

CRITERIA 6

6.3.5 The institution has a performance appraisal system for teaching and non-teaching staff




PRINCIPAL
SHRI L. P. RAVAL COLLEGE OF
EDUCATION & RESEARCH
Raval Nagar, Mira Road (E).

6.3.5 The institution has a performance appraisal system for teaching and non-teaching staff

The performance appraisal system gives direction to the quality enhancement of the institution. It provides an assessment of the knowledge and capabilities of the staff and their overall performance. It guides the institution to identify the areas of improvements and provide necessary opportunities for the growth and development of the staff.

At the end of semester, feedback forms are issued to the students to collect information about the teacher and different aspects pertaining to the teaching process.

Parameters adopted for Teaching Faculty Appraisal are - Effectiveness of Academic Deliverance –It is evaluated on the basis of teachers’ academic deliverance in B.Ed Program- Daily attendance record of students, coordination with students in terms of subject deliverance, class activities, attendance issues etc. in due time line and mentoring in co-curricular activities like college events, workshops, etc.

- Effectiveness of Academic Management- Completion of additional activities allotted in due time line.
- Academic Development (self as well as the college)– Initiatives taken for self improvement/ enhancement, Development of Best practices at workplace
- Contribution to other Departmental Functions – Initiatives taken to other Departmental Functions as a whole.
- Research Work-Involvement in research related activities is also one of the parameters for Appraisal.

Parameters adopted for Non-Teaching Staff Appraisal are- All non-teaching staff are also assessed through annual performance appraisal. The various parameters for non-teaching staff members are assessed under different categories i.e.- Professional Competence, Performance, Personal Characteristics, Attitude towards co-workers, Staff/Student relations and Attitude towards public.

The overall assessment is based on the cumulative grade by the Principal, which is then forwarded to the Management. On satisfactory performance, all employees are granted promotions and financial upgradation. The Performance Appraisal System has significantly helped in the evaluation of the performance of employees, in motivating them, analysing their strengths and weaknesses and ensuring better performance.




PRINCIPAL
SHRI L. P. RAVAL COLLEGE OF
EDUCATION & RESEARCH
Raval Nagar, Mira Road (E).



SHRI L.P. RAVAL COLLEGE OF EDUCATION & RESEARCH MIRAROAD(E)

Teacher's Evaluation Form

(To be filled by the student)

Program: _____ Year: _____ Date: _____

No.	Instructor Name:	Course Taught

Use the scale to answer the following questions below and make comments

ABOVE 80% ABOVE 70% ABOVE 60% ABOVE 50% BELOW 50%

A: Excellent B: Very Good C: Good D: Fair E: Poor

S#	Question:	1	2	3	4	5	6	7
1.	The instructor is well prepared in terms of delivering lectures							
2.	The instructor communicates Learning Outcomes at the beginning of the lecture							
3.	This class has increased my interest in this field of study							
4.	The instructor demonstrates knowledge of the contents and Instructions explaining what is expected from us							
5.	The instructor has completed the whole course							




PRINCIPAL
SHRI L. P. RAVAL COLLEGE OF
EDUCATION & RESEARCH
 Raval Nagar, Mira Road (E).

6.	The instructor provides additional material apart from the textbook								
7.	The teacher communicates the subject matter clearly								
8.	The teacher is helpful in response to our questions in the class								
9.	The instructor is punctual and observes class timing								
10.	The instructor provides clear evaluation criteria for assignments/presentations/quizzes								
11.	The instructor grades assignments/presentations/quizzes as per laid down evaluation criteria								
12.	Teacher gives me timely feedback on assignments/presentations/quizzes as so that I can improve								
13.	The instructor grades the Midterm examination papers as per laid down evaluation criteria								
14.	Teacher gives me timely feedback on Midterm examination papers so that I can improve								
15.	The instructor is available during the specified office hours for after class consultations								




PRINCIPAL
SHRI L. P. RAVAL COLLEGE OF
EDUCATION & RESEARCH
 Raval Nagar, Mira Road (E).

Performance Appraisal Form for Non-Teaching Staff

2021-2022

- 1.Name of the Faculty :
2.Position Title :
3.Date of Entry into Service :
4.No. of Years in Service :
5.Date of Retirement :
6.Qualification :
7.Details of Current Responsibilities :

I. PROFESSIONAL COMPETENCE

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Knowledge of rules, regulation and procedure					
2	Ability to organize work and carry it out					
3	Ability and willingness to take up additional load in times of exigencies					
4	Creativity and innovation					
5	Ability to learn and perform new duties					
6	Capacity to supervise* (For Supervising Staff Only)					
7	you possess good knowledge(theory, hands on) for all aspects of the job to perform your job functions satisfactorily?					

II. PERFORMANCE

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Awareness of policies and procedures of the institution?					
2	Maintenance of Files/Records					
3	Accuracy & Speed of work					
4	Neatness & tidiness of work					




PRINCIPAL
SHRI L. P. RAVAL COLLEGE OF
EDUCATION & RESEARCH
Raval Nagar, Mira Road (E).

5	Completion of work on schedule					
6	Diligence and sense of responsibility					

III. PERSONAL CHARACTERISTICS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Attendance					
2	Punctuality					
3	Discipline					
4	Integrity and behaviour					

IV. ATTITUDE TOWARDS CO-WORKERS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation with your colleagues?					
2	Mutual motivation with your colleagues?					

V. ATTITUDE TOWARDS PUBLIC

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation to the needs of the public(Parents, Business Associates, Vendors, Well Wishers of the College)?					
3	Rapport with the public when you interact with them?					

VI. STAFF/STUDENT RELATIONS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Ability to engage, motivate, supervise, and effectively work in the interest of students?					
3	Responsibility towards your tasks/ areas of management assigned to?					




PRINCIPAL
SHRI L. P. RAVAL COLLEGE OF
EDUCATION & RESEARCH
 Raval Nagar, Mira Road (E).

Declaration

I hereby declare that the information provided is true to the best of my knowledge.

Place:-

Date:-

Name and Signature of the non teaching staff

Countersigned by the Head of the Institution




PRINCIPAL
SHRI L. P. RAVAL COLLEGE OF
EDUCATION & RESEARCH
Raval Nagar, Mira Road (E).

PROFORMA USED FOR PERFORMANCE APPRAISAL FOR TEACHING STAFF



**SHRI L.P. RAVAL COLLEGE OF EDUCATION & RESEARCH
MIRAROAD(E)**

Teacher's Evaluation Form
(To be filled by the student)

Program: B.Ed. Year: 2021-2022 Date: 23-04-2022

No.	Instructor Name:	Course Taught
	Mr. Rajunath Bhitale	Educational Management Pedagogy of School Subject (Economics) Creating an Inclusive School.

Use the scale to answer the following questions below and make comments

ABOVE 80% ABOVE 70% ABOVE 60% ABOVE 50% BELOW 50%
A: Excellent B: Very Good C: Good D: Fair E: Poor

S#	Question:	1	2	3	4	5	6	7
1.	The instructor is well prepared in terms of delivering lectures					✓		
2.	The instructor communicates Learning Outcomes at the beginning of the lecture						✓	
3.	This class has increased my interest in this field of study						✓	
4.	The instructor demonstrates knowledge of the contents and Instructions explaining what is expected from us					✓		
5.	The instructor has completed the whole course							✓
6.	The instructor provides additional material apart from the textbook						✓	
7.	The teacher communicates the subject matter clearly						✓	
8.	The teacher is helpful in response to our questions in the class							✓
9.	The instructor is punctual and observes class timing							✓




PRINCIPAL
SHRI L. P. RAVAL COLLEGE OF
EDUCATION & RESEARCH
 Raval Nagar, Mira Road (E).



**SHRI L.P. RAVAL COLLEGE OF EDUCATION & RESEARCH
MIRAROAD(E)**

Teacher's Evaluation Form
(To be filled by the student)

Program: B.Ed Year: 2021-2022 Date: 23/04/2022

No.	Instructor Name:	Course Taught
	Mrs. Sanjukta Karguthkar.	Childhood & Growing up. Learning and teaching Environmental Education

Use the scale to answer the following questions below and make comments

ABOVE 80% ABOVE 70% ABOVE 60% ABOVE 50% BELOW 50%
A: Excellent B: Very Good C: Good D: Fair E: Poor

S#	Question:	1	2	3	4	5	6	7
1.	The instructor is well prepared in terms of delivering lectures						✓	
2.	The instructor communicates Learning Outcomes at the beginning of the lecture							✓
3.	This class has increased my interest in this field of study							✓
4.	The instructor demonstrates knowledge of the contents and Instructions explaining what is expected from us						✓	
5.	The instructor has completed the whole course							✓
6.	The instructor provides additional material apart from the textbook							✓
7.	The teacher communicates the subject matter clearly						✓	
8.	The teacher is helpful in response to our questions in the class							✓
9.	The instructor is punctual and observes class timing							✓




PRINCIPAL
SHRI L. P. RAVAL COLLEGE OF
EDUCATION & RESEARCH
Raval Nagar, Mira Road (E).

10.	The instructor provides clear evaluation criteria for assignments/presentations/quizzes										✓
11.	The instructor grades assignments/presentations/quizzes as per laid down evaluation criteria										✓
12.	Teacher gives me timely feedback on assignments/presentations/quizzes as so that I can improve										✓
13.	The instructor grades the Midterm examination papers as per laid down evaluation criteria										✓
14.	Teacher gives me timely feedback on Midterm examination papers so that I can improve										✓
15.	The instructor is available during the specified office hours for after class consultations										✓



[Handwritten Signature]
PRINCIPAL
SHRI L. P. RAVAL COLLEGE OF
EDUCATION & RESEARCH
 Raval Nagar, Mira Road (E).



[Handwritten Signature]
PRINCIPAL
SHRI L. P. RAVAL COLLEGE OF
EDUCATION & RESEARCH
 Raval Nagar, Mira Road (E).



SHRI L.P. RAVAL COLLEGE OF EDUCATION & RESEARCH
MIRAROAD(E)

Teacher's Evaluation Form
(To be filled by the student)

Program: B.Ed. Year: 2021-2022 Date: 23/04/2022

No.	Instructor Name:	Course Taught
	Mr. VIKAS RAWAL	Childhood and Growing up
		Language Across Curriculum
		Creating an Inclusive School.

Use the scale to answer the following questions below and make comments

ABOVE 80% ABOVE 70% ABOVE 60% ABOVE 50% BELOW 50%
A: Excellent B: Very Good C: Good D: Fair E: Poor

S#	Question:	1	2	3	4	5	6	7
1.	The instructor is well prepared in terms of delivering lectures						✓	
2.	The instructor communicates Learning Outcomes at the beginning of the lecture					✓		
3.	This class has increased my interest in this field of study						✓	
4.	The instructor demonstrates knowledge of the contents and Instructions explaining what is expected from us							✓
5.	The instructor has completed the whole course							✓
6.	The instructor provides additional material apart from the textbook						✓	
7.	The teacher communicates the subject matter clearly							✓
8.	The teacher is helpful in response to our questions in the class							✓
9.	The instructor is punctual and observes class timing						✓	




PRINCIPAL
SHRI L. P. RAVAL COLLEGE OF
EDUCATION & RESEARCH
Raval Nagar, Mira Road (E).

10.	The instructor provides clear evaluation criteria for assignments/presentations/quizzes																				✓	
11.	The instructor grades assignments/presentations/quizzes as per laid down evaluation criteria																					✓
12.	Teacher gives me timely feedback on assignments/presentations/quizzes as so that I can improve																					✓
13.	The instructor grades the Midterm examination papers as per laid down evaluation criteria																					✓
14.	Teacher gives me timely feedback on Midterm examination papers so that I can improve																					✓
15.	The instructor is available during the specified office hours for after class consultations																					✓



deff
PRINCIPAL
SHRI L. P. RAVAL COLLEGE OF
EDUCATION & RESEARCH
 Raval Nagar, Mira Road (E).



deff
PRINCIPAL
SHRI L. P. RAVAL COLLEGE OF
EDUCATION & RESEARCH
 Raval Nagar, Mira Road (E).

PROFORMA USED FOR PERFORMANCE APPRAISAL FOR NON-TEACHING STAFF

Performance Appraisal Form for Non-Teaching Staff

- 2021-2022**
1. Name of the Faculty : Priti Dilip Gurav
 2. Position Title : Sr. Clerk
 3. Date of Entry into Service : 01-06-2022
 4. No. of Years in Service : 1 year
 5. Date of Retirement : -
 6. Qualification : B.Sc. (Comp. Sci)
 7. Details of Current Responsibilities : Sr. Clerk.

I. PROFESSIONAL COMPETENCE

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Knowledge of rules, regulation and procedure		✓			
2	Ability to organize work and carry it out		✓			
3	Ability and willingness to take up additional load in times of exigencies	✓				
4	Creativity and innovation		✓			
5	Ability to learn and perform new duties		✓			
6	Capacity to supervise* (For Supervising Staff Only)					
7	Do you possess good knowledge(theory, hands on) for all aspects of the job to perform your job functions satisfactorily?		✓			

II. PERFORMANCE

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Awareness of policies and procedures of the institution?		✓			
2	Maintenance of Files/Records		✓			
3	Accuracy & Speed of work		✓			
4	Neatness & tidiness of work	✓				
5	Completion of work on schedule		✓			




PRINCIPAL
SHRI L. P. RAVAL COLLEGE OF
EDUCATION & RESEARCH
 Raval Nagar, Mira Road (E).

6	Diligence and sense of responsibility	✓				
---	---------------------------------------	---	--	--	--	--

III. PERSONAL CHARACTERISTICS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Attendance	✓				
2	Punctuality	✓				
3	Discipline	✓				
4	Integrity and behaviour	✓				

IV. ATTITUDE TOWARDS CO-WORKERS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation with your colleagues?	✓				
2	Mutual motivation with your colleagues?	✓				

V. ATTITUDE TOWARDS PUBLIC

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation to the needs of the public(Parents, Business Associates, Vendors, Well Wishers of the College)?	✓				
3	Rapport with the public when you interact with them?	✓				

VI. STAFF/STUDENT RELATIONS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Ability to engage, motivate, supervise, and effectively work in the interest of students?	✓				
3	Responsibility towards your tasks/ areas of management assigned to?	✓				

Declaration

I hereby declare that the information provided is true to the best of my knowledge.



[Signature]
PRINCIPAL
SHRI L. P. RAVAL COLLEGE OF
EDUCATION & RESEARCH
 Raval Nagar, Mira Road (E).

Place:- Mira Road
Date:-

Ravav
(Priti Dilip Gurav)
Name and Signature of the non teaching staff

Countersigned by the Head of the Institution



deeth
PRINCIPAL
SHRI L. P. RAVAL COLLEGE OF
EDUCATION & RESEARCH
Raval Nagar, Mira Road (E).



deeth
PRINCIPAL
SHRI L. P. RAVAL COLLEGE OF
EDUCATION & RESEARCH
Raval Nagar, Mira Road (E).

**Performance Appraisal Form for Non-Teaching Staff
2021-2022**

1. Name of the Faculty : Sachin Sampat Bhesule
2. Position Title : Jr. Clerk
3. Date of Entry into Service : 02/02/2020
4. No. of Years in Service : 3 yrs.
5. Date of Retirement :
6. Qualification : B.COM
7. Details of Current Responsibilities : All work related to B.Ed.

I. PROFESSIONAL COMPETENCE

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Knowledge of rules, regulation and procedure		✓			
2	Ability to organize work and carry it out		✓			
3	Ability and willingness to take up additional load in times of exigencies		✓			
4	Creativity and innovation		✓			
5	Ability to learn and perform new duties		✓			
6	Capacity to supervise* (For Supervising Staff Only)					
7	Do you possess good knowledge(theory, hands on) for all aspects of the job to perform your job functions satisfactorily?		✓			

II. PERFORMANCE

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Awareness of policies and procedures of the institution?		✓			
2	Maintenance of Files/Records		✓			
3	Accuracy & Speed of work		✓			
4	Neatness & tidiness of work		✓			
5	Completion of work on schedule		✓			




PRINCIPAL
SHRI L. P. RAVAL COLLEGE OF
EDUCATION & RESEARCH
 Raval Nagar, Mira Road (E).

6	Diligence and sense of responsibility		✓			
---	---------------------------------------	--	---	--	--	--

III. PERSONAL CHARACTERISTICS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Attendance	✓				
2	Punctuality	✓				
3	Discipline	✓				
4	Integrity and behaviour	✓				

IV. ATTITUDE TOWARDS CO-WORKERS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation with your colleagues?		✓			
2	Mutual motivation with your colleagues?		✓			

V. ATTITUDE TOWARDS PUBLIC

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation to the needs of the public(Parents, Business Associates, Vendors, Well Wishers of the College)?		✓			
3	Rapport with the public when you interact with them?		✓			

VI. STAFF/STUDENT RELATIONS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Ability to engage, motivate, supervise, and effectively work in the interest of students?		✓			
3	Responsibility towards your tasks/ areas of management assigned to?		✓			

Declaration

I hereby declare that the information provided is true to the best of my knowledge.



[Signature]
PRINCIPAL
SHRI L. P. RAVAL COLLEGE OF
EDUCATION & RESEARCH
 RaVal Nagar, Mira Road (E).

Place:-

Date:-

Sachin Sampat Bhasale
Name and Signature of the non teaching staff

Countersigned by the Head of the Institution



[Signature]
PRINCIPAL
SHRI L. P. RAVAL COLLEGE OF
EDUCATION & RESEARCH
Raval Nagar, Mira Road (E).



[Signature]
PRINCIPAL
SHRI L. P. RAVAL COLLEGE OF
EDUCATION & RESEARCH
Raval Nagar, Mira Road (E).

Performance Appraisal Form for Non-Teaching Staff

2021-2022

1. Name of the Faculty : Shweta Jain Mba c
2. Position Title : Sr. Accountant
3. Date of Entry into Service : 05-12-22
4. No. of Years in Service : 6 months
5. Date of Retirement :
6. Qualification : BMS
7. Details of Current Responsibilities : Accountant - Role & Responsibilities.

I. PROFESSIONAL COMPETENCE

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Knowledge of rules, regulation and procedure		✓			
2	Ability to organize work and carry it out		✓			
3	Ability and willingness to take up additional load in times of exigencies		✓			
4	Creativity and innovation		✓			
5	Ability to learn and perform new duties		✓			
6	Capacity to supervise* (For Supervising Staff Only)					
7	Do you possess good knowledge(theory, hands on) for all aspects of the job to perform your job functions satisfactorily?		✓			

II. PERFORMANCE

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Awareness of policies and procedures of the institution?		✓			
2	Maintenance of Files/Records		✓			
3	Accuracy & Speed of work		✓			
4	Neatness & tidiness of work		✓			
5	Completion of work on schedule		✓			




PRINCIPAL
SHRI L. P. RAVAL COLLEGE OF
EDUCATION & RESEARCH
 Raval Nagar, Mira Road (E).

6	Diligence and sense of responsibility		✓			
---	---------------------------------------	--	---	--	--	--

III. PERSONAL CHARACTERISTICS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Attendance	✓				
2	Punctuality	✓				
3	Discipline	✓				
4	Integrity and behaviour	✓				

IV. ATTITUDE TOWARDS CO-WORKERS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation with your colleagues?		✓			
2	Mutual motivation with your colleagues?		✓			

V. ATTITUDE TOWARDS PUBLIC

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation to the needs of the public(Parents, Business Associates, Vendors, Well Wishers of the College)?		✓			
3	Rapport with the public when you interact with them?		✓			

VI. STAFF/STUDENT RELATIONS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Ability to engage, motivate, supervise, and effectively work in the interest of students?		✓			
3	Responsibility towards your tasks/ areas of management assigned to?		✓			

Declaration

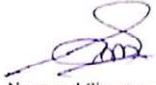
I hereby declare that the information provided is true to the best of my knowledge.



[Signature]
PRINCIPAL
SHRI L. P. RAVAL COLLEGE OF
EDUCATION & RESEARCH
 Raval Nagar, Mira Road (E).

Place:- Mira Road.

Date:-

 Sharayu More
Name and Signature of the non teaching staff

Countersigned by the Head of the Institution




PRINCIPAL
SHRI L. P. RAVAL COLLEGE OF
EDUCATION & RESEARCH
Raval Nagar, Mira Road (E).




PRINCIPAL
SHRI L. P. RAVAL COLLEGE OF
EDUCATION & RESEARCH
Raval Nagar, Mira Road (E).