EMPLOYEE'S APPRAISAL POLICY

Employee's Appraisal Policy

Purpose

The purpose of appraisal is to review regularly the work, development needs and career aspirations of members of Faculty in relation to the requirements of their Department, College and the University's plans and to take appropriate steps to realize their potential. The obvious and principal purpose of performance evaluation is to guide Faculty members to improve his teaching capability in order to deliver his best. No one is perfect in this world everyone needs to improve at every stage of life. As students need guidance and advice for their error correction, similarly faculty members need more accurate and honest data for their self-improvement in weak areas. Positive improvement in teaching faculty can take place only when they will have large measures of their performance evaluated on kind of facts came out from evaluation results.

The purpose of 360^0 appraisal system adopted in the Institution is to evaluate the performance of all the staff members working for the organization and to encourage and assist them on one-on-one and on need basis.

Objectives

The faculty member appraisal policy is designed to:

1. Recognise individual contributions, analyse the gap between their performances against agreed objectives.

2. Assist faculty members in understanding the goals of their Department, College and the University and their part in helping to achieve these.

3. Provide individual faculty members with an opportunity to reflect on their personal performance, to identify strengths and weaknesses and how to improve performance to enable them to reach their potential and achieve their professional growth.

4. Help individual faculty members to identify their training and development needs to further develop their careers.

5. Fix accountability of faculty member as accountability is important in order to assure that faculty member is delivering the services as per requirements of institution.

6. Evaluate performance of faculty member for personnel decisions of probationary period confirmation, promotion, tenure decisions, for performance rewards, guidance in hiring decisions and termination decisions.

7. Increase their productivity and efficiency in order to provide students with new teaching methods, improved leaning atmosphere and more detailed research on subject outline and contents.

   1. Creating an environment for the faculty to have a self-assessment pertaining to teaching learning, research contributions, enhancing knowledge in one self, networking with professional bodies, and participation in students' related activities.
   2. Providing an environment for the faculty to work in the area of their interest.

3. Assist faculty members to have a better understanding of vision, mission of the department and the Institution.
4. Providing an environment for team work.
5. Assist the faculty member to set the goals and help them to reach the set goals.
6. Motivate faculty members to reach better heights in their career.
7. Recognizing the efforts of the faculty and rewarding them through incentives, recognitions and promotions.

Participation

The appraisal scheme will apply uniformly to all members of faculty of the ATMECE.

Frequency

For the confirmed members of staff the formal appraisal will be done once a year or twice in a year as may be decided by Head of the Institute. For members of staff on probation, the appraisal should always be twice in a year. In case of confirmed employee, appraisal shall be done before completion of each academic year. In case of employees who are on probation and also selected confirmed employee in whose case the Head of the department decide to have biannual appraisal, the appraisal shall be done immediately after completion of each semester. It is recommended that in case of newly recruited employees an initial appraisal meeting takes place within the first two months of appointment. This will provide an early opportunity to:

- review the individual's performance thus far,
- review the job description and clarify objectives and/or any concerns,
- identify any immediate and/or longer term training and development needs,
- Address any managerial or individual's concerns at an early stage.

Appraisal System

Appraisal system which considers multiple sources of data. Summary of the multiple sources and their respective rating is shown in the table below.

Source of Appraisal	Appraisal Marks	Weightage on total Appraisal
1. Students performance in final Exams / Result Analysis	100	20%
2. Students Feedback	100	20%
3. Self-Appraisal	100	20%
4. Co-Worker Appraisal	25	5%
5. Head of the Department Appraisal	75	15%
6. Head of the Institute Appraisal	50	10%
7. Management Appraisal	50	10%
Appraisal Summary	**500**	**100%**

Appraisal Training

Head of the Institution provides an awareness about the appraisal policy of the institution to all the employees of the Institution on a regular basis.

The Appraiser

Appraisal will normally be conducted by an immediate supervisor or by a senior colleague, nominated by the Head of the Institution as appropriate, who has a direct relationship with the appraisee's work. Head of the Department and Professors will normally be appraised by the Head of the Institution.

If, with good reason, an appraisee wishes to have an alternative appraiser, she/he will be able to make alternative arrangements with the consent of the Head of the Institute.

Appraisal Process

The Head of the Institute identifies appraisers and allocates appraisees. Appraisee's are notified and asked to complete the following.

- Form 1- Students performance in Exams / Result Analysis
- Form 3- Self-Appraisal
- Form 4- Co-Worker Appraisal

Appraiser shall coordinate with Head of the Department, Head of the Institute and the Management to get their appraisal of the employee in Form-5, Form-6 and Form-7 respectively. Appraiser shall also collect the student feedback summary pertaining to each employee. All the data so collected shall be tabulated in the **Appraisal Summary** sheet (Form-8).

The appraiser should arrange the appraisal meeting as soon as possible after receipt of all the data, appraisee's documentation, allowing themselves time to prepare for the meeting, taking into account the content of the self-appraisal and other relevant information, such as previous appraisal records, strategic and operational objectives within their area, support available for development, etc.

Appraisal meeting

The form and style of the meeting should allow the appraiser and the appraisee to discuss matters in a relaxed and positive manner. The location of the meeting should offer privacy without interruption. It is also important to allow sufficient time for a full review of the appraisee's performance over the previous year and for joint agreement on a plan of action for the coming year related to objectives, achievable targets and development plans.

The appraisal meeting is an ideal opportunity for the appraisee and appraiser to consider the role of the employee against his/her job description, to re-iterate key responsibilities, and to identify variance. All the discussion and the decision taken during the meeting shall be recorded in the Appraisal Summary sheet.

Confidentiality

What is said between the parties during the appraisal meeting should remain confidential between the appraiser and appraisee, unless noted as part of the appraisal outcomes on the Appraisal Summary or otherwise agreed. However, it is recognized that where the appraiser is not the HOD, the appraiser will need to provide feedback to the appraisee's HOD.

Appraisal Records

Appraisal records constitute various appraisal forms, supporting documents submitted by the appraisee and the Appraisal Summary sheet. During the Appraisal meeting, after completing the **Part-I, Part-II** and **Part-III** of the Appraisal Summary (Form-8) and duly signed by both Appraisee and Appraiser, a copy of the Appraisal Summary (Form-8) will be released to Appraisee.

Signed Appraisal Summary (Form-8) along with other records will be sent to Head of the Institute for recording his comments & recommendation in **Part-IV** based on the entire appraisal process and forwarded to Management for further action to be recorded in **Part-V** of Appraisal Summary (Form-8). Part IV and Part V of the Appraisal Summary (Form-8) shall not be made public and be used for personnel decisions of probationary period confirmation, promotion, tenure decisions, for performance rewards, guidance in hiring decisions and termination decisions.

All these records shall be maintained for a minimum period of 3 year.

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Employee Appraisal

Employee Details

Appraisal Claim Year :   2020-Sep Appraisal ▼

Details

Name:**GIRISH M**

Designation:**ASSISTANT PROFESSOR**

Important Links

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Employee Name : GIRISH M

Address : #109A, UGANEDAHUNDI (V), UDIGALA POST, CHAMARAJANAGAR-571313

Staff ID : EC01032

Email : girish.ugh@gmail.com

Back

| Appraisal Policy | Student Performance Report | Student Feedback Summary | Self-Appraisal | Co-Worker's Appraisal | Co-Worker's Appraisal Summary | Manage |

| Appraisal Summary | Upload Annexure |

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Appraisal Policy

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The purpose of appraisal is to review regularly the work, development needs and career aspirations of members of Faculty in relation to the requirements of their Departr University's plans and to take appropriate steps to realise their potential. The obvious and principal purpose of performance evaluation is to guide Faculty members to im capability in order to deliver his best. No one is perfect in this world everyone needs to improve at every stage of life. As students need guidance and advice for their erro faculty members need more accurate and honest data for their self-improvement in weak areas. Positive improvement in teaching faculty can take place only when they v measures of their performance evaluated on kind of facts came out from evaluation results.

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- address any managerial or individual's concerns at an early stage,

Subsequent appraisals will then be incorporated into the formal appraisal timetable of the College.

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Srl. No.	Source of Appraisal	Frequency	Appraisal Marks	Weightage on total A
1	Students performance in final Exams / Result Analysis	Bi Annual	100	20%
2	Students Feedback	Bi Annual	100	20%
3	Self-Appraisal	Annual	100	20%
4	Co-Worker Appraisal	Annual	25	5%
5	Head of the Department Appraisal	Annual	75	15%
6	Head of the Institute Appraisal	Annual	50	10%
7	Management Appraisal	Annual	50	10%
8	Appraisal Summary		500	100%

Appraisal Training

Head of the Institute is responsible for organising the appraisal training programmes for giving guidance and advice on the scheme of appraisal. Training is mandatory fo
Training shall cover clarification on filling the various appraisal forms and their weightage on the whole appraisal process.

The Appraiser

Appraisal will normally be conducted by an immediate supervisor or by a senior colleague, nominated by the Head of the Institution as appropriate, who has a direct relat
appraisee's work. Head of the Department and Professors will normally be appraised by the Head of the Institution.

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Employee Appraisal

Employee Details

Appraisal Claim Year :   2020-Sep Appraisal ▼

Employee Name : GIRISH M   **Staff ID :** EC01032

Address : #109A, UGANEDAHUNDI (V), UDIGALA POST, CHAMARAJANAGAR-571313   **Email :** girish.ugh@gmail.com

Back

| Appraisal Policy | Student Performance Report | Student Feedback Summary | Self-Appraisal | Co-Worker's Appraisal | Co-Worker's Appraisal Summary | Manage |

| Appraisal Summary | Upload Annexure |

Academic Year :   2019-2020 ▼

Odd Semester

Subject Code	Subject Name	Total No. Of Students	No. Of Students Passed	Pass %	Distinction		First Class		Second Class		Failed		Tough
					No.	%	No.	%	No.	%	No.	%	toughnessfactor
18EC34	DIGITAL SYSTEM DESIGN	35	31	88.57	8	22.86	8	22.86	15	42.86	4	11.43	1.1
17ES51	MANAGEMENT AND ENTREPRENEURSHIP DEVELOPMENT	45	44	97.78	25	55.56	16	35.56	3	6.67	1	2.22	1
		80	75	93.75	33	41.25	24	30	18	22.5	5	6.25	0

Even Semester

Subject Code	Subject Name	Total No. Of Students	No. Of Students Passed	Pass %	Distinction		First Class		Second Class		Failed		Tou
					No.	%	No.	%	No.	%	No.	%	Toughness Fa
													0

Criteria	Max Point	Points earned Odd Sem	Points earned Even Sem
Based on Class	100	42.25+15.5	
Based on Passes	100	97.63	
Total	200	155.38	

Details

Name:**GIRISH M**

Designation:**ASSISTANT PROFESSOR**

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Employee Appraisal

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Back

| Appraisal Policy | Student Performance Report | Student Feedback Summary | Self-Appraisal | Co-Worker's Appraisal | Co-Worker's Appraisal Summary | Manage |

| Appraisal Summary | Upload Annexure |

Academic Year : [2020-2021 ▼]

FeedBackParameterName	Average
Availability of faculty for mentoring, clarifying doubts after the class room session is completed	91.68
Discussion of Question papers	90.95
Encourages participation by letting us ask questions and doubts	91.30
Explains the practical implementation details of the subject being taught	92.29
Helping in understanding the subject better by giving reference notes, suggesting books for reference	92.58
Knowledge on the Subject being taught	92.74
Presentation and Communication Skills	93.20
Subject Preparedness for the Class	93.52
The faculty member adjusts his/her methods according to the learning needs/abilities of the students.	92.27
The faculty member uses innovative teaching methods for the benefit of students.	91.90
	92.24

Details

Name: GIRISH M

Designation: ASSISTANT PROFESSOR

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Employee Appraisal

Employee Details

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Back

| Appraisal Policy | Student Performance Report | Student Feedback Summary | Self-Appraisal | Co-Worker's Appraisal | Co-Worker's Appraisal Summary | Manage |
| Appraisal Summary | Upload Annexure |

Self Appraisal Proforma for Performance Based Appraisal System (PBAS) based on Academic Performance Indicators (API)

Qualifications including diplomas and highest degrees

Qualification	School / College	Year of Passing	Board / University	% of Marks obtained
Diploma				5th Sem: 6th Sem:
Graduation	GOVERNMENT ENGINEERING COLLEGE, CHAMARAJANAGAR	2013	VISWESWARAYA TECHNOLOGICAL UNIVERSITY	75.00
Post Graduation	VTU Regional Centre,Mysuru	2015	VISWESWARAYA TECHNOLOGICAL UNIVERSITY	78.00
PhD				

Date of joining ATMECE : 15/07/2015

Teaching Experience

Institute Name	From Date	To
Total		

Category	Nature of Activity	Max API Sc
TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES	"Lectures undertaken as percentage of those actual allocated taken as percentage of lectures allocated (100% compliance = 10 points/ Semester) Maximum API 20 points. Total number of lectures in hours allocated: (subject 1- ,subject 2- ,subject 3-........) Number of lectures in hours taken: (subject 1- ,subject 2- ,subject 3-........)"	20
	"Seminars, tutorials, practicals, contact hours undertaken as percentage of those actual allocated (100% compliance = 10 points/ Semester) Maximum API 20 points. No. of Hours of seminars, tutorials, practicals allocated: (subject 1- ,subject 2- ,subject 3-........) No. of Hours of seminars, tutorials, practicals taken: (subject 1- ,subject 2- ,subject 3-........)"	20
	"Lectures, Seminars, tutorials, practicals, contact hours in excess of AICTE norms per week (1 hour excess per week: one point). 5 points/ Semester and Maximum API 10 points. "	10
	Preparation and Imparting of knowledge / instruction as per curriculum and syllabus enrichment by providing additional resources to students. (100% compliance = 10 points). 10 points/ Semester and Maximum API 20 points.	20
	University/ Autonomous College Examination Question paper setting duties (1 Question paper = 10 points). 10 points/ Semester and Maximum API 20 points.	20
	College/University examination/Evaluation duties including Additional examination work such as invigilation, flying squad duties etc. work as allotted (100% compliance = 10 points). 10 points/ Semester and Maximum API 20 points.	20
	"Use of Innovative teaching – learning methodologies; use of ICT; Updated subject content and course improvement. a) Number of ICT Based Teaching material: (5 points/each) b) Innovative Teaching Learning Methods: (5 points/each) 10 points/ Semester and Maximum API 20 points."	20
	"Number of Remedial / Bridge Courses conducted (Each activity: 5 points). 5 points/ Semester and Maximum API 10 points."	10

Category	Nature of Activity	Max API Sc
CO-CURRICULAR, EXTENSION AND PROFESSION RELATED ACTIVITIES	"Number of Students and staff Related Socio-Cultural and Sports Programmes (intra/inter-departmental and inter-collegiate) a) Intra departmental : (1 point each) b) Inter department : (2 points each) c) Inter college : (3 points each) d) Inter university : (5 points each)"	5
	Number of Professional Ethics and campus Development Activities like Institutional infrastructure projects, Co-curricular student educational programme like Environmental Education etc. and value based programmes/ Article in Newspapers and Magazines/ programmes in the TV/Radio Channels. (Each activity 1 point each)	5
	"Contribution to Corporate life in Universities / colleges through meetings, popular lectures, subject related events and university volumes. a) Number of ICT Based Teaching materials: (5 points each) b) Number of Interactive Courses: (5 points each)"	10
	"Institutional Co-curricular activities for students as under: a) Number of Field studies/Industrial Visit : (5 points each) b) Number of Industry – internship training : (5 points each) c) Number of Technical Paper Presentation activity (National: 5 points each & International : 10 points each) d) Number of Projects (other than final year) guided : (5 points each) e) Number of Technical competitions led: (5 points each)"	20
	"Roles and Responsibility at Institute and Department level a)AICTE,MHRD & other goverment schemes, VTU, Cultural Committee, Electrical Maintainance, CERP,College Website, Placement, ISTE and NBA. (College/Institute level 10 points each and Department level 5 points each). b)NSS, Red cross AISHE, NIRF,ISO, CICC, Anti ragging, grievance and redressal, Founder`s Day,International womens` day, Induction program, Engineers day, Farewell, E-cell, NCW , Alumni, Kannada Rajyothsava, Grameena Kreede etc. (College/Institute level 5 points each and Department level 3 points each). Please refer Annexure -1"	45
	"a) Institutional Governance responsibilities like, Warden, etc. : 1 points each b) Member of syndicate : 5 points each c) Member of Academic council / Senate : 3 points each d) Member of other college / university level committees : 2 point each"	5
	"i) Membership in profession related association at state and national level (Listed in annexure 1) a) At International level: (5 points each) b) At national level: (3 points each) c) At state level: (2 points each) ii) Executive Council Member/Office bearer a) At International level: (5 points each) b) At national level: (3 points each) c) At state level: (2 points each)"	10
	"Participation in subject related FDP, conferences, seminars without paper presentation. (Points to be claimed only if dissemination of the has been done with in department) i) 2 or 3 days : (2 points each) ii) 5 days and above : (5 points each) iii) More than 2 weeks : (10 points each) Note: After attedning the FDPs Faculty have to dessiminate the knowledge that they have gained."	10
	Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, Institutional governance (Each activity: 5 points).	5
	"Membership of editorial committees of journals / institutional publications. i) Journals: (Each activity: 5 points) ii) Institutional Publication: (Each activity: 4 points) iii)Department Newsletter/Magazine: (Each activity: 3 points) "	10
	Certification of NPTEL and other online Courses: (Each activity: 20 points)	20
	Invitations for conferences/ seminars/ workshops/ symposia to deliver lectures/Reviewer of International Journal/Session Chair/ Judges of external project exhibition or competition: (Each activity: 5 points)	10

Category	Nature of Activity	Max API Sc
RESEARCH AND RELATED CONTRIBUTIONS	III (a).Research Publication (journals)."Number of articles in referred Journals with google scholar indexing (API score10/ publication)"	30
	Number of articles in referred Journals with Thomson Reuters indexing (API score 20/ publication)	40
	"Number of articles in referred Journals with Scopus indexing (API score 30/ publication)"	30
	Number of articles in referred Journals with H-Index of 20 and above (API score 40/ publication)	40
	Number of articles non impact factor National level research papers in non– referred / journals but having ISBN/ISSN numbers and the list of journals prepared by the university and hosted in its website.(API score 5/ publication)	10
	"Presentation in International Conference i) Within India: 20 Points each ii) Aboard: 30 Points each"	30
	"Number of full papers in i)International conference proceedings (API score10 each). ii) IEEE, Elsevier/Springer and etc.: (API score20 each)."	20
	III(b).Research Publications (books, chapters books, other than referred journal articles)."1.a)Number of Text or reference Books Published by International Publishers with an established peer review system b) Number of chapters in edited books (API Score 30/author; 15 / chapter in an edited book)".2."a)Number of Text or reference Books Published by International Publishers b) Number of chapters in edited books (API Score 30/sole author; 15 / chapter in an edited book)"	30
	"1.a)Number of Subjects Books by National level publishers/ISBN/ISSN numbers b) Number of chapters in edited books (API Score 15/sole author; 5 / chapter in an edited book)".2."a) Number of Subject Books by / national level publishers/State and Central Govt. Publications with ISBN/ISSN b)Number of chapters in edited books (API Score 15/sole author; 5 / chapter in an edited book)"	15
	"1.Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers & with numbers of national & international directories (API Score 5/ Chapter) .2.Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers & with numbers of national & international directories (API Score 5/ Chapter)"	5
	III (C) (i)"Sponsored Projects carried out/ ongoing/Applied.1."a)Number of Major Projects amount mobilized with grants above 30.00 lakhs (5 Points each for applying and 15 points each on Sactioned project) ".2."Number of Major Projects amount mobilized with grants above 5.0 lakhs (5 Points each for applying and 15 points each on Sactioned project) "	20
	1."b)Number of Major Projects amount mobilized with grants above 5.0 lakhs up to 30.00 lakhs (4 Points each for applying and 11 points each on Sactioned project) ".2."Number of Major Projects amount mobilized with minimum of Rs.4.00 lakhs up to Rs.5.00 lakhs (4 Points each for applying and 11 points each on Sactioned project) "	15
	1."c)Number of Minor Projects from central / state funding agencies with grants below Rs.5.00 lakhs (3 Points each for applying and 7 points each on Sactioned project) ".2."Number of Minor Projects from central / state funding agencies with grants below Rs.4.00 lakhs (3 Points each for applying and 7 points each on Sactioned project)"	10
	III (D).Research / Projects Outcome.1."Number of Patent/Technology transfer / Product/ Process a) National: Applied 20 points and for patented/transferred 30 points. b)International: Applied 30 points and for patented/transferred 70 points. "2."Number of Patent/Technology transfer / Product/ Process a) National: Applied 20 points and for patented/transferred 30 points. b)International: Applied 30 points and for patented/transferred 70 points. "	100
	III (E) .Consultancy Projects carried out / ongoing.1."a) Amount mobilized upto Rs.5.00 lakhs b) Amount mobilized above Rs. 5.00 lakh upto Rs.25 lakh c) Amount mobilized above Rs. 25.00 lakh (API Score a) 10 per project b) 20 per project. C) 30 per project)".2."a) Amount mobilized upto Rs.5.00 lakhs b) Amount mobilized above Rs. 5.00 lakh upto Rs.25 lakh c) Amount mobilized above Rs. 25.00 lakh (API Score a) 10 per project b) 20 per project. C) 30 per project)"	30
OPTIONAL	IV (i).RESEARCH GUIDANCE.IV (i)a.M.Phil.1.a) Degree awarded."	25
	IV (i)a.M.Phil.1." b) Thesis submitted. "	10
	IV (i) b.Ph.D.2."a) Degree awarded."	50
	IV (i) b.Ph.D.2." b) Thesis submitted. "	20
	IV (ii).Awards / Honours / Recognitions / Fellowship titles / Post-doctoral Research degrees like D.Sc., D.Litt., LLB etc.,IV (ii)a.Discipline specific Awards."a. Awards by Foreign universities / Accredited International Bodies No. "	100
	"b. National: by AICTE, UGC, CSIR, DST, DBT, ICAR & other Government bodies and professional Academies like Bhatnagar Award etc., No. "	100
	"c. State/university level No. "	50
	"d. Regional / local No. "	30
	IV (ii)b.Honours/ Recognitions Specify.1."a. Foreign countries / Governments & International bodies like UNESCO etc., No. (API Score 100 / each event)"	100
	"b.National like Padma Sri etc., "	100
	"c. State/university level No. "	50
	"d.Regional / local by GO/NGOs/ Rotary/ Lions No. "	20
	"e. Professional Subject Based associations No. "	20
	IV (ii)c.Fellowship Titles.1.a.Foreign universities "	100
	a) ISTE,IEI and other national level Professional bodies.	50
	"c.Discipline specific National level Associations "	25
	IV (ii)d.Post – doctoral degrees."a.D.Sc. from an university based on post – doctoral thesis "."a. D.Litt. from an university based on post – doctoral thesis / LLD "	50

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Employee Appraisal

Employee Details

Appraisal Claim Year : 2020-Sep Appraisal

Employee Name : GIRISH M

Address : #109A, UGANEDAHUNDI (V), UDIGALA POST, CHAMARAJANAGAR-571313

Staff ID : EC01032

Email : girish.ugh@gmail.com

Back

| Appraisal Policy | Student Performance Report | Student Feedback Summary | Self-Appraisal | Co-Worker's Appraisal | Co-Worker's Appraisal Summary | Manage |

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Co-Worker's Appraisal Summary

Faculty Role

The faculty member communicates in a clear and understandable manner.

The faculty member is involved with college activities beyond his/her own department.

The faculty member is knowledgeable about his/her field.

The faculty member is present and on time for meetings.

The faculty member is receptive to different viewpoints.

The faculty member respects vision, mission and other policies of the College.

The faculty member shows a genuine interest in his/her work.

The faculty member takes an active role in departmental projects/Activities.

The faculty member treats all staff with respect.

The faculty member treats all students with respect.

Average Score

Details

Name:**GIRISH M**
Designation:**ASSISTANT PROFESSOR**

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Employee Details

Appraisal Claim Year : 2020-Sep Appraisal

Employee Name : GIRISH M   **Staff ID :** EC01032

Address : #109A, UGANEDAHUNDI (V), UDIGALA POST, CHAMARAJANAGAR-571313   **Email :** girish.ugh@gmail.com

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| Appraisal Summary | Upload Annexure |

Management Appraisal

Note: Give your rating on a scale of 1-10. (1 for very poor performance and 10 for exceptionally good performance)

Rating Elements	Maximum Marks	Awarded Marks	Comme
General attributes like Adaptability, Assertiveness/Motivation, Communication, Knowledge, Team work, Planning & Organizing, etc.	10	score	Comment
Computer proficiency & Tech Savvyness to implement Digital Pedogogy.	10	score	Comment
Teachning Learing Activity	10	score	Comment
Awareness & Implementation of OBE	10	score	Comment
Working towards professional development of himself & Other faculty members andawareness of future trends in the discipline	10	score	Comment
Involves in research activities and supports in generating eternal funding	10	score	Comment
Makes use of Institute resources & facilities to the optimal level judiciously	10	score	Comment
Continious improvement of performance over previous period	10	score	Comment
Willingness to take up additional responsibility & Commitment to this effect.	10	score	Comment
Effectiveness of Student Conuselling task	10	score	Comment

Details
Name:**GIRISH M**
Designation:**ASSISTANT PROFESSOR**

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Employee Appraisal

Employee Details

Appraisal Claim Year : 2020-Sep Appraisal

Employee Name : GIRISH M

Address : #109A, UGANEDAHUNDI (V), UDIGALA POST, CHAMARAJANAGAR-571313

Staff ID : EC01032

Email : girish.ugh@gmail.com

Back

| Appraisal Policy | Student Performance Report | Student Feedback Summary | Self-Appraisal | Co-Worker's Appraisal | Co-Worker's Appraisal Summary | Manage |

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Please read the accompanying guidelines and relevant checklists before completing this form.

Note: The appraisee should complete and submit Parts One and Two at least one week prior to the appraisal meeting.

Source of Appraisal	Maximum Marks	Marks Obtained
1.Students performance in final Exams / Result Analysis	100	
2.Students Feedback	100	91.55
3.Self-Appraisal	100	38.06
4.Co-Worker Appraisal	25	21.64
5.Reporting Manager Appraisal	75	66.75
6.Principal's appraisal	50	
7.Management Appraisal	50	
Total	500	218.00

Part I – Looking Back
(To be completed by the appraisee)

Assessment of key achievements for the previous year

1) List the significant activities, tasks and objectives set by yourself or others over the last year and comment on the achievement of each.

```
Better results- Odd sem results are good( FCD numbers are comparative)
Activities - LabVIEW workshop, internship & Introduction to Swift langauge for the benefit of
students
Motivation to students- Group is participated in Innovation challenge by Texas, A projectc
```

2) What has helped/hindered you in your work over the last year?

```
CLAD certification was helped me to teach the students in LabVIEW environment that helps me a
lot.
Because of COVID students were not available to motivate them to take part in more activies
which was felt difficult
```

3) What have you done in the last year which has given you most satisfaction/sense of achievement?

```
Conducted four week internship was most successful and got response from outside colleges
regarding the same which gives more satisfaction.
Delivered speech as resource person in 3 day webinar on CLAD certification was felt good.
Received consultancy project proposal but because of COVID-19 i couldn't complete it.
```

Part II – Looking Forward
(To be completed by the appraisee)

Key objectives for the coming year

4) Can you suggest ways that would make your job more effective and satisfying, including training and development?

```
Dedicated course content delivery to get best results with digital teaching techniques
Planning to attend ATAL courses & STTP training etc..which helps to train the students with
latest knowledge
Honest involvement in roles allotted by higherups and help fellow colleagues.
```

All these records shall be maintained for a minimum period of 3 years.

5) Outline your objectives for next year and how their success can be measured, in relation to all aspects of your work.

```
Better results in handling subjects
Dissemination of the knowledge gained to the student community
Motivate students to participate in technical events
Development of additional certification course on ARM.
```

6) Note any other issues that you wish to discuss in the appraisal meeting.

```
Nill
```

Appraiser Submission date :04/02/2021 9:27AM By: Mahesh P K Last Submission date :04/02/2021 9:27AM By: MAHESH P K

Submit

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Employee Appraisal

Employee Details

Appraisal Claim Year : 2021-Sep Appraisal ▾

Employee Name : GIRISH M

Staff ID : EC01032

Address : #109A, UGANEDAHUNDI (V), UDIGALA POST, CHAMARAJANAGAR-571313

Email : girish.ugh@gmail.com

Back

Details

Name:**MAHESH P K**

Designation:**HOD**

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Student Performance Report | Student Feedback Summary | Self-Appraisal | Co-Worker's Appraisal Summary | Reporting Manager | Management Appraisal | Appraisal Summary

Reporting Manager Appraisal

Note: Give your rating on a scale of 1-10. (1 for very poor performance and 10 for exceptionally good performance)

Category	Nature of Activity	Maximum Marks	Awarded Marks	Comment
Punctuality	Attending and closing classes on time, Attending meetings on time and completing the jobs on time...	10		
Involvement in Teaching	Enthusiasm to teach, Using alternative methods for effective learning and Motivating the learner for...	10		
Lesson Plan	Sequencing the learning units, planning the topics in allotted time, Effective class room time manag...	10	9	
Attendance	Maintenance of attendance and Updating in CERP...	10		
Work dairy	Should be up to date and Review by HOD...	10		
Coordinating department activities	Event Planning, budget planning, Getting the proposal approved, coordination and execution for event...	10		

Category	Nature of Activity	Maximum Marks	Awarded Marks	Comment
Team attitude	Cooperating with colleagues and volunteering for the department (Curricular and Co-curricular) activ...	10		
Execution of assignment	Finishing assignment on time and reporting periodically or from time to time the status of work bein...	10	9	
Supporting department with innovative ideas	Proposals for development of the teaching, Learning & evaluation process, Conduct of co-curricular a...	10		
Documentation	Preparing a formal report of events, Filing the documents and maintaining the same...	10	10	

Submitted

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LIST OF FACULTIES AWARDED WITH PERFORMANCE INCENTIVES FOR TH YEAR 2019-20

SL. NO.	FACULTY NAME	DEPARTMENT	DESIGNATION
1.	AVINASH K	CHE	ASST. PROFESSOR
2.	ARCHANA M R	CS	ASST. PROFESSOR
3.	KIRAN B	CS	ASST. PROFESSOR
4.	SNEHA N P	CS	ASST. PROFESSOR
5.	IMPANA APPAJI	CS	ASST. PROFESSOR
6.	NASREEN FATHIMA	CS	ASST. PROFESSOR
7.	KEERTHANA M M	CS	ASST. PROFESSOR
8.	SNEHA C R	CS	ASST. PROFESSOR
9.	SHRUTHI H G	CV	ASST. PROFESSOR
10.	JYOTHI D N	CV	ASST. PROFESSOR
11.	SRIVATHSA H U	CV	ASST. PROFESSOR
12.	BHARATHI BASAVARAJU	CV	ASST. PROFESSOR
13.	PAVITHRA A C	EC	ASST. PROFESSOR
14.	YATHISHA L	EC	ASSO.PROFESSOR
15.	PRADEEP KUMAR Y	EC	ASST. PROFESSOR
16.	CHANDRA SHEKAR P	EC	ASST. PROFESSOR
17.	GIRISH M	EC	ASST. PROFESSOR
18.	DARSHINI M B	EC	ASST. PROFESSOR
19.	PRAJWALASIMHA S N	EC	ASST. PROFESSOR
20.	JUSLIN FRANKLIN	EC	ASST. PROFESSOR
21.	LAKSHMI K	EE	ASST. PROFESSOR
22.	VINOD KUMAR P	EE	ASST. PROFESSOR
23.	SHREESHAYANA R	EE	ASST. PROFESSOR
24.	RAGHAVENDRA L	EE	ASSO.PROFESSOR
25.	DIVYA K	MAT	ASST. PROFESSOR
26.	PRIYANKA N B	MAT	ASST. PROFESSOR
27.	SURESH KUMAR S	ME	ASSO.PROFESSOR
28.	RAVIKUMAR S	ME	ASSO.PROFESSOR
29.	MOHAMMED NADEEM M	ME	ASST. PROFESSOR
30.	CHETHAN S	ME	ASST. PROFESSOR
31.	SWARNAKIRAN S	ME	ASST. PROFESSOR

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32.	MOHANAKUMARA K C	ME	ASST. PROFESSOR
33.	THEJKUMAR J	ME	ASST. PROFESSOR
34.	YASHWANTH N	ME	ASST. PROFESSOR
35.	RAMACHANDRA M N	PHY	ASST. PROFESSOR

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LIST OF FACULTIES AWARDED WITH PERFORMANCE INCENTIVES FOR TH YEAR 2020-21

SL. NO.	FACULTY NAME	DEPARTMENT	DESIGNATION
1.	AVINASH K	CHE	ASSISTANT PROFESSOR
2.	ANIL KUMAR B H	CS	ASSISTANT PROFESSOR
3.	KIRAN B	CS	ASSISTANT PROFESSOR
4.	SUNITHA PATEL	CS	ASSISTANT PROFESSOR
5.	SNEHA N P	CS	ASSISTANT PROFESSOR
6.	IMPANA APPAJI	CS	ASSISTANT PROFESSOR
7.	NASREEN FATHIMA	CS	ASSISTANT PROFESSOR
8.	KEERTHANA M M	CS	ASSISTANT PROFESSOR
9.	KAVYASHREE E D	CS	ASSISTANT PROFESSOR
10.	SRIVATHSA H U	CV	ASSISTANT PROFESSOR
11.	RUDRESH A N	CV	ASSISTANT PROFESSOR
12.	PUNEETH K	CV	ASSISTANT PROFESSOR
13.	AKSHAYA B J	CV	ASSOCIATE PROFESSOR
14.	Dr. YATHISHA L	EC	ASSOCIATE PROFESSOR
15.	CHANDRA SHEKAR P	EC	ASSISTANT PROFESSOR
16.	GIRISH M	EC	ASSISTANT PROFESSOR
17.	DARSHINI M B	EC	ASSISTANT PROFESSOR
18.	HARSHITHA N	EC	ASSISTANT PROFESSOR
19.	SHALINI V S	EC	ASSISTANT PROFESSOR
20.	JUSLIN FRANKLIN	EC	ASSISTANT PROFESSOR
21.	ANUPAMA SHETTER	EC	ASSISTANT PROFESSOR
22.	SHREESHAYANA R	EE	Assistant Professor/ Additional Training and Placement Officer
23.	VINOD KUMAR P	EE	ASSISTANT PROFESSOR
24.	RAGHAVENDRA L	EE	ASSOCIATE PROFESSOR
25.	SWAPNA H	EE	ASSISTANT PROFESSOR
26.	PRIYANKA N B	MAT	ASSISTANT PROFESSOR
27.	Dr. MOHAMMED NADEEM M	ME	ASSISTANT PROFESSOR
28.	YATHISHA N	ME	ASSISTANT PROFESSOR
29.	Dr. CHETHAN S	ME	ASSISTANT PROFESSOR
30.	THEJKUMAR J	ME	ASSISTANT PROFESSOR
31.	YASHWANTH N	ME	ASSISTANT PROFESSOR
32.	KARTHIK KUMAR M	ME	ASSISTANT PROFESSOR

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