



K.S.RANGASAMY COLLEGE OF TECHNOLOGY

(Autonomous)

Tiruchengode – 637 215, Namakkal, Tamil Nadu

SELF APPRAISAL POLICY

AUGUST 2021

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INTRODUCTION

The Faculty Performance Appraisal and Development System is a structured mechanism designed to evaluate the performance and contributions of faculty members. This process aims to assess their effectiveness in teaching, research, and service while providing constructive feedback to support continuous improvement.

OBJECTIVES:

1. **Performance Assessment:** Evaluate faculty members' overall effectiveness as educators, researchers, and institutional contributors.
2. **Professional Development:** Identify strengths and areas for improvement to promote continuous professional growth.
3. **Recognition and Reward:** Acknowledge and incentivize outstanding performance through promotions, salary increments, or other benefits.

EVALUATION CRITERIA:

Category	Marks
Teaching & Learning Process	30
Skill Development	20
Research & Development	25
Extension Activities	20
Involvement in Departmental/Institutional Administration	03
Any Other Relevant Contributions	02
Total	100

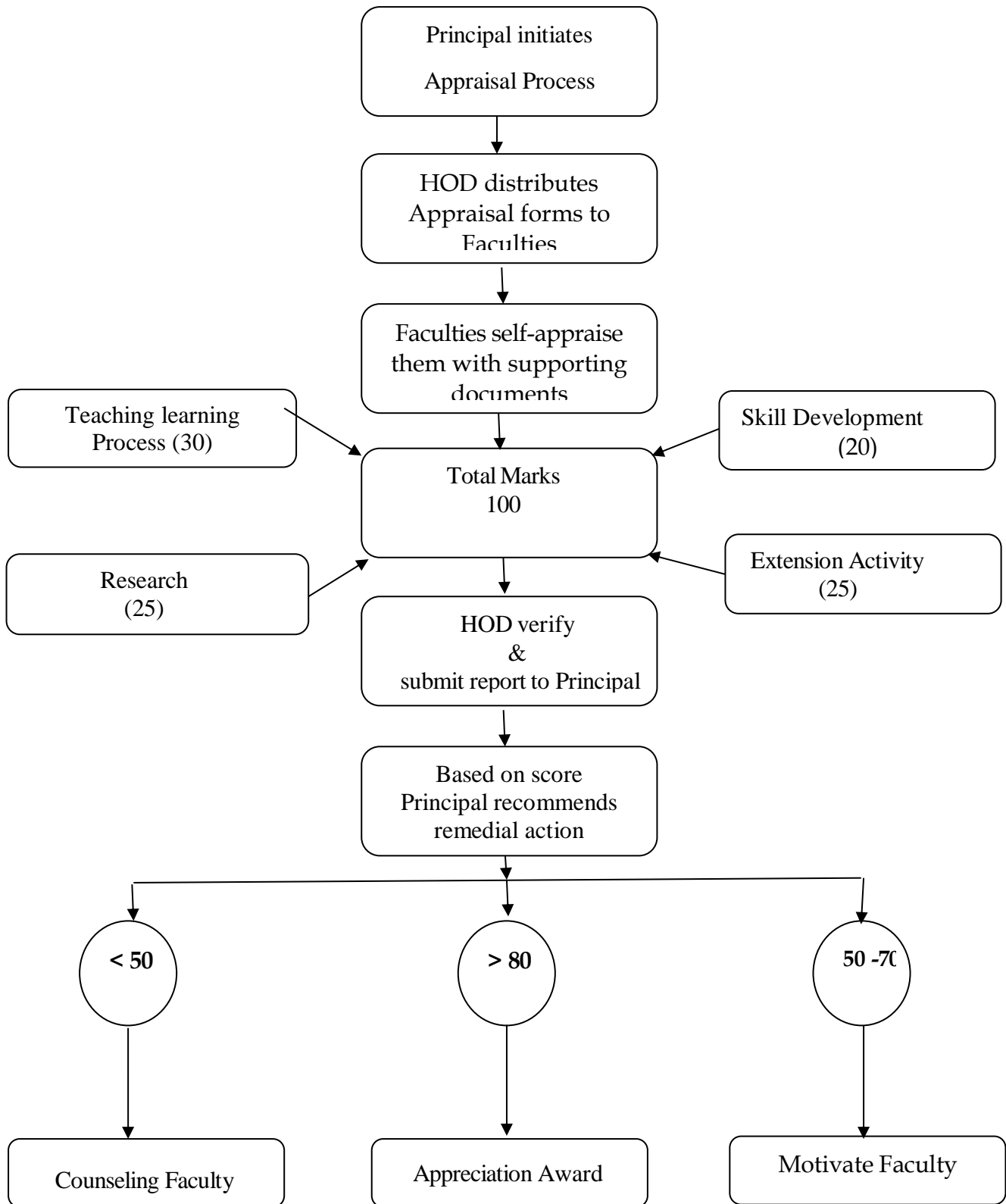
APPRAISAL PROCESS:

1. The **Principal** initiates the faculty appraisal process.
2. The **Head of the Department (HOD)** distributes the appraisal forms to faculty members.
3. **Faculty members** complete the form, documenting their performance and achievements in teaching, research, and service for the academic year.
4. The **HOD reviews** and verifies the submitted information with supporting documents.
5. The **HOD submits** the appraisal report to the **Principal** for final evaluation.
6. Based on the faculty's score, the **Principal takes appropriate action:**
 - **Score > 8** → Appreciation & Recommendation for Award/Reward.
 - **Score 5 - 8** → Encouragement to enhance skills and performance.
 - **Score < 5** → Counseling and mandatory participation in a Faculty Development Program.


EXPECTED OUTCOMES:

- **Professional Growth:** Faculty members recognize their strengths and areas for improvement.
- **Quality Assurance:** Ensures high standards in teaching and research.
- **Accountability:** Reinforces faculty members' responsibilities within the institution.
- **Career Advancement:** Facilitates promotions and tenure opportunities.

This structured appraisal system fosters a culture of excellence and continuous improvement, enhancing both faculty performance and institutional quality.



Annexure-I

	K.S.RANGASAMY COLLEGE OF TECHNOLOGY (Autonomous) Tiruchengode – 637 215 Academic Performance Index (20XX – 20XX) Evaluation Sheet	
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Faculty Name		Department	
Designation		Date of Joining	

I. Teaching Learning Process (30)

(i) Results:

S.No.	Branch	Year /Sem/Sec	Course code & Course Name	No. of Students	Pass %	API Score (max.5)

Note: 60 - 70% - 1 point; 71-80% - 2 points; 81-90% - 3 points; 91-95% - 4 points; 96-100% - 5 points

(ii) Innovative methods used in teaching learning process including assessments (Other than LCD/OHP/PPT):[Restrict to 5 most important points]

S.No.	Innovative methods used in teaching learning process	Course code & Course Name	API Score(max.5) (# of innovative methods X1)

Note: Video Lecture, Quiz, Assessments in Moodle & Analysis, Reciprocal Teaching &etc.,

(iii) Remedial classes handled and impact:

S.No.	Year /Sem/Sec	Course code & Course Name	No. of Students		Pass %	API Score (max.5) Fraction of Average pass % x5)
			Attended	Passed		

(iv) Adopted students:

S.No.	Year /Sem/Sec	Name of the student	Impact		API Score (Max 4) (# Arrears cleared/#Standing arrears) x 4
			#Standing arrears	Arrears cleared after adoption	

(v) Mentoring offered – fast learners / Placement:(Give Details with outcome):

Example:

S.No.	Activity	Yes/No	API Score (Max. 4) (# of AssistanceX1)
Assistance offered to			
1.	Appear in Competitive Examination (GATE, TANCET, CIVIL Service Examination, etc.,)		
2.	Complete NPTEL Online Certification / Global Certification Examination		
3.	Participate in the internship with / without stipend		
4.	Publish papers in national / international peer reviewed journals, innovative projects, product development, New Gen, IEDC & NSTEDB		
5.	Secure placement for adopted students		

Note: Enclose the necessary documents

(vi) Value added / one credit courses organized: (Max. 2 courses)

S.No.	Year /Sem/Sec	Title of the course	No. of students Registered	Impact	API Score (Max. 2) # of courses X1)

(vii) Project guided Innovative / social / Industry relevant only:

S.No.	Title of the project	Awards / Recognition in Project Competition	Awarded by	API Score (Max. 5)

Note: Recognized within institution – 2 Points; IITs, NIT, Central University – 3 Points;
Industry / Professional Bodies – 4 Points; International level – 5 Points

II. Self Development (20)

(i) FDP / STTP / Conferences */ Workshop attended outside:

S.No.	Title	Duration (# of days)	Date / Month / Year		Organization / Institution	API Score (Max. of 6)
			From	To		

Note: Sponsored – 2 Points; NIT and IITs – 3 Points;

* Conference attended without presenting paper

(ii) FDP / STTP / Conferences / Workshop attended in KSREI campus:

S.No.	Title	Duration (# of days)	Date / Month & Year		API Score (Max. of 4)
			From	To	

Note: Sponsored (2days) – 1 Point; NITTR, NMEICT offered by Industry (one week) – 2 Points;
Conference – 2 points

(iii) Advanced courses (NPTEL – SWAYAM) / Global Certification courses Undergone & Passed:

S.No.	Name of the course	Agency offered	Duration (# of days)	Date / Month & Year of Certification	API Score (Max. of 5) (# of courses X2.5)

(iv) Internship in Industry / Training / Fellowships undergone:

S.No.	Name of the Organisation	Duration (# of days)	Date / Month & Year		API Score (Max. of 5) (# of daysX1)
			From	To	

III. Research and Development (25)

A. Publications

a. Number of publications after joining KSREI:

S.No.	# of Publications					Total
	Scopus	Web of Science	ICI	PubMed	Others	

b. Publications during the Academic Year 20.....- 20..... :

S.No.	# of Publications					API Score (Max. of 8)
	Scopus	Web of Science	ICI	PubMed	Others	

Note: Paid journals will not be considered; Scopus, Web of Science, ICI, PubMed – 8 Points;
Others – 4 points

B. Papers Presented, Proposal Submitted and Ph.D. Supervision:

a. Number of papers presented in conferences after joining KSREI:

S.No.	National	International Conference held in:			Total No. of Publications
		India	Abroad	Total	

b. Papers presented during the Academic Year 20.....-20.....:

S.No.	National	International Conference held in:			API Score (Max. of 4)
		India	Abroad	Total	

Note: National – 1 point; IC in India – 2 points; IC in abroad – 4 points

c. Project proposals submitted during the Academic Year 20..... - 20..... :

S.No.	Agency	Title	Grant Requested (In Lakhs)	Status	Grant Received (In Lakhs)	API Score (Max. of 5)

Note: Status: Approved, Under Process, Not Approved

Upto 3 lakhs – 1 point; upto 5 lakhs – 2 points; upto 10 lakhs – 3 points;
above 10 lakhs – 5 points

d. For Ph.D holders:

Recognised as Ph.D. Supervisor Yes / No If Yes, Supervisor No.:

(i) Details of Ph.D. Scholars Completed in the current year:

S.No.	Name of the Scholar	Title of the Thesis	Month & Year of Completion	University	API Score (Max. of 2) (# of Scholar. X1)

(ii) No. of Ph.D. Scholars registered in the current academic year:

S.No.	Name of the Scholar	Month & Year of Registration	Specialization	Expected period of completion	University	API Score (Max. of 1) (# of Scholar. X1)

e. Number of Publications of Scholars:

S.No.	# of Publications					Total
	Scopus	Web of Science	ICI	PubMed	Others	

d. For faculty members pursuing Ph.D.:

Register No.:

S.No.	Name of the Supervisor	Research Centre	Area of Research	University	Date of Registration

Ph.D Status the academic year 20..... - 20.....:

S.No.	Activity	Yes/No	API Score (Max. 3) (3 marks for each)
1.	Completion of course work		
2.	Thesis Submitted in the current year		
3.	Thesis Submitted in the current year		

C. Product Developed & IPR:

S.No.	Activity	Yes/No	API Score (Max. 5) (# of activity X1)
1.	Product Developed as part of UG/PG Projects		
2.	Product Developed as part of Research		
3.	Product Developed in consultation with industry		
4.	Intellectual Property Rights(IPR) No. of IPR Filed: Granted:		
5.	Details of IPR Filed and Granted		
6.	Technology Transferred and revenue earned		

Note: If "Yes" please provide details:

IV. Extension Activities (20)

(i) FDP / STTP / Conference / Workshop Organized (Points for sponsored programmes only)

S.No.	Title	Duration (# of days)	Sponsored Amount	Date / Month & Year		API Score (Max. of 5)
				From	To	

Note: 2 days – 1 point; 3 days to 1 week – 3 points; 2 weeks– 5 points;

(ii) Consultancy services rendered

S.No.	Nature of consultancy	Agency / Organization / Firm / Company	Date / Month & Year		Revenue generated (Rs.)	API Score Max. of 5)
			From	To		

Note: Below Rs. 2500 – 1 point; Rs.2501 – Rs.5000 – 2 points; Rs.5001 – Rs.7500 – 3 points;

Rs.7501 – Rs.10000 – 4 points; Above Rs.10000 - 5 points

(iii) Collaborative Research undertaken: Yes/No

S.No.	Organization/ Institution	Contact Person with Full Address	Research Title	Grants/Support Received (in lakhs)	API Score (Max. of 3)

Note: Collaborative Research with reputed organization – 2 points;

Collaborative Research with Grants Greater than 5 lakhs

(iv) Special Lectures / Key note address delivered in other Institutions(sponsored only)

S.No.	Date	Institution / Organization	Name of the Event	Topic	API Score (Max. of 5)

Note: State – 1 point;

National – 2 points;

Abroad – 5 points

(v) Recognized Reviewer / Editor in reputed journal only

S.No.	Name of the Journal / Magazine	Title of Paper / Article Reviewed / Edited	Month & Year of publication of the reviewed paper / article	API Score (Max. of 1) of paperX1)

(vi) Publication of Books / Contribution to Chapters

S.No	Title of the Book /	Publisher	Year of	Volume / Page	ISBN	API Score

	Chapter		Publication	No.		Max. of 1) # of book/ hapter X1)

V. Involvement in Departmental / Institutional Administration (API Score: 3x1=3 (max))

- OBE Administration - DAB / Program / Module Coordinator / Coordinator Assessment Committee
(Describe the Role).
- Co-ordination with various cells related to student activities in the Dept. (Describe the Role).
- Co-ordination with various administration works related to Institution (Describe the Role).

VI. Any other relevant information (2)

*Restrict to 5 most important points only.

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SUMMARY OF API

Category	Criteria	PI Score (Max)	API Score
I	Teaching Learning Process	30	
II	Self Development	20	
III	Research & Development	25	

IV	Extension Activities	20	
V	Involvement in Departmental / Institutional Administration	03	
VI	Any other relevant information	02	
Total API Score		100	

Signature of the Faculty

Recommendation of HoD:

Recommendation of Principal: