



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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Telephone No:9676788811, 8978812341/2

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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Vizianagaram-535002 (A.P)




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Gajularega, Vizianagaram-535003

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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A sample performance appraisal of Mrs.M.Bhargavi of Civil department is as shown 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)
Smt. Mahanti Bhargavi	CIVIL	T01	SVP/CML 002	18

Score in the table below ranges from 6 (Exemplary) to 0 (Needs improvement).
 Weight = 1 lesser importance Weight = 10 means more importance.

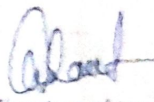
Task	Score	Weight	Score * Weight	Comments
Maintain Course Files: ✓ Syllabus, Outcomes ✓ Lesson Plan ✓ Lecture Notes ✓ All Question papers and their solutions ✓ GATE questions unit-wise ✓ Solutions to all problems in prescribed text book ✓ FCAR for the course ✓ Result Analysis		10	80	Exceptional
Talk to students one-on-one		4	24	Excellent
Devises creative methods of student engagement.		5	30	Excellent
Efforts to increase the admissions		6	30	Out standing
Ensures the discipline of students and conduct of class-work.		4	20	Very good
Gets in contact with the parents and boosts their confidence		3	25	Excellent
Takes initiative in organizing extracurricular activities/FDP of the department.		6	30	Exceptional
Maintains punctuality.		10	40	Satisfactory
No. of NPTEL/MOOCs courses completed		10	50	Acceptable
No. of Scholarly articles read		6	24	Satisfying
No. of Ph.D. Theses read		6	30	Very Good
No. of papers published in journals		10	40	Good
Result percentage of last year		8	40	Excellent
Creates online exams for the next semester for continuous evaluation		10	50	Excellent

100 483

Total Percentage Attained = 80.5%


 Signature of the HOD


 PRINCIPAL
 Signature of the Principal
 Management (SITAM)
 Gajularega, Vizianagaram


 Signature of SPOC, SGC

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 Principal
 Satya Institute of Technology And Management
 Gajularega, Vizianagaram

A sample performance appraisal of Mrs. R.Swetha of AI & DS department is as shown below,

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)
<i>Swetha Swetha</i>	<i>CSE APT</i>	<i>101</i>	<i>Swetha</i>	<i>19</i>

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	6	10	60	Exemplary
Talk to students one-on-one	5	4	20	Satisfactory
Devises creative methods of student engagement	4	5	20	needs to improve
Efforts to increase the admissions	4	6	24	Good
Ensures the discipline of students and conduct of class-work.	6	4	24	Exemplary
Gets in contact with the parents and boosts their confidence	4	5	20	Good
Takes initiative in organizing extracurricular activities/FDP of the department.	3	6	18	needs to improve
Maintains punctuality.	6	10	60	Exemplary
No. of NPTEL/MOOCs courses completed	4	10	40	Satisfactory
No. of Scholarly articles read	5	6	30	Good
No. of Ph.D. Theses read	0	6	0	needs to improve
No. of papers published in journals	3	10	30	needs to improve
Result percentage of last year	6	6	24	Exemplary
Creates online exams for the next semester for continuous evaluation	6	10	60	Exemplary
	20	100	430	71.6%

[Signature]
 Signature of the HOD

[Signature]
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 Signature of Spoc, IQAC

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[Signature]
 Principal
 Satya Institute of Technology And Management
 Gajularega, Vizianagaram-535002

A sample performance appraisal Non-teaching staff, Mr.G.V.D.Ravi Kumar is enclosed below,

PERFORMANCE EVALUATION FORMAT FOR NON-TEACHING MEMBERS

NAME	G. Ravi Kumar
DESIGNATION	Senior Assistant
YEAR OF ASSESSMENT	2023-24

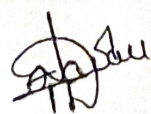
Category	Outstanding (10)	Excellent (9)	Very Good (8)	Good (6)	Satisfactory (5)	Marginal (4)	Poor (2)
Knowledge of Rules & Regulations		✓					
Ability to organize work and carry it out.	✓						
Ability and willingness to take up additional		✓					
Ability to learn and perform new duties.		✓					
Capacity 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			✓				

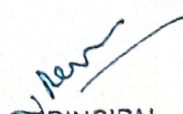
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Total points: 104 [One Hundred & Four]

Comments: He is sincere and hardworking.


Signature of SPOC, IQAC


Signature of the vice principal (Admin)


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