



**NARASARAOPETA**  
**ENGINEERING COLLEGE**  
(AUTONOMOUS)

6.3.5

Institutes Performance Appraisal System for  
Teaching and Non-Teaching Staff

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The performance of Teaching and Non- Teaching staff employee is assessed annually after completion of one year of service. All services in a post on time scale of pay shall count for increments in that time scale provided the faculty meet the performance indicators as per the self-appraisal form.

#### Teaching Staff


- *The performance of each faculty member is assessed according to the Annual Self-Assessment for the Performance Based Appraisal System (PBAS).*
- *The Institute accords appropriate weightage for the overall contributions in their overall assessment*
- *The PBAS proforma filled by the Faculty Member is checked and verified by the Heads of the Departments, followed by the Dean, Secretary, IQAC and the Director.*

#### Non-Teaching Staff

- *All non-teaching staff are also assessed through **annual confidential performance appraisal**.*
- *Each one of them is graded on a Five-point scale, i.e., Excellent, Very Good, Good, Satisfactory and Poor. The overall assessment is based on the cumulative grade by the Reporting Administrative Officer/HoD, which is then forwarded to the Director.*

The **Performance Appraisal System** and the **Annual Confidential Performance** has significantly helped in the evaluation of the performance of employees, in motivating them, analyzing their strengths and weaknesses and ensuring better performance.



  
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(AUTONOMOUS)  
NARASARAOPETA - 522 602  
Guntur (Dist.), A.P.



**NARASARAOPETA**  
**ENGINEERING COLLEGE**  
(AUTONOMOUS)

# Teaching Staff Appraisal Form

**NARASARAOPETA ENGINEERING COLLEGE  
(AUTONOMOUS)  
FACULTY APPRAISAL FORM (Academic Year-            )**

Department :  
Name :  
Designation :  
Qualification :  
Date of Joining :  
Teaching experience in NEC :  
Total Teaching experience :

**I. STUDENT FEED BACK OF PREVIOUS TWO SEMESTERS (30%) :**

**Previous Semester I :**

Theory Subjects (70%) :

| S.No.                            | Name of the subject | Course | Branch | Year | Semester | Feedback Percentage |
|----------------------------------|---------------------|--------|--------|------|----------|---------------------|
| 1                                |                     |        |        |      |          |                     |
| 2                                |                     |        |        |      |          |                     |
| 3                                |                     |        |        |      |          |                     |
| 4                                |                     |        |        |      |          |                     |
| Average percentage of feedback : |                     |        |        |      |          |                     |

Laboratories (30%) :

| S.No.                            | Name of the Lab | Course | Branch | Year | Semester | Feedback Percentage |
|----------------------------------|-----------------|--------|--------|------|----------|---------------------|
| 1                                |                 |        |        |      |          |                     |
| 2                                |                 |        |        |      |          |                     |
| 3                                |                 |        |        |      |          |                     |
| 4                                |                 |        |        |      |          |                     |
| Average percentage of feedback : |                 |        |        |      |          |                     |

**Previous Semester II :**

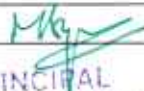
Theory Subjects (70%) :

| S.No.                            | Name of the subject | Course | Branch | Year | Semester | Feedback Percentage |
|----------------------------------|---------------------|--------|--------|------|----------|---------------------|
| 1                                |                     |        |        |      |          |                     |
| 2                                |                     |        |        |      |          |                     |
| 3                                |                     |        |        |      |          |                     |
| 4                                |                     |        |        |      |          |                     |
| Average percentage of feedback : |                     |        |        |      |          |                     |

Laboratories (30%) :

| S.No.                            | Name of the Lab | Course | Branch | Year | Semester | Feedback Percentage |
|----------------------------------|-----------------|--------|--------|------|----------|---------------------|
| 1                                |                 |        |        |      |          |                     |
| 2                                |                 |        |        |      |          |                     |
| 3                                |                 |        |        |      |          |                     |
| 4                                |                 |        |        |      |          |                     |
| Average percentage of feedback : |                 |        |        |      |          |                     |



  
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## II. PASS PERCENTAGE OF PREVIOUS TWO SEMESTER (30%)

### Previous Semester I :

Theory Subjects:

| S.No.                    | Name of the subject | Course | Branch | Year | Semester | Percentage of pass |
|--------------------------|---------------------|--------|--------|------|----------|--------------------|
| 1                        |                     |        |        |      |          |                    |
| 2                        |                     |        |        |      |          |                    |
| 3                        |                     |        |        |      |          |                    |
| 4                        |                     |        |        |      |          |                    |
| Average pass percentage: |                     |        |        |      |          |                    |

### Previous Semester II :

Theory Subjects:

| S.No.                    | Name of the subject | Course | Branch | Year | Semester | Percentage of pass |
|--------------------------|---------------------|--------|--------|------|----------|--------------------|
| 1                        |                     |        |        |      |          |                    |
| 2                        |                     |        |        |      |          |                    |
| 3                        |                     |        |        |      |          |                    |
| 4                        |                     |        |        |      |          |                    |
| Average pass percentage: |                     |        |        |      |          |                    |

## III. HOD FEEDBACK (30%- Each one carries 5% )

1. Punctuality to the class work and usage of ICT tools:
2. Proper leave communication & alternative arrangement during leave period:
3. Participation in accreditation work (NBA/NAAC/Others) & general administrative work of Dept. :
4. Publications :
5. Workshops/Seminars /Guest Lectures/Organized/Attended :
6. MOOCs/NPTEL :
7. **Research/External agency Funding (For Ph.D. Faculty) :**

## IV PRINCIPAL'S FEEDBACK (10%)

Total :

- I. Students Feedback :
- II. Pass Percentage :
- III. HOD Feedback :
- IV. Principal's Feedback :

SINGATURE OF FACULTY

SIGNATURE OF HOD

SIGNATURE OF PRINCIPAL



  
PRINCIPAL  
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(AUTONOMOUS)  
NARASARAO PETA - 522 601.  
Guntur (Dist.), A.P.

**NARASARAOPETA ENGINEERING COLLEGE  
(AUTONOMOUS)**

**FACULTY APPRAISAL FORM (Academic Year- 2022-23)**

Department : BSE & H (Physics)  
 Name : Dr. K. Neeraja  
 Designation : Assoc. Prof  
 Qualification : Ph.D.,  
 Date of Joining : 1-9-14  
 Previous teaching experience (if any) : Yrs. 15 years.

**I. STUDENT FEED BACK OF PREVIOUS TWO SEMESTERS (30%): 27.89**

**Previous Semester I:**

Theory Subjects (70%) : 70      99.4

| S.No.                                | Name of the subject | Course    | Branch         | Year | Semester | Feedback Percentage |
|--------------------------------------|---------------------|-----------|----------------|------|----------|---------------------|
| 1                                    | Applied physics     | I. B.Tech | Cyber Security | I    | I        | 100                 |
| 2                                    |                     |           |                |      |          |                     |
| 3                                    |                     |           |                |      |          |                     |
| 4                                    |                     |           |                |      |          |                     |
| Average percentage of feedback : 100 |                     |           |                |      |          |                     |

Laboratories (30%) : 29.4

| S.No.                               | Name of the Lab   | Course | Branch         | Year | Semester | Feedback Percentage |
|-------------------------------------|-------------------|--------|----------------|------|----------|---------------------|
| 1                                   | Applied phy - Lab | B.Tech | Cyber Security | I    | I        | 98                  |
| 2                                   |                   |        |                |      |          |                     |
| 3                                   |                   |        |                |      |          |                     |
| 4                                   |                   |        |                |      |          |                     |
| Average percentage of feedback : 98 |                   |        |                |      |          |                     |

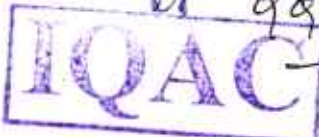
**Previous Semester II:**

Theory Subjects (70%) : ~~86.7~~ 60.48      86.58

| S.No.                                 | Name of the subject | Course | Branch | Year | Semester | Feedback Percentage |
|---------------------------------------|---------------------|--------|--------|------|----------|---------------------|
| 1                                     | Applied physics     | B.Tech | EEE    | I    | II       | 88                  |
| 2                                     | Engineering phys    | B.Tech | Civil  | I    | II       | 80                  |
| 3                                     | Engineering Phy     | B.Tech | ME     | I    | II       | 91.2                |
| 4                                     |                     |        |        |      |          |                     |
| Average percentage of feedback : 86.4 |                     |        |        |      |          | 259.2               |

Laboratories (30%) : ~~86.2~~ 26.1

| S.No.                               | Name of the Lab | Course | Branch | Year | Semester | Feedback Percentage |
|-------------------------------------|-----------------|--------|--------|------|----------|---------------------|
| 1                                   | AP - Lab        | B.Tech | EEE    | I    | II       | 88                  |
| 2                                   | Ep - Lab        | B.Tech | Civil  | I    | II       | 86                  |
| 3                                   | Ep - Lab        | B.Tech | ME     | I    | II       | 87                  |
| 4                                   |                 |        |        |      |          |                     |
| Average percentage of feedback : 87 |                 |        |        |      |          | 261                 |



$$\frac{99.4 + 86.58}{2} = 92.99 \times 0.3 = 27.89$$

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II. PASS PERCENTAGE OF PREVIOUS TWO SEMESTER (30%)

26.65

Previous Semester I:

$88.86 \times 0.3 = 26.65$

Theory Subjects:

| S.No.                    | Name of the subject | Course | Branch         | Year | Semester | Percentage of pass |
|--------------------------|---------------------|--------|----------------|------|----------|--------------------|
| 1                        | Applied physics     | B.Tech | cyber security | I    | I        | 94                 |
| 2                        |                     |        |                |      |          |                    |
| 3                        |                     |        |                |      |          |                    |
| 4                        |                     |        |                |      |          |                    |
| Average pass percentage: |                     |        |                |      |          | 94                 |

Previous Semester II:

Theory Subjects:

| S.No.                    | Name of the subject | Course | Branch | Year | Semester | Percentage of pass |
|--------------------------|---------------------|--------|--------|------|----------|--------------------|
| 1                        | Applied Physics     | B.Tech | EEE    | II   | II       | 71.43              |
| 2                        | Engin. Phy          | B.Tech | Civil  | I    | II       | 96.43              |
| 3                        | Engineering Phy     | B.Tech | ME     | I    | II       | 83.33              |
| 4                        |                     |        |        |      |          |                    |
| Average pass percentage: |                     |        |        |      |          | 83.73              |

III. HOD FEEDBACK (30%-Each one carries 5%):

- Punctuality to the class work and usage of ICT tools : 5
- Proper leave communication & alternative arrangement during leave period: 5
- Participation in accreditation work (NBA/NAAC/Others) & general administrative work of Dept. : Yes 5
- Publications : 2 5
- Workshops/Seminars /Guest Lectures/Organized/Attended: 1 5
- MOOCs/NPTEL: 1 5
- Research/IPR/External agency Funding (For Ph.D. Faculty): 1 (Patents) 5

IV. PRINCIPAL'S FEEDBACK (10%)

Total:

- Students Feedback : 28
- Pass Percentage : 27
- HOD Feedback : 30
- Principal's Feedback : 09

K. Neeraj  
SIGNATURE OF FACULTY

[Signature]  
SIGNATURE OF HOD

[Signature]  
SIGNATURE OF PRINCIPAL



[Signature]  
PRINCIPAL  
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**NARASARAOPETA**  
**ENGINEERING COLLEGE**  
(AUTONOMOUS)

**Non-Teaching Staff**  
**Appraisal Form**





# NARASARAOPETA ENGINEERING COLLEGE

(AUTONOMOUS)

Kotappakonda Road, Yellamanda (PO), NARASARAOPET-522 601, Painadu Dist., A.P.  
(Sponsored by Gayatri Educational Development Society), Narasaraopet.



Approved by AICTE, New Delhi & Permanently Affiliated to JNTUK, Kakinada. Code : 47, NIRF Ranking 251 - 300 Band  
Accredited by NBA (CSE, ECE) & NAAC "A+" Grade, ISO 9001 : 2015 Certified Institution.

08647-239903

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e-mail : [principal@nrtec.in](mailto:principal@nrtec.in)

## ANNUAL PERFORMANCE APPRAISAL FORM FOR NON-TEACHING

### PART-A (To be filled by Staff Member)

Academic Year:

|   |  |  |
|---|--|--|
| 1 | Name   |  |
| 2 | Date of joining                              |  |
| 3 | Designation                                  |  |
| 4 | Department/Section                           |  |
| 5 | Salary Rs.                                   |  |
| 6 | Academic/Technical Qualification             |  |
| 7 | Details of Educational courses being pursued |  |
| 8 | Details of the present duties                |  |

Date:



Signature of the staff member

Principal  
NARASARAOPETA ENGINEERING COLLEGE  
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**PART-B**  
**(To be filled by HoD)**

| Name                               | :  |           |           |               |              |                                    |      |  |
|------------------------------------|--|-----------|-----------|---------------|--------------|------------------------------------|------|--|
| Designation                        | :  |           |           |               |              | Salary at the time of Joining Rs.: |      |  |
| Date of Appointment                | :  |           |           |               |              | Present Salary Rs.                 | :    |  |
| Department/Section                 | :  |           |           |               |              |                                    |      |  |
| CATEGORY                           | OUTSTANDING  | EXCELLENT | VERY GOOD | GOOD          | SATISFACTORY | MARGINAL                           | POOR |  |
|                                    | 10   | 9         | 8         | 6             | 5            | 4                                  | 2    |  |
| <b>1. PROFESSIONAL COMPETENCE</b>  |  |           |           |               |              |                                    |      |  |
| 1.1                                | Knowledge of rules, regulation and procedure                             |           |           |               |              |                                    |      |  |
| 1.2                                | Ability to organize work and carry it out                                |           |           |               |              |                                    |      |  |
| 1.3                                | Ability and willingness to take up additional load in times of emergency |           |           |               |              |                                    |      |  |
| 1.4                                | Creativity and innovation  |           |           |               |              |                                    |      |  |
| 1.5                                | Ability to learn new skills  |           |           |               |              |                                    |      |  |
| <b>2. PERFORMANCE</b>              |  |           |           |               |              |                                    |      |  |
| 2.1                                | Maintenance of Files/Records   |           |           |               |              |                                    |      |  |
| 2.2                                | Accuracy & Speed of work   |           |           |               |              |                                    |      |  |
| 2.3                                | Neatness & tidiness of work  |           |           |               |              |                                    |      |  |
| 2.4                                | Completion of work on schedule   |           |           |               |              |                                    |      |  |
| 2.5                                | Diligence and sense of responsibility                                    |           |           |               |              |                                    |      |  |
| <b>3. PERSONAL CHARACTERISTICS</b> |  |           |           |               |              |                                    |      |  |
| 3.1                                | Attendance   |           |           |               |              |                                    |      |  |
| 3.2                                | Punctuality  |           |           |               |              |                                    |      |  |
| 3.3                                | Discipline   |           |           |               |              |                                    |      |  |
| 3.4                                | Interaction with colleagues  |           |           |               |              |                                    |      |  |
| 3.5                                | Integrity and behaviour  |           |           |               |              |                                    |      |  |
| <b>TOTAL POINTS (1+2+3) =</b>      |  |           |           | <b>/150 =</b> |              | <b>%</b>                           |      |  |

**4. OVERALL EVALUATION**

| OUTSTANDING | EXCELLENT | VERY GOOD | GOOD | SATISFACTORY | MARGINAL | POOR |
|-------------|-----------|-----------|------|--------------|----------|------|
|             |           |           |      |              |          |      |

5. Any significant contribution made by the Employee :

6. Special remarks if any of the HoD

Date :

Signature of the HoD

7. Remarks if any

Date :

Signature of Principal

| COMPUTATION OF OVERALL EVALUATION | Points     | Percentage of Points |
|-----------------------------------|------------|----------------------|
| Outstanding                       | 142 to 150 | 95 to 100            |
| Excellent                         | 135 to 141 | 90 to 94             |
| Very Good                         | 120 to 134 | 80 to 89             |
| Good                              | 90 to 119  | 60 to 79             |
| Satisfactory                      | 75 to 89   | 50 to 59             |
| Marginal                          | 60 to 74   | 40 to 49             |
| Poor                              | 30 to 59   | 20 to 39             |

**Total Points : 150**



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