

**Commissionerate of Collegiate Education, A.P., Mangalagiri**  
**ANNUAL SELF-APPRAISAL REPORT (ASAR) FOR THE COLLEGE TEACHERS**  
(As per G.O. Ms. No. 14 Higher Education (UE) Department, Govt. A.P. Dated; 13-02-2019)

ASAR Score for the Academic Year	
Name of the College	
Name of the Lecturer with Employee ID No.	
Subject	

**ASSESSMENT CRITERIA AND METHODOLOGY FOR COLLEGE TEACHERS**

**CATEGORY-I: TEACHING** (includes Lectures, Practicals, Tutorials and other teaching related Activities)

S.No.	Subject / Paper Taught	Method Adopted	Date / Semester	No. of Classes Assigned	No. of Classes Taught	Grading as per Self Evaluation	Grading as per the Principal Evaluation
						(Total No. of Classes Taught per Academic Year ÷ Total No. of Classes Assigned per Academic Year) X 100	(Total No. of Classes Taught per Academic Year ÷ Total No. of Classes Assigned per Academic Year) X 100
<b>Total</b>							
<b>Grading Obtained (Good / Satisfactory / Not satisfactory)</b>							

**Grading Criteria:** (a) *Good* : 80% & Above, (b) *Satisfactory* : Below 80% but 70% & Above and (c) *Not satisfactory*: Less than 70%

**Note:** The Principal should verify the No. of classes taught by Lecturers as per the Mobile App usage in the College Web portal (the Lecturers should also attach screen shot of mobile app as an evidence for No. of classes taught).



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**CATEGORY II: ACTIVITIES** (Involvement in the College Students related Activities/Research Activities)

S.No.	Name of the Activity / Contribution (all activities/ contributions shall be considered in the present academic year only)	Name of the Activity Date /Period	Self Evaluation (Yes / No)	Principal Evaluation (Yes / No)
1	Administrative Responsibilities such as Dept. In-charge/ Chairperson/ IQAC Co-ordination/Academic Co-ordinator/Addl. IQAC Co-ordinator/CoE/NRC Co-ordinators Warden etc.			
2	Examination and Evaluation Duties assigned by the College or attending the Examination Paper Evaluation.			
3	<b>Professional Development;</b> (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher / faculty development courses/RC/OC/ARPIT, dissemination and general articles and any other contribution)			
4	Student related Co-curricular, Extension and Field based Activities such as Student Clubs, Career Counselling, Study Visits, Student Seminars and other events, Cultural, Sports, NCC, NSS and Community Services.			
5	Organising Seminars/ Conferences/ Workshops/ other College Activities.			
6	Evidence of actively involved in guiding Ph.D. students.			
7	Conducting Minor or Major Research Project sponsored by National or International Agencies.			
8	At least one single or joint Publication in peer- reviewed or UGC list of Journals.			
<b>Total No. of Activities / Contributions involved in (No. of Yes)</b>				
<b>Grading Obtained (Good / Satisfactory / Not satisfactory)</b>				

**Grading Criteria:**

- (a) **Good:** Involved in at least 3 Activities
- (b) **Satisfactory:** 1-2 Activities
- (c) **Not-satisfactory:** Not involved/undertaken any Activity



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**Note:** For every Activity/ Contribution necessary evidences should be attached

**OVERALL GRADING:**

S.No.	Category	Grading Obtained (Good / Satisfactory / Not satisfactory)	
		As per Self Evaluation	As per the Principal Evaluation
1	I - Teaching		
2	II - Activities		
<b>Overall Grading Obtained (Good / Satisfactory / Not satisfactory)</b>			

**Overall Grading Criteria:**

- (a) **Good:** Good in Teaching (Category-I) and Good or Satisfactory in Activity (Category-II)
- (b) **Satisfactory:** Satisfactory in Teaching (Category-I) and Good or Satisfactory in Activity (Category-II).
- (c) **Not Satisfactory:** If neither Good nor Satisfactory in overall grading.

**Note:** For the purpose of assessing the grading of Activity at Category - I and Category - II, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for calculation of grade due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down as per the Acts, Statutes and Ordinances of the parent institution.

**CATEGORY-III: ACADEMIC / RESEARCH ACTIVITIES:**

**Methodology for College Teachers for calculating Academic / Research Score:** Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.,

- A. Research Papers** in Peer Reviewed /UGC listed Journals (Faculty of Sciences -08/ Faculty of Other Disciplines – 10 per publication):  
 The Score for joint publications shall be calculated in the following manner: (a) Two authors: 70% of total value of publication for each author. (b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors. Paper presented as part of edited book or proceeding then it can be claimed only once.

The Research score for research papers would be augmented in Peer Reviewed /Referred /UGC listed journals:						
Impact Factor (IF)	Without IF	Less than 1	Between 1 and 2	Between 2 and 5	Between 5 and 10	Above 10
Score	5 Points	10 Points	15 Points	20 Points	25 Points	30 Points

S.No.	Title with Page No.	Name of the Journal (Scopus/ ICI/ Web of Science)	ISSN/ ISBN No.	UGC List No.	Month / Period	Impact Factor	Score Obtained (Self Evaluation)	Score as per the Principal Evaluation
<b>Total</b>								



**B. Publications (Other Than Research Papers)**

(a) Books authored which are published by;					(b) Translation works in Indian and Foreign Languages by qualified faculties	
12 per International Publishers	10 per National Publishers	05 per Chapter in Edited Book	10 per Editor of Book by International Publisher	08 per Editor of Book by National Publisher	03 per Chapter or Research paper	08 per Book

S.No.	Title of the Book	Name of the Publisher	ISSN/ISBN No.	International/ National	Date / Period	Single Author/ Chapter	Score Obtained (Self Evaluation)	Score as per the Principal Evaluation
<b>Total</b>								

**C. Creation of ICT mediated Teaching Learning Pedagogy and content development of new and innovative courses and curricula**

Particulars		Score
a. Development of Innovative pedagogy (Pedagogical strategies (P1 to Px) adopted in the class room)		05
b. Design of new curricula and courses (per Curricula / Course)		02
c. MOOCs	Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/ credit)	20
	MOOCs (developed in 4 quadrant) per module/lecture	05
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)	08
d. e-Content (LMS- LSDs/SDCs)	Development of e-Content in 4 quadrants along with podcast for a complete course/e-book	12
	e-Content (developed in 4 quadrants along with podcast) per module	05

S.No.	Subject / Paper	e-learning Module	Date / Period	Score Obtained (Self Evaluation)	Score as per the Principal Evaluation
<b>Total</b>					

**D. Research Guidance/ Projects**

**i. Research Guidance:**

- i. M.Phil. Degree awarded : 02 per candidate
- ii. Ph.D. Thesis submitted : 05 per candidate
- iii. Ph.D. Degree awarded : 10 per candidate

S.No.	Research Guidance	No. of Candidates (Awarded/ Submitted)	Date / Period	Score Obtained (Self Evaluation)	Score as per the Principal Evaluation
1	M.Phil. (Awarded)				
2	Ph.D. (Submitted)				
3	Ph.D. (Awarded)				
<b>Total</b>					

**Note:** For Joint Supervision of research students, the formula shall be 70% of the total score for Supervisor and Co- supervisor, both shall get 70% each.



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ii. **Research Projects Completed:**

<b>Faculty of any Discipline</b>	<b>Score</b>
Grant Mobilised more than Rs. 10 lakhs	10 per Project
Grant Mobilised less than Rs. 10 lakhs	05 per Project

<b>S.No.</b>	<b>Title</b>	<b>Funding Agency</b>	<b>Grant Mobilised in Rs.</b>	<b>Date and Period</b>	<b>Score Obtained (Self Evaluation)</b>	<b>Score as per the Principal Evaluation</b>
<b>Total</b>						

iii. **Research Projects Ongoing:**

<b>Faculty of any Discipline</b>	<b>Score</b>
Grant Mobilised more than Rs. 10 lakhs	05 per Project
Grant Mobilised less than Rs. 10 lakhs	02 per Project

<b>S.No.</b>	<b>Title</b>	<b>Funding Agency</b>	<b>Grant Mobilised in Rs.</b>	<b>Date and Period</b>	<b>Score Obtained (Self Evaluation)</b>	<b>Score as per the Principal Evaluation</b>
<b>Total</b>						



iv. **Consultancy Projects:** 03 per each Project:

S.No.	Category (Completed / Ongoing)	Title	Funding Agency	Grant Mobilised in Rs.	Date and Period	Score Obtained (Self Evaluation)	Score as per the Principal Evaluation
<b>Total</b>							

**Note:** Joint Projects: Principal Investigator and Co-investigator would get 50% each.

**E. Patents, Policy Documents and Awards/Fellowship:**

i. **Patents:**

Faculty of any Discipline	Score
International	10 per Patent
National	07 per Patent

S.No.	Title	Agency	Status (International / National)	Date and Period	Score Obtained (Self Evaluation)	Score as per the Principal Evaluation
<b>Total</b>						



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ii. **\*Policy Documents:** Submitted to an International Body/Organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government.

Faculty of any Discipline	Score
International	10 per Document
National	07 per Document
State	04 per Document

S.No.	Title	Agency	Status (International / National/State)	Date and Period	Score Obtained (Self Evaluation)	Score as per the Principal Evaluation
<b>Total</b>						

iii. **Fellowship/ Awards:**

Faculty of any Discipline	Score
International	07 per Award/ Fellowship
National	05 per Award/ Fellowship

S.No.	Title	Agency	Status (International / National)	Date and Period	Score Obtained (Self Evaluation)	Score as per the Principal Evaluation
<b>Total</b>						



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**F. \*Invited Lectures Delivered in Conferences / Seminars:**

Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/ full paper in Conference Proceedings (Paper presented in Seminars/ Conferences and also published as full paper in Conference Proceedings will be counted only once)

Faculty of any Discipline	Score
International (Abroad)	07
International (within country)	05
National	03
State / University	02

S.No.	Title of the Paper	Organised By	International/ National/ State/ University level	Date / Period	Score Obtained (Self Evaluation)	Score as per the Principal Evaluation
Total						

Note: 1. \*For the purpose of calculating research score of the teacher, the combined research score from the categories of E.ii. Policy Document and F. Invited Lectures/ Resource Person/ Paper presentation shall have an upper capping of thirty per cent of the total Research Score of the teacher concerned.

2. The research score shall be from the minimum of three categories out of six categories.
3. The self assessment score should be based on objectively verifiable records.

**List of Enclosures:**

- 1.
- 2.
- 3.

### ABSTRACT OF GRADE / SCORE

Criteria of Evaluation	Grade /Score Obtained (Self Evaluation)	Grade /Score given by the Principal	Remarks
<b>Category – I :</b> Teaching (Good / Satisfactory / Not satisfactory)			
<b>Category – II :</b> Activities (Good / Satisfactory / Not satisfactory)			
<b>Overall Grading Obtained</b> (Good / Satisfactory / Not satisfactory)			
<b>Category – III : Academic/Research Activities</b>			
A. Research Papers Published in Journals			
B. Publications other than Journals (Books, chapters in Books)			
C. Creation of ICT			
D. i. Research Guidance			
D. ii. Research Projects Completed			
D. iii. Research Projects Ongoing			
D. iv. Consultancy			
E. i. Patents			
E. ii. Policy Document			
E. iii. Awards/Fellowship			
F. Invited Lectures in Conferences / Seminars			
<b>Total (Category – III)</b>			

Signature of the Lecturer

Signature of the Dept. I/C

Signature of the IQAC Coordinator

Signature of the Principal



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Reason: Verified  
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### **Declaration by the Candidate**

I hereby declare that the above information is true to the best of my knowledge and I hold myself responsible for any mismatch if found.

Signature of the Lecturer

### **Certification by the Principal**

I hereby certify that the substantiating evidence and information furnished by the incumbent and found it to be true.

Signature of the Principal

The logo for eSign, featuring the word "eSign" in a stylized blue font.

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**Commissionerate of Collegiate Education, A.P., Mangalagiri**  
**ANNUAL SELF-APPRAISAL REPORT (ASAR) FOR THE COLLEGE LIBRARIANS**  
(As per G.O. Ms. No. 14 Higher Education (UE) Department, Govt. A.P. Dated; 13-02-2019)

ASAR Score for the Academic Year	
Name of the College	
Name of the Lecturer with Emp-ID & CFMS-ID Nos.	
Subject	

**ASSESSMENT CRITERIA AND METHODOLOGY FOR COLLEGE LIBRARIANS**

**CATEGORY-I: Regularity of Attending Library**

S.No.	Activity	Total No. of Days	No. of Days Attended	Grading as per Self Evaluation	Grading as per Principal Evaluation
1	While attending in the library, the individual is expected to undertake, inter alia, following items of work: <ul style="list-style-type: none"> <li>• Library Resource and Organization and maintenance of books, journals and reports.</li> <li>• Provision of Library reader services such as literature retrieval services to researchers and analysis of report.</li> </ul> Assistance towards updating institutional website			(No. of Days Attended ÷ Total No. Days) X 100	(No. of Days Attended ÷ Total No. Days) X 100
<b>Grading Obtained (Good / Satisfactory / Not satisfactory)</b>					

**Grading Criteria:** (a) *Good* : 90% & Above, (b) *Satisfactory* : Below 90% but 80% & Above and (c) *Not satisfactory*: Less than 80%.

**Note:** The Principal should verify the Total No. of days as per the Academic Calendar and the No. of Days Attended as per the Biometrics Attendance in the College Web portal.

**CATEGORY - II: Conduct of Seminars/ Workshops** related to library activity or on specific books or genre of books.

S.No.	Name of the Activity	Nature of the Activity (Seminar / Workshop)	Level of Activity (National / State / Institution)	Grading as per Self Evaluation	Grading as per Principal Evaluation
<b>Grading Obtained (Good / Satisfactory / Not satisfactory)</b>					

**Grading Criteria:**

- (a) **Good** : 1 National level Seminar/ Workshop + 1 State/Institution level Workshop/ Seminar
- (b) **Satisfactory**: 1 National level Seminar/ Workshop or 1 state level Seminar/ Workshop +1 Institution level Seminar/ Workshop or 4 Institution Seminar/ Workshop.
- (c) **Not satisfactory** : Not falling in above two categories

**CATEGORY - III: Computerisation of Library**

S.No.	Name of the Activity	Grading Criteria	Grading as per Self Evaluation	Grading as per Principal Evaluation
1	If library has a computerized database then	<p>(a) <b>Good</b>: 100% of physical books and journals in computerized database.</p> <p>(b) <b>Satisfactory</b>: At least 99% of physical books and journals in computerized database.</p> <p>(c) <b>Not satisfactory</b>: Not falling under good or satisfactory</p>		
2	If library does not have a computerized database	<p>(a) <b>Good</b>: 100% Catalogue database made up to date</p> <p>(b) <b>Satisfactory</b>: 90% catalogue database made up to date</p> <p>(c) <b>Not satisfactory</b>: Catalogue database not up to mark.</p>		

**CATEGORY - IV: Checking inventory and extent missing books**

S.No.	Name of the Activity	Grading Criteria	Grading as per Self Evaluation	Grading as per Principal Evaluation
1	Checking inventory and extent missing books	<p><b>(a) Good</b> : Checked inventory and missing book less than 0.5%</p> <p><b>(b) Satisfactory</b>: Checked inventory and missing books less than 1%</p> <p><b>(c) Not satisfactory</b>: Did not check inventory/ Checked inventory and missing books 1% or more.</p>		

**CATEGORY - V: Other Activities**

S.No.	Name of the Activity	Self Evaluation (Yes / No)	Principal Evaluation (Yes / No)
1	Digitisation of books database in institution having no computerized database.		
2	Promotion of library network.		
3	Systems in place for dissemination of information relating to books and other resources.		
4	Professional Development activities (such as participation in seminars, conferences, short term, e- library training courses, OC, RC, ARPIT, workshops and events, talks, lectures, membership of associations and dissemination)		
5	Assistance in college administration and governance related work including work extracurricular activities.		
6	Design and offer short-term courses for users.		
7	Publications of at least one research paper in UGC approved journals.		
<b>Total No. of Activities involved in (No. of Yes)</b>			
<b>Grading Obtained (Good / Satisfactory / Not satisfactory)</b>			

**Grading Criteria:**

(a) **Good**: Involved in any 3 activities, (b) **Satisfactory**: Involved in any 2 activities, and (c) **Not-satisfactory**: Less than 2 activities.

**Note:** For every Activity/ Contribution necessary evidences should be attached



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**OVERALL GRADING:**

S.No.	Category	Grading Obtained (Good / Satisfactory / Not satisfactory)	
		As per Self Evaluation	As per Principal Evaluation
1	I - Regularity of Attending Library		
2	II - Conduct of Seminars/ Workshops		
3	III - Computerisation of Library		
4	IV - Checking inventory and extent missing books		
5	V - Other Activities		
<b>Overall Grading Obtained (Good / Satisfactory / Not satisfactory)</b>			

**Overall Grading Criteria:**

- (a) **Good:** Good in Category-I and Good / Satisfactory in any two other Categories including Category - IV
- (b) **Satisfactory:** Satisfactory in Category-I and Good / Satisfactory in any two other Categories including Category - IV
- (c) **Not Satisfactory:** If neither Good nor Satisfactory in overall grading.

- Note:**
- 1) It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment.
  - 2) The Librarian must submit evidence of published paper, participation certificate for refresher or methodology course, successful research guidance from Head of Department of the concerned department, project completion.
  - 3) The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee

Signature of the Librarian

Signature of the IQAC Coordinator

Signature of the Principal

**Declaration by the Candidate**



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Reason: Verified  
Location: Bhimavaram,  
India  
Date: 06-Aug-2024 (04:05  
PM)

I hereby declare that the above information is true to the best of my knowledge and I hold myself responsible for any mismatch if found.

Signature of the Librarian

### **Certification by the Principal**

I hereby certify that the substantiating evidence and information furnished by the incumbent and found it to be true.

Signature of the Principal

**Commissionerate of Collegiate Education, A.P., Mangalagiri**  
**ANNUAL SELF-APPRAISAL REPORT (ASAR) FOR THE DIRECTORS OF PHYSICAL EDUCATION**  
 (As per G.O. Ms. No. 14 Higher Education (UE) Department, Govt. A.P. Dated; 13-02-2019)

ASAR Score for the Academic Year	
Name of the College	
Name of the Lecturer with Emp-ID & CFMS-ID Nos.	
Subject	

**ASSESSMENT CRITERIA AND METHODOLOGY FOR THE DIRECTORS OF PHYSICAL EDUCATION**

**CATEGORY-I: Attendance**

S.No.	Activity	Total No. of Days	No. of Days Attended	Grading as per Self Evaluation	Grading as per Principal Evaluation
1	Attendance calculated in terms of percentage of days attended to the total number of days he/she is expected to attend.			$\frac{\text{(No. of Days Attended)}}{\text{Total No. Days}} \times 100$	$\frac{\text{(No. of Days Attended)}}{\text{Total No. Days}} \times 100$
<b>Grading Obtained (Good / Satisfactory / Not satisfactory)</b>					

**Grading Criteria:** (a) *Good* : 90% & Above, (b) *Satisfactory* : Below 90% but 80% & Above and (c) *Not satisfactory*: Less than 80%

**Note:** The Principal should verify the Total No. of days as per the Academic Calendar and the No. of Days Attended as per the Biometrics Attendance in the College Web portal.

**CATEGORY - II: Organizing Intramural Competitions.**

S.No.	Name of the Game/Sport( Competition)	Grading Criteria	Self Evaluation (Yes/No)	Principal Evaluation (Yes/No)
		(a) <b>Good:</b> Intramural competition in more than 5 disciplines.		
		(b) <b>Satisfactory:</b> Intramural competition in 3-5 disciplines.		
		(c) <b>Not satisfactory:</b> Neither good nor satisfactory.		
Grading Obtained (Good / Satisfactory / Not satisfactory)				

### CATEGORY - III: Institution Participating in External Competitions

S.No.	Name of the Activity	Status ( National/ State/ District)	Self Evaluation (Yes/No)	Principal Evaluation (Yes/No)
Grading Obtained (Good / Satisfactory / Not satisfactory)				

#### Grading Criteria:

- (a) **Good:** National level competition in at least one discipline plus Sate/District level competition in at least **3** disciplines.
- (b) **Satisfactory:** State level competition in at least one discipline plus District level competition in at least **3** disciplines.  
Or Inter - Collegiate level competition in at least **3** disciplines.
- (c) **Not satisfactory:** Neither good nor satisfactory

### CATEGORY - IV: Up-gradation of Sports



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S.No.	Name of the Activity	Grading Criteria	Grading as per Self Evaluation	Grading as per Principal Evaluation
1	(a) Up-gradation of sports and physical training infrastructure with scientific and technological inputs. (b) Development and maintenance of playfields/ Courts. (c) Gym Facility (Indoor/Outdoor) (d) Yoga Facility	Good – With any Three Activities Satisfactory– With any Two Activities Not-Satisfactory – Less than Two Activities (***Note: For Every Activity necessary evidences should be provided)		

**CATEGORY - V: Other Activities**

S.No.	Name of the Activity	Self Evaluation (Yes / No)	Principal Evaluation (Yes / No)
1	At least one student of the institution participated in National/ State/ University teams. Organizing State/National/ Inter- University/ Inter- College level competition		
2	Being invited for coaching at State/National/University level.		
3	Professional Development activities (such as participation in seminars, conferences, short term training courses, camps & events, talks, lectures in refresher / faculty development courses/OC/RC/ARPIT(Annual Refresher Programme in Teaching), membership of associations, dissemination and general articles and any other contributions)		
4	Organizing coaching camps for college teams in minimum three or more Games/Sports		
5	Publications of at least one research paper in a UGC approved journal.		
6	Assistance in College administration, Discipline and governance related work including work done during Admissions, Examinations and Extracurricular College Activities.		
<b>Total No. of Activities involved in (No. of Yes)</b>			
<b>Grading Obtained (Good / Satisfactory / Not satisfactory)</b>			

**Grading Criteria:**

(a) **Good:** Involved in any 3 activities, (b) **Satisfactory:** Involved in any 2 activities, and (c) **Not-satisfactory:** Less than 2 activities.

**Note:** For every Activity/ Contribution necessary evidences should be attached

**OVERALL GRADING:**



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Reason: Verified  
Location: Bhimavaram,  
India  
Date: 06-Aug-2024 (04:05 PM)

S.No.	Category	Grading Obtained (Good / Satisfactory / Not satisfactory)	
		As per Self Evaluation	As per Principal Evaluation
1	I - Attendance		
2	II - Organizing Intra College Competition.		
3	III - Institution Participating in External Competitions		
4	IV - Up-gradation of Sports		
5	V - Other Activities		
<b>Overall Grading Obtained (Good / Satisfactory / Not satisfactory)</b>			

**Overall Grading Criteria:**

- (a) **Good:** Good in Category-I and Good / Satisfactory in other Categories.
- (b) **Satisfactory:** Satisfactory in Category-I and Good / Satisfactory in any other two Categories
- (c) **Not Satisfactory:** If neither Good nor Satisfactory in overall grading.

**Note:**

- i) It is recommended to use ICT technology to monitor the attendance of sports and physical education and compute the criteria of assessment.
- ii) The institution must obtain student feedback. The feed-backs must be shared with concerned Director of Physical and Education and Sports.
- iii) The system of tracking user grievances and the extent of grievance redressal details may also be made available.

Signature of the Librarian

Signature of the IQAC Coordinator  
**Declaration by the Candidate**

Signature of the Principal

*eSign*

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Reason: Verified  
Location: Bhimavaram,  
India  
Date: 06-Aug-2024 (04:05  
PM)

I hereby declare that the above information is true to the best of my knowledge and I hold myself responsible for any mismatch if found.

Signature of the Physical Director

### **Certification by the Principal**

I hereby certify that the substantiating evidence and information furnished by the incumbent and found it to be true.

Signature of the Principal



Signed by: MOSES GUTLA  
Reason: Verified  
Location: Bhimavaram,  
India  
Date: 06-Aug-2024 (04:05  
PM)



# DANTULURI NARAYANA RAJU COLLEGE

(Autonomous)

BHIMAVARAM, W.G.DIST, ANDHRA PRADESH, INDIA, PIN- 534202.

(Accredited at 'B<sup>++</sup>' level by NAAC)

(Affiliated to Adikavi Nannaya University, Rajamahendravaram)

Date:

## Annual Performance Appraisal Form For Non-Teaching PART-A

(To be filled by Staff Member)

Academic Year:

1. Name	
2. Designation & Date of joining	
4. Department/Section	
5. Pay Band	Rs.
6. Academic/Technical Qualification	
7. Details of Educational courses being pursued	
8. Details of the present duties	

## PART-B

(To be filled by reporting Officer)

CATEGORY	EXCELLENT	GOOD	Average	POOR
	10	8	6	2
<b>1 PROFESSIONAL COMPETENCE</b>				
1.1 Knowledge of rules, regulation and procedure				
1.2 Ability to organize work and carry it out				
1.3 Ability and willingness to take up additional load in times of emergency				
1.4 Creativity and innovation				
1.5 Ability to learn new skills				
<b>2. PERFORMANCE</b>				
2.1 Maintenance of Files/Records				
2.2 Accuracy & Speed of work				
2.3 Neatness & tidiness of work				
2.4 Completion of work on schedule				
2.5 Diligence and sense of responsibility				

3. PERSONAL CHARACTERISTICS	EXCELLENT	GOOD	Average	POOR
	10	9	8	6
3.1 Attendance				
3.2 Punctuality				
3.3 Discipline				
3.4 Interaction with colleagues				
3.5 Integrity and behavior				
<b>TOTAL POINTS : /150</b>				

4. OVERALL EVALUATION						
OUTSTANDING	EXCELLENT	VERY GOOD	GOOD	SATISFACTORY	MARGINAL	POOR
5. Any significant contribution made by the Employee :						
Date:			Signature of the staff member			
6. Special remarks if any of the Reporting Officer :						
Date :			Signature of the Reporting Officer			
7. Remarks if any of Reviewing officer :						
Date :			Signature of Reviewing Officer			

2022-2023

Commissionerate of Collegiate Education, A.P., Mangalagiri  
**ANNUAL SELF-APPRAISAL REPORT (ASAR) FOR THE COLLEGE TEACHERS**  
 (As per G.O. Ms. No. 14 Higher Education (UE) Department, Govt. A.P. Dated; 13-02-2019)

ASAR Score for the Academic Year	2022-2023
Name of the College	D.N.R. COLLEGE (A)
Name of the Lecturer with Employee ID No.	Dr. B. JYOTHIL, Emp ID: 0450783
Subject	MATHEMATICS

**ASSESSMENT CRITERIA AND METHODOLOGY FOR COLLEGE TEACHERS**

**CATEGORY-I: TEACHING** (includes Lectures, Practicals, Tutorials and other teaching related Activities)

S.No.	Subject / Paper Taught	Method Adopted	Date / Semester	No. of Classes Assigned	No. of Classes Taught	Grading as per Self Evaluation	Grading as per the Principal Evaluation
1.	Analytical Solid Geometry	Chalk & Board	I	60	54	(Total No. of Classes Taught per Academic Year ÷ Total No. of Classes Assigned per Academic Year) X 100	(Total No. of Classes Taught per Academic Year ÷ Total No. of Classes Assigned per Academic Year) X 100
2.	Linear Algebra (2 sec)	E-Content	IV	60+60	57+57		
3.	Abstract Algebra	Chalk & Board	III	60	54		
4.	Mathematical Special	E-Content	II	60+60	56+56		
(2 Secs) <sup>Sections</sup> Total Grading Obtained (Good / Satisfactory / Not satisfactory)				360	334	93%	GOOD

**Grading Criteria:** (a) *Good* : 80% & Above, (b) *Satisfactory* : Below 80% but 70% & Above and (c) *Not satisfactory*: Less than 70%

**Note:** The Principal should verify the No. of classes taught by Lecturers as per the Mobile App usage in the College Web portal (the Lecturers should also attach screen shot of mobile app as an evidence for No. of classes taught).

**CATEGORY II: ACTIVITIES (Involvement in the College Students related Activities/Research Activities)**

S.No.	Name of the Activity / Contribution (all activities/ contributions shall be considered in the present academic year only)	Name of the Activity Date /Period	Self Evaluation (Yes / No)	Principal Evaluation (Yes / No)
1	Administrative Responsibilities such as Dept. In-charge/ Chairperson/ IQAC Co-ordination/Academic Co-ordinator/Addl. IQAC Co-ordinator/CoE/NRC Co-ordinators Warden etc.			
2	Examination and Evaluation Duties assigned by the College or attending the Examination Paper Evaluation	Examination at Evaluation	Yes	
3	Professional Development; (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher / faculty development courses/RC/OC/ARPIT, dissemination and general articles and any other contribution)	Seminars/ Conferences/ F.D.P., Short term Courses	Yes	
4	Student related Co-curricular, Extension and Field based Activities such as Student Clubs, Career Counselling, Study Visits, Student Seminars and other events, Cultural, Sports, NCC, NSS and Community Services.	Career Counselling Student Seminars	Yes	
5	Organising Seminars/ Conferences/ Workshops/ other College Activities	Departmental activities	Yes	
6	Evidence of actively involved in guiding Ph.D. students.			
7	Conducting Minor or Major Research Project sponsored by National or International Agencies.			
8	At least one single or joint Publication in peer- reviewed or UGC list of Journals	Publications	Yes	
<b>Total No. of Activities / Contributions involved in (No. of Yes)</b>			<b>5</b>	
<b>Grading Obtained (Good / Satisfactory / Not satisfactory)</b>			<b>Good</b>	

**Grading Criteria:**

- (a) **Good:** Involved in at least 3 Activities
- (b) **Satisfactory:** 1-2 Activities
- (c) **Not-satisfactory:** Not involved/undertaken any Activity

**Note:** For every Activity/ Contribution necessary evidences should be attached

**OVERALL GRADING:**

S.No.	Category	Grading Obtained (Good / Satisfactory / Not satisfactory)	
		As per Self Evaluation	As per the Principal Evaluation
1	I - Teaching	GOOD	
2	II - Activities	Good	
Overall Grading Obtained (Good / Satisfactory / Not satisfactory)		GOOD	

**Overall Grading Criteria:**

- (a) *Good*: Good in Teaching (Category-I) and Good or Satisfactory in Activity (Category-II)
- (b) *Satisfactory*: Satisfactory in Teaching (Category-I) and Good or Satisfactory in Activity (Category-II).
- (c) *Not Satisfactory*: If neither Good nor Satisfactory in overall grading.

**Note:** For the purpose of assessing the grading of Activity at Category - I and Category - II, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for calculation of grade due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down as per the Acts, Statutes and Ordinances of the parent institution.

**CATEGORY-III: ACADEMIC / RESEARCH ACTIVITIES:**

**Methodology for College Teachers for calculating Academic / Research Score:** Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.,

- A. Research Papers in Peer Reviewed /UGC listed Journals (Faculty of Sciences -02/ Faculty of Other Disciplines - 10 per publication);  
 The Score for joint publications shall be calculated in the following manner: (a) Two authors: 70% of total value of publication for each author. (b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors. Paper presented as part of edited book or proceeding then it can be claimed only once.

**The Research score for research papers would be augmented in Peer Reviewed /Referred /UGC listed journals:**

Impact Factor (IF)	Without IF	Less than 1	Between 1 and 2	Between 2 and 5	Between 5 and 10	Above 10
Score	5 Points	10 Points	15 Points	20 Points	25 Points	30 Points

S.No.	Title with Page No.	Name of the Journal (Scopus/ ICI/ Web of Science)	ISSN/ ISBN No.	UGC List No.	Month / Period	Impact Factor	Score Obtained (Self Evaluation)	Score as per the Principal Evaluation
1.	Multiple optimal Solutions in Assignment problem - Hungarian method	Journal of applied Science and Computations	ISSN - 1076-5121	-	SEPT-2022	2.73	20	
2.	Riemann first Proof of Analytic Continuation of Riemann zeta function & Dirichlet L function		ISSN - 2278-8697		FEB-2023	2.73	20	
Total								

**B. Publications (Other Than Research Papers)**

(a) Books authored which are published by;						(b) Translation works in Indian and Foreign Languages by qualified faculties		
12 per International Publishers	10 per National Publishers	05 per Chapter in Edited Book	10 per Editor of Book by International Publisher	08 per Editor of Book by National Publisher	03 per Chapter or Research paper	08 per Book		
S.No.	Title of the Book	Name of the Publisher	ISSN/ISBN No.	International/ National	Date / Period	Single Author/ Chapter	Score Obtained (Self Evaluation)	Score as per the Principal Evaluation
<b>Total</b>								

**C. Creation of ICT mediated Teaching Learning Pedagogy and content development of new and innovative courses and curricula**

Particulars		Score
a.	Development of Innovative pedagogy (Pedagogical strategies (P1 to Px) adopted in the class room)	05 ✓
b.	Design of new curricula and courses (per Curricula / Course)	02 ✓
c.	MOOCs	20
	Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOC's of lesser credits 05 marks/ credit)	05
	MOOCs (developed in 4 quadrant) per module/lecture	02
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	08
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)	12 ✓
d.	e-Content (LMS-LSDs/SDCs)	05
	Development of e-Content in 4 quadrants along with podcast for a complete course/e-book	
	e-Content (developed in 4 quadrants along with podcast) per module	

S.No.	Subject / Paper	e-learning Module	Date / Period	Score Obtained (Self Evaluation)	Score as per the Principal Evaluation
1	Analytical Solid Geometry - II	Development, Com, cub.	19	19	
2	Linear Algebra - I	e-Content, P.P.T		19	
3	Abstract Algebra - III	"		19	
4	Mathematical Special Functions - VII	Total	"	<u>76</u>	

D. Research Guidance/ Projects

i. Research Guidance:

- i. M.Phil. Degree awarded : 02 per candidate
- ii. Ph.D. Thesis submitted : 05 per candidate
- iii. Ph.D. Degree awarded : 10 per candidate

S.No.	Research Guidance	No. of Candidates (Awarded/ Submitted)	Date / Period	Score Obtained (Self Evaluation)	Score as per the Principal Evaluation
1	M.Phil. (Awarded)				
2	Ph.D. (Submitted)				
3	Ph.D. (Awarded)				
<b>Total</b>					

Note: For Joint Supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor, both shall get 70% each.

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ii. Research Projects Completed:

Faculty of any Discipline	Score
Grant Mobilised more than Rs. 10 lakhs	10 per Project
Grant Mobilised less than Rs. 10 lakhs	05 per Project

S.No.	Title	Funding Agency	Grant Mobilised in Rs.	Date and Period	Score Obtained (Self Evaluation)	Score as per the Principal Evaluation
Total						

iii. Research Projects Ongoing:

Faculty of any Discipline	Score
Grant Mobilised more than Rs. 10 lakhs	05 per Project
Grant Mobilised less than Rs. 10 lakhs	02 per Project

S.No.	Title	Funding Agency	Grant Mobilised in Rs.	Date and Period	Score Obtained (Self Evaluation)	Score as per the Principal Evaluation
Total						

iv. Consultancy Projects: 03 per each Project:

S.No.	Category (Completed / Ongoing)	Title	Funding Agency	Grant Mobilised in Rs.	Date and Period	Score Obtained (Self Evaluation)	Score as per the Principal Evaluation
<b>Total</b>							

Note: Joint Projects: Principal Investigator and Co-investigator would get 50% each.

E. Patents, Policy Documents and Awards/Fellowship:

i. Patents:

Faculty of any Discipline	Score
International	10 per Patent
National	07 per Patent

S.No.	Title	Agency	Status (International / National)	Date and Period	Score Obtained (Self Evaluation)	Score as per the Principal Evaluation
<b>Total</b>						

ii. \*Policy Documents: Submitted to an International Body/Organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government.

Faculty of any Discipline	Score
International	10 per Document
National	07 per Document
State	04 per Document

S.No.	Title	Agency	Status (International / National/State)	Date and Period	Score Obtained (Self Evaluation)	Score as per the Principal Evaluation
Total						

iii. Fellowship/ Awards:

Faculty of any Discipline	Score
International	07 per Award/ Fellowship
National	05 per Award/ Fellowship

S.No.	Title	Agency	Status (International / National)	Date and Period	Score Obtained (Self Evaluation)	Score as per the Principal Evaluation
Total						

**F. \*Invited Lectures Delivered in Conferences / Seminars:**

Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/ full paper in Conference Proceedings (Paper presented in Seminars/ Conferences and also published as full paper in Conference Proceedings will be counted only once)

Faculty of any Discipline	Score
International (Abroad)	07
International (within country)	05
National	03
State / University	02

S.No.	Title of the Paper	Organised By	International/ National/ State/ University level	Date / Period	Score Obtained (Self Evaluation)	Score as per the Principal Evaluation
Total						

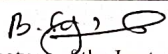
- Note:**
- \*For the purpose of calculating research score of the teacher, the combined research score from the categories of E.ii. Policy Document and F. Invited Lectures/ Resource Person/ Paper presentation shall have an upper capping of thirty per cent of the total Research Score of the teacher concerned.
  - The research score shall be from the minimum of three categories out of six categories.
  - The self assessment score should be based on objectively verifiable records.


**List of Enclosures:**

- 1.
- 2.
- 3.


**ABSTRACT OF GRADE / SCORE**

Criteria of Evaluation	Grade /Score Obtained (Self Evaluation)	Grade /Score given by the Principal	Remarks
Category – I : Teaching (Good / Satisfactory / Not satisfactory)	GOOD		
Category – II : Activities (Good / Satisfactory / Not satisfactory)	GOOD		
Overall Grading Obtained (Good / Satisfactory / Not satisfactory)	GOOD		
Category – III : Academic/Research Activities			
A. Research Papers Published in Journals	40		
B. Publications other than Journals (Books, chapters in Books)	-		
C. Creation of ICT	76		
D. i. Research Guidance			
D. ii. Research Projects Completed			
D. iii. Research Projects Ongoing			
D. iv. Consultancy			
E. i. Patents			
E. ii. Policy Document			
E. iii. Awards/Fellowship			
F. Invited Lectures in Conferences / Seminars			
<b>Total (Category – III)</b>	<b>116</b>		

  
Signature of the Lecturer


  
Signature of the Dept. I/C

  
Signature of the Coordinator  
**I.O.A.C.**  
D.N.R. College (A)  
BHIMAVARAM.

  
Signature of the Principal  
**PRINCIPAL**  
D.N.R. COLLEGE  
BHIMAVARAM.

**Declaration by the Candidate**

I hereby declare that the above information is true to the best of my knowledge and I hold myself responsible for any mismatch if found.

  
Signature of the Lecturer

**Certification by the Principal**

I hereby certify that the substantiating evidence and information furnished by the incumbent and found it to be true.

  
Signature of the Principal

2022-23

Commissionerate of Collegiate Education, A.P., Mangalagiri  
ANNUAL SELF-APPRAISAL REPORT (ASAR) FOR THE DIRECTORS OF PHYSICAL EDUCATION  
(As per G.O. Ms. No. 14 Higher Education (UE) Department, Govt. A.P. Dated; 13-02-2019)

ASAR Score for the Academic Year	2022-2023
Name of the College	D.V.R. COLLEGE (A), BHIMAVARAM
Name of the Lecturer with Emp-ID & CFMS-ID Nos.	Dr. B. V. Varaswamy (Emp ID)-04508-19 CFMS No-14444297
Subject	Physical Education

**ASSESSMENT CRITERIA AND METHODOLOGY FOR THE DIRECTORS OF PHYSICAL EDUCATION**

**CATEGORY-I: Attendance**

S.No.	Activity	Total No. of Days	No. of Days Attended	Grading as per Self Evaluation	Grading as per Principal Evaluation
1	Attendance calculated in terms of percentage of days attended to the total number of days he/she is expected to attend.			$\frac{\text{(No. of Days Attended)}}{\text{Total No. Days}} \times 100$	$\frac{\text{(No. of Days Attended)}}{\text{Total No. Days}} \times 100$
Grading Obtained (Good / Satisfactory / Not satisfactory)					

**Grading Criteria:** (a) *Good* : 90% & Above, (b) *Satisfactory* : Below 90% but 80% & Above and (c) *Not satisfactory*: Less than 80%

**Note:** The Principal should verify the Total No. of days as per the Academic Calendar and the No. of Days Attended as per the Biometrics Attendance in the College Web portal.

**CATEGORY - II: Organizing Intramural Competitions.**

S.No.	Name of the Game/Sport( Competition)	Grading Criteria	Self Evaluation (Yes/No)	Principal Evaluation (Yes/No)
1	VOLLEYBALL	(a) <i>Good</i> : Intramural competition in more than 5 disciplines. (b) <i>Satisfactory</i> : Intramural competition in 3-5 disciplines. (c) <i>Not satisfactory</i> : Neither good nor satisfactory.		
2	KABADDI			
3	KHO-KHO			
4	BADMINTON			
5	CRICKET			
Grading Obtained (Good / Satisfactory / Not satisfactory)				

**CATEGORY - III: Institution Participating in External Competitions**

S.No.	Name of the Activity	Status ( National/ State/ District)	Self Evaluation (Yes/No)	Principal Evaluation (Yes/No)
1	Khelogmdie Mall Khamb	National		
2	National Games Mall Khamb	National		
3	Tumidi State Athletic Meet	State		
Grading Obtained (Good / Satisfactory / Not satisfactory)				

**Grading Criteria:**

- (a) **Good**: National level competition in at least one discipline plus Sate/District level competition in at least 3 disciplines.
- (b) **Satisfactory**: State level competition in at least one discipline plus District level competition in at least 3 disciplines.  
Or Inter - Collegiate level competition in at least 3 disciplines.
- (c) **Not satisfactory**: Neither good nor satisfactory

**CATEGORY - IV: Up-gradation of Sports**

S.No.	Name of the Activity	Grading Criteria	Grading as per Self Evaluation	Grading as per Principal Evaluation
1	<input checked="" type="checkbox"/> (a) Up-gradation of sports and physical training infrastructure with scientific and technological inputs. <input checked="" type="checkbox"/> (b) Development and maintenance of playfields/ Courts. <input checked="" type="checkbox"/> (c) Gym Facility (Indoor/Outdoor) <input checked="" type="checkbox"/> (d) Yoga Facility	Good – With any Three Activities Satisfactory– With any Two Activities Not-Satisfactory – Less than Two Activities (**Note: For Every Activity necessary evidences should be provided)	Good	

**CATEGORY - V: Other Activities**

S.No.	Name of the Activity	Self Evaluation (Yes / No)	Principal Evaluation (Yes / No)
1	At least one student of the institution participated in National/ State/ University teams. Organizing State/National/ Inter- University/ Inter- College level competition	Yes	
2	Being invited for coaching at State/National/University level.		
3	Professional Development activities (such as participation in seminars, conferences, short term training courses, camps & events, talks, lectures in refresher / faculty development courses/OC/RC/ARPIT(Annual Refresher Programme in Teaching), membership of associations, dissemination and general articles and any other contributions)		
4	Organizing coaching camps for college teams in minimum three or more Games/Sports	Yes	
5	Publications of at least one research paper in a UGC approved journal.		
6	Assistance in College administration, Discipline and governance related work including work done during Admissions, Examinations and Extracurricular College Activities.	Yes	
<b>Total No. of Activities involved in (No. of Yes)</b>			
<b>Grading Obtained (Good / Satisfactory / Not satisfactory)</b>		Good	

**Grading Criteria:**

(a) **Good:** Involved in any 3 activities, (b) **Satisfactory:** Involved in any 2 activities, and (c) **Not-satisfactory:** Less than 2 activities.

**Note:** For every Activity/ Contribution necessary evidences should be attached

**OVERALL GRADING:**

S.No.	Category	Grading Obtained (Good / Satisfactory / Not satisfactory)	
		As per Self Evaluation	As per Principal Evaluation
1	I - Attendance	Good	
2	II - Organizing Intra College Competition.	Good	
3	III - Institution Participating in External Competitions	Good	
4	IV - Up-gradation of Sports	Good	
5	V - Other Activities		
Overall Grading Obtained (Good / Satisfactory / Not satisfactory)		Good	


**Overall Grading Criteria:**

- (a) **Good:** Good in Category-I and Good / Satisfactory in other Categories.
- (b) **Satisfactory:** Satisfactory in Category-I and Good / Satisfactory in any other two Categories
- (c) **Not Satisfactory:** If neither Good nor Satisfactory in overall grading.

**Note:**

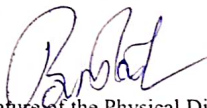
- i) It is recommended to use ICT technology to monitor the attendance of sports and physical education and compute the criteria of assessment.
- ii) The institution must obtain student feedback. The feed-backs must be shared with concerned Director of Physical and Education and Sports.
- iii) The system of tracking user grievances and the extent of grievance redressal details may also be made available.

Signature of the Librarian

  
Signature of the QIS Coordinator  
**Declaration by the Candidate**  
D.N.R. College (A)  
BHIMAVARAM.


  
Signature of the Principal

I hereby declare that the above information is true to the best of my knowledge and I hold myself responsible for any mismatch if found.

  
Signature of the Physical Director

**Certification by the Principal**

I hereby certify that the substantiating evidence and information furnished by the incumbent and found it to be true.

  
Signature of the Principal  
D.N.R. COLLEGE  
BHIMAVARAM.

2022-23

Commissionerate of Collegiate Education, A.P., Mangalagiri  
**ANNUAL SELF-APPRAISAL REPORT (ASAR) FOR THE COLLEGE LIBRARIANS**  
 (As per G.O. Ms. No. 14 Higher Education (UE) Department, Govt. A.P. Dated; 13-02-2019)

ASAR Score for the Academic Year	2022-2023
Name of the College	D.V.R. COLLEGE (AUTONOMOUS) BHIMAVARAM.
Name of the Lecturer with Emp-ID & CFMS-ID Nos.	M. VENKATESWARARAO
Subject	LIBRARY (UG)

**ASSESSMENT CRITERIA AND METHODOLOGY FOR COLLEGE LIBRARIANS**

**CATEGORY-I: Regularity of Attending Library**

S.No.	Activity	Total No. of Days	No. of Days Attended	Grading as per Self Evaluation	Grading as per Principal Evaluation
1	While attending in the library, the individual is expected to undertake, inter alia, following items of work: <ul style="list-style-type: none"> <li>Library Resource and Organization and maintenance of books, journals and reports.</li> <li>Provision of Library reader services such as literature retrieval services to researchers and analysis of report.</li> </ul> Assistance towards updating institutional website	235	220	(No. of Days Attended ÷ Total No. Days) X 100	(No. of Days Attended ÷ Total No. Days) X 100
<b>Grading Obtained (Good / Satisfactory / Not satisfactory)</b>				93.61%	

**Grading Criteria:** (a) *Good* : 90% & Above, (b) *Satisfactory* : Below 90% but 80% & Above and (c) *Not satisfactory*: Less than 80%.

**Note:** The Principal should verify the Total No. of days as per the Academic Calendar and the No. of Days Attended as per the Biometrics Attendance in the College Web portal.

**CATEGORY - II: Conduct of Seminars/ Workshops related to library activity or on specific books or genre of books.**

S.No.	Name of the Activity	Nature of the Activity (Seminar / Workshop)	Level of Activity (National / State / Institution)	Grading as per Self Evaluation	Grading as per Principal Evaluation
				SATISFACTORY	
Grading Obtained (Good / Satisfactory / Not satisfactory)					

**Grading Criteria:**

- (a) **Good** : 1 National level Seminar/ Workshop + 1 State/Institution level Workshop/ Seminar  
 (b) **Satisfactory**: 1 National level Seminar/ Workshop or 1 state level Seminar/ Workshop +1 Institution level Seminar/ Workshop or 4 Institution Seminar/ Workshop.  
 (c) **Not satisfactory** : Not falling in above two categories

**CATEGORY - III: Computerisation of Library**

S.No.	Name of the Activity	Grading Criteria	Grading as per Self Evaluation	Grading as per Principal Evaluation
1	If library has a computerized database then	(a) <b>Good</b> : 100% of physical books and journals in computerized database. (b) <b>Satisfactory</b> : At least 99% of physical books and journals in computerized database. (c) <b>Not satisfactory</b> : Not falling under good or satisfactory	A	
2	If library does not have a computerized database	(a) <b>Good</b> : 100% Catalogue database made up to date (b) <b>Satisfactory</b> : 90% catalogue database made up to date (c) <b>Not satisfactory</b> : Catalogue database not up to mark.	A	

**CATEGORY - IV: Checking inventory and extent missing books**

S.No.	Name of the Activity	Grading Criteria	Grading as per Self Evaluation	Grading as per Principal Evaluation
1	Checking inventory and extent missing books	(a) <b>Good</b> : Checked inventory and missing book less than 0.5% (b) <b>Satisfactory</b> : Checked inventory and missing books less than 1% (c) <b>Not satisfactory</b> : Did not check inventory/ Checked inventory and missing books 1% or more.	A	

**CATEGORY - V: Other Activities**

S.No.	Name of the Activity	Self Evaluation (Yes / No)	Principal Evaluation (Yes / No)
1	Digitisation of books database in institution having no computerized database.	YES	
2	Promotion of library network.	YES	
3	Systems in place for dissemination of information relating to books and other resources.	YES	
4	Professional Development activities (such as participation in seminars, conferences, short term, e- library training courses, OC, RC, ARPIT, workshops and events, talks, lectures, membership of associations and dissemination)	YES	
5	Assistance in college administration and governance related work including work extracurricular activities.	YES	
6	Design and offer short-term courses for users.	NO	
7	Publications of at least one research paper in UGC approved journals.	NO	
Total No. of Activities involved in (No. of Yes)			
Grading Obtained (Good / Satisfactory / Not satisfactory)		SATISFACTORY	

**Grading Criteria:**

(a) **Good**: Involved in any 3 activities, (b) **Satisfactory**: Involved in any 2 activities, and (c) **Not-satisfactory**: Less than 2 activities.

**Note:** For every Activity/ Contribution necessary evidences should be attached

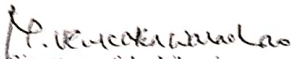
OVERALL GRADING:


S.No.	Category	Grading Obtained (Good / Satisfactory / Not satisfactory)	
		As per Self Evaluation	As per Principal Evaluation
1	I - Regularity of Attending Library	GOOD	
2	II - Conduct of Seminars / Workshops	NOT SATISFACTORY	
3	III - Computerisation of Library	GOOD	
4	IV - Checking inventory and extent missing books	GOOD	
5	V - Other Activities	GOOD	
Overall Grading Obtained (Good / Satisfactory / Not satisfactory)		GOOD.	

Overall Grading Criteria:

- (a) **Good:** Good in Category-I and Good / Satisfactory in any two other Categories including Category - IV
- (b) **Satisfactory:** Satisfactory in Category-I and Good / Satisfactory in any two other Categories including Category - IV
- (c) **Not Satisfactory:** If neither Good nor Satisfactory in overall grading.

- Note:**
- 1) It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment.
  - 2) The Librarian must submit evidence of published paper, participation certificate for refresher or methodology course, successful research guidance from Head of Department of the concerned department, project completion.
  - 3) The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee

  
Signature of the Librarian  
LIBRARIAN  
D.N.R. COLLEGE  
BHIMAVARAM-534 202.

  
Signature of the IQAC Coordinator

- 4 -

  
Signature of the Principal  
D. N. R. COLLEGE  
BHIMAVARAM-534 202

**Declaration by the Candidate**

I hereby declare that the above information is true to the best of my knowledge and I hold myself responsible for any mismatch if found.

*H. Venkateswara*

Signature of the Librarian  
**LIBRARIAN**  
**D.N.R. COLLEGE**  
**BHIMAVARAM-534 202.**

**Certification by the Principal**

I hereby certify that the substantiating evidence and information furnished by the incumbent and found it to be true.

*[Signature]*  
Signature of the Principal  
**D. N. R. COLLEGE**  
**BHIMAVARAM-534 202.**



# DANTULURI NARAYANA RAJU COLLEGE

(Autonomous)

BHIMAVARAM, W.G.DIST, ANDHRA PRADESH, INDIA, PIN- 534202.

(Accredited at 'B' level by NAAC)

(Affiliated to Adikavi Nannaya University, Rajamahendravaram)

Date: 30-04-2023

## Annual Performance Appraisal Form For Non-Teaching Staff

### PART-A

(To be filled by Staff Member)

Academic Year: 2022- 23

1. Name	M.Zaheer Ahmed
2. Designation & Date of joining	Superintendent, 09-08-1988
3. Department/Section	Administrative Office
4. Pay Scale	Rs. 48440-137220
5. Academic/Technical Qualification	M.A., B.Ed., Type Higher, D.O.T., S.O.T, G.O.T.
6. Details of Educational courses being pursued	Nil
7. Details of the present duties	Supervising all sections in Office

Date: 30-04-2023

Signature of the staff member

### PART-B

(To be filled by reporting Officer)


CATEGORY	EXCELLENT	GOOD	Average	POOR
	10	8	6	2
<b>1 PROFESSIONAL COMPETENCE</b>				
1.1 Knowledge of rules, regulation and procedure	10			
1.2 Ability to organize work and carry it out		8		
1.3 Ability and willingness to take up additional load intimes of emergency		8		
1.4 Creativity and innovation		8		
1.5 Ability to learn new skills		8		
<b>2. PERFORMANCE</b>				
2.1 Maintenance of Files/Records	10			
2.2 Accuracy & Speed of work		8		
2.3 Neatness & tidiness of work	10			
2.4 Completion of work on schedule	10			
2.5 Diligence and sense of responsibility	10			

3. PERSONAL CHARACTERISTICS	Excellent	Good	Average	Poor
	10	8	6	2
3.1 Attendance		8		
3.2 Punctuality	10			
3.3 Discipline	10			
3.4 Interaction with colleagues		8		
3.5 Integrity and behavior	10			
<b>TOTAL POINTS :</b>	<b>136 /150</b>			

4. OVERALL EVALUATION			
Excellent	Good	Average	POOR
✓			


5. Any significant contribution made by the Employee :  
*He contributed to alumni association*

6. Special remarks if any of the Reporting Officer :

  
 Signature of the Reporting Officer

Date : 30-04-2023

7. Remarks if any of Reviewing officer :

  
 Principal,  
 G. N. R. COLLEGE  
 BHIMAVARAM.

Date : 30-04-2023