**A.D.J.DHARMAMBAL POLYTECHNIC COLLEGE, NAGAPATTINAM**

**(Government Aided Co-Educational Institution)**

**APPRAISAL FORM - DEPARTMENT**

|  |  |
| --- | --- |
| Name |  |
| Designation |  |
| Department |  |
| Academic Year |  |

**SECTION A**

**1. Subject Allocation ( 5 points)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.No** | **Name of the Staff** | **Year/Sem** | **Name of the Subjects** | **Total Hours/Week** | **Supporting Docs** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**2. Collection of lesson plans ( 5 points)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.No** | **Name of the Staff** | **Year/Sem** | **Name of the Subjects** | **Lesson plan verification** **(Yes or No)** | **Supporting Docs** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**3. Time table preparation and intimation ( 5 points)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.No** | **Year/Sem** | **Time table prepared****(Yes or No)** | **Information to staff****(Yes or No)** | **Information to students****(Yes or No)** | **Supporting Docs** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**4. Students interaction ( 5 points)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S.No** | **Year/Sem** | **Interaction with students’****(Yes or No)** | **Date/Time**  | **Problem identified if any** **(Yes or No)** | **Solution of the problem** | **Supporting Docs** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**5. Log Book verification ( 5 points)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No** | **Name of the Staff** | **Log Book verified****(Yes or No)** | **Date**  | **Submit to the Principal** **(Yes or No)** |
|  |  |  |  |  |
|  |  |  |  |  |

**6. Dress Code** **Verification ( 5 points)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No** | **Year/Sem** | **Dress Code Verified** **(Yes or No)** | **Instructed to Class Advisor (Yes or No)** | **Name of the Class Advisor** |
|  |  |  |  |  |
|  |  |  |  |  |

**7. Departmental Staff Meeting** ( **3 points)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.No** | **Staff meeting conducted (Yes or No)** | **Date/Time** | **List of the Staff members attended** | **Signature of Staff members** | **Supporting Docs** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**8. Collection of students’ feedback** ( **5 points)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.No** | **Students’ feedback****forms collected** **(Yes or No)** | **Year/Sem** | **Communicated to the staff members****(Yes or No)** | **Guide the staff members** **(Yes or No)** | **Supporting Docs** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**9. Attendance Communication to Parents** ( **3 points)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No** | **Year/Sem** | **Advised to prepare Master Attendance to Class teacher.** **(Yes or No)** | **Communicated the attendance particulars to the concerned parents. (Yes or No)** | **Signature of the Class Advisor** |
|  |  |  |  |  |
|  |  |  |  |  |

**10 – 14. Discipline, Counseling and Project Allotment** ( **6 points)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S.No** | **Year/Sem** | **Ensured academic discipline.** **(Yes or No)** | **Counsel the students who are absent for the internal test or irregular to the class work (Yes or No)** | **Students Vs teacher-counselors allocated.****Enclose the list.** |  **Special classes arranged for below average students****(Yes or No)** | **Students project batches formed** **(Yes or No)****Enclose the list.** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**15. Inputs for conducting Academic Council / Governing Council Meeting.** ( **3 points)**

|  |  |  |
| --- | --- | --- |
| **S.No** | **Provided necessary inputs for conducting Academic Council / Governing Council Meeting. (Yes or No)** | **Supporting Docs** |
|  |  |  |
|  |  |  |

**Details of IN-CHARGES**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No.** | **Details**  | **Name of the In-Charges** | **Signature of the In-Charges** |
| **1.** | **List Of Lab Inchrges**  |  |  |
| **2.** | **Competitions In-Charge** |  |  |
| **3.** | **Internal Assessment In-charges** |  |  |
| **4.** | **Department Exam Co-Ordinator** |  |  |
| **5.** | **Intern-Ship Training In-Chage** |  |  |
| **6.** | **Placement Co-Ordinator** |  |  |
| **7.** | **Accreditation Co-Ordinator** |  |  |
| **8.** | **Maintenance In-charge**  |  |  |
| **9.** | **Bio-data In-charge** |  |  |
| **10.** | **Text-book In-charge** |  |  |

**Summary**

|  |  |  |
| --- | --- | --- |
| **Summary** | **Academic Year/Sem** | **Academic Year/Sem** |
| **1** | **2** |
| **1. Subject Allocation ( 5 points)** |  |  |
| **2. Collection of lesson plans ( 5 points)** |  |  |
| **3. Time table preparation and intimation ( 5 points)** |  |  |
| **4. Students interaction ( 5 points)** |  |  |
| **5. Log Book verification ( 5 points)** |  |  |
| **6. Dress Code Verification ( 5 points)** |  |  |
| **7. Departmental Staff Meeting ( 3 points)** |  |  |
| **8. Collection of students’ feedback ( 5 points)** |  |  |
| **9. Attendance Communication to Parents ( 3 points)** |  |  |
| **10 – 14. Discipline, Counseling and Project Allotment ( 6 points)** |  |  |
| **15. Inputs for conducting Academic Council / Governing Council Meeting. ( 3 points)** |  |  |
| **Total (Max Points 50)** |  |  |

**Date :** ……………………… **Signature of the HOD**

**SECTION B**

### Recommendations / Approval of Principal

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**Date :** ……………………… SEAL **Signature of the Principal**

**Roles and Responsibilities of the HOD**

1. Allocate the subjects to the faculty members well in advance before commencement of the

semester/year.

2. Collect lesson plans from teaching staff before the commencement of class work and ensure

that the information provided is in accordance with the format.

3. Make sure that the time tables are prepared as per the guidelines given by the principal and

inform the faculty members and students at least one day before the commencement of the

class work.

4. Interact with students (Section wise) of their branch monthly once, identify the problems and

find solutions in consultation with the principal.

5. Verify the student attendance registers (Log Book) maintained by the staff members once in a month and submit to the principal for verification.

6. Observe the dress code among students and instruct the respective class advisors to implement the dress code among the students.

7. Convene departmental staff meeting once in a week on the day allotted and record the

minutes of the meeting.

8. Collect the student feedback about the faculty member’s subject wise (for all the subjects taught to the students of their branch) and communicate the feedback to the concerned faculty members in the standard format as decided by principal. Communicate a copy to the principal. If any subject is handled by the other department faculty members, communicate one copy to the respective HOD. Guide the faculty members to improve their performance based on the feedback.

9. Advise the class teachers to prepare Master registers and communicate the attendance particulars of the students to the concerned parents from time to time with the help of class advisors.

10. Counsel the students who are absent for the internal test or irregular to the class work.

11. Form the student batches and allot the project guides as per guidelines.

12. Allocate the students to the teacher-counselors in the beginning of the academic year.

13. Arrange special classes if necessary for the benefit of below average students.

14. Ensure academic discipline in the department.

15. Provide necessary inputs to the principal for conducting Academic Council / Governing

Council Meeting.