

**FACULTY EVALUATION PROCEDURES**

**KEY PERFORMANCE INDICATOR**

A Key Performance Indicator is a measurable value that demonstrates how effectively faculty members are achieving key institution objectives. Organizations use KPIs at multiple levels to evaluate their success at reaching targets. High-level KPIs may focus on the overall performance of the institution, while low-level KPIs may focus on processes in department levels.

**KPI includes,**

S.No	Key Performance	Category	Maximum Marks
1	Academic Performance	Category 1	400
		Category 2	250
		Category 3	100
2.	Contribution to Institutional and Departmental Activities	Category 4	150
3	Faculty Contribution To Branding And Institutional Development	Category 5	100
Total			1000

**Note:**

**Minimum eligibility for applying API award for Faculty Members**

CATEGORY 1 : 50 % of marks from 400 (200 / 400) ✓

CATEGORY 2 : 20 % of marks from 250 (50 / 250) ✓

Total : 40 % of marks from 1000 (400/1000) ✓

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19-20.  
13.12.19.

**FACULTY PERFORMANCE EVALUATION - API INDICATORS [Academic Year 2019 - 2020]**

Name of the Faculty:

Date of Joining:

Department:

CATEGORY - 1. TEACHING AND LEARNING RELATED ACTIVITIES			
S. NO	API PARAMETERS	MAX.POINTS	TOTAL
1.1	Academic Results	250	400
1.2	Project Guidance and Outcome	70	
1.3	Pedagogical initiatives in Teaching - Learning Process	10	
1.4	Special Accomplishments	15	
1.5	Feed Back	25	
1.6	Initiatives Related to Industry Interaction	20	
1.7	Value Added Courses	10	
CATEGORY - 2. RESEARCH CONTRIBUTIONS			
2.1	Research Paper Publications	50	250
2.2	Paper presented in International conference with DOI	60	
2.3	Book Publications	25	
2.4	Sponsored Projects	30	
2.5	Grants Received for Organizing Seminar, etc	20	
2.6	Consultancy work	10	
2.7	Patent	15	
2.8	Research Guidance	25	
2.9	Reviewer / Examiner	5	
2.10	Enrichment Qualification (Ph.D)	5	
2.11	Citation	5	
CATEGORY - 3. PROFESSIONAL DEVELOPMENT ACTIVITIES			
3.1	Professional Affiliation	15	100
3.2	Professional recognition	15	
3.3	Participation in Subject Associations	15	
3.4	Organizing the Programme	45	
3.5	Membership on Education, Research and National Development	10	
CATEGORY - 4. CONTRIBUTION TO DEPARTMENT AND INSTITUTIONAL ACTIVITIES			
4.1	Outreach Activities	20	150
4.2	Associated with College functions	20	
4.3	Participation in Institutional Activities	20	
4.4	Participation in Departmental Activities	10	
4.5	Facilitation	10	
4.6	Commitment towards departmental and institutional activities	10	
4.7	Exam Duties Assigned and performed	10	
4.8	Unavailing of casual leave / vocational leave	10	
4.9	Contribution to motivate the students as Advisor / Mentor	40	
CATEGORY - 5. FACULTY CONTRIBUTION TO BRANDING AND INSTITUTIONAL DEVELOPMENT			
5.1	Students Admission	50	100
5.2	Students Data Base Collection	20	
5.3	Functions / Programme Organization towards admission and branding	15	
5.4	Other works allotted by the Admission Cell	10	
5.5	Readiness to work Beyond the working hours	5	
<b>Grand Total</b>			<b>1000</b>

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**FACULTY PERFORMANCE EVALUATION - API [Academic Year 2019 – 2020]**

**CATEGORY - 1. TEACHING AND LEARNING RELATED ACTIVITIES**

(Maximum Scores Allocated: 400; Minimum API Score Required: 40% of 400 = 160 marks)

S. No	Nature of Activity	Parameters	Credit Points	Max. Points	Documents Evidence	Total		
1.1	Academic Results (UG Only)	a) Problematic / Engg. Drawing (P)	Odd - 100	250	Copy of Result Analysis	400		
		b) Problematic cum Theory (P+T)	Even -100					
		c) Theory subjects (T)	Odd - 5					
		d) Practical / project	Even -5					
		Theory						
		P	P+T				T	Score
		80-100	85-100				90-100	100
		70-79	75-84				80-89	80
		60-69	65-74				70-79	60
		50-59	55-64				60-69	40
		40-49	45-54				50-59	20
		<40	<45				<50	05
		** Average to be taken for more than one subject.						
		e) Grading						
Grade	Points (Only Theory)	Total Points	Odd - 20 Even - 20					
S/ O	5	Number of S * 5						
A / A+	4	Number of S * 4						
B / A	3	Number of S * 3						
1.2	Projects Guidance and Outcome	a) Guide UG / PG(mini or main) per Batch		20	List of students and titles of projects assigned			
		Real time Project ( Industry Oriented )	10					
		Research Project / Fabrication	8					
		Design / Software / others	6					
		b) Projects converted into papers (per Paper /per Product )		25	Paper evidence			
		Presented in conference tier 1 college	10					
		Presented in conference tier 2 college	5					
		Published paper in SCI/Scopus Journal	20					
		Published paper in non-indexed journal	15					
		Converted into product	25					
		c) Projects Beyond the curriculum /for institution development	10 per batch	10	Project Report			
d) Proposal Applied for TNSCST, Smart India Hackathon, etc	5 each	15	Copy of the proposal and Letter received					
e)Grants/Awards received	15each							

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1.3	Pedagogical initiatives in Teaching-learning Process	Participatory and Innovative Teaching - Learning Methodologies (eg e-learning, Video lecturing, role play, Project based learning, Quiz, case studies, models, charts etc)	3 per each activity (Totally Min 10 hours per semester )	Odd -5 Even - 5	Plan and execution report -write up/ Videos / Photograph of activity, charts and models used for teaching course
1.4	Special Accomplishments	Online Certification Courses (NPTEL, MOOC, etc)	5 Per each	10	Copy of certificate
		Awards of achievements	5 per each	5	Copy of Award
1.5	Feed Back	Students	>90 - 15, 80 to 89 - 12, 70 to 79 - 10, 60 to 69 - 8, <60-6	25	Copy of feedback report
		HoD	>90 - 10, 80 to 89 - 8, 70 to 79 - 6, 60 to 69 - 4, <60-2		
1.6	Initiatives related to Industry Interaction	Industrial visit - Accompany students	5 per visit	10	Approval letter from HOD and Industrial report
		Outcome of Industrial Visit - Student's internships, in-plant training, projects, career opportunities.	5 per student/ batch		Permission letter from Industry and list of attended students
		Proposal for Industry setup Laboratories / Research Lab/ Center of Excellence Lab MOUS signed	5 per proposal/ per MOU	10	Write up and evidence for Industry approach
		Setup Industry Supported Laboratories/Research lab/ Center of Excellence lab	10 per lab		Documents for Lab setup
1.7	Value Added Courses	Resource Person / Course coordinator	5 per course	10	Course module and students attendance

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**FACULTY PERFORMANCE EVALUATION - API [Academic Year 2019 – 2020]**
**CATEGORY – 2 RESEARCH CONTRIBUTIONS**
**(Maximum Scores Allocated: 250; Minimum API Score Required: 20 % of 250 = 50 marks )**

S. No	Nature of Activity	Parameters	Credit Points	Max. Points	Documents Evidence	Total
2.1	Research Paper Publications	SCI Indexed Journal	30 / Publication	50	Copy of the published paper	
		Scopus Indexed Journal	20/ Publication			
		Google Scholar/Web index Journals/UGC	15 / Publication			
		Non indexed Journal	10 /Publication			
		Publication of article in newspaper, magazine, newsletter, etc	5/ publication			
2.2	Paper presented in International Conference with DOI	Conference paper presented in Aboard	25 / Presentation	40	Copy of the published paper	
		Conference paper presented in IIT, NIT	20 / Presentation			
		Conference paper presented in Tier 1 colleges	15 / Presentation			
		Conference paper presented in Tier 2 colleges	7 / Presentation	20	Copy of awarded Certificate	
		Best Paper award in Aboard/NIT/IIT/Tier1 Colleges	20 / Award			
		Best Paper award in Tier 2 colleges	7 /Publication			
2.3	Book Publications	Text or reference books published by International publisher	25/ Publication	25	Copy of cover page	250
		Chapter in an edited book published by International publisher	20 /Publication			
		Subject books by National level publishers with ISBN / ISSN numbers	15 /Publication			
		Subject books by other local publishers with ISBN / ISSN numbers	10 /Publication			
		Online Publication	7 /Publication			
2.4	Sponsored Projects	Major Projects amount mobilized with grants above Rs.5 Lakh	30 / each project	30	Copy of the sanctioned letter	
		Major Projects amount mobilized with grants above Rs.2 Lakh up to Rs.4 Lakh	25 / each project			
		Minor Projects (Amount mobilized with grants above Rs.1 Lakh up to Rs.2 Lakh)	20 / each project			
		Project proposal Applied	10 / each project		Copy of the proposal	
2.5	Grants received for organizing Seminar,etc	Grants amount above Rs. 2 Lakh	20 / Programme	20	Copy of the sanctioned letter	
		Grants amount above Rs. 1 Lakh to Rs. 2 lakh	15 / Programme			
		Grants amount less than Rs. 1 Lakh	10 / Programme			
		Proposal Applied	5 / Programme		Copy of the proposal	
2.6	Consultancy Work	Amount mobilized with minimum of Rs.10,000/-	10 / Consultancy	10	Copy of the document	
2.7	Patent	Patent / Copy right filed - affiliation with college name	5each	15	Copy of patent filed letter	

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		Patent Published / Copy right Obtained	10 each		Copy of Patent publication
		Patent Obtained	15 each		Copy of patent granted letter
2.8	Research Guidance	Research Scholar Degree Awarded	15/ each candidate	25	Copy of the letter
		Research Scholar Registered	7 / each candidate		Name of the Scholar and letter
		Doctoral Committee Member	5 each scholar		Copy of the Letter
		Supervisor Recognition	10		Copy of Supervisor Recognition letter
2.9	Reviewer /Examiner	Indexed Journal(SCI/Scopus ) Reviewer /External Ph.D Thesis	5 /each	5	Copy of the Reviewer letter/ certificate
		Non Indexed Journal	3 /each		
2.10	Enrichment Qualification (Ph.D.)	Ph.D. Registered	2	5	Copy of Registration
		Provisional Conformed	3		Copy of conformation letter
		Synopsis / Thesis Submitted	4		Copy of synopsis submission letter
		Possessing Degree	5		Copy Degree certificate
2.11	Citation	Citation impact of Published work (Current Year )	1 citation = 1	5	Google Scholar

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**FACULTY PERFORMANCE EVALUATION - API [Academic Year 2019 – 2020]**
**CATEGORY - 3. PROFESSIONAL DEVELOPMENT ACTIVITIES**

(Maximum Scores Allocated:100)

S. No	Nature of Activity	Parameters				Credit Points	Max. Points	Documents Evidence	Total
3.1	Professional Affiliation	As a corporate member in National level				12	15	Copy of Letter / ID / certificate from Professional Society	
		As a member in National level				5			
		As a corporate member in International level				15			
		As a member in international level				10			
3.2	Professional recognition as Key note speaker / Chairperson/ Resource person/ Chief Guest in	International Conference				15/Programme	15	Invitation Letter	
		National Conference Level /Symposium				10/programme			
3.3	Participation in Subject Associations	Conferences /Seminars / FDP / STTP/Workshop/etc				15	Copy of the Certificate		
		1-2 days	3-5 days	6-8 days	>8 days				
		4	7	10	15				
3.4	Organizing the Programme	Co-Ordinator		Co-Coordinator		Committee Member		Copy of the Documents	100
		With Grant	Without Grant	With Grant	Without Grant	With or Without Grant			
	a) FDP/Workshop/Seminar	15	10	10	5	3	45		
	b) National Conference	25	20	15	10	5			
	c) International Conference	30	25	20	15	10			
** Marks for each event									
3.5	Membership on Education (eg advisory, syllabus framing, BOS, Question paper framing), Research and National Development	State /Central/Other University Bodies				Question Paper framing 5 per each activity	10	Copy of the letter	
				Others 10 per each activity					

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**FACULTY PERFORMANCE EVALUATION – API [Academic Year 2019 – 2020]**

**CATEGORY - 4. CONTRIBUTION TO DEPARTMENT AND INSTITUTIONAL ACTIVITIES**

(Maximum Scores Allocated: 150)

S. No	Nature of Activity	Parameters	Credit Points	Max. Points	Documents Evidence	Total
4.1	Outreach Activities (other than NSS, YRC) Organized programme outside campus/other than regular working hours	Coordinator	20 /Programme	20	Circular and copy of the documents	150
		Member	12 /Programme			
4.2	Associated with College Function like college day, sports day, convocation, First year Inaugural, etc	Overall Coordinator	15 each	20	Circular and copy of the documents	
		Committee Coordinator	10 each			
		Member	7 each			
4.3	Participation in committee concerned with institutional activity such as Affiliation work/ Time table /Exam cell / student welfare /Research committee /EDC / IQAC cell / NPTEL ,NSS, YRC, etc	NSS / YRC / RRC Coordinator	20	20	Circular and copy of the documents	
		Coordinator for other Activity	15 each			
		Member	5 each			
4.4	Participation in committee concerned with Departmental activity such as T&P In-charge / web site / E magazine /Result Analysis /Professional society / Other department activities	Member	5 each	10	Circular and copy of the documents	
4.5	Facilitation Arranging resource person and Industries	Arranging resource person / Industries for Industrial Visit / Internship, etc	5 per each arrangement	10	Copy of documents	
4.6	Commitment towards departmental and Institutional Activities	Readiness to work beyond working day / working hour (other than regular academic works - Duties assigned by Higher authorities )	5 per each work	10	Proof of the work assigned by higher authorities and execution	
4.7	Exam Duties Assigned and Performed	External/internal Invigilator, Government Exam Proctor	1 per duty	10	Copy of duty list	
4.8	Unavailing of Causal leave / Vacation Leave	Surrendering of 75 % of leave	5	10	Attendance Record	
		Surrendering of 50 % of leave	3			
		Surrendering of 75 % of VL	5			
		Surrendering of 50 % of VL	3			

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4.9	Contribution to motivate the Students as Advisor/Mentor	Advisory Students' University Result(each sem )	100 %	5 each sem	40	Copy of Result Analysis		
			99 % - 85%	3 each sem		Copy of Result Analysis		
		Producing Academically Bright students form Advisory Students (More than 8.0 CGPA with no history of arrears)						Attendance % list
		5 and above				5 each sem		
		Below 5				3 each sem		
		Advisory Students' Attendance	No defaulters	5 each sem				
			5% defaulters	3 each sem				
		Advisory Students' Participation in other college events	100% of students	10 per Year				Copy of Certificates
			99 % - 85% of Students	7 per year				
			85 % to 75%	5 per Year				
<75 %	3 per Year							
Readiness of the staff member to handle extra classes (Expertise) assigned by the HoD as and when required- Effective engaging			5 per sem		Feedback from students			

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**FACULTY PERFORMANCE EVALUATION – API [Academic Year 2019 – 2020]**

**CATEGORY - 5. FACULTY CONTRIBUTION TO BRANDING AND INSTITUTIONAL DEVELOPMENT**

(Maximum Scores Allocated: 100)

S. No	Nature of Activity	Parameters	Credit Points	Max. Points	Documents Evidence	Total
5.1	Students Admission	First Year	CBSE /Other central board	10 per student	50	
			Cut off (> 180)	10 per student		
			Cut off (160 -179)	8 per student		
			Cut off (140- 159)	6 per student		
			Cut off < 139	5 per Student		
		Lateral	Cut off >90	8 per student		
			Cut off (75-89)	6 per Student		
	Cut off < 74	5 per student				
	PG (ME/MBA)	5per student				
5.2	Students Data Base Collection	First Year (Min 100 Students )	15	20	Reference Documents from Admission cell	100
		Lateral(Min 50 Students )	10			
		PG (ME/MBA)(Min 50 Students )	5			
5.3	Function / Programme organizing towards admission and Branding	First Year	15	15		
		Lateral	10			
		PG (ME/MBA)	5			
5.4	Other works allotted by the Admission Cell	Coordinator	10	10		
		Member	5			
5.5	Readiness to work Beyond the working hours (After 5pm and Leave days)	10 Days	2	5		
		20 Days	3			
		Above 20 Days	5			

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FACULTY PERFORMANCE EVALUATION - GUIDELINES

**TEACHING & LEARNING PROCESS**

- Theory/Practical subjects pass percentage and grade performance are taken into consideration for calculating the credit points.  
Average has to be taken for more than one theory /Practical Subjects taught.  
Result for each semester is taken into account for credit point calculation.
- Teaching innovation – Pedagogical initiatives other than PPT and chalk and talk is considered
- Value added/ Add-on- courses /Hands-on Training has to be assessed properly and certificate to be given for all the attended students.

**RESEARCH ACTIVITIES**

- If the conference paper is published in the reputed journal, the faculty is eligible to claim for both conference presentation as well as journal publication.  
The faculty has to publish papers only in journals pertaining to their field (or) interdisciplinary journals with relevance.
- The journals published by faculty members should have minimum two citations (excluding self-citation) with our college affiliation
- For any consultancy work/Sponsored Research Project done, the surplus amount will be shared between the Employee and Institute. Revenue generated from our students & staff shall not be considered as revenue from consultancy.

**ADMINISTRATIVE ACTIVITIES**

- Faculty members attending training programs (FDP/Workshop/Seminar etc.,) should produce attendance /participation certificate.

**GENERAL**

- Documents approved by the authority concerned alone are valid for credit points.
- Documents Evidence should be presented by the faculty during IQAC Evaluation.
- Faculty members are allowed to participate in conference /workshop/seminar/FDP around India organized by institutes accredited by NAAC or the departments accredited by NBA or NIT/IIT/IISc (Tier-1 & Tier-2 )etc.,
- Faculty members are encouraged to participate in events sponsored by government agencies like UGC/DRDO/ISRO/AICTE/CSIR/DST/DBT/DSIR/ICMR/Anna University.
- Staff members regular routine work related to teaching learning and students supporting work will not be considered for API
- The Chairman has the privilege to add additional credits to any member based on his/her overall observation of the involvement and organizational citizenship behavior demonstrated by the members during the appraisal period.
- The performance appraisal system is subject to change at any time based on requirement.

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# M.I.E.T ENGINEERING COLLEGE

(Approved by AICTE and Affiliated to Anna University, Chennai)  
Trichy – Pudukkottai Main Road, Trichy – 620 007.

## Performance Appraisal System - Non Teaching Staff

Name of the Staff:

Assessment year:

Department:

Date of Joining:

Qualification:

Sl.No	Indicators	Very Good	Good	Satisfactory	Poor	Max marks	Overall marks
		4	3	2	1	4	
<b>1</b>	<b>PROFESSIONAL COMPETENCE</b>						
<b>1.1</b>	Knowledge of rules, regulation and procedures						
<b>1.2</b>	Ability to organize work and carry it out						
<b>1.3</b>	Creativity and innovation in his/her working style						
<b>1.4</b>	Ability to learn new things						
<b>1.5</b>	Updating knowledge through by training and Pursuing higher qualification						
<b>2</b>	<b>PERFORMANCE</b>						
<b>2.1</b>	Maintenance of stock register, Files/Records						
<b>2.2</b>	Accuracy & Speed of work						
<b>2.3</b>	Daily opening and closing of labs, class rooms, Neatness & tidiness of work						
<b>2.4</b>	Completion of work as per schedule						

2.5	Possessing technical knowledge (theory & hands on) for all aspects of the job to perform functions satisfactorily						
<b>3</b>	<b>PERSONAL CHARACTERISTICS</b>						
3.1	Attendance						
3.2	Punctuality						
3.3	Discipline						
3.4	Positively respond to any instruction, guidance, correction and discipline by the superiors						
3.5	Ability and ease in expressing ideas, opinions and information clearly and accurately, both orally and in writing						
<b>4</b>	<b>ATTITUDE TOWARDS CO-WORKERS</b>						
4.1	Cooperative to the needs of colleagues						
4.2	Receptive to the needs of colleagues						
4.3	Motivating the colleagues for contributing more						
<b>5</b>	<b>ATTITUDE TOWARDS STUDENTS</b>						
5.1	Cooperative to the needs of the students						
5.2	Receptive to the needs of the students						
5.3	Encouraging and motivating the students						
5.4	Extra working for the students in their Labs/Office						
<b>6</b>	<b>INITIATIVES</b>						
6.1	Self- driven initiatives to						

	improve assigned work						
<b>6.2</b>	Voluntarily lending assistance to co workers voluntarily						
<b>6.3</b>	Commitment to work for college development/ administrative work						
<b>7. OVERALL EVALUATION</b>							
	<b>VERYGOOD</b>	<b>GOOD</b>	<b>SATISFACTORY</b>	<b>POOR</b>	<b>TOTAL</b>		
<b>8. Any outstanding contribution made by the Employee :</b>							
<b>9. Special remarks by the HoD:</b>							
<b>10. Remarks by the Reviewer and Principal:</b>							
<b>Computation of Overall Evaluation</b>			<b>Eligible Range of Points</b>			<b>Recommendations</b>	
<b>Very Good</b>			Should be >80				
<b>Good</b>			Should be >70				
<b>Satisfactory</b>			Should be <40				
<b>Poor</b>			Should be < 30				