



VAAGDEVI DEGREE & P.G COLLEGE

KISHANPURA, HANAMKONDA



Category - I

IQAC _____

Teaching, Learning & Evaluation

Minimum Score required : 75

S.NO	API's	API Score allotted	Self evaluation	Evaluation by EA
1	Lectures, Tutorials, Practial, Remedial class conducted	50		
2	Extra Teaching Duties	10		
3	curriculum Enrichment	10		
4	Participatory & Learning Methodologies Teaching	20		
5	Examination duties	10		
6	Students' feed back	20		
7	HODS feed back	5		
	Total	125		

Principal

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Category - II

IQAC _____

Co Curricular , Extension & Professional Development

Minimum Score :15

S.No	Student centric Activity	API score	Self evaluation	EA evaluation
1	Inter -college level activity / Event convenor / Coordinator / Member - College level activity Convenor / Member Certificate Course / Add on course with min 50% teaching (15) no teaching (5) Guest lecture for student 2 per lecturer	20		
2	Academic & Administrative Committees & responsibilities. college level: Incharge (10) member(2) Dept. Level : Incharge (5) Member(1)	15		
3	Professional Development Activities, Attending seminars, conferences, workshops, talks, Lectures. Duration < = 1 week	15		
		50		

A. Subhadra

Principal

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Category -III

IQAC_



Research & Development

(Minimum Score required AP - 6K(05), AP - 7K(10), AP - 8K (15) Assoc. Prof (20) Prof. (25))

S.NO	API'S	S.E	E.EA
1	Sponspred Research Projects 30 lakh above (30 & 20) 5 to 30 lakh (20 & 10) 01 to 05 lakh (05 & 15) 1 lakh (5)		
2	External funding Research activities conf/wk/seminar/FDP 5 TO 10 Lakhs(10) 1 to 5 lakha (5) 0.5 laksh to 1 lakh (01)		
3	Publications Journal (15 & 10) conf. proceedings paper 1SBN (10 & 5) conf. proceedings without 1SBN (5 & 3) Technical articles (3)		
4	Invited Lectures / Paper presentation International conference - (7 per lecturer/ 5 per paper)		
5	Students publication - (15) journal 5/ publication		
6	Books & chapters in books. International - 30 per book & 10 chapter for single author National - 20 per book & 5/chapter.		
7	patent overseas 50 Indian 25		
8	Industrial Training /Online courses More than 2 weeks(10) 2 weeks(5)		
9	courses/programmes attended Interenational (20) National (10) State /University (5)		
10	course/ programmes organised for National /State /		
11	Research Guidance Ph.D (20 & 10)		
12	Research evaluational Review Ph.D(5) Journal (3) Collaborative Research International (10) National (5) Consultance Projects 10 for every 10 lakhs		
13	MOU 10 each T & P Activities		
14	Fellowships & Academic awards 15 15 (International) National 10 10 State / University level 5 5		

Total

A. Subhadra
Principal

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VAAGDEVI DEGREE & P.G. COLLEGE

KISHANPURA, HANAMKONDA.



IQAC_____

Annual Performance Appraisal Form

Teaching Staff

(Period of Appraisal: From 1 Just to _____ May)

Employee Details

Name of the Faculty	
Department	
Designation	
Date of Joining	
Gross salary	

Record of the C.I's Availed

S.NO	Type of Leave	No. of Leaves availed	Signature of the Admin / HOD
1	Causal Leave		
2	Medical Leave		
3	On Duty		
4	Maternity Leave (if applicable) Leave without pay		

A. Acharya

Principal

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VAAGDEVI DEGREE AND PG COLLEGE

Affiliated to Kakatiya University
Kishanpura, Hanamkonda



Performance Appraisal Form for Non-Teaching Staff **2023-2024**

1. Name of the Faculty :
2. Position Title :
3. Date of Entry into Service :
4. No. of Years in Service :
5. Date of Retirement :
6. Qualification :
7. Details of Current Responsibilities :

I. PROFESSIONAL COMPETENCE

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Knowledge of rules, regulation and procedure					
2	Ability to organize work and carry it out					
3	Ability and willingness to take up additional load in times of exigencies					
4	Creativity and innovation					
5	Ability to learn and perform new duties					
6	Capacity to supervise* (For Supervising Staff Only)					
7	Do you possess good knowledge(theory, hands on) for all aspects of the job to perform your job functions satisfactorily?					

II. PERFORMANCE

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Awareness of policies and procedures of the institution?					
2	Maintenance of Files/Records					
3	Accuracy & Speed of work					
4	Neatness & tidiness of work					
5	Completion of work on schedule					

6	Diligence and sense of responsibility					
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III. PERSONAL CHARACTERISTICS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Attendance					
2	Punctuality					
3	Discipline					
4	Integrity and behaviour					

IV. ATTITUDE TOWARDS CO-WORKERS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation with your colleagues?					
2	Mutual motivation with your colleagues?					

V. ATTITUDE TOWARDS PUBLIC

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation to the needs of the public(Parents, Business Associates, Vendors, Well Wishers of the College)?					
3	Rapport with the public when you interact with them?					

VI. STAFF/STUDENT RELATIONS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Ability to engage, motivate, supervise, and effectively work in the interest of students?					
3	Responsibility towards your tasks/ areas of management assigned to?					

Declaration

I hereby declare that the information provided is true to the best of my knowledge.

Place:-

Date:-

Name and Signature of the non teaching staff

Countersigned by the Head of the Institution