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

- College has introduced formal method of "Self-Appraisal system' from full-time Faculty members and staff.
- The scoring pattern was also drafted
- The Questionnaire was prepared by IQAC members and approved by GB members
- The full-time faculties have submitted the filled-in questionnaire form to Principal Madam for further analysis

Following are the blank copy of "Self-Appraisal" form and scoring pattern

T H K Jain College
<mark>**Self- Appraisal of Full-time Faculty Members**</mark>
Session:

1. **General Information:**

a.	Name	
b.	Communication Address	
c.	Mobile number	
d.	Email address	
e.	Date of Birth	
f.	Department	
g.	Date of appointment in this institution	
h.	NET/SET/GATE qualified	
i.	Area of Specialization (M. Phil/Ph. D/ M.Tech)	

2. **Teaching learning and evaluation related activities:**
   A. **Program(s) taught:**_____

   B. **Direct Teaching**
      Details of classes taken(Session: 2022-2023):

Semester		Classes taken				(No. of classes taken/ total classes assigned) X 100	Score (10)
		Theory	Practical	Tutorial	Total		
I	Assigned						
	Taken						
II	Assigned						
	Taken						
III	Assigned						
	Taken						
IV	Assigned						
	Taken						
V	Assigned						
	Taken						
VI	Assigned						
	Taken						

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C. Examination & Evaluation related activities

Responsibilities allotted by College	Tick which is applicable	Score (4)
Examination Duties a. Conduct of Internal Examination b. Conduct of Tutorial/ GE Practical Examinations c. Conduct / Invigilate University Theory Examination d. Conduct Class test/Home Assignment	All of them 3 of them 2 of them 1 of them	
Responsibilities allotted by CU	**Tick which is applicable**	**Score (5)**
Examination Duties a. Question paper setting b. Moderation c. Head-Examiner d. Evaluator (Hons./Genl. Theory) e. Conducting CU Practical Examinations (Hons.) as Internal/External examiner	All of them 4 of them 3 of them 2 of them 1 of them	

D. Teaching Methods

Teaching-Learning Methods	Tick which is applicable	Score (4)
a. Classroom lecture with board work	All of them 3 of them 2 of them 1 of them	
b. Classroom lecture with Powerpoint presentation		
c. Classroom lecture with Digital Content		
d. Sharing of Study materials /Group Discussion		

E. Academic Programmes / events organised for students & faculties of other colleges (Upto Session: 2022-2023):

(Put tick mark on appropriate & mention the number)

Programme / events organised	Number of Programme / events	Score (3)
a. Seminar/Conference /Webinar		
b. Workshop/Hands-on-Training		
c. Invited Lecture series		

F. Co-curricular Activities (Upto Session: 2022-2023):

(Put tick mark on appropriate & mention the number)

Mentoring Co-curricular Activities	Number	Score (10)
a. Field Visit/Educational tour/ Industrial tour		
b. Student seminar		
c. Student workshop / Hands-on-Training		
d. Poster/Model / Paper/ Documentary/ Photography presentation Wallpaper/Journal publication		
e. Quiz/debate programme		
f. Observance of any special Day		
g. Other co-curricular Activities (Cultural, Sports, NSS etc.)		

3. A. Improvement of Professional Competence (Upto Session: 2022-2023):

(Put tick mark on appropriate & mention the number)

Participation details	Number of programme for participation	Score (6)
a. Refresher courses/ Orientation/ FDP/FIP		
b. Seminars/ Conference symposia/webinar		
c. Workshops/ Hands-on-Training		

B. Improvement of Professional Competence (Upto Session: 2022-2023):
   (Put tick mark on appropriate & mention the number)

Item details	Number of programme for presentation	Score (10)
a. Seminars/ Conference/ symposia		
b. workshops/ Hands-on-Training		

4. **Research Contributions (Upto Session: 2022-2023):**

	International/National/State/ Local	Tick which is applicable	Score (5)
Peer reviewed journals/ UGC Care		**All of them**	
Non-reviewed journals		**5 of them**	
Conference proceedings		**4 of them**	
E-journals		**3 of them**	
Books with ISBN/ Books without ISBN/ Chapters in books with ISBN		**2 of them** **1 of them** **None of them**	

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5. **Any Innovative methods forTeaching-Learning [Score 2]**
    If yes, Give the details

    _____
    _____
    _____
    _____
    _____
    _____

6. **Responsibility taken in College**

Responsibility		Score (10)
A) **Administrative responsibilities (Head/ Coordinator)** If applicable mention Yes/No		
		Score (5)
B) **Committee** If applicable mention the committees of responsibility		

7. **Responsibility taken outside the College (If yes, give details)**

Responsibility	Details	Score (3)
Invited Resource person in any program		
		Score (2)
Members of any Academic body/ Society		

8. **Total working hours spent in college in this session:(Filled by Authority only) [Score (3)]**

    _____

9.   **Total leave taken:**

Types of leave	No. of days
Casual Leave	
Duty Leave	
Medical Leave	
Others (Specify)	

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10. Any achievement   [Score (5)]

    If yes, Give the details

_____
_____
_____
_____
_____
_____
_____
_____
_____

11. Any other additional responsibilities in and outside the college [Score (15)]

    If yes, Give the details

_____
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_____
_____

I hereby declare that the information given above is true to the best of my knowledge and belief.
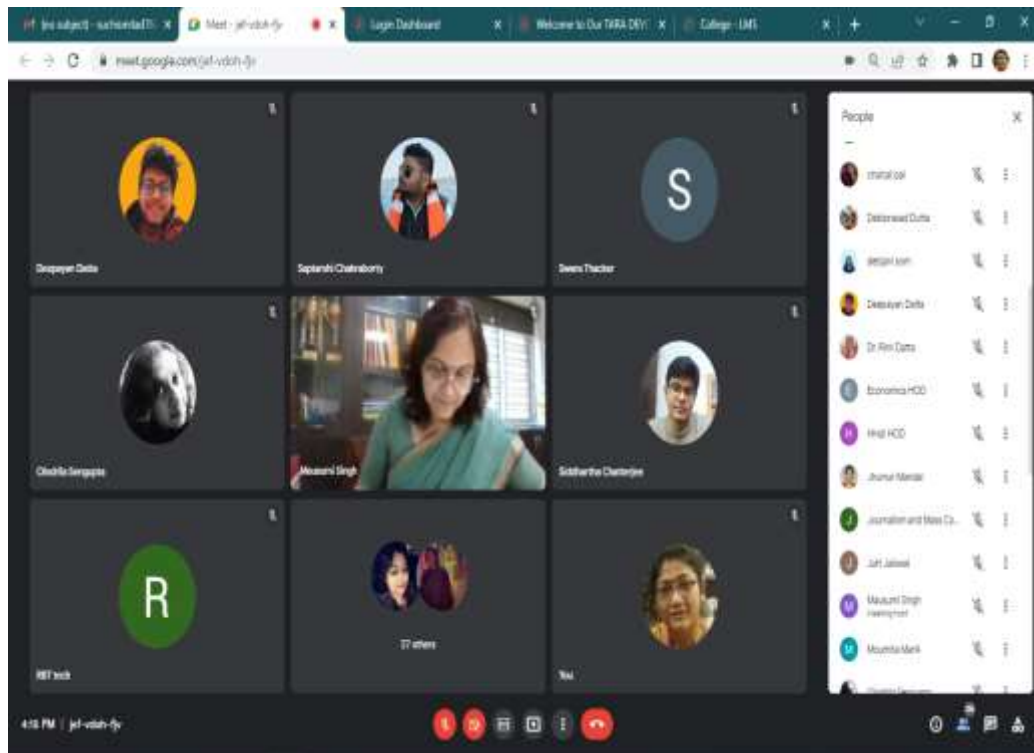
(Name and Signature of the Teacher with date)

Instructions for Scoring
of
Self- Appraisal of Full-time Faculty Members

Full Marks= 100

Question Number	Category	Highest score
1	Information	-
2. A	Information	-
B	80% & Above=10 70%-Below 80%= 8 50%-Below 70%= 6 Below 50%= 4	10
C	4 5	9
D	4	4
E	3	3
F	Above 10 = 10 5- less than 10 = 07 Less than 5 = 05	10
3. A	At Least 1 from each category	6
B	Above 5 = 10 Less than 5 = 05 None = 0	10
4.	6	6
5.	3	3
6. A	More than 5= 10 Less than 5= 05	10
B	5	5
7.	3+2	5
8.	4	4
9.	Information	-
10.	15	15

Principal Interacts with teachers and staff for taking progress and updates:

- **Meeting of Principal with teaching and non-teaching staff:**

Kolkata, West Bengal, India
Ram Gopal Ghosh Road,Cossipore, Cossipore, Kolkata, West Bengal
700002, India
Lat 22.617692°
Long 88.369638°
08/02/22 04:06 PM

- **Teachers' diary: record of all activities performed by the teachers during college hours**