



# SIVA SIVANI DEGREE COLLEGE

(Affiliated to Osmania University)

UG Block Vensai Projects, Kompally, Secunderabad, Telangana - 500100.



## Cycle-1 NAAC Accreditation 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*

Submitted to



**National Assessment and Accreditation Council**

**Sample  
Faculty Appraisal  
form**



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

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## 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:



NH – 44, Kompally, Secunderabad – 500 100. Telangana, INDIA  
Mobile: - +91-9247048112. Website: [ssdc.ac.in](http://ssdc.ac.in)

*Mamatha*  
**PRINCIPAL**  
Siva Sivani Degree College  
Kompally, Medchal-Malkajgiri (Dt)-500100



**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		
<b>TOTAL SCORE</b>		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	<b>TOTAL</b> Sub Total Of B	<b>30</b> 100+30=130		

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

1. 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	
	<b>TOTAL –</b>	<b>20</b>	
	<b>SUBTOTAL B+C</b>	<b>130+20=150</b>	

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

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

Principal

College Seal

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

Sl.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

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

Principal

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**5. Self-Development Of The Faculty:**

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

Principal

College Seal

**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				
4				
5				
6				

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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:

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