

## **FACULTY PERFORMANCE APPRAISAL AND DEVELOPMENT SYSTEM (FPADS)**

Faculty performance is appraised in the following three ways:

- 1) Self-Appraisal System
- 2) Peer review system
- 3) Feedback system

### **Self-Appraisal System**

- Every Faculty member submits self-appraisal report to the Department and then it moves to the principal through HOD of the Department.

### **Peer review system**

- A Group of faculty members go to the classroom and sit with students and observe the class and the report is submitted to the DAC who forwards it to the Principal.
- Feedback from each faculty member will be obtained from students in class committee meetings and the information will be provided to DAC and forwarded to the Principal.

### **Feedback system**

1. Student feedback about the course delivery methods is taken online once in the end of the semester.
2. A Class committee meeting is conducted thrice in a semester at equal intervals.
3. The collected feedback from the students is analyzed by the HOD and the Principal.
4. After the feedback is analyzed, suggestions are given to the concerned teachers to improve the teaching learning process.

### **Actions Taken:**

1. Faculty members who get feedback less than 60% are counseled.
2. Even after counseling , if the faculty faces any problem the following steps are taken
  - i. Peer review for Faculty.

Faculty are asked to attend FDP's, Workshops and Training Programs to improve the teaching process.



# AALIM MUHAMMED SALEGH TRUST

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AMST/ENGG/Promotion/2021-22

**Dr. S. SATHISH B.E., M.E., Ph.D.,**  
Associate Professor ✓  
Department of Mechanical Engineering

## CAREER ADVANCEMENT – PROMOTION

On the recommendations of the Academic Council of Aalim Muhammed Salegh College of Engineering and in cognisance of your exceptional professional behaviour, we are pleased to promote you to the cadre of **PROFESSOR** with effect from 1<sup>st</sup> September 2021. ✓

We wish all success in your endeavours.

Date: 31.08.2021



*A. M. Sathish*  
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*S. Segu Jamaludeen*

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Secretary & Correspondent

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# AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING

Muthapudupet, I.A.F Avadi, Chennai – 600 055

Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai

## AICTE 360<sup>0</sup> PERFORMANCE APPRAISAL FORM

Name	
Present Position	
Department	
Academic Year	

### A. Teaching Process (Max Point 25)

S. No.	Semester	Course Code/ Name	No. of Scheduled Classes	No. of actually held classes	Points earned	Enclosure No.
1	1/ 2018-19	CET-100	42	39		
2	1/ 2018-19	CET-200	39	38		
3	2/ 2018-19	MED-100	41	39		
4	2/ 2018-19	BSE-100	42	41		
		<b>Total</b>	<b>164</b>	<b>157</b>	<b>23.93</b>	

### B. Students' feedback (Max Point 25)

S. No.	Semester	Course Code/ Name	Average Student feedback on the scale of 25	Enclosure No.
	1/ 2018-19	CET-100	22.3	
	1/ 2018-19	CET-200	21.8	
	2/ 2018-19	MED-100	19.6	
	2/ 2018-19	BSE-100	22.8	
		<b>Total</b>	<b>86.5</b>	

**c. Departmental Activities (Max credit 20)**

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure No.
1	1/ 2018-19	Lab I/C	3	3 Point/ semester	
2	1/ 2018-19	Consultancy	3	3 Point/ semester	
3	1/ 2018-19	Timetable I/C	3	3 Point/ semester	
4	2/ 2018-19	Timetable I/C	3	3 Point/ semester	
5	2/ 2018-19	NBA work	3	3 Point/ event	
6	2/ 2018-19	Lab I/C	3	3 Point/ event	
7	2/ 2018-19	Consultancy	3	3 Point/ semester	
		<b>Total</b>	<b>21</b>		

**D. Institute Activities (Max Credit 10)**

S. No	Semester	Activity	Credit Point	Criteria	Enclosure No.
1	1/ 2018-19	HoD /Dean	4	4 Point/semester	
2	2/ 2018-19	Coordinator appointed by Head of Institute	2	2 Point/semester	
3	2/ 2018-19	Organized Conference	2	2 Point/event	
4	2/ 2018-19	FDP/Conference	2	1 point /event, to be divided between all co-coordinators	

**E. ACR maintained at Institute level (Max Credit 10)**

Extraordinary	Excellent	Very Good	Good	Satisfactory
10	9	8	7	5

S.No.	Year	Activity	Credit Point	Criteria	Enclosure No.
1	2018-19	ACR	10	Extraordinary	
2		ACR	8	Very Good	
3		ACR	9	Excellent	
4		ACR	10	Extraordinary	
<b>Average</b>			<b>37/4=9.25</b>		

**F. Contribution to Society (Max Credit 10)**

<b>S. No.</b>	<b>Semester</b>	<b>Activity</b>	<b>Credit Point</b>	<b>Criteria</b>	<b>Enclosure No.</b>
1		Induction Program	5		
2		Unnat Bharat Abhiyan	5		
3		Yoga Classes	5		
4		Blood Donation	5		

**Summary**

<b>Summary</b>	<b>Academic Year</b>	<b>Academic Year</b>	<b>Academic Year</b>
	<b>1</b>	<b>2</b>	<b>3</b>
A. Teaching Process (Max Points 25)			
B. Students' feedback (Max Points 25)			
C. Departmental Activities (Max Points 20)			
D. Institute Activities (Max Points 10)			
E. ACR (Max Points 10)			
F. Contribution to Society (Max Points 10)			
Total (Max Points 100)			
Total on 10 Point scale			

## STUDENT'S FEEDBACK FORM

(To be used by institutions)

Academic Year:		Name of the Faculty	
Course		Semester	
		Date of the feedback	

### For getting filled in through student

S. No.	Description	Very Poor	Poor	Good	Very Good	Excellent
		(1)	(2)	(3)	(4)	(5)
1	Has the Teacher covered entire Syllabus as prescribed by University/ College/ Board?					
2	Has the Teacher covered relevant topics beyond syllabus					
3	Effectiveness of Teacher in terms of:					
	(a) Technical content/course content					
	(b) Communication skills					
	(c) Use of teaching aids					
4	Pace on which contents were covered					
5	Motivation and inspiration for students to learn					
6	Support for the development of Students' skill					
	(i) Practical demonstration					
	(ii) Hands on training					
7	Clarity of expectations of students					
8	Feedback provided on Students' progress					
9	Willingness to offer help and advice to students.					
	<b>Total</b>					

## Annual Confidential Report (ACR)

Name:	Department:
Designation:	Academic Year:

### **Part A (To be filled by faculty member)**

*(Use extra sheets if necessary)*

S.No.	Activities & Achievements <i>(Other than those already mentioned in points a, c, d and f above)</i>	Comments/Description
1.	Initiatives taken during the year/Innovations carried out in teaching learning and other practices etc.	
2.	Work done during the year which deserves a special mention	
3.	Other achievements (if any)	
4	Suggestions for improvement of academic and other practices in the Institute	

### **Part B (To be filled by the Head of the department)**

S.No.	Parameters	Comments
1	Quality of work/performance	
2	Professional knowledge	
3	Attitude & ownership towards work	
4	Decision making capability	
5	Initiative	
6	Written & verbal power of expression	
7	Team work (relationship with seniors, juniors, colleagues )	
8	Organizing capability	
9	Loyalty towards work and organization	
10	Any special quality	
11	Overall remark <i>(Extraordinary, Excellent, Very good, Good, satisfactory)</i>	

Name & Signature of the Head of the Department

Comments by Head of Institution	Grading by Head of the Institution

Name & Signature of the Head of the Institution

(Note: Additional information can be provided by attaching additional sheets.)