



## Faculty Performance Appraisal and Development System


### a) Introduction & Objectives:

Performance appraisal has become a general heading for a variety of activities through which institutions seek to assess employees and develop their competence, enhance performance and distribute rewards.

Avanthi Institute of Engineering and Technology (AVIH) attempts to chisel the total quality person through a relentless focus on imparting quality education. Faculty Performance Appraisal System is a vital tool adopted to measure the performance set by any Institution. It is utilized to measure individual contribution and performance against organizational goals and to identify individual strengths, opportunities and weaknesses for future improvements. The tool is used to assess whether organizational goals are achieved and also serves as basis for the institutes' future planning and development.

The appraisal process is designed to gather vital information and measurements about faculty activities and the college activities which are useful to the management in optimizing the faculty Output, working conditions, faculty morale, and inner workings of the college community as a whole. The college persistently strives towards an institutionalized quality control process through the following quality focused approach. Avanthi Institute of Engineering and Technology is performing the following tasks on a regular Basis:

1. Improvement in quality of teaching and research by regular inputs to concerned based on feedback from students.
2. Providing inputs for best practices in administration for efficient resource utilization and better services to students and staff.

  
**PRINCIPAL**  
Avanthi Institute of Engg. & Tech  
Gunthapally (V), Abdullapurmet (Mdl) R.R.Dist



# AVANTHI INSTITUTE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, Recg. By Govt. of T.S & Affiliated to JNTUH, Hyderabad)

NAAC "B++" Accredited Institute

Gunthapally (V), Abdullapurmet(M), RR Dist, Near Ramoji Film City, Hyderabad -501512.

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3. Students and staff give their feedback and suggestion on teaching and administrative performance by dropping their views in the Suggestion Box installed in every department or through email to the principal: [principal.avanthi@gmail.com](mailto:principal.avanthi@gmail.com)

## b) Evaluation elements:

Avanthi Institute of Engineering and Technology (AVIH) has developed a customized version of appraisal system as per the guidelines given by UGC approved Performance Appraisal Method. Faculty members of this institution perform a variety of tasks pertaining to diverse roles. In addition to instruction, Faculty members innovate and conduct research for their self-renewal, to keep abreast with changes in technology and develop expertise for effective implementation of curricula. They are also involved in providing services to the industry and community for understanding and contributing to the solutions of real-life problems. Another role relates to the shouldering of administrative responsibilities and co-operation with other Faculty, Heads-of- Departments and the other members of Institute. All the above elements are considered for evaluation.

## The Faculty Appraisal System includes the following elements:

- 1.1 Theory courses handled
- 1.2 Student project undertaken
- 1.3 Student training
- 1.4 Learning material
- 1.5 FDP/Workshop/Conferences/Seminars Attended
- 1.6 FDP/Workshop/Conferences/Seminars Organized
- 1.7 Professional Roles
- 1.8 Student Counseling/Mentoring

  
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2.1 journal Publications

2.2 Book Publications

2.3 Patents

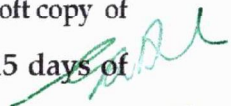
3.1 Add on Points for Leftover Leaves

### 3. PROCEDURE

Conducting the departmental evaluation is the sole responsibility of the Department Head (HOD) and will not be delegated to any other member of the department unless it is approved by the principal. However, and in alignment with the rules, the Head can seek help from the other faculty members to conduct specific tasks in the evaluation process, though it is recommended it is kept to the minimum.

**The procedure is as follows:**

1. The evaluation system is applied to all Regular Faculty members working in Avanthi Institute of Engineering and Technology. Regular faculty members are full-time individuals who hold full professional ranks and are appointed by the institute.
2. During the first week of Jun every year, each Department Head convenes a department meeting during which the Evaluation Elements cited above is informed and discussed in detail.
3. Prescribed format of Faculty Performance Appraisal (Soft copy) covering all elements cited above is sent to all the faculty members. The faculty members are informed to fill the application and submit both hard & soft copy of format for the previous academic-year to the concerned HOD within 15 days of its issue.

  
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4. The Head of the Department after verification of the application would then confirm that the submitted filled in format is in line with the discussion and format given.
5. A follow up meeting is held whenever needed (recommended at least twice during the evaluation year).
6. Faculty members are required to upload their achievements in the given format with supporting documents to the online performance appraisal system and submit the hard copy to department Head.
7. Faculty members are required to sign the summary sheet of total Score 100 for evaluation which is an indication that they have seen the scores of evaluations.
8. Any appeal on the evaluation results is submitted to the principal within two weeks of the meeting held with the Department Heads.
9. The Department Heads submits the evaluation summary sheets of faculty members to the principal by the end of every academic year.

However, the definition of accomplishment within each area as well as the rubric for achievement may change from time to time.

  
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## FACULTY APPRAISAL FORM

Name of the Faculty	
Date of Joining the Institution	
Department	
Current Designation	

## TEACHING LEARNING


### 1. UG/PG Teaching

Sl. No.	Semester	Subject	No. of Hours Planned	No. Of Hours Taken	Remarks

### 2. Innovative methods used in Teaching and learning process:

SL No.	Name of Subject with Code	Name of Innovative methods used in Teaching and learning process

### 3. Academic contribution (Lab Manuals, Learning Materials like notes, charts, videos, animations, models etc):

  
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### 4. Students' Performance

Semester	Name of the Course With Code	Section	Number of Students Appeared	Number of Students Passes	Pass Percentage

### 5. Feedback by Students

Semester	Name of the Course With Code	Section	Score (Percentage)	remarks
Average Feedback Score (%) or Grade				

## ADMINISTRATION

### 6. Coordinator work

Type	Title of the Dept/ Academics/ Club/Society/ Professional Body/ Committee
HOD	
Dean	
College Level Coordinator of Academic/Club/Society/Professional Bodies	
Faculty Advisor of Student Branch Chapter	
Dept. level Main Coordinator	

## RESEARCH WORK

### 7. FDPs/ Workshops (Minimum three days) Conducted

Sl.No	Title of FDP/ Conferences/ Workshops Conducted	Coordinator/ Co Coordinator/ Convener

Principal  
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### 8. Seminars/Guest Lecturers Conducted

Sl.No	Title of Seminars/ Guest Lecturers Conducted	Coordinator/ Co Coordinator/ Convener

### 9. Conferences/ Symposiums Conducted

Sl.No	Title of Seminars/ Guest Lecturers Conducted	Coordinator/ Co Coordinator/ Convener

### 10. FDPs/ Workshops/ Seminars Attended

Sl.No	Programme	Duration	Organized by

### 11. Research work Publication in journals/Conferences/ Symposiums

Sl.No	Title of the Paper Published/Presentation	Name of Journal with Vol, page No., Year Etc..	Name of the Event participated	ISSN/ISBN Number	Peer Reviewed/ impact factor, if any	Whether you are main author or co author

### 12. Project Proposed/ ongoing/ completed Research Projects/ Consultancies

Sl.No	Title	Agency	Status (applied/ ongoing/completed)	Period	Grant/ Amount Mobilized (Rs in Lakh)

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### 13. Invited talks/ Keynote lecturers/ speakers

Sl.No	Programme	Duration	Organized by

### 14. Research Guidance

Sl.No	Degree	Name of the Research Scholars Enrolled	Thesis Submitted	Degree Awarded

Signature of the Faculty

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