

Performance Appraisal Form- Faculty

Performance Appraisal					
S.No.	Parameters	Points	Assessment		
			Self Assessment	HOD	Director
1	Teaching				
	Feedback from the students 90% & Above - 25 80% - 89% - 20-24 70% - 79% - 15-19 Less than 70% - 0	25			
	Exam Results (Internal and external Combined)				
	a) Percentage of students passed 100 % - 15 95% - 99% - 13 90% - 94% - 10 85% - 89% - 07 Less Then 85 % - 0	15			
	b) Average percentage of marks of students who passed in the subject 80% and above - 15 70% - 80% - 13 60% - 70% - 10 below 60 % - 0	15			
	No of classes not taken in Semester/Trimester All Scheduled Classes taken -10 points 1-5 Classess not taken - 8 pts 6-10 Classess not taken - 6 pts above 10 Classess not taken - 0 Pts	10			
	Innovative teaching Method used (Quizzes/Class activity/ Case study/Role Play/individual Presentation/ Group Discussion) No of Innovative methods used in class per semester	10			
	Extra study Material (Digitalized Notes, Video lectures, PPT, Illustrations or examples) Excellent-5 Good-4 Fair-3	5			
Projects Reports supervised Excellent-5 Good-4 Fair-3	5				

	Course Manual Preparation Excellent-5 Good-4 Fair-3	5			
	Course Outcome Assessment Report	5			
	Remedial /Advanced classes No of classes as per schedule Study material to weak students	5			
	Total	100			
2	<u>Research</u>				
	Paper Publication ABDC (A & B) - 30 Scopus - 15 Web of Sc. -10	30			
	Books (Single Author/Editor) Single author - 15 2nd author -10 3rd author - 5	15			
	Articles/Chapters in Books/Radio Programme production/Corporate Film/Paper in Conf. Proceeding 1st Author -5 2nd & 3rd Author-02	5			
	Research Projects Ongoing/Completed Projects/Consultancy Single - 15 Member -10	15			
	Case Publication With Teaching Notes in the Case Centre/IVEY League/Emerald/ Sage/MOOC Produced	15			
	Resource person in FDP/MDP/ conference	5			
	Refresher/ MOOCS/ seminar/ online certification courses/ workshop attended/Ph.D completed	5			
	Total	90			
3	<u>Contribution to Management of Institution</u>				
	Head of The Committee 20 points and Member 5 points				
	Coordinator Class/Coordinator International Relations/Accreditation Coordination/CSR Committee/ IIC/ARIIA Committee/Examination Committee/Academic Committee /Time Table /Digital Media Committee/Sports committee/Alumni committee	20			
	Various Clubs Coordinator/Editorial Committee 8M/Editorial Committee Institutional Publications/	10			
	Paid FDP for participants organising Coordinator (5 points per FDP)	10			
	Organising Seminar/Conference(International)	20			
	Organisation Seminar/Conference(National)	10			
	FDP session taken	5			

	Total	75			
4	<u>Corporate Interaction</u>				
	Student Placed - Summer Internship (5 per student)	5			
	Student Placed - Final Placement (10 points per student)	10			
	Corporate Guest invited for Seminar/Conference/Guest Lecture (5 points per guest GM/VP and above)	5			
	Corporate Training / MDP / Execitve education (Paid Participant invited for MDP 2 pts per person)	20			
	Corporate Consultancy secured	20			
	Mentoring Session with Corporate in a semester/trimester All Scheduled Session taken -10 points 1-3 Session not taken - 8 pts 3-5 Session not taken - 6 pts above 5 Session not taken - 0 Pts	10			
	Corporate MOU signed (per MoU 10 points)	10			
	Total	80			
5	<u>Miscellaneous</u>				
	Participation in State /Centre Bodies/Committees on Education, Research and National Development	5			
	Admission per student @ 5 points	5			
	Digital Branding activity including website updation/Event Promotion on Social Media	5			
	Total	15			
6	<u>PEER Review*</u>				
	Subject Knowledge and Development	5			
	Interpersonal relationship and initiatives	5			
	Total	10			
7	<u>Behavioral Compentency (To be filled by Reporting Officer)</u>				
	<u>Potential of faculty</u> a) Knowledge b) Development c) Oral and Written Communication (5 points for each)	10			
	<u>Attitude</u> a) Initiative b) Planning and organizing c) commitment and sense of responsibility (5 points for each)	10			
	<u>Interpersonal Relationship</u> a) Team Work b) Leadership c) Attitude towards Seniors d) relationship with students (5 points for each)	10			
	Total	30			
	Grand Total	400			



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	Note				
1	The relevant evidences to be attached in support of the claim				
2	This is the basis for Annual performance appraisal and the best faculty award for each year				
3	The incentives would be given as per the notified policy				

Overall Appraisal				
Score	Grade	Meaning of Grade		
Above 90%	A+	Excellent		
80% to 89.9%	A	Very Good		
70% to 79.9%	B+	Good		
60% to 69.9%	B	Average		
Below 60%	C	Below Average		
* To be Supervised by the Director filled by Peer Group.				



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STAFF-Performance Appraisal (Sys. Admin. / Lab Asstt. / Mass Comm. Lab Asstt.)

Name: _____

Period of Review: _____

S. No.	Duties	Actual Work done during the period (to be filled in by the employee)	Comments of the Reviewing Authority	Grade awarded by the Reviewing Authority A-Excellent B-Good C-Average
1.	No. of computers/ Mass Com Lab equipment managed in the lab.			
2.	No. of UPS managed in the Lab			
3.	Passwords allocated to different users.			
4.	Proper earthing in Lab. Available/working or not?			
5.	No. of Computer Practical Classes assisted			
6.	Computer Lab/Studio/Equipments purchased & installed. Hardware Qty. <u>Name of Equipment</u> 1. _____ 2. _____ Softwares/installed <u>Name of Software</u> 1. _____ 2. _____			
7.	No. of Complaints received/redressed in: Computer Lab: _____			



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	Mass Com Lab: _____ Radio Lab: _____			
8.	Equipments/ peripherals lost/damaged If yes: S.No. Name of Equipment 1. _____ 2. _____ 3. _____ 4. _____ 5. _____			
9.	Other Jobs Done			

Signature

Name of Employee

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Overall grade awarded:

Signature of Reviewing Authority:

Name:

Designation:



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DIRECTOR

**STAFF-Performance Appraisal (Secretary/Executive Asst. to
Chairman)
(Secretary to Director)**

Name: _____

Period of Review: _____

S. No.	Duties	Actual Work done during the period (to be filled by the employee)	Comments of the Reviewing Authority	Grade awarded by the Reviewing Authority A-Excellent B-Good C-Average
1.	Notices prepared and issued			
2.	Circulars prepared and issued			
3.	Weekly AR/CR reports made			
4.	Daily Reports made			
5.	Suggestions/complaints received, put up to Director			
6.	letters to outside Authorities			
7.	Special Reports Prepared			
8.	Discrepancy, if any reported in ISO reviews			
9.	Meetings arranged: S.No. Name of Meeting Nos. 1. _____ _____ 2. _____ _____ 3. _____ _____ 4. _____ _____ 5. _____ _____			
10.	Others jobs done			



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Signature

Name of Employee

_____ (FOR OFFICE USE ONLY)

Overall grade awarded:

Signature of Reviewing Authority:

Name:

Designation:

DIRECTOR

STAFF-Performance Appraisal (Librarian)

Name: _____

Period of Review: _____

S. No.	Duties	Actual Work done during the period (to	Comments of the Reviewing Authority	Grade awarded by the

		be filled by the employee)		Reviewing Authority A- Excellent B-Good C-Average
1.	Arrangement of new books			
2.	Arranged, Participated and prepared Minutes for Library Committee Meetings			
3.	Renewed: No. Magazines: Journals Newspapers			
4.	Complaints received in the Library and redressed.			
5.	Old Newspaper Magazines Sold. Worth Rs.			
6.	Journals/Magazines bound.			
7.	Library fine collected			
8.	New Vendors developed			
9.	Amount of discount obtained from vendors.			
10.	No. of Journals received and entered.			
11.	No. of Magazines received and entered.			
12.	No. of Newspapers received and entered.			
13.	No. of Question Papers added in files.			
14.	No. of Course Manual Files got updated.			

15.	No. of students for whom Reminders sent to users for the overdue books of the Library.			
16.	Library Books purchased: BBA _____ BCA _____ BJMC _____ General _____			
17.	Books accessioned BBA _____ BCA _____ BJMC _____ General _____			
18.	Journals/Magazines inwarded/Numbered.			
19.	Journals not received in time S.No. Name of Journal 1. _____ 2. _____ 3. _____ 4. _____ Follow up action taken 1. _____ 2. _____ 3. _____ 4. _____			
20.	Newspaper cuttings submitted to the Director			
21.	Project Reports accessioned			
22.	Names of reputed publishers introduced			

23.	No. of times SDI/Indexing services Issued:																		
24.	Prospectus /Placement/Brochures/ pamphlets, reports of various institutes maintained as under: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;">Institute</td> <td style="width: 50%; text-align: center;">Material</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> </table>	Institute	Material	_____	_____	_____	_____	_____	_____										
Institute	Material																		
_____	_____																		
_____	_____																		
_____	_____																		
25.	Syllabus (Hard & Soft Copies) of programs maintained: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;">Course</td> <td style="width: 50%; text-align: center;">Semester</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> </table>	Course	Semester	_____	_____	_____	_____	_____	_____	_____	_____								
Course	Semester																		
_____	_____																		
_____	_____																		
_____	_____																		
_____	_____																		
26.	Liasoning with other librarians and institutes for getting latest material:- <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">S.No.</td> <td style="width: 40%;">Name of Lib/Inst.</td> <td style="width: 30%;">Material obtained</td> </tr> <tr> <td>1.</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>2.</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>3.</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>4.</td> <td>_____</td> <td>_____</td> </tr> </table>	S.No.	Name of Lib/Inst.	Material obtained	1.	_____	_____	2.	_____	_____	3.	_____	_____	4.	_____	_____			
S.No.	Name of Lib/Inst.	Material obtained																	
1.	_____	_____																	
2.	_____	_____																	
3.	_____	_____																	
4.	_____	_____																	



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27.	Other Jobs Done			
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Signature

Name of Employee

_____ (FOR OFFICE USE ONLY)

Overall grade awarded:

Signature of Reviewing Authority:

Name:

Designation:

DIRECTOR

STAFF-Performance Appraisal (Receptionist-cum-Telephone operator)

Name: _____

Period of Review: _____

S. No.	Duties	Actual Work done during the period (to be filled by the employee)	Comments of the Reviewing Authority	Grade awarded by the Reviewing Authority A-Excellent
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				B-Good C-Average															
1.	Letters Outwarded																		
2.	Letters Inwarded																		
3.	No. of visitors Attended & arranged meetings with Director/Chairman																		
4.	Telephone Calls made																		
5.	Telephone Calls attended for Counseling																		
6.	Telephone Calls attended and forwarded																		
7.	New students counseling reports received & filed																		
8.	C.V received for Faculty/ Staff positions.																		
9.	Interviews arranged for Faculty/Staff																		
10.	Morning Prayers Conducted.																		
11.	Pending filing papers, if any:-																		
12.	Attendance register maintained for:- <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Month</td> <td style="width: 30%;">No. of Employees</td> <td style="width: 30%;"></td> </tr> <tr> <td>_____</td> <td>_____</td> <td></td> </tr> <tr> <td>_____</td> <td>_____</td> <td></td> </tr> <tr> <td>_____</td> <td>_____</td> <td></td> </tr> <tr> <td>_____</td> <td>_____</td> <td></td> </tr> </table>	Month	No. of Employees		_____	_____		_____	_____		_____	_____		_____	_____				
Month	No. of Employees																		
_____	_____																		
_____	_____																		
_____	_____																		
_____	_____																		
13.	No. of photocopies done for various documents:																		
14.	Other Jobs Done																		



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Signature

Name of Employee

_____ (FOR OFFICE USE ONLY)

Overall grade awarded:

Signature of Reviewing Authority:

Name:

Designation:

DIRECTOR

STAFF-Performance Appraisal (Data Entry Operator cum Academic Assistant)

Name: _____

Period of Review :- _____

S. No.	Duties	Actual Work done during the period (to be filled by the employee)	Comments of the Reviewing Authority	Grade awarded by the Reviewing Authority A-Excellent B-Good C-Average



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1.	Softwares used in PC			
2.	No. of Files maintained & handled			
3.	No. of Letters Typed			
4.	No. of Reports Typed			
5.	Prepared Subject Files Batch No. of Files _____ _____ _____ _____ _____ _____ _____ _____			
6.	Processed Monthly Attendance & made reports for No. of Students Month No. of students _____ _____ _____ _____ _____ _____ _____ _____			
7.	Prepared MT-I & II & End Semester Exams Results for: Batch No. of Students _____ _____ _____ _____			



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8.	No. of Special Reports Prepared: S.No. Name of report _____ _____ _____			
9.	Handled use of LCDs, OHPs in the Class Rooms.			
10.	Exam Duty done for ____ No. of Days.			
11.	No. of reception duties done at various college functions.			
12.	Other Jobs Done			



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Signature

Name of Employee

_____ (FOR OFFICE USE ONLY)

Overall grade awarded:

Signature of Reviewing Authority:

Name:

Designation:

DIRECTOR

STAFF-Performance Appraisal (Accountant)

Name: _____

Period of Review: _____

S. No.	Duties	Actual Work done during the period (to be filled by the employee)	Comments of the Reviewing Authority	Grade awarded by the Reviewing Authority A- Excellent B-Good C- Average
1.	Maintained monthly statements of: • Cash Flow	Nos. _____		



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	<ul style="list-style-type: none"> • Bank _____ • Receipt and Payments _____ • TDS of Staff/others _____ • Salary _____ • Leave record details _____ • PF a/c details _____ • Bank Loan a/c details _____ • Personal (Chairman and family members) account _____ • Interest and TDR details _____ • Society balance sheet _____ 			
2.	Maintained weekly statements: No. _____ Daybook _____ – _____ Bank reconciliation statement _____			
3	No. of Vouchers made, entered:- Receipt _____ Payment _____ Journal _____			
4.	Fee collected from: <div style="text-align: center;">No. of Students</div> BBA: _____ BCA: _____ BJMC: _____ MBA/PGDM: _____ Others: _____			
5.	Bills Processed			
6.	Prepared accounting statements:- Day book for No. of Days _____ Bank reconciliation Statements _____			
7.	Monthly statements of Cash flow prepared _____ No. of employees for whom Salary prepared _____			



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	Leave applications processed _____			
	No. of cheques prepared _____			
8.	Other Jobs Done			

Signature

Name of Employee

(FOR OFFICE USE ONLY)

Overall grade awarded:

Signature of Reviewing Authority:

Name:

Designation:

DIRECTOR

STAFF-Performance Appraisal (Administration Officer)

Name: _____

Period of Review: _____

S. No.	Duties	Actual Work done during the period (to be filled by the employee)	Comments of the Reviewing Authority	Grade awarded by the Reviewing Authority A-Excellent B-Good C-Average
1.	1. New Vendors Registered			
2.	Arranged for examination deptt. No. Answer Sheets _____ Envelopes _____ Extra Sheets _____			

3.	<p>Arranged exam rooms (including the seating arrangements) for all exams.</p> <p>Exam No. o rooms arranged</p> <p>_____ _____</p> <p>_____ _____</p> <p>_____ _____</p> <p>_____ _____</p>			
4.	<p>No. of Complaints recorded in the Complaint Register and redressed, regarding defects in:</p> <ol style="list-style-type: none"> 1. Machines 2. Equipments 3. Water Cooler 4. Air Conditioner 5. OHPs 6. Boards 7. Generators 8. Others 			
5.	<p>Housekeeping General Maintenance of office building, fixtures _____</p>			
6.	<p>Stock of office stationery bought worth-Rs. _____</p> <p>No. of times Stationery supplied to employees _____</p>			
7.	<p>Replacement of equipments:-</p> <p>Telephones: _____</p> <p>Tube lights: _____</p> <p>OHPs : _____</p> <p>Others: _____</p>			
8.	<p>Liasoning with: No. of Cases</p> <ol style="list-style-type: none"> 1. DVB 2. DJB 3. MTNL 4. MCD 5. Universities 6. AICTE 7. Other Government bodies 			
9.	<p>No. of Purchase orders prepared</p>			



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10.	Printing & Publishing activities No. <ul style="list-style-type: none"> • Visiting Cards made • Letter heads • Brochures • 8M Journal • Study Material • Answer Scripts • Others 			
11.	Made arrangements for activities of JIMS No. <ul style="list-style-type: none"> • Sports Venue Booking _____ • Auditorium Booking _____ For Seminars/conf. Cultural Festivals _____			
12.	No. of times Taxis/Buses booked for official use:-			
13.	Bills processed:- Bill details: No. _____ _____ _____ _____ _____ _____ _____ _____			
14.	Stationary items supplied to faculty/staff:- Month No. of employees _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____			
15.	Gifts/Bouquets arranged & supplied for various events/occasions:- Gifts _____			



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	Bouquets _____			
16.	No. of complaints received regarding canteen:- S.No. No. of Action taken Complaints 1. _____ _____ 2. _____ _____ 3. _____ _____ 4. _____ _____ 5. _____ _____ 6. _____ _____			
17.	Other Jobs Done			

Signature

Name of Employee

(FOR OFFICE USE ONLY)

Overall grade awarded:

Signature of Reviewing Authority:

Name:

Designation:

DIRECTOR



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STAFF-Performance Appraisal (PRO)

Name: _____

Period of Review:

S. No.	Duties	Actual Work done during the period (to be filled in by the employee)	Comments of the Reviewing Authority	Grade awarded by the Reviewing Authority A- Excellent B-Good C- Average
1.	Organized & Co-ordinated the Guest Lectures :- Name of Speaker with Batch Co./Designation 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____ 8. _____ 9. _____			

6.	Summer Internship arranged for: Course/ Batch No. of / Students Name of Companies 1. _____ 2. _____ 3. _____ 4. _____ 5. _____			
7.	Conducted Seminars/Conferences/PDP arranged by JIMS: S.No. Name of Seminar Work Done 1. _____ 2. _____ 3. _____ 4. _____ 5. _____			
8.	Educational Exhibition attended: S.No. Name of Exhibition No. of Days 1. _____ 2. _____ 3. _____ 4. _____ 5. _____			
9.	Newspaper clippings of attractive jobs opening published in TOI & HT-Searched, action taken & filed: S.No. Name of Newspaper Name of cutting 1. _____ 2. _____ 3. _____ 4. _____ 5. _____			
10.	Names of speakers/HRD Professionals added to the database: S.No. Name of Speaker _____ _____			



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	<p>_____</p> <p>_____</p> <p>Updated the following existing entries in the database</p> <p>S.No. Name of the person</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>			
11.	Other Jobs Done			

Signature

Name of Employee

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Overall grade awarded:

Signature of Reviewing Authority:

Name:

Designation:



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DIRECTOR