

PERFORMANCE APPRAISAL PROCESS

The success of any educational institution depends on the quality of its staff- both teaching and non-teaching. Together they play a significant role and are the backbone of the institution. Institutions cannot achieve their goals -the vision and mission- without them. To achieve the targets, the staff need to be motivated at work. The performance appraisal (PA) is one of the performance management tools that is widely used to measure the productivity of academic employees in different contexts.

At Gramin Mahila Mahavidhyalaya, performance appraisals formats are developed for both teaching and non-teaching staff.

Performance appraisal for teaching staff

The faculty appraisal is undertaken with following objectives:

- To assist teachers in their professional development and career planning.
- To assist teachers to reflect about their potential and to carry out their duties more effectively
- To provide judgment to support promotions, demotions, transfers, confirmation or termination.
- To provide feedback to staff about their behaviour, attitudes, skills or subject-expertise
- To recognise the achievements of teachers and help them to identify ways of improving their knowledge, skills, attitudes and ultimately performance.
- To improve the quality of education for students

In short, it would be utilized as a tool to facilitate growth, development, efficiency and effectiveness of the teaching-learning process in the institution.

The process of faculty appraisal:

The process of appraisal would be scheduled towards the end of the academic year. This is to enable the faculty reflect on their performance across the academic year. Additionally, the analysis would provide a pathway for the institution to take necessary measures to incentivize or bring in supportive processes to enhance the performance of the faculty.

The process of appraisal comprises of three parts:

- A. Self-appraisal format to be filled by every faculty
- B. Appraisal by Principal: Part of Self-appraisal format.
- C. Student Appraisal of teachers (Staff Feedback Form)

A. SELF APPRAISAL FORMAT:

The self-appraisal format developed has both quantitative (rating scale) and qualitative (descriptive) sections. The self- appraisal format encompasses the following domains of skills

1. General Information
2. Self-reflections on abilities, strengths and areas of improvement
3. Professional Skills and Duties
4. Personal Competencies and Abilities

The rating scale ranges from 1 to 5 for each point by self, peer 1(nominated by self), peer 2 (nominated by HODs/Principal) and principal as follows:-

- **1=Never, 2=Not often, 3=Sometimes, 4=Usually, 5=Almost always**

Finally % of all 4 category rating calculated for each faculty members.

To make the process of appraisal more objective, detailed grade descriptors have been provided for every item under each section. The faculty are given the same along with the self-appraisal format to be filled.

The maximum score a faculty can arrive at is 150 rating points in each category. A format of the same is attached in the **Appendix 1**.

General guidelines for faculty when undertaking the responsibility of self-appraisal:

1. Faculty are expected to highlight their accomplishments and in their professional development across the academic year
2. Being honest, realistic and objective about oneself is important.
3. Faculty need to be reflective and critical without being self-deprecating in their assessment.
4. Faculty are expected to be professional when writing self-assessments.
5. Faculties have to undertake the responsibility of self-appraisal seriously. They are expected to work individually and not be influenced by any colleague or peers during the process.
6. The Principal would assure the confidentiality of the process.

NOTE: All appraisal forms are submitted by the faculty to the Principal and will be in the custody of the Principal.

B. APPRAISAL BY PRINCIPAL:

The principal appraisal is part of above format. In fact, to make it more concise, the self-appraisal format also has a column to be filled by the HODs/Principal which runs parallel to the column where the faculty scores are entered. (**Refer Appendix 1**)

The maximum score of a faculty be given by the Principal is 150 rating points.

General guidelines for Principal when undertaking the responsibility of appraisal of faculty:

1. The assessor has to ensure that the focus is on the person without any prejudice.
2. The Principal should focus on job performance and related factors, not personality factors of the faculty being assessed.
3. The Principal is expected to review thoroughly the job requirements, the faculty's strengths, accomplishments and areas of improvement.
4. The Principal shall maintain the confidentiality of the process/faculty details strictly.
5. The information will be utilized for professional development only.

C. STUDENT APPRAISAL OF TEACHERS

The third component of the appraisal is the feedback from the student community. A format with 4 items has been developed for the same. Each of the seven items cover a range of teaching skills required for efficiency in teaching- syllabus completion, ability to clarify doubts, quality of feedback, teaching tools utilization, clarity in communication etc.

The rating scale ranges from 1 to 5 as follows:

The maximum score a teacher can arrive at is 5 on each item.

1	2	3	4	5
Below Average	Average	Good	Very good	Excellent

A format of the same is attached in the **Appendix 2**.

Process:

1. Feedback from students is taken from all sections.
2. It is ensured that every faculty has received feedback on at least two subjects taught by him/her. It is ensured that the two sets of feedback are not from the same class.
3. To maximize objectivity and reduce biases, the following protocols are followed:
4. Before distributing the feedback forms to the students, the Principal/ HOD would explain to the students on the importance, responsibility and implications of feedback from students. This process is followed in every class & stream.
5. Students are advised to give their feedback freely and judiciously.
6. Students are advised not to discuss with their peers when they are filling the forms.
7. Students are assured of confidentiality.
8. The teacher whose feedback is being provided will not be involved in the class during the session. It will be administered by the Principal/ HOD.
9. The feedback forms are collected immediately and will be in the custody of the Principal.

Performance appraisal for non-teaching staff

The employee appraisal is undertaken with following objectives:

- To assist employees to reflect about their potential and to carry out their duties more effectively
- To provide judgment to support promotions, demotions, confirmation or

termination.

- To provide feedback to staff about their behaviour, attitudes, skills or subject-expertise
- To recognise the achievements of employees and help them to identify ways of improving their knowledge, skills, attitudes and ultimately performance.
- To assist employees in their professional development and career planning.

In short, it would be utilized as a tool to facilitate growth, development, efficiency and effectiveness of the administration and facility management process in the institution.

The process of appraisal:

The process of appraisal would be scheduled towards the end of the academic year.

The process of appraisal comprises of Quantitative (rating scale):

Rating Scales are:-

Excellent	Good	Satisfactory	Average	Poor

Format is attached in the **Appendix 3**

Appraisal by Principal:

- The Principal would a review of the self-appraisal documents submitted by the non-teaching faculty.
- The Principal is expected to rate their performances.
- The Principal is also expected to facilitate an individualized meeting with each of the non-teaching staff to communicate an appraisal of their performances and the action undertaken.

- This is to enable the employees reflect on their performance across the previous academic year.
- Additionally, the analysis would provide a pathway for the institution to take necessary measures to incentivize or bring in supportive processes to enhance the performance of the staff.

NOTE: All appraisal forms will be in the custody of the Principal.

Appendix 1

GRAMIN MAHILA MAHAVIDHYALAYA

SHIVSINGHPURA, SIKAR

FACULTY SELF EVALUATION REPORT

General Information:

1)Name :

2)Designation :

3)Department :

4)Date of Joining & Previous Experience:

5)Marital Status :

6)Appointments held prior to joining this institution:

Designation	Name of the employer	Date of joining	Date of leaving	Reason for Leaving

7) Posts held after appointment in this institution:

Designation	Department	From	To

8) Academic Qualification :(UG to Ph.D)

Examination	Name of Board/University	Year of Passing	% of Marks obtained	Division/Class/Grade

9) Research Projects Carried out:

Title of the Project	Name of the Funding Agency	Duration	Remarks

10) Details of Training, Seminars, Conferences, Workshops, FDPs, attended in the past one year:

Name of the Programme	Place where held	Name of the Organising Body	Dates/Duration	Remarks

11) Academic Performance: (previous year)

Name of the Subject Taught	University Examination	% of Result

12) Please give a short account of your contribution to: **(Previous year)**

a) college:

b) Co-curricular Activities:

c) Enrichment of campus Life
(Hostel, sports, games, cultural activities)

d) Students Welfare and Discipline

e) Membership /Participation in committees:

f) Editorship of Journals:

13) Other Relevant Information/Awards, Recognition received: (Previous year)

Sl.no	Details (year, type, Value, Etc.,)	Remarks

Date:

Signature of the Faculty

Section B – Rate your Performance

1=Never, 2=Not often, 3=Sometimes, 4=Usually, 5=Almost always

S.N.	Attributes	Self	Peer 1	Peer 2	HOD/ Principal
1	I make classwork interesting.				
2	I am fair with all students.				
3	I maintain discipline in the classroom.				
4	I am well-prepared for my class.				
5	I give assignments related to the subjects.				
6	My students and I discuss and summarize each lesson just studied.				
7	I ensure that slow learners are counseled and encouraged.				
8	I like it when students ask questions.				
9	I ask question in class to see if my students understand that has been taught.				
10	I explain new ideas in a way that is easy to understand.				
11	I monitor students' work, as they are doing it, to see if they understand the topic.				
12	I am very knowledgeable about the subject I teach.				
13	I use PPT/ other supportive teaching Tools for better understanding by students.				
14	I give quizzes, debates and seminars in class.				
15	I train my students' communication skills.				
16	I discuss puzzles / recent news in class.				
17	I guide the students in their innovative work.				
18	I help my students in getting placements / career enhancements/career counseling.				
19	I encourage my students to participate in cultural & technical events.				
20	I encourage my students to be a part of SPORTS/NSS/NCC				
21	I celebrate the success of my students.				
22	I involve in College Level activities.				
23	I involve in promotion of the College.				
24	I maintain good inter-personal relationship with others in College.				
25	I give suggestions for the improvement of the College.				
26	I maintain records related to my department.				
27	I execute examination related assignments.				
28	I maintain my workplace clean and neat.				
29	I am proficient with the rules & regulations relevant to students and staff of the College.				
30	I refer always the recent edition of the book for reference & updating my knowledge by reading newspapers and other sources.				
	Total	/150	/150	/150	/150
	Converted to %				

Peer 1 nominated by Self & Peer 2 by HOD/Principal

Average of all 4 category in %=

Peer 1 _____ Peer 2 _____

To the best of my knowledge, the information given by me is true and correct.

Date:

Signature of the Faculty

Appendix 2

The feedback is taken by the statutory feedback committee on teaching and infrastructure from the students. The feedback includes the information on pedagogy, discipline and teaching ethics. It also includes views on infrastructure, laboratory, library, sports, culture and other activities of the college.

Gramin Mahila Mahavidyalaya, Sikar

STUDENT FEEDBACK FORM

Academic Session: 20....- 20....

Date.....

Programme: M.Sc/M.A/ B.A/B.Sc/B.A. B.Ed/B.Sc. B.Ed

Rating: *Excellent (5)/ *Very Good (4)/ *Good (3)/ Average (2)/ Below Average (1)

A) Academic

Sr. No.	Quality of Teaching	Subject/ Teacher Name:
		Rating/ Remarks
1.	Quality and regularity of teachers in class	
2.	Extra knowledge imparted	
3.	Effectiveness of teaching in term of:	
I.	Technical contents	
II.	Communication skills	
III.	Use of ICT Aids	
IV.	Teacher-student relationship/solving individual problems	
V.	Scheduled organizing of Assignments, Projects, Tests, Seminars, Workshops	
VI.	Help in career guidance	
4.	Infrastructure & Lab facility	

B) Co-curricular Activities

I.	Cultural	
II.	Sports	
III.	NSS/ NCC	
IV.	Discipline Enforcement	
V.	Development Activities organized by college	

C) Campus Facilities

I.	Toilets	
II.	Water	
III.	Cleanliness	
IV.	Internet	
V.	Day -to- Day information	
VI.	Library	
VII.	Green Campus	
VIII.	Support from Administration /Office staff	

D) Are the students treated equally on the basis of below

I.	Gender	
II.	Economic Class	
III.	Caste/ Ethnicity	
IV.	Regional Background	
V.	Religion	

E) Best practices & Suggestions:

I.	Rate the college culture	
II.	Ragging free Campus	
III.	Overall Rating	

F) Additional Remarks

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Name & Signature of Student (Optional)

Appendix 3

GRAMIN MAHILA MAHAVIDYALAYA, SHIVSINGHPURA, SIKAR

SESSION-

Performance Appraisal Form for Non-Teaching Staff

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	Do 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					
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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

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Ability to engage, motivate, supervise, and effectively work in the interest of students?					
3	Responsibility towards your tasks/ areas of management assigned to?					

Declaration

I hereby declare that the information provided is true to the best of my knowledge.

Place:-

Date:-

←
Name and Signature of the non teaching staff

Countersigned by the Head of the Institution

The feedback is taken by the statutory feedback committee on teaching and infrastructure from the students. The feedback includes the information on pedagogy, discipline and teaching ethics. It also includes views on infrastructure, laboratory, library, sports, culture and other activities of the college.

The college feedback form for the outgoing students:-

Gramin Mahila Mahavidyalaya, Sikar

STUDENT FEEDBACK FORM

Academic Session: 2019-2020

Date.....

Programme: M.Sc/M.A/ B.A/B.Sc/B.A. B.Ed/B.Sc. B.Ed

Rating: *Excellent (5)/ *Very Good (4)/ *Good (3)/ Average (2)/ Below Average (1)

A) Academic

Sr. No.	Quality of teaching	Subject/ Teacher Name:
		Rating/ Remarks
1.	Quality and regularity of teachers in class	Excellent
2.	Extra knowledge imparted	Excellent
3.	Effectiveness of teaching in term of:	Very good
I.	Technical contents	Excellent
II.	Communication skills	Excellent
III.	Use of ICT Aids	good
IV.	Teacher-student relationship/solving individual problems	Excellent
V.	Scheduled organizing of Assignments, Projects, Tests, Seminars, Workshops	Excellent
VI.	Help in career guidance	Excellent
4.	Infrastructure & Lab facility	Excellent

B) Co-curricular Activities

I.	Cultural	Excellent
II.	Sports	Excellent
III.	NSS/ NCC	very good
IV.	Discipline Enforcement	Excellent
V.	Development Activities organized by college	Excellent

C) Campus Facilities

I.	Toilets	Excellent
II.	Water	Excellent
III.	Cleanliness	Excellent
IV.	Internet	good
V.	Day -to- Day information	Excellent
VI.	Library	Very good
VII.	Green Campus	Excellent
VIII.	Support from Administration /Office staff	Excellent

D) Are the students treated equally on the basis of below

I.	Gender	Yes
II.	Economic Class	Yes
III.	Caste/ Ethnicity	Yes
IV.	Regional Background	Yes
V.	Religion	Yes

E) Best practices & Suggestions:

I.	Rate the college culture	Excellent
II.	Ragging free Campus	Excellent
III.	Overall Rating	Excellent

F) Additional Remarks

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Name & Signature of Student (Optional)

The feedback is taken by the statutory feedback committee on teaching and infrastructure from the students. The feedback includes the information on pedagogy, discipline and teaching ethics. It also includes views on infrastructure, laboratory, library, sports, culture and other activities of the college.

The college feedback form for the outgoing students:-

Gramin Mahila Mahavidyalaya, Sikar

STUDENT FEEDBACK FORM

Academic Session: 20~~19~~²⁰ 20~~20~~²⁰

Date.....

Programme: M.Sc/M.A/ B.A/B.Sc/B.A. B.Ed/B.Sc. B.Ed

Rating: *Excellent (5)/ *Very Good (4)/ *Good (3)/ Average (2)/ Below Average (1)

A) Academic

Sr. No.	Quality of teaching	Subject/ Teacher Name:
		Rating/ Remarks
1.	Quality and regularity of teachers in class	Excellent.
2.	Extra knowledge imparted	very good.
3.	Effectiveness of teaching in term of:	Good.
I.	Technical contents	very good.
II.	Communication skills	Excellent.
III.	Use of ICT Aids	Good.
IV.	Teacher-student relationship/solving individual problems	Excellent.
V.	Scheduled organizing of Assignments, Projects, Tests, Seminars, Workshops	very good.
VI.	Help in career guidance	Excellent.
4.	Infrastructure & Lab facility	Excellent.

B) Co-curricular Activities

I.	Cultural	very good.
II.	Sports	Excellent.
III.	NSS/ NCC	very good.
IV.	Discipline Enforcement	Excellent.
V.	Development Activities organized by college	Excellent.

C) Campus Facilities

I.	Toilets	Average.
II.	Water	very good.
III.	Cleanliness	very good.
IV.	Internet	Good.
V.	Day -to- Day information	very good.
VI.	Library	Excellent.
VII.	Green Campus	Excellent.
VIII.	Support from Administration /Office staff	Excellent.

D) Are the students treated equally on the basis of below

I.	Gender	female.
II.	Economic Class	Yes.
III.	Caste/ Ethnicity	Yes.
IV.	Regional Background	Yes.
V.	Religion	Yes.

E) Best practices & Suggestions:

I.	Rate the college culture	very good.
II.	Ragging free Campus	Yes.
III.	Overall Rating	Excellent.

F) Additional Remarks

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Name & Signature of Student (Optional)

GRAMIN MAHILA MAHAVIDHYALAYA

SHIVSINGHPURA, SIKAR

FACULTY SELF EVALUATION REPORT ... 2019-20

General Information:

- 1) Name : Pooja
- 2) Designation : Assistant Professor.
- 3) Department : Geography.
- 4) Date of Joining & Previous Experience: 16 JULY 2016
- 5) Marital Status : Married.
- 6) Appointments held prior to joining this institution:

Designation	Name of the employer	Date of joining	Date of leaving	Reason for Leaving

7) Posts held after appointment in this institution:

Designation	Department	From	To
Ass. Prof.	Geography	16 July 2016	Continue

8) Academic Qualification : (UG to Ph.D)

Examination	Name of Board/University	Year of Passing	% of Marks obtained	Division/Class/Grade
B.A	Raj Uni	2009	68%	I
M.A	Raj Uni	2012	58%	II
Net	UGC	2015	—	

Pooja

प्राचार्य
महिला स्नातकोत्तर महाविद्यालय
शिवसिंगपुरा सीकर (राज.)

9) Research Projects Carried out:

Title of the Project	Name of the Funding Agency	Duration	Remarks
	N		

10) Details of Training, Seminars, Conferences, Workshops, FDPs, attended in the past one year:

Name of the Programme	Place where held	Name of the Organising Body	Dates/Duration	Remarks
		NIL		

11) Academic Performance: (previous year)

Name of the Subject Taught	University Examination	% of Result
Human Geography	PDSU	100%
India Geography	PDSU	100%
Geography of India	MA(P) PDSU	100%
Economic Geog.	MA(P) PDSU	100%
Advance Geo. of Ind	MA (E) PDSU	100%

12) Please give a short account of your contribution to: (Previous year)

a) college: Encourage Student's Confidence.

- expand on interests and push our student to do better.
- Trip at Village Survey and field Survey.

b) Co-curricular Activities:

- Preparation of charts and models.

- Organising student/girls council at college level.

c) Enrichment of campus life

(Hostel, sports, games, cultural activities)

- mentoring geographical lab and instruments.
- Appreciate excellence displayed by our talented athletes.
- Creating a positive college culture and encourage girls is the key to positioning college culture.

d) Students Welfare and Discipline

[Handwritten mark]

e) Membership /Participation in committees:

[Handwritten mark]

f) Editorship of Journals:

[Handwritten mark]

13) Other Relevant Information/Awards. Recognition received: (Previous year)

Sl.no	Details (year, type, Value, Etc...)	Remarks
	<i>[Handwritten mark]</i>	

Date:

[Handwritten Signature]

Signature of the Faculty

[Handwritten Signature]

प्राची शिव...
शिवा... (अधिकारी)

Section B – Rate your Performance

1=Never, 2=Not often, 3=Sometimes, 4=Usually, 5=Almost always

S.N.	Attributes	Self	Peer 1	Peer 2	HOD/ Principal
1	I make classwork interesting.	5	4	5	4
2	I am fair with all students.	5	5	5	5
3	I maintain discipline in the classroom.	5	5	5	5
4	I am well-prepared for my class.	5	5	5	5
5	I give assignments related to the subjects.	5	5	5	5
6	My students and I discuss and summarize each lesson just studied.	5	5	5	5
7	I ensure that slow learners are counseled and encouraged.	5	5	5	5
8	I like it when students ask questions.	5	5	5	5
9	I ask question in class to see if my students understand that has been taught.	5	5	5	5
10	I explain new ideas in a way that is easy to understand.	5	5	5	5
11	I monitor students' work, as they are doing it, to see if they understand the topic.	5	5	5	5
12	I am very knowledgeable about the subject I teach.	5	5	5	5
13	I use PPT/ other supportive teaching Tools for better understanding by students.	5	5	5	5
14	I give quizzes, debates and seminars in class.	5	5	5	5
15	I train my students' communication skills.	5	5	5	5
16	I discuss puzzles / recent news in class.	5	5	5	5
17	I guide the students in their innovative work.	5	5	5	5
18	I help my students in getting placements / career enhancements/career counseling.	5	5	5	5
19	I encourage my students to participate in cultural & technical events.	5	5	5	5
20	I encourage my students to be a part of SPORTS/NSS/NCC	5	5	5	5
21	I celebrate the success of my students.	5	5	5	5
22	I involve in College Level activities.	5	5	5	5
23	I involve in promotion of the College.	5	5	5	5
24	I maintain good inter-personal relationship with others in College.	5	5	5	5
25	I give suggestions for the improvement of the College.	5	5	5	5
26	I maintain records related to my department.	5	5	5	5
27	I execute examination related assignments.	5	5	5	5
28	I maintain my workplace clean and neat.	5	5	5	5
29	I am proficient with the rules & regulations relevant to students and staff of the College.	5	5	5	5
30	I refer always the recent edition of the book for reference & updating my knowledge by reading newspapers and other sources.	5	5	5	5
	Total	146 /150	148 /150	147 /150	147 /150
	Converted to %	97.66	98.66	98	98

Peer 1 nominated by Self & Peer 2 by HOD/Principal

Average of all 4 category in %=

Peer 1 Sanita Peer 2 Samon

To the best of my knowledge, the information given by me is true and correct.

Date:

प्राचार्य

Signature of the Faculty

ग्रामीण महिला महाविद्यालय
शिवसिंहपुरा, रीकर (राज.)

GRAMIN MAHILA MAHAVIDYALAYA, SHIVSINGHPURA, SIKAR

SESSION- 2019-20

Performance Appraisal Form for Non-Teaching Staff

- 1. Name of the Faculty : Mrs Vijay Lakshmi
- 2. Position Title : Librarian
- 3. Date of Entry into Service : July 2006
- 4. No. of Years in Service :
- 5. Date of Retirement :
- 6. Qualification : M.A M. Lib, M. Phil.
- 7. Details of Current Responsibilities : Library

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	Do 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	✓				

[Signature]
प्रिन्सिपल
ग्रामिण महिला महाविद्यालय
शिवसिंहपुरा, सिकर (राज.)

6	Diligence and sense of responsibility					
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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

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Ability to engage, motivate, supervise, and effectively work in the interest of students?	✓				
3	Responsibility towards your tasks/ areas of management assigned to?	✓				

Declaration

I hereby declare that the information provided is true to the best of my knowledge.

Place:-

Date:-

Name and Signature of the non-teaching staff

Countersigned by the Head of the Institution

GRAMIN MAHILA MAHAVIDYALAYA, SHIVSINGHPURA, SIKAR

SESSION- 2019-20

Performance Appraisal Form for Non-Teaching Staff

1. Name of the Faculty : श्री अनास मिस
2. Position Title : Pran
3. Date of Entry into Service : 1.5.2017
4. No. of Years in Service : 7.48
5. Date of Retirement : —
6. Qualification : 9th
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	Do 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		✓			

[Signature]
शाखाध्यक्ष
ग्रामीण महिला स्वातंत्र्य महाविद्यालय
शिवसिंगपुरा, सिकर (राज.)

6	Diligence and sense of responsibility	✓				
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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 whenyou interact with them?			✓		

VI. STAFF/STUDENT RELATIONS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Ability to engage, motivate, supervise, and effectively work in the interest of students?			✓		
3	Responsibility towards your tasks/ areas of management assigned to?	✓				

Declaration

I hereby declare that the information provided is true to the best of my knowledge.

Place:-

Date:-

Name and Signature of the non teaching staff

श्रीमती मणिषा स्वामीकर महलविद्यालय
- दिल्ली, सीकर (राज.)

Countersigned by the Head of the Institution