

AMAR SEWA MANDALS  
KAMLA NEHRU COLLEGE OF PHARMACY, BUTIBORI, NAGPUR  
Performance Appraisal for Teaching Staff

**GENERAL INFORMATION**

Name of teacher: \_\_\_\_\_

Designation: \_\_\_\_\_

Duration of Appraisal: 01/04/\_\_\_\_ to 31/03/\_\_\_\_

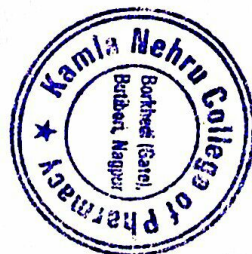
**ACADEMIC INFORMATION**

**1. Performance of Engaging Lectures / Practicals**

Sr. No.	Class / Course	Subjects taught	No. of lectures target	Lectures actually engaged	Percentage target achieved	Average of Column (6)	Performance and Multiplying factors	Max. Weight	Weight achieved (8)*(9)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
							Excellent - 1.0 (100-91) Good - 0.7 (90-81)	05	

**2. Performance of Attendance of Students: (As a teacher)**

Sr. No.	Class / Course	Subjects taught	Sum of students present	Lectures actually engaged	Students on Roll	Average Attendance (4)*100 ----- (5)*(6)	Average of Col. (7)	Performance and Multiplying factors	Max. Weight	Weight achieved (8)*(9) 9*18
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
								Excellent - 1.0 (100-81) Good - 0.7 (80-61) Average - 0.5 (60 - 41) Poor - 0.2 (40 - 00)	05	



*[Signature]*  
PRINCIPAL

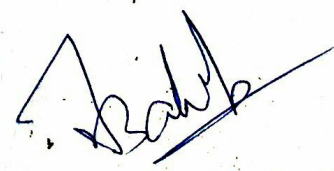
Sr. No.	Class / Course	Subjects taught	Average results of same subjects for last 3 years in institute	% of students securing marks above 3 years average	Average of Col. (5)	Performance and Multiplying factors	Max. Weight	Weight achieved (7) * (8)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
						Excellent - 1.0 (100-81) Good - 0.7 (80-61) Average - 0.5 (60 - 41) Poor - 0.2 (40 - 00)	5	

Total weight achieved in TABLES 1, 2 and 3

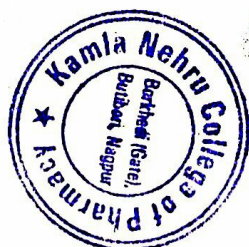
4. Other Performance:


No.	Performance indicator to be assessed	Evaluation by Reporting Officer			
		Excellent	Good	Average	Poor
1.	<b>Classroom Planning and Control:</b>				
	a) Planning of lessons throughout the academic year.				
	b) Effective communication of subject matter and clarity of speech.				
	c) Management of lecture and class control.				
	d) Involvement of students in learning process.				
	e) Use of media such as charts, models, transparencies, OHP, VCR, TV.				
2.	<b>For Teachers Concerned with Laboratory Work.</b>				
	a) Planned laboratory instructions including management of practicals.				
	b) Uniform coverage of term work and guidance for writing journals.				
	c) Checking of journals and making continuous assessment of term work.				
	d) Preparation and display of instructional material, charts, models, etc.				
	e) Planning and procurement of consumables required for practicals.				
	OR				
2.	<b>For Teachers Not Concerned with Laboratory Work.</b>				
	a) Arranging special lectures of eminent persons.				
	b) Conducting special lectures for low profile students.				
	c) Attitude towards maintaining cleanliness and aesthetics.				
	d) Interactions with teachers teaching subjects other than his own discipline.				
	e) Preparation and display of instructional material.				
3.	<b>Students Guidance and Counseling:</b>				
	a) Guidance to students about books and literature.				
	b) Guidance about higher education / career planning.				
	c) Guidance about job opportunities / entrepreneurship.				
	d) Guidance for preparing for interviews / personality development.				
	e) Guidance for independent study technique.				



  
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**BUTIBORI, NAGPUR - 441108**

No.	Performance indicator to be assessed	Evaluation by Reporting Officer			
		Excellent	Good	Average	Poor
4.	<b>Assignments / Evaluation</b>				
	a) Giving assignments regularly and assessing promptly.				
	b) Maintaining quality and standard of questions / evaluation.				
	c) Providing feedback to the students about shortcomings.				
	d) Innovations in paper setting / evaluation.				
	e) Record keeping of students' profile.				
5.	<b>Curriculum / Learning Resources Development:</b>				
	a) Interest shown in curriculum development or preparation of syllabi.				
	b) Preparing question banks.				
	c) Motivating students for use of computers.				
	d) Giving handouts / upkeep of laboratory manuals / writing books.				
	e) Preparation of computer software as a teaching aid.				
6.	<b>Seminars / Training:</b>				
	a) Use of library books, periodicals, journals, etc.				
	b) Attendance in seminars / conferences / workshops.				
	c) Writing articles in State and National level periodicals.				
	d) Delivering speech in other institutions.				
	e) Memberships of professional bodies, Awards and Honours.				
7.	<b>Co-curricular Activities:</b>				
	a) Consultancy and testing in the appropriate work area or organizing continuing education programmes for revenue generation.				
	b) Organizing cultural programmes / sports / extra-curricular activities, etc.				
	c) Organizing industrial visits / study tours for students or taking interest in NCC / NSS / blood donation / plantation / medical camps.				
	d) Contribution to maintaining student discipline in general.				
	e) Ability to work as resource person.				
8.	<b>Administrative Functions:</b>				
	a) Contribution to conduct of gymkhana activities / procurement of equipment.				
	b) Worked as examination / gathering / admission in-charge.				
	c) Maintenance of buildings / electrical installations / water supply / computers / equipment, etc. or Worked as Rector / Assistant Rector / Warden.				
	d) Worked as in-charge for house-keeping / environmental hygiene / cleanliness of classrooms / premises / gardens / security.				
	e) Interest taken in activities related to canteen, cooperative stores, etc. or Willingness to take up higher responsibility or any responsibility.				
<b>Total Number of Tick Marks</b>					



  
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 BUTIBORI, NAGPUR-441108

**FINAL ASSESSMENT:**

Particulars			Weight achieved
a)	Total weight achieved in TABLES other than <i>Other Performance</i> .		
	Weight for Other Performance	No. of tick marks	Multiplying factor
b)	Excellent		2.0
c)	Good		1.4
d)	Average		1.0
e)	Poor		0.4
f)	Special weight given by Reporting Officer [Max. 5]		
Total weight achieved out of 100			
In words:			

Note: The special weight maximum of 5 may be awarded by reporting officer for the extraordinary contribution beyond institution (Please mention activities for which special weight is given)

टिप : खाली दर्शविल्याप्रमाणे श्रेणी द्यावी

१००-८१ अत्युत्कृष्ट, ८१-७१ उत्कृष्ट,  
७१-६१ निश्चित चांगला, ६०-५१ चांगला,  
५०-३५ साधारण, ३४-०० साधारणहून कमी

सर्वसाधारण मूल्यामापन व श्रेणी :

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श्रेणी :

ठिकाण :

दिनांक :

प्रतिवेदन अधिका-याचा सही व शिक्का

पुनर्विलोकन अधिका-याचा अभिप्राय :

मी प्रतिवेदन अधिका-याने केलेल्या मूल्यामापणाशी सहमत आहे.

मी खालील कारणावरून प्रतिवेदन अधिका-याने दिलेली श्रेणी खालील प्रमाणे बदलू इच्छितो.

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श्रेणी :

ठिकाण :

दिनांक :

पुनर्विलोकन अधिका-याची सही व शिक्का



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**KAMLA NEHRU COLLEGE OF PHARMACY**  
BATHNAGAR, NAGPUR-431008

**AMAR SEVA MANDAL'S  
KAMLA NEHRU COLLEGE OF PHARMACY  
BUTIBORI NAGPUR**

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**Performance appraisal for Non-Teaching Staff**

**Personal Information**

**AMAR SEVA MANDAL'S  
KAMLA NEHRU COLLEGE OF PHARMACY  
BUTIBORI NAGPUR**

**Performance appraisal for Non-Teaching Staff**

Personal Information

(To be filled by the Employee concerned)

Name Father's Name Surname \_\_\_\_\_

Date of Birth as recorded in the S.S.C. Certificate/ School Leaving Certificate: \_\_\_\_\_

Place of Birth : \_\_\_\_\_  
(Village/Town/Taluka/District/State)

Home Town : \_\_\_\_\_  
(With Residential Address)

Permanent Address(Local) : \_\_\_\_\_  
\_\_\_\_\_

Date of joining College Services and designation at the time of first appointment : \_\_\_\_\_

Intermediary positions held between Initial appointment and present if any, : \_\_\_\_\_

Positions	Period From
i)	
ii)	
iii)	

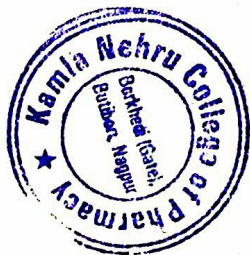
Mother Tongue : \_\_\_\_\_

Language Known : \_\_\_\_\_

Qualifications and Degree/Diploma : \_\_\_\_\_

College : \_\_\_\_\_

Year : \_\_\_\_\_



**PRINCIPAL  
KAMLA NEHRU COLLEGE OF PHARMACY  
BUTIBORI NAGPUR-441108**

**Confidential Assessment Report regarding ability and character**

Name:- \_\_\_\_\_

Period of Report:- 1<sup>st</sup>April to 31<sup>st</sup>March \_\_\_\_\_

Post held during the period of report: \_\_\_\_\_

Department/ Office/Section : \_\_\_\_\_

**Performance Assessment**

S.N	Item	Very Good A	Good B	Fair C	Average D	Below Average E
<b>A</b>	<b>Technical Adequacy</b>					
1.	Technical Abilities					
2.	Level of knowledge (Related to the Section/Department)					
3.	Methodical and systematic working					
4.	Promptness in disposal					
5.	Capacity to get work done					
<b>B</b>	<b>General Impression</b>					
1.	Neatness					
2.	Punctuality in work					
3.	Regularity in attendance					
4.	Relations with Superiors					
5.	Relations with Colleagues					
6.	Special, Complementary aptitude qualities etc. Other than job requirements.					
<b>C</b>	<b>Recommendation</b>					
1.	Administrative ability including judgment, initiative, promptness and drive					
2.	Fitness to continue in the present post					

**Note: Fill all the fields A, B, C for technical staff and B,C for others.**

Date:- \_\_\_\_\_ (Signature \_\_\_\_\_)

Place:- \_\_\_\_\_  
Name and Designation \_\_\_\_\_  
of Reporting Officer / HOD

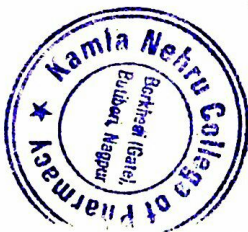
(Please mark '√' in appropriate columns to arrive at final assessment)

**Observation of Reviewing Office in the Report (To be filled in by the Reviewing Officer)** \_\_\_\_\_

\_\_\_\_\_

Date:- \_\_\_\_\_ (Signature \_\_\_\_\_)

Place:- \_\_\_\_\_  
Name and Designation \_\_\_\_\_  
of Reviewing Officer /  
Principal



*[Handwritten Signature]*