CRITERIA 6

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

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

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.

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				

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 Responsibil	ities

I. **PROFESSIONAL COMPETENCE**

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Knowledge of rules, regulationand procedure					
2	Ability to organize work andcarry 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 newduties					
6	Capacity to supervise* (For Supervising Staff Only)					
7	you possess good knowledge(theory, hands on)for all aspects of the job toperform your job functions satisfactorily?					

II. PERFORMANCE

S1. 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			

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

$\mathbf{IV.} \quad \text{attitude towards co-workers}$

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 youinteract with them?					

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

PROFORMA USED FOR PERFORMANCE APPRAISAL FOR TEACHING STAFF

	Nirmala Memorial Foundation Co	llege of Education,	Kant	livali	(East	0				
	Teacher's Eval (To be filled by	the student)								
	Program:B_EdYea	r. 2021	_Date	<u>= 10</u>	04					
11	a. Instructor Name:	Course Taught	chi	Idha	xxxd	an	al AD			
	Nitisha Jha	a) maining	an	27	fead	her	4			
		3) Luidanc	1 0	nd	Lou	inse	ther	ig		
		3) Unidance and counselling 4) Assessment for 5) Pedagogy of dealning history								
1	Jue the scale to answer the following questions below a ABOVE 80% ABOVE 70% ABOVE 60% ABOVE 50% A: Excellent B: Very Good C: Good D: Fair Question:			2	3	4	-	6	7	
1	ABOVE 80% ABOVE 70% ABOVE 60% ABOVE 50% A: Excellent B: Very Good C: Good D: Fair Question:	E: Poor		z	з	4	5	6	7	
/ 5#	ABOVE 80% ABOVE 70% ABOVE 60% ABOVE 50%	E: Poor		2	E	4	5	6	7	
/ 5#	ABOVE 80% ABOVE 70% ABOVE 60% ABOVE 50% A: Excellent B: Very Good C: Good D: Fair Question:	E: Poor		2	3	4	5	6	7	
/ 5# 1. Z.	ABOVE 80% ABOVE 70% ABOVE 60% ABOVE 50% As Excellent B: Very Good C: Good D: Fair Question: The instructor is well prepared in terms of delivering k The instructor communicates Learning Outcomes at th	E: Poor E: Poor ectures e beginning of the		2	3	4	5	6	7 5 5	
/ 5# 1. 2.	ABOVE 80% ABOVE 70% ABOVE 60% ABOVE 50% As Excellent 8: Very Good C: Good D: Fair Question: The instructor is well prepared in terms of delivering le The instructor communicates Learning Outcomes at th lecture	E: Poor E: Poor ectures e beginning of the			3	4		6	7 5	
1	ABOVE 80% ABOVE 70% ABOVE 60% ABOVE 50% A Excellent B: Very Good C: Good D: Fair Question: The instructor is well prepared in terms of delivering lo The instructor communicates Learning Outcomes at the lecture This class has increased my interest in this field of stud The instructor demonstrates knowledge of the content	E: Poor E: Poor ectures e beginning of the	1		3			6	7 5	

5.'	The instructor provides additional material apart from the textbook				1		
7.	The teacher communicates the subject matter clearly						5
8.	The teacher is helpful in response to our questions in the class			14			1
9,	The instructor is punctual and observes class timing						
10.	The instructor provides clear evaluation criteria for assignments/presentations/quizzes						1
11.	The instructor grades assignments/presentations/quizzes as per laid down evaluation criteria					1	
12.	Teacher gives me timely feedback on assignments/presentations/quizzes as so that I can improve	22	Í			1	
13.	The instructor grades the Midterm examination papers as per laid down evaluation criteria					1	
14.	Teacher gives me timely feedback on Midterm examination papers so that I can improve			1			
15.	The instructor is available during the specified office hours for after class consultations			1			

÷		valuation Form I by the student)								
	Program: <u>B.E.d</u>	Year: 2021	Da	te:	2/02	1/21				
No.	Instructor Name:	Course Taught) (1	rildi	voo a	1 .0	ind			
	Ms. Sweety Singh	Course Taught (1) Childhood and (1) growing up 2) hearing and Teaching								
		3) Cuidance	an	d	Cou	nse	uin	1		
		4) Assessment for learning	r 5) Pe	iday	rjj	7			
AB	e the scale to answer the following questions belo SOVE 80% ABOVE 70% ABOVE 60% ABOVE 5 Excellent B: Very Good C: Good D: Fair	0% BELOW 50%	•				•			
AB A: I S#	SOVE 80% ABOVE 70% ABOVE 60% ABOVE 5	0% BELOW 50% E: Poor	1	2	3	4	5	6		
AB A: I S# 0 L. 7	SOVE 80% ABOVE 70% ABOVE 60% ABOVE 5 Excellent B: Very Good C: Good D: Fair Question:	0% BELOW 50% E: Poor		2	3	4	5	6		
AB A: I 5# 0	SOVE 80% ABOVE 70% ABOVE 60% ABOVE 5 Excellent B: Very Good C: Good D: Fair Question: The instructor is well prepared in terms of delivering The instructor communicates Learning Outcomes at	0% BELOW 50% E: Poor g lectures the beginning of the	1	2	3	4	. 5	6		
AB A: 1 5# 0 1. 7 2. 7 4	BOVE 80% ABOVE 70% ABOVE 60% ABOVE 5 Excellent B: Very Good C: Good D: Fair Question: The instructor is well prepared in terms of delivering The instructor communicates Learning Outcomes at lecture	0% BELOW 50% E: Poor clectures the beginning of the udy	1	2	3	4	. 5	6		
AB A: 1 5# 0 1. 7 1. 7 1. 7 1. 7	BOVE 80% ABOVE 70% ABOVE 60% ABOVE 5 Excellent B: Very Good C: Good D: Fair Question: The instructor is well prepared in terms of delivering The instructor communicates Learning Outcomes at lecture This class has increased my interest in this field of st The instructor demonstrates knowledge of the contex	0% BELOW 50% E: Poor clectures the beginning of the udy	1	2	3	4	5	6		

0.0	he instructor provides additional material apart from the textbook	1			1		
	The teacher communicates the subject matter clearly						J
4	The teacher is helpful in response to our questions in the class						/
1.	The instructor is punctual and observes class timing		2	-			~
10'.	The instructor provides clear evaluation criteria for assignments/presentations/quizzes					1	
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				1		
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					1	

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

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

No. Instructor Name:	Course Taught Knowledge and () arriculum
Ms Navita Sood	2) Education Management
	3) Guidance and Counselling
	4) inclusive 5) Pedagogy of Inclusive 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					1		
3.	This class has increased my interest in this field of study				1			
4.	The instructor demonstrates knowledge of the contents and Instructions explaining what is expected from us					1		
5.	The instructor has completed the whole course					1		

5.	The instructor provides additional material apart from the textbook				1	
	The teacher communicates the subject matter clearly	•				1
ş.	The teacher is helpful in response to our questions in the class					1
).	The instructor is punctual and observes class timing					1
10,	The instructor provides clear evaluation criteria for assignments/presentations/quizzes					1
11.	The instructor grades assignments/presentations/quizzes as per laid down evaluation criteria			17		1
12	Teacher gives me timely feedback on assignments/presentations/quizzes as so that I can improve				1	1
13	The instructor grades the Midterm examination papers as per laid down evaluation criteria					1
1.	 Teacher gives me timely feedback on Midterm examination papers so that I can improve 		- 2		1	
1	5, The instructor is available during the specified office hours for after class consultations					1

PROFORMA USED FOR PERFORMANCE APPRAISAL FOR NON-TEACHING STAFF

N	irmala Memorial Foundation	College o	fEduc	ation, Kano	livali (Ea	st)
	Performance Appraisal For	m for Non-	Teachin	g Staff 2021-2	2022	
2. Posit 3. Date 4. No. c 5. Date 6. Quali	e of the Faculty : Recu ion Title : of Entry into Service : 20 If Years in Service : of Retirement : fication : ls of Current Responsibilities	14 yea 30 C	Ind - Si No Dece	ul kas uppost	2020	5
I.	PROFESSIONAL COMPETENC	E				
SI. No.		Excellent	Good	Satisfactory	Average	Poor
1	Knowledge of rules, regulation and procedure			1.	-	
2	Ability to organize work and carry it out	1.1.1				
3	Ability and willingness to take up additional load in times of exigencies		V	1		
4	Creativity and innovation	10	. /	-		
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?		<u>_</u> .		•	
II.	PERFORMANCE		, 10. In			
SI. No.		Excellent	Good	Satisfactory	Average	Poor
1	Awareness of policies and procedures of the institution?		1			(0)
2	Maintenance of Files/Records		1			
3	Accuracy & Speed of work		1			
4	Neatness & tidiness of work		1			

.

5	Completion of work on schedule	-	
6	Diligence and sense of responsibility	1.	

SI. No.		Excellent	Good	Satisfactory	Average	Poor
1	Attendance		1			
2	Punctuality	(4	V			
3	Discipline		~			
4	Integrity and behaviour					

IV. ATTITUDE TOWARDS CO-WORKERS

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

V. ATTITUDE TOWARDS PUBLIC

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

	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?		~			

Performance Appraisal Form for Non-Teaching Staff 2021-2022

1. Name of the Faculty	1	Ganeth	Chau	har
2. Position Title	÷	Peon		
3. Date of Entry into Service	1	2018		
4. No. of Years in Service	3		ons	
5. Date of Retirement	1			
6. Qualification		12th	rass	
7. Details of Current Respon	sibiliti	es :		
			14	

I. PROFESSIONAL COMPETENCE

Sl. No,		Excellent	Good	Satisfactory	Average	Poor
1	Knowledge of rules, regulation and procedure		\checkmark			
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		~		II:	
6	Capacity to supervise* (For Supervising Staff Only)		ÿ			
7	you possess good knowledge(theory, hands on) for all aspects of the job to perform your job functions satisfactorily?	-				

....

II. PERFORMANCE

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

			1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1
5	Completion of work on schedule	V .	
6	Diligence and sense of responsibility		

51. No.		Excellent	Good	Satisfactory	Average	Poor
1	Attendance		~	1		
2	Punctuality		V	2		
3	Discipline		/	1		-
4	Integrity and behaviour		1	1 .		

V. Sl. No.	ATTITUDE TOWARDS CO-WO	Excellent	Good	Satisfactory	Average	Poor
No.	Cooperation with your colleagues?		/			
2	Mutual motivation with your colleagues?		~	1.		

V. ATTITUDE TOWARDS PUBLIC

		Excellent	Good	Satisfactory	Average	Poor
SI. No.						
NO.	10. 10.1	1		12	10.00	
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?	10 - 11	~	1		1

	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?	~				

Performance Appraisal Form for Non-Teaching Staff 2021-2022

1. Name of the Faculty	1	Ashok Sawont-
2. Position Title	1	Peon
3. Date of Entry into Service	9	2008
4. No. of Years in Service	5	Isucars
5.Date of Retirement	÷	30 Aug 2024
6.Qualification	3	10 Pass
7. Details of Current Respon	sibil	

I. PROFESSIONAL COMPETENCE

SI. No.		Excellent	Good	Satisfactory	Average	Poor
1	Knowledge of rules, regulation and procedure	14	~			
2	Ability to organize work and carry it out	-	~			
3	Ability and willingness to take up additional load in times of exigencies	1		V		
4	Creativity and innovation		V			-
5	Ability to learn and perform new duties	-		~		
6	Capacity to supervise* (For Supervising Staff Only)		1.		2. 4	
7	you possess good knowledge(theory, hands on) for all aspects of the job to perform your job functions satisfactorily?	11 - 12 - 12 - 12 - 12 - 12 - 12 - 12 -		~		

II. PERFORMANCE

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

5	Completion of work on schedule	2		
6	Diligence and sense of responsibility		•	

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

IV. ATTITUDE TOWARDS CO-WORKERS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation with your colleagues?)			Т., К
2	Mutual motivation with your colleagues?		/	-		

.

.....

V. ATTITUDE TOWARDS PUBLIC

SI. 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?		/	-	- 24	+

	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?		/		,	