



IDHAYA ENGINEERING COLLEGE FOR WOMEN

CHINNASALEM-606 201, KALLAKURICHI DISTRICT, TAMIL NADU, INDIA.

Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai.

NAAC Accredited, ISO 9001: 2015 Re-certified, 2(f) Status of UGC

A Christian Minority Institution run by the Franciscan Sisters of the Immaculate Heart of Mary Society, Puducherry.

Phone: 04151-258325, 258326

Website: www.iecw.edu.in

Email ID: idhaya@iecw.edu.in

FACULTY APPRAISAL FORM

(From 1st July 20 to 30th June 20)

INDIVIDUAL DATA

Name	
Gender	
Marital Status	
Email Id	
PAN Number	
Blood Group	
Emergency Contact (Name, Relationship and Address)	
Residential Address	
Present Designation and from which Date	
Membership in Professional Bodies	

Department	
Date of Birth & Age	
Mobile Number	
Aadhar Card No.	
Passport Number	
Religion	
Community	
Communication Address	
Date of Joining	
Employee Code & EPF Number	

ACADEMIC PERFORMANCE EVALUATION

i. Particulars of Educational Qualifications:

Category	Degree	Specialization	Year of Passing	College/ University	Mode	% of Marks /Grade	Class Obtained		Points Scored	
							Class	Rank*	Self Evln	Scr. Com.
UG										
PG										
Ph.D.**										

*Rank: 1 to 25 -10 Pts., 25 to 50 - 5Pts. &**Ph.D: .Ph.D. Registered -10 Pts., Ph.D. Awarded - 20 Pts.



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ii. Academic Experience: (Only Teaching Designation)

Name of the College	Designation	Joining Date	Relieving Date	Experience*			Points Scored	
				Years	Months	Days	Self Evln.	Scr. Com.
Total								

*Experience: 2 Pts./ Year.

iii. Industrial Experience:

Name of the Organisation	Designation	Nature of Work	Joining Date	Relieving Date	Experience*			Points Scored	
					Years	Months	Days	Self Evln.	Scr. Com.
Total									

*Experience: 1 Pt. / Year.

iv. Teaching Workload:

Subject Code / Title / 45 / 60 Periods	Class	University Exam No. of Students				**Pass %	Feedback Score	Total Points Scored (Min. 9)	
		Registered	Absent	Failed	Passed			Self Evln.	Scr. Com.

**Pass % Score :60 Periods: -81-100% - 10, 71-80% - 09 & 45 Periods: - 91-100% - 10, 81-90% - 09, 71-80% - 08

v. FDTP / Conference / Seminar / Workshop Attended:

Sl.No.	Title of the Course	Institution	Date & Duration	Sponsor	Points Scored		Total Points Scored (Min. 8)	
					FDTP / Seminar*	Conf / Workshop**	Self Evln.	Scr. Com.
1.								
Total								

* FDTP / Seminar : More than 1 Week-10 Pts.,

** Conference / Workshop : IC - 5 Pts., NC - 4 Pts., WS - 3 Pts. / Day



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vi. Conference Publications:

Sl.No	Title of the Conference*	Title of the Paper	Institution	Date & Duration	Sponsor	Points Scored (Min. 3)	
						Self Evln.	Scr. Com.
-	-	-	-	-	-	-	-

*Title: For First Author: International Conference - 10 Pts., National Conference - 5 Pts. For Others: - 5 & 3 Pts. Respectively

vii. Patents / Journals / Book Publications: (If a paper presented in Conference is published, the point would accrue for the journal publication, not for Conference Proceeding)

Sl.No	Title of the Patent/Journal / Book	Title of the Paper published	Publisher	Volume / Month / Year	App. No / ISSN / ISBN Number	Whether National / International	Points Scored (Min. 20)	
							Self Evln.	Scr. Com.
-	-	-	-	-	-	-	-	-
Total							-	-

*Patents: For First Author with Institution Name: 20 pts. Others: 10 pts.

*Journal: For First Author: 15 Pts. / Refereed Publication, 10 Pts. / Non-Refereed Publications
For Others: 10, 5 Pts. Respectively

*Book : Single Author-25 Pts. / Publication, Others- 15 Pts. / Publication



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FDTP / Conference / Symposium / Add-On & Value - Added Courses / Seminar / Workshop Co-ordinated:

Sl. No	Title of the Course	Category	Organized / Sponsored by	Role*	Duration	Enrollment		Points Scored (Min. 15)	
						Presentation	Participation	Self Evln.	Scr. Com.
1.	-	-	-	-	-	-	-	-	-
Total								-	-

*Role: **Spons.Prog.** : **Inter College:-** Convener - 15 Pts., Faculty-10 Pts. / Each & **Intra College:-** 10 & 5 Pts. Resp.

Non-Spons.Prog. : **Inter College:-** Convener - 10 Pts., Faculty-5 Pts. / Each & **Intra College:-** 5 & 3 Pts. Resp.

viii. Delivery at Conferences / Workshops/ Seminars/Guest Lectures/Orientation Programmes:

Sl.No.	Title of the Conf. / Sem. / Workshop / GL / OP	Title of Lecture / Role	Date	Organized by	Points Scored* (Min. 2)	
					Self Evln.	Scr. Com.
-	-	-	-	-	-	-
Total					-	-

*Points: International - 15 Pts., National - 10 Pts., Workshop - 5 Pts., Seminar / Guest Lectures - 3 Pts.,

Orientation - 2 Pts., Jury - 1 Pt.

x. Research and Development Activities

Sl.No.	Title of the Project	Sponsored / Aided / Funded Projects / Internal Projects / etc.	Period	Details of Project undertaken	Points Scored* (Min. 10)	
					Self Evln.	Scr. Com.
-	-	-	-	-	-	-
Total					-	-

(For each -10 Pts.)

Points Earned:

Min. Reqd.	Self Evln.	Scr. Com.
67		

Signature of HOD



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xi. Administrative Performance:

Sl.No	Name of the College Committees	Role*	Points Scored	Activity Done**	Points Scored	Total Points Scored (Min. 3)	
						Self Evln.	Scr. Com.
1=							

*Role: Chairman - 3 Pts., Member. Sec.- 2 Pts., Member - 1 Pt. & **Activity: 1 Pt. / Activity

xii. Additional Activities

Description	Remarks	Points Scored	
		Self Evln.	Scr. Com.
Do you maintain a work diary? (Y / N) (Yes -1Pt., No – 0Pt.)			
Role in QMS: (Process Owner - 5 Pts, Auditors – 1Pt. /Audit)			
Participation in Academic Bodies of Other Colleges (BoS, GC, QP Settings, Assessment Board) (BoS, GC – 10 pts, QP Settings / Chairman -5 pts, Examiner -3 pts.)			
Personal Contributions: (Other than the above and Regular Department Works)			
Any Other Achievements :(Honours, Prizes, Awards, etc.,) (For each -10 Pts.)			
Total			

Points Earned:

Min. Reqd.	Self Evln.	Scr. Com.
03		

Signature of Vice Principal



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Total Points Scored:

Description	Points Earned ^{\$}		
	Min. Reqd.	Self Evln.	Scr. Com.
Academic Performance Evaluation	67		
Administrative Performance Evaluation	03		
TOTAL POINTS SCORED	70		

\$ Entry in each category is mandatory from item no.iv to xii.

I hereby declare that all the information given in this appraisal form is true to the best of my knowledge and belief. Also, I assure that I will accept the decision made by the scrutinising committee.

Date:

Faculty Signature

Observation and Remarks by **PRINCIPAL** (Initiative, Behaviour, Interaction, Involvement, Willingness, Dedication, Time Consciousness, Interest, Communicative Skill, Effectiveness and Efficiency)

Signature with Date

Remarks by **SECRETARY**

Signature with Date



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ABBREVIATIONS

Ad.	Admission
CA	College Activity
CD	Career Development
CL	Casual Leave
Email Id	Electronic Mail Identity
EPF	Employees Provident Fund
FDTP	Faculty Development and Training Programme
Gen.	General
LOP	Loss of Pay
Mat.	Maternity Leave
Med.	Medical
Min.	Minimum
Min. Req.	Minimum Requirement
PAN	Permanent Account Number
Pts.	Points
Per. Pt.	Permissible Point
Scr. Com.	Screening Committee
Self Evln.	Self Evaluation
Spl.	Special
Spons.Prog.	Sponsored Programme
BoS	Board of Studies
GC	Governing Council
QP	Question Paper