

**A.D.J.DHARMAMBAL POLYTECHNIC COLLEGE, NAGAPATTINAM**  
**FACULTY PERFORMANCE APPRAISAL – 360<sup>0</sup> FEEDBACK SCORE**

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

|                      |                  |                  |             |                     |
|----------------------|------------------|------------------|-------------|---------------------|
| <b>Extraordinary</b> | <b>Excellent</b> | <b>Very Good</b> | <b>Good</b> | <b>Satisfactory</b> |
| 10                   | 9                | 8                | 7           | 5                   |
|                      |                  |                  |             |                     |

| A<br>TEACHING &<br>LEARNING<br>(25) |                |            |                  | B<br>FEED BACK<br>(25) |                     |                          |                  | C<br>DEPARTMENTALACTI<br>VITIES<br>(20) |                |                  |         | D<br>INSTITUTE<br>ACTIVITIES<br>(10) |                              | E                | F        |             |                    |                                 |            |
|-------------------------------------|----------------|------------|------------------|------------------------|---------------------|--------------------------|------------------|---|----------------|------------------|---------|--------------------------------------|------------------------------|------------------|----------|-------------|--------------------|---------------------------------|------------|
| LOG&REGULARITY(5)                   | COURSE FILE(5) | RESULT(15) | <b>TOTAL(25)</b> | FEED BACK (5)          | CLASS COMMITTEE (5) | INTERNAL ASSESSMENT (15) | <b>TOTAL(25)</b> | INCHARGE DUTIES (6)                     | COUNSELING (4) | PUBLICATIONS (5) | FUND(5) | <b>TOTAL(20)</b>                     | IMAGE BUILDING ACTIVITY (10) | <b>TOTAL(10)</b> | ACR (10) | SOCIETY(10) | <b>TOTAL (100)</b> | <b>SCORE ON A10 POINT SCALE</b> | ACR Remark |
|                                     |                |            |                  |                        |                     |                          |                  |   |                |                  |         |                                      |                              |                  |          |             |                    |                                 |            |

**Recommendations /Approval of Principal**

Date:.....  
the Principal

SEAL

Signature of

**Note:**

- Based on G.O. (Ms) No. 20, Higher Education Department, Tamilnadu Government**
  - The activities mentioned in above criterion are indicative. The principal may add or remove some of the activities at department and institute level as per the requirements of the institute.
  - ACRs maintained at institute level shall have 10 Marks based on grading.
- Minutes of the GC meeting held on 25.05.2023**  
Subject result percentage should be included. Necessary steps have to be taken by the HoDs.
- Minutes of the N.D.E. SOCIETY meeting held on 25.07.2023**  
Importing of technical education as per AICTE syllabus may be further strengthened.

**CALCULATLION OF 360<sup>0</sup> FEEDBACK SCORE:** 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

**FACULTY APPRAISAL FORM – 360° FEEDBACK SCORE  
SECTION A**

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

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

**1. Personal log particulars and Regularity (Max Point 5)**

**i) Personal log submission (Max Point 3)**

| S. No. | Semester | Subject Code | Subject Name | No. of Scheduled Classes | No. of actually held classes | Points earned | Supporting Document Index No. |
|--------|----------|--------------|--------------|--------------------------|------------------------------|---------------|-------------------------------|
|        |          |              |              |                          |                              |               |                               |
|        |          |              |              |                          |                              |               |                               |
|        |          |              |              |                          |                              |               |                               |
|        |          |              |              |                          |                              |               |                               |

**Personal log Submission at the**

|                     |   |          |
|---------------------|---|----------|
| End of the month    | - | 3 points |
| End of the semester | - | 1 point  |
| Not submitted       | - | 0 point  |

**ii) Regularity (Max Point 2)**

| Calendar Year | Total No. Of Working Days | Availed Leave Details |    |    |     | Total Leave Availed | On Duty Availed | Attendance Percent % | Points earned |
|---------------|---------------------------|-----------------------|----|----|-----|---------------------|-----------------|----------------------|---------------|
|               |                           | CL                    | EL | ML | LoP |                     |                 |                      |               |
|               |                           |                       |    |    |     |                     |                 |                      |               |

| %            | Points |
|--------------|--------|
| 80 and Above | 2      |
| Below 80     | 0      |

**2. Course File (Max Point 5)**

**Course File Submission at the**

|                      |   |          |
|----------------------|---|----------|
| End of the month     | - | 5 points |
| End of the semester- | - | 3 points |
| Not submitted        | - | 0 point  |

### 3. Academic performance (Max Point 15)

| S.No. | Subject Code And Title | Branch/<br>Year/Sem | No. Of<br>Students | Pass % |      | Points<br>earned |
|-------|------------------------|---------------------|--------------------|--------|------|------------------|
|       |                        |                     |                    | ODD    | EVEN |                  |
|       |                        |                     |                    |        |      |                  |

#### Based On Board Exam Result %

| Theory                 |           | Practical/Practicum   |          |
|------------------------|-----------|-----------------------|----------|
| - Result 95% & above - | 15 points | - Result 90% - 100% - | 5 points |
| - Result 90% - 95% -   | 10 points | - Result 70% - 89% -  | 3 points |
| - Result 75% - 89% -   | 8 points  | - Result 60% - 69% -  | 2 points |
| - Result 60% - 74% -   | 6 points  | - Result below 60% -  | 0 points |
| - Result 50% - 59% -   | 4 points  |                       |          |
| - Result 20% - 49% -   | 2 points  |                       |          |
| - Result below 20% -   | 0 points  |                       |          |

**Note: As per the instruction given by the governing council the percentage of result is included in the appraisal form.**

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

#### 1. Students' feedback (Max Point 5)

| S. No. | Semester | Subject Code | Subject Name | Average Student feedback on the scale of 5 | Points earned | Supporting Document Index No. |
|--------|----------|--------------|--------------|--|---------------|-------------------------------|
|        |          |              |              |  |               |                               |
|        |          |              |              |  |               |                               |

Average Student feedback on the scale of 5 is calculated as per the feedback given by the student. The scale in the feedback form is given below

| Scale      | 1         | 2    | 3    | 4         | 5         |
|------------|-----------|------|------|-----------|-----------|
| Descriptor | VERY POOR | POOR | GOOD | VERY GOOD | EXCELLENT |

#### 2. Class Committee (Max Point 20)

| S.No. | Subject Code/ Name | Status of The Portions Covered | Assignment | IA % (I, II & Model) | Remarks from Committee Members | Points earned |
|-------|--------------------|--------------------------------|------------|----------------------|--------------------------------|---------------|
|       |                    |                                |            |                      |                                |               |
|       |                    |                                |            |                      |                                |               |

i) Remark (Max Point 5) : Comfortable – 5 points  
Needs to be improved – 3 points

ii) IA % (Max Point 15)

| Theory                 |           | Practical/Practicum   |          |
|------------------------|-----------|-----------------------|----------|
| - Result 95% & above - | 15 points | - Result 90% - 100% - | 5 points |
| - Result 90% - 95% -   | 10 points | - Result 70% - 89% -  | 3 points |
| - Result 75% - 89% -   | 8 points  | - Result 60% - 69% -  | 2 points |
| - Result 60% - 74% -   | 6 points  | - Result below 60% -  | 0 points |
| - Result 50% - 59% -   | 4 points  |                       |          |
| - Result 20% - 49% -   | 2 points  |                       |          |
| - Result below 20% -   | 0 points  |                       |          |

Note : As per the instruction given by the governing council the percentage of result is included in the appraisal form.

C. Departmental Activities (Max credit 20)

1. Incharge duties (Max credit 6)

| S. No. | Semester | Activity | Credit Point | Criteria | Supporting Document Index No | Points earned |
|--------|----------|----------|--------------|----------|------------------------------|---------------|
|        |          |          |              |          |                              |               |
|        |          |          |              |          |                              |               |

**Department Incharge duties –**

HOD / Class / Lab / NBA / PLACEMENT / Internal exam cell / Board Exam cell member

- Subject Allocation & Time Table I/C ( only for HoDs)

- Industrial visit

- Seminar

- Internship

- Biodata

- English club

Physical Incharge - 1 point

Incharge with activity - 2 points (3 Activities/Semester)

2. Consolidated Counseling Report (Max credit 4)

DEPARTMENT:

YEAR/SEM :

| S. No | Register No. | Name | Attendance | Achievements | Mis Conduct | Sports | Extra Curricular Activities | Points earned |
|-------|--------------|------|------------|--------------|-------------|--------|-----------------------------|---------------|
| 1.    |              |      |            |              |             |        |                             |               |
| 2.    |              |      |            |              |             |        |                             |               |

The attendance % of counseling students > 80% - 4 points.

Achievement of the student - 1 point (additional).

\*\* EXTRA CURRICULAR ACTIVITIES - ELOCUTION COMPETITON, EASY COMPETITION, DRAWING COMPETITON,RANGOLI COMPETITON, etc

### 3. Publications (National, International journal and Text book) (Max Credit 5)

| S. No. | Title | Journal with Vol. Year & Page No. | ISSN/ ISBN No. | Whether peer reviewed. Impact factor, if any | Points earned |
|--------|-------|-----------------------------------|----------------|--|---------------|
|        |       |                                   |                |  |               |

The points for paper in referred journal would be augmented as follows:

- (i) Indexed journals/paper - 5 points
- (ii) Non- indexed journals/paper - 1 points
- (iii) Text Book - 3 points

### 4. Fund generation schemes like CSIR, AICTE, AISHE, sponsored projects, consultancy work, etc (Max Credit 5)

- Upto 1,00,000 - 2 points
- Upto 2,00,000 - 3 points
- >= 3,00,000 - 5 points

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

| S. No. | Semester | Activity | Credit Point | Criteria | Supporting Document Index No | Points earned |
|--------|----------|----------|--------------|----------|------------------------------|---------------|
|        |          |          |              |          |                              |               |
|        |          |          |              |          |                              |               |

The candidate will earn 5 points per semester for each activity up to a maximum of 10.

- Coordinator excellent coordination - 5 points
- Coordination - 2 point

| ACTIVITIES   |  |  |
|--|--|--|
| <ul style="list-style-type: none"> <li>• I Year admission</li> <li>• Lateral entry admission</li> <li>• NBA coordinator</li> <li>• AISHE coordinator</li> <li>• AICTE coordinator</li> <li>• IIC coordinator</li> <li>• EDI cell coordinator</li> <li>• NSS project officer</li> <li>• Board exam cell</li> <li>• NMS incharge</li> <li>• Website coordinator</li> <li>• SMS coordinator</li> <li>• Digital ads coordinator</li> </ul> | <ul style="list-style-type: none"> <li>• YRC programme officer</li> <li>• Building maintenance</li> <li>• Estate maintenance</li> <li>• Scholarship (Pragati, Post metric, Penkalvi )</li> <li>• Training &amp; Placement Officer</li> <li>• Career development/ Personality development programme</li> <li>• Calendar work</li> <li>• Internal Exam cell</li> <li>• Rotaract</li> </ul> | <ul style="list-style-type: none"> <li>• ISTE coordinator</li> <li>• ID Card</li> <li>• MOU</li> <li>• Coordinator</li> <li>• BC hostel organizer</li> <li>• Poster &amp; flex incharge Lab setup ( eg. E-vehicle lab )</li> <li>• Professional enhancement programme</li> <li>• Record note book incharge</li> <li>• Function organizer</li> <li>• Canteen incharge</li> <li>• CIICP Coordinator</li> </ul> |

### E. ACR maintained at institute level (Max Credit 10)

| Extraordinary | Excellent | Very Good | Good | Satisfactory |
|---------------|-----------|-----------|------|--------------|
| 10            | 9         | 8         | 7    | 5            |
|               |           |           |      |              |

### Result Summary

| S. No.                             | Year | Activity | Credit Point | Criteria/Level of Performance | Enclosure No. | Remarks |
|------------------------------------|------|----------|--------------|-------------------------------|---------------|---------|
|                                    |      | ACR      |              |                               |               |         |
|                                    |      | ACR      |              |                               |               |         |
|                                    |      | ACR      |              |                               |               |         |
|                                    |      | ACR      |              |                               |               |         |
| Average Weightage out of 10 Points |      |          |              |                               |               |         |

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

| S. No. | Semester | Activity | Credit Point | Criteria | Enclosure No. | Points earned |
|--------|----------|----------|--------------|----------|---------------|---------------|
|        |          |          |              |          |               |               |
|        |          |          |              |          |               |               |

The candidate involved in different initiatives by AICTE, NSS, ISTE, CDTP, ALUMNI etc. The candidate will earn 2 points per semester for each activity. The claim should be supported by an office order/official communication from Head of Institute.

Coordinator excellent coordination - 2 points  
 coordination - 1 point

| Activities- Contribution to Society |                      |
|-------------------------------------|----------------------|
| 1.                                  | NSS Camp             |
| 2.                                  | Unnat Bharat Abhiyan |
| 3.                                  | Yoga Classes         |
| 4.                                  | Blood Donation       |
| 5.                                  | Induction Program    |

Date : .....

Signature of Faculty

| S.NO | Criteria                     | Parameters  | Credit points    |
|------|------------------------------|---|------------------|
| 1.   | A. Teaching Learning Process | 1. Personal log particulars & Regularity (Max Point 5)<br>2. Course File (Max Point 5)<br>3. Academic performance (Max Point 15)  | (Max Points 25)  |
| 2.   | B. Students' feedback        | 1. Students feedback (Max Point 5)<br>2. Class committee (Max Point 5)<br>3. IA result percentage (Max Point 15)  | (Max Points 25)  |
| 3.   | C. Departmental Activities   | 1. Incharge duties (Max Point 6)<br>2. Counseling (Max Point 4)<br>3. Publications (National, International journal and Text book) (Max Credit 5)<br>4. Fund Generation (Max Point 5) | (Max Points 20)  |
| 4.   | D. Institute Activities      | 1. Coordinator (Max Point 10)   | (Max Points 10)  |
| 5.   | E. ACR at Institute level    | ACR is a confidential report by the Principal with Max credit points of 10 on the individual Faculty based on the A,B,C & D activities.   | (Max Points 10)  |
| 6.   | F. Contribution to Society   | Different initiatives by AICTE, NSS, ISTE, NCC, CDTP, ALUMNI etc  | (Max Points 10)  |
| 7.   | Total                        |   | (Max Points 100) |

**SECTION B**

**Observations, Recommendation and Suggestions of Head of the Department**

|                                   |  |
|-----------------------------------|--|
| Name                              |  |
| Designation                       |  |
| Department                        |  |
| Academic Year                     |  |
| Appraisal Score in 10 Point Scale |  |

**Observations:** (In respect of the weightage of activities claimed):

.....  
.....  
.....

**Recommendations/Remedial Measures suggested:**

.....  
.....  
.....

**Date :** .....

**SEAL**

**Signature of Head of the Department**