



### **6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff:**

A transparent and objective system of self-appraisal exists in the Institute for the evaluation of performance of teaching and non-teaching staff based on different parameters of evaluation. A detailed appraisal evaluation form is designed by the institute with all possible supporting parameters. The Annual Self-Appraisal Performa is filled by every teaching and non-teaching staff at end academic session for their performance evaluation. The Principal, Dean Academics, Registrar and Head of Departments of respective departments analyse the performance of faculty and staff members based on given elements and verify the score.

Few samples of filled appraisal forms are attached herewith:



# RPS DEGREE COLLEGE, BALANA, MAHENDERGARH

(Affiliated to I.G.U. Meerpur, Rewari)

## ANNUAL SELF-APPRAISAL PROFORMA

### FOR THE TEACHERS AND EQUIVALENT POSTS

(To be submitted along with self-attested documents/testimonials)

Academic Year: 2021-22

General Information		
1.	Name	Dr. Jitendra Gangwar
2.	Designation	Assistant Professor
3.	Department	Physics
5.	Date of Birth	21-Mar-1988
6.	Date of Joining	01-Apr-2017
7.	Category (GEN/SC/ST/OBC/PWD/EWS)	OBC
8.	Mobile No.	9992734517
	E-mail	njitendrag127@gmail.com

#### CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Sr. No.	Nature of Activity	Score allotted	Self-appraisal Score	Verified Score
1	Teaching (No of classes taught/total no of classes assigned*100) % Above 80%: 40 Marks, 60 - 80%: 30 Marks, below 60%: 20 Marks	40	40	40
2(a)	Students' examination result (Performance) *Dec 2021 Above 80%: 10 Marks, 60% - 80%: 07 Marks, 40% - 60%: 05 Marks Below 40%: 03 Marks * On average basis of subjects taken.	10	10	10
2(b)	Students' examination result (Performance) *May 2022 Above 80%: 10 Marks, 60% - 80%: 07 Marks, 40% - 60%: 05 Marks Below 40%: 03 Marks * On average basis of subjects taken.	10	10	10
3	Feedback from students* 5 Point: 10 Marks, 04 Point: 8 Marks, 03 Point: 6 Marks Below 3 Point: 03 Marks * On Five-point scaling (on average basis of subjects taken).	10	08	08
4	College examination duties (Question paper setting, evaluation of answer scripts, invigilation, evaluation duties for internal/ continuous assessment work) as per duties allotted.	10	08	08
5	Development of Resource/ learning materials/ E-content/Use of ICT in Teaching Learning	20	20	20

#### 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.	15	12	12
2	Institutional Governance responsibilities like Heads, Warden, Mess in charge, Sports In charge, Convener of various college committees.	15	15	15

3	Conference/ Seminar/ Workshop/ Short Term Course etc. Organized. International: 10 Marks National: 05 Marks	10	Nil	Nil
4	Membership of professional associations, Committees, Boards of Studies, Faculty, editorial committees of journal etc.	10	Nil	Nil

**CATEGORY -III: RESEARCH AND RELATED CONTRIBUTIONS**

Sr. No.	Nature of Activity	Marks Criteria	Score allotted	Self-appraisal Score	Verified Score
1	Research Publications (Papers Published in Refereed/UGC listed Journals)	Papers in Journals with Impact Factor>10: 25 Marks Papers in Journals with Impact Factor>5: 15 Marks Papers in Journals with Impact Factor>1: 10 Marks Papers in Journals with No Impact Factor: 05 Marks	30	25	25
2	Publication (Book & Book Chapter)	Text or Ref. Book Published with International Publisher: 10 Marks Text or Ref. Book Published with National Publisher: 05Marks Book Chapter: 05 Marks	15	10	10
3	Papers Presented/Invited Lectures in Conferences/Seminars/Workshops etc.	International Level: 6 Marks National Level: 3 Marks FDP/ Short Term Course/ Orientation/ Refresher Course Attended: 6 Marks	15	-Nil-	-Nil-
4	Research Projects	Major Research Project Completed: 10 Marks Major Research Project Ongoing: 05 Marks Minor Research Project Completed: 07 Marks Minor Research Project Ongoing: 03 Marks Consultancy Project Completed: 05 Marks Consultancy Project Ongoing: 02 Marks	10	Nil	Nil
5	Patents	International Patent: 10 Marks National Patent: 05 Marks	10	-Nil-	Nil
6	Research Guidance	Ph.D. Degree Awarded: 10 Marks Ph.D. Thesis Submitted: 05 Marks M.Phil/PG Dissertation Awarded: 03 Marks	10	03	03
7	Awards & Fellowship	International: 10 Marks National: 05 Marks	10	Nil	Nil

Total Self Appraisal Score: 161

Total Verified Score: 161

Declaration

I, Dr. Jitendra Gangwar hereby declare the information given by me is true and no fact has been suppressed. I also certify that all my Publications/Books submitted are original and are in the related field and subject/discipline. All my publications are published through standard peer reviewed process. I also certify that the Publications/Books submitted by me do not fall under the category of plagiarism.

Jitendra

(Signature of Faculty)

A. Sahu  
Head of the Department

Y. Singh  
Dean Academic Affairs



[Signature]  
Principal  
RPS Degree College  
Balana (M/Gam)





# RPS DEGREE COLLEGE, BALANA, MAHENDERGARH

(Affiliated to I.G.U. Meerpur, Rewari)

## ANNUAL SELF-APPRAISAL PROFORMA FOR THE TEACHERS AND EQUIVALENT POSTS (To be submitted along with self-attested documents/testimonials)

Academic Year: 2021-22

### General Information

1.	Name	Neeru
2.	Designation	Asst. Professor
3.	Department	Commerce (Economics)
5.	Date of Birth	24/08/1993
6.	Date of Joining	28/03/2018
7.	Category (GEN/SC/ST/OBC/PWD/EWS)	OBC
8.	Mobile No.	9992021627
	E-mail	Neeruzema024@gmail.com

### CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Sr. No.	Nature of Activity	Score allotted	Self-appraisal Score	Verified Score
1	Teaching (No of classes taught/total no of classes assigned*100) % Above 80%: 40 Marks, 60-80%: 30 Marks, below 60%: 20 Marks	40	40	40
2(a)	Students' examination result (Performance) *Dec 2021 Above 80%: 10 Marks, 60% - 80%: 07 Marks, 40% - 60%: 05 Marks Below 40%: 03 Marks * On average basis of subjects taken.	10	10	10
2(b)	Students' examination result (Performance) *May 2022 Above 80%: 10 Marks, 60% - 80%: 07 Marks, 40% - 60%: 05 Marks Below 40%: 03 Marks * On average basis of subjects taken.	10	10	10
3	Feedback from students* 5 Point: 10 Marks, 04 Point: 8 Marks, 03 Point: 6 Marks Below 3 Point: 03 Marks *On Five-point scaling (on average basis of subjects taken.).	10	10	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	10	10
5	Development of Resource/ learning materials/ E-content/Use of ICT in Teaching Learning	20	20	20

### 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.	15	15	15
2	Institutional Governance responsibilities-like Heads, Warden, Mess in charge, Sports In charge, Convener of various college committees.	15		00

3	Conference/ Seminar/ Workshop/ Short Term Course etc. Organized. International: 10 Marks National: 05 Marks	10		00
4	Membership of professional associations, Committees, Boards of Studies, Faculty, editorial committees of journal etc.	10	10	00

**CATEGORY -III: RESEARCH AND RELATED CONTRIBUTIONS**

Sr. No.	Nature of Activity	Marks Criteria	Score allotted	Self-appraisal Score	Verified Score
1	Research Publications (Papers Published in Refereed/UGC listed Journals)	Papers in Journals with Impact Factor > 10: 25 Marks Papers in Journals with Impact Factor > 5: 15 Marks Papers in Journals with Impact Factor > 1: 10 Marks Papers in Journals with No Impact Factor: 05 Marks	30		00
2	Publication (Book & Book Chapter)	Text or Ref. Book Published with International Publisher: 10 Marks Text or Ref. Book Published with National Publisher: 05 Marks Book Chapter: 05 Marks	15		00
3	Papers Presented/Invited Lectures in Conferences/Seminars/Workshops etc.	International Level: 6 Marks National Level: 3 Marks FDP/ Short Term Course/ Orientation/ Refresher Course Attended: 6 Marks	15	6	06
4	Research Projects	Major Research Project Completed: 10 Marks Major Research Project Ongoing: 05 Marks Minor Research Project Completed: 07 Marks Minor Research Project Ongoing: 03 Marks Consultancy Project Completed: 05 Marks Consultancy Project Ongoing: 02 Marks	10		00
5	Patents	International Patent: 10 Marks National Patent: 05 Marks	10		00
6	Research Guidance	Ph.D. Degree Awarded: 10 Marks Ph.D. Thesis Submitted: 05 Marks M.Phil/PG Dissertation Awarded: 03 Marks	10	03	00
7	Awards & Fellowship	International: 10 Marks National: 05 Marks	10		00


Total Self Appraisal Score: 134


Total Verified Score: 121


Declaration


I, Neeru hereby declare the information given by me is true and no fact has been suppressed. I also certify that all my Publications/Books submitted are original and are in the related field and subject/discipline. All my publications are published through standard peer reviewed process. I also certify that the Publications/Books submitted by me do not fall under the category of plagiarism.

  
(Signature of Faculty)

  
Head of the Department

  
Dean Academic Affairs

In-Charge IQAC  


  
Principal  
RPS Degree College  
Balana (M/Garh)





# RPS DEGREE COLLEGE, BALANA, MAHENDERGARH

(Affiliated to I.G.U. Meerpur, Rewari)

## ANNUAL SELF-APPRAISAL PROFORMA FOR THE TEACHERS AND EQUIVALENT POSTS (To be submitted along with self-attested documents/testimonials)

Academic Year: 2021-22

### General Information

1.	Name	DR. DUSHYANT
2.	Designation	Assistant Professor
3.	Department	MATHS
5.	Date of Birth	22/08/1986.
6.	Date of Joining	16/07/2018
7.	Category (GEN/SC/ST/OBC /PWD/EWS)	General
8.	Mobile No.	8950482896
	E-mail	dushyant.kaushik4765@gmail.com

### CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Sr. No.	Nature of Activity	Score allotted	Self-appraisal Score	Verified Score
1	Teaching (No of classes taught/total no of classes assigned*100) % Above 80%: 40 Marks, 60- 80%: 30 Marks, below 60%: 20 Marks	40	40	40
2(a)	Students' examination result (Performance) *Dec 2021 Above 80%: 10 Marks, 60% - 80%: 07 Marks, 40% - 60%: 05 Marks Below 40%: 03 Marks * On average basis of subjects taken.	10	10	10
2(b)	Students' examination result (Performance) *May 2022 Above 80%: 10 Marks, 60% - 80%: 07 Marks, 40% - 60%: 05 Marks Below 40%: 03 Marks * On average basis of subjects taken.	10	07	07
3	Feedback from students* 5 Point: 10 Marks, 04 Point: 8 Marks, 03 Point: 6 Marks Below 3 Point: 03 Marks *On five-point scaling (on average basis of subjects taken.).	10	10	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	10	10
5	Development of Resource/ learning materials/ E-content/Use of ICT in Teaching Learning	20	20	20

### 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.	15	15	15
2	Institutional Governance responsibilities like Heads, Warden, Mess in charge, Sports In charge, Convener of various college committees.	15	—	—

3	Conference/ Seminar/ Workshop/ Short Term Course etc. Organized. International: 10 Marks National: 05 Marks	10	—	
4	Membership of professional associations, Committees, Boards of Studies, Faculty, editorial committees of journal etc.	10	—	

**CATEGORY –III: RESEARCH AND RELATED CONTRIBUTIONS**

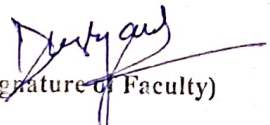
Sr. No.	Nature of Activity	Marks Criteria	Score allotted	Self-appraisal Score	Verified Score
1	Research Publications (Papers Published in Refereed/UGC listed Journals)	Papers in Journals with Impact Factor>10: 25 Marks Papers in Journals with Impact Factor>5: 15 Marks Papers in Journals with Impact Factor>1: 10 Marks Papers in Journals with No Impact Factor: 05 Marks	30	—	
2	Publication (Book & Book Chapter)	Text or Ref. Book Published with International Publisher: 10 Marks Text or Ref. Book Published with National Publisher: 05Marks Book Chapter: 05 Marks	15	—	
3	Papers Presented/Invited Lectures in Conferences/Seminars/Workshops etc.	International Level: 6 Marks National Level: 3 Marks FDP/ Short Term Course/ Orientation/ Refresher Course Attended: 6 Marks	15	—	
4	Research Projects	Major Research Project Completed: 10 Marks Major Research Project Ongoing: 05 Marks Minor Research Project Completed: 07 Marks Minor Research Project Ongoing: 03 Marks Consultancy Project Completed: 05 Marks Consultancy Project Ongoing: 02 Marks	10	—	
5	Patents	International Patent: 10 Marks National Patent: 05 Marks	10	—	
6	Research Guidance	Ph.D. Degree Awarded: 10 Marks Ph.D. Thesis Submitted: 05 Marks M.Phil/PG Dissertation Awarded: 03 Marks	10	—	
7	Awards & Fellowship	International: 10 Marks National: 05 Marks	10	—	

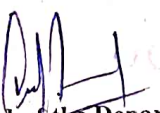
Total Self Appraisal Score: 112

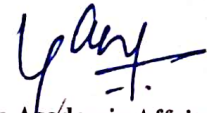
Total Verified Score: 112

Declaration


I, Dr. DUSHYANT hereby declare the information given by me is true and no fact has been suppressed. I also certify that all my Publications/Books submitted are original and are in the related field and subject/discipline. All my publications are published through standard peer reviewed process. I also certify that the Publications/Books submitted by me do not fall under the category of plagiarism.

  
(Signature of Faculty)

  
Head of the Department

  
Dean Academic Affairs



  
Principal  
Principal  
RPS Degree College  
Balana (M/Garh)





# RPS DEGREE COLLEGE, BALANA, MAHENDERGARH

(Affiliated to I.G.U. Meerpur, Rewari)

## ANNUAL SELF-APPRAISAL PROFORMA FOR THE TEACHERS AND EQUIVALENT POSTS (To be submitted along with self-attested documents/testimonials)

Academic Year: 2021-22

General Information		
1.	Name	Yogita Yadav
2.	Designation	Assistant Professor
3.	Department	Life Science (Zoology)
5.	Date of Birth	08-09-1997
6.	Date of Joining	20-09-2021
7.	Category (GEN/SC/ST/OBC /PWD/EWS)	OBC
8.	Mobile No.	8295051297
	E-mail	Yogitabhupender@gmail.com

### CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Sr. No.	Nature of Activity	Score allotted	Self-appraisal Score	Verified Score
1	Teaching (No of classes taught/total no of classes assigned*100) % Above 80%: 40 Marks, 60 - 80%: 30 Marks, below 60%: 20 Marks	40	40	40
2(a)	Students' examination result (Performance) *Dec 2021 Above 80%: 10 Marks, 60% - 80%: 07 Marks, 40% - 60%: 05 Marks Below 40%: 03 Marks * On average basis of subjects taken.	10	10	10
2(b)	Students' examination result (Performance) *May 2022 Above 80%: 10 Marks, 60% - 80%: 07 Marks, 40% - 60%: 05 Marks Below 40%: 03 Marks * On average basis of subjects taken.	10	10	10
3	Feedback from students* 5 Point: 10 Marks, 04 Point: 8 Marks, 03 Point: 6 Marks Below 3 Point: 03 Marks *On Five-point scaling (on average basis of subjects taken.).	10	10	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	10	10
5	Development of Resource/ learning materials/ E-content/Use of ICT in Teaching Learning	20	20	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.	15	15	15
2	Institutional Governance responsibilities like Heads, Warden, Mess in charge, Sports In charge, Convener of various college committees.	15	-	-



3	Conference/ Seminar/ Workshop/ Short Term Course etc. Organized. International: 10 Marks National: 05 Marks	10	—	—
4	Membership of professional associations, Committees, Boards of Studies, Faculty, editorial committees of journal etc.	10	10	—

**CATEGORY –III: RESEARCH AND RELATED CONTRIBUTIONS**

Sr. No.	Nature of Activity	Marks Criteria	Score allotted	Self-appraisal Score	Verified Score
1	Research Publications (Papers Published in Refereed/UGC listed Journals)	Papers in Journals with Impact Factor>10: 25 Marks Papers in Journals with Impact Factor>5: 15 Marks Papers in Journals with Impact Factor>1: 10 Marks Papers in Journals with No Impact Factor: 05 Marks	30	—	—
2	Publication (Book & Book Chapter)	Text or Ref. Book Published with International Publisher: 10 Marks Text or Ref. Book Published with National Publisher: 05Marks Book Chapter: 05 Marks	15	—	—
3	Papers Presented/Invited Lectures in Conferences/Seminars/Workshops etc.	International Level: 6 Marks National Level: 3 Marks FDP/ Short Term Course/ Orientation/ Refresher Course Attended: 6 Marks	15	—	—
4	Research Projects	Major Research Project Completed: 10 Marks Major Research Project Ongoing: 05 Marks Minor Research Project Completed: 07 Marks Minor Research Project Ongoing: 03 Marks Consultancy Project Completed: 05 Marks Consultancy Project Ongoing: 02 Marks	10	—	—
5	Patents	International Patent: 10 Marks National Patent: 05 Marks	10	—	—
6	Research Guidance	Ph.D. Degree Awarded: 10 Marks Ph.D. Thesis Submitted: 05 Marks M.Phil/PG Dissertation Awarded: 03 Marks	10	—	—
7	Awards & Fellowship	International: 10 Marks National: 05 Marks	10	—	—

Total Self Appraisal Score: 125

Total Verified Score: =120

Declaration

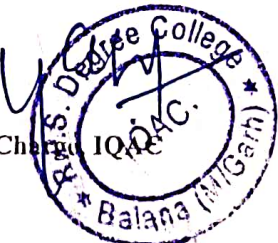
I, Yogita Yadav hereby declare the information given by me is true and no fact has been suppressed. I also certify that all my Publications/Books submitted are original and are in the related field and subject/discipline. All my publications are published through standard peer reviewed process. I also certify that the Publications/Books submitted by me do not fall under the category of plagiarism.

(Signature of Faculty)

Head of the Department

Dean Academic Affairs

In-Charge



Principal  
P.S. Degree College  
Balana (W/Garh)



# RPS DEGREE COLLEGE, BALANA, MAHENDERGARH

(Affiliated to I.G.U. Meerpur, Rewari)

## ANNUAL SELF-APPRAISAL PROFORMA FOR THE TEACHERS AND EQUIVALENT POSTS (To be submitted along with self-attested documents/testimonials)

Academic Year: 2021-22

General Information		
1.	Name	Dr. SANGEETA KUMARI
2.	Designation	Assistant Professor
3.	Department	Life Science (Botany)
5.	Date of Birth	01 MAY 1990
6.	Date of Joining	22 Nov. 2021
7.	Category (GEN/SC/ST/OBC /PWD/EWS)	Gen.
8.	Mobile No.	7027770424
	E-mail	sangeetahalawat@gmail.com

### CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Sr. No.	Nature of Activity	Score allotted	Self-appraisal Score	Verified Score
1	Teaching (No of classes taught/total no of classes assigned*100) % Above 80%: 40 Marks, 60-80%: 30 Marks, below 60%: 20 Marks	40	40	40
2(a)	Students' examination result (Performance) *Dec 2021 Above 80%: 10 Marks, 60% - 80%: 07 Marks, 40% - 60%: 05 Marks Below 40%: 03 Marks * On average basis of subjects taken.	10	10	10
2(b)	Students' examination result (Performance) *May 2022 Above 80%: 10 Marks, 60% - 80%: 07 Marks, 40% - 60%: 05 Marks Below 40%: 03 Marks * On average basis of subjects taken.	10	10	10
3	Feedback from students* 5 Point: 10 Marks, 04 Point: 8 Marks, 03 Point: 6 Marks Below 3 Point: 03 Marks *On Five-point scaling (on average basis of subjects taken.).	10	10	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	10	10
5	Development of Resource/ learning materials/ E-content/Use of ICT in Teaching Learning	20	20	18

### 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.	15	15	15
2	Institutional Governance responsibilities like Heads, Warden, Mess in charge, Sports In charge, Convener of various college committees.	15	—	



3	Conference/ Seminar/ Workshop/ Short Term Course etc. Organized. International: 10 Marks National: 05 Marks	10		
4	Membership of professional associations, Committees, Boards of Studies, Faculty, editorial committees of journal etc.	10	10	08

**CATEGORY -III: RESEARCH AND RELATED CONTRIBUTIONS**

Sr. No.	Nature of Activity	Marks Criteria	Score allotted	Self-appraisal Score	Verified Score
1	Research Publications (Papers Published in Refereed/UGC listed Journals)	Papers in Journals with Impact Factor>10: 25 Marks Papers in Journals with Impact Factor>5: 15 Marks Papers in Journals with Impact Factor>1: 10 Marks Papers in Journals with No Impact Factor: 05 Marks	30	15	15
2	Publication (Book & Book Chapter)	Text or Ref. Book Published with International Publisher: 10 Marks Text or Ref. Book Published with National Publisher: 05Marks Book Chapter: 05 Marks	15	—	—
3	Papers Presented/Invited Lectures in Conferences/Seminars/Workshops etc.	International Level: 6 Marks National Level: 3 Marks FDP/ Short Term Course/ Orientation/ Refresher Course Attended: 6 Marks	15	15	—
4	Research Projects	Major Research Project Completed: 10 Marks Major Research Project Ongoing: 05 Marks Minor Research Project Completed: 07 Marks Minor Research Project Ongoing: 03 Marks Consultancy Project Completed: 05 Marks Consultancy Project Ongoing: 02 Marks	10	—	—
5	Patents	International Patent: 10 Marks National Patent: 05 Marks	10	—	—
6	Research Guidance	Ph.D. Degree Awarded: 10 Marks Ph.D. Thesis Submitted: 05 Marks M.Phil/PG Dissertation Awarded: 03 Marks	10	—	—
7	Awards & Fellowship	International: 10 Marks National: 05 Marks	10	—	—

Total Self Appraisal Score: 155

Total Verified Score: 121

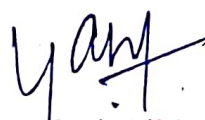
Declaration


I.....Sonjeeta kumari..... hereby declare the information given by me is true and no fact has been suppressed. I also certify that all my Publications/Books submitted are original and are in the related field and subject/discipline. All my publications are published through standard peer reviewed process. I also certify that the Publications/Books submitted by me do not fall under the category of plagiarism.



(Signature of Faculty)

  
Head of the Department

  
Dean Academic Affairs

In-Charge  


  
Principal  
Degree College  
Batana (M/Garh)



# RPS DEGREE COLLEGE, BALANA, MAHENDERGARH

(Affiliated to I.G.U. Meerpur, Rewari)

## SELF-APPRAISAL PROFORMA FOR NON-TEACHING STAFF

Academic Year: 2021-22.....

General Information		
1.	Name	VIKRAM SINGH
2.	Designation	DPE
3.	Department	Dept. of Physical Education
5.	Date of Birth	25-10-1988
6.	Date of Joining	11-09-2019
7.	Category (GEN/SC/ST/OBC /PWD/EWS)	GEN
8.	Mobile No.	83070-48744
	E-mail	VR437979@gmail.com

### Job Responsibilities (Brief Job Description):

To maintain discipline  
Football coach

Kindly fill in the following questionnaire based on the scales given

Score:            Excellent: 05,            Very Good: 04,    Good: 03,            Poor: 02,            Bad: 01

### I. PROFESSIONAL COMPETENCE

Sr. No.		5	4	3	2	1
1.1	Knowledge of rules, regulation and procedure	✓				
1.2	Ability to organize work and carry it out	✓				
1.3	Ability and willingness to take up additional load in times of exigencies	✓				
1.4	Ability to learn and perform new duties	✓				
1.5	You possess good knowledge as per job requirement	✓				

### II. PERSONAL CHARACTERISTIC

Sr. No.		5	4	3	2	1
2.1	Attendance	✓				
2.2	Discipline & Punctuality	✓				
2.3	Integrity and behavior at workplace	✓				
2.4	Planning & Organization	✓				
2.5	Communication Skills	✓				



### III. PERFORMANCE

Sr. No.		5	4	3	2	1
3.1	Maintenance of Files/Records	✓				
3.2	Neatness & tidiness of work	✓				
3.3	Accuracy & Speed of work	✓				
3.4	Completion of work on schedule	✓				
3.5	Diligence and sense of responsibility	✓				

### IV. ATTITUDE TOWARDS CO-WORKERS AND PUBLIC

Sr. No.		5	4	3	2	1
4.1	Cooperation with colleagues	✓				
4.2	Mutual motivation with colleagues	✓				
4.3	Sincerity to the needs of colleagues	✓				
4.4	Cooperation to the needs of the public (Parents, Business Associates, Vendors, Well Wishers of the College)	✓				
4.5	Cheerful and tactful during interaction with public	✓				

Any Other Outstanding Contribution:

Vishnu Singh  
Signature

(For Office Use Only)

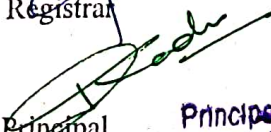
Remarks by the Reviewing Committee:

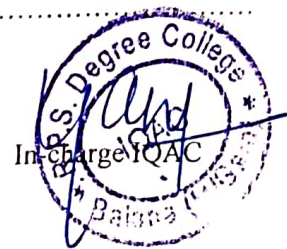
Suggested to initiate excellent teaching at college level so that student can present at National & International level

Overall Evaluation & Marks Given by the Reviewing Committee:

(04) very good

  
Registrar

  
Principal  
RPS Degree College  
Balana (M/Garhi)





# RPS DEGREE COLLEGE, BALANA, MAHENDERGARH

(Affiliated to I.G.U. Meerpur, Rewari)

## SELF-APPRAISAL PROFORMA FOR NON-TEACHING STAFF

Academic Year: ...2021-22.....

General Information		
1.	Name	MAHESH
2.	Designation	LAB. ASSISTANT
3.	Department	PHYSICS
5.	Date of Birth	10 Oct. 1994
6.	Date of Joining	13 Sep. 2021
7.	Category (GEN/SC/ST/OBC /PWD/EWS)	SC
8.	Mobile No.	9050399101
	E-mail	maheshkhichi1008@gmail.com

### Job Responsibilities (Brief Job Description):

- Maintain stock Register
- In PHYSICS Lab. Apparatus Maintain & Performed Lab. Experiment.

Kindly fill in the following questionnaire based on the scales given

Score:            Excellent: 05,            Very Good: 04,    Good: 03,            Poor: 02,            Bad: 01

### I. PROFESSIONAL COMPETENCE

Sr. No.		5	4	3	2	1
1.1	Knowledge of rules, regulation and procedure	5				
1.2	Ability to organize work and carry it out	5				
1.3	Ability and willingness to take up additional load in times of exigencies	5				
1.4	Ability to learn and perform new duties	5				
1.5	You possess good knowledge as per job requirement	5				

### II. PERSONAL CHARACTERISTIC

Sr. No.		5	4	3	2	1
2.1	Attendance	5				
2.2	Discipline & Punctuality	5				
2.3	Integrity and behavior at workplace	5				
2.4	Planning & Organization	5				
2.5	Communication Skills	5				



Sr. No.		5	4	3	2	1
3.1	Maintenance of Files/Records	5				
3.2	Neatness & tidiness of work	5				
3.3	Accuracy & Speed of work	5				
3.4	Completion of work on schedule	5				
3.5	Diligence and sense of responsibility	5				

#### IV. ATTITUDE TOWARDS CO-WORKERS AND PUBLIC

Sr. No.		5	4	3	2	1
4.1	Cooperation with colleagues	5				
4.2	Mutual motivation with colleagues	5				
4.3	Sincerity to the needs of colleagues	5				
4.4	Cooperation to the needs of the public (Parents, Business Associates, Vendors, Well Wishers of the College)	5				
4.5	Cheerful and tactful during interaction with public	5				

Any Other Outstanding Contribution:

→ In Physics department all other activity as related to Job Experiment Present to all activity.

*Mahesh*  
Signature

(For Office Use Only)

Remarks by the Reviewing Committee:

Suggested to improve computer knowledge  
satisfactory

Overall Evaluation & Marks Given by the Reviewing Committee:

Very Good - 04

*[Signature]*  
Registrar

*[Signature]*  
Principal  
RMS Degree College  
Balana (M/Garh)





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## SELF-APPRAISAL PROFORMA FOR NON-TEACHING STAFF

Academic Year: 2021-22.....

General Information	
1.	Name
2.	Designation
3.	Department
5.	Date of Birth
6.	Date of Joining
7.	Category (GEN/SC/ST/OBC /PWD/EWS)
8.	Mobile No.
	E-mail

SHRI BHAGWAN.  
 LAB ATTENDENT  
 CHEMISTRY  
 20-10-1988  
 27-11-2020  
 GEN  
 860732 6959  
 Shri bhagwan 1988 @gmail.com

### Job Responsibilities (Brief Job Description):

Lab attendent In Inorganic chemistry Lab. P. Block  
 Perform lab experiments, maintain Lab Record and Lab Stock  
 and Apparatus.

Kindly fill in the following questionnaire based on the scales given

Score: Excellent: 05, Very Good: 04, Good: 03, Poor: 02, Bad: 01

### I. PROFESSIONAL COMPETENCE

Sr. No.		5	4	3	2	1
1.1	Knowledge of rules, regulation and procedure	✓				
1.2	Ability to organize work and carry it out		✓			
1.3	Ability and willingness to take up additional load in times of exigencies	✓				
1.4	Ability to learn and perform new duties	✓				
1.5	You possess good knowledge as per job requirement	✓				

### II. PERSONAL CHARACTERISTIC

Sr. No.		5	4	3	2	1
2.1	Attendance	✓				
2.2	Discipline & Punctuality	✓				
2.3	Integrity and behavior at workplace	✓				
2.4	Planning & Organization	✓				
2.5	Communication Skills	✓				



### III. PERFORMANCE

Sr. No.		5	4	3	2	1
3.1	Maintenance of Files/Records	✓				
3.2	Neatness & tidiness of work	✓				
3.3	Accuracy & Speed of work	✓				
3.4	Completion of work on schedule	✓				
3.5	Diligence and sense of responsibility	✓				

### IV. ATTITUDE TOWARDS CO-WORKERS AND PUBLIC

Sr. No.		5	4	3	2	1
4.1	Cooperation with colleagues		✓			
4.2	Mutual motivation with colleagues		✓			
4.3	Sincerity to the needs of colleagues		✓			
4.4	Cooperation to the needs of the public (Parents, Business Associates, Vendors, Well Wishers of the College)	✓				
4.5	Cheerful and tactful during interaction with public	✓				

Any Other Outstanding Contribution:

ALL other activity ~~rela~~ perform related chemistry lab

*Shri Bhugwan*  
Signature

(For Office Use Only)

Remarks by the Reviewing Committee:

*Suggested to gain more knowledge in  
Chemical Composition*

Overall Evaluation & Marks Given by the Reviewing Committee:

*(03) Good*

*[Signature]*  
Registrar

*[Signature]*  
Principal  
Principal  
RPS Degree College  
Balana (M/Garh)





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## SELF-APPRAISAL PROFORMA FOR NON-TEACHING STAFF

Academic Year: 2021-22

General Information		
1.	Name	SHUBHAM
2.	Designation	COMPUTER OPERATOR
3.	Department	ACCOUNTS
5.	Date of Birth	15-03-1997
6.	Date of Joining	20-06-2020
7.	Category (GEN/SC/ST/OBC /PWD/EWS)	SC
8.	Mobile No.	9813216308
	E-mail	heithikara19315@gmail.com

### Job Responsibilities (Brief Job Description):

Admissions related work Hindi & English  
 Typing work Students document manage  
 R.R. and C.R. work

Kindly fill in the following questionnaire based on the scales given

Score: Excellent: 05, Very Good: 04, Good: 03, Poor: 02, Bad: 01

### I. PROFESSIONAL COMPETENCE

Sr. No.		5	4	3	2	1
1.1	Knowledge of rules, regulation and procedure	✓				
1.2	Ability to organize work and carry it out	✓				
1.3	Ability and willingness to take up additional load in times of exigencies	✓				
1.4	Ability to learn and perform new duties	✓				
1.5	You possess good knowledge as per job requirement	✓				

### II. PERSONAL CHARACTERISTIC

Sr. No.		5	4	3	2	1
2.1	Attendance	✓				
2.2	Discipline & Punctuality	✓				
2.3	Integrity and behavior at workplace	✓				
2.4	Planning & Organization	✓				
2.5	Communication Skills	✓				



III. PERFORMANCE

Sr. No.		5	4	3	2	1
3.1	Maintenance of Files/Records	✓				
3.2	Neatness & tidiness of work	✓				
3.3	Accuracy & Speed of work	✓				
3.4	Completion of work on schedule	✓				
3.5	Diligence and sense of responsibility	✓				

IV. ATTITUDE TOWARDS CO-WORKERS AND PUBLIC

Sr. No.		5	4	3	2	1
4.1	Cooperation with colleagues	✓				
4.2	Mutual motivation with colleagues	✓				
4.3	Sincerity to the needs of colleagues	✓				
4.4	Cooperation to the needs of the public (Parents, Business Associates, Vendors, Well Wishers of the College)	✓				
4.5	Cheerful and tactful during interaction with public	✓				

Any Other Outstanding Contribution:  
 At the time of NAAC Inspection, I doing Computer work with NAAC team.

*[Signature]*  
 Signature

(For Office Use Only)

Remarks by the Reviewing Committee:

Computer knowledge is good but need improvement in communication skills.

Overall Evaluation & Marks Given by the Reviewing Committee:

on very good

*[Signature]*  
 Registrar  
*[Signature]*  
 Principal  
 RPS Degree College  
 Balana (M/Garb)

