



**Performance Appraisal of Teaching Staff**

**A] Academic Appraisal**

(Para 2.1.1 in Guide Lines)

Name of the Teacher : -----

Designation : -----

Duration of Appraisal : **01-07-20** to **30 – 06 –20**

**1. Performance of Engaging Lectures / Practicals :**

Sr. No.	Class /Course	Subject taught	No. of Lectures Target	Lectures Actually Engaged	Percentage Target Achieved	Average of Col. (6)	Performance And Multipl-ying factors	Max Weight	Weight Achieved (8) * (9)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
1.							Excellent-1.0 (100-91)  Good – 0.7 (90-81)  Average-0.5 (Below 81)	<b>10</b>	
2.									
3.									
4.									
5.									
6.									

Note : \* indicates multiplication sign.

**2. Performance of Attendance of Students :**

Sr. No.	Class /Course	Subject taught	Sum of students present	Lectures Actually Engaged	Students On Roll	Average Attendance= $\frac{(4) * 100}{(5) * (6)}$	Average of Col. (6)	Performance And Multipl-ying factors	Max Weight (10)	Weight Achieved (8) * (9)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
1.								Excellent-1.0 (100-91)  Good – 0.7 (90.81)  Average –0.5 (60-41)  Poor - 0.2 (40-00)	<b>10</b>	
2.										
3.										
4.										
5.										
6.										

### 3. Performance of Results : (Theory Subject )

Sr. No.	Class /Course	Subject taught	Average result of same subject for list 3 years in institute	% of students securing marks above 3 years average	Average of Col. (5)	Performance And Multipl-ying factors	Max Weight	Weight Achieved (7) * (8)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1.						Excellent- 1.0 (100-81) Good- 0.7 (80-61) Average- 0.5 (60-41) Poor- 0.2 (40-00)	15	
2.								
3.								
4.								

**Total Weight Achieved in TABLES 1,2,3,=**

### 4. Other performance: -

No.	Performance indicator to be assessed	Evaluation by Reporting Officer			
		Excellent	Good	Average	Poor
1.	<p><b>Class Room Planning and Control:</b></p> <p>a) Planning of lessons throughout the academic year.</p> <p>b) Effective communication of subject matter and clarity of speech.</p> <p>c) Management of lecture and class control.</p> <p>d) Involvement of students in learning process.</p> <p>e) Use of media such as charts, models, transparencies, OHP, LCD, VCR, TV,</p>				
2.	<p>etc.</p> <p><b>For Teachers Concerned with Laboratory Work:</b></p> <p>a) Planned Laboratory instructions including management of practical.</p> <p>b) Uniform coverage of term work and guidance for writing journals.</p> <p>c) Checking of journals and making continuous assessment of term work.</p> <p>d) Preparation and display of instructional material, charts, models, etc.</p> <p>e) Development of new laboratory setups/ planning and procurement of consumables required for practical.</p>				
2.	<p style="text-align: center;"><b>OR</b></p> <p><b>For Teachers Not Concerned with Laboratory Work:</b></p> <p>a) Arranging special lectures of eminent persons.</p> <p>b) Conducting special classes for low profile students.</p> <p>c) Attitude towards maintaining cleanliness and aesthetics.</p> <p>d) Interaction with teachers teaching subject other than his own discipline.</p> <p>e) Preparation and display of instructional material.</p>				
3.	<p><b>Students Guidance and Counseling :</b></p> <p>a) Guidance to students about books and literature.</p> <p>b) Guidance about higher education / career planning.</p> <p>c) Guidance about job opportunities / entrepreneurship.</p> <p>d) Guidance for preparing for interviews / personality development.</p> <p>e) Guidance for independence study technique.</p>				

No.	Performance indicator to be assessed	Evaluation by Reporting Officer			
		Excellent	Good	Average	Poor
4.	<p><b>Assignments / Evaluation:</b></p> <p>a) Giving assignments regularly and assessing promptly.</p> <p>b) Maintaining quality and standard of questions / evaluation.</p> <p>c) Providing feedback to the students about shortcomings.</p> <p>d) Innovations in paper setting / evaluation.</p> <p>e) Record keeping of students' profile.</p>				
5.	<p><b>Curriculum / Learning Resources Development:</b></p> <p>a) Interest shown in curriculum development or preparation of syllabi.</p> <p>b) Preparing question banks.</p> <p>c) Motivating Students for use of computers.</p> <p>d) Giving handouts / upkeep of laboratory manuals / writing books.</p> <p>e) Development of e-learning materials/ Preparation of computer software as</p>				
6.	<p>a teaching aid.</p> <p><b>Seminars/ Training:</b></p> <p>a) Use of library books, periodicals, journals, etc.</p> <p>b) Attendance in seminars/ conferences/ workshops.</p> <p>c) Writing articles in state, national, international level periodicals/ journals/ Conferences.</p> <p>d) Delivering speech in other institutions.</p> <p>e) Memberships of professional bodies, awards and honours.</p>				
7.	<p><b>CO-curricular Activities:</b></p> <p>a) Consultancy and testing in the appropriate work area or organizing continuing education programmes for revenue generation.</p> <p>b) Organizing cultural programmes/sports / extra- curricular activities etc.</p> <p>c) Organizing industrial visits / study tours for students or taking interest in NCC/ NSS / Blood Donation / Plantation / Medical camps.</p> <p>d) Contribution to maintaining student discipline in general.</p> <p>e) Ability to work as a resource person.</p>				
8.	<p><b>Administrative Functions :</b></p> <p>a) Contribution to conduct gymkhana activities/ procurement of equipment.</p> <p>b) Worked as examination / gathering / admission in-charge.</p> <p>c) Maintenance of building /electrical installations / water supply / computers / equipment etc. or Worked as rector / assistant rector /warden.</p> <p>d) Worked as in charge for house keeping / environmental hygiene / cleanness of classrooms /premises /gardens/ security.</p> <p>e) Interest taken in activities related to canteen, Co-operative stores, etc. or willingness to take up higher responsibility or any responsibility.</p>				
	<b>Total Number of Tick Marks</b>				

**FINAL ASSESSMENT:**

Particulars			Weight achieved
a)	Total weight achieved in TABLES other than Other performance.		
	Weight Other performance	No. of tick Marks	Multiplying factor
b)	Excellent		1.5
c)	Good		1.0
d)	Average		0.75
e)	Poor		0.3
f)	<b>Special weight given by Reporting Officer (Max.5)</b>		
g)	<b>Total weight achieved out of 100</b>		

Note: The special weight maximum of 5 may be awarded by reporting officer for the extra ordinary contribution beyond institution. (Please mention activities for which special weight is given.)

Note: Grade be given as indicated below:  
 100-81 (Outstanding)  
 81-71 (Excellent)  
 71-61 (Very good)  
 60-51 (Good)  
 50-35 (Average)  
 24-00 (Below Average)

**General evaluation and grade:**

\_\_\_\_\_

\_\_\_\_\_

**GRADE:**

**Place:**

**Date:**

**Signature:  
and Designation:  
of Reporting Officer**

**Remark of Reviewing Officer:**

- I agree with evaluation made by Reporting Officer.
- I wish to change the grade given by Reporting officer on following grounds:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**GRADE:**

**Place:**

**Date:**

**Signature:  
Designation:  
Reviewing Officer**

## B] General Appraisal (Estimate of General Ability and Character)

- |    |  |                        |                            |                 |             |               |
|----|--|------------------------|----------------------------|-----------------|-------------|---------------|
| 1. | Industry and Application:  | Outstanding            | Very good                  | Good            | Average     | Below Average |
| 2. | Capacity to get work done by Subordinates :  | Outstanding            | Very good                  | Good            | Average     | Below Average |
| 3. | Relations with colleagues and the public :   | Cooperative            | Courteous                  | Helpful         | Indifferent | Unfriendly    |
| 4. | General intelligence :   | Very Brilliant         | Brilliant                  | Intelligent     | Average     | Dull          |
| 5. | Administrative ability including judgment initiative and drive and decision making : | Outstanding<br>Average | Very good<br>Below Average | Positively Good | Good        |               |
| 6. | Aptitude to higher learning :  | Outstanding            | Very good                  | Good            | Average     | Below Average |

Place:

Date:

**Signature:**

**Designation:**

**Reporting Officer**

## C] Evaluation by Students :

### (a) Theory Evaluation ( if applicable)

Name of Subject and class	No. of Students for Theory subject (s)	SUM total of score of Theory subject (s)	Average Theory score out of 100 4 = 3 / 2
1	2	3	4
<b>Average of column 3</b>			

### (b) Practical Evaluation ( if applicable)

Name of Subject and class	No. of Students for Practicals subject (s)	SUM total of score of Practicals subject (s)	Average Practicals score out of 50 4 = 3 / 2
1	2	3	4
<b>Average of column 3</b>			

$$(c) \text{ Score out of 20} = \left\{ \frac{\text{Score in (a) (if applicable) + Score in (b) (if applicable)}}{100 \text{ (if applicable) + } 50 \text{ (if applicable)}} \right\} \times 20$$

Reporting Officers Score =