



TRINITY COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE & Affiliated to JNTU Hyderabad)

PEDDAPALLY-505172, Dist. Peddapalli. (T.S)

Ph: 08728-224347, Fax: 08728-223959, Mobile No. 8522954369, E-mail: officetcek@gmail.com

STAFF APPRAISAL POLICY

A system of annual appraisal is followed for all the teaching and non-teaching staff. The duly filled self-appraisal form is received from all faculty members at the end of every year. The appraisal form includes teaching Workload, Course Planning & Execution, Academic Results, Publications, Books published, Research Project Grants, Patents obtained, Workshops/FDPs/ Seminars / Symposia / Conferences / Webinars attended, Membership in Professional Bodies, Additional Responsibilities and Contributions in Admissions.

A report is generated by the Head of the department in various perspective measures at each semester and the same is forwarded to the Principal and Academic Director for further action. Appraisal interviews are conducted periodically to evaluate the teaching skills and their professional growth. The assessment report and concluding remarks are considered for the promotion, increment, recognition, etc. From the outcomes of the appraisal measures, the competency level of the staff is increased and the academic performance can be improved.

Based on appraisal committee suggestions, improvement programs are arranged to strengthen their performance. The performance appraisal facilitates the promotion/increment process in a transparent manner. This practice helps in maintaining a consistent development of the institute.

M. T. Gaur

PRINCIPAL
Trinity College of Engineering & Technology
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STAFF PERFORMANCE APPRAISAL

STAFF DETAILS

Name :
Department :
Designation :
Date of Joining :

1. Educational Qualification: a)

Qualification	Status	
	Completed	Pursuing
Ph.D		
M.Tech		
MBA		
B.Tech		

b) Additional Qualification

Post Doctoral Completed/SET/NET :

2. Total Experience :

Nature of Service	Experience	
	Years	Months
College Teaching		
Industry		
Total		

3. Teaching Workload:

Total Teaching Hours Per week

Class	Year	Subject	Hours allotted per week
Total			

PRINCIPAL
Engineering & Technology



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4. Academic Results:

Class	Year	Subject	Pass Percent

5. AD-ON/ Value added Courses taught:

Name of the Course	Date(s)	Course & Year

6. Publication:

Title	Journal, Volume, Issue & Pages	Cited in			UGC CARE
		SCI	Scopus	Others	

7. Conferences:

Title	Organizer of the Conference	National / International	Proceedings Indexed

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8. Books published:

Title with ISBN	Authors	Publisher	National/ International/ Local

9. Patents:

Year	Description of patent	Applied	Granted

10. (A) Workshops/FDPs/EDPs/ Seminars / Symposia / Conferences / Webinars Programme **ATTENDED**

Name of the event	Period	Place	Organizer/ Sponsor	Nature of Contribution Organizer, Resource person or participant

(B) Workshops/FDPs/EDPs/ Seminars / Symposia / Conferences / Webinars Programme **ORGANIZED**

Name of the event	Topic	Department	Period	Nature of Contribution Co-ordinator or Resource person

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11. Membership in Professional Bodies

Name of the Professional Bodies	Period

12. Additional Responsibilities:

Eg. NBA/ NAAC/ NIRF, Placement Support, Projects, Industrial relations, Industrial Visits, Students Internship, Students Counseling, NCC/NSS, EDC, R&D, IPR, IIC, Womens Gri cell, Anti-ragging etc

Committee	Responsibilities

13. Contributions in Admissions:

Name of the Student	Department	Convener/ Management

14. Any suggestion to improve your department and our Institution:

M. C. Govar
PRINCIPAL
Engineering & Technology

Signature of Faculty