

# SREE NARAYANA GURUKULAM COLLEGE OF ENGINEERING

Kadayiruppu P O, Kolenchery, Ernakulam – 682 311

## FACULTY PERFORMANCE APPRAISAL FORM


[To be filled by the Faculty concerned]

### PART A

### GENERAL INFORMATION AND ACADEMIC BACKGROUND

Academic Year:

1. Name of the Faculty member (in Block Letters) :
2. Department :
3. Highest Qualification :
4. Total Teaching Experience in Years :
5. Date of first appointment at SNGCE & Designation :
6. Present designation & date from which in the present post :
7. Number of Casual Leave (CL) taken during the assessment period :
8. Number of Duty Leave (DL) taken during the assessment period :
9. Number of Compensatory Off taken during the assessment period :
10. Number of Medical Leave taken during the assessment period :
11. Number of Leave Without Allowances taken during the assessment period

  
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College of Engineering  
Kadayiruppu P O, Kolenchery, Ernakulam - 682 311



[Signature of Faculty]

[Signature of HOD]

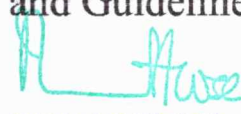
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**PART B**  
**EVALUATION CRITERIA AND RATING**

**Section I: Teaching, Learning, Co-curricular & Professional Development Activities**

Sl. No.	Description of Performance	Maximum Score	Score by Faculty*	Score by HOD*
I	Average of Students' Feedback of all Theory / Lab / Practical subjects handled in assessment period	10		
II	Performance based on the University Examination Results of the subjects taught	30		
III	Average of Examination duties assigned and performed	10		
IV	Contribution towards the development of the Department and Institution	20		
V	Self-Development of the Faculty	20		
VI	General Characteristics: (maximum 4 points for each characteristics) <ul style="list-style-type: none"> <li>• Punctuality</li> <li>• Discipline</li> <li>• Willingness to accept responsibilities</li> <li>• Involvement in Co-curricular activities</li> <li>• Completion of assigned work</li> </ul>	20		
<b>TOTAL SCORE (A)</b>		110		

\*Refer Data Sheet and Guidelines

  
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[Signature of Faculty]

[Signature of HOD]

[Signature of Principal]


## Section II: Research, Publications and Academic Contributions

Sl. No.	Description of Performance	Maximum Score	Score by Faculty*	Score by HOD*
I	Publication of Research papers in Reputed Journals [Web of Science (SCI/SCIE) / SCOPUS / UGC CARE]	20		
II	Publication / Presentation of Research papers in Conference / Proceedings	10		
III	Patents	10		
IV	Funded Research Projects/Consultancy Projects	10		
V	Book Publications	10		
VI	Research Guidance / Research Experience	10		
<b>TOTAL SCORE (B)</b>		70		

\*Refer Data Sheet and Guidelines

## Section III: Assessment by the Head of the Department

1. Efficiency shown in performing the present work : Excellent / Good / Average / Poor
2. Willingness to shoulder responsibilities : Excellent / Good / Average / Poor
3. Ability to get along with people : Excellent / Good / Average / Poor
4. Loyalty to the institution : Excellent / Good / Average / Poor
5. Role model to others in the campus / outside : Excellent / Good / Average / Poor
6. Level of sincerity, dependability and Co-operation : Excellent / Good / Average / Poor
7. Is the present performance of the incumbent satisfactory to make him/her eligible to shoulder higher responsibilities in the College : Yes / No
8. Additional remarks by the Head of the Dept., if any : *None*

  
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 K. S. Narayana, Kolenchery - 686 011



**NB:** For ratings 'Excellent' or 'Poor' necessary supporting document / statement must be attached.

[Signature of Faculty]

[Signature of HOD]

[Signature of Principal]

Sl. No.	Description	Maximum Score	Score*
I	HOD's Appraisal*	10	
II	Principal's Appraisal	10	
<b>TOTAL SCORE (C)</b>		20	

\*Head of the Department have to give appraisal based on the rating given in 1 to 8 of above section III. [Excellent: 2 points, Good: 1.5 points, Average: 1 point, Poor: 0.5 point]

<b>GRAND TOTAL (200)</b> <b>A + B + C</b>	
<b>Overall Rating*</b> (Excellent/Good/Average/Poor)	

\*[NB: Excellent: > 160, Good: 130 – 160, Average: 100 – 130, Poor: < 100]

Remarks by HOD with Signature :

Remarks by Principal with Signature :

Comments by concerned Faculty with Signature:

I agree / disagree\* with the final assessment as above

\*In case of 'disagree', specify reason:

If the Faculty member 'disagree',

Recommendation by HOD :

Recommendation by the Principal

  
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[Signature of Faculty]

[Signature of HOD]

[Signature of Principal]