SSB

SANSKRITHI SCHOOL OF BUSINESS

Approved by AICTE, New Delhi. Affiliated to JNTUA, Anantapur.

Beedupalli Road, Prasanthigram, Puttaparthi, Sri Sathya Sai District – 515 134.

6.3.1 FILE NO: 2- UNFILLED FACULTY APPRAISAL FORM

PERFORMANCE APPRAISAL FORM

ANNUAL FACULTY SELF APPRAISAL FORM

(Maximum API Score: 300; Minimum Required API for Assistant Professors: 100, For Associate Professors 150, Professors 200)

Part A: General Information

Part B: Academic Performance Indicators

PART A - General Information

Name:			
Designation:			
School of :			
Department:			
Qualification:			
Area of Specialization:			
Date of Appointment:	In Institution:		
	In Present Post:		
Experience (In Years)	At Previous Institution	At Present Institution	Total
Last Increment Details in this College:	Date:	Amount	

PART B: ACADEMIC PERFORMANCE INDICATORS (APIs)

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES (85)
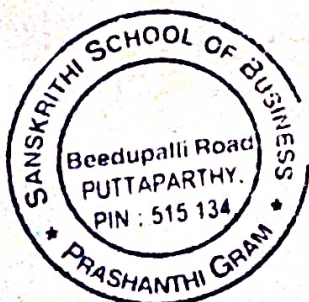
Dr. Balakdeswan

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B. Teaching Workload (15): *Regular Teaching Workload: Theory papers- 2PointLab -1Point)*

S. No.	Class & Course/Lab	Total number of lectures Allocated	Hours taken	No. Of students	Self-appraisal Score	Verified API Score (Principal)
1						
2						
3						
4						
	Total					

C. Innovative pedagogy employed in teaching (15)*(3 points per innovation per subject)*

S. No.	Name and description of the Innovative Pedagogy	Name of the subject	Self- appraisal Score	Verified API Score by Principal
1				
2				
	Total			

D. Additional Academic Activities conducted (NSS, Sports, CSR, Events, Fests, Workshops, Conferences, Symposiums) (15):
(Events with less 50 participants –1Point | Events with more than 50 participants – 2 points)

S. No.	Event name	No. of participants	Self- appraisal Score	Verified API Score by Principal
1				
2				
	Total			

E. Additional Responsibilities (5)(Club activities/ Committee member/Training & Placements/Guest lecture), 2 points per activity conducted

S. No.	Name	Events conducted	Date of event
1			
2			
	Total		

Dr Balak desuari

PRINCIPAL
Sanskrithi School of Business,
Beedupalli Road, Prasanthigram,
PUTTAPARTHI - 515134.
Ananthapuramu (Dt.) A.P.

F. Student Feedback (20): *Feedback Scales: Unsatisfactory- 1   Average- 2Good-3 Excellent-4*

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

G. Results (15):Above 70% - 2 points | Below 70% - 1 points

S. No.	Class&Course	Total No: of students	No: of students Pass	Results	Self- appraisal Score
Total					

Category II: Student Support (65)

H. Student Mentorship (3)*(Per 20 students – 3 points, 10 students 2 point)*

S. No.	Year/Department	No .of students
1		
2		
Total		

I. Student Internship (10)*(How many students got internships with your contacts, 1 point per student)*

S. No.	Name of the student	Name of the Company	Self- appraisal Score	Verified API Score
1				
2				
Total				

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PRINCIPAL
Sanskrithi School of Business,
Beedupalli Road, Prasanthigram,
PUTTAPARTHI - 515134,
Ananthapuramu (Dt.) A.P

J. Student Internship (10)*(Students got placed after internships with your contacts, 2 point per student)*

S. No.	Name of the student	Name of the Company	Self- appraisal Score	Verified API Score
1				
2				
Total				

K: Guidance for Student Projects (5):*(Per 20 students – 2 points)*

S. No.	Department/ Year	Number of students	Self- appraisal Score	Verified API Score
1				
2				
Total				

L.Publication in Journal/Presentation in Conference of Student Projects (10) *(2 points per publication)*

S. No.	Name of the student	Batch	Name of the paper	Name of the Conference/Journal	Self- appraisal Score	Verified API Score
1						
2						
Total						

M. Publication in Journal/Presentation in Conference of Student Projects in other Colleges/Universities (6) *(2 points per publication)*

S. No.	Name of the student	Batch	Name of the paper	Name of the Conference/Journal	Self- appraisal Score	Verified API Score
1						
2						
Total						

DY. Balakdeswari

PRINCIPAL
Sanskrithi School of Business,
Beedupalli Road, Prasanthigram,
PUTTAPARTHI - 515134,
Ananthapuramu (Dt.) A.P.

N: Workshops/FDPs/Conferences Attended as a Participant or Resource person (5)/Year:
(*For each day 1 Point for participant and 2 points for resource person*)

S. No.	Workshop/FDP/Conference Name	No. of days	Self- appraisal Score	Verified API Score
1				
2				
Total				

O. Industrial Visits Organized (6) (*2 points per company visit*)

S. No.	Name of the Company	Number of students visited	Self- appraisal Score	Verified API Score
1				
2				
Total				

P. Guidance for Student certifications (10)
For each course certification/student (2 Points))

S. No.	Name of the Student	Name of the Course	Certification Platform	Self- appraisal Score	Verified API Score
1					
2					
Total					

CATEGORY – III: RESEARCH AND Development(35)

Q. Papers presented in Conferences/Workshops/Seminars (10)(*International Conference-2 points, National conference/seminar/Workshop 1 point*)

S. No.	Workshop/FDP/Conference Name	National/International	No. of days	Self- appraisal Score	Verified API Score
1					
2					
Total					

DY. Balakesuch

PRINCIPAL
Sanskrithi School of Business,
Beedupalli Road, Prasanthigram
PUTTAPARTHI - 515134,
Ananthapuramu (Dt.) A.P.

R: Publications/Reviewer (10). Attach relevant documents
(International Journal/Book (5), National Journal (4), International Conference (3), National
Conference (2), Article in anymagazines (2),Reviewer (2))

S. No.	Title	Type	Self-appraisal Score	Verified API Score
1				
2				
		Total		

S: Funded Projects (Ongoing/Completed) (5)
(For each Project (5))

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

**T. Collaborative Research Projects within SSB/Other colleges, Universities/Foreign (10)
universities** (*Within SSB-2 points, Other universitites-3 points, foreign universities-5 points*)

S. No.	Title	Name of collaborator	Name of the College/University	Self-appraisal Score	Verified API Score
1					
2					
			Total		

DY. Balakdesuan

Category IV: Professional Development (75)
U: Memberships/Certification (5):
(For each professional membership (1 Points))

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

V. Value added courses completed/Certifications (10)
For each course certification (2 Points))

S. No.	Name of the Course	Certification Platform	Self- appraisal Score	Verified API Score
1				
2				
	Total			

W. Patents filed/Patents Granted (10)(*5 for patent filed and 10 for patent granted*)

S. No.	Name of the Patent	Filed/Granted	Self- appraisal Score	Verified API Score
1				
2				
	Total			

X. MOU's (10)(*2 points per MOU*)

S. No.	Name of the Company	Self- appraisal Score	Verified API Score
1			
2			
	Total		
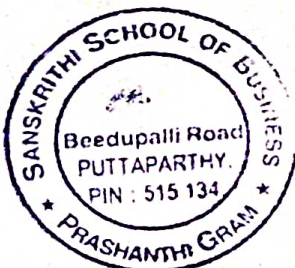
Dr. Balakdeswar

PRINCIPAL
Sanskrithi School of Business,
Beedupalli Road, Prasanthigram,
PUTTAPARTHI - 515134,
Ananthapuramu (Dt.) A.P.

Y. Activities organized Post MOU's (10)*(2 points per Activity)*

S. No.	Name of the Company	Self- appraisal Score	Verified API Score
1			
2			
Total			

Z. Consultancy (10)*(2 points per Consultancy)*

S. No.	Name of the Company	Self- appraisal Score	Verified API Score
1			
2			
Total			

Zi. Guiding PhD students (20)*(Per student (2 Points))*

S. No.	Name of the Student	Name of the Course	Certification Platform	Self- appraisal Score	Verified API Score
1					
2					
Total					

Category V: Additional Institutional Building Activities(30)

Zii. Your Contribution in Admissions (20) *(Academic Year 2019-20) (2 points per 1 Management seat and 1 point for counselling)*

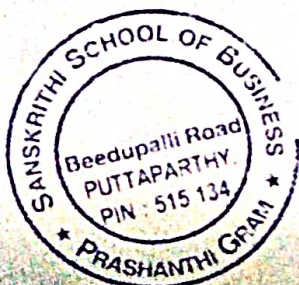| S. No	Name of the Course	Management	Counselling
	Total		

Ziii. Activities conducted for Institutional Brand Building (10) *(2 points per activity)*

S. No	Name of the Event	Description

Ziv). What's your role in keeping the campus clean? (2 points)

Zv) What's your role in keeping the campus green? (2 points)

Dr. Bala Kotewar

PRINCIPAL
Sanskrithi School of Business,
Beedupalli Road, Prasanthigram.
PUTTAPARTHI - 515134,
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PRASHANTHI GRAM

Zvi) Have you received any Memo from the Institute in this semester regarding your conduct/performance? (2 points)

S. No.	Maximum API Score	Self-appraisal score	Verified Score	Remarks
Q	10			
R	10			
S	5			
T	10			
TOTAL	35			

Zvii) How many leaves you have availed in this semester? (2 points)

Zviii) How many LOP's (2 points)

SUMMARY OF API SCORES
Score for Category I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

S. No.	Maximum API Score	Self-appraisal score	Verified Score	Remarks
B	15			
C	15			
D	15			
E	5			
F	20			
G	15			
TOTAL	85			

Dr. Balakdeswar

PRINCIPAL
Sanskrithi School of Business,
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Score for Category II – Student Support
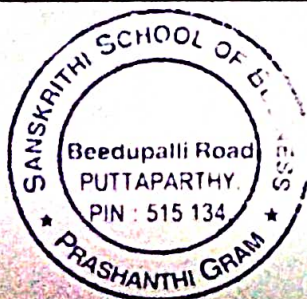
Score for Category III – Research and Development

S. No.	Maximum API Score	Self-appraisal score	Verified Score	Remarks
H	3			
I	10			
J	10			
K	5			
L	10			
M	6			
N	5			
O	6			
P	10			
TOTAL	65			

Score for Category IV: Professional Development

S. No.	Maximum API Score	Self-appraisal score	Verified Score	Remarks
U	5			
V	10			
W	10			
X	10			
Y	10			
Z	10			
Zi	20			
TOTAL	75			

Score for Category V: Institutional Building Activiites

S. No.	Maximum API Score	Self-appraisal score	Verified Score	Remarks
Zii	20			
Ziii	10			
Ziv-Zviii	10			
TOTAL	40			

Dr. Balakateswan

PRINCIPAL
Sanskrithi School of Business,
Beedupalli Road, Prasanthigram
PUTTAPARTHI - 515134,
Ananthapuramu (Dt.) A.P

Category	I.TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES	II. STUDENT SUPPORT	III.RESEARCH AND DEVELOPMENT	IV. PROFESSIONAL DEVELOPMENT	V. INSTITUTIONAL BUILDING	Total
Total	85	65	35	75	40	300
Self-appraisal score						
Verified Score						

CATEGORY – VI: FOR HR DEPARTMENT

Criteria	Available	Availed
Details of Leaves taken during the year		

Signature of the Faculty
with designation and date

Signature of HOD

Signature of the
Principal with date

Dr. Balakteswar

PRINCIPAL
Sanskrithi School of Business,
Beedupalli Road, Prasanthigrant
PUTTAPARTHI - 515134.
Ananthapuramu (Dt.) A.P.