



A.M. REDDY

Memorial College of Engineering and Technology

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SPONSORED BY

ATLURI MASTAN REDDY EDUCATIONAL SOCIETY, REG. NO. 450/2003

An ISO 9001:2015 Certified Institution

Web : www.amreddyengineering.ac.in

E.mail: principal.amreddyengineering@gmail.com

VINUKONDA ROAD, MASTAN REDDY NAGAR, PETLURIVARIPALEM,

NARASARAOPET PALNADU (DIST) - 522601,

CONTACT : 08647-247190.

(To be filled by the Head of the department / Principal)

STAFF PERFORMANCE APPRAISAL REPORT FOR THE AY: 2022-23

Name of the Faculty: _____ Date: _____

Designation: _____ Department: _____

I. Attitude and Interpersonal skills (Give ratings on a five point scale):

Excellent	Very good	good	satisfactory	Have to improve
5	4	3	2	1

Sl. No	Parameter	HOD / Principal
1	Initiative & adaptability: a self starter; multi tasking; able to work without constant supervision; resourcefulness in handling normal and unforeseen problems and willingness to take responsibilities in new area of work; noting, drafting and correspondence.	
2	Responsibility: understands duties; accepts responsibilities readily	
3	Punctuality: arrives on time; regularity to the classes; adjusts the work in his/her absence without remainder; responds immediately for phone	
4	Commitment: sincere, completes the work in time and amenable to change	
5	Loyalty: supports and follows institute's policies and guidelines	
6	Self Development: able to learn and grasp, keep on updating the knowledge up to date by attending seminars/workshops etc	
7	Communication skills: speaks politely with superiors/ colleagues/ non teaching staff etc	
8	Contribution: Innovations / experiments introduced in the course/ curriculum	
9	Team work: ready to work with team and maintains good relationship with fellow faculty and staff	
10	Examination duties: deliver (Invigilation, Paper setting, evaluation of students at theory/practical examination) in time	
11	Maintenance of stock registers, records, department files and subject course file properly	
12	Leadership: able to coordinate and gives clear directions to staff/ students in absence of HoD	
13	Mind maturity and temperament	
14	Mentor-Mentee: Ability to inspire and motivate the students positively	
15	Relationship with students: forming groups; annoying the students; provocation of students etc (Yes/No)	
16	Integrity, Trustworthiness and potential to grow in present job	

Principal

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17	Participation & Coordination in NSS, Admission Counseling Duty etc	
18	Overall Students feedback given	
19	Result analysis	
20	Institutional Co-curricular activities for students such as field studies/ educational tours, internship, training and placement activity.	
21	No. of research papers published (conference, UGC, Scopus, SCI etc)	
	Total	

II. Brief comments by the Head of the department:

III. Comments by Principal (if any):

IV. Recommendation (Yes / No)

For annual increment	
For additional increment	
For incentive	

HOD


Principal

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PRINCIPAL

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(To be filled by the Head of the department / Principal)

STAFF PERFORMANCE APPRAISAL REPORT FOR THE AY: 2022-23

Name of the Faculty: Dr. D. Anand Babu

Date: 19/04/2023

Designation: professor

Department: Agricultural Engineering

I. Attitude and Interpersonal skills (Give ratings on a five point scale):

Excellent	Very good	good	satisfactory	Have to improve
5	4	3	2	1

Sl. No	Parameter	HOD / Principal
1	Initiative & adaptability: a self starter; multi tasking; able to work without constant supervision; resourcefulness in handling normal and unforeseen problems and willingness to take responsibilities in new area of work; noting, drafting and correspondence.	4
2	Responsibility: understands duties; accepts responsibilities readily	4
3	Punctuality: arrives on time; regularity to the classes; adjusts the work in his/her absence without remainder; responds immediately for phone	4
4	Commitment: sincere, completes the work in time and amenable to change	5
5	Loyalty: supports and follows institute's policies and guidelines	4
6	Self Development: able to learn and grasp, keep on updating the knowledge up to date by attending seminars/workshops etc	4
7	Communication skills: speaks politely with superiors/ colleagues/ non teaching staff etc	4
8	Contribution: Innovations / experiments introduced in the course/ curriculum	4
9	Team work: ready to work with team and maintains good relationship with fellow faculty and staff	5
10	Examination duties: deliver (Invigilation, Paper setting, evaluation of students at theory/practical examination) in time	4
11	Maintenance of stock registers, records, department files and subject course file properly	4
12	Leadership: able to coordinate and gives clear directions to staff/ students in absence of HoD	5
13	Mind maturity and temperament	4
14	Mentor-Mentee: Ability to inspire and motivate the students positively	5
15	Relationship with students: forming groups; annoying the students; provocation of students etc (Yes/No)	No
16	Integrity, Trustworthiness and potential to grow in present job	5
17	Participation & Coordination in NSS, Admission Counseling Duty etc	4


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18	Overall Students feedback given	4
19	Result analysis	4
20	Institutional Co-curricular activities for students such as field studies/ educational tours, internship, training and placement activity.	4
21	No. of research papers published (conference, UGC, Scopus, SCI etc)	3
	Total	24

II. Brief comments by the Head of the department:

Improve the paper publications in conference, ugc, scopus. etc.


III. Comments by Principal (if any):

IV. Recommendation (Yes / No)

For annual increment	
For additional increment	
For incentive	

Anand
HOD


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(To be filled by the Head of the department / Principal)

STAFF PERFORMANCE APPRAISAL REPORT FOR THE AY: 2022-23

Name of the Faculty: NV Ashoka

Date: 19/04/2022

Designation: Asst. Professor

Department: Agricultural Engineering

I. Attitude and Interpersonal skills (Give ratings on a five point scale):

Excellent	Very good	good	satisfactory	Have to improve
5	4	3	2	1

Sl. No	Parameter	HOD / Principal
1	Initiative & adaptability: a self starter; multi tasking; able to work without constant supervision; resourcefulness in handling normal and unforeseen problems and willingness to take responsibilities in new area of work; noting, drafting and correspondence.	4
2	Responsibility: understands duties; accepts responsibilities readily	4
3	Punctuality: arrives on time; regularity to the classes; adjusts the work in his/her absence without remainder; responds immediately for phone	4
4	Commitment: sincere, completes the work in time and amenable to change	4
5	Loyalty: supports and follows institute's policies and guidelines	4
6	Self Development: able to learn and grasp, keep on updating the knowledge up to date by attending seminars/workshops etc	4
7	Communication skills: speaks politely with superiors/ colleagues/ non teaching staff etc	4
8	Contribution: Innovations / experiments introduced in the course/ curriculum	3
9	Team work: ready to work with team and maintains good relationship with fellow faculty and staff	4
10	Examination duties: deliver (Invigilation, Paper setting, evaluation of students at theory/practical examination) in time	5
11	Maintenance of stock registers, records, department files and subject course file properly	4
12	Leadership: able to coordinate and gives clear directions to staff/ students in absence of HoD	4
13	Mind maturity and temperament	4
14	Mentor-Mentee: Ability to inspire and motivate the students positively	4
15	Relationship with students: forming groups; annoying the students; provocation of students etc (Yes/No)	NO
16	Integrity, Trustworthiness and potential to grow in present job	4
17	Participation & Coordination in NSS, Admission Counseling Duty etc	4


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18	Overall Students feedback given	4
19	Result analysis	4
20	Institutional Co-curricular activities for students such as field studies/ educational tours, internship, training and placement activity.	4
21	No. of research papers published (conference, UGC, Scopus, SCI etc)	4
	Total	84


II. Brief comments by the Head of the department:

Improve paper publication, innovative experiments in Circullam.

III. Comments by Principal (if any):


IV. Recommendation (Yes / No)

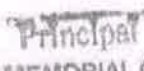
For annual increment	
For additional increment	
For incentive	


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(To be filled by the Head of the Department / Principal)

STAFF PERFORMANCE APPRAISAL REPORT FOR THE AY:2022-23

Name of the Faculty : P china Veeraiah Date : 16-04-2023
Designation : Assoc. Prof Department : CSE

I. Attitude and Interpersonal skills (Give ratings on a five point scale):

Excellent	Very good	Good	Satisfactory	Have to improve
5	4	3	2	1

Sl.No	Parameter	HOD / Principal
1	Initiative & adaptability: a self starter; multi tasking; able to work without constant supervision; resourcefulness in handling normal and unforeseen problems and willingness to take responsibilities in new area of work; noting, drafting and correspondence.	4
2	Responsibility: understands duties; accepts responsibilities readily	4
3	Punctuality: arrives on time; regularity to the classes; adjusts the work in his / her absence without remainder; responds immediately for phone.	5
4	Commitment: sincere, completes the work in time and amenable to change	4
5	Loyalty: supports and follows institute's policies and guidelines	4
6	Self Development: able to learn and grasp, keep on updating the knowledge up to date by attending seminars/workshops etc	4
7	Communication skills: speaks politely with superiors/colleagues/non teaching staff etc	4
8	Contribution: Innovations / experiments introduced in the course /curriculum	4
9	Team work: ready to work with team and maintains good relationship with fellow faculty and staff	5
10	Examination duties: deliver (Invigilation, Paper setting, evaluation of students at theory/practical examination) in time	4
11	Maintenance of stock registers, records, department files and subject course file properly	4

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12	Leadership: able to coordinate and gives clear directions to staff / students in absence of HoD	4
13	Mind maturity and temperament	4
14	Mentor-Mentee: Ability to inspire and motivate the students positively	3
15	Relationship with students: forming groups; annoying the students; provocation of students etc (Yes/No)	4/No
16	Integrity, Trustworthiness and potential to grow in present job	4
17	Participation & Coordination in NSS, Admission Counseling Duty etc	5
18	Overall Students feedback given	4
19	Result analysis	4
20	Institutional Co-curricular activities for students such as field studies / educational tours , internship, training and placement activity.	4
21	No. of research papers published (conference, UGC, Scopus, SCI etc)	1
Total		83

II. Brief comments by the Head of the department:

Improve the quality of subject and explanation.

III. Comments by Principal (if any):

IV. Recommendation (Yes / No)

For annual increment	
For additional increment	
For incentive	

[Signature]
Principal

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HoD

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