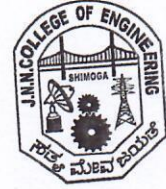




NATIONAL EDUCATION SOCIETY(R.)




JAWAHARLAL NEHRU NEW COLLEGE OF ENGINEERING

# HUMAN RESOURCE MANUAL

Version 2.0

Approved by AICTE New Delhi: Certified by UGC 2f & 12B,  
Accredited by NAAC – 'B',  
NBA Accredited Branches: UG – CV, ME, EEE, ECE, CSE, ISE & TCE  
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Principal  
J N N College of Engineering,  
Shivamogga.

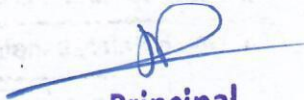


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**Principal**  
**J N N College of Engineering,**  
**Shivamogga.**





CAS02::Goal Sheet :: Employees to use this template to set goals and for reviews during the academic year

## J.N.N. College of Engineering, Shivamogga

Appraise Name		Reviewer Name	
Designation		Date of Review	
Department		Period of Review	
Signature of appraise with Date		Academic Year	
Signature of HoD/ Vice Principal/ Principal with Date		Signature of Vice Principal/ Principal (Reviewing Authority)	

- Target set shall be tangible and physically measurable.
- Read the Academic Performance Indicators and the weightages before you begin your goal setting

### GOAL SHEET

Sl. No.	Key Performance Areas	Activities/ Tasks	Present Status	Target	Achievement
1	Number of Certification Courses				
2	Mentoring - Number of mentor meetings conducted				
3	CO-PO-PSO Attainment				
4	Results (Minimum 60%)				
5	Number of publications (Includes both conference and journals)				
6	Research Status				
7	Research Guidance				
8	Number of FDPs/Workshops/Guest Lectures/Seminars/Webinars etc. organized				
9	Number of workshops/FDPs/STTPs/Webinars etc. attended				
10	Number of Expert Talks Delivered/Outside world activities				
11	Number of Student/Research scholar Paper Publications				
12	Research Funds Sanctioned Amount				
13	Direct teaching - Student Feedback				

Note: Minimum value for each parameter should be according to the rubrics given by the institution.

1. At the beginning of the academic year, goals shall be fixed
2. At the end of first semester, filled in goal sheet indicating achievement shall be submitted.
3. At the end of second semester, extent of fulfillment of goals shall be filled & submitted to Principal's office.





CAS01::API :: Teaching faculty to use the API as an indicator to set goals and reviews during the academic year  
**J.N.N. College of Engineering, Shivamogga**

**CAS 01: Teaching faculty to use the API as an indicator to set goals and reviews during the academic year**

**Teaching and innovation: (Total: 80, Min: 50)**

Category	Performance Indicator	Max. Marks	Self	HOD	Principal	Rubrics
I	Innovative Teaching: Includes following but not limited to: Quiz, Peer learning activity, Project based learning, Presentations, Flip classes, Lesson notes, Solution manuals; Role playing	20				Each activity will be evaluated for 10 Marks
II	Results: Academic performance reflected in overall marks taken as average of all the subjects handled by the faculty during the academic year	30				Formula: 46-50% FCD: 26-30 46-50% FC: 21-25 46-50% SC: 16-20 60% PASS -15
III	Student Feedback: Average feedback of all the subject handled by the faculty during the academic year	30				Formula: 96-100: 26-30 91-95: 21-25 86-90: 16-20 81-85: 11-15 Else: 10
<b>Total Marks</b>		<b>80</b>				

**Academic Responsibilities (Total 40, Min: 20)**

Category	Department Responsibilities	Max. Marks	Self	HOD	Principal	Mode of Evaluation: Manual (By the HOD)
IV	1. Willingness to accept Dept. responsibilities – 10 2. Execution of Dept. Responsibilities – 10 3. Involvement in dept. work – 5 4. Volunteered initiatives – 5	30				
V	College Responsibilities 1. Willingness to accept College Responsibilities/tasks – 2. Execution of College Responsibilities/task – 5	10				Mode of Evaluation: Manual (By the Principal)
<b>Total Marks</b>		<b>40</b>				

*(Signature)*  
Principal

J N N College of Engineering,  
Shivamogga.




**Academic Involvement (Total 110, Min: 40)**

	<b>Performance Indicator</b>	<b>Max. Marks</b>	<b>Self</b>	<b>HOD</b>	<b>Principal</b>	<b>Rubrics</b>
VI	Expert Talks/ Workshops/Conferences/Symposiums/FDP	20				For organizing funded programmes: 10 marks for each and for others each 5 marks Each coordinator or co coordinators identified will get same marks
VII	Outside world interactions: Contributions to Board of Studies, Board of Exams, External technical Committee members, Invited talks, Guest lectures, Squad, External deputy chief, Foreign visit, Publication reviews, Chair persons of events outside the college, Question paper setting, Ph.D. evaluator Funding/Consultancy works:	20				Each 10 marks  >6 lakhs-20 1-5 lakhs - 15 ≤1 lakh - 10 KSCST projects - 5 each Only Principal Coordinators/investigators considered
VIII	Offering consultancy services to government/quasi government/private sector for rendering technical advices	20				10
IX	Books published	10				3-7 days: 5 marks for each >7 days: 10 marks for each
X	Workshops/FDP/Webirats Attended	20				Each certificate 10 marks
XI	Certification courses: Includes NPTEL/Course era/Great learning academy/Udemi/Un academy etc	10				For each candidate guided 10 marks
XII	Research Guidance	10				
	<b>Total Marks</b>	<b>110</b>				

**OR**

**Publish 1 patent (110 marks will be awarded)**

XIII						First Authors/Corresponding Author/Research guide, Indexed: 20
XIV	Publications (Minimum 10 should be scored)	20				First Author/Corresponding Author/Research guide, Non Indexed: 10 Other Author, Indexed: 10 Other Author, Non Indexed: 5
	<b>Grand Total</b>	<b>250</b>				

  
**Principal**  
**J N N College of Engineering,**  
**SHIVAMOGGA.**





CAS04:: Employees to use this format for Assessment of Non-Teaching Employees

## J.N.N. College of Engineering, Shivamogga

### Assessment of Non-Teaching Employees

#### Teaching Departments

Sl. No.	Parameter	Required
1.	Student Feedback	
2.	Skill Enhancement programmes	6 out of 10 At least 1 program mandatory per year for Annual Increment
3.	Assistance in conduction of FDP/SDP/Workshops/ Seminars/Symposium	At least 5 out of 10 required. Evaluated by HOD
4.	Certification courses	For promotions (change of grade pay), At least 2 courses are must. Even interdisciplinary courses are accepted
5.	HOD Evaluation 1. Willingness to accept responsibility – 5 M 2. Execution of the assigned task – 10M 3. Involvement in departmental work – 10M 4. Volunteered responsibilities – 5M	30 points Atleast 20 points to be scored
6.	Maintenance of Lab Journals, Lab Manuals, Systems/ Equipments and ambience in the lab	Atleast 7 out of 10 required. Evaluated by HOD

#### Assessment of Placement Officer

Sl. No.	Parameter	Required
1.	Student Feedback on Placement (should be taken at last month of final sem of student)	7 out of 10
2.	Student Feedback on Training (should be average of each training program conducted)	7 out of 10
3.	Attending training programmes	At least 1 programme every year. 30 points
4.	Placement Record Maintenance, Projection and Updates	Atleast 20 points to be scored Evaluated by Principal

#### Assessment of Library Staff

Sl. No.	Parameter	Required
1.	Student Feedback on Library operations (should be taken from all students of the college every year and average feedback to be calculated)	7 out of 10
2.	Attending training programmes	At least 1 programmes every year.
3.	Library Record Maintenance and Updates	30 points Atleast 20 points to be scored Evaluated by Principal

#### Assessment of Physical Education Director (PED)

Sl. No.	Parameter	Required
1.	Sports Student Feedback on facilities and support rendered by PED	7 out of 10
2.	General student feedback on sports and gymnasium by all students	5 out of 10
3.	Organizing sports programmes	At least 5 programmes every year.
4.	Sports Record Maintenance, Updates and Profiling	30 points At least 20 points to be scored Evaluated by Principal