

## KRA & APPRAISAL TEMPLATE (FACULTY)

**Name:**

**Manjulamani B C**

**Designation:**

**Asstt. Professor**

**Department:**

**Management**

**Reporting Head:**

**Dean**

**Evaluation Period:**

**2022-23**

S.no.	Functn. with weightage	Responsibilities	Self Feedback	Head's Feedback	Final Rating	
		<b>Key Responsibilities Areas (KRA)</b>	(Yes/ No/ NA)	Brief Outcome Explanation	Observation/ Concerns/ Improvement Areas	Against KRA Weightage
1	As a Faculty (30%)	Preparation of Lessons/ Curriculum at the beginning of Semester, share the information and confirm the students' understanding.	Yes	Done in advance	Well Prepared	25%
		Prepare the Delivery Matrix approved by Academic Council, shared with the students.	Yes	Done in advance	She has done it and approved by Academic council	
		Update the Course Delivery Diary on daily basis	Yes	Yes	She is updating on regular basis	
		Use of Experiential Learning - Mini Project/ Mini Assignment/ Case Studies	Yes	Following the practices.	She has successfully done some Mini projects with the students	
		Use of Participative Learning - Peer Group Learning	Yes	Done	More classes should be done	
		Use of Problem Solving Methodology	Yes	Following the practices.	More classes should be done	
		Number of ICT Enabled delivery Materials used in a Semester	Yes	25	25%	
		Use of Corporate Example/ Orientation relevant to the subject	Yes	Following the practices.	She has done	
		Organizing Small Group Work to ensure high engagement level among the students	Yes	Assign projects in small groups	She has done	
		Active participation in the Students Evaluation Process.	Yes	Both in college and University	She has done	
2	Academic Data Management (25%)	Approved Lesson Plans are up-to-date and ready for any inspection.	Yes	I have prepared all lesson plans in advance	She has done it.	20%
		Have the potential to prepare, manage, maintain academic data.	Yes	I am maintaing all attendance and class schedule data	She keeps all attedance related records	
		Maintain periodical records with regard to marks, copy checked and handling other Administrating works as assigned, and submitted to appropriate authority.	Yes	Yes , Im doing it diligently.	She is doing it.	
		High accuracy to be maintained with regard to any record and data handled.	Yes	Yes	Yes, but she should learn xl	
		High accuracy maintained with regard to attendance record of the students.	Yes	Yes	Due to poor knowledge in handling XL creates problem intermittently.	
		Creation and management of accreditation documents as a continuous process	Yes	Yes , Im doing it diligently.	Yes, doing it	
3	Professional Dev. (15%)	New information about my subject is practised in my teaching process.	Yes	Yes, Im following it.	She is trying to implement.	10%
		Collaborate with colleagues to develop new teaching process and addressing students	Yes	I always seek advice from senior faculty.	She should be more open to learn new things	
		Continuous improvement of own knowledge by preparing and presenting papers on different academic topics.	Yes	I always try to participate in Paper Presentations	She has done 2 paper presentations this year	
		To attend Training/ FDP/ Conference and apply new information in the teaching process.	Yes	Attend FDP in the college	She has attended all FDPs in the college	
		Enrolled in/ completed Ph.D Programme	Yes	I have applied	She has applied	



  
 DIRECTOR  
 REGIONAL COLLEGE OF MANAGEMENT BANGALORE  
 Devanahalli, Bangalore

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4	Gen Competency (15%)	Periodical Meeting with Students to develop and maintain Student Relationship.	Yes	I meet students regularly and help them on their problem solving	Yes , she is good at that.	5%
		Periodical Meeting with Parents to develop their confidence and comfortability.	Yes	I met parents of local students	She has met parents of local students only.	
		Help developing the Brand image of the college.	Yes	I always try to create a good brand image of the college.	Need more proactive role in this.	
		Maintain high level of punctuality and deadline management.	Yes	I'm very punctual in attending the college.	She comes in time but leave early after the class on any or other excuse.	
		Maintain high level of diligence and regularity attending campus and discharging duty.	Yes	I'm doing my job very diligently	She should be involved herself into other activities of the students.	
		Maintain healthy communication quality with colleagues	Yes	I have a good relations with all of my colleagues.	She has a good relations with the colleagues.	
		Display additional skill beyond of the given assignment area	Yes	I always try to participate in all college activities.	This is area she needs lots of improvements	
		Always eager to contribute more than my assigned work	Yes	I always try to contribute in all college activities.	This is area she needs lots of improvements	
5	Mentorship/ Professional Orientation (15%)	A team is assigned to be a Mentor of the team members	No			10%
		Generally contribute as a Mentor to a group of students to guide and groom them professionally	Yes	I worked as a co mentor	Sometimes She workes as a co mentor with a senior mentor	
		Always correlate the management topics with the professional usefulness to the students	Yes	I always try to do that.	She tried to do that	
		Inspire the students to contribute to the society by guiding them to take up different social engagement activities.	Yes	I always try to do that.	She tried to do that	
		Encourage the student to learn different management aspects from Industry visit/ mini projects.	Yes	I always try to do that.	She is doing that	
		Always take part in any Professional Orientation programme for the students taken up by the college time to time.	Yes	I always try to do that.	She is doing that	
<b>Total Weightage: 100%</b>					<b>70%</b>	



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