



ERODE SENGUNTHAR ENGINEERING COLLEGE

(An Autonomous Institution)

Approved by AICTE, New Delhi, Permanently Affiliated to Anna University- Chennai,
Accredited by National Board of Accreditation (NBA), New Delhi &
National Assessment and Accreditation Council (NAAC), Bangalore with 'A' Grade

PERUNDURAI -638 057, TAMILNADU, INDIA.



Faculty Appraisal Policy



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FACULTY PERFORMANCE APPRAISAL POLICY

Objective

The objective of this policy is to establish a transparent, fair, and comprehensive system for assessing the annual performance of teaching faculty. The appraisal aims to:

- Evaluate teaching effectiveness, research contribution, and institutional involvement.
- Encourage continuous professional development.
- Recognize and reward faculty performance.
- Support career advancement and performance improvement.

Scope

This policy applies to all teaching faculty members (Assistant Professors, Associate Professors, and Professors) of the institution for every academic year.

Appraisal Structure

The appraisal consists of three structured forms and a consolidated evaluation sheet:

Form	Purpose	Filled By
Form A	Self-Appraisal (Primary Work)	Faculty
Form B	Reporting Officer's Evaluation (Attitude & Interpersonal Skills)	HoD
Form C	Consolidated Evaluation Sheet (Quantitative Scoring)	Faculty & HoD

Components and Weightage

Category	Area	Maximum Marks
I. Teaching	Instructional quality, student results, teaching innovation, mentoring, ICT usage, etc.	40
II. Research	Publications, funded projects, consultancy, Ph.D. supervision, etc.	35
III. Outreach Activities	Departmental/college service, professional society involvement, events, student clubs, etc.	25
Total		100

Appraisal Process




Principal

Dr. V. VENKATACHALAM, M.S., M.Tech., Ph.D.,
PRINCIPAL
Erode Sengunthar Engineering College,
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Step 1 – Self-Appraisal (Form A):

Each faculty member submits details regarding:

- Teaching load and results
- Qualification upgradation.
- Supervisory guidance (UG/PG/Ph.D.)
- Institutional/club responsibilities
- Research publications and funded projects
- Participation in FDPs, conferences, etc.

Supporting documents (certificates, copies of publications, sanction letters, etc.) must be attached.

Step 2 – Reporting Officer's Evaluation (Form B):

The HoD evaluates the faculty based on a 5-point scale (1–5) in parameters like:

- Initiative, responsibility, punctuality, commitment, loyalty
- Interpersonal relations, teamwork, communication
- Maturity, temperament, and student relationship

Step 3 – Quantitative Evaluation (Form C):

HoD consolidates and scores the faculty using the defined marking system:

- Teaching: 40 points
- Research: 35 points
- Outreach: 25 points

Step 4 – Review and Approval:

- HoD forwards the report to the Principal with remarks.
- Principal provides final comments and overall assessment.




Principal

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Grading System

Total Score	Grade	Performance Description
> 80	Outstanding	Excellent performance and contribution
70 – 79	Very Good	Strong overall performance
65 – 69	Good	Satisfactory but scope for improvement
< 65	Poor	Needs improvement and close monitoring

Documentation and Record Maintenance

- The Concern department shall maintain the signed appraisal forms and supporting evidence for audit and accreditation purposes.
- A digital copy may be archived for future reference and analysis.

Feedback and Action Taken

After appraisal, the HoD shall:

- Discuss strengths and improvement areas with each faculty member.
- Recommend training, mentoring, or FDPs for enhancement.
- Identify potential candidates for recognition or promotion.

Confidentiality

- All appraisal reports are confidential and shall be shared only with the concerned faculty member, HoD, Principal and Management.

Policy Review

- This policy will be reviewed once every three years or as required to align with AICTE/Anna University/NAAC/NBA guidelines.




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