



DANTULURI NARAYANA RAJU COLLEGE

(Autonomous)

BHIMAVARAM, W.G.DIST, ANDHRA PRADESH, INDIA, PIN- 534202.

(Accredited at 'B⁺⁺' level by NAAC)

(Affiliated to Adikavi Nannaya University, Rajamahendravaram)

Assessment Criteria and Methodology for Teachers and Non teaching staff

STANDARD OPERATING PROCEDURES

1. Teaching staff:

Category I: Teaching

Assessment Criteria:

- **Good:** Demonstrates a high level of proficiency in teaching, effectively engages students, uses innovative teaching methods, and consistently receives positive feedback from students.
- **Satisfactory:** Meets basic teaching standards, adequately engages students, and uses conventional teaching methods. Receives average feedback from students.
- **Not Satisfactory:** Fails to meet teaching standards, does not effectively engage students, and receives negative feedback from students.

Category II: Activities

Assessment Criteria:

- **Good:** Actively participates in departmental and institutional activities, contributes to organizing events, and shows leadership in extracurricular and co-curricular activities.
- **Satisfactory:** Participates in departmental and institutional activities, occasionally helps in organizing events, and takes part in extracurricular and co-curricular activities.
- **Not Satisfactory:** Rarely participates in departmental and institutional activities, does not contribute to organizing events, and shows little involvement in extracurricular and co-curricular activities.

Overall Grading Obtained

- **Good:** Achieved if both Category I and Category II ratings are "Good."
- **Satisfactory:** Achieved if at least one category is rated "Satisfactory" or higher.
- **Not Satisfactory:** Achieved if either category is rated "Not Satisfactory."

Category III: Academic/Research Activities

A. Research Papers Published in Journals

- Evaluates the number and quality of research papers published in peer-reviewed journals. High-impact journals and frequent publications are rated higher.



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B. Publications Other Than Journals

- Includes books, chapters in books, and other significant publications. Authorship and editorial contributions are considered.

C. Creation of ICT

- Assesses contributions to developing Information and Communication Technology (ICT) resources, including educational software, online courses, and multimedia learning materials.

D. Research Guidance

- **i. Research Guidance:** Mentorship provided to PhD and MPhil students, focusing on the successful completion and quality of research projects.
- **ii. Research Projects Completed:** Number and impact of completed research projects.
- **iii. Research Projects Ongoing:** Current research projects, including scope, funding, and progress.
- **iv. Consultancy:** Professional consultancy work and its impact on the field.

E. Intellectual Property and Recognition

- **i. Patents:** Number and significance of patents filed/granted.
- **ii. Policy Document:** Contributions to policy documents and guidelines.
- **iii. Awards/Fellowship:** Recognition through awards and fellowships.

F. Invited Lectures in Conferences / Seminars

- Number and quality of invited lectures delivered at national and international conferences/seminars.

2. Physical Directors: Assessment Criteria

I. Attendance

- Regularity and punctuality in attendance.

II. Organizing Intra-College Competitions

- Effectiveness and frequency of organizing sports competitions within the college.

III. Institution Participation in External Competitions

- Encouraging and managing student participation in external sports competitions.



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IV. Upgradation of Sports

- Initiatives taken to improve and upgrade sports facilities and equipment.

V. Other Activities

- Contribution to other sports-related activities, including workshops and training sessions.

3.Librarians: Assessment Criteria

I. Regularity of Attending Library

- Consistency and punctuality in attending library duties.

II. Conduct of Seminars/Workshops

- Organizing and conducting seminars and workshops for students and staff.

III. Computerisation of Library

- Efforts and success in digitizing library resources and services.

IV. Checking Inventory and Extent of Missing Books

- Regular inventory checks and measures taken to minimize book losses.

V. Other Activities

- Additional contributions to library management and services.

Overall Grading Obtained

The overall grading for physical directors and librarians is determined based on their performance in the respective categories mentioned above. The final grading (Good/Satisfactory/Not Satisfactory) reflects their overall contribution and effectiveness in their roles.

4. Non Teaching staff – Assessment criteria

The assessment of non-teaching staff at D.N.R. College (Autonomous) is a comprehensive process designed to ensure fair evaluation and continuous professional development. By incorporating self-assessment, peer review, and supervisor evaluations, the institution aims to foster a supportive environment that encourages growth and excellence in its non-teaching staff. This procedure ensures that the staff members are evaluated fairly and consistently, with a focus



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on their contribution to the smooth functioning of the institution. The assessment aims to identify strengths, areas for improvement, and professional development opportunities.

Performance Metrics:

- **Work Quality:** Accuracy, thoroughness, and attention to detail in tasks.
- **Efficiency:** Timeliness in completing tasks and ability to manage workload.
- **Reliability:** Consistency in performance and dependability.

Management Skills:

- **Leadership:** Ability to lead teams, delegate tasks, and manage conflicts.
- **Communication:** Clarity, effectiveness, and professionalism in interactions.
- **Problem-Solving:** Ability to identify issues, propose solutions, and implement them effectively.

Interpersonal Skills:

- **Teamwork:** Collaboration with colleagues and contribution to team goals.
- **Customer Service:** Interaction with students, faculty, and other stakeholders.
- **Adaptability:** Flexibility in adapting to changes and new challenges.