



**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 1<sup>st</sup> July to 30<sup>th</sup> 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		
	<b>TOTAL (I)</b>	<b>125</b>		

(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"><li>• Inter-College Level Activity/ Event Convener/ Coordinator (20) Member (5)</li><li>• College Level Activity/ Event Convener/ Coordinator (10) Member (2)</li><li>• Certificate Course/ Add on Course with min. 50% teaching (15) with no teaching (5)</li><li>• Guest Lecture for Students (2 per lecture)</li></ul>	20		
2.	<p>Academic and Administrative Committees &amp; Responsibilities</p> <ul style="list-style-type: none"><li>• College level : Incharge (10) Member (2)</li><li>• Department level : Incharge (5) Member (1)</li></ul>	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		
	<b>TOTAL (II)</b>	<b>50</b>		

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





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



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

**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			
<b>Total</b>			

(Note: Attach supporting documents to validate the claim)

ADDITIONAL COMMENTS (if any) by THE FACULTY

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Date:

Signature of Faculty



97047 55516  
99637 77979

# AVANTHI INSTITUTE OF ENGINEERING & TECHNOLOGY

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

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