

Criteria 6.3.5

Q₁M: Institutions Performance Appraisal System for teaching and non-teaching staff

Describe the functioning status of the Performance Appraisal System for teaching and non-teaching staff within a maximum of 200 words

Supporting Documents Attached:

- 1. Mail- Performance Appraisal**
- 2. Screenshot of Faculty Handbook**
- 3. Format of Performance Appraisal Form**
- 4. Sample: Performance Appraisal Forms of Faculty and Staff**



Arti Vaish <arti.vaish@jagannath.org>

Faculty Performance Appraisal for 2023-24

Director JIMS Kalkaji <director.kj@jagannath.org>

Tue, Aug 27, 2024 at 10:05 AM

To: "all.kj" <all.kj@jagannath.org>

Dear Colleagues,

As we are starting with the new academic year and with the hard work of all of you we have been able to close the previous academic year successfully.

You all are requested to fill up the attached performance appraisal form for the academic year **2023-24** latest by **7th Sept 2024**.

The form should be submitted in Hard copy with your signatures in the office of the undersigned.

Faculty members are required to submit your performance form with the evidence of research/conference/MOOC courses.

Best of Regards**Anuj Verma PhD.**
Director

**"As the world revolves we
evolve."**

**Director****Jagannath International Management School****MOR Pocket-105, Kalkaji, New Delhi-110019.****Mb: 9810145144****Contact us: 011-40619200****Visit us at www.jagannath.org****Follow on us:**

2 attachments

**Performance Appraisal Form - faculty Updated (11).xls**
120K**Staff Performance Appraisal.doc**
232K



Jagannath International Management School
MOR, Pocket-105, Kalkaji, New Delhi-110019
(Affiliated to Guru Gobind Singh Indraprastha University and Approved under Section 2(f) of UGC Act 1956)



JIMS BYLAWS

2023



JAGANNATH INTERNATIONAL MANAGEMENT SCHOOL

Official Address: MOR, Pocket – 105, Kalkaji New Delhi- 110 019

Contact No.: 011- 40619200 (100 lines)

Fax: 26220998

E-mail: admission@jagannath.org

Website: www.jimskalkaji.com

15. HR INCENTIVES / REWARDS POLICY FOR FACULTY AND STAFF

MEMBERS (To be considered at the time of annual performance appraisal)

The benefits to faculty and staff members, classified into Monetary and Non - Monetary incentives are given below:

Annual Salary Increment:

Annual increment will be given on the basis of one's performance, as reflected in the faculty/ staff performance appraisal forms, as per the following ratings.

Rating	“Good”	“Very Good”	“Excellent”
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PhD: An additional 5% rise in salary (over the normal annual increment) will be given to faculty who obtains PhD degree during his/her tenure at JIMS.

Cash Award, Merit and Badges:

Special Annual Cash Award (Rs. 10,000/- for best faculty, Rs. 10,000/- for best faculty Research Publication and Rs. 5000/- for best staff member) will be given for their outstanding overall performance in various fields like Teaching, and other academic & non academic activities. (Special talks, MDP, Seminar, Placement, Articles, Cultural Events, Etc.)

The photographs of the above award winners would be published in JIMS NEWS.

MDP/Articles:

It is mandatory for each Professor and Associate Professor to organize at least one MDP (with minimum of 15 participants) in an year. 50% of the balance accrued after meeting all expenses from the amount received will be shared with them.

Alternatively, they should contribute well-researched articles for publication in reputed journals (both in India and abroad).

(Non compliance of this activity may affect their rating in the faculty performance appraisal.)

Conveyance Charges:

Faculty members using their own cars for official work will be reimbursed @ Rs. 10/- per km. and Rs. 5/- for scooter/ motorcycle.

C) Format of Performance Appraisal form

Teaching Staff

Performance Appraisal					
S.No.	Parameters	Points	Assessment		
			Self Assessment	HOD	Director
1	<u>Teaching</u>				
	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 Than 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	10			

	semester				
	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 Assestment 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 / Executive 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	PEER Review*				
	Subject Knowledge and Development	5			
	Interpersonal relationship and initiatives	5			
	Total	10			
7	Behavioral Competency (To be filled by Reporting Officer)				
	<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			

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.



Jagannath International Management School

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Non-Teaching Staff





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: _____ 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

(FOR OFFICE USE ONLY)

Overall grade awarded:

Signature of Reviewing Authority:

Name:

Designation:

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			

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 be filled by the employee)	Comments of the Reviewing Authority	Grade awarded by the 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 inwards/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.	<p>Prospectus /Placement/Brochures/ pamphlets, reports of various institutes maintained as under:</p> <table border="0"> <thead> <tr> <th>Institute</th> <th>Material</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> </tbody> </table>	Institute	Material	_____	_____	_____	_____	_____	_____							
Institute	Material															
_____	_____															
_____	_____															
_____	_____															
25.	<p>Syllabus (Hard & Soft Copies) of programs maintained:</p> <table border="0"> <thead> <tr> <th>Course</th> <th>Semester</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> </tbody> </table>	Course	Semester	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____			
Course	Semester															
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_____	_____															
_____	_____															
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_____	_____															
26.	<p>Liasoning with other librarians and institutes for getting latest material:-</p> <table border="0"> <thead> <tr> <th>S.No.</th> <th>Name of Lib/Inst.</th> <th>Material obtained</th> </tr> </thead> <tbody> <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> </tbody> </table>	S.No.	Name of Lib/Inst.	Material obtained	1.	_____	_____	2.	_____	_____	3.	_____	_____			
S.No.	Name of Lib/Inst.	Material obtained														
1.	_____	_____														
2.	_____	_____														
3.	_____	_____														

	4. _____			
27.	Other Jobs Done			

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 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:- <div> <div>Month</div> <div>No. of Employees</div> <div>_____</div> <div>_____</div> <div>_____</div> <div>_____</div> <div>_____</div> <div>_____</div> </div>			
13.	No. of photocopies done for various documents:			
14.	Other Jobs Done			

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
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.	<div>Processed Monthly Attendance & made reports for No. of Students</div> <div><div>Month</div><div>No. of students</div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div></div>			
7.	<div>Prepared MT-I & II & End Semester Exams Results for:</div> <div><div>Batch</div><div>No. of Students</div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div></div>			
8.	<div>No. of Special Reports Prepared:</div> <div><div>S.No.</div><div>Name of report</div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div></div>			
9.	<div>Handled use of LCDs, OHPs in the Class Rooms.</div>			
10.	<div>Exam Duty done for ____ No. of Days.</div>			
11.	<div>No. of reception duties done at various college functions.</div>			

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: Nos. • Cash Flow _____ • 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: right;">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_____ 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 depts. No. Answer Sheets _____ Envelopes _____ Extra Sheets _____			
3.	Arranged exam rooms (including the seating arrangements) for all exams. Exam No. o rooms arranged _____ _____ _____ _____ _____ _____ _____ _____			
4.	No. of Complaints recorded in the Complaint Register and redressed, regarding defects in: 1. Machines 2. Equipments 3. Water Cooler 4. Air Conditioner 5. OHPs 6. Boards 7. Generators 8. Others			
5.	Housekeeping General Maintenance of office building, fixtures _____			

6.	Stock of office stationery bought worth-Rs. _____ No. of times Stationery supplied to employees _____			
7.	Replacement of equipments:- Telephones: _____ Tube lights: _____ OHPs : _____ Others: _____			
8.	Liasoning with: No. of Cases 1. DVB 2. DJB 3. MTNL 4. MCD 5. Universities 6. AICTE 7. Other Government bodies			
9.	No. of Purchase orders prepared			
10.	Printing & Publishing activities No. • Visiting Cards made • Letter heads • Brochures • 8M Journal • Study Material • Answer Scripts • Others			
11.	Made arrangements for activities of JIMS No. • 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:- <table> <tr> <td>Month</td> <td>No. of employees</td> </tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> </table>	Month	No. of employees	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____										
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_____	_____																								
_____	_____																								
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_____	_____																								
15.	Gifts/Bouquets arranged & supplied for various events/occasions:- Gifts _____ Bouquets _____																								
16.	No. of complaints received regarding canteen:- <table> <tr> <td>S.No.</td> <td>No. of Complaints</td> <td>Action taken</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> <tr><td>5.</td><td>_____</td><td>_____</td></tr> <tr><td>6.</td><td>_____</td><td>_____</td></tr> </table>	S.No.	No. of Complaints	Action taken	1.	_____	_____	2.	_____	_____	3.	_____	_____	4.	_____	_____	5.	_____	_____	6.	_____	_____			
S.No.	No. of Complaints	Action taken																							
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



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.	Arranged & Co-ordinated the Guest Lectures :- Name of Speaker with Batch Co./Designation 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____ 8. _____ 9. _____ 10. _____			
2.	Managed Placement of the Students No. of Students Course/ Batch Name of the Company with Package 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____ 8. _____ 9. _____ 10. _____			
3.	No. of Corporate Dignitaries arranged for Institute's Seminars workshops:- Name/Designation/Company 1. _____ 2. _____ 3. _____ 4. _____ 5. _____			

4.	Co-ordinated the Admission of New Students in the following Courses:- <ul style="list-style-type: none"> • BCA: _____ • BBA: _____ • MBA: _____ • BScHT: _____ • BMC: _____ • BJMC: _____ 			
5.	Industrial Visits arranged Course/Batch Name of Company 1. _____ 2. _____ 3. _____ 4. _____ 5. _____			
6.	Summer Internship arranged for: Course/ No. of / Name of Batch Students Companies 1. _____ 2. _____ 3. _____ 4. _____ 5. _____			
7.	Conducted Seminars/Conferences/PDP arranged by JIMS: S.No. Name of Work Seminar Done 1. _____ 2. _____ 3. _____ 4. _____ 5. _____			
8.	Educational Exhibition attended: S.No. Name of No. of Exhibition 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 Name of Newspaper cutting 1. _____ 2. _____ 3. _____ 4. _____ 5. _____			

10.	<p>Names of speakers/HRD Professionals added to the database:</p> <table border="0"> <tr> <td>S.No.</td> <td>Name of Speaker</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> </table> <p>Updated the following existing entries in the database</p> <table border="0"> <tr> <td>S.No.</td> <td>Name of the person</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> </table>	S.No.	Name of Speaker	_____	_____	_____	_____	_____	_____	_____	_____	S.No.	Name of the person	_____	_____	_____	_____	_____	_____	_____	_____			
S.No.	Name of Speaker																							
_____	_____																							
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_____	_____																							
_____	_____																							
S.No.	Name of the person																							
_____	_____																							
_____	_____																							
_____	_____																							
_____	_____																							
11.	Other Jobs Done																							

Signature

Name of Employee

(FOR OFFICE USE ONLY)

Overall grade awarded:

Signature of Reviewing Authority:

Name:

Designation:

DIRECTOR

Sample:

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	My Feedback was in the range of 90% and above in previous semester.		
	Exam Results (Internal and external Combined)				
	a) Percentage of students passed 100 % - 15 95% - 99% - 13 90% - 94% - 10 85% - 89% - 07 Less Than 85 % - 0	15	100% students passed in my subject.		
	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	13	Average % of marks of students in my subject was 70% - 80% and above		
	No of classes not taken in Semester/Trimester All Scheduled Classes taken - 10 points 1-5 Classes not taken - 8 pts 6-10 Classes not taken - 6 pts above 10 Classes not taken - 0 Pts	10	I have taken all the classes in previous semester and also took extra classes.		
	Innovative teaching Method used (Quizzes/Class activity/ Case study/Role Play/individual Presentation/ Group Discussion) <u>No of Innovative methods used in class per semester</u>	10	Exercises related to daily life examples.		
	Extra study Material (Digitalized Notes, Video lectures, PPT, Illustrations or examples) Excellent-5 Good-4 Fair-3	5	Given all the slides, handouts and digitized notes to all the students.		
	Projects Reports supervised Excellent-5 Good-4 Fair-3	5	All the students of BBA - both shift prepared the Practical Files on HTML under my guidance.		
	Course Manual Preparation Excellent-5 Good-4 Fair-3	5	Course mannual prepared of E-Commerce Lab.		
	Course Outcome Assestment Report	5	COPO prepraed for my subjects.		
	Remedial /Advanced classes No of classes as per schedule Study material to weak students	5	Remedial classes taken		
	Total	98			
2	Research				
	Paper Publication ABDC (A & B) - 30 Scopus - 15 Web of Sc. -10	15	I have published a paper on "Heart Disease Predictive Analysis Using Machine Learning Approaches", 2023 6th International Conference on Contemporary Computing and Informatics (IC3I) in IEEE Xplore		
	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/TVEY League/Emerald/ Sage/MOOC Produced	15			

	Resource person in FDP/MDP/ conference		1. Organize FDP in JIMS, Kalkaji, 2. Attended Conference on "Advancements in Machine Learning: A Comprehensive Review" on 27th April 2024 organized by Institute of Innovation in Technology and Management, Janak Puri, Delhi. 3. Attended Conference on "Exploring the Latest Trends in Information Technology: Implications, Innovations, and Challenges" on 27th April 2024 organized by Institute of Innovation in Technology and Management, Janak Puri, Delhi. 4. Attended FDP on "Research Trends in Recent Technologies: Computational Intelligence & Cyber Security" organized by Bhagwan Parshuram Institute of Technology from 1st April 2024 to 5th April 2024. 5. Attended FDP on "Enhancing Research Competence: A Multidisciplinary Perspective" Organized by Maharaja Surajmal Institute, Janakpuri, New Delhi from 30th May 2024 to 5th June 2024.		
	Refresher/ MOOCS/ seminar/ online certification courses/ workshop attended/Ph.D completed		5	One of Patent published on "IOT-ENHANCED MACHINE LEARNING FOR TRAFFIC MANAGEMENT SYSTEMS IN SMART CITIES". Proof Attached	
	Total		75		
3	Contribution to Management of Institution				
	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	Currently working as a HOD and handling all the activities conducted in the UG department. I am also running the department very smoothly without any conflicts and implementing regularly new things which are beneficial to the Institute. Following are the few points which are implemented by me : 1. Time Table Software which is running successfully 2. Excel of all the activities to be prepared 3. Examination department is		
	Various Clubs Coordinator/Editorial Committee 8M/Editorial Committee Institutional Publications/	10	Handling all the clubs and committees very smoothly with my team and all the club members are doing various activities under their clubs		
	Paid FDP for participants organising Coordinator (5 points per FDP)	10	I have organised 1 FDP in JIMS, Kalkaji and attended 2 FDPs in Outside colleges.		
	Organising Seminar/Conference(International)	0	No		
	Organisation Seminar/Conference(National)	0	No		
	FDP session taken	0			
	Total	40			
4	Corporate Interaction				
	Student Placed - Summer Internship (5 per student)		NA		
	Student Placed - Final Placement (10 points per student)		NA		
	Corporate Guest invited for Seminar/Conference/Guest Lecture (5 points per guest GM/VP and above)	5	I am in talk with some Corporate Guest and will organize Guest Lecture.		
	Corporate Training / MDP / Executive education (Paid Participant invited for MDP 2 pts per person)				
	Corporate Consultancy secured				
	Mentoring Session with Corporate in a semester/trimester	10	Yes		
	All Scheduled Session taken - 10 points				
	1-3 Session not taken - 8 pts				
	3-5 Session not taken - 6 pts				
5	above 5 Session not taken - 0 Pts				
	Corporate MOU signed (per MoU 10 points)				
	Total	15			

Participation in State /Centre Bodies/Committees on Education, Research and National Development				
Admission per student @ 5 points	5	Few students have taken admission with my reference		
Digital Branding activity including website updation/Event Promotion on Social Media	5	Website updation is the regular process and we are doing with my team		
Total		10		
6	PEER Review*			
	Subject Knowledge and Development	5	Having full subject knowledge in my area and used to share with my peer group.	
	Interpersonal relationship and initiatives	5	I have a good relationship with my Seniors, Colleagues and Juniors.	
Total		10		
7	Behavioral Competency (To be filled by Reporting Officer)			
	Potential of faculty	10		
	a) Knowledge			
	b) Development			
	c) Oral and Written Communication (5 points for each)	10		
	Attitude			
	a) Initiative			
	b) Planning and organizing			
	c) commitment and sense of responsibility (5 points for each)	10		
	Interpersonal Relationship			
	a) Team Work			
	b) Leadership			
	c) Attitude towards Seniors			
	d) relationship with students (5 points for each)	10		
Total		30		
Grand Total		400		

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		Grade	Meaning of Grade	
Score		A+	Excellent	
Above 90%		A	Very Good	
80% to 89.9%		B+	Good	
70% to 79.9%		B	Average	
60% to 69.9%		C	Below Average	
Below 60%				

* To be Supervised by the Director filled by Peer Group.

Dr Prashant is a hard working
individual but needs to put
some authoritative abilities
to manage the faculty &
staff group. Also needs to
be more planned in terms
of prioritizing the work.

(Signature)

Prashant Kumar
PRASHANT KUMAR
HOD - B.Com. (H)

Sample:

Performance Appraisal Form
Staff



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

Name: Rajender Singh Rana

Period of Review: - Aug 2023 to July 2024

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.	Softwares used in PC	Excel, Word, ERP,		
2.	No. of Files maintained & handled	<u>Seven 7</u> <u>External Practical</u> <u>Result Analysis</u> <u>Registration Chart</u> <u>Internal Result OMR</u> <u>Mid Term Attendance</u> <u>Mid Term Award list</u> <u>Correspondence File</u> <u>IPU Evaluation</u>		
3.	No. of Letters Typed	30		
4.	No. of Reports Typed	<u>As and when</u> <u>required , like</u> <u>passing data ,lab</u> <u>marks, Fast Learner</u> <u>& Slow Learner</u> <u>,data required for</u> <u>NAAC ,and other</u> <u>Audit</u>		

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		
	2021	57,50,59,55		
	2022	43,43,56,45		
	2023	58,56,60,59		
8.	No. of Special Reports Prepared:			
	S.No.	Name of report		
	1	Result Analysis of BBA I, III & V Sem and II, IV, VI		
	2	Result Analysis of B.Com(H) I, III, V, II, IV, VI		
	As and when require for audit			
10.	Exam Duty done for	No. of Days.		
	External Exam			

11.	No. of reception duties done at various college functions.			
12.	Other Jobs Done 1. Going GGSIP University for Submission of Document , collecting Marksheets, letter submission 2 Arranging and Distribute Marksheets Provisional ,Degree 3 Made call to reappear student for submission of fee ,prepare list of student who have paid or not paid the reappear fee at the time RC Submission. 4 Marks Entry in excel and after checking enter in portal of GGSIPU 5 Made result analysis of BBA & B.Com(H) 6. Student verification for verification companies (Some time when require) 7. Take care of external practical exam like – taking appointment, preparing their bill ,arranging their payment, 9. Making & Issuing Different type of certificate for student 10-Making sitting plan, attendance sheet, award sheet at the time of Internal Exam,			

Signature

Name of Employee

(FOR OFFICE USE ONLY)

Overall grade awarded:

Signature of Reviewing Authority:

Name:

Designation:

DIRECTOR

Mr. Rajinder is a hard working member and very particular about the filing & paper work. Needs to improve on his drafting skills.

(Signature)