




CRITERIA – 6.2.3

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Sl No	SPECIFICATION OF DOUMENT
1	Sample Performance Appraisal Documents



  
**PRINCIPAL**  
Nehru College of Engineering and  
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Nila Gardens, Pampady  
Thiruvilwamala, Thrissur - 680588



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**PERFORMANCE APPRAISAL FOR TECHING STAFF**

**YEAR : 2023-2024**

**ACADEMIC PERFORMANCE INDICATOR (API) FORM**

Date:

1	Name of the Faculty	Dr. R. Suriakala	
2	Department/Programme	MBA	
3	Name of the Institute	Nehru School of Mgt	
4	Designation	Associate Professor	
5	Date of Joining NGI	8th December 2021	
6	Date of Birth & Age	10/4/1973, 50 Years.	
7	Educational Qualification	MBA, Mcom, B-Ed, PGDCA, PWDHRM, Ph-d	
8	Total No. of years of Experience	Teaching	21.5 years.
		Industry	
9	No. of years of experience at NGI	2 years & months.	
10	Additional Responsibility	International conference, project co-ordinator (Internship), NBM Journal, MCA.	



Signature of the Faculty  
  
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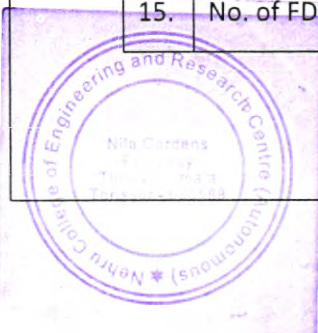


# ACADEMIC PERFORMANCE INDICATOR

## Category I : Academic Contribution

Min : 125 to be scored

1.	Subjects Taught (Max Marks : 40 5 Marks/Subject/Semester 5 Marks for >60% result/subject)	Percentage of Results	Total marks scored	
a)	Organizational Behaviour	98	5	
b)	Marketing Research	100	5	
c)				
d)				
e)				
2.	No. of theory classes conducted (Max Marks : 20 - 5 Marks/subject for more than 80% of classes held. More than 75% attendance	Students attendance in percentage	Total marks scored	
a)	Organizational Behaviour	95		
b)	Research for Mgt Decis	98		
c)	Market Research	100		
d)	Customer Relationship Mgt	98		
e)				
3.	No. of Seminars /Workshops / Symposium conducted or attended	20	5 marks for each (20)	20
4.	No. of Industrial Visit/ Case study conducted	10	5 marks for each (10)	10
5.	Teaching workload per week in hours (Ass.Prof : 20 Hrs./week, Asso.Prof.: 16 Hrs./Week, Prof.: 12 hrs./week)	16	Max marks : 10	10
6.	Whether Lesson Plans/Course Works is prepared & submitted (Yes/No)	Yes	Max marks : 10	10
7.	No. of internal assessment test conducted/ Assignments Given	Yes	2 marks each (10)	10
8.	No. of mentorship meetings conducted	Yes	2 marks each(10)	10
9.	No. of quiz/Group discussion conducted	Yes	2 marks each(10)	10
10.	No. of National / International conference conducted/organized	Organized Conducted	International : 10 marks/event National : 5 marks/event (20)	15
11.	Students Feedback about Teacher : OS : Outstanding, Ex : Excellent VG : Very Good, G;Good, B/S : Bad/Satisfactory	Excellent	OS: 10, Ex: 08 VG: 06, G : 04 B/S:0	08
12.	No. of UG/PG/Ph.D projects guided in last 3 years	PG	5 marks for UG 10 marks for PG 20 marks for Ph.D	20
13.	Whether the candidate has developed any E-content ? (Yes/No)	No	10 marks /content Max : 20	
14.	Awards received	NIL	10 marks/award Max: 20	
15.	No. of FDP attended in the current year	5	10 marks/FDP Max : 20	20



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### Category II : Research & Development Contributions

1.	No. of International / National paper published in journals	Scopus - 2 Ubc care - 1	20 marks/ International journal 10 marks/ national journal	60
2.	No. of International / National paper published in conference	2	10 marks/ International Conf. 5 marks/ national Conf.	20
3.	No of Books/ Book Chapter / Article Published	1	30 marks /Book 10 marks/Book Chapter 5 marks/Article	30
4.	No. of Projects undertaken & grant received	1	10 Lakhs & Above : 20 marks >5 Lakhs : 10 marks <5 lakhs : 2 marks	2
5.	No. of Consultancy undertaken & amount generated	-	>10 Lakhs : 20 marks <10 Lakhs : 10 marks <5 Lakhs : 2 marks	-
6.	No. of Start-ups incubated under your guidance	-	20 marks/start-up	-
7.	No. of Ph.D awarded	yes	20 marks/Ph.D awarded	20
8.	No. of Patent Published/granted	1	50 marks :Granted 20 marks :Published	20
9.	No. of Projects granted by External agency/NGO/Philanthropist	-	5 marks/project	
10.	Membership of any research organization / professional body		10 marks : International 5 marks : National	

Signature of the Faculty



  
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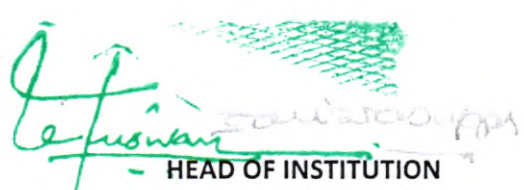


REMARKS/RECOMMENDATION BY THE HEAD OF THE DEPARTMENT

1.	Whether the candidate is qualified and experienced	Yes / No
2.	Whether the candidate is having good conduct/character	Yes / No
3.	Whether the candidate is an asset to the Institution	Yes / No
4.	Whether his/her increment can be released	Yes / No
5.	Overall Feed back about the candidate (Outstanding / Excellent / Very Good / Satisfactory / Need Improvement )	V.G

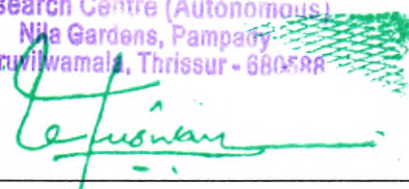
REMARKS/RECOMMENDATION BY THE HEAD OF INSTITUTION

Performance is satisfactory. Category I and II supporting documents are not attached.

  
HEAD OF INSTITUTION



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**PERFORMANCE APPRAISAL FOR TECHING STAFF**

**YEAR : 2023-2024**

**ACADEMIC PERFORMANCE INDICATOR (API) FORM**

Date: 24.04.24

1	Name of the Faculty	Mrs Dhanya Nair	
2	Department/Programme	MBA	
3	Name of the Institute	Nehru School of Management	
4	Designation	Asst. Professor	
5	Date of Joining NGI	16.09.21	
6	Date of Birth & Age	01.02.91, 33	
7	Educational Qualification	Bcom, MBA, NET, PhD (doing)	
8	Total No. of years of Experience	Teaching	1 year
		Industry	5 yrs
9	No. of years of experience at NGI	2.7 yrs	
10	Additional Responsibility	Class Advisor, KTU co-ordinator, IQAC co-ordinator, Social media co-ordinator, press media, news letters, Franchising co-ordinator, website etc	

  
Signature of the Faculty



  
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# ACADEMIC PERFORMANCE INDICATOR

## Category I : Academic Contribution

Min : 125 to be scored

1.	Subjects Taught (Max Marks : 40 5 Marks/Subject/Semester 5 Marks for >60% result/subject)	Percentage of Results	Total marks scored	
a)	Ethics & corporate governance	97%	5	
b)	Security Analysis & portfolio management	100%	5	
c)	Leadership Influence & power	98%	5	
d)				
e)				
2.	No. of theory classes conducted (Max Marks : 20 - 5 Marks/subject for more than 80% of classes held. More than 75% attendance	Students attendance in percentage	Total marks scored	
a)	Ethics & corporate governance	97%	4	
b)	Marketing	92%	4	
c)	SAPM	96%	4	
d)	LIP	95%	4	
e)	SFM	93%	4	
3.	No. of Seminars /Workshops / Symposium conducted or attended	2 workshops 3 conferences	5 marks for each (20)	20
4.	No. of Industrial Visit/ Case study conducted	4 IV	5 marks for each (10)	10
5.	Teaching workload per week in hours (Ass.Prof : 20 Hrs./week, Asso.Prof.: 16 Hrs./Week, Prof.: 12 hrs./week)	20	Max marks : 10	10
6.	Whether Lesson Plans/Course Works is prepared & submitted (Yes/No)	Yes	Max marks : 10	10
7.	No. of internal assessment test conducted/ Assignments Given	1st sem - 2 internals, 2 assignments, 1 seminar 2nd sem - 2 internals, 2 assignments	2 marks each (10)	10
8.	No. of mentorship meetings conducted	More than 5	2 marks each(10)	10
9.	No. of quiz/Group discussion conducted	more than 5	2 marks each(10)	10
10.	No. of National / International conference conducted/organized	✓	International : 10 marks/event National : 5 marks/event (20)	10
11.	Students Feedback about Teacher : OS : Outstanding, Ex : Excellent VG : Very Good, G;Good, B/S : Bad/Satisfactory	VG	OS: 10, Ex: 08 VG: 06, G : 04 B/S:0	6
12.	No. of UG/PG/Ph.D projects guided in last 3 years	10 → PG students	5 marks for UG 10 marks for PG 20 marks for Ph.D	10
13.	Whether the candidate has developed any E-content ? (Yes/No)	—	10 marks /content Max : 20	—
14.	Awards received	—	10 marks/award Max: 20	—
15.	No. of FDP attended in the current year	5	10 marks/FDP Max : 20	20



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### Category II : Research & Development Contributions

1.	No. of International / National paper published in journals	International - 1	20 marks/ International journal 10 marks/ national journal	20
2.	No. of International / National paper published in conference	International - 3	10 marks/ International Conf. 5 marks/ national Conf.	30
3.	No of Books/ Book Chapter / Article Published	—	30 marks /Book 10 marks/Book Chapter 5 marks/Article	—
4.	No. of Projects undertaken & grant received	—	10 Lakhs & Above : 20 marks >5 Lakhs : 10 marks <5 lakhs : 2 marks	
5.	No. of Consultancy undertaken & amount generated	—	>10 Lakhs : 20 marks <10 Lakhs : 10 marks <5 Lakhs : 2 marks	
6.	No. of Start-ups incubated under your guidance	—	20 marks/start-up	
7.	No. of Ph.D awarded	Ongoing	20 marks/Ph.D awarded	—
8.	No. of Patent Published/granted	—	50 marks :Granted 20 marks :Published	
9.	No. of Projects granted by External agency/NGO/Philanthropist	—	5 marks/project	
10.	Membership of any research organization / professional body	—	10 marks : International 5 marks : National	



  
Signature of the Faculty

  
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# REMARKS/RECOMMENDATION BY THE HEAD OF THE DEPARTMENT

1.	Whether the candidate is qualified and experienced	✓ Yes / No
2.	Whether the candidate is having good conduct/character	✓ Yes / No
3.	Whether the candidate is an asset to the Institution	✓ Yes / No
4.	Whether his/her increment can be released	✓ Yes / No
5.	Overall Feed back about the candidate (Outstanding / Excellent / Very Good / Satisfactory / Need Improvement )	V.G

## REMARKS/RECOMMENDATION BY THE HEAD OF INSTITUTION

Mrs. Ebenezer is doing well in her dept. Apart from teaching, involved in other activities. Her dept like co-ordinating with the head of dept. performance is good. Recommended for increments.

This recommendation is subject to submission of supporting documents as in category-I and II.

*[Signature]*

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CERTIFICATE OF ACCEPTANCE

This is to certify that the article entitled

**ROLE OF ARTIFICIAL INTELLIGENCE IN RESTRUCTURING THE PROSPECT OF MARKETING INDUSTRY IN INDIA**

Authored By

**Ms. Dhanya Nair**

Assistant Professor, Nehru School of Management, Nehru College of Engineering and Research Centre, Pampady, Thrissur

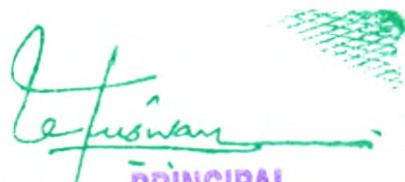
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**PERFORMANCE APPRAISAL FOR TECHING STAFF**

**YEAR : 2023-2024**

**ACADEMIC PERFORMANCE INDICATOR (API) FORM**

Date: 29/4/2024

1	Name of the Faculty	Mr. Sijo Joseph Chakkola	
2	Department/Programme	Management / MBA	
3	Name of the Institute	NCERC, Pampady	
4	Designation	Asst. Professor	
5	Date of Joining NGI	19/7/2019	
6	Date of Birth & Age	22/06/1978 , 46	
7	Educational Qualification	MBA	
8	Total No. of years of Experience	Teaching	15
		Industry	7 1/2 years
9	No. of years of experience at NGI	13 1/2 years	
10	Additional Responsibility	Academic Coordinator Admission Coordinator Management Dept Coordinator Research cell Management Association Coordinator	

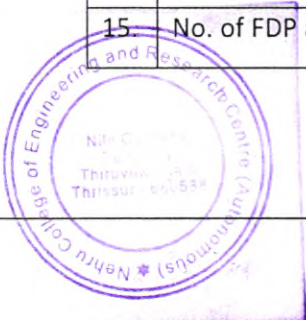


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**ACADEMIC PERFORMANCE INDICATOR**  
**Category I : Academic Contribution**

Min : 125 to be scored

1.	Subjects Taught (Max Marks : 40 5 Marks/Subject/Semester 5 Marks for >60% result/subject)	Percentage of Results	Total marks scored	
a)	Introducing to Business S <sub>1</sub> (2023-25)	93%	5	
b)	Human Resources Management S <sub>2</sub> (2023-25)			
c)	HR S <sub>3</sub> (2022-24)	98%	5	
d)	Performance Management S <sub>4</sub> (2022-24)			
e)				
2.	No. of theory classes conducted (Max Marks : 20 - 5 Marks/subject for more than 80% of classes held. More than 75% attendance	Students attendance in percentage	Total marks scored	
a)	Introduction to Business S <sub>1</sub> (2023-25)	90%	5	
b)	HRM S <sub>2</sub> (2023-25)	90%	5	
c)	IRLL S <sub>3</sub> (2023-24)	90%	5	
d)	PM S <sub>4</sub> (2022-24)	90%	5	
e)				
3.	No. of Seminars /Workshops / Symposium conducted or attended	3	5 marks for each (20)	15
4.	No. of Industrial Visit/ Case study conducted	4	5 marks for each (10)	10
5.	Teaching workload per week in hours (Ass.Prof : 20 Hrs./week, Asso.Prof.: 16 Hrs./Week, Prof.: 12 hrs./week)	21	Max marks : 10	10
6.	Whether Lesson Plans/Course Works is prepared & submitted (Yes/No)	Yes	Max marks : 10	10
7.	No. of internal assessment test conducted/ Assignments Given	Per Subject 5 5x4 = 20	2 marks each (10)	10
8.	No. of mentorship meetings conducted		2 marks each(10)	10
9.	No. of quiz/Group discussion conducted	Per Subject 2	2 marks each(10)	10
10.	No. of National / International conference conducted/organized	one International - al conference. Conducted.	International : 10 marks/event National : 5 marks/event (20)	10
11.	Students Feedback about Teacher : OS : Outstanding, Ex : Excellent VG : Very Good, G;Good, B/S : Bad/Satisfactory	VG	OS: 10, Ex: 08 VG: 06, G : 04 B/S:0	06
12.	No. of UG/PG/Ph.D projects guided in last 3 years	30	5 marks for UG 10 marks for PG 20 marks for Ph.D	20 : 10
13.	Whether the candidate has developed any E-content ? (Yes/No)	Yes	10 marks /content Max : 20	20
14.	Awards received	NO	10 marks/award Max: 20	-
15.	No. of FDP attended in the current year	1	10 marks/FDP Max: 20	10



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### Category II : Research & Development Contributions

1.	No. of International / National paper published in journals		20 marks/ International journal 10 marks/ national journal	
2.	No. of International / National paper published in conference		10 marks/ International Conf. 5 marks/ national Conf.	
3.	No of Books/ Book Chapter / Article Published		30 marks /Book 10 marks/Book Chapter 5 marks/Article	
4.	No. of Projects undertaken & grant received		10 Lakhs & Above : 20 marks >5 Lakhs : 10 marks <5 lakhs : 2 marks	
5.	No. of Consultancy undertaken & amount generated		>10 Lakhs : 20 marks <10 Lakhs : 10 marks <5 Lakhs : 2 marks	
6.	No. of Start-ups incubated under your guidance		20 marks/start-up	
7.	No. of Ph.D awarded		20 marks/Ph.D awarded	
8.	No. of Patent Published/granted		50 marks :Granted 20 marks :Published	
9.	No. of Projects granted by External agency/NGO/Philanthropist		5 marks/project	
10.	Membership of any research organization / professional body	2	10 marks : International 5 marks : National	10



*[Signature]*

Signature of the Faculty

*[Signature]*

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# REMARKS/RECOMMENDATION BY THE HEAD OF THE DEPARTMENT

1.	Whether the candidate is qualified and experienced	Yes/ No
2.	Whether the candidate is having good conduct/character	Yes/ No
3.	Whether the candidate is an asset to the Institution	Yes/ No
4.	Whether his/her increment can be released	Yes/ No
5.	Overall Feed back about the candidate (Outstanding / Excellent / Very Good / Satisfactory / Need Improvement )	Y G

# REMARKS/RECOMMENDATION BY THE HEAD OF INSTITUTION

Performance is good. Supporting documents in category B and category C is not attached. Recommendation is subject to submission of relevant documents.



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