



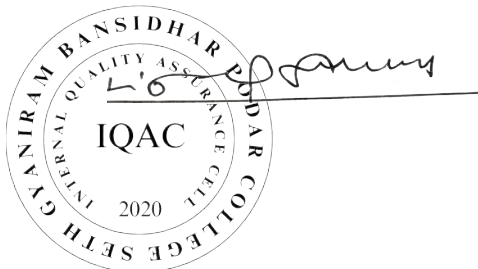
SETH GYANIRAM BANSIDHAR PODAR COLLEGE

Accredited with 'A' Grade (3.04 CGPA) by NAAC-UGC

Recognition of *college* under Section 2(f)/12(B), UGC Act, 1956

Affiliated to *Pandit Deendayal* Upadhyaya *Shekhawati University*, Sikar

6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff





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❖ PERFORMANCE APPRAISAL PROCESS OF FACULTY MEMBERS

Any Institution's ability to succeed is largely dependent on the calibre of its faculty and support personnel. Collectively, they hold a pivotal position and serve as the foundation of the establishment. Without them, institutions are unable to fulfill their missions and objectives. In order to meet the goals, employees must be motivated in their jobs. One of the performance management instruments that are frequently used to gauge academic staff productivity in various settings is the performance appraisal.

Performance appraisal forms are designed for both teaching and non-teaching staff at Seth Gyaniram Bansidhar Podar College.

Evaluation of teaching staff performance:

The following goals are pursued in the faculty appraisal process:

- To support educators in their professional growth and career preparation.
- To help educators consider their own abilities and do their jobs more successfully.
- To render a decision in favour of confirmation, termination, promotions, or demotions.
- To give employees feedback regarding their conduct, dispositions, abilities, or subject-matter knowledge
- To acknowledge the accomplishments of educators and assist them in finding strategies to enhance their performance in terms of knowledge, abilities, and attitudes.

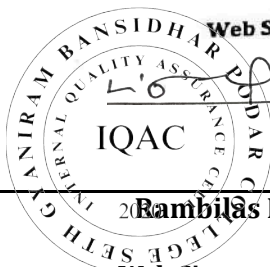
In other words, it would be used as a tool to support the institution's teaching-learning process' expansion, improvement, efficiency, and effectiveness.

The procedure for evaluating faculty members:

The process of appraisal would be scheduled towards the end of the academic year. This is to enable the faculty reflection their performance across the academic year. Additionally, the analysis is would provide a pathway for the institution to take necessary

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measures to incentivize or bring in supportive processes to enhance the performance of the faculty.

Three steps make up the evaluation process:

- (i) Self-assessment questionnaire that each faculty member must complete.
- (ii) Principal's Appraisal: This would also include a review of the faculty members' self-appraisal materials.
- (iii) Student evaluations of faculty members.

A. FORMAT OF SELF APPRAISAL:

Both quantitative (rating scale) and qualitative (descriptive) portions are included in the designed self-appraisal structure. The following skill domains are included in the self-assessment format:

1. Overview of Information
2. Self-evaluations of one's skills, weaknesses, and places for development; these are all descriptive things
3. Professional Skills and Duties: There are 30 parameters in this part that need to be scored on a 10-point scale, and there are just 08 parameters that are descriptive.
4. The rating system has a range of 1 to 10.
 - less than 40% is needs improvement
 - 50% is fair
 - 75% is good
 - more than 75% and less than 90% is Very Good
 - More than 90% is outstanding

In order to enhance objectivity in the appraisal process, comprehensive grade descriptors have been supplied for each item within each section. The self-appraisal form and the same are handed to the faculty to complete.

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General recommendations for educators who choose to carry out the duty of self evaluation:

1. Throughout the academic year, faculty members are encouraged to highlight their successes and recall significant moments in their professional progress.
2. It's critical to be truthful, grounded, and impartial about one.
3. Teachers must be critical and introspective in their evaluations without coming out as self-deprecating.
4. When preparing their own evaluations, faculty members are supposed to act professionally.
5. Faculty are expected to use the specified grade descriptors in the event that they are unclear.
6. Teachers need to take their duty of self-evaluation seriously. They are supposed to operate independently and not let any classmates or colleagues affect them while they are working.
7. The Principal would guarantee the process's confidentiality.

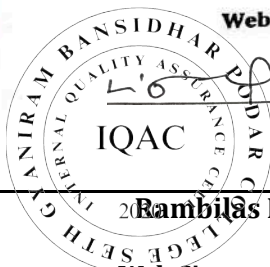
NOTE: The Principal receives all evaluation forms from the faculty and will be in charge of them.

Principal

Seth G.B. Podar College
Nawalgarh - 333042

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❖ PERFORMANCE APPRAISAL PROCESS OF NON-TEACHING STAFF MEMBERS

The appraisal process for non-teaching staff in colleges usually involves a number of steps. These steps may vary depending on the college's policies and procedures, but typically involve the following:

- 1. Setting Objectives:** The first step in the appraisal process is setting objectives for the non-teaching staff. These objectives may be related to their job responsibilities or personal development goals.
- 2. Performance Measurement:** The performance of the non-teaching staff is then measured against the objectives that were set. This may involve reviewing their work over a specific period of time, such as a year.
- 3. Feedback:** The non-teaching staff is provided with feedback on their performance. This feedback may be given by their line manager, peers or colleagues. The feedback may highlight areas where the staff member is doing well and areas where there is room for improvement.
- 4. Development Plan:** Based on the feedback received, a develop plan may be created for the non-teaching staff. This plan may include training and development opportunities to help the staff member improve their skills or performance.
- 5. Performance Review:** A final performance review is conducted to assess whether the non-teaching staff member has met their objectives and made progress towards their development plan.

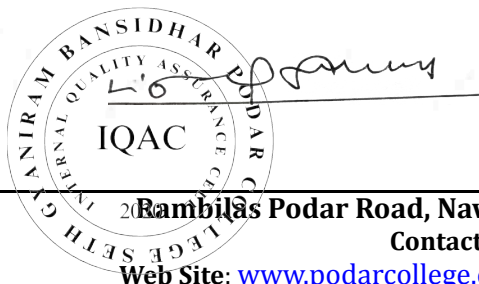
Overall, the appraisal process for non-teaching staff in colleges is designed to help staff members grow and develop in their roles, while also ensuring that they meet the expectations and standards set by the college.


(Dr. Satyendra Singh)
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Seth G. B. Podar College
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**Self- Appraisal/ Evaluation Report of Faculty Member
(Academic Session –2023-2024)**

**(To be submitted by the faculty member before the commencement of the Academic Semester)
(Keep a copy in his/her employee file)**

Date:.....

To
The Principal
Seth Gyaniram Bansidhar Podar College, Nawalgarh

From:
Prof. / Dr. /Mr. / Ms. / Mrs.
Professor./ Associate Professor / Assistant Professor
Department of
Seth Gyaniram Bansidhar Podar College, Nawalgarh

1. My achievements / Task completed at Seth Gyaniram Bansidhar Podar College, Nawalgarh in the Academic Session 2022-2023.

(Write your own Achievements/ Task completed successfully)

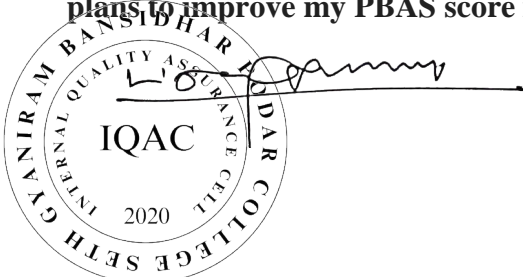
2. My future achievements / Task at Seth Gyaniram Bansidhar Podar College, Nawalgarh in the Academic Session 2023-2024.

(Write your own Achievements/ Task completed successfully)

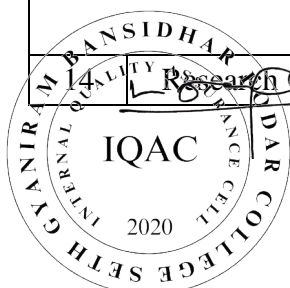
3. My career Aim / Goals / Objectives (Professional)

(Write your own Aim / Goals / Objectives (Professional))

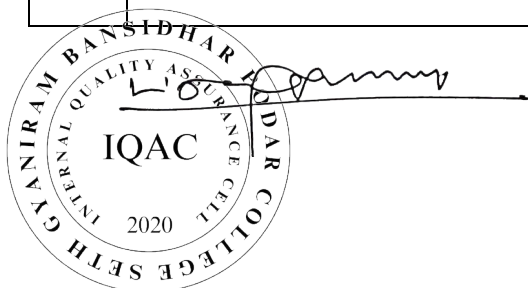
4. My Duties & Responsibilities as a Faculty /Teacher: Current Score and Action taken plans to improve my PBAS score in below mentioned aspects.



S. No	Job Duties & Responsibility (Questions)	Score (Max 10) (To be filled by Teacher)	(To be filled by HOD) 10 & 9 for Excellent, 8- 7, Very good, 6-5 for Good, Poor for 4, 3-1 fair with improvement, Zero for “Need Action/Review”.
Academic & Monitoring matters			
1	Class Room Instruction & Attendance of the Students		
2	Discipline in the college campus/ Department/ Class Room/Labs		
3	Laboratory Instruction & Attendance		
4	Curriculum Development & enhancement/ Blown up & Deployment Plan		
5	Developing Learning Resources Material for theory & Laboratory classes		
6	Initiatives for Student Assessment/ Class Test/ Unit Test/Projects /Field		
7	Participation in the Co-curricular & Extra-curricular Activities		
8	Students Guidance & Counselling & helping their personal ethical, moral and overall character development under Mentor-Mentee Scheme		
9	Student, Parent & other Stakeholder feedback for quality education		
10	Keeping abreast of new knowledge and skills help generate new knowledge and help dissemination of such knowledge through books /publications /seminars etc		
11	Student performance in University Exam Result		
12	Initiative for Out Come Based Education (OBE) & Quality Education		
13	Efforts for Training/ Project/ Career Counselling / expert visits/ Case Study/ Add on Certificate/ SWAYAM/ NPTEL Certificate/ Skill Enhancement activities for the Student		
Research & Consultancy			
14	Research Guidance to the Students		



15	Research paper published in UGC Care/ SCOPUS/ Web of Science/ Patent/ Copy rights / Book published / Book Chapter Published <i>(Attach first page of Research Papers)</i>		
16	Participation in Conference/ Workshop / Seminar/ Academic Activity <i>(Attach relevant documents)</i>		
17	Project proposals for funding in areas of R & D work. Laboratory Development, Modernization, Expansion. Etc. <i>(Attach Copy)</i>		
18	Industry Sponsored projects DST/ ICSSR/ UGC sponsored Projects. <i>(Attach Copy)</i>		
19	Providing consultancy Services & Industry institution interaction and R & D <i>(Attach Copy)</i>		
20	Student internship and Placement Activities or Promotion of entrepreneurship and job creation for students		
Administration			
21	Academic & Administrative Management of the Department		
22	Involvement in Student Admission, Promotional and marketing activities in the department / College		
23	Policy Planning, Monitoring & evaluation and promotional activities at Department level.		
24	Design and development of new programmes (UG/ PG/ Diploma/Certificate/ Add On Programme/ Short Course etc)		
25	Involvement and participation in different committee and contribution		
26	Initiative to maintain office Records/ data/ important files / Ranking and Accreditation files data etc.		



27	Employee duties and Responsibilities along with compliance of Office orders/ Notification/ Circular / Guidelines/rules/ issued by Senior Authorities from time to time for discipline, quality education, decorum & growth of institution.		
Extension/ Community services			
28	Interaction with Industry and Society/ Resource persons for practical hand on training and experience.		
29	Participation in Community Service		
30	Participation in NCC/ NSS/ Rover-Ranger		

5. My Prospective Plans and Contribution in Accreditation & Ranking Process of the College as below:

NOTE: All contributions should be SMART (i.e. Specific, Measurable, Achievable, Realistic, and Time Bound)
Important Note: Before writing a meaningful contribution, kindly read

all the Key indicators of the Seven Criteria thoroughly so that it becomes clear to you where can make contribute positively.

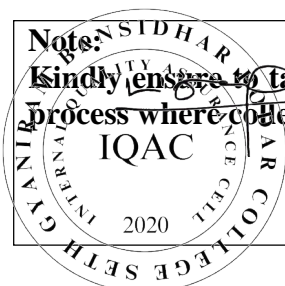
- a) My Collective Contribution at College Level to secure NAAC (A++) / NIRF Ranking in top 100 in Next Cycle.
- b) My Collective Contribution at Department Level to secure NAAC (A++) / NIRF Ranking in top 100 in Next Cycle.
- c) My own (Individual) Contribution to secure NAAC (A++) / NIRF Ranking in top 100 in Next Cycle.

My Collective Contribution at College Level to secure NAAC (A++) / NIRF Raking in top 100 in Next Cycle.

Note:
Kindly ensure to take part in any one criterion out of seven where you can work collectively for accreditation & Ranking of the college.

My Collective Contribution at Department Level to secure NAAC (A++) / NIRF Raking in top 100 in Next Cycle.

Note:
Kindly ensure to take part in different parameters defined in accreditation & Ranking process where collective efforts and initiatives at department level are highly essential.



My own (Individual) Contribution to secure NAAC (A++) / NIRF Raking in top 100 in Next Cycle.

Note:

Kindly ensure to take part in all parameters defined in accreditation & Ranking process where individual efforts and initiatives are mandatory and highly essential.

6. Support required from Higher Authorities of the College in achieving the set goals.

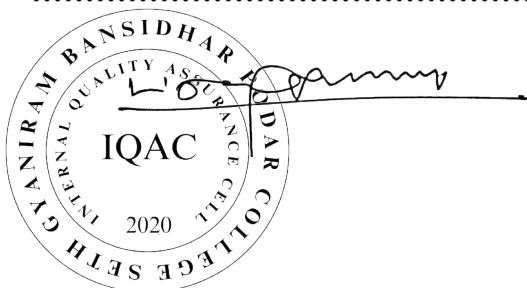
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7. My SWOT Analysis - Personal Level only

Strength	Weakness
Opportunity	Threats

8. Write a short note on your professional's ability and diligence to fulfill your statements stated above. (250 words) (Can write on separate sheet)

.....



.....

Date:
 Place:

Signature

- Your Name:.....
- Your Department Name:
- Your Email:.....
- Your Contact Number:.....
- Your Qualification: (From graduation onwards).....
 - UG
 - PG
 - M.Phil
 - PH.D
 - UGC NET/ CSIR NET
 - Other.....
- Total work Experience in Teaching, learning, Research & Administration:.....
 Years.
- Total Work Experience in Seth G B Podar College, Nawalgarh: Years.

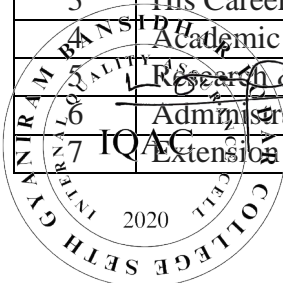
(Note: You can attach relevant / concerned documents to justify your statement at any points.)

Office of reporting Officer (Dean/ HOD / Competent Authority)

Assessment by reporting Officer (Dean/ HOD / Competent Authority) & overall quality Marks for:

(Please rate out of 10, 10 for excellent & 1 for poor)

S. No	Particulars	Marks
1	Discipline	
2	His/ her Achievement / Task completed for the appraisal year	
3	His Career Aim/ Goals/ Objectives	
4	Academic & Monitoring Matters	
5	Research & Consultancy	
6	Administrative responsibilities	
7	Extension / Community Services	



8	Participation in Accreditation and Ranking Process	
9	Teaching load and regularity in taking class	
10	Lab load and regularity in taking Lab class	
11	Innovation / experiments introduced in the subjects taught	
12	Ability to inspire and motivate students	
13	Communication skill (Oral & Written)	
14	University results	
15	Interpersonal relation and team work in department	
16	Use of Library / Books/ reference material for teaching	
17	Improvement in SWOT Analysis	
18	Integrity and Trustworthiness	
19	Improvement from Last year appraisal	
20	Total Leave availed	
21	Any indisciplinary action	
22	Overall Feedback / Usefulness (By Dean/HOD)	
23	Any other.....	

Average Rating -----

General comments of reporting officer (Dean/HOD) for teaching faculty

(Comment is compulsory for faculty getting more than 6 rating (Average). (Can use additional sheets, if required))

.....

Signature of Dean/ HOD

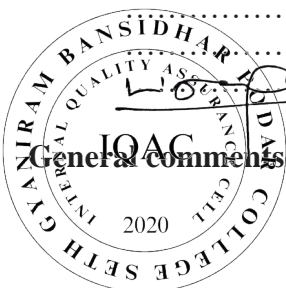
(Note: Proper performance / feedback can improve the employee's future performance. It gives him/her satisfaction and motivation.)

Office of Principal /Vice-Principal

Assessment by Principal/Vice-Principal (Rating: 10-1, 10 being the highest)

1. I agree / do not agree with assessment of reporting officer (Dean/ HOD)
2. Reason for disagreement (if applicable) & assessment

.....



General comments of Principal/Vice-Principal for the above said faculty

(Comment is compulsory for faculty getting more than 6 rating.) (Can use additional sheets, if required)

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.....
.....

Rating -----

Signature of Principal/Vice-Principal

(Note: Proper performance / feedback can improve the employee’s future performance. It gives him/her satisfaction and motivation.)

Office of Executive Director/ Reviewing Officer

Overall Assessment by Executive Director/ Reviewing Officer (Rating: 10-1, 10 being the highest)

- 3. I agree / do not agree with assessment of reporting officer (Dean/ HOD)
- 4. I agree / do not agree with assessment of Principal
- 5. Overall assessment

.....
.....
.....

Final Rating & Remark -----

Signature of Executive Director / Reviewing Officer

(Note: Proper performance / feedback can improve the employee’s future performance. It gives him/her satisfaction and motivation.)

