

Assessment Period 2016-2021



B.M.S. COLLEGE OF LAW, BENGALURU
Bull Temple Road, Basavanagudi, Bengaluru-560039



CRITERION 6 – Governance, Leadership and Management
Key Indicator – 6.3 Faculty Empowerment Strategies

**Metric No- 6.3.5 Institutions performance appraisal system for
teaching and non-teaching staff**



THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL



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(Estd.: 1963)

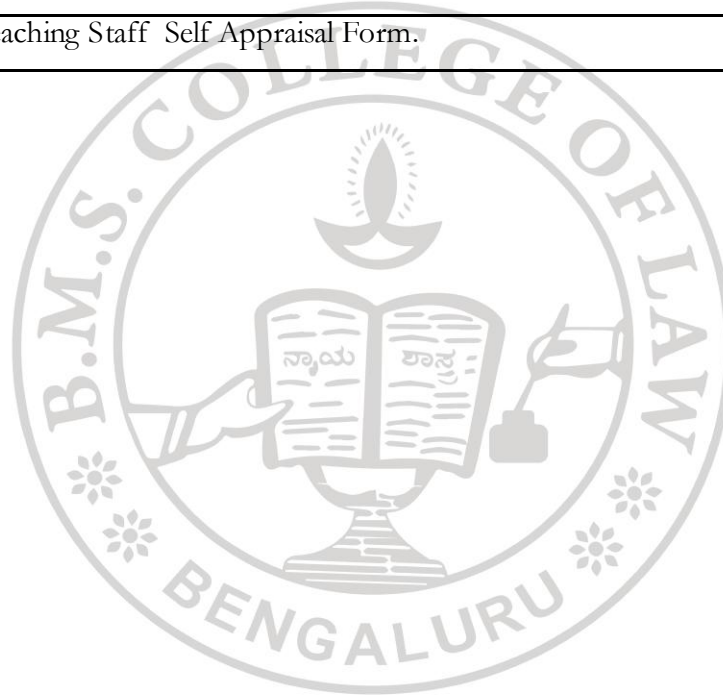
Affiliated to Karnataka State Law University and Approved by Bar Council of India
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Metric No- 6.3.5 Institutions performance appraisal system for teaching and non-teaching staff

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Appraisal Non-teaching Staff



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The Self Appraisal forms submitted by Admin Staff were reviewed for the academic year 2020-21.

Recommendations for the academic year 2020-21

Sl. No.	Name	Designation	Recommendations/Remarks
1.	Smt. Radha P	First Division Assistant	- Advised to focus on work and discharge the responsibilities in a diligent manner - Increment withheld for 3 months
2.	Smt. M.R. Nagarathanamma	Library Assistant	Recommended for Increment
3.	Sri. Appayanna G	Second Division Clerk	Recommended for Increment
4.	Smt. Sharada K	Accountant	Recommended for Increment
5.	Sri. Naveen Kumar K B	Assistant Librarian	Recommended for Confirmation of Services
6.	Smt. Sreelatha B	Personal Assistant	Recommended for Increment
7.	Sri. Muthuraj	Computer Support Executive	Recommended for Increment
8.	Smt. Prathibha. S	Data Entry Operator	Recommended for Increment
9.	Smt. Poojitha.C	Front Office Assistant	Recommended for extension of Services for another 6 months
10.	Sri. Praveen Katti	Data Entry Operator	Recommended for Increment
11.	Sri. Praveen K	Driver cum Data	Recommended for Confirmation of Services


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Appraisal teaching Staff



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Annual Faculty Appraisal Review Meeting was held on 24 & 25 August, 2021 for the academic year 2020-21 at the board room of B.M.S. College of Law.

The Faculty Appraisal Review Committee consists of the following members:

Sl. No.	Faculty Appraisal Review Committee Members	
1.	Sri. Aviram Sharma, Trustee, BMSET, Chairman, BMSCC&M and ICD	Member
2.	Sri. Murali Krishna, Director Administration, BMSET & BMSCL	Member
3.	Dr. Anitha D'Souza, Principal	Member Secretary

The meeting commenced with reviewing of Self Appraisal forms submitted by faculty members for the academic year 2020-21, followed by One-on-One interaction of faculty members regarding their vision, challenges, achievements as against the goals set and action plan for the progress of the institution.

The Committee members discussed initiatives, achievements, traits and overall performance of faculty members matching with the standards required for institutional growth.

Based on overall review the following recommendations and suggestions put forth by the committee members.

Report on Self Appraisal of faculty and recommendations for the academic year 2020-21

Sl. No.	Name	Designation	Recommendations/Remarks
1.	Dr. Sujatha S	Associate Professor	- Needs to be proactive and adhere to deadlines. - Recommended for increment



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2.	Dr. Veerabhadraiah C	Associate Professor	- Discharges duties assigned diligently - Recommended for increment
3.	Sri. Kanya Naik	Assistant Professor	- Faculty has mentioned that he has no problems that effected his performance. However, he has not mentioned any accomplishments. - Faculty is advised to be more punctual, proactive & take keen interest in day-to-day activities of the institution including engaging classes on time with the aid of necessary technology - Recommended for increment
4.	Sri. Sathish KS	Assistant Professor	- Withdrawn from Minor Research project sanctioned by the institution with a research grant of Rs. 25,000/- without any intimation or approval. - Recommended for increment
5.	Smt. Shwetha P	Assistant Professor	- Discharges duties assigned diligently - Recommended for increment
6.	Dr. Nalini R	Assistant Professor	- Discharges duties assigned diligently - Recommended for increment
7.	Sri. Harish Lambani	Assistant Professor	- Discharges duties assigned diligently - Recommended for increment
8.	Smt. Shruthi T	Assistant Professor	- Focus on work has reduced eventually. - Not enrolled for Ph.D. as imposed in the Appointment Order. - No contribution to the institution in terms of Article Publications/ Paper presentations/ Seminars/ Workshops/FDP's or other activities - Not Recommended for increment
9.	Smt. Malvika Singh	Assistant Professor	- Not enrolled for Ph. D/ or cleared UGC/NET as imposed in the Appointment Order - No contribution to the institution in terms of Article Publications/ Paper presentations/ Seminars/ Workshops/FDP's or other activities
10.	Smt. Pratibha Singh	Assistant Professor	- Not Proactive, requires clarity towards work - Needs to take initiative voluntarily & learn work life balance - Recommended for increment - Extension of probationary period for one more year
11.	Dr. Gayathri S	Assistant Professor	- Extremely hardworking, dedicated and sincere in discharging official work - Recommended for increment
12.	Dr. Roopa S	Assistant Professor	- Dedicated & focused on work - Recommended for increment
13.	Sri. Raghuveer R Sattigere	Assistant Professor	- Not Proactive, required clarity towards work - Needs to take initiative voluntarily - Not enrolled for Ph. D. as imposed in the Appointment Order



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			• Recommended for increment • Extension of probationary period for one more year
14.	Sri. Manohar L Bhat	Assistant Professor	• Not Proactive, required clarity towards work • Needs to take initiative voluntarily • Not enrolled for Ph.D. as imposed in the Appointment Order • Recommended for increment • Extension of probationary period for one more year
15.	Sri. Rajiv G	Assistant Professor	• UGC/NET Exam not cleared as imposed in the appointment order • Recommended for increment of 3% on consolidated salary.
16.	Ms. Soyonika Gogoi	Assistant Professor	• Needs to enroll for Ph.D. and focus on publications/Workshops/ FDP's or other activities • Dedicated & focused on work • Recommended for increment
17.	Smt. Gurvinder Kaur	Assistant Professor	• Discharges duties assigned diligently • Recommended for increment
18.	Ms. Rachana R L	Assistant Professor	• Discharges duties assigned diligently • Recommended for increment
19.	Sri. Ankit A Shripatwar	Assistant Professor	• Needs to be proactive in discharging official duties and focus on enrolling for Ph.D./ Article Publications/ Paper Presentations/ Seminars/ Workshops/ FDP's or other activities • Recommended for increment
20.	Smt. Mala D	Librarian	• No inclination towards pursuing Ph.D. • Zero contribution in terms of publications/ attending workshops/ FDP's or other activities • Highly unpunctual, no dedication and commitment, lethargic attitude towards discharging of work, scant respect towards obeying orders issued • Needs to be reminded of work to be discharged on a daily basis • Not recommended for increment


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FACULTY SELFAPPRAISAL FORM

(*All fields are mandatorily required to be filled)

SELF APPRAISAL

This self-appraisal will be considered for your overall appraisal, increment, promotion and will become an attachment to the person

Name:

EMPLOYEE INFORMATION

I. General Information:



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Designation:			
Qualification:			
Area of Specialization:			
Date of Appointment:	In the Institution:		
	In the current post:		
Experience (In Years)	Previous Institution	At BMSCL	Total
Evaluation Period	From: 01 August, 2020	Through: 31 July, 2021	

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CATEGORY - I: TEACHING AND EVALUATION RELATED ACTIVITIES

a) Teaching Work Load:

Sl. No.	Semester & Course	Subject	No. of Classes allotted per week
1			
2			
3			

b) Exam duties assigned and performed:

Sl. No.	Examination	Duties Assigned by KSLU/ Institution	Attended/ Non-Attended (Reason)
1			
2			



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3			

CATEGORY - II: RESEARCH AND RELATED CONTRIBUTIONS (Please attach a copy)

1: Articles / Chapters in books published and Books published:

Sl. No.	Title of the Journal/ Book	Name of the publication	ISSN/ ISBN No.	Whether Peer reviewed. Impact Factor, if any	Details of Co-authors
1					
2					
3					
4					
5					
6					



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2: Paper presentations in Conference/ Seminars/ Workshops, Symposia:

Sl. No.	Title of the Paper presented	Title of the Programme	No. of Days	Organised by
1				
2				
3				

3: Training/ Teaching - Learning - Evaluation / Faculty Development Programmes attended:



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Sl. No.	Title of the Programme	Duration	Organised by
1			
2			
3			

4: Funded Projects (Ongoing/Completed)

Sl. No.	Title	Amount Sanctioned	Name of the Funding Agency	Status
1				

5: Additional Responsibilities allotted and discharged (Enclose supporting documents)

Sl. No.	Nature of Responsibility	Remarks
1		
2		
3		
4		



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CATEGORY - III: General

I) List the accomplishments in your domain for the current evaluation period.



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II) Explain briefly how you planned your teaching for the year, mentioning a few reading lists provided to students (especially books/articles outside compulsory reading):

III) What problems and constraints affected your work performance during the review period?





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IV) In your current position, what additional skills would be helpful in discharging your job more effectively? How do you plan to acquire them?

V) State specific and achievable goals/objectives you intend to achieve during the next appraisal period.

VI) Suggest anew initiative /activity you would like to introduce in the upcoming academic session.(It should not be one which is organised already in the institution)

***Mandatory to answer the question**



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VII) What training would benefit you personally and professionally?

VIII) List the Memo's / Show cause notice issued to you during the appraisal period. (Please attach copy of the same along with your reply)

IX) What other issues would you like to discuss in the appraisal review discussion?



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List of Enclosures: (It is mandatory to attach supporting documents for Articles published, Papers presented, Participation Certificates in Seminars/ Conferences/ Workshop/ FDP/any other Programmes, mentioned in the Appraisal form.)

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |

I certify that the information provided is correct and documents enclosed along the Appraisal form are true copies of the original documents.

Signature: _____

Date: _____

Remarks by Principal



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Signature: _____

Date: _____

