



SAROJINI NAIDU VANITA MAHA VIDYALAYA

COLLEGE FOR WOMEN, AFFILIATED TO OSMANIA UNIVERSITY

(Sponsored and Managed Jointly by Osmania Graduates' Association and Exhibition Society)

NAAC Accredited 3rd Cycle

PERFORMANCE APPRAISAL SYSTEM FOR TEACHING AND NON-TEACHING STAFF

The Institution has the following Performance Appraisal System for Teaching and Non-teaching staff.

For teaching staff: The institution appraises the faculty annually by taking the inputs from students and other stakeholders. Self-appraisal forms are distributed to the faculty for their self-appraisal. Appraisal is the main criteria for confirmation, promotion, review for premature termination or retirement etc. Writing and maintenance of appraisal assumes importance not only in the interest of service but also in the interest of the employee.


For non-teaching staff: The Non-teaching staff are appraised by the concerned departmental Heads and the Principal based on their performance on the assigned duties.

PERFORMANCE APPRAISAL DESCRIPTION OF THE PROCEDURE

Performance appraisal is an objective assessment of the work and conduct of an employee. Appraisal is the main criteria for confirmation, promotion, review for premature termination or retirement etc. Writing and maintenance of appraisal assumes importance not only in the interest of service but also in the interest of the employee.

- Self-Appraisal is done by each faculty giving details on their achievements in teaching, administration, department duties, research and extension work.
- The Head of the Department gives feedback on the performance of the faculty and their participation in various other departmental and institutional duties.
- The Heads of the Department are appraised by the Principal based on the departmental achievements and activities organized during that academic year.
- The data collected is analyzed by the Management and accordingly the staff are appraised on an annual basis.
- Appraisals and personal development plans are to be written for all categories of employees
- A record of punishment imposed on the employee as a result of disciplinary proceedings should be recorded in his/her appraisal.
- Derogatory remarks on any staff should be substantiated with show cause notices and replies.

For non-teaching staff: The Non-teaching staff are appraised by the concerned departmental Heads and the Principal based on their performance, punctuality, technical skills, communication, work standard etc. on the assigned duties.


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SOPs for staff performance appraisal for teaching and non-teaching staff

Teaching staff

- Every year the performance appraisal form should be filled by every faculty.
- Faculty should provide all the details given in the form.
- Proofs also should be attached along with the form.
- Any FDPs, workshop, conference, refresher course attended should be mentioned along with the certificates.
- If any paper presentation or any publications or books authored should be clearly mentioned.
- Any seminar, workshop, conference organized should be mentioned

Non Teaching Staff

- Non teaching staff should improve their performance every year
- They should be punctual and should be present on time
- They should have technical skills, especially lab incharge should know about the complete information about the lab.
- Proper communication should be there among the non teaching staff and all should work in coordination.
- The assigned duties should be completed on time with utmost diligence

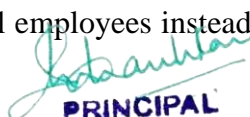
WELFARE MEASURES FOR TEACHING AND NON TEACHING STAFF

The institution with a proactive management provides various welfare measures to the staff members. Satisfaction of the employees is very important for the management and the Principal. Some of the welfare measures are

A) ANNUAL INCREMENT

Annual increment is not automatic and is subject to financial performance of the institution and performance of employees with regard to fulfilling the assessment criteria like percentage of remedial coaching passes, feedback from the students in various courses and recommendation from the Principal and other performance criteria laid out by the college from time to time.

The Annual increase in pay is drawn from 1st of July every year, except when withheld as a punishment. This new system of increments will be one time for all employees instead of


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giving on different dates presently in vogue. This policy will facilitate easy implementation of increments to all the employees in the month of July of every year.

In case of an employee who reaches the maximum of his/her pay scale, he/she can be placed in the next higher pay scale after one year of reaching such a maximum subject to meeting the performance criteria already laid out.

B) NET / SLET and Ph.D INCREMENT

a) Incentive for PhD

Three advance increments will be admissible to those who hold PhD degree, at the time of recruitment as Lecturers. A Lecturer will be eligible for two advance increments as and he/ she acquires PhD in their career. An increment of Rs. 2,500 will be included in the salary after completing Ph.D

b) Incentive for M.Phil

An increment of Rs. 1,500 will be included in the salary after completing M.Phil

c) Incentive for NET / SLET


An additional amount of Rs. 1,000 will be included in the salary as an incentive for NET or SLET

d) Lump Sum incentive for acquiring higher qualifications:

Post-Graduation in relevant discipline by non-teaching Staff: entitles an incentive of Rs 1,000/- per month. Incentive shall be considered only if higher qualifications will make the staff more effective in the present or next higher assignment. The incentive is admissible only for higher qualifications acquired after induction into service. The incentive shall be based on qualification without any relation to increment or level/grade of the employee. However, granting of incentive is subject matter of management.

C) SERVICE INCREMENT AFTER 25 YEARS AND 30 YEARS

An employee after completing 25 years of service is eligible for an additional amount of Rs. 5,000 increment in the salary and after completing 30 years of service another Rs. 5,000 will be paid as increment


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D) MATERNITY LEAVE

General principles:

- I. Admissible to female employees only.
- II. To be eligible for maternity benefit, a woman must have been working as an employee for a period of at least 70 days in the past 12 months.
- III. They are entitled for 26 weeks (8 weeks before the expected date of delivery and the remaining time to be availed post childbirth) leave with full salary.
- IV. For women who are expecting after having 2 children, the duration of paid maternity leave shall be 12 weeks (i.e., 6 weeks pre and 6 weeks post expected date of delivery)
- V. Maternity leave of 12 weeks to be available to mothers adopting a child below the age of three months from the date of adoption as well as to the commissioning mothers.
- VI. In case of miscarriage, a woman shall, on production of such proof as may be prescribed, be entitled to leave with wages at the rate of maternity benefit for a period of 6 weeks immediately following the day of her miscarriage.
- VII. In case of tubectomy operation, a woman shall, on production of such proof as may be prescribed, be entitled to leave with wages at the rate of maternity benefit for a period of two weeks immediately following the day of her tubectomy operation.
- VIII. A woman suffering from illness arising out of pregnancy, delivery, premature birth of child, miscarriage, medical termination of pregnancy or tubectomy operation shall, on production of such proof as may be prescribed, be entitled, in addition to the period of absence allowed to her under section 6 (of Maternity Benefit Act), or, as the case may be, under section 9 (of Maternity Benefit Act), to leave with wages at the rate of maternity benefit for a maximum period of one month.
- IX. The leave is not debited to any leave account
- X. Counts as service for increments and Gratuity.
- XI. Leave application for maternity supported by Medical Certificate be submitted for sanction of maternity leave.
- XII. Such maternity leave availed be recorded in the personal file of the employee for future reference.
- XIII. For insured employees covered under the ESI ACT- Maternity Benefit is covered under ESI benefits at the rate of full wage subject to contribution to ESI for a specified period. A period of 6 months leave will be granted


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XIV. For employees not covered under the ESI ACT– Maternity Benefit is payable as per the Maternity Benefits ACT by the employer.

a) Paternity Leave:

- I. Admissible to male employees only.
- II. Male employees can avail 7 days of paid leave before 15 days or within 6 months from date of delivery.

E) EARNED LEAVE

- 1) All regular teaching and non-teaching staff are credited with 5 ELs every year
- 2) Earned Leave availed is calculated considering the intervening holidays
- 3) Earned leave cannot be availed for half day.
- 4) Earned Leave cannot be combined with any other leave.
- 5) The Earned Leave can be accumulated up to a maximum of 90 days.
- 6) Earned Leave can't be sanctioned/availed not exceeding 30 days at a stretch, once in a year.


F) EPF

Provident Fund Contribution is applicable to the following:

- An employee who draws wages (Basic Pay+DA) less than or equal to Rs.15000 on joining college and does not already have PF membership at the time of joining.
- An employee who is an existing member of PF (i.e already holds a PF account from previous employment) at the time of joining the college.
- Contributions are payable to these employees at rates applicable on a maximum wage (Basic+DA) ceiling of Rs.15000

The employee has to fill the PF membership form with relevant details. The employee will be given PF Account Number in due course and all the correspondence is done by the employee with Regional Provident Fund Commissioner citing his account number for any references/information.

Employees who are already PF members in previous employment must produce a certificate of membership from PF authorities, in case they are joining newly in the institution.


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PF Contribution Rate:

By	Contribution Accounts			Administration Accounts	
	EPF	EPS	EDLI	EPF	EDLI
Employee	12%		0	0	0
Employer	3.67%	8.33%	0.5%	0.5% (w.e.f 01-06-2018)	0 (w.e.f 01-04-2017)

Exclusions from PF Contribution:

- An employee who draws wages (Basic+DA) of more than Rs15000 on joining and does not already hold PF membership at the time of joining college will not be under the purview of Provident Fund.
- An apprentice is not eligible for PF contribution.

G) EMPLOYEE STATE INSURANCE (ESI):

Employees State Insurance is a social security scheme and the provisions of the Act are extended to all the employees of the institution where the gross salary of the employee does not exceed Rs.21,000/- per month.

Contribution Rate:


The employee's contribution rate (w.e.f. 01.07. 2019) is 0.75% of the wages (gross salary) and that of employer's is 3.25% of the wages (gross salary) paid/payable in respect of the employees in every wage period

Contribution Period:

There are two contribution periods each of six months duration and two corresponding benefit periods also of six months duration as under.

Contribution Period	Cash Benefit Period
1st April to 30th Sept.	1st Jan of the following year to 30th June
1st Oct to 31st March of the year following.	1st July to 31st December.

Note: An employee whose gross salary crosses the prescribed ceiling limit of Rs21000 p.m. at any time after commencement of the contribution period, would continue to be under the purview of the Act till the end of that contribution period. Prescribed rates on the total gross salary for the period will apply. The contribution can subsequently be stopped from the next contribution period.


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H) GRATUITY ON SUPERANNUATION

Gratuity is paid to all employees who have put in a minimum of 5 years of continuous service in the college, limited up to retirement age of 58 years. The Gratuity is calculated with the formula $(\text{Basic} + \text{DA}) \times \text{number of years of service} \times 15 / 26$ days of last drawn gross salary. A provision for Gratuity Fund must be made by the employer at the rate of 4.81% of (Basic Pay and DA) p.m. for every employee. Employer may obtain an insurance for liability for payment towards the gratuity from the Life Insurance Corporation of India or any other Insurance Company incorporated under the Company's Act, 1950

I) FREE EDUCATION FOR GIRLS OF EMPLOYEES WORKING

College provides free education to all the girl children of the employees

J) LOANS

Various loans like Education loan , Medical loan and Marriage loan will be given to the employees based on their salary at an interest rate of 7% per annum. The amount will be deducted in installments from the employee's salary for a period of one year.

K) FESTIVAL ADVANCE FOR NON-TEACHING STAFF

Festival advance will be provided to the non-teaching staff for Dasara, Diwali , Ramzan etc. based on the salary and it will be deducted in installments from their salary every month for a period of one year.


L) MEDICAL ALLOWANCE TO STAFF

The staff whose salary is more than Rs. 21,000 are not eligible for availing ESI facility. They will be paid Medical Allowance based on their gross salary *3.25%

AVENUES FOR CAREER DEVELOPMENT / PROGRESSION

The institute provides various avenues for career development and progression

- 1) It allows the faculty to attend FDPs, workshops, conferences to enhance their skills.
- 2) It helps the faculty to build a strong professional network through industry events
- 3) Constructive feedback helps to identify areas for improvement
- 4) To collaborate with colleagues on interdisciplinary projects to foster a culture of teamwork
- 5) The institute creates an inclusive learning environment and offer support for their academic and personal growth
- 6) Financial help is also provided to attend workshops, conferences and for publications


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FACULTY SELF ASSESSMENT FORM

SAROJINI NAIDU VANITA MAHA VIDYALAYA : HYDERABAD

SELF ASSESSMENT REPORT (2022-23)


FOR THE PERIOD FROM _____ TO _____ (To be filled by Faculty)

Department _____ Inter, UG, PG _____

Name _____ Designation _____

DoJ: _____ Date of appointment to Present Post _____

S.No.	Particulars
1	Name of the courses taught during the odd and even semesters
2	Teaching workload per week (Lectures & Practical)
3	Total No. of Classes allotted per course during the Semester as per Time Table (Lectures & Practical)
4	Total No. of classes conducted during the semester per course
5	Reasons for shortfall, if any, in Lectures and practical taken
6	Any additional Responsibility in the college
7	Any additional qualification acquired during the year
8	Research Guidance (Give brief description of each project and name the student (s) and Co-supervisor, if any. Attach separate sheets, if needed) (Mention the number)
9	Any Research project completed other than students projects (Yes/No.)
10	Any new Experiment added in the practical course or any innovation introduced in College


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11	Contribution to Scientific / Technical / Soft Skill education through publication of Textbooks and Laboratory Manual, Papers and books published (give the title, Co-author, if any and details of the Journals). Attach separate sheet, if necessary
12	Any contribution in Laboratory / Course Development, not mentioned above
13	Contribution to Industrial Development in the form of Consultancy / sponsored R.D.
14	Contribution to Corporate life of the School / University (a) Curriculum development, (b) Cultural / Extra-Curricular activities (c) Sports (d) Community and Extension services/Outreach program (within & Outside college), (d) Administrative assignments (e) Any other
15	Organization of Special/Extension/Guest Lectures ; Seminars/ Symposium/Workshops/Conferences /FDP; Summer or Winter School etc.
16	Summer institute, Refresher or Orientation or FDP course attended, during the year, give details
17	Membership or Fellowship of Professional / Academic bodies, societies etc. give details
18	Additional Contributions which are not covered above and which are relevant for assessment of teachers activities
19	Any step taken for Resource/Revenue generation/Cost Reduction. Give a brief description. (Attach separate sheet, if needed)
20	Academic Results of Students: Overall Pass %, Percentage of Students Over 90% marks.
21	Results from Feedback from Students - Survey, Verbal, Written, Complaints etc.
22	Any Add on /Certificate Course conducted

Saravathi
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	Are you a member of College Committees	
24	Are you a member of any BOS/University/Committees/member of Voluntary Organization	
25	Are you a member of NAAC Criterion Committees	
26	ICT tools like apps, online digital material,e-resources created used etc.	
27	Any specific problem of any student solved, or taken initiative to solve either as mentor or as teacher (Awards appreciation received by student/parents/organization)	


Signature of Faculty

HoD (With Remarks)

Signature of Vice Principal

Signature of Principal

Note: Please attach relevant documents/photos where ever required


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NON TEACHING STAFF APPRAISAL FORM

SAROJINI NAIDU VANITA MAHA VIDYALAYA
NON-TEACHING STAFF PERFORMANCE APPRAISAL FORM
2022-2023

Name of the Employee _____

Date of Joining _____

Qualifications _____

Department _____


Additional Skills: a) Computer Knowledge _____
b) Subject Knowledge (for Lab & Office Staff) _____

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

Any comments _____

HOD _____

PRINCIPAL _____


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SELF ASSESSMENT REPORT (2022-23)

FOR THE PERIOD FROM _____ TO _____ (To be filled by Faculty)

Department ZOOLOGY Inter, UG, PG UG

Name DR. S. SRIVANI Designation ASSOCIATE PROFESSOR # HO

DoJ: 11-08-1993 Date of appointment to Present Post _____

S.No.	Particulars
1	Name of the courses taught during the odd and even semesters <u>SEM-III - Animal Phys and Ani. Behaviour, SEM-IV - Cell Biology, Gen. Rev Bio</u> <u>SEM-V - Immunology & Biotechnology, SEM-VI - Ecology, zoogeography, evolution</u>
2	Teaching workload per week (Lectures & Practical) <u>G + 12</u>
3	Total No. of Classes allotted per course during the Semester as per Time Table (Lectures & Practical) <u>Sem III - 2 + 6 Sem IV - 2 + 6</u> <u>Sem V - 4 + 6 Sem VI - 4 + 6</u>
4	Total No. of classes conducted during the semester per course <u>Sem III - 12 + 12 Sem IV - 13 + 10</u> <u>10 + 10 10 + 8 Sem V - 26 + 13</u> <u>Sem VI - 21 + 13 20 + 12 25 + 11</u>
5	Reasons for shortfall, if any, in Lectures and practical taken <u>—</u>
6	Any additional Responsibility in the college <u>Staff Secretary, co-ordinator - NAAC criteria 1.</u>
7	Any additional qualification acquired during the year <u>—</u>
8	Research Guidance (Give brief description of each project and name the student (s) and Co-supervisor, if any. Attach separates sheets, if needed) (Mention the number) <u>—</u>
9	Any Research project completed other than students projects (Yes/No.) <u>NO</u>
10	Any new Experiment added in the practical course or any innovation introduced in College <u>Vermicomposting</u>

S. Sankar
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11	Contribution to Scientific / Technical / Soft Skill education through publication of Textbooks and Laboratory Manual, Papers and books published (give the title, Co-author, if any and details of the Journals). Attach separate sheet, if necessary <i>Co-author - Book on "Environmental Studies"</i>
12	Any contribution in Laboratory / Course Development, not mentioned above
13	Contribution to Industrial Development in the form of Consultancy / sponsored R.D.
14	Contribution to Corporate life of the School / University (a) Curriculum development, (b) Cultural / Extra-Curricular activities (c) Sports (d) Community and Extension services/Outreach program (within & Outside college), (d) Administrative assignments (e) Any other <i>Conducted awareness on animals through Pet Show. Conducted field visit to Pocharam Wildlife Sanctuary.</i>
15	Organization of Special/Extension/Guest Lectures ; Seminars/ Symposium/Workshops/Conferences /FDP; Summer or Winter School etc. <i>1) Organised a Guest Lecture on Professional Ethics and human values. 2) Organised and conducted a 6 day FDP program in collaboration with ^{external lab.}</i>
16	Summer institute, Refresher or Orientation or FDP course attended, during the year, give details
17	Membership or Fellowship of Professional / Academic bodies, societies etc. give details
18	Additional Contributions which are not covered above and which are relevant for assessment of teachers activities <i>Paper Setting and Evaluation for AMS college and RBURR College. Paper Evaluation - Osmania University</i>
19	Any step taken for Resource/Revenue generation/Cost Reduction. Give a brief description. (Attach separate sheet, if needed)
20	Academic Results of Students: Overall Pass %, Percentage of Students Over 90% marks. <i>Overall 85% . 88.6% above 90% marks</i>
21	Results from Feedback from Students - Survey, Verbal, Written, Complaints etc.
22	Any Add on /Certificate Course conducted <i>Yes. Add on course on 'Sericulture' for Pg.</i>

[Signature]

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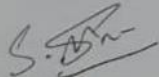
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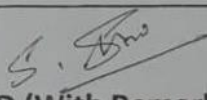
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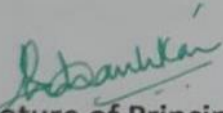
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	Are you a member of any BOS/University/Committees/member of Voluntary Organization	—
25	Are you a member of NAAC Criterion Committees	Yes coordinator criteria 1
26	ICT tools like apps, online digital material, e-resources created used etc.	—
27	Any specific problem of any student solved, or taken initiative to solve either as mentor or as teacher (Awards appreciation received by student/parents/organization)	Given career guidance as Mentor



Signature of Faculty


HoD (With Remarks)


Signature of Vice Principal


Signature of Principal

Note: Please attach relevant documents/photos where ever required


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Physics

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NON TEACHING STAFF PERFORMANCE APPRAISAL FORM
2021-2022

Name of the Employee G. Anuradha
Date of Joining 1/8/2000
Qualification 7th class
Department Physics & Electronics
Additional Skills : a) Computer Knowledge NIL
b) Subject Knowledge (for Lab & Office Staff) NIL

S.No.		Excellent	V.Good	Good	Weak	Low
1	Technical skills					✓
2	Inter Personal			✓		
3	Communication			✓		
4	Work Standard			✓		
5	Punctuality			✓		
6	Initiative			✓		

Any Comments Arrives at work on time. Follows the instructions given to her and completes the task.

[Signature]
HOD

[Signature]
PRINCIPAL

[Signature]
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