



SRI SIVASUBRAMANIYA NADAR COLLEGE OF ENGINEERING

(An Autonomous Institution)
Kalavakkam, Chennai – 603 110

SELF STUDY REPORT

6.3.1: The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Submitted to

The National Assessment and Accreditation Council
February 2024

Declaration

This is to certify that the documents available related to this metric is more than 5MB. Hence, sample documents are given in the upcoming pages. Further, other supporting documents are provided in the weblink. All links/Pictures/Documents/ others are verified and authenticated.

The Institution has a well-planned Appraisal System. The annual targets are deployed to faculty through the appraisal components. If an individual plans to maximise his score in appraisal, it automatically improves the performance of the institution.

Broadly, the goals are set in four aspects.

- Teaching /Learning
- Research outcomes
- Institutional Building Activities and
- Student feedback

The overall score calculation and weightage for each designation is given below.

Overall Score Calculation

Part	Details	Max.	Credits Earned	Weightage				Total
				AP	Asso. Prof.	Prof.	HoD	
A	Teaching Related Activities	100		0.45	0.30	0.20	0.10	
B	Research Activities	100		0.30	0.40	0.50	0.45	
C	Institution Building Activities	100		0.10	0.15	0.20	0.20	
D	Students Feedback	100		0.15	0.15	0.10	0.10	
E	Special duties as HOD	100		-	-	-	0.15	
		Total score for max 100 points						

The appraisal form being utilised for teaching and non-teaching staff are shown below.

Self Assessment data sheet

Part A. Teaching related activities for ODD Semester

A1-Teaching Load

Subject	Code	Title	Contact Periods	Score
Subject 1				
Subject 2				
Practical 1				
Practical 2				
Practical 3				
Practical 4				
Score for A1 Odd sem				

A2 Maintenance of Records

For Theory:

Subject	Log book entry updated? Yes /No	Course coverage? Yes /No	Entry for Test Marks	Web Portal entry dates				Score
				First	Second	Third	Final	
Score for A2 Odd sem [theory]								

For Lab Courses / Project work Phase I or II:

Subject	Log book entry updated? Yes /No	Observation / Record Correction Yes/No	Model Test	AU Web Portal entry (Final)	Score
Score for A2 Odd sem [Practicals]					
Score for A2 Odd Sem -Average					

A3 e-learning content development

Subject code / title	5 Units content covered?	Topic-wise summary included?	Self assessment questions included?	Score
1				
2.				
3.				
Score for A3 Odd Sem				

A4 – UG / PG Project Guidance phase 1 / internally funded project:

Sl. No.	Title	PG/Internal	Score
Score for A4 Odd Sem			

Guiding UG / PG project : 6 marks / 8 marks per project respectively

For completed Internally Funded student project : 6 marks per project

A5 - Identifying weak students, counseling and conducting special Classes for them after the tests

	Title of subject	Semester	No. of Students	No. of hours of classes	Score
Subject 1					
Subject 2					
Subject 3					
Score for A5 Odd Sem					

A6- Results in University Exams.(only theory subjects) Pass %

Subject	Code	Title	Pass %	Score
Subject 1				
Subject 2				
Subject 3				
Score for A6 Odd Sem				

A7- Winning in International / National Competitions:

Name of the Competition	Level International / National / Regional	Present Status (Won / progressed to next level	Score
Score for A7 Odd Sem			

Self Assessment data sheet

Part A. Teaching related activities for EVEN Semester

A1-Teaching Load

Subject	Code	Title	Contact Periods	Score
Subject 1				
Subject 2				
Practical 1				
Practical 2				
Practical 3				
Practical 4				
Score for A1 Even sem				

A2 Maintenance of Records

For Theory:

Subject	Log book entry updated? Yes /No	Course coverage? Yes /No	Entry for Test Marks	Web Portal entry dates				Score
				First	Second	Third	Final	
Score for A2 Even sem [theory]								

For Lab Courses / Project work Phase I or II:

Subject	Log book entry updated? Yes /No	Observation / Record Correction Yes/No	Model Test	AU Web Portal entry (Final)	Score
Score for A2 Even sem [Practicals]					
Score for A2 Even Sem -Average					

A3 e-learning content development

Subject code / title	5 Units content covered?	Topic-wise summary included?	Self assessment questions included?	Score
1				
2.				
3.				
Score for A3 Even Sem				

A4 – UG / PG Project Guidance phase 1 / internally funded project:

Sl. No.	Title	PG/Internal	Score
Score for A4 Even Sem			

Guiding UG / PG project : 6 marks / 8 marks per project respectively

For completed Internally Funded student project : 6 marks per project

A5 - Identifying weak students, counseling and conducting special Classes for them after the tests

	Title of subject	Semester	No. of Students	No. of hours of classes	Score
Subject 1					
Subject 2					
Subject 3					
Score for A5 Even Sem					

A6- Results in University Exams.(only theory subjects) Pass %

Subject	Code	Title	Pass %	Score
Subject 1				
Subject 2				
Subject 3				
Score for A6 Even Sem				

A7- Winning in International / National Competitions:

Name of the Competition	Level International / National / Regional	Present Status (Won / progressed to next level)	Score
Score for A7 Even Sem			

Self Assessment data sheet of _____

Part B. Involvement of faculty in research related activities

B1 -Research Guidance (M.S. / PhD.)

Scholar	Since when (year)	Full Time / Part Time	Status update	Score
Score for B1				

B2 -Research Output [Period to be used 1st July 2021 to 30th June 2022]

List research output and identify nature of classification

Classification as Patent / Intl. Journal Paper /National Journal Paper /Intl Conf paper etc

(Please mention only published papers. Do not include accepted papers)

1.International Journal Publication (WoS / Clarivate Analytics/Thomson Reuters)

S.No.	Title of paper, Journal, vol no. , year and page no. from – to.	Author list	Number of Authors	Score

2.International Journal Publication (Scopus)

S.No.	Title of paper, Journal, vol no. , year and page no. from – to.	Author list	Number of Authors	Score

3.National Journal Publication (list only those listed in WoS or Scopus)

S.No.	Title of paper, Journal, vol no. , year and page no. from – to.	Author list	Number of Authors	Score

4.Conference Presentation / Publication

S.No.	Title of paper, Name of conference, Month and Year, Place.	Author list	Number of Authors	Score

5.Patent (List only those in the name of Sri Sivasubramaniya Nadar College of Engineering)

Patent Ref Number	Title	Names of Inventors	Number of inventors	Status Published / granted	Score
Total Score for B2 [sum B2.1 to B2.5] (Max 30)			Score B2		

B3 Motivating students to do research (Final year projects of UG/PG and the papers listed in the above category should not be included here)

S.No.	Student names	Journal / conference paper details	Number of faculty involved	Score
Score B3				

B4 Conferences Organized:

List the event organized. Classify as Intl Conf / Natl Conf / FDP / STTP / WS etc

Event name	Date of event	Organizer / Member of Organizing Team	Classification	Score
Score B4				

B5 Scopus Author Profile

Parameter	Value	Score
Total No. of citations		
h-index		
Citations in the current Year		
Score B5		

B6 Funded Projects

Project name	Funding agency	Period	Amount in Rs.	PI / Co-PI	Current Status	Score
Score B6						

B7 Consultancy / Training (earning revenue)

Title of consultancy Project	Funding agency	Period	Amount in Rs.	Names of all faculty involved	Score
Score B7					

Part C. Activities relating to institution building

C1 Mentoring / Counseling

Parameter	Data	Score
No. of students mentored		
Evidence of effectiveness of mentoring (out of 5 marks)	As per format	
Score for C1		

C2 Involvement in Departmental Activities (Refer to Annexure 1)

Sl. No.	Activity Description from Annexure 1	Whether done alone or with others	Score
1			
2			
3			
4			
5			
Score for C2			

C3 Involvement in Institution Building Activity (Refer to Annexure 1)

Sl. No.	Activity Description from Annexure 1	Whether done alone or with others	Score
1			
2			
3			
4			
5			
Score for C3			

Part D. Student Feedback

(At every instance, round off to two decimels)

Odd Sem		Even Sem	
Subject	Score %	Subject	Score %
Average -A1		Average -A2	
Grand Average (A1 + A2) / 2			

DECLARATION

I hereby declare that all the information furnished is true to the best of my knowledge and belief.

Date:

Signature of the faculty

Note: Pl prepare data for Part C&D together and attach necessary evidences as one bunch.

APPRAISAL FORM

Appraisal parameters for Non-Technical staff

Name of Employee : _____ Emp. Code: _____

Designation & Dept. : _____

Period Under Review: For the year ended **31st December 2023.**

S.No	Attribute	Weightage	Rating-Reporting Manager (A)	Rating-Skip Level Manager (B)	Score (A* 0.75* Weightage+ B* 0.25* Weightage)
1	Integrity & Honesty	10%			
2	Dependability	20%			
3	Interaction with Superiors, Peers, Subordinates & Students	20%			
4	Punctuality	10%			
5	Job Knowledge	10%			
6	Initiative	10%			
7	Any significant achievements in job	15%			
8	Others	5%			

Name of Reporting Manager: _____

Name of Skip Level Manager: _____

Total Appraisal Score _____

Signature of the Manager

APPRAISAL FORM II

Appraisal parameters for technical staff (Civil and Electrical, Maintenance Engineers, Assistant Librarian, Senior Executive, Junior Executive, Cashier etc)

Name of Employee : _____ Emp. Code

Designation & Dept. : _____

Period Under Review: For the year ended **31st December, 2023.**

S.No	Attribute	Weightage	Rating- Reporting Manager (A)	Rating-Skip Level Manager (B)	Score (A* 0.75* Weightage+ B* 0.25* Weightage)
1	Integrity & Honesty	10%			
2	Dependability	10%			
3	Interaction with Superiors, Peers, Subordinates & Students	20%			
4	Punctuality	10%			
5	Job Knowledge	20%			
6	Communication Skills	10%			
7	Initiative	10%			
8	Any significant achievements in job	10%			

Name of Reporting Manager: _____

Name of Skip Level Manager: _____

Total Score: _____

Signature of the Manager: _____

SSN College of Engineering

Assessment form for Staff

Name:

Employee Code:

Designation:

Department:

Assessment Year: Jan-2023 to Dec-2023

Details of Score Allotted:

S.No.	Item	Eligible Score (max)	Assigned Score
1	Initiative	10	
2	Significant Achievement in job	10	
3	Job Knowledge	20	
4	Dependability	10	
5	Punctuality	10	
6	Integrity and Honesty	10	
7	Communication Skills	10	
8	Interaction with superiors / peers / subordinates/ students	20	

Signature of Staff

Signature of Faculty-in-Charge

Signature of HoD

Self Assessment Data Sheet to be submitted by Individual staff

1. Initiative (5+5)

Score:

a) Name of lab additionally learnt:

Attach Completion certificate from Lab in charge concerned.

b) 5S zone assigned:

5S score :

Attach "before and after" 5S activity, photo.

2. Significant Achievement in job (5+5)

Score:

a) Number of tasks handled

Number of Task assigned	Number of Task completed

b) Upkeep of accessories of assigned equipment: Yes / No.

Attach list (with name of equipment). Indicate what was done to keep them in working condition.

3. Job knowledge (10)

Score:

Additional equipment from project, learnt to handle

Name of equipment:

Name of Project area:

Attach SoP of activity learnt / equipment operation, approved by Project-in-charge.

4. Dependability

Score:

Completing actions on time, evidenced by analysis of task assigned completion times.

Number of Task assigned	Number of Task completed on time

Submit list of task , expected date of completion and actual date of completion.

5.Punctuality (5+5)**Score:**

Being on time, every time. Arranging for classes when on leave.

a) Number of instances late to class / college:

b) Number of equipment not working and awaiting maintenance in assigned lab

Equipment "Not working"	Not working since (date)	Whether rectified? (Yes/No)

6. Integrity and honesty (3+3+4)**Score:**

Clarity in register maintenance on time.

a) ISO at assigned times (not just before ISO audit)

ISO documents updated date	Date of previous update

b) Maintenance as per schedule (running equipment of labs not used that sem)

Date of checking equipment running	Date of classes for that lab being over

c) Including new assets , disposing old assets and ensuring availability of assets by self audit once a sem

Date of asset verification	Previous Date of asset verification

Attach report submitted on Asset verification

7.Communication skills (5+5)**Score:**

a) Written Communication assessment test score (out of 50):

b) Spoken Communication assessment test score (out of 50):

Attach Video evidence of explaining in English.

8. Interaction with others (10)**Score:**

Number of complaints received: