FACULTY MEMBER'S PERFORMANCE APPRAISAL FORM

(As per AICTE Gazette Notification dated 1st March 2019)

Name	Dr. R. LAVANYA
Present Position	AP
Department	IT
Academic Year	2023 – 2024

A. Teaching Process (Max Point 25)

S. No.	Semester	Course Code/ Name	No. of Scheduled Classes (S)	No. of actually held classes (H)	Points earned (H/S)*25	Enclosure No. (Attendance records)
1.	III / V sem	CCS364/SE	60	60	25	
2.	IV / VII sem	CS8791/oncc	45	46	25	
3.	IV / VII Sem	IT8711/oncc Lab	45	45	25	
4.	III / VI sem	CCN331/BA	60	60	25	
5.	IV / VIII sem	CIE8076/PEE	45	48	25	
		Total			25	

B. Students' Feedback (Max Point 25)

S. No.	Semester	Course Code/ Name	Average Student feedback on the scale of 25	Enclosure No.
1.	III / V	CCS364 / SE	24	
2.	IV / VII	CS8791 / UICC	23	
3.	IV / VII	IT8711 / UICC Lab	24	
4.	III / VI	CCN331 / BA	24	
5.	IV / VIII	UIE8076 / PEE	24	

			Total	23.8	

C. Departmental Activities (Max credit 20)

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure No.
1.	ODD	HOD-Incharge	4		
2.	Even	HOD	4		
3.	ODD	website coordinator	4		
4.	Even	project coordinator	4		
5.	ODD & Even	R&D.	4		
		Total	20		

D. Institute Activities (Max Credit 10)

S. No	Semester	Activity	Credit Point	Criteria	Enclosure No.
1.	ODD	NBA coordinator for IT	4		
2.	Even	NBA coordinator for IT	4		
3.	ODD	NAAC coordinator	4		
		Total	10		

E. Annual Confidential Report (ACR) maintained at Institute level (Max Credit 10)

Extraordinary	Excellent	Very Good	Good	Satisfactory
10	9	8	7	5

S.No.	Year	Activity	Credit Point	Criteria	Enclosure No.

	Average				

F. Contribution to Society (Max Credit 10)

S. No.	Semester	Activity	Credit Point	Criteria	EnclosureNo.

SUMMARY

Summary	Maximum Points	Scored Points
A. Teaching Process	25	25
B. Students' feedback	25	23.8
C. Departmental Activities	20	20
D. Institute Activities	10	10
E. ACR	10	9
F. Contribution to Society	10	—
Total	100	87.8
Total on 10 Point scale	10	

ANNUAL CONFIDENTIAL REPORT (ACR)
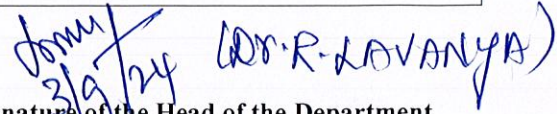
Name:	Dr. R. LAVANYA	Department:	IT
Designation:	AP	Academic Year:	2023 – 2024

Part A (To be filled by Faculty Member)

S.No.	Activities & Achievements *(Other than those already mentioned in points a, c, d and f above)*	Comments/Description
1.	Initiatives taken during the year/Innovations carried out in teaching learning and other practices etc.	Guided students of III year IT & won outstanding performance in cyber security competition organized by PDLS in IITM.
2.	Work done during the year which deserves a special mention	Completed PhD in 2024, published a paper in a Impact factor SCI journal "Energy"
3.	Other achievements (if any)	
4	Suggestions for improvement of academic and other practices in the Institute	PVT courses in IT department.

Part B (To be filled by the Head of the Department)

S.No.	Parameters	Comments
1	Quality of work/performance	Good
2	Professional knowledge	Good Knowledge
3	Attitude & ownership towards work	Taking Initiative
4	Decision making capability	Good Decision maker
5	Initiative	Taking more Initiatives
6	Written & verbal power of expression	Very Good.
7	Team work (relationship with seniors, juniors, colleagues)	Conducting more activities for Dept.
8	Organizing capability	Very Good.
9	Loyalty towards work and organization	Loyal person.
10	Any special quality	
11	Overall remark *(Extraordinary, Excellent, Very good, Good, satisfactory)*	Very Good

3/9/24   (Dr. R. LAVANYA)

Name & Signature of the Head of the Department

Comments by Head of Institution	Grading by Head of the Institution
AB above	A'

5/9/2024

Name & Signature of the Head of the Institution

Annexure - I

CALCULATION OF 360^0 FEEDBACK SCORE

(As per AICTE recommendations effective from Academic year 2019-2020)

The 360 Degree Score shall be determined on the basis of following parameters.

- a. Teaching Process (Maximum Point 25)
- b. Students' Feedback (Maximum Point 25)
- c. Departmental Activities (Maximum Point 20)
- d. Institute Activity (Maximum Point 10)
- e. ACR (Maximum Point 10)
- f. Contribution to Society (Maximum Point 10)

The candidate shall submit calculation sheet for each academic year to be considered and a summary sheetexhibiting his score on a 10 point scale

a. Teaching - Process (Maximum Points 25)

The calculation shall be presented in a table as presented in this Annexure. The table will have the details of courses taught in the academic year in consideration, like Semester, course Code / Name, No. of scheduled classes, actually held classes. The total shall be reduced on 25 point scale.

b. Students' Feedback (Maximum Points 25)

The candidate shall submit average score for each course taught during academic year under consideration ona scale of 25. The average of total of all such score shall be used.

c. Departmental Activities (Maximum Points 20)

This section summarizes all the responsibilities assigned by Head of the Department to a teacher during academic year under consideration through a proper office order. This may include responsibilities like Lab I/C, Time Table I/C, NBA - AICTE work, sponsored projects, departmental newsletter etc. The candidate willearn 3 points per semester for each activity up to a maximum of 20.

d. Institute Activity (Maximum Points 10)

This section summaries all the responsibilities assigned by Head of the institute to the candidate during academic year under consideration through a proper office order. This may include responsibilities like Head of Department, Coordinator, Warden, Training and Placement officer, Estate Officer etc. The candidate will earn 5 points per semester for each activity up to a maximum of 10.

e. ACR (Maximum points 10)
ACR maintained at institute level shall have 10 points based on grading of academic result and research publication during the academic/assessment year.

f. Contribution to Society (Maximum Points 10)

The candidate involved in different initiatives by AICTE. The candidate will earn 5 points per semester for each activity. The claim should be supported by an office order/ official communication from Head of Institute.

The grand total of points for all academic years shall be converted to a 10 points scale.