

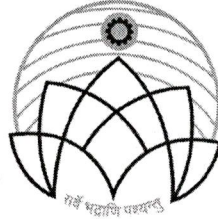
SHRI MADHWA VADIRAJA INSTITUTE OF TECHNOLOGY AND MANAGEMENT

(A unit of Shri Sode Vadiraja Mutt Education Trust ®)

VISHWOTHAMA NAGARA, BANTAKAL, UDUPI

Affiliated to VTU, Belagavi, Approved by AICTE, New Delhi

Accredited by NBA (BE-ECE and CSE), and NAAC with A Grade



SMVITM

Performance Appraisal Policy



Inscore

Principal

SHRI MADHWA VADIRAJA
INSTITUTE OF TECHNOLOGY & MANAGEMENT
Vishwothama Nagar, Udupi Dist.
BANTAKAL - 574 115

July 2023

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1.0 Preamble:

The performance appraisal system at Shri Madhwa Vadiraja Institute of Technology and Management (SMVITM) plays a crucial role in fostering the professional development and overall effectiveness of the staff members. The system is designed to benefit employees by providing a structured approach to evaluating their performance and contributing to institutional success.

2.0 Scope:

All staff members of SMVITM are expected to receive an annual written Performance Appraisal. Head of the Departments/Section Heads are responsible for initiating, managing and completing the Performance Appraisal process.

If an employee has been at SMVITM for less than six months at the time of appraisals, it is not necessary to provide a written Performance Appraisal, however it is expected that they will receive regular feedback on their performance until the next appraisal cycle.

3.0 Benefits of the performance appraisal:

Inclusivity:

The appraisal process is inclusive and applies to all staff members of SMVITM who have successfully completed their probation period. This ensures that all employees, regardless of their role, are subject to a fair and standardized evaluation.

Annual Increment:

Employees who receive positive evaluations through the annual appraisal report may be eligible for an annual increment. This encourages consistent and high-quality performance, as it directly correlates with financial rewards.

Additional Incentives:

The system recognizes and rewards exceptional performance by providing additional incentives. These incentives could be in the form of awards, or other recognition to motivate employees to go above and beyond their regular duties.

Promotion Opportunities:

The performance appraisal system serves as a basis for promotion determinations. Employees demonstrating outstanding performance and fulfilling specific criteria may be considered for promotion, allowing for career advancement within the institution.

Professional Growth:




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By evaluating strengths and weaknesses, the performance appraisal process becomes a valuable tool for identifying areas of improvement. It provides employees with insights into their performance, helping them set goals and work towards continuous professional growth.

Evaluation and Discussion:

The appraisal system facilitates a structured evaluation and discussion of both employee weaknesses and strengths. This open communication allows for constructive feedback, enabling employees to understand their performance and areas for development.

Data for Decision-Making:

The information gathered through the appraisal process can be utilized for data-driven decision-making, such as determining training needs, identifying areas of improvement in organizational processes, and making informed decisions regarding promotions and incentives.


Employee Engagement:

A transparent and fair performance appraisal system contributes to employee engagement. Employees are likely to feel more valued and motivated when their contributions are recognized and rewarded.

4.0 Appraisal Process

- At the end of the academic year, employee should submit his/her annual self-appraisal report in the appraisal format prescribed by the institute (Annexure 1) to the respective HoDs/section heads.
- HoDs/section heads scrutinize the appraisals forms, enter their remarks based on the information captured from various committees and submit it to the principal for further processing.
- Performance appraisal committee consisting of a management representative, principal, vice principal, Dean and respective HoDs conducts the appraisal meeting.
- In the appraisal meeting, one to one discussion with the staff members will take place; committee evaluates the performance and gives feedback to the staff and conveys the management expectations from the individual staff.
- Performance appraisal committee recommends the annual increment/promotion/incentive for the staff based on the assessment score.




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- Principal takes approvals for the increment/promotion/incentive from the management, further increment/promotion/incentive order is issued to eligible staff members.
- Thus every staff member gets an opportunity to be captured in the appraisal process which helps the staff to perform better in the forthcoming year.

5.0 Performance based appraisal format (Appendix 4)

The IQAC of the institution has designed a performance based appraisal format for the same and will be reviewed time to time.

Self-Appraisal form consists of the following four sections with a total 400 grade points:

- **Academics** (150 grade points): It covers the academic process such Student performance, mentoring, student's feedback, e-content development, participation in FDP, attending online courses, funding for student projects etc.,
- **Research and Innovation** (200 grade points): It consists of Journal Publication, Conference presentations, Book chapter/Book sections, Patent published/granted, Ph. D guiding/pursuing, research project, External research grant received, Testing/Consultancy, Paper Review, Invited talk/Guest lecture, Resource person for FDP, Editorial member, Professional society recognition etc.,
- **Administrative service** (40 grade points): Staff members with any one of the roles specified in List A (institute level committees) will receive 40 grade points and with any one of the roles specified in List B (department level committees) will receive 20 grade points.
- Appraisal by Head of Department (10 grade points)


Performance Allowance for Faculty members

Grade	Grade points band	Performance Allowance
A+++	>= 50% score i.e. 200 out of 400 *	Rs. 5,000
A++	40 to 49.75% score i.e. 160 to 199 **	Rs. 3,500
A+	30 to 39.75% score i.e. 120 to 159	Rs. 2,000
A	< 30% score i.e. 120	No allowance

* Minimum 65 from section 1.4, 1.5, 1.6, 2.1, 2.2, 2.6 and 2.7

** Minimum 35 from section 1.4, 1.5, 1.6, 2.1, 2.2, 2.6 and 2.7




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6.0 Conclusion

SMVITM's well-defined performance appraisal system is a comprehensive approach to evaluating, recognizing, and enhancing the performance of its staff members, thereby contributing to the overall success of the institution.



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Shri Madhwa Vadiraja Institute of Technology and Management Bantakal Udupi
Performance Based Faculty Evaluation (1 July 2022 to 30 June 2023)

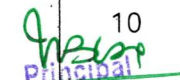
Faculty Name: Dr. SADANANDA L. Designation: Associate Professor

Department: EEE

Evaluation criteria for Faculty members

1. Academics (Maximum 150 grade points)

Section 1: Academics	Grading 2	Grading 1	Weight	Max GP (Grade x Weight)	Self-Assessment by Faculty		Assessment by the PAC
					Grading (0/1/2)	Grade point (Grade x Weight)	
1.1 Student performance (in theory courses)	Avg. Pass percentage $\geq 85\%$	Avg. Pass percentage 75 to 84%	10	20	2	20	20
1.2 Student feedback (in theory courses)	Average feedback $\geq 85\%$	Average feedback 75 to 84 %	5	10	2	10	10
1.3 Performance of mentees Success rate in university exams of assessment year (% of students without any backlogs)	$\geq 80\%$	60 to 79%	5	10	2	10	10
1.4 e-learning resource development during the assessment year YouTube video	YouTube video > 5 hours	YouTube video 1 to 5 hours	5	10			
1.5 Completion of faculty development programs (x hours) <ul style="list-style-type: none"> • Programs on educational methods, research methods, subject related, academic leadership etc., • In-house/external programs • Minimum 2 days • One day = 6 hours; half day = 3 hours 	$x \geq 40$ hours	$20 < x < 40$ hours	10	20	2	20	20


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1.6	Attending Online course with exam and certification (Course which adds value to the department/institute and not studied before) Score $\geq 90\%$ - 10 points/course Score 60 to 89%- 5 points /course <i>Online Quiz</i>	≥ 20 points	10 to 19 points	40	20	01	10	10
1.7	Funding for the student projects (VGST/KSCST/VTU etc.,)	$\geq 10,000$	3,000 to 9,999	5	10			
1.8	Professional recognition from government agencies/registered academic or professional organizations/associations <i>Interact</i>	International level	National level ✓	5	10	01	05	05
1.9	Collaborative activity with faculty from other university /institution for research grant/ publication/patent/copyright etc.,	International level	National level	10	20	01	10	10
1.10	Developing software/hardware/Apps/Teaching aids (other than lecture notes, ppt, display materials, YouTube videos) useful to the department/Institute/Society	Software/hardware	Teaching aids	10	20			
Total					150	-	85	85

Section 2: Research and Innovation (Maximum 200 grade points)

Section 2: Research and Innovation	Grading 2	Grading 1	Weight	Max GP (Grade x Weight)	Self-Assessment by Faculty		Assessment by the PAC
					Grading (0/1/2)	Grade point (Grade x Weight)	
2.1 Journal Publication (Given to a maximum of 3 authors from SMVITM for a paper) Publications in Q1 journals- 20 points per paper Publications in Q2/Q3 journals- 10 points per paper Publications in Q4/Scopus/WoS indexed journals- 5 points per paper	≥ 20 points	10 to 19 points	15	30	01	15 <i>Jeslin</i> Principal	15

2.2	Conference presentations (Given to a maximum of 3 authors from SMVITM for a paper) Scopus indexed conference proceedings- 10 points per paper (Not included in section 2.1) Non- Scopus indexed conference proceedings- 5 points per paper	>= 10 points	5 to 9 points	5	10	1	05	05		
2.3	Book chapter/Book sections Books published in royalty model only will be eligible. Agreement with publisher is required	Minimum one in Scopus/ WoS indexed	Minimum one printed book with ISBN	10	20					
2.4	Patent published/granted	Granted	Applied	5	10	2	10	10		
2.5	Number of Copyrights obtained	>=2	1	5	10					
2.6	Ph. D guiding/pursuing									
	a. Ph. D guiding (Status of the research scholar attained during the assessment year)	Ph. D awarded/Thesis submission	Comprehensive Viva	5	10	2	10	10		
b. Faculty pursuing Ph. D (Status of the research attained during the assessment year)	Ph. D awarded/Thesis submission	Comprehensive Viva								
2.7	External research grant received									
	a. For Principal Investigator	> 5L	1L to 5L	20	40					
b. For Co- Principal Investigator	> 10L	>5L								
2.8	Testing/Consultancy	>10L	1L to 10L	5	10					
2.9	Paper Review (Only in Scopus/WoS Journal/conference)	>= 2	1	5	10	2	10	10		
2.10	Keynote address/session chair of the Conference	International	National	5	10					
2.11	Invited talk/Guest lecture (Outside the institute)	>=2	1	5	10					
2.12	Resource person for FDP	>=2	1	5	10					
2.13	Editorial member (Scopus/WoS Journal)	>=2	1	5	10					
2.14	Professional society recognition such as member of BOS, BOE, Academic senate, Programme/technical committee member in conference (Outside SMVITM) during the assessment year	BOS/BOE/ Academic Senate	Programme/ technical committee member in conference	5	10					
Total							200	-	50	50

Section 3: Administrative service (Maximum 40 grade points)

Faculty members with any one of the roles specified in List A will receive 40 grade points

List A roles

S. No.	Role	Maximum number of appointees	S. No.	Role	Maximum number of appointees
1	IQAC coordinator	One per college	8	ISTE coordinator	One per college
2	NSS coordinator	One per college	9	ICC coordinator	One per college
3	NCC coordinator	One per college	10	Anti-ragging cell coordinator	One per college
4	Hostel Warden	One per college	11	Co-curricular coordinator	One per college
5	Alumni coordinator	One per college	12	Extra-curricular coordinator	One per college
6	EDC coordinator	One per college	13	SWAYAM Coordinator	One per college
7	IGRC coordinator	One per college	14	Website coordinator	One per college

Your Role from the List A (if any): Super 30 warriors for Research & Development activities, for Dept of CSE

Faculty members with any one of the roles specified in List B will receive 20 grade points

List B roles

	Role	Maximum number of appointees			
1	NAAC criteria coordinator	Seven (One per criteria)	9	Alumni department coordinator	One per department
2	Institute Information coordinator	One per college	10	EDC department coordinator	One per department
3	IEEE coordinator	One per college	11	ISTE department coordinator	One per department
4	Spots coordinator	One per college	12	Co-curricular/ Extra-curricular department	One per department

				coordinator	
5	Eco club institute/department coordinator	One per department	13	Department club coordinator	One per department
6	WEC institute/department coordinator	One per department	14	Department EMS coordinator	One per department
7	NBA Program coordinator	One per department	15	Library coordinator	One per college
8	NSS department coordinator	One per department	16	Department Placement coordinator	One per department

Your Role from the List B (if any): PROJECT CO-ORDINATOR 20

Final Assessment of Faculty members

Section	Description	Maximum Grade points	Self-Assessment by Faculty	Assessment by the PAC
1	Academics	150	85	85
2	Research and Innovation	200	50	50
3	Administrative service	40	20	40
4	Appraisal by Head of Department	10	10	10
	Total	400	165	185

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** Minimum 35 from section 1.4, 1.5, 1.6, 2.1, 2.2, 2.6 and 2.7

 2/8/23

Faculty Signature with Date

Section 4: Appraisal by Head of Department (Maximum 10 grade points): 10

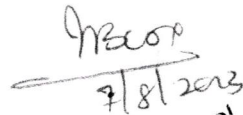
Request to contribute more in research publications.

Sy 2/8/23
HOD Signature with Date

Remarks Performance Appraisal Committee members with Signature:

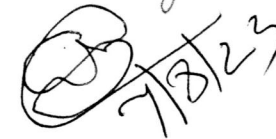
Good performer. The management has sanctioned Rs 8000 per month as incentive to his outstanding contribution.




7/8/2023

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7th Aug 2023


7/8/23



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Vishwothama Nagar, Bantakal - 574115, Udupi District, Karnataka.



SMVITM

Prof. Dr. Thirumaleshwara Bhat

BE, M.Tech., Ph.D, MISTE

PRINCIPAL

Ref.No: SMVITM/HR/ 632/2023-24

September 01, 2023

OFFICE ORDER

Sub: Assessment of the self-appraisal of your performance

Dear Dr. Sadananda L

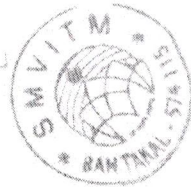
Thank you for actively participating in the "Performance Based Appraisal" and providing comprehensive details about your contributions. Your dedication to academic activities is truly commendable.

To further enrich your technical expertise, consider exploring opportunities through one or two "Faculty Development Programs" including participation in conferences and publishing papers in reputable conferences and journals. The management encourages your active involvement in FDPs, MOOC courses.

The management has approved the incentive of Rs. 8,000/- per month for the year 2023-24 with the hope that you will meet the expectations. We extend our best wishes for your continued success in all your endeavors.

[Handwritten Signature]

PRINCIPAL



To :

Dr. Sadananda L
Associate Professor
Dept. of CS & Engg
SMVITM, Bantakal-574115

CC:

- 1) HOD CS & Engg.
- 2) HR- For Personal File

[Handwritten Signature]

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Performance Indicators Assessment Sheet (Technical Staff)

Name: Madhusudan Thantry . P.N


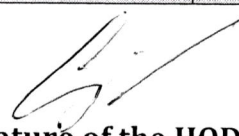
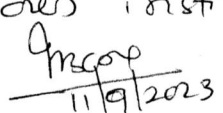
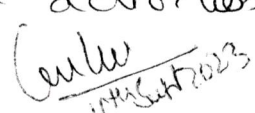


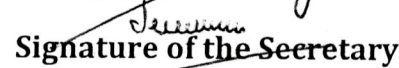
Designation: Foreman

Department: ECE

Assessment Year: 2022-2023


Category A: Teaching Learning Activities (60)		Self-Assessment by the Staff	Assessment by the PAC
Workload- (20)			
Odd Semester	Even Semester	20	
ADE Lab.	Communication lab		
Lab Preparation (15)			
Regular maintenance, minor repairs of equipments, general setup everyday before conduction of the lab, helped in conducting lab experiments before preparing the lab manual, maintain the stock books.		15	
Support to the faculty and students beyond the curriculum (10)			
<ul style="list-style-type: none"> Assisted students in minor & major projects in soldering and trouble shooting the circuits. workshop on electronic devices repair and maintenance. 		10	
Theory/Lab Examination work (15)			
Odd Semester	Even Semester	15	
• Internal and external lab exam duties.			
• Internal theory exam duties for odd & even semesters.			
• VTU external exam duties for backlog students.			
Category A Total (60)		60	
Category B: Co-Curricular and Professional development related activities (40)		Self-Assessment by the Staff	Assessment by the PAC
Member of Committee/Cell/Event/Contributions other than academics (15)			
Committee/Cell/Event	Date		
* Minor and major equipment repair			

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Participating in Annual Pooja	Nov. 2022	10	
Seminar/Talk/SDP attended in the Institution (15)			
Seminar/Workshop/SDP details	Date		
* webinar on Environment Talk	5/6/22	05	
* webinar on National innovation & Start up			
Resource person/Technical assistance in institution level workshop (10)			
Workshop details	Date		
Electronic device repair & maintenance workshop for ECE students	DEC-2022	05	
Category B Total (40)		20	
Assessment of Personal Quality (50)		40	
Grand Total (150)		120	
 Staff Signature Date: 5/9/2023		 Signature of the HOD Date: 5/9/23	
Remarks by the PAC members with signature			
<p>Good performer. Appreciate his involment in the various institutional activities</p> <p>  11/9/2023  11/9/2023  11/9/23 </p>			
Remarks by the Principal			
<p>Annual increment sanctioned.</p> <p>  11/9/2023 Principal Signature of the Principal Date: 11/9/2023 INSTITUTE OF TECHNOLOGY & MANAGEMENT Vishwothama Nagar, Udipi Dist. BANTAKAL - 574 115 </p>			
Remarks by the Secretary			
<p>Appreciating the service of Mr. Madhusudhan Tantsy</p> <p>  Signature of the Secretary Date: </p>			

Minimum Points to sanction the annual increment for the staff:

a) Foreman/System Admin/Programmer/Sr. Lab Assistant - 90 points


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Guidelines to fill the PBA Form

Category A: Teaching Learning Activities (60)

- **Workload- (20)-** List the Labs handled during odd and even semester with number of slots per week
- **Lab Preparation (15)-** Describe the preparation for conducting the laboratory experiments like- assistance in preparation of lab manual, chart preparation, minor maintenance, preparation of test samples etc.,
- **Support to the faculty and students beyond the curriculum (10)-** Support like- conducting experiment beyond the syllabus, beyond the working hours, support for the students for mini/major project etc.,
- **Theory/Lab Examination work (15)-** Lab examination duties conducted in both odd and even semester

Category B: Co-Curricular and Professional development related activities (40)

- **Member of Committee/Cell/Event/Contributions other than academics (15)**
 - Member of the committee- **2 marks** per event.
 - Contributions other than academics- like Fabrication/Maintenance/Consultancy/Repairs.
- **Seminar/Talk/SDP attended in the Institution (15)**
Activities such as participation in seminars, SDP, Workshops
 - SDP/Workshop of 2-4 days: **4 Marks**, 5 or more days: **8 Marks**
 - Attending in house invited talk/guest lecture- **1 mark/talk**
- **Resource person/Technical assistance in institution level workshop (10)**
 - Resource person/Technical assistance- **5 Marks** per workshop

Apart from the above two criteria, Department/section heads assess the personal quality of the staff members in 9 criteria for 45 marks and based on the number of leaves taken in the assessment period 5 marks shall be awarded.

Performance of the staff is evaluated for 150 points.

Minimum Points to sanction the annual increment for the staff:

- a) Foreman/System Admin/Programmer/Sr. Lab Assistant - **90 points**
- b) Lab Assistant/Mechanic/Lab Technician - **80 points**

Appreciation letter will be given to the staff members who scores more than 100 points

Appreciation letter and incentive will be given to the staff members who scores more than 120 points (maximum 25% of the staff in a department)


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