



KESHAV MEMORIAL INSTITUTE OF COMMERCE & SCIENCES

(Affiliated to Osmania University)

A Unit of Keshav Memorial Educational Society

3-5-1026, Narayanaguda, Hyderabad - 500029 Ph : 040 2322 4651, 8331029974

E-mail : principal.kmics@gmail.com

Website : www.kmics.ac.in

ESTD. 1945

Staff Performance Evaluation System

At Keshav Memorial Institute of Commerce and Sciences (KMICS), a comprehensive Staff Performance Evaluation System is in place for both teaching and non-teaching staff. This system aims to uphold continuous improvement and excellence across all spheres of our institution.

Teaching Staff Evaluation:

Faculty members undergo an annual appraisal, which integrates feedback from students and stakeholders. Self-appraisal forms are provided to enable faculty members to conduct a thorough self-assessment. The outcomes of these evaluations significantly influence decisions regarding confirmation, promotion, or other career-related matters. It is imperative to highlight that this appraisal process serves the best interests of both the institution and its employees.

Non-teaching Staff Evaluation:

Non-teaching staff members are evaluated by their respective departmental Heads and the Principal based on their performance in assigned roles. This evaluation encompasses various factors such as punctuality, technical skills, communication, and work standards, ensuring a comprehensive assessment.

Evaluation Procedure:

The evaluation process entails an objective assessment of employee work and conduct, serving as the primary criterion for confirmation, promotion, and other career-related determinations. Key components of this procedure include self-appraisal by faculty members, feedback from Heads of Departments, evaluation by the Principal, data analysis by management, and the formulation of personal development plans for all employees.

Grading Criteria:

Grading criteria encompass categories such as 'Outstanding', 'Very Good', and 'Good', which denote favorable reports. While grades such as 'Average/Unsatisfactory' are not considered adverse, endeavors are made to avoid them whenever feasible. It is also crucial to maintain a record of any disciplinary actions or derogatory remarks to ensure fairness and transparency in the evaluation process.

Conclusion:

The Staff Performance Evaluation System at KMICS underscores our dedication to continuous improvement and excellence in both teaching and non-teaching domains. By fostering a culture of accountability, feedback, and professional development, we endeavor to empower our staff members and augment the overall effectiveness and efficiency of our institution.

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Standard Operating Procedures for Staff Performance Appraisal at KMICS

Introduction: At Keshav Memorial Institute of Commerce and Sciences (KMICS), we have established definitive Standard Operating Procedures (SOPs) for appraising the performance of both teaching and non-teaching staff. These SOPs are designed to ensure uniformity, impartiality, and efficacy in assessing staff performance, thereby contributing to the overall advancement and prosperity of our institution.

Teaching Staff:

- Each faculty member is mandated to complete an annual performance self-appraisal form.
- Faculty members must furnish all requested details in the form, accompanied by supporting evidence.
- Attachments such as certificates for participating in Faculty Development Programs (FDPs), workshops, conferences, or refresher courses are obligatory.
- Any paper presentations, publications, or authored books must be meticulously documented.
- Attendance or involvement in seminars, workshops, or conferences should also be duly reported.

Non-Teaching Staff:

- Every non-teaching staff member is obligated to fulfill a yearly performance self-appraisal form.
- Non-teaching staff members are expected to enhance their performance on an annual basis.
- Punctuality and adherence to assigned schedules are imperative.
- Technical proficiency, particularly for lab in-charges, must be thorough and up-to-date.
- Effective communication among non-teaching staff members is vital for seamless coordination.
- All designated duties must be executed punctually and with utmost diligence.

Conclusion: By strictly adhering to these SOPs, KMICS ensures a methodical and transparent procedure for evaluating the performance of both teaching and non-teaching staff. These protocols not only foster accountability and professionalism but also promote continuous enhancement and organizational distinction.

V. Senthil
PRINCIPAL

Keshav Memorial Institute of Commerce & Sciences,
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Performance Evaluation Report for the Academic Year 2022-2023

Introduction: The Performance Evaluation Report for the academic year 2022-2023 offers insights into the assessment of both teaching and non-teaching staff at Keshav Memorial Institute of Commerce and Sciences (KMICS). This report presents key observations and recommendations derived from the appraisal process.

Teaching Staff:

- Each faculty member was provided with self-appraisal forms to outline their contributions and accomplishments.
- These forms underwent evaluation by respective Heads of Departments (HODs), followed by Vice Principals, and ultimately by the Principal.
- Observations:
 - Faculty members displayed active engagement in departmental activities and exhibited dedication to NAAC-related tasks.
 - A notable number of faculty members participated in seminars and conferences compared to the previous year.
 - Responsibilities were fulfilled with meticulous care and accountability.
 - Some faculty members pursued additional courses through platforms like SWAYAM and short-term programs.
 - Many staff members took part in Faculty Development Programs (FDPs), seminars, and refresher courses.
 - HODs expressed contentment with the faculty's commitment to academic and extracurricular engagements.
 - Faculty members demonstrated mentoring capabilities and effectively addressed student concerns.
 - There was a strong emphasis on achieving commendable academic results.
 - Encouragement for increased faculty involvement in research endeavors was noted.
- Recommendations:
 - Departments should arrange more seminars, FDPs, and conferences to foster knowledge exchange and professional growth.

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Non-Teaching Staff:

- Evaluation of non-teaching staff was based on criteria such as technical skills, interpersonal abilities, communication proficiency, work standards, punctuality, and initiative.
- The evaluation process involved assessment by HODs, followed by Vice Principals, and concluded with evaluation by the Principal.
- Observations:
 - Non-teaching staff attended training programs conducted by the institution, resulting in enhanced knowledge.
 - Improvements in interpersonal skills were observed.
 - Work standards were upheld, and tasks were completed within specified timelines.
 - Punctuality was generally satisfactory, but areas for improvement were identified.
 - Some staff members exhibited gaps in technical skills, necessitating further training.
- Recommendations:
 - Emphasize the significance of punctuality and provide requisite support for skill development among non-teaching staff members.

Conclusion: The Performance Evaluation Report serves as a valuable resource for evaluating the contributions and identifying areas for enhancement among both teaching and non-teaching staff members at KMICS. By addressing the observations and recommendations outlined in this report, the institution can bolster the overall performance and effectiveness of its staff, thereby ensuring sustained excellence in academic and administrative domains.

V. Senthil
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FACULTY SELF ASSESSMENT FORM

FOR PERIOD TO

(To be filled by Faculty)

Personal Information

- **Name:**
- **Designation:**
- **Date of Joining:**
- **Date of Appointment to Present Post:**

1. Academic Qualifications

- Additional qualifications acquired during the year under review:
.....

2. Courses Taught During the Year

-

3. Maximum Number of Periods per Course

- Lectures:
- Practical:

4. Teaching Load (As per Time Table)

- Lectures:
- Practical:

5. Number of Total Shortfall in Practical/Lectures Delivered/Taken

-

6. Reasons for Shortfall (if any) in Lectures and Practical Taken

-

7. Specific Problems of Students Solved

-

8. Research Guidance

- Brief description of each project:
.....
- Students and Co-Supervisor (if any):
.....

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Attach separate sheets if needed.

9. Projects Completed Other than Student's Projects

-

10. New Experiments or Innovations Introduced

-

11. Papers and Books Published

- Title:
- Co-Author (if any):
- Journal Details:

12. Contribution in Laboratory/Course Development

-

13. Contribution to Industrial Development

- Consultancy/Sponsored R&D:

14. Contribution to Corporate Life of the School/University

- a. Curriculum Development:
- b. Cultural/Extracurricular Activities:
- c. Sports/Community and Extension Services:
- d. Administrative Assignments:
- e. Any Other:

15. Contribution to Scientific/Technical/Soft Skill Education

- Publications of Textbooks and Laboratory Manuals:
- Special Lectures:
- Organization of Seminars, Symposiums, Summer/Winter Schools:

16. Summer Institute, Refresher or Orientation Course Attended

- Details:

17. Membership or Fellowship of Professional/Academic Bodies

- Details:

18. Additional Contributions Relevant for Assessment

-


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19. Steps Taken for Resource/Revenue Generation/Cost Reduction

- Description:

Attach separate sheets if needed.

20. Academic Results of the Students

- Overall Pass %:
- % Students over 90% Marks:
- % Students over 80% Marks:

21. Results from Feedback from Students

- Survey:
- Verbal:
- Written:
- Complaints:

Signature of Faculty:

Name in Block Letters:

Designation:

Place & Date:

Counter Signatures:

HOD

Principal

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Non-Teaching Performance Appraisal Form 2022-23

- Name of the Employee:
- Date of Joining:
- Qualifications:
- Department:

Performance Evaluation:

S.NO	Performance Indicators	Excellent	V. Good	Good	Weak	Low
1	Technical Skills					
2	Inter Personal					
3	Communication					
4	Work Standard					
5	Punctuality					
6	Initiative					

Additional Skills:

Additional Skills	Excellent	V. Good	Good	Weak	Low
Computer Knowledge					
Subject Knowledge (Lab & Office Staff)					

Appraiser's Comments:

Signatures:

- HOD:
- PRINCIPAL:

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FACULTY SELF ASSESSMENT FORM

FOR PERIOD 2022 TO 2023

Personal Information

- **Name:** M. Sangeetha Lawrence
- **Designation:** Assistant Professor
- **Date of Joining:** 1/7/2013
- **Date of Appointment to Present Post:** 1/7/2013
- **1. Academic Qualifications**
- Additional qualifications acquired during the year under review: Nil

2. Courses Taught During the Year

- M.Sc Analytical Chemistry

3. Maximum Number of Periods per Course

- Lectures: 12 classes/Hrs /week
- Practical: 9Hrs/ week class

4. Teaching Load (As per Time Table)

- Lectures: 12Hrs per week
- Practical: 9 Hrs per week

5. Number of Total Shortfall in Practical/Lectures Delivered/Taken

- Nil

6. Reasons for Shortfall (if any) in Lectures and Practical Taken

- Nil

7. Specific Problems of Students Solved

- Nil

8. Research Guidance

- Brief description of each project: Nil
- Students and Co-Supervisor (if any): Nil

Attach separate sheets if needed.

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9. Projects Completed Other than Student's Projects

- Nil
- **10. New Experiments or Innovations Introduced**
- Nil

11. Papers and Books Published

- Title: 1. Book Review on The Obesity code
- 2.Chemistry of refined oils and its adverse effects on human health
- Co-Author (if any): Nil
- Journal Details: 1. Open Access Journal 2. Inter Science Review International journal

12. Contribution in Laboratory/Course Development

- Nil

13. Contribution to Industrial Development

- Consultancy/Sponsored R&D: Nil.

14. Contribution to Corporate Life of the School/University

- a. Curriculum Development: Nil
- b. Cultural/Extracurricular Activities: Nil
- c. Sports/Community and Extension Services: Nil
- d. Administrative Assignments: Nil
- e. Any Other: Nil

15. Contribution to Scientific/Technical/Soft Skill Education

- Publications of Textbooks and Laboratory Manuals: Nil
- Special Lectures: Nil
- Organization of Seminars, Symposiums, Summer/Winter Schools: Nil

16. Summer Institute, Refresher or Orientation Course Attended

- Details: Nil

17. Membership or Fellowship of Professional/Academic Bodies

- Details: Nil



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18. Additional Contributions Relevant for Assessment

- Nil

19. Steps Taken for Resource/Revenue Generation/Cost Reduction

- Description: Nil

Attach separate sheets if needed.

20. Academic Results of the Students

- Overall Pass %: 82%.....
- % Students over 80% Marks: 8

21. Results from Feedback from Students

- Survey: Nil
- Verbal: positive feedback
- Written: Nil
- Complaints: Nil

Signature of Faculty:

Name in Block Letters: M. SANGEETHA LAWRENCE

Designation: Assistant professor

Place & Date: Hyderabad

17/02/2023

Counter Signatures:

HOD

Principal

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HEI X

Non-Teaching Performance Appraisal Form 20XX-20YY

- Name of the Employee: S.HEMAMALINI
- Date of Joining: 29.07.1995
- Qualifications: B.Com
- Department: Accountant

Performance Evaluation:

S.NO	Performance Indicators	Excellent	V. Good	Good	Weak	Low
1	Technical Skills		✓			
2	Inter Personal	✓				
3	Communication	✓				
4	Work Standard	✓				
5	Punctuality	✓				
6	Initiative	✓				

Additional Skills:

Additional Skills	Excellent	V. Good	Good	Weak	Low
Computer Knowledge		✓			
Subject Knowledge (Lab & Office Staff)	✓				

Appraiser's Comments:

Signatures:

- HOD:
- PRINCIPAL:

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