



Reshmi Educational and Charitable Trust ®

Sri Murugha Rajendra Swamiji B.Ed and M.Ed College

Saraswatipura, Kusnoor Road, Kalaburagi

(Permanently affiliated to Gulbarga University, Kalaburagi and Accredited NAAC 'B' Grade)

E-mail: rect_9@yahoo.com website: www.rect.org Phone No.: 08472265502

STANDARD OPERATING PROCEDURES

PERFORMANCE APPRAISAL TEACHING STAFF



Reshmi Educational and Charitable Trust ®
Sri Murugha Rajendra Swamiji B.Ed and M.Ed College

Saraswatipura, Kusnoor Road, Kalaburagi

(Permanently affiliated to Gulbarga University, Kalaburagi and Accredited NAAC 'B' Grade)

E-mail: rect_9@yahoo.com website: www.rect.org Phone No.: 08472265502

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 staffs need to be motivated at work. The performance appraisal (PA) is one of the performance management tools that are widely used to measure the productivity of academic employees in different contexts.

Sri Murugha Rajendra Swamiji B.Ed. and M.Ed. College, 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 encourage teachers in their professional development and career planning.
- To encourage teachers to reflect about their potential and to carry out their duties more effectively
- To provide judgment to support professionally.
- 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 two semesters of 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: This would also involve a review of the self-appraisal documents submitted by the faculty.
- C. Student Appraisal of teachers

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- all descriptive items
3. Professional Skills and Duties: This section has 19 items to be rated on a scale of 4 and 1 item which is descriptive in nature. (total score: maximum 80; minimum 20)
4. Personal Competencies and Abilities: This section has 4 items to be rated on a scale of 4 and 1 item which is descriptive in nature. (total score: maximum 20; minimum 5)

The rating scale ranges from 1 to 4 as follows

- 1 is needs improvement
- 2 is fair
- 3 is very good
- 4 is outstanding

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

The maximum score a teacher can arrive at is 100.

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 recollect milestones 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. In case of any confusion, faculty are expected to utilize the grade descriptors provided.



6. Faculty 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.
7. 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 follows exactly the same format as the above for appraisal. In fact, to make it more concise, the self-appraisal format also has a column to be filled by the Principal which runs parallel to the column where the faculty scores are entered. (**Refer Appendix 1**)

The maximum score a teacher be given by the Principal is 100.

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 teacher's strengths, accomplishments and areas of improvement.
4. The Principal shall maintain the confidentiality of the process 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 7 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 7 as follows:

The maximum score a teacher can arrive at is 7 on each item.

1	2	3	4	5	6	7
Poor			Average			Outstanding

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

Process:

1. Feedbacks from students are taken from all sections at the end of every semester.
2. It is ensured that every teacher 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 would explain to the students on the importance, responsibility and implications of feedback from students. This process is followed in every year.
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.
9. The feedback forms are collected immediately and will be in the custody of the Principal.

ANALYSIS OF APPRAISAL/STUDENT FEEDBACK AND CONSOLIDATION:

1. Self-appraisal by teachers:

- The total score given by the faculty is calculated as per the rating scale.
- The actual milestones reached/achievements of the teacher in that academic year are identified and noted.
- The areas of improvement are reviewed.



2. Appraisal by Principal:

- The total score received by the faculty from and independent assessment by the Principal is calculated
- The actual milestones reached/achievements of the teacher in that academic year are identified and noted by the Principal
- The areas of improvement are identified.
- The discrepancies in the scores (if present) are identified and the possible reasons for the same are reflected and noted by the Principal.

Based on these two scores a detailed analysis is undertaken on the performance of each faculty during the said academic year. The strengths, responsibilities undertaken, achievements are consolidated and identified. Additionally, the areas of improvement are listed along with the challenges in professional skills/interpersonal fronts are noted. The progress based on the previous year's feedback is also reviewed. (From both perspectives- a positive growth or decline)

3. Student feedback:

- Each feedback form of each student is systematically entered into an Excel sheet.
- This is done class wise for every teacher so as to obtain a master chart.
- The average score for each teacher on every criterion is computed subject wise or class wise.
- The average scores are converted to graphical representation.
- The Principal would then write a brief report based on the feedback received by the teacher. This would highlight the positive points and areas that the faculty has excelled. Additionally, the report would also suggest skills that the faculty need to improve upon based on the feedback given by students

COMMUNICATING THE ANALYSIS OF APPRAISAL/STUDENT FEEDBACK

- After a consolidation of the appraisal and student feedback across academic year has been undertaken, the faculty would be invited for an individualized meeting to discuss the same.
- The Principal is expected to set aside adequate block of uninterrupted time to permit a full and complete discussion.



Reshmi Educational and Charitable Trust ®
Sri Murugha Rajendra Swamiji B.Ed and M.Ed College
Saraswatipura, Kusnoor Road, Kalaburagi
Permanently affiliated to Gulbarga University, Kalaburagi and Accredited NAAC 'B' Grade)
E-mail: rect_9@yahoo.com website: www.rect.org Phone No.: 08472265502

- The Principal is expected to give the faculty adequate advance notice so that he /she can prepare for the discussion.
- The Principal needs to be prepared to cite observations for each point discussed.
- The Principal is expected to acknowledge and appreciate achievements, encourage and motivate the faculty to further improve or convey the implications of poor performances as the case may be.
- The possible course of actions both positive and negative has to be conveyed clearly to the faculty.
- Both the Principal and the Faculty are expected to maintain professional etiquettes and behaviours during the course of the meeting.
- A brief record of the discussion points would be maintained with appropriate signatures.

COMMUNICATING AND REPORTING TO THE MANAGEMENT:

- The Principal shall make a report of the appraisal highlighting (with appropriate evidences)
 - Faculty who have demonstrated excellence in teaching practices, have taken responsibilities beyond the scope of their regular work and shown their commitment to the growth of the institution.
 - Faculty who have the capacity to improve their skills and competencies and the pathways suggested to them for the same.
 - Faculty who have underperformed and not shown any indication of improvement or who have not demonstrated the professional etiquettes across the academic year
- The Principal is expected to maintain appropriate documents connected to the same and it will be in the custody of the office/ Principal.
- The management would take necessary action as per the policy of the institution based on the report submitted.




PRINCIPAL
Sri Murugha Rajendra Swamiji
B.Ed. and M.Ed. College,
Kusnoor Road, Kalaburagi-585106



Reshmi Educational and Charitable Trust ®

Sri Murugha Rajendra Swamiji B.Ed and M.Ed College

Saraswatipura, Kusnoor Road, Kalaburagi

(Permanently affiliated to Gulbarga University, Kalaburagi and Accredited NAAC 'B' Grade)

E-mail: rect_9@yahoo.com website: www.rect.org Phone No.: 08472265502

STANDARD OPERATING PROCEDURES

PERFORMANCE APPRAISAL NON-TEACHING STAFF



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 staffs need to be motivated at work. The performance appraisal (PA) is one of the performance management tools that are widely used to measure the productivity of academic employees in different contexts.

Sri Murugha Rajendra Swamiji B.Ed. and M.Ed. College, performance appraisals formats are developed for both teaching and non-teaching staff.

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 profession.
- 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 two parts:

- A. Self-appraisal format to be filled by every non-teaching faculty

The appraisal format developed has both quantitative (rating scale) and qualitative (descriptive) sections.

The format encompasses the following sections:

1. General Information and list of responsibilities undertaken
2. Rating scale on the following: (Select items are differentiated for office employees and attenders/housekeeping staff as the nature of work differs. The directions for choice of questions is provided in the form itself)



Reshmi Educational and Charitable Trust ®
Sri Murugha Rajendra Swamiji B.Ed and M.Ed College

Saraswatipura, Kusnoor Road, Kalaburagi

(Permanently affiliated to Gulbarga University, Kalaburagi and Accredited NAAC 'B' Grade)

E-mail: rect_9@yahoo.com website: www.rect.org Phone No.: 08472265502

- a. Professional Competence: This section has 5 items to be rated on a scale of 4.(total score: maximum 20; minimum 5)
 - b. Quality of work: This section has 4 items to be rated on a scale of 4. (total score:maximum 16; minimum 4)
 - c. Personal Characteristics: This section has 3 items to be rated on a scale of 4.(total score: maximum 12; minimum 3)
3. A descriptive section to write any special contribution by the staff during that academic year. This carries 2 points

The rating scale ranges from 1 to 4 as follows

- 1 is poor
- 2 is satisfactory
- 3 is good
- 4 is Excellent

The maximum score a teacher can arrive at is 50.

A format of the same is attached in the **Appendix 1**.

B. Appraisal by Principal:

The format of appraisal utilized by the Principal is exactly the same as the self appraisalformat. This would be filled by the Principal with or without consultation with senior employees

- The Principal would a review of the self-appraisal documents submitted by the non-teaching faculty.
- The Principal is expected to rate their performances and generate a report.
- The Principal may undertake this task in consultation with any senior employee
- The Principal is also expected to facilitate an individualized meeting with each of the non-teaching staff to communicate an appraisal of their performances andthe 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.



Reshmi Educational and Charitable Trust ®
Sri Murugha Rajendra Swamiji B.Ed and M.Ed College

Saraswatipura, Kusnoor Road, Kalaburagi

(Permanently affiliated to Gulbarga University, Kalaburagi and Accredited NAAC 'B' Grade)

E-mail: rect_9@yahoo.com website: www.rect.org Phone No.: 08472265502

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 staff being assessed.
3. The Principal is expected to review thoroughly the job requirements, the individual's strengths, accomplishments and areas of improvement.
4. The Principal shall maintain the confidentiality of the process strictly.
5. The information will be utilized for professional development only.
6. The Principal would maintain the confidentiality of the process.

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

ANALYSIS OF APPRAISAL:

- The total score received by the staff is computed by adding the scores in self appraisal and the scores from the independent assessment by the Principal.
- Appropriate grades would be given based on the band descriptor provided.
- The strengths, responsibilities undertaken, achievements are consolidated and identified.
- Additionally, the areas of improvement are listed along with the challenges in professional skills/interpersonal fronts are noted.
- The progress based on the previous year's feedback is also reviewed. (from both perspectives- a positive growth or decline)

COMMUNICATING THE ANALYSIS OF APPRAISAL/STUDENT FEEDBACK

- After a consolidation of the appraisal has been undertaken, every staff would be invited for an individualized meeting to discuss the same.
- The Principal is expected to set aside adequate block of uninterrupted time to permit a full and complete discussion.
- The Principal is expected to give the individual adequate advance notice so that he /she can prepare for the discussion.
- The Principal needs to be prepared to cite observations for each point discussed.
- The Principal is expected to acknowledge and appreciate achievements, encourage and motivate the staff to further improve or convey the implications of poor performances as the case may be.




Reshmi Educational and Charitable Trust ®
Sri Murugha Rajendra Swamiji B.Ed and M.Ed College
Saraswatipura, Kusnoor Road, Kalaburagi
(Permanently affiliated to Gulbarga University, Kalaburagi and Accredited NAAC 'B' Grade)
E-mail: rect_9@yahoo.com website: www.rect.org Phone No.: 08472265502

- The possible course of actions both positive and negative has to be conveyed clearly to the employee.
- Both the Principal and the employee are expected to maintain professional etiquettes and behaviours during the course of the meeting.
- A brief record of the discussion points would be maintained with appropriate signatures.

COMMUNICATING AND REPORTING TO THE MANAGEMENT:

- The Principal shall make a report of the appraisal highlighting (with appropriate evidences)
 - Employees, who have demonstrated excellence in their work output, have taken responsibilities beyond the scope of their regular work and shown their commitment to the growth of the institution.
 - Employees who have the capacity to improve their skills and competencies and the pathways suggested to them for the same.
 - Staff who have underperformed and not shown any indication of improvement or who have not demonstrated the professional etiquettes across the academic year
- The Principal is expected to maintain appropriate documents connected to the same and it will be in the custody of the Principal.
- The management would take necessary action as per the policy of the institution based on the report submitted.




PRINCIPAL
Sri Murugha Rajendra Swamiji
B.Ed. and M.Ed. College,
Kusnoor Road, Kalaburagi-585106



Reshmi Educational and Charitable Trust ®

Sri Murugha Rajendra Swamiji B.Ed and M.Ed College

Saraswatipura, Kusnoor Road, Kalaburagi

(Permanently affiliated to Gulbarga University, Kalaburagi and Accredited NAAC 'B' Grade)

E-mail: rect_9@yahoo.com website: www.rect.org Phone No.: 08472265502

FACULTY APPRAISAL FORMAT

Self appraisal and Principal's Appraisal

NAME OF THE FACULTY:

NAME OF THE INSTITUTION:

DESIGNATION:

DOMAIN: SCIENCE/COMMECE/SOCIAL SCIENCE/LANGUAGES (PEDEGOY)

TOTAL YEARS OF EXPERIENCE:

Signature of Faculty

Name and Designation of Faculty



Reshmi Educational and Charitable Trust ®

Sri Murugha Rajendra Swamiji B.Ed and M.Ed College

Saraswatipura, Kusnoor Road, Kalaburagi

(Permanently affiliated to Gulbarga University, Kalaburagi and Accredited NAAC 'B' Grade)

E-mail: rect_9@yahoo.com website: www.rect.org Phone No.: 08472265502

SELF APPRAISAL

1. Describe your roles and responsibilities as faculty. (Attach the document that states the same)

2. List out the strengths/weaknesses

3. List out the areas that you need to improve upon,



Reshmi Educational and Charitable Trust ®
Sri Murugha Rajendra Swamiji B.Ed and M.Ed College

Saraswatipura, Kusnoor Road, Kalaburagi

(Permanently affiliated to Gulbarga University, Kalaburagi and Accredited NAAC 'B' Grade)

E-mail: rect_9@yahoo.com website: www.rect.org Phone No.: 08472265502

GIVEN BELOW IS A LIST OF CRITERIA - KINDLY RELATE YOURSELF/OR THE FACULTY IN EACH OF THEM BY TICKING IN THE APPROPRIATE BOXES.

If you have any confusion in ticking the box – look at the appendix at the end of the document

PROFESSIONAL DUTIES			
BROAD CRITERIA Specific themes	Specific themes	Outstanding (4)	
		Very Good (3)	
		Fair (2)	
		Needs improvement (1)	
		SELF APRAISAL	APPRAISAL BY PRINCIPAL
CLASS ROOM TEACHING AND PRACTICES	Structuring of the lesson		
	Quality of communication		
	Innovation and creativity		
	Board work		
	Use of technology and other teaching aids		
	Clarification of doubts		
	Syllabus completion		
	Classroom Management style		
DOCUMENTATION CONNECTED TO ACADEMIC WORK	Regularity of submission of lesson plans/year plans		
	Quality of the lesson planning		
	Correction work(notes and test)		
EXAMINATION/EVALUATION RESPONSIBILITIES	Type of duties of allotted		
	Execution of duty		
	Type of remedial work done by the faculty		
REMEDIAL RESPONSIBILITIES	Schedule of remedial work		



Reshmi Educational and Charitable Trust ®

Sri Murugha Rajendra Swamiji B.Ed and M.Ed College

Saraswatipura, Kusnoor Road, Kalaburagi

(Permanently affiliated to Gulbarga University, Kalaburagi and Accredited NAAC 'B' Grade)

E-mail: rect_9@yahoo.com website: www.rect.org Phone No.: 08472265502

STUDENT CENTRED PRACTICES	Involvement with mentoring of students		
CO-CURRICULAR AND EXTRA-CURRICULAR RESPONSIBILITIES	Type of responsibility undertaken		
	Schedule of the responsibilities		
ANY OTHER (6 points maximum) Write down if you have taken additional responsibility of registering for conference paper presentations, Seminars, Workshops, Books etc			
SELF RATING OUR OF 04			
REMARKS BY THE PRINCIPAL (6 points maximum)			
PRINCIPAL'S RATING Out of 04			

PERSONAL COMPETANCIES AND ABILITIES			
BROAD CRITERIA	Specific themes	Outstanding (4)	
		Very Good (3)	
		Fair (2)	
		Needs improvement (1)	
		APPRAISAL BY SELF	APPRAISAL BY PRINCIPAL
INVOLVEMENT AND ENGAGEMENT	Readiness in accepting responsibilities Quality of execution or work		
COLLABORATION	Ability to work in teams Relationship with peers		
ANY OTHER (6 points maximum) Write down if you have any strength or ability that is unique to you. Describe the responsibility undertaken by you that provided an opportunity to showcase your unique ability mentioned above			
SELF RATING OUT OF 04			
REMARKS BY THE PRINCIPAL (6 points maximum)			
PRINCIPAL'S RATING Out of 04			



Reshmi Educational and Charitable Trust ®

Sri Murugha Rajendra Swamiji B.Ed and M.Ed College

Saraswatipura, Kusnoor Road, Kalaburagi

(Permanently affiliated to Gulbarga University, Kalaburagi and Accredited NAAC 'B' Grade)

E-mail: rect_9@yahoo.com website: www.rect.org Phone No.: 08472265502

TOTAL	
SELF RATING Out of 100	
PRINCIPAL'S RATING Out of 100	
STUDENT FEEDBACK	

Signature of Principal

Signature of Faculty



PRINCIPAL
Sri Murugha Rajendra Swamiji
B.Ed. and M.Ed. College,
Kusnoor Road, Kalaburagi-585106



Reshmi Educational and Charitable Trust ®
Sri Murugha Rajendra Swamiji B.Ed and M.Ed College

Saraswatipura, Kusnoor Road, Kalaburagi

(Permanently affiliated to Gulbarga University, Kalaburagi and Accredited NAAC 'B' Grade)

E-mail: rect_9@yahoo.com website: www.rect.org Phone No.: 08472265502

Appendix 1

PROFESSIONAL DUTIES

PROFESSIONAL DUTIES					
		1	2	3	4
CLASSROOM TEACHING AND PRACTICES	Structuring of the lesson	<ol style="list-style-type: none"> 1. Clarity in the demarcation of the introduction, main content and conclusion. 2. The objective and sequencing of ideas is not well organized. 3. Examples anecdotes are absent 4. Time management needs improvements 	Any two of the issues are present	Any three of the issues are present	<ol style="list-style-type: none"> 1. The lesson is well structured with introduction, main body and also a conclusion. 2. Objectives and the ideas are sequence well. 3. Relevant example and anecdotes are outlined 4. Time managed well
	Quality of communication	<ol style="list-style-type: none"> 1. Clarity of concept taught is missing. 2. Has difficulty in simplifying complex information and it impacts the learning outcome of the student 	Any two of the issues are present	Any three of the issues are present	<ol style="list-style-type: none"> 1. The teacher is able to convey the concept with clarity and students understand the same with ease. 2. Complex information is



Reshmi Educational and Charitable Trust ®

Sri Murugha Rajendra Swamiji B.Ed and M.Ed College

Saraswatipura, Kusnoor Road, Kalaburagi

(Permanently affiliated to Gulbarga University, Kalaburagi and Accredited NAAC 'B' Grade)

E-mail: rect_9@yahoo.com website: www.rect.org Phone No.: 08472265502

		<p>3. Voice clarity, audibility requires improvement</p> <p>4. Doubts are not addressed at regular intervals.</p>			<p>simplified and conveyed in ways that students can understand.</p> <p>3. Voice is audible and clear with modulation.</p> <p>4. Doubts are cleared at regular intervals.</p>
	Innovation and creativity	The lessons was planned and executed in a regular manner.	There was an attempt at innovation when teaching the concept/through examples/analogy/activity etc. But was unable to execute it effectively	There was greater success in the attempt at innovation when teaching the concept/through examples/activity etc.	<p>1. The lesson plan and the success were innovative</p> <p>2. Acknowledge teaching method</p>
	Board work	Board work requires improvement in all the four areas.	Any two of the issues are present	Any three of the issues are present	Clear writing of steps/definition/concepts/diagrams Name of the lesson/theme written Gave ample time to the students to copy before erasing
	Use of technology and other teaching	Very rarely uses technology support or any teaching aids	Any two of the issues are present.	Any three of the issues are present.	Uses technology support/teaching aids like charts/models,



Reshmi Educational and Charitable Trust ®

Sri Murugha Rajendra Swamiji B.Ed and M.Ed College

Saraswatipura, Kusnoor Road, Kalaburagi

(Permanently affiliated to Gulbarga University, Kalaburagi and Accredited NAAC 'B' Grade)

E-mail: rect_9@yahoo.com website: www.rect.org Phone No.: 08472265502

	aids	<p>Is not adept in using ppt/internet sources to facilitate learning</p> <p>Is not aware of sources from the net</p> <p>Does not share or involve students internet sources of information with students</p>			<p>lab materials for teaching and learning activities regularly(at least in four classes per week)</p> <p>Uses PPT/videos from authentic sources to support teaching and learning activities</p> <p>Is aware of the sources from that net that can be used</p> <p>Gets students to create models/teaching aids to facilitate learning OR shares the same sources with students</p>
	Clarification of doubts	<p>The skill of asking questions needs to improve</p> <p>Needs to provide greater opportunity for students to rise questions</p> <p>Needs to improve the style of acknowledgment of correct answers/skill of supporting students to build on incorrect answers</p> <p>Interacts with only a specific set of students</p>	Any two of the issues are present.	Any three of the issues are present	<p>Raises sufficient questions to check the learning among the students/allows students to ask questions</p> <p>The questions are clear and range from memory/understanding and application levels</p> <p>Appreciates the correct answers/Gives support to build the answers OR answers the questions clearly</p>



Reshmi Educational and Charitable Trust ®

Sri Murugha Rajendra Swamiji B.Ed and M.Ed College

Saraswatipura, Kusnoor Road, Kalaburagi

(Permanently affiliated to Gulbarga University, Kalaburagi and Accredited NAAC 'B' Grade)

E-mail: rect_9@yahoo.com website: www.rect.org Phone No.: 08472265502

					Gives opportunities to all students equally to ask/answer questions
	Syllabus completion	Finds it challenging to complete the syllabus even with additional classes Does not find ample time to provide practice session	Completes the syllabus on time with extra classes Does not find ample time to provide practice sessions	Completes the syllabus on time with extra classes. Provides additional drill work for practice	Completes the syllabus on time. With or without extra classes. Provides additional drill work for practice and gives feedback to students
	Classroom Management style	Classroom management style requires improvement Finds it challenging to get the students to focus Needs improvement in emotional management of self Takes a autocratic or Laissez faire approach	Any two of the issues are present	Any three of the issues are present	Has the ability to manage the behavior of students extremely well. Guides students to stay focused on the learning process. Manages (Teacher) his/her emotions extremely well Follows a democratic approach
DOCUMENTATION CONNECTED TO ACADEMIC WORK	Regularity or submission of lesson plans/year plans	Has never submitted on time	Regularly misses deadlines and does not inform	Delays are present once in a away but because of genuine reasons. Informs to the authorities about the delays ahead of time	Always on time – never misses deadlines in submissions of the documents
	Quality of the lesson planning	The lesson plans are not organized well Absence of learning objectives	Any one of the issues are present	Any two of the issues are present	The lesson plans are well organized with specific objectives Activates/content



Reshmi Educational and Charitable Trust ®

Sri Murugha Rajendra Swamiji B.Ed and M.Ed College

Saraswatipura, Kusnoor Road, Kalaburagi

(Permanently affiliated to Gulbarga University, Kalaburagi and Accredited NAAC 'B' Grade)

E-mail: rect_9@yahoo.com website: www.rect.org Phone No.: 08472265502

		Activities/content are not aligned to objectives Time for every stage has not been clearly specified			is aligned to objectives Time for every stage has been clearly specified
	Correction work (notes and test)	Correction work not done regularly deadlines missed Frequent errors (correction of class work) Feedback not given to students on performance in examinations	Any one of the three points are present	Any two of the three points are present	Correction work done regularly and on time Error free (correction of class work) Detailed feedback given to students on performance in examinations
EXAMINATION/EVALUATION RESPONSIBILITIES	Type of Role assigned (Tick appropriate one. You can tick more than one also)	Invigilator/ Examination committee coordinator/Examination Committee Member/ Squad/Paper Setter/ Evaluator			
	Execution of any assigned duty	Needs to be systematic	Any two of the issues are present	Does the work allotted in a systematic manner Does not require multiple instructions to execute the job Completes the job on time	
REMEDIAL RESPONSIBILITIES	Type of remedial work done by the faculty (Tick appropriate one. You can tick more than one also)	Revision of topics already taught/ discussion questions from examination point/ providing practice to answer the examination based questions/ feedback regular with regard to the solved questions/ giving regular homework, monitoring and guiding			
	Schedule of remedial	Extends minimal	Any two of the points given	Any three of the points given.	Extends support to prepare the schedules



Reshmi Educational and Charitable Trust ®

Sri Murugha Rajendra Swamiji B.Ed and M.Ed College

Saraswatipura, Kusnoor Road, Kalaburagi

(Permanently affiliated to Gulbarga University, Kalaburagi and Accredited NAAC 'B' Grade)

E-mail: rect_9@yahoo.com website: www.rect.org Phone No.: 08472265502

	work	support			to study. Conducts follow up with the schedule prepared.
					Provides guide lines to students to learn difficult topic in easy manner. Provides insights and short cuts to arrive at the answers especially with regard to the MCQs(Competitive exams).
	Involvement with emotional supportive activities	Absence of skill and interest to provide emotional support to students	Any one of the three points are present	Any two of the three points are present	Takes keen interest in the wellbeing of the student. Does not hesitate to discipline the students Communicates and mentors the student beyond academics
CO-CURRICULAR AND EXTRA-CURRICULAR RESPONSIBILITIES	Type of responsibility undertaken	Limited to subject and classroom related activities	Initiates relevant college activities – and gets students read for the same	Identifies relevant intercollegiate activities – initiates and gets students ready for inter collegiate programmes	Involves in co curricular and extracurricular activities connected at classroom college and inter collegiate levels
	Involvement in execution of the responsibility assigned	Rarely – only when responsibilities are handed	Once in a way	Often whenever it can be done/ organized	Regularly across the year – beyond expected responsibilities
ANY OTHER	Points to be given if the faculty has taken	6 points extra for this			



Reshmi Educational and Charitable Trust ®

Sri Murugha Rajendra Swamiji B.Ed and M.Ed College

Saraswatipura, Kusnoor Road, Kalaburagi

(Permanently affiliated to Gulbarga University, Kalaburagi and Accredited NAAC 'B' Grade)

E-mail: rect_9@yahoo.com website: www.rect.org Phone No.: 08472265502

additional
responsibility
of
registering
for any
conference
paper
presentations,
Seminars,
Workshops
, Books etc

PERSONAL COMPETENCIES AND ABILITIES

INVOLVEMENT AND ENGAGEMENT	Readiness In accepting responsibilities	Hesitant to accept responsibilities even after convincing	Accepts responsibilities, but needs a little convincing	Accepts all responsibilities that are given by the Principal/HOD	Takes on responsibilities on their own. Does not wait for instruction from superiors
	Quality of execution of work	Work submitted requires improvement even after supervision and feedback	Puts in effort to put improve quality of work Constant supervision required Feedback is accepted	Work is meticulously executed A little supervision required Willing to take feedback with an open mind	Work is always meticulously executed No supervision required. Takes feedback voluntarily with an open mind
COLLABORATION	Ability to work in teams	Finds it challenging to blend into team Limits himself/herself to being a team member only Finds it challenging to manage conflicts	Works with support from authorities to blend into team Takes on assigned roles after convincing Seeks assistance to manage conflicts and work towards task completion	With a little support puts in effort to blend with the team members Takes on assigned roles Puts in effort to complete the tasks Deals with task conflicts independently	Is very comfortable working in a team: blends and gets very well with team members Takes on leadership within the team Works towards successfully executing the team tasks Consensus builder
	Relationship with peers	Finds it a challenge to maintain a	Puts effort to maintain a cordial	Has a cordial relationship with most of	Maintains a cordial working



Reshmi Educational and Charitable Trust ®

Sri Murugha Rajendra Swamiji B.Ed and M.Ed College

Saraswatipura, Kusnoor Road, Kalaburagi

(Permanently affiliated to Gulbarga University, Kalaburagi and Accredited NAAC 'B' Grade)

E-mail: rect_9@yahoo.com website: www.rect.org Phone No.: 08472265502

		cordial working relationship with most of the colleagues Unwilling to resolve issues or seek assistance	working relationship with colleagues Reports and seeks assistance to resolve conflicts	the colleagues Manages conflicts independently and works towards resolving it smoothly	relationship with all colleagues Rarely lands in conflicts	
ANY OTHER	Points to be given if the faculty has showcased any strength or ability and linked it to a specific responsibility.	6 points extra for this				



PRINCIPAL
Sri Murugha Rajendra Swamiji
B.Ed. and M.Ed. College,
Kusnoor Road, Kalaburagi-585106



Reshmi Educational and Charitable Trust ®
Sri Murugha Rajendra Swamiji B.Ed and M.Ed College

Saraswatipura, Kusnoor Road, Kalaburagi

(Permanently affiliated to Gulbarga University, Kalaburagi and Accredited NAAC 'B' Grade)

E-mail: rect_9@yahoo.com website: www.rect.org Phone No.: 08472265502

Appraisal format – Non Teaching Staff

PERFORMANCE APPRAISAL OF NON-TEACHING STAFF

Year of Appraisal:

1. Name:
2. Designation:
3. Department/Section:
4. Date of joining:
5. Qualification:
6. Details of current responsibilities:

Signature of Staff

Date:



PRINCIPAL
Sri Murugha Rajendra Swamiji
B.Ed. and M.Ed. College,
Kusnoor Road, Kalaburagi-585106



Reshmi Educational and Charitable Trust ®
Sri Murugha Rajendra Swamiji B.Ed and M.Ed College

Saraswatipura, Kusnoor Road, Kalaburagi

(Permanently affiliated to Gulbarga University, Kalaburagi and Accredited NAAC 'B' Grade)

E-mail: rect_9@yahoo.com website: www.rect.org Phone No.: 08472265502

NAME				
DESIGNATION				
DEPARTMENT/SECTION				
APPRAISAL CATEGORY	EXCELLENT	GOOD	SATISFACTORY	POOR
1. PROFESSIONAL COMPETENCE	4	3	2	1

**Knowledge of rules, regulation and procedure				
Ability to organize work and carry it out				
Ability and willingness to take up additional load in times of exigencies				
Ability to learn new duties				
**Capacity to supervise				
*Response to instructions and guidance of supervisor				
*Response of feedback of supervisor				
2. QUALITY OF WORK				
Ability to maintain Files/ Records				
Accuracy & Speed of work				
Neatness & tidiness of work				
Completion of work on schedule				
*Execution of work with team spirit				
3. PERSONAL CHARACTERISTICS				
Regularity				
Punctuality				
Interaction with colleagues and students				

**Not applicable for Attenders and Housekeeping Staff

*Applicable for Attenders and Housekeeping Staff

Any other contribution made by the employee: (2 points)



Reshmi Educational and Charitable Trust ®
Sri Murugha Rajendra Swamiji B.Ed and M.Ed College
Saraswatipura, Kusnoor Road, Kalaburagi
(Permanently affiliated to Gulbarga University, Kalaburagi and Accredited NAAC 'B' Grade)
E-mail: rect_9@yahoo.com website: www.rect.org Phone No.: 08472265502

TOTAL POINTS:

Maximum 50 -----Minimum 12

PROFESSIONAL COMPETENCE	QUALITY OF WORK	PERSONAL CHARACTERISTICS
GRAND TOTAL		
GRADE		

GRADING BASED ON POINTS

GRADE	POINTS
Excellent	40 and above
Good	35-39
Satisfactory	26-34
Poor	Below 25

Signature of Staff

Date:



PRINCIPAL
Sri Murugha Rajendra Swamiji
B.Ed. and M.Ed. College,
Kusnoor Road, Kalaburagi-585106



Reshmi Educational and Charitable Trust ®

Sri Murugha Rajendra Swamiji B.Ed and M.Ed College

Saraswatipura, Kusnoor Road, Kalaburagi

(Permanently affiliated to Gulbarga University, Kalaburagi and Accredited NAAC 'B' Grade)

E-mail: rect_9@yahoo.com website: www.rect.org Phone No.: 08472265502

SELF APPRAISAL OF NON-TEACHING STAFF

Year of Appraisal:

1. Name
2. Designation
3. Department/Section
4. Date of Joining
5. Qualification
6. Details of current responsibilities

Signature of Staff

Date:



PRINCIPAL
Sri Murugha Rajendra Swamiji
B.Ed. and M.Ed. College,
Kusnoor Road, Kalaburagi-585106



Reshmi Educational and Charitable Trust ®
Sri Murugha Rajendra Swamiji B.Ed and M.Ed College

Saraswatipura, Kusnoor Road, Kalaburagi

(Permanently affiliated to Gulbarga University, Kalaburagi and Accredited NAAC 'B' Grade)

E-mail: rect_9@yahoo.com website: www.rect.org Phone No.: 08472265502

NAME				
DESIGNATION				
DEPARTMENT/SECTION				
APPRAISAL CATEGORY	EXCELLENT	GOOD	SATISFACTORY	POOR
1. PROFESSIONAL COMPETENCE	4	3	2	1

**Knowledge of rules, regulation and procedure				
Ability to organize work and carry it out				
Ability and willingness to take up additional load in times of exigencies				
Ability to learn new duties				
**Capacity to supervise				
*Response to instructions and guidance of supervisor				
*Response of feedback of supervisor				
1. QUALITY OF WORK				
Ability to maintain Files/ Records				
Accuracy & Speed of work				
Neatness & tidiness of work				
Completion of work on schedule				
*Execution of work with team spirit				
2. PERSONAL CHARACTERISTICS				
Regularity				
Punctuality				
Interaction with colleagues and students				

**Not applicable for Attenders and Housekeeping Staff

*Applicable for Attenders and Housekeeping Staff

Any other contribution made by the employee: (2 points)



Reshmi Educational and Charitable Trust ®
Sri Murugha Rajendra Swamiji B.Ed and M.Ed College

Saraswatipura, Kusnoor Road, Kalaburagi

(Permanently affiliated to Gulbarga University, Kalaburagi and Accredited NAAC 'B' Grade)

E-mail: rect_9@yahoo.com website: www.rect.org Phone No.: 08472265502

TOTAL POINTS:

Maximum 50 -----Minimum 12

PROFESSIONAL COMPETENCE	QUALITY OF WORK	PERSONAL CHARACTERISTICS
GRAND TOTAL		
GRADE		

GRADING BASED ON POINTS

GRADE	POINTS
Excellent	40 and above
Good	35-39
Satisfactory	26-34
Poor	Below 25

Signature of Staff

Date:



PRINCIPAL
Sri Murugha Rajendra Swamiji
B.Ed. and M.Ed. College,
Kusnoor Road, Kalaburagi-585106



Reshmi Educational and Charitable Trust ®
Sri Murugha Rajendra Swamiji B.Ed and M.Ed College

Saraswatipura, Kusnoor Road, Kalaburagi

(Permanently affiliated to Gulbarga University, Kalaburagi and Accredited NAAC 'B' Grade)

E-mail: rect_9@yahoo.com website: www.rect.org Phone No.: 08472265502

APPRAISAL CATEGORY	SELF APPRAISAL		APPRAISAL BY PRINCIPAL	
	POINTS	GRADE	POINTS	GRADE
Professional competence				
Personal characteristics				
Overall Evaluation				

Comments/Action Taken/Suggestion Given by the Principal:



PRINCIPAL
Sri Murugha Rajendra Swamiji
B.Ed. and M.Ed. College,
Kusnoor Road, Kalaburagi-585106

Date:



Reshmi Educational and Charitable Trust ®
Sri Murugha Rajendra Swamiji B.Ed and M.Ed College

Saraswatipura, Kusnoor Road, Kalaburagi

(Permanently affiliated to Gulbarga University, Kalaburagi and Accredited NAAC 'B' Grade)

E-mail: rect_9@yahoo.com website: www.rect.org Phone No.: 08472265502

Student Feedback Format

NAME OF THE FACULTY

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

CLASS

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

DATE

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

SUBJECT

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

NOTE: Give your feedback on the faculty engaging your class now. Your evaluation will be done on a four point scale where, 4 being highest refer to excellent and I being lowest refer to needs improvement. Read each of the statement carefully and give your rating. Let your rating be unbiased and true to your conscience.

Sl. No.	Criteria Description	Rating			
		1	2	3	4
		Need Improvement	Fair	Very Good	Excellent
1	The ability of the teacher to communicate in class (Clarity in explaining, Relevant example and anecdotes are outlined, simplify difficult concepts)				
2	The ability of teacher to use different teaching aids-black board, technology and other resources (Board work neat and systematic clear writing of steps/definition/concepts/Diagrams Uses technology support teaching aids like charts/models, lab materials for Teaching)				
3	The ability of the teacher to complete syllabus on time (time management in each class completes the syllabus on time with or without extra class)				
4	The ability of teacher to answer questions and clarify doubts (Encourages questions from				



Reshmi Educational and Charitable Trust ®

Sri Murugha Rajendra Swamiji B.Ed and M.Ed College

Saraswatipura, Kusnoor Road, Kalaburagi

(Permanently affiliated to Gulbarga University, Kalaburagi and Accredited NAAC 'B' Grade)

E-mail: rect_9@yahoo.com website: www.rect.org Phone No.: 08472265502

	students Appreciates the correct answer Gives support to the students to build the answer OR answer the questions clearly)				
5	The ability of teacher to mentor students(Takes keen interest in the disciplining and wellbeing of the student, Is an approachable person)				
6	The ability of the teacher to be innovative and creative (Novelty in examples, activities, teaches in different and unique way)				



PRINCIPAL

Sri Murugha Rajendra Swamiji
B.Ed. and M.Ed. College,
Kusnoor Road, Kalaburagi-585106