

M.I.E.T ENGINEERING COLLEGE

DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

CONSOLIDATED API FOR ODD & EVEN SEMESTER 2018-2019

Sl.No	Staff Name	Teaching & Learning related activities		Professional development related activities		Research contribution		Co-curricular & other administrative activities		Students admission & contribution to the management		Total out off 1000
		Odd Sem	Even Sem	Odd Sem	Even Sem	Odd Sem	Even Sem	Odd Sem	Even Sem	Odd Sem	Even Sem	
1	Dr.K.Geetha	97	105	2	22	22	7	15	20	-	8	298
2	Mrs. G.Nalina Keerthana	100	59	-	2	-	-	13	11	-	8	193
3	Mr. R. Venkatesan	100	94	2	15	15	18	17	18	-	8	287
4	Mrs. S.Shanmuga Priya	97	57	14	17	33	3	10	7	10	10	258
5	Mr. P.Christopher	70	66	2	10	30	30	15	15	-	8	246
6	Mr.Mohamed Faizal	82	28	4	4	15	15	14	9	8	15	194
7	Mrs. A. Barveen	62	65	2	14	-	-	14	14	-	16	187
8	Mr. P. Manikandan	125	27	2	10	15	15	15	20	18	20	267
9	Mrs. G.Megala	64	68	-	10	-	-	15	15	-	10	182
10	Mr. A. Joshua Issac	85	9	-	17	2	19	18	34	16	11	211

V. Channu  
HOD / CSE

PRINCIPAL

FACULTY PERFORMANCE EVALUATION – API INDICATORS (CONSOLIDATED)[Dr.K.Geetha]

CATEGORY - 1. TEACHING AND LEARNING RELATED ACTIVITIES			
S. NO	API PARAMETERS	Secured MAX. POINTS	Secured TOTAL
1.1	Academic Results	84	97
1.2	Project Guidance	-	
1.3	Teaching Methodology	4	
1.4	Special Accomplishments	2	
1.5	Feed Back	7	
1.6	Industrial Visit	-	
1.7	Inplant Training	-	
1.8	Internship	-	
1.9	Value Added Courses (By Internal Faculty)	-	
CATEGORY - 2. PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES			
2.1	Membership in Profession Societies	2	2
2.2	Guest Lecture /Invited Speaker/Chair in Symposium or Conference	-	
2.3	Participation in Subject Associations	-	
2.4	Technical Paper Presentation	-	
2.5	Organizing the Programme	-	
2.6	Publication of Articles	-	
2.7	Membership on Education, Research and National Development	-	
CATEGORY - 3. RESEARCH CONTRIBUTIONS			
3.1	Research Paper Publications	15	22
3.2	Book Publications	-	
3.3	Sponsored Projects carried out or ongoing	-	
3.4	Consultancy	-	
3.5	Patent	-	
3.6	Ph.D Supervisor	-	
3.7	Reviewer /Examiner	4	
3.8	Ph.D Pursuing	-	
3.9	Collaboration with Industry/Institute	-	
3.10	Citation impact of Published work	3	
CATEGORY - 4. CO - CURRICULAR AND OTHER ADMINISTRATIVE ACTIVITIES			
4.1	Placement arranging ON/OFF campus Recruitment	-	15
4.2	Club Activities	-	
4.3	Association with as Co-Ordinator or Member	-	
4.4	Participation in Committees	-	
4.5	Department Level Administrative Responsibilities	3	
4.6	Institutional Level Administrative Responsibilities	7	
4.7	College Day, Sports Day, Convocation Day / First year Inaugural Function etc.,	5	
CATEGORY - 5. STUDENTS ADMISSION AND CONTRIBUTION TO MANAGEMENT OF THE INSTITUTION			
5.1	Students Admission	-	-
5.2	Students Data Base Collection	-	
5.3	Organization of Function towards admission and Institution Branding activities	-	
5.4	Other works allotted by the Admission Cell	-	
5.5	Bonus for Beyond the working hours (After 5pm and Leave days)	-	
<b>Secured Grand Total</b>			<b>136</b>

Prepared By  
Dr.T.Katthikeyan

Approved By

**FACULTY PERFORMANCE EVALUATION - API INDICATORS (Detailed)[ Faculty Name]**

**CATEGORY - 1. TEACHING AND LEARNING RELATED ACTIVITIES**

S. No	APIs	Parameter s	Secured Credit Points	Secured Max. Points	Secured Total		
1.1	Academic Results (UG & PG)	a) Problematic/Mathematical Paper	-	-	69		
		b) Theory cum Problematic Paper / Engg. Drawing	30	30			
		c) Theory Paper	15	15			
		d) Practical or Laboratory Paper	06	06			
		Pass Percentage	a	b		c	d
		90 - 100	55	45		30	6
		89 - 75	40	30		15	3
		60 - 75	20	10		7	1
Below 60	5	3	2	0			
1.2	Project Guidance	a) UG / PG Project per Batch	6	6			
		b) Mini Project per Batch (or) General student Project	2	2			
		c) Projects Beyond the curriculum (Includes First Year)	0	0			
1.3	Teaching Methodology (other than Regular Teaching)	Innovation in Teaching-Learning (Ex. Multimedia, Simulation Software, Case Studies, Group Discussions etc.,)	2	2			
1.4	Special Accomplishments	Online Certification Courses	0	0			
		Awards acquiring additional Qualifications	0	0			
1.5	Feed Back	Students >90 - 7,85 to 89 - 6,80 to 84 - 5,75 to 79-3, 70 to 75-2	8				
		HoD/Dean/ Principal >90 - 3, 80 to 89 -2,70 to 79 -1					
1.6	Industrial Visit	Industrial Visit by Faculty	0	0			
		Industrial Visit by Faculty with Students	0	0			
1.7	In-plant Training	Training Facilitator for students	0	0			
1.8	Internship	Internship Facilitator for students (Min 15 Days)	0	0			
1.9	Value Added Courses (Internal Faculty)	Conducting as Resource Person (2 per course)	0	0			
		Co-Ordinating Courses (2 Members/Course)	0	0			

## FACULTY PERFORMANCE EVALUATION

CATEGORY - 2.		PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES					Secured Credit	Secured Max. Point	Secured Total
S. No	APIs	Parameters							
2.1	Membership in Profession Societies	State Level					0	2	
		National Level					2		
		International Level					0		
2.2	Guest Lecture /Invited Speaker/Chair in	International Conference					0	0	
		National Conference Level /Symposium					0		
2.2	Participation in Subject Associations (Outside of the Reputed colleges only Ref. in Annexure - I)	Conferences /Seminars / FDP (without Paper Presentation)					0	0	
2.3	Technical paper Presentation (Outside of the Reputed colleges only Ref. in Annexure - I)	International Conference					5	10	
		National					12		
		Regional / State level					0		
		Local University / College Level					0		
2.4	Organizing the Programme	Co-Ordinator		Co-Coordinator		Committee Member			
		With Grant	Without Grant	With Grant	Without Grant	With or Without Grant			
		a) FDP/Workshop/Seminar	10	8	6	4	2		2
		b) National Conference	15	10	10	5	3		0
	c) International Conference	20	15	15	10	5	0	2	
2.5	Publication of Articles	News Paper, Magazines other Publications (Not Covered in Category-3)					0	0	
2.6	Membership on Education, Research and National Development	State /Central/Other University Bodies					0	0	

**FACULTY PERFORMANCE EVALUATION**

**CATEGORY - 3 RESEARCH CONTRIBUTIONS**

S. No	APIs	Parameters	Secured Credit point	Secured Max.point	Secured Total
3.1	Research Paper Publications	Refereed Journals – UGC Approved/Anna Uni Annex	0	-	5
		Non – refereed but recognized and reputable journals and periodicals, having ISBN / ISSN numbers	0	-	
		Other journals and technical magazine not covered in the above two categories	0	-	
3.2	Book Publications	Text or reference books published by International publisher with an established peer review system	-	-	
		Subject books by National level publishers / State and Central Government publications with ISBN / ISSN numbers	-	-	
		Subject books by other local publishers with ISBN / ISSN numbers	-	-	
3.3	Sponsored Projects carried out / ongoing	Major Projects amount mobilized with grants above Rs.5 Lakh	-	-	
		Major Projects amount mobilized with grants above Rs.2 Lakh up to Rs.4 Lakh	-		
		Minor Projects (Amount mobilized with grants above Rs.1 Lakh up to Rs.2 Lakh)	-		
		Projects Applied	-		
3.4	Consultancy Projects carried out	Amount mobilized with minimum	-	-	
3.5	Patent	Patent / Copy right filed	-	-	
		Patent Published / Copy right Obtained	-		
		Patent Obtained	-		
3.6	Ph.D Supervisor	Research Scholar Completion	-	-	
		Research Scholar Registration	-	-	
		Doctoral Committee Member	-	-	
		Supervisor Recognition (Year of	-	-	
3.7	Reviewer /Examiner	Journal Reviewer / External Ph.D Thesis correction	-	-	
3.8	Ph.D Pursuing	Registration	-	-	
		Provisional Conformation/Synopsis Submission	-	-	
		Degree awarded	-	-	
3.9	Collaboration with Industry/Institute	Center of Excellence	5	5	
		MoUs	-	-	
3.10	Citation impact of Published work	Citation	-	-	

Prepared By  
Dr.T. Karthikeyan

Approved By

**FACULTY PERFORMANCE EVALUATION**

CATEGORY - 4. CO - CURRICULAR AND OTHER ADMINISTRATIVE ACTIVITIES					
S. No	APIs	Parameters	Credit Points	Max. Points	Total
4.1	Placement arranging ON/OFF campus Recruitment	Above Rs. 1 lakh per annum	-	-	
		Above Rs. 2 lakh per annum	-		
		Above Rs. 3 lakh per annum	-		
		Above Rs. 4 lakh per annum	-		
4.2	Club Activities	Incharge of any Club activities	-	-	
4.3	Associated with as Co-Ordinator or Member	Sports/ Games, NCC/NSS/YRC etc.,	-	3	
		Member	3		
4.4	Participation in Committees	For Student Welfare/ student Counseling or Mentor	2	2	
4.5	Department Level Administrative Responsibilities	Dean	-	10	18
		Head of the Department	-		
		Class Advisor	4		
		Department Exam Co-Ordinator/EMC Co-Ordinator	3		
		Dept. Placement Co-Ordinator	-		
		Dept. Discipline Co-Ordinator	3		
		Dept. Time Table Incharge	-		
4.6	Institutional Level Administrative Responsibilities	Hostel Warden	-	3	
		Over all Exam Co-Ordinator	-		
		Over all Placement Incharge	-		
		Over all Time Table Incharge	-		
		Deputy. Warden	-		
		Discipline Overall Co-Ordinator	-		
		Student Grivences Cell Co-Ordinator	-		
		Anti-Ragging	-		
		IQAC Co-Ordinator/AICTE/NIRF/NBA/NAAC/AU	3		
		Entrepreneurship Development Cell Co-Ordinator	-		
4.7	College Day, Sports Day, Convocation Day/First year Inaugural Function	Over all Function incharge	-	-	
		Co-Ordinator	-		
		Member	-		

**FACULTY PERFORMANCE EVALUATION**

**CATEGORY - 5. STUDENTS ADMISSION AND CONTRIBUTION TO MANAGEMENT OF THE INSTITUTION**

S. No	APIs	Parameters	Credit Points	Max. Points	Total
5.1	Students Admission	First Year	-	-	
		Lateral	-		
		PG (ME/MBA)	-		
5.2	Students Data Base Collection	First Year	-	-	
		Lateral	-		
		PG (ME/MBA)	-		
5.3	Function / Programme organization towards admission and Branding	First Year	-	-	-
		Lateral	-		
		PG (ME/MBA)	-		
5.4	Other works allotted by the Admission Cell	Co-Ordinator	-	-	
		Member	-		
5.5	Bonus for Beyond the working hours (After 5pm and Leave days)	10 Days	-	-	
		20 Days	-		
		Above 20 Days	-		

**Note:** Separate Records should be maintained by Admission Cell.

FACULTY PERFORMANCE EVALUATION – API INDICATORS (CONSOLIDATED) [A.BARVEEN AP/CSE]

CATEGORY - 1. TEACHING AND LEARNING RELATED ACTIVITIES			
S. NO	API PARAMETERS	Secured MAX. POINTS	Secured TOTAL
1.1	Academic Results	44	62
1.2	Project Guidance	-	
1.3	Teaching Methodology	4	
ED	Special Accomplishments	4	
1.5	Feed Back	9	
1.6	Industrial Visit	1	
1.7	Inplant Training	-	
1.8	Internship	-	
1.9	Value Added Courses (By Internal Faculty)	-	
CATEGORY - 2. PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES			
2.1	Membership in Profession Societies	2	2
2.2	Guest Lecture /Invited Speaker/Chair in Symposium or Conference	-	
2.3	Participation in Subject Associations	-	
2.4	Technical Paper Presentation	-	
2.5	Organizing the Programme	-	
2.6	Publication of Articles	-	
2.7	Membership on Education, Research and National Development	-	
CATEGORY - 3. RESEARCH CONTRIBUTIONS			
3.1	Research Paper Publications	-	-
3.2	Book Publications	-	
3.3	Sponsored Projects carried out or ongoing	-	
3.4	Consultancy	-	
3.5	Patent	-	
3.6	Ph.D Supervisor	-	
3.7	Reviewer /Examiner	-	
3.8	Ph.D Pursuing	-	
3.9	Collaboration with Industry/Institute	-	
3.10	Citation impact of Published work	-	
CATEGORY - 4. CO - CURRICULAR AND OTHER ADMINISTRATIVE ACTIVITIES			
4.1	Placement arranging ON/OFF campus Recruitment	-	14
4.2	Club Activities	-	
4.3	Association with as Co-Ordinator or Member	-	
4.4	Participation in Committees	-	
4.5	Department Level Administrative Responsibilities	6	
4.6	Institutional Level Administrative Responsibilities	-	
4.7	College Day, Sports Day, Convocation Day / First year Inaugural Function etc.,	8	
CATEGORY - 5. STUDENTS ADMISSION AND CONTRIBUTION TO MANAGEMENT OF THE INSTITUTION			
5.1	Students Admission		
5.2	Students Data Base Collection		
5.3	Organization of Function towards admission and Institution Branding activities		
5.4	Other works allotted by the Admission Cell	-	
5.5	Bonus for Beyond the working hours (After 5pm and Leave days)	-	
<b>Secured Grand Total</b>			<b>78</b>

Prepared By  
Dr.T. Karthikeyan

Approved By



Page 1 of 7  
V. Chandu

Principal  




**FACULTY PERFORMANCE EVALUATION - API INDICATORS (Detailed) [A.BARVEEN AP/CSE]**
**CATEGORY - 1. TEACHING AND LEARNING RELATED ACTIVITIES**

S. No	APIs	Parameter s	Secured Credit Points	Secured Max. Points	Secured Total		
1.1	Academic Results (UG & PG)	a) Problematic/Mathematical Paper	-	-	62		
		b) Theory cum Problematic Paper / Engg. Drawing	-	30			
		c) Theory Paper	-	2			
		d) Practical or Laboratory Paper	06	12			
		Pass Percentage	a	b		c	d
		90 - 100	55	45		30	6
		89 - 75	40	30		15	3
		60 - 75	20	10		7	1
Below 60	5	3	2	0			
1.2	Project Guidance	a) UG / PG Project per Batch	-	-			
		b) Mini Project per Batch (or) General student Project	-	-			
		c) Projects Beyond the curriculum (Includes First Year)	-	-			
1.3	Teaching Methodology (other than Regular Teaching)	Innovation in Teaching-Learning (Ex. Multimedia, Simulation Software, Case Studies, Group Discussions etc.,)	2	4			
1.4	Special Accomplishments	Online Certification Courses	2	4			
		Awards acquiring additional Qualifications	-	-			
1.5	Feed Back	Students >90 - 7,85 to 89 - 6,80 to 84 - 5,75 to 79-3, 70 to 75-2	6+3=9				
		HoD/Dean/ Principal >90 - 3, 80 to 89 -2,70 to 79 -1					
1.6	Industrial Visit	Industrial Visit by Faculty	-	1			
		Industrial Visit by Faculty with Students	1				
1.7	In-plant Training	Training Facilitator for students	-	-			
1.8	Internship	Internship Facilitator for students (Min 15 Days)	-	-			
1.9	Value Added Courses (Internal Faculty)	Conducting as Resource Person (2 per course)	-	-			
		Co-Ordinating Courses (2 Members/Course)	-	-			

# MIET ENGINEERING COLLEGE

(Approved by AICTE and Affiliated to Anna University, Chennai)  
TRICHY - PUDUKOTTAI MAIN ROAD, TIRUCHIRAPPALLI - 620 007

## FACULTY PERFORMANCE EVALUATION

### CATEGORY - 2. PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

S. No	APIs	Parameters					Secured Credit	Secured Max. Point	Secured Total
2.1	Membership in Profession Societies	State Level					-	2	
		National Level					2		
		International Level					-		
2.2	Guest Lecture /Invited Speaker/Chair in	International Conference					-	-	
		National Conference Level /Symposium					-		
2.2	Participation in Subject Associations (Outside of the Reputed colleges only Ref. in Annexure - I)	Conferences /Seminars / FDP (without Paper Presentation)					-	-	
2.3	Technical paper Presentation (Outside of the Reputed colleges only Ref. in Annexure - I)	International Conference					-	-	
		National					-		
		Regional / State level					-		
		Local University / College Level					-		
2.4	Organizing the Programme	Co-Ordinator		Co-Coordinator		Committee Member		-	
		With Grant	Without Grant	With Grant	Without Grant	With or Without Grant			
		a) FDP/Workshop/Seminar	10	8	6	4	2		
		b) National Conference	15	10	10	5	3		
		c) International Conference	20	15	15	10	5		
2.5	Publication of Articles	News Paper, Magazines other Publications (Not Covered in Category-3)					-	-	
2.6	Membership on Education, Research and National Development	State /Central/Other University Bodies					-	-	

Prepared By  
Dr.T. Karthikeyan

Approved By

Principal

# MIET ENGINEERING COLLEGE

(Approved by AICTE and Affiliated to Anna University, Chennai)  
TRICHY - PUDUKOTTAI MAIN ROAD, TIRUCHIRAPPALLI - 620 007

## FACULTY PERFORMANCE EVALUATION

CATEGORY - 3 RESEARCH CONTRIBUTIONS					
S. No	APIs	Parameters	Secured Credit point	Secured Max.point	Secured Total
3.1	Research Paper Publications	Refereed Journals – UGC Approved/Anna Uni Annex	-	-	
		Non – refereed but recognized and reputable journals and periodicals, having ISBN / ISSN numbers	-	-	
		Other journals and technical magazine not covered in the above two categories	-	-	
3.2	Book Publications	Text or reference books published by International publisher with an established peer review system	-	-	
		Subject books by National level publishers / State and Central Government publications with ISBN / ISSN numbers	-	-	
		Subject books by other local publishers with ISBN / ISSN numbers	-	-	
3.3	Sponsored Projects carried out / ongoing	Major Projects amount mobilized with grants above Rs.5 Lakh	-	-	
		Major Projects amount mobilized with grants above Rs.2 Lakh up to Rs.4 Lakh	-		
		Minor Projects (Amount mobilized with grants above Rs.1 Lakh up to Rs.2 Lakh)	-		
		Projects Applied	-		
3.4	Consultancy Projects carried out	Amount mobilized with minimum	-	-	-
3.5	Patent	Patent / Copy right filed	-	-	
		Patent Published / Copy right Obtained	-		
		Patent Obtained	-		
3.6	Ph.D Supervisor	Research Scholar Completion	-	-	
		Research Scholar Registration	-	-	
		Doctoral Committee Member	-	-	
		Supervisor Recognition (Year of	-	-	
3.7	Reviewer /Examiner	Journal Reviewer / External Ph.D	-	-	
		Thesis correction	-	-	
3.8	Ph.D Pursuing	Registration	-	-	
		Provisional Conformation/Synopsis Submission	-	-	
		Degree awarded	-	-	
3.9	Collaboration with Industry/Institute	Center of Excellence	-	-	
		MoUs	-	-	
3.10	Citation impact of Published work	Citation	-	-	

Approved By

Prepared By  
Dr.T. Karthikeyan

Principal

**FACULTY PERFORMANCE EVALUATION**

CATEGORY - 4. CO – CURRICULAR AND OTHER ADMINISTRATIVE ACTIVITIES					
S. No	APIs	Parameters	Credit Points	Max. Points	Total
4.1	Placement arranging ON/OFF campus Recruitment	Above Rs. 1 lakh per annum	-	-	14
		Above Rs. 2 lakh per annum	-		
		Above Rs. 3 lakh per annum	-		
		Above Rs. 4 lakh per annum	-		
4.2	Club Activities	Incharge of any Club activities	-	-	
4.3	Associated with as Co-Ordinator or Member	Sports/ Games, NCC/NSS/YRC etc.,	-	-	
		Member	-		
4.4	Participation in Committees	For Student Welfare/ student Counseling or Mentor	-	-	
4.5	Department Level Administrative Responsibilities	Dean	-	6	
		Head of the Department	-		
		Class Advisor	4		
		Department Exam Co-Ordinator/EMC Co-Ordinator	-		
		Dept. Placement Co-Ordinator	-		
		Dept. Discipline Co-Ordinator	-		
		Dept. Time Table Incharge	-		
		Dept. Maintenance Incharge	2		
4.6	Institutional Level Administrative Responsibilities	Hostel Warden	-	-	
		Over all Exam Co-Ordinator	-		
		Over all Placement Incharge	-		
		Over all Time Table Incharge	-		
		Deputy. Warden	-		
		Discipline Overall Co-Ordinator	-		
		Student Grievances Cell Co-Ordinator	-		
		Anti-Ragging	-		
		IQAC Co-Ordinator/AICTE/NIRF/NBA/NAAC/AU	-		
		Entrepreneurship Development Cell Co-Ordinator	-		
		4.7	College Day, Sports Day, Convocation Day/First year Inaugural Function		Over all Function incharge
Co-Ordinator	5				
Member	3				

**FACULTY PERFORMANCE EVALUATION**

CATEGORY - 5. STUDENTS ADMISSION AND CONTRIBUTION TO MANAGEMENT OF THE INSTITUTION					
S. No	APIs	Parameters	Credit Points	Max. Points	Total
5.1	Students Admission	First Year	-		
		Lateral	-		
		PG (ME/MBA)	-		
5.2	Students Data Base Collection	First Year			
		Lateral	-		
		PG (ME/MBA)	-		
5.3	Function / Programme organization towards admission and Branding	First Year			
		Lateral	-		
		PG (ME/MBA)	-		
5.4	Other works allotted by the Admission Cell	Co-Ordinator	-		
		Member	-		
5.5	Bonus for Beyond the working hours (After 5pm and Leave days)	10 Days	-		
		20 Days	-		
		Above 20 Days	-		

**Note:** Separate Records should be maintained by Admission Cell.

FACULTY PERFORMANCE EVALUATION- API INDICATORS (CONSOLIDATED) – [AY 2018 – 2019 Even]] Dr. Geetha

CATEGORY - 1. TEACHING AND LEARNING RELATED ACTIVITIES			
S. NO	API PARAMETERS	MAX.POINTS	TOTAL
1.1	Academic Results	81	105
1.2	Project Guidance	10	
1.3	Teaching Methodology	4	
1.4	Special Accomplishments	-	
1.5	Feed Back	10	
1.6	Industrial Visit	-	
1.7	Inplant Training	-	
1.8	Internship	-	
1.9	Value Added Courses (By Internal Faculty)	-	
CATEGORY - 2. PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES			
2.1	Membership in Profession Societies	2	22
2.2	Guest Lecture /Invited Speaker/Chair in Symposium or Conference	4	
2.3	Participation in Subject Associations	8	
2.4	Technical Paper Presentation	8	
2.5	Organizing the Programme		
2.6	Publication of Articles		
2.7	Membership on Education, Research and National Development		
CATEGORY - 3. RESEARCH CONTRIBUTIONS			
3.1	Research Paper Publications		7
3.2	Book Publications		
3.3	Sponsored Projects carried out or ongoing		
3.4	Consultancy		
3.5	Patent		
3.6	Ph.D Supervisor		
3.7	Reviewer /Examiner	4	
3.8	Ph.D Pursuing		
3.9	Collaboration with Industry/Institute		
3.10	Citation impact of Published work	3	
CATEGORY - 4. CO - CURRICULAR AND OTHER ADMINISTRATIVE ACTIVITIES			
4.1	Placement arranging ON/OFF campus Recruitment		20
4.2	Club Activities		
4.3	Association with as Co-Ordinator or Member	5	
4.4	Participation in Committees	5	
4.5	Department Level Administrative Responsibilities		
4.6	Institutional Level Administrative Responsibilities	7	
4.7	College Day, Sports Day, Convocation Day/First year Inaugural Function etc.,	3	
CATEGORY - 5. STUDENTS ADMISSION AND CONTRIBUTION TO MANAGEMENT OF THE INSTITUTION			
5.1	Students Admission		8
5.2	Students Data Base Collection	4	
5.3	Organization of Function towards admission and Institution Branding activities	4	
5.4	Other works allotted by the Admission Cell		
5.5	Bonus for Beyond the working hours (After 5pm and Leave days)		
<b>Grand Total</b>			<b>162</b>

Faculty Signature  
 Name: Geetha HoD - ( )

Verified by  
V. Chams

Approved by  
[Signature]  
 PRINCIPAL



**FACULTY PERFORMANCE EVALUATION - API INDICATORS (Detailed)[AY 2018 - 2019 Even Sem]**

CATEGORY - 1. TEACHING AND LEARNING RELATED ACTIVITIES								
S. No	APIs	Parameters	Credit Points	Max. Points	Total			
1.1	Academic Results (UG & PG)	a) Problematic/Mathematical Paper	55	-	105			
		b) Theory cum Problematic Paper / Engg. Drawing	75	75				
		c) Theory Paper	-	-				
		d) Practical or Laboratory Paper	6	6				
		Pass Percentage	a	b		c	d	(Max. 122)
		90 - 100	55	45		30	6	
		89 - 75	40	30		15	3	
		60 - 75	20	10		7	1	
		Below 60	5	3	2	0		
1.2	Project Guidance	a) UG / PG Project per Batch	3	6				
		b) Mini Project per Batch (or) General student Project	2	4				
		c) Projects Beyond the curriculum (Includes First Year)	2	-				
1.3	Teaching Methodology (other than Regular Teaching)	Innovation in Teaching-Learning (Ex. Multimedia, Simulation Software, Case Studies, Group Discussions etc.,)	2	4				
1.4	Special Accomplishments	Online Certification Courses	2	-				
		Awards acquiring additional Qualifications	1	-				
1.5	Feed Back	Students	>90 - 7, 85 to 89 - 6, 80 to 84 - 5, 75 to 79-3, 70 to 75-2		10			
		HoD/Dean/ Principal	>90 - 3, 80 to 89 - 2, 70 to 79-1					
1.6	Industrial Visit	Industrial Visit by Faculty	2	-				
		Industrial Visit by Faculty with Students	1	-				
1.7	In-plant Training	Training Facilitator for students	1	-				
1.8	Internship	Internship Facilitator for students (Min 15 Days)	2	-				
1.9	Value Added Courses (Internal Faculty)	Conducting as Resource Person (2 per course)	2	-				
		Co-Ordinating Courses (2 Members/Course)	2	-				

Verified by

Approved by

Faculty Signature  
Name:

HoD - ( )

**PRINCIPAL**

**FACULTY PERFORMANCE EVALUATION [AY 2018 - 2019 Even Sem]**

CATEGORY - 2. PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES										
S. No	APIs	Parameters					Credit Points	Max. Points	Total	
2.1	Membership in Profession Societies	State Level					1 each	2		
		National Level					2 each			
		International Level					3 each			
2.2	Guest Lecture /Invited Speaker/Chair in	International Conference					4	-		
		National Conference Level /Symposium					2			
2.2	Participation in Subject Associations <small>(Outside of the Reputed colleges only Ref. in Annexure -I)</small>	Conferences /Seminars / FDP (without Paper Presentation)					2 each	4		
2.3	Technical paper Presentation <small>(Outside of the Reputed colleges only Ref. in Annexure -I)</small>	International Conference					5	8		
		National					4			
		Regional / State level					3			
		Local University / College Level					2			
2.4	Organizing the Programme	Co-Ordinator		Co-Coordinator		Committee Member		8		
		With Grant	Without Grant	With Grant	Without Grant	With or Without Grant				
		a) FDP/Workshop/Seminar	10	8	6	4	2			8
		b) National Conference	15	10	10	5	3			-
		c) International Conference	20	15	15	10	5			-
2.5	Publication of Articles	News Paper, Magazines other Publications <small>(Not Covered in Category-3)</small>					1 each	-		
2.6	Membership on Education, Research and National Development	State /Central/Other University Bodies					2 each	-		

22

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Faculty Signature  
Name:

HoD - ( )

PRINCIPAL



**FACULTY PERFORMANCE EVALUATION [AY 2018 - 2019 Even Sem]**

<b>CATEGORY - 3 RESEARCH CONTRIBUTIONS</b>					
S. No	APIs	Parameters	Credit Points	Max. Points	Min. Total
3.1	Research Paper Publications	Refereed Journals - UGC Approved/Anna Uni Annex	15 / Publications	-	<b>7</b>
		Non - refereed but recognized and reputable journals and periodicals, having ISBN / ISSN numbers	5 / Publications	-	
		Other journals and technical magazine not covered in the above two categories	2.5 / Publications	-	
3.2	Book Publications	Text or reference books published by International publisher with an established peer review system	Author - 4, Co- Author - 2	-	
		Subject books by National level publishers / State and Central Government publications with ISBN / ISSN numbers	Author - 3, Co- Author - 2	-	
		Subject books by other local publishers with ISBN / ISSN numbers	Author - 2, Co- Author - 1	-	
3.3	Sponsored Projects carried out / ongoing	Major Projects amount mobilized with grants above Rs.5 Lakh	20 / each project	No Limit	
		Major Projects amount mobilized with grants above Rs.2 Lakh up to Rs.4 Lakh	15 / each project		
		Minor Projects (Amount mobilized with grants above Rs.1 Lakh up to Rs.2 Lakh)	10 / each project		
		Projects Applied	5 / each project		
3.4	Consultancy Projects carried out	Amount mobilized with minimum of Rs.10,000/-	3 per /Consultancy	-	
3.5	Patent	Patent / Copy right filed	5 each	No Limit	
		Patent Published / Copy right Obtained	10 each		
		Patent Obtained	20 each		
3.6	Ph.D Supervisor	Research Scholar Completion	3 / each candidate	-	
		Research Scholar Registration	1/ each candidate	-	
		Doctoral Committee Member	2	-	
		Supervisor Recognition (Year of Recognition)	2	-	
3.7	Reviewer /Examiner	Journal Reviewer /External Ph.D Thesis correction	2	4	
3.8	Ph.D Pursuing	Registration	2	-	
		Provisional Conformation/Synopsis Submission	3	-	
		Degree awarded	5	-	
3.9	Collaboration with Industry/Institute	Center of Excellence	3 each	-	
		MoUs	2 each	-	
3.10	Citation impact of Published work	Citation	1 citation = 0.5	3	

Verified by

Approved by

Faculty Signature  
Name:

HoD - ( )

**PRINCIPAL**

**FACULTY PERFORMANCE EVALUATION [AY 2018 – 2019 Even Sem]**

CATEGORY - 4. CO – CURRICULAR AND OTHER ADMINISTRATIVE ACTIVITIES					
S. No	APIs	Parameters	Credit Points	Max. Points	Total
4.1	Placement arranging ON/OFF campus Recruitment	Above Rs. 1 lakh per annum	5	-	<b>20</b>
		Above Rs. 2 lakh per annum	6		
		Above Rs. 3 lakh per annum	8		
		Above Rs. 4 lakh per annum	10		
4.2	Club Activities	Incharge of any Club activities	5	-	
4.3	Associated with as Co-Ordinator or Member	Sports/ Games, NCC/NSS/YRC etc.,	5	5	
		Member	3		
4.4	Participation in Committees	For Student Welfare/ student Counseling or Mentor	2	-	
4.5	Department Level Administrative Responsibilities	Dean	10	5	
		Head of the Department	8		
		Class Advisor	4		
		Department Exam Co-Ordinator/EMC Co-Ordinator	3		
		Dept. Placement Co-Ordinator	3		
		Dept. Discipline Co-Ordinator	3		
		Dept. Time Table Incharge	3		
4.6	Institutional Level Administrative Responsibilities	Dept. Maintenance Incharge	2	7	
		Hostel Warden	5		
		Over all Exam Co-Ordinator	5		
		Over all Placement Incharge	5		
		Over all Time Table Incharge	4		
		Deputy. Warden	3		
		Discipline Overall Co-Ordinator	3		
		Student Grievances Cell Co-Ordinator	3		
		Anti-Ragging	3		
		IQAC Co-Ordinator/AICTE/NIRF/NBA/NAAC/AU	3		
4.7	College Day, Sports Day, Convocation Day/First year Inaugural Function	Entrepreneurship Development Cell Co-Ordinator	2	3	
		Over all Function incharge	7		
		Co-Ordinator	5		
		Member	3		

Verified by

Approved by

Faculty Signature  
Name:

HoD - ( )

PRINCIPAL

**FACULTY PERFORMANCE EVALUATION [AY 2018 - 2019 Even Sem]**
**CATEGORY - 5. STUDENTS ADMISSION AND CONTRIBUTION TO MANAGEMENT OF THE INSTITUTION**

S. No	APIs	Parameters	Credit Points	Max. Points	Total
5.1	Students Admission	First Year	20	-	8
		Lateral	20		
		PG (ME/MBA)	5		
5.2	Students Data Base Collection	First Year	6	4	
		Lateral	6		
		PG (ME/MBA)	2		
5.3	Function / Programme organization towards admission and Branding	First Year	5	4	
		Lateral	5		
		PG (ME/MBA)	4		
5.4	Other works allotted by the Admission Cell	Co-Ordinator	5	-	
		Member	3		
5.5	Bonus for Beyond the working hours (After 5pm and Leave days)	10 Days	1	-	
		20 Days	2		
		Above 20 Days	3		

**Note:** Separate Records should be maintained by Admission Cell.

Verified by

Approved by

 Faculty Signature  
 Name:

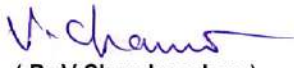
HoD - ( )

PRINCIPAL

**DFACULTY PERFORMANCE EVALUATION– API INDICATORS (CONSOLIDATED) – [AY 18 – 19 Even] BARVEEN**

CATEGORY - 1. TEACHING AND LEARNING RELATED ACTIVITIES			
S. NO	API PARAMETERS	MAX.POINTS	TOTAL
1.1	Academic Results	46	65
1.2	Project Guidance	6	
1.3	Teaching Methodology	4	
1.4	Special Accomplishments		
1.5	Feed Back	9	
1.6	Industrial Visit		
1.7	Inplant Training		
1.8	Internship		
1.9	Value Added Courses (By Internal Faculty)		
CATEGORY - 2. PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES			
2.1	Membership in Profession Societies	2	14
2.2	Guest Lecture /Invited Speaker/Chair in Symposium or Conference		
2.3	Participation in Subject Associations		
2.4	Technical Paper Presentation	8	
2.5	Organizing the Programme	2	
2.6	Publication of Articles	2	
2.7	Membership on Education, Research and National Development		
CATEGORY - 3. RESEARCH CONTRIBUTIONS			
3.1	Research Paper Publications		-
3.2	Book Publications		
3.3	Sponsored Projects carried out or ongoing		
3.4	Consultancy		
3.5	Patent		
3.6	Ph.D Supervisor		
3.7	Reviewer /Examiner		
3.8	Ph.D Pursuing		
3.9	Collaboration with Industry/Institute		
3.10	Citation impact of Published work		
CATEGORY - 4. CO - CURRICULAR AND OTHER ADMINISTRATIVE ACTIVITIES			
4.1	Placement arranging ON/OFF campus Recruitment		14
4.2	Club Activities		
4.3	Association with as Co-Ordinator or Member		
4.4	Participation in Committees		
4.5	Department Level Administrative Responsibilities	6	
4.6	Institutional Level Administrative Responsibilities		
4.7	College Day, Sports Day, Convocation Day/First year Inaugural Function etc.,	8	
CATEGORY - 5. STUDENTS ADMISSION AND CONTRIBUTION TO MANAGEMENT OF THE INSTITUTION			
5.1	Students Admission		16
5.2	Students Data Base Collection	8	
5.3	Organization of Function towards admission and Institution Branding activities	5	
5.4	Other works allotted by the Admission Cell	3	
5.5	Bonus for Beyond the working hours (After 5pm and Leave days)		
<b>Grand Total</b>			<b>109</b>

  
 Faculty Signature  
 Name: Mrs.A.BARVEEN

Verified by  
  
 HoD – ( Dr.V.Chandrasekar )

Approved by  
  
**PRINCIPAL**

**FACULTY PERFORMANCE EVALUATION**

CATEGORY - 2. PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES									
S. No	APIs	Parameters				Secured Credit	Secured Max. Point	Secured Total	
2.1	Membership in Profession Societies	State Level				-	2		
		National Level				2			
		International Level				-			
2.2	Guest Lecture /Invited Speaker/Chair in	International Conference				-	-		
		National Conference Level /Symposium				-			
2.2	Participation in Subject Associations (Outside of the Reputed colleges only Ref. in Annexure - I)	Conferences /Seminars / FDP (without Paper Presentation)				-	-		
2.3	Technical paper Presentation (Outside of the Reputed colleges only Ref. in Annexure - I)	International Conference				-	-	2	
		National				-			
		Regional / State level				-			
		Local University / College Level				-			
2.4	Organizing the Programme	Co-Ordinator		Co-Coordinator		Committee Member		-	
		With Grant	Without Grand	With Grant	Without Grand	With or Without Grand			
		a) FDP/Workshop/Seminar	10	8	6	4	2		-
		b) National Conference	15	10	10	5	3		-
	c) International Conference	20	15	15	10	5	-		
2.5	Publication of Articles	News Paper, Magazines other Publications (Not Covered in Category-3)				-	-		
2.6	Membership on Education, Research and National Development	State /Central/Other University Bodies				-	-		

# MIET ENGINEERING COLLEGE

(Approved by AICTE and Affiliated to Anna University, Chennai)

TRICHY - PUDUKOTTAI MAIN ROAD, TIRUCHIRAPPALLI - 620 007

## FACULTY PERFORMANCE EVALUATION

CATEGORY – 3		RESEARCH CONTRIBUTIONS			
S. No	APIs	Parameters	Secured Credit point	Secured Max.point	Secured Total
3.1	Research Paper Publications	Refereed Journals – UGC Approved/Anna Uni Annex	-	-	
		Non – refereed but recognized and reputable journals and periodicals, having ISBN / ISSN numbers	-	-	
		Other journals and technical magazine not covered in the above two categories	-	-	
3.2	Book Publications	Text or reference books published by International publisher with an established peer review system	-	-	
		Subject books by National level publishers / State and Central Government publications with ISBN / ISSN numbers	-	-	
		Subject books by other local publishers with ISBN / ISSN numbers	-	-	
3.3	Sponsored Projects carried out / ongoing	Major Projects amount mobilized with grants above Rs.5 Lakh	-	-	
		Major Projects amount mobilized with grants above Rs.2 Lakh up to Rs.4 Lakh	-		
		Minor Projects (Amount mobilized with grants above Rs.1 Lakh up to Rs.2 Lakh)	-		
		Projects Applied	-		
3.4	Consultancy Projects carried out	Amount mobilized with minimum	-	-	
3.5	Patent	Patent / Copy right filed	-	-	
		Patent Published / Copy right Obtained	-		
		Patent Obtained	-		
3.6	Ph.D Supervisor	Research Scholar Completion	-	-	
		Research Scholar Registration	-		
		Doctoral Committee Member	-		
		Supervisor Recognition (Year of	-		
3.7	Reviewer /Examiner	Journal Reviewer / External Ph.D Thesis correction	-	-	
3.8	Ph.D Pursuing	Registration	-	-	
		Provisional Conformation/Synopsis Submission	-		
		Degree awarded	-		
3.9	Collaboration with Industry/Institute	Center of Excellence	-	-	
		MoUs	-		
3.10	Citation impact of Published work	Citation	-	-	

Prepared By  
Dr.T. Karthikeyan

Approved By

**FACULTY PERFORMANCE EVALUATION**

CATEGORY - 4. CO – CURRICULAR AND OTHER ADMINISTRATIVE ACTIVITIES					
S. No	APIs	Parameters	Credit Points	Max. Points	Total
4.1	Placement arranging ON/OFF campus Recruitment	Above Rs. 1 lakh per annum	-	-	
		Above Rs. 2 lakh per annum	-		
		Above Rs. 3 lakh per annum	-		
		Above Rs. 4 lakh per annum	-		
4.2	Club Activities	Incharge of any Club activities	-	-	
4.3	Associated with as Co-Ordinator or Member	Sports/ Games, NCC/NSS/YRC etc.,	-	-	
		Member	-		
4.4	Participation in Committees	For Student Welfare/ student Counseling or Mentor	-	-	
4.5	Department Level Administrative Responsibilities	Dean	-	6	14
		Head of the Department	-		
		Class Advisor	4		
		Department Exam Co-Ordinator/EMC Co-Ordinator	-		
		Dept. Placement Co-Ordinator	-		
		Dept. Discipline Co-Ordinator	-		
		Dept. Time Table Incharge	-		
		Dept. Maintenance Incharge	2		
4.6	Institutional Level Administrative Responsibilities	Hostel Warden	-	-	
		Over all Exam Co-Ordinator	-		
		Over all Placement Incharge	-		
		Over all Time Table Incharge	-		
		Deputy. Warden	-		
		Discipline Overall Co-Ordinator	-		
		Student Grivences Cell Co-Ordinator	-		
		Anti-Ragging	-		
		IQAC Co-Ordinator/AICTE/NIRF/NBA/NAAC/AU	-		
		Entrepreneurship Development Cell Co-Ordinator	-		
4.7	College Day, Sports Day, Convocation Day/First year Inaugural Function	Over all Function incharge	-	8	
		Co-Ordinator	5		
		Member	3		

**FACULTY PERFORMANCE EVALUATION**

**CATEGORY - 5. STUDENTS ADMISSION AND CONTRIBUTION TO MANAGEMENT OF THE INSTITUTION**

S. No	APIs	Parameters	Credit Points	Max. Points	Total
5.1	Students Admission	First Year	-	2	10
		Lateral	2		
		PG (ME/MBA)	-		
5.2	Students Data Base Collection	First Year	6	6	
		Lateral	-		
		PG (ME/MBA)	-		
5.3	Function / Programme organization towards admission and Branding	First Year	2	2	
		Lateral	-		
		PG (ME/MBA)	-		
5.4	Other works allotted by the Admission Cell	Co-Ordinator	-	-	
		Member	-		
5.5	Bonus for Beyond the working hours (After 5pm and Leave days)	10 Days	-	-	
		20 Days	-		
		Above 20 Days	-		

**Note:** Separate Records should be maintained by Admission Cell.



**FACULTY PERFORMANCE EVALUATION - GUIDELINES**

<b>TEACHING</b>	
▪	Theory/Practical subjects pass percentage is taken into consideration for calculating the credit points.
▪	Teaching innovation other than PPT, Block Board usage, Assignment, Seminar, any test conduction.
▪	Value added/ Add-on- courses /Hands-on Training has to be assessed properly and certificate to be given for all the students.
<b>RESEARCH ACTIVITIES</b>	
▪	Faculty members can publish papers in journals. Staff members can avail credit for both journal and conference if the paper presented in conference is published in a reputed journal. The faculty has to publish papers only in journals pertaining to their field (or) interdisciplinary journals with relevance.
▪	The journals published by faculty members should have minimum two citations (excluding self-citation) with our college affiliation
▪	For any consultancy work/Sponsored Research Project done, the surplus amount will be shared between the Employee and Institute. Revenue generated from our students & staff shall not be considered as revenue from consultancy.
<b>ADMINISTRATIVE ACTIVITIES</b>	
▪	Faculty members attending training programs (FDP/Workshop/Seminar etc.,) should produce attendance /participation certificate.
▪	Faculty members brining companies for ON campus recruitment should get the company approved by the Placement Officer and Principal.
<b>GENERAL</b>	
▪	Documents approved by the authority concerned alone are valid for credit points.
▪	The Mentor/ Counsellor should have minimum of 10 students and not more than of 25 students.
▪	Faculty members are allowed to participate in conference /workshop/seminar/FDP around India organized by institutes accredited by NAAC or the departments accredited by NBA or NIT/IIT/IISc etc.,
▪	Faculty members are encouraged to participate in events sponsored by government agencies like UGC/DRDO/ISRO/AICTE/CSIR/DST/DBT/DSIR/ICMR/Anna University.
▪	The Chairman has the privilege to add additional credits to any member based on his/her overall observation of the involvement and organizational citizenship behavior demonstrated by the members during the appraisal period.
▪	The performance appraisal system is subject to change at any time based on requirement.



# M.I.E.T ENGINEERING COLLEGE

(Approved by AICTE and Affiliated to Anna University, Chennai)  
Trichy – Pudukkottai Main Road, Trichy – 620 007.

## Performance Appraisal System - Non Teaching Staff

Name of the Staff: **R. ALAGIRI,**

Assessment year: **2018-2019.**

Department: **MECHANICAL.**

Date of Joining: **01-07-2014.**

Qualification: **I.T.I. [machinist]**

Sl.No	Indicators	Very Good	Good	Satisfactory	Poor	Max marks	Overall marks
		4	3	2	1	4	
<b>1</b>	<b>PROFESSIONAL COMPETENCE</b>						
1.1	Knowledge of rules, regulation and procedures	✓				4	<b>18</b>
1.2	Ability to organize work and carry it out	✓				4	
1.3	Creativity and innovation in his/her working style	✓				3	
1.4	Ability to learn new things	✓				4	
1.5	1.1 Updating knowledge through by training and Pursuing higher qualification	✓				3	
<b>2</b>	<b>PERFORMANCE</b>						
2.1	Maintenance of stock register, Files/Records	✓				4	
2.2	Accuracy & Speed of work	✓				4	
2.3	Daily opening and closing of labs, class rooms, Neatness & tidiness of work		✓			4	
2.4	Completion of work as per schedule		✓			3	

2.5	Possessing technical knowledge (theory & hands on) for all aspects of the job to perform functions satisfactorily		✓			3	18
3	<b>PERSONAL CHARACTERISTICS</b>						
3.1	Attendance	✓				4	18
3.2	Punctuality	✓				4	
3.3	Discipline	✓				4	
3.4	Positively respond to any instruction, guidance, correction and discipline by the superiors		✓			3	
3.5	Ability and ease in expressing ideas, opinions and information clearly and accurately, both orally and in writing		✓			3	
4	<b>ATTITUDE TOWARDS CO-WORKERS</b>						
4.1	Cooperative to the needs of colleagues	✓				4	10
4.2	Receptive to the needs of colleagues	✓				3	
4.3	Motivating the colleagues for contributing more		✓			3	
5	<b>ATTITUDE TOWARDS STUDENTS</b>						
5.1	Cooperative to the needs of the students	✓				4	15
5.2	Receptive to the needs of the students	✓				3	
5.3	Encouraging and motivating the students	4	✓			4	
5.4	Extra working for the students in their Labs/Office	4	✓			4	
6	<b>INITIATIVES</b>						
6.1	Self- driven initiatives to		✓				

	improve assigned work		✓			3	
6.2	Voluntarily lending assistance to co workers voluntarily	✓				4	11
6.3	Commitment to work for college development/ administrative work	✓				4	

7. OVERALL EVALUATION

VERYGOOD	GOOD	SATISFACTORY	POOR	TOTAL
✓				90

8. Any outstanding contribution made by the Employee :

9. Special remarks by the HoD:

M. K. J

10. Remarks by the Reviewer and Principal:

Good

L. V.  
PRINCIPAL

M. E. T. ENGINEERING COLLEGE  
GONDUR, TIRUCHIRAPPALLI-620 007.

Computation of Overall Evaluation	Eligible Range of Points	Recommendations
Very Good	Should be >80	
Good	Should be >70	
Satisfactory	Should be <40	
Poor	Should be < 30	



# M.I.E.T ENGINEERING COLLEGE

(Approved by AICTE and Affiliated to Anna University, Chennai)  
Trichy - Pudukkottai Main Road, Trichy - 620 007.

## Performance Appraisal System - Non Teaching Staff

Name of the Staff: *A. Saravanan*

Assessment year: *2019-2020*

Department: *Mechanical*

Date of Joining: *5-7-2018*

Qualification: *T.T.I (Mechinist)*

Sl.No	Indicators	Very Good	Good	Satisfactory	Poor	Max marks	Overall marks
		4	3	2	1	4	
<b>1</b>	<b>PROFESSIONAL COMPETENCE</b>						
1.1	Knowledge of rules, regulation and procedures	✓					(4) ✓
1.2	Ability to organize work and carry it out		✓				(3) ✓
1.3	Creativity and innovation in his/her working style	✓		(2) ✓			(2) ✓
1.4	Ability to learn new things	✓		(2)			(2) ✓
1.5	Updating knowledge through by training and Pursuing higher qualification	✓		(2)			(2) ✓
<b>2</b>	<b>PERFORMANCE</b>						
2.1	Maintenance of stock register, Files/Records		✓				(3) ✓
2.2	Accuracy & Speed of work	✓		(2)			(2) ✓
2.3	Daily opening and closing of labs, class rooms, Neatness & tidiness of work	✓					(4) ✓
2.4	Completion of work as per schedule	✓	(3)				(3) ✓

(13) ✓  
Verified  
(12) ✓  
+ 3  
(15) ✓  
+ Verified

2.5	Possessing technical knowledge (theory & hands on) for all aspects of the job to perform functions satisfactorily		✓					(3)
3	<b>PERSONAL CHARACTERISTICS</b>							
3.1	Attendance	✓						(4) ✓
3.2	Punctuality	✓						(4) ✓
3.3	Discipline	✓						(4) ✓
3.4	Positively respond to any instruction, guidance, correction and discipline by the superiors		✓					(3) ✓
3.5	Ability and ease in expressing ideas, opinions and information clearly and accurately, both orally and in writing		✓		(2)			(2) ✓
4	<b>ATTITUDE TOWARDS CO-WORKERS</b>							
4.1	Cooperative to the needs of colleagues	✓		(2)				(3) ✓
4.2	Receptive to the needs of colleagues		✓					(3) ✓
4.3	Motivating the colleagues for contributing more	✓		(3)				(3) ✓
5	<b>ATTITUDE TOWARDS STUDENTS</b>							
5.1	Cooperative to the needs of the students	✓						(4) ✓
5.2	Receptive to the needs of the students	✓						(4) ✓
5.3	Encouraging and motivating the students	✓						(4) ✓
5.4	Extra working for the students in their Labs/Office		✓					(3) ✓
6	<b>INITIATIVES</b>							
6.1	Self- driven initiatives to							

(17) ✓  
Verified

(9) ✓  
Verified

(15) ✓  
Verified

	improve assigned work	✓	(3)				(3) ✓
6.2	Voluntarily lending assistance to co workers voluntarily		✓	(2)			(2) ✓
6.3	Commitment to work for college development/ administrative work	✓	(3)				(3) ✓

8  
✓  
Very good

7. OVERALL EVALUATION

VERYGOOD	GOOD	SATISFACTORY	POOR	TOTAL
✓				

8. Any outstanding contribution made by the Employee :

—

9. Special remarks by the HoD:

Improvement in handling requirements

Need to more improvement in satisfactory Area.  
f

10. Remarks by the Reviewer and Principal:

Satisfactory

M. J. Prasad  
PRINCIPAL  
M.I.E.T. ENGINEERING COLLEGE  
GUNDUR, TIRUCHIRAPPALLI-620 007.

Computation of Overall Evaluation	Eligible Range of Points	Recommendations
Very Good	Should be >80	
Good	Should be >70 (77)	Satisfactory ✓
Satisfactory	Should be <40	
Poor	Should be < 30	

$13 + 15 + 17 + 9 + 15 + 8 = 77$

Reviewer: Jeyanthan  
As/mech