SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

Affiliated to the University of Madras

An IS0 9001:2015 Certified Institution

The Proud Recipient of "THE INSTITUTION OF EXCELLENCE AWARD"
Conferred by the Indian Council of Gandhian Studies, New Delhi.

ANNUAL FACULTY PERFORMANCE APPRAISAL FORM

Month & Year of Performance Appraisal

I. GENERAL DETAILS

1.	Name of the Faculty / Faculty ID	
2.	Qualification	
3.	Department	
4.	Date of Joining the Institution	
5.	Designation	

II. TEACHING EXPERIENCE DETAILS (Starting from the latest)

S. No.	Name of the Institution	Designation	Period (From)	Period (To)	No. of Years & Months
1.					__Y&___M
2.					__Y&___M
3.					__Y&___M
4.					__Y&___M
			Total		__Y&___M

III. DEVELOPMENT ACTIVITIES (Attach all proof wherever required)

S. No.	Criteria	API Score	Verified API Score
1	NPTEL Course Completed No. of Courses Completed: _____ (10 per course, Max Score 20)		
2	MOOC / any other Additional course No. of Courses Completed: _____ (5 per Course, Max Score: 10)		
3	Membership in Profession related Committees (score – 5)		
4	Participation in subject associations, seminars, webinars and Journal club No. _____ (Each activity: 1point, Max Score: 5)		
5	Participation in FDP/short term training courses No. Attended: _____ (Each activity: 1 point, Max Score: 5)		

IV.TEACHING - LEARNING RELATED ACTIVITIES

S. No.	Particulars	Self-Appraisal Score	Verified API Score
1.	Use of ICT in teaching process: (1 point each, Max Score: 5)		
2.	Any other Innovative method adopted in Teaching (1 point each, Max Score: 5) Attach the list of your innovative practices with a small description for each practice		

V. Result Analysis– Provide details only for Theory courses of University Examinations
(April/May & Nov/Dec)

S.No.	Course Code	Course Name (Mention if Shared)	Class	No. of Students	Month & Year of Exam	No. Pass	No. Fail	Pass %	Score
1.									
2.									
3.									
4.									
5.									
6.									

Result %	Course Handled
100%	10/course
80-99%	8/course
70-79%	6/course
60-69%	4/course
<60%	2/course

*Note : in case of shared courses , share the score accordingly

VI. CONFERENCE / SEMINAR / WORKSHOP ORGANISED (Enclose Proof)

	PROFESSIONAL RELATED ACTIVITIES	Maximum Score 30		
		API Score Allotted	Self - appraisal Score	Verified API Score
[Coordinator:100%; Organizer: 50%; Committee Member: 25% of allocated Marks] [Max. Score –30]	International / National - Conference / Seminar /Symposia No. _____	10each		
	State level / University / College level - seminar / Conference / Symposia No. _____	5 each		
	FDP / Workshop No. _____	5 each		
	TOTAL			

VII. INVITED LECRURES (Maximum Score 10)

Invited lectures	Conference / seminars / workshops / Symposia	API Score Allotted 5 each	Self -appraisal Score	Verified API Score
1.				
2.				
Total				

VIII.   RESEARCH RELATED CONTRIBUTIONS (Enclose Proof)

PUBLICATIONS (Books, Chapters in Books, Other than Refereed Journal Articles)			
Maximum Marks 50		Self - Appraisal Score	Verified Score
Text or Reference Books Published by International Publishers with an established Peer Review System	20/ Sole author; 10/ Chapter in an edited book		
Subjects Books by National Level Publishers /State and Central Govt. Publications with ISBN / ISSN numbers	15/ Sole author; 5/ Chapter in an edited book		
Subject Books by other Local Publishers with ISBN / ISSN numbers	10/ Sole author; 3/ Chapter		

JOURNAL PUBLICATIONS	API Score Allotted	Maximum Marks 60	
		Self-Appraisal Score	Verified API Score
SCI / WOS Indexed Journals/ Scopus Indexed Journals/ UGC Care Listed Journals/ Peer Reviewed Journals	15/ paper		
Presentation & Publications in Conference Proceedings **Maximum Marks 10**			
a) International Conference	5 each		
b) National Conference	4 each		

IX.   CONTRIBUTION IN DEPARTMENT/CLUBS/CELLS

S. No	Club/Cell / Department	Program/ Event organized	Role
1.			
2.			
3.			
4.			
5.			

Commitment / Undertaking by Faculty next Year:

S.No.	Area	Commitment
1	Publications	
2	Project Funding Proposals	
3	Paper Presentation at conferences	
4	No. of Workshop/Conference to organize	
5	Pursuing Ph. D	
6	Introducing new teaching methodology	
7	NPTEL Courses	To complete ____ Courses

Total Self-appraisal Score:

Signature of the Faculty:

Total Verified Score:

Signature of the HOD:

Review by the Head of the Department

Topic	Score (On a scale of 10)	Justify
Participation in department activities		
Perfection & promptness in work allotted		
Maintenance of registers & records		
Use of ICT in teaching		
Completion of syllabus		

Feedback (if any)

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Signature of the HOD

Signature of the Vice-Principal

Signature of the Principal