

## FACULTY MEMBER'S PERFORMANCE APPRAISAL FORM



# 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

(As per AICTE Gazette Notification dated 1st March 2019)



Name	R. MANIKANDAN
Present Position	ASSISTANT PROFESSOR
Department	MECHANICAL ENGINEERING
Academic Year	2021 - 2022

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

S. No.	Semester	Course Code/ Name	No. of Scheduled Classes (S)	No. of actually held classes (H)	Points earned (H/S)*25	Enclosure No. (Attendance records)
1	III	CE 3391 - FM	60	60	25	Log Book
2	V	ME 8501 - EMM	45	45	25	"
3	VII	OME 752 - SCM	45	45	25	"
4						
Total			150	150	25	-

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

S. No.	Semester	Course Code/ Name	Average Student feedback on the scale of 25	Enclosure No.
1.	III	CE 3391 - FM	23	Feedback form
	V	ME 8501 - EMM	24	"
	VII	OME 752 - SCM	23	"
Total			23-33	-

C. Departmental Activities (Max credit 20)

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure No.
1	VII / ODD	class incharge	03		
2		Lab incharge	03		
3		Lab Coordinator	03		
4					
5					
6					
7					
		Total			

D. Institute Activities (Max Credit 10)

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure No.
1	ODD	JCTE	05		
2					
3					
4					
		Total	05		

E. Annual Confidential Report (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					
2					
3					
4					
Average					

F. Contribution to Society (Max Credit 10)

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure No.
1					



2				
3				
4				

### SUMMARY

Summary	Maximum Points	Scored Points
A. Teaching Process	25	25
B. Students' feedback	25	25.33
C. Departmental Activities	20	09
D. Institute Activities	10	05
E. ACR	10	08
F. Contribution to Society	10	-
Total	100	70.33
Total on 10 Point scale	10	7.0

### Annexure - I CALCULATION OF 360° FEEDBACK SCORE

(As per AICTE recommendations effective from Academic year 2014-2015)

The 360 Degree Score shall be determined on the basis of following parameters.

- a. Teaching Process (Maximum Point 25)
- b. Students' Feedback (Maximum Point 25)
- c. Departmental Activities (Maximum Point 20)
- d. Institute Activity (Maximum Point 10)
- e. ACR (Maximum Point 10)
- f. Contribution to Society (Maximum Point 10)

The candidate shall submit calculation sheet for each academic year to be considered and a summary sheet exhibiting his score on a 10 point scale.

- a. Teaching Process (Maximum Points 25)

The calculation shall be presented in a table as presented in this Annexure. The table will have the details of courses taught in the academic year in consideration, like Semester, course Code / Name, No. of scheduled classes, actually held classes. The total shall be reduced on 25 point scale.

- b. Students' Feedback (Maximum Points 25)

The candidate shall submit average score for each course taught during academic year under consideration on a scale of 25. The average of total of all such score shall be used.

- c. Departmental Activities (Maximum Points 20)

This section summarizes all the responsibilities assigned by Head of the Department to a teacher during academic year under consideration through a proper office order. This may include responsibilities like Lab I/C, Time Table I/C, NEA - AICTE work, sponsored projects, departmental newsletter etc. The candidate will earn 3 points per semester for each activity up to a maximum of 20.

- d. Institute Activity (Maximum Points 10)

This section summarizes all the responsibilities assigned by Head of the institute to the candidate during academic year under consideration through a proper office order. This may include responsibilities like Head of Department, Coordinator, Warden, Training and Placement officer, Estate Officer etc. The candidate will earn 3 points per semester for each activity up to a maximum of 10.

- e. ACR (Maximum points 10)

ACR maintained at institute level shall have 10 points based on grading of academic result and research publication during the academic/assessment year.

- f. Contribution to Society (Maximum Points 10)

The candidate involved in different initiatives by AICTE. The candidate will earn 3 points per semester for each activity. The claim should be supported by an office order/official communication from Head of Institute. The grand total of points for all academic years shall be converted to a 10 points scale.

*S. Ramkumar*  
Dr. S. RAMKUMAR, B.E., M.E., Ph.D.  
HEAD  
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ABUL MUHAMMAD SALEH COLLEGE OF ENGINEERING