institute set a program for faculty development.
- Creating a fair indication for annual merit increases and other rewards programs to be developed.

Faculty members are expected to:

1. Provide up-to-date reports involving teaching activities and student advising as assigned by the department
2. Be responsible for course development and participate in curriculum and program development.
3. Participate in scholarly and research activities which enhance their professional development and contribute to their discipline.
4. Serve as appropriate in, the department, college and university committees.
5. Provide professional services to the Institution and community

SELF-APPRAISAL FORM FOR FACULTY (A.Y: _____)

(The details are required fromto)

Name of the Department :

Name of the Faculty :

Present Designation :

D.O.B & Age :

Date of Joining :

Mobile No. :

Email ID :



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ART-B: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES (400 Points)

B.1 Teaching and Other Contribution to Academia (Max. 50 points)

(As per the opinion and recommendation of Head of the Department)

Item		Score (5/4/3)	Score obtained	Score as per APEC
i.	Availability to students during working hours			
ii.	Punctuality to classes			
iii.	Regularity in taking classes as per time table			
iv.	Maintenance of students attendance register and course files			
v.	Regularity in giving home assignments			
vi.	Availability for examination work including invigilation/valuation			
vii.	Participation in curriculum/ Syllabus development			
viii.	Participation in college/departmental activities			
ix.	Preparation of course hand outs			
x.	Content delivery and nature of communication			

B.2 Additional Significant Expertise (50 M)

(Necessary proofs for each category to be enclosed)

Item		Score obtained	Score as per APEC
i.	Remedial classes/Bridge courses and Technical Trainings (GATE etc.)		
ii.	Lecture notes upload in website /developing blog		
iii.	Developing subject videos for better understanding etc.		
iv.	Project guide (paper published in UGC listed journal)		
v.	Prototypes Developed/New Experiments Designed for Lab/ Content Delivered beyond Syllabus		

B.3 Student Feedback on Teacher Performance (100 Points)

(% of Students Feedback \geq 90: 100 points, 85 to <90: 90 points, 80 to <85: 80 points,

70 to <80: 70 points, 60 to <70: 50 points and <60: No points)



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Program/Dept	Semester	Course	Feedback	Average Feedback	Score obtained	Score as per APEC

B.4 Result Analysis (100 Points)

(% of Students Feedback \geq 90: 100 points, 85 to <90: 90 points, 80 to <85: 80 points, 70 to <80: 70 points, 60 to <70: 50 points and <60: No points)

Program/Dept	Semester	Course	Result	Average Result	Score obtained	Score as per APEC

B.5 Awards/Honours/Fellowships Received/Memberships in Professional Societies/Bodies etc. (50 points)

(The necessary proofs to be enclosed)

Item	Details	Score obtained	Score as per APEC
Awards/Honours/ Fellowships Received			
Memberships in Professional Societies/ Bodies	(A)		

B.6 Online Certification Courses (NPTEL etc.) (Max. 50 points)

(Necessary proofs to be enclosed)

(Toppers/Elite+Gold: 50 points, Elite: 40 points, successfully completed: 30)

Course Title	Duration	Awarding Institution	Grade	Score obtained	Score as per APEC



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PART-C: RESEARCH, DEVELOPMENT AND EXTENSION ACTIVITIES (400 Points)

C.1 Research Guidance (Max. 50 points)

(Necessary proofs to be enclosed)

(Guiding of one B.Tech. project batch: 10 points, M.Tech. project: 20 points, Ongoing Ph.D: 25 points, Ph.D. thesis submitted: 40 points, Ph.D awarded: 50 points)

Category	Number	Score	Score obtained	Score as per APEC

C.2 Ongoing Sponsored Research Projects (Max. 50 points)

(Sanctioned letter to be enclosed)

(Sanctioned amount \geq 50 Lakhs: 40 points, 20 to <50 Lakhs: 40 points, 5 to <20 Lakhs: 35 points, 10 to <15 Lakhs: 25 points, 5 to <10Lakhs: 15 points, < 5 Lakhs: 10 points)

Category	Agency	Sanctioned Amount in Rs.	Score obtained	Score as per APEC

C.3 Research Publications (Max: 50 points)

(Front page of publication to be enclosed)

(SCI journal: 50 points, SCOPUS: 30 points, UGC listed: 15 points)

Category	Title of the Publication	Score	Score obtained	Score as per APEC



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C.7 FDPs/Training Activities/ STTPs/Workshops Attended (Max: 50 points)

(Necessary proofs to be enclosed)

(For IITs/NITs/Universities: 1 day: 5 points, 2 to 5 days: 25 points, >5 days: 50 points, For other institutions, 60% of the score shall be considered including in-house programmes, i.e. 1 day: 3 points, 2 to 5 days: 15 points, >5 days: 30 points)

Title of the programme	Duration	Organized by	Score	Score obtained	Score as per APEC

C.8 Papers Presented in Conference (Max: 25 points)

(Necessary proofs to be enclosed)

(International conference, other country: 25 points, in India: 15 points, National conference: 10 points)

Title of the Paper	Name of the Conference and dates	Organized by	Invited/Oral/poster	Score	Score obtained	Score as per APEC

C.9 FDPs/Training Activities/ STTPs/Workshops Conducted as Convener/Co-ordinator etc. (Max: 25 points)

(Necessary proofs to be enclosed)

(Govt. sponsored programme: 25 points, Self-sustained programme: 20 points)

Title of the programme	Duration	Acted as	Score	Score obtained	Score as per APEC



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PART-D: ADMINISTRATIVE AND EXTRACURRICULARACTIVITIES (100 Points)

	Category of Administrative Work	Max. points	Mention the Administrative Work	Score obtained	Score as per APEC
D.1	Administrative Assignments (Dean, IQAC Co-ordinator, CoE, HOD,etc.)				
D.2	Central Committee Member/Co-ordinator/Incharge (NAAC, NBA, ISO, NPTEL, R&D, Exam Cell, Alumni, Faculty Club, Bus Incharge, Discipline, Sports, NSS, NCC, Yoga, Women's Grievance Cell, Anti Ragging, Professional Bodies, Skill development, Incubation, etc)				
D.3	Departmental Committee Member/ Co-ordinator/Incharge (BOS, PAC, DAC, CRC, CCC, MCC, Academic Audit, Class teacher, Mentor, Research Group Co-ordinator, Internships, Lab Incharge, Projects, Industrial visits, NAAC, NBA, ISO, NPTEL, R&D, Exam Cell, Alumni, Faculty Club, Discipline, Sports, NSS, NCC, Yoga, Women's Grievance Cell, Anti Ragging, Professional Bodies, Skill development, Incubation, etc)				



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Summary of Self-Appraisal Score(A.Y: 2017-18)

Name of the Faculty:

Designation:

Category		Max. Score	Score obtained	Score as per APEC
Part-A	Educational Qualifications and Experience Details			
	A.1	Educational Qualifications	50	
	A.2	Experience Details	50	
Total Score (Part-A)		100		
Part-B	Teaching, Learning and Evaluation Related Activities			
	B.1	Teaching and Other Contribution to Academia	50	
	B.2	Additional Significant Expertise	50	
	B.3	Student Feedback on Teacher Performance	100	
	B.4	Result Analysis	100	
	B.5	Awards/Honours/Fellowships Received/ Memberships in Professional Societies/Bodies etc	50	
	B.6	Online Certification Courses (NPTEL etc.)	50	
Total Score (Part-B)		400		
Part-C	Research, Development and Extension Activities			
	C.1	Research Guidance	50	
	C.2	Ongoing Sponsored Research Projects	50	
	C.3	Consultancy	50	
	C.4	Research Publications	50	
	C.5	Patents Published/Awarded	50	
	C.6	Books/Chapters Published	25	
	C.7	Member/Reviewer in Editorial Boards of Referred Journals	25	
	C.8	FDPs/Training Activities/ STTPs/Workshops Attended	50	
	C.9	Papers Presented in Conference	25	
	C.10	FDPs/Training Activities/ STTPs/Workshops Conducted as a Convener/Co-ordinator etc.	25	
Total Score (Part-C)		400		
Part-D	Administrative and Extra Curricular Activities			
	D.1	Administrative Assignments	30	
	D.2	Central Committee Member/Co-ordinator/ Incharge	35	
	D.3	Departmental Committee Member/ Co-ordinator/ Incharge	35	
Total Score (Part-D)		100		
Total Score (Part-A + Part-B + Part-C + Part-D)		1000		



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