



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: *SRI ANIL G. JADHAV*

NAME OF THE INSTITUTION: *SMRS B.Ed & M.Ed college Kalaburagi*

DESIGNATION: *Asst professor*

DOMAIN: SCIENCE/[✓]COMMECE^B/SOCIAL SCIENCE/LANGUAGES (PEDEGOY)
Mathematics

TOTAL YEARS OF EXPERIENCE: *07 years*

[Signature]
Signature of Faculty

Name and Designation of Faculty
Anil G. Jadhav
Asst. professor.
SMRS B-Ed & M.Ed college
Kalaburagi
Cell. 8217081548.



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SELF APPRAISAL

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

01. Monitoring the Student Discipline and Conduct and Maintaining the Decorum of the Institution.
02. Monitoring the academic progress of the concerned year students
03. Monitoring the Students feedback
04. Instruct all the Students to attend the classes regularly
05. Motivate the Students to present papers in Conferences
06. Monitoring effective teaching as per the prescribed curriculum as per the teaching institutional methodology.

2. List out the strengths/weaknesses

*) Strengths

- a) collaboration
- b) Empathy
- c) Technology Skills
- d) Creativity

*) weaknesses

- a) lack of Technology skills
- b) over planning
- c) organization
- d) poor communication skills/language

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

- *) Deep knowledge of the Subject-matter
- *) professional experience
- *) Development of teaching skills
- *) Respond appropriately to Student with diverse learning need
- *) face and handle unexpected situations in the classroom.



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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	Need to Improve	Need to improve
	Innovation and creativity	✓	
	Board work	✓	✓
	Use of technology and other teaching aids	Need to Improve	Need to improve
	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	✓	✓



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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	03		
REMARKS BY THE PRINCIPAL (6 points maximum)	05		
PRINCIPAL'S RATING Out of 04	03		

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	03		
REMARKS BY THE PRINCIPAL (6 points maximum)	05		
PRINCIPAL'S RATING Out of 04	03		




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TOTAL	
SELF RATING Out of 100	87
PRINCIPAL'S RATING Out of 100	87
STUDENT FEEDBACK	very Good

Signature of Principal

Signature of Faculty




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



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Appendix 1

PROFESSIONAL DUTIES

PROFESSIONAL DUTIES					
		1	2	3	4
CLASSROOM TEACHING AND PRACTICES	Structuring of the lesson	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 <i>No Issues</i>	Any three of the issues are present <i>No Issues</i>	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	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	1. The teacher is able to convey the concept with clarity and students understand the same with ease. 2. Complex information is



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		<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/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	<p>Clear writing of steps/definition/concepts/diagrams</p> <p>Name of the lesson/theme written</p> <p>Gave ample time to the students to copy before erasing</p>
	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,



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	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>



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					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



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		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 on 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



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	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			



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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



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		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			



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FACULTY APPRAISAL FORMAT

Self appraisal and Principal's Appraisal

NAME OF THE FACULTY: Sharnappa Chavan

NAME OF THE INSTITUTION: SMRS B.Ed and M.Ed College.

DESIGNATION: Asst. professor.

DOMAIN: SCIENCE/COMMERCE/SOCIAL SCIENCE/LANGUAGES (PEDEGOY) Social Sc

TOTAL YEARS OF EXPERIENCE: 17 years

Signature of Faculty

Sharnappa Chavan
Asst. Professor
Name and Designation of Faculty



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SELF APPRAISAL

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

1. Monitoring the classroom discipline and conducting co-curricular & Activities.
2. Effective teaching as per the prescribed curriculum and as per teaching/institutional Methodology suggested by GUK.
3. Monitoring the academic progress of the concerned semester students
4. Monitoring the students personality development.
5. Managing the students feedback and incorporate
6. Conducting Internal Examination and Evaluation and will submit them to the principal.

2. List out the strengths/weaknesses

Strengths: -

- i) Co-operation
- ii) Collaboration
- iii) Good Classroom teaching skills
- iv) Creativity
- v) Discipline
- vi) Co-relation
- vii) Well Organizations of co-curricular Activities.

Weakness: -

- i) Lack of Vocabulary in English
- ii) Lack of Technology skills.
- iii) Lack of new Innovative Ideas.
- iv) Lack of awareness symposium
- v) Lack of awareness about national level policies and controlling agency.

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

- i) Improving the knowledge in subject matter or content area.
- ii) Want to improve upon English Vocabulary.
- iii) Development of innovative lesson plan.
- iv) Improve in organization conference, workshop skills.
- v) Respond appropriately to students with diverse learning needs.
- vi) Well interaction and communication with colleagues, administrator, students, parents.
- vii) More focus on Improvement of Educational Technological skills.
- viii) To motivate & encourage students to successfully reach their objectives.



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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	Need to improve	Need to improve
	Board work	✓	✓
	Use of technology and other teaching aids	Need to improve	Need to improve
	Clarification of doubts	✓	✓
	Syllabus completion	✓	✓
DOCUMENTATION CONNECTED TO ACADEMIC WORK	Classroom Management style	✓	✓
	Regularity of submission of lesson plans/year plans	✓	✓
	Quality of the lesson planning	✓	✓
EXAMINATION/EVALUATION RESPONSIBILITIES	Correction work (notes and test)	✓	✓
	Type of duties of allotted	✓	✓
	Execution of duty	✓	✓
REMEDIAL RESPONSIBILITIES	Type of remedial work done by the faculty	✓	✓
	Schedule of remedial work	✓	✓



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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	03		
REMARKS BY THE PRINCIPAL (6 points maximum) 05			
PRINCIPAL'S RATING Out of 04	03		

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	03		
REMARKS BY THE PRINCIPAL (6 points maximum) 05			
PRINCIPAL'S RATING Out of 04	03		




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TOTAL	
SELF RATING Out of 100	86
PRINCIPAL'S RATING Out of 100	86
STUDENT FEEDBACK	Very Good

Signature of Principal

Signature of Faculty




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Appendix 1

PROFESSIONAL DUTIES

		1	2	3	4
CLASSROOM TEACHING AND PRACTICES	Structuring of the lesson	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 No Issue No Issue No Issue No Issue	Any three of the issues are present No Issue No Issue No Issue No Issue	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	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	1. The teacher is able to convey the concept with clarity and students understand the same with ease. 2. Complex information is



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		<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/analogy/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	<p>Clear writing of steps/definition/concepts/diagrams</p> <p>Name of the lesson/theme written</p> <p>Gave ample time to the students to copy before erasing</p>
	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,



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	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>



					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



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		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



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	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			



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



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		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			



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FACULTY APPRAISAL FORMAT

Self appraisal and Principal's Appraisal

NAME OF THE FACULTY: Muralidhar. N. Kulkarni

NAME OF THE INSTITUTION: SMRS B.Ed & M.Ed college

DESIGNATION: : Asst professor.

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

TOTAL YEARS OF EXPERIENCE: 14 years.

Signature of Faculty

Muralidhar. N. Kulkarni

Asst. professor.

Name and Designation of Faculty



SELF APPRAISAL

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

1. Monitoring The student personality development & Maintaining the class-room discipline
2. Monitoring Effective class-room teaching as per suggested by the university.
3. Maintaining Academic progress of the Concer Student & Taken students feed-back.
4. Motivated The student to involving seminar, conference. & workshops.

2. List out the strengths/weaknesses

- Strengths
1. strong communication skills
 2. Co-operation.
 3. Adaptability.
 4. Patience.
 5. Creativity.

- Weakness
1. Lack of Experience in conducting workshops.
 2. Lack of Confidence
 3. Technical skills
 4. Empathy.
 5. Lack of vocabulary in English language.

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

1. Improve the Teaching Technique skill
2. Build positive relationship
3. professional development workshop & Training programme
4. More focus on Improvement of Educational Technology skills.
5. Improve in organization, conference, workshops skills.



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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	Need to Improve	Need to Improve
	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	✓	✓



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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	03		
REMARKS BY THE PRINCIPAL (6 points maximum)		05	
PRINCIPAL'S RATING Out of 04	03		

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	03		
REMARKS BY THE PRINCIPAL (6 points maximum)		05	
PRINCIPAL'S RATING Out of 04	03		



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TOTAL	
SELF RATING Out of 100	85
PRINCIPAL'S RATING Out of 100	85
STUDENT FEEDBACK	Very Good

Signature of Principal

Signature of Faculty



PRINCIPAL
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Kusnoor Road, Kalaburagi-585106



Appendix 1

PROFESSIONAL DUTIES

		1	2	3	4
CLASSROOM TEACHING AND PRACTICES	Structuring of the lesson	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 No Issue No Issue No Issue No Issue	Any three of the issues are present No Issue No Issue No Issue No Issue	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	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	1. The teacher is able to convey the concept with clarity and students understand the same with ease. 2. Complex information is



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		<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/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	<p>Clear writing of steps/definition/concepts/diagrams</p> <p>Name of the lesson/theme written</p> <p>Gave ample time to the students to copy before erasing</p>
	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,



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	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>



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					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



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EXAMINATION RESPONSIBILITIES	Correction work (notes and test)	Activities/content are not aligned to objectives Time for every stage has not been clearly specified 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	is aligned to objectives Time for every stage has been clearly specified Correction work done regularly and on time Error free (correction of class work) Detailed feedback given to students on performance in examinations
	Type of Role assigned (Tick appropriate one. You can tick more than one also)	Investigator/ Examination committee coordinator/ Examination Committee Member/ Squad Paper Setter/ Evaluator			
REMEDIAL RESPONSIBILITIES	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
	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



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	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			



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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



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		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			




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FACULTY APPRAISAL FORMAT

Self appraisal and Principal's Appraisal

NAME OF THE FACULTY: PRABHAVATI.S.K.

NAME OF THE INSTITUTION: SRI. MURUGARAJENDRA SWAMIJI B.Ed & M.Ed. COLLEGE
JMSC, GULBARGA.

DESIGNATION: :- ASSISTANT PROFESSOR

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

TOTAL YEARS OF EXPERIENCE: TWO YEAR.

Signature of Faculty

Name and Designation of Faculty

PRABHAVATI.S.K.



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SELF APPRAISAL

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

1) Knowledge of the subject:-

- To have expert knowledge of the subject area.
- To pursue relevant opportunities to grow professionally & keep up-to-date of subject the current knowledge & research in the subject area.

2) inspired:- motivating the students.

3) Good Behaviour:- To model honesty, fairness & ethical.

4) Teaching:- To demonstrate competence in classroom.

5) Creative, thoughtful.

2. List out the strengths/weaknesses

Strengths:-

- 1) Collaboration
- 2) Empathy / Kindness
- 3) Order
- 4) Patience
- 5) Technology skills.
- 6) Creativity

Weakness:-

- 1) over planning
- 2) Lack of work-life balance
- 3) Lack of technological skills,

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

→ Time management

→ organization

→ interpersonal communication

→ customer services

→ cooperation



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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	Need to improve	✓
	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	✓	✓
REMEDIAL RESPONSIBILITIES	Type of remedial work done by the faculty	✓	✓
	Schedule of remedial work	✓	✓



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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	03		
REMARKS BY THE PRINCIPAL (6 points maximum)		05	
PRINCIPAL'S RATING Out of 04	03		

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		03	
REMARKS BY THE PRINCIPAL (6 points maximum)		05	
PRINCIPAL'S RATING Out of 04	03		



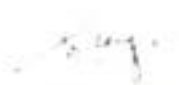
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TOTAL	
SELF RATING Out of 100	90
PRINCIPAL'S RATING Out of 100	90
STUDENT FEEDBACK	Very Good

Signature of Principal

Signature of Faculty




PRINCIPAL
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Kusnoor Road, Kalaburagi-585106



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Appendix 1

PROFESSIONAL DUTIES

PROFESSIONAL DUTIES					
		1	2	3	4
CLASSROOM TEACHING AND PRACTICES	Structuring of the lesson	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 No Issue No Issue No Issue No Issue	Any three of the issues are present No Issue No Issue No Issue No Issue	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	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	1. The teacher is able to convey the concept with clarity and students understand the same with ease. 2. Complex information is



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		<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/analogy/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	<p>Clear writing of steps/definition/concepts/diagrams</p> <p>Name of the lesson/theme written</p> <p>Gave ample time to the students to copy before erasing</p>
	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,



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



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					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



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		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



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	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			



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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



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		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			



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Appraisal format – Non Teaching Staff

PERFORMANCE APPRAISAL OF NON-TEACHING STAFF

Year of Appraisal:

1. Name: : Amarech . Talikoti
2. Designation: Office Head - Finance
3. Department/Section: : SMRS B.ed & M.ed college
4. Date of joining: : 20.06-2007
5. Qualification: : M.A. 1
6. Details of current responsibilities: Finance

Signature of Staff

Date: 19/05/2021



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

NAME	Amaresh, Talikoti			
DESIGNATION	Office head Finance			
DEPARTMENT/SECTION	B.ed + m.ed 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)

- 1) Awareness of New banking system.
- 2) New Auditing system.



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TOTAL POINTS:

Maximum 50 -----Minimum 12

PROFESSIONAL COMPETENCE	QUALITY OF WORK	PERSONAL CHARACTERISTICS
GRAND TOTAL	49	
GRADE	Excellent	

GRADING BASED ON POINTS

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

Signature of Staff

Date: 19/05/2021



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SELF APPRAISAL OF NON-TEACHING STAFF


Year of Appraisal:

1. Name : Amareth . Talikoti
2. Designation : office head - finance
3. Department/Section : S.M.S B.ed & M.ed college
4. Date of Joining : 20-06-2007
5. Qualification : M.A
6. Details of current responsibilities : finance.


Signature of Staff

Date:




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NAME	Amarah. Talibati			
DESIGNATION	office head finance			
DEPARTMENT/SECTION	B.ed & M.ed 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)

- 1) Strength in the financial status.
- 2) Maintain the good audit.



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TOTAL POINTS:

Maximum 50 -----Minimum 12

PROFESSIONAL COMPETENCE	QUALITY OF WORK	PERSONAL CHARACTERISTICS
	49	
GRAND TOTAL GRADE	Excellent	


GRADING BASED ON POINTS

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

Signature of Staff

Date: 19/05/2021




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APPRAISAL CATEGORY	SELF APPRAISAL		APPRAISAL BY PRINCIPAL	
	POINTS	GRADE	POINTS	GRADE
Professional competence	49	Excellent	49	Excellent
Personal characteristics	45	Excellent	47	Excellent
Overall Evaluation				

Comments/Action Taken/Suggestion Given by the Principal:

There is no any suggestion, except auditing.




PRINCIPAL
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Date: 19/05/2021



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Appraisal format – Non Teaching Staff

PERFORMANCE APPRAISAL OF NON-TEACHING STAFF

Year of Appraisal:

1. Name: *Dhruvada Kulkarni*
2. Designation: *clear*
3. Department/Section: *S.M.R.S. B.Ed. and M.Ed. College*
4. Date of joining: *18/04/2005*
5. Qualification: *M. Com*
6. Details of current responsibilities: *1) office superintendent*

[Handwritten Signature]

Signature of Staff

Date: *31/09/2021*



[Handwritten Signature]
PRINCIPAL
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NAME	Anugadha Kulkarni			
DESIGNATION	clearer			
DEPARTMENT/SECTION	S.M.R.S. B.Ed & M.Ed college			
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)

- 1) Updating New Rules and regulations reg. office management.
- 2) Updating new-Awareness About new softwares.



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TOTAL POINTS:

Maximum 50 -----Minimum 12

PROFESSIONAL COMPETENCE	QUALITY OF WORK	PERSONAL CHARACTERISTICS
GRAND TOTAL	52	
GRADE	Excellent	

GRADING BASED ON POINTS

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

[Handwritten Signature]

Signature of Staff

Date: 21/04/2021



[Handwritten Signature]

PRINCIPAL

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SELF APPRAISAL OF NON-TEACHING STAFF

Year of Appraisal:

1. Name Anuradha Kulkarni
2. Designation Clearer
3. Department/Section SMRS. B.Ed. & M.Ed College G1B
4. Date of Joining 18/04/2005
5. Qualification M.Com
6. Details of current responsibilities 1) office superintendent

Signature of Staff

Date: 21-09-2021



PRINCIPAL

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NAME	Anusadha Kulkarni			
DESIGNATION	Clerk			
DEPARTMENT/SECTION	S.M.F.R.S B.Ed & M.Ed college			
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)

1) to learn new software.
2) office management system



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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	43	
GRADE	Excellent	

GRADING BASED ON POINTS

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

Signature of Staff

Date: 26-09-2024



PRINCIPAL

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



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APPRAISAL CATEGORY	SELF APPRAISAL		APPRAISAL BY PRINCIPAL	
	POINTS	GRADE	POINTS	GRADE
Professional competence	43	Excellent	52	Excellent
Personal characteristics	45	Excellent	47	Excellent
Overall Evaluation				

Comments/Action Taken/Suggestion Given by the Principal:

1) Contributions of work and new software systems



[Signature]

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

Date: 21-09-2021.



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Appraisal format – Non Teaching Staff

PERFORMANCE APPRAISAL OF NON-TEACHING STAFF

Year of Appraisal:

1. Name: *Sunil Kumar*
2. Designation: *cleare / Computer Assistant*
3. Department/Section: *SMRS B.Ed and M.Ed college*
4. Date of joining: *08/10/2017*
5. Qualification: *B.Sc (Computer Science)*
6. Details of current responsibilities:
 - 1) Admission
 - 2) Examination
 - 3) ULCMS

Sunil Kumar
Signature of Staff

Date: *27/10/2022*



Singh
PRINCIPAL
Sri Murugha Rajendra Swamiji
B.Ed. and M.Ed. College,
Kusnoor Road, Kalaburagi-585105



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

NAME	Suhil Kumar			
DESIGNATION	Clerk / Computer Assistant			
DEPARTMENT/SECTION	B.Ed and M.Ed 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)

- 1) Updating new technology accordingly (like LMS)
- 2) Interesting in professional development



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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	48 Excellent	
GRADE		


GRADING BASED ON POINTS

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


Signature of Staff

Date: 27/10/2022




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SELF APPRAISAL OF NON-TEACHING STAFF

Year of Appraisal:

1. Name *Sunil Kumar*
2. Designation *clerk / computer Asst/Inst*
3. Department/Section *B.Ed and M.Ed section*
4. Date of Joining *18/10/2017*
5. Qualification *B.Sc (Computer Science)*
6. Details of current responsibilities
 - 1) Admission
 - 2) Examination
 - 3) ULCMS

Sunil Kumar
Signature of Staff

Date: *27/10/2022*



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



Reshmi Educational and Charitable Trust 90

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

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

E-mail: rect_90@yahoo.com website: www.rect.org Phone No.: 08472265502

NAME	Sunit Kumar			
DESIGNATION	cleare / Computer Assisbut			
DEPARTMENT/SECTION	B.Ed and M.Ed 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)

- 1) Need to improve technologically
- 2) Need to understand new regulations



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TOTAL POINTS:

Maximum 50 -----Minimum 12

PROFESSIONAL COMPETENCE	QUALITY OF WORK	PERSONAL CHARACTERISTICS
GRAND TOTAL	56	
GRADE	Excellent	

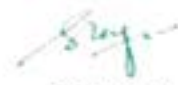
GRADING BASED ON POINTS

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


Signature of Staff

Date: 27/10/2022




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APPRAISAL CATEGORY	SELF APPRAISAL		APPRAISAL BY PRINCIPAL	
	POINTS	GRADE	POINTS	GRADE
Professional competence	56	Excellent	48	Excellent
Personal characteristics	52	Excellent	43	Excellent
Overall Evaluation	54	Excellent	45.5	Excellent

Comments/Action Taken/Suggestion Given by the Principal:

- 1) Good at work
- 2) Obedient and sincere employ of our college
- 3) Overall satisfied



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

Date: 27/10/2022