

**6.3.5 INSTITUTIONS PERFORMANCE
APPRAISAL SYSTEM FOR TEACHING AND
NON-TEACHING STAFF**



NEW HORIZON COLLEGE MARATHALLI

Permanently Affiliated to Bangalore North University, Recognized by the Govt. of Karnataka
Recognized under section 2 (f) of the UGC Act, 1956
Accredited by NAAC with 'A' Grade

6.3.5 Institutions Performance Appraisal System

Teaching	Online
Non-Teaching	Online

The success of any Institution depends on the quality of its teaching and non-teaching staff. It is essential to use the Performance Appraisal System (PAS) to ensure continuous improvement and accountability. The Appraisal system is a systematic process for evaluating, recognizing and improving employee performance.

Purpose of Performance Evaluation

1. Effective teaching evaluation
2. Evaluation of non-instructional responsibilities
3. Identifying Professional Development Needs

The Institution uses an online evaluation system to recognize and reward teacher and non-teaching staff. This evaluation also encourages employees to increase their knowledge and productivity through research and education. Faculty and staff participate in this process by completing an online HRMS portal, demonstrating improvement and improvement efforts, and reapplying. This form is reviewed by the HOD, Principal, and HR Director at the time of promotion and salary increase. Teaching and non-teaching staff will receive assessment and students rate their teaching and co-operation by non-teaching staff.

Principal

NEW HORIZON COLLEGE
Ring Road, Bellandur Post,
Bangalore - 560 103.

NEW HORIZON COLLEGE

Points discussed regarding predetermined requisite for the Appraisal of the faculty member
With effect from the Academic Year 2022 -23

Date: 07-Nov-22

Particulars	Criteria
I) Publications & Patents	<ol style="list-style-type: none">Professors and Associate Professors should publish<ol style="list-style-type: none">One paper under Q1/Q2 Journal as First Author. ORTwo papers under Q1/Q2 Journals as a co-author in collaboration with other Institutions.Professors and Associate Professors should publish atleast one patent per year with NHC affiliation as an applicant and first inventor.Sr. Assistant Professors and Assistant Professors should publish<ol style="list-style-type: none">One paper under Q1/Q2 Journals as a co-author in collaboration with other Institutions. OROne paper in any Q-ranked Journal (Q3, Q4) as First Author. ORTwo papers as a co-author in any author position in any Q-ranked Journals (Q3, Q4) in collaboration with other Institutions.
II) Research and Consultancies	<ol style="list-style-type: none">Professors should get a research grant of Rs. 2 Lakhs or Consultancy of Rs. 1 Lakh in an academic year.Associate Professors should get a research grant of Rs. 1.0 Lakh or Consultancy of Rs. 50,000/- in an academic year.
III) MOOC	<ol style="list-style-type: none">Faculty should complete one MOOC course from NPTEL / Swayam as per the subject taught by them or any emerging areas and should be approved by the Department HoD and Dean – QASDC.
IV) External Workshop / FDPs	<ol style="list-style-type: none">Faculty should attend FDP with minimum continuous 5 days' duration and one Premier Industry oriented workshop for 2 days under offline mode in an academic year.The selected FDP and External Workshop should be approved by the HoD and Dean – QASDC..

[Handwritten Signature]

Siddesh

[Handwritten Signature]

- Note: 1. Papers must be uploaded only as per the citation and author position should be clearly provided in HRMS portal.
2. All the criteria mentioned above are mandatory to be fulfilled for the annual appraisal.
3. Only one faculty can claim a paper irrespective of author positions.
4. Faculty can claim for the registration charges of maximum Rs. 2000/- for either MOOCs or External Workshop / FDP.
5. Faculty can avail OODs for the MOOC exam and External Workshops / FDPs

Submitted to Hon'ble Chairman for Approval

Siddesh
Head - R&D

K. S. Kulkarni
Dean - QASDC

P. K. Kulkarni
Director - Human Resources

Approved / Not Approved
Chairman

(PART 'A')

PERFORMANCE APPRAISAL: TEACHING STAFF

In conformity with the Job responsibilities (proscribed by AICTE) Assessment period from Aug 2022 To Jul 2023

(Personal Particular)

Name:

Darla Nagaraju

Educational Qualifications:

PG

Are you a recognized PH.D guide:

Department:

New Horizon College

Designation:

Sr. Assistant Professor

No. of years served in NHCE till date:

3.06

Total Experience till date:

19.09

Any extraordinary achievement during the assessment period:

(PART 'B')

Academic Duties and responsibilities assigned

	Subject Assigned	No. of Classes Planned	No. of Classes Conducted	Remarks
ODD Semester Theory				

	Laboratory	No. of Experiments Planned	No. of Experiments Conducted	Remarks
ODD Semester Laboratory				

	Subject Assigned	No. of Classes Planned	No. of Classes Conducted	Remarks
EVEN Semester Theory				

	Laboratory	No. of Experiments Planned	No. of Experiments Conducted	Remarks
EVEN Semester Laboratory				

Applicable to Faculties handled Autonomous scheme

	Subjects Assigned	Self Study / Sem / Student	Assignments / Semester	Quiz / Semester
ODD SEMESTER				

	Subjects Assigned	Self Study / Sem / Student	Assignments / Semester	Quiz / Semester
EVEN SEMESTER				

(PART 'C')

A brief pen picture of self, not exceeding in 5 to 6 lines, highlighting the administrative and support activities entrusted

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(PART 'D')

(Appraisal on a 5 point rating scale)

Note: Please put a tick in the appropriate rating

(PART 'E')

Formula Used: (Grand Result % * 5) / 100

(Result Conversion Scale: 100% - 5, 80% - 4, 60% - 3, 40% - 2, 20% - 1, 0% - 0)

ODD Semester

	Sub 1	Sub 2	Sub 3	Sub 4	Sub 5	Average
Student Feedback:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Result:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

EVEN Semester

	Sub 1	Sub 2	Sub 3	Sub 4	Sub 5	Average
Student Feedback:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Result:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Grand Average

ODD	EVEN	Grand
0.00	0.00	0.00
0.00	0.00	0.00

Summary

SUMMARY OF PART "D"

Total points awarded to staff: (D1)

(Points Obtained / Maximum Points *5)

Points awarded with % weight age:
(D1*)



Darla Nagaraju
Signaturo of faculty mombor
Date: 26/07/2023

GUIDELINES TO HEADS OF DEPARTMENT FOR FILLING UP PERFORMANCE APPRAISAL FORM IN RESPECT OF TEACHING STAFF

1. Every faculty person will be assessed on items/areas of achlovement on the pressure point rating scale. The concept of rating scale are given below:

Outstanding : Excellent professional competence, unblemished track record, utmost efficiency & effectiveness, optimum human capacity utilization, punctuality , sincerity and dedication of highest order.

Very good: Satisfactory professional competence with reasonable efficiency & effectiveness, reasonable extent of human capacity utilization and high order of punctuality, sincerity and dedication.

Good: Just satisfactory performance with marginal level of efficiency and effectiveness. Medium human capacity utilization, punctuality, sincerity and dedication just adequate to deliver minimum satisfactory performance.

Fair: Performance much below the level of expectations. Lack of efficiency and effectiveness, zeal and enthusiasm in performing his/her duties. Under utilization of capacity advertently or inadvertently(due to physical, mental disabilities)

Poor: A deplorable performance devoid of initiative efforts, zeal or enthusiasm. A liability for the organisation with either total lack of capacity, utilization to perform or advertently shirking from responsibilities.

2. PROCEDURE OF COMPUTATION OF GRADING

75% weightage of the total points awarded in performance appraisal.
25% weightage will be given for points awarded in the faculty evaluation by students both from both semesters.

3. CORRESPONDING RANKING TAKING INTO ACCOUNT THE POINT SCORE AND CONVERTING IT TO TOTAL WEIGHTAGE OF 75%+25%= 100%

4.5 – 5.0 : OUTSTANDING
4.0 – 4.4 : Very good
3.0 – 3.9 : Good
2.0 – 2.9 : Fair
Less than 2: Poor

4. HOD's are required to fill up the performance appraisal proforma in presence of the concerned teaching staff by asking the staff explain item wise performance and their perceptions about the point grades. The HOD's after taking into account the submissions and expectations of the concerned staff & his own perceptions/ option about the capability of the staff, will put a tick on mark particular point scale. In case the ticked grade does not tally with



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Ref. No. NHC/INC-9235/2022-23

6th July 2023

To:
Mr. Darla Nagaraju
Sr. Assistant Professor

Dear Mr. Darla Nagaraju

Sub: Salary Increment

I am delighted to inform you that in recognition of your hard-work and your remarkable accomplishments as a teacher, your salary has been hiked for your position as a **Sr. Assistant Professor at New Horizon College, Marathahalli.**

I greatly value your commitment and dedication and appreciate the exceptional teaching skills you consistently demonstrated throughout your tenure. Your passion for teaching and your ability to create an engaging and inspiring learning environment has had a significant impact on our students' growth and success.

Your salary will be increased effectively from **1st June, 2023.** This salary hike reflects our recognition of your valuable contributions, your continued professional growth, and your willingness to take on additional responsibilities.

Your new salary structure as per your **Self Appraisal Grade A** will be as follows:

- Increment: Rs 4000/-
- Revised Gross Salary: Rs 54476/- pm

This salary hike not only acknowledges your exceptional efforts but also serves as an incentive for your further growth and your dedication to the teaching profession.

I would like to express my gratitude for your unwavering commitment to our student and the school community. I look forward to your continued success as a valued member of **New Horizon College, Marathahalli.**

Congratulations on your well-deserved hike!

Best wishes

Dr. Mohan Manghnani
Chairman