



Gayatri Vidya Parishad College of Engineering for Women

KOMMADI, MADHURAWADA, VISAKHAPATNAM-530048

(APPROVED BY AICTE, NEW DELHI, AFFILIATED TO ANDHRA UNIVERSITY, VISAKHAPATNAM)

(ACCREDITED BY NATIONAL BOARD OF ACCREDITATION [NBA] FOR B.TECH CSE, ECE AND IT – VALID FROM 2019-22 AND 2022-25)

(ACCREDITED BY NATIONAL BOARD OF ACCREDITATION [NBA] FOR B.TECH EEE VALID FROM 2023-24 TO 2025-2026)

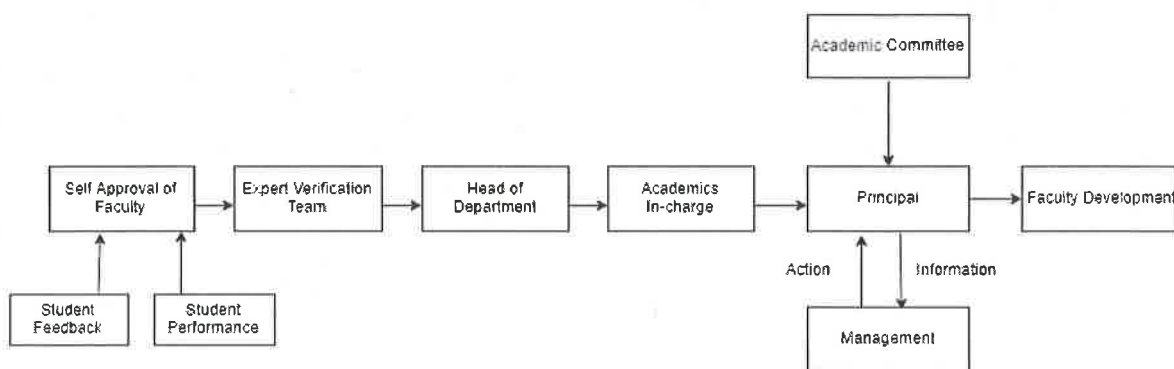
(ACCREDITED BY NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL [NAAC] WITH A GRADE – VALID FROM 2022-27)

(Phone: +91-891-2739144, 2739124, 2719125, 2719127 Email Id: gvpcew@gmail.com, info@gvpcew.ac.in)

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

The Institute adheres to a structured Performance Based Appraisal System (PBAS) to evaluate the performance of teaching staff. The PBAS is based on principles set forth by the All-India Council for Technical Education (AICTE). This system aims to ensure accountability, recognize contributions, and promote professional growth while aligning individual performance with institutional goals.

The system followed by the Institution for the appraisal and development for teaching and non-teaching staff is shown below



Teacher Performance Appraisal System consists of three major areas.

1. Activities pertaining to instruction, acquisition of knowledge, and assessment.
2. Activities pertaining to co-curricular, extension, and professional development.
3. Scholarly Publications and Academic Contributions.

At the conclusion of every academic year, the data related to the aforementioned categories is gathered from each faculty member in the designated format. The scores are computed for each of the three categories and reviewed by the Head of Department, Academic Committee and Principal. These scores are utilized to determine career progression for faculty members and to implement corrective action.

Non-Teaching Staff Evaluation focuses on following aspects:

1. Assesses the efficiency in administrative and operational roles, teamwork, and support to the academic community
2. Emphasizes the punctuality, technical skills, and quality of work.

Feedback will be collected from all the technical personnel of each department and the non-teaching staff. Appraisals will be given based on this feedback. The viewpoints of the Heads of Department, Lab-in charges are also taken into account.

[Signature]
Principal
GVP College of Engineering for Women
Visakhapatnam-48.



Gayatri Vidya Parishad College of Engineering for Women

(Affiliated to JNTU K-Kakinada & Approved by AICTE, New Delhi)

Madhurawada, Visakhapatnam -530048

Faculty Self-Appraisal Form

(Maximum API Score: 100, Minimum Required API: 60 required)

AY:

PART A

A. General Information:

Name:			
Designation:			
Department:			
Qualification:			
Area of Specialization:			
Date of Appointment:	In Institution:		
	In Present Post:		
Experience (In Years)	At Previous Institution	At Present Institution	Total

PART B

ACADEMIC PERFORMANCE INDICATORS (APIs)

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES (65)

B. Additional Teaching Work Load (5):

(Other than Regular Teaching Workload: Per Week --> Theory: One period (1Point), Lab: Two periods (1Point))

Asst.Prof. – 18 hours/week, Assoc.Prof. – 12 hours/week, Professor – 6 hours/week

S. No.	Class & Course	Total number of lectures Allocated	Self-appraisal Score	Verified API Score
Total				

C. Course File & Material/Lab Manual Completion (20):

(For each Theory Course file (4), LMS for each course (3) Lab Course file (2), Lab Manual/Design of new Experiments (4))

S. No.	Class & Course	Self-appraisal Score	Verified API Score
Total			

D. Student Feedback (20):*(Feedback Scales:1-10, Points: Scale x 2)*

S. No.	Class & Course	Self- appraisal Score	Verified API Score
1			
2			
3			
Average			

E. Results (20):

(If the pass % is 'x', if $x \geq 90 \rightarrow 20$ Points, else if $80 \leq x < 90 \rightarrow 15$ Points, else if $70 \leq x < 80 \rightarrow 10$ Points, else if $60 \leq x < 70 \rightarrow 5$ Points, otherwise 0 Points)

S. No.	Class & Course	Pass Percentage	Self- appraisal Score	Verified API Score
1	Power Electronics			
2	Electrical Drives			
3	Hybrid Electrical Vehicles			
4				
Average				

Score for Category I

S. No.	Maximum API Score	API Score obtained	Remarks
B			
C			
D			
E			

CATEGORY II: PROFESSION – RELATED CONTRIBUTION (20)**F: Additional Responsibilities (5):***(Need to submit the detailed report on your additional work for each responsibility 1 point.)*

S. No.	Nature of Role	Self- appraisal Score	Verified API Score
1	Chief coordinator IIPC		
2	NBA coordinator		
3	NAAC coordinator –C6		
4	Anti-ragging		
5	Staff committee president		
Total			

G: Memberships (5):*(International Society Membership – 3 points for each, National Society Membership – 2 points for each)*

S. No.	Organization	Self- appraisal Score	Verified API Score
1			
2			
3			
Total			

H: Workshops/FDPs/Conferences Attended as a Participant/Organized/ Resource person//MOOCS Course (10) /Year:

(For 3 days \rightarrow 4 points , for > 3 days \rightarrow 5 points, for <3days \rightarrow 2 points. For organized/resource person 5 points. For one MOOCS Course \rightarrow 3 points)

S. No.	Workshop/FDP/Conference Name/NPTEL COURSES	No. of days	Self- appraisal Score	Verified API Score
1				
Total				

Score for Category II

S. No.	Maximum API Score	API Score obtained	Remarks
F			
G			
		-	

CATEGORY – III: RESEARCH AND RELATED CONTRIBUTIONS (15)

I: Publications/Reviewer (10)

(SCI Indexed Journals 5, Book/Book Chapter (SCI/ SCOPUS Indexed) 4, SCOPUS Indexed Journals 3, UGC Recognized Journals 2, Paper Published in International Conference 3, Paper Published in National Conference 2, Article in reputed magazines 2, Reviewer 2)

S. No.	Title	Type	Self- appraisal Score	Verified API Score
Total			10	

J: Funded Projects (Ongoing/Completed) (5)

(For each Project (5))

S. No.	Title	Sanctioned Organization	Self- appraisal Score	Verified API Score
1				
Total				

Score for Category III

S. No.	Maximum API Score	API Score obtained	Remarks
I			
J			

Summary of API Scores

Category	Criteria	Last Academic Year API Score	Total API Score for the Assessment period
I	Teaching, Learning and Evaluation Related Activities		
II	Profession – Related Contribution		
III	Research and Related Contributions		
Total			

**Signature of the Faculty
Designation and Date**

Suggestions by HOD

Signature

Recommendations of Verification/ Expert Team:

Signature

Academic Committee Suggestions:

Signature

Signature of the Principal



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Performance review of Non-teaching & Supporting Staff

(Maximum Score: 100, Minimum Required: 60 required)

Review Period /year: _____

A. General Information:

Employee Name			
Designation			
Department			
Qualification			
Date of Appointment	In Institution:		
	In Present Post:		
Experience (In Years)	At Previous Institution	At Present Institution	Total

B. Reviewing officer/principal need to rate the following

S.No		Unsatisfactory=1	Needs to improve =2	Good=3	Very Good=4	Excellent=5
1	Job Knowledge					
2	Work Quality					
3	Responsibility					
4	Behavior with students					
5	Behavior with Faculty					
6	Punctuality					
7	Knowledge on rules and regulations of college					
8	Initiative					
9	Timely completion of the work					
10	Communication					
Overall Grading						

(Signature of Employee)

Additional Comments if any (to be filled by HoD/Principal)

Signature of HoD

Signature of Principal