

CRITERIA 6

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

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Performance Appraisal System:

The College follows a structured and comprehensive procedure to evaluate the job performance and productivity of both its teaching and non-teaching staff. Apart from considering the actual performance, the appraisal process also takes into account citizenship behaviour, potential for future development, and individual strengths and weaknesses. The main goal is not just to assess performance based on existing standards but to pinpoint areas with potential for improvement, paving the way for future progress and advancement.

The following performance appraisal mechanisms are in place for the teaching and non-teaching staff:

Teaching staff

- **Regular feedback from students:** Term-wise feedback is collected for every teacher for all the subjects taught in each class. The teachers are intimated about the feedback and scope for improvement if suggested. Feedback about administrative staff is collected at the end of every year
- **Suggestion Boxes:** Students can also give detailed feedback about the teaching and non-teaching staff via suggestion boxes on every floor.
- **Grievance Redressal Cell:** The college has a functional Grievance redressal cell where the students can register a complaint online. Complaints once received are discussed within the committee and the decision is communicated to the principal.
- **Informal Feedback:** Performance is also appraised informally through discussions during academic sessions, discharging duties within committees, day-to-day observations of punctuality via the Bio-metric system etc. Daily interactions with the non-teaching staff and meticulousness of duties performed are observed around the year

Non Teaching staff:

The college employs specific criteria to assess the performance of its contingent staff at regular intervals. The evaluation encompasses various factors, including character, behaviour, skills, work capacity, discipline, dependability, interactions with other non-teaching and academic staff, and cooperation with superiors, subordinates, colleagues, students, and the public. Moreover, communication skills and technical abilities are also considered during the appraisal process.

Overall, the Performance Appraisal System has played a vital role in assessing employee performance, motivating them, analyzing their strengths and areas for improvement, and ultimately leading to enhanced overall performance.

Nirmala Memorial Foundation College of Education, Kandivali (East)

Teacher's Evaluation Form

(To be filled by the student)

Program: _____ Year: _____ Date: _____

No.	Instructor Name:	Course Taught

Use the scale to answer the following questions below and make comments

ABOVE 80% ABOVE 70% ABOVE 60% ABOVE 50% BELOW 50%

A: Excellent B: Very Good C: Good D: Fair E: Poor

S#	Question:	1	2	3	4	5	6	7
1.	The instructor is well prepared in terms of delivering lectures							
2.	The instructor communicates Learning Outcomes at the beginning of the lecture							
3.	This class has increased my interest in this field of study							
4.	The instructor demonstrates knowledge of the contents and Instructions explaining what is expected from us							
5.	The instructor has completed the whole course							

6.	The instructor provides additional material apart from the textbook							
7.	The teacher communicates the subject matter clearly							
8.	The teacher is helpful in response to our questions in the class							
9.	The instructor is punctual and observes class timing							
10.	The instructor provides clear evaluation criteria for assignments/presentations/quizzes							
11.	The instructor grades assignments/presentations/quizzes as per laid down evaluation criteria							
12.	Teacher gives me timely feedback on assignments/presentations/quizzes as so that I can improve							
13.	The instructor grades the Midterm examination papers as per laid down evaluation criteria							
14.	Teacher gives me timely feedback on Midterm examination papers so that I can improve							
15.	The instructor is available during the specified office hours for after class consultations							

Nirmala Memorial Foundation College of Education, Kandivali (East)

Performance Appraisal Form for Non-Teaching Staff 2021-2022

1. Name of the Faculty :
2. Position Title :
3. Date of Entry into Service :
4. No. of Years in Service :
5. Date of Retirement :
6. Qualification :
7. Details of Current Responsibilities :

I. PROFESSIONAL COMPETENCE

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Knowledge of rules, regulation and procedure					
2	Ability to organize work and carry it out					
3	Ability and willingness to take up additional load in times of exigencies					
4	Creativity and innovation					
5	Ability to learn and perform new duties					
6	Capacity to supervise* (For Supervising Staff Only)					
7	you possess good knowledge (theory, hands on) for all aspects of the job to perform your job functions satisfactorily?					

II. PERFORMANCE

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Awareness of policies and procedures of the institution?					
2	Maintenance of Files/Records					
3	Accuracy & Speed of work					
4	Neatness & tidiness of work					

5	Completion of work on schedule					
6	Diligence and sense of responsibility					

III. PERSONAL CHARACTERISTICS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Attendance					
2	Punctuality					
3	Discipline					
4	Integrity and behaviour					

IV. ATTITUDE TOWARDS CO-WORKERS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation with your colleagues?					
2	Mutual motivation with your colleagues?					

V. ATTITUDE TOWARDS PUBLIC

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation to the needs of the public(Parents, Business Associates, Vendors, Well Wishers of the College)?					
3	Rapport with the public when you interact with them?					

VI. STAFF/STUDENT RELATIONS

	Excellent	Good	Satisfactory	Average	Poor
Ability to engage, motivate, supervise, and effectively work in the interest of students?					
Responsibility towards your tasks/ areas of management assigned to?					

PROFORMA USED FOR PERFORMANCE APPRAISAL FOR TEACHING STAFF

Nirmala Memorial Foundation College of Education, Kandivali (East)

Teacher's Evaluation Form (To be filled by the student)

Program: B.Ed Year: 2021 Date: 10/04/21

No.	Instructor Name:	Course Taught :
	Nitisha Jha	1) Childhood and growing up
		2) Learning and Teaching
		3) Guidance and Counselling
		4) Assessment for learning 5) Pedagogy of history

Use the scale to answer the following questions below and make comments

ABOVE 80% ABOVE 70% ABOVE 60% ABOVE 50% BELOW 50%

A: Excellent B: Very Good C: Good D: Fair E: Poor

S#	Question:	1	2	3	4	5	6	7
1.	The instructor is well prepared in terms of delivering lectures							✓
2.	The instructor communicates Learning Outcomes at the beginning of the lecture						✓	
3.	This class has increased my interest in this field of study							✓
4.	The instructor demonstrates knowledge of the contents and instructions explaining what is expected from us				✓			
5.	The instructor has completed the whole course						✓	

6.	The instructor provides additional material apart from the textbook					✓	
7.	The teacher communicates the subject matter clearly						✓
8.	The teacher is helpful in response to our questions in the class						✓
9.	The instructor is punctual and observes class timing						✓
10.	The instructor provides clear evaluation criteria for assignments/presentations/quizzes						✓
11.	The instructor grades assignments/presentations/quizzes as per laid down evaluation criteria					✓	
12.	Teacher gives me timely feedback on assignments/presentations/quizzes as so that I can improve					✓	
13.	The instructor grades the Midterm examination papers as per laid down evaluation criteria					✓	
14.	Teacher gives me timely feedback on Midterm examination papers so that I can improve				✓		
15.	The instructor is available during the specified office hours for after class consultations				✓		

Nirmala Memorial Foundation College of Education, Kandivali (East)

Teacher's Evaluation Form

(To be filled by the student)

Program: B.Ed Year: 2021 Date: 10/04/21

No.	Instructor Name:	Course Taught
	Ms. Sweety Singh	1) Childhood and growing up
		2) Learning and Teaching
		3) Guidance and Counselling
		4) Assessment for learning 5) Pedagogy of economics

Use the scale to answer the following questions below and make comments

ABOVE 80% ABOVE 70% ABOVE 60% ABOVE 50% BELOW 50%

A: Excellent B: Very Good C: Good D: Fair E: Poor

S#	Question:	1	2	3	4	5	6	7
1.	The instructor is well prepared in terms of delivering lectures							✓
2.	The instructor communicates Learning Outcomes at the beginning of the lecture					✓		
3.	This class has increased my interest in this field of study					✓		
4.	The instructor demonstrates knowledge of the contents and instructions explaining what is expected from us						✓	
5.	The instructor has completed the whole course							✓

6.	The instructor provides additional material apart from the textbook					✓	
7.	The teacher communicates the subject matter clearly						✓
8.	The teacher is helpful in response to our questions in the class						✓
9.	The instructor is punctual and observes class timing						✓
10.	The instructor provides clear evaluation criteria for assignments/presentations/quizzes					✓	
11.	The instructor grades assignments/presentations/quizzes as per laid down evaluation criteria						✓
12.	Teacher gives me timely feedback on assignments/presentations/quizzes as so that I can improve					✓	
13.	The instructor grades the Midterm examination papers as per laid down evaluation criteria						✓
14.	Teacher gives me timely feedback on Midterm examination papers so that I can improve				✓		
15.	The instructor is available during the specified office hours for after class consultations						✓

Nirmala Memorial Foundation College of Education, Kandivali (East)

Teacher's Evaluation Form

(To be filled by the student)

Program: B.Ed Year: 2021 Date: 10/04/21

No.	Instructor Name:	Course Taught
	Ms. Navita Sood	1) Knowledge and Curriculum 2) Education Management 3) Guidance and Counselling 4) Creating an Inclusive School 5) Pedagogy of Hindi/Marathi

Use the scale to answer the following questions below and make comments

ABOVE 80% ABOVE 70% ABOVE 60% ABOVE 50% BELOW 50%

A: Excellent B: Very Good C: Good D: Fair E: Poor

S#	Question:	1	2	3	4	5	6	7
1.	The instructor is well prepared in terms of delivering lectures					✓		
2.	The instructor communicates Learning Outcomes at the beginning of the lecture					✓		
3.	This class has increased my interest in this field of study				✓			
4.	The instructor demonstrates knowledge of the contents and Instructions explaining what is expected from us					✓		
5.	The instructor has completed the whole course					✓		

6.	The instructor provides additional material apart from the textbook				✓		
7.	The teacher communicates the subject matter clearly					✓	
8.	The teacher is helpful in response to our questions in the class					✓	
9.	The instructor is punctual and observes class timing						✓
10.	The instructor provides clear evaluation criteria for assignments/presentations/quizzes					✓	
11.	The instructor grades assignments/presentations/quizzes as per laid down evaluation criteria					✓	
12.	Teacher gives me timely feedback on assignments/presentations/quizzes as so that I can improve				✓		
13.	The instructor grades the Midterm examination papers as per laid down evaluation criteria					✓	
14.	Teacher gives me timely feedback on Midterm examination papers so that I can improve				✓		
15.	The instructor is available during the specified office hours for after class consultations					✓	

PROFORMA USED FOR PERFORMANCE APPRAISAL FOR NON-TEACHING STAFF

Nirmala Memorial Foundation College of Education, Kandivali (East)

Performance Appraisal Form for Non-Teaching Staff 2021-2022

1. Name of the Faculty : Renuka Indulkar
 2. Position Title : Peon - Support Staff
 3. Date of Entry into Service : 2009
 4. No. of Years in Service : 14 years
 5. Date of Retirement : 30 December - 2026
 6. Qualification :
 7. Details of Current Responsibilities :

I. PROFESSIONAL COMPETENCE

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Knowledge of rules, regulation and procedure			✓		
2	Ability to organize work and carry it out		✓			
3	Ability and willingness to take up additional load in times of exigencies			✓		
4	Creativity and innovation		✓			
5	Ability to learn and perform new duties			✓		
6	Capacity to supervise* (For Supervising Staff Only)		✓			
7	you possess good knowledge(theory, hands on) for all aspects of the job to perform your job functions satisfactorily?		✓			

II. PERFORMANCE

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Awareness of policies and procedures of the institution?		✓			
2	Maintenance of Files/Records		✓			
3	Accuracy & Speed of work		✓			
4	Neatness & tidiness of work		✓			

5	Completion of work on schedule		✓			
6	Diligence and sense of responsibility		✓			

III. PERSONAL CHARACTERISTICS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Attendance		✓			
2	Punctuality		✓			
3	Discipline		✓			
4	Integrity and behaviour		✓			

IV. ATTITUDE TOWARDS CO-WORKERS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation with your colleagues?		✓			
2	Mutual motivation with your colleagues?		✓			

V. ATTITUDE TOWARDS PUBLIC

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation to the needs of the public(Parents, Business Associates, Vendors, Well Wishers of the College)?		✓			
3	Rapport with the public when you interact with them?		✓			

VI. STAFF/STUDENT RELATIONS

	Excellent	Good	Satisfactory	Average	Poor
Ability to engage, motivate, supervise, and effectively work in the interest of students?		✓			
Responsibility towards your tasks/ areas of management assigned to?		✓			

Nirmala Memorial Foundation College of Education, Kandivali (East)

Performance Appraisal Form for Non-Teaching Staff 2021-2022

1. Name of the Faculty : Ganesh Chauhan
 2. Position Title : Peon
 3. Date of Entry into Service : 2018
 4. No. of Years in Service : 3 years
 5. Date of Retirement :
 6. Qualification : 12th Pass
 7. Details of Current Responsibilities :

I. PROFESSIONAL COMPETENCE

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Knowledge of rules, regulation and procedure		✓			
2	Ability to organize work and carry it out		✓			
3	Ability and willingness to take up additional load in times of exigencies		✓			
4	Creativity and innovation		✓			
5	Ability to learn and perform new duties		✓			
6	Capacity to supervise* (For Supervising Staff Only)		✓			
7	you possess good knowledge(theory, hands-on) for all aspects of the job to perform your job functions satisfactorily?		✓			

II. PERFORMANCE

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Awareness of policies and procedures of the institution?		✓			
2	Maintenance of Files/Records		✓			
3	Accuracy & Speed of work		✓			
4	Neatness & tidiness of work		✓			

5	Completion of work on schedule		✓			
6	Diligence and sense of responsibility		✓			

III. PERSONAL CHARACTERISTICS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Attendance		✓			
2	Punctuality		✓			
3	Discipline		✓			
4	Integrity and behaviour		✓			

IV. ATTITUDE TOWARDS CO-WORKERS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation with your colleagues?		✓			
2	Mutual motivation with your colleagues?		✓			

V. ATTITUDE TOWARDS PUBLIC

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation to the needs of the public(Parents, Business Associates, Vendors, Well Wishers of the College)?		✓			
3	Rapport with the public when you interact with them?		✓			

VI. STAFF/STUDENT RELATIONS

	Excellent	Good	Satisfactory	Average	Poor
Ability to engage, motivate, supervise, and effectively work in the interest of students?		✓			
Responsibility towards your tasks/ areas of management assigned to?	✓				

Nirmala Memorial Foundation College of Education, Kandivali (East)

Performance Appraisal Form for Non-Teaching Staff 2021-2022

1. Name of the Faculty : **Ashok Sawant**
 2. Position Title : **Peon**
 3. Date of Entry into Service : **2008**
 4. No. of Years in Service : **15 years**
 5. Date of Retirement : **30 Aug 2024**
 6. Qualification : **10 Pass**
 7. Details of Current Responsibilities :

I. PROFESSIONAL COMPETENCE

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Knowledge of rules, regulation and procedure		✓			
2	Ability to organize work and carry it out		✓			
3	Ability and willingness to take up additional load in times of exigencies			✓		
4	Creativity and innovation		✓			
5	Ability to learn and perform new duties			✓		
6	Capacity to supervise* (For Supervising Staff Only)		✓			
7	you possess good knowledge(theory, hands on) for all aspects of the job to perform your job functions satisfactorily?			✓		

II. PERFORMANCE

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Awareness of policies and procedures of the institution?			✓		
2	Maintenance of Files/Records			✓		
3	Accuracy & Speed of work		✓			
4	Neatness & tidiness of work		✓			

5	Completion of work on schedule		✓			
6	Diligence and sense of responsibility		✓			

III. PERSONAL CHARACTERISTICS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Attendance			✓		
2	Punctuality			✓		
3	Discipline			✓		
4	Integrity and behaviour			✓		

IV. ATTITUDE TOWARDS CO-WORKERS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation with your colleagues?		✓			
2	Mutual motivation with your colleagues?		✓			

V. ATTITUDE TOWARDS PUBLIC

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation to the needs of the public(Parents, Business Associates, Vendors, Well Wishers of the College)?		✓			
3	Rapport with the public when you interact with them?		✓			

VI. STAFF/STUDENT RELATIONS

	Excellent	Good	Satisfactory	Average	Poor
Ability to engage, motivate, supervise, and effectively work in the interest of students?		✓			
Responsibility towards your tasks/ areas of management assigned to?		✓			