

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

The Government Suryadatta has a systematic performance appraisal system for its teaching and non-teaching staff.

**Teaching Staff:** Academic Performance Indicator (API): The faculty members are asked to fill the Academic Performance Indicator (API) format at the end of the academic year.

The proforma designed by the UGC are used in this regard. Teaching staff first opt their API scores are, and then the principal will finalize the scores based upon the documental evidences submitted by the teachers. Based on API scores the faculty was encouraged to take up more initiatives in their respective areas of inclination and passion. Academic Audit: Every year an academic audit is conducted by the office of the SCHMTT. For this, expert committee of the senior faculty is constituted to inspect the colleges.

This team will assess the performance of each department. An exit meeting is also held in which the staff are intimated about their shortfalls/gap if any and advised to improve further. Principal has to submit action taken report on the remarks pointed out the academic audit team to the office of the SEF.

**Student feedback:** At the end of every year students feedback is taken to assess the performance of the faculty..

**Performance Appraisal for Non teaching Staff:** The Principal directly monitors the non-teaching staff and regularly conducts meetings to take supervise the administrative and financial aspects such as fee collection, scholarship status etc. The Non-teaching staff have to keep a record of their work in prescribed format.

**FORMAT OF PERFORMANCE APPRAISAL TO BE FILLED BY STAFF MEMEBERS**

**SURYADATTA EDUCATION FOUNDATION'S  
SURYADATTA GROUP OF INSTITUTES**

PERFORMANCE APPRAISAL PROFORMA (FACULTY)

**NOTE:**

1. Faculty Appraisal is a mandatory part of the role and responsibilities of a Faculty.
2. Thoughtful self-evaluation can help improve teaching effectiveness.
3. It is a tool to display teaching effectiveness, scholarship, and responsibility towards colleagues and the Institute.
4. This evaluation is designed to help you review your performance and plan for the next academic year.
5. You have the liberty to highlight your achievements and contributions by using additional sheets if required.
6. Do not leave any column / cell blank. Mention "NIL" / "NA" as appropriate.
7. The form should be submitted in hard copy and must be signed on each page.

**Basic Data:**

Name:	
Qualifications:	
NET / SET Pass ?	
PhD Awarded?	
Are you a Recognised PhdGuide ?	
Specialization Areas:	
Appraisal Period	

**NOTE: DATA is to be submitted for AY 2019-20 & 2020-21**

**SECTION II: TEACHING – LEARNING OUTCOMES:****2.1 COURSE PLAN COMPLIANCE**

Sr.No.	Programme	Semester & Specialization	Course	Course Code	Students on Roll	No. of sessions planned	No. of sessions engaged	No. of labs/ practicals planned	No. of labs/ practicals engaged
1									
2									
3									
4									
5									
6									

**2.2 FORMATIVE ASSESSMENT PLAN & COMPLIANCE**

Sr.No.	Programme	Semester & Specialization	Course	Course Code	Total No. of CIEs planned	Total No. of CIEs completed	Number of Weak Learners Identified	Number of Advanced Learners Identified
1								
2								
3								
4								
5								
6								

**2.3 SYLLABUS & COURSE OUTCOMES PLAN COMPLIANCE**

Sr.No.	Programme	Semester & Specialization	Course	Course Code	Total No. of units in syllabus	No. of units completed	Course Outcomes Survey Conducted (YES / NO)	Course Outcomes Attainment Levels Calculated (YES / NO)
1								
2								
3								
4								
5								
6								

**2.4 INNOVATION IN TEACHING:**

Name of Innovative Practice	
Brief Details	
Impact on Student Learning Outcomes	
Concept Note & Supporting File Ready (YES / NO)	

Name of Innovative Practice	
Brief Details	
Impact on Student Learning Outcomes	
Concept Note & Supporting File Ready (YES / NO)	

Name of Innovative Practice	
Brief Details	
Impact on Student Learning Outcomes	
Concept Note & Supporting File Ready (YES / NO)	

**2.5 REMEDIAL COURSES DELIVERED:**

Sr.No.	Programme	Semester & Specialization	Name of Remedial Course	Number of Hours Delivered	Assessment Conducted (YES / NO)	Number of Students Registered	Effectiveness of Initiatives Taken
1							
2							

**2.6 BRIDGE COURSES DELIVERED:**

Sr.No.	Programme	Semester & Specialization	Name of Remedial Course	Number of Hours Delivered	Assessment Conducted (YES / NO)	Number of Students Registered	Effectiveness of Initiatives Taken
1							
2							

**2.7 VALUE ADDED MODULES DELIVERED:**

Sr.No.	Programme	Semester & Specialization	Name of Remedial Course	Number of Hours Delivered	Assessment Conducted (YES / NO)	Number of Students Registered	Effectiveness of Initiatives Taken
1							
2							

**2.8 NEW COURSES TAUGHT (FOR THE FIRST TIME)**

Sr.No.	Programme	Semester & Specialization	Course	Type (Core / Elective)	Number of Students Registered	Number of clock hours taught
1						
2						
3						
4						
5						

**2.9 TEACHING – LEARNING CONTENT DEVELOPED**

Sr.No.	Programme	Semester & Specialization	Course	Syllabus	Notes / SLM	Cases / Caselets / etc.	Digital Material	Question Bank	Videos of YouTube
1									
2									
3									
4									
5									

**2.10 E-CONTENT DEVELOPED (E-PG- PATHSHALA / SWAYAM / NPTEL/NMEICT/ANY OTHER PLATFORM)**

Sr.No.	Name of the Module	Number of Hours of the Module	Platform on which module is developed	Whether posted on Public Digital Platform	Date of launching e-content	Remarks
1						
2						
3						

**2.11 PROJECT GUIDANCE FOR STUDENTS**

Sr.No.	Programme	Semester & Specialization	Number of Students Guided	Number of Personal Visits carried out	Number of Students Guided for Inter-collegiate SIP Competition	Number of Research Papers / Cases Published by students based on SIP work
1						
2						
3						

**2.12 INTERNAL EXAMINATION WORK & DUTIES:**

Sr.No.	Programme	Semester &	Course	Course	Paper	CAP Work	SIP Viva
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Faculty Name: \_\_\_\_\_ Signature of Appraisee \_\_\_\_\_

		Specialization		Code	Setting Work		Voce Work
1							
2							
3							

**2.13 SPPU EXAMINATION WORK & DUTIES:**

Sr.No.	Programme	Semester & Specialization	Course	Course Code	Paper Setting Work	CAP	SIP Viva Voce Work
1							
2							
3							

**2.14 SPPU EXAM CONDUCTION ROLES & RESPONSIBILITIES:**

1. Are you the COLLEGE EXAMINATION OFFICER: YES/ NO
2. Number of Junior Supervisor Sessions completed
  - a) for Term I \_\_\_\_\_
  - b) for Term II \_\_\_\_\_
3. Senior Supervisor Sessions completed
  - a) For Term I \_\_\_\_\_
  - b) for Term II \_\_\_\_\_
4. Were you appointed as Senior Supervisor to other college / institute by SPPU :YES / NO
5. Were you appointed as Examination Squad member by SPPU :YES / NO

**2.15 OTHER CONTRIBUTION & OUTCOMES (IF ANY):**

**Paper setting**

\_\_\_\_\_

Paper Checking \_\_\_\_\_

\_\_\_\_\_ COE \_\_\_\_\_

\_\_\_\_\_ External \_\_\_\_\_

Examiner \_\_\_\_\_

\_\_\_\_\_

**SECTION III: RESEARCH, PUBLICATIONS & PROFESSIONAL DEVELOPMENT**

**3.1 (A) RESEARCH & PUBLICATIONS OUTPUT:**

Sr. No.	Research & Publications	Total Till the beginning of current Appraisal Period	Addition during the current Appraisal Period	Plan for next Appraisal period
1	In SCOPUS Journals			
2	In UGC CARE Journals			
3	In Surya the Energy			
4	In Conference Proceedings (with ISBN)			
5	In Other Journals			
6	Monographs Published			
7	Cases Published			
8	Working Papers Published on Institute Website			
9	Teaching Notes for Cases/Caselets on Website / YouTube			
10	Book Reviews Published			
11	Bibliographies Published			
12	Books Published (with ISBN)			
13	Chapters Published in Edited Books (with ISBN)			

**3.1 (B) RESEARCH & PUBLICATIONS OUTPUT:**

Sr. No.	Research & Publications	Total Till the beginning of current Appraisal Period	Addition during the current Appraisal Period	Plan for next Appraisal period
1	Co-authored with Students			
2	Co-authored with PhD Students			
3	Co-authored with Peers at Suryadatta			

**3.2 DOCTORAL RESEARCH (FOR THOSE PURSUING PHD) (ATTACH SUPPORTING DOCUMENTS) NA**

Sr.No.	Date of Registration	Topic	Guide	University	Status of work
1					

**3.3 RESEARCH STUDENTS SUPERVISED: (for MPhil & PhD Guides)**

No. of Students	Awarded	Registered	In Process
M.Phil.	NA		
Ph.D.			

**3.4 PARTICIPATION IN EDITORIAL COMMITTEES OF JOURNALS / INSTITUTIONAL PUBLICATIONS:**

Sr.No.	Title of publication	Publisher	Domain (Area of specialization)	Volume / Issue Number	Date of Publication
1					
2					
3					

**3.5 PROPOSALS SUBMITTED FOR RESEARCH / QIP / FDP / CONFERENCE / EQUIPMENT / OTHER GRANTS**

Sr.No.	Submitted to	Date of	Amount	Status of	Sanction	Amount



		SPPU / UGC / AICTE	Submission	Applied For	Sanction	Date	Sanctioned
	NA						

**3.6 FUNDED PROJECTS COMPLETED:**

Sr. No	Title of Project	Sanctioned by SPPU / UGC / AICTE	Sanction Date	Amount Sanctioned	Completion Date	Completion Certificate Received (YES / NO)
1	NA					
2						
3						

**3.7 FDPS / WORKSHOPS / SEMINARS / CONFERENCES ORGANIZED:**

Sr.No	Title	Duration in Days	Level: University / State / National / International	Number of Internal Participants	Number of External Participants	Revenue Generated	Report Submitted (YES / NO)
1	NA			-			
2							
3							

**3.8 INTELLECTUAL PROPERTY OUTCOMES: (Provide Supporting Documents)**

Number of Patents Published Till Date: \_\_NA\_\_

Number of Patents Applied for: \_\_\_\_NA\_\_\_\_

**3.9 OTHER CONTRIBUTION & OUTCOMES (IF ANY):**

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**SECTION IV: INDUSTRY CONNECT****4.1 INDUSTRY FACING STUDENT DEVELOPMENT INITIATIVES**

Sr. No	Programme	Semester & Specialization	Date of Event	Event / Initiative	Number of Students Benefitted
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

**4.2 TRAINING & CONSULTANCY ACTIVITIES FOR INDUSTRY**

Sr. No	Client Organization	Project Title	From Date	To Date	Revenue Generated	Number of Participants
1						
2						
3						

**4.3 MDPS ORGANISED**

Sr. No	Client Organization	MDP Title	From Date	To Date	Revenue Generated	Number of Participants
1						
2						
3						

**4.4 INDUSTRY BOARD MEMBERSHIP**

Sr. No	Name of Company	LLP / Private Ltd. / Listed / NGO	Sector	Type of Membership	Member Since	Membership Valid Till
1						
2						
3						

**4.5 MEMBERSHIP OF PROFESSIONAL BODIES:**

Sr.No.	Professional Body	Type of Membership	Membership Number	Period (From – To)	Contribution till date
1					
2					
3					

**4.6 MOUS SIGNED WITH INDUSTRY**

Sr. No	Client Organization	Purpose of MOU	From Date	To Date	Number of Activities Conducted	Number of Participants
1						
2						
3						

**4.7 INDUSTRY VISITS ORGANISED**

Sr. No	Programme	Semester & Specialization	Organization	Date of Visit	Number of Participants
1					
2					
3					
4					
5					

#### 4.8 GUEST LECTURES ORGANISED

Sr. No	Programme	Semester & Specialization	Organization	Date of Visit	Number of Participants
1					
2					
3					
4					

#### 4.9 INTERNSHIPS / LIVE PROJECTS OFFERED TO STUDENTS

Sr. No	Programme	Semester & Specialization	Name of Student	Organization	Duration of Project (In days)	Project Report Available (YES / NO)
1						
2						
3						

#### 4.10 OTHER CONTRIBUTION & OUTCOMES (IF ANY):

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### SECTION V: STUDENT DEVELOPMENT & MENTORING

#### 5.1 FORUM / CELL / CLUB ACTIVITY CONDUCTED:

Sr. No	Name of Forum / Cell / Club	Number of Students registered in the Forum / Cell / Club	Number of Activities Conducted	Number of Students Participated	Number of Alumni Involved	Number of Industry Professionals Involved	Outcomes (Certificate , Prizes, Report on Website, etc.)
1							
2							
3							

#### 5.2 STUDENTS GUIDED FOR INTER-COLLEGIATE EVENTS:

Sr. No	Programme	Semester & Specialization	Name of Student	Name of Event	Organiser of Event	Date of Event	Outcomes (Certificate, Prizes, Report on Website, etc.)
1							
2							
3							

#### 5.3 STUDENTS GUIDED FOR INTRA--COLLEGIATE EVENTS:

Sr. No	Programme	Semester & Specialization	Name of Student	Name of Event	Date of Event	Outcomes (Certificate,
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							Prizes, etc.)
1							
2							
3							

**5.4 MENTORING ACTIVITY:**

Sr. No	Programme	Semester & Specialization	Number of Mentees	Number of Mentoring Sessions	Attendance Available (YES / NO)	Individual Mentoring Sheets Available (YES / NO)	Mentoring Activity Report Available (YES / NO)
1							
2							
3							

**5.5 GUIDANCE FOR EMPLOYABILITY ENHANCEMENT AND CAREER COUNSELLING OFFERED**

Sr.No.	Name of the Initiative	Duration (in days)	Number of Participants	Benefit to Students	Report Available (YES / NO)
1					Yes
2					Yes
3					

**5.6 GUIDANCE FOR COMPETITIVE EXAMINATIONS (STATE/ NATIONAL/ INTERNATIONAL LEVEL EXAMINATIONS)**

Sr.No.	Name of the Exam	Duration (in days)	Number of Participants	Number of Students Passed	Report Available (YES / NO)
1					
2					
3					

**5.7 STUDENT / ALUMNI START-UPS MENTORED**

Sr.No.	Name of the Student	Name of the Start-up	Stage of the Start-Up	Mentoring Diary Available (YES / NO)	Report Available (YES / NO)
1					
2					
3					

**5.8 OTHER CONTRIBUTION & OUTCOMES (IF ANY):**

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**SECTION VI: ACADEMIC & INSTITUTIONAL ADMINISTRATION****6.1 COMMITTEES (Mention details of committee of which you are Member Secretary)**

Sr.No.	Name of Committee	Number of Meetings Held	Attendance Records Available (YES / NO)	Notice cum Agenda Available (YES / NO)	Minutes Available (YES / NO)	Action Taken Report Available (YES / NO)
1						
2						
3						

**6.2 NUMBER OF QUALITY INITIATIVES UNDERTAKEN DURING THE YEAR**

Sr.No.	Name of the Quality Initiative	Date	Duration (in days)	Number of Participants	Report Available (YES / NO)
1					
2					
3					

**6.3 STAFF DEVELOPMENT PROGRAMMES ORGANIZED:**

Sr.No	Title	Duration in Days	Number of Internal Participants	Feedback Available (YES / NO)	Report Available (YES / NO)
1					
2					
3					
4					

**6.4 DAYS CELEBRATED (INTERNATIONAL & NATIONAL PERSONALITIES & EVENTS OF SIGNIFICANCE):**

Sr. No	Name of the Day	Date	Number of Participants	Social Media Post Available (YES / NO)	Report Available (YES / NO)
1					
2					
3					
4					

**6.5 EXTENSION ACTIVITIES CARRIED OUT:**

Sr. No	Name of the Activity	Date(s)	Number of Participants	Social Media Post Available (YES / NO)	Report Available (YES / NO)
1				-	
2					
3					

**6.6 DETAILS OF AICTE INITIATIVES ORGANISED, EXECUTED AND DOCUMENTED**

Sr. No	Name of the	Date(s)	Number of	Social Media Post	Report
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	Initiative		Participants	Available (YES / NO)	Submitted to AICTE (YES / NO)
1				-	
2					
3					

**6.7 CONTRIBUTION TO NBA / NAAC / IQAC / NIRF / AICTE COMPLIANCES**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**6.8 ACTIVITIES FOR SISTER INSTITUTES (LIST TOP 5 MOST SIGNIFICANT RESPONSIBILITIES)**

Sr.No.	Activity	Outline Specific Responsibility	Dates	Documentary Support
1				
2				
3				
4				
5				

**6.9 OTHER CONTRIBUTION & OUTCOMES (IF ANY):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SECTION VII: PROFESSIONAL DEVELOPMENT**

**7.1 FDPS / WORKSHOPS / SEMINARS / CONFERENCES ATTENDED:**

Sr.No	Title	Duration in Days	Organized by	Level: University / State / National / International	Inhouse Knowledge Sharing Session Conducted on date:	Report Submitted (YES / NO)
1						
2						
3						

**7.2 SELF LEARNING**

Sr.No.	Particulars	Total Till the beginning of current Appraisal Period	Addition during the current Appraisal Period	Plan for next Appraisal period
1				
2				
3				
4				
5				
6				
7				

**7.3 QUALIFICATIONS UPGRADATION: (including NET / SET / PET )**

Sr.No.	Name	Examining Body	Month & Year of Passing	Remarks	Certificate Submitted to IQAC & HR (YES / NO)
1					
2					
3					

**7.4 AWARDS, RECOGNITION, FELLOWSHIPS AT FROM GOVERNMENT, RECOGNISED BODIES:**

Sr.No.	Details	Name of the award, fellowship, received from Government or recognized bodies	State, National, International Level
1			
2			
3			

**7.5 EXEMPLARY ACHIEVEMENTS:**

Sr.No.	Details
1	
2	
3	

**7.6 OTHER DEVELOPMENT & OUTCOMES (IF ANY):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_





**SECTION VIII: CONTRIBUTION TO BRAND BUILDING**

1. Social Media (pl provide detailed write up)

**Facebook & Instagram and regular updation of college activities**

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2. Admissions Reach out (pl provide detailed write up)

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Admission overall coordination \_\_\_\_\_

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3. Content Created for Admissions (pl provide detailed write up)

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**SECTION IX: CONTRIBUTION TO ALUMNI CONNECT (PL PROVIDE DETAILED WRITE UP)**

Number of Alumni Invited for

1. Guest Lectures / Seminars / Induction: \_\_\_\_\_
2. Jury / SIP Viva Voce Evaluation: \_\_\_\_\_
3. Alumni Meet: \_\_\_\_\_
4. Other Activities: \_\_\_\_\_

**SECTION X: GOALS FOR NEXT AY**

S. No.	Goals	Targets (Appraisee)	Targets Approved
1			
2			
3			
4			
5			
6			
7			

Note: Goals will additionally involve various Academic & Administration tasks

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Appraisee (Name, Signature & date)

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Appraiser (Name, Signature & date)

Remarks:

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