



SITAM



SATYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT

Near RTO Office, Gajularega, Vizianagaram-535003, Andhra Pradesh, India

Accredited by "NAAC", Approved by AICTE, New Delhi

(Permanently Affiliated to JNTUGV, Vizianagaram, Recognized by SBTET, Government of A.P)

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EAMCET CODE: SGVP

JNTUGV CODE: B6

SBTET CODE: 649

Criterion VI-Governance, Leadership, and Management

Qualitative Metrics

6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff.

The institution has performance based appraisal system for the assessment of teaching and non-teaching staff. The appraisal report is based on the annual performance of the employees on the basis of their academic, research and other extra- curricular activities.

Performance appraisal system for teaching staff:

The teacher, as a person and teacher as performer, is also one of the mandatory assessment for his/her performance is appraised through his/her implementation of innovative methodologies in classroom lectures, seminars, tutorials, course delivery, question paper setting and evaluation, updating of materials etc. Besides, student feedback and pass percentage of the course are also considered. The performance of the faculty is evaluated based on professional contribution to academics, contribution to short term training courses, NPTEL Courses , performing invigilation duties, contribution to College administrative bodies such as college R&D Cell, IQAC,TIC,EDC Cell, NAAC, etc. Financial support to the faculty is rendered with the motive to enhance or upgrade their knowledge through their participation in conferences, workshops, publications in International journals, Book publication, sponsored projects consultancy, research supervision, awards, honors, etc. The above performance appraisal report is filled by employee in a given prescribed proforma which includes all the related points. Filled-in form is perused by the HOD to assess the attitudinal / behavioral / professional aspects of the concerned faculty.



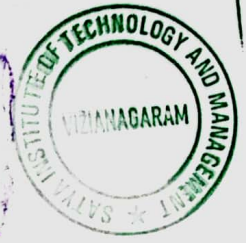
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D.V.Rama Murthy
Principal
Satya Institute of Technology and
Management (SITAM)
Gajularega, Vizianagaram

Performance appraisal system for non-teaching staff:

A few strategies are observed in appraising non-teaching staff's performance this includes technical contribution of individuals such as subject knowledge, awareness, productivity, quality, innovation willingness to learn, diligence etc. besides they also assess the behavioral aspects like group behavior, acceptability, Punctuality, etc



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D.D.V.Rama Murthy
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Gajularega, Vizianagaram

The performance appraisal forms of few Faculty members are enclosed below,

Fill only the four shaded portions of the form below. The rest will be filled by the HOD/Principal.

Format No: 002

Performance Evaluation Format for Faculty Members

Format Created on: Friday, November 30, 2018

Date of last modification: Friday, May 17, 2019


Name	Department	Job Code	ID	Load (hrs/week)
V.N. Sireesha	ECE	T01	SCVP/EECE 002	22

Score in the table below ranges from 6 (Exemplary) to 0 (Needs improvement).

Weight =1 lesser importance Weight = 10 means more importance.

Task	Score	Weight	Score* Weight	Comments
Maintain Course Files: <ul style="list-style-type: none"> ✓ Syllabus, Outcomes ✓ Lesson Plan ✓ Lecture Notes ✓ All Question papers and their solutions ✓ GATE questions unit-wise ✓ Solutions to all problems in prescribed text book ✓ FCAR for the course ✓ Result Analysis 	6	10	60	Course File Structure is Good
Talk to students one-on-one	5	4	20	Good
Devises creative methods of student engagement.	4	5	20	Need to improve
Efforts to increase the admissions.	6	6	36	Excellent
Ensures the discipline of students and conduct of class-work.	6	4	24	Excellent
Gets in contact with the parents and boosts their confidence.	4	5	20	Should improve in contact with parents
Takes initiative in organizing extracurricular activities/FDP of the department.	3	6	18	Need to be improved
Maintains punctuality.	4	10	40	Need to correct, improve
No. of NPTEL/MOOCs courses completed	6	10	60	Excellent
No. of Scholarly articles read	3	6	18	Should be improved
No. of Ph.D. Theses read	3	6	18	Need to read more theses
No. of papers published in journals	3	10	30	Need to publish at least two journals
Result percentage of last year	5	8	40	Good
Creates online exams for the next semester for continuous evaluation	6	10	60	Good
	100		464	

Dr. H.D. V.A. Naidu
 Signature of the HOD
 Vice-Principal (Admin.)
 SITAM, Vizianagaram
 VIZIANAGARAM, A.P., INDIA

Signature of the Principal


Signature of Chairman
 Dr. V. Rama Murthy
 Principal

Satya Institute of Technology and Management (SITAM)
 Gajularega, Vizianagaram

Fill only the four shaded portions of the form below. The rest will be filled by the HOD/Principal.

Format No: 002

Performance Evaluation Format for Faculty Members

Format Created on: Friday, November 30, 2018

Date of last modification: Friday, May 17, 2019

Name	Department	Job Code	ID	Load (hrs/week)
M. Prasanna	Management Courses	T01	SCUPP2018 003.	17 hrs.

Score in the table below ranges from 6 (Exemplary) to 0 (Needs improvement).

Weight = 1 lesser importance Weight = 10 means more importance.

Task	Score	Weight	Score * Weight	Comments
Maintain Course Files: <ul style="list-style-type: none"> ✓ Syllabus, Outcomes ✓ Lesson Plan ✓ Lecture Notes ✓ All Question papers and their solutions ✓ GATE questions unit-wise ✓ Solutions to all problems in prescribed text book ✓ FCAR for the course ✓ Result Analysis 	4.	10	40.	All documents are submitted.
Talk to students one-on-one	5.	4	20.	Mentor forms were provided.
Devises creative methods of student engagement.	4	5	20.	Documents were produced.
Efforts to increase the admissions.	4.	6	24.	Excellent.
Ensures the discipline of students and conduct of class work.	2	4	8.	Good.
Gets in contact with the parents and boosts their confidence.	3	5	15.	Excellent.
Takes initiative in organizing extracurricular activities/FDP of the department.	4.	6	24.	Needs to be improved.
Maintains punctuality.	6	10	60.	Excellent.
No. of NPTEL/MOOCs courses completed	4.	10	40.	Needs to be improved.
No. of Scholarly articles read	4.	6	24.	Needs to be improved.
No. of Ph.D. Theses read	4	6	24.	Needs to be improved.
No. of papers published in journals	3	10	30.	Needs to be improved.
Result percentage of last year	5	8	40.	Excellent.
Creates online exams for the next semester for continuous evaluation	4.	10	40.	Good.

100

409.

Signature of the HOD

Dr. D.V. Rama Murthy
Principal
Satya Institute of Technology and Management (SITAM)
Gajularega, Vizianagaram

Signature of Chairman

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A sample performance appraisal Non-teaching staff is enclosed below,

PERFORMANCE EVALUATION FORMAT FOR NON-TEACHING MEMBERS

NAME	S. Rama Sundari
DESIGNATION	Senior Assistant
YEAR OF ASSESSMENT	2022-23

Category	Outstanding 10	Excellent 9	Very Good 8	Good 6	Satisfactory 5	Marginal 4	Poor 2
Knowledge of Rules & Regulations		✓					
Ability to organize work and carry it out.			✓				
Ability and willingness to take up additional				✓			
Ability to learn and perform new duties.		✓					
Capacity to supervise		✓					
Maintenance of files/records			✓				
Accuracy and speed of work	✓						
Completion of work on schedule			✓				
Diligence and sense of responsibility				✓			
Punctuality					✓		
Interaction with colleagues			✓				
Integrity and Behavior		✓					
	10	36	32	12	5		

Total points: 95

Comments: She has sufficient technical knowledge (computer)

[Signature]
Signature of SPOC, IQAC

[Signature]
Signature of the vice principal (Admin)

[Signature] 2023/1/2
Signature of the principal

Dr. T.D.V.A Naidu
Vice-Principal (Admin.)
SITAM, Vizianagaram

Dr. D.V. Rama Murthy
Principal
Satya Institute of Technology and
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