

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	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					

[Signature]

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



STUDENT SELF EVALUATION

One way to get more from the substantial investment of your time at work is to think of your job as a learning experience. This worksheet is designed to guide you in this thinking. It is best that you discuss this evaluation with your supervisor in order to get their feedback on your evaluation. This may not always be possible in some of the larger departments, but your supervisor should receive a copy of this completed form.

Student Name: _____

Remember, this is a guide. Typically, you won't be the best in everything or the worst in everything. Use the following numerical guide to rate your performance in each area.

- (1) I need to improve a lot. I seldom do satisfactorily. If I ran the department, I would say that my typical performance on this item does not generally meet the department's needs.
- (2) I usually do satisfactorily, but I need to become more consistent. I would say that my typical performance is good, but not every time I report to work. If I ran the department, I would say that my overall performance on this item is okay, but not great.
- (3) I perform this item well day in and day out. If I ran the department, I would say that my typical performance on this item is consistently good.
- (4) I find ways to go beyond expectations, to be a truly memorable and valued employee. If I ran the department, I would be very pleased to have an employee of my caliber. (I know they will miss me when I graduate.)

1.	Meeting schedules	(1)	(2)	(3)	(4)
2.	Meeting standards of performance	(1)	(2)	(3)	(4)
3.	Using my time efficiently	(1)	(2)	(3)	(4)
4.	Holding healthy attitudes toward work and supervision	(1)	(2)	(3)	(4)
5.	Working with others	(1)	(2)	(3)	(4)
6.	Sharing responsibility	(1)	(2)	(3)	(4)
7.	Recognizing the importance of work	(1)	(2)	(3)	(4)
8.	Learning and using basic skills and information	(1)	(2)	(3)	(4)
9.	Taking personal responsibility for my assigned tasks	(1)	(2)	(3)	(4)
10.	Applying my knowledge to the situation	(1)	(2)	(3)	(4)
11.	Identifying my skills, talents, interests, and limitations	(1)	(2)	(3)	(4)
12.	Learning and developing confidence in my skills and knowledge	(1)	(2)	(3)	(4)

For the following, use the back of this form if needed.

List at least two strengths that you feel you bring to your job and what you feel to be your own unique contribution(s) to your department.

Identify your weakness(s) in your work habits and indicate ways you might improve.



Deshabandhu Mahavidyalaya, Chittaranjan

Annual Self-Assessment for the Performance-Based Appraisal System (PBAS)

Session/ Year:

(To be completed and submitted at the end of each academic year)

PART A: GENERAL INFORMATION

1. Name (Block letters):

2. Father's /Mother's name/ Husband's name:

3. Department:

4. Current Designation & Grade Pay:

5. Date of last Promotion:

6. Address for correspondence (with pin code):

7. Permanent Address (with pin code):

Telephone/Mobile No.:

E-mail:

8. Whether acquired any degrees or fresh academic qualifications during the year:

9. Academic Staff College Orientation/ Refresher Course attended during the year:

Name of the Course/Summer School	Place	Duration	Sponsoring Agency

10. Date of Appointment:

11. For which position & AGP you are applying under CAS (if applicable):

12. Date of eligibility for Promotion (if applicable):

13. Educational Qualification (Graduation onwards):

Examination	Name of the University	Year of passing	Marks Obtained (%)	Class/grade
BA/B.Sc./ B.Com.				
MA/M.Sc./ M.Com.				
Other examination, if any				

14. Research Degree(s):

Degree	Name of the University	Date of award	Title
M.Phil			
Ph.D/ D.Phil			
D.Sc./ D.Lit			

15. Details of Teaching/ Research/Academic Experience:

Designation	Employer	Period of service		Scale of pay
		From	To	

I declare that the particulars given above are correct to the best of my knowledge and belief.



(Tridib Santapa Kundu)
Signature of the Principal

Signature of the Candidate

Part B: Academic Performance Indicators (API)

(Please see detailed instructions of the PBAS-I/ PBAS-II (as may be applicable) proforma before filling out this section)

CATEGORY 1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(i) Lectures, seminars, tutorials, practical, contact hours undertaken taken as percentage of lectures allocated.

Sl.No.	Course/ Paper	level	Mode of Teaching	Class allotted as per schedule	No. of Classes conducted	% of classes/Practical taken as per record

#Lecture (L), Seminar (S), Tutorial(T),Practical(P), Contact Hours(C).

		API
a)	Classes taken (maximum 50 for 100% performance & proportionate score up to 80% performance, below which no score may be given)	
b)	Teaching load in excess of UGC norms/ Special Lectures/ Classes taken at the study centre located in the District other than Kolkata (max score - 10)	

(ii) Reading/ Instructional material consulted and additional knowledge resources provided to students

Sl. No.	Course/ Paper	Consulted	Prescribed	Additional Resource provided

API score based on preparation and Imparting of knowledge/instruction as per curriculum and syllabus enrichment by providing additional resources to students (Max. score: 20)				API Score

(iii) Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.

Sl. No.	Short description	API Score
	Total score (Max. score:20)	

(iv) Examination duties Assigned and Performed

Sl. No.	Type of Examination duties	Duties Assigned	Extent to which carried out (%)	API Score
Total Score (Max .25)				

CATEGORY 2: CO-CURRICULAR, EXTENSION, AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

Please mention your contribution to any of the following:

Sl. No.	Type of Activity	Average Hrs/Week	API score
	i) Extension, Co-curricular & field-based activities		
	Total (Max:20)		
	ii) Contribution to Corporate life and management of the Institution	Yearly/ Semester wise responsibilities	API score
	Total (Max:15)		
	iii) Professional Development activities		
	Total (Max:15)		
	Total score (i+ii+iii) (Max:25)		

CATEGORY-3: RESEARCH AND ACADEMIC CONTRIBUTIONS**A) Published Papers in Journals**

Sl. No.	Title with page no.	Journal	ISSN/ISBN No.	Whether peer reviewed. Impact factor, if any	No. of Co-author	Whether you are the main author	API score

B(i) Articles/ Chapters published in Books

Sl. No.	Title with page no.	Book title, editor & publisher	ISSN/ISBN No.	Whether peer-reviewed.	No. of Co-author	Whether you are the main author	API score

B (ii) Full papers in Conference Proceedings

Sl. No.	Title with page no.	Details of Conference Publication	ISSN/ ISBN No.	No. of Co-author	Whether you are the main author	API score

B (iii) Books published as single author or as editor

Sl. No.	Title with page no.	Type of Book, & authorship	Publisher & ISSN/ISBN No.	Whether peer reviewed.	No. of Co-author	Whether you are the main author	API score

C) Ongoing and Completed Research Projects and Consultancies**C.(i) & (ii) Ongoing Projects/ Consultancies**

Sl. No.	Title	Agency	Period	Grant/ Amount mobilized (Rs. lakh)	API score

C.(iii) & (iv) Completed Projects/ Consultancies

Sl. No.	Title	Agency	Period	Grant/ Amount mobilized (Rs. lakh)	Whether policy document. Patent as outcome	API score

D) Research Guidance

Sl. No.	Number enrolled	Thesis submitted	Degree awarded	API score
M.Phil or equivalent				
Ph. D or equivalent				

E) (i) Training Courses, Teaching-Learning –Evaluation Technology Programmes, Faculty Development Programme (not less than one week duration)

Sl. No.	Programme	Duration	Organized by	API Score

E)(ii) Papers presented in Conferences, Seminars, Workshops, Symposia

Sl. No.	Title of the paper presented	Title of Conference/ Seminar	Organized by	Whether International/ National/State/ Regional/College or University level	API score

E)(iii) Invited lectures/ Chairing the session or presentation for conferences/ symposia etc.

Sl. No.	Title of the Lecture/ Academic session	Title of Conference/ Seminar	Organized by	Whether International/ National/State/ Regional/College or University level	API score

IV. Summary of API scores

	Criteria	Last academic year	Total API score for the assessment period	Annual Average API score for Assessment period
I	Teaching, learning and Evaluation related Activities			
II	Co-curricular, Extension and Professional Development related Activities			
	Total (I+II)			
III	Research and Academic Contributions			



(Tridib Santapa Kundu)
Signature of the Principal

Signature of the Candidate