



User Manual: Faculty Performance Management System

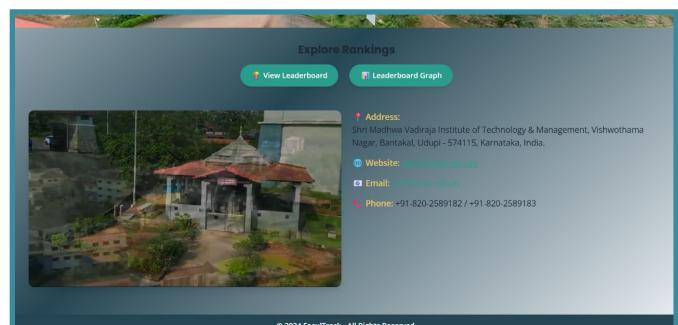
1. Welcome Page

Description:

This is the homepage that allows users to navigate to various system modules.

Available Options:

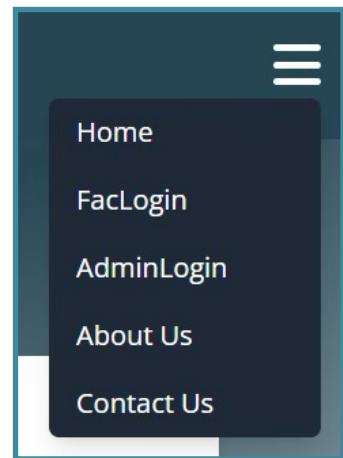
- Faculty Login – For faculty members to sign in.
- Admin Login – For admin users to sign in.
- Contact Us – For any inquiries or messages.
- About Us – Information about the system's purpose and guidance.
- View Leaderboard – Check top-performing faculty members.
- Leaderboard Graph – Visual score representation.
- User Guide -How to use guide



2. Option Page (Menu)

Available from every page via the top menu or hamburger icon:

- Home
- Faculty Login
- Admin Login
- Contact Us
- About Us



3. Faculty

A. Faculty Signup

1. Go to Faculty Login > Click Sign Up

2. Enter the following details:

- Email (College Official)
- Full Name
- Faculty ID
- Password
- Date of Birth
- Department

3. Click Submit/Register

B. Faculty Login

1. Navigate to Faculty Login

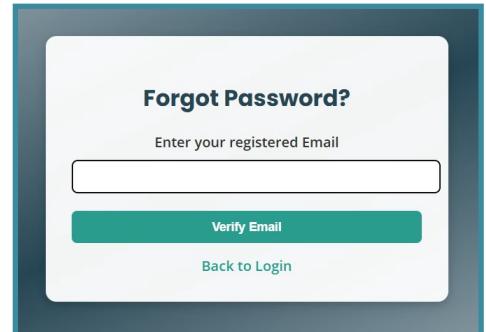
2. Enter:

- Faculty ID
- Password

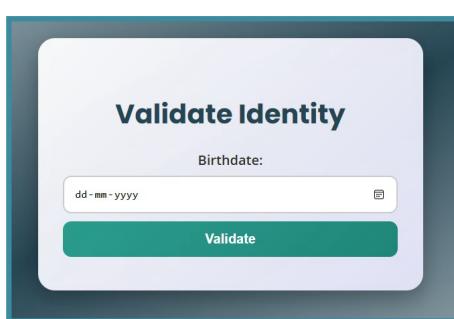
3. Click Login

C. Forgot Password

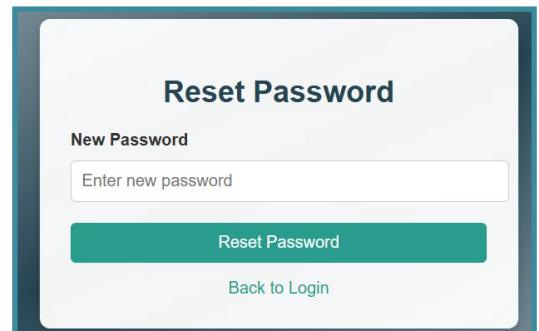
1. On the login page, click Forgot Password
2. Enter your Registered Email
3. Verify email and enter Date of Birth
4. Enter New Password and confirm it
5. Click Submit



The image shows a 'Forgot Password?' form. It has a white header with the title 'Forgot Password?'. Below it is a text input field labeled 'Enter your registered Email'. Underneath the input field is a teal button labeled 'Verify Email'. At the bottom right of the form is a link 'Back to Login'.



The image shows a 'Validate Identity' form. It features a title 'Validate Identity' at the top. Below it is a label 'Birthdate:' followed by a date input field with the placeholder 'dd-mm-yyyy'. Underneath the input field is a teal button labeled 'Validate'.

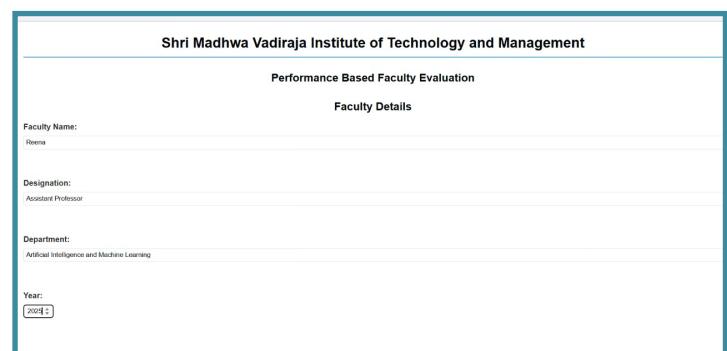
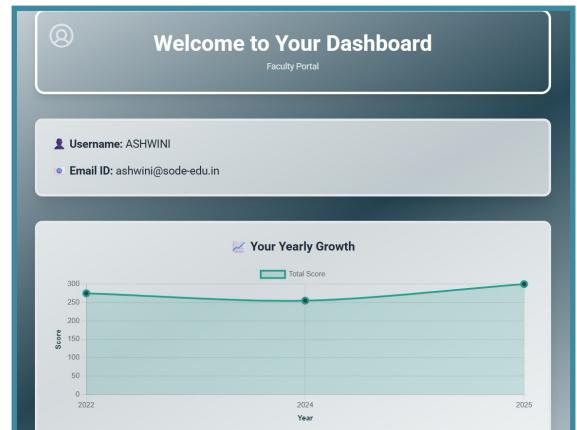


The image shows a 'Reset Password' form. It has a white header with the title 'Reset Password'. Below it is a text input field labeled 'New Password'. Underneath the input field is a teal button labeled 'Reset Password'. At the bottom right of the form is a link 'Back to Login'.

D. Faculty Dashboard

After logging in:

1. View Graphs – Visualize performance scores over time
2. Fill Appraisal Form – Enter:
 - Faculty Name, Designation, Department
 - Add Points (Google Drive Link)
 - Auto Calculate Points
 - Check Allowance Summary
 - Submit and Download PDF



The image shows a 'Performance Based Faculty Evaluation' form for Shri Madhwa Vadiraja Institute of Technology and Management. It has a header 'Shri Madhwa Vadiraja Institute of Technology and Management' and 'Performance Based Faculty Evaluation'. The form includes sections for 'Faculty Details' (Faculty Name: Reena, Designation: Assistant Professor, Department: Artificial Intelligence and Machine Learning), 'Year' (2024), and a large area for notes.

Criteria	Grading			Self-Assessment by Faculty	Assessment by PAC
	Grading 2	Grading 1	Weight		
Student performance (in theory courses)	Avg. Pass percentage >= 85%	Avg. Pass percentage 75 to 84 %	10	20	10.00
Student feedback (in theory courses)	Average feedback >= 85%	Average feedback 75 to 84%	5	10	10.00
Performance of mentees	Success rate >= 80%	Success rate 60 to 79%	5	10	5.00
e-Learning resource development	YouTube video > 5 hours	YouTube video 1 to 5 hours	5	10	10.00
Completion of faculty development programs	>= 40 hours	20 < x < 40 hours	10	20	20.00
Attending online courses with exam and certifications	>= 20 points	10 to 19 points	10	20	20.00
Funding for student projects	>= 10,000	3,000 to 9,999	5	10	5.00
Professional Recognition from government				1	

Evaluation Summary

Total Score: 280

Grade: A+++

Performance Allowance: ₹5,000

Drive Link: https://drive.google.com/drive/u/0/folders/1cRxN_yFE7kg-BbrPB-waUgssky_1Irv

Year: 2023

Submit

4. Admin Module

A. Admin Signup

1. Go to Admin Login > Click Sign Up
2. Enter:
 - Admin ID
 - Full Name
 - Email
 - Password
3. Click Register

Admin Signup

Signup

Signup Instructions:

- All fields are mandatory to complete registration.
- Email must be a valid @sode-edu.in address.
- Password must be strong and memorable.
- After signing up, use your Admin ID to log in.

B. Admin Login

1. Go to Admin Login
2. Enter:
 - Admin ID
 - Password
3. Click Login

Admin Login

Login

Forgot Password?

Login Instructions:

- Enter your Admin ID and password correctly.
- Click "Signup" tab if you're a new admin.

C. Admin Dashboard

Admin users can:

1. View Faculty List by Year – Filter by academic year
2. View All Details – Access full appraisal forms
3. Allowance and Supporting Links – Review and validate proofs

Faculty ID	Name	Grade	Allowance	Total Score	Department	Drive Link
CS001	ASHWINI	A+++	₹5,000.00	300	Computer Science	Link
M001	Deepika	A++	₹3,000.00	200	Mathematics	Link
ML001	Karan	A+++	₹5,000.00	330	Artificial Intelligence and Machine Learning	Link
ME003	Manju	A	₹0.00	79	Mechanical Engineering	Link
CS003	Pintu	A	₹0.00	90	Computer Science	Link
ML0145	Reena	A+++	₹5,000.00	305	Artificial Intelligence and Machine Learning	Link
M003	Sanjana	A++	₹3,000.00	199	Mathematics	Link
CO01	Shivam	A+++	₹5,000.00	359	Mathematics	Link

5. Leaderboard Feature

A. View Leaderboard

1. Navigate to View Leaderboard
2. Shows top 20 faculty members
3. Use search bar to filter by year

#	Name	Dept	Total Score
1	Shivam	Mathematics	359
2	Karan	Artificial Intelligence and Machine Learning	330
3	Reena	Artificial Intelligence and Machine Learning	305
4	ASHWINI	Computer Science	300

B. Leaderboard Graph

1. Click Leaderboard Graph
2. Color-coded performance:
 - Green (200–400+)
 - Blue (160–199)
 - Orange (120–159)
 - Red (<120)
3. Year-wise filtering supported



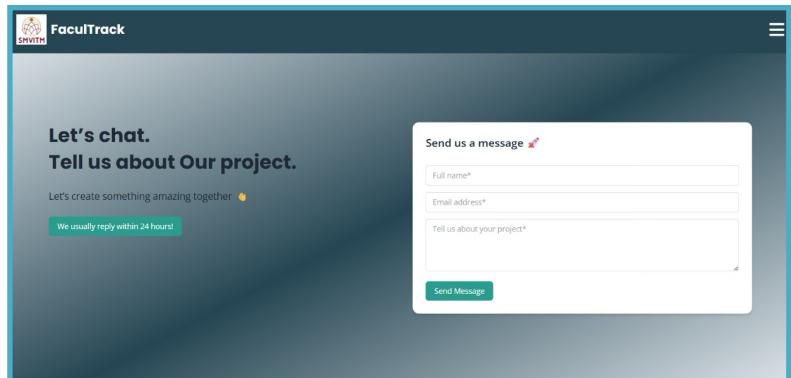
6. Contact Us Page

1. Navigate to Contact Us

2. Fill out the form:

- Name
- Email
- Comment/Message

3. Click Send Message

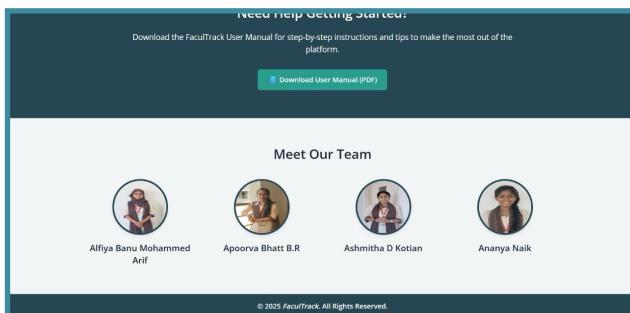
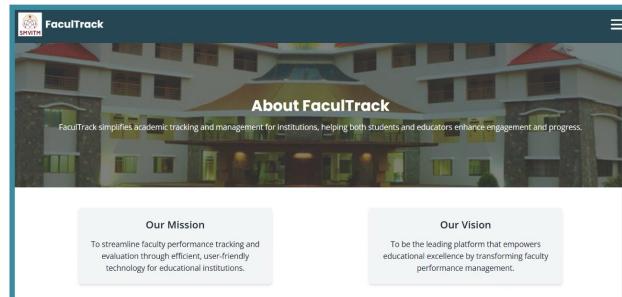


7. About Us Page

1. Navigate to About Us

2. Sections include:

- Our Mission
- Our Vision



Notes

- Use Google Drive links to upload proof of work
- Download filled forms as PDFs for record-keeping
- Performance is evaluated yearly
- Leaderboard determines top performers and allowances