

ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Permanently Affiliated to JNTUK & Accredited by NAAC

Recognized by UGC under Sections 2(f) and 12(B) of UGC Act, 1956

Aditya Nagar, ADB Road, Surampalem - 533 437.

The appraisal system of the college proved to be good among all employees in bringing the extraordinary performances, underperformers, the impact of statistics and qualifications, motivation to improve further, set a goal to achieve in future and overall growth and development of individual and college.

Here under details of self-appraisal is attached.

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Standard Operating Procedure (SOP) w.e.f AY:2022-23

1. At the beginning of every Academic year ,faculty members are assigned with task related to result, feedback, projects, publication and committees
2. At the end of every Academic year, faculty members are advised to submit self-appraisal form to the Head of the Department (HOD) concerned.
3. Self-appraisal form for
 - a) Teaching Staff contains the following:
 1. General Information
 2. Academic Qualifications
 3. Experience
 4. Subjects Average Pass Percentage
 5. Proctoring Students Average Pass percentage
 6. Student feedback (theory subjects only)
 7. Research Publications and Academic Contributions
 - a) Scopus/SCI indexed papers
 - b) National/International Journals (Non-Pain)
 - c) Reputed Conference Papers
 - d) Journals/Conference Papers
 - e) Chapters/Books
 8. Workshops, Teaching Learning Evaluation Technology programs, Faculty development programs: STTP (Short term training programs) attended.
 9. Staff Appraisal-Points Earned (for 80points)
 10. Additional responsibilities in the Department / College
 - b) Self-appraisal form for Non-Teaching Staff contains the following:
 1. General Information
 2. Academic Qualifications
 3. Workload per week
 4. Labs dealt
 5. Any qualification acquired during the year
 6. Training Courses attended.

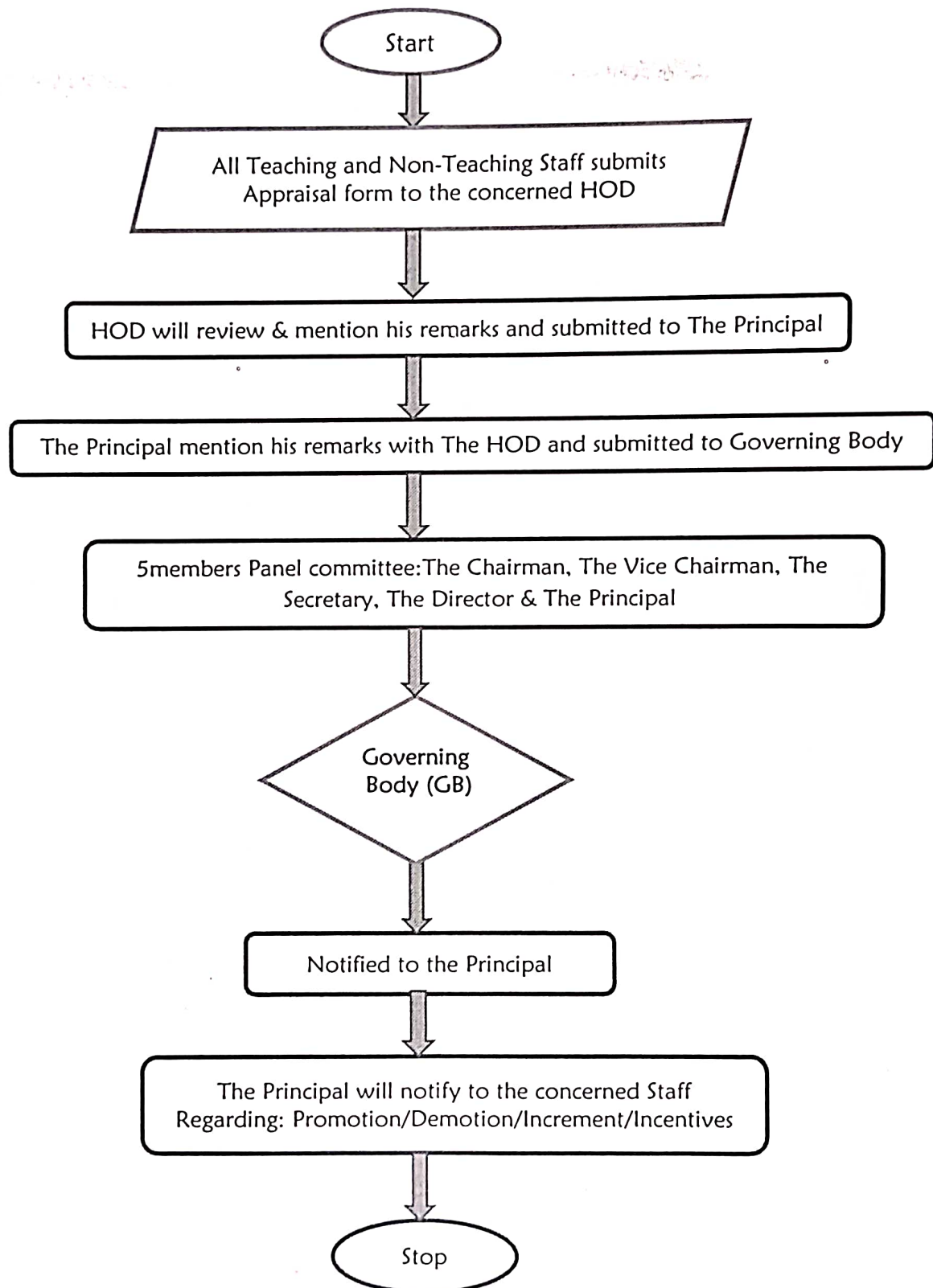
4. HOD will review the filled self-appraisal forms, submitted by the faculty members for a total of 80points further HOD will mention his remarks each on those forms and will submitted to the Principal.
5. The Principal will mention his remarks about each staff member in consultation with HOD and finally the forms will be submitted to The Governing Body (GB) or The Board of Governing (BOG).
6. A panel of 4members committee appointed by the GB consisting the following members : The Chairman, The Vice-Chairman, The Secretary, The Director and the Principal will review key Performance Indicators in consultation with the Principal and finally the decision will be taken. Decision may be Promotion/demotion/Increment/Incentives.
7. The decisions made by the GB regarding appraisals will be notified to the Principal and for onward communication.
8. All the deviations found in the Performance indicator will be as performed by the staff members will be notified to staff member concerned for improvement and better performance.
9. The faculty members with considerable progress during the Academic year will be awarded an Increment/Promotion/Incentive as applicable.


IQAC Coordinator


Dean(Academics& Administration)


Principal
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Appraisal Evaluation Flow Chart:





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FACULTY SELF ASSESSMENT FOR THE AY: 2022-23

1. General Information :

- (a) Name in full :
(in block letters)
- (b) Department :

2. Academic Qualifications :

Qualification	Year of passing	Institution
UG :		
PG :		
Ph.D :		

- (a) Additional Qualifications / Fellowships/Memberships/certificate courses :
- (b) Area of specialization, if any :
- (c) Date of Joining :
- (d) Present designation and date of Appointment to that designation :

3. Experience :

- (a) Industrial experience if any :
- (b) Teaching experience total :

Name of the college	From (Date/Month/Year)	To (Date/Month/Year)	Experience in years
Aditya			
Other Colleges			

4. Subjects Average Pass Percentage :

S. No	Subject Name	Year-Sem-Branch-Sec	No. of students appeared (A)	Passed (B)	Pass Percentage (B/A*100)	Average %	Self Assessment Marks
1							
2							
3							
4							
5							
6							
7							
8							

>= 90 - 20
>= 80 & < 90 - 15
>= 70 & < 80 - 10
>= 60 & < 70 - 5
< 60 - 0

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5. Proctoring Students Average pass percentage :

S. No	No. of students allotted for proctoring	Year-Sem-Branch-Sec	No. of students eligible for end exams (A)	No. of students passed (B)	Pass percentage (B/A)*100	Average %	Self Assessment Marks
1							
2						>=70 - 20 >=65 & <70 - 15 >=60 & <65 - 10 >=55 & <60 - 5 <55 - 0	
3							
4							

6. Student feedback : (Theory subjects only)

S. No	Year-Sem-Branch-Sec	Subject Name	No. of students	Percentage	Average %	Self Assessment Marks
1						
2						
3						
4						
5					>=90 - 20 >=85 & <90 - 15 >=80 & <85 - 10 >=75 & <80 - 5 <75 - 0	
6						
7						
8						

7. Research Publications and Academic Contributions :

S. No	Type of Research Papers	No. of Papers	Maximum Self Assessment Marks	Obtained Self Assessment Marks (Maximum Marks 20)
1	1 Scopus/SCI indexed papers/Chapters/Book		20	
2	1 National/International Journals(Non Paid)		15	
3	1 Reputed conference Papers		10	
4	1 Journal/Conference Papers		5	
5	No Journal / Conference Papers		0	

a) Scopus/SCI Indexed papers :

S. No	Journal details and title with Page No's	ISSN/ ISBN No./ SCOPUS No.	Whether peer reviewed impact Factor, if any	Specify Author 1/ Author 2 / Author 3
1				
2				

b) National /International Journals(Non Paid) :

S. No	Journal details and title with Page No's	ISSN/ ISBN No./ SCOPUS No.	Whether peer reviewed impact Factor, if any	Specify Author 1/ Author 2 / Author 3
1				
2				

c) Reputed Conference Papers :

S. No	Title with Page No's	International / National Conference	Details of Conference	Specify Author 1/ Author 2 / Author 3
1				
2				

d) Journal / Conference Papers :

S. No	Title with Page No's	International / National Journals Conference	Details of Journal / Conference	Specify Author 1/ Author 2 / Author 3
1				
2				

e) Chapters / Books :

S. No	Title with Page No's	Publisher	ISSN/ ISBN No.	Specify Author 1/ Author 2 / Author 3
1				
2				

8. Workshops, Teaching-Learning-Evaluation Technology Programs, Faculty Development Programs : STTP (Short term training programs) attended

S. No	Program	Duration	Date & Place	Organized by
1				
2				
3				
4				

9. Staff Appraisal – Points Earned :

Subjects Average Pass %	Proctoring Students Average pass %	Students feedback %	Research Publications and Academic Contributions	Total out of 80

10. Additional responsibilities in the Department / College :

S. No	Responsibility	Assigned by	Duration
1			
2			
3			
4			

Date:

Signature of Faculty

Remarks of the HOD:

Signature

Remarks of the Principal:

Signature **PRINCIPAL**
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Department :

ANNUAL LAB TECHNICIAN APPRAISAL FOR THE ACADEMIC YEAR: 2022-23

Date:

1. Name :
2. Date of Birth & Age :
3. Designation :
4. Date of Joining the Institution :
5. Academic Qualifications :
6. Work load per week :
7. Labs dealt :
8. Acquired any additional qualification during this year :
9. Training Courses attended : Academic / Industry

Signature of the Lab Technician

Remarks of the Lab In-charge/HOD

S.No	Skills	Below Average	Average	Good	Very Good
1	Way of Explanation				
2	Punctuality				
3	Co-operation/ support to students				
4	Co-operation/ support to Lab In-charge				
5	Departmental Activity				
6	Lab Maintenance				
7	Lab upkeeping interest				
8	Overall Performance				

Remarks:

Lab In-charge

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Signature of the HOD
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