



Adi Shankara

INSTITUTE OF ENGINEERING AND TECHNOLOGY

Approved by AICTE & Affiliated to APJ Abdul Kalam Technological University
Vidya Bharathi Nagar , Mattoor, Kalady, Ernakulam District, Kerala State Pin: 683574



CRITERIA 6- GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.3 Faculty Empowerment Strategies



Performance Appraisal Template (Technical Staff)



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Performance Appraisal Form for Technical staff

Ac. Year:

Part A: Staff Details

Name	
Department	
Designation	
Qualification	
Experience (total) Date of Joining	

Professional Index (PI)

Part B: Professional Advancement

(Training programs/FDPs/Workshops/MOOC Certifications/Industrial Training/Talks)

Sl No	Name of training/MOOC	Name of Organization/Industry	Date and Duration	Points secured	Max. Points

					20
Total					20
Total (Scaled to 10)					10

Note:

- ✚ Attending One FDP/Training Programme/Workshop/Talk: 12 points
- ✚ Attending two or more FDPs/Training Programmes/Workshops/Talks: 15 points
- ✚ Industrial Training: 18 points
- ✚ MOOC Certification: 20 Points

Academic Index (AI)

Part C: Lab Courses Handled during the academic year

Sl No.	Name of lab course	Semester	Pass percentage	Points secured	Max. Points
					10
Total (AI-Part 1)					10

Note:

- ✚ Pass percentage above 80 : 5 points
- ✚ Pass percentage above 90: 7 points
- ✚ Pass percentage above 95: 10 points

Part D: Involvement in academic activities

Sl No.	Nature of work	Details	Points secured	Max. Points
1	Maintenance of laboratory			10
2	Student support, apart from their regular lab work (Projects, innovative product development, competitions)			
3	Stock register maintenance			
4	Log in register maintenance			
5	Purchase of equipment/components for lab			
6	Any other specific activity			
Total (AI-Part 2)				10

Academic Index (AI)	Points secured	Max. Points
AI - Part 1		10
AI - Part 2		10
Total (AI-Part 1 + AI-Part 2)		20
Total (Scaled to 10)		10

Institutional Development Index (IDI)**Part E: Involvement in Institutional development**

SI No.	Criteria	Points secured	Max. Points	Roles and contribution to be clearly specified (Put a tick mark)
1	Completion of assigned work		5	<ul style="list-style-type: none"> • Involvement in accreditation activities (2 points) • Other responsibilities such as Exam Cell (2 points) • Accompanying Industrial Visits (3 marks) • Any committee member (1 mark) • Lab-in charge (1 mark) • Any other responsibilities <p>Mention details</p>
2	Co and extracurricular activities		5	Taking responsibilities in <ul style="list-style-type: none"> <input type="checkbox"/> Clubs <input type="checkbox"/> Professional Societies <input type="checkbox"/> Event Managers of cultural programmes <input type="checkbox"/> Student Union activities <input type="checkbox"/> Arts/Sports/Cultural and Technical events
Total			10	
Total (scaled to 10)			10	

Part F: Achievements (if any)

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HoD Appraisal Index (HI)**Part G: Observations by HoD**

Sl No.	Particulars	Rating		
		Good	Fair	Satisfactory
1	Knowledge about work			
2	Communication Skill			
3	Accessibility			
4	Punctuality			
5	Inter personal skills			
6	Disciplinary action taken (if any)			
Remarks				
Points secured				
Max. Points	10			

Declaration

I hereby declare that I have carefully read and understood the instructions referred here in and that all the statements made in this performance appraisal form are true to the best of my knowledge and belief.

Name & Signature of faculty Member

Date:

Name & Signature of HOD

Date:

Faculty Performance Index

	Wtg	PI	A	Wtg	AI	B	Wtg	IDI	C	Wtg	HI	D	Total=A+B+C+D (100)	Grade
	3			5			1			1				

Note:

Technical staff - 3* PI + 5* AI + 1* IDI +1* HI

- Professional Index- (PI)
- Academic Index - (AI)
- Institutional Development Index- (IDI)
- HoD Appraisal Index (HI)

It gives an index out of 100. A grade (Excellent/good/fair/poor) can be given based on this.

Excellent: Above 80

Good: Above 60

Fair: Above 40

Poor: Below 40

Faculty Appraisal Panel (FAP) Chair