ADHIYAMAAN COLLEGE OF ENGINEERING
(AUTONOMOUS)
Affiliated to Anna University – Chennai
Approved by AICTE – New Delhi
Dr. M. G. R. Nagar, Hosur – 635 130

FACULTY APPRAISAL FORM

Name of the Faculty:		Department:		Designation:	
Date of Joining:		Experience @ ACE:		Total Experience:	
Latest Salary Details:	Pay band:	Basic:	Grade Pay:	Special Pay *(If any):*	Gross Pay:

No.	Policy	Remarks					Max. Marks	Scored
		**CATEGORY I - ACADEMIC -TEACHING & LEARNING (50 Marks)**						
1	Subject Pass percentage (%) *Average of all the subjects per semester	*70 to 80 - 2 marks* *81 to 90 - 3 marks* *91 to 95 - 4 marks* *96 to 100 - 5 marks*					5	
2	Students feedback (course exit survey) (Average of all the subjects per semester)	*70 to 80 - 2 marks* *81 to 90 - 3 marks* *91 to 95 - 4 marks* *96 to 100 - 5 marks*					5	
3	Reading and Instruction Material	**Scale**	**Excellent**	**Very Good**	**Good**	**Poor**	10	
		API Score	**10**	**7.5**	**5**	**2**		
Requirements	*Excellent*	*Course Web Page Creation* *Video content for at least 2 modules* *PPT for all modules*						
	Very Good	*PPT for all Modules* *Video preparation for 1 module at least*						
	Good	*PPT for all modules*						
	Poor	*Mandatory requirements are met*						

No.	Policy	Remarks					Max. Marks	Scored
		Sharing content in LMS is mandatory for all courses. *The API score can be granted if the above conditions are met at least for one of the course handled in a semester.*						
4	Teaching Learning Pedagogies	**Scale**	**Excellent**	**Very Good**	**Good**	**Poor**	10	
		API Score	**10**	**7.5**	**5**	**0**		
	Requirements *Excellent*	*PBL/flipped classroom/Lab Integrated learning/Experiential learning or any other pedagogy for one course for all courses*						
	Very Good	*PBL/flipped classroom/Lab Integrated learning/Experiential learning or any other pedagogy for one course at least*						
	Good	*Use of ICT only*						
	Poor	*No innovative teaching pedagogy used*						
5	Slow and Advanced Learners	**Scale**	**Excellent**	**Very Good**	**Good**	**Poor**	10	
		API Score	**10**	**7.5**	**5**	**0**		
	Requirements *Excellent*	*Counseling and Action taken for poor performers of the current semester & also arrear students of the same course and improvements observed*						
	Very Good	*Counseling and Action taken for poor performers of the current semester for all courses handled and improvements observed Peer Learning(use of advanced learners)*						
	Good	*Counseling and Action taken for poor performers of the current semester for all courses handled*						
	Poor	*No action taken*						
6	Industrial Visits/ Field Trips/ Guest Lectures	**Scale**	**Excellent**	**Very Good**	**Good**	**Poor**	10	
		API Score	**10**	**7.5**	**5**	**0**		
	Requirements *Excellent*	*Affiliate faculty to deliver at least 1 module or few topics of one course*						
	Very Good	*Guest Lecture/ Field trip/ Industrial Visit/ Seminars/ training for all courses handled in a semester*						
	Good	*At least one Guest lecture/ Seminar for 1 course handled in a semester*						
	Poor	*No Action taken*						

CATEGORY II - RESEARCH (100 Marks)							
N o.	Policy	Remarks				Max. Marks	Scored
7	Journal Publications	Scale	Excellent	Very Good	Good	Poor	25	
		API Score	25	20	15	10		
8	Conferences Proceedings	Scale	Excellent	Very Good	Good	Poor	10	
		API Score	10	8	5	3		

• *The requirements for the each scale of evaluation for various cadres viz. assistant professor, associate professor and professor varies in accordance with the scope of work of the respective cadre.*

• *An **assistant professor** can score 10 points if a research paper is communicated to a SCI/WOS/Scopus indexed /UGC care list journals, whereas the faculty members of other cadres shall score 10 points only on publishing one paper in SCI/WOS/Scopus indexed /UGC care list journals.*

• ***Assistant and associate professors** shall score 15 points if a publication is made in SCI/WOS/Scopus indexed /UGC care list journals.*

• *The requirement of a **professor** is 2 publications during the assessment period to score 15 points.*

• *The publications claimed shall be considered only if the faculty claiming is either a first or a corresponding author.*

• *The publications made in collaboration with academics in foreign universities/ Industries, does not require a faculty claiming to be a first or corresponding author.*

Guidelines for Journal and Conference Publications

Activity	Scale	Assistant Professor	Associate Professor	Professor	Score
Journal Publications*	*Excellent*	>2	>3	>3	25
	Very Good	2	3	3	20
	Good	1	2	2	15
	Poor	1 communicated	1	1	10

Note: *First Author or Corresponding Authors only be considered.*

Guidelines for Book Chapters / Books

No.	Policy	Remarks				Max. Marks	Scored
9	Book Chapters	Scale	Excellent	Very Good	Good	Poor	10	
		API Score	10	8	5	3		
10	Books Published	Scale	Excellent	Very Good	Good	Poor	5	
		API Score	5	3	2	0		

Activity	Scale	Assistant Professor	Associate Professor	Professor	Score
Book Chapters Published* (Edited Books with ISBN)	*Excellent*	>1, at least in 1 peer reviewed	> 1 At least 1 peer reviewed	> 2 At least 1 peer reviewed	10
	Very Good	1 peer reviewed	1 peer reviewed	2	8
	Good	Initiated	Initiated	1	5
	Poor	-	-	-	0

*Note: *Conferences Papers published as book chapter, which is already claimed in conference publications shall not be accounted*

Activity	Scale	Assistant Professor	Associate Professor	Professor	Score
Books Published (Full Book with ISBN)	*Excellent*	Authored at least 1 book	Authored at least 1 book	Authored at least 1 book	5
	Very Good	Co authored at least 1 book	Co authored at least 1 book	Co authored at least 1 book	3
	Good	Initiated	Initiated	Initiated	2
	Poor	-	-	-	0

No.	Policy	Remarks					Max. Marks	Scored
11	Consultancy & Testing	**Scale**	**Excellent**	**Very Good**	**Good**	**Poor**	10	
		API Score	**10**	**8**	**6**	**0**		

Guidelines for Consultancy & Testing

Activity	Scale	Assistant Professor	Associate Professor	Professor	Score
Consultancy & Testing	*Excellent*	Rs. 20,000	Rs. 40,000	Rs. 50,000	10
	Very Good	Rs. 10,000	Rs. 30,000	Rs. 35,000	8
	Good	Rs. 5000	Rs. 20,000	Rs. 25,000	6
	Poor	-	-	-	0

Note: *Funds attracted from outside sources only will be considered*

No.	Policy	Remarks					Max. Marks	Scored
12	Funded projects	**Scale**	**Excellent**	**Very Good**	**Good**	**Poor**	25	
		API Score	**25**	**15**	**10**	**0**		

Guidelines for Funded Projects

Activity	Scale	Assistant Professor	Associate Professor	Professor	Score
Funded Projects	*Excellent*	At least 1 granted*	At least 1 granted*	At least 2 granted*	25
	Very Good	>1 submitted	>1 submitted	> 2 submitted	15
	Good	1 submitted	1 submitted	2 submitted	10
	Poor	-	-	-	0

Note: *A minimum of 1 (one) Ongoing project can be considered only for this current assessment*

No.	Policy	Remarks					Max. Marks	Scored
13	Patents	**Scale**	**Excellent**	**Very Good**	**Good**	**Poor**	5	
		API Score	**5**	**4**	**3**	**0**		

Guidelines for Patents

Activity	Scale	Assistant Professor	Associate Professor	Professor	Score
Patents	*Excellent*	1 published	1 granted	1 granted	5
	Very Good	1 submitted	1published	1published	4
	Good	Initiated	1 submitted	1 submitted	3
	Poor	-	-	-	0

No.	Policy	Remarks					Max. Marks	Scored
14	Research Guidance	**Scale**	**Excellent**	**Very Good**	**Good**	**Poor**	10	
		API Score	**10**	**8**	**5**	**0**		

Guidelines for Research Guidance

Activity	Scale	Assistant Professor	Associate Professor	Professor	Score
Research Guidance	*Excellent*	1 completed PhD	>2 guiding+ 1 completed PhD	>2 guiding+ 2 completed PhD	5
	Very Good	>1 guiding	>1 guiding	>2guiding	4
	Good	1 guiding	1 guiding	2 guiding	3

Poor	-	-	-	0

CATEGORY III – NETWORKING AND CONTRIBUTIONS (100 Marks)

No.	Policy	Remarks						Max. Marks	Scored
15	Membership in Professional Society	**Scale**	**Excellent**	**Very Good**	**Good**	**Poor**		20	
		API Score	**20**	**15**	**10**	**0**			

Guidelines for Membership in Professional Society

Activity	Scale	Assistant Professor	Associate Professor	Professor	Score
Membership in Professional Society	*Excellent*	1 Membership 2 participated	>1 Membership + organized # 1 event At least	>1 Membership + organized 1 event At least	20
	Very Good	1 Membership 1 participated*	1 Membership 2 participated	1 Membership 2 participated	15
	Good	1 Membership	1 Membership	1 Membership	10
	Poor	0	0	0	0

 # Organizing an event in association with the Society in which the faculty is a member shall be accounted
* Participation in an event conducted by the Society in which the faculty is a member shall be accounted

No.	Policy	Remarks					Max. Marks	Scored
16	Faculty Up skilling (FDP Attended)	**Scale**	**Excellent**	**Very Good**	**Good**	**Poor**	25	
		API Score	**25**	**15**	**10**	**0**		

Guidelines for Faculty Up skilling

Activity	Scale	Assistant Professor	Associate Professor	Professor	Score
Faculty Up skilling (FDP Attended)	*Excellent*	>3 MOOC certification	1 MOOCs Certification per Semester	1 MOOCs Certification per Semester	25
	Very Good	@least 2 MOOC	1 MOOC Cleared	1 MOOC Cleared	15

		certification			
	Good	2 with minimum 1 week duration each	1 Online/offline FDP per Semester	1 Online/offline FDP per Semester	10
	Poor	0	0	0	0

No.	Policy	Remarks					Max. Marks	Scored
17	Workshop/ Training/ Conference/ organized	Scale	Excellent	Very Good	Good	Poor	25	
		API Score	25	20	15	0		

Guidelines for Workshop/ Training/ Conference/ organized

Activity	Scale	Assistant Professor	Associate Professor	Professor	Score
Workshop/ Training/ Conference/ organized	Excellent (International)	1 workshop/ training/ conference as co-coordinators	1 Workshop with collaboration as coordinator	1 Workshop with collaboration as coordinator	25
	Very Good (National)	1 workshop/ training/ conference as co-coordinators	1 Workshop with collaboration as coordinator	1 Workshop with collaboration as coordinator	20
	Good (Dept./Institute level)	1 workshop/ training/ conference as co-coordinators	1 Workshop with collaboration as coordinator	1 Workshop with collaboration as coordinator	15
	Poor	0	0	0	0

No.	Policy	Remarks					Max. Marks	Scored
18	Contributions to the Institution*	Scale	Excellent	Very Good	Good	Poor	30	
		API Score	30	20	10	0		

* Contributions to the Institution

- **State/National/International Level Contributions:**
  Awards received any kind, Resource person, chairmanship National/International conferences, DC member / Viva / Examinership, QP setting in other institution etc., MoU, Dual degree, Joint certification, value added programs.

- **Institute Level Contributions:**
  Coordinators for ERP, IQAC, Academic activities(Redo, DAAC, EAAC incharges etc.,), DC member, NCC, NSS, YRC, Alumni Association, Hostel Warden, Deputy Warden, Residential Tutor, Proctoring, Stock Verification etc.,

- **Department Level Contributions:** *CA, FA, BOS , Syllabus revision etc.,*

Guidelines for Contributions:

Activity	Scale	Assistant Professor	Associate Professor	Professor	Score
Contributions*	*Excellent (State/National /International)*	1	3 or more (at least 1 in international level)	4 or more (at least 2 in international level)	30
	Very Good (Institute)	2	3	3	20
	Good (Dept)	5	3	2	10
	Poor	3	0	0	0

Consolidate Score Sheet:

S.No	Activity	Max. Marks	Scored
1	Subject Pass percentage	5	
2	Students feedback	5	
3	Reading and Instruction Material	10	
4	Teaching Learning Pedagogies	10	
5	Slow and Advanced Learners	10	
6	Industrial Visits/ Field Trips/ Guest Lectures	10	
7	Journal Publications	25	
8	Conferences Proceedings	10	
9	Book Chapters	10	
10	Books Published	5	
11	Consultancy & Testing	10	
12	Funded projects	25	
13	Patents	5	
14	Research Guidance	10	
15	Membership in Professional Society	20	
16	Faculty Up skilling (FDP Attended)	25	
17	Workshop/ Training/ Conference/ organized	25	
18	Contributions to the Institution	30	
	Total	**250**	

Any other contribution at Department/ Institution level

    1.

    2.

    3.

                                    Signature of the Faculty

Remarks by HoD

    1.

    2.

    3.

                                      Signature of

                                        the HoD