

# Cycle-1 NAAC Accrediation 2023

## **Criteria 6 - Governance, Leadership and Management**

## **6.3 Faculty Empowerment Strategies**

6.3.1 The institution has effective welfare measures and Performance Appraisal System for teaching and non-teaching staff



## **National Assessment and Accreditation Council**

# Sample Faculty Appraisal form



S. P. Sampathy's Siva Sivani Educational Society (2906/97)

(Affiliated to Osmania University)

#### FACULTY PERFORMANCE APPRAISAL FORM

## (To be filled by the Faculty Concerned)

## PART A

## **GENERAL INFORMATION AND ACADEMIC BACKGROUND:**

## Academic Year -

- 1. Name of the Faculty ( in block letters )
- 2. Department:
- 3. Highest Qualification:
- 4. Total Teaching Experience in Years:
- 5. Date Of First Appointment in SSDC & Designation:
- 6. Present Designation As On Date:
- 7. No. Of Casual Leaves Taken During the Academic Year:
- 8. No. Of Duty Leave Taken During the Academic Year:
- 9. No. Of Maternity Leaves
- 10. No. Of Special Leaves during COVID and Natural Calamities (Incessant Rains)
- 11. No. Of Sick Leaves during the Academic Years

Signature of the Faculty: Signature of the HOD: Signature of the Principal:



PRINCIPAL Siva Sivani Degree College Kompally, Medichal-Melikajgiri (Dt)-500100



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## PART B

## **EVALUATION CRITERIA AND RATING**

## Section 1: Teaching Learning, Co-curricular & Professional Development Activities

Sl.No	Description Of Performance	Maximum Score	Score Of the Faculty	Score By HOD
1	Average Of student Feedback of all Theory/Lab/Practical Subjects handled in Semester	10		
2	Performance based on University Exam Result Of the Subjects Taught	30		
3	Contribution towards student centric development Programme (CRT/CSR)	30		
4	Self-Development Of The Faculty (Articles-Publications)	10		
5	General Characteristics: Punctuality: Discipline: Willingness to accept responsibility Involvement in Co-Curricular Activities: Completion Of The Assigned Task	20		
TOTAL SCORE		100		

Signature Of Faculty:

Signature Of HOD:

Signature Of Principal:



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## Section - II Research, Publications and Academic Contributions

Sl.No	Description Of Performance	Maximum Score	Score Of Faculty	Score by HOD
1	Publication of Research Papers in Reputed Journals /SCOPUS/UGC	20		
2.	Research Guidance to Students towards Academic Contribution	10		
3	TOTAL Sub Total Of B	30 100+30=130		

#### Section - III: Assessment by Head of the Department

ų,	Efficiency Shown In Performing The Given Task:	Excellent/Good/Average/Poor
2.	Willingness To Shoulder Responsibilities: Excellent/Good/Average/Poor	
3.	Loyalty To The Institution Excellent/Good/Average/Poor	
4.	Level Of Sincerity, Dependability & Cooperation:	Excellent/Good/Average/Poor
5.	Additional Remarks By the HOD	Yes/No
	Specimen Of Principal	Stamp of College

Signature Of Faculty

Signature Of HOD

Signature Of Principal



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## PART – C

Sl.No	Description	Maximum Score	Score
1	HOD's Appraisal	10	
2	Principal's Appraisal	10	
	TOTAL –	20	
	SUBTOTAL B+C	130+20=150	

140 & Above = Excellent

Good between 120-140 Average 119-80

Below 80

Remarks by HOD with Signature:

Recommendations By HOD:

Remarks By Principal:

Recommendation By Principal:

Comments by Concerned Faculty With the Signature: I Agree/Disagree with the final assessment as above.

**Principal Specimen** 

College Seal



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## DATA SHEET FOR FACULTY PERFORMANCE APPRAISAL

**Academic Year** 

Name Of The Faculty:

### Section I: Teaching, Learning, Co-Curricular and Professional Development Activities

1. Average Of Students Feedback of all Theory/Lab/Practical subjects handled in the Academic Period

SI.No	Class	Name Of The Subject Handled	Students Feedback (Scale Out Of 10)
1.			
2.			
3.			
4	CRT		

Principal

College Seal

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2. Performance Based On the University Examination Results of the Subjects Taught:

SI.No	Class	Name Of the Subject Handled	Pass Percentage (Scale Out Of 10)
1			
2			
3			
4			· · · · · · · · · · · · · · · · · · ·
5.			

Principal

College Seal

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3. Examination Invigilation duties: Internal and External

Semester	No. Of Internal/External Exam Duty	No. Of Invigilation's performed	Percentage (Scale Out of 10)
ODD			
EVEN			

Principal

#### College Seal

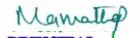
## 4. Contribution towards the development of the Department and Institution

SI.No	Programme/Committee Name	Role Asst Coordinator/ Coordinator/ Member/	Department	Points (Scale Out Of 10)
1				
2				
3		·		
4				
5			· · · · · · · · · · · · · · · · · · ·	
6		<u>.</u>	<u> </u>	
7		· · · · ·		

Principal

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## 5. Self-Development Of The Faculty:

SL.No	Name Of The Cource/ Award/Conference/FDP	Organizer/Participant	Duration	Points (Scale Of 10)
1.				
2.		· · · · · · · · · · · · · · · · · · ·		
3				
4				
5				
6		·····	······	

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## Section –II: Research, Publications and Academic Contributions Publication of Research Papers

SL.No	Title Of The Article	Name Of The Journal with ISSN and DOI	Publication Month/Year	Points (20) Scopus-10, UGC-5, Peer reviewed - 3
1				
2				
3			1	<u> </u>
4				
5				·
6				

Principal

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## Research Guides – Projects for Students - Externals (Elective and Specializations)

SL.No	Title Of The Project Topics	No. Of Students Submitted	Project Month/Year	Points Scale Of 10
1				
2				
3				
4				
5				
6				

Name of the Faculty:

Signature of the Faculty with Date:

Signature of the HOD with Date:

Signature of the Principal with Date:

College Seal:



