

6.3.5: The institution has a performance appraisal system for teaching and non-teaching staff

Proforma used for Performance Appraisal for teaching and non-teaching staff signed by the Principal



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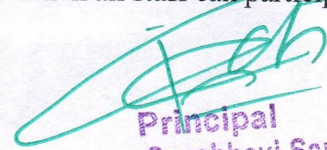
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The institution has effective welfare measures for teaching and non-teaching staff

The Institution provides effective welfare measures to both teaching and non-teaching staff. All statutory welfare measures are implemented. Various monetary, non-monetary measures towards personal and professional growth are being followed to the satisfaction of the employees.

1. As per the norms of NCT, 6th Pay commission recommendations are implemented.
2. Employees are covered under EPF and Gratuity.
3. Study, Maternity and Medical leaves are sanctioned for the required staff.
4. Registration fees, Dearness allowance, Travel grants for faculty attending conferences and
5. Workshops are provided.
6. Incentives for best research work.
7. Children of the staff are rewarded for their best performance in academics.
8. Non-teaching staff are provided with ESI facilities.
9. Transport and Medical facilities for all the staff.
10. Free transport facility for both teaching and non-teaching staff.
11. Full time Medical facility with qualified Doctor and nurse are available in the institution.
12. Training in the use of computers for non-teaching staff to motivate them to undertake self- development.
13. Facilitation of faculty participation in programs for professional development, organized by the institute and also other agencies, through grant of leave and providing financial incentives.
14. Financial incentives and on duty leave for faculty who are engaged in research related works.
15. Organizing Health Awareness programs.
16. Organization of sports and cultural activities in which all staff can participate.




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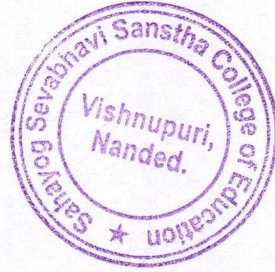


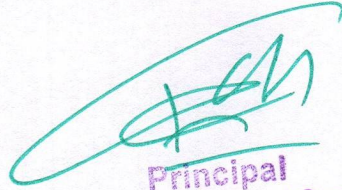
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17. Subsidized transport for non-teaching staff and faculty.
18. Group insurance scheme for staff members.
19. Gifts to the staff members on occasion of Marriage, house warming ceremony, children marriage.
20. Free-ships for the children of staff members.
21. Maternity leave for female staff members.
22. Providing offer in canteen for staff
23. Providing Day-Care Center
24. Access Lift Facility for staff




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**ANNUAL PERFORMANCE BASED APPRAISAL SYSTEM FOR FACULTY
(PBAS)**

For the Period from to

PART A: GENERAL INFORMATION

1. Name of the Faculty Member (in Block Letters) :
2. Father's Name/ Mother's Name:
3. Date of Birth:
4. Educational Qualifications including professional and technical qualifications:
5. Department:
6. Current Designation:
7. Address for correspondence:
8. Permanent address:

Mobile Number:

Email:

9. Date of continuous appointment in the institute:
10. Date of appointment to the present post:
11. Total experience and tenure in this institution:
12. Period of absence from duty (leaves availed, training etc during the year. (If he/she has undergone training, please specify)
13. Whether acquired any degrees or fresh academic qualifications during this year:
14. University level short term/long term orientation courses/ Refresher courses attended during the year:

Name of the course	Place	Duration	Sponsoring agency



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PART –B: ACADEMIC PERFORMANCE INDICATORS

CATEGORY I: TEACHING-LEARNING AND EVALUATION RELATED ACTIVITIES

i).Maximum no. of periods per course available and Teaching work load in each Semester as per Time –Table (Theory& Practical)

Even semester	B.Ed Course 1		B.Ed Course 2		M.Ed Course 1		M.Ed Course 2	
	T	P	T	P	T	P	T	P
Available periods								
Work load								
Odd semester	B.Ed Course 1		B.Ed Course 2		M.Ed Course 1		M.Ed Course 2	
	T	P	T	P	T	P	T	P
Available periods								
Work load								

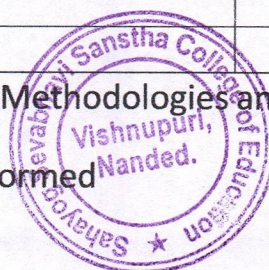
ii) Extra tutorial classes or Remedial classes workload:

iii) Reading or Instructional material developed and additional knowledge resources provided to students

S.No	Course	Developed/Consulted	Prescribed	Additional resource provided

iv) Use of Innovative Teaching-Learning Methodologies and Course improvement:

v) Examination duties assigned and performed



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*Course denotes subject

S.No	Type of Examination Duties	Duties Assigned	Extent of performance (%)

CATEGORY I: Assessment

	i	ii	iii	iv	v	Total
Faculty						
Principal						

CATEGORY II: CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

S.No	Type of Activity	Avghr/week
	i) Extension, Co-curricular & Communal activities	
	ii) Administrative responsibilities	Yearly/Semester wise Responsibilities
	iii) Professional Development activities	

CATEGORY II: Assessment

	i	ii	iii	Total
Faculty				
Principal				



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CATEGORY III: RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

A) Published papers in Journals

S.No	Title	Journal	ISSN/ISBN No	Indexing/ Impact factor if any	Number of co-authors	Whether you are the main author

B) Books/Articles/Chapters Published

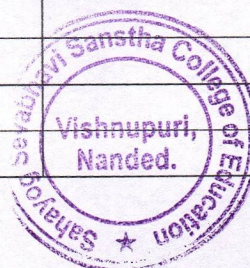
S.No	Title with page numbers	Book title, editor&publisher	ISSN/ISBN No	Whether peer reviewed	Number of coauthors	Whether you are the main author

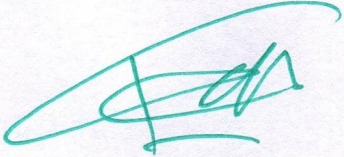
C) Ongoing and completed research projects and Consultancies

S.No	Title	Agency	Period	Grant/Amount (Rs Lakh)	Status

D) Research guidance

S.No	Number enrolled	Thesis submitted	Degree awarded
B.Ed			
M.Ed			
M.Phil			
PhD			




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E) i) Training courses, Teaching-Learning-Evaluation technology programs, Faculty Development Programmes (not less than 1 week duration)

S.No	Programme	Duration	Organized by

ii) Papers presented in conferences, seminars, workshops and symposia

S.No	Title of the paper presented	Title of the conference/seminar	Organized by	Whether national/international/state/college/University

iii) Invited lectures and Chair ships at national/international/university conferences/seminars

S.No	Title of the paper presented	Title of the conference/seminar	Organized by	Whether national/international/state/college/University

Note: Necessary supporting documents should be submitted along with this form (certificates and other proofs)

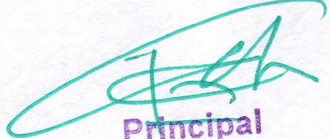
CATEGORY III: ASSESSMENT

	A	B	C	D	E i)	E ii)	E iii)	Total
Faculty								
Principal								

Signature of the faculty

Name in Block letters:
Designation




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Email:

Date:

Assessment of the Head of the Institution

Name & Designation of the Head of the Institution:

Length of service under the Head of the Institution:

PART C. Performance and General Attributes (Weightage – 50)

Assessment on Five Point scale

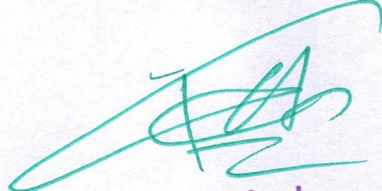
(i) Knowledge in the sphere of work

(ii) Quality of output

- Result analysis (individual subject):

(If the result is very poor= 0, poor= 1-2, satisfactory=3-4, excellent=5)




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• Mentoring ability (class wise):

(iii) Communication and presentation skills (Oral and written)

(iv) Initiative and adaptability (resourcefulness

in handling normal and unforeseen problems

and willingness to take responsibilities in

the new area of work)

(v) Aptitude to work

(vi) Ability to inspire and motivate

(vii) Supervisory ability

(viii) Interpersonal relations and team work

(ix) Integrity and Trustworthiness

(x) General conduct

Total (B) : _____

C. General assessment taking all the above parameters

Total (B + C) : _____

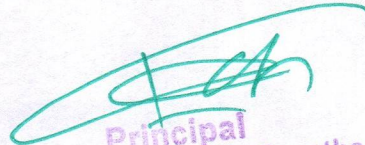
Signature of the Head of the Institution and Seal :

REMARKS BY CHAIR: Any contribution to institutional image: Yes/No

Overall role and responsibility: Satisfactory/Unsatisfactory

Signature




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NON-TEACHING STAFF SELF APPRAISAL FORM

Dear Staff Members,

As a part of AQAR (Quality up gradation of the institution), kindly fill in the following questionnaire based on the scales given.

A score of one is low and score of five is high. NA — Not Applicable

S.NO.	STATEMENT	1	2	3	4	5	NA
1	I am helpful to the teachers whenever they approach me for help.						
2	I am patient to the needs of the public (Parents, Business Associates, Vendors, Well-wishers of the institution).						
3	I develop a good rapport with the public especially during admission process.						
4	I respond quickly to the needs of the student, faculty and institution.						
5	I carry out the tasks/ areas of management assigned to me in a responsible manner.						
6	My absence does not affect the system in the institution.						
7	I always give proper information to my HOD during leave (planned & unplanned).						
8	I voluntarily help my colleagues when they are burdened with work.						
9	I complete the work for the day on time.						
10	If needed I extend my work timings to complete the task assigned.						
11	I positively respond to any instruction, guidance, correction and discipline by my superiors.						
12	I can immediately locate the files (for which I am responsible) when asked for data.						
13	I report on time to work.						



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RATING SCALE

1- **Poor/ Unsatisfactory** — Performance does not meet expectations.

Performance improvement Plan required.

2- **Satisfactory** - Performance meets the expectations

3- **Good** - Performance meets requirements and satisfies the expectations of the position

4- **Excellent** - Performance consistently superior and exceeds expectations

5- **Outstanding** - Any Outstanding Contribution made by the Employee

Supervisor's Signature:

Employee's Signature:

Date

PRINCIPAL



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