



SITAM

Satya Institute of Technology And Management

NAACACCREDITED

Approved by AICTE, New Delhi and Govt. of A.P. Affiliated to JNTU K,
KAKINADA

Gajularega, Kondakarakam (P.O), Vizianagaram -
535003 Contact: 9676788811/9885758562, 08922-234775/9



Qualitative Metrics

Criterion VI-Governance, Leadership, and Management

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

Response: 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:

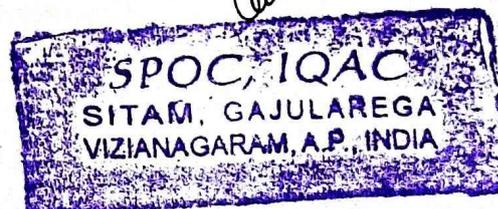
The teacher, as a person and teacher as performer, is also one of the mandatory assessment for his/her performance is appraised through his/her implementation of innovative methodologies in classroom lectures, seminars, tutorials, course delivery, question paper setting and evaluation, updating of materials 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.

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

Dr. D.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

Name	Department	Job Code	ID	Load (hrs/week)
Mr. P. Sarath	CIVIL	T01	SGVP CIV 031	18

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: ✓ 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	5	10	50	- Maintain the Course files with contemporary -
Talk to students one-on-one	6	4	24	- good -
Devises creative methods of student engagement.	5	5	25	- Favourable -
Efforts to increase the admissions.	6	6	36	- Positive -
Ensures the discipline of students and conduct of class-work.	6	4	24	- Exceptional -
Gets in contact with the parents and boosts their confidence.	5	5	25	- Nicely interacts with Passion -
Takes initiative in organizing extracurricular activities/FDP of the department.	5	6	30	- Ready to accept the initiative and organize the event -
Maintains punctuality.	5	10	50	- yes -
No. of NPTEL/MOOCs courses completed	4	10	40	- Still should take more initiative in NPTEL courses -
No. of Scholarly articles read	1	6	06	-
No. of Ph.D. Theses read	2	6	12	-
No. of papers published in journals	4	10	40	- Need to read more Papers -
Result percentage of last year	5	8	40	DDPCS = 81.9% CTEM = 67.5%
Creates online exams for the next semester for continuous evaluation	6	10	60	- Satisfactory -
		100	462	

Total percentage attained = 77%.

Signature of the HOD
 Head of the Department
 Dept of Civil Engineering
 Institute of Technology and Management
 Vizianagaram 531007

Signature of the Principal
Dr. D.V. RAMAMURTHY
 Principal
 Institute of Technology and Management
 Vizianagaram

Signature of SPOC, IQAC
SPOC, IQAC
 SITAM, GAJULAREGA
 VIZIANAGARAM, AP, INDIA

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Format No: 002

Performance Evaluation Format for Faculty Members

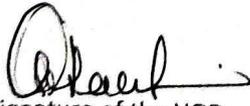
Name	Department	Job Code	ID	Load (hrs/week)
K. E. Jagadish	Mechanical	T01	SGVP MECH	21

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 	5	10	50	maintains course file in a neat manner
Talk to students one-on-one	6	4	24	
Devises creative methods of student engagement.	6	5	30	
Efforts to increase the admissions.	6	6	36	works hard
Ensures the discipline of students and conduct of class-work.	6	4	24	very disciplined
Gets in contact with the parents and boosts their confidence.	6	5	30	
Takes initiative in organizing extracurricular activities/FDP of the department.	6	6	36	
Maintains punctuality.	6	10	60	
No. of NPTEL/MOOCs courses completed	6	10	60	
No. of Scholarly articles read	2	6	12	needs improvements
No. of Ph.D. Theses read	2	6	12	needs improvement
No. of papers published in journals	2	10	20	require more no. of papers to publish.
Result percentage of last year	5	8	40	
Creates online exams for the next semester for continuous evaluation	6	10	60	
		100		

$$\frac{494}{600} = 82.33\%$$


Signature of the HOD


Signature of IQAC SPOC


Signature of the Principal
Dr. D.V. RAMAMURTHY
Principal
Satya Institute of Technology and Management
Vizianagaram

CH. VENKATA LAKSHMI
Head of the Department
Department of Mechanical Engineering
SATYA INSTITUTE OF TECHNOLOGY
AND MANAGEMENT
VIZIANAGARAM-535002.

SPOC, IQAC
SITARA GANGLARECA
VIZIANAGARAM, A.P., INDIA

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Format No: 002
Performance Evaluation Format for Faculty Members

2021 - 2022

Name	Department	Job Code	ID	Load (hrs/week)
M. Prasanna	MBA	T01	SMP MBA 003	17

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: ✓ 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	5	10	50	Very Good
Talk to students one-on-one	6	4	24	Excellent
Devises creative methods of student engagement.	6	5	30	Excellent
Efforts to increase the admissions.	5	6	30	Very Good
Ensures the discipline of students and conduct of class-work.	6	4	24	Excellent
Gets in contact with the parents and boosts their confidence.	5	5	25	Very Good
Takes initiative in organizing extracurricular activities/FDP of the department.	6	6	36	Excellent
Maintains punctuality.	5	10	50	Very Good
No. of NPTEL/MOOCs courses completed	0	10	0	Needs Improvement
No. of Scholarly articles read	2	6	12	Needs Improvement
No. of Ph.D. Theses read	2	6	12	Needs Improvement
No. of papers published in journals	6	10	60	Excellent
Result percentage of last year	6	8	48	Excellent
Creates online exams for the next semester for continuous evaluation	5	10	50	Very Good

100

451 Total Percentage
Attained = 75.1%

Vand
Signature of the HOD

Head of the Department
Department of Management Studies
Satya Institute of Technology & Management
Gajularega, Vizianagaram

Dr. D.V. Ramamurthy
Signature of the Principal

Dr. D.V. RAMAMURTHY
Principal
Satya Institute of Technology and Management
Vizianagaram

Chandrababu
Signature of SPOC, IQAC

SPOC, IQAC
SITAM, GAJULAREGA
VIZIANAGARAM, A.P., INDIA

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Format No: 002
Performance Evaluation Format for Faculty Members

2021-22

Name	Department	Job Code	ID	Load (hrs/week)
Mrs. V. N. Sireesha	ECE	T01	SgVP ECE 002	23

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 	5	10	50	Good
Talk to students one-on-one	6	4	24	Good
Devises creative methods of student engagement.	5	5	25	Good
Efforts to increase the admissions.	5	6	30	Good
Ensures the discipline of students and conduct of class-work.	6	4	24	Good
Gets in contact with the parents and boosts their confidence.	5	5	25	Good
Takes initiative in organizing extracurricular activities/FDP of the department.	5	6	30	Good
Maintains punctuality.	6	10	60	Good
No. of NPTEL/MOOCs courses completed	6	10	60	Good
No. of Scholarly articles read	3	6	18	Should improve
No. of Ph.D. Theses read	4	6	24	Should improve
No. of papers published in journals	5	10	50	Should improve
Result percentage of last year	5	8	40	Good
Creates online exams for the next semester for continuous evaluation	5	10	50	Good

100

$(510/600) \times 100$

Total percentage
attained : 85%

Signature of the HOD
Dr. T. D. V. A. NAIDU
Head of the Department
Electronics and Communication Engineering
Satya Institute of Technology and Management
Vizianagaram, A.P.

Signature of the Principal
D. D. V. RAMAMURTHY
Principal
Satya Institute of Technology and Management
Vizianagaram, A.P.

Signature of SPOC, IOAC
SPOC, IOAC
SITAM, GANJAREGA
VIZIANAGARAM, A.P., INDIA

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

2024-22

Name	Department	Job Code	ID	Load (hrs/week)
Sudheer Roshan	CSE	T01	SGUPCSE 010	24

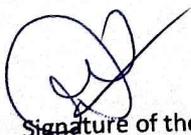
Score in the table below ranges from 6 (Exemplary) to 0 (Needs improvement).

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

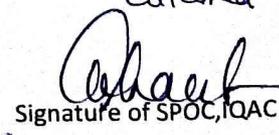
Task	Score	Weight	Score* Weight	Comments
Maintain Course Files: <ul style="list-style-type: none"> ✓ Syllabus, Outcomes ✓ Lesson Plan ✓ Lecture Notes ✓ All Question papers and their solutions ✓ GATE questions unit-wise ✓ Solutions to all problems in prescribed text book ✓ FCAR for the course ✓ Result Analysis 	5	10	50	Maintained neat record of course files upto date
Talk to students one-on-one	6	4	24	- good -
Devises creative methods of student engagement.	5	5	25	- good -
Efforts to increase the admissions.	5	6	30	- good -
Ensures the discipline of students and conduct of class-work.	6	4	24	- good -
Gets in contact with the parents and boosts their confidence.	5	5	25	Interactive
Takes initiative in organizing extracurricular activities/FDP of the department.	4	6	24	took active participation in dept
Maintains punctuality.	5	10	50	- Yes -
No. of NPTEL/MOOCs courses completed	6	10	60	need to complete more courses
No. of Scholarly articles read	2	6	12	
No. of Ph.D. Theses read	2	6	12	To read more papers
No. of papers published in journals	5	10	50	
Result percentage of last year	4	8	32	
Creates online exams for the next semester for continuous evaluation	6	10	60	
		100	478	

478/600 = 79.6%

Total percentage attained = 79.61.


Signature of the HOD


Signature of the Principal
Dr.D.V.RAMAMURTHY
Principal
Satya Institute of Technology and Management
Vizianagaram


Signature of SPOC, IOAC
SPOC, IOAC
SATYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT
VIZIANAGARAM, A.P., INDIA

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Format No: 002
Performance Evaluation Format for Faculty Members

2021-22

Name	Department	Job Code	ID	Load (hrs/week)
M. SWATHI	E.E.E	T01	Sgvpeee002	24

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 	5	10	50	Good
Talk to students one-on-one	6	4	24	Excellent
Devises creative methods of student engagement.	5	5	25	Good
Efforts to increase the admissions.	5	6	30	Good
Ensures the discipline of students and conduct of class-work.	5	4	20	Good
Gets in contact with the parents and boosts their confidence.	5	5	25	Good
Takes initiative in organizing extracurricular activities/FDP of the department.	3	6	18	Need to improve
Maintains punctuality.	6	10	60	Excellent
No. of NPTEL/MOOCs courses completed	3	10	30	Need to improve
No. of Scholarly articles read	3	6	18	Improve
No. of Ph.D. Theses read	3	6	18	Improve
No. of papers published in journals	5	10	50	Good
Result percentage of last year	6	8	48	Excellent
Creates online exams for the next semester for continuous evaluation	5	10	50	Good

100

466

Total Percentage obtained 77.6%

Signature of the HOD

Head of the Department
Dept. of Electrical & Electronics Engineering
Satya Institute of Technology & Management
Gajularega - 505002

Signature of the Principal

Dr. D. V. RAMAMURTHY
Principal
Satya Institute of Technology and Management
Vizianagaram

Signature of SPOC, IQAC

SPOC, IQAC
SITAM, GAJULAREGA
VIZIANAGARAM, A.P., INDIA

PERFORMANCE EVALUATION FORMAT FOR NON-TEACHING MEMBERS

Name	K. Hema Latha
Designation	office Assistant
Year of Assessment	2021-22

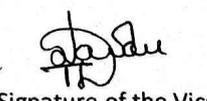
Category	Outsatnding 10	Excellent 9	VeryGood 8	Good 6	Satisfactory 5	Marginal 4	Poor 2
Knowledge of Rules & Regulations		✓					
Ability to organize work and carry it out	✓						
Ability and willingness to take up additional Load in times of exigencies		✓					
Ability to learn and perform new duties.			✓				
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	✓						

Total Points: 108

Comments: She is good at supervising. she need to improve the punctuality.


Signature of SPOC IQAC

SPOC, IQAC
SITAM, GUNLAREGA
VIZIANAGARAM, A.P., INDIA


Signature of the Vice
Principal (Admin)

Dr. T.D.V.A NAIDU
Head of the Department
Electronics and Communication Engineering
Satya Institute of Technology And Management


Signature of the Principal
Dr. D.V. RAMAMURTHY
Principal
Vizianagaram

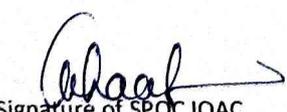
PERFORMANCE EVALUATION FORMAT FOR NON-TEACHING MEMBERS

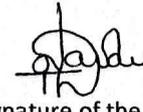
Name	M. Eswar Rao
Designation	Office Assistant
Year of Assessment	2021-22

Category	Outsatnding 10	Excellent 9	VeryGood 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 Load in times of exigencies			✓				
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	✓						

Total Points: 106

Comments: He can complete the given work with in time. He need to improve the acceracy.


 Signature of SPOC IQAC
SPOC, IQAC
 SITALI, GALI, SAREGA
 VIZIANAGARAM, INDIA


 Signature of the Vice
 Principal (Admin)
Dr.T.D.V.A NAIDU
 Head of the Department
 Electronics and Communication Engineering
 Satya Institute of Technology And Management
 Vizianagaram-535001


 Signature of the Principal
Dr.D.V.RAMAMURTHY
 Principal
 Satya Institute of Technology and Management
 Vizianagaram