VIKAS COLLEGE OF ENGINEERING AND TECHNOLOGY

(Sponsored by SARASWATHI VIDYA PEETAM)
(Approved by AICTE, New Delhi & Affiliated to JNTUK, Kakinada)
Certified by ISO 9001:2015:: Accredited by NAAC with 'B+' Grade,
NUNNA-521212, Vijayawada Rural, Krishna Dt., A.P. India.
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NAAC
B+ GRADE

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

Vikas college of engineering and Technology has well-established appraisal system for both teaching and non-teaching staff. Performance Appraisal System initiated by IQAC is implemented across all departments. Faculty performance appraisal is evaluated based on his/her teaching capabilities, research activities/publications, participating in development activities of department/institution, organizing co-curricular/extracurricular activities and feedback from stakeholders. Similarly, the performance of the non-teaching staff is evaluated based on his/her professional competence in the department level activities and personal characteristics. The appraisal system motivates the staff members to excel and put forth the best of their efforts.

1. Appraisal for Teaching Faculty

Self-appraisal forms are submitted by the faculty members and are reviewed by the respective HoD and forwarded to the principal with their comments/recommendations. If the performance of the faculty is satisfactory, principal recommends incentives/increment for the concerned faculty else, they are counselled/instructed to attend FDPs to show better performance in the subsequent semester.

2. Appraisal of Non-teaching staff

Every non-teaching staff submits the self-appraisal form to HOD/Admin-officer and after reviewing it the same is forwarded to principal with their comments/remarks. If the performance is satisfactory, principal recommends for incentives/increments else they are counselled for improving their efficiency in discharging their duties.

PRINCIPAL
VIKAS COLLEGE OF ENGG. TECH.
NUNNA - 521 212
Vijayawada Rural, NTR Dist., A.P.

VIKAS COLLEGE OF ENGINEERING AND TECHNOLOGY

Nunna, Vijayawada, Krishna (Dt), Andhra Pradesh

Appraisal system for Teaching and Non Teaching staff

Vikas has Performance Appraisal System for teaching and non-teaching staff. This is an important process for both institution and faculty. Performance Appraisal System initiated by IQAC. This is done for all faculty of departments of institution to maintain standards constantly. The performance of each employee is appraised annually after completion of one year of service. The Appraisal report is based on the Annual performance of the employee on the basis of their academic, research and other extra-curricular activities. The performance of the employees is evaluated as per the established norms.

1. Appraisal for Teaching Faculty

Head of the department along with class in charge collects the feedback forms from students in the format -1, in the last working week of the semester. Based on the average feedback collected from the student, feedback of the faculty is analyzed by the HOD and concerned faculty, in the format-2.

Every faculty submits, self appraisal form to the HOD in the format-3, soon after the 2nd semester results are declared. Based on the self appraisal report of the faculty, HOD evaluates the faculty and performance appraisal report is submitted to the principal with his remarks. Parameter and weight ages for evaluating the faculty are given in the following table.

Parameters for evaluation:

Sr.No	Parameters	weightage
1.	Student feed back about class room teaching	30
2.	University exam results	30
3.	Evaluation of HOD & Principal	20+20
	Total points	100

Weightage for Parameter 1:

In each semester the student's feedback is taken for all courses on a 3 point scale .i.e Excellent-3, Good-2 and poor-1. Class in charge prepares the consolidated report based on the student feedback forms. Weight age for the student feedback is given in the following table

Sr.No	Student feedback	weightage
1.	Above 2.5	30
2.	1.5 to 2.49	15
3.	Below 1.49	5

Weight age for Parameter 2:

Based on the university results, weight age for the pass percentage of the faculty is given based on the following table

Sr.No	University exam results	weightage
		30
1.	Above 80%	20
2.	80% to 50%	

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Format-3:

FACULTY ANNUAL SELF APPRISAL REPORT
for the ACADEMIC YEAR :
(To be filled in by the Candidate)

Name : V.ANUSHA

Date of Birth :04-07-1993

Designation :Assistant professor

Highest Qualification : M. Tech(TE)

Department :CIVIL

Date of Joining in the Institution :01-06-2017

Present post held from : 01-06-2017

(Attach extra sheet wherever necessary)

I. Instructional work assigned

S.No.	Semester/ Year	Course / Lab code Title	Total No. of classes engaged	Class Strength	Result (Pass %)	Average Student feedback
1	III-I	SA	56	10	66.67	81·73
2	II-I	SM-I	54	10	66.67	79·61
3	III-II	EOCE	52	05	79.5	83·02
Average					70·94	81·45

II. Supervisory support provided:

A) M.E./M.Tech./M.S.Theses:

S.No.	Name of the Student	Date of Registration	Co-Supervisor	Current Status	Date of Submission	Details of Prizes won /Publications

B) Project work at B.Tech./MCA/MBA Level

S.No	Project Title	Organization/Industry	Batch size
1	AN EXPERIMENTAL STUDY ON PARTIAL REPLACEMENT OF FINE AGGREGATES WITH WASTE RUBBER TYRE CRUMBS	VIKAS COLLEGE OF ENGINEERING AND TECHNOLOGY	4
2	AN INVESTIGATION ON STEEL FIBER REINFORCED CONCRETE BY USING GGBS AS PARTIAL REPLACEMENT OF CEMENT	VIKAS COLLEGE OF ENGINEERING AND TECHNOLOGY	4

III. Responsibilities Undertaken
NCC/NSS/NSO/Warden/Guidance/Cultural/Sports/HOD/HOC/Dean

S.No.	Position	Period	Achievements / REMARKS

S.No.	No. of Students Counseled	Accomplishments (No backlog students, No dues students, Graduates settled etc.)	REMARKS
1	9	01- BACK LOGS, FEE DUE	

- Special achievements, if any may be described on a separate sheet

IV. Activities Organized:
(Seminars/Workshops/Conferences/Symposia/Continuing Education Programmes etc.)

S.No.	Title	Duration	Major Sponsor(s)	Level (International/National)	REMARKS

V. Research papers/Books published/Conferences/Articles/Monographs etc.

S.No.	Title	Author (s)	Journal/Conference details/Publisher	Level (International, National, Text, Reference, etc.	Mark yes, if refereed

VI. Sponsored Projects /Consultancy:

S.No.	Project Title	External Funds Received	Position	Sponsor	Date of Commencement	Duration (Yrs.)	Status (Completed/on Going)

VII. Participation: (Seminars/Workshops/Conferences/Symposia/Continuing Education Programmes/Training etc.)

S.No.	Title	Duration, Number of Days	Institution
1	INTRODUCTION OF INTERNET THINGS	JAN – APR 2024	NPTEL

VIII. Over all self appraisal
I did my best during the academic year for the betterment of the students and the institution.

Date:

Signature

VIKAS COLLEGE OF ENGINEERING AND TECHNOLOGY

Nunna, Vijayawada, Krishna (Dt), Andhra Pradesh

(To be filled by the Head of the Department/Principal)

PERFORMANCE APPRAISAL REPORT FOR THE ACADEMIC YEAR 23-24

Name of the Faculty : V. Anusha

Designation : Asst Prof

Note: weight age for each particular is 1

S.No.	Particulars	HOD	Principal
1.	Initiative: a self-starter; able to work without constant supervision	5	4
2.	Responsibility: Understands duties; accepts responsibilities readily	5	4
3.	Punctuality: arrives on time, Generally available for students during working hours	5	5
4.	Commitment: Committed to his/her work	5	5
5.	Loyalty: Supports and follows institute's policies and guidelines	5	5
6.	Development: Keeps knowledge up to date	4	4
7.	Oral communication: Speaks effectively with supervisor, colleagues and students	4	4
8.	Written communication	4	4
9.	Team work: effective in a team	5	5
10.	Leadership: gives clear directions and listens to co-workers	5	4
11.	Relationship with fellow faculty and staff	5	5
12.	Maturity and Relationship with students	5	5
13.	Involved in NCC/NSS/NSO/Warden/ Guidance/Cultural/Sports/HOD/HOC/Dean/Mentor	3	3
14.	No of B.Tech and M.Tech students Guided	4	4
15	Number of papers published	2	2
16	No. seminars/workshops/conferences/training organized	2	2

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FEEDBACK ACTION TAKEN REPORT

Department Name: Name of the Faculty:

A.Y: Semester:

S.No	Feedback Parameter	Course -1 Name of the course with overall marks SA	Course -2 Name of the course with overall marks M	Remarks
1	Teaching skills of teacher	3	2.6	
2	Teaching methods	3	2.5	
3	Teacher co-operation with students	3	3	
4	Punctuality to class	3	3	
5	Subject command	3	3.3	
6	Class control	4	3.5	
7	Completes syllabus of the course in time	3.5	3	
8	Scheduled organization of assignment and class tests	3.5	3.5	
9	Communication skills	3.5	3.5	
10	Delivery of structured lecture	3	3	
11	Conducting classroom discussions	3	3.5	
12	Helping students by providing study material	4	3	
13	Acts as a role model	3	4	

Faculty Explanation: Need more class work.

HOD Response and Action Plan:

Signature of Faculty   Anusha   HOD

17	No. seminars/workshops/conferences/training attended	3	3
18	Sponsored projects/consultancy:	2	2
19	No of book chapters published	1	1
20	Special achievements	2	2
	Total	76	73

Appraisal Score

S.No	Particulars	Points
1	Points on Average Student feed back	24.43
2	Points on Average of university results percentage(Theory course)	21.28
3	Points on HOD/Principal	29.8
	Total	75.51

Grade obtained:

I. **Brief Comments by the Head of the Department**

II. **Remarks of Principal (if any)**

Signature of the

Head of the Department/Coordinator

Signature of the

Principal