

## **6.3.5 Performance Appraisal System for Faculty & Non-teaching Staff**

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10/10/23

**K S R EDUCATIONAL INSTITUTIONS, TIRUCHENGODE - 637215.**

**FACULTY PERFORMANCE APPRAISAL**

Name of Institution:.....K.S.R.I.E.T.....

Name of the Faculty	<u>Dr. C. Senthakumar</u>	Dept	<u>EEE</u>
Designation	<u>Associate Professor</u>	Academic Year	<u>2022 - 2023</u>

S.No.	Parameters & Guidelines	Max Marks	Data	Marks Scored
I	Academic Activities	100		
1	<b>Development of Teaching Aid (Theory &amp; Lab)</b>	50		
a)	Video Lectures uploaded in you tube channel	10/ Video		10
b)	Content development of course uploaded in LMS/ Google classroom	30/ Course		30
c)	Development of Innovative Project in lab courses	10/ Project		
2	Academic Performance 1. Score = (pass % × 25), 2. Score = (pass % / 90) × 25 (Analytical Courses) Min.Target 75% for theoretical and 70% for analytical Courses	25		23.25
3	<b>Students Feedback</b> a) Above 95% - 25 Points b) 90% to 95% - 20 Points c) 85% to <90 % - 15 Points	25		20
II	<b>Mentoring</b>	300		
4	Skill development by Mentees	40		
a)	<b>NPTEL Courses</b> 50% of mentees obtain certification in NPTEL (II yr & III Yr)- 20 30% of mentees obtain certification in NPTEL (I yr & IV Yr)-10 <b>Additional 5 Points for every 10% additional completion</b> <b>Additional Scores</b> Elite - 1 Point / Course/mentee Elite + Silver - 2 Points / Course/mentee Elite + Gold - 3 Points / Course/mentee	30		
b)	<b>Online Proctored Examination.</b> 20% of mentees obtain certification (II yr & III Yr)- 10 10% of mentees obtain certification (I yr & IV Yr)-10 (Ex: Elsevier researcher Academy, Coursera, Edex, Udacity, Udemy) - 1 Point / mentee	10		10
5	<b>Attendance</b> All mentees with 95% attendance - 10 Points All mentees with 90% attendance - 5 Points	10		05

6	<b>End Semester Performance</b> 10% of mentees >8.5GPA (with 80% all Clear) - 20 Points 20% of mentees >7.5GPA (with 80% all Clear)- 15 Points 40% of mentees >6.5 GPA (with 80% all Clear) - 10 Points	40		10
7	<b>Skill Development of Mentees</b>	30		
a)	Digital Profile Building for all the mentees allocated	10		10
b)	Technical training / soft skill training conducted for placements	10		10
c)	Resume Building	10		10
8	<b>Project/Product/Patent Publication</b>	40		
a)	Interdisciplinary projects for benefit of Institution/ Academic Year (Mandatory)	20		20
b)	Innovative Product development	20		
c)	One Mentee Student Patent / Academic Year	20		
9	<b>Co-Curricular Activities (Seminar/Event/Workshop/Symposium/Conference)</b>	40		
a)	<b>Within State</b> a) >80% of mentees participated Within Tamil Nadu - 20 b) 70 % to 80% of mentees participated Within Tamil Nadu - 15	20		20
b)	<b>Outside State</b> Minimum 25% Participation outside state	20		15
c)	<b>Additional Scores</b> Top 3 Positions / Award - 5 Points/ Award	20		
10	<b>Extra Curricular Activities</b> a) >80% of mentees participated in Sports / Non-technical events /Community Services (NCC,NSS,YRC/Fine Arts etc - 20 Points b) 70-80% participation- 15 points <b>Additional Scores</b> c) Top 3 Position - 5 Points/ State/National Award	20		20
11	<b>Memberships in Professional Society</b> a) >50% mentees having membership- 20points b) 30-50% mentees having membership- 15 points	20		20
12	<b>Certifications/ Skill Training</b> a) International Certification by mentees - 5 Points/ Certification b) Top 3 Position - 5 Points/ mentee c) Completion of value added course/ Skill Development Training - 2 Points/ Mentee	20		20
13	<b>Start up/ Foreign/R&amp;D Labs Internship</b> a) For Start-up Registered - 20 Points/ Start up b) Foreign/R&D Labs Internship/Semester Away Program - 20 Points/ Mentee c) Support to other Profession based on student's passion and parents' consent with outcome-20 Points/ Mentee	20		
14	<b>Mentees feedback about Mentor</b> a) Above 95% - 20 Points b) 90 - 95% - 15 Points c) 85 - 89 % - 10 Points	40		20

III	Research and Development Activities	400		
15	<b>Publications (Author within first 4 positions)*</b> <ul style="list-style-type: none"> <li>• Ph.D Supervisorship is mandatory for all Ph.D holders.</li> <li>• *Full points for first author and 2/3 mark for remaining authors.</li> <li>• If multiple authors are from our institution, only one author should claim the points.</li> <li>• 2 Publications / year is mandate for all faculty members <ul style="list-style-type: none"> <li>&gt; P&amp;ASP -1SCI/1Scopus</li> <li>&gt; AP- 2 Scopus</li> </ul> </li> </ul>	100		
a)	WoS /SCI Indexed Journal publication	25/ journal		
b)	Scopus Indexed Journal / Conference	15/Publi cation		100
c)	<b>Additional Points</b> (i) Industry / International collaboration - 5 points/journal ii) Impact factor greater than 1- 10 Points/journal			
16	<b>Book chapter / Book Publication*</b> *Full points for first author and 2/3 mark for remaining authors	40		40
a)	Book Publication With Recognized Publishers (Ex: Wiley, Inderscience, T&F, Mc Graw)	40/ book		
b)	Book chapter publication with Recognized Publishers	20/ book chapter		20
c)	Additional Points for Industry Collaboration / International Collaboration	10		10
17	<b>Patent Through Indian Patent Office</b>	30		
a)	Published	10/ Patent		10
b)	Granted	20/ Patent		
c)	Additional Points for Industry Collaboration	10		
18	<b>RPS Grants Received</b> a) Projects grant as PI - 50 Points (Any Amount) b) Projects grant as Co- PI ( Not more than 2 Faculty) - 30 Points (Any Amount) 1 project grant / year is mandate for Professor & ASP	50		
19	<b>Seminar/FDP grants Received</b> a) Convener/ Coordinator - 20 Points every Rs.25000/- b) Co- Coordinator (Not more than 2 faculty)- 10 Points every Rs.25000/- Note:1 Seminar grant / year is mandate for Assistant Professor	40		
20	<b>Funds generated*</b> <b>One Consultancy project / product is mandatory for all Ph.D. faculties.</b>	40		
a)	Consultancy For every Rs.10000	20		
b)	Fund Generated through events For every Rs.10000	10		
c)	Product Development For every product	20		
d)	Additional Points for Commercialization	20		

21	<b>Being a Resource Person</b>	20		
a)	For TIER 1 Institutions/ Industry/ any Sponsored Program	10		10
b)	For any other institutions	5		5
22	<b>Career Development Activity ( Mandatory)</b>	40		
a)	NPTEL/SWAYAM/NITTT with min of Elite -10points/course Completion with Elite +Silver, Gold- 20 points/course Any other Proctored MOOC / Industrial certification course completion-- 10 Points/ Course	30		20
b)	FDP/Faculty orientation/Faculty Induction Program Associate Professor / Professor : Min 5 days Assistant Professor : 2 weeks	10		10
23	<b>Board Member / Consultant with Registered Industry</b> 1 Industry is mandate for Professor & Associate Professor	20		
24	<b>Membership in Professional Society / Editorial member Peer Review Journals/ Reviewer in Peer review Journals</b> a) Membership in Professional Society - 10 Points / Membership b) Editorial Member in Peer Review Journals - 5 Points / Journal c) Reviewer for Peer Review Journals - 5 Points / Papers Reviewed	20		20
25	<b>Awards and Recognition</b> a) Intl/ National without any fund remittance -20 Points/ Award b) Intl/ National with fund remittance -10 Points/ Award	20		10
26	<b>Faculty Internship at Industry / R&amp;D Organizations (Mandatory)</b> 1 Month Internship - 30 Points 2 week Internship - 20 Points 1 week Internship - 10 Points	30		30
IV	<b>Department &amp; Institution Development</b>	150		
27	<b>Industry Interaction ( Not more than 2 faculty)</b> a) Establishment of CoE/ Special Lab with Fully/ Partial financial contribution from Industry with outcome - 20 Points b) Establishment of CoE / Special Lab with financial contribution from College with outcome -15 Points) c) Signing MoU with Industry - 10 Points/MoU & Additional 5 Points/ every activity d) MoU with Placements -15 Points Per Student Placed <b>Example for outcome/ Activity:</b> Webinar/ Seminar/ Project/ Internship/ Course/ Centre for Excellence/ Workshop/ Hands on Training/ Consultancy with industry.	30		30
28	<b>Start - up ( Maximum 4 faculty &amp; Students) -One Per Year</b> Note: Must be registered with government Must develop at least one product	20		
29	<b>Technical Events Organized ( Not more than 2 faculty)</b> a) Workshop/ Webinar/ Seminar / Hands-on- Training / One Credit Courses/ Professional chapter activity with outcome - 5 Points/ Event Note: Online Events : Minimum 100 participants - Internal 50%, External 50% Physical Events : Minimum 30 participants - Internal 50%, External 50%	20		20

	b) Value Added Courses with outcome ( Minimum 30 hours after class hours) -(20 Points/ Batch of 25 students) - Maximum 2 faculty/ Course			
30	<b>Extension and Outreach Programs</b> a) School Activity Focusing on (10 <sup>th</sup> - 12 <sup>th</sup> Grade)- 5 Points/ Activity) b) Polytechnic Activity-5 Points/ Activity c) Any camps/ Activity Addressing Civilians-5 Points/ Activity) d) Activities addressing Social responsibilities(NSS,NCC, UBA, etc)- 5 Points/ Activity) Note: Minimum 1 Per Semester a) Not More than Two-Faculty in a team	10		W
31	<b>Institute Level Activity</b> a) <b>Category 1:</b> Accreditation Committee, IQAC, Academic, CoE, R&D, T&P, IIC/CSR, Admission, NIRF <b>Head - 50 Points, Associate Head - 40 Points, Members - 30 Points</b> b) <b>Category 2 :</b> Association/Societies, Clubs, IIC,GC, Planning and Monitoring <b>Head - 40 Points, Associate Head - 30 Points, Members - 25 Points</b> c) <b>Category 3:</b> Hostel, Sports, Community Service, WEC,SA, IR, HRD, social media/press <b>Head - 30 Points, Associate Head - 25 Points, Members - 20 Points</b> d) <b>Category 4 :</b> Staff Club, Finance, EDC, Insurance, Maintenance <b>Head - 20 Points, Associate Head - 15 Points, Members - 10 Points</b> e) <b>Category 5 :</b> GRC, ARC, EDC, SC/ST, OBC, minority, Feedback <b>Head - 10 Points, Associate Head - 05 Points , Members - 05 Points</b> f) Head of the Committee for Institute Signature Events (20 Points) g) Subordinate of the Committee for Institute Signature Events (10 Points) h) Member of Clubs (10 Points)  <b>Note:</b> i. With Respect to Non Statutory Committee - Must organise the planned event as per the event calendar. ii. Institute Signature Events Includes Annual Day, Sports Day, Graduation Day, Hostel Day, Alumni Day. etc.	40		40
32	<b>Department level Activity</b> a) Being In charge/ Coordinator at Department Level. b) <b>Category 1:</b> Coordinators of Exam Cell / IQAC/ BoS /NBA/NAAC /T&P/ IIPC /Time Table / Association - (10 Points) <b>Category 2:</b> Coordinators of Student Participation / Faculty Participation / R&D / Faculty Welfare Committee/ GATE Trainer / Product Development Coordinator / Newsletter, Lab I/C, etc. ( 5 Points)	20		20

33	<b>Branding in Social Media</b> Points will be awarded based on the activity case by case. a) Shall be engaged in making the post in social media for department/ Institution/ for any event b) Shall be engaged in posting/ Sharing/ Any kind of activity for promotions in social media c) Social Media Must be Any one among the following Face book, Instagram, Twitter and LinkedIn. (Shall be recommended by Dept. website coordinator/ Social Media In-charge)	10	W
V	<b>Rating by HoD &amp; Principal</b>	50	
1	Team Work	10	9.5
2	Punctuality and Record Maintenance	10	10
3	Work Ethics	10	10
4	Volunteering/Decision Making	10	9.5
5	Rating by Principal / Management	10	9

### FACULTY PERFORMANCE APPRAISAL CONSOLIDATED SCORE

S. No.	Category	Max. Score	Score Obtained
1.	Academic Activities	100	83.5
2.	Mentoring	300	190
3.	Research and Development Activities	400	285
4.	Department & Institution Development	150	130
5.	Rating by HOD and Principal	50	48
<b>Total</b>		<b>1000</b>	<b>736.5</b>

### Eligibility

S.No	Cadre	Minimum Percentage for regular Increment	Regular Increment+ Additional Incentive of one increment for Annum	Regular Increment+ Additional Incentive of two increment for Annum
1.	Assistant Professor	55%	65%	75%
2.	Associate Professor & Professor	65%	75%	85%

NON-TEACHING PERFORMANCE APPRAISAL

Name of Institution:....K.S.R.I.E.T.....

Performance Appraisal Report 2022 - 2023

1. Name(in BLOCK letters) : P SOUNDARYA
2. Designation : Programmer
3. Department : ECE
4. Total Working Experience : 2 Years 10 Months
5. Training & Capacity building workshops/Courses attended:  
(Minimum 2 Programs / Year)

20 Points / Program Participation

Max. Points :40 Points

S No.	Name of the program	Date	Duration	Name of the Organization & Address	Outcome (Observation by HoD)	Points
1	Entrepreneurship Skills smartphone	24&25 March 2023	Two days	KSRIET	-	20
2	Troubleshooting and servicing					
3						
Total Points						20

6. Appraisal by Lab in-Charge

Please rate the performance for the parameters mentioned below:

Rating	Parameter
Excellent (6)	Consistently superb performance and always exceeds the expectation
Good (4)	Consistent Performance exceeds expectations many times.
Satisfactory (2)	Just meets the requirement of the job responsibility
Needs Improvement (1)	Sometimes meets the requirement but needs to improve




Sl. No	Parameters	Excellent (6)	Good (4)	Satisfactory (2)	Needs Improvement (1)
1.	Preparedness for conducting lab-sessions & Assisting students to perform practical/lab-sessions	✓			
2.	Lab maintenance & Documentation	✓			
3.	Safety and Precautionary Measures Implementation & Energy/ Resource Conservation	✓			
4.	Regularity in Execution of duties and Time Management	✓			
5.	Communication Skills - Literal and Emotional		✓		
6.	Computer Proficiency & Technical Software Proficiency	✓			
7.	Support for Consultancy, Product Development and Value Added Courses		✓		
8.	Contribution and initiative for development of department and college		✓		
9.	Contribution to branding in Social Media		✓		
10.	Discipline, Punctuality, Team work, Dress Code & Conduct		✓		

Points Scored = 50 / 60

Points

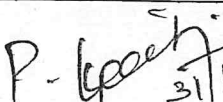
Total Points Scored : 72 / 100

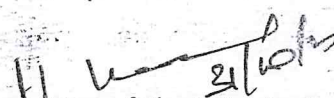
  
Signature of Staff

  
Signature of Lab in-charge

HoD Remarks:

Strength	Team work
Areas to Improve	Skill upgradation
Current Salary	9000/-
Recommended Increment	

  
Signature of HoD

  
Signature of the Principal



# KSR INSTITUTE FOR ENGINEERING AND TECHNOLOGY



K.S.R. Kalvi Nagar, Tiruchengode - 637 215, Namakkal Dist., Tamil Nadu, India.

**DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING**  
In Association with  
**NEW TECHNOLOGY MOBILE SERVICING AND TRAINING INSTITUTE**

## CERTIFICATE

This is certify that Mr/Ms P. SOUNDARYA, Programmer / ECE has participated in the

hands on training program on "Entrepreneurship skills - Smartphone Troubleshooting and Servicing" from

24.03.2023 to 25.03.2023 organized by the Department of Electronics and Communication Engineering.

[Signature]  
NEW TECHNOLOGY  
Founder / CEO

[Signature]  
Co-ordinator  
Dept of ECE

[Signature]  
P. [Signature]  
HEAD  
Dept of ECE

[Signature]  
DIRECTOR  
Dept of ECE

[Signature]  
PRINCIPAL  
KSR/ET

NON-TEACHING PERFORMANCE APPRAISAL

Name of Institution:..KSRLET.....

Performance Appraisal Report 2022 - 2023

1. Name(in BLOCK letters) : S-RENU PRIYA
2. Designation : Lab Assistant
3. Department : ECE
4. Total Working Experience : 3 years 4 months
5. Training & Capacity building workshops/Courses attended:  
(Minimum 2 Programs / Year)

20 Points / Program Participation

Max. Points :40 Points

S No.	Name of the program	Date	Duration	Name of the Organization & Address	Outcome (Observation by HoD)	Points
1	Workshop on Skill Enhancement of Technical Supporting Staff	24-25 Jan-2023	2 days	KSRCT	-	20
2						
3						
Total Points						20

6. Appraisal by Lab in-Charge

Please rate the performance for the parameters mentioned below:

Rating	Parameter
Excellent (6)	Consistently superb performance and always exceeds the expectation
Good (4)	Consistent Performance exceeds expectations many times.
Satisfactory (2)	Just meets the requirement of the job responsibility
Needs Improvement (1)	Sometimes meets the requirement but needs to improve

Sl. No	Parameters	Excellent (6)	Good (4)	Satisfactory (2)	Needs Improvement (1)
1.	Preparedness for conducting lab-sessions & Assisting students to perform practical/lab-sessions	✓			
2.	Lab maintenance & Documentation	✓			
3.	Safety and Precautionary Measures Implementation & Energy/ Resource Conservation	✓			
4.	Regularity in Execution of duties and Time Management		✓		
5.	Communication Skills - Literal and Emotional		✓		
6.	Computer Proficiency & Technical Software Proficiency	✓			
7.	Support for Consultancy, Product Development and Value Added Courses	✓			
8.	Contribution and initiative for development of department and college	✓			
9.	Contribution to branding in Social Media	✓			
10.	Discipline, Punctuality, Team work, Dress Code & Conduct	✓			

Points Scored = 56 / 60

Points

Total Points Scored : 76 / 100

*S. Srinivas*  
Signature of Staff

*V. Jayaram*  
Signature of Lab in-charge  
20/10/23

HoD Remarks:

Strength	Lab Maintenance, Team Work
Areas to Improve	Skill upgradation
Current Salary	9800/-
Recommended Increment	

*P. K. Srinivas*  
Signature of HoD  
31/10/2023

*M. V. Srinivas*  
Signature of the Principal  
21/10/23



# K.S. RANGASAMY COLLEGE OF TECHNOLOGY

(Autonomous)

Tiruchengode - 637 215, Namakkal Dt., Tamil Nadu





## Certificate of Participation

This is to certify that Mr / Ms S. RENUPRIYA from \_\_\_\_\_

KSR INSTITUTE FOR ENGINEERING AND TECHNOLOGY has attended two day workshop on " Skill Enhancement of Technical Supporting Staff " organized by School of Electrical Sciences - Department of ECE & EEE, K. S. Rangasamy College of Technology held on January 24<sup>th</sup> & 25<sup>th</sup> 2023

  
Co-ordinator

  
HOD

  
Dean SES

  
Principal