

NAAC REASSESSMENT 2024

Criterion 6 Governance, Leadership and Management

Key Indicator 6.3 Faculty Empowerment Strategies

6.3.1 The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

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PERFORMANCE APPRAISAL SYSTEM

C

APPRAISAL AND INCREMENT POLICY

Noted

Dr. R. PALSON KENNEDY, M.E., Ph.D.
PRINCIPAL
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Mannivakkam, Chennai - 600 043.

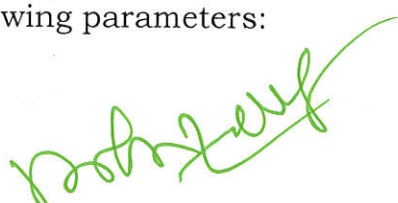
« ANNUAL INCREMENT »

1. Annual increment according to the scale applicable to the employee shall be granted after every completed year of service, if the performance and the conduct of the employee are satisfactory as per the Appraisal Report.
2. The annual increment amount is decided based on the employee performance which is assessed by the Performance appraisal system.
3. The annual increment will be granted only if an employee satisfies the minimum required norms/criteria of the institution for the increment.
4. Additional incentives may also be offered to the deserving employees based on their performance.
5. In case an employee is on a consolidated pay and not on a scale of pay, adhoc lump sum increment may be given after the end of every year at the discretion of the Management provided his/her work and conduct are satisfactory.
6. The annual increment may be withheld as a disciplinary measure if the appraisal report of an employee is not satisfactory.
7. When an employee working in the lower scale of pay is promoted or appointed to a higher scale of pay, the increment will fall due after completion of one year of service in the higher post.

« PERFORMANCE APPRAISAL SYSTEM »

The performance of an employee is assessed by the following parameters:

- Self-Appraisal
- Head of the Department Feedback
- Principal/Vice Principal Feedback
- IQAC Feedback (including Student Feedback)
- HR Feedback


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PERI

FACULTY APPRAISAL FORM

Academic Year (July 2023 – May 2024)

Name of the Faculty Member : _____

Designation : _____

Department : _____

Date of Joining PERI : _____

Total Experience : _____

SECTION A : SELF ANALYSIS

A1. Research Contribution (July 2023 – May 2024)

Publications include Journal publications, Book, Book chapter and Patent publications. (Internal conference publications will not be accounted)

1 SCI Indexed and Annexure I journal can be equivalent to 3 SCOPUS journal

No. of Publications	5	4	3	2	<2
Score to be awarded	10	8	6	4	0

Awarded Score (A1): /10

(Attach proof of publication highlighting the author and affiliation details)

A2. Academic Improvement (July 2023 – May 2024)

For PhD completed Faculty members, Funded/Consultancy Projects applied	5
For non-PhD Faculty members, If pursuing PhD	
NPTEL course (2 courses) or FDP in reputed institution (2 x 6 days)	5

Awarded Score (A2): /10

(Attach proof of NPTEL, FDP certificates, funded projects, PhD progress)

A3. Academic Results

Type of course	Target
For fully Problematic courses	> 80 %
For Theoretical courses	> 90 %
For Laboratory courses	100 %

SEMESTER (Jan 2023 – May 2023)

S.No.	Course code and Name	Year / Sem	Target Assigned	Pass Percentage

SEMESTER (July 2023 – Dec 2023)

S.No.	Course code and Name	Year / Sem	Target Assigned	Pass Percentage

Achieved target in all courses	10
Achieved target in 50% of courses	5
Achieved target in < 50% courses	0

Awarded Score (A3): /10

Cumulative Score (A): /30
(A = A1 + A2 + A3)

Name and Designation of
Faculty member

Signature with Date

All the proof attached for A1, A2 and
A3 are verified and approved.

Name and Designation of
Verifying Authority (HoD)

Signature with Date

PERI

FACULTY APPRAISAL FORM

SECTION B : HOD's FEEDBACK

B1. Department level Responsibilities

Department level responsibilities include coordinator of Exam cell, R&D, Mentoring, Industrial visit, CTEE, Placement, part of Admission team, etc.,

≥ 2 Department level responsibilities	5
< 2 Department level responsibilities	0

Awarded Score (B1): /5

B2. Observation of Head of the Department

Quality of content preparation	1	
Quality of content delivery	1	
Implementation of modern teaching tools	1	
Dedication towards students' growth	1	
Acceptance of allotted tasks	1	
Execution of allotted tasks	1	
Timely completion of tasks	1	
Cooperation with peer team	1	
Timely response to communications	1	
Accuracy in providing information	1	

Awarded Score (B2): /10

Cumulative Score (B): /15
(B = B1 + B2)

Name and Designation of Assessor (HoD)

Signature with Date

[Handwritten Signature]
Dr. R. PALSON KENNEDY, M.E., Ph.D.,
PRINCIPAL
PERI INSTITUTE OF TECHNOLOGY
Industrial Area, Chennai - 600 043.

PERI

FACULTY APPRAISAL FORM

SECTION C : PRINCIPAL / VICE PRINCIPAL FEEDBACK

C1. Institution level Responsibilities

Institution level responsibilities include Head Coordinator of R&D, EDC, CTEE, CHS, NSS, YRC Cultural, Sports, Members of IQAC, Integral part of Admission, etc.,

Minimum 2 Institution level responsibilities	10
1 Institution level responsibilities	5
No Institution level responsibilities	0

Awarded Score (C1): /10

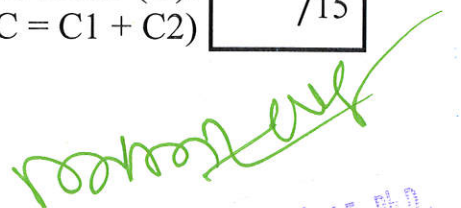
C2. Principal / Vice Principal Feedback

Commitment in assigned tasks	1	
Ability to execute tasks	1	
Willingness to take responsibilities	1	
Cooperation with peer team	1	
Crisis management	1	

Awarded Score (C2): /5

Cumulative Score (C): /15
(C = C1 + C2)

Name and Designation of Assessor
(Vice Principal / Principal)


Dr. R. PALSON KENNEDY, M.E., Ph.D.,
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PERI INSTITUTE OF TECHNOLOGY
Madrivakkam, Chennai - 600 043.

Signature with Date

PERI

FACULTY APPRAISAL FORM

SECTION D : IQAC FEEDBACK

D1. Observation of IQAC on Academic Delivery (Class Audit)

No. of deviations recorded	0	<5	>5
Score to be awarded	10	5	0

Awarded Score (D1): /10

D2. Observation of IQAC on iguru standard procedures (Test, Attendance, etc.,)

No. of deviations recorded	0	<5	>5
Score to be awarded	10	5	0

Awarded Score (D2): /10

D3. Student Feedback in Class Committee Meeting

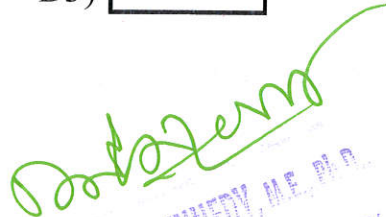
No. of complaints recorded	0	<5	>5
Score to be awarded	10	5	0

Awarded Score (D3): /10

Cumulative Score (D): /30
(D = D1 + D2 + D3)

Name and Designation of Assessor
(IQAC Head Coordinator)

Signature with Date


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PRINCIPAL
PES INSTITUTION OF TECHNOLOGY
Maddur, Chennai - 600 043.

PERI

FACULTY APPRAISAL FORM

SECTION E : HR FEEDBACK

E1. Compliance to Leave policies

Number of Leave in Academic year ≤ 12	5
Number of Leave in Academic year > 12 CL	0

Awarded Score (E1): /5

E2. Compliance to HR policies

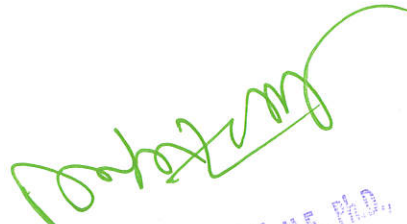
Availing leave with prior permission	1	
Accuracy of Biometric attendance	1	
Accuracy of entry in Attendance Register	1	
Accuracy of IN/OUT entry in Attendance group	1	
Feedback based on HR reports	1	

Awarded Score (E2): /5

Cumulative Score (E): /10
(E = E1 + E2)

Name and Designation of Assessor (HR)

Signature with Date


Dr. P. DALSON KENNEDY, M.E., Ph.D.,
PRINCIPAL
PERI INSTITUTE OF TECHNOLOGY
Maddur, Chennai - 600 076.

PERI

FACULTY APPRAISAL FORM

SUMMARY

Section	Obtained Score	Maximum Score
Section A – Self Analysis		30
Section B – HOD Feedback		15
Section C – Principal / VP Feedback		15
Section D – IQAC Feedback		30
Section E – HR Feedback		10

Overall Score

100


PRINCIPAL

VICE PRINCIPAL

HR

PERI

HOD APPRAISAL FORM

Academic Year (July 2023 – May 2024)

Name of the Faculty Member : _____

Designation : _____

Department : _____

Date of Joining PERI : _____

Total Experience : _____

SECTION A : SELF ANALYSIS

A1. Research Contribution (July 2023 – May 2024)

Publications include Journal publications, Book, Book chapter and Patent publications. (Internal conference publications will not be accounted)

1 SCI Indexed and Annexure I journal can be equivalent to 3 SCOPUS journal

No. of Publications	5	4	3	2	<2
Score to be awarded	10	8	6	4	0

Awarded Score (A1): /10

(Attach proof of publication highlighting the author and affiliation details)

A2. Academic Improvement (July 2023 – May 2024)

For PhD completed Faculty members, Funded/Consultancy Projects applied	5
For non-PhD Faculty members, If pursuing PhD	
NPTEL course (2 courses) or FDP in reputed institution (2 x 6 days)	5

Awarded Score (A2): /10

(Attach proof of NPTEL, FDP certificates, funded projects, PhD progress)

Handwritten signature: Roshan
*Stamp: R. DALSON KENNEDY, M.E., Ph.D.,
Principal,
Department of Technology,
Chemical - 650 0*

A3. Academic Results

Type of course	Target
For fully Problematic courses	> 80 %
For Theoretical courses	> 90 %
For Laboratory courses	100 %

SEMESTER (Jan 2023 – May 2023)

S.No.	Course code and Name	Year / Sem	Target Assigned	Pass Percentage

SEMESTER (July 2023 – Dec 2023)

S.No.	Course code and Name	Year / Sem	Target Assigned	Pass Percentage

Achieved target in all courses	10
Achieved target in 50% of courses	5
Achieved target in < 50% courses	0

Awarded Score (A3): /10

Cumulative Score (A): /30
(A = A1 + A2 + A3)

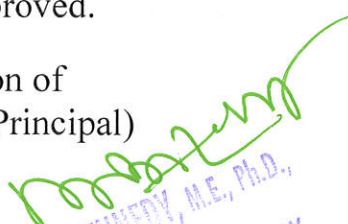
Name and Designation of
Faculty Member

Signature with Date

All the proof attached for A1, A2 and
A3 are verified and approved.

Name and Designation of
Assessor (Principal/Vice Principal)

Signature with Date


DR. PRABHAKAR KENNEDY, M.E., Ph.D.,
PRINCIPAL
P.T.S. INSTITUTE OF TECHNOLOGY
Bannur, Channarayana - 600 048.

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HOD APPRAISAL FORM

SECTION B : PRINCIPAL / VICE PRINCIPAL FEEDBACK

B1. Department Performance (July 2023 – May 2024)

Department Performance in Academics (University Results)		
Achieved assigned target in both semesters	2	
Achieved assigned target in 1 semester	1	
Assigned target not achieved in 2 semesters	0	
Percentage of students placed in 2024 passing out batch		
75 to 100 % = 2 50 to 75 % = 1 < 50 % = 0	2	
Department Technical events conducted		
> 15 events = 2 10 to 15 events = 1 < 10 events = 0	2	
Student participation/ winning in other college events		
> 15 % = 2 10 to 15 % = 1 < 10 % = 0	2	
Industrial connectivity and collaboration		
≥ 5 MoUs = 2 ≥ 3 MoUs = 1 < 3 MoUs = 0	2	
Alumni connectivity and contribution	2	
Timely Updation of Department files and documents	2	
Ability to resolve student issues effectively and amicably	2	
Ability to communicate through inter and intra department	2	
Feedback from Department Faculty members	2	

Awarded Score (B1): /20

B2. Feedback about HoD

Responsibilities in institutional level events like Sports, Culturals, Tech expo, Conference, Important days & festivals	2	
Ease of working with other Department HoDs	2	
Ability to manage conflicts and challenges within department	2	
Accuracy of Data Submission/Portal entry/Evaluation	2	
Reliability and trustworthiness of information	2	

Name and Designation of Assessor

Awarded Score (B2): /10

Signature with Date

Cumulative Score (B): /30
(B = B1 + B2)

[Handwritten Signature]
 Dr. R. RAJAN KENNEDY, M.E., Ph.D.,
 PRINCIPAL
 PERI INSTITUTE OF TECHNOLOGY
 Chennai - 600 048

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HOD APPRAISAL FORM

SECTION C : IQAC FEEDBACK

C1. Observation of IQAC on Academic Delivery (Class Audit)

No. of deviations recorded	0	<5	>5
Score to be awarded	10	5	0

Awarded Score (D1): /10

C2. Student Feedback in Class Committee Meeting

No. of complaints recorded	0	<5	>5
Score to be awarded	10	5	0

Awarded Score (D2): /10

C3. Completion of iguru procedures

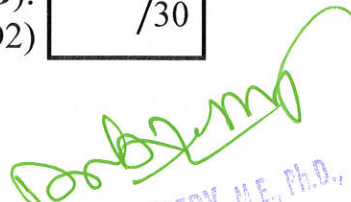
Followup of daily iguru activities (Test, Assignment, Stayback)	3	
Followup of faculty iguru activities (Mentoring, Disciplinary action, Internal marks entry)	3	
Completion of HoD iguru procedures	4	

Awarded Score (D2): /10

Cumulative Score (D): /30
(D = D1 + D2)

Name and Designation of Assessor
(IQAC Head Coordinator)

Signature with Date


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PERI

HOD APPRAISAL FORM

SECTION D : HR FEEDBACK

D1. Compliance to Leave policies

Number of Leave in Academic year ≤ 12	5
Number of Leave in Academic year > 12 CL	0

Awarded Score (E1): /5

D2. Compliance to HR policies


Availing leave with prior permission	1	
Accuracy of Biometric attendance	1	
Accuracy of entry in Attendance Register	1	
Accuracy of IN/OUT entry in Attendance group	1	
Feedback based on HR reports	1	

Awarded Score (E2): /5

Cumulative Score (E): /10
(E = E1 + E2)

Name and Designation of Assessor (HR)

Signature with Date


Dr. R. PALSON KENNEDY, M.E., Ph.D.,
PRINCIPAL
PERI INSTITUTE OF TECHNOLOGY
Mamankulam, Chennai - 600 048

PERI

HOD APPRAISAL FORM

SUMMARY

Section	Obtained Score	Maximum Score
Section A – Self Analysis		30
Section B – Principal / VP Feedback		30
Section C – IQAC Feedback		30
Section D – HR Feedback		10


Overall Score

100

PRINCIPAL

VICE PRINCIPAL

HR


Dr. R. PALSON KENNEDY, M.E., Ph.D.,
PRINCIPAL
P-SI INSTITUTE OF TECHNOLOGY
Kannur, Kerala - 690 018

PERI

LAB ASSISTANT APPRAISAL FORM

Academic Year (July 2023 – May 2024)

Name of the Lab Assistant : _____

Designation : _____

Department : _____

Date of Joining PERI : _____

SECTION A : ACADEMIC PERFORMANCE

SEMESTER (Jan 2023 – May 2023)

S.No.	Name of the Lab Handled	Year / Sem

SEMESTER (July 2023 – Dec 2023)

S.No.	Name of the Lab Handled	Year / Sem

Each carries 2 marks

Awarded Score (A): /10

Name of Lab Assistant

Name and Designation of
Verifying Authority (HoD)

Signature with Date

Signature with Date

Noted
Dr. R. PABON KENNEDY, M.E., Ph.D.,
PRINCIPAL
PERI INSTITUTE OF TECHNOLOGY
Chennai - 600 042

PERI

FACULTY APPRAISAL FORM

SECTION B : HOD's FEEDBACK

B1. Laboratory performance Analysis

Punctuality in Laboratory hours	2	
Involvement in Conducting Experiments	2	
Knowledge of Experiments	2	
Quality of Maintenance of Lab Documents	2	
Quality of Maintenance of Lab Equipment	2	

Awarded Score (B1): /10

B2. Department Responsibility

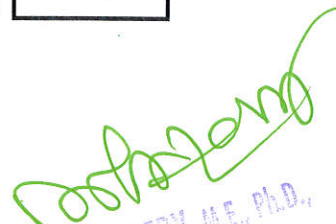
Acceptance of Assigned task	2	
Timely Completion of Assigned Task	2	
Peer group relationship	2	
Accuracy of information	2	
Commitment shown in the Assigned task	2	

Awarded Score (B2): /10

Cumulative Score (B): /20
(B = B1 + B2)

Name and Designation of Assessor (HoD)

Signature with Date


D. P. PULSON KENNEDY, M.E., Ph.D.,
PRINCIPAL
P.T. INSTITUTE OF TECHNOLOGY
Kumbhari, Channai - 680 048.

PERI

LAB ASSISTANT APPRAISAL FORM

SECTION C : PRINCIPAL / VICE PRINCIPAL & HR FEEDBACK

C. Principal / Vice Principal Feedback

Taken any Institutional level responsibility	5	
Commitment shown in the assigned responsibility	5	

Awarded Score (C): /10

Name and Designation of Assessor

Signature with Date

SECTION D: HR FEEDBACK

D1. Compliance to Leave Policy

Number of Leave in Academic year ≤ 12	5	
Number of Leave in Academic year > 12 CL	0	

Awarded Score (D1): /5

D2. Compliance to Leave Policies

Availing leave with prior permission	1	
Accuracy of Biometric attendance	1	
Accuracy of entry in Attendance Register	1	
Accuracy of IN/OUT entry in Attendance group	1	
Feedback based on HR reports	1	

Awarded Score (D2): /5

Cumulative Score (D): /10
(D = D1+D2)

Signature of HR

PERI

LAB ASSISTANT APPRAISAL FORM

SUMMARY

Section	Obtained Score	Maximum Score
Section A – Academic Activities		10
Section B – HOD Feedback		20
Section C – Principal / VP Feedback		10
Section D – HR Feedback		10

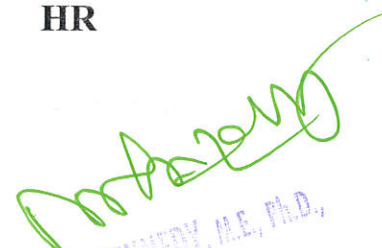
Overall Score

50

PRINCIPAL

VICE PRINCIPAL

HR


Dr. R. PALSON KENNEDY, M.E., Ph.D.,
PRINCIPAL
PERI INSTITUTE OF TECHNOLOGY
Chennai - 600 032

WELFARE MEASURES for Teaching Faculty members and Non-teaching staff

EMPLOYEES WELFARE POLICY

Dr. R. Dalson Kennedy

Dr. R. DALSON KENNEDY, M.E., Ph.D.,
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PERI INSTITUTE OF TECHNOLOGY
Amravathuram, Chennai - 600 049.

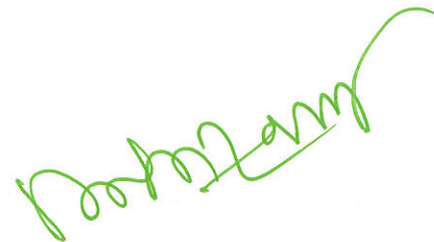
« TEACHING FACULTY WELFARE SCHEMES »

PERI Institute of Technology provides the following welfare schemes for all the teaching faculty members,

1. Teaching faculty will be provided with incentives for Journal publications, Conference publications, Text book and book chapter publications, Patent publications, as per the remuneration and incentive policy.
2. Teaching faculty will be provided with remuneration for participating in Conferences, Workshops, Faculty Development Programs, Seminars, Technical events, as per the remuneration and incentive policy.
3. Teaching faculty will be provided with sponsorships for NPTEL courses, Professional memberships, as per the remuneration and incentive policy.
4. Teaching faculty will be provided with Cash award for producing 100% results in End semester university examination.
5. Teaching faculty will be provided with support of pursuing Higher education and Research in terms of on-duty, utilization of institution laboratory facilities.
6. Teaching faculty will be provided On-Duty for valuation, examination invigilation, laboratory examiner, squad duty, admission duty, etc.,
7. Employees Provident Fund and Employees State Insurance schemes are available for teaching faculty members.
8. Teaching faculty can utilize the institution transport facility without any charges or deductions in salary. The usage of transport facility has to be informed in prior to the transport department.
9. Teaching faculty will be provided with breakfast and lunch in institution mess at subsidized rates. They can collect food tokens from the accounts section at subsidized rates.

Room 2018
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Mannamurthy, Chennai - 600 048.

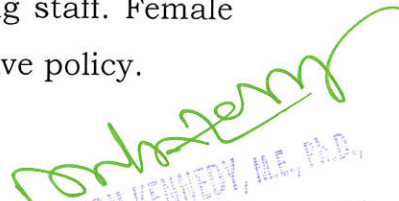
10. Teaching faculty can utilize the institution hostel facility (both food and accommodation) without any charges or deductions in salary. The request for usage of hostel facility has to be made through the HR department and with the approval of the management.
11. Transport, Food and Accommodation expenses made by teaching faculty during any official duty will be fully reimbursed. Bills for the expenses have to be submitted to accounts with the approval from competent authority.
12. The performance of teaching faculty members will be recognized and encouraged by giving awards of excellence during Faculty fest.
13. Marriage Leave and Gift will be provided for teaching faculty. Female teaching faculty members can avail Maternity leave as per the leave policy.



« NON-TEACHING STAFF WELFARE SCHEMES »

PERI Institute of Technology provides the following welfare schemes for all the non-teaching staff including laboratory technicians, administrative staff, library staff,

1. Employees Provident Fund and Employees State Insurance schemes are available for non-teaching staff.
2. Non-teaching staff can utilize the institution transport facility without any charges or deductions in salary. The usage of transport facility has to be informed in prior to the transport department.
3. Non-teaching staff can utilize the institution hostel facility (both food and accommodation) without any charges or deductions in salary. The request for usage of hostel facility has to be made through the HR department and with the approval of the management.
4. Non-teaching staff will be provided with lunch in institution mess without any charges or deductions in salary. They must possess their ID cards to avail the lunch.
5. Transport, Food and Accommodation expenses made by non-teaching staff during any official duty will be fully reimbursed. Bills for the expenses have to be submitted to accounts with the approval from competent authority.
6. The performance of non-teaching staff will be recognized and encouraged by giving awards of excellence during Faculty fest.
7. Marriage Leave and Gift will be provided for non-teaching staff. Female non-teaching staff can avail Maternity leave as per the leave policy.


Dr. R. PALSON KENNEDY, M.E., Ph.D.,
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Mannavallam, Chennai - 600 042.


Avenues for CAREER DEVELOPMENT

REMUNERATION AND INCENTIVE POLICY

Handwritten signature in green ink
Dr. R. DALSON NEUPAGE, FRCGS -
CONSULTANT
PEDIATRICIANS OF SASTHANA
Mandavanchuram, Chennai - 600 048.

« WALLET SYSTEM »

1. Each employee will be provided with a virtual wallet referred by a unique code to which the amount for remuneration, reimbursement, incentive will be credited.
2. The unique code for the virtual wallet will be the Employee ID.
3. The amount for expenses made towards the following can be claimed for credit to the wallet pertaining to the terms and conditions of the wallet system.
 - Patent Publications
 - Journal and Conference Publications
 - Book Chapter and Text Book Publications
 - Consultancy and Funded Projects
 - Professional Body Memberships
 - Online courses like NPTEL
 - Faculty Development Programs
 - Workshops, Seminars and Webinars
 - Travel and Accommodation expenses for events
4. The amount from the wallet can be withdrawn either as cash if the claimed amount is less than Rs.2000 or transferred to bank account if the claimed amount is more than Rs.2000.
5. Wallet Credit form has to be submitted with the supporting documents verified and approved by the competent authority for addition of amount to the wallet.
6. The amount credited in the faculty wallet gets accumulated and can be withdrawn at any time.


Dr. R. RAJAN KUNTHU, M.E., M.D.
PROFESSOR
CENTRE FOR INNOVATION
Manufacturing, Chemical - 600 040.

(a) Incentive for Patent Publications

1. The incentive for Patent Publications will be credited to the wallet as described below:

Patents published in the name of PERI Institute of Technology **Rs.5000**

Patents published by faculty member as Patent Applicant with PERI Institute of Technology affiliation	Rs.4000
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Patents published by faculty member(s) as Inventors with PERI Institute of Technology affiliation	Rs.2000
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2. (a) Patents filing in the name of PERI Institute of Technology has to submit the Application form to R&D department for verification and approval by the competent authorities before submitting to patent office.
(b) Patents filing by individuals with PERI Institute of Technology affiliation has to submit a copy of the Application form to R&D department after submitting to patent office.
3. The updates in status of filed patent has to be informed to the R&D department and a copy acknowledgement for the filed patent has to be submitted to the R&D department.
4. Upon publication of patent, both softcopy and hard copy of the online published document have to be submitted to R&D department highlighting the faculty name, affiliation, publishing date.
5. For Patents published in the name of PERI Institute of Technology, the patent certificate original copy has to be submitted to the R&D department. For patents published in the name of individuals, a copy of patent certificate has to be submitted to the R&D department.
6. For Patents filing in the name of PERI Institute of Technology, mail address of R&D department has to be used for all communications to patent office.
7. Wallet Credit form has to be submitted to the R&D department, with the supporting documents for the approval of incentive for Patent publication.

Dr. R. H. HARRIS, JR., M.D.
FACIAL
1000 14th St., N.W.
Washington, D.C. 20004
Washington, D.C. - 20004

(b) Incentive for Journal Publications

1. The incentive for Journal Publications will be credited in the wallet as described below:

SCI indexed or Web of Science journal	Rs.5000
Scopus indexed journal	Rs.4000
UGC Care journal	Rs.2000
ISSN journal (Conference publication)	Rs.500

2. Both softcopy and hardcopy of the published article highlighting the following details must be submitted to the R&D department.
 - Link to the article and journal
 - DOI number of the article
 - Name of the faculty and PERI Institute of Technology affiliation
 - Issue number, Volume number and Page number
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