



Matrusri Engineering College

(Approved by AICTE, Affiliated to Osmania University)
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Department of Computer Science & Engineering

UG Program Accredited by NBA

email: hodcse@matrusri.edu.in

Website: www.matrusri.edu.in

Guidelines to fill the Faculty Appraisal Form

1. Open the college website **www.matrusri.edu.in**
2. Click on the option **Faculty Appraisal** in top menu bar (Green Color)
3. Click on **Login**
4. Default password is xxx (small letters)
5. Click on **Edit My Personal Information**
 - a) Change your Password and Email Id (should be domain mail Id)
 - b) Password should have at least 6 characters
 - c) Password should contain at least one uppercase letter, one lower case letter, one digit and one special character
6. Need to **re-login** with new password to fill the form
7. Go through the **Guidelines** to fill the appraisal form
8. Click on **My Appraisal Form**
9. Click on **Activity – 1** to fill the Personal Information
10. Click on **Save** button to store the Personal Information details
11. Click on **Activity – 2** to fill all the required details and click on **Save** button
12. Click on **Activity – 3** to fill all the required details and click on **Save** button
13. Click on **Advisory Note** to fill all the parameters and click on **Save** button
14. *All Hard Copies of the proofs should be submitted to the HOD, in person*
15. Click on **View data** button to check the filled details for any modifications
16. Click on **Appraisal final Submit** button to submit the form.
17. *Any record in the form that is saved and submitted will not be modified.*
18. To **print** the filled form use **Ctrl + P** (or) **Print** button.