



RPS Degree College, Balana (Mahendergarh) Faculty Assessment Format

GENERAL INFORMATION

1	Name Designation and Department of the faculty member	
2	Communication Address/E-mail/ Telephone/Mobile	
3	Year of Assessment	2020-21

CATEGORY 1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Sr. No.	Nature of Activity	Score allotted	Self- appraisal Score	Verified Score
1	Lectures / tutorials taken (as per lecture plan) Minimum lectures -40	40		
2(a)	Students examination result (Performance)* Above 60% =10 marks 50% - 60% = 7.5 marks Below 50% = 05 marks * On average basis of subjects taken.	10		
2(b)	Students examination result (Performance)* Above 60% =10 marks 50% - 60% = 7.5 marks Below 50% = 05 marks * On average basis of subjects taken.	10		
3	Feedback from students* Above 4 = 10 marks 3 – 4 = 08 marks Below 3 = 06 marks * On Ten point scaling (only one subject).	10		
4	College examination duties (Question paper setting, evaluation of answer scripts, invigilation, evaluation duties for internal/ continuous assessment work) as per duties allotted.	10		
5	Development of resource/ learning materials	15		
6	Record Maintenance : Students record = 8 marks Other records = 7 marks	15		

CATEGORY II: CO-CURRICULAR AND PROFESSION RELATED ACTIVITIES

Sr. No.	Nature of Activity	Score allotted	Self- appraisal Score	Verified Score
1	Institutional Co-curricular activities for students such as student welfare, mentoring, field studies/ educational tours, industrial visit, training and placement activities.	25		
2	Institutional Governance responsibilities like, Heads, Warden, Mess in charge, * Sports In charge, In charge of various committees assigned by the institute.	20		
3	Membership of Professional bodies at national level	05		
4	Participation in conferences, seminars With paper presentation = 6 marks Without paper presentation = 3 marks Weekly seminar attended = 1 mark (each)	10		
5	Participation in short term training courses – one week duration sponsored by AICTE / UGC in concerned areas.	05		
6	Membership of professional associations, Committees, Boards of Studies, Faculty, editorial committees of journal etc. * Admission In charge.	05		
7.	Computer Knowledge	05		

CATEGORY –III: RESEARCH AND RELATED CONTRIBUTIONS

Sr. No.			Score allotted	Self-appraisal Score	Verified Score
1	Research publication * (Journals)	In Refereed Journals One Publication = 25 marks In non- refereed Journals with ISBN/ ISSN number One publication = 13 marks * Publication marks may be carry forward / brought forward.	25		
2	Publication (Books)	Text or Ref. Book Published = 10 marks Chapters in Books = 04 marks	10		
3	Sponsored projects carried out / ongoing	Major Project = 15 marks Minor Project = 08 marks	15		
4	Consultancy/ summer and winter courses	Consultancy Assignment and Summer / Winter courses	10		
5	Completed Project	Completed Project Report (project report submitted to funding agency)	15		
6	Patent/ proposal submission to founding agencies	Patent developed/ = 10 marks Proposal submission to funding agencies regarding Research project, Conference, Seminar, Workshop, Short term course etc. = 05marks (each)	10		
7	Ph.D / M.Phil	Degree awarded Ph.D/M.Phil = 10/5 marks Thesis submitted Ph.D/M.Phil =05/3 marks Annual seminar presentation by scholar (progress) =02 marks (each) Guiding Ph.D Scholar =03 marks (each)	10		

CATEGORY –IV: TRAINING COURSES AND CONFERENCE /SEMINAR/ WORKSHOP ORGANISED

1	Activities	National /International Conference/ Seminar /Research Methodology workshop etc. At National /Intl. level =10 marks At Institutional level =05 marks	10		
2	Invitations	For Conference /Seminars / Workshops/ Academic Staff College to deliver lectures or chair sessions.	05		

CATEGORY – V: AWARDS / FELLOWSHIPS

1	Awards and Fellowships	By National: UGC, AICTE, CSIR, DST, DBT, ICAR, ICSSR & other Government bodies, And Fellowship by Foreign Universities and above bodies.	05		
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Any Other Contribution

Marks Earned.....

(Signature of the Faculty Member)

Attach concerned documents for Verification(Research Paper/Workshop/FDP etc Certificates)

Remarks by Principal :

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RPS Degree College, Balana (Mahendergarh)

APPRAISAL FORM(Non- Teaching Staff)

1. Name of Staff Member:..... 2. Post:.....
2. Date of Joining:.....3. Department:.....4. Assessment Year:.....
3. Staff Member's Job
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Questionnaire (Write Your answer in Yes/No)

1. ATTITUDE TOWARDS CO-WORKERS (10)

- Are you cooperative to the needs of your colleagues?
- Are you receptive to the needs of your colleagues?
- Are you sincere to the needs of your colleagues?
- Are you dedicated to the needs of your colleagues?
- Do you motivate your colleagues?

2. ATTITUDE TOWARDS PARENTS (08)

- Are you cooperative to the needs of the parents?
- Are you cheerful when you meet the parents?
- Are you tactful during your interactions with the parents?
- Do you develop good rapport with the parents during your interactions with them?

3. PERCEPTIVITY AND SENSITIVITY (04)

- Are you perceptive to the needs of the student, faculty and institutional needs?
- Are you sensitive to the needs of the student, faculty and institutional needs?

● **STAFF/STUDENT RELATIONS (04)**

- Do you have the ability to engage, motivate, supervise, and effectively work with your colleagues?
- Do you have the ability to engage, motivate, supervise, and effectively work in the interest of students?

5. INITIATIVE (03)

- Do you take self- driven initiatives to improve your work?
- Do you offer suggestions to the responsible authorities offering suggestions for improvements in work practices?
- Do you lend assistance to your co-workers voluntarily?

6. DEPENDABILITY /ATTENDANCE/JOB PERFORMANCE (06)

- Do you carry through your tasks/ areas of management assigned to you in a responsible manner?
- Do you reach college on time? And also reach your boarding point on time?
- Have you read and having knowledge of policies & procedures of the Institution.
- Do you take leave only with prior permission of your HOD?
- When unplanned leave is taken do you inform your HOD or Administrator?

7. RESPONSE TO SUPERVISION (04)

Do you positively respond to any instruction, guidance, correction and discipline by your superiors?.

Do you have the ability to identify, analyse the problems and plan effective solutions?

Do you have the ability and ease in expressing ideas/opinions/ information clearly and accurately, both orally and in writing?

Do you have the talent, ability to respond to training or ambition for growth?

8. JOB KNOWLEDGE (06)

Do you possess good knowledge for all aspects of the job to perform your job functions satisfactorily?

Do you meet work standards and complete all works always on time and focus on your work only?

Do you require constant supervision, or follow up to complete the given task?

Are you innovative and creative in your tasks?

9. RELATED ACCOMPLISHMENTS (05)

Consider contributions or efforts beyond generally assigned responsibilities.

Any other information you want to share

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Employee Signature

Quality	Unsatisfactory	Satisfactory	Good	Excellent
Work to full Potential				
Quality of Work				
Work Consistency				
Communication				
Independent Work				
Group Work				
Honesty				
Co worker relations				
Technical Skills				
Dependability				
Punctuality				
Attendance				

Reviewer Remarks :

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Principal Remarks :

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