

**St. Xavier's College, Mahuadanr
Latehar -822119, Jharkhand**

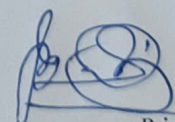
Performance Appraisal System

St. Xavier's College, Mahuadanr
Internal Quality Assurance Cell
Performance Appraisal System for Teachers

Name:	Department:			Academic year:		
	Outstanding (10)	Very Satisfactory (8)	Satisfactory (6)	Unsatisfactory (4)	Poor (2)	Score
1. INSTRUCTIONAL COMPETENCE (70%)						
A. Lesson Planning and Delivery (45%)						
1. Prepares instructional materials.						
2. Conducts bridge courses to address gaps.						
3. Chooses teaching methods.						
4. Connects new lessons to prior knowledge.						
5. Provides motivation.						
6. Communicates ideas clearly.						
7. Uses effective questioning.						
8. Ensures student participation.						
9. Addresses individual differences through remedial classes.						
10. Demonstrates subject mastery.						
11. Identifies learner needs.						
12. Uses innovative methods and technology.						
13. Evaluates lesson outcomes.						
14. Maintains an orderly classroom.						
15. Incorporates peer group discussions.						
B. Professional Development Programs (20%)						
1. Assists in coordinating in-service training sessions and conferences.						
2. Measures involvement in soft skills, refresher courses, and personality development programs.						
3. Participates in Faculty Development Programs (FDPs), seminars, and webinars.						
4. Participates in both national and international seminars.						
5. Holds memberships in university, social clubs, and other institutions.						
C. Learner's Achievement (5%)						
1. Enhances learners' achievement through pre-assessment.						
D. Community Involvement (5%)						
1. Organizes and maintains functional PTA						
2. Conducts PTA meeting to report learner's progress						
3. Disseminate College policies/plans/programs accomplishments to the stakeholders						
4. Encourage involvement of parents in College programs and activities						
E. PROFESSIONAL AND PERSONAL CHARACTERISTICS (20%)						
1. Honesty/Integrity						
2. Enthusiasm/Passion for teaching						
3. Initiative/Resourcefulness						
4. Human Relations						
5. Leadership						
6. Stress Tolerance						
7. Fairness/Justice						
8. Proper attitude/Good grooming						
9. Dedication/Commitment						
10. Politeness						
F. PUNCTUALITY/ATTENDANCE (05%)						
1. Punctual- Being on time						
2. Attendance Number of days absent						

Score:

Grade:

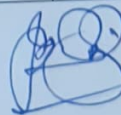


Principal

Principal
St. Xavier's College
Mahuadanr

St. Xavier's College, Mahuadanr
Internal Quality Assurance Cell
Performance Appraisal System for Teachers

Name:	Department:			Academic year:		
	Outstanding (10)	Very Satisfactory (8)	Satisfactory (6)	Unsatisfactory (4)	Poor (2)	Score
1. INSTRUCTIONAL COMPETENCE (70%)						
A. Lesson Planning and Delivery (45%)						
1. Prepares instructional materials.		✓				8
2. Conducts bridge courses to address gaps.	✓					10
3. Chooses teaching methods.		✓				8
4. Connects new lessons to prior knowledge.			✓			6
5. Provides motivation.		✓				8
6. Communicates ideas clearly.		✓				8
7. Uses effective questioning.		✓				8
8. Ensures student participation.		✓				8
9. Addresses individual differences through remedial classes.	✓					10
10. Demonstrates subject mastery.		✓				8
11. Identifies learner needs.			✓			6
12. Uses innovative methods and technology.			✓			6
13. Evaluates lesson outcomes.		✓				8
14. Maintains an orderly classroom.		✓				8
15. Incorporates peer group discussions.		✓				8
						3.54
B. Professional Development Programs (20%)						
1. Assists in coordinating in-service training sessions and conferences.		✓				8
2. Measures involvement in soft skills, refresher courses, and personality development programs.		✓				8
3. Participates in Faculty Development Programs (FDPs), seminars, and webinars.		✓				8
4. Participates in both national and international seminars.			✓			6
5. Holds memberships in university, social clubs, and other institutions.				✓		4
						1.36
C. Learner's Achievement (5%)						
1. Enhances learners' achievement through pre-assessment.		✓				8
						0.4
D. Community Involvement (5%)						
1. Organizes and maintains functional PTA		✓				8
2. Conducts PTA meeting to report learner's progress		✓				8
3. Disseminate College policies/plans/programs accomplishments to the stakeholders		✓				8
4. Encourage involvement of parents in College programs and activities	✓					10
						0.42
E. PROFESSIONAL AND PERSONAL CHARACTERISTICS (20%)						
1. Honesty/Integrity		✓				8
2. Enthusiasm/Passion for teaching		✓				8
3. Initiative/Resourcefulness			✓			6
4. Human Relations		✓				8
5. Leadership		✓				8
6. Stress Tolerance			✓			6
7. Fairness/Justice		✓				8
8. Proper attitude/Good grooming		✓				8
9. Dedication/Commitment		✓				8
10. Politeness		✓				8
						1.36
F. PUNCTUALITY/ATTENDANCE (05%)						
1. Punctual- Being on time		✓				8
2. Attendance Number of days absent		✓				8
						0.4



Principal
St. Xavier's College
Mahuadanr
Principal

Score: 7.5

Grade: A

Note: Percentage Calculation = $\frac{\text{Total Score}}{\text{Total Number of Questions}} \times \frac{\text{Percent}}{100} = \text{Value}$

ST. XAVIER'S COLLEGE MAHUADARN

INTERNAL QUALITY ASSURANCE CELL (IQAC)

FEEDBACK FORM FOR TEACHER EVALUATION BY STUDENTS

.....
Name of the Department/Institute

Session.....

Name of teacher:

Subject taught :

Total number of lectures delivered by teacher in the session (per week):

.....

Number of classes attended by the student filling the form with
percentage.....

(If the student filling the form has less than 75% attendance he/she is requested not to fill the form.)

.....
You are requested to make a tick mark in the appropriate cell:

Subject ↓	Rating ⇨	Average	Good	Very good	Excellent
A.TIME SENSE					
Punctuality in the Class					
Regularity in taking Classes					
Students' attendance/ presence in the class of teacher who is being evaluated					
Completes syllabus of the course in time					
Scheduled organization of assignments, class test, quizzes and seminars					
Makes alternate arrangement of class in his/her absence					
B.SUBJECT COMMAND					
Focus on Syllabi					
Self-confidence					
Communication skills					
Conducting the classroom discussions					
Teaching the subject matter					
C.USE OF TEACHING METHODS/TEACHING AIDS					
Uses of teaching aids (OHP/Blackboard /PPT's)					

Blackboard/Whiteboard work in terms of legibility, visibility and structure				
Uses of innovative teaching methods.				
Shows the evaluated answer books of class tests to the students				
Makes sure that he/she is being understood				
D.LABORATORY INTERACTION (Only for Laboratory Courses)				
Availability of teacher in the laboratory for whole duration of laboratory hours				
Helping the students in conducting experiments through set of instructions or demonstrations				
Takes interests in conduct of Laboratory seminars, group discussions etc.				
E.CLASS CONTROL				
Control mechanism in effectively conducting the class				
Students' participation in the class				
Tendency of inviting opinion and question on subject matter from students				
Inspires students for ethical conduct				
Acts as a role model				
Additional Remarks:				

Date:

Name of the student:

St.Xavier's College, Mahuadanr

Latehar-822119, Jharkhand

Self appraisal report of Non-teaching Staff by Principal

Name of the Staff :				
Subject	Very Good	Good	Satisfactory	Poor
1) Ability to contribute to the goal of the Organization.				
2) Planning and organization skills				
3) Communication skills and soft skills				
4) Obedience and relationship				
5) Leadership, Team spirit and initiative				
6) Willingness to learn new techniques, adopt new ideas				
7) Ability to use workplace equipment				
8) Ability to solve workplace problems				
9) Innovativeness and creativity				
10) Involvement in social activities				
11) Simplicity and sense of belonging				
12) Respect for values in life				
13) Hard working				
14) Dependable				
15) Committed to their works				
Suggestions if any:				

JOSEPH M K

Digitally signed by JOSEPH M K
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