

## TKM INSTITUTE OF TECHNOLOGY

### FACULTY PERFORMANCE EVALUATION

There is a well-established faculty appraisal system with following objectives:

- 1) Assess and promote excellence in the teaching-learning process.
  - 2) Meet the educational needs of students by continually monitoring instructional performance.
  - 3) Provide a constructive framework for evaluating faculty performance by identifying areas of strength and areas for improvement.
  - 4) Provide a basis for professional growth and development of faculty members.
- Each faculty submits a faculty appraisal form (Annexure 1) and the same are consolidated by the Head of the Department. The Strength and Weakness of the faculty member in all the criteria are analyzed by the Head of the Department, IQAC Coordinator and the Head of the Institute and the same will be conveyed to the faculty member for further improvements.
  - The Head shall identify the peer's pair and such pairs shall sit through the others class (Annexure 2) at least five times each in the semester and evaluate the faculty objectively & constructively. Faculty member shall discuss the findings of the peer with the Head as required.
  - The Head shall evaluate the faculty member's performance through observing the course delivery and discussing with the student informally & through CC meetings (Annexure 3). At the end of the course, comprehensive feedback (Annexure 4) shall be obtained and shall submit to the Head for further discussion with the faculty member.
  - The Head shall call for the meeting of all the faculty members within 05 days after the last working day and discuss comprehensively the measures to be taken to enhance the overall quality of the academic process in the department and submit recommendations to the IQAC Coordinator. The iqac Coordinator shall forward his remarks to the Principal.
  - Principal shall compile all such recommendations and present the same before the Action Committee and communicate the specific directives to the departments for implementation in the future semester.

- All the above listed components shall be comprehensively considered to evaluate the course/Faculty. The evaluation scores along with the recommendations of the Head of the Department and the Head of the Institute will be considered by the management for increments and career advancements.

## Annexure 1

### Faculty: Self Appraisal/Evaluation

#### I. Personal

1	Name				
2	Designation				
3	Department				
4	Date of Joining				
5	Appraisal Year				
6	Qualifications	Degree	Grade/ %	Discipline	Institution/University
7	Experience	Period		Designation	Organization

#### II. Class Room Teaching (Only theory Subjects)

Sl No	Course/Subject handled	Class	Hrs Planned	Hrs Taken	Expected Pass%	Remarks on students' attendance and performance
1						
2						
3						
4						

Self-Assessment on Appraisal (Please list the major points in which you are weak)	Action plan for improvement
1	1
2	2
3	3

**Innovative Practices followed in the course**

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**III. Students Projects guided**

<b>SINo</b>	<b>Period</b>	<b>Project description</b>	<b>Features</b>
1			
2			
3			
4			
5			

**IV. Additional responsibilities in College (T&P, NSS, IEEE, IEDC, Clubs, Startup etc.)**

<b>SINo</b>	<b>Period</b>	<b>Type of Responsibility</b>	<b>Contribution</b>
1			
2			
3			
4			
5			

**V. Research, Publications and Academic Contributions****a. Technical Papers/Books Published**

<b>Sl. No</b>	<b>Month &amp; Year</b>	<b>Title</b>	<b>Journal/ Book etc</b>	<b>Reference</b>
1				
2				
3				

**b. Papers presented in Conferences, Seminars etc.**

<b>Sl.No</b>	<b>Month &amp; Year</b>	<b>Title</b>	<b>Event</b>	<b>Place</b>
1				
2				
3				
4				
5				

**c. FDPs attended**

<b>Sl. No</b>	<b>Period</b>	<b>Title</b>	<b>University/Institution</b>	<b>Duration</b>
1				
2				
3				

**d. Research works carried out/perusing**

<b>Sl.No</b>	<b>Month &amp; Year</b>	<b>Title</b>	<b>University/Institution</b>	<b>Stage</b>
1				
2				

**VI. Professional Membership**

<b>Sl. No</b>	<b>Agency</b>	<b>Membership Type</b>	<b>Membership No</b>	<b>Validity</b>
1				
2				
3				

**VII. Major Events Organized (FEST, Seminars/Workshops etc.)**

<b>Sl. No</b>	<b>Period</b>	<b>Description</b>	<b>Role</b>

**VIII. Additional Skills/Knowledge Acquired**

1	
2	
3	

**IX. Any specific Complaints on your performance by students/colleagues**

1	
2	
3	

**X. Any specific Appreciations on your performance by students/colleagues**

1	
2	
3	

**XI. Please rate on the following (on a scale of 1-10):**

Loyalty to the Profession	
Involvement in the Profession	
Availing Leaves	
Satisfaction on working Environment	
Satisfaction on your Performance	
Satisfaction about the Facilities	
Satisfaction on your Abilities	

**XII. In completing the following self-assessment, please use the following scale:  
N - Never, S - Seldom, P - Periodically, C - Consistently**

<b>Organization of Lecture</b>	<b>How Often?</b>
Begins and ends class on time	
Relates this and previous class(s) or provides students with opportunity to do so	
Provides and follows an outline or organization for the class session	
Conveys the purpose of each class activity or assignment	
Summarizes periodically throughout and at end of class or prompts students to do so	
Previews by connecting current content to future classes	

<b>Presentation Skills</b>	<b>How Often?</b>
Communicates audibly and clearly	
Establishes and maintains eye contact with students	
Varies pace and tone to keep students alert	
Uses positive and appropriate humor	
Incorporates various instructional supports (diagrams, ppts)	
Handouts (easy to follow)	

<b>Faculty Student Interaction</b>	<b>How Often?</b>
Attends respectfully to student comprehension	
Asks questions to students that challenge them to think more deeply	

Invites student participation and comments	
Incorporates student responses when appropriate	
Encourages students to respond to their peers throughout the discussions	
Treats students with respect	
Encourages students to interact civilly/respectfully with each other	
Addresses potentially disruptive behaviors before they impact	

**XIII. What went well in the Classes that you handled?**

**XIV. How might you improve on your current teaching practices?**

I hereby certify that the information provided above is correct and the supporting documents are held by me.

Place:

Signature:

Date:

Name:

**Remarks by HoD**

Place:

Signature:

Date:

Name:



**Remarks by IQAC Coordinator**

Place:

Signature:

Date:

Name:

**Remarks by Principal**

Place:

Signature:

Date:

Name:

## Annexure 2

### Lecture Monitoring Report

Academic Year: .....

Class: .....

Department: .....

Lecture Date and Time: .....

Faculty: .....

Subject: .....

Sr.No.	Particular	Rating (Scale 1 to 5)	Remark
1	Lecture contents: Preparation (Methodology & Models used)		
2	Presentation Skills: <ul style="list-style-type: none"><li>➤ Body Language</li><li>➤ Effective opening</li><li>➤ Audience engagement</li><li>➤ Eye contact</li><li>➤ Voice clarity</li><li>➤ Blackboard Usage</li></ul>		
3	Reference to real life application in classes		
4	Discussion about university question and marking scheme on the topic covered		
5	Conduction of Lectures as per the plan		
6	Effective utilization of time in class room		
7	Utilization of ICT Tools		
8	Overall Performance of the Faculty		

**5: Excellent**

**1: Poor**

Sign of Peer/s

Sign of HOD

Sign of IQAC

**Annexure 3**

**Class Committee Meeting Report**

Dept:

Ac Year:

Programme:

Sem:

Batch:

Members present:

- 1
- 2
- 3
- 4

**Salient points discussed during the meeting and the decisions taken to enhance the quality of the course delivery:**

- 1
- 2
- 3
- 4
- 5

Sign of the Adviser

Sign of HoD

Sign of IQAC

## Annexure 4

### STUDENTS' FEEDBACK

On a scale of 1 to 5, please evaluate your faculty:

5 (Excellent/Strongly Agree/Every Time/ Above 90%)

4 (Very Good/Agree/Usually/80 – 89%)

3 (Average/Neutral/Occasionally/70 – 79%)

2 (Poor/Disagree/Rarely/60 – 69%)

1 (Very Poor/Strongly disagree/Never/50 – 59%)

Only those students having a minimum of 75% attendance are allowed to fill the proforma. We take your answers seriously, and we hope you will also take them seriously. Please write comments to explain your scores. Your answers are anonymous. Completing this survey will in no way affect your course grade. Thank you for participating in this evaluation.

Sl. No	DETAILS	5	4	3	2	1	COMMENTS
<b>STUDENT SELF-EVALUATION QUESTION</b>							
1	How would you rate your own participation? (regularity, assignments etc.) in this course						
<b>FACULTY EVALUATION QUESTION</b>							
2	The faculty was enthusiastic about the course						
3	Faculty inform you about the expected competencies, course outcomes and programme outcomes						
4	The faculty explained material clearly in a way that enhanced my understanding						
5	The faculty illustrates the concepts through examples and integrate with real world problems/situations						
6	The faculty use student centric methods, such as experiential learning, participative learning and problem-solving methodologies for enhancing learning experiences						
7	Encourages me to think and explore new ideas						

8	The faculty provided prompt and meaningful feedback on my work and performance in the course						
9	The faculty identify my strengths and encourage you with providing right level of challenges						
10	Faculty is able to identify my weaknesses and help you to overcome them.						
11	Is courteous and impartial in dealing with the students						
12	Maintaining discipline and class room management						
13	Encourages students to ask questions and participate in discussions						
14	Interest and curiosity evoked in the subject						
15	Provides assistance and counselling on the subject and is available after class hours						
16	Recommends additional learning resources? (books, videos, websites etc)						
17	The overall quality of teaching - learning process						
<b>COURSE EVALUATION QUESTIONS</b>							
18	The course fostered regular interaction between student and faculty						
19	Course activities and assignments improved my ability to analyse, solve problems, and/or think critically						
<b>SUPPLEMENTARY QUESTIONS FOR LAB COURSES</b>							
20	The faculty explained the experiments clearly in a manner that enhanced my understanding						
21	Lab safety procedures and risk issues were adequately enforced						
<b>FREE RESPONSE QUESTIONS</b>							
22	Please identify the faculty's strengths that contributed to your learning the course						
23	What constructive suggestion(s) do you have for improving the course materials, organization and assignments						

## **ASSESSMENT**

- Each Factor/Point is on a grade of 5.
- All Factors/ points have equal weightage – 5 is highest and 1 is lowest
- 20 points \* 5 = 100
- Final Grading: 85 and above-Excellent, 81 and 84-Very Good, 71 and 80-Good, 61 and 70-Average, 51 and 60-Satisfactory, 50 and Below-Poor
- All the parameters mentioned in the feedback form will be analyzed. Ability of teaching with respect to each item and comprehensive ability of the teachers will also be analyzed
- All the comments written by the students in the feedback forms will be communicated to the respective faculty members along with their feedback levels to know their strengths and weaknesses and to enhance their teaching skills.
- Percentage of students participating: More than 75%
- Faculty members who get average feedback below 85% are identified. Those faculty members will be given orientation lectures and special inputs by the HoD and IQAC Coordinator
- The faculty members who get average feedback of 85% or above are appreciated at the department level staff meetings