



Upload any additional information

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

S. No	Description
1	Performance Appraisal system
2	Employee provident fund
3	Maternity Leave
4	Group Accident Insurance Policy
5	Sponsorship For Faculty to attend conferences/FDPS
6	Medical Leave Avail
7	Salary Advances for Teaching and Non Teaching Staff
8	Free Transport Facility



Performance Appraisal system:

Quality teaching is imperative for improving student outcomes and achievements. The organization has well designed performance appraisal system. It is executed with the help of self Appraisal Reports which gives quantitative assessment of the faculty members. The Performance itself assessed by duly filling self appraisal report in with proofs of performance by Faculty and Staff at the end of academic year is submitted. The applications are then evaluated by respective Programme Coordinators and Principal. The system inspires faculty which boosts professional knowledge and growth.

The institute follows performance appraisal system suggested by AICTE. The performance is classified into three major categories.

1. Teaching Learning and Evaluation
2. Co Curricular and Professional Development activities
3. Research Practice and academic contributions

At the end of each academic year, the data pertaining to the above categories are collected from each faculty member in the format suggested by AICTE. Based on the data collected, API scores are calculated for each of the three categories. The Principal in consultation with senior Professors fix certain minimum API scores to be achieved by the faculty members in the three categories. These scores are used for the award of career advancements to faculty members and for promotion to next higher position. Further, at the end of each semester, feedback forms are issued to the students for each of the courses attended by them. The feedback forms in the form of questionnaire collect information about the teacher and different aspects pertaining to the teaching process. A team consisting of the Head of the Department and Senior Professor in the Department goes through the feedback forms collected from the students and suggest suitable measures to improve the teaching-learning process.

There are two types of Performance based evaluation. The first is called “PBAS [performance based appraisal system]” and the second is called “annual secret-report”. The PBAS provides a feedback of the faculty member. It helps them in understanding the changing needs of students. All teaching faculty member fill the prescribed format of PBAS for self-appraisal. This system encourages them to make excellent performance in teaching and learning.

The institution has PBAS for assessment of teaching staff. The appraisal report is based on the annual performance of the employee on the basis of their academic, research and other extracurricular activities.



This format [PBAS] is filled by the employee in a given prescribed proforma, which includes all the above set related to points and sub-points.

Another type of evaluation is called the secret-report of the employee. It is filled by all the teaching and non-teaching employees

The following factors are deeply analyzed in the appraisal system for non-teaching staff

- ✓ Experience
- ✓ Skill up gradation through Orientation Programs, Refresher Course, Short Term Courses and Faculty Development Programs
- ✓ Higher Studies
- ✓ Feedback from HOD and Principal
- ✓ Active participation in team work
- ✓ Work Discipline
- ✓ Outstanding Achievements in their studies
- ✓ Participation in Community services



Self appraisal report of Avanthi institute of engineering & technology

The institution monitors the performance of the teaching and non-teaching staff?

a. Self-appraisal

Yes	---	No	-----
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b. Student assessment of faculty performance

Yes	---	No	-----
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c. Expert assessment of faculty performance

Yes	---	No	-----
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d. Combination of one or more of the above

Yes	√	No	
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e. Any other (specify and indicate)

Yes	---	No	-----
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Annual Performance Appraisal Form Teaching staff

EMPLOYEE DETAILS:

Name of the faculty	
Department	
Designation	
Date of Joining the Institute	
Gross Salary	

GUIDELINES:

The period of evaluation shall be 1st July to 30th June of any year.

- All the information should be provided accurately and clearly. Additional information worth a mention maybe provided in separate sheets.
- The faculty must refer the Performance Appraisal Scheme document for more details, before filling the appraisal form.
- Appraisal Committee for Faculty: Evaluating Authority (EA) is the HoD and the Reviewing Authority (RA) is The Head of Institution (Principal).
- Appraisal Committee for HoD: Evaluating Authority (EA) is the Head of Institution (Principal), the Reviewing Authority (RA) is The Director (or the competent authority appointed on his behalf).
- The EA shall verify all the information, by supporting proofs before commenting on the performance.

RECORDS OF ABSENCE (TO BE FILLED BY THE ADMIN / HOD OFFICE)

Sl. No.	Type of Leave	NO. of Leaves Availed		Signature of Admin / HOD with Date
		Term - I	Term - II	
1	Casual Leave (CL)			
2	Medical Leave (ML)			
3	Duty Leave (DL)			
4	Maternity Leave (MTL) (if applicable)			
5	Leave Without Pay (LWP)			



CATEGORY – I : TEACHING, LEARNING & EVALUATION
(MINIMUM SCORE REQUIRED: 75)

Sr. No.	APIs	API Score Allotted	Self Evaluation	Evaluation by EA
1.	Lectures, Tutorials, Practicals conducted	50		
2.	Extra Teaching Duties	10		
3.	Curriculum Enrichment	10		
4.	Participatory & Innovative Teaching-Learning Methodologies	20		
5.	Examination Duties	10		
6.	Student Feedback	20		
7.	HoD's Feedback	05		
	TOTAL (I)	125		

(Note: Attach supporting documents to validate the claim)

Note: *Minimum 80 % compliance is mandatory for point 1, below which no scores may be assigned.



CATEGORY – II : CO-CURRICULAR, EXTENSION & PROFESSIONAL DEVELOPMENT(MINIMUM SCORE REQUIRED: 15)

Sr. No.	APIs	API Score Allotted	Self Evaluation	Evaluation by EA
1.	<p>Student Centric Activity</p> <ul style="list-style-type: none">• Inter-College Level Activity/ Event Convener/ Coordinator (20) Member (5)• College Level Activity/ Event Convener/ Coordinator (10) Member (2)• Certificate Course/ Add on Course with min. 50% teaching (15) with no teaching (5)• Guest Lecture for Students (2 per lecture)	20		
2.	<p>Academic and Administrative Committees & Responsibilities</p> <ul style="list-style-type: none">• College level : Incharge (10) Member (2)• Department level : Incharge (5) Member (1)	15		



Sr. No.	APIs	API Score Allotted	Self Evaluation	Evaluation by EA
3.	Professional Development Activities (attending seminars, conferences, workshops, talks, lectures, dissemination, general articles, invited lecture or talk, keynote talk, etc of duration less than 1 week) (3 each)	15		
	TOTAL (II)	50		

(Note : Attach supporting documents to validate the claim)

CATEGORY – III: RESEARCH & DEVELOPMENT

(Minimum Score Required: AP-6K (05), AP-7K (10), AP-8K (15), Assoc. Prof (20), Prof. (25))

Sr. No.	APIs	Self Evaluation	Evaluation by EA
1.	Sponsored Research Projects <ul style="list-style-type: none"> • 30 lakhs and above (30 & 20) • 05 to 30 lakhs (20 & 10) • 01 to 05 lakhs (15 & 05) • Upto 01 lakh (05 & 01) 		
2.	External Funding for Research Activities (Conf. / WS / Seminar / STTP / FDP etc) <ul style="list-style-type: none"> • 05 to 10 lakhs (Maximum 10) • 01 to 05 lakhs (Maximum 05) • 0.5 lakh to 01 lakhs (01) 		
3.	Publications <ul style="list-style-type: none"> • Journal (15 & 10) • Conf. Proceedings (full paper with ISBN No.) (10 & 5) • Conf. Proceedings (full paper without ISBN No.) (5 & 3) • Technical Articles (3) 		
4.	Invited lectures / Paper Presentation <ul style="list-style-type: none"> • International Conf. (7 per lecture / 5 per paper presented) • National Conf. (5 per lecture / 3 per paper presented) • State / University level (3 per lecture / 2 per paper presented) 		



Sr. No.	APIs	Self Evaluation	Evaluation by EA
5.	Student Publications (15 max) <ul style="list-style-type: none"> • Journal (full paper) : 5/ publication 		
6.	Books and Chapters in Books <ul style="list-style-type: none"> • International Publisher : 30 per book & 10/ chapter for single author • National Publisher : 20 per book & 05/ chapter for single author 		
7.	Patent <ul style="list-style-type: none"> • Overseas (50) Indian (25) 		
8.	Industrial Training / Online courses (Max: 15 points) <ul style="list-style-type: none"> • More than 2 weeks (10) , Up to 2 weeks (05) 		
9.	Courses/ Programs Attended (Max: 10 points) <ul style="list-style-type: none"> • International (Overseas) (20) • International (India) (10) • National/ State/ University (5) 		
10.	Courses/ Programs Organized for Faculty (Max: 10 points) <ul style="list-style-type: none"> • International (10) National / State / University (5) 		
11.	Research Guidance <ul style="list-style-type: none"> • Ph.D. (20 & 10) • M.Phil & Masters by Research (5) 		
12.	Research Evaluation and Review (Max: 10 points) <ul style="list-style-type: none"> • Ph.D. (5), M.E./M.Tech (3) Journal / Conf. (2) 		
13.	Collaborative Research <ul style="list-style-type: none"> • International (10) National (5) 		
14.	Product / Process Development (10 / 05)		
15.	Collaborations / Donations / Lab. Dev. (03 each)		
16.	Consultancy Projects: <ul style="list-style-type: none"> • Amount mobilized with a minimum of Rs.10 lakhs. (10 for every Rs.10 lakhs) 		
17.	MOU / T & P Activities (03 each)		



18.	Fellowships / Awards: <ul style="list-style-type: none"> International Award / Fellowship from academic bodies (15 per Award / 15 per Fellowship). National Award / Fellowship from academic bodies (10 per Award / 10 per Fellowship). State / University level Award from academic bodies (05 per Award). 		
	TOTAL (III)		

EVALUATION SUMMARY:

APIs	Minimum Required	Self Evaluation	Evaluation by EA
Category – I : Teaching, Learning & Evaluation	75		
Category – II : Co-Curricular, Extension & Professional Development	15		
Category – III : Research and Development			
Total			

(Note: Attach supporting documents to validate the claim)

ADDITIONAL COMMENTS (if any) by THE FACULTY

Date:

Signature of Faculty

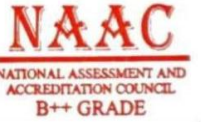


AVANTHI INSTITUTE OF ENGINEERING & TECHNOLOGY

(Approved by AICTE, Recognised by Govt. of Telangana & Affiliated to JNTU, Hyderabad)

Gunthapally (V), Abdullapurmet (M), R.R. Dist., Near Ramoji Filmcity, Hyderabad - 501 512.

97047 55516
99637 77979



ESIC
Employees' State Insurance Corporation

Insurance

User Login: 52000662570001304

Saturday, June 10,

View History

Required Fields

Employer Code *		Period*		
52000662570001304		Jun	2021	

View Cancel

TotalpContribution	TotalEmployerContribution	TotalContribution	TotalGovernmentContribution	TotalMonthlywages
750.00	3250.00	4000.00	0.00	100000.00

MC Period :2021Jun

SI No.	DIP	Insurance Number	Insured Person	No. of Days Worked	Total Monthly Wages	IP Contribution	Reason
1	-	5214140122	G. RAMESH	0	0.00	0.00	On Leave
2	-	5214140123	A. YADAGIRI	30	8000.00	60.00	-
3	-	5214140124	S.R.K. ALIGESH	0	0.00	0.00	On Leave
4	-	5214140127	A. MAHESH	0	0.00	0.00	On Leave
5	-	5214140128	CH. SRINIVAS	0	0.00	0.00	On Leave
6	-	5214140129	B. LINGASWAMY	0	0.00	0.00	On Leave
7	-	5214140130	E. SHANKAR	0	0.00	0.00	On Leave
8	-	5214140131	B. ANJIAH	0	0.00	0.00	On Leave
9	-	5214140133	N. KRISHNA	0	0.00	0.00	On Leave
10	-	5214140459	P. CHIRANJEEVI	0	0.00	0.00	On Leave
11	-	5214140467	Y. LAXMAN	0	0.00	0.00	On Leave
12	-	5214140471	K. MAHESH	0	0.00	0.00	On Leave
13	-	5214143311	N. VENKATESH	30	8000.00	60.00	-
14	-	5214143334	P. JANGA REDDY	30	8000.00	60.00	-
15	-	5214143351	MD. FARATH	30	8000.00	60.00	-
16	-	5214143363	P. RAMULU	30	8000.00	60.00	-
17	-	5214143378	N. RAMACHANDRA RAO	30	8000.00	60.00	-
18	-	5214143396	K. BIKSHPATHI	0	0.00	0.00	On Leave
19	-	5214147017	B. MALLESH	0	0.00	0.00	On Leave
20	-	5214147031	CH. BAL RAJ	30	8000.00	60.00	-
21	-	5214147057	MD. MANSUR	0	0.00	0.00	On Leave
22	-	5214147068	K. SHANKARAIH	30	8000.00	60.00	-
23	-	5214147091	Y. PRASHANT	30	8000.00	60.00	-
24	-	5216039535	POTHANA RAMA KRISHNA	30	8000.00	60.00	-
25	-	5217368940	GUDIPATI LINGAIAH	30	10000.00	75.00	-
26	-	5217369307	SURAM PITCHI REDDY	30	10000.00	75.00	-

Print Cancel

[Monthly Contribution](#) > View History



EMPLOYEES FESTIVAL ADVANCE FOR THE FY 2020-2021

SL NO	DATE	EMPLOYEE NAME	ACCOUNT NUMBER	IFSC CODE	AMOUNT
2	19-10-2020	G SRINIVASA RAO	918010062150931	UTIB0002738	20000.00
3	19-10-2020	S VENKATA RAMANA	068010100401753	UTIB0002738	15000.00
4	19-10-2020	SUNKARA SURENDRA	918010018190253	UTIB0002738	15000.00
5	19-10-2020	P RAMA KRISHNA	918010018186322	UTIB0002738	15000.00
6	19-10-2020	N RAMA CHANDRA RAO	917010085983472	UTIB0002738	15000.00
7	19-10-2020	Y.SANTHOSH	918010018189745	UTIB0002738	15000.00
8	19-10-2020	N UPENDERA CHARY	918010018188603	UTIB0002738	15000.00
9	19-10-2020	P BALA KRISHNA	918010018187079	UTIB0002738	15000.00
10	19-10-2020	T VEERA MOHAN RAO	919010082280116	UTIB0002738	15000.00
11	19-10-2020	G YESU MANI	918010100326900	UTIB0002738	15000.00
12	19-10-2020	M NAGESHWARA RAO	918010018186173	UTIB0002738	15000.00
13	19-10-2020	S.SAGAR	917010085983579	UTIB0002738	15000.00
14	19-10-2020	U JYOTHI	919010082280938	UTIB0002738	15000.00
15	19-10-2020	P.CHIRANJEEVI	918010018192929	UTIB0002738	15000.00
16	19-10-2020	D SWETHA	919010058817818	UTIB0002738	15000.00
17	19-10-2020	N VENKATESH	918010018188535	UTIB0002738	15000.00
18	19-10-2020	N KRISHNA	918010018188726	UTIB0002738	15000.00
19	19-10-2020	VAKITI RAJESWAR	918010018192741	UTIB0002738	10000.00
20	19-10-2020	A YADAGIRI	918010022309335	UTIB0002738	10000.00
21	19-10-2020	CH.BALARAJU	918010022309348	UTIB0002738	10000.00
22	19-10-2020	P JANGA REDDY	918010022309319	UTIB0002738	10000.00
23	19-10-2020	P SHIVA SANKAR	919010082280763	UTIB0002738	10000.00
24	19-10-2020	P K DAS	919010058819746	UTIB0002738	10000.00
25	19-10-2020	J.RAJENDER	918010018186319	UTIB0002738	10000.00
26	19-10-2020	S VENKATESHWAR RAO	918010028379394	UTIB0002738	10000.00
27	19-10-2020	NALLAMUDI VIJAYA KUMARI	918010018186296	UTIB0002738	10000.00
28	19-10-2020	A.LAXMAN	918010018188467	UTIB0002738	10000.00
29	19-10-2020	G RAMESH	918010018188412	UTIB0002738	10000.00
30	19-10-2020	A MAHESH	918010018187613	UTIB0002738	10000.00
31	19-10-2020	SRK ALIGESH	918010022309555	UTIB0002738	10000.00
32	19-10-2020	P.RAMU	919010058817834	UTIB0002738	10000.00
33	19-10-2020	A PRASURAMULLU	918010065896586	UTIB0002738	10000.00
34	19-10-2020	N VINOD	918010018187626	UTIB0002738	10000.00
35	19-10-2020	G LINGAIAH	31907050076	SBIN0006317	20000.00
36	19-10-2020	DR S KISHORE REDDY	918010032164287	UTIB0002738	20000.00
37	19-10-2020	PODILI PADMAVATHI	919010082280530	UTIB0002738	20000.00
38	19-10-2020	M VINAY KUMAR	919010035272661	UTIB0002738	20000.00
39	19-10-2020	SILIVERI RAJENDER	918010018186348	UTIB0002738	20000.00
40	19-10-2020	K NAGA PRASAD	919010035272344	UTIB0002738	20000.00
41	19-10-2020	EARATI PRASANNA	917010077551160	UTIB0002738	20000.00
42	19-10-2020	M SATIESH KUMAR	917010077551364	UTIB0002738	20000.00
43	19-10-2020	SEELAM SRIKANTH REDDY	918010018188878	UTIB0002738	20000.00



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97047 55516
99637 77979

NAAC
NATIONAL ASSESSMENT AND
ACCREDITATION COUNCIL
B++ GRADE

44	19-10-2020	RAMESH BABU YELURI	918010018190020	UTIB0002738	20000.00
45	19-10-2020	A SHANKAR	918010018189790	UTIB0002738	20000.00
46	19-10-2020	RAMANA REDDY NARU	918010018188836	UTIB0002738	20000.00
47	19-10-2020	R SRILATHA	918010018186225	UTIB0002738	15000.00
48	19-10-2020	J S V GOPALA SHRMA	918010018192903	UTIB0002738	20000.00
49	19-10-2020	M VENKATESHWARALURU	918010018192712	UTIB0002738	20000.00
50	19-10-2020	RV PRAHALAD	918010065897440	UTIB0002738	20000.00
51	19-10-2020	M RAGANI	918010018186746	UTIB0002738	20000.00
52	19-10-2020	KOMATI CHANDRA SEKHAR	917010077551254	UTIB0002738	20000.00
53	19-10-2020	THALLAPALLI KRANTI KUMAR	918010018190114	UTIB0002738	20000.00
54	19-10-2020	KAMATI SRINIVAS	918010018186209	UTIB0002738	20000.00
55	19-10-2020	LAVUDYA SHIVA SHANKAR	917010085983689	UTIB0002738	20000.00
56	19-10-2020	THOUDOJU SRAVAN KUMAR	917010085983663	UTIB0002738	20000.00
57	19-10-2020	YADDEPALLY NAGASWATHI	919010035273059	UTIB0002738	20000.00
58	19-10-2020	B NAYEEMA	917010077551209	UTIB0002738	20000.00
59	19-10-2020	KURNAPALLY ANURADHA	918010028389265	UTIB0002738	20000.00
60	19-10-2020	Shaik Shiker Basha	918010065897437	UTIB0002738	20000.00
61	19-10-2020	KOPPULA SHIRESHA	917010077551128	UTIB0002738	20000.00
62	19-10-2020	KRISHNARAO PATWARI	917010085983702	UTIB0002738	20000.00
63	19-10-2020	ALLA SRAVANI	917010085983650	UTIB0002738	20000.00
64	19-10-2020	G SUBHASHINI	918010065896036	UTIB0002738	20000.00
65	19-10-2020	MALOTHU SHANKAR	917010077551348	UTIB0002738	20000.00
66	19-10-2020	BAMANDLAPALLI SWATHI	917010077550976	UTIB0002738	20000.00
67	19-10-2020	V VAMSHI KRISHNA	918010018190839	UTIB0002738	20000.00
68	19-10-2020	POOJITHA	919010087447660	UTIB0002738	20000.00
69	19-10-2020	K SATAYANARAYA CHARY	918010018190279	UTIB0002738	20000.00
70	19-10-2020	ASHRAF HUSSAIN	918010018189839	UTIB0002738	20000.00
71	19-10-2020	K SESHAGRI RAO	919010058817805	UTIB0002738	20000.00
72	19-10-2020	SREELATHA DANDANAYAKULA	918010018187082	UTIB0002738	20000.00
73	19-10-2020	PATHI SHYLAJA	918010046954117	UTIB0002738	20000.00
74	19-10-2020	M NAGESHWARA RAO	918010018186173	UTIB0002738	20000.00
75	19-10-2020	G SRINIVAS	50100246013949	HDFC0004338	20000.00
76	19-10-2020	CH VINODH KUMAR	260610100028605	ANDB0002606	20000.00
77	19-10-2020	D RAVI PRAKASH	32682200001690	SYNB0003268	20000.00