

## Index

S.No	Particulars
1	Performance Appraisal Form For Teaching Staff
2	Performance Appraisal Form For Non Teaching Staff

Performance Appraisal Form  
(For Teaching Staff)

6.3.5

# ANAND VIHAR COLLEGE FOR WOMEN

Link Road No.-1, 74 Bungalows, Tulsi Nagar, Bhopal

ACADEMIC SESSION- .....

Note : Teachers will fill up Part A to Part F and hand over the Performa to Principal

### Part A

#### BASIC INFORMATION

SUBJECT

Name of Teacher - \_\_\_\_\_

Father's Name - \_\_\_\_\_

Mother's Name - \_\_\_\_\_

Name of Husband (if married) - \_\_\_\_\_

Local Address & Telephone No. - \_\_\_\_\_

Permanent Address - \_\_\_\_\_

Date of Birth of Teacher - \_\_\_\_\_

Educational Qualification - \_\_\_\_\_

Date of Joining this Institution - \_\_\_\_\_

Experience in Year - UG \_\_\_\_\_ PG \_\_\_\_\_

Research - \_\_\_\_\_

### Part B

#### TEACHING

Synopsis of Lectures & reading list supplied to students - Yes/No

Teaching Work Load per week

- Theory periods - \_\_\_\_\_
- Practical periods - \_\_\_\_\_
- Total periods - \_\_\_\_\_

CCE/Assignments given to students :

Class	Strength	Subject	Paper	CCE/ Assignments given

Status of completion of syllabus in last academic session \_\_\_\_\_

- Detail of participation in the following
  - Project Guidance
  - Internal/External Evaluation
  - Paper Setting
  - Assessment of CCE/Assignment
  - Evaluation of Project
  - Teaching/Counselling in any other institution or University

Part C  
INNOVATION/CONTRIBUTION IN TEACHING

- Teaching methodologies adopted by the teacher
  - Conventional
  - Use of Audio/Visual Aids
  - Seminars and Group Discussions
  - Any other Method
- Mode of Teaching :
  - Explaining the content
  - Use of Books/Notes during Lecturing
  - Dictating the notes
  - Interactive & Participative teaching
  - Preference of Standing/Sitting position
- Preparation of Lecture :
  - Total hours spent everyday
  - Use of text books/reference books/internet/digital material
  - Preparation of lecture notes
  - Preparing synopsis of the topic
  - Declaration of the Teaching schedule to the students in advance

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Yes/No

Yes/No

Yes/No
- Difficulties faced by you in teaching :
  - Inadequate Teaching/Learning Material
  - Insufficient time for completing the syllabus
  - Difficulty in Teaching few topics
  - Difficulty in organizing practical
  - Any other problem
- Method of resolving difficulties
  - Consulting seniors
  - Consulting subject Experts of other institutions
  - Resolving through personal efforts
  - All the above
- Correction of assignments/Practical records/CCE/Project Work
  - On regular basis
  - Once in a while
  - At the end of the academic session
- Remedial Teaching (Give frequency of such exercise)
  - For weak students
  - For bright students
  - For both

Part D  
IMPROVEMENT OF PROFESSIONAL COMPETENCE

- Name new books read by you during this academic session :
  - Subject related
    - 
    - 
    -
  - Other Books
    - 
    - 
    -
- Name the journals consulted by you :
  - 
  - 
  -
- Details of conferences/seminar/workshop attended by you :
  - 
  - 
  -
- Number of papers published/presented by you :
  - 
  - 
  -
- Name the journals subscribed by you :
  - 
  - 
  -
- Details of membership of various bodies :
  - 
  - 
  -

Part E  
MISCELLANEOUS

- Extra Curricular Activities in which you have rendered help :
  - 
  - 
  -
- Administrative duties carried out by you :
  - Admission
  - University related work
  - Conduction of examination
  - Purchases/Departmental Work
  - Maintenance of Infrastructure
  - Coordination & Collaboration
  - Guardian Tutor Activity
  - Any Other
- Field trips/Trainings/On-The/Job Assignments/Project work of Students :
  - 
  - 
  -
- If you have participated in any training programme, give brief account :



Part F  
SELF EVALUATION AS A TEACHER

- Your strength
  - 
  - 
  -
- Your weaknesses
  - 
  - 
  -
- Areas of Improvement
  - 
  - 
  -
- Write a paragraph on the reasons due to which you have joined the teaching profession  
(Not exceeding ten sentences)
  
- How you assess yourself as a teacher?
  - Excellent
  - Very Good
  - Good
  - Average
  - Poor

Signature of Teacher with Date

Part G  
FEEDBACK BY STUDENTS

General Evaluation about the teacher through Student Feedback

- Teaching Capability  
Excellent     Very Good     Good     Average     Poor
- Behavior  
Excellent     Very Good     Good     Average     Poor
- Regularity and Punctuality  
Excellent     Very Good     Good     Average     Poor
- Popularity amongst students  
Very Popular     Average     Popularity     Unpopular

Part H  
ASSESSMENT BY THE PRINCIPAL

- Academic Capability  
Excellent  Very Good  Good  Average  Poor
- Classroom Control  
Excellent  Very Good  Good  Average  Poor
- Research Aptitude  
Excellent  Very Good  Good  Average  Poor
- Administrative insight  
Excellent  Very Good  Good  Average  Poor
- Capacity to work on own initiative  
Excellent  Very Good  Good  Average  Poor
- Interpersonal relationship  
Excellent  Very Good  Good  Average  Poor 
  - With peer  
Excellent  Very Good  Good  Average  Poor
  - With senior/superior  
Excellent  Very Good  Good  Average  Poor
  - With junior/subordinates  
Excellent  Very Good  Good  Average  Poor
  - With students  
Excellent  Very Good  Good  Average  Poor
- Obedience & Cordiality  
Excellent  Very Good  Good  Average  Poor
- Punctuality & Regularity  
Excellent  Very Good  Good  Average  Poor
- Enthusiasm & Willingness towards assigned work  
Excellent  Very Good  Good  Average  Poor
- Efficiency and execution  
Excellent  Very Good  Good  Average  Poor
- Behavior during Team work & Group work  
Excellent  Very Good  Good  Average  Poor
- Special comments (if any)
- Overall Assessment  
Excellent  Very Good  Good  Average  Poor
- Suggestions for improvement (if any)

Place :  
Date :

Signature of Principal  
Anand Vihar College for Women

Part I  
COMMENTS BY PRINCIPAL, Anand Vihar College for Women

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Place :  
Date :

Signature of Principal  
Anand Vihar College for Women

Part J  
COMMENTS & ACCREDITATION BY CHAIRPERSON, Anand Vihar College for Women  
Society

*Teacher's performance is Excellent/Very Good/Good/Average/Not up to the Mark.*

Place :  
Date :

Signature of Chairperson  
Anand Vihar College for Women



Performance Appraisal Form  
(For Non-Teaching Staff)



# Anand Vihar College For Women

(Affiliated to Barkatullah University)

NAAC Accredited B+

TULSI NAGAR BHOPAL-462003, Ph. No. 2761133, 2765294

E-mail: anand.vihar@yahoo.co.in

## SELF APPRAISAL OF NON-TEACHING STAFF

Year of Appraisal:

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

Signature of Staff:

Date:



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E-mail: anand.vihar@yahoo.co.in

Name				
Designation				
Department/Section				
Appraisal Category	EXCELLENT	GOOD	SATISFACTORY	POOR
	<b>1. Profesional Competence</b>			
Knowledge of rules, regulation and procedure				
Ability to organize work and carry it out				
Ability and willingness to take up additional load in time of exigencies				
Ability to learn new duties				
Capacity to supervise				
Response to instructions and guidance of supervisor				
Response to feedback of supervisor				
<b>2. Quality of work</b>				
Ability to maintain files/Records				
Accuracy & Speed of work				
Neatness and tidiness of work				
Completion of work on schedule				
Execution of work with team sprit				
<b>3. PERSONAL CHARACTERISTICS</b>				
Regularity				
Punctuality				
Interaction with colleagues and students				



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E-mail: anand.vihar@yahoo.co.in

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

Observation and Recommendation of Principal in the report  
(To be filled in by Principal)

Date:

Signature

Place:

Name of the Principal  
Dr. (Mrs.) Madhu Mishra

AVCW

Remarks of the Management  
(To be filled in by Management)

Date:

Signature

Place:

Chair Person Management