BEST PRACTICE – I

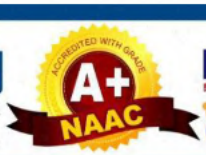
ANNUAL PERFORMANCE INDEX(API)

Annual Performance Index (API) is a appraisal system followed by Agni College of Technology to evaluate the performance of its faculty members. This system aims to promote academic excellence, research productivity, and overall contribution to the institution.

OBJECTIVE:

The Annual Performance Index (API) system at Agni College of Technology has following objectives:

1. To Promote Academic Excellence:
   - Encourage faculty to consistently deliver high-quality teaching and learning experiences.
   - Motivate faculty to adopt innovative teaching methodologies and utilize technology effectively.
   - Foster a culture of continuous improvement in teaching practices.
2. To Stimulate Research and Innovation:
   - Encourage faculty to engage in research activities and publish their findings in reputable journals and conferences.
   - Promote the acquisition of research grants and the undertaking of research projects.
   - Foster a research-oriented environment that contributes to the advancement of knowledge.
3. To Recognize and Reward Faculty Performance:
   - Acknowledge and reward faculty members who excel in teaching, research, and other academic activities.
   - Provide a transparent and objective system for recognizing and rewarding contributions to the institution.
   - Motivate faculty members to strive for excellence in all aspects of their work.
4. To Facilitate Professional Development:
   - Encourage faculty members to participate in workshops, seminars, and conferences to enhance their skills and knowledge.
   - Support faculty in pursuing higher education and professional certifications.
   - Promote a culture of lifelong learning and continuous professional growth.
5. To Enhance Institutional Quality:
   - Identify areas for improvement in teaching, research, and other academic activities.
   - Foster a culture of quality assurance and continuous improvement.
   - Contribute to the overall enhancement of the institution's academic standards and reputation.



CONTEXT:

The Annual Performance Index (API) system at Agni College of Technology is a comprehensive framework designed to evaluate the performance of faculty members. It aims to promote academic excellence, research productivity, and overall contribution to the institution by recognizing and rewarding faculty performance, facilitating professional development, and enhancing institutional quality.

THE PRACTICE:

To create a culture of academic excellence and innovation, Agni College of Technology (ACT) has implemented a robust API (Academic Performance Indicator) evaluation system.

API Evaluation Sheet Distribution: At the beginning of each semester, faculty members receive a detailed API evaluation sheet outlining the criteria and guidelines for achieving high scores.

Faculty Workshops: Workshops are conducted to provide in-depth explanations of the API criteria, best practices, and strategies for improving teaching and research performance.

Implementation Phase:

Two-Semester Cycle: Faculty members work diligently over two semesters to meet the API requirements, focusing on teaching effectiveness, research productivity, and institutional service.

Online Submission: At the end of the even semester, an online drive is shared with faculty members to facilitate the submission of completed API sheets, along with supporting documentation.

Evaluation and Scoring: A dedicated evaluation team meticulously reviews the submitted API forms, assigning scores based on the established criteria.

Incentive and Recognition:

Annual Day Rewards: Faculty members who achieve outstanding API scores are recognized and rewarded with incentives during the Annual Day celebrations.

Incremental Benefits: Faculty members with exemplary API performance may receive increments starting from August.

Agni College of Technology

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COUNSELING COD 1316

DEPARTMENT OF MECHANICAL AND AUTOMATION ENGINEERING

in collaboration with

INTERNAL QUALITY ASSURANCE CELL

Organizes An

AWARENESS PROGRAMME

on

ANNUAL PERFORMANCE INDEX (API)

Resource Person

Dr. T. Anand
Professor and Head,
Dept. of Mechanical and Automation Engineering
Agni College of Technology

14.12.2023
8.30am to 9.30am
Seminar Hall, ACT

Coordinator
Dr. K. Ragupathy
Assistant Professor

Co-Coordinator
Mr. A. Sam Daniel Fenny
Assistant Professor

Dr. Srinivasan Alavandar
Principal, ACT

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Dr. T.Anand Professor & Head of the Department of Mechanical and Automation engineering conducted an awareness programme of API

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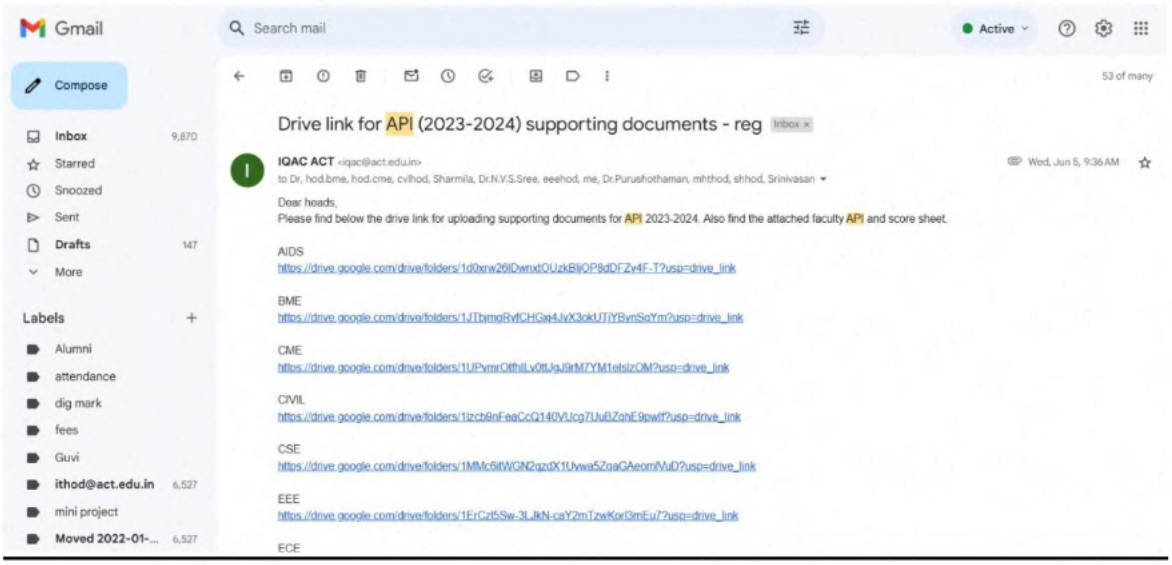
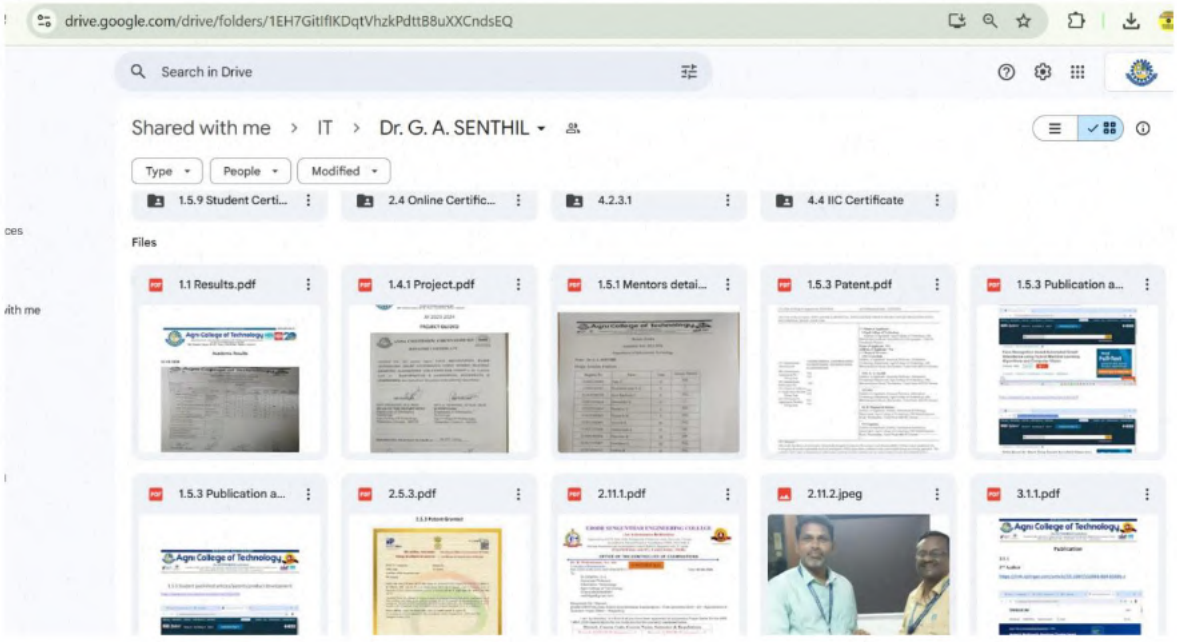


Drive Links for Collecting API Sheets



Filled Drive Links on API Sheets

EVIDENCE OF SUCCESS:

The Annual Performance Index (API) system at Agni College of Technology has demonstrated significant success in several key areas:

Increased Research Productivity and Impact

- Higher Publication Rates: A noticeable increase in the number of research papers published by faculty members in high-impact journals and conferences.
- Enhanced Citation Metrics: A rise in citations of faculty publications, indicating a growing influence of their research.
- Successful Grant Acquisition: Faculty members have secured more research grants, fueling innovative research projects.

Enhanced Faculty Engagement and Development

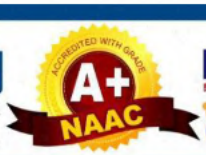
- Active Participation: Increased involvement of faculty in academic and administrative activities, contributing to institutional governance and decision-making.
- Professional Growth: Faculty members have actively pursued professional development opportunities, such as attending workshops, conferences, and pursuing higher degrees.
- Skill Enhancement: Improved teaching methodologies, research skills, and industry collaborations through targeted training programs.

Recognition and Rewards

- Increased Awards and Honors: Faculty members have received more awards, recognitions, and fellowships for their outstanding contributions.
- Enhanced Reputation: The institution's reputation has improved due to the recognition of its faculty's research and scholarly work.

Positive Impact on Institutional Goals

- Improved Institutional Efficiency: The API system has streamlined the performance evaluation process, leading to greater efficiency in administrative tasks.
- Enhanced Institutional Effectiveness: By recognizing and rewarding excellence, the API system has motivated faculty to strive for higher standards, ultimately benefiting the overall quality of education and research.



Sl.No	Name of the Faculty	Department	Publications			
			SCI First	SCI Others	Scopus First	Scopus Others
1	Dr.K.Arul	S&H	1	5		1
2	Dr.S.Geerthik	IT		1		
3	Dr.K.Ragupathy	Mech & Auto	1	1		
4	Dr.M.V.Ishwarya	AIDS			2	
5	Dr.S.Deepak	Mech & Auto		2	1	1
6	A.Surenderpaul	Mechatronics				1
7	Dr.T.Anand	Mech & Auto			1	
8	Dr.R.Pandiyarajan	Mechatronics	1	4	1	3
9	Dr.S.K.Narendranathan	Aero			1	3
10	Dr.L.Sharmila	CSE		1		2
11	Dr.N.V.S.Rathnalakshmi	ECE		2		
12	Dr.P.Sugumar	S&H				2
13	Dr.Balakrishnan	S&H	1	1		1
14	Dr.J.Vinothkumar J	S&H		2		
15	Mr.Arunodaya	Chemical		1		
16	Mr.A.Backiyaraj	Mechatronics			1	
17	Dr.Srinivasan Alavandar	Principal		2		
18	Dr.S.Shanmugakani	S&H			1	
19	Dr.S.Chandravadhana	Placement	1			
20	Dr.A.Kalaimurugan	EEE		1		
21	Dr.G.A.Senthil	IT			3	7

The faculty members received cash prize and awards for Publishing papers

Sl.No	Name of the Faculty	Department	No. of Books Published with ISBN Number	
			First Authors	Other Authors
1	Dr.J.Rajeswari	ECE	1	
2	Dr.M.V.Ishwarya	AIDS	1	
3	Dr.T.Anand	Mech & Auto	2	
4	Dr.Ragupathy	Mech & Auto	2	
5	M.Arun	Mech & Auto	1	
6	Dr.Sree Rathna lakshmi N.V.S.	ECE		1
7	Dr.S.Geerthik	IT		1
8	Dr.K.Arul	S&H		1
9	Mr.B.Dhanasakkaravarthy	Mechanical		1
10	Mr.S.Karthikeyan	Mechatronics		1
11	Dr.S.Prabavathi	Civil	1	
12	Dr.G.A.Senthil	IT	1	

The faculty members received cash prize and awards for Publishing books

Dr. Arul ,Associate Prof Mechanical Department received Highest Cumulative Impact Factor and Highest Citation Award

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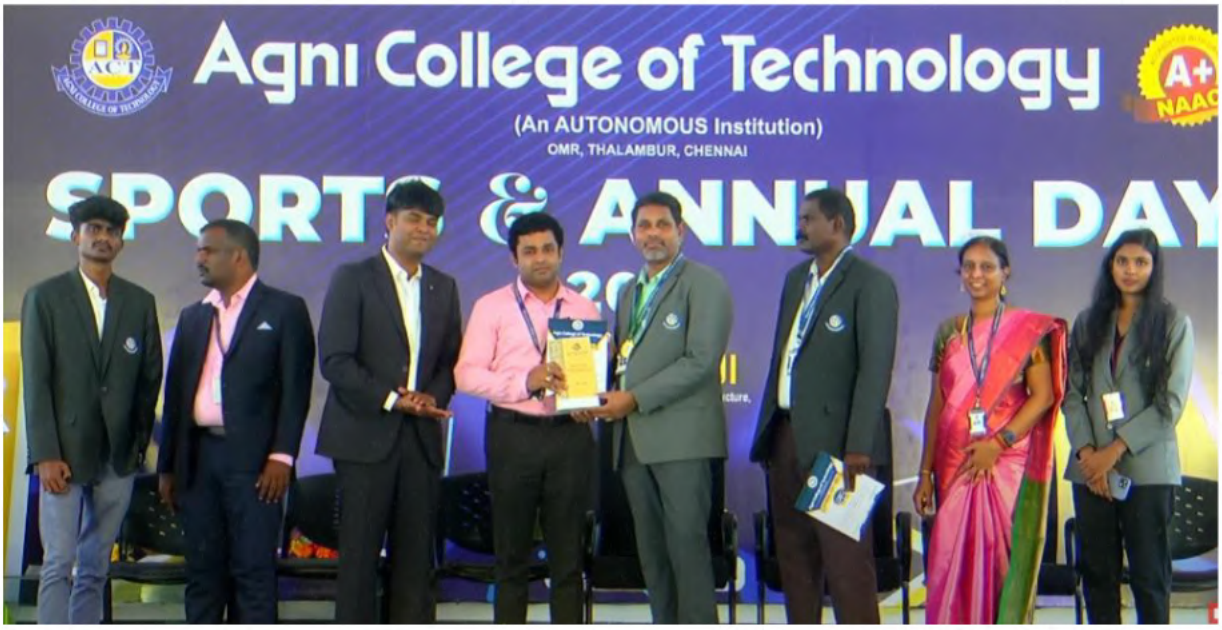
Dr. G. A .SENTHIL Associate. Prof , Information Technology Department received best researcher award in IT Dept .

SAMPLE PHOTOS OF THE FACULTY AWARDS

Ms. G. Uma Devi Asst.prof,Computer science and Engineering received incentives and award for publication.



Dr. Ratheesh ,Asst. Prof , Electronics and Communication Engineering received incentives and award for publication.

PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED

- Collecting, organizing, and analysing large amounts of API performance data from the faculty members is difficult task.
- Assign dedicated staff to manage the API system, collect data, and conduct analysis as it involves deep understanding on the API system.
- Collecting the API filled form before deadline is challenging task.

RESOURCES REQUIRED

- A robust software solution need to be implemented to streamline data collection, analysis, and reporting.
- Additional Workshops and training sessions to educate faculty members about the API system, its benefits, and how to effectively participate in the process.

APPENDIX

BE AN ACTioneer, Aspire To BE the BEST

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FACULTY API SCORE SHEET SAMPLE

Points Details

Name of the Faculty: Department:

Designation:

S. No.	Condition	Actual Points	June 2023 to May 2024			Total Points
			Points Claimed	Max. Points	Points Awarded	
1. Academics [Max. 50 Points]						
1.1	> 90	10		10		
	80.0 to 89.9	5				
	75.0 to 79.9	2				
1.2	> 90	10		10		
	80.0 to 89.9	5				
	75.0 to 79.9	2				
1.3	Per innovation	1		5		
1.4.1	Per Batch	3		15		
1.4.2	Per Student	4				
1.4.3	Per Batch	3		12		
1.5.1	100%	5		5		
	90%	4				
	80%	3				
1.5.2	80%	3		3		
	70%	2				
	60%	1				
1.5.3	Per publication	2		10		
1.5.4	Per Student	2		10		
1.5.5	Per Student	2		10		
1.5.6	Per Award	2		10		
1.5.7	Per Prize/Group	1		10		
1.5.8	Per student	1		10		
1.5.9	Per Certificate	1		10		
2. Self Development [Max. 20 Points]						
2.1	> 96	5		5		
	90-95.9	3				
2.2	Per day	2		4		
2.3	Per day	3		6		
2.4	Per Week	0.75/0.5		15		
2.5.1	Per Patent	1		12		

2.5.2	Per Patent	2				
2.5.3	Per Patent	3				
2.6	Per Company	5		25		
2.7	Per Event	1		5		
2.8	Per Company	3		15		
2.9	Per Company	10		20		
2.10	Per Day	0.5		5		
2.11	Per Award	5		10		
2.11.1	Per Recognition	5/2		10		
2.11.2	Awards/Recognition	2		5		
2.12	Per course	2		10		
2.13	Per exam	5		10		
3.1.1	First/Corres.	10		50		
	Co-author	5				
3.1.2	First/Corres.	6		25		
	Co-author	3				
3.2.1	First/Co-Author	10/5		20		
3.2.2	First/Co-Author	6 / 3				
3.2.3	First/Co-Author	2 / 1				
3.3	First/Corres. Author Co-author	5 / 3		10		
3.4	Guideship	10		10		
3.5	Registered	4		20		
	Awarded	10				
3.6	Filed	5		20		
	Published	7				
	Granted	20				
3.7.1	<10 lakhs	3		10		
	> 10 lakhs	5				
3.7.2	Amount ÷ 30K	---		50		
3.8	Amount ÷ 5K	---		50		
3.8.1	Amount ÷ 5K	---		10		
3.9	Per Scholar	1		5		
3.10	Per Scholar	5		10		
3.11	Per Journal	5		10		
4. Contribution to the College [Max. 30 Points]						
4.1	Per application	1		10		
4.2.1	Per event	5		10		
4.2.2	Per event	3		10		
4.2.3	Per event	2		10		
4.2.3.1	Per event	1		10		

APPENDIX

4.3	College level	2 per cont.		10		
4.4	Per contribution	2/1.5/1/0.5		10		
4.4.1	% of completion	10/8/6/4		10		
4.5	Per citation	2		10		
4.5.1	Per 5 citations	1		10		
4.6	Per Admission	5		50		
4.7	*****	10		10		
4.8	*****	10		10		

Consolidated

S. No.	**Criteria**	Max. Points	Target	Min. Points	Points Claimed	Points Awarded
1	Academics	50	30/40	25/35		
2	Self-Development	20	15/15	10/10		
3	Research	50	40/30	35/25		
4	Contribution to the college	30	25/25	20/20		
Total		150	110	90		

Revision 3 - 8th September 2023

FACULTY PERFORMANCE APPRAISAL FORMAT

Point Distribution Details

S. No.	Activity	Condition	Actual Points	Details
1. Academics [Max. 50 Points]				
1.1	Academic Results (Other than Lab and projects)	> 90	10	As per condition (Direct). The average of previous two (**EVEN and ODD**) Semester results/feedback will be taken for calculation of %.
		80.0 to 89.9	5	
		75.0 to 79.9	2	
1.2	Students Feedback	> 90	10	
		80.0 to 89.9	5	
		75.0 to 79.9	2	
1.3	Innovations in Teaching Learning Process	per innovation	1	The innovation in teaching learning process should be introduced by the faculty during the assessment year. Only one faculty will claim the points per innovation. A document signed by HOD is required.
1.4	Project Guidance			
1.4.1	UG	Per Batch	3	As per condition (Direct)
1.4.2	PG	Per Student	4	
1.4.3	Other than curriculum requirement	Per Batch	3	A project report signed by HOD is required (OR) Photograph of hardware along with bonafide certificate need to be submitted in case of hardware projects. (OR) Student participation/prizes in national level contest is required (Limited to 12 points)
1.5	Involvement in the Student related activities as Tutor/Mentor/Guide			
1.5.1	No. of Students All Cleared	100%	5	Only Mentor may claim
		90%	4	
		80%	3	
1.5.2	No. of Students cleared more than 3 arrears in a semester	80%	3	
		70%	2	
		60%	1	
1.5.3	Student published articles/patents/product development	per publication	2	
1.5.4	Students cleared the Competitive examination/Higher Studies in abroad	Per Student	2	

1.5.5	Students involved Startups/Entrepreneurship	Per Student	2	Either Mentor or Guide may claim. (If the group of students from different mentor or guide, the points will be divided based on student count) The maximum points in any one of this category is limited to 10
1.5.6	Students winning Awards from other institute/industry	Per Award	2	
1.5.7	Wining Prizes in National/International Competitions (First 3 Position)	Per Prize/Group	1	
1.5.8	Internship / In-plant Training undergone other than curriculum (Min 7 days)	Per student	1	
1.5.9	Online Certification Course (Other than required in curriculum)	Per Certificate	1	
2. Self Development [Max. 20 Points]				
2.1	Faculty Attendance (%) (Including Official On-Duty)	> 96	5	As per condition (Direct)
		90-95.9	3	
2.2	Guest Lecture Delivered in Other Institution/Society	Per day	2	Institution → NIRF ranked / NAAC (A Grade) institutions/NBA Accredited departments Society → like IEEE, IE(I), ASME, IETE, ICI or any specific society related to the concern department
2.3	Guest Lecture Delivered in Industry	Per day	3	Fortune 500 companies
2.4	Online Certification by Faculty (NPTEL / Others)	Per Week	0.75/0.5	As per condition (Direct), Certificate should be produced at the time of evaluation. If the no. of weeks are not mentioned in the certificate, the faculty need to submit the proof. Else, maximum of 0.25 point will be given based on the reputation. Limit to 15 points
2.5	Patent (if the applicant is faculty/Student)			
2.5.1	Patent Filed	Per Patent	1	First two names of ACT applicants will claim the point per patent. A patent can be claimed only once.
2.5.2	Patent Published	Per Patent	2	
2.5.3	Patent Granted	Per Patent	5	
2.6	Placement Arranged	Per Company	5	Should be approved by the Placement Officer/ACT with suitable records
2.7	Outreach Events organized	Per Event	1	Photograph (or) Documents signed by HOD are required
2.8	MOU agreement	Per Company	3	As per condition (Direct) / Top 100 NIRF Institutions or events sponsored by Regulating Authority
2.9	Centre for Excellence established	Per Company	10	
2.10	Events Participation (Offline)	Per Day	0.50	
2.11	Awards /Additional Qualification/Recognition received from Government Agencies/Reputed Companies/Institutes	Per Award	5	Fortune 500 companies (From other society may claim 1 point)
2.11.1	Recogntion received from Anna University and other deemed universities	Per Recognition	5	Question paper setting / Question paper scruitiny - Anna Univ.
			2	Question paper setting / Question paper scruitiny - Deemed Univ.
2.11.2	Awards / Recognition provided by Agni College of Technology	Per Award	2	Awards obtained in teachers day / annual day or any special occasions will be considered (other than 100 % results)
2.12	Online courses offered by Faculty	Per course	2	Minimum 500 followers/participants needed. (MOOC/Youtube/etc.,)

2.13	Qualified in GATE/SLET/NET	Per Exam	5	Valid GATE score / NET / SLET certificate to be produced. Qualification on the assessment year only will be considered.
3. Research [Max. 50 Points]				
3.1	Journal Publication			
3.1.1	SCI, SCI(E)	First/Corres. Author	10	If a category have more than one author, then the points will be divided equally. The First author and Correcsponding author will get 10 points individually. For Scopus indexed journals, the journals should be available in the Scopus database at the time of evaluation. Accepted articles may not be counted for evaluation.
		Co-author	5	
3.1.2	ESCI / Scopus	First Author	6	
		Co-author	3	
3.2	Book (100% Points) / Book Chapter (50% Points)			
3.2.1	Reputed International Publisher (Ex. Springer, Wiley, etc.,)	First Author	10	All the authors may claim the points equally based on the position
		Co-author	5	
3.2.2	Reputed National Publisher (Ex. TATA Mcgraw, Pearson, etc.,)	First Author	6	
		Co-author	3	
3.2.3	Other Books having ISBN number	First Author	2	
		Co-author	1	
3.3	Conference Publication: Indexed by Scopus/WoS	First Author	5	Conference Proceedings like IEEE, Lecture Notes and its series, Procedia, ACM, AIP, etc., will be claimed as conference publications only
		Co-author	3	
3.4	Ph.D., Guideship	***	10	Attained during the assessment year
3.5	Ph.D., Guidance / Pursuing	Registered	4	
		Awarded	10	
3.6	Patents Published in College Name as applicant	Filed	5	Applicant name should be Agni College of Technology alone. Faculty names can be included as inventors.First three names of ACT inventors may claim the point per patent
		Published	7	
		Granted	20	
3.7	Research Grant (For PI 100% Points, Co-PI - 50% Points)			
3.7.1	Applied	<10 lakhs	3	As per condition (Direct)
		> 10 lakhs	5	
3.7.2	Received	Amount ÷ 30K	---	As per condition (Direct). Max 10 points
3.8	Consultancy Works (For PI 100% Points, Co-PI - 50% Points)	Amount ÷ 5K	---	
3.8.1	Revenue generation through training programs etc.,	Amount ÷ 5K	---	
3.9	Doctoral Committee Member	Per Scholar	1	As per condition (Direct)
3.10	Subject Expert for Ph.D., Viva Voce	Per Scholar	5	
3.11	Editorial Board Member (WOS/Scopus)	Per Journal	5	Should be live in the assessment year
4. Contribution to the College [Max. 30 Points]				
4.1	Grant Applied (Seminar/Workshop/FDP/etc.,)	Per Application	1	Maximum 2 faculty may claim the points per application
4.2	Programme Organized (Event should be pre-approved by the management) (Co-ordinator - 100%; Co-coordinator - 50% of points may claim)			
4.2.1	International Conference (Max. 3 persons)	Per event	5	As per condition (Direct) If the event is conducted with external grant, then the points may be doubled. (In case of more than one co-ordinators, the points will be divided equally)
4.2.2	National Conference (Max. 2 persons)	Per event	3	
4.2.3	All other events (Max. 1 person)	Per event	2	
4.2.3.1	Department level events	Per Event	1	Coordinator and Co-coordinator of the event can share the points.

4.3	College level Contribution	2/Per	NIRF, R&D, PRIDE, IIPC Co-ordinator, etc., or Points awarded by Principal for special contribution
4.4	Department level Contribution - For faculty	2/1.5/1/0.5	Contribution may be classified as Daily/Weekly/Monthly/Quarterly. Classifications are to be approved by the HOD
4.4.1	Department level Contribution - For Heads of the Departments	>75 & <80 - 4 80 - 85% - 6 85 - 90% - 8 >90 % - 10	For heads the marks will be awarded based on the % of files completed in the first IQAC audit of odd and even semester. Average will be taken.
4.5	Citing ACT articles in Indexed journals	2/Citation	External Citations for the listed papers to improve the h-index of the college. Excluding Self Citation (Maximum 2 point per paper). Proof of communication and citation details are to be eenclosed.
4.5.1	Citations of the Journal Papers	1/5 Citatations	Number of citations on the assessment year for the journal papers published by the faculty members will be considered. Scopus citation index only will be considered. Excluding self citation.
4.6	Admission	5/admission	As per condition (Direct)
4.7	Feedback by Head of the Department	10	Will be awarded during final evaluation
4.8	Feedback by Principal	10	

Mentor → Fixed no. of students allotted by the HOD.

Guide → Voluntary or Allocated by HOD in relevance to Projects and Research

Note:

The assessment year is Academic year.

The journals published by faculty members should have minimum two citations (excluding self-citation) with our college affiliation.

S. No.	Criteria with Maximum Points	Target				Minimum points required for increament/Promotion			
		Engg. Branches		S&H		Engg. Branches		S&H	
		Ph.D.,	Non-Ph.D.,	Ph.D.,	Non-Ph.D.,	Ph.D.,	Non-Ph.D.,	Ph.D.,	Non-Ph.D.,
1	Academics (50)	30	40	20	30	25	35	15	25
2	Self Development (20)	15	15	10	10	10	10	5	5
3	Research (50)	40	30	35	25	35	25	30	20
4	Contribution to the college (30)	25	25	25	25	20	20	20	20
Total Points Earned (150)		110	110	90	90	90	90	70	70

IQAC Coordinator

Principal

Minumum Mandatory Points									
S. No.	Criteria with Maximum Points	Target				Minimum points required for increament/Promotion			
		Engg. Branches		S&H		Engg. Branches		S&H	
		Ph.D.,	Non-Ph.D.,	Ph.D.,	Non-Ph.D.,	Ph.D.,	Non-Ph.D.,	Ph.D.,	Non-Ph.D.,
1	Academics (50)	30	40	20	30	25	35	15	25
2	Self Development (20)	15	15	10	10	10	10	5	5
3	Research (50)	40	30	35	25	35	25	30	20
4	Contribution to the college (30)	25	25	25	25	20	20	20	20
Total Points Earned (150)		110	110	90	90	90	90	70	70