6.3.5

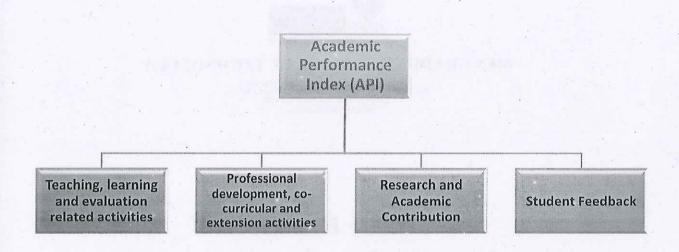


#### SIES Graduate School of Technology Sri Chandrasekarendra Saraswati Vidyapuram

Sri Chandrasekarendra Saraswati Vidyapura Sector 5, Nerul, Navimumbai-400706

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

Performance Appraisal System for Teaching Staff:



PRINCIPAL
S. b. E. S. GRADUATE SCHOOL OF TECHNOLOGY
Sri Chandrasekarendra Saraswathy Vidyapuram
Sector - V, Nerul, Navi Mumbai - 400706



Sri Chandrasekarendra Saraswati Vidyapuram Sector 5, Nerul, Navimumbai-400706

#### 1. Faculty Hand-book:



#### SIES GRADUATE SCHOOL OF TECHNOLOGY

Sri Chandrasekarendra Saraswathy Vidyapuram, Plot No. 1-C/D/E, Sector-V, Nerul, Navi Mumbai-400 706. Tel. 2771 6928 / 69, Fax, 2771 8779 Website: www.slesgst.net

# **Faculty Handbook**

(SIES GST / / 20 - 20 )

Name:	-			*
Designation :		TO DESTRUCT OF MONTHS OF SUPERIOR AND AND ADDRESS.	Of OSSINE AND	
Department :				4
Semester :				
( From :		to	)	

of

PRINCIPAL

S.I.E.S. GRADUATE SCHOOL OF TECHNOLOGY Sri Chandrasekarendra Saraswathy Vidyapuram Sector - V., Nerul, Navi Mumbai - 400706



Sri Chandrasekarendra Saraswati Vidyapuram Sector 5 , Nerul, Navimumbai-400706

#### **DETAILS OF FACULTY CONTRIBUTION**

			list of scores fomats to fill details below (No need to put marks): ties undertaken by Self:
Sr. No.	Sem	Branch	Brief Description of the Activities Undertaken
221. 1947.	270101		section as an appropriate to the contract of t
3.ii) Studen	it related Co	o-curricular Activi	ties arranged by Self with the help of external agency/personnel:
Sr. No.	Sem	Branch	Brief Desription of the Activities Arranged
	ana manina mana		
Mr. San Ja		Suran assertantan da	civities organized:
sau) Studer	nt retateu e		
Sr. No.		Br	rief Description of the Activities Organized
		9 1	
	-		
*			
	*		
3.iv) Contri academic	bution to ve and admin	orporate life and n istrative committed	nanagement of the department & institution through participation es and responsibilities, including Institute Social Responsibility:
Sr. No.			Brief Description of Activities
		- t 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
12	3-4-		to be an in the part of the second
y 151			





Sri Chandrasekarendra Saraswati Vidyapuram Sector 5, Nerul, Navimumbai-400706

# DETAILS OF FACULTY CONTRIBUTION

a) *Oualifi	cation Improvement (Degree/PG D	inlema/M E/M Tach/Ph I	) /Dinlower ato	
Sr. No.	Details of Degree/PG Diploma/M.E/M.Tech/ Ph.D./Diploma etc.	University / Institute	Pursuing or Completed	Year of Passing Expected
b) *Particip Programme	nation in Seminars, Conferences, SI s, Faculty Development Courses,*	ort Term Training Cours Undergoing Industrial Tr	es, Talks, Refresh	er / Orientation han 10 days).
Sr. No.		ription of Activities inclu		
c) *Organiz. Orientation St. No.	ing or conducting Seminars, Conje Programmes, Faculty Developmen Brief Desciption of Pr	l Cowse.		
				inte
) *Members	hip/participation in State/Central i *Professional Body Memberships.	Rodies/Committees on Ed	yeation. Resourch	and National
<i>жеевортен</i> .	. *Professional Body Memberships.	Rodies/Committees on Ed	ucation, Research lities held under p	and Nationed
<i>жеевортен</i> .	. *Professional Body Memberships.	Bodies/Committees on Ed *Positions or Responsibi	ucation, Research lities held under p	and Nationed
Sr. No.  Profession	. *Professional Body Memberships.	Bodies/Committees on Ed *Positions or Responsibi iption of Activities includ Lead Quality Auditors, Si	ucation, Research lities held under p ling date	and National wof budies
St. No. St. No.  Profession Certification:	Professional Body Memberships.  Brief Dess  Brief Dess  al Certifications Received such as s, etc. of Academic & Industrial Re	Bodies/Committees on Ed *Positions or Responsibi iption of Activities includ Lead Quality Auditors, Si	ucation, Research lities held under p ling date x Sigma Green/Bl	and National wof budies
St. No.  Profession Certification St. No.	Professional Body Memberships.  Brief Dess  Brief Dess  al Certifications Received such as s, etc. of Academic & Industrial Re	Bodies/Committees on Ed *Positions or Responsibi iption of Activities includ iption of Certifications or M	ucation, Research lities held under p ling date x Sigma Green/Bl emberships	and National vof budies ack Belt, Cisco



Sri Chandrasekarendra Saraswati Vidyapuram Sector 5, Nerul, Navimumbai-400706

#### **DETAILS OF FACULTY CONTRIBUTION**

g) *Impa	urting Trainings for External Organi Product/Process development in e.		
Sr. No.		Brief Description	
	4. Research, Publ	leations & Academic Contrib	utlons:
(4.1) Resi	earch Paper/Article Published in Re	efereed / Non-refereed Journa	ls / Conf. proceedings:
Sr. No.	Details of Research Paper/ Article, Name of the Journal and Date of Publication	Refereed / Non-refereed / Conf. proceedings	UGC Approved? (Yes/No)
(4.11 & III	) Publication of Text/Reference Bo	oks/ Chapters in Book:	
, , , , , , , , , , , , , , , , , , , ,	Name of Text or Reference		
Sr. No.	Books published or Name of Chapter & Book	Name of Publisher	Publication Date
(A iv & v	Ongoing & Completed Projects:		
Sr. No.	Project Title, Funding Agency,	Research / Consultancy /	Major / Minor and Grant/Fund
	Duration of Project	Sponsored	Amount Møbilized
(tvii) Ar	vards / Fellowships /Invited Lecture	es or papers delivered/presen	ted in conferences or seminars
Sr. No.		Brief Desciption	
(4.viii) D	etails of revenue Generated / Earne	rd:	
Sr. No.	Brief of Training Programmes Conducted or Consultancy/Sponsored Projects	Turget Audience & Level of programme	Revenue Generated / Earned
	- I Vel I		



Sri Chandrasekarendra Saraswati Vidyapuram Sector 5, Nerul, Navimumbai-400706

SEN	o Class/Sem	Subjects	Target No	No of	% Target	Average	Perform	i Max	Weight	7
		Taught	of Lectures	lectures Actually Engaged	achieved	% Target achieved	nce and	Weightagi	achiered	
	<u></u>				* ,		100% =1.0			
					:e		<100% = 0.5			
2. Pei	rformance I	of Attend	ance of St	idents:						
Sr.No	Class/Sem	Courses Taught	Sum of Students Present (4)	Lectures Actually Conducted (5)	Students on Roll (6)	Average Attendance (4) + 100 (5) + (5) (7)	Average (Col.7) (8)	Performanc e and multiplying factor (9)		Weightag Achieved (9) * (10)
					(6)	1.7	100		[100]	(11)
								Excellent - 1		
	1/4							(140 -81) Good- 0.7 (90-61)		
								Average - 0.5 (60-41) Peor - 0.2		
								(40-00)		
										4
. Per	formance -	of Results:		[				Performanc		
ir.Nn (1)	Class/Sem (2)	Subjects Taught (3)	Average same subject years i	et for last 3 n Inst	% students marks abov avera (5)	e 3 years ige	Average of column (5) (6)	e and multiplying factor (7)	Maximum Welghinge (8)	Wightage achieved (9)
									7-11-1	
								Excellent - 1 (100 -81) Good- 0.7		
								(80-61) Average = 0.5 (60-41) Poor = 0.2		
	-							(40-00)	21	

S.I.E.S. GRADUATE SCHOOL OF TECHNOLOGY
Sri Chandrasekarendra Saraswathy Vidyapuran
Sector V, Nerui, Navi Mumbai 400706



Sri Chandrasekarendra Saraswati Vidyapuram Sector 5, Nerul, Navimumbai-400706

ACADEMIC	RESEARCH & CONSULTANCY	ADMINISTRATION	EXTENSION
Class room instructions	Research & Development Activities & Research Guidance	Academic and administrative Management of the Department/Institution.	Extension Services
Laboratory instruction	Industry sponsored projects	Policy Planning, Monitoring & evaluation and romotional activities both at Department and Institutional level	Interaction with industry and society
Curriculam Development	Providing consultancy and testing services	Design and development of new programmes	Participation in Community Services
Developing learning Resource Materials & Laboratory Development	Promotion of Industry Institution interaction and R & D	Preparing Project proposals for funding in areas of R & D work. Laboratory Development, modernization, Expansion, etc.	Providing R & D support consultancy services to industry and others user agencies.
Students Assessment & Evalutiton		Administration both at Departmental & Institutional levels	Providing non-formal modes of education for the benefit of the community
Participation in the co-curricular & Extra curricular	-	Development, Administration and Management of Institutional facilities	Promotion of entrepreneurship and job creation
Students' Guidance and counseling & helping their personal ethical, moral and overall character development		Monitoring and evaluation of academic and research activities	Dissemination of knowledge
Continuing Education Activities	74	Participation in policy planning at the Regional/National level for development of technical education	Providing technical support in areas of social relevance
Keeping abreast of new knowledge through books, publications, seminars etc.	and the second s	Helping mobilization of resource for the institution. Develop update and maintain	
Self development through upgrading qualification & professional activities	149134	Maintain accountability conduct performance appraisal	•

And any other relevant work assigned by the Head of the Institution

PRINCIPAL
S.I.E.S. GRADUATE SCHOOL OF TECHNOLOGY
Sri Chandrasekarendra Saraswathy Vidyapuram
Sector-V, Nerul, Navi Mumbai-400706



Instructions:

### SIES Graduate School of Technology

Sri Chandrasekarendra Saraswati Vidyapuram Sector 5, Nerul, Navimumbai-400706

#### 2. Sample Feedback form and Analysis Report

					2		
Aca	demic Year:						
Bra	nch :	Name of th	ne Faculty:				
Clas	st	Semester:	1-0-6				
Ceu	rse/ Subject:	Date of Feedback:					
Sr. No	Description	Excellent	Very Good	Good	Poor	Very Poor	
1	Teachers Subject kno wledge						
2	Communication skills of the Teacher						
3	Ability to being conceptual clarity and promotion of thinking ability						
4	Use of Appropriate tracking methods						
5	Teacher illustrates the concept through exactples and applications						
6	Fairness in Internal Evaluation						
Give	your overall rating:	5 Execution	4 Very Good	3 Good	2 Pouc	Y Very Pour	

STUDENT'S FEEDBACK FORM

h

PRINCIPAL

S.I.E.S. GRADUATE SCHOOL OF TECHNOLOGY Sri Chandrasekarendra Saraswathy Vidyapuram Sector - V, Nerul, Navi Mumbai - 400706



Sri Chandrasekarendra Saraswati Vidyapuram Sector 5, Nerul, Navimumbai-400706

		Feedb	ack Sun	mary (II H	ilf of 2019)	
Na. Pro.	Sweet of the South		Al Surere		Advisor's	tignéserz
		,	IECHANI	CAL ESCANE	CRING	
	Masked for	- No	18	Good	Can be reported	1 4
1	Confidentiality	Pine.	16	Gad	Can Add in grand	9_
		) Dilai	ion	Very Good	hay it by	rA_
	Masked for Confidentiality	KXX	101	Wats Great	how it in	·M.
		P70	35	Lista	he care god	000
1	Taxono filescon de la con-	J OK	1.5	Good	1-1-	19
		) Maria	) (#	Van Gord	Mary 22 mg	*
		FD	13	Mary Gual	I know he cap	4
		EXX	411	Van Cont	hopeth up	32-
2		Moor	4.7	Vary Good	here is up	40
		]  111	44	Vos Cosa	hospith up	(Alia
•		PCF	17	Very Good	Keep it 4	Ma
		TO ME	1 18	Good	Com to Import	(V)
*		Ergs.	17	Good	-1	6
		) ICL	اد	God	Free did comprised	1 st
8		Aston	DE 347	Gas	to overy quid	14
		The scoop	4.6	Vpry Coad	heap at mys	10-
"		20	42	Very Guad	Kaip it up	W
		1 10	33	Kaod	Care in Improved	(0)
10		W.ngs.	17	Good	a ranged,	
		Mech 1 990	12	Viry Cord	Map it was	V.
11	HERTHE JOS	PIN	1.	Very David		
12		F-86			Keep Id up	VEG
		West		Vary Cool		UT CA

S

PRINCIPAL
S.I.E.S. GRADUATE SCHOOL OF TECHNOLOGY
Sri Chandrasekarendra Saraswathy Vidyapuram
Sector-V, Nerul, Navi Mumbai-400706



Sri Chandrasekarendra Saraswati Vidyapuram Sector 5, Nerul, Navimumbai-400706

#### 3. Sample copy of summary of appraisal for the year 2017-18, 2018-19 is shown below



CATEGORY	CRITTERIA	API CLAIMEI
7	DIRECT TEACHING	57.2
1	EXAMINATION DUTIES	24
1	INNOVATIVE TEACHING	7.9
	OTAL SCORE OF CATEGORY - I	89.1
2	STUDENT RELATED CO-CURRICULAR ACTIVITIES	116
2	CORPORATE LIFE AND MANAGEMENT	9
2	PROFESSIONAL DEVELOPMENT ACTIVITIES	10.4
1	OTAL SCORE OF CATEGORY - II	31
3 .	RESEARCH PUBLICATION IN JOURNALS	20
3	BOOK PUBLICATION OR CHAPTER IN BOOK	30
3	RESEARCH PROJECTS	
3	RESEARCH GUIDANCE	
3	AVARDS, FELLOWSHIP, PAPER, LECTURES	20
3	DEVELOPMENT OF E-LEARNING MATERIAL	
т	OTAL SCORE OF CATEGORY - III	70
	TOTAL	190.1

PRINCIPAL
S.I.E.S. GRADUATE SCHOOL OF TECHNOLOGY
Sri Chandrasekarendra Saraswathy Vidyapuram
Sector V, Nerul, Navi Mumbai 400706



Sri Chandrasekarendra Saraswati Vidyapuram Sector 5, Nerul, Navimumbai-400706

#### SELF APPRAISAL REPORT Evaluation Sheet by Authority

ACADEMIC YEAR OF ASSESSMENT: 20 - 20

Sr.No.	Category	Max. Score	Score calculated by appraisee	Reporting authority observations	Reviewing authority observations
1	Category I(a): Teaching Learning Evaluation related activities	55			
2	Category I(b): Innovative Teaching	50			
3	Category II(a): Co-curricular, Professional Development, and Extension Activities	35			
4	Category II(b): Contribution to corporate life and management of the dopartment & institution through participation	35			
5	Category II(c): Professional Development Activities	85			
6	Category III: Research, Publications, Consultancy & Academic Contributions	7			
7.	General observation				

Signature of Reporting Authority	
Signature of Reviewing Authority	

Of the

PRINCIPAL
S.I.E.S. GRADUATE SCHOOL OF TECHNOLOGY
Sri Chandrasekarendra Saraswathy Vidyapuram
Sector-V, Nerul, Navi Mumbai-400706



Sri Chandrasekarendra Saraswati Vidyapuram Sector 5, Nerul, Navimumbai-400706

# Performance Appraisal System for Non - Teaching Staff:

ANNE	XURE XI		Confiden	ndian Educa tial Report - essment Year	Non-Teachi	ng		SIES
A	Employment Details (To b	e filled	by the employed	٠)				
	Institute:	SIES	S GRADUA'	TE SCHOOL	OF TECHN	NOLOGY		
	Employee Name:							
	Designation:				Employee	Code:		
	Date of Joining				Qualificati	on:		
	Reporting Officer (Name and Designation)				Departmen	t:		
	Reviewing Officer (Name and Designation)			7/	Length of S the Review	Service under ing Officer		
В	General Observations (Office use only)				C			ation / Contract recommendation)
Sr No	Parameters	Parameters Reporting Officer Officer		Reviewing Officer	Recomi	nendations	Reporting Officer	Reviewing Officer
1	Fitness to continue in the cur post	rent			To be confi	rmed		
2	Fitness for Promotion				Probation E	extension		
3	Special Attributes, if any				Contract Ex	ctension		
4.	Any other Observations				Contract To	ermination		
D	Training & Development N	iceds						
	Assessment	F	unctional		Behaviora		Others, P	lease specify
	Self Assessment by Employee			17, 7				
	Reporting Officer							-
E	Final Rating Achieved :	Se	If Rating	Reportin	g Officer		Reviewing Of	licer
		4 /	i.					
t it	Employee Signature of #	176 C. (	Report	ing Officer Si	gnazure	Revie	wing Officer !	Signature
				* h				

PRINCIPAL
S.I.E.S. GRADUATE SCHOOL OF TECHNOLOGY
Sri Chandrasekarendra Saraswathy Vidyapuram
Sector V, Nerul, Navi Mumbai 400706



Reviewing Officer's Recommendations with

Signature

### SIES Graduate School of Technology

Sri Chandrasekarendra Saraswati Vidyapuram Sector 5, Nerul, Navimumbai-400706

Description		Parameters					
Rating Scale (1-10)		elow 5	Above 5 and Below 7	Above 7 and Below 9	Above 9		
Rating Scale Definition		eeds Improvement	Satisfactory	Good	Exceptional		
Percentage Scale		3% and Below	Above 50% and Below 70%	Above 70% and Below 90%	Above 90%		
rmance Assessn	nent Sheet			- San		70	
Parameters	Description		Self Appraisal	Reporting Authority Observations	Maximum Weigh tage	Self Rating	Reporting Officer
Appearance	Presentable, Pleasant and Professional Attire				10		
Job Knowledge	Competent. Understands the importance of own responsibilities and its impact on other's job role				10		
Attendance	Regular and Punctual. Adheres to regular working hours				10		
Leave Management	Welf planned and balanced leave calendar to manimize impact on work commitments.				. 10		
Time Management	Able to manage and complete the assigned work within time. Follows time discipline				10	7 .	
Technology Adaptation	Ability to work efficiently and adaptive to technology				10		
Team Work	Team Player. Consider ability to maintain good working relation with co-workers, superior and				10		
Communication	Manages good communication with stakeholders. Polite and humble. Able to convey				10		
Accuracy	Provides reliable data with errors.	minimal/zero			10		
Initiative					10		
Weightage Obtained					100		
rting Officer :			Percentage Se	rored			I Y
	Rating Achieved						
	g Scale (1-10) g Scale Definition entage Scale  Definition entage Scale  Parameters  Appearance  Job Knowledge  Attendance  Leave  Management  Time Management  Technology Adaptation  Team Work  Communication  Accuracy  Initiative  htage Obtained	g Scale (1-10)  g Scale Definition  Introduce Assessment Sheet  Parameters  Description  Appearance  Presentable, Pleasant and I responsibilities and its implement of the process of the	g Scale (1-10)  g Scale Definition Intage Scale  Parameters  Description  Appearance  Presentable, Pleasant and Professional Attire  Job Knowledge Competent, Understands the importance of own responsibilities and its impact on other's job role  Attendance Regular and Punctual, Adheres to regular working hours  Well planned and balanced leave calendar to maintain poor within time. Follows time discipline  Technology Adaptation Team Work Team Player, Consider ability to maintain good working relation with co-workers, superior and Communication Manages good communication with stakeholders, Politie and humble. Able to convey  Accuracy Provides reliable data with minimal / zero errors.  Initiative Proactive and able to make practical suggestion for doing work in a better way. Finds methods  htage Obtained	g Scale (1-10)  Below 5  Needs Improvement Satisfactory Above 50% and Below Toke 50% and	g Scale (1-10)  g Scale Definition  Needs Improvement  Soft Above 5 and Below 7  Above 50% and Below 90% 90% and Below 90% 90% and Below 90% 90% 90% 90% 90% 90% 90% 90% 90% 90%	Below 5 Below 7 Below 7 Below 7 Below 7 Below 9 Seale Definition Needs Improvement Suffisherory Good Above 70% and Below 90% Above 90% Above 70% and Below 90% Above 9	Below 5 Below 7 Below 9 Below 90% Below 90

PRINCIPAL
S.I.E.S. GRADUATE SCHOOL OF TECHNOLOGY
Sri Chandrasekarendra Saraswathy Vidyapuram
Sector V, Nerul, Navi Mumbai 400706



# INDEPENDENT AUDITOR'S REPORT

To the Members of The South Indian Education Society

#### Report on the Financial Statements

We have audited the attached financial statements of The South Indian Education Society ("the Society"), which comprise the Balance Sheet as at March 31, 2018 and the Income and Expenditure Account of the Society for the year then ended, and a summary of significant accounting policies and other explanatory information.

#### Management's Responsibility for the Financial Statements

Management is responsible for the preparation of these financial statements that give a true and fair view of the financial position and financial performance. This responsibility includes the design, implementation and maintenance of internal control relevant to the preparation and presentation of the financial statements that give a true and fair view and are free from material misstatement, whether due to fraud or error.

#### Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with the Standards on Auditing issued by the Institute of Chartered Accountants of India. Those Standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material mis-statement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the Auditor's judgment, including the assessment of the risks of

material mis-statement of the financial statements, whether due to fraud or error. In making those risk assessments, the Auditor considers internal control relevant to the Society's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of the accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### **Basis for Qualified Opinion**

Attention is invited to Note 10 of the financial statements regarding the fraud on the Society committed by certain parties by availing unauthorised overdrafts against fixed deposits of the Society with banks. We are unable to obtain sufficient appropriate audit evidence in the form of confirmations from the banks or other evidence to show that the amount of deposits together with accrued interest is recoverable. Consequently, we are unable to determine whether any adjustments to the carrying amount of deposits, is necessary.

#### **Qualified Opinion**

In our opinion and to the best of our information and according to the explanations given to us except for the possible effects of the matters described in the Basis for Qualified Opinion paragraph, the financial statements read with Significant

PRINCIPAL

Sel.E.S. GRADUATE SCHOOL OF TECHNOLOGY
Shandrasekarendra Saraswathy Vidyapuram
Sector - V., Nerul, Navi Mumbai - 400706

Accounting Policies and other notes forming part of financial statements give the information required in the manner so required and give a true and fair view in conformity with the accounting principles generally accepted in India:

In the case of the Balance Sheet, of the state of affairs of the Society as at March 31, 2018

In the case of the Income and Expenditure Account, of the excess of income over expenditure of Society for the year ended on that date.

#### **Emphasis of Matter**

We draw attention to Note 12 of the financial statements which describes the dispute with regard to property tax demand raised by Navi Mumbai Municipal Corporation. Pending the outcome of the case which is before the Hon'ble Bombay High Court, no provision is made for the said demand. Our opinion is not qualified in respect of the said matter.

Place: Mumbai Date: 27.05,2018

#### Report

We report that:

- a) We have obtained all the information and explanations which to the best of our knowledge and belief were necessary for the purpose of our audit, except for the matter described in the Basis for Qualified Opinion paragraph;
- b) In our opinion, proper books of account have been kept by the Society so far as appears from our examination of those books
- c) The Balance Sheet and Income and Expenditure Account dealt with by this Report are in agreement with the books of account
- d) Except for the effect of the matter described in the basis for qualified opinion, in our opinion the balance sheet, income and expenditure account comply with the accounting standards prescribed by the institute of Chartered Accountants of India.

For V. Sankar Aiyar & Co Chartered Accountants. Firm Reg No. 109208W

G. SANKAR Partner Membership No. 46050

PRINCIPAL

S.I.E.S. GRADUATE SCHOOL OF TECHNOLOGY Sri Chandrasekarendra Saraswathy Vidyapuram Sector V, Nerul, Navi Mumbai 400706