Kathir College of Engineering

Wisdom Tree, Avinashi Road, Neelambur, Coimbatore 641062

Criteria-6
Governance, Leadership and Management

Sub Criteria 6.3
Faculty Empowerment Strategies

6.3.5: Institutions Performance Appraisal System for teaching and non-teaching staff

Kathir College of Engineering

[Approved by AICTE |Affiliated to Anna University | Accredited by NAAC]

Wisdom Tree, Neelambur, Avinashi Road, Coimbatore-62

Criterion – 6 Governance, Leadership and Management

Key Indicator- 6.3 Faculty Empowerment Strategies

6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff

INDEX SHEET

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FACULTY SELF APPRAISAL 2020-21

PERSONAL INFORMATION

Name	ARUN KUMAR U	Department	EEE
Designation	ASSISTANT PROFESSOR	Date of joining	01.07.2020
Addl. Academic Responsibilities	Monthly Report In charge	NAAC	NAAC Criteria 3 Coordinator
	NBA & NAAC Coordinator EdTech Operations In charge	NBA	NBA Criteria 3 Coordinator for ECE
Teaching Experience	6 YEARS	Industrial Experience	NIL

1. TEACHING LEARNING PROCESS

I. ACADEMICS

	Courses Conducted	API Max Score	Self Appraisal score	API Score
Theory courses	Digital Principles and System Design	10	10	10
	Digital Electronics/Digital Logic Circuits	10	10	05
	Design of Electrical Apparatus	10	10	10
	Basic Electrical, Electronics, Measurement Engineering (Content Preparation)	10	10	05
Laboratory/ Project courses	Power System Simulation Laboratory	05	05	05
	Linear and Digital Integrated Circuits Laboratory	05	05	05
		05		
		05		
	Sub Total 1	60	50	40

II. CURRICULAR SUPPORTING ACTIVITIES

	API Max	Self Appraisal	API Score
1. Lectures taken as percentage of lectures allocated (100% compliance = 05 points) Total number of lectures allocated:	05	05	05

	Number of lectures taken:			
2.	Seminars, tutorials, practical, contact hours undertaken as percentage of those actual allocated (100% compliance = 05 points) No. of seminars, tutorials, practical allocated: No. of Hours of seminars, tutorials, practical taken:	05	05	05
3.	Imparting of knowledge / instruction vis a vis with the prescribed material (Text book/ Manual etc) and methodology of the curriculum (100% compliance = 05 points)	05	05	05
4.	College/University examination duties (Question paper setting and evaluation of answer scripts) as per duties allotted (100% compliance = 05 points)	05	02	02
5.	Additional examination work such as coordination, invigilation, flying squad duties etc. (maximum of 5 or 10 depending upon intensity of duty) (100% compliance = 05 points)	10	-	–
6.	Use of Innovative teaching – learning methodologies; use of ICT; Updated subject content and course improvement. i. Number of ICT Based Teaching material: (05points/each) ii. Number of Interactive Courses: (5 points/each) iii. Number of Participatory Learning modules:(5 points/each)	10	10	10
7.	Number of soft skills / communication skills / personality development courses / modules developed and imparted (Each activity: 5 points)	10	05	05
8.	Number of specialized teaching- learning programmes in physical education, library; innovative compositions and creations in music, performing and visual arts and other traditional areas developed and imparted (Each activity: 5 points)	10	05	–
9.	Number of FDP/ short term/ workshops/ programmes / training courses in computer assisted teaching / web – based learning and e – library skills organized and conducted	10	05	05
	Subtotal 2	70	42	37

2. CO-CURRICULAR, EXTENSION AND PROFESSION RELATED ACTIVITIES

1.	Contribution to colleges through organizing meetings, popular lectures, subject related events, articles in college magazine and university volumes. i. Number of ICT Based Teaching materials: (05 points each) ii. Number of Interactive Courses: (5 points each) iii. Number of Participatory Learning modules: (5 points each)	10	10	10
2.	Institutional Co-curricular activities for students such as field studies/educational tours, industry-implant training and placement activity. i. Number of Field studies / Educational tour : (5 points each) ii. Number of Industry–implant training : (5 points each)	10	05	05

iii. Number of Placement activity : (5 points each)			
3. Number of Community Service, Social Orientation and other Student Mentoring Activities through NSS/NCC/NSO/other Governmental and non- Governmental channels (Each activity 5 points each)	10	-	-
4. Institutional Governance responsibilities like, Vice Principal, Dean, Director, Warden, Bursar, School Chairperson, IQAC coordinator and any other membership of institutional committees Vice Principal / Dean / Director : 5 points each i. Warden / Dept. Chairperson / IQAC coordinator : 2 points each ii. Member of syndicate / Governing council : 5 points each iii. Member of Academic council / Senate : 3 points each iv. Member of other college / university level committees : 1 point each	10	05	05
5. Membership in profession related committees at state and national level i. At national level: (5 points each) No. ii. At state level: (05 points each) No.	10	05	05
6. Participation in subject associations, conferences, seminars without paper presentation (Each activity: 1 point) No.	10	10	10
7. Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, Institutional governance (Each activity: 5 points) No.	10	10	05
8. Membership of professional associations committees, Boards of Studies, editorial committees of journals / institutional publications. (Each activity: 5 points)	10	05	05
Sub Total 3	80	50	45
3. RESEARCH AND DEVELOPMENT, CONSULTANCY			
1. Number of articles in referred Journals which are Scopus indexed publications with good Impact factor (10 points each for AP/ASP) 5 Points for Professors	10	10	10
2. Number of articles in referred Journals which are not indexed without any impact factor 2 points each	10	6	05
3. Number of National level research papers in non- referred /non journals but having ISBN/ISSN numbers and the list of journals prepared by the university and hosted in its website. 2 points each	10	-	-
4. Number of Text or reference Books Published through International Publishers with an established peer review system ISBN 20 points each for single author books 10 points for multiple authors.	20	20	20
5. Number of chapters in edited books 10 Points for AP/ASP 5 points for Professors	10	-	-

6. Number of Minor/ students Projects applied or funds mobilized from central / state/ Private funding agencies 10 points each	10	-	
7. Number of mini/ major Projects Applied or funds mobilized 10 Points each	10	05	05
8. Research Guidance 10 points per candidate	10	-	
9. Awards / Honours / Recognitions 10 points per achievements	10	-	
10. Invitations for conferences/seminars/ workshops/ symposia to deliver lectures / and/or chair sessions 5points each	10	-	
Subtotal 4	110	41	40

4. FEEDBACK ANALYSIS REPORT

1. Students feedback Score	20	20	20
2. HoD's Feedback Score	10	10	10
3. Principal's feedback Score	10	10	10
Subtotal 5	40	40	40

Declaration and Signature of Faculty with date	I declare the above information is true to the best of my knowledge.
	[signature] 14/6/2021 (ARUN KUMAR.J) AP/EEE

Summary and analysis of API Score

Criteria	API Score	Self appraisal score	API Score for Assessment Period
Teaching, learning & evaluation related activities	60	50	40
Curricular Supporting Activities	70	42	37
Co-curricular, extension and profession related activities	80	50	45
Research and development, consultancy	110	41	40
Feedback Analysis Report	40	40	40
	360	223	202

Analysis based Recommended / Not recommended to continue / Increment / Promotion (to be hand written by the authority)	Based on the API score, he is recommended for an increment of Rs.5000/= with effect from AY21-22. His efforts are appreciable.

HOD	Principal	Management Representative
[signature] 16.6.21	*[signature]* 16/6/21	

Non – Teaching Staff Performance Appraisal Form

Part A: Staff Details

1.	Name (in Block Letters)	M. AMSA PRIYA
2.	Employee ID	
3.	Department	Office
4.	Qualification (ITI/Diploma/Others)	MSC (IT)
5.	Designation	Junior Assistant
6.	Date of Joining at KCE	26.05.2017

Part B: Details of Lab Courses Handled During the Previous Academic Year:
(To be supported with documents)

SI.No	Name of the Laboratory Course	No. of Batches	Faculty In Charge
	N.A		

Part C: Details of Professional Advancement/Training Programmes Attended:
(To be supported with documents)

SI.No	Name of the Training Programme	Institution/Industry	Duration (from – to) (DD-MM-YYYY)
1.	Training programme on office management and Administration	KCE	22-07-2019 – 23-07-2019
2.	Training programme on stress and Time management	KCE	23-09-2019 – 25-09-2019
3.	3 days Training programme on Life skills mgmt	KCE	15-10-2019 – 17-10-20
4.	Training programme on MS office	KCE	07-02-2020

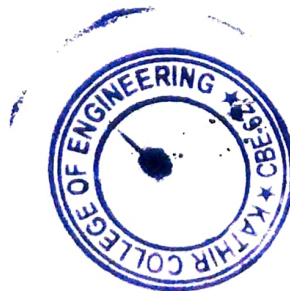## Part D: Involvement in Academic Activities:
(To be supported with documents)

Sl.No	Nature of Work	Details
1.	Student Admission, Reception — work	—
2.	Scholarship Assistance	—

M.S.Rajini 15/7/2020

Signature of the Staff with Date

Part E: Appraiser Observations
(Tick any one of the rating options for a particular field)

Sl.No	Particulars	Rating		
		Good	Fair	Satisfactory
1.	Knowledge about the work	✓		
2.	Communication Skill		✓	
3.	Interpersonal Skills	✓		
4.	Accessibility	✓		
5.	Punctuality	✓		
6.	Comments (if any):	Very sincered hardworking		
	Remarks: To be encouraged thru' Salary hike.	Shall be given an increment of Rs. 2000/ on monthly basis		

20/8/20

Dr. R. UDAIYAKUMAR, ME.,Ph.D.,
Principal
Kathir College of Engineering
"Wisdom Tree" Avinashi Road,
Neelambur,Coimbatore - 641 062.