



MIER COLLEGE OF EDUCATION

ISO 9001:2008 CERTIFIED
NAAC ACCREDITED WITH 'A' GRADE

QF-029

PERFORMANCE APPRAISAL OF TEACHING STAFF

NAME: _____, QUALIFICATIONS: _____ DESIGNATION: _____
 DEPTT: _____ DATE OF JOINING: _____ DATE OF APPRAISAL: _____
 SUBJECTS TAUGHT: _____ TOTAL TEACHING EXPERIENCE(IN YEARS): _____

PROVIDE DETAILS ON THE FOLLOWING ITEMS DURING THE LAST ACADEMIC SESSION:

1. SEMINAR, CONFRENCES, SYMPOSIA WORKSHOPS ETC ATTENDED:

NAME OF SEMINAR ,CONFRENCES,SYMPOSIA WORKSHOPS	DATE	PLACE	PAPER PRESENTED/ RESOURCE PERSON/ PARTICIPATION

2. RESEARCH PROJECTS CARRIED OUT

TITLE OF PROJECT	FUNDING AGENCY	DURATION	STATUS

3. INNOVATION/CONTRIBUTION IN TEACHING (e.g. TEACHING METHODS, EVALUATION METHOD, REMEDIAL TEACHING, STUDENT COUNCELING ,LABORATOTY EXPERIMENTS etc.):

4. EXTENSION WORK/ COMMUNITY SERVICE/COCURRICULAR ACTIVITIES:

NAME OF COMMUNITY / EXTENSIONWORK	ROLE PLAYED

5. QUALIFICATION IMPROVED/ REFRESHER COURSE:

6. PUBLICATIONS:

7. SKILL ASSESMENT:

Rate Scale: 1--Below Average, 2-Average 3- Good, 4-V.Good & 5-Outstanding (Give Range on a 5 Point Scale)

KEY SKILL/ CAPABILITY AREA	SKILL/CAPABILITY ELEMENT	SKILL/CAPABILITY CHARACTERIZATION	SELF RATING	APPRAISER RATING
BEHAVIOURAL SKILLS	Attitude	Friendly, Supportive, Positive & Professional		
	Initiative	Self initiator, prompt & perform consistently without constant monitoring & supervision		
	Commitment	Adherence to the principles & quality specifications to the assigned roles & responsibilities		
	Innovation & creativity	Able to execute novel & new solutions to upscale systems with speed, quality, quality & cost consciousness.		
	Behavior & personality	Soft-spoken, well mannered & supportive. Ability to lead in different situations with fare degree of confidence & grace.		

INTERPERSONAL SKILLS	Verbal communication	Interpersonal Speaking, Hierarchical Communication, Etiquette & Public Speaking		
	Written communication	Able to deliver clear, brief, concise & effective written message to others (supervisors, colleagues & others)		
	Relationship & networking	Displays an in-depth understanding of student needs, gap filling & exhibit accessibility with strong association		
	Adaptability, flexibility & mobility with peers	Ability to adjust, deliver & perform with amicable, friendly & professional moves		
	Responsibility	Understand duties, accepts responsibility readily		
MANAGERIAL SKILLS	Discipline	Able to control, direct & discipline the students		
	Leadership	Understand unity of purpose & is able to lead when required		
	Energy and determination	Energises his/her team to go extra miles		
	Team-working and developing others	Effective in team & committed to work together to accomplish the goals		
	TARGET ORIENTED APPROACH	Capability to achieve the desired targets & to meet up the management expectations		
FUNCTIONAL SKILLS	Time management & punctuality	Able to divide & utilize time judiciously according to the duties allotted to him/her without regular leaves /breaks		
	Quality awareness	Quality conscious & able to do quality work		
	Administration & curricular activities	Ability to manage, administer & organise co-curricular activities like sports, games, workshops, music, dance etc		
	Problem-solving and decision-making	Capable of taking appropriate & sensible decisions on his own regarding day-to-day problems/situations/ professional matter		
	Meeting deadlines & record maintenance	Ability to meet deadlines & maintain records pertaining to students, examination & Institution.		
TEACHING PROFICIENCIES	Computer skills	Able to handle computers for professional & academic activities		
	Learning skills	Always thrive for developing skill, knowledge & attitude through consistent learning mode		
	Teaching skills	Ability to teach effectively and manage students in the classroom according to set plan		
	Research skills	Capacity to do research independently or in a group as per deadlines, capacity to organise & report results		
	Subject knowledge	Keeps knowledge updated as per the requirements of teaching & training.		

Suggestions for Self Improvement

Signature of the Employee

General Remarks/ Suggestions for Improvement (By The HOD)

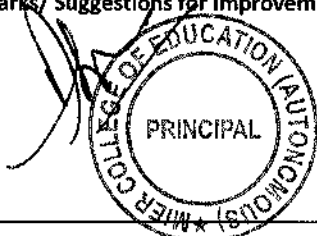
Signature of The HOD

General Remarks/ Suggestions for Improvement (By The Principal)

Whether fit for Reappointment/ Taking in Regular/ Temporary Services/Promotions /Percent Increment

Signature of the Principal

General Remarks/ Suggestions for Improvement (By The Joint Director/ The Director)



Signature of The Joint Director/ The Director



MIER COLLEGE OF EDUCATION
ANNUAL PERFORMANCE REPORT OF THE ADMINISTRATIVE STAFF

1. Name of the Officer/Official.....
2. Designation.....
3. Date of Birth.....
4. Qualification.....
5. Department in which serving.....
6. Date of first appointment.....
7. Date of appointment at the present post..... Date of Assessment.....

ASSESSMENT

I. JOB KNOWLEDGE (knowledge of duties and responsibilities of position)

- | | |
|---|---|
| <input type="checkbox"/> Poor understanding of job | <input type="checkbox"/> Able to learn new aspects of job |
| <input type="checkbox"/> Unable to complete the job | <input type="checkbox"/> Understands all phases of his work |
| <input type="checkbox"/> Lacks knowledge of some phases of work | <input type="checkbox"/> Has completely mastered the assigned job |

Others (Pl. describe).....

II. QUALITY WORK (correctness, completeness, and accuracy of work duties performed)

- | | |
|--|--|
| <input type="checkbox"/> Careless; makes recurrent errors | <input type="checkbox"/> Requires minimum of supervision |
| <input type="checkbox"/> Poor working & drafting | <input type="checkbox"/> Impressive working & drafting |
| <input type="checkbox"/> Final product often needs revision/correction | <input type="checkbox"/> Effective control over subordinates |

Others (Pl. describe).....

III. QUANTITY OF WORK (amount of work done during workday)

- | | |
|--|--|
| <input type="checkbox"/> Minimum requirements not met | <input type="checkbox"/> Produces consistently high volume of work |
| <input type="checkbox"/> Volume of work generally unsatisfactory | <input type="checkbox"/> Attentive and prompt |
| <input type="checkbox"/> Resists additional job responsibilities | <input type="checkbox"/> Extremely productive and fast |

Others (Pl. describe).....

IV. RESPONSIBILITY AND DEPENDABILITY (Willingness to take on assignments and accountability)

- | | |
|---|--|
| <input type="checkbox"/> Often fails to meet deadlines | <input type="checkbox"/> Requires minimum of supervision |
| <input type="checkbox"/> Does not accept responsibility | <input type="checkbox"/> Usually takes care of tasks with promptness |
| <input type="checkbox"/> Unreliable, requires close supervision | <input type="checkbox"/> Reliable & Seeks additional responsibility |

Others (Pl. describe).....

V. ATTENDANCE AND PUNCTUALITY (conformity to work hours)

- | | |
|--|--|
| <input type="checkbox"/> Frequently late | <input type="checkbox"/> Usually present and on time |
| <input type="checkbox"/> Absent often | <input type="checkbox"/> Disciplined & always dependable |
| <input type="checkbox"/> Irregular | <input type="checkbox"/> Punctual |

Others (Pl. describe).....

VI. INTERPERSONAL RELATIONS (networking & cooperation with fellow employees & superiors)

- | | |
|--|--|
| <input type="checkbox"/> Impolite;lacks understanding & responsibility | <input type="checkbox"/> Generally gets along with everyone |
| <input type="checkbox"/> Sometimes rigid and defensive | <input type="checkbox"/> Inspiring others with job loyalty & helpfulness |
| <input type="checkbox"/> Does not promote good working environment | <input type="checkbox"/> Very cooperative & seeks guidance when needed |

Others (Pl. describe).....



MIER COLLEGE OF EDUCATION

VII. KNOWLEDGE & INITIATIVE (awareness & execution of vital job procedures)

- Shows little interest in current practices relating to job
- Set goals & strives constantly to achieve them
- Does not put in efforts
- Works under Rules & Regulations
- Inadequate knowledge of the Rules & Regulations
- Good knowledge of Office procedures
- Others (Pl. describe).....

VIII. PHYSICAL & MENTAL FITNESS

- Frequently tires & is slow
- Energetic
- Stressed & fatigue
- Excellent health, no stress & fatigue

IX. SKILLS

RATING

- Computer Skills (MS Off/Internet) Poor Average Good Excellent
- Communication Skills Poor Average Good Excellent
- Interpersonal Skills Poor Average Good Excellent

X. Appreciation/ Advice if any.....

XI. Training courses if any attended.....

XII. Overall Assessment

- Unsatisfactory Performance
- Below Avg. Performance
- Average Performance
- Good Performance
- Outstanding Performance

A. Additional Remarks of Reviewing Authority

.....

.....

Dated.....

**Signature of Initiating Officer/H.O.D
with name, designation & department**

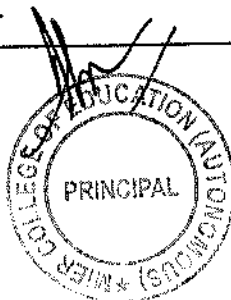
B. Remarks of Accepting Authority.....

.....

.....

Dated.....

Signature of Principal





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QF-029

PERFORMANCE APPRAISAL OF TEACHING STAFF

Confidential
18-12-08

198

DOB: 09.03.78

NAME: D.B. Rohnika Sharma QUALIFICATIONS: Ph.D. DESIGNATION: Associate Prof. 4/100
 DEPTT: 11/G DATE OF JOINING: 17-04-2006 DATE OF APPRAISAL: 04/10/19
 SUBJECTS TAUGHT: _____ TOTAL TEACHING EXPERIENCE (IN YEARS): _____

PROVIDE DETAILS ON THE FOLLOWING ITEMS DURING THE LAST ACADEMIC SESSION:

1. SEMINAR, CONFRENCES, SYMPOSIA WORKSHOPS ETC ATTENDED:

NAME OF SEMINAR, CONFRENCES, SYMPOSIA WORKSHOPS	DATE	PLACE	PAPER PRESENTED/ RESOURCE PERSON/ PARTICIPATION
5 days in-service Teacher Training Prog	7/11/19-11/11/19	State Inst. of Edu.	Resource Person
RCE Sponsored Conference	30/3/19	MIER College of Edu.	Resource Person (Coordinator)
National Conference	27/2/19	Amal Jyoti, New Delhi	Guest of Honour
International Conference	30/01-31/01/19	MIER	Paper presentation

2. RESEARCH PROJECTS CARRIED OUT

TITLE OF PROJECT	FUNDING AGENCY	DURATION	STATUS
NIL			

3. INNOVATION/CONTRIBUTION IN TEACHING (e.g. TEACHING METHODS, EVALUATION METHOD, REMEDIAL TEACHING, STUDENT COUNCELING, LABORATORY EXPERIMENTS etc.):

Used different teaching methodologies like google classroom, Cooperative & Collaborative learning, team teaching and student seminar presentation, For evaluation used Online Quizlet

4. EXTENSION WORK/ COMMUNITY SERVICE/ COCURRICULAR ACTIVITIES:

NAME OF COMMUNITY / EXTENSION WORK	ROLE PLAYED
Achievements conducted by CCC / NSS / Environment / Exhibition	Supervision and guidance

5. QUALIFICATION IMPROVED/ REFRESHER COURSE:

Completed theoretical part of Ph Psychology. Enrolled for two ARPIT through MOOCs

6. PUBLICATIONS:

Published a book titled "Education in Indian Perspectives" through N.R. Books & Paper in International Journal and a book chapter on Inclusive Education Practices and Challenges by k.k. Publications, India

7. SKILL ASSESMENT:

Rate Scale: 1--Below Average, 2-Average 3- Good, 4-V.Good & 5-Outstanding (Give Range on a 5 Point Scale)

KEY SKILL/ CAPABILITY AREA	SKILL/CAPABILITY ELEMENT	SKILL/CAPABILITY CHARACTERIZATION	SELF RATING	APPRAISER RATING
BEHAVIOURAL SKILLS	Attitude	Friendly, Supportive, Positive & Professional	4	4
	Initiative	Self initiator, prompt & perform consistently without constant monitoring & supervision	3	4
	Commitment	Adherence to the principles & quality specifications to the assigned roles & responsibilities	4	4
	Innovation & creativity	Able to execute novel & new solutions to upscale systems with speed, quality, quality & cost consciousness.	3	3

INTERPERSONAL SKILLS	Verbal communication	Interpersonal Speaking, Hierarchical Communication, Etiquette & Public Speaking	3	4
	Written communication	Able to deliver clear, brief, concise & effective written message to others (supervisors, colleagues & others)	3	4
	Relationship & networking	Displays an in-depth understanding of student needs, gap filling & exhibit accessibility with strong association	3	3
	Adaptability, flexibility & mobility with peers	Ability to adjust, deliver & perform with amicable, friendly & professional moves	3	3
	Responsibility	Understand duties, accepts responsibility readily	3	4
MANAGERIAL SKILLS	Discipline	Able to control, direct & discipline the students	3	4
	Leadership	Understand unity of purpose & is able to lead when required	3	4
	Energy and determination	Energises his/her team to go extra miles	3	3
	Team-working and developing others	Effective in team & committed to work together to accomplish the goals	3	3
	TARGET ORIENTED APPROACH	Capability to achieve the desired targets & to meet up the management expectations	3	3
FUNCTIONAL SKILLS	Time management & punctuality	Able to divide & utilize time judiciously according to the duties allotted to him/her without regular leaves /breaks	3	4
	Quality awareness	Quality conscious & able to do quality work	3	3
	Administration & curricular activities	Ability to manage, administer & organise co-curricular activities like sports, games, workshops, music, dance etc	3	4
	Problem-solving and decision-making	Capable of taking appropriate & sensible decisions on his own regarding day-to-day problems/situations/ professional matter	2	3
	Meeting deadlines & record maintenance	Ability to meet deadlines & maintain records pertaining to students, examination & institution.	3	3
TEACHING PROFICIENCIES	Computer skills	Able to handle computers for professional & academic activities	2	4
	Learning skills	Always thrive for developing skill, knowledge & attitude through consistent learning mode	3	4
	Teaching skills	Ability to teach effectively and manage students in the classroom according to set plan	4	4
	Research skills	Capacity to do research independently or in a group as per deadlines, capacity to organise & report results	2	2
	Subject knowledge	Keeps knowledge updated as per the requirements of teaching & training.	4	4

Suggestions for Self Improvement

Needs to enhance professional skills to perform given duties with best outcome for the mutual growth of self and institution.

[Signature]
Signature of the Employee

General Remarks/ Suggestions for Improvement (By The HOD)

Needs training in leadership and time management

[Signature]
Signature of The HOD

General Remarks/ Suggestions for Improvement (By The Principal)

Dr Rohiniha is a very good teacher and knows her subject very well. She has been functioning as the HOD of Deptt efficiently. She needs to take better accountability of the staff and make them

Whether fit for Reappointment/ Taking in Regular/ Temporary Services/Promotions /Percent Increment

finish the job given on time. She further needs to develop

[Signature]
Signature of the Principal

General Remarks/ Suggestions for Improvement (By The Joint Director/ The Director)

her team building skills.

[Signature]
11/11/19



[Signature]
Signature of The Joint Director/ The Director



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75

PERFORMANCE APPRAISAL OF TEACHING STAFF

NAME: Dr Bindu Dua QUALIFICATIONS: Ph.D. DESIGNATION: Asst. Professor
 DEPTT: P. G. DATE OF JOINING: 03-08-2017 DATE OF APPRAISAL: 06.07.19
 SUBJECTS TAUGHT: Philosophy, Communication I TOTAL TEACHING EXPERIENCE (IN YEARS): Past - 11 years, Present - 3 years

PROVIDE DETAILS ON THE FOLLOWING ITEMS DURING THE LAST ACADEMIC SESSION:

1. SEMINAR, CONFRENCES, SYMPOSIA WORKSHOPS ETC ATTENDED:

NAME OF SEMINAR ,CONFRENCES,SYMPOSIA WORKSHOPS	DATE	PLACE	PAPER PRESENTED/ RESOURCE PERSON/ PARTICIPATION
-	-	-	-
-	-	-	-
-	-	-	-

2. RESEARCH PROJECTS CARRIED OUT

TITLE OF PROJECT	FUNDING AGENCY	DURATION	STATUS
-	-	-	-
-	-	-	-
-	-	-	-

3. INNOVATION/CONTRIBUTION IN TEACHING (e.g. TEACHING METHODS, EVALUATION METHOD, REMEDIAL TEACHING, STUDENT COUNCELING ,LABORATOTY EXPERIMENTS etc.):

- Organised Quiz as evaluation method.
- Organised Panel discussion
- Taught to the students with Power points and was followed by discussions on various topics.

4. EXTENSION WORK/ COMMUNITY SERVICE/COCURRICULAR ACTIVITIES:

NAME OF COMMUNITY / EXTENSIONWORK	ROLE PLAYED
-	-
-	-
-	-

5. QUALIFICATION IMPROVED/ REFRESHER COURSE:

Completed Two Mooc Courses one from national Platform and the other from international platform

6. PUBLICATIONS:

- 1. Paper published on digital media in Review of Research Journal ISSN- 2249894X.

7. SKILL ASSESMENT:

Rate Scale: 1--Below Average, 2-Average 3- Good, 4-V.Good & 5-Outstanding (Give Range on a 5 Point Scale)

KEY SKILL/ CAPABILITY AREA	SKILL/CAPABILITY ELEMENT	SKILL/CAPABILITY CHARACTERIZATION	SELF RATING	APPRAISER RATING
BEHAVIOURAL SKILLS	Attitude	Friendly, Supportive, Positive & Professional	3	4
	Initiative	Self initiator, prompt & perform consistently without constant monitoring & supervision	3	4
	Commitment	Adherence to the principles & quality specifications to the assigned roles & responsibilities	3	4
	Innovation & creativity	Able to execute novel & new solutions to upscale systems with speed, quality, quality & cost consciousness.	3	4



INTERPERSONAL SKILLS	Verbal communication	Interpersonal Speaking, Hierarchical Communication, Etiquette & Public Speaking	3	4
	Written communication	Able to deliver clear, brief, concise & effective written message to others (supervisors, colleagues & others)	3	4
	Relationship & networking	Displays an in-depth understanding of student needs, gap filling & exhibit accessibility with strong association	3	4
	Adaptability, flexibility & mobility with peers	Ability to adjust, deliver & perform with amicable, friendly & professional moves	3	4
	Responsibility	Understand duties, accepts responsibility readily	3	5
MANAGERIAL SKILLS	Discipline	Able to control, direct & discipline the students	3	4
	Leadership	Understand unity of purpose & is able to lead when required	3	4
	Energy and determination	Energises his/her team to go extra miles	3	4
	Team-working and developing others	Effective in team & committed to work together to accomplish the goals	3	4
	TARGET ORIENTED APPROACH	Capability to achieve the desired targets & to meet up the management expectations	3	4
FUNCTIONAL SKILLS	Time management & punctuality	Able to divide & utilize time judiciously according to the duties allotted to him/her without regular leaves /breaks	3	4
	Quality awareness	Quality conscious & able to do quality work	3	4
	Administration & curricular activities	Ability to manage, administer & organise co-curricular activities like sports, games, workshops, music, dance etc	3	4
	Problem-solving and decision-making	Capable of taking appropriate & sensible decisions on his own regarding day-to-day problems/situations/ professional matter	3	4
	Meeting deadlines & record maintenance	Ability to meet deadlines & maintain records pertaining to students, examination & institution.	3	4
TEACHING PROFICIENCIES	Computer skills	Able to handle computers for professional & academic activities	3	4
	Learning skills	Always thrive for developing skill, knowledge & attitude through consistent learning mode	3	4
	Teaching skills	Ability to teach effectively and manage students in the classroom according to set plan	3	4
	Research skills	Capacity to do research independently or in a group as per deadlines, capacity to organise & report results	3	3
	Subject knowledge	Keeps knowledge updated as per the requirements of teaching & training.	3	4

Suggestions for Self Improvement

Needs improvement in Research Skills

Bindu!

Signature of the Employee

General Remarks/ Suggestions for Improvement (By The HOD)

She needs to build her confidence as she has rated her 'Good' mostly. Being dedicated and sincere employee she has come up as responsible one for the job. Best luck for the coming year.

M. S. J. S. S. S.

Signature of The HOD

General Remarks/ Suggestions for Improvement (By The Principal)

She is a good teacher and does her job with efficiency. Dr Bindu has also been given an additional responsibility with the COE office which she is getting accustomed with. It is suggested that she should improve her research output this year.

Signature of the Principal

Whether fit for Reappointment/ Taking in Regular/ Temporary Services/Promotions /Percent Increment

General Remarks/ Suggestions for Improvement (By The Joint Director/ The Director)

Seen Bindu

Seen P. 10/10



Signature of The Joint Director/ The Director



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QF-029

PERFORMANCE APPRAISAL OF TEACHING STAFF

Confidential
03.04.19
108
DOB: 25.12.78

NAME: Dr. Monika Bajaj QUALIFICATIONS: M.Sc. M.Ed./P.T.D. DESIGNATION: Asst. Professor
 DE: UG DATE OF JOINING: 01.08.06/01.04.07 DATE OF APPRAISAL: 04.10.19
 SUBJECTS TAUGHT: Science Contemporary India TOTAL TEACHING EXPERIENCE (IN YEARS): 14+ years

PROVIDE DETAILS ON THE FOLLOWING ITEMS DURING THE LAST ACADEMIC SESSION:

1. SEMINAR, CONFRENCES, SYMPOSIA WORKSHOPS ETC ATTENDED:

NAME OF SEMINAR, CONFRENCES, SYMPOSIA WORKSHOPS	DATE	PLACE	PAPER PRESENTED/ RESOURCE PERSON/ PARTICIPATION
National Seminar	28 th April	Lucknow (UP)	Paper Presented (Inv)
International Conference on Building world class institutions	29 th to 30 th August 2019	MIER College of Education, Jamuna	Paper Presented

2. RESEARCH PROJECTS CARRIED OUT

TITLE OF PROJECT	FUNDING AGENCY	DURATION	STATUS

3. INNOVATION/CONTRIBUTION IN TEACHING (e.g. TEACHING METHODS, EVALUATION METHOD, REMEDIAL TEACHING, STUDENT COUNCELING, LABORATORY EXPERIMENTS etc.):

- Cooperative learning is introduced
 - Online Quizes introduced as evaluation technique

4. EXTENSION WORK/ COMMUNITY SERVICE/COCURRICULAR ACTIVITIES:

NAME OF COMMUNITY / EXTENSION WORK	ROLE PLAYED
Plantation drive, Awareness programmes, Visit to environment places	Exchange, Environment Unit

5. QUALIFICATION IMPROVED/ REFRESHER COURSE:

24th Dec 2018 to 23rd Jan, 2019 Orientation Course done at Jamuna University

6. PUBLICATIONS:

4 Papers and 2 book chapters are published

7. SKILL ASSESMENT:

Rate Scale: 1--Below Average, 2-Average 3- Good, 4-V.Good & 5-Outstanding (Give Range on a 5 Point Scale)

KEY SKILL/ CAPABILITY AREA	SKILL/CAPABILITY ELEMENT	SKILL/CAPABILITY CHARACTERIZATION	SELF RATING	APPRAISER RATING
BEHAVIOURAL SKILLS	Attitude	Friendly, Supportive, Positive & Professional	4	4
	Initiative	Self initiator, prompt & perform consistently without constant monitoring & supervision	4	4
	Commitment	Adherence to the principles & quality specifications to the assigned roles & responsibilities	5	4
	Innovation & creativity	Able to execute novel & new solutions to upscale systems with speed, quality, quality & cost consciousness.	4	4

INTERPERSONAL SKILLS	Verbal communication	Interpersonal Speaking, Hierarchical Communication, Etiquette & Public Speaking	4	3
	Written communication	Able to deliver clear, brief, concise & effective written message to others (supervisors, colleagues & others)	4	4
	Relationship & networking	Displays an in-depth understanding of student needs, gap filling & exhibit accessibility with strong association	4	4
	Adaptability, flexibility & mobility with peers	Ability to adjust, deliver & perform with amicable, friendly & professional moves	5	4
	Responsibility	Understand duties, accepts responsibility readily	5	4
MANAGERIAL SKILLS	Discipline	Able to control, direct & discipline the students	5	4
	Leadership	Understand unity of purpose & is able to lead when required	5	4
	Energy and determination	Energises his/her team to go extra miles	5	4
	Team-working and developing others	Effective in team & committed to work together to accomplish the goals	4	4
	TARGET ORIENTED APPROACH	Capability to achieve the desired targets & to meet up the management expectations	4	4
FUNCTIONAL SKILLS	Time management & punctuality	Able to divide & utilize time judiciously according to the duties allotted to him/her without regular leaves /breaks	4	4
	Quality awareness	Quality conscious & able to do quality work	4	4
	Administration & curricular activities	Ability to manage, administer & organise co-curricular activities like sports, games, workshops, music, dance etc	5	4
	Problem-solving and decision-making	Capable of taking appropriate & sensible decisions on his own regarding day-to-day problems/situations/ professional matter	4	4
	Meeting deadlines & record maintenance	Ability to meet deadlines & maintain records pertaining to students, examination & institution.	5	4
TEACHING PROFICIENCIES	Computer skills	Able to handle computers for professional & academic activities	5	4
	Learning skills	Always thrive for developing skill, knowledge & attitude through consistent learning mode	4	4
	Teaching skills	Ability to teach effectively and manage students in the classroom according to set plan	5	4
	Research skills	Capacity to do research independently or in a group as per deadlines, capacity to organise & report results	4	3
	Subject knowledge	Keeps knowledge updated as per the requirements of teaching & training.	4	4

Suggestions for Self Improvement

Need to focus on Research Activities.

Manika
Signature of the Employee

General Remarks/ Suggestions for Improvement (By The HOD)

Needs to get more involved in day to day college administrative activities.

Yashbir Thane
Signature of The HOD

General Remarks/ Suggestions for Improvement (By The Principal)

Dr Manika Bajay is a good teacher and has been conducting the activities of the Environment unit effectively. She needs to be more involved in the day to day functioning of the UG Dept as it

Whether fit for Reappointment/ Taking In Regular/ Temporary Services/Promotions /Percent Increment

Signature of the Principal

General Remarks/ Suggestions for Improvement (By The Joint Director/ The Director)

By HOD as desired by the HOD. Research output has improved since last assessment.

Signature of The Joint Director/ The Director

Seen Manika





upto 02-08-21

47

QF-029-A
Rev-01

MIER COLLEGE OF EDUCATION

ANNUAL PERFORMANCE REPORT OF THE ADMINISTRATIVE STAFF

1. Name of the Officer/Official Ms. Fesha Sharma

2. Designation Librarian

3. Date of Birth 18-01-1986

4. Qualification M. Lib / MPBM / NET

5. Department in which serving P.G. Dept.

6. Date of first appointment 16-07-2018

7. Date of appointment at the present post - Date of Assessment 06-07-2021

ASSESSMENT

I. JOB KNOWLEDGE (knowledge of duties and responsibilities of position)

- Poor understanding of job
- Unable to complete the job
- Lacks knowledge of some phases of work
- Able to learn new aspects of job
- Understands all phases of his work
- Has completely mastered the assigned job

Others (Pl. describe).....

II. QUALITY WORK (correctness, completeness, and accuracy of work duties performed)

- Careless; makes recurrent errors
- Poor working & drafting
- Final product often needs revision/correction
- Requires minimum of supervision
- Impressive working & drafting
- Effective control over subordinates

Others (Pl. describe).....

III. QUANTITY OF WORK (amount of work done during workday)

- Minimum requirements not met
- Volume of work generally unsatisfactory
- Resists additional job responsibilities
- Produces consistently high volume of work
- Attentive and prompt
- Extremely productive and fast

Others (Pl. describe).....

IV. RESPONSIBILITY AND DEPENDABILITY (Willingness to take on assignments and accountability)

- Often fails to meet deadlines
- Does not accept responsibility
- Unreliable, requires close supervision
- Requires minimum of supervision
- Usually takes care of tasks with promptness
- Reliable & Seeks additional responsibility

Others (Pl. describe).....

V. ATTENDANCE AND PUNCTUALITY (conformity to work hours)

- Frequently late
- Absent often
- Irregular
- Usually present and on time
- Disciplined & always dependable
- Punctual

Others (Pl. describe).....

VI. INTERPERSONAL RELATIONS (networking & cooperation with fellow employees & superiors)

- Impolite; lacks understanding & responsibility
- Sometimes rigid and defensive
- Does not promote good working environment
- Generally gets along with everyone
- Inspiring others with job loyalty & helpfulness
- Very cooperative & seeks guidance when needed

Others (Pl. describe).....



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VII. KNOWLEDGE & INITIATIVE (awareness & execution of vital job procedures)

- Shows little interest in current practices relating to job
 - Does not put in efforts
 - Inadequate knowledge of the Rules & Regulations
 - Set goals & strives constantly to achieve them
 - Works under Rules & Regulations
 - Good knowledge of Office procedures
- Others (Pl. describe).....

VIII. PHYSICAL & MENTAL FITNESS

- Frequently tires & is slow
- Stressed & fatigued
- Energetic
- Excellent health, no stress & fatigue

IX. SKILLS

RATING

- | | | | | |
|-------------------------------------|-------------------------------|----------------------------------|--|------------------------------------|
| ▪ Computer Skills (MS Off/Internet) | <input type="checkbox"/> Poor | <input type="checkbox"/> Average | <input checked="" type="checkbox"/> Good | <input type="checkbox"/> Excellent |
| ▪ Communication Skills | <input type="checkbox"/> Poor | <input type="checkbox"/> Average | <input checked="" type="checkbox"/> Good | <input type="checkbox"/> Excellent |
| ▪ Interpersonal Skills | <input type="checkbox"/> Poor | <input type="checkbox"/> Average | <input checked="" type="checkbox"/> Good | <input type="checkbox"/> Excellent |

X. Appreciation/ Advice if any..... Nil.

XI. Training courses if any attended..... Nil

XII. Overall Assessment

- Unsatisfactory Performance
- Below Avg. Performance
- Average Performance
- Good Performance
- Outstanding Performance

A. Additional Remarks of Reviewing Authority *She is taking care of P.G. library well and doing her duty with full dedication & capacity. She has and is supporting students online also.*

Dated *12/7/21*

[Signature]
Signature of Initiating Officer/H.O.D with name, designation & department

B. Remarks of Accepting Authority *She is a dedicated and diligent worker and manage the P.G. Dept library with effectiveness.*

Dated.....

[Signature]
Signature of Principal

[Stamp: MIER COLLEGE OF EDUCATION, PRINCIPAL, AUTONOMOUS]

22/7/21

[Handwritten mark]



Confirmed
01-09-12

QF-029-A
Rev-01

MIER COLLEGE OF EDUCATION

ANNUAL PERFORMANCE REPORT OF THE ADMINISTRATIVE STAFF

1. Name of the Officer/Official... Ms. Rohini Sharma

2. Designation... Jr. Computer Lab.

3. Date of Birth... 28-05-1983

4. Qualification... M.Sc. (Computer Sc.) / MCA/B.Ed.

5. Department in which serving... Mier College of Edu.

6. Date of first appointment... 09-09-08 (Cont.) / 01-09-09 (Reg.)

7. Date of appointment at the present post... _____ Date of Assessment... _____

ASSESSMENT

I. JOB KNOWLEDGE (knowledge of duties and responsibilities of position)

- Poor understanding of job Able to learn new aspects of job
- Unable to complete the job Understands all phases of his work
- Lacks knowledge of some phases of work Has completely mastered the assigned job
- Others (Pl. describe).....

II. QUALITY WORK (correctness, completeness, and accuracy of work duties performed)

- Careless; makes recurrent errors Requires minimum of supervision
- Poor working & drafting Impressive working & drafting
- Final product often needs revision/correction Effective control over subordinates
- Others (Pl. describe).....

III. QUANTITY OF WORK (amount of work done during workday)

- Minimum requirements not met Produces consistently high volume of work
- Volume of work generally unsatisfactory Attentive and prompt
- Resists additional job responsibilities Extremely productive and fast
- Others (Pl. describe).....

IV. RESPONSIBILITY AND DEPENDABILITY (Willingness to take on assignments and accountability)

- Often fails to meet deadlines Requires minimum of supervision
- Does not accept responsibility Usually takes care of tasks with promptness
- Unreliable, requires close supervision Reliable & Seeks additional responsibility
- Others (Pl. describe).....

V. ATTENDANCE AND PUNCTUALITY (conformity to work hours)

- Frequently late Usually present and on time
- Absent often Disciplined & always dependable
- Irregular Punctual
- Others (Pl. describe).....

VI. INTERPERSONAL RELATIONS (networking & cooperation with fellow employees & superiors)

- Impolite;lacks understanding & responsibility Generally gets along with everyone
- Sometimes rigid and defensive Inspiring others with job loyalty & helpfulness
- Does not promote good working environment Very cooperative & seeks guidance when needed
- Others (Pl. describe).....



MIER COLLEGE OF EDUCATION

VII. KNOWLEDGE & INITIATIVE (awareness & execution of vital job procedures)

- Shows little interest in current practices relating to job
- Set goals & strives constantly to achieve them
- Does not put in efforts
- Works under Rules & Regulations
- Inadequate knowledge of the Rules & Regulations
- Good knowledge of Office procedures
- Others (Pl. describe).....

VIII. PHYSICAL & MENTAL FITNESS

- Frequently tires & is slow
- Energetic
- Stressed & fatigued
- Excellent health, no stress & fatigue

IX. SKILLS

RATING

- | | | | | |
|-------------------------------------|-------------------------------|----------------------------------|--|---|
| ▪ Computer Skills (MS Off/Internet) | <input type="checkbox"/> Poor | <input type="checkbox"/> Average | <input type="checkbox"/> Good | <input checked="" type="checkbox"/> Excellent |
| ▪ Communication Skills | <input type="checkbox"/> Poor | <input type="checkbox"/> Average | <input checked="" type="checkbox"/> Good | <input type="checkbox"/> Excellent |
| ▪ Interpersonal Skills | <input type="checkbox"/> Poor | <input type="checkbox"/> Average | <input checked="" type="checkbox"/> Good | <input type="checkbox"/> Excellent |

X. Appreciation/ Advice if any.....

XI. Training courses if any attended.....


XII. Overall Assessment

- Unsatisfactory Performance
- Below Avg. Performance
- Average Performance
- Good Performance
- Outstanding Performance

A. Additional Remarks of Reviewing Authority *Ms Kohini has been doing her job effectively and has been a good contributor in the working of CET. She has learnt the new CAMU software and updates the college website on regular basis.*

Dated *29/10/20*

[Signature]
Signature of Initiating Officer/H.O.D with name, designation & department



B. Remarks of Accepting Authority.....

Dated.....

Signature of Principal



Contractual 5
upto NB QF-029-C
(82)

MODEL INSTITUTE OF EDUCATION AND RESEARCH
(CONFIDENTIAL)

ANNUAL PERFORMANCE REPORT OF CLASS IV EMPLOYEES

1. Name of the Employee Ms. Lalita Devi Date of Birth 01-08-1966
 2. Designation peon Qualification -
 3. Department in which serving U/G Date of first appointment 16-10-99
 4. Nature of Duties as per post Date of Assessment 06-07-2021

ASSESSMENT

I. ATTENDANCE AND PUNCTUALITY (conformity to work hours; timely attendance)

- Absent often
- Frequently late
- Irregular
- Usually present and on time
- Regular & Always dependable
- Punctual

Others (Pl. describe).....

II. PERSONALITY (Skill and Attitude)

- Low Skills & Low Attitude
- High Skills & Low Attitude
- Negative Attitude
- Low Skills & High Attitude
- High Skills & High Attitude
- Positive Attitude

Others (Pl. describe).....

III. CONDUCT & BEHAVIOUR (actions, thoughts and performance)

- Irresponsible
- Egocentric
- Short Tempered
- Slow Learner
- Low Performer
- Honest
- Attentive
- Energetic & Enthusiastic
- Sense of Responsibility
- Disciplined

Others (Pl. describe).....

IV. PHYSICAL & MENTAL FITNESS

- Frequently tires & is slow
- Stressed & fatigue
- Energetic
- Excellent health, no stress & fatigue

V. SKILLS * (For those who are atleast 10+2)

RATING

- | | | | | |
|--------------------------------------|-------------------------------|----------------------------------|-------------------------------|------------------------------------|
| ▪ Computer Skills* (MS Off/Internet) | <input type="checkbox"/> Poor | <input type="checkbox"/> Average | <input type="checkbox"/> Good | <input type="checkbox"/> Excellent |
| ▪ Communication Skills | <input type="checkbox"/> Poor | <input type="checkbox"/> Average | <input type="checkbox"/> Good | <input type="checkbox"/> Excellent |
| ▪ Interpersonal Skills | <input type="checkbox"/> Poor | <input type="checkbox"/> Average | <input type="checkbox"/> Good | <input type="checkbox"/> Excellent |

General remarks, whether He / She is fit for re-appointment /taking in regular/ temporary service:

Mrs Lalita is a dedicated employee and performs her duties with full responsibility.

Dated 6/7/21

Signature of Initiating Officer/H.O.D with name, designation & department

[Signature]
Shama (HOD, UG)

Signature of Director

