

Sri Shanmugha College of Engineering and Technology

Annual Self-Assessment for the Performance Based Appraisal System (PBAS)

Academic Year 2018- 2019

(Self-appraisal touches the teaching learning process, quality of tests and assignments given by the faculty, participation in professional body activities, staff and student development programs, academic achievements during that year, presentation and publication of papers in the national and international journals, participation of organization in co/extra-curricular activities, help extended to college administration, recognition, rewards received, research and consultation activity, interpersonal skills, mentor activity, loyalty and respect to the college etc. Here the teacher concerned will assess himself on all the points mentioned as per the well-designed format. This form is to be completed and submitted at the end of each academic year)

% of Results Produced >= 75%

Points Secured: **/100**

1. Name of the Staff:
2. Staff ID:
3. Gender:
4. Date of birth and Age:
5. Designation:
6. Department:
7. Address for Communication

Address		
PIN		
Phone		
Mobile		
Email ID		

8. Date of joining :
9. Date of promotion in the present post:
10. Educational Qualification

Exam passed (With specialization, if any)	Year of Passing	Name of the Institution & board / University	% of Marks / CGPA	Grade/Class / Division obtained	Passed all the subjects in One attempt (Yes/No)

Sl. No.	Name of the Organization	Period of Service	Designation	Job Description	Achievements, if any
1.					
2.					

11. Experience – Starting from Engg

Total experience: a) Teaching : School: ____ Poly: ____ Arts & Science: ____ Engg:

b) Industry : ____

c) Total (a+b):

11. a) Details of Leave availed:

Semester	No. of Permissions		No. of CL	Loss of Pay			No. of CCL	No. of OD
	Applied in Advance	Late Application		No. of LOP	API Score	Your Score		
Odd								
Even								
Total								

Verified by:

OS

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES (Max. Points: 30)

12. University Results (Max. Points: 20)

CAY	SEM	Theory/ Lab (T/L)	NAME OF THEORY & LAB COURSES TAUGHT (For Lab Courses, Specify the number of students the staff has taught)	CLASS Year, Sem & BRANCH	No. of Students		No. of classes		Over all Pass %	Points Secured (Max. 20)	Relative Ranking in Class	No. of Times the Subject is Handled	No. of Hrs. of Coaching Classes Conducted
					Appeared	Passed	Allotted	Taken					
2017-18	2016-17												
	2017-18												
Average Points (Consider the points secured in theory subjects alone for the calculation)										20			

Average Points secured (out of 20) = 20

Use the following scale:

- 20 points for 96% to 100%
- 18 points for 91% to 95%
- 16 points for 86% to 90%
- 14 points for 81% to 85%
- 12 points for 76% to 80%
- 10 points for 71% to 75%
- 08 points for 65% to 70%
- 0 point for <65%

*** Minimum Result of 80% is required for increment**

13. Teaching related activity (Max. Points: 10)

SL.No	Nature of Activity	API Score allotted	Self- appraisal Score
	ESSENTIAL		
1	Lectures taken as percentage of lectures allocated (100% compliance = 20 points) Total number of lectures allocated: 45 Number of lectures taken: 70	30	
2	Seminars, tutorials, practicals, contact hours undertaken as percentage of those actual allocated (100% compliance = 20 points) No. of seminars, tutorials, practicals allocated: 45 No. of Hours of seminars, tutorials, practicals taken: 45	30	
3	Maintaining the Course File (100% compliance = 30 points)	30	
4	College/University examination duties (Question paper setting and evaluation of answer scripts) as per duties allotted (100% compliance = 10 points)	10	
		Total Points	Out of 100
			Out of 10
		Points for Results	Out of 20
		Category I: Total Points	Out of 30

CATEGORY I (B)	DESIRABLE	Additional Weightage	
1.	Use of Innovative teaching – learning methodologies; use of ICT; Updated subject content and course improvement. a) Number of ICT Based Teaching material: (10 points/each) b) Number of Interactive Courses: (5 points/each) c) Number of Participatory Learning modules: (5 points/each)	20	
2.	Number of Remedial / Bridge Courses and Counseling modules developed and imparted (Each activity: 5 points)	10	
3.	Number of soft skills / communication skills / personality development courses / modules developed and imparted (Each activity: 5 points)	10	
4.	Number of popularization programmes / training courses in computer assisted teaching / web – based learning and e – library skills to students organized and conducted a) Workshop / training course: 10 points each. b) Popularization program: 5 points each	10	-
		Additional Weightage Total Points	Out of 50

CATEGORY – II: SELF IMPROVEMENT, RESEARCH AND DEVELOPMENT (Max. Points: 30)

14. Improvement of professional competence by attending refresher / orientation courses, participating in summer schools, faculty development programmes, seminars, workshops, conferences, symposia. **(Programmes Attended)**

SL. No.	Name of the Programme and Organizer	Duration	Purpose of attending (Participation / Paper Presentation / Session Chair / Key Note or Invited Address)	Financial Support availed from the College towards meeting TA, DA, Registration, on-duty leave, etc. (Rs.)
		From:		
		To:		

15. Refresher / Orientation courses, Summer / Winter schools, Faculty Development Programmes, Seminars, Workshops, Conferences, Symposia organized in SSCET. **(Programmes Organized)**

SL. No.	Name of the Seminar / Conference organised	Period and Duration	Number of Participants	Source of Fund	Your Role
1.					
2.					
3.					

16. Student projects (UG & PG) including minor projects guided / Industrial Visits organized / Accompanied / Ph.D. / M.Phil Guiding / Guided

Year	Title of the Project/Thesis	Number of Students/ group	Industry Project / In-house	Outcome

17. Sponsored Research Projects:

S.No.	Name of the Agency	Title of Project	Duration in years	Amount received in current year	Total amount received
1.					

18. Consultancy Work Carried-out:

S.No.	Name of the Company	Title of Project	Duration	Amount received in current year	Total amount received
1.					
2.					
3.					

19. List of Research publications after joining SSCET

SL. No.	Title of the paper & Name of the Journal/Conference	Month & Yr of Publication	Vol. No	Page No.
1.				
2.				

20. Articles contributed in magazines / News papers / University News letter / News letter of registered societies like ISTE, UGC News, CII News, SAE, IE(I), etc. after joining SSCET.

SL. No.	Title of the Article	Name of the Magazine	Date and or Month, and Year of Publication
1.			
2.			
3.			

21. Books published

SL. No.	Year of publication	Title of the Book	Name of the Publisher	Number of Pages and Price (Rs.)	ISBN Number
1.					
2.					
3.					

Award of Points:

S.No.	Details	API Score	Max. API Score	Your Score
1.	Training Programs Attended No. of Programs Attended:7	2 points / program (<1 week duration) 5 points / program (>1 week duration)	20	
2.	Programs Organized No. of Programs Organized:03 No. of Funded Programs Organized: (Funds Received: Rs.)	3 points / program 5 points / funded program (Value added courses organized shall be included)	15	
3.	Student Projects Guided No. of Projects Guided:03	5 points / batch of students	10	
4.	Research Projects No. of Research Projects submitted: 01 No. of sanctioned Research Projects:01 Total amount received: -	1 point for each submitted project <Rs 1,00,000/- 2 points for each submitted project >Rs1,00,000/- 3 points for each sanctioned project <Rs 1,00,000/- 5 points for each sanctioned project >Rs1,00,000/-	20	
5.	Consultancy Works No. of Consultancy Works: Total revenue earned:	5 points / work	5	
6.	Research Publications No. of Indexed Journals:02 No. of Conference publications: 02	10 points / journal 5 points / conference	20	
7.	Articles Published	5 points / article	5	
8.	Books Published	5 points / book	5	
Category II: Grand Total			Out of 100	
			Out of 30	

CATEGORY – III: COLLEGE LEVEL / DEPARTMENT LEVEL ADDITIONAL RESPONSIBILITIES, CO-CURRICULAR AND EXTENSION ACTIVITIES (Max. Points: 40)

22. College level Responsibilities:

Sl. No.	Name of the Activity	Duration	Title of your assignment/ responsibility	Outcome (mandatory)
1.				
2.				
3				
4				

List of Responsibilities:

Admission, Placement, Training, Expo, Exam Cell, AICTE Work, Anna University Work, Hostel Duty, College Magazine Work, Bus duty, NBA Coordinator etc.

23. Contribution towards Admission:

Role	API Score	Your Score
No. of Admissions =	3 points for 3 admissions 5 points for 5 admissions 10 points for 10 admissions	
Admission Coordinator	10 points	
Support Extended	5 points	
Total (Max 20 points)		

24. Department level responsibilities:

Sl. No.	Name of the Activity	Duration	Title of your assignment/ Responsibility	Outcome (mandatory)
1				
2				
3				
4				
5				
6				

List of Responsibilities:

Class Advisor, Project Coordinator, Discipline Coordinator, Class Counselors (Mentors), Test Coordinator, Class Committee Members, Time Table Coordinator, Lab i/c, NBA Work, etc.

25. Contribution to co-curricular activities like Student Association in-charge, IEEE / ISTE/ CSI Coordinator, Science Club Coordinator etc.

Sl. No.	Name of the Activity	Duration	Title of your assignment/ responsibility	Outcome (mandatory)
1				
2				

26. Contribution to extra-curricular activities like Rotract, YRC, Fine Arts, English Literary, Green Club etc.

Sl. No.	Name of the Activity	Duration	Title of your assignment/ responsibility	Outcome (mandatory)
1				
2				

Award of Points:

S.No.	Details	API Score	Max. API Score	Your Score
1.	College Responsibilities Level	10 points for each	30	
2.	Admissions	Refer Table 24	20	
3.	Department Responsibilities Level	3 points for each	15	
4.	Contribution to curricular Activities Co-	5 points for each	10	
5.	Contribution to Extra-curricular Activities	5 points for each	5	
Category III: Total Points			Out of 80	
			Out of 40	

27. Give a brief assessment of your performance indicating a) achievements b) difficulties faced and c) academic inputs required for further professional improvement

ACHIEVEMENTS
DIFFICULTIES FACED
SUGGESTION FOR FURTHER ACADEMIC IMPROVEMENT OF SSCET

28. Disciplinary Action taken against you:

S.No.	Nature of Disciplinary Action	API Score	Your Score
1	Warning Note	-1 point per warning	
2	Memo	-2 points per memo	
3	Suspension	-5 points per suspension	
Total Points			

29. Any other Points:

Points Table:

Category	Details	Max. Points	Points Secured
I	Teaching, Learning and Evaluation Related Activities	30	
II	Self Improvement, Research and Development	30	
III	Additional Responsibilities	40	
Total Points		100	
LOPs availed		Less Total Points from Table 11) a)	
Disciplinary Action		Less Total Points from S.No. 28	
Total Points Secured			
I	Additional Weightage	50	

Place:

Date:

Signature of the Faculty
(Name: _____)

Note:

- Use additional sheets, if necessary
- Submit the proof wherever needed

30. OBSERVATIONS BY HEAD OF THE DEPARTMENT

Date:

Signature of the HOD

31. OBSERVATIONS BY PRINCIPAL

Date:

Signature of the Principal

(For Office use only)