Sree Buddha

College of Engineering, Pattoor P.O., Alappuzha District, Kerala

A NAAC Accredited College with NBA Accredited programs

Faculty Appraisal Forms and Procedure (FAFP)

Academic year-2019-20

At Sree Buddha College of Engineering, all faculty members are evaluated annualy based on their academic performance, research contribution and institude and department support. Best faculty members are appreciated and weak members are given support for improvement. Continuous improvement in performance is expected from all faculty members.

Note: While submitting the appraisal form, all supporting documents should be presented and varified.

I. Category

1. Administration (Dean, HoD, UC/PC Coordinator, HR) ....   2. Academic Affairs   3. Non-teaching staff

Category	2

II. Faculty Details

Name of the faculty	Dr. Sajin J. B.	Joining Date	15/01/2018	Total Service	2.75 years
Designation	2	Professor-1: Associate Professor-2 and Assistant Professor-3			
Department	Mechanical Engineering Department				

III. Faculty Performance Index (FPI)

Faculty Performance Index is calculated, considering the academic performance, research & Innovation and support extended to the department & Institute. HoD, Principal and the interview Board have an input in the calculation of final index of the faculty.

A) Academic Performance Index (API)

Academic Perforamance Index is calculated besed on the academic contribution of the faculty.

B) Research & Innovation Index (RII)

The contribution made by the faculty in research and Innovation is accounted in in index.

C) Institute & Department Support Index (IDSI)

Every faculty member has to contribute towards the department and Institute activities. This is taken into account through this index.

D) HoD Appraisal Point(HAP)

Based on the overall performance, soft skills implementations, faculty student support and other creative contributions done by the faculty in the department, the Head of Department assigns a mark to the faculty member, which will be a part of the FPI calculations.

E) Principal Appraisal Point (PAP)

All faculty members, while performing the academic and research activities, should contribute for the continuous improvement of the college. Principal, considers the performance and contribution of the faculty towards this and fine tunes the API, through his input.

F) Interview Board Point(IBP)

Procedure:
Wt- Weight
API- Academic performance Index
RII- Research and Innovation Index
IDSI- Institute and Department Support Index
HAP- HoD Appraisal Point
PAP- Principal Appraisal Point
IBP- Interview by Board   **Associate**
Professor/ Professor = $4*$ API + $2*$ RII + $1*$ IDSI +HAP+ PAP+ IBP= 100 (Maximum)
                                                  Asst. Professor = $5*$ API + $1*$
RII + $1*$ IDSI +HAP+ PAP+ IBP= 100 (Maximum)

It gives a score out of 100. A letter grade (Excellent/Very good/good/poor/Discontinue) is given based on this.

A- Excellent; B- Very Good; C- Good; D- Poor; F- Discontinue

A =($\geq$ 90%)-A; $\geq$80% -B; $\geq$75% - C; $\geq$70%-D; $\leq$69%–

A) Academic Performance Index (API)

1 Result

Semester	Odd Semester			Even Semester			Year
Course	Course-1	Course-2	Lab-1	Course-1	Course-2	Lab-1	G. Average
Uni.Avge	83	56.1		90	90		79.8
Result	100	50		100	100		87.5

Score	Points
Result >1.2Uni	15
Result <1.2 Uni	13
Result =Uni	12
Result >0.9 Uni	10
Result >0.8 Uni	8
Result >0.7 Uni	6

Max. Score	15
Obtained Score	13

2 Good Practices

	Good Practices	Yes/No	Score
a	Learning materials developed	yes	1
b	Course notes with evidence of updating	yes	1
c	Steps to Encourage self-learning	yes	1
d	Additional topics covered beyond syllabus	No	0
e	Encourage bright students/Assist weak students	No	0
f	Quality of question papers	Yes	1
g	Any other pedagogical initiatives	No	0
		Total	4

Max. Score	5
Obtained Score	4

3 On-line Practices

	Web & ICT	Yes/No	Score
a	Usage of ICT techniques in the classroom	Yes	1
b	Videos/PPTs/simulations/models	Yes	1
c	Moodle/course web page etc	No	0
d	On-line classes (videos, presentation)	Yes	1
e	Webinars conducted	Yes	1
f	MOOC/NPTEL Courses	No	0
	Total		4

Max. Score	3
Obtained Score	3

3 Training Programs and Webniars Attended

3 days – 2 points	2 days – 2 points
One day- 1 point	

Max. Score	2
Obtained Score	1

4 Student Feedback

Feedback	90

Max. Score	5
Obtained Score	5

Score	Points
>90	5
80 -89	4
70-79	3
60-69	2
<60	1

Total Score	5.00

B) Research & Innovation Index (RII)

1 Journal Publication/Book Publication

a	SCI Indexed Journals- 4 points/paper
b	Scopus Indexed Journals- 3 points /paper
c	UGC approved Journals- 2 points/paper
d	International/ National Conferences- 1 point/paper

#	Paper	No. of papers	Points/ paper	Total Points
1	SCI Indexed	2	4	8
2	Scopus Indexed	3	3	9
3	UGC approved	1	2	2
4	Conference	1	1	1
	Total			20

Max. Score	**10**
Obtained Score	**10**

2 Funded Projects/programs

a >5 lakhs- 5 points

b 1 to 5lakhs-4 points

c < 1 lakh-3 points

Max. Score	**5**
Obtained Score	4

Funds	No.	Points
>5 lakhs	0	0
1 to 5 lakhs	1	4
< 1lakh	0	0
Total		4

3 Conferences/workshop organized/reviewer

a Organizing chair-5 points

b Reviewer PhD thesis- 3points

c Reviewer SCI/Scopus indexed Journal- 1 points

Max. Score	**5**
Obtained Score	**5**

Responsibility	No.	Points
Organizing chair	1	5
Reviewer PhD thesis	0	0
Reviewer SCI/Scopus Journal	0	0
Total		5

<60	1	

4   Recognized Professional Activities

Professional Bodies	Yes/No	Score
IE	Yes	1
ISTE	Yes	1
IEEE	0	0
ASME	0	0
SAE	No	0
Any other	yes	1
Total		3

Max. Score	**5**
Obtained Score	3

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5 Research Progress

Progress	Yes/No	Score
Coursework Completed	0	0
Comprehensive Evaluation Completed	0	0
Advanced Stage with Publications	0	0
Post PhD publications	0	0
Total		0

Max. Score	**5**
Obtained Score	0

6 PhD Guidance

		No.	Score
PhD produced		0	0
PhD Guiding		0	0
Total			0

Max. Score	**5**
Obtained Score	0

Grant Total Score	**6.3**

C) Institute & Department Support Index (IDSI)

A   Roles and Contribution

	Roles	Yes/No	Score
1	Academic Council	No	0
2	Internal Quality Assurance Cell (IQAC)	Yes	1
3	NSS Unit	No	0
4	Anti-Ragging Committee/ Discipline Committee	No	0
5	Grievance Redressal Committee		0
6	Student Affairs Council (SAC)		0
7	Continuing Education Cell (CEC)		0
8	Library Advisory Committee		0
9	Research Council (RC)	Yes	1
10	NBA Co-ordinator		0
11	Examination Cell		0
12	Industry-Institute Interaction Cell (III – Cell)		0
13	Career Guidance and Placement Cell		0
14	Women's Forum		1
15	Ethics Committee		0
16	Parents Teachers Association Executive Committee		1
17	Innovation and Entrepreneurship Development Cell (IEDC)	Yes	1
18	Timetable Committee		1
19	Newsletter Committee		0
20	Alumni Association		0
21	National Service Scheme (NSS) Cell		1
22	Institution Maintenance Cell (IMC)		0
23	SC/ST cell		0
24	Minority Cell	**No**	0
25	Accreditation Commiittee (NAAC, NBA, NIRF and ARIIA)	Yes	1
26	Media Centre	**No**	0
	Total		8

Max. Score	10
Obtained Score	8

B CO and Extra curricular Activities

Max. Score	5

	Activities	Yes/No	Score
1	Clubs	Yes	1
2	Professional Societies	Yes	1
3	Event Managers of cultural programmes	No	0
4	Hostel Warden / Dy. Warden, etc		0
5	Student Empowerment Activities	Yes	1
	Total		3

Obtained Score	3	**Total Score**	**7.33**

D) HoD Appraisal

Based on the information furnished by the Faculty member self-appraisal/contribution to departmental development activities/ model initiatives etc with justification, Attach separate sheet if required

A	Academic & Professional Check List	Yes/No	Score
1	Teaching load and regularity in taking class	yes	1
2	Research guidance to students	yes	1
3	Any Student Projects	yes	1
4	Any Projects completed other than the Student	yes	1
5	course	yes	1
6	Contribution in Gap Analysis and Bridging	yes	1
7	Intellectual capital (Books / Articles/Patents	yes	1
8	Publication in Refreed Journals	yes	1
9	Seminars/Workshops	yes	1
10	Awareness of OBE	yes	1
11	Quality of course files	yes	1
12	bodies	yes	1
B	**Performance and General Attributes**		
1	Knowledge in the sphere of work		0
2	Quality of output		0
3	Communication skills (Oral and written)		0
3	Initiative and adaptability resourcefulness in handling normal and unforeseen problemswillingness to take responsibilities in the new area of work		0
4	Aptitude to work		0
5	Ability to inspire and motivate	yes	1
6	Supervisory ability	yes	1
7	Interpersonal relations and team work		0
8	Integrity and Trustworthiness	yes	1
9	General conduct	yes	1
	Total		**16**

Total Score	9.00

E) Appraisal by Principal

Length of service (Retention) More than 5 years	2.5 years
Are you satisfied that the Reporting officer has made his / her report with due care and after taking into account all the relevant material	
Do you agree with the assessment of the Faculty Member given by the HoD?	
Remarks about any meritorious work or otherwise of the Faculty Member	
Has the Faculty Member any special characteristics, and/or any abilities which would justify his/her selection for special assignment. If so, specify.	
Any other matters	
Marks out of 10	8

Total Score/10	**8**	

Max. Score	**10**
Obtained Score	**8**

F) Interview

Atitude towards the Institution	
Depth in the area of specilization	
Contribution to the various accreditations (NAAC, NBA, NIRF, ARIIA, ABET)	
Remarks about any meritorious work done by the Faculty Member	
Strong Points/Weak Points	
Any other matters	

	Marks/10	8

Total Score	8

Max. Score	**10**
Obtained Score	**8**

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Faculty Appraisal Forms and Procedure (FAFP)Results

Academic Year	2020	*Dr. Sajin J. B.*

I. Category

Academic Affairs

II. Faculty Details

Name of the faculty		**Dr. Sajin J. B.**	**Joining Date**	15/01/2018	**Service**	2.75 years
Designation	2	Professor-1: Associate Professor-2 and Assistant Professor-3				
Department	Mechanical Engineering Department					
Employee No:						

III. Faculty Performance Index (FPI)

Position	Wt	API	Wt	RII	Wt	IDSI	HoD 10	Principal /10	Interview/10	Total	Grade
Associate Professor	4.0	5.0	2.0	6.3	1.0	7.3	9.0	8.0	8.0	64.9	D
#REF!	5.0	5.0	1.0	6.3	1.0	7.3	9.0	8.0	8.0	63.6	D

Score of faculty involved in Administration

Signature	
Principal	**Dr. S. Suresh Babu**

Self-Appraisal Report- Faculty Development Plan (FDP)

Name of Faculty Member	#REF!
Designation	**#REF!**

This document Should include the goals and action plan for the academic year under the catagories presented below:

Teaching Effective Enhancement- Steps taken

Scholarly Activiites-Research, Funded Projects, Publications and attending STTPs

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Service -- Dept., College, and Community (student counselling, clubs, administrative/documentation support, organizing events, training programmes, public relations and any other voluntary service)

Any other contribution/acheivements

Signature of faculty member/Date		Signature of HoD/Date	

Sree Buddha College of Engineering (SBCE), Pattoor

CERTIFICATE OF APPRECIATION

IS AWARDED TO

Dr. Sajin J. B.

In Recognition of his/her outstanding Performance, Contribution and Achievement

During

the Academic Year

Academic year-2019-20

	Prof. S. Sasikumar	Dr. S. Suresh Babu
Head of Department	**Chairman, SBCE**	**Principal, SBCE**

Warning letter-Unsatisfactory Faculty Performance

Name of the faculty   Dr. Sajin J. B.

Designation

Department   #REF!

Academic Year   2020

As per the performance Appraisal conducted during the academic year as mentioned above, you are requested to improve the overall performance and involvement in the department academic and other activities