

Performance Appraisal System

(e. f. AY 2023-24)

100 points scale

=

60 points & mandatory threshold for performance

+

40 points & additional/ exceptional performance

****Note:**

Conversion of scores from student feedback:

Poor =1

Satisfactory = 2

Good =3

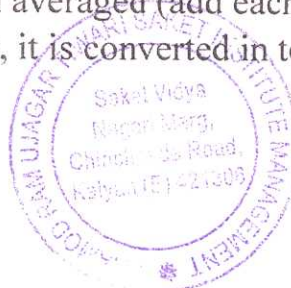
Excellent =4

On other questions, Yes=4, No=0

Min Score on each question is 0

Max Score on each question is 4

Firstly, questions are grouped into different parameters of the performance appraisal system, these questions are then averaged (add each questions score and divide by number of questions). Secondly, it is converted in to 5 point scale [multiplied by (54)].



Breakup of 60 points >>>

0 10 points teaching:

[

- 5 points (rated by HOD)
 - Direct rating on 43 point scale

And

- 5 points (student feedback)
 - (01-02-03) 3 (5/4)

]

+

0 5 points research and Industry connect & (fulfilling mandatory research requirement as per policy) (self-appraisal with IQAC approval)

- All relevant documents are submitted and IQAC verified, with the relevant details filled in the self-appraisal form

+

0 5 points- Assigned College Committee work (self-appraisal with IQAC approval)

(Rating on 5 point scale by HOI)

- All relevant documents are submitted and verified, with the relevant details filled in the self-appraisal form

+

0 10 points Timeliness Promptness

[

0.5 points interdepartmental outreach (support with document) (rating on five point scale by HR)

+

0.5 points-top rated research & consultancy practice

- (self-appraisal with admin approval)
- {ABDC/ABS 2 points each, Scopus/SSCI/SCI/ESCI-1 points each, Consultancy-3 points each} (capped at 5 points only)

+

0.5 points-Admission position of the department (% of admission/intake * 5/100)



Annual Performance - based Increment Plan & Hike rates

> 60 = 5%

> 65 = 7%

> 70 = 9%

> 75 = 11%

> 80 = 13%

> 85 = 15%

> 90 = 17%

> 95 = 19%

= 100 = 21%

** Note: Minimum 50 Points mandatory for continuation of service.



0 5 points for google reviews with name mentions (number of reviews / total number of student enrolled * 20 * 5) (capped at 5 points)

Breakup of 40 points >>>

0 10 points Innovation in pedagogy

[

- 5 points (self – appraisal with IQAC approval)
 - Supporting document (link NAAC file reports of the activity) are submitted and verified, with the relevant details filled in the self – appraisal form.

And

- 5 point (student feedback)
 - $(Q4 + Q5 + Q14)/3 * 5$

]

+

0 10 points conducting FDPs, Conferences, etc

- {Internal FDP – 2 points each, Internal Conference – 3 points each, External FDP – 3 points} (Capped at 10 points only)
- (self – appraisal with IQAC approval)

+

0 5 points Student outreach (Student Feedback)

- $(Q9 + Q10 + Q15)/3 * 5$

+



- 5 points (self-appraisal with HR approval)
 - Details filled by faculty in self-appraisal form tallied with data from HR team

And

- 5 points (student feedback)
 - $(Q6-Q7-q8)/3 * (5/4)$

]

+

0 10 points- students mentoring:

[

- 5 points (self-appraisal with IQAC approval)
 - Supporting documents (like NAAC file reports of the activity) are submitted and verified, with the relevant details filled in the self-appraisal form.

And

- 5 points (student feedback)
 - $(Q11+Q12+Q13)/3 * (5/4)$

]

+

0 10 points attending FDP, Educational programs, etc. (1 point per internal FDP & 2 points per external FDP from Institutions with NAAC A Grade and above) (self-appraisal with IQAC approval)

- All relevant documents are submitted and verified, with the relevant details filled in the self-appraisal form.

+

0 5 points for class attendance (average) {students completing 75% attendance requirement/ total number of students enrolled * 51}

+



Saket Gyanpeeth's
Pramod Ram Ujagar Tiwari
Saket Institute of Management

Self-Appraisal Form

Basic Information

1. Name of the Faculty (in Full) Dr. / Prof Ms. Prashant Mishra
2. Date of Birth: 19/7/1989 Date of joining: 22/05/2022
3. Department: MMS/MBA Designation held: ASST. Professor
4. Total Experience: 10 Years Experience in this Institute 2.5 Years
5. Contact No. (Mobile): 8850485966 Residential 8850485966

SWOT Section

Your strengths

- Team player
- Good communication
- Patience

Your weaknesses

- I am centered on one task at one time

IMPORTANT NOTE

**** Attach a copy of your most recent and completely updated CV ****

**** You are required to attach documents wherever needed as instructed in the Performance Management System ****

**** Attach extra sheets for answering, wherever needed ****



Academic Responsibilities

What were the subject allotted to you in this academic year?

Sem-I Perspective Amongst

Sem III a) Sales Management
b) Marketing Strategy

Sem-II BRTN

Sem IV - ITRC

Did you use any innovative teaching methods in class? Give Details.

I) I use classroom enable ICT tools, @ Role play, Presentation, story telling, Case study methods, Live Examples, G.D,

What is the student attendance attainment across all your classes this A.Y.? {Formula:

Students completing 75% attendance requirement / total number of student enrolled * 5}

List of efforts that you have taken to improve the attendance of your class

Did you complete the mandatory Research and Industrial Connect requirements this AY. Give details. (Attach list of publications this year)

Yes. I have shown all papers with IQAC Committee

FDPs / Conferences attended/conducted by you. (Provide detailed list)

Shown details with IQAC

Any highly rated publication/FDP/conference, Give details.

Have Details in Personal file

Administrative Responsibilities

What were the administrative responsibilities / tasks assigned to you this A.Y.?

→ work During F&E

→ P.G Form filling work



Which committees were you a member of in this A.Y and what tasks did you Accomplish in these committees?

IIC, Anti Ragging, Research & Development, Exam

What was your contribution to IQAC work in this A.Y .Give Details.

work on all Criteria given to me -

Did you partake in any inter – departmental outreach activities? Given Details

Taken student for CSR activities to outreach place (Asangan)

Students centered activities

What were the efforts you took towards student mentoring? Give details.

→ we conduct Assessment of students every week

Did you engage in a special student outreach activities? Give Details.

NA

How many college google reviews do you have with your name mentions? Give details.

NA

Others


HR related-

1. No. of Casual leaves taken: 03 Leave without Pay taken: 0 in the A.Y. 23-24
2. No. of times you reported late () Never (✓) 1-5 times () 5-10 () Frequent
() Always
3. No. of times you left campus early () 1- 5 times () 5 -10 () Frequent



Declaration

All the above – mentioned details are true to best of my knowledge and understanding.

Prof. Prashant Mishra


Name & Sign of the Faculty



Director (In-Charge)
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