



# Sri Indu Institute of Engineering & Technology

Recognized Under 2(f) of UGC Act 1956  
 Approved by AICTE, New Delhi Affiliated to JNTUH, Hyderabad.  
 Main Road, Sheriguda, Ibrahimpatnam, R.R. Dist. 501 510.  
 Campus Ph: 9640590999, 9347187999, 8096951507.



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## APPRAISAL FORMAT FOR FACULTY

### FORM A

Name Dr. S. SURESH Department ECE Date of Joining 05/02/2018

Examination	Name of Exam	College	University	Year of Passing	Percentage of Marks obtained	Division/Class/Grade
UG	R. E	Muthayamma Engg. College	Pravara University	2004	72.3%	B
PG	M. Tech	VIT	VIT	2008	85.50 PA	B
Ph.D.,	Ph.D	Anna University	Anna University	2013	Highly Commended	-
Any Other						

Total experience 1.4 Yrs.

Any Other Information .....

### Subjects/Labs Taught in First / Second Semester OF THE YEAR UNDER REVIEW

S.No	Subject/Lab	Year/Sem	Student Pass %	Exam branch signature
1.	EMTL	III - I	70%	
2.	AWP	III - II	77%	
3.	ELECTRONICS CIRCUIT ANALYSIS	II - II	86%	

### PART - I - ACADEMIC CONTRIBUTION

(70M)

S No	Attribute				Self assessment	Pts by HOD	Remarks
1	Result Analysis	Refer Table 1			43	43	Labs will not be counted.
2	Lab work Correction*	3 80-89.99%	4 90-94.99%	5 95-100%	05	05	
3	Course file Completion & Updation	3 (Good)	4 (VGood)	5 (Excellent)	05	05	
4	Feedback of Students	Refer Table 2			9	9	
5	Organizing External lecture or Industrial Visit	3	4	5	5	5	
Total Marks (70 Marks)					67	67	

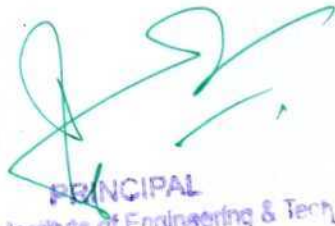
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**Table 1 : Result Analysis (45M)**

S.No	Parameter	Sub 1	Sub2	Sub3	Sub4	Average marks	Remarks
1.	Syllabus coverage according to lesson plan (10M)	10	10			10	
2.	Tutorial classes according to curriculum (10M)	10	10			10	
3.	Remedial classes for slow learners (10M)	10	10			10	
4.	Remedial classes for Fast learners (05M)	05	05			05	
5.	Pass Percentage –(10M) Refer Table 1(a)	8	8			8	
<b>Total marks (45M)</b>						43.	

**Table 1(a)**

Pass Percentage	Marks
91-100	10
81-90	9
71-80	8
60-69	7
50-59	6
<50%	00



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**Table 2: FEED BACK ANALYSIS (10M)**

S. No	Parameter	Marks Obtained			
		Sub 1	Sub 2	Sub 3	Sub 4
1	Initial Feedback score	91	92		
2	Final feedback score	95	95		
3	Average of (1) & (2)	93	93.5		
4	Convert the avg into 10M as per Table 2(a)	9	9.		
Avg.Score(10M)		9.			

Table 2(a)	
Avg Score	Marks
95-100	10
90-94	9
85-89	8
80-84	7
75-79	6
70-74	5
65-69	4
60-64	3
55-59	2
50-54	1

**PART - II**  
**RESEARCH PUBLICATIONS & ACADEMIC ACHIEVEMENTS (90M)**  
 (Refer Table 3)

S No	Attribute	Max Score	Pts scored	Remarks
1	For Guiding students in projects and getting prize in external Competitions(I/II) as per 3.1	06	05.	Participation to be informed before event to principal
2	Authoring a Book during the appraisal AY. as per 3.2	10	-	
3	Professional Body Memberships (IEEE, ISTE, IEI and Dept. Professional Bodies recognized) Life time. as per 3.3	06	02.	
4	Professional Body Memberships (IEEE, ISTE, IEI and Dept. Professional Bodies recognized) Annually. as per 3.4	04	-	
5	Publishing technical paper in International journal (Give Details) recognized as per 3.5	20	20.	
6	Publishing technical paper in National / International Conference (Give Details) as per 3.6	06	06	
7	Sponsored R&D (Give Details) as per 3.7	10	-	
8	Sponsored Consultancy (Give Details) as per 3.8	05	-	
9	Attending any FDP as per 3.9	06	06	
10	Attending Workshop / FIP (Give Details) as per 3.10	02	02.	
11	Patents (Give Details) as per 3.11	10	10.	
12	Experience in SIJET(Refer Table 4)	05	03.	
Total Marks (90 Marks)			54	

  
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**Table 3 : Research Parameter**

S.No	Research Parameter	No.	Marks
1.	Guiding students and getting prizes	01	03
2.	Books Published	01	10
3.	Membership in professional bodies (Yearly)	01	02
4.	Membership in professional bodies (Annually)	01	01
5.	Papers published in Journals (Int/Nat)	01	5/2.5
6.	Papers published in Conferences (Int/Nat)	01	3/2
7.	Sponsored R&D Refer <b>table 3(a)</b>	01	10
8.	Sponsored Consultancy Refer <b>Table 3(b)</b>	01	05
9.	FDP 1 Week/ 2 Week	01	03/06
10.	Workshop (1 day/ 3days)	01	1/2
11	Patents	01	10

**Table 4: SIET Experience**

Experience in SIET	Marks
>6 years	05
>4 yrs	04
>2 yrs	03


R&D Amount	Marks
>20Lakhs	10
10-20 Lakhs	8
5-10 Lakhs	6
<5 Lakhs	2

Consultancy Amount	Marks
>2Lakhs	5
1-2 Lakhs	4
<1 lakh	2

**PART – III**

**ADMINISTRATIVE CONTRIBUTIONS (40M)**


S No	Attribute	Max Score	Pts Scored	Pts by HOD	Remarks								
1	Administrative responsibilities at the institution level	04	04	04									
2	Administrative responsibilities at the department level	06	06	06									
3	Involvement in counseling/Mentoring/Students motivation /Attendance (Give Details)	05	05	05									
4	Guest Lectures outside (Give details)	03	03	03									
5	Organizing any Int.conference <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>Convener</th> <th>Co-Convener</th> <th>Committee head</th> <th>Committee member</th> </tr> <tr> <td>5</td> <td>3</td> <td>2</td> <td>1</td> </tr> </table>	Convener	Co-Convener	Committee head	Committee member	5	3	2	1	05	-	-	
Convener	Co-Convener	Committee head	Committee member										
5	3	2	1										
6	Organizing any National Conference/FDP <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>Convener</th> <th>Committee head</th> <th>Committee member</th> </tr> <tr> <td>5</td> <td>2</td> <td>1</td> </tr> </table>	Convener	Committee head	Committee member	5	2	1	05	05	05			
Convener	Committee head	Committee member											
5	2	1											


  
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7	Organizing any College level Activities (Ex: Aquila, Sports Day, College Day etc.,		04	04	04	Certified by HOD/Principal
	Committee head	Committee member				
	4	2				
8	NBA/NAAC/Autonomous Etc.,		05	03	03	
	Coordinator	Criteria incharge				
	5	3	1			
9.	Late markings		03	03	03	
	No late marks	3 times late				
	3	2	1			
<b>Total Marks (40Marks)</b>				33	33	

Grand Total : I+II+III (Max.Marks : 200 M) = 62 + 54 + 38 = 154

  
Signature of the faculty

  
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Department of ECE

## FORM B

(To be filled by the Head of The Department/Principal)

ANNUAL APPRAISAL REPORT FOR THE ACADEMIC YEAR 2019-20

Name of the faculty Dr. S. SURESH

Designation Professor & HOD,

Form A total : 154/200.

Attitude and Interpersonal Skills (Give ratings on a five point scale with '5' being the best and '1' is the poor) (Excellent - 5, Good - 4, Satisfactory - 3, Poor - 2, Very Poor - 1)

S.No	Parameter	Marks Obtained
1	Professional look	05
2	Punctuality to the class work and full time engagement of class	05
3	Toughness of the subject handled	05
4	Co-operation for sudden engagement of class	04
5	Proper leave communication and proper alternative arrangement during leave period	05
6	Quality and quantity of delivery content	05
7	Participation in department work (NBA/NAAC/Others)	05
8	Prompt response to assigned work	05
9	Participation in general administrative work of Dept./Institute.	05
10	Relationship with students and co-faculty	05

Comments/Suggestions by the Head of the Department

Remarks of Principal

Signature of the HOD/Coordinator

Signature of the Principal

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## NON-TEACHING STAFF SELF APPRAISAL FORM

Name : P. Govardhan Rao  
Department : C.S.E

A score of one is low and score of five is high. NA – Not Applicable

S.NO.	STATEMENT	1	2	3	4	5	NA
1	I am helpful to the teachers whenever they approach me for help.					5	
2	I am patient to the needs of the public (Parents, Business Associates, Vendors, Well wishers of the institution).				4		
3	I develop a good rapport with the public especially during admission process.			3			
4	I respond quickly to the needs of the student, faculty and institution.				4		
5	I carryout the tasks/ areas of management assigned to me in a responsible manner.					5	
6	My absence does not affect the system in the institution.		2				
7	I always give proper information to my HOD during leave (planned & unplanned).					5	
8	I voluntarily help my colleagues when they are burdened with work.				4		
9	I complete the work for the day on time.					5	
10	If needed I extend my work timings to complete the task assigned.					5	
11	I positively respond to any instruction, guidance, correction and discipline by my superiors.					5	
12	I can immediately locate the files (for which I am responsible) when asked for data.					5	
13	I report on time to work.					5	

  
Signature of HOD

  
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