

ANNEXURE

18





For the Period of to.....

1. Staff details

i	Name of the Staff Member	:	
ii	Designation	:	
iii	Department	:	
iv	Employee ID No.	:	
v	Faculty	:	
vi	Date of Joining	:	
vii	Present Pay drawn (Basic & Scale)	:	

2. Teaching Assignments & Performance

Sem	Subject Code and Title	Class & Branch	HRS L/T/P	No. of Students	No. of Times Handled	% pass in University Exams	Exam Year & Month



3. Teacher Response on Performance Analysis

i	Time Taken to return Class / Model Test / Assignments	
ii	Do you discuss the Test Performance in the Class	
iii	Do you analyze the reason for poor performance	
	(If Yes, Please attach TLP 5 for all internal tests with comments) (Only for Counsellors)	

4. Teaching – Learning and Evaluation related activities

Criteria	Unit rate of Points	No. of Units	Points Scored
Subjects taught (Theory), n	40		
Student feedback of all the theory subjects taught (include Student feedback)	25		
Laboratory Classes handled, n	25		
Student feedback of all the practical Courses (include Student feedback)	25		
Development of innovative teaching material per full course (CDs,ICT) To get points on this, the material should have been uploaded in the website with prior approval of HOD/Dean	20		
New PG Programmes developed	50		
Syllabus developed	10		
Course Coordinator	20		
Innovation (new experiments in lab / innovative projects)	10		
Guidance of UG projects (Max. of 3 batches/Max of point – 60)	20		
Guidance of PG Projects (Max. of 5 batches/Max of point – 125)	25		
Class In-Charge	50		
Student Counsellor (list of students and their complete performance in the earlier semesters i.e. SGPA)	20		
Project coordinator	20		
Project evaluation committee member other than guide	15		
Lab in-charge and maintenance	10		
Lab modernization / software / Equipment Purchase	15		



Time table coordinator - Institution (per semester)	20		
Time table coordinator – Department (per semester)	30		
Support for Time table coordinator (per semester)	15		
E- Varsity coordinator	20		
Test Coordinator (per semester)	20		
Class Committee Chairman	10		
Online Courses Completed	20		
Library In-charge – Department	10		
Curriculum In-Charge – Department	10		
ISTE Life Membership	30		
Professional Society Membership IE, SAE, IEEE, CSI etc., per society (Max. of 3)	30		
TOTAL POINTS SCORED			

5. Details of Project Proposals submitted during the Academic Year

Sl.No.	Title of Proposal (and Date)	Project Cost (and Period)	Sponsoring Organization	Investigate or (Indicate)Principal Investigtor

6. Details of Sponsored and Consultancy Projects

Sl.No.	Title (and starting Date)	Amount (and Period)	Sponsoring Agency	Project Coordinators (Indicate Principal Investigator)

7. Details of Publication in referred journals

Sl.No.	Author's List	Paper Title	Journal	National / International	Volume	Page to Page No	Date



8. Details of conferences attended with the paper presented

Sl.No.	Name of the Conference	National / International	List of Authors	Title of Paper, Paper Number in the Proceeding

9. Details of Conference / Seminars Organized

10. Research Contributions

Criteria	Unit rate of Max Points	No. of Units	Points Secured
Publication of research papers in reviewed international journals (with impact factor ≥ 1.0) as - first author	100		
The above - as Co- author with a total no. of 2 authors	80		
The above - as co-author with a total no. of 3 or more authors	50		
Publication of research papers in reviewed international journals (with impact factor < 1.0) as - first author	50		
The above - as co-author with a total no. of 2 authors	45		
The above - as co-author with a total no. of 3 or more authors	25		
National Journal research papers with ISBN/ ISSN number- as first author	25		
The above - as co-author with a total no. of 2 authors	20		
The above - as co-author with a total no. of 3 or more authors	10		
International conference paper presentation as first author (outside India)	30		
The above - as co-author with a total no. of 2 authors	25		
The above - as co-author with a total no. of 3 or more authors	15		
International conference paper presentation as First author (In India)	15		



The above - as co-author with a total no. of 2 authors	15		
The above - as co-author with a total no. of 3 or more authors	10		
National conference paper presentation – as first author	15		
The above - as co-author with a total no. of 2 authors	10		
The above - as co-author with a total no. of 3 or more authors Books Published -25 Ptn / books	5		
Consultancy projects with the amount mobilized with minimum of Rs. 10.00 lakhs in the case Science, Engineering and Technology and Rs. 2.00 lakhs in the case of Arts and Humanities Attach Proof	50		
Sponsored Projects carried out/ongoing			
i. Major Projects amount mobilized with grants above Rs. 30.0 lakhs in the case of Science, Engineering & Technology and above Rs. 5 lakhs in the case of Arts and Humanity.	150		
ii. Major Projects amount mobilized with grants above Rs. 5.0 lakhs up to Rs. 30.00 lakhs in the case of Science, Engineering & Technology and Rs. 3 lakhs upto Rs. 5 lakhs in the case of Arts and Humanity.	100		
iii. Minor Projects amount mobilized with grants above 50,000 up to Rs. 5 lakhs in the case of Science, Engineering & Technology and Rs. 25000 upto Rs.3 lakhs in the case of Arts And Humanity.	50		
Patent registered	100		
(Each) Awarded	200		
Ph.D. Supervision (for each scholar completed or thesis submitted)	50		
TOTAL POINTS SCORED			

11. Other contribution (Co-curricular and extracurricular activities, etc.)

Community services-NSS,NCC,NSO etc.,	20		
Extra curricular activities - Institutional (Aarush, Milan, etc.,) - Coordinator	50		
Extra curricular activities - Institutional (Aarush, Milan, etc.,) - Supporting faculty - Aarush Discipline committee	25		
Association Activities - Institution/Department	40		
Association Activities - Institution/Department Support Faculty	15		
Convocation/Admissions/Event Management etc., - Coordinators (per event) – Center Coordinator SRMEE	50		
Convocation/Admissions/Event Management etc., - Support faculty - Counselling work	20		



General administration (report preparation / communication) - Coordinator Institution level	50		
General administration (report preparation / communication) - Coordinator - Institution level - Support staff	25		
General administration (report preparation / communication) - Coordinator Department level	30		
General administration (report preparation / communication) - Coordinator - Department level - Support staff	15		
Serve on boards (state level/National level)	50		
Provide leadership in joint activities with other Institutions	25		
Interaction with industry for bringing a new company for placements	20		
Interaction with industry for any joint venture Projects	20		
Accreditation activities Institutional level - Coordinator	50		
Accreditation activities Institutional level - Support faculty	25		
Accreditation activities department level - Coordinator	30		
Accreditation activities department level - Support faculty	15		
End Semester Examination - Chief Superintendent (Per Semester)	100		
End Semester Examination (Per Semester) Supporting faculty – SQUAD Member	40		
Valuation - Camp Officer (Per semester)	60		
Valuation Supporting faculty (per semester)	30		
Department Placement coordinator(s)	50		
Industrial visit - local per visit (Max 3 visits)	10		
Industrial visit - outstation	20		
Hostel Chief Warden	75		
Hostel Warden	50		
Hostel Dy. Warden	25		
Chair- Technical sessions (in conferences)	25		
Conduct of FDP Programme	25		
Supporting faculty for FDP	10		
Conduct of seminar / workshops international	100		
Conduct of seminar / workshops international Support Faculty	40		



Conduct of seminar / workshops national	50		
Conduct of seminar / workshops national Support faculty – Editorial Member	20		
Conduct of seminar / workshops regional	25		
Conduct of seminar / workshops regional Support faculty	10		
Endowment lectures/Invited lectures – Higher Studies Oppertunities for +2 (Talk in Madurai and Tirchy)	10		
Award/honours/recognitions-international	100		
Award/honours/recognitions-national	50		
Award/honours/recognitions-state level	25		
Award/honours/recognitions- Regional / SRMU	10		
TOTAL POINTS SCORED			

12. Summary of points scored

Points scored Sl. No. 4	
Points scored Sl. No. 10	
Points scored Sl. No. 11	
Grand Total	

13. Comments of the HOD

Signature of HOD

14. Comments of the Associate Dean:



Signature of Associate Dean

15. Leave details

Total No. of Working Days

CL	EL	OD	ML	LOP	Vacation Leave	Total
	NA		NA	NIL		-
Total No. of Days of Attendance by the Staff Percentage of Attendance						

16. Comments of the Registrar

Signature of Registrar

Submitted to the Vice-Chancellor

