

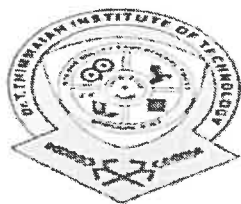


Dr. T. THIMMAIAH INSTITUTE OF TECHNOLOGY
Oorgaum, Kolar Gold Fields, Karnataka – 563120
(Affiliated to VTU, Belgaum, Approved by AICTE - New Delhi)

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

File Description

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Golden Valley Educational Trust
Dr. T. THIMMAIAH INSTITUTE OF TECHNOLOGY

Approved By AICTE Govt. of India New Delhi
 Affiliated to Visvesvaraya Technological University Belagavi
 ISO 21001: 2018 Certified

Oorgaam, Kolar Gold Fields - 563120

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Faculty Appraisal Form 2020 to2021 (Academic Year Odd & Even Sem)

Name of the Faculty : _____

Branch of Engg : _____

Years of Teaching in Dr.TTIT: _____ Other College _____ Industry: _____ Total Experience: _____ Years

I. Academic Activities

A. Students FeedBack

ODD Sem (Number of courses)	Name of the course/code	No.of Feedbacks	Feedback Rating					Remarks
			<60% (01)	61%to 80% (02)	81%to 90% (03)	91%to 95% (04)	96%to 100% (05)	
1.		1 st						
		2 nd						
2.		1 st						
		2 nd						
3		1 st						
		2 nd						
ODD SEM-Course wise (Avg)		Course1	Course2		Course3		Avg=	
1.		1 st						
		2 nd						
2.		1 st						
		2 nd						
3.		1 st						
		2 nd						
EVEN SEM-Course wise(Avg)		Course1	Course2		Course3		Avg=	
ODD Sem HOD Remarks :							ODD&EVEN Average=	
EVEN Sem HOD Remarks :								

B. Results

ODD Sem	Name of the course/Code	Result Rating					Remarks
		<60% (01)	61%to 80% (02)	81%to 90% (03)	91%to 95% (04)	96%to 100% (05)	
1.							
2.							
3							
ODD SEM-Course wise (Avg)		Course1 :	Course2:	Course3:	Total Avg:		
1.							
2.							
3.							
EVEN SEM-Course wise (Avg)		Course1 :	Course2	Course3 :	TotalAvg :		
			:				
							ODD&EVEN Average=
ODD Sem HOD Remarks :							
EVEN Sem HOD Remarks :							

C. Technical Activities for students for the academic year 2020-2021

Rating for Activities	1	2	3	4	5	Remarks
No .of activities	Any 2 Conducted	Any 3 or 4 Conducted	Any 5 or 6 Conducted	Any 7 or 8 Conducted	Any 10 Conducted	
HOD Remarks =						

Technical Activities (Tick)

1. Guest Lectures(External/Internal)Min02/ Year
2. Conducting workshop Min3Days-02/Year
3. Conducting Seminar for students-6/Year
4. Mini Project 01/Year
5. AICTE Activities 01/Year

- 6.Industrial visit 01/Year
- 7.Students paper presentation 01/Year
- 8.Course flip class 02/Year
- 9.Beyond syllabus lab 02/Semester
- 10.Beyond syllabus theory 01/semester
- 11.Certification courses-01/Year minimum

I. Total of I= (A+B+C) /3 =

5.	Books/Notes	Hand written notes	Typed notes	Chapter published	Co-author in ISBN/ISSN	Sole author ISBN/ISSN	
6.	Consultancy project Sanctioned amount	<1lakh	>1to2lakh	>2to5lakh	>5to10lakh	>10lakh	
7.	Certification courses completed	04 Weeks (01)	04 Weeks (02)	04 Weeks (03)	08 Weeks (01)	12 Weeks (01)	
8.	Research Project sanctioned and Internal/External Agencies	<1.0lakh (or) Submitted Proposal	>1to2lakhs	>2to5lakhs	>5 to 10lakhs	>10lakhs	
9.	Research Guidance	Registered01	Registered02	Registered:02 Submitted:01	Registered 03 Submitted 01	Registered 03 &submitted 02	
10.	Awards/honors/recognition/fellowship/Post doctorate degree	Regional local level 01	National level01	International level 01	University level 01	Centre/State level 01	

AVG of II =

HOD Remarks

II. Dept. activities/Extension Activities for Faculties in an academic year 2020-2021

Sl. no	Activities	1	2	3	4	5	Remarks
1	Committees Institution level	Members in 2committees	Coconvener1 Membersin2 committees	Convener in 1Co-convener-1 Member in 2 committees	Convener 2Coconvener-1 Members in 2 committees Chairman-1	Convener in 3 Co-convener in 3 Memberin1 Chairman-2	
	ODD Sem Faculty Rating						
	EVEN Sem Faculty Rating						
	Committees Department level	Member3 Convener1	Member3 Convener2	Member3 Convener3	Member4 Convener 4Chairman-1	Member5 Convener 5Chairman-2	
	ODD Sem Faculty Rating						
	EVEN Sem Faculty Rating						

2	a. Mentors	50% of student Cleared all subjects	60% of student Cleared all subjects	75% of student Cleared all subjects	80% of Student tcleared all subjects	100% of student Cleared all subjects	
	ODD Sem Faculty Rating						
	EVEN Sem Faculty Rating						
	b. Guide	50% of student Cleared all subjects&40% Placed from final year.	50% of student cleared all subjects&60% placed	75% of student cleared all subjects& 75% placed	80%of student cleared all subjects& 80% placed	100%of student cleared all subjects & 100% placed	
	ODD Sem Faculty Rating						
	EVEN Sem Faculty Rating						
3.	FDP Attended	Any2 2days	Any4 3days	Any4 4Days	Any4 5days	Any5 Oneweekor2shortter mcoursesfor15days	
	ODD Sem Faculty Rating						
	EVEN Sem Faculty Rating						
4.	Extension Activities	Any1	Any2	Any3	Any4	Any5	
	ODD Sem Faculty Rating						
	EVEN Sem Faculty Rating						
Extension Activities 1. Professional Body Membership 2. Additional Responsibility NSS/NCC etc 3. University Responsibility Chairman/BOE/BOS/Member 4. University Responsibility Valuation Chief/Moderator/evaluator Papersetting 5. Awards/Recognitions							
Total ratings of III							
Total ratings of I+II+III =							
HOD Remarks							

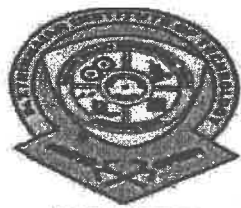
(TO BE FILLED BY COMMITTEE MEMBERS)

Committee Remarks						
Overall rating:						
Annual Increment	Approved/Not Approved					
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;">Rating accepted by Faculty Signature</td> <td style="width: 33%; border: none; text-align: center;">Dean(Academic)</td> <td style="width: 33%; border: none; text-align: center;">Vice-Principal</td> <td style="width: 33%; border: none; text-align: center;">Principal</td> </tr> </table>			Rating accepted by Faculty Signature	Dean(Academic)	Vice-Principal	Principal
Rating accepted by Faculty Signature	Dean(Academic)	Vice-Principal	Principal			

PERFORMANCE RATING DESCRIPTORS

Rating	Performance Level	Performance Definition
5	Outstanding	Outstanding performance in all key parameters and was Key contributor to the achievement of department goals.
4	Exceeds Expectation	Clearly exceeds performance in all key parameters.
3	Meets Expectation	Satisfactory performance in all key parameters
2	Needs Improvement	Performance results did not meet expectations in few key Parameters. Improvement is needed to fully meet the expectations.
1	Unacceptable	Unsatisfactory performance in all key parameters


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Faculty Appraisal Form 2020 to 2021 (Academic Year Odd & Even Sem)

Name of the Faculty : Dr. Jenitha A

Branch of Engg : ECE

Years of Teaching Experience in Dr.TTIT: 7.3 Other College 13.5 Industry: 01 Total Experience: 21.8 Years

I. Academic Activities

A. Students FeedBack

ODD Sem (Number of courses)	Name of the course/code	No. of Feedbacks	Feedback Rating					Remarks
			<60% (01)	61%to 80% (02)	81%to 90% (03)	91%to 95% (04)	96%to 100% (05)	
1.	DSP (18EC52)	1st						
		2nd				91.2%		
2.		1st						
		2nd				94.2%		
3.		1st						
		2nd						
ODD SEM-Course wise (Avg)		Course1	$(91.2 + 94.2) / 2$		Course2 = 92.7	Course3		Avg = 04
1.	Control System (18EC43)	1st			85%			
		2nd			86%			
2.		1st						
		2nd						
3.		1st						
		2nd						
EVEN SEM-Course wise (Avg)		Course1	$(85 + 86) / 2 = 85.5$		Course2	Course3		Avg = 03
ODD Sem HOD Remarks :		Exceeds meets expectations.					ODD&EVEN Average = $(04 + 03) / 2 = 3.5$	
EVEN Sem HOD Remarks :		meets expectations						

B. Results

ODD Sem	Name of the course/Code	Result Rating					Remarks
		<60% (01)	61%to 80% (02)	81%to 90% (03)	91%to 95% (04)	96%to 100% (05)	
1.	DSP (18EC52)		65%				
2.	DSP Lab (18ECL57)					97%	
3.							
ODD SEM-Course wise (Avg)		Course1 :		Course2:		Course3: Total Avg: $(65+97)/2 = 81\% = 3$	
1.	Control System (18EC43)				93%		
2.							
3.							
EVEN SEM-Course wise (Avg)		Course1 :		Course2 :		Course3 : Total Avg: $04 = 3$	
						ODD&EVEN Average = $(3+4)/2 = 3.5$	
ODD Sem HOD Remarks :		Meets Expectations					
EVEN Sem HOD Remarks :		meets expectations.					

C. Technical Activities for students for the academic year 2020-2021

Rating for Activities	1	2	3	4	5	Remarks
No. of activities	Any 2 Conducted	Any 3 or 4 Conducted	Any 5 or 6 Conducted	Any 7 or 8 Conducted	Any 10 Conducted	
			3			
HOD Remarks = meets expectations.						

Technical Activities (Tick)

1. Guest Lectures(External/Internal)Min02/ Year
2. Conducting workshop Min3Days-02/Year
- ✓3. Conducting Seminar for students-6/Year
- ✓4. Mini Project 01/Year
5. AICTE Activities 01/Year
6. Industrial visit 01/Year
- ✓7. Students paper presentation 01/Year
8. Course flip class 02/Year
- ✓9. Beyond syllabus lab 02/Semester
- ✓10. Beyond syllabus theory 01/semester
11. Certification courses-01/Year minimum

$$\text{I. Average of I} = (A+B+C)/3 = (3.5 + 3.5 + 3)/3 = 3.33$$

*If any parameter is not applicab' write nil or "0"

*Faculty attending more than one FDP for one, two or three days... marks will be considered for one FDP only

Sl No.	Details/Rating	1	2	3	4	5	Remarks
1.	Journal Publication	Number of articles non-impact factor National level research papers in non-referred /journals but having ISBN/ISSN numbers. Paper publication in national conference /seminar/published national referred journals with ISBN or ISSN. 01peryear	No. of articles in referred journals with impact factor less than one. Paper publication in national conference /seminar/published national referred journals with ISBN or ISSN. 01peryear	No. of articles in referred journals with impact factor > 1 per year	No. of articles in referred journals with impact factor > 1 2 per year	No. of articles in referred journals with impact factor > 1 03 per year.	Highest rating to be considered in all Parameters of II)
2.	International Conferences Paper presentation	01 attended	One paper presented published in google scholar	One paper presented and published in Springer /IEEE	04 One paper presented and published in ELSEVIER	One paper presented and published in SCI Journals	04
3.	Seminar/Workshop/FDP Attended:	01 One day	02 Two days	Three Days	Four days	Five Days & above	02
	Attended Internal						
	Attended External					05	05
	Presented Internal:	01				05	05
	Presented External	NIL	NIL	NIL	NIL	05 NIL	05 NIL
	Average						
4.	Patent	Submitted with partial specification	Submitted with full specification	Published	Filed for examination	Patent approved	
					04		04

15/4

3075

5.	Books/Notes	Printed notes	Typed notes	Chapter published	Co-author in ISBN/ISSN	Sole author ISBN/ISSN	
6.	Consultancy project Sanctioned amount	<1lakh	>1to2lakh	>2to5lakh	>5to10lakh	>10lakh	04
		-NIL-	-NIL-	-NIL-	-NIL-	-NIL-	-
7.	Certification courses completed	04 Weeks (01)	04 Weeks (02)	04 Weeks (03)	08 Weeks (01)	12 Weeks (01)	5
						✓	
8.	Research Project sanctioned and Internal/External Agencies	<1.0lakh (or) Submitted Proposal	>1to2lakhs	>2to5lakhs	>5 to 10lakhs	>10lakhs	
		-NIL-	-NIL-	-NIL-	-NIL-	-NIL-	-
9.	Research Guidance	Registered01	Registered02	Registered:02 Submitted:01	Registered 03 Submitted 01	Registered 03 &submitted 02	
		-NIL-	-NIL-	-NIL-	-NIL-	-NIL-	-
10.	Awards/honors/ recognitions/ fellowship/Post doctorate degree	Regional local level 01	National level01	International level 01	University level 01	Centre/State level 01	
		-NIL-	-NIL-	-NIL-	-NIL-	-NIL-	04
AVG of II = $(1+2+5+4+4+5+4)/10 = 2.4$ 2.275 2.8 2.675							
HOD Remarks Needs Improvement.							

III. Dept. activities/Extension Activities for Faculties in an academic year 2020-2021

Sl. no	Activities	1	2	3	4	5	Remarks
1.	Committees Institution level	Members in 2committees	Coconvener1 Membersin2 committees	Convener in 1Co-convener-1 Member in 2 committees	Convener 2Coconvener-1 Members in 2 committees Chairman-1	Convener in 3 Co-convener in 3 Memberin1 Chairman-2	
	ODD Sem Faculty Rating			✓			$(3+3)/2 = 3$
	EVEN Sem Faculty Rating			✓			
	Committees Department level	Member3 Convener1	Member3 Convener2	Member3 Convener3	Member4 Convener 4Chairman-1	Member5 Convener 5Chairman-2	
	ODD Sem Faculty Rating			✓			$(3+3)/2 = 3$
	EVEN Sem Faculty Rating			✓			

	a. Mentors	50% of student Cleared all subjects	70% of student Cleared all subjects	75% of student Cleared all subjects	80% of Student cleared all subjects	100% of student Cleared all subjects	
2.	ODD Sem Faculty Rating					05	$(5+5)/2 = 5$
	EVEN Sem Faculty Rating					05	
	b. Guide	50% of student Cleared all subjects & 40% Placed from final year.	50% of student cleared all subjects & 60% placed	75% of student cleared all subjects & 75% placed	80% of student cleared all subjects & 80% placed	100% of student cleared all subjects & 100% placed	
	ODD Sem Faculty Rating						
	EVEN Sem Faculty Rating						
3.	FDP Attended in the academic year	Any 2 days	Any 3 days	Any 4 days	Any 4 days	Any 5 One week or 2 short term courses for 15 days	
	Faculty Rating						
4.	Extension Activities / Year	Any 1	Any 2	Any 3	Any 4	05	05
	Faculty Rating	01				Any 5	
Extension Activities 1. Professional Body Membership 2. Additional Responsibility NSS/NCC etc 3. University Responsibility Chairman/BOE/BOS/Member 4. University Responsibility Valuation Chief/Moderator/evaluator Paper setting 5. Awards/Recognitions							01

2.5

Average of III $(3 + 5 + 5 + 1) / 4 = 3.5$ 2.875

Average ratings of I+II+III/3 = $(3.33 + 2.4 + 3.5) / 3 = 3.076$ 3.035 2.96

HOD Remarks
 Meets expectations
 = 3.21
 Vijaya Shenalkar

(TO BE FILLED BY COMMITTEE MEMBERS)

Committee Remarks <i>* Needs improvement in R&D and extension activities</i>		
Overall rating: 3.035 3.21		
Annual Increment	Approved/Not Approved	
<i>Seetha</i> 28/10/21 Rating accepted by Faculty Signature	<i>Indu Divial</i> 28.10.2021 Dean(Academic)	<i>[Signature]</i> 28/10/2021 Vice-Principal
<div style="text-align: right;"> <i>[Signature]</i> 28/10/2021 Principal </div>		

PERFORMANCE RATING DESCRIPTORS

Rating	Performance Level	Performance Definition
5	Outstanding	Outstanding performance in all key parameters and was Key contributor to the achievement of department goals.
4	Exceeds Expectation	Clearly exceeds performance in all key parameters.
3	Meets Expectation	Satisfactory performance in all key parameters
2	Needs Improvement	Performance results did not meet expectations in few key Parameters. Improvement is needed to fully meet the expectations.
1	Unacceptable	Unsatisfactory performance in all key parameters

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Faculty Appraisal Form 2020 to2021 (Academic Year Odd & Even Sem)

Name of the Faculty : JOHN GLADIOUS J

Branch of Engg : MINING

Years of Teaching Experience in Dr.TTIT: 6 Other College — Industry: 7 Total Experience: 13 Years

I. Academic Activities

A. Students Feedback

ODD Sem (Number of courses)	Name of the course/code	No.of Feedbacks	Feedback Rating					Remarks
			<60% (01)	61%to 80% (02)	81%to 90% (03)	91%to 95% (04)	96%to 100% (05)	
1.	Underground Coal mining	1st			81			
		2nd				91.3		
2.	Rock mechanics Lab	1st				93.11		
		2nd			81.5			
3.	Occupational Health & GS	1st				92.31		
		2nd				91.05		
ODD SEM-Course wise (Avg)		Course1	3.5	Course2	3.5	Course3	4	Avg= 3.66
1.	Underground metal mining	1st				92.41		
		2nd				93.41		
2.	Rock mechanics Lab	1st				91.06		
		2nd				91.03		
3.	General Safety	1st				93.79		
		2nd				92.31		
EVEN SEM-Course wise(Avg)		Course1	4	Course2	4	Course3	4	Avg = 4
ODD Sem HOD Remarks : Exceeds expectation							ODD&EVEN Average= 3.83	
EVEN Sem HOD Remarks : Exceeds expectation.								

B. Results

ODD Sem	Name of the course/Code	Result Rating					Remarks
		<60% (01)	61%to 80% (02)	81%to 90% (03)	91%to 95% (04)	96%to 100% (05)	
1.	UCM					100%	
2.	Rm Lab					100%	
3.	OHGS					100%	
ODD SEM-Course wise (Avg)		Course1 : 100% Course2: 100% Course3: 100%					Total Avg: 5
1.	U M M					100%	
2.	R m Lab					100%	
3.	General safety					100%	
EVEN SEM-Course wise (Avg)		Course1 : 100% Course2 : 100% Course3 : 100%					Total Avg: 5
						ODD&EVEN Average= 5	
ODD Sem HOD Remarks : <i>Outstading performance.</i>							
EVEN Sem HOD Remarks : <i>Outstading performance.</i>							

C. Technical Activities for students for the academic year 2020-2021

Rating for Activities	1	2	3	4	5	Remarks
No. of activities	Any 2 Conducted	Any 3 or 4 Conducted	Any 5 or 6 Conducted	Any 7 or 8 Conducted	Any 10 Conducted	
		2				2
HOD Remarks = <i>Needs improvement.</i>						

Technical Activities (Tick)

- Guest Lectures(External/Internal)Min02/ Year
- Conducting workshop Min3Days-02/Year
- Conducting Seminar for students-6/Year
- Mini Project 01/Year
- AICTE Activities 01/Year
- Industrial visit 01/Year
- Students paper presentation 01/Year
- Course flip class 02/Year
- Beyond syllabus lab 02/Semester
- Beyond syllabus theory 01/semester
- Certification courses-01/Year minimum

$$I. \text{ Average of I} = (A+B+C) / 3 = (3.83 + 5 + 2) / 3 = 3.61$$

If any parameter is not applicable, write nil or “-”

*Faculty attending more than one FDP for one, two or three days... marks will be considered for one FDP only

Sl. No.	Details/Rating	1	2	3	4	5	Remarks
1.	Journal Publication	Number of articles non-impact factor National level research papers in non-referred /journals but having ISBN/ISSN numbers. Paper publication in national conference /seminar/published national referred journals with ISBN or ISSN. 01peryear	No. of articles in referred journals with impact factor less than one. Paper publication in national conference /seminar/published national referred journals with ISBN or ISSN. 01peryear	No. of articles in referred journals with impact factor >1peryear	No. of articles in referred journals with impact factor >1 2 per year	No. of articles in referred journals with impact factor >1 03 per year.	Highest rating to be considered in all Parameters of II)
2.	International Conferences Paper presentation	01 attended	One paper presented published in google scholar	One paper presented and published in Springer /IEEE	One paper presented and published in ELSEVIER	One paper presented and published in SCI Journals	
3.	Seminar/Workshop/FDP Attended:	One day	Two days	Three Days	Four days	Five Days & above	
	Attended Internal						
	Attended External						
	Presented Internal:					\$ 1	1.25 5
	Presented External						
4.	Patent	Submitted with partial specification	Submitted with full specification	Published	Filed for examination	Patent approved	
Average = $5/4 = 1.25$							

5.	Books/Notes	Main written notes	Typed notes	Chapter published	Co-author in ISBN/ISSN	Sole author ISBN/ISSN	
			2				2
6.	Consultancy project Sanctioned amount	<1lakh	>1to2lakh	>2to5lakh	>5to10lakh	>10lakh	
				4 Lachs			3
7.	Certification courses completed	04 Weeks (01)	04 Weeks (02)	04 Weeks (03)	08 Weeks (01)	12 Weeks (01)	
8.	Research Project sanctioned and Internal/External Agencies	<1.0lakh (or) Submitted Proposal	>1to2lakhs	>2to5lakhs	>5 to 10lakhs	>10lakhs	
9.	Research Guidance	Registered01	Registered02	Registered:02 Submitted:01	Registered 03 Submitted 01	Registered 03 &submitted 02	
10.	Awards/honors/ recognitions/ fellowship/Post doctorate degree	Regional local level 01	National level01	International level 01	University level 01	Centre/State level 01	
							8.25

AVG of II = 0.825

HOD Remarks Not satisfactory.

III. Dept. activities/Extension Activities for Faculties in an academic year 2020-2021

Sl. no	Activities	1	2	3	4	5	Remarks
1.	Committees Institution level	Members in 2committees	Coconvener1 Membersin2 committees	Convener in 1Co-convener-1 Member in 2 committees	Convener 2Coconvener-1 Members in 2 committees Chairman-1	Convener in 3 Co-convener in 3 Memberin1 Chairman-2	
	ODD Sem Faculty Rating	1					
	EVEN Sem Faculty Rating	1					1
	Committees Department level	Member3 Convener1	Member3 Convener2	Member3 Convener3	Member4 Convener 4Chairman-1	Member5 Convener 5Chairman-2	
	ODD Sem Faculty Rating	1					
	EVEN Sem Faculty Rating	1					1

$$\frac{1+1}{2} = 1$$

	a. Mentors	50% of student Cleared all subjects	60% of student Cleared all subjects	75% of student Cleared all subjects	80% of Student tcleared all subjects	100% of student Cleared all subjects		
2.	ODD Sem Faculty Rating							
	EVEN Sem Faculty Rating					100 %		
	b. Guide	50% of student Cleared all subjects & 40% Placed from final year.	50% of student cleared all subjects & 60% placed	75% of student cleared all subjects & 75% placed	80% of student cleared all subjects & 80% placed	100% of student cleared all subjects & 100% placed	5	
	ODD Sem Faculty Rating		2					
	EVEN Sem Faculty Rating		2					
3.	FDP Attended in the academic year	Any 2 days	Any 4 3 days	Any 4 4 Days	Any 4 5 days	Any 5 One week or 2 short term courses for 15 days	2	
	Faculty Rating						5	
4.	Extension Activities / Year	Any 1	Any 2	Any 3	Any 4	1 16 day course		
	Faculty Rating		2			Any 5		
Extension Activities 1. Professional Body Membership 2. Additional Responsibility NSS/NCC etc 3. University Responsibility Chairman/BOE/BOS/Member 4. University Responsibility Valuation Chief/Moderator/evaluator Papersetting 5. Awards/Recognitions							2	
Average of III		$11.5 / 4 = 2.875$					$(1 + 3.5 + 5 + 2)$	
Average ratings of I+II+III / 3 =		$(3.61 + 0.825 + 2.875) / 3 = 2.436$						
HOD Remarks		Needs improvement.						

$$\frac{5+2}{2} = 3.5$$

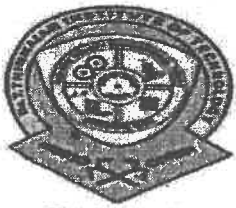
(TO BE FILLED BY COMMITTEE MEMBERS)

Committee Remarks <i>* Needs improvement in research, student technical activities and extension activities.</i>		
Overall rating: 2.436		
Annual Increment	Approved/Not Approved	
<i>[Signature]</i> Rating accepted by Faculty Signature	<i>[Signature]</i> 27-10-2021 Dean(Academic)	<i>[Signature]</i> 27/10/2021 Vice Principal
<i>[Signature]</i> 27/10/2021 Principal		

PERFORMANCE RATING DESCRIPTORS

Rating	Performance Level	Performance Definition
5	Outstanding	Outstanding performance in all key parameters and was Key contributor to the achievement of department goals.
4	Exceeds Expectation	Clearly exceeds performance in all key parameters.
3	Meets Expectation	Satisfactory performance in all key parameters
2	Needs Improvement	Performance results did not meet expectations in few key Parameters. Improvement is needed to fully meet the expectations.
1	Unacceptable	Unsatisfactory performance in all key parameters

PRINCIPAL
 Dr. T. Thirumalaiah Institute of Technology
 Gorrur, K. G. F. 562106



Estd. 1986

Golden Valley Educational Trust Dr. T. THIMMAIAH INSTITUTE OF TECHNOLOGY

Approved By AICTE Govt. of India New Delhi
Affiliated to Visvesvaraya Technological University Belagavi
ISO 21001: 2018 Certified

Oorgaam, Kolar Gold Fields - 563120

principal@drtit.edu.in | www.drtit.edu.in

Faculty Appraisal Form 2020 to 2021 (Academic Year Odd & Even Sem)

Name of the Faculty: Dr. Narasimha.c

Branch of Engg: Mechanical Engg.

Years of Teaching Experience in Dr.TTIT: 13 Other College 6 Industry: - Total Experience: 19 Years

I. Academic Activities

A. Students Feedback

ODD Sem (Number of courses)	Name of the course/code	No. of Feedbacks	Feedback Rating					Remarks
			<60% (01)	61%to 80% (02)	81%to 90% (03)	91%to 95% (04)	96%to 100% (05)	
1.	Mechatronics	1st			83.41			
		2nd						
2.	Ansys Lab	1st			84.2			
		2nd			86			
3.	Research methodology (m.tech)	1st			86			
		2nd			90			
ODD SEM-Course wise (Avg)		Course1	3	Course2	3	Course3	3	Avg = $\frac{3+3+3}{3} = 3$
1.	Product life cycle mgmt	1st			89.4			
		2nd			89.4			
2.	Engg. Graphics Theory	1st			89			
		2nd			89			
3.	Material Handling & Equipment (m.tech)	1st			90			
		2nd			90			
EVEN SEM-Course wise (Avg)		Course1	3	Course2	3	Course3	3	Avg = $\frac{3+3+3}{3} = 3$
ODD Sem HOD Remarks :		Meets Expectation					ODD&EVEN Average = $\frac{3+3}{2} = 3$	
EVEN Sem HOD Remarks :		Meets Expectation						

B. Results

ODD Sem	Name of the course/Code	Result Rating					Remarks	
		<60% (01)	61%to 80% (02)	81%to 90% (03)	91%to 95% (04)	96%to 100% (05)		
1.	Mechanics					100		
2.	Ansys Lab					100		
3.	Research methodology					100		
ODD SEM-Course wise (Avg)		Course1 : 5 Course2: 5 Course3: 5 Total Avg: $5+5+5/3=5$						
1.	Product lifecycle mgmt					100		
2.	Engg Graphics					100		
3.	Medical handling & equipment							
EVEN SEM-Course wise (Avg)		Course1 : 5 Course2 : 5 Course3 : Total Avg : 5						
ODD Sem HOD Remarks :		out standing					ODD&EVEN Average=	
EVEN Sem HOD Remarks :							$5+5/2=5$	

C. Technical Activities for students for the academic year 2020-2021

Rating for Activities	1	2	3	4	5	Remarks
No. of activities	Any 2 Conducted	Any 3 or 4 Conducted	Any 5 or 6 Conducted	Any 7 or 8 Conducted	Any 10 Conducted	
		✓	03	03		03+1=4 (P) 2
HOD Remarks = Exceeds Expectation						

Technical Activities (Tick)

1. Guest Lectures(External/Internal)Min02/ Year ✓
2. Conducting workshop Min3Days-02/Year ✓
3. Conducting Seminar for students-6/Year ✓
4. Mini Project 01/Year ✓
5. AICTE Activities 01/Year ✓
6. Industrial visit 01/Year ✓
7. Students paper presentation 01/Year ✓
8. Course flip class 02/Year ✓
9. Beyond syllabus lab 02/Semester ✓
10. Beyond syllabus theory 01/semester ✓
11. Certification courses-01/Year minimum ✓

$$I. \text{ Average of I} = (A+B+C)/3 = \frac{3+5+4}{3} = \frac{12}{3} = 4 = 3.33$$

*If any parameter is not applicable write nil or "-"

*Faculty attending more than one FDP for one, two or three days... marks will be considered for one FDP only

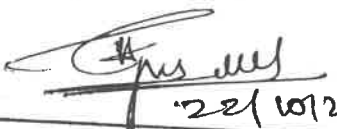
Sl. No.	Details/Rating	1	2	3	4	5	Remarks
1.	Journal Publication	Number of articles non-impact factor National level research papers in non-referred /journals but having ISBN/ISSN numbers. Paper publication in national conference /seminar/published national referred journals with ISBNN or ISSN. 01peryear	No. of articles in referred journals with impact factor less than one. Paper publication in national conference /seminar/published national referred journals with ISBNN or ISSN. 01peryear	No. of articles in referred journals with impact factor >1 per year	No. of articles in referred journals with impact factor >1 2 per year	No. of articles in referred journals with impact factor >1 03 per year.	Highest rating to be considered in all Para meters of II)
2.	International Conferences Paper presentation	01 attended	One paper presented published in google scholar	01 One paper presented and published in Springer /IEEE	— One paper presented and published in ELSEVIER	— One paper presented and published in SCI Journals	03
3.	Seminar/Workshop/FDP Attended:	One day	Two days	Three Days	Four days	Five Days & above	02
	Attended Internal	—	—	—	—	—	—
	Attended External	—	—	—	—	01	05
	Presented Internal:	—	—	—	—	02	05
	Presented External	—	—	—	—	01	05
						01	05
4.	Patent	Submitted with partial specification	Submitted with full specification	Published	Filed for examination	Patent approved	
		—	—	—	—	—	
Average							
$(3+2+5)/3 = 3.33$							$(3+2+5+5+5)$

5.	Books/Notes	Hand written notes	Typed notes	Chapter published	Co-author in ISBN/ISSN	Sole author ISBN/ISSN	
6.	Consultancy project Sanctioned amount	<1lakh	>1to2lakh	>2to5lakh	>5to10lakh	>10lakh	3
7.	Certification courses completed	04 Weeks (01)	04 Weeks (02)	04 Weeks (03)	08 Weeks (01)	12 Weeks (01)	4
8.	Research Project sanctioned and Internal/External Agencies	<1.0lakh (or) Submitted Proposal	>1to2lakhs	>2to5lakhs	>5 to 10lakhs	>10lakhs	
9.	Research Guidance	Registered01	Registered02	Registered:02 Submitted:01	Registered 03 Submitted 01	Registered 03 &submitted 02	
10.	Awards/honors/ recognitions/ fellowship/Post doctorate degree	Regional local level 01	National level01	International level 01	University level 01	Centre/State level 01	
AVG of II = $(3+2+5+3+4+5)/6 = 3.67$ $(3+2+5+3+4+5)/10 = 2.2$ (1.7)							
HOD Remarks							

III. Dept. activities/Extension Activities for Faculties in an academic year 2020-2021

Sl. no	Activities	1	2	3	4	5	Remarks
1.	Committees Institution level	Members in 2committees	Coconvener1 Membersin2 committees	Convener in 1Co-convener-1 Member in 2 committees	Convener 2Coconvener-1 Members in 2 committees Chairman-1	Convener in 3 Co-convener in 3 Memberin1 Chairman-2	
	ODD Sem Faculty Rating					✓ 1	5
	EVEN Sem Faculty Rating					✓ 1	
	Committees Department level	Member3 Convener1	Member3 Convener2	Member3 Convener3	Member4 Convener 4Chairman-1	Member5 Convener 5Chairman-2	
	ODD Sem Faculty Rating			✓		✓	$(3+5)/2 = 4$
	EVEN Sem Faculty Rating			✓		✓	

4.5

	a. Mentors	50% of student Cleared all subjects	60% of student Cleared all subjects	75% of student Cleared all subjects	80% of Student cleared all subjects	100% of student Cleared all subjects	
2.	ODD Sem Faculty Rating						4
	EVEN Sem Faculty Rating				✓		
	b. Guide	50% of student Cleared all subjects & 40% Placed from final year.	50% of student cleared all subjects & 60% placed	75% of student cleared all subjects & 75% placed	80% of student cleared all subjects & 80% placed	100% of student cleared all subjects & 100% placed	4
	ODD Sem Faculty Rating				✓		
	EVEN Sem Faculty Rating				✓		4
3.	FDP Attended in the academic year	Any2 2days	Any4 3days	Any4 4Days	Any4 5days	Any5 One week or 2 short term courses for 15days	5
	Faculty Rating						
4.	Extension Activities / Year	Any1	Any2	Any3	Any4	Any5	5
	Faculty Rating	✓	✓		✗		
Extension Activities 1. Professional Body Membership ✓ 2. Additional Responsibility NSS/NCC etc. ✓ 3. University Responsibility Chairman/BOE/BOS/Member 4. University Responsibility Valuation Chief/Moderator/evaluator Paper setting ✓ 5. Awards/Recognitions ✓							$(4+4)/2 = 2.5$ 2.
Average of III $(4.5 + 4 + 5 + 2.5) / 4 = 4 - 3.875$							
Average ratings of I+II+III/3 = $(4 + 3.67 + 4) / 3 = 3.89 - (3.875 + 1.7 + 3.3) / 3 = 3.19, 2.96$							
HOD Remarks Meets Expectation, Good performance, to concentrate on Research activities <div style="text-align: right;">  22/01/24 </div>							

(TO BE FILLED BY COMMITTEE MEMBERS)

Committee Remarks <i>Improvement needed in research</i>		
Overall rating: 3.19 <i>2.96</i>		
Annual Increment	Approved/Not Approved	
<i>[Signature]</i> Rating accepted by Faculty Signature	<i>[Signature]</i> 29.10.2021 Dean(Academic)	<i>[Signature]</i> 29/10/2021 Vice-Principal
<i>[Signature]</i> 29/10/2021 Principal		

PERFORMANCE RATING DESCRIPTORS

Rating	Performance Level	Performance Definition
5	Outstanding	Outstanding performance in all key parameters and was Key contributor to the achievement of department goals.
4	Exceeds Expectation	Clearly exceeds performance in all key parameters.
3	Meets Expectation	Satisfactory performance in all key parameters
2	Needs Improvement	Performance results did not meet expectations in few key Parameters. Improvement is needed to fully meet the expectations.
1	Unacceptable	Unsatisfactory performance in all key parameters

[Signature]
 21/1/22
 PRINCIPAL
 Dr. T. Thimmaiah Institute of Technology
 - Oorgaum, K. G. F-583120



Estd. 1986

Dr. T. THIMMAIAH INSTITUTE OF TECHNOLOGY

Golden Valley Educational Trust
Approved By AICTE Govt. of India New Delhi
Affiliated to Visvesvaraya Technological University Belagavi
ISO 21001: 2018 Certified

Oorgaam, Kolar Gold Fields - 563120

principal@drtit.edu.in | www.drtit.edu.in

Faculty Appraisal Form 2020 to2021 (Academic Year Odd & Even Sem)

Name of the Faculty : SONAMMA

Branch of Engg : CIVIL

Years of Teaching Experience in Dr.TTIT: 4 Other College _____ Industry: _____ Total Experience: 4 Years

I. Academic Activities

A. Students FeedBack

ODD Sem (Number of courses)	Name of the course/code	No.of Feedbacks	Feedback Rating					Remarks
			<60% (01)	61%to 80% (02)	81%to 90% (03)	91%to 95% (04)	96%to 100% (05)	
1.	BMC 18CV34	1st			87			
		2nd				93		
2.	DRCC 18CV53	1st				94		
		2nd					96	
3.	BMTL 18CVL38	1st				94		
		2nd				94		
ODD SEM-Course wise (Avg)		Course1	90	Course2	95	Course3	94	Avg = (3+4+4)/3 = 4
1.	WSTE 18CV46	1st				95		
		2nd					98	
2.	DPSC 17CV82	1st				95		
		2nd				95		
3.		1st						
		2nd						
EVEN SEM-Course wise (Avg)		Course1	97	Course2	95	Course3		Avg = 05
							ODD&EVEN Average = 4.5	
ODD Sem HOD Remarks :		<u>Exceeds Expectation</u>						
EVEN Sem HOD Remarks :		<u>out standing</u>						

12/1/22

[Signature]
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Oorgaam, K. G. F. - 563120

B. Results

ODD Sem	Name of the course/Code	Result Rating					Remarks	
		<60% (01)	61%to 80% (02)	81%to 90% (03)	91%to 95% (04)	96%to 100% (05)		
1.	BMC 18CV34			83				
2.	DRCC 18CV53			81				
3.	BMTL 18CVL38					100		
ODD SEM-Course wise (Avg)		Course1 : 03 Course2: (03) Course3: 05 Total Avg: 04						
1.	WSTE 18CV46					100		
2.	DPSC 17CV82			88				
3.								
EVEN SEM-Course wise (Avg)		Course1 : 05 Course2 : 03 Course3 : Total Avg : 4						
						ODD&EVEN Average=		
ODD Sem HOD Remarks :		Exceeds Expectation						
EVEN Sem HOD Remarks :		Exceeds Expectation						

C. Technical Activities for students for the academic year 2020-2021

Rating for Activities	1	2	3	4	5	Remarks
No. of activities	Any 2 Conducted	Any 3 or 4 Conducted	Any 5 or 6 Conducted	Any 7 or 8 Conducted	Any 10 Conducted	
		✓				02
HOD Remarks = Needs Improvement						

Technical Activities (Tick)

1. Guest Lectures(External/Internal)Min02/ Year
2. Conducting workshop Min3Days-02/Year
3. Conducting Seminar for students-6/Year
4. Mini Project 01/Year
5. AICTE Activities 01/Year
6. Industrial visit 01/Year
7. Students paper presentation 01/Year
8. Course flip class 02/Year
9. Beyond syllabus lab 02/Semester
10. Beyond syllabus theory 01/semester
11. Certification courses-01/Year minimum

$$\text{I. Average of I} = (A+B+C)/3 = (4.5 + 4 + 2)/3 = 3.5$$

*If any parameter is not applicable write nil or "-"

*Faculty attending more than one FDP for one, two or three days... marks will be considered for one FDP only

Sl. No.	Details/Rating	1	2	3	4	5	Remarks
1.	Journal Publication	Number of articles non-impact factor National level research papers in non-referred /journals but having ISBN/ISSN numbers. Paper publication in national conference /seminar/published national referred journals with ISBN or ISSN. 01peryear	No. of articles in referred journals with impact factor less than one. Paper publication in national conference /seminar/published national referred journals with ISBN or ISSN. 01peryear	No. of articles in referred journals with impact factor >1 per year	No. of articles in referred journals with impact factor >1 2 per year	No. of articles in referred journals with impact factor >1 03 per year.	Highest rating to be considered in all Parameters of II)
2.	International Conferences Paper presentation	01 attended	02 One paper presented published in google scholar	One paper presented and published in Springer /IEEE	One paper presented and published in ELSEVIER	One paper presented and published in SCI Journals	02 ✓
3.	Seminar/Workshop/FDP Attended:	01 One day	Two days	Three Days	Four days	Five Days & above	01 ✓
	Attended Internal	01	01	01			03
	Attended External	01		01	01	01	05
	Presented Internal:						
	Presented External						
4.	Patent	Submitted with partial specification	Submitted with full specification	Published	Filed for examination	Patent approved	Average 2.75 ✓

5.	Books/Notes	1 lakh within notes	1 type notes	Chapter published	Co-author in ISBN/ISSN	Sole author ISBN/ISSN	
		01	01				
6.	Consultancy project Sanctioned amount	<1lakh	>1to2lakh	>2to5lakh	>5to10lakh	>10lakh	02 ✓
		01					
7.	Certification courses completed	04 Weeks (01)	04 Weeks (02)	04 Weeks (03)	08 Weeks (01)	12 Weeks (01)	01 ✓
						01	05 ✓
8.	Research Project sanctioned and Internal/External Agencies	<1.0lakh (or) Submitted Proposal	>1to2lakhs	>2to5lakhs	>5 to 10lakhs	>10lakhs	
9.	Research Guidance	Registered01	Registered02	Registered:02 Submitted:01	Registered 03 Submitted 01	Registered 03 &submitted 02	
10.	Awards/honors/ recognitions/ fellowship/Post doctorate degree	Regional local level 01	National level01	International level 01	University level 01	Centre/State level 01	

AVG of II = 1.375

2

HOD Remarks

Needs Improvement

III. Dept. activities/Extension Activities for Faculties in an academic year 2020-2021

Sl. no	Activities	1	2	3	4	5	Remarks
1.	Committees Institution level	Members in 2committees	Coconvener1 Membersin2 committees	Convener in 1Co-convener-1 Member in 2 committees	Convener 2Coconvener-1 Members in 2 committees Chairman-1	Convener in 3 Co-convener in 3 Memberin1 Chairman-2	
	ODD Sem Faculty Rating	01					
	EVEN Sem Faculty Rating	01					1
	Committees Department level	Member3	Member3	Member3	Member4	Member5	
		Convener1	Convener2	Convener3	Convener 4Chairman-1	Convener 5Chairman-2	
	ODD Sem Faculty Rating	01					
	EVEN Sem Faculty Rating	01					1

PRINCIPAL

	a. Mentors	50% of student Cleared all subjects	60% of student Cleared all subjects	75% of student Cleared all subjects	80% of Student cleared all subjects	100% of student Cleared all subjects	
2.	ODD Sem Faculty Rating						
	EVEN Sem Faculty Rating				01		
	b. Guide	50% of student Cleared all subjects & 40% Placed from final year.	50% of student cleared all subjects & 60% placed	75% of student cleared all subjects & 75% placed	80% of student cleared all subjects & 80% placed	100% of student cleared all subjects & 100% placed	$(4+4)/2 = 4$
	ODD Sem Faculty Rating						
	EVEN Sem Faculty Rating					01	
3.	FDP Attended in the academic year	Any 2 days	Any 4 3 days	Any 4 4 Days	Any 4 5 days	Any 5 One week or 2 short term courses for 15 days	05
	Faculty Rating						
4.	Extension Activities / Year	Any 1	Any 2	Any 3	Any 4	01	05
	Faculty Rating			01		Any 5	
Extension Activities 1. Professional Body Membership 2. Additional Responsibility NSS/NCC etc 3. University Responsibility Chairman/BOE/BOS/Member 4. University Responsibility Valuation Chief/Moderator/evaluator Paper setting 5. Awards/Recognitions							03

4.5

Average of III

$$\left(\frac{1+1}{2} + \frac{4+5+5+3}{4} \right) / 4 = 3.375$$

Average ratings of I+II+III/3 =

$$3.5 + \overset{1.375}{4} + 3.4 / 3 = 2.97 \approx 2.75$$

HOD Remarks

Meets Expectation

12/1/22
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 Oorgaum, K. G. F- 563129

(TO BE FILLED BY COMMITTEE MEMBERS)

Committee Remarks <i>Improvement in criteria II required</i>		
Overall rating: <i>2.75</i>		
Annual Increment	Approved/Not Approved	
<i>17/11/2024</i> Rating accepted by Faculty Signature	<i>17-11-2024</i> Dean(Academic)	<i>17/11/2024</i> Vice-Principal
	<i>17/11/2024</i> Principal	

PERFORMANCE RATING DESCRIPTORS

Rating	Performance Level	Performance Definition
5	Outstanding	Outstanding performance in all key parameters and was Key contributor to the achievement of department goals.
4	Exceeds Expectation	Clearly exceeds performance in all key parameters.
3	Meets Expectation	Satisfactory performance in all key parameters
2	Needs Improvement	Performance results did not meet expectations in few key Parameters. Improvement is needed to fully meet the expectations.
1	Unacceptable	Unsatisfactory performance in all key parameters


 PRINCIPAL
 Dr. T. Thirumalaiah Institute of Technology
 - Golgaum, K. G. F-583120



Dr.T.THIMMAIAH INSTITUTE OF TECHNOLOGY

Faculty Appriasal Form 20__ to 20__

Faculty Appriasal Form 20__ to 20__					
GOALS	KRA's	Faculty Remarks	Employee Rating (1 to 5)	HOD's Remarks	HOD Rating (1 to 5)
ACADEMIC	Student Attendance				
	Results - External & Internal				
	Student Feedback Rating				
	Technical Activities				
RESEARCH	Journal Publications				
	Seminar/Conference/Workshops				
	Faculty Development Programme				
	Consultancy / Patents				
COLLEGE ACTIVITIES	Co-curricular activities				
	Mentorships				
	General Conduct				
GRAND TOTAL		Rating Average		Rating Average	

Faculty Comments:

HOD Comments:

Employee Signature

HOD Signature

COMMITTEE REMARKS

Annual Increment : Approved / Not Approved

Dean
(Administration)

Vice Principal

Principal


PRINCIPAL
Dr. T. Thinnmaiah Institute
Oorgaam, K. G. F- 563126



Dr. T. THIMMAIAH INSTITUTE OF TECHNOLOGY

VEENA.B

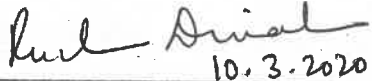
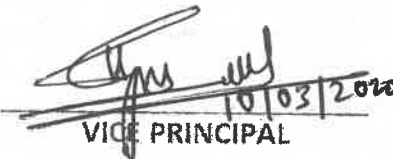

Faculty Appraisal Form 2019 to 2020

GOALS	KRA's	Faculty Remarks	Employee Rating (1 to 5)	HOD's Remarks	HOD Rating (1 to 5)
ACADEMIC	Student Attendance	92 %	4	Satisfactory	4
	Results - External & Internal	93 % - 100 %	4	Satisfactory	4
	Student Feedback Rating	85 %	3	Average	3
	Technical Activities	Conducted many Entrepreneurship program Co-ordinated dept workshops	4	Satisfactory	4
RESEARCH	Journal Publications	Literature survey in progress	3	Average	3
	Seminar/Conference/Workshops	Conducted 02, Attended - 03	4	Average	4
	Faculty Development Programme	Attended 03 FDP	4	Satisfactory	4
	Consultancy / Patents	-	2	Inadequate	1
COLLEGE ACTIVITIES	Co-curricular activities	College programs	5	Satisfactory	5
		FDC, feedback oval	5	Satisfactory	5
	Mentorships	08 students Mentored	4	Average	4
	General Conduct	Active participation work assigned	4	Average	4
GRAND TOTAL		Rating Average	46 3.53	Rating Average	3.53 3.46
Faculty Comments: Registered PhD July 2019, Completed 1st Sem course work securing 70% at KIT Coimbatore			HOD Comments: She is delivering her work assigned to her & her performance is satisfactory		

PRINCIPAL
 Dr. T. Thimmaiah Institute of Technology
 Oorgaum, K.G.F. - 563120
 Employee Signature

Average rate $3.53 + 3.53 = 3.53$
 2

05/03/2020
 HOD Signature

Committee Remarks		
Academic: To improve feed back, result. Research: Registered for Phd, ^{1st Sem} one Course work completed. College activities: I year Coordinator, ED Cell coordinator.		
Annual Increment	Approved / Not Approved	Average Rate 3.53
 10.3.2020 DEAN (Administration)	 10/03/2020 VICE PRINCIPAL	 15/03/2020 PRINCIPAL


Dr. T. Thimmaiah Institute of Technology
Oorgaum, K.G.F. - 563 120

PERFORMANCE RATING DESCRIPTORS

Rating	Performance Level	Performance Definition
5	Outstanding	Outstanding performance in all key parameters and was key contributor to the achievement of department goals.
4	Exceeds Expectation	Clearly exceeds performance in all key parameters.
3	Meets Expectation	Satisfactory performance in all key parameters
2	Needs Improvement	Performance results did not meet expectations in few key parameters. Improvement is needed to fully meet the expectations.
1	Un acceptable	Unsatisfactory performance in all key parameters

I accept the remarks and impose on the same

Signature
10/3/2020


12/1/22
PRINCIPAL
Dr. T. Thimmaiah Institute of Technology
Oorgaum, K.G.F. - 563 120.



Dr. T. THIMMAIAH INSTITUTE OF TECHNOLOGY

Faculty Appraisal Form 2019 to 2020

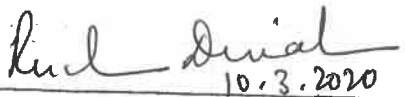


GOALS	KRA's	Faculty Remarks	Employee Rating (1 to 5)	HOD's Remarks	HOD Rating (1 to 5)
ACADEMIC	Student Attendance	92/95	4	Average	4
	Results - External & Internal	100 PSP	4	Satisfactory	4
	Student Feedback Rating	4.9	3	Adequate	3
	Technical Activities	Gold Rush	4	Average	4
		ISO, NBA, NAAC	0	Inadequate	0
RESEARCH	Journal Publications	03	3	Average	3
	Seminar/Conference/Workshops	03	3	Average	3
	Faculty Development Programme	02	3	Average	3
	Consultancy / Patents		1	Inadequate	0
COLLEGE ACTIVITIES	Co-curricular activities	Forum activities	5	Average	4
		E-merge	4	Average	4
	Mentorships	9 Students mentored	5	Average	4
	General Conduct		4	Average	4
GRAND TOTAL		Rating Average	4.3	Rating Average	3.15
Faculty Comments: Taken up ph.d entrance in Bangalore university, waiting for result.			HOD Comments: She is delivering her work assigned to her & her performance is satisfactory.		

Average rate $\frac{3.38 + 3.023}{2} = 3.305$

PRINCIPAL
Dr. T. Thimmaiah Institute of Technology
Oorgaum, K.G.F. - 563 127

[Signature]
Employee Signature

[Signature]
HOD Signature

Committee Remarks		
Academic: Student feed back to be improved, Results to be improved Research: Waiting for BU counselling. College activities: Improve on mentoring.		
Annual Increment	Approved / Not Approved	Average Rate 3.305
 DEAN (Administration)	 VICE PRINCIPAL	 PRINCIPAL PRINCIPAL

Dr. T. Thimmaiah Institute of Technology
 Oorgaum, K.G.F. - 563 120

PERFORMANCE RATING DESCRIPTORS

Rating	Performance Level	Performance Definition
5	Outstanding	Outstanding performance in all key parameters and was key contributor to the achievement of department goals.
4	Exceeds Expectation	Clearly exceeds performance in all key parameters.
3	Meets Expectation	Satisfactory performance in all key parameters
2	Needs Improvement	Performance results did not meet expectations in few key parameters. Improvement is needed to fully meet the expectations.
1	Un acceptable	Unsatisfactory performance in all key parameters


 PRINCIPAL
 Dr. T. Thimmaiah Institut:
 Oorgaum, K.G.F. - 563

I Accept the command & improve on that
 of Sridhar
 10/3/2020



Faculty Appraisal Form 20 19 to 20 20

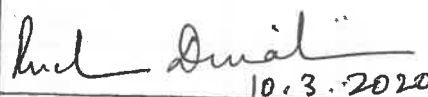


GOALS	KRA's	Faculty Remarks	Employee Rating (1 to 5)	HOD's Remarks	HOD Rating (1 to 5)
ACADEMIC	Student Attendance	7 th - 95% 4 th - 93% 5 th - 94% 6 th - 94%	4	Satisfactory	4
	Results - External & Internal	7 th - sem = 100%, 4 th - 98% 5 th - sem - 94%, 6 th - 100%	5	Satisfactory	5
	Student Feedback Rating	7 th - 100% , 4 th - 89% 5 th - 96% , 6 th - 96%	5	Satisfactory	5
	Technical Activities	1) NRA - co-ordinator - 2) Electrical Maintenance 3) Publication - committee 4) hold Post - Techno Rush - coordinator	5 4	Satisfactory Satisfactory	5 4
RESEARCH	Journal Publications	1) Publication - (Covered - 17) 2) Publication = 01	4	Average	4
	Seminar/Conference/Workshops	1) Conference - 02 2) workshops - 02	5	Average	5
	Faculty Development Programme	1) F.D.P - NBA - 01	5	Satisfactory	5
	Consultancy / Patents	-	1	Inadequate	00
COLLEGE ACTIVITIES	Co-curricular activities	1) Techno - Rush - Co-ordinator	4	Average	4
		2) web-site committee 3) Innovation Cell	4	Average	4
	Mentorships	- 13 - students	5	Average	5
	General Conduct	1) Team - coordinator	4	Satisfactory	4
GRAND TOTAL		Rating Average	4.23	Rating Average	4.23

Faculty Comments:
 Registered for Phd, & working.
 course work team.. held on 1st month of March-2020

HOD Comments:
 He is delivering his work assigned to him & his performance is satisfactory.

12/3/20
 PRINCIPAL
 Dr. T. Thimmaiah Institute of Technology
 Orgaum, K.G.F. - 563 120.
 Employee Signature: B. Kumar 06/03/2020


Average rate - $\frac{4.23 + 4.23}{2} = 4.23$
 HOD Signature: 06/03/2020

Committee Remarks.		
Academic: Result and feed back to be improved Research: Written course work exam for Phd. College activities: Electrical maintenance.		
Annual Increment	Approved / Not Approved	average rate 4.231
 10.3.2020 DEAN (Administration)	 10/03/2020 VICE PRINCIPAL	 10/03/2020 PRINCIPAL PRINCIPAL

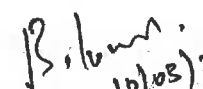
Dr. T. Thimmaiah Institute of Technology
Oorgaum, K.G.F. - 563 129.

PERFORMANCE RATING DESCRIPTORS

Rating	Performance Level	Performance Definition
5	Outstanding	Outstanding performance in all key parameters and was key contributor to the achievement of department goals.
4	Exceeds Expectation	Clearly exceeds performance in all key parameters.
3	Meets Expectation	Satisfactory performance in all key parameters
2	Needs Improvement	Performance results did not meet expectations in few key parameters. Improvement is needed to fully meet the expectations.
1	Un acceptable	Unsatisfactory performance in all key parameters


12/1/22
PRINCIPAL
Dr. T. Thimmaiah Institute of Technology
Oorgaum, K.G.F. - 563 129.

will accept the Research & I will improve -


10/03/2020





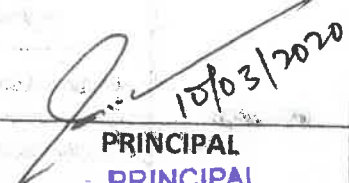
Faculty Appraisal Form 20 19 to 20 20					
GOALS	KRA's	Faculty Remarks	Employee Rating (1 to 5)	HOD's Remarks	HOD Rating (1 to 5)
ACADEMIC	Student Attendance	$87 + 90 + 90 + 90 = 89.25$	4	Satisfactory	4
	Results - External & Internal	BEE-EEE-100, BEE-Mech-37 CAED-100, BEE Lab-100	4	Average	4
	Student Feedback Rating	> 85%	3	Average	3
	Technical Activities	Conducted Activities under Stream Co-ordinated Industrial Visits for students	4 4	Satisfactory Satisfactory	4 01
RESEARCH	Journal Publications	01 Publication (CERTTEASIS)	3	Average	3
	Seminar/Conference/Workshops	02 Workshops attended.	3	Average	3
	Faculty Development Programme	02 FDP attended (Internal)	3	Average	3
	Consultancy / Patents	-	1	Inadequate	01
COLLEGE ACTIVITIES	Co-curricular activities	GR19, Cultural (Music) Band college 2D cards, Media, Alumni	5 5	Satisfactory Satisfactory	4 4
	Mentorships	Guiding 11 students Mentoring 8 students	4	Average	4
	General Conduct		4	Average	4
	GRAND TOTAL		Rating Average 3.61	$(45) 3.46$	Rating Average 3.023
Faculty Comments: Applied for Ph.D			HOD Comments: He is delivering his work assigned to him & his performance is satisfactory		
Average Rate $3.61 + 3.023 = 3.42$					

9/12/122
PRINCIPAL
Dr. T. Thimmaiah Institute of Technology
- Coorgaam, K.G.F. - 563 120.

Laurens
Employee Signature

2

105/03/2020
HOD Signature


Committee Remarks		
Academic : To improve on student attendance, result and feedback Research : Applied for Phd. waiting for counselling. published paper along with students college activities : Alumni coordinators, media incharge, music club.		
Annual Increment	Approved / Not Approved	Average rate 3.42
 DEAN (Administration)	 VICE PRINCIPAL	 PRINCIPAL


Dr. T. Thimmaiah Institute of Technology
 Gorgaum, K.G.F. - 563 120.

PERFORMANCE RATING DESCRIPTORS

Rating	Performance Level	Performance Definition
5	Outstanding	Outstanding performance in all key parameters and was key contributor to the achievement of department goals.
4	Exceeds Expectation	Clearly exceeds performance in all key parameters.
3	Meets Expectation	Satisfactory performance in all key parameters
2	Needs Improvement	Performance results did not meet expectations in few key parameters. Improvement is needed to fully meet the expectations.
1	Un acceptable	Unsatisfactory performance in all key parameters

I accept the remarks and improve on it


 Lawrence
 10/3/2020


 PRINCIPAL
 Dr. T. Thimmaiah Institute of Technology
 Gorgaum, K.G.F. - 563 120.



T. THIMMAIAH INSTITUTE OF TECHNOLOGY

Faculty Appraisal Form 20 19 to 20 20					
GOALS	KRA's	Faculty Remarks	Employee Rating (1 to 5)	HOD's Remarks	HOD Rating (1 to 5)
ACADEMIC	Student Attendance	3 rd - 95% 5 th - 94% 1 st - 91% 4 th - 95%	4	Satisfactory	4
	Results - External & Internal	T&G - 90 RES - 100% BEE - 60%	4	Average	4
	Student Feedback Rating	3 rd - 45% 5 th - 79% 1 st - 85%	4	Average	4
	Technical Activities	T RAC Co-ordinator Gold Rush	4 -01	Satisfactory Inadequate	4 -01
RESEARCH	Journal Publications	2	3	Average	3
	Seminar/Conference/Workshops	1	3	Average	3
	Faculty Development Programme	2	3	Average	3
	Consultancy / Patents	-	1	Inadequate	001
COLLEGE ACTIVITIES	Co-curricular activities	Admission Co-ordinator College Programs	5 4	Satisfactory Satisfactory	5 4
	Mentorships	9 Students Mentored	5	Satisfactory	5
	General Conduct	Good	4	Average	4
	GRAND TOTAL		Rating Average 3.461	3.38	Rating Average 3.461
Faculty Comments:			HOD Comments:		
Applied for PhD in VTU Registered Average rate 3.461 + 3.461 2 = 3.461			she is delivering her work assigned to her & her performance is satisfactory.		

PRINCIPAL
Dr. T. Thimmaiah Institute of Technology
Borgaon, K.G.F. - 563 120. Employee Signature

HOD Signature
05/03/2020

Committee Remarks		
Academic: Improve on results and feedback seriously Research: Next after 6 months applying for Phd; improve on publications College activities: Mentoring to be improved, getting admissions		
Annual Increment	Approved / Not Approved	Average rate is 3.461
Ruel Dival 10.3.2020 DEAN (Administration)	[Signature] 10/03/2020 VICE PRINCIPAL	[Signature] 10/03/2020 PRINCIPAL PRINCIPAL

Dr. T. Thimmaiah Institute of Technology
 Oorgaum, K.G.F. - 562 120.

PERFORMANCE RATING DESCRIPTORS

Rating	Performance Level	Performance Definition
5	Outstanding	Outstanding performance in all key parameters and was key contributor to the achievement of department goals.
4	Exceeds Expectation	Clearly exceeds performance in all key parameters.
3	Meets Expectation	Satisfactory performance in all key parameters
2	Needs Improvement	Performance results did not meet expectations in few key parameters. Improvement is needed to fully meet the expectations.
1	Un acceptable	Unsatisfactory performance in all key parameters

I accept the comment & will improve on it.

12/1/22
 PRINCIPAL
 Dr. T. Thimmaiah Institute of Technology
 Oorgaum, K.G.F. - 563 120.

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 10-3-2020



Dr. T. THIMMAIAH INSTITUTE OF TECHNOLOGY

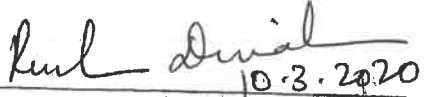
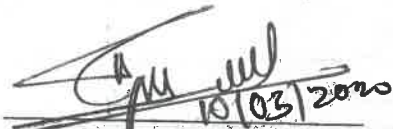
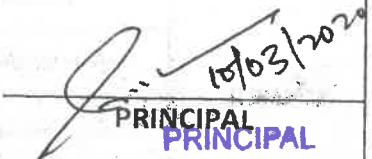
Faculty Appraisal Form 2019 to 2020

GOALS	KRA's	Faculty Remarks	Employee Rating (1 to 5)	HOD's Remarks	HOD Rating (1 to 5)
ACADEMIC	Student Attendance	95 + 90 + 92 + 93 = 92	5	satisfactory	4
	Results - External & Internal	100 and 95 (PE) (HVE) DPA=100, SET=100	5	satisfactory	4
	Student Feedback Rating	79/69, 70.6/65	3	Average	3
	Technical Activities	NBA & ERP Co-ordinator Gold Rush - Paper presentation	4 -01	Average Inadequate	4 -01
RESEARCH	Journal Publications	2	3	Average	3
	Seminar/Conference/Workshops	Work-3, Confer-2	3	Average	3
	Faculty Development Programme	3	3	Average	3
	Consultancy / Patents	-	1	Inadequate	01
COLLEGE ACTIVITIES	Co-curricular activities	Forum Activities Techmarathon	4	Average	4
		E-merge/Admissions	4	Average	4
	Mentorships	12 Students mentoring most of them cleared all subjects	4	Average	4
	General Conduct		4	Average	3
GRAND TOTAL		Rating Average 3.307	(H) 3.23	Rating Average 3.15	3.07
Faculty Comments: Bangalore university Ph.D Entrance Exam cleared. waiting for counselling.			HOD Comments: she is delivering her work assigned to her & her performance is satisfactory.		

PRINCIPAL
Dr. T. Thimmaiah Institute of Technology
Qorqaum, K.G.F. - 563 101, Employee Signature

Average rate
= $\frac{3.307 + 3.15}{2} = 3.23$
Employee Signature: [DHANALAKSHMI]

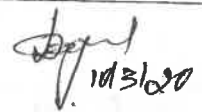
HOD Signature: [Signature]
Date: 10/03/2020

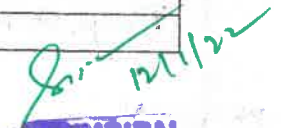
Committee Remarks		
Academic: Improve on student attendance. Research: Registered for Phd at NITK, Taking course work. published one paper. College activities: AICTE coordinator,		
Annual Increment	Approved / Not Approved	Average rate 3.92
<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">  DEAN (Administration) 10.3.2020 </div> <div style="text-align: center;">  VICE PRINCIPAL 10/03/2020 </div> <div style="text-align: center;">  PRINCIPAL 10/03/2020 </div> </div>		

Dr. T. Thimmaiah Institute of Technology
 - Oorgaum, K.G.F. - 563 120.

PERFORMANCE RATING DESCRIPTORS

Rating	Performance Level	Performance Definition
5	Outstanding	Outstanding performance in all key parameters and was key contributor to the achievement of department goals.
4	Exceeds Expectation	Clearly exceeds performance in all key parameters.
3	Meets Expectation	Satisfactory performance in all key parameters
2	Needs Improvement	Performance results did not meet expectations in few key parameters. Improvement is needed to fully meet the expectations.
1	Un acceptable	Unsatisfactory performance in all key parameters

I Accepted the result & improve on it.  10/3/20


 PRINCIPAL
 Dr. T. Thimmaiah Institute of Technology
 - Oorgaum, K.G.F. - 563 120.

DR. T.THIMMAIAH INSTITUTE OF TECHNOLOGY



Goal Sheet for Academic Staff - 2019-20

GOAL CATEGORY	Assistant Professor - Grade I		
	KRA	KPI	Weightage
ACADEMIC	Attendance	Student Attendance Rate >90%	70%
	Results - External & Internal	Total Percentage of passouts	
	Feedback	Student feedback Rating	
	Technical Activities	Content Expertise - Demonstrates content knowledge with conceptual clarity	
Instructional Delivery - Enabling learning environment and classroom management			
RESEARCH	Publications	No. of Journal Publications	20%
	Seminar/Conference/Workshops	No. of Papers presented in National Seminars	
	Faculty Development Programme	No. of books authored	
	Consultancy / Patents	No. of Consultancy projects carried out	
COLLEGE ACTIVITIES	Co-curricular activities	Contribution in College level development activities	10%
		Contribution in departmental development activities	
		Assist in fee collection for the respective dept.	
	General Conduct	Attitude, Behaviour, Discipline and Punctuality	
			100%

HOD Signature

PRINCIPAL

Dr. T. Thimmaiah Institute of Technology
 Ooragam, K. G. F- 593120

Faculty Signature

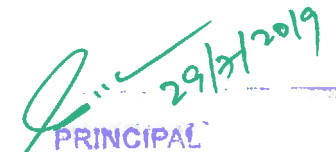
DR. T.THIMMAIAH INSTITUTE OF TECHNOLOGY



Goal Sheet for Academic Staff - 2019-20

GOAL CATEGORY	Assistant Professor - Grade II		
	KRA	KPI	Weightage
ACADEMIC	Attendance	Student Attendance Rate >90%	60%
	Results - External & Internal	Total Percentage of passouts	
	Feedback	Student feedback Rating	
	Technical Activities	Content Expertise - Demonstrates content knowledge with conceptual clarity Instructional Delivery - Enabling learning environment and classroom management	
RESEARCH	Publications	No. of Journal Publications	30%
	Seminar/Conference/Workshops	No. of Papers presented in National Seminars	
	Faculty Development Programme	No. of books authored	
	Consultancy / Patents	No. of Consultancy projects carried out	
COLLEGE ACTIVITIES	Co-curricular activities	Contribution in College level development activities	10%
		Contribution in departmental development activities	
		Assist in fee collection for the respective dept.	
	General Conduct	Attitude, Behaviour, Discipline and Punctuality	
			100%

HOD Signature


 29/7/2019
PRINCIPAL
 Dr. T. Thimmaiah Institute of Technology
 Oorgaum, K. G. F- 583120

Faculty Signature

DR. T.THIMMAIAH INSTITUTE OF TECHNOLOGY

Goal Sheet for Academic Staff - 2019-20



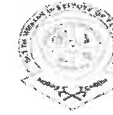
GOAL CATEGORY	Associate Professor			
	KRA	KPI	Weightage	
ACADEMIC	Attendance	Student Attendance Rate >90%	60%	
	Results - External & Internal	Total Percentage of passouts		
	Feedback	Student feedback Rating		
	Technical Activities	Content Expertise - Demonstrates content knowledge with conceptual clarity		Instructional Delivery - Enabling learning environment and classroom management
RESEARCH	Publications	No. of Journal Publications	30%	
	Seminar/Conference/Workshops	No. of Papers presented in National Seminars		
	Faculty Development Programme	No. of books authored		
	Patents	No. of Consultancy projects carried out		
COLLEGE ACTIVITIES	Co-curricular activities	Contribution in College level development activities	10%	
		Contribution in departmental development activities		
	Fee Collection	Assist in fee collection for the respective dept.		
	General Conduct	Attitude, Behaviour, Discipline and Punctuality		
			100%	

HOD Signature


 PRINCIPAL
 Dr. T. Thimmaiah Institute of Technology
 Oorgaam, K. G. F- 563120

Faculty Signature

DR. T.THIMMAIAH INSTITUTE OF TECHNOLOGY



Goal Sheet for Academic Staff - 2019-20

GOAL CATEGORY	Professor - HOD		
	KRA	KPI	Weightage
ACADEMIC	Attendance	Student Attendance Rate >90%	40%
	Results - External & Internal	Total Percentage of passouts	
	Feedback	Student feedback Rating	
	Technical Activities	Content Expertise - Demonstrates content knowledge with conceptual clarity Instructional Delivery - Enabling learning environment and classroom management	
RESEARCH	Publications	No. of Journal Publications	40%
	Seminar/Conference/Workshops	No. of Papers presented in National Seminars	
	Faculty Development Programme	No. of books authored	
	Patents	No. of Consultancy projects carried out	
COLLEGE ACTIVITIES	Co-curricular activities	Contribution in College level development activities	20%
	Fee Collection	Ensure 100% fee collection of the respective dept.	
			100%

HOD Signature

[Signature]
29/7/2019
PRINCIPAL
Dr. T. Thimmaiah Institute of Technology
Oorgaum, K. G. F- 509120

Faculty Signature

DR. T. THIMMAIAH INSTITUTE OF TECHNOLOGY

Goal Sheet for Academic Staff - 2019-20



GOAL CATEGORY	Assistant Professor - Grade I		
	KRA	KPI	Weightage
ACADEMIC	Attendance	Student Attendance Rate >90%	70%
	Results - External & Internal	Total Percentage of passouts	
	Feedback	Student feedback Rating	
	Technical Activities	Content Expertise - Demonstrates content knowledge with conceptual clarity Instructional Delivery - Enabling learning environment and classroom management	
RESEARCH	Publications	No. of Journal Publications	20%
	Seminar/Conference/Workshops	No. of Papers presented in National Seminars	
	Faculty Development Programme	No. of books authored	
	Consultancy / Patents	No. of Consultancy projects carried out	
COLLEGE ACTIVITIES	Co-curricular activities	Contribution in College level development activities	10%
		Contribution in departmental development activities	
		Assist in fee collection for the respective dept.	
	General Conduct	Attitude, Behaviour, Discipline and Punctuality	

100%

HOD Signature

KR17
29/12/19

PRINCIPAL

Dr. T. Thimmaiah Institute of Technology
- Oorgaam, K. G. F- 583120

29/12/19

Faculty Signature

[Signature]
29/12/19

DR. T. THIMMAIAH INSTITUTE OF TECHNOLOGY

Goal Sheet for Academic Staff - 2019-20



GOAL CATEGORY	Assistant Professor - Grade II		
	KRA	KPI	Weightage
ACADEMIC	Attendance	Student Attendance Rate >90%	80 60%
	Results - External & Internal	Total Percentage of passouts	
	Feedback	Student feedback Rating	
	Technical Activities	Content Expertise - Demonstrates content knowledge with conceptual clarity	
RESEARCH	Publications	No. of Journal Publications	15 30%
	Seminar/Conference/Workshops	No. of Papers presented in National Seminars	
	Faculty Development Programme	No. of books authored	
	Consultancy / Patents	No. of Consultancy projects carried out	
COLLEGE ACTIVITIES	Co-curricular activities	Contribution in College level development activities	10%
		Contribution in departmental development activities	
		Assist in fee collection for the respective dept.	
	General Conduct	Attitude, Behaviour, Discipline and Punctuality	

100%

M. Maneeb
HOD Signature 30.7.19

30/7/19
PRINCIPAL
Dr. T. Thimmaiah Institute of Technology
Ootgum, K. G. F-582120

30/7/19
Faculty Signature

DR. T. THIMMAIAH INSTITUTE OF TECHNOLOGY



Goal Sheet for Academic Staff - 2019-20

GOAL CATEGORY	Associate Professor		
	KRA	KPI	Weightage
ACADEMIC	Attendance	Student Attendance Rate >90%	60%
	Results - External & Internal	Total Percentage of passouts	
	Feedback	Student feedback Rating	
	Technical Activities	Content Expertise - Demonstrates content knowledge with conceptual clarity Instructional Delivery - Enabling learning environment and classroom management	
RESEARCH	Publications	No. of Journal Publications	30%
	Seminar/Conference/Workshops	No. of Papers presented in National Seminars	
	Faculty Development Programme	No. of books authored	
	Patents	No. of Consultancy projects carried out	
COLLEGE ACTIVITIES	Co-curricular activities	Contribution in College level development activities	10%
		Contribution in departmental development activities	
	Fee Collection	Assist in fee collection for the respective dept.	
	General Conduct	Attitude, Behaviour, Discipline and Punctuality	

HOD Signature

27/12/19
PRINCIPAL
Dr. T. Thimmaiah Institute of Technology
Ongaur, K. G. F- 563120

100%
Faculty Signature

31/12/19


DR. T. THIMMAIAH INSTITUTE OF TECHNOLOGY



Goal Sheet for Academic Staff - 2019-20

GOAL CATEGORY	Professor - HOD		
	KRA	KPI	Weightage
ACADEMIC	Attendance	Student Attendance Rate >90%	40%
	Results - External & Internal	Total Percentage of passouts	
	Feedback	Student feedback Rating	
	Technical Activities	Content Expertise - Demonstrates content knowledge with conceptual clarity	
RESEARCH	Publications	No. of Journal Publications	40%
	Seminar/Conference/Workshops	No. of Papers presented in National Seminars	
	Faculty Development Programme	No. of books authored	
	Patents	No. of Consultancy projects carried out	
COLLEGE ACTIVITIES	Co-curricular activities	Contribution in College level development activities	20%
	Fee Collection	Ensure 100% fee collection of the respective dept.	

100%


 HOD Signature
 DEPT. OF
 MINING ENGINEERING
 Dr. T. THIMMAIAH INSTITUTE
 OF TECHNOLOGY


 PRINCIPAL
 Dr. T. Thimmaiah Institute of Technology
 Ooragam, K. A. F.


 Faculty Signature

CHAPTER VII
PERFORMANCE APPRAISAL POLICY

S 12/1/20
PRINCIPAL

Dr. T. Thirumalaiah Institute of Technology
Gorgan, K. G. F. 583120

7.1 Annual Self Performance Appraisal - Faculty

Faculty members who are confirmed are eligible to fill up Annual Faculty Self Performance Appraisal Form (Annexure). Those who are on probation for two years and due for confirmation are also eligible to submit self performance appraisal forms.

Performance Evaluation Committee will review the performance of the faculty for last two years in case of probation, otherwise for the current academic year.

Performance Evaluation Committee consists of

1. Governing Council Member.
2. Principal
3. Vice-Principal
4. Dean
5. HOD concerned.

The above committee will review the performance of the faculty members, who are due for confirmation, based on their self performance appraisal form for last two years and any other relevant documents concerning the faculty. The committee will also evaluate faculty performance on the below parameters

- Teaching, feedback, Research, Publications and conference organised
- Management Development Programme and Consultancy projects carried out.
- General conduct, attitude and behaviour

Based on the evaluation of the faculty members, the recommendation of the committee are placed before the Chairman/ Governing Council for approvals and appropriate actions.

7.1.1 Promotions - Faculty members

Promotion of faculty members to the senior level will be based on the following criteria

7.1.2 ELIGIBILITY:

The HOD shall be asked to prepare a list of all qualified and eligible candidates for promotion as Assistant Professor, Associate professor and Professor. The HOD shall also request the faculty members to submit an annual performance appraisal report from the respective department, along with his personal remarks against each individual. The qualification and experience to be eligible for promotion are similar to that of Recruitment Policy.

7.1.3 Criteria

The screening will give due weightage to the contribution made by the faculty in the areas of teaching, research, training, and consultancy in project carried out.

Assistant Professor to Associate Professor

- Minimum 3 years tenure in the current position
- Minimum feedback score of 50% and above.
- Satisfactory or higher level of performance in academic administrative activities.

From Associate Professor to Professor

- Minimum 4 years tenure in the current position
- Minimum feedback score of 75% and above.
- Substantial contribution in institution building activities.
- Outstanding performance in academic and administrative activities.

7.2 Promotions - Non Faculty members

Promotion of non faculty members will be done based on the Merit-cum-seniority basis on the recommendations of the Departmental Heads.

- Screening Committee will give due weightage of the contribution made by an employee as mentioned in his Performance Appraisal Report duly evaluated by the Screening Committee.
- Minimum tenure in the current position should be 3 years or as per Management Discretion.

7.2.1 SCREENING COMMITTEE:

A Screening Committee constituted with the following Members:

1. Chairman
2. Principal
3. Vice-Principal
4. Dean
5. HOD concerned

7.2.2 SELECTION PROCEDURE FOR PROMOTION/ANNUAL INCREMENTS:

The Screening Committee will review the performance appraisal, academic performance and other capabilities of each candidate and personally interview the candidates. The Committee, based on the above factors, shall prepare a list of candidates recommended for promotion in the order of merit and submit for approval. The list will be placed before the Governing Council along with the Service Register of the individuals for approval. The approved candidates shall be promoted/Annual Increment.

Below rating scale is considered for Employee Performance...

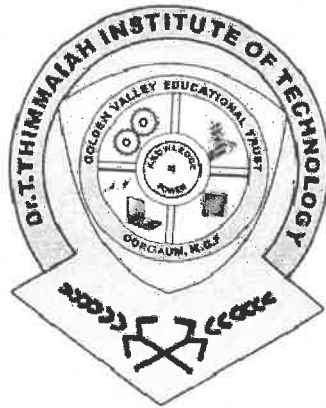
Performance Standards	Rating Scale
Outstanding Performance	> 90%
Exceeds Expectation	>75%
Meets Expectation	50-75%
Needs Improvement	<50%

Employees falling under rating scale of <50% will be put under the performance development plan for a period of 1 semester to improve the performance of the employee.

12/1/2024
 PRINCIPAL
 Dr. T. Thimmaiah Institute of Technology
 - Porgaum, K. G. F- 563120



**Dr. T.THIMMAIAH INSTITUTE OF TECHNOLOGY
OORGAUM, KGF -563 122**



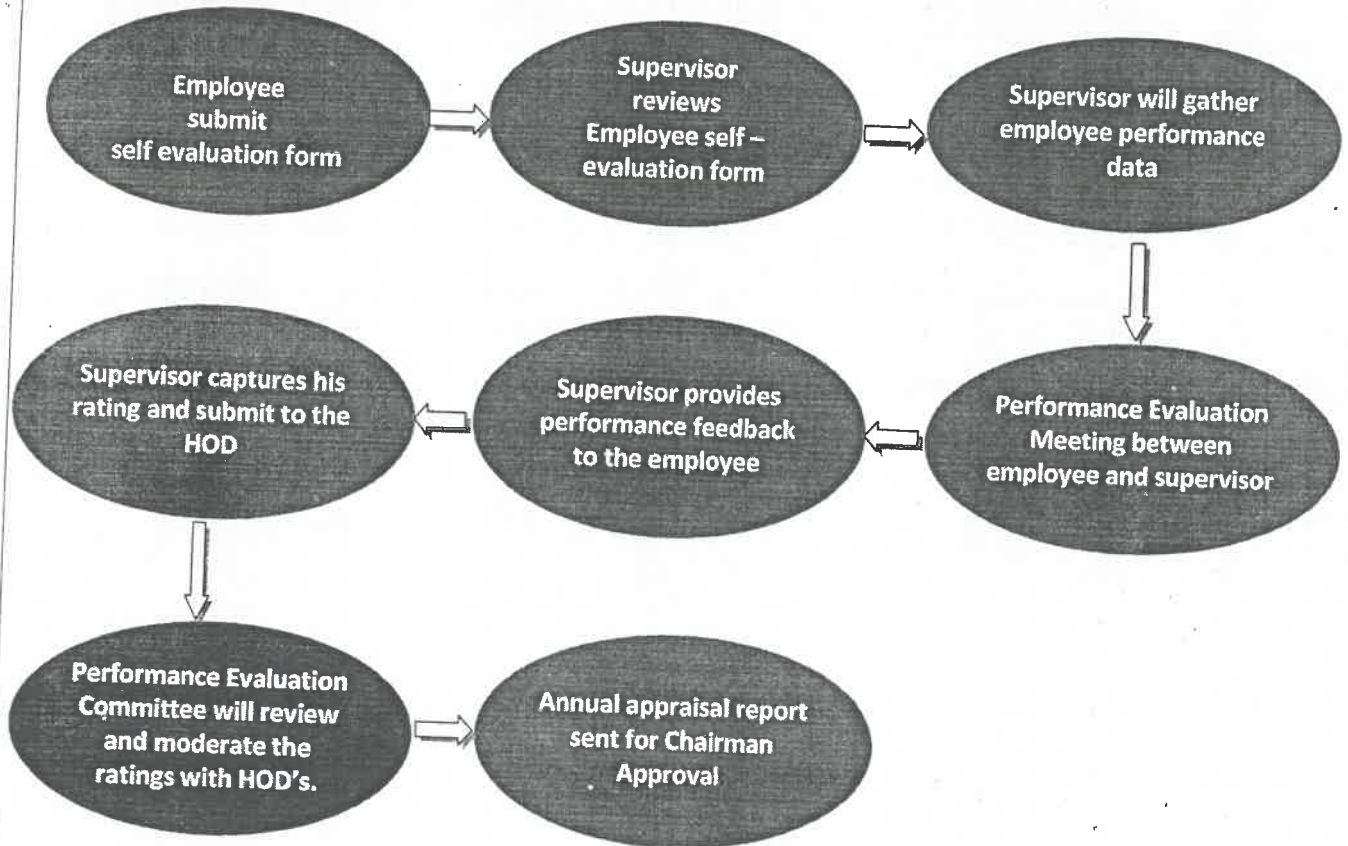
**Performance Appraisal Process
Supervisor Handout**

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12/1/22
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Dr. T. Thimmaiah Institute of Technology
Oorgaum, K. G. F. 563120



PROCESS FLOW - PERFORMANCE APPRAISAL



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GUIDELINES DURING APPRAISAL DISCUSSION

SUPERVISORS

BEFORE THE APPRAISAL	Gather all the relevant performance records	Prepare in advance so that you can deliver the message that you intend to, Feedback (Positive and development) is more meaningful when supported by factual examples.
	Review previous goals	Use previous goals to evaluate progress
	Prepare administrative details	<ul style="list-style-type: none"> • Agree on a time - set aside at least one hour. • Avoid postponing the appointment, and give the employee full attention. • Request employee to come prepared with his data.
DURING THE APPRAISAL	Explain the meeting agenda	Set the Objective of the meeting with the employee
	Encourage communication	<ul style="list-style-type: none"> • Listen • Encourage two-way communication • ask for ideas on how they can improve their performance • ask for how they feel you can help them • ask for feedback on the appraisal section
	Stay focused	Keep the session focused on past and future performance; summarize discussion issues often to ensure agreement.
	Communicating shortcomings	Quote instances where employee could have done better and provide you inputs on how he/she needs to improve.
	Be open	Be open-minded to receive feedback from the team member.
DURING THE APPRAISAL	Evaluation process	<ul style="list-style-type: none"> • Begin with the positive things that were well done • Follow this with areas that need improvement and a plan on how to address them • Conclude with a reinforcement of your desire to help the person grow and improve
	Making promises	Don't make promises you do not have control over (e.g. salary increments, promotions, transfers etc)
	Review goals	Concentrate on a few areas- things that make a difference. Try to encourage continuation and growth in the areas of strength.
AFTER APPRAISAL	Administration	<ul style="list-style-type: none"> • Complete the paperwork required for the results of the appraisal • Make sure the employee acknowledges signs on the bottom line

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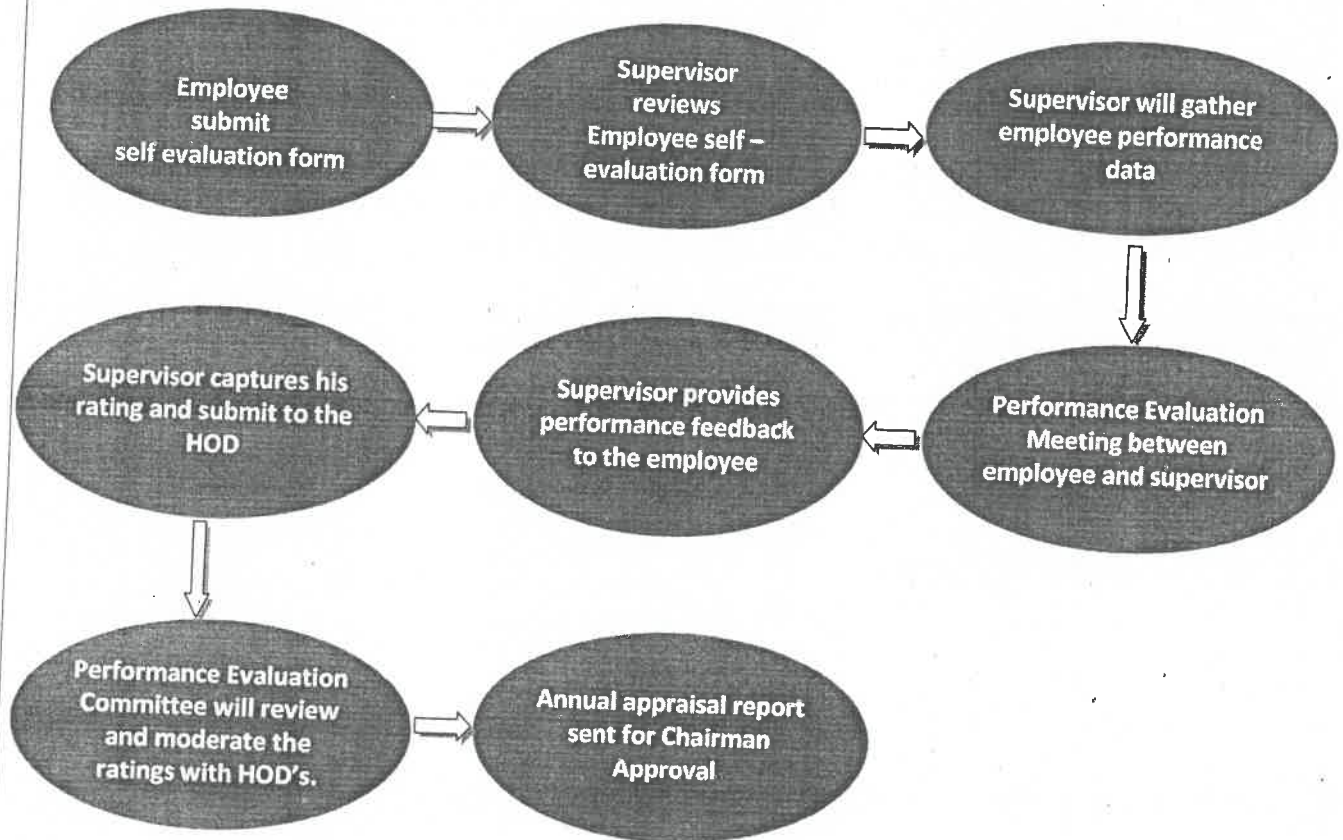
Performance Appraisal Process Employee Handout

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PROCESS FLOW - PERFORMANCE APPRAISAL



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PERFORMANCE RATING DESCRIPTORS

Rating	Performance Level	Performance Definition
5	Outstanding	Outstanding performance in all key parameters and was key contributor to the achievement of department goals.
4	Exceeds Expectation	Clearly exceeds performance in all key parameters.
3	Meets Expectation	Satisfactory performance in all key parameters.
2	Needs Improvement	Performance results did not meet expectations in few key parameters. Improvement is needed to fully meet the expectations.
1	Un acceptable	Unsatisfactory performance in all key parameters.

GUIDELINES DURING APPRAISAL DISCUSSION

EMPLOYEE

Gather all the relevant performance records	Prepare in advance so that you can highlight performances with specific instances that you intend to, remember discussion are more meaningful when supported by factual examples.
Refer previous goals	Use previous year goals to highlight current progress.
Request for Operational Support	Quote instances where you could have done better and request for support / suggestion from your supervisor to improve performance.
Training and Development	<ul style="list-style-type: none"> • Listen • Request for specific training needs which will help you improve performance. • Request for feedback on self development
Be open	Be open-minded to receive feedback from your Supervisor.

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CHAPTER XII

CODE OF CONDUCT

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12.1 OBJECTIVE

Dr. TTIT believes that for an institute to succeed, grow and excel, it needs to be anchored to its Values and Beliefs and motivate all its employees to consistently display these values in the course of their interactions.

- The Code of Conduct and Ethics, articulated below, embodies the Institute's Values and Beliefs and endeavours to lay down guidelines the Professional, Ethical, Legal and Socially Responsible behaviour that the institute expects from its employees.
- All employees are requested to read and imbibe the Code of Conduct and Ethics and follow it in letter and spirit, so as to maintain the highest standards of values in their conduct to achieve institute's objectives.
- The Institute's Values and Beliefs shall act as the guiding principle in the enumeration, interpretation and periodic review of the Code of Conduct and Ethics.

12.2 Applicability

All employees on regular rolls of the institute including employees on contract governed by this Policy. Employees are the representatives of the institute and hence are expected to demonstrate high degree of discretion and astute judgment in their dealings.

Although due care has been taken to address most conceivable situations, it is not possible for this Code to cover every situation that may arise. In circumstances where employees are unable to consult an appropriate person in the Institute, they are expected to use sound reasoning and good judgment in handling the situation in the interest of the Institute and its Values.

12.3 Policy Guidelines

12.3.1 National Interest: Dr, TTIT is committed in all its actions, to promote quality education and shall neither engage in any activity that would not adversely affect such objective, nor shall undertake any activity or project which is to the detriment of the national interests.

12.3.2 Use of the Institution Name : The use of Dr. TTIT name, logo and trademark shall be governed by manuals, codes and agreements as issued by the Institute. No employee, third party shall use the Institute name and logo for any purpose without specific authorization.

12.3.3 Confidentiality and Non- disclosure: Employees shall ensure that all information available to them in the course of employment in the Institute are kept strictly confidential and she/he shall not disclose to any party except to the extent necessary for the purpose of due performance of her/his service/dischARGE of her/his duty to the Institute.


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12.4 Policy and Process Integrity:

12.4.1 Antitrust or Fair Trading-

Employees shall avoid any discussions or agreements with competitors about prices or credit terms, submission of bids or offers, allocation of markets or customers, restrictions on production, distribution or boycotts of suppliers or customers that would result in monopolization or anticompetitive markets.

12.4.2 Falsification or Destruction of information- No employee shall make any statement or do any act that encourages or results in unlawful, untimely, false or intentional misrepresentation, concealment or destruction of information in order to deceive or mislead.

12.4.3 Using equipment and consumable resources: Employees shall ensure that all departmental equipment, resources, and consumable items are used for the work and business of the Department.

This excludes certain: a) Limited, occasional and brief private telephone calls and faxes b) Limited and occasional use of a photocopier c) Limited and occasional use of the departmental email and Internet system subject to the government policy on use of the Internet and electronic mail

12.5 Using the Internet, Intranet, and Electronic mail

Employees shall avoid using of computers for sending, receiving, and/or copying inappropriate material.

Employees will ensure that the transmission of information via communication and information networks and devices are made only if authorized to do so and in accordance with the relevant departmental protocols.

Employees will avoid sharing of password with another person, share another person's password/s, or record password/s which can be misused

The Department monitors the use of these networks and devices, and an employee may be called upon to explain her/his use of them.

12.6 Protecting Institute's assets

12.6.1 Misuse of Resources- Employees shall avoid any improper, unauthorized or unlicensed use of property or resources for non-business related reasons or purposes including improper use of systems and timekeeping.

12.6.2 Theft- Employees shall avoid any unauthorized removal or taking of supplies, equipment, furniture, fixtures, products, cash, merchandise or other tangible property of the Company.

12.6.3 Unethical Transaction: No employee shall assist in the misuse of Institute's funds, irrespective of the amount involved, including, the misappropriation of such funds for her/his personal benefit, or customers. All payment and transfers of premium and other items of value shall be made openly and must be disclosed and duly authorized by the concerned authority.

12.6.4 Gifts and Entertainment: Except in connection with and specifically pursuant to programs officially authorized by the institute, no employee shall accept, directly or indirectly

take any money, objects of value, or favours / discounts from any person or other company/institute/organization that has or is doing or seeking business with the Institute. All employees must disclose authorized transactions of this nature to the officer.

All payments or transactions must be consistent with applicable laws and accepted practice and must be accurately recorded in the institute's books and records.

12.6.5 Public Representation: No employee shall, without the express consent of the /Management/ Competent Authority, call for Press meets, brief the Press or speak to the Media or participate in discussions, forums etc. in the media, to discuss any issues related to the activities of the institute or future prospects or projections of the Institute.

12.6.6 Political Activity: No employee shall involve in any political activity directly or indirectly.

No employee shall canvas for any political party or candidate at any point in time. Employees may not contribute the Institute's funds or assets to any Political Candidate, Party unless such contribution is expressly permitted by law and has been pre-approved by the appropriate, authorized representative of the Institute. Any DR.TTIT employee who stands in elections for any public office may do so after informing the concerned authority within the Organization. Further, if elected to the post, the employee has to resign from the services of the Dr. TTIT Institution to pursue his public / political career.

12.6.7 Regulatory Compliance: Every employee shall, in her/his business conduct, comply with all applicable laws and regulations, both in letter and spirit, in all the areas in which one operates.

12.6.8 Sexual Harassment and other harassment policy:

Dr. TTIT recognizes that Sexual Harassment violates fundamental rights of gender equality, right to life and liberty and right to work with human dignity as guaranteed by the Constitution of India. To meet this objective, measures shall be taken to avoid, eliminate and if necessary impose punishment for any act of sexual harassment, which includes unwelcome sexually determined behavior as per the policy against Sexual Harassment.

12.6.9 Other Harassment:

The Institute prohibits harassment of one employee by another employee or supervisor on any basis including but not limited to race, colour, religion, marital status, national origin, physical or mental disability and/or age.

The purpose of this policy is not to regulate our employees' personal morality. It is to assure that in the workplace, no employee harasses another. Harassment includes but is not limited to slurs, epithets, threats, derogatory comments, unwelcome jokes and teasing.

Whistle Blower policy: The Institute provides a platform for employees to disclose information internally, which she/he believes shows serious malpractice, impropriety, abuse or wrong doing within the institute without fear of reprisal or victimization.

12.6.10 Ethical Conduct

Dr. TTIT Institute expects its employees to maintain high moral and ethical standards. These standards are characterized by honesty, fairness, equity in interpersonal and professional relationships as well as in our day-to-day activities. Every employee is supposed to inform in

case, if he deviates from the above standard.(or if any case is filed against him)

No employee shall engage himself in any business activity. Further, if he directly or indirectly recommends any of his friends / relatives for any business dealing with Dr.TTIT Institution, he must disclose the nature of such relationships and transactions beforehand.

12.6.11 Dress Code:

Dr.TTIT Institute expects its employees to follow a dress code which helps them to work comfortably at the workplace and at the same time project a professional image for our customers, potential employees and the community we are a part of. Hence, it is essential that all employees take pride in her/his appearance and maintain proper dress code and general appearance during office hours. Employees are expected to dress neatly and in a manner consistent with the nature of the work performed.

12.6.12 Environment, Health & Safety Environment,

Health, Safety and Laws of the land - Employees shall adhere to the laws of the land - wherever they are - and shall not violate, cause or any action that impacts the Environment and the Health and Safety of Dr. TTIT Institute Employees, Faculty and the students.

Substance Abuse- To meet our responsibilities to Employees, Faculty and students, the Institute shall maintain a healthy and productive work environment. Misusing controlled substances or selling, manufacturing, distributing, possessing, using or being under the influence of illegal drugs and alcohol on the job is absolutely prohibited.

Threats and Physical Violence- No employee shall use threatening words, or assault or commit acts of violence or possess weapons, firearms, ammunition, explosives or incendiary devices in the workplace, on work premises or in work vehicles or elsewhere.

The list of behaviours, while not inclusive, provides examples of conduct that is prohibited by this policy:

- Causing physical injury
- Making threatening remarks
- Aggressive or hostile behaviour that creates a reasonable fear of injury to another person or subjects another individual to emotional distress
- Intentionally damaging employer property or property of another employee
- Committing acts motivated by or related to sexual harassment or domestic violence.
- Smoking is strictly prohibited in the premises of the workplace. Appropriate actions shall be initiated against any person found contravening with the policy of this code

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12.7 Disciplinary Actions

All employees covered under this Code of Conduct and Ethics are required to adhere to the principles and rules laid down in this code. Failure to do so will attract appropriate action including termination against the employee who is found to violate these principles.

Disciplinary action may include immediate separation of employment or any other action as deemed fit at the Institute's sole discretion. The Institute will recover any loss suffered by it due to violation of the provisions of this code by any employee. Disciplinary Proceedings against the delinquent employee shall be conducted in accordance with the principles of natural justice.

The employees of the Disciplinary Committee and/or employees of Audit Committee will be notified of any concerns about violations of standards for conduct of business, ethics, laws, rules, regulations of this Code.

12.14 Misconduct & Suspension


Misconduct: Without prejudice to the general meaning of the term, amongst others the following acts and omissions shall be treated as misconduct also apart from the below any violation of Code of Conduct also in considered.

- Theft, fraud and dishonest in respect of the property of the Institution.
- Demanding/accepting or offering bribe or any illegal gratification whatsoever.
- Drunkenness, fighting, notorious or disorderly or indecent behaviour within the premises of the Institution.
- Wilful insubordination or disobedience, disrespect whether individually or in group with others to any lawful and reasonable order of a superior.
- Sleeping while on duty.
- False statement made in the application for employment.
- Anywhere within the institution causing or threatening to cause mental and/or injury to other employees either individually or collusion with others.
- Committing any act likely to harm or endanger the institution's property.
- Sabotage, in any form.
- Conviction against criminal activity including moral turpitude.
- Refusal to accept any letter or any communication from the authority of Institution.
- Abstaining from appearing before any enquiry/authority/committee, when called.
- Failure to produce documents/papers etc. when called for.

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- Habitual negligence indiscipline / reluctance in performing duties or loitering or misbehaviour.
- Smoking, Chewing tobacco/Gutaka/Pan Masala/Chewing gum, consuming of liquor and any other prohibited material within the Institution.
- Refusal to take any bonafide official assignment.
- Habitual irregularity in attendance.
- Gambling in any form within the premises of the Institution.
- Leaving the institution during working hours without permission.
- Engaging or abetting in abusing and causing physical violence with another employee or any reason at any time in the Institution.
- Habitual absence without leave or overstaying when on leave.
- Holding of unauthorized meetings in the Institution.
- Discourteous behaviour.
- Causing sexual harassment.
- Wearing objectionable dress and indecent exposure of the body. ○
Attending natures call/spitting in open in the Institution premises.


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12.9 Suspension

The GC or any other Competent Authority specified by the GC may place an employee under suspension under below circumstances.

- Where a disciplinary proceeding against the employee is contemplated or is pending.
- Where a case against the employee in respect of any criminal offence is under investigation, enquiry or trial.
- An order of suspension shall be in writing and shall take effect from the date of the order or such other date as may be specified therein.
- An order of suspension made under this Rule shall remain in force until it is modified or revoked by the authority which made the order or by any superior authority.

12.10 Subsistence Allowance

An employee under suspension shall be entitled to draw subsistence allowance equal to 50% of the monthly gross emoluments drawn on the date immediately prior to the date on which the employee is suspended.

Where the period of suspension exceeds six months the authority which made or is deemed to have made the order of suspension shall be competent to vary the amount of subsistence allowance for any period subsequent to the first six months as follows.

The amount of subsistence allowance may be increased to 75% of the emoluments, if in the opinion of the said authority, the period of suspension has been prolonged due to the reasons to be recorded in writing not directly attributable to the employee under suspension.

The amount of subsistence allowance may be reduced to 25% of such emoluments if in the opinion of the said authority the period of suspension has been prolonged due to the reasons to be recorded in writing directly attributable to the employee under suspension.

No subsistence allowance is payable to the employee unless the management is satisfied that the employee was not engaged in any other employment, business, profession or vocation during the period of suspension.

12.10.1 Treatment of period of Suspension: If the concerned employee is honourably acquitted and reinstated, the full pay and allowance which he would have been entitled to if he had not been suspended as reduced by the subsistence allowance already allowed to him/her be paid.

12.11 Penalties:

Penalties: The GC or any other authority empowered in this behalf herein called the "Disciplinary Authority" may for good and penalties on employees as detailed below:

Fine in the case of Class IV employees.

Withholding of Increments.

Recovery from pay of the whole or part of any pecuniary loss caused by the negligence of breach of the administration of the authority to whom the services of the employee had been lent.

Reduction to a lower stage in the time scale of pay for specified period with or without the effect of postponing the future increments of his/her pay.

Reduction to a lower time scale of pay, grade, post or service which shall unless otherwise directed by a bar to the promotion of the employee to the time scale of pay, grade, post of service from which he was reduced with or without direction regarding.

Compulsory retirement from service.

Removal from service which shall not be a disqualification for future service elsewhere.
Dismissal from service.

Note: The principal is authorized to impose the penalty mentioned in clause.6.4.1.1 & there shall be no appeal against his decision.

12.12 Procedure for Imposing Penalties:

No order shall be passed imposing any of the penalties specified in clause in this chapter except after an inquiry held in the following manner.

Definite charges should be framed on the basis of the allegations and which the enquiry is proposed to be held and a copy of the charge sheet with a statement of allegations on which they are based shall be furnished to the employee and he/she shall be required to submit his/her written explanation within a specified time limit and also to state if he/she desires to be heard in person.

For the purpose of preparing his/her offence, the employee may be allowed to offer explanations (concerning self) required by him/her at the discretion of the disciplinary authority. He/she may be allowed to take copies of such explanations.

On receipt of the explanation within the time limit, the disciplinary authority may itself enquire into such of the charges as are not admitted or appoint a committee of inquiry or an inquiry officer for the purpose.

The employee may present his/her case before the inquiring authority with the assistance of another employee (approved by the disciplinary authority) but may not engage a lawyer.

The enquiring authority shall consider such documentary evidence and take such oral evidence as may be relevant in regard to the charges. On behalf of the employer a presenting officer shall present the case before the enquiring authority. The employer shall provide all the documents in support of the charges. The witnesses appearing in support of the defence may be cross examined by the person presenting the case in support of the charges namely the presenting officer.

On the conclusion of the enquiry, the inquiring officer shall prepare and submit a report on its findings in respect of each of the charges to the disciplinary authority. In case the disciplinary authority decides to accept the report of the enquiring authority for imposing any of the major penalties, copies of the findings and of the report of the inquiring authority and of the documents relied upon by the enquiring authority for its findings shall be furnished to the employee notifying the action proposed to be taken by Disciplinary authority by way of imposition of any of the afore said major penalties and the employee shall be given a reasonable opportunity to submit any Representation in writing that he/she may wish to make against proposed penalties if the employee desires he/she may be permitted to make a personal presentation also before the disciplinary authority in support of his/her written representation.

In regard to imposition of minor penalties specified in clause, the procedure is to be followed is as follows.

The employee should be informed of the allegations and the action or proposed action to be taken and he/she should given an opportunity to make any representation that he/she may wish to make.

The disciplinary Committee shall consider such representations before passing an order.

Notwithstanding the aforesaid rules, such other rules that are made and shall be made by the Governing Council and other competent authority are made applicable to the employees of Dr. TTIT.

The GC is the final authority in respect of disciplinary measures and there shall be no appeal against its decision.

12.13 The following shall not amount to a penalty within the meaning of this rule.

Withholding an increment of an employee for failure to pass a prescribed departmental of language examination.

Stoppage of an employee's pay at the efficiency b ground of his unfitness to cross the bar.

Non -Promotion to a higher post, whether in a substantive or officiating capacity after consideration of his case.

Reversion to a lower post while officiating in a higher post on the ground that he is