



SYED HAMEEDHA ARTS AND SCIENCE COLLEGE

East Coast Road, Kilakarai - 623806, Ramanathapuram District.

(Co-Educational Institution)

UGC 2(F)& 12(B) Approval and accredited with 'B' Grade by NAAC

Promoted by Mohamed Sathak Trust and Affiliated to Alagappa University, Karaikudi

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Performance Appraisal System (PAS)

Period of Appraisal from 1st July.....to 30th June.....

SECTOR-I

Personal Details of the Member of Faculty

Name	
Department	
Designation	
D.O.J.	
Academic Qualification	

❖ Committee for PAS for Faculty members.

1. Evaluating Authority (EA) : Head of Dept.
2. Reviewing Authority (RA) : Head of the Institution.

❖ Committee for PAS for Head of Depts.

1. Evaluating Authority (EA) : Head of the Institution.
2. Reviewing Authority(RA) : The Director or the Competent

NOTE: Use Necessary template as given in Instruction. Attach Proof wherever required.

Records of Absence (To be filled by the Office)

Sl.#.	Type of Leave	No. of Leaves Availed	Signature of the Office Superintendent
1	Casual Leave(CL)		
2	Sick Leave(SL)		
3	On Duty(OD)		
4	Maternity Leave(MTL)(if applicable)		
5	Leave on Loss of Pay (LLP)		
6.	Any other Leave Vacation Leave (V.L.) Marriage Leave (M.L.)		

MECHANISM OF APPRAISAL AND PERFORMANCE INDEXES

SL.NO.	CLUSTER	PERFORMANCE INDEXES
01.	Academic Excellence	1.0
02.	Research and Innovation and Best Practices	2.0
03.	Leadership and Management	3.0

1.0 Academic Excellence	PERFORMANCE INDEXES
Semester Results of the Students for Theory Classes	1.1
Students Feedback for Theory Classes	1.2
Effective Utilization of Allotted Periods for Theory Classes	1.3

2.0 Research and Innovation and Best Practices	PERFORMANCE INDEXES
Details of Contribution in Research and Publication	2.1
Details of Contribution in implementing Best Practices in Dept. and College.	2.2

3.0 Leadership and Management	PERFORMANCE INDEXES
Details of Programs Engaged and Participated for Self Improvement	3.1
Particulars of the Different Responsibilities and Positions hold in University or College or Dept.	3.2

1.1 Teaching

Semester Results of the Students in Theory Classes

Sl #	Semester	U.G/P.G	Course Code	Title of the course	Passing Percentage	Grade Point	Average G.P.
TOTAL							

1.2 Students Feedback for Theory Courses

Sl #	Semester	U.G/P.G	Course Code	Title of the Course	Points earned Out of 5	Grade Point	Average G.P.
TOTAL							

1.3 Effective Utilization of allotted periods for Theory Courses

Sl #	Semester	U.G/P.G	Course Code	Title of the Course	Weekly Hours	Total Periods		Grade Point	Average G.P.
						Allotted	Taught		
Total									

For Additional Course/Hours

Sl #	Semester	U.G/P.G	Course Code	Title of the Course	Weekly Hours	Total Periods		Grade Point	Average G.P.
						Allotted	Taught		
Total									

2.0 Research and Innovation

2.1 Details of Contribution in Research and Publication

Sl. #	Details of Research Activity	Assigned Score	Grade Point	Average G.P.
Total				

2.2 Details of Contribution in implementing best practices in Dept/ College

Sl. #	Details of Best Practices	Assigned Score	Grade Point	Average G.P.
Total				

3.0 Leadership and Management

3.1 Details of Programmes engaged and participated for Self Improvement

Sl.#	Details of Programme for Self Development	Assigned Score	Grade Point	Average G.P.
Total				

**3.2 Particulars of the Different Responsibilities and Positions hold in
Dept. and College.**

Sl.#.	Details of Different Responsibilities	Assigned Score	Grade Point	Average G.P.
	Total			

Calculation of Average Grade Point and Total Grade Point

Sl.#.	Performance Index	Average Grade Point
1.	1.1	
2.	1.2	
3.	1.3	
4.	2.1	
5.	2.2	
6.	3.1	
7.	3.2	

Weight for Academic Excellence

$$I_{1.0} = (0.5 * 1.1) + (0.3 * 1.2) + (0.2 * 1.3)$$

$$I_{1.0} = \dots\dots$$

Weight for Research and Innovation and Best Practice

$$I_{2.0} = (0.7 * 2.1) + (0.3 * 2.2)$$

$$I_{2.0} = \dots\dots$$

Weight for Leadership and Management

$$I_{3.0} = (0.4 * 3.1) + (0.6 * 3.2)$$

$$I_{3.0} = \dots\dots$$

COMPUTATION OF FACULTY PERFORMANCE INDEXES

WEIGHTS FOR PERFORMANCE INDICES

Activity	Performance Index	Weights		
		Asst. Professor	Assoc. Professor	Professor
Academic Excellence	I _{1.0}	0.60	0.50	0.40
Research and Innovation and Best Practices	I _{2.0}	0.20	0.25	0.30
Leadership and Management	I _{3.0}	0.20	0.25	0.30
Total		1.00	1.00	1.00

Cumulative Weight for Assistant Professors/ Associate Professors throughout the Performance

Category	Performance Index		
	1.0	2.0	3.0
Weights for Performance Index			
Weights for Designation			

$$FPI = (W_{1.0} * I_{1.0}) + (W_{2.0} * I_{2.0}) + (W_{3.0} * I_{3.0})$$

FPI=

ALLOTMENT OF GRADE

Grade	Description of Grade	Grade Point
A++	EXCELLENT	4.51-5.00
A+	VERY GOOD	3.01-4.50
A	GOOD	2.01-3.00
B+	FAIR	1.01 -2.00
B	BELOW AVERAGE	1 and below

Date:

Place:

Signature of the Faculty Member

REMARKS OF THE EVALUATING AUTHORITY

CORROBORATION OF DATA

The Information furnished in sector A, appended with relevant documents were found correct and the computation method was applied rightly as per the instructions delineated in PAS. Hence, the FPI proves the Grade

OTHER SPECIAL OBSERVATION, IF ANY,

Date:

Place:

Signature of the Evaluating Authority

Remarks, if any,

Date:

Place:

Signature of the Reviewing Authority