

# SRINIVAS UNIVERSITY

Srinivas Nagar, Mukka- 574 146, Mangalore.

(Private University Established by Karnataka Govt. ACT No.42 of 2013, Recognized by UGC, New Delhi, & Member of Association of Indian Universities, New Delhi)

## ANNUAL PERFORMANCE APPRAISAL FORM FOR NON-TEACHING

### PART-A

(To be filled by Staff Member)

Academic Year: 2022-2023

1. Name	Savitha
2. Date of joining	01/06/2017
3. Designation	Office Manager
4. Department/Section	Hotel Management
5. Pay Band	Rs.
6. Grade Pay	Rs. 25875/-
7. Academic/Technical Qualification	Diploma in Commercial Practice (DCP)-Kannada -AICTE
8. Details of Educational courses being pursued	Inter-mediate Shorthand (English) Senior Typewriting (English) Junior Typewriting (Hindi)
9. Details of the present duties	office supervision

**PART-B**

CATEGORY	OUTSTANDING	EXCELLENT	VERY GOOD	GOOD	SATISFACTORY	MARGINAL	POOR
	10	9	8	6	5	4	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	OUTSTANDING	EXCELLENT	VERY GOOD	GOOD	SATISFACTORY	MARGINAL	POOR
	10	9	8	6	5	4	2
3.1 Attendance		✓					
3.2 Punctuality		✓					
3.3 Discipline		✓					
3.4 Interaction with colleagues		✓					
3.5 Integrity and behavior		✓					
<b>TOTAL POINTS:</b>		136 / 150					

4. OVERALL EVALUATION						
OUTSTANDING	EXCELLENT	VERY GOOD	GOOD	SATISFACTORY	MARGINAL	POOR
	✓					

5. Mention any significant contribution made by the Employee:


—

Date 13/09/2024



Signature of the staff member

6. Special remarks if any of the Dean:



**Signature of the Dean**

DEAN  
INSTITUTE OF HOTEL MANAGEMENT & TOURISM  
SRINIVAS UNIVERSITY  
Shree 2 BHDRMS  
PANDESHWAR, MANGALURU - 576 331

7. Remarks if any of Reviewing officer:

**Signature of Reviewing Officer**

* COMPUTATION OF OVERALL EVALUATION	Points	Percentage of Points
Outstanding	142 to 150	95 to 100
Excellent	135 to 141	90 to 94
Very Good	120 to 134	80 to 89
Good	90 to 119	60 to 79
Satisfactory	75 to 89	50 to 59
Marginal	60 to 74	40 to 49
Poor	30 to 59	20 to 39
Total Points 150		



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## ANNUAL PERFORMANCE APPRAISAL FORM FOR NON-TEACHING

### PART-A

(To be filled by Staff Member)

Academic Year: 2022-2023

1. Name	ROOPA
2. Date of joining	01/12/2021
3. Designation	Manager.
4. Department/Section	IMC.
5. Pay Band	Rs. 39,000/-
6. Grade Pay	Rs. —
7. Academic/Technical Qualification	
8. Details of Educational courses being pursued	B.A, Diploma in Computer, Commerce, Secret. Secretary Practice.
9. Details of the present duties	Maintenance of All Teaching & Non-teaching HR details. maintaining of full campus. displain, maintaining, take care of Infrastructure,

**PART-B**

CATEGORY	OUTSTANDING	EXCELLENT	VERY GOOD	GOOD	SATISFACTORY	MARGINAL	POOR
	10	9	8	6	5	4	2
<b>1 PROFESSIONAL COMPETENCE</b>							
1.1 Knowledge of rules, regulation and procedure		9					
1.2 Ability to organize work and carry it out		9					
1.3 Ability and willingness to take up additional load in times of emergency	10						
1.4 Creativity and innovation		9					
1.5 Ability to learn new skills		9					
<b>2. PERFORMANCE</b>							
2.1 Maintenance of Files/Records		9					
2.2 Accuracy & Speed of work	10						
2.3 Neatness & tidiness of work	10						
2.4 Completion of work on schedule		9					
2.5 Diligence and sense of responsibility		9					

3. PERSONAL CHARACTERISTICS	OUTSTANDING	EXCELLENT	VERY GOOD	GOOD	SATISFACTORY	MARGINAL	POOR
	10	9	8	6	5	4	2
3.1 Attendance	✓	✓	✓	✓	✓	✓	✓
3.2 Punctuality	✓	✓	✓	✓	✓	✓	✓
3.3 Discipline	✓	✓	✓	✓	✓	✓	✓
3.4 Interaction with colleagues	✓	✓	✓	✓	✓	✓	✓
3.5 Integrity and behavior	✓	✓	✓	✓	✓	✓	✓
<b>TOTAL POINTS:</b>	<b>140 / 150</b>						


4. OVERALL EVALUATION						
OUTSTANDING	EXCELLENT	VERY GOOD	GOOD	SATISFACTORY	MARGINAL	POOR
✓	✓	✓	✓	✓	✓	✓

5. Mention any significant contribution made by the Employee:

Date **06/09/21**

  
 Signature of the staff member

6. Special remarks if any of the Dean:

  
**DEAN**  
 Institute of Management and Commerce  
 Srinivas University  
 Signature of the Dean  
 Mangaluru - 575 001

7. Remarks if any of Reviewing officer:

Signature of Reviewing Officer

<b>* COMPUTATION OF OVERALL EVALUATION</b>	<b>Points</b>	<b>Percentage of Points</b>
<b>Outstanding</b>	142 to 150	95 to 100
<b>Excellent</b>	135 to 141	90 to 94
<b>Very Good</b>	120 to 134	80 to 89
<b>Good</b>	90 to 119	60 to 79
<b>Satisfactory</b>	75 to 89	50 to 59
<b>Marginal</b>	60 to 74	40 to 49
<b>Poor</b>	30 to 59	20 to 39
<b>Total Points 150</b>		



# SRINIVAS UNIVERSITY



## ANNUAL APPRAISAL FOR FACULTY SCORE SHEET

INSTITUTE OF EDUCATION

Name of the faculty	DR. PADMANABHA CH
Designation	DEAN
Qualification	M.Sc. M.Ed. K. SET. M. Phil. Ph. D (Edn)
Salary Drawn/Month	45,556/-

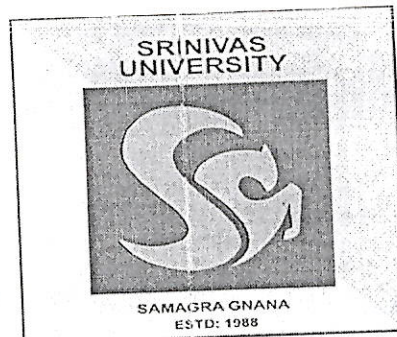
Sl.No	Parameters	Max. Score	Score Attained
1.	General Information a) Ph.D b) Experience	10 + 10 = 20	20
2.	Teaching & Evaluation Related activities a) Teaching work load b) Examination work	10 + 10 = 20	20
3.	Research related contributions a) Publications - 12 - 1 manager. b) Paper Presentations - 06 - c) Training/FDP/workshops attended d) Funded Projects	5+5+5+5= 20	15
4.	Additional Responsibilities & achievements a) No. of admissions b) Online Certification Programmes ONE c) Annual function committees d) No. of Programmes organized 06- e) Preparation of study material/ question Bank f) Counselling students ✓ g) Any other	5 + 5 + 5 + 5 + 5 = 25	25
5.	Future Goals a) Additional skills b) Specific objectives c) New initiatives	5+5+5 = 15	15
<b>Total Score</b>		100	95

SIGNATURE OF THE DEAN:

*Prathy*

*Prathy*  
05/11/24

# SRINIVAS UNIVERSITY



## ANNUAL SELF APPRAISAL FORM FOR FACULTY (Faculty must have completed one year of service)

### FACULTY INFORMATION

#### I. General Information: (score 20)

Name:	Dr. PADMANABHA C H		
Designation:	Dean. Institute of Education		
Qualification:	M.sc [zoology & yoga], M.Ed. M.Phil. K-SET. Ph.D PGDELT.		
Area of Specialization:			
a) Pursuing Ph.D (Yes/No)			
Name of the University			
Date of Appointment:  02- June 2008	Name of the Institution:	INSTITUTE OF EDUCATION	
	current post:	Dean	
b) Experience (In Years) (Corporate experience also considered. Mention it in the column)	Previous Institution/ Organization	At Srinivas University	Total Experience
		16 years 2 mon.	16 years 2 mon.



**CATEGORY -II: TEACHING AND EVALUATION RELATED ACTIVITIES (score 20)**

**a) Teaching Work Load:**

Sl. No.	Semester & Course (Both odd & Even)	Subject	No. of Classes allotted per week
1	First Semester	Childhood and Growing up	3
2		Pedagogy of school subject 2 Biological science	5
3		Microteaching and Simulation Lessons	2
4	Second Semester	Learning and Teaching Process	2
5		Pedagogy of school subject 2 Biological science	5
6		Practice Teaching	Lesson observation
7	THIRD SEMESTER	INCLUSIVE EDUCATION	1
8			
9			
10			

**b) Exam duties assigned and performed:**

Sl. No.	Examination	Duties Assigned by Institution/University	Attended/ Non-Attended
1	First Semester	Chief Superintendent	Attended
2	Second Semester	Chief Superintendent	"
3	Third Semester	Chief Superintendent	"
4			



**CATEGORY – III: RESEARCH AND RELATED CONTRIBUTIONS (score 20)**

a) Publication of 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	i-manager's Journal of Educational Psychology	i-manager Publl	0973-8827	Peer reviewed	-
2	i-manager's Journal of Educational Psychology	i-manager Pub	0973-8827	Peer reviewed	-
3	i-managers Journal on School Educational Technology	i-manager Pub	0973-2217	Peer reviewed	-
4	i-managers Journal on English Language Teaching	i-manager Pub	2231-3338	Peer reviewed	Flavia P. Douza
5	i-managers Journal on Educational Psychology	i-manager Pub	0973-8827	Peer reviewed	Flavia P. Douza
6	i-managers Journal of School Education Technology	i-manager Pub	0973-2217	Peer reviewed	Venkatesh Amin

b) Paper presentations in Conference/ Seminars/ Workshops, Symposia:

Sl. No.	Title of the Paper presented	Title of the Programme	No. of Days	Organized by
1				
2				
3				
4				
5				

c) Training/ Teaching – Learning – Evaluation / Faculty Development Programmes attended:

Sl. No.	Title of the Programme	Duration	Organized by
1	FDP	1 day	Institute of Port Shipping and Logistics Management
2			
3			

d) Funded Projects (Ongoing/Completed)

Sl. No.	Title	Amount Sanctioned	Name of the Funding Agency	Status
1				
2				

**CATEGORY IV: ADDITIONAL RESPONSIBILITIES & ACHIEVEMENTS: (score 25)**

Sl. No.	Nature of Responsibility	Remarks
1	No. of Admissions	
2	No. of MOOC, SWAYAM, COURSE ERA or other online courses completed.	5
3	Annual function Committees	✓
4	Counselling of students	✓
5	Study materials & Question bank prepared	4 subset
6	No. Programmes organized in the institution/University	✓
7	Any other... please mention	✓

CATEGORY V: FUTURE GOALS (score 15)

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

As Ph.D supervisor in the Education department, need to improve research skills to further heights.

- As a dean of Institution need to improve administrative skills.

→ To acquire research skill to ~~com~~ planning to complete some Swayam MOOC.

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

→ To publish at least one book per year.

→ Publish more and more articles in Education discipline in indexed journals.

→ To add more h-index i-10 index to in the field of research.

- c. Suggest a new initiative/activity you would like to introduce in the upcoming academic session. (It should not be one which is organized already in the institution)

→ If schools co-operate can implement Block teaching practice in both the semester.

→ Art classes and workshops could include for 3rd semester students.

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: Prach

Date: 2-8-24

Remarks by the Dean:

Impressive upon your achievements and publications.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: Prach Jangra

Date: 8.8.24

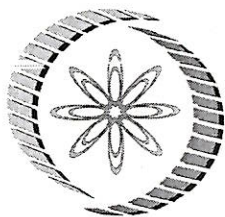
Year	Name of teacher who attended the program	Name of the college	Title of the program	Duration
2019	Dr.Padmanabha C.H	Indian Institute of Technology Roorkee	Soft Skills	July-October 2019
2019	Dr.Padmanabha C.H	University of Calicut	ICT skills in Education	Nov-19
2019	Dr.Padmanabha C.H	Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore, Tamil Nadu	Early Childhood Care and Education (ECCE)	July-October 2019
2020	Dr.Padmanabha C.H	IIT Guwahati	Introduction to Cognitive Psychology	01-01-2020 to 30-4-2020
2020	Dr.Padmanabha C.H	Guru Jambheshwar university of Science & Technology Hisar, Haryana	Pedagogical Innovations And Research Methodology	16.02.2020
2020	Dr.Padmanabha C.H	Central University of Kerala	Curriculum, Pedagogy And Evaluation For Higher Education	16.02.2020
2020	Dr.Padmanabha C.H	HNB Garhwal University	Academic Writing	Sep-20
2021	Dr.Padmanabha C.H	Indira Gandhi National Open University, New Delhi	BES 123 Teaching and Learning	26th March 2021
2021	Dr.Padmanabha C.H	Dr. M. N. Mohamedunni Alias Musthafa of University of Calicut	Developing Life Skills	Mar-21
2021	Dr.Padmanabha C.H	Central University of South Bihar, Gaya (Bihar)	Online Refresher Course in Education (Concerns In Educational Research And	21/08/2021
2022	Dr.Padmanabha C.H	IIT Madras	Introduction to advanced Cognitive Process	August to October 2022
2022	Dr.Padmanabha C.H	IIT Madras	Development research Methods	August to October 2022
2024	Dr.Padmanabha C.H	IIT Madras	Literary Criticism (From Plato to Leavis)	Jan-Apr 2024



**Dr. Padmanabha C H - Publication details- APA format.**

1. Padmanabha, C. H. (2023). Holistic and Multidisciplinary Educational Approach; A Conceptual Framework. *i-manager's Journal on Educational Psychology*, 16(3), 1-5, <https://doi.org/10.26634/jpsy.16.3.18960>
2. Padmanabha, C. H. (2023). Perception of Prospective Teachers towards Gender Role: A Case Study. *i-manager's Journal on Educational Psychology*, 16(4), 72-77 <https://doi.org/10.26634/jpsy.16.4.19143>.
3. Seema, P. V., and Padmanabha, C. H. (2022). Emotional Intelligence and Adjustment of B.Ed. Student Teachers. *i-manager's Journal on Educational Psychology*, 16(2), 55-60. <https://doi.org/10.26634/jpsy.16.2.18862>
4. Padmanabha, C. H. (2023). Reflective Journals and Pre-Service Teacher Education and NEP-2020: A Critical Analysis. *i-manager's Journal on School Educational Technology*, 18(3), 62-67. <https://doi.org/10.26634/jsch.18.3.18998>
5. Padmanabha, C. H., and D'Souza, F. P. (2023). Stephen Krashen's Theory of SLA: A Conceptual Framework. *i-manager's Journal on English Language Teaching*, 13(4), 1-12. <https://doi.org/10.26634/jelt.13.4.19900>
6. D'souza, F. P., and Padmanabha, C. H. (2024). Creative Teaching: A Conceptual Framework. *i-manager's Journal on Educational Psychology*, 17(3), 1-7. <https://doi.org/10.26634/jpsy.17.3.20210>
7. Amin, V. S., and Padmanabha, C. H. (2024). Best Teaching Practices that a Faculty May Adopt for Higher Quality of Teaching Delivery and Engaging Experiential Teaching Approach. *i-manager's Journal on School Educational Technology*, 19(3), 8-15. <https://doi.org/10.26634/jsch.19.3.20490>.

8. Cardoza, J. P., Padmanabha, C. H., and Seema, P. V. (2023). Women Skill Development: The Path to Economic Change and Sustainability. *i-manager's Journal on Humanities & Social Sciences*, 3(3), 7-13. <https://doi.org/10.26634/jhss.3.3.20212>
9. Seema, P. V., and Padmanabha, C. H. (2024). Conceptual Framework on Metacognitive Skills. *i-manager's Journal on Educational Psychology*, 17(4), 54-64. <https://doi.org/10.26634/jpsy.17.4.20649>.
10. D'souza, F. P., and Padmanabha, C. H. (2024). The Role of Implicit Learning in Second Language Acquisition. *i-manager's Journal on English Language Teaching*, 14(2), 66-70.
11. Seema, P. V., and Padmanabha, C. H. (2024). A Conceptual Framework on Blended Learning. *i-manager's Journal on School Educational Technology*, 19(4), 1-6 <https://doi.org/10.26634/jsch.19.4.20981>
12. Amin, V. S., and Padmanabha, C. H. (2024). Ubiquitous Learning and Synergy: Innovating Vocational Education in Skilled Trades and Culinary Arts, To Fulfil United Nations Sustainable Development Goals. *i-manager's Journal on Economics & Commerce*, 4(1), 12-17.



# NPTEL-AICTE Faculty Development Programme

(Funded by the MoE, Govt. of India)



*This certificate is awarded to*

**PADMANABHA C H**

*for successfully completing the course*

**Literary Criticism (From Plato to Leavis)**

*with a consolidated score of 55 %*

Prof. Andrew Thangaraj  
NPTEL Coordinator  
IIT Madras



(Jan-Apr 2024)

Roll No: NPTEL24HS51S1061400225

Duration of NPTEL course : 12 Weeks

The candidate has studied the above course through MOOCs mode, has submitted online assignments and passed proctored exams.  
This certificate is therefore acceptable for promotions under CAS as per AICTE notifications dated 16<sup>th</sup> Nov, 2023, similar to other refresher / orientation courses.  
F.No. AICTE / RIFD / FDP through MOOCs / 2023