Criterion-VI Governance, Leadership & Management

6.3.1 The Institution has Effective Welfare Measures and Performance Appraisal System for Teaching and Non-Teaching staff and Avenues for Career Development Progression

Performance Appraisal System for Teaching Staff

St. Ann's College for Women::Gorantla, Guntur - 34
Annual Self-Appraisal Report (ASAR) Suggested By Commissionerate Of College Education A.P.

Academic Year	2022-23
Name of the College	St. Ann's College for Women, Gorantla, Guntur
Name of the Lecturer	Dr.G. Radhika
Subject	MBA

ASSESSMENT CRITERIA AND METHODOLOGY FOR COLLEGE TEACHERS

CATEGORY-I: TEACHING (includes Lectures, Practical, Tutorials and other teaching related Activities)

S.No.	Subject / Paper Taught	Method Adopted	Date / Semester	No. of Classes Assigned	No. of Classes Taught	Grading as per Self Evaluation	Grading as per the Principal Evaluation
1	DSS & MIS	Lecture/Practical	III	44	44	(Total No. of Classes Taught per Academic Year ÷ Total No. of Classes Assigned per Academic Year) X 100	(Total No. of Classes Taught per Academic Year ÷ Total No. of Classes Assigned per Academic Year) X 100
2	Management Training & Development	Lecture method	III	46	46		
3	Business Environment & Legislation	Lecture method	I	79	79		
4	Global Business	Lecture method	IV	36	36		
5	Management of Financial Services	Lecture method	IV	37	37		
6	Human Resource Development	Lecture method	IV	36	36		
7	Marketing Management	Lecture method	II	32	32		
8	Production & Operations Management	Lecture method	II	42	42		
Total				352	352	352/352X100 = 100%	100%
Grading Obtained (Good / Satisfactory / Not satisfactory)						GOOD	Good

Grading Criteria: (a)*Good* : 80% & Above, (b) *Satisfactory* : Below 80% but 70% & Above and (c) *Not satisfactory*: Lessthan70%
Note: The Principal should verify the No. of classes taught by Lecturers as per the Mobile App usage in the College Web portal (the Lecturers should also attach screen shot of mobile app as an evidence for No. of classes taught).

CATEGORY II: ACTIVITIES (Involvement in the College Students related Activities/Research Activities)

S.No.	Name of the Activity / Contribution (all activities/ contributions shall be considered in the present academic year only)	Name of the Activity Date /Period	Self-Evaluation (Yes / No)	Principal Evaluation (Yes / No)
1	Administrative Responsibilities such as Dept. In-charge/ Chairperson/ Dean/ Director/ Co-coordinator/ Warden etc.	Dept In-charge	Yes	Yes
2	Examination and Evaluation Duties assigned by the College or attending the Examination Paper Evaluation.		No	—
3	**Professional Development;** (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher / faculty development courses/RC/OC/ARPIT, dissemination and general articles and any other contribution)	Seminars, FDPs	Yes	Yes
4	Student related Co-curricular, Extension and Field based Activities such as Student Clubs, Career Counseling, Study Visits, Student Seminars and other events, Cultural, Sports, NCC, NSS and Community Services.	Study Visits, student seminars, cultural.	Yes	Yes
5	Organizing Seminars/ Conferences/ Workshops/ other College Activities.	Guest Lectures	Yes	Yes
6	Evidence of actively involved in guiding Ph.D. students.		No	—
7	Conducting Minor or Major Research Project sponsored by National or International Agencies.		No	—
8	At least one single or joint Publication in peer- reviewed or UGC list of Journals.	Joint publications	Yes	Yes
	Total No. of Activities / Contributions involved in (No. of Yes)		8/5	5
	Grading Obtained (Good / Satisfactory / Not satisfactory)		GOOD	Good

Grading Criteria:

    (a)*Good:* Involved in at least 3Activities

    (b) *Satisfactory*: 1-2Activities

    (c) *Not-satisfactory*: Not involved/undertaken any Activity

Note: For every Activity/ Contribution necessary evidences should be attached

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OVERALL GRADING:

S.No.	Category	Grading Obtained (Good / Satisfactory / Not satisfactory)	
		As per Self Evaluation	As per the Principal Evaluation
1	I - Teaching	GOOD	Good
2	II - Activities	GOOD	Good
	Overall Grading Obtained (Good / Satisfactory / Not satisfactory)	GOOD	Good

Overall Grading Criteria:

(a) *Good*: Good in Teaching (Category-I) and Good or Satisfactory in Activity (Category-II)

(b) *Satisfactory*: Satisfactory in Teaching (Category-I) and Good or Satisfactory in Activity (Category-II).

(c) *Not Satisfactory*: If neither Good nor Satisfactory in overall grading.

Note: For the purpose of assessing the grading of Activity at Category - I and Category - II, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for calculation of grade due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down as per the Acts, Statutes and Ordinances of the parent institution.

CATEGORY-III: ACADEMIC/RESEARCH ACTIVITIES:

Methodology for College Teachers for calculating Academic/Research Score: Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc,.

A. **Research Papers** in Peer Reviewed /UGC listed Journals(Faculty of Sciences -08/ Faculty of Other Disciplines – 10 per publication): The Score for joint publications shall be calculated in the following manner: (a) Two authors: 70% of total value of publication for each author. (b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors. Paper presented as part of edited book or proceeding then it can be claimed only once.

	The Research score for research papers would be augmented in Peer Reviewed /Referred /UGC listed journals:					
Impact Factor (IF)	Without IF	Less than 1	Between 1 and 2	Between 2 and 5	Between 5 and 10	Above 10
Score	5 Points	10 Points	15 Points	20 Points	25 Points	30 Points

S.No.	Title with Page No.	Name of the Journal (Scopus/ ICI/ Web of Science)	ISSN/ ISBN No.	UGC List No.	Month / Period	Impact Factor	Score Obtained (Self Evaluation)	Score as per the Principal Evaluation
1.	Progressive Growth of Monetary Financial Intermediaries of NBFC, Banking Sector Insurance Sector, and Other Allied (49-54)	Emerging Trends in Indian Capital Market	ISBN No. 978-93-90146-49-9		Feb 2023		1.5 P	1.5 P
	Total						1.5 P	1.5 P

4

Publications (Other Than Research Papers)

(a) Books authored which are published by;					(b) Translation works in Indian and Foreign Languages by qualified faculties	
12 per International Publishers	10 per National Publishers	05 per Chapter in Edited Book	10 per Editor of Book by International Publisher	08 per Editor of Book by National Publisher	03 per Chapter or Research paper	08 per Book

S.No.	Title of the Book	Name of the Publisher	ISSN/ISBN No.	International/ National	Date / Period	Single Author/ Chapter	Score Obtained (Self Evaluation)	Score as per the Principal Evaluation
		Total						

B. Creation of ICT mediated Teaching Learning Pedagogy and content development of new and innovative courses and curricula

Particulars		Score
a. Development of Innovative pedagogy (Pedagogical strategies (P1 to Px) adopted in the class room)		05
b. Design of new curricula and courses (per Curricula / Course)		02
c. MOOCs	Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/ credit)	20
	MOOCs (developed in 4 quadrant) per module/lecture	05
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)	08
d. e-Content (LMS-LSCs/SDCs)	Development of e-Content in 4 quadrants for a complete course/e-book	12
	e-Content (developed in 4 quadrants) per module	05
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02
	Editor of e-content for complete course/ paper /e-book	10

S.No.	Subject / Paper	e-learning Module	Date / Period	Score Obtained (Self-Evaluation)	Score as per the Principal Evaluation
	Total				

C. Patents, Policy Documents and Awards/Fellowship:

i. Fellowship/ Awards:

Faculty of any Discipline	Score
International	07 per Award/ Fellowship
National	05 per Award/ Fellowship

S.No.	Title	Agency	Status (International / National)	Date and Period	Score Obtained (Self Evaluation)	Score as per the Principal Evaluation
Total						

D. *Invited Lectures Delivered in Conferences / Seminars:

Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)

Faculty of any Discipline	Score
International (Abroad)	07
International (within country)	05
National	03
State / University	02

S.No.	Title of the Paper	Organized By	International/ National/ State/ University level	Date / Period	Score Obtained (Self-Evaluation)	Score as per the Principal Evaluation
Total						

Note: 1. *For the purpose of calculating research score of the teacher, the combined research score from the categories of E.ii. Policy Document and F. Invited Lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total Research Score of the teacher concerned.

2. The research score shall be from the minimum of three categories out of six categories.

3. The self-assessment score should be based on objectively verifiable records.
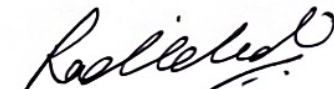
List of Enclosures:

1.

2.

ABSTRACT OF GRADE / SCORE

Criteria of Evaluation	Grade /Score Obtained (Self Evaluation)	Grade /Score given by the Principal	Remarks
Category – I : Teaching (Good / Satisfactory / Not satisfactory)	GOOD	Good	
Category – II : Activities (Good / Satisfactory / Not satisfactory)	GOOD	Good	
Overall Grading Obtained (Good / Satisfactory / Not satisfactory)	GOOD	Good	
Category – III : Academic/Research Activities			
A. Research Papers Published in Journals	1.5 P	1.5 P	
B. Publications other than Journals (Books, chapters in Books)	-	—	
C. Creation of ICT	-	—	
D. i. Research Guidance	-	—	
D. ii. Research Projects Completed	-	—	
D. iii. Research Projects Ongoing	-	—	
D. iv. Consultancy	-	—	
E. i. Patents	-	—	
E. ii. Policy Document	-	—	
E. iii. Awards/Fellowship	-	—	
F. Invited Lectures in Conferences / Seminars	-	—	
Total (Category – III)	1.5 P	1.5 P	

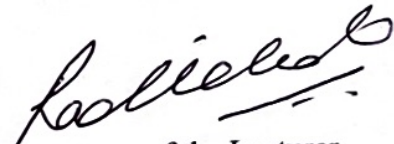Signature of the Lecturer   Signature of the Dept. I/C   Signature of the IQAC Coordinator   Signature of the Principal

PRINCIPAL
St. Ann's College for Women
GORANTLA, GUNTUR-522 034

Affiliated to
Acharya
Nagarjuna
University
ST. ANN'S COLLEGE FOR WOMEN
GORANTLA, GUNTUR

Declaration by the Candidate

I hereby declare that the above information is true to the best of my knowledge and I hold myself responsible for any mismatch if found.

Signature of the Lecturer

Certification by the Principal

I hereby certify that the substantiating evidence and information furnished by the incumbent and found it to be true.

Signature of the Principal

PRINCIPAL
St. Ann's College for Women
GORANTLA, GUNTUR-522 034

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St. Ann's College for Women::Gorantla, Guntur - 34
Annual Self-Appraisal Report (ASAR) Suggested By Commissionerate Of College Education A.P.

Academic Year	**2022-2023**
Name of the College	St. Ann's college for women
Name of the Lecturer	**Mr. D. Simon**
Subject	Botany

ASSESSMENT CRITERIA AND METHODOLOGY FOR COLLEGE TEACHERS

CATEGORY-I: TEACHING (includes Lectures, Practicals, Tutorials and other teaching related Activities)

S.No.	Subject / Paper Taught	Method Adopted	Date / Semester	No. of Classes Assigned	No. of Classes Taught	Grading as per Self Evaluation	Grading as per the Principal Evaluation
1.	Botany Anatomy ,embryology Ecology and biodiversity	Lecture demonstration method	III	95	93	(Total No. of Classes Taught per Academic Year ÷ Total No. of Classes Assigned per Academic Year) X 100	(Total No. of Classes Taught per Academic Year ÷ Total No. of Classes Assigned per Academic Year) X 100
2.	Botany Plant physiology and metabolism	Lecture demonstration method	IV	95	93		
3.	Botany Plant tissue culture	Lecture demonstration method	V	100	98		
4	S.D Plant Nursery	Lecture demonstration method	I	45	40		
5.	S.D Fruit and Vegetable	Lecture demonstration method	II	45	40		

preservation					
Total			380	364	96%	96%.
Grading Obtained (Good / Satisfactory / Not satisfactory)					Good	Good

Grading Criteria: (a)*Good* : 80% & Above, (b) *Satisfactory* : Below 80% but 70% & Above and (c) *Not satisfactory*: Less than 70%

Note: The Principal should verify the No. of classes taught by Lecturers as per the Mobile App usage in the College Web portal (the Lecturers should also attach screen shot of mobile app as an evidence for No. of classes taught).**CATEGORY II:**
ACTIVITIES (Involvement in the College Students related Activities/Research Activities)

S.No.	Name of the Activity / Contribution (all activities/ contributions shall be considered in the present academic year only)	Name of the Activity Date /Period	Self-Evaluation (Yes / No)	Principal Evaluation (Yes / No)
1	Administrative Responsibilities such as Dept. In-charge/ Chairperson/ Dean/ Director/ Co-coordinator/ Warden etc.		No	—
2	Examination and Evaluation Duties assigned by the College or attending the Examination Paper Evaluation.	Sep -2023	Yes	yes
3	**Professional Development;** (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher / faculty development courses/RC/OC/ARPIT, dissemination and general articles and any other contribution)	Nov -2023	Yes	yes
4	Student related Co-curricular, Extension and Field based Activities such as Student Clubs, Career Counseling, Study Visits, Student Seminars and other events, Cultural, Sports, NCC, NSS and Community Services.		No	—
5	Organizing Seminars/ Conferences/ Workshops/ other College Activities.		No	—
6	Evidence of actively involved in guiding Ph.D. students.		No	—
7	Conducting Minor or Major Research Project sponsored by National or International Agencies.		No	
8	At least one single or joint Publication in peer- reviewed or UGC list of Journals.	Aug 2023	Yes	yes
Total No. of Activities / Contributions involved in (No. of Yes)			Three	3
Grading Obtained (Good / Satisfactory / Not satisfactory)			Satisfactory	Satisfactory

Grading Criteria:

    (a) *Good:* Involved in at least 3Activities

    (b) *Satisfactory*: 1-2Activities

    (c) *Not-satisfactory*: Not involved/undertaken any Activity

Note: For every Activity/ Contribution necessary evidences should be attached

OVERALL GRADING:

S.No.	Category	Grading Obtained (Good / Satisfactory / Not satisfactory)	
		As per Self Evaluation	**As per the Principal Evaluation**
1	I - Teaching	Satisfactory	Satisfactory
2	II - Activities	Good	Good
	Overall Grading Obtained (Good / Satisfactory / Not satisfactory)	Satisfactory	Satisfactory

Overall Grading Criteria:

    (a)   *Good*: Good in Teaching (Category-I) and Good or Satisfactory in Activity (Category-II)

    (b)   *Satisfactory*: Satisfactory in Teaching (Category-I) and Good or Satisfactory in Activity (Category-II).

    (c)   *Not Satisfactory*: If neither Good nor Satisfactory in overall grading.

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CATEGORY-III: ACADEMIC/RESEARCH ACTIVITIES:

Methodology for College Teachers for calculating Academic/Research Score:Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc,.

A. **Research Papers** in Peer Reviewed /UGC listedJournals(Faculty of Sciences -08/ Faculty of Other Disciplines – 10 per publication): The Score for joint publications shall be calculated in the following manner: (a) Two authors: 70% of total value of publication for each author. (b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors. Paper presented as part of edited book or proceeding then it can be claimed only once.

The Research score for research paperswould be augmented in Peer Reviewed /Referred /UGC listed journals:						
Impact Factor (IF)	Without IF	Less than 1	Between 1 and 2	Between 2 and 5	Between 5 and 10	Above 10
Score	5 Points	10 Points	15 Points	20 Points	25 Points	30 Points

S.No.	Title with Page No.	Name of the Journal (Scopus/ ICI/ Web of Science)	ISSN/ ISBN No.	UGC List No.	Month / Period	Impact Factor	Score Obtained (Self Evaluation)	Score as per the Principal Evaluation

Publications (Other Than Research Papers)

(a) Books authored which are published by;					(b) Translation works in Indian and Foreign Languages by qualified faculties	
12 per International Publishers	10 per National Publishers	05 per Chapter in Edited Book ✓	10 per Editor of Book by International Publisher	08 per Editor of Book by National Publisher	03 per Chapter or Research paper	08 per Book

S.No.	Title of the Book	Name of the Publisher	ISSN/ISBN No.	International/ National	Date / Period	Single Author/ Chapter	Score Obtained (Self Evaluation)	Score as per the Principal Evaluation
1.	Research and development in medical science	E.S.N Publication	978-93-90188-12-3	International	Aug 2023	Chapter	5 P	5P
Total							5 P	5 P

B. Creation of ICT mediated Teaching Learning Pedagogy and content development of new and innovative courses and curricula

Particulars		Score
a. Development of Innovative pedagogy (Pedagogical strategies (P1 to Px) adopted in the class room)		05
b. Design of new curricula and courses (per Curricula / Course)		02
c. MOOCs	Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/ credit)	20
	MOOCs (developed in 4 quadrant) per module/lecture	05
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)	08
d. e-Content (LMS-LSCs/SDCs)	Development of e-Content in 4 quadrants for a complete course/e-book	12
	e-Content (developed in 4 quadrants) per module	05
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02
	Editor of e-content for complete course/ paper /e-book	10

S.No.	Subject / Paper	e-learning Module	Date / Period	Score Obtained (Self-Evaluation)	Score as per the Principal Evaluation
Total					

C. Patents, Policy Documents and Awards/Fellowship:

i. Fellowship/ Awards:

Faculty of any Discipline	Score
International	07 per Award/ Fellowship
National	05 per Award/ Fellowship

S.No.	Title	Agency	Status (International / National)	Date and Period	Score Obtained (Self Evaluation)	Score as per the Principal Evaluation
Total						

D. *Invited Lectures Delivered in Conferences / Seminars:

Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)

Faculty of any Discipline	Score
International (Abroad)	07
International (within country)	05
National	03
State / University	02

S.No.	Title of the Paper	Organized By	International/ National/ State/ University level	Date / Period	Score Obtained (Self-Evaluation)	Score as per the Principal Evaluation
Total						

Note: 1. *For the purpose of calculating research score of the teacher, the combined research score from the categories of E.ii. Policy Document and F. Invited Lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total Research Score of the teacher concerned.

2. The research score shall be from the minimum of three categories out of six categories.

3. The self-assessment score should be based on objectively verifiable records.
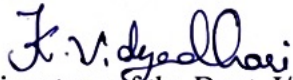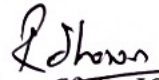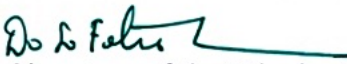
List of Enclosures:

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ABSTRACT OF GRADE / SCORE

Criteria of Evaluation	Grade /Score Obtained (Self Evaluation)	Grade /Score given by the Principal	Remarks
Category – I : Teaching (Good / Satisfactory / Not satisfactory)			
Category – II : Activities (Good / Satisfactory / Not satisfactory)	Satisfactory	Satisfactory	
Overall Grading Obtained (Good / Satisfactory / Not satisfactory)	---	—	
Category – III : Academic/Research Activities	---	—	
A. Research Papers Published in Journals	---	—	
B. Publications other than Journals (Books, chapters in Books)	05 P	5 P	
C. Creation of ICT	---	—	
D. i. Research Guidance	---	—	
D. ii. Research Projects Completed	---	—	
D. iii. Research Projects Ongoing	---	—	
D. iv. Consultancy	---	—	
E. i. Patents	---	—	
E. ii. Policy Document	---	—	
E. iii. Awards/Fellowship	---	—	
F. Invited Lectures in Conferences / Seminars	---	—	
Total (Category – III)	05 P	5P	

Signature of the Lecturer   Signature of the Dept. I/C   Signature of the IQAC Coordinator   Signature of the Principal

Declaration by the Candidate

I hereby declare that the above information is true to the best of my knowledge and I hold myself responsible for any mismatch if found.

Signature of the Lecturer

Certification by the Principal

I hereby certify that the substantiating evidence and information furnished by the incumbent and found it to be true.

Signature of the Principal

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