



Mandava Institute of Engineering and Technology

(Sponsored by Sri Siva Kameswari Educational Society)

Approved by AICTE, New Delhi, Affiliated to JNTU Kakinada

VIDYA NAGAR, JAGGAIAHPET - 521 175, NTR Dist., A.P., India.

FF

Ref:

Date: 05/04/24

The institution has a performance appraisal system, promotional avenues and effective welfare measures for teaching and non-teaching staff.

Response:

The analysis of an employee's recent successes and failures, personal strengths and challenges, and suitability for promotion or further improvement is known as performance appraisal. As a result, as the need arises, training and mentoring are required. In terms of teacher performance evaluation, MIET adheres to NEP-2020. The college eco-system is open, collaborative, and data-driven. The employee's API score and interaction with technical experts in relation to the job description are crucial. In the case of non-teaching employees, only the matrix specified in the job description is considered. This system was created to aid employees' career development and advancement.

Academic qualifications, teaching experience, feedback from students and colleagues, research experience and training, research projects and consultancy, attendance at Seminars/ Conferences/ Symposia/Workshops, number of publications/products/patents, and communication skills are used to evaluate teaching staff performance. Teaching innovations/contributions are evaluated based on contributions to curriculum design, teaching methods, laboratory experiments, evaluation methods, resource material preparation (including books and reading materials), laboratory manuals, and remedial teaching/student counselling.

Non-teaching staff are evaluated based on their academic qualifications, work experience, the job role they are assigned, as well as deliverables and targets. During the appraisal process, the employee's leadership qualities are valued, as are the contributions made to the college/ department/ function, Co-curricular Activities, Enrichment of Campus Life (Hostels/sports/ games/cultural activities), Students Welfare and Discipline, Membership/Participation in Committees/Fora on Education and National Development, and so on.

The performance of faculty and staff members is evaluated on a regular basis. Salary and other benefits are increased or promoted based on the individual's performance. Increment has a fixed component and a performance component that is linked as a part (incentive) based on performance. When changes are made to the employee performance appraisal system, both teaching and non-teaching staff are notified. The teaching and non-teaching staffs are constantly informed of their performance in order to ensure that it corresponds to changing college standards/norms, which can provide opportunities for future development. For example, each academic year, faculty must submit a self-evaluation report to a committee chaired by the principal. An evaluation system is created in which student feedback, research, and examination results are given weightage and a score is calculated based on that. The appraisal report is distributed to the faculty by the HODs. Faculty are counselled and trained for continuous development based on such reports. A faculty incentive scheme is being developed in order to encourage faculty involvement in research, consulting, and field projects. It is expected that faculty will use their spare time to conduct research that will result in publications, patents, and product development. They (both faculty and non-teaching staff) are also encouraged to participate in NSS activities, which will help them improve their skills and gain practical experience, which will improve the quality of their performance.





PRINCIPAL

Mandava Institute of Engineering and Technology
Vidya Nagar, JAGGAYAPET - 521175
Krishna Dist. (A.P.)



Ref: MIET/Est./Academics/Staff Appraisal/2022

Date: 17.10.2022

SELF-APPRAISAL OF TEACHING FACULTY

The following guidelines are intended to assist the faculty member in developing and maintaining a yearly self appraisal of her/his efforts at College. These guidelines take into account that a faculty member's areas of effort may vary across time based on the faculty member's interests and the needs/demands of the college. The format is designed to capture all of the pertinent areas of academic life, but it also allows flexibility in the degree to which each area is explored. Therefore, while each faculty member will want to appraise each of the areas listed below, she/he may emphasize certain areas depending on past and current goals and the needs of the college. (The details are required from January 01, 2022 – December 31, 2022).

Please note that this tool is developed keeping in view of the needs of a developing college like MIET. From the management's point of view, it is important for the faculty not only to develop themselves but also assist in the development of the institution. There may be different opinions about the scores of each parameter. But please remember that these guidelines emphasize not only the need of good academic performance, but also the need of discipline, team work, loyalty and alignment to the goals of the MIET.

1. Name	T V V Rama Mohana Rao
2. Age	
3. Address	Flat 402: Yonugentla Apartments: Jaggaiahpet
4. Designation	Asst Prof - Mathematics & HoD - BS&H
5. Area of Specialization	Mathematics

6. Qualification:

Degree/Diploma	College	University	Year
M SC	AN University	AN University	1978-1980
BSC	ANR College: GAV	Andhra University	1975-78
Intermediate	Board of Intermediate; Board of ANR College	Intermediate	1973-1975

7. Rank/Prizes/Medals won at School / College / University during education

4th Rank in M.Sc in Nagarguna University
 School first in SSC in ZPH School, Tamarisa, AP

8. Details of Additional Training / Workshops/Faculty Improvement / Further Study undergone

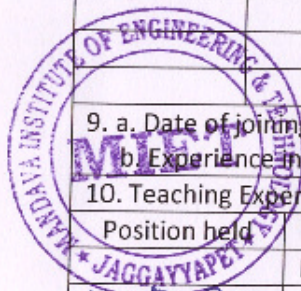
Period		Nature of Programme	Institution	Remarks
From	To			

9. a. Date of joining to this College

b. Experience in Years: In MIET: 3 years 4 months Outside MIET: 39 years

10. Teaching Experience (outside MIET) 42 years

Position held	Status		Duration		No. of Years	Institution
	Permanent	Temporary	From	To		
HoD-BS&H	✓	-	24-2-2021	til date	1 1/2 years	MIET
Asst Prof	✓	✓	21-01-2008	01-07-2020	12 1/2	3681 CT - Muscat
Asst Prof	✓	-	24-2-1982	20-01-2008	26 1/2	KL University



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SECTION – B:

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

S.N O.	Nature of Activity	Maximum Score			
		API Score allotted	Self- appraisal	HOD assessment	Principal Score
I (A)	ESSENTIAL (Use separate sheet to list the details for the following points – if required)				
1	Teaching load: Upto 18 hrs/Week – With three different subjects of high difficulty level - 20 points Upto 18 hrs/week – with theory + lab – 0 points and more than 18 hrs/Week – For every 1 hr extra load – add 2 points	20	20	18	18
2	Lesson plan & Teaching plan submission before starting of the semester	20	20	20	19
3	Lectures taken as percentage of lectures allocated (100% compliance = 20 points, equal to 80% - 10 points and less than 80% = 0 points) Total number of lectures allocated: Number of lectures taken:	20	18	18	17
4	Practicals conducted as percentage of Practical allocated (100% compliance = 20 points) Total number of Practical allocated: Number of Practical taken:	20	-	-	-
5	Seminars, tutorials, workshops, contact hours undertaken as percentage of those actual expected (100% compliance = 20 points) No. of seminars, tutorials, workshops expected: No. of Hours of seminars, tutorials, workshops taken:	20	18	18	17
6	Class preparation and planning (i.e. organization, presentation, activities, assignments), Imparting of knowledge, ability to relate the material and presentation to the larger context of the subject area and syllabus enrichment by providing additional resources to the students (100% compliance = 20 points)	20	20	20	20
7	Any projects/studies completed other than the students' projects	20	-	-	-
8	Innovations/experiments introduced in the curriculum	20	18	13	15
9	Demonstrated ability to communicate (i.e. presentation techniques and effectiveness). Overall rhythm of class(Discipline observed)	20	19	19	19
10	Outside Classroom Interaction with students	20	20	20	20
11	Maintains & upgrades current knowledge of subject matter	20	20	20	20
12	Evaluation of learning (i.e. quizzes, questions, homework problems, practice exercises, assessment of answer scripts ad assignments related to internal assessment).	20	20	20	20
13	Attendance Total no. of leaves including CLs & CCLs: (If it less than 12 = 50 points) Surprise leaves (to your HOD & Principal)	50	20	20	20
14	i.e. leaves taken without prior intimation to your HOD & /Principal (If Zero = 20 points)	20	20	20	20
15	Study Hour duty Attendance (If absent for a single day – score is 0 points)	20	18	17	18
I (B)	Desirable (Use separate sheet to list the details for the following points – if				

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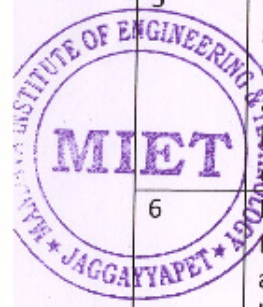
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	required)				
1	Teaching innovation using innovative methodologies like bilingual/multilingual Teaching	10	10	8	8
2	Preparation of new teaching-learning material including translation, bridge material, study pack or similar additional resource for students	10	10	9	9
3	Number of Remedial / Bridge Courses and Counseling modules developed and imparted (Each activity: 5 points)	10	10	10	10
4	Number of soft skills / communication skills /personality development courses / modules developed and imparted (Each activity: 5 points)	10	10	8	8
5	Number of specialized teaching- learning programmes in library; innovative compositions, assignments, creative home works developed and imparted (Each activity: 5 points)	10	10	10	10
6	Number of popularization programmes / training courses to students organized and conducted Apart from Vikalpa & MIET Carnival. a) Workshop / training course: 10 points each. b) Popularization program: 5 points each	10	9	8	9

CATEGORY II : CO-CURRICULAR, EXTENSION AND PROFESSION RELATED ACTIVITIES

S.NO.	Nature of Activity	Maximum Score			
II (A)	CO-CURRICULAR, EXTENSION ACTIVITIES (Use separate sheet to list the details for the following points)	API Score allotted	Self-appraisal	HOD Score	Principal score
1	Discipline related co-curricular activities (Ex: study tours, field work, student seminar, events, career counseling etc.)	10	10	9	7
2	Student related co-curricular, extension and field based activities (such as NSS and other channels, cultural activities, advisement and counseling.	10	10	9	7
3	Professional development activities (such as participation in seminars, conferences, short term training courses, talks, lectures, membership of associations, dissemination and general articles.	10	10	8	7
4	Contribution in Universities / colleges through meetings, popular lectures, subject related events, articles in college magazine and university volumes. a) Number of ICT Based Teaching materials: (10 points each) b) Number of Interactive Courses: (5 points each) c) Number of Participatory Learning modules: (5 points each)	10	8	7	6
5	Institutional Co-curricular activities for students such as field studies/educational tours, industry-implant training and placement activity. a) Number of Field studies / Educational tour : (5 points each) b) Number of Industry – implant training : (5 points each) c) Number of Placement activity : (5 points each)	10	8	7	6
6	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)	5	5	3	3



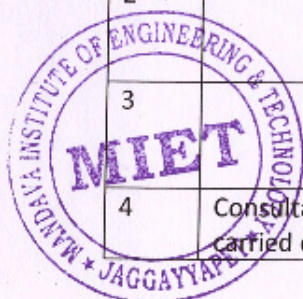
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S.NO.	Nature of Activity	Maximum Score			
		API Score allotted	Self-appraisal	HOD Score	Principal score
II (B)	PROFESSION RELATED ACTIVITIES (Use separate sheet to list the details for the following points)				
1	Participation in subject associations, conferences, seminars without paper presentation (Each activity: 1 point) No. of participations:	5	5	5	5
2	Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, Institutional governance (Each activity: 1 points)	5	4	4	4
3	Membership of professional associations committees, Boards of Studies, editorial committees of journals / Institutional publications. (Each activity: 5 points)	15	7	7	7
4	Organisation of Conference /Training: International (25 points); national/regional (15 points).	25	7	7	7

CATEGORY – III: RESEARCH AND RELATED CONTRIBUTIONS

IIIA	Research Publications		API Score allotted	Self-appraisal	HOD Score	Principal score
1	Research papers published in referred journals		20/publication	7	7	7
2	In non-referred journals but recognized or reputed journals and periodicals having ISBN/ISSN numbers		15/publication	7	7	7
3	Conference proceedings as full papers (not abstracts)		10/publication	7	7	7
4	Papers in conferences/seminars/workshops – International level		10/each	7	7	7
5	Papers in conferences/seminars/workshops – National level		8/each	7	7	7
6	Papers in conferences/seminars/workshops – State/Regional level		5/each	7	7	7
7	Papers in conferences/seminars/workshops – Local university /college level		3/each	7	7	7
IIIB	Research Projects					
1	Sponsored projects carried out/ongoing	a) Major Projects amount mobilized with grants above 30 lakhs	100/each	7	7	7
2		b) Major Projects amount mobilized with grants 5 to 30 lakhs	40/each	7	7	7
3		b) Major Projects amount mobilized with grants below 5 lakhs	30/each	7	7	7
4	Consultancy projects carried out/ongoing	Amount mobilized with minimum of Rs 10 lakhs	50/each	7	7	7



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	committees and responsibilities such as admission committee, campus development, library committee, for Students Welfare, Counseling and Discipline (5 point each).				
3	Participation in other works (like campaigning, EAMCET/ECET/ICET/POLYCET Counseling & reporting support, MIET Carnival, Vikalpa)	30	27	25	24
4	No. of Admissions done in 2022-2023 Zero admissions – 0 points 0-5 admissions – 50 points 5-15 admissions – 100 points More than 15 admissions – 250	250	0	0	0
5	How many new staff members recruited through your reference in last one year	100	3	3	3

If you want to give justification to any of the points above keep a separate white sheet and write justification with the point no. for reference.

VI) Additional Contributions which are not covered above and which are relevant for assessment of staff activities (Use separate white sheet if required)

TVVR M Rao



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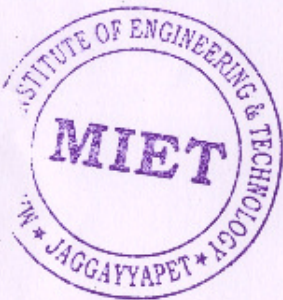
Up to this point hand over to your HOD.

Use Separate sheet to answer the following and hand over the sheet personally to principal. (Use extra white papers if required – Mention the reference point no.)

VII) How do you rate each of your department staff members (excluding you) on a 1 to 5 (5 is the best rating) scale individually with justification for each rating?

VIII) How do you rate your HOD on a 1 to 5 (5 is the best rating) scale with justification for the rating?

X) How do you rate each of the other six HODs on a 1 to 5 (5 is the best rating) scale individually with justification for each rating



XI) Do you want to specifically mention any of the other department staff members here for their contribution, support, assistance in any matter (write only positive feedbacks. Negative not required. Can write any number of feedbacks on any number of persons)

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Ref: MIET/Est./Academics/Staff Appraisal/2022

Date: 12.12.2023

SELF-APPRAISAL OF TEACHING FACULTY

The following guidelines are intended to assist the faculty member in developing and maintaining a yearly self appraisal of her/his efforts at College. These guidelines take into account that a faculty member's areas of effort may vary across time based on the faculty member's interests and the needs/demands of the college. The format is designed to capture all of the pertinent areas of academic life, but it also allows flexibility in the degree to which each area is explored. Therefore, while each faculty member will want to appraise each of the areas listed below, she/he may emphasize certain areas depending on past and current goals and the needs of the college. (The details are required from January 01, 2023 – December 31, 2023).

Please note that this tool is developed keeping in view of the needs of a developing college like MIET. From the management's point of view, it is important for the faculty not only to develop themselves but also assist in the development of the institution. There may be different opinions about the scores of each parameter. But please remember that these guidelines emphasize not only the need of good academic performance, but also the need of discipline, team work, loyalty and alignment to the goals of the MIET.

1. Name	CH.S.R. Anjaneyulu
2. Age	41 years
3. Address	13-258, Near Sivalayam, Jaggaiahpet
4. Designation	Maths Assistant Professor
5. Area of Specialization	Mathematics

6. Qualification:

Degree/Diploma	College	University	Year
MSC		Osmania	2001-03
BEd	Venkateswara	Nagarjuna	2008-2009
Intermediate	S.G.S. College	Nagarjuna	1996-98
S.S.C	S.G.S Z.P.H.	Board of secondary	1995-96

7. Rank/Prizes/Medals won at School / College / University during education

8. Details of Additional Training / Workshops/Faculty Improvement / Further Study undergone

Period	Nature of Programme	Institution	Remarks
From	To		

9. a. Date of joining to this College

b. Experience in Years:

In MIET: 01

Outside MIET: 05

10. Teaching Experience (outside MIET)

Position held	Status		Duration		No. of Years	Institution
	Permanent	Temporary	From	To		
Assistance Professor	✓	—	3 rd Nov.	Till Today	3 months	PRINCIPAL Mandava Institute of Engineering & Technology JAGGAIAH PET-521175



SECTION - B:

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

S.NO.	Nature of Activity	Maximum Score			
		API Score allotted	Self-appraisal	HOD	Principal
I (A)	ESSENTIAL (Use separate sheet to list the details for the following points – if required)				
1	Teaching load: Upto 18 hrs/Week – With three different subjects of high difficulty level - 20 points Upto 18 hrs/week – with theory + lab – 0 points and more than 18 hrs/Week – For every 1 hr extra load – add 2 points	20	20	18	18
2	Lesson plan & Teaching plan submission before starting of the semester	20	20	20	19
3	Lectures taken as percentage of lectures allocated (100% compliance = 20 points, equal to 80% - 10 points and less than 80% = 0 points) Total number of lectures allocated: Number of lectures taken:	20	18	18	17
4	Practicals conducted as percentage of Practicals allocated (100% compliance = 20 points) Total number of Practicals allocated: Number of Practicals taken:	20	—	—	—
5	Seminars, tutorials, workshops, contact hours undertaken as percentage of those actual expected (100% compliance = 20 points) No. of seminars, tutorials, workshops expected: No. of Hours of seminars, tutorials, workshops taken:	20	18	18	17
6	Class preparation and planning (i.e. organization, presentation, activities, assignments), Imparting of knowledge, ability to relate the material and presentation to the larger context of the subject area and syllabus enrichment by providing additional resources to the students (100% compliance = 20 points)	20	20	20	20
7	Any projects/studies completed other than the students' projects	20	—	—	—
8	Innovations/experiments introduced in the curriculum	20	15	13	15
9	Demonstrated ability to communicate (i.e. presentation techniques and effectiveness). Overall rhythm of class(Discipline observed)	20	19	18	19
10	Outside Classroom Interaction with students	20	20	20	20
11	Maintains & upgrades current knowledge of subject matter	20	20	20	20
12	Evaluation of learning (i.e. quizzes, questions, homework problems, practice exercises, assessment of answer scripts and assignments related to internal assessment).	20	20	20	20
13	Attendance Total no. of leaves including CLs & CCLs: (If it less than 12 = 50 points)	50	20	20	20
14	Surprise leaves (to your HOD & Principal) I.e. leaves taken without prior intimation to your HOD & /Principal (If Zero – 20 points)	20	20	20	20
15	Study Hour duty Attendance (If absent for a single day – score is 0 points)	20	18	19	18
I (B)	Desirable				



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7	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, and programmes in the TV/Radio Channels. (Each activity 1 point each)	5	5	5	5
S.NO.	Nature of Activity				
II (B)	PROFESSION RELATED ACTIVITIES (Use separate sheet to list the details for the following points)	Maximum Score			
		API Score allotted	Self-appraisal	HOD Score	Principal score
1	Participation in subject associations, conferences, seminars without paper presentation (Each activity: 1 point) No. of participations:	5	4	4	3
2	Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, Institutional governance (Each activity: 1 points)	5	—	—	—
3	Membership of professional associations committees, Boards of Studies, editorial committees of journals / Institutional publications. (Each activity: 5 points)	15	—	—	—
4	Organisation of Conference /Training: International (25 points); national/regional (15 points).	25			

CATEGORY – III: RESEARCH AND RELATED CONTRIBUTIONS

IIIA	Research Publications	API Score allotted	Self-appraisal	HOD Score	Principal score
1	Research papers published in referred journals	20/publication	—	—	—
2	In non-referred journals but recognized or reputed journals and periodicals having ISBN/ISSN numbers	15/publication	—	—	—
3	Conference proceedings as full papers (not abstracts)	10/publication	—	—	—
4	Papers in conferences/seminars/workshops – International level	10/each	—	—	—
5	Papers in conferences/seminars/workshops – National level	8/each	—	—	—
6	Papers in conferences/seminars/workshops – State/Regional level	5/each	—	—	—
7	Papers in conferences/seminars/workshops – Local university /college level	3/each	—	—	—
IIIB	Research Projects				
1	Sponsored projects carried out/ongoing		—	—	—
	a) Major Projects amount mobilized with grants above 30 lakhs	100/each	—	—	—
2			—	—	—
	b) Major Projects amount mobilized with grants 5 to 30 lakhs	40/each	—	—	—
3			—	—	—
	b) Major Projects amount mobilized with grants below 5 lakhs	30/each	—	—	—
4	Consultancy projects	Amount mobilized with			

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	required)				
1	Teaching innovation using innovative methodologies like bilingual/multilingual Teaching	10	10	9	8
2	Preparation of new teaching-learning material including translation, bridge material, study pack or similar additional resource for students	10	10	8	9
3	Number of Remedial / Bridge Courses and Counseling modules developed and imparted (Each activity: 5 points)	10	10	10	10
4	Number of soft skills / communication skills /personality development courses / modules developed and imparted (Each activity: 5 points)	10	8	9	10
5	Number of specialized teaching- learning programmes in library; innovative compositions, assignments, creative home works developed and imparted (Each activity: 5 points)	10	10	9	7
6	Number of popularization programmes / training courses to students organized and conducted Apart from Vikalpa & MIET Carnival. a) Workshop / training course: 10 points each. b) Popularization program: 5 points each	10	10	9	8

CATEGORY II : CO-CURRICULAR, EXTENSION AND PROFESSION RELATED ACTIVITIES

S.NO.	Nature of Activity	Maximum Score			
II (A)	CO-CURRICULAR, EXTENSION ACTIVITIES (Use separate sheet to list the details for the following points)	API Score allotted	Self-appraisal	HOD Score	Principal score
1	Discipline related co-curricular activities (Ex: study tours, field work, student seminar, events, career counseling etc.)	10	10	8	9
2	Student related co-curricular, extension and field based activities (such as NSS and other channels, cultural activities, advisement and counseling.	10	10	7	9
3	Professional development activities (such as participation in seminars, conferences, short term training courses, talks, lectures, membership of associations, dissemination and general articles.	10	10	7	8
4	Contribution in Universities / colleges through meetings, popular lectures, subject related events, articles in college magazine and university volumes. a) Number of ICT Based Teaching materials: (10 points each) b) Number of Interactive Courses: (5 points each) c) Number of Participatory Learning modules: (5 points each)	10	8	6	7
5	Institutional Co-curricular activities for students such as field studies/educational tours, industry-implant training and placement activity a) Number of Field studies / Educational tour : (5 points each) b) Number of Industry – implant training : (5 points each) c) Number of Placement activity : (5 points each)	10	8	6	7
	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)	5			

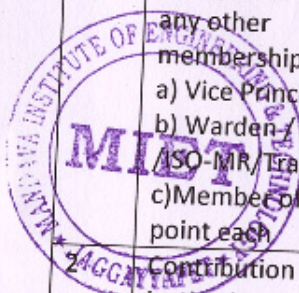


CATEGORY – IV: PERFORMANCE AND GENERAL ATTRIBUTES

IV	PERFORMANCE AND GENERAL ATTRIBUTES (Use separate sheet to list the details for the following points – if required)	API Score allotted	Self-appraisal	HOD Score	Principal score
1	Knowledge in the sphere of work	5	4	3	3
2	Quality of output – pass percentage & knowledge of students etc	5	5	5	5
3	Initiative and adaptability (resourcefulness in handling normal and unforeseen problems and willingness to take responsibilities in the new area of work)	5	5	5	5
4	Aptitude to work	5	4	3	2
5	Ability to inspire and motivate	5	5	4	3
6	Supervisory ability	5	5	3	2
7	Interpersonal relations and team work	5	4	3	2
8	Integrity and Trustworthiness	5	4	3	3
9	General conduct	5	4	4	4
10	Cooperates with colleagues in teaching (i.e., shares developments and ideas, provides encouragement, assists with projects, covers class, complies with group rules)	5	5	5	5
11	Contributes to laboratory and/or classroom operation (i.e., Maintenance, cleanup, generates requisitions). Meets expectations of classroom/lab management	5	4	3	4
12	Exhibits enthusiasm for department, school and university responsibilities	5	4	3	3
13	Is available to students outside of class (i.e., office hours and by appointment)	5	4	5	3
14	Comes to college in time and leaves college in time	5	5	4	3
15	Takes class in time and leave class in time	5	5	3	4

CATEGORY – V: CONTRIBUTIONS TO MIET

V	CONTRIBUTIONS TO MIET (Use separate sheet to list the details for the following points – if required)	API Score allotted	Self-appraisal	HOD Score	Principal score
1	Institutional Governance responsibilities like, Vice Principal, Dean, Director, Warden, Event or programme coordinator and any other membership of institutional committees a) Vice Principal / Dean / Director : 10 points each b) Warden / Event Co-ordinator/ Programme coordinator / ISO-MR/ Transport Incharge/ID cards incharge: 10 points each c) Member of other college / department level committees : 3 point each	30	—	—	—
	Contribution to management of the department and institution through participation in academic, administrative committees and responsibilities such as admission committee, campus development library committee, etc.	15			



PRINCIPAL
 Mandava Institute of Engineering & Technology
 Vidya Nagar, JAGGAIAH PET- 521275
 N.T.R. Dist. (A.P.)




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VIDYA NAGAR, JAGGAIAH PET- 521275, KRISHNA DIST., A.P., INDIA
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3	Participation in other works (like campaigning, EAMCET/ECET/ICET/POLYCET Counseling & reporting support, MIET Carnival, Vikalpa)	30	27	26	28
4	No. of Admissions done in 2023-2024 Zero admissions – 0 points 0-5 admissions – 50 points 5-15 admissions – 100 points More than 15 admissions – 250	250	0	0	0
5	How many new staff members recruited through your reference in last one year	100	—	—	—

If you want to give justification to any of the points above keep a separate white sheet and write justification with the point no. for reference.

VI) Additional Contributions which are not covered above and which are relevant for assessment of staff activities (Use separate white sheet if required)




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CH. S.R. Anjaneyulu

Up to this point hand over to your HOD.



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Use Separate sheet to answer the following and hand over the sheet personally to principal. (Use extra white papers if required – Mention the reference point no.)

VII) How do you rate each of your department staff members (excluding you) on a 1 to 5 (5 is the best rating) scale individually with justification for each rating?

Azifa madam — 5 points.
Azuna — 5 points.
Anuradha madam — 5 points.
Anjaneyulu Sir — 3 points.

VIII) How do you rate your HOD on a 1 to 5 (5 is the best rating) scale with justification for the rating?

Mr. Ram Mohan Sir (H.O.D) — 5 points

X) How do you rate each of the other six HODs on a 1 to 5 (5 is the best rating) scale individually with justification for each rating

XI) Do you want to specifically mention any of the other department staff members here for their contribution, support, assistance in any matter (write only positive feedbacks. Negative not required. Can write any number of feedbacks on any number of persons)

Haritha — 5 points
Bhavya — 5 points.
Rajya Lakshmi — 5 points.