

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: 2019-2020

1. Name of the Faculty member (in Block Letters) : DR. S. USHA
2. Department : Civil Engineering
3. Highest Qualification : Ph.D
4. Total Teaching Experience in Years : 16 years
5. Date of first appointment at SNGCE & Designation : 7-6-2004, Lecturer
6. Present designation & date from which in the present post : Professor & HOD
7. Number of Casual Leave (CL) taken during the assessment period : 9
8. Number of Duty Leave (DL) taken during the assessment period : 18 1/2
9. Number of Compensatory Off taken during the assessment period : 5
10. Number of Medical Leave taken during the assessment period : Nil
11. Number of Leave Without Allowances taken during the assessment period : 1

[Signature of Faculty]

[Signature of HOD]

[Signature of Principal]



PART B
EVALUATION CRITERIA AND RATING

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

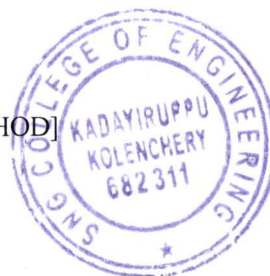
Sl. No.	Description of Performance	Maximum Score	Score by Faculty*	Score by HOD*
I	Average of Students' Feedback of all Theory / Lab / Practical subjects handled in assessment period	30	25.74	25.74
II	Performance based on the University Examination Results of the subjects taught	30	26.74	25.27
III	Examination and related duties assigned and performed	20	20	15
IV	Contribution towards the development of the Department and Institution	30	30	20
V	Self-Development of the Faculty	30	25	25
VI	General Characteristics: (maximum 4 points for each characteristics) <ul style="list-style-type: none"> • Punctuality • Discipline • Willingness to accept responsibilities • Involvement in Co-curricular activities • Completion of assigned work 	20	20	18
TOTAL SCORE (A)		160	147.48	140.48

*Refer Data Sheet and Guidelines

[Signature of Faculty]

[Signature of HOD]

[Signature of Principal]



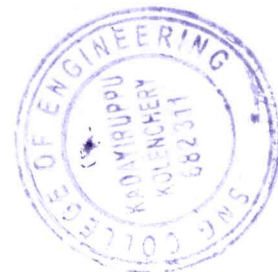
Section II: Research, Publications and Academic Contributions

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	3	3
II	Publication / Presentation of Research papers in Conference / Proceedings	10	10	10
III	Patents	10	-	-
IV	Funded Research Projects/Consultancy Projects	10	-	-
V	Book Publications	10	-	-
VI	Research Guidance / Research Experience	10	-	-
TOTAL SCORE (B)		70	13	13


*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 : Good



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	8
II	Principal's Appraisal	10	8
TOTAL SCORE (C)		20	16

*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]

GRAND TOTAL (250) A + B + C	169.48
Overall Rating* (Excellent/Very Good/Good/Poor)	Very Good

*[NB: Excellent: > 200, Very Good: 160 – 200, Good: 120 – 160, Poor: < 120]

Remarks by HOD with Signature :

Remarks by Principal with Signature : Good H. Hwa

Comments by concerned Faculty with Signature:

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

*In case of 'disagree', specify reason:

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If the Faculty member 'disagree',

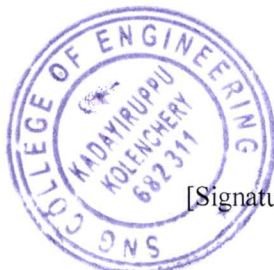
Recommendation by HOD :

Recommendation by the Principal :

Recommended

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[Signature of Faculty]



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