



SHRI DHARMASTHALA MANJUNATHESHWARA COLLEGE OF BUSINESS MANAGEMENT

MANGALURU – 575 003 (DAKSHINA KANNADA)

Office : 0824-2494186
Principal : 0824-2496980

NAAC Reaccredited (2017)
with 'A' Grade

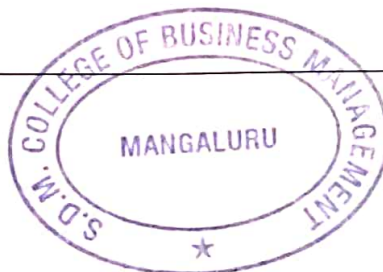
Fax : 0824-2494186
Email : sdmcbm@sdmcbm.ac.in
Website : www.sdm.ac.in

STAFF APPARISAL MAY 2025

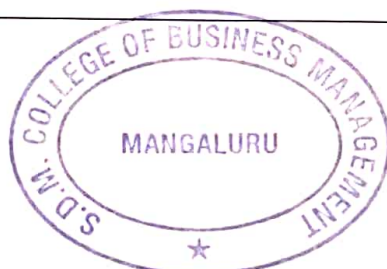
ACTION TAKEN REPORT

Individual faculty appraisal analysis result is communicated to each faculty member and the action taken report is as follows.

Sl. No.	Question
TEACHING, LEARNING AND EVALUATION	
1	<i>Effectively communicates complex concepts in a clear and understandable manner.</i> Faculty members have adopted simplified teaching methods, using step-by-step explanations and relatable analogies to break down complex topics for better understanding.
2	Encourages active participation by allowing the students to ask questions during the class. Faculty members have adopted interactive teaching techniques such as group discussions to create a conducive environment for students to ask questions and actively participate and Q&A sessions, allowing students to clarify their doubts and engage in meaningful discussions about the topic.
3	Helps students to develop their critical thinking and problem-solving skills. Faculties are instructed to include problem-based learning activities where students analyze real-world problems and develop solutions, fostering critical thinking and practical application, case studies related to subject topics to help students evaluate scenarios, identify challenges, and propose evidence-based solutions, interactive classroom sessions, such as group discussions and brainstorming activities, are encouraged to promote analytical thinking and collaborative problem-solving.
4	Makes the subject matter interesting and engaging. Faculty are encouraged to use multimedia tools, real-life examples, and hands-on activities to make lessons more engaging and enjoyable.
5	Provides helpful feedback on assignments, seminars, and exams. Faculty have been instructed to provide constructive feedback, focusing on strengths and areas for improvement, to help students enhance their performance.
6	Uses a variety of teaching methods effectively. Faculty are encouraged to diversify their teaching approaches, such as including group activities, discussions, and technology-enhanced methods, to address different learning styles.



7	<p>Well organized in their lesson planning and clearly communicate the lessons' learning objectives.</p> <p>Faculties are advised to go according to the lesson plans prepared at the beginning of the semester and to ensure clear objectives aligned with student learning outcomes.</p>
MOTIVATION AND GUIDANCE	
8	<p>Encouraging students to inculcate self-discipline and civic sense.</p> <p>Faculty are being advised to integrate examples and discussions that highlight the importance of discipline and civic responsibility in daily life.</p>
9	<p>Offers mentorship or provides insights into prospective career pathways.</p> <p>Career counselling sessions and mentorship programs are being introduced to guide students effectively in their academic and career pursuits.</p>
10	<p>Promotes curiosity and inquisitiveness by sharing information on latest developments.</p> <p>Faculty are encouraged to share relevant research updates and advancements during lectures to inspire curiosity and engagement among students.</p>
11	<p>Provides constructive feedback and praise to acknowledge students' efforts and accomplishments.</p> <p>Faculty have been directed to maintain a balance between constructive feedback and recognition of student achievements to boost morale.</p>
12	<p>Inspires enthusiasm about the subject matter among students.</p> <p>Faculty are advised to incorporate innovative teaching strategies and share real-world applications of subjects to inspire interest and enthusiasm.</p>
13	<p>Provides resources or recommendations to aid students in their learning journey.</p> <p>Faculty are encouraged to provide students with updated learning materials, including books, online courses, and reference journals, to support independent learning.</p>
TIME MANAGEMENT	
14	<p>Consistent class engagement and on-time syllabus completion.</p> <p>Faculty are continuously informed in all meetings for syllabus progression to ensure on-time completion without compromising student engagement.</p>
15	<p>Effectively manages time allocation for various topics.</p> <p>Faculty are instructed to maintain a structured timeline for covering topics to ensure lessons are well-paced and comprehensive</p>
16	<p>Uses entire duration of the class for subject matter/academics.</p> <p>Faculty are reminded to utilize the full class duration effectively, focusing solely on academic content and discussions.</p>



GENERAL

17	Approachable and available for additional help outside of class. Faculty are encouraged to schedule college hours and remain accessible to students for additional guidance and clarification.
18	Has effective communication and interpersonal skills. Faculties are informed to further enhance their interpersonal and communication skills for improved student interaction.
19	Maintains a respectful and orderly atmosphere in the classroom. Faculty are advised to continue fostering a respectful and conducive classroom environment to enhance learning.
20	Overall opinion. Faculty have been appreciated for their overall performance, with measures in place to support their continuous improvement through feedback sessions.




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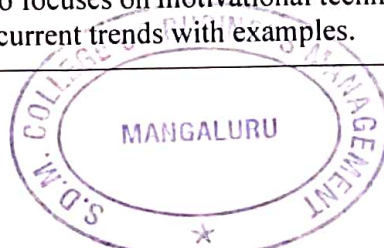
ACTION TAKEN REPORT

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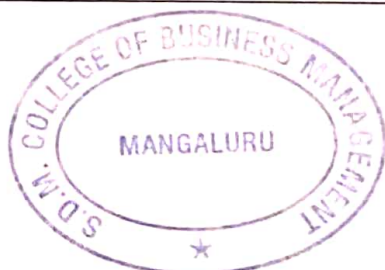
TEACHING, LEARNING AND EVALUATION	
1	<p><i>Effectively communicates complex concepts in a clear and understandable manner.</i></p> <p>Faculty have been encouraged to incorporate visual aids, PPT and multimedia presentations, to simplify difficult topics focusing on breaking down complex concepts into simpler, relatable components and ensure better comprehension.</p> <p>Additional learning resources, such as handouts, concept summaries, are provided to students for better understanding of complex topics.</p>
2	<p><i>Encourages active participation by allowing the students to ask questions during the class.</i></p> <p>Faculty members have been encouraged to foster a classroom environment where students feel comfortable and confident in asking questions. Positive reinforcement and acknowledgment of student queries are emphasized.</p>
3	<p><i>Helps students to develop their critical thinking and problem-solving skills. (e.g., project-based learning, analysis and reporting, case studies, research projects, creative problem solving).</i></p> <p>Courses across disciplines now include case study analyses and real-world problem-solving exercises. Students are guided to identify issues, analyze data, and present actionable solutions. University has introduced projects into the curriculum, requiring students to apply theoretical concepts to practical problems. This approach encourages independent thinking and creative solutions.</p>
4	<p><i>Makes the subject matter interesting and engaging (e.g., with helpful examples and illustrations, use of multimedia, real-life examples, case studies, hands-on projects).</i></p> <p>Faculty members have incorporated relevant real-life examples into their lessons to make the content relatable and engaging for students. Faculty are encouraged to incorporate multimedia tools, real-life examples, and hands-on activities to make lessons more engaging and relatable.</p>



5	<p><i>Provides helpful feedback on assignments, seminars, and exams to help students understand their strengths and areas for improvement.</i></p> <p>Faculty members have been instructed to provide specific, actionable feedback on assignments. This feedback highlights strengths, identifies areas for improvement, and offers suggestions for better performance in future tasks.</p>
6	<p><i>Uses a variety of teaching methods (e.g., lectures, discussions, group activities) effectively.</i></p> <p>Faculty are combining traditional lectures with interactive teaching methods such as group discussions, problem-solving activities, and collaborative projects to cater to different learning styles.</p>
7	<p><i>Well organized in their lesson planning and clearly communicate the lessons learning objectives and help in achieving it.</i></p> <p>Faculty members are encouraged to prepare comprehensive lesson plans that include detailed learning objectives, teaching strategies, and expected outcomes. These plans ensure a systematic approach to teaching..</p>
MOTIVATION AND GUIDANCE	
8	<p><i>Encouraging students to inculcate self-discipline and civic sense.</i></p> <p>Faculty members regularly inform students on the importance of self-discipline in academics and daily life, helping them build habits that contribute to personal and professional success. Topics related to civic sense, ethical behavior, and self-discipline have been integrated into courses like Environmental Studies etc. to create awareness and instill good practices.</p>
9	<p><i>Offers mentorship or provides insights into prospective career pathways and future possibilities.</i></p> <p>The college organizes career counseling workshops and interactive sessions with industry experts, alumni to provide students with insights into various career options and future opportunities. Guest lectures and webinars by professionals from diverse fields are arranged to help students understand current industry trends, required skills, and future career prospects.</p>
10	<p><i>Promotes curiosity and inquisitiveness by sharing information on latest developments in the field.</i></p> <p>Faculty are encouraged to incorporate recent advancements in their fields into their lectures and share relevant resources with students. Also to organize guest lectures on the relevant topics by inviting eminent persons.</p>
11	<p><i>Provides constructive feedback and praise to acknowledge students' efforts and Accomplishments.</i></p> <p>Faculty members have been instructed to maintain a balanced approach by recognizing students' achievements while guiding them on improvement areas.</p>
12	<p><i>Provides examples of strategies the teacher uses to inspire enthusiasm about the subject matter among students.</i></p> <p>Faculties are informed to focuses on motivational techniques to foster enthusiasm, such as connecting concepts to current trends with examples.</p>



13	<p><i>Provides resources, reference materials, or recommendations to aid students in their learning journey. (e.g., online courses, book/e-book or journal references, library references, scholarly lectures).</i></p> <p>Faculty are being encouraged to share updated learning materials in Google Classrooms, including online resources and reference books, to support independent learning.</p>
TIME MANAGEMENT	
14	<p><i>Consistent class engagement and on-time syllabus completion.</i></p> <p>Faculty members are instructed to engage classes consistently to ensure the timely completion of the syllabus without compromising student engagement.</p>
15	<p><i>Effectively manages time allocation for various topics, maintaining an appropriate and well-paced lesson progression.</i></p> <p>Faculty members are advised to prepare detailed time plans for each topic to maintain a balanced pace throughout the course.</p>
16	<p><i>Uses entire duration of the class for the subject matter/ academics.</i></p> <p>Faculty are instructed to optimize class time for productive academic discussions and minimize non-academic interruptions.</p>
GENERAL	
17	<p><i>Approachable and available for additional help or clarification outside of class.</i></p> <p>Faculty have been reminded to allocate college hours for students and help them for additional guidance or clarification of their doubts..</p>
18	<p><i>Has effective communication and interpersonal skills.</i></p> <p>Most students found faculty communication clear and effective in delivering course content. Faculties are encouraged to adapt interactive teaching methods and the use of technology for enhanced communication (e.g., PowerPoint presentations, online resources) to further improve faculty-student interactions.</p>
19	<p><i>Maintains a respectful and orderly atmosphere in the classroom.</i></p> <p>Faculty are guided to establish clear behavioral expectations and model respectful interactions in the classroom.</p>
20	<p><i>Over all opinion.</i></p> <p>Students expressed overall satisfaction with faculty performance and acknowledged their commitment to teaching.</p>




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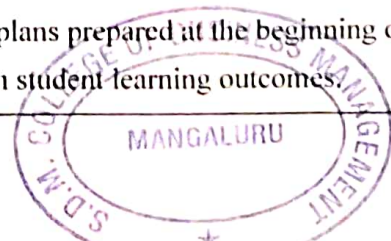
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STAFF APPARISAL MAY 2024

ACTION TAKEN REPORT

Individual faculty appraisal analysis result is communicated to each faculty member and the action taken report is as follows.

Sl. No.	Question
TEACHING, LEARNING AND EVALUATION	
1	<i>Effectively communicates complex concepts in a clear and understandable manner. (84.9)</i> Faculty have been commended for their clarity in communication and encouraged to continue simplifying complex topics for better student understanding.
2	Encourages active participation by allowing the students to ask questions during the class. (84.7) Faculty are advised to foster an interactive classroom environment by dedicating time for student questions and discussions to improve engagement.
3	Helps students to develop their critical thinking and problem-solving skills. (84.2) Faculty are informed to incorporate case studies, project-based learning, and analytical exercises into their teaching practices.
4	Makes the subject matter interesting and engaging. (83.9) Faculty are encouraged to use multimedia tools, real-life examples, and hands-on activities to make lessons more engaging and enjoyable.
5	Provides helpful feedback on assignments, seminars, and exams. (84.6) Faculty have been instructed to provide constructive feedback, focusing on strengths and areas for improvement, to help students enhance their performance.
6	Uses a variety of teaching methods effectively. (83.7) Faculty are encouraged to diversify their teaching approaches, such as including group activities, discussions, and technology-enhanced methods, to address different learning styles.
7	Well organized in their lesson planning and clearly communicate the lessons' learning objectives. (85.0) Faculties are advised to go according to the lesson plans prepared at the beginning of the semester and to ensure clear objectives aligned with student learning outcomes.

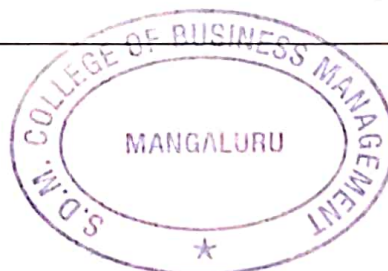


MOTIVATION AND GUIDANCE

8	Encouraging students to inculcate self-discipline and civic sense. (85.4) Faculty are being advised to integrate examples and discussions that highlight the importance of discipline and civic responsibility in daily life.
9	Offers mentorship or provides insights into prospective career pathways. (84.7) Career counselling sessions and mentorship programs are being introduced to guide students effectively in their academic and career pursuits.
10	Promotes curiosity and inquisitiveness by sharing information on latest developments. (84.4) Faculty are encouraged to share relevant research updates and advancements during lectures to inspire curiosity and engagement among students.
11	Provides constructive feedback and praise to acknowledge students' efforts and accomplishments. (84.8) Faculty have been directed to maintain a balance between constructive feedback and recognition of student achievements to boost morale.
12	Inspires enthusiasm about the subject matter among students. (84.6) Faculty are advised to incorporate innovative teaching strategies and share real-world applications of subjects to inspire interest and enthusiasm.
13	Provides resources or recommendations to aid students in their learning journey. (84.7) Faculty are encouraged to provide students with updated learning materials, including books, online courses, and reference journals, to support independent learning.

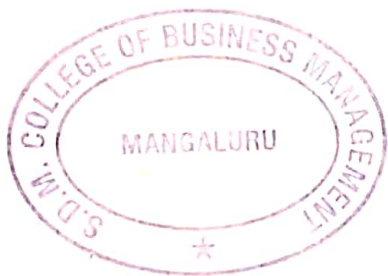
TIME MANAGEMENT

14	Consistent class engagement and on-time syllabus completion. (86.2) Faculty are continuously informed in all meetings for syllabus progression to ensure on-time completion without compromising student engagement.
15	Effectively manages time allocation for various topics. (85.4) Faculty are instructed to maintain a structured timeline for covering topics to ensure lessons are well-paced and comprehensive
16	Uses entire duration of the class for subject matter/academics. (86.2) Faculty are reminded to utilize the full class duration effectively, focusing solely on academic content and discussions.



GENERAL

17	Approachable and available for additional help outside of class. (85.8) Faculty are encouraged to schedule college hours and remain accessible to students for additional guidance and clarification.
18	Has effective communication and interpersonal skills. (85.8) Faculties are informed to further enhance their interpersonal and communication skills for improved student interaction.
19	Maintains a respectful and orderly atmosphere in the classroom. (85.7) Faculty are advised to continue fostering a respectful and conducive classroom environment to enhance learning.
20	Overall opinion. (85.6) Faculty have been appreciated for their overall performance, with measures in place to support their continuous improvement through feedback sessions.



S. D. M.
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STAFF APPARISAL NOVEMBER 2023

ACTION TAKEN REPORT

Individual faculty appraisal analysis result is communicated to each faculty member and the action taken report is as follows.

TEACHING, LEARNING AND EVALUATION	
1	<p><i>Effectively communicates complex concepts in a clear and understandable manner. (83.3)</i></p> <p>Faculty members have been encouraged to continue using simplified explanations and clear examples to enhance student understanding of complex topics.</p>
2	<p><i>Encourages active participation by allowing the students to ask questions during the class. (83.3)</i></p> <p>Faculty are advised to allocate specific time during lectures to address student queries and promote an open, interactive classroom environment.</p>
3	<p><i>Helps students to develop their critical thinking and problem-solving skills. (e.g., project-based learning, analysis and reporting, case studies, research projects, creative problem solving). (82.7)</i></p> <p>Faculties are informed to equip with innovative teaching methods, such as case studies and project-based learning.</p>
4	<p><i>Makes the subject matter interesting and engaging (e.g., with helpful examples and illustrations, use of multimedia, real-life examples, case studies, hands-on projects). (81.6)</i></p> <p>Faculty are encouraged to incorporate multimedia tools, real-life examples, and hands-on activities to make lessons more engaging and relatable.</p>
5	<p><i>Provides helpful feedback on assignments, seminars, and exams to help students understand their strengths and areas for improvement. (83.0)</i></p> <p>Faculty have been directed to provide detailed and constructive feedback to students, highlighting their strengths and areas for improvement.</p>
6	<p><i>Uses a variety of teaching methods (e.g., lectures, discussions, group activities) effectively. (81.7)</i></p> <p>Faculties are informed to use diversify teaching techniques, including group discussions and collaborative activities.</p>
7	<p><i>Well organized in their lesson planning and clearly communicate the lessons learning objectives and help in achieving it. (83.4)</i></p> <p>Faculties are told to ensure consistency in planning and clarity in communicating objectives.</p>

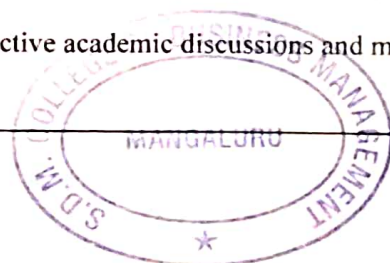


MOTIVATION AND GUIDANCE

8	<p><i>Encouraging students to inculcate self-discipline and civic sense. (84.2)</i></p> <p>Faculty are encouraged to integrate value-based education and real-world examples to promote self-discipline and civic responsibility.</p>
9	<p><i>Offers mentorship or provides insights into prospective career pathways and future possibilities. (82.8)</i></p> <p>Career guidance sessions are being organized, and faculty are advised to provide personalized mentorship to students.</p>
10	<p><i>Promotes curiosity and inquisitiveness by sharing information on latest developments in the field. (82.4)</i></p> <p>Faculty are encouraged to incorporate recent advancements in their fields into their lectures and share relevant resources with students. Also to organize guest lectures on the relevant topics by inviting eminent persons.</p>
11	<p><i>Provides constructive feedback and praise to acknowledge students' efforts and Accomplishments. (82.9)</i></p> <p>Faculty members have been instructed to maintain a balanced approach by recognizing students' achievements while guiding them on improvement areas.</p>
12	<p><i>Provides examples of strategies the teacher uses to inspire enthusiasm about the subject matter among students. (83.1)</i></p> <p>Faculties are informed to focus on motivational techniques to foster enthusiasm, such as connecting concepts to current trends with examples.</p>
13	<p><i>Provides resources, reference materials, or recommendations to aid students in their learning journey. (e.g., online courses, book/e-book or journal references, library references, scholarly lectures). (82.9)</i></p> <p>Faculty are being encouraged to share updated learning materials in Google Classrooms, including online resources and reference books, to support independent learning.</p>

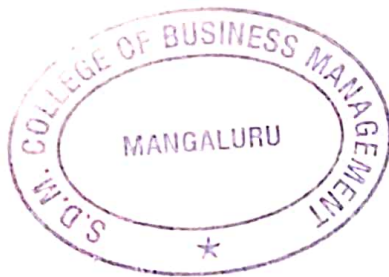
TIME MANAGEMENT


14	<p><i>Consistent class engagement and on-time syllabus completion. (85.3)</i></p> <p>Faculty members are instructed to engage classes consistently to ensure the timely completion of the syllabus without compromising student engagement.</p>
15	<p><i>Effectively manages time allocation for various topics, maintaining an appropriate and well-paced lesson progression. (84.1)</i></p> <p>Faculty members are advised to prepare detailed time plans for each topic to maintain a balanced pace throughout the course.</p>
16	<p><i>Uses entire duration of the class for the subject matter/ academics. (85.2)</i></p> <p>Faculty are instructed to optimize class time for productive academic discussions and minimize non-academic interruptions.</p>



GENERAL

17	<p><i>Approachable and available for additional help or clarification outside of class. (83.9)</i></p> <p>Faculty have been reminded to allocate college hours for students and help them for additional guidance or clarification of their doubts.</p>
18	<p><i>Has effective communication and interpersonal skills. (84.3)</i></p> <p>Most students found faculty communication clear and effective in delivering course content. Faculties are encouraged to adapt interactive teaching methods and the use of technology for enhanced communication (e.g., PowerPoint presentations, online resources) to further improve faculty-student interactions.</p>
19	<p><i>Maintains a respectful and orderly atmosphere in the classroom. (84.6)</i></p> <p>Faculty are guided to establish clear behavioural expectations and model respectful interactions in the classroom.</p>
20	<p><i>Over all opinion. (84.2)</i></p> <p>Students expressed overall satisfaction with faculty performance and acknowledged their commitment to teaching.</p>




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