A.D.J.DHARMAMBAL POLYTECHNIC COLLEGE, NAGAPATTINAM
(Government Aided Co-Educational Institution)

APPRAISAL FORM – HEAD OF THE DEPARTMENT – 10 Point Scale

Name	
Designation	
Department	
Academic Year	

A. Verification of the Department Activities (10 points)

S.NO.	Parameters	Points	Annexure
1	Log Book		I
2	Students' Dress Code & Hair Style Verification		II
3	Departmental Staff Meeting	2 Points/ Semester	III
4	Discipline and Counseling		IV
5	Students interaction		V

Annexure I

S.No	Name of the Staff	Year/Sem	Name of the Subjects	Points earned	Supporting Docs

Annexure II

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

Annexure III

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

Annexure IV

S.No	Year/Sem	Ensured academic discipline. (Yes or No)	Counseled the students who were 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.

Annexure V

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

B. Admission (20 points)

S.No	Year	Strength	Points earned	Supporting Docs

S.No	Intake – **First Year**	Admitted Range	Points Earned
1.		225-300	20
2.	300	175-224	15
3.		100-174	10
4.		Below 100	5

S.No	Intake –**First Year + Lateral Entry**	Admitted Range	Points Earned
1.		56-66	20
2.		46-55	15
3.	66	36-45	10
4.		20-35	5
5.		Below 20	0

C. Result (20 points)

S.No	Year/Sem	Overall result	Points earned	Supporting Docs

Based On Board Exam overall Result %	
%	Points
95% & above	20
90%- 94%	15
75% - 89%	12
60%- 74%	9
50%- 59%	6
below 50%	3

D. Regularity (20 points)

S.No	Year/Sem	Attendance % of students	Points earned	Supporting Docs

Attendance % (Based on students weekly attendance)	
%	Points
95% & above	20
90%- 94%	15
75% - 89%	12
60%- 74%	9
50%- 59%	6
below 50%	3

E. Fund Generation (20 points)

S.No	Name of the Staff	Agency (AICTE,CSR,etc)	Period	Grant/Amount Mobilized (Rs. Lakhs)	Points earned	Supporting Docs

Fund Generated	Points
>= 5,00,000	20
>=3,00,000	15
>=1,00,000	5

F. 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				
		ACR				
Average Weightage out of 10 Points					

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

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Name	
Designation	
Department	
Academic Year	

Extraordinary	Excellent	Very Good	Good	Satisfactory
10	9	8	7	5

<u>Recommendations / Approval of Principal</u>

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

S.NO	Criteria	Max Credit points	Parameters		Points	Points earned
1.	A. Verification of the Department Activities	10	Log Book			
			Students' Dress Code & Hair Style Verification		2 Points/ Semester	
			Departmental Staff Meeting			
			Discipline and Counseling			
			Students interaction			
2.	B. Admission	20	**Admitted Range**		**Points**	
			Dept. + Lateral Entry	**First Year**		
			56-66	225-300	20	
			46-55	175-224	15	
			36-45	100-174	10	
			20-35	Below 100	5	
			Below 20		0	
3.	C. Result	20	**%**		**Points**	
			95% & above		20	
			90% - 94%		15	
			75% - 89%		12	
			60% - 74%		9	
			50% - 59%		6	
			below 50%		3	
4.	D. Regularity	20	**%**		**Points**	
			95% & above		20	
			90% - 94%		15	
			75% - 89%		12	
			60% - 74%		9	
			50% - 59%		6	
			below 50%		3	
5.	E. Fund Generation	20	**Fund Generated**		**Points**	
			>= 5,00,000		20	
			>=3,00,000		15	
			>=1,00,000		5	
6.	F. ACR at Institute level	10	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 & E activities. **10 Point scale of A, B, C, and D & E points.** $F = (A + B/2 + C/2 + D/2 + E/2)/5$			
7.	Total	100				100

S.NO	Criteria	Max Credit points	Parameters		Points
1.	**A. Verification of the Department Activities**	10	Log Book		
			Students' Dress Code & Hair Style Verification		2 Points/
			Departmental Staff Meeting		
			Discipline and Counseling		Semester
			Students interaction		
2.	**B. Admission**	20	**Admitted Range**		**Points**
			Dept. + Lateral Entry	**First Year**	
			56-66	225-300	20
			46-55	175-224	15
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			20-35	Below 100	5
			Below 20		0
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			95% & above		20
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			60%- 74%		9
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4.	**D. Regularity**	20	**%**		**Points**
			95% & above		20
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			60%- 74%		9
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5.	**E. Fund Generation**	20	**Fund Generated**		**Points**
			>= 5,00,000		20
			>=3,00,000		15
			>=1,00,000		5
6.	**F. ACR at Institute level**	10	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 & E activities. **10 Point scale of A, B, C, and D & E points.** $F = (A + B/2 + C/2 + D/2 + E/2)/5$		
7.	**Total**	100			

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 month 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.