



SCIENT INSTITUTE OF TECHNOLOGY

Ibrahimpattam, R.R Dist 501506

(NAAC Accredited, Approved by AICTE & Affiliated to JNTUH)

6.3.1 The institution has effective welfare measures and Performance

Appraisal System for teaching and non-teaching staff

Performance Appraisal System for Faculty: Quality teaching is indispensable for improving student outcomes and achievements. Institute has well designed performance appraisal system. It is implemented with the help of Performance Appraisal Reports (PAR) which evaluates overall performance. Performance is self assessed and duly filled in PAR by Faculty and Staff at the end of every Academic semester . PARs are then evaluated by respective HODs and Principal. PAR system inspires Faculty which boosts professional knowledge and growth. Therefore it is made mandatory for every Faculty and Staff to submit the performance appraisal every semester.

The performance appraisal system evaluates on following parameters:

Key points for Faculty Appraisal- ACADEMIC:

- Teaching Performance indicators
- Students Academic Results
- Student Feedback indicator
- Interactive class room teaching approach
- R&D including Journals/articles
- Participation in Conferences/seminars/workshops/FDPs.
- Individual Faculty Academic Responsibilities
- Co-curricular/Extracurricular duties assigned by the college
- Additional responsibilities
- Assessment of the Teacher by the HOD




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SAMPLE FACULTY APPRAISAL FORM

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ACADEMIC PERFORMANCE INDICATORS

Name : S. MD. Shafiulla
 Designation : Asst. Professor
 Department : CSE
 Date of joining : 18-08-2018
 Present Salary : 42,500

1. Teaching Performance Indicators :

S.No	Course/ Semester	Title of the Subject taught	No. of classes engaged per week	Result (Pass percentage)	API Score (Max 15)	
1.	1 st Sem	Sub 1	C++ programming	5	61.1%	10
		Sub 2	web Technologies	5	83%	15
		Lab 1	C++ programming lab	6	100%	15
		Lab 2	web Technologies lab	6	100%	15
2.	2 nd Sem	Sub 1	Java programming	5	61%	10
		Sub 2	Java programming	6	100%	15
		Lab 1	Java programming lab	6	100%	15
		Lab 2				
		Average				13.3

Minimum pass percentage is 60% 10 (API score)
 70% - 79% 13 (API score)
 80% & Above 15 (API score)

2. Students Feedback Indicator:

S.NO	Semester	Title of the Subject	Students Feedback Percentage	API Score (Max 15)
1.	1 st Sem	Sub -1	C++ programming	100%
		Sub -2	Web Technologies	90%
		Lab -1	C++ programming lab	100%
		Lab -2	Web Technologies lab	100%
2.	2 nd Sem	Sub -1	Java programming	100%
		Sub -2		
		Lab -1	Java programming lab	100%
		Lab -2		
3.	Average Feedback			15

Score based on Students feedback (minimum of 60%): 60% - 69% 8 (API score)

70% - 79% 10 (API score), 80% - 89% 12 (API score), 90% and above 15 (API score)

3. Interactive class room teaching approach (As Per NBA) API Score: Max 10

In this method, teachers are expected to use the outcome based education system, so that weak students can learn the subject in a better way.

Description of the work

→ Think-Pair-Share! - students with this approach can think individually their answers, share their answers with a partner,

→ E-learning resources

→ Training the students in such a way that they can analyse, synthesize & evaluate the subject concept

Documentary evidence is to be submitted along with this form

(8)

4. Publication of research papers in Journals:

S.NO	Title with Page No's	Journals	ISSN/ ISBN No.	Whether peer reviewed, Impact factor, if any	No. of co-authors	Whether you are the main author	API score (Max 10)
1	An efficient mechanism to secure keyword search	IJAEMA	0886-9367	Yes	2	Yes	5
2	Cloud computing - An efficient facial recognition system	International Journal of Analytics	0886-9367	Yes	2	NO	5
3	An enhanced design for restaurant billing system	IJAEMA	0886-9367	Yes	2	Yes	5
4	An enhanced methodology to predict gender for social media	IJAEMA	0886-9367	Yes	3	Yes	5

For publication of each paper in UGC approved journal-5, Scopus / SCI Indexed - 10

(5)

5. Publication of Books / Chapters in Books:

S.NO	Title with page No's	Journals	ISSN/IS BN No.	Whether peer reviewed	No. of co-authors	Whether you are the main author(Y/N)	API score (Max 10)

First author - 10/ Second author - 5

6. Participation along with presentation in Conferences / Seminars / Workshops / Symposia / Faculty Development Program etc., (outside the college)

S.NO	Title of the paper presented (if any)	Name of Conference/ Seminar)	Organization	Whether International/ National	API Sore (Max 10)
1	Devops	FDP	Sanjay Chodawat university	National	5
2	Role of machine learning & data sciences	FDP	MAIT, Hyd	National	5
3	Fundamentals of Python	FDP	PACE institute of Technology	National	5
4	Diff's in cyber crimes	FDP	Mallareddy institute of engineering & technology	National	5

a) Participation & Presentation (per presentation-5) (min 1 max 2)

b) For Participation in workshop (per participation-3) (min 1 max 2)

(5)

7. Examination duties assigned and performed

S.NO	Type of Examination duty assigned	Extent to which assigned work was carried out	API Score (Max 5)
1	Paper evaluation JNUH		5
2	External exam duty		5
3	Internal exam duty		5
4	Paper evaluation, private colleges		5
5			

(5)

Maximum of Score 5 for paper setting & paper valuation

8. Co-curricular/ Extracurricular duties assigned by the college including NAAC, NBA etc.

S.NO	Type of Activities assigned by the college	Average Hrs/Week	API Score (Max 5)
1	Department Incharge	1 week	5
2	class Incharge	1 week	5
3	Criteria Incharge	week	5

9. Additional responsibilities assigned by the Department:

S.No	Type of responsibility	College / Department level	API Score (Max 10)
1	Website coordinator	College level	10
2	Social media coordinators	College level	10
3	Governing body member	College level	10
Best of the Above			10

College level 10 and department level 5


10. Assessment of the Teacher by the HoD:

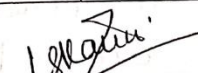
S.NO	Type of work assigned	API Score (Max 10) (Each item carries 2 marks)
A	Impression about the teaching work of the teacher	2
B	For extending the help in the organization of departmental workshops/seminars	2
C	For counseling the students	2
D	For mentoring the students	2
E	Any other departmental work assigned by HOD	2

SUMMARY OF API SCORES (Maximum 100):

100

	Criteria	Maximum API Score allotted for each category	API Score secured by the Teacher
I	Teaching, Learning and Evaluation related activities (1+2+3)	40	36.3
II	Extension of the subject/research work (4+5+6)	30	10
III	Co-curricular & extracurricular activities along with HOD assessment (7+8+9+10)	30	30
Total API Score		100	76.3


Signature of the Teacher


Signature of the HOD


Signature of the Principal

Signature of the Director

Note:

1. If a teacher gets a minimum API Score of 50, they will be in category - C
2. If a teacher gets API Score between 60-79, they will be in category - B
3. If a teacher gets API Score of 80 and above, they will be in category - A



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NON TEACHING APPRAISAL SYSTEM

Non-Teaching staff: Self appraisal of Non Teaching Staff comprises the following Components:

- **Knowledge on Work**
- **Communication**
- **Team work**
- **Leadership**
- **Responsiveness.**

On the basis of the above details, a committee under the chairmanship of the Principal will evaluate the appraisal forms of Non-Teaching and submits its recommendations to Management for final decisions.




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SAMPLE NON -TEACHING APPRAISAL FORM



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APPRAISAL FOR NON TEACHING STAFF

Name

: G. Jera Kumal

Designation

: Lab Assistant

Department Date of joining

: 14/09/2015

Present salary

: 13,600/-

S.NO	Part-I (Max Points: 50)	Max. Value Points	Obtained Value Points
1	Knowledge on Work: Consider Employee Skill Level, Knowledge and Understanding of all phase of the Job and those requiring improved skills	10	9
2	Communication: Listening to others, Expressing ideas, both orally and in writing and providing timely and relevant information	5	4
3	Team work: How well the individual gets along with fellow staff, respect the rights of other employees and shows a cooperative spirit	10	9
4	Decision making/Problem solving: Understanding problems and taking timely and practically decisions	5	4
5	Punctuality: How well the individual is punctual and dependable in meeting the departmental needs	5	5
6	Leadership: Accomplishing work assignments: Establishing challenging goals coordinating effectively, promoting innovation and team effort	5	4
7	Responsiveness: Responsiveness in completing job tasks tea timely manner and courtesy in dealing with internal staff students and external venders.	10	9
Part-II (Max value Points: 50)			
1	Monitoring cleanliness of laboratory	10	10
2	Maintenance of lab equipment	20	18
3	Updating of stock registers, posters related to experiments	20	18
Total		100	

Brief Comments:

1. Overall appraisal:

✓
Outstanding

Very Good

Good

Poor

2. Remarks:

very dedicated towards his work

HOD
Department of Humanities & Sciences
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