

Performance Appraisal by Head of the Department

Demonstrated Performance:

1. Percentage of lectures engaged against mandatory No of lectures:
2. Average passing percentage subject wise :


Sr. No.	Subject	Percentage

3. Capacity to get work done from subordinates:
4. Relation with colleagues and students:
5. Nature of student's feedback: Excellent/Very Good/Good/ Satisfactory
6. Area(s) in which training / guidance needed:
7. Do you agree with the self appraisal: YES / NO
(If not, state with which portion you do not agree.)

Personal Traits: (Give figurative assessment on the scale of 1 to 9)

1. Integrity:
2. Loyalty to organization/colleagues/students:
3. Dedication:
4. Intelligence:
5. Discipline:
6. Punctuality:
7. Innovative:
8. Commitment :
9. Attitude :
10. Initiative :
11. Your figurative assessment of the faculty (on the scale 1 to 9)

Date


IGAC Co-ordinator
 Chhatrapati Raja Sambhaji
 College of Education,



Signature and Name


PRINCIPAL
 Chhatrapati Raja Sambhaji
 College of Education,

14. Administrative Work

Sr. No.	Name of Work	Detailed of Job Involved
1	Students Annual Social	
2	Student Admission	
3	Recruitment of Teachers	
4	Hostel Rector / warden	
5	Consultancy	
6	Institution Development	

15. Details of assistance to HOD for departmental work:

16. No. of hours worked after office hours (Monthly average):

Place:

Date:

Signature, Name and Designation
of the faculty

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Chhatrapati Raja Sambhaji
College of Education,
Jalgaon



[Signature]
PRINCIPAL
Chhatrapati Raja Sambhaji
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Jalgaon

Appraisal of Faculty by the Head of the Institution

1. No of Appreciation received if any from:

HOD	Peer	Students	Subordinates	Office Staff

2. No of complaints received if any from :

HOD	Peer	Students	Subordinates	Office Staff

3. Special Attitude if any observed:

4. Contribution to Institutional Development:

5. Suggested area for development:

6. Overall performance based on self appraisal and appraisal:

(Figurative assessment on the scale 1 to 9)

7. Recommendation for next increment / promotion: R / Not Yet/ NR

Place:

Signature

Date:

Name & Designation

Remarks of Founder Secretary:

Place:

Signature

Date:


IQAC Co-ordinator
 Chhatrapati Raja Sambhaji
 College of Education
 Jaigaon




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Mangalmurti Bahaudeshiya Krda Mandal'S
Chhatrapati Raje Sambhaji College of Education,
Jalgaon.
Performance Appraisal: Faculty Members

Name of Institution: _____

1. Name of Faculty : _____
2. Designation : _____
3. Department : _____
4. Date of Appointment : _____
5. Total Service in the institution : _____
6. Duration of Appraisal : _____

Self Appraisal

1. Performance of engaging lectures:

Sr. No	Class	Subject	No of lectures planned	No of lectures conducted	Reasons for short fall	Remarks

2. Performance of engaging practicals

Sr. No	Class	Subject	No of practicals planned	No of practicals conducted	Reasons for short fall	Remarks

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3. Attendance of students

Sr. No	Class	Subject	Average percentage of students Attendance	Reasons for less attendance If any	Remarks

4. Performance in University Examination (Theory subject)

Sr. No	Class	Subject	No of students		Marks Obtained			
			Appeared	Passed	Above 75%	60 - 75%	45 - 60%	Below 45%

5. (a) Whether teaching plan was prepared? YES / NO
 (b) If YES, whether the same was implemented? YES / NO
 If NO, give reason :
 (c) Whether teaching aid(s) used during class? YES / NO
 (d) If YES, mention type and No :
 (i) O H P: (ii) Models:
 (iii) Charts: (iv) Power Point Presentations:
 (e) If NO, give reason
 (f) Teaching aids prepared for the year

Sr. No.	Type	Number

(g) No of extra classes conducted :

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Principal
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 Jalgaon

- (h) No of students guided in the project :
- (i) Nature of guidance given :

6. Examination Work:

- (a) Setting of question paper (University Exam) : YES / NO
- (b) No of answer sheets evaluated (Uni Exam) :
- (c) Worked as External Examiner (for Practical Exam) : YES / NO
- (d) Worked as internal examiner (for Practical Exam) : YES / NO
- (e) Performed Invigilation Duty : YES / NO
- (f) Any other :

7. Visits:

- (a) No of School visits : Planned _____ , Conducted _____
- (b) Site Visits : Planned _____ , Conducted _____

8. Details of Publications:

- (a) No of Technical Papers:
 - (i) National Journals :
 - (ii) International Journal :
- (b) Books:

9. Training for Self Development:

- (a) Short Term Courses Attended
- (b) Long Term Courses Attended:
- (c) Seminars Attended
- (d) Conferences Attended:
- (e) Guest Lectures in other institution:

10. Member of Professional Organization

Sr. No.	Name of Organization	Position Held

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 College of Education



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 College of Education

6.3.5-4

11. Student Guidance and Counseling:

Sr. No	Particulars	Planned	Achieved	Reason for shortfall
1	Guidance about Books and Subject matter			
2	Guidance about higher Education / career Planning			
3	Guidance about job Opportunities / entrepreneurship			
4	Guidance for project			

12. Internal Revenue Generation :

Sr. No	Activity	Target Amount	Achieved	Type of involvement	Reason for shortfall

13. Co-curricular Activities

Sr. No.	Type of Activity	No. of Activity	Role Played
1	Organization of cultural programmes		
2	Sports		
3	Contribution to maintaining Student discipline		
4	Work as resource person		

HEAD Coordinator
Chhatrapati Raja Sambhaji
College of Education,
Jalgaon



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Mangalmurti Bahudeshiya Krida Mandal'S
Chhatrapati Raje Sambhaji College of Education,
Jalgaon.

Non Teaching Staff Progress Report
(For Self Appraisal)

Academic Year.....to.....

Date of Submission.....


IQAC Co-ordinator
Chhatrapati Raje Sambhaji
College of Education,
Jalgaon




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Jalgaon

Part A – Personal Information

6.	Name of the personnel	:	
7.	Name of the College	:	
8.	Date of joining	:	
9.	Designation	:	
10.	Additional responsibility, if any	:	

Part B – Details of Activities

2. Write the details of activities performed as per the assigned duties

Performance Appraisal Evaluation Form for Staff		
Sr.No	Job Objectives/ Key Result Area's	Weight age (05)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

2. Please mention the brief of assignments/ work given by Reporting Officer

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IQAC Co-ordinator
Chhatrapati Raja Sambhaji
 College of Education,
 Jalgaon



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Chhatrapati Raja Sambhaji
 College of Education,
 Jalgaon

Part C- Department And Cell Activities

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Part D – Academic And Administrative Coordination

1. please give suggestions for initiatives to be taken for quality enhancement in the institute (wherever applicable)

Industry Interaction	
Academic Management	
Self-development	

Date of Submission :

Name and Signature :


IGAC Coordinator
Chhatrapati Raja Sambhaji
College of Education,
Jaipur




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Chhatrapati Raja Sambhaji
College of Education
Jaipur

Part E - (Feedback)

1. Please furnish the following : (To be filled by Office Superintendent)

Key Indicators	Details	Remarks of Serving Officer
Monthly Attendance		
No. and type Of Leaves Taken (semester wise)		
Avg. Log in And Log out time		
Over all Remarks		

Date :

Name & signature :

Chairperson :

IQAC Coordinator
Chhatrapati Raja Sambhal
College of Education
Jalgaon



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College of Education

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Date

IGAC Coordinator
Chhatrapati Rajawade Sanshodhan Mandal



Signature and Name

PRINCIPAL
Chhatrapati Rajawade Sanshodhan Mandal

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Signature, Name and Designation
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[Handwritten Signature]
PROFESSOR

Chairman, Jalgaon
College of Education
Jalgaon

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Place:

Date:

Signature

Name & Designation

Remarks of Founder Secretary:

Place:

Date:

IGAC Coordinator
Chhatrapati Raja Sambhaji



Signature

PRINCIPAL

Chhatrapati Raja Sambhaji
College of Education