

**PERFORMANCE APPRAISAL REPORT
SELF APPRAISAL**

A. General Information

- a) Name
- b) Date of Birth
- c) Address (Residential)

E-mail ID:

Telephone No.

Mobile No.

(d) Academic Qualifications:

Examination	Name of the Course	University	Year of Passing	Percentage of Marks Obtained	Division/Class/Grade	Main Subjects
Graduation						
Post Graduation						
NET/SLET						
Other Exam, if any						

(e) Research Degree (S)

Degrees	Name of the University	Title of dissertation/thesis	Date of Submission	Date of Award
M.Phil.				
Ph.D/				

(f) Date of Appointment at MES

(g) Designation

(h) Department

(i) Area of Specialization



B. Teaching, Learning and Evaluation Related Activities

(a) Lectures, Seminars, Tutorials, Practicals, Contact Hours (give semester -wise details, wherever necessary (Imparting of knowledge /instruction as per the curriculum with the prescribed material (text book/manual etc) and methodology of the curriculum

Sl. No.	Course/Paper	Level	Mode of teaching*	Hours per week allotted	% of classes taken as per documented record

* L- Lecture, S- Seminar, T- Tutorial, P-Practical, C- Contact hours

(b) Reading/Instructional material consulted and additional knowledge resources provided to students

Sl.No.	Course/paper	Consulted	Prescribed	Additional Resource provided

(c) Participatory & Innovative Teaching/Learning Process with materials for problem based learning, case studies, group discussions etc.

1	Interactive course:	
2	Participatory learning modules	
3	Case studies	

(d) Which of teaching methods used in Teaching/Learning process: Use of ICT with computer-aided methods like power point/multimedia/simulation/software, etc., in addition to chalk & Board

1	Chalk and Board	
2	Power point	
3	Multimedia	
4	Simulation	
5	Software	

(c) Performance of students in the subject taught by the teacher

Subject paper code: code	No. of students appeared for exam	No. passed				No. failed	College pass%	University pass%
		I class with Distinctions	I class	II Class	Pass class			

(d) Details of participation in the following:

- (i) BOS membership in Bangalore University/other University
- (ii) Paper Setting
- (iii) Assessment of Home assignments
- (iv) Examinations Related Work:
 - a) University/college and semester/annual exam work : assigned and performed
 - b) University/College exam/evaluation responsibilities for internal/continuous assessment work as allotted
 - c) Exam work as coordination, or flying squad duties etc.
- (v) Evaluation of project reports/Dissertation etc



C. Details of Innovations/ Contribution in Teaching during the year:

- (a) Teaching methods adopted
- (b) Developing and imparting soft skills/communication skills/personality development courses/modules
- (c) Laboratory Experiments(if applicable)
- (d) Evaluation methods
- (e) Updating of subject content, course improvement etc.,
Preparation of resource material including books,
Reading materials, laboratory manuals etc
- (f) Developing and imparting Remedial Teaching/
Student Counseling(academic)
- (g) Organizing and conduction of popularization programs. Training
Courses in computer assisted teaching/web based learning and e- library skills
to students
- (g) Any other

D. Improvement of Professional Competence

Details regarding refresher courses/orientation attended, Participation in summer schools, Methodology Workshops, Training, Teacher-Learning- Evaluation Technology Programs, Soft skills development programs, Faculty Development Program etc., including Open University courses.

Research Methodology/Training /Academic Staff College Refresher Course/Orientation programs attended

Name of the the Summer School/Refresher/Orientation Course	Sponsoring Institution	Place of summer School/ASC where the course was attended	Duration of the school course

E. Research Contributions:

(i) Research Publications – Journals

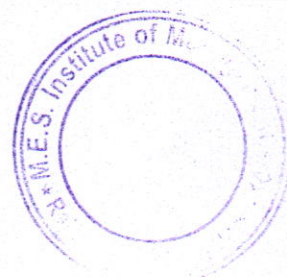
Sl. No.	Title with page nos.	Journal	Publisher & Year of Publication	Journal ISSN/ISBN No.	Whether peer reviewed, impact factor, if any	No. of co-authors	Whether you are the main Author

(ii) Research Publications –(Books/Chapters in Books/Articles other than refereed journal articles)

Sl. No.	Title with page nos.	Book Title/ Type of Book	Publisher & Year of Publication	Book ISSN/ISBN No.	No. of co-authors	Whether you are the main author

(iii) Sponsored Projects (Carried out/ Ongoing)

Title	Major / Minor	Period (Months)	Total Grants Sanctioned / Funding received(Rs.)	Name of Sponsoring Funding Agency	Outcome of the project



Performance Appraisal for
Degree College – Teaching Staff

(iv) Consultancy Projects (Carried out/Ongoing)

Sl. No.	Title	Name of Awarding/ Funding Agency	Period	Amount mobilized / received (in Rs.)	Whether policy document/patent as outcome

(v) Research Guidance: Number of students guided (Ph.D.) and their details

	At the beginning Of the year	registered during the year	Completed during the year
Ph.D.			

(vi) Details of Seminars, Conferences, and Symposia organized

Sl. No.	Title of conference /seminar/ workshop	Whether National/ international/ State/Regional/ College or University level	Duration	Proceedings published (Yes/No)	Whether you are main organiser and your role

(vii) Papers presented in conferences/seminars/workshops/symposia:

Sl. No.	Title/Subject of paper presented	Title of conference /seminar/ workshop	Organized by)	Whether National/ international/ State/Regional/ College or University level	Duration	Proceedings published (Yes/No)

(viii) Invitation for conferences / Seminars/Workshops/Symposia to deliver lectures/sessions:

Sl. No	Title of lecture/ Academic Session/ Subject	Title of Conference/ Seminar etc	Organized by	Whether National/ international/ State/Regional/ College or University level	Date of Lecture

(ix) Training Courses, Teaching-Learning – Evaluation Technology Program, Faculty Development Programs

Sl.No.	Program	Organised by	Duration

(ix) Patents taken, if any, give a brief description

F. Extension Work/Community Service

(a) Please give a short account of your contribution to:

(i) Community work such as values of National Integration, Secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, etc.

(ii) National Literacy Mission

(b) Positions held/Leadership role played in organizations linked With extension work and National Service Scheme (NSS), NCC or any other similar activity

(c) Activities related to Institutional Social Responsibility

G. Participation in Institutional Life and Management of the Institution

Please give a short account of your contribution to College/University



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- (a) contribution to college through meetings, popular lectures, subject related events, articles in college magazine
- (b) Institutional governance responsibilities like Vice-Principal, IQAC Coordinator, School chairperson, Bursar
- (c) Participation in committees concerned with any aspect of departmental or institutional management such as admission committee, infrastructure development committee, library committee etc.
- (d) Responsibility for participation in committees for students welfare, counseling and discipline
- (e) Organisation of conference/training programs : International/National /regional/ as a member of the organizing committee

- (f) Departmental/institutional Extension, Co-curricular & Field studies/educational tours, industry-implant training and placement activities

- (g) Enrichment of campus life (students and staff related socio cultural and Sports programs, campus publication)

- (h) Membership/participation in State/Central bodies/Committees on Education, Research and National Development

- (i) Professional Organizations of Teachers

- (f) Any other

H. Achievements, Awards and Distinctions

- (a) Academic awards and distinctions during the year

- (b) Membership of Professional Bodies/Societies etc

- (c) Editorship of Journals

- (d) Literary, cultural or other activities in which the faculty is interested and distinctions obtained. Publication of articles in Newspapers, Magazines or other publications (not covered earlier); Radio Talk, Television programs

- (e) Please give details of any other credential, significant contributions, responsibilities etc. not mentioned earlier.

Sl. No.	Details

I. Internal Assessment

- (a) Steps taken by you for the evaluation of the course programme taught

J. General Data

State brief assessment of your performance covering

- (a) Your Achievements and contributions
 (b) Difficulties faced/ vital problems in order of importance and
 (c) Suggestions for improvement
 (d) Describe in brief about your Future Plan in relation to the following:

<u>1</u>	<u>Teaching</u>	
<u>2</u>	<u>Research</u>	
<u>3</u>	<u>Mentoring of students</u>	
<u>4</u>	<u>Social Responsibility</u>	
<u>5</u>	<u>Any other</u>	

(in approximately 150 words)



8. What do you think has been your most important contribution during this year?

19. Have you made any contribution in the area of work not assigned to you?

14. Which new books relating to your subject did you read during the year?

..... (must attach a brief extract of about 50 words on
the value content of the book)

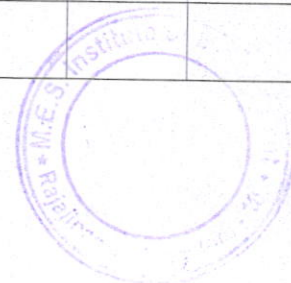
Date:

Signature of the Teacher

PART C: REPORT / RECOMMENDATIONS
(To be made by the Reporting Authority- HOD)

Name of the Teacher:

Sl. No.	Attributes/Particulars	A	B	C	D
		Very Good	Good	Average	Needs Improvement
1	Whether self assessment is acceptable? If not, give reasons				
	<u>i. General Information</u>				
	<u>ii. Teaching</u>				
	<u>iii. Details of Innovations/Contribution in teaching during the year</u>				
	<u>iv. Improvement of Professional competence</u>				
	<u>v. Research contributions</u>				
	<u>vi. Extension work/community service</u>				
	<u>Vii. Participation in Institutional Life</u>				
	<u>viii. Evaluation of Course Program taught</u>				
	<u>ix. General data – contributions, difficulties, suggestions for improvement –future plan</u>				
2	<u>Knowledge in the subjects/skill</u>				
3	<u>Attitude towards academic work</u>				
4	<u>Teaching ability and methods adopted</u>				
5	<u>Whether using Technology/ICT in teaching?</u>				
6	<u>Involvement in Co-curricular(related to syllabus) activities</u>				
7	<u>Involvement in Extra - curricular (beyond Syllabus) Activities</u>				
8	<u>Evaluation and correction work</u>				



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9	<u>Willingness to assume responsibilities</u>				
10	<u>Initiative & planning ability</u>				
11	<u>Zeal & Industriousness</u>				
12	<u>Decision - making ability</u>				
13	<u>Communication skill/verbal expression</u>				
14	<u>Interpersonal Relationships with</u>				
	<u>a. Students</u>				
	<u>b. Colleagues</u>				
	<u>c. Principal</u>				
	<u>d. Parents</u>				
15	<u>Relationship with the public</u>				
16	<u>Motivation and team work</u>				
17	<u>Supervision, Co-ordination & leadership</u>				
18	<u>Integrity (Beyond doubt / Doubtful/ Lack of integrity proved in disciplinary proceedings)</u>				
19	<u>Creativity & innovation</u>				
20	<u>Punctuality at work and attendance</u>				
21	<u>State of Health</u>				
22	<u>Any other (specify)</u>				
22	<u>General Assessment</u>				

Overall Assessment and Recommendation:
(for declaration of probationary period/
Continuation of FT /PT Teacher etc.)

Date: _____

Signature
Head of the Department

PART D: REVIEW

(To be made by the Reviewing Authority – Principal)

- (a) Whether self assessment and the Report/Recommendations of the Reporting Authority are acceptable? If not, give reasons

- (b) Remarks of the Reviewing Authority, if any

Date:

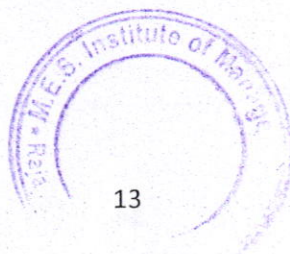
PRINCIPAL

PART E: ACCEPTANCE
(by the Accepting Authority)

- i) Remarks on the whole: _____

Date:

Signature
Secretary (Academics)/Vice President/President



Assessment of Reporting Officer

Assessment in this part should not be indicated by tick marking but should be clearly expressed in suitable words.

1. Do you agree with the resume of work as indicated by the officer in his report and in particular regarding the special achievement, if any mentioned by the office. If not indicate briefly the reason for disagreeing with it and the extent of your disagreement.

2. State of health:

a. Physical:

i. Energetic

ii. Major ailment, if any

b. Mental:

i. Alert

ii. Ailment, if any

c. Emotional balance:

i. Is he clam and retain poise?

ii. Does he get provoked easily?

iii. Is he able to tolerate difference of opinion?

3. INTELLIGENCY AND UNDERSTANDING

- a. Exceptional, has clear grasp of any matter,
 - b. Intelligent and grasps a point correctly
 - c. Just good enough.
4. Quality of work:
- (i) Attention to details:
- Accuracy in presentation
 - Thoroughness in analysis
- a. Most reliable and comprehensive
 - b. Considers all relevant details
 - c. Just good enough
- (ii) ABILITY IN DISCUSSION AND CONSERVATION:
- a. Very effective and convincing
 - b. Good and puts across his points clearly
 - c. Just go enough
5. ZEAL, DILIGENCE AND SENSE OF RESPONSIBILITY:
- a. shows exceptional zeal and devotion to which excellent initiative
 - b. Hard working and conscientious
 - c. Reasonably diligent with average initiative
6. ABILITY TO INSPIRE CONFIDENCE AND TO GET BEST OUT OF HIS STUDENTS:
- a. Very Good
 - b. good



c. Average

7. PUNCTUALITY AND SENSE OF RESPONSIBILITY

a. Period of EOL (if any during the year (with dates)

b. Period of all other leave except causal leave (excluding EOL with dates)

c. Period of wilful absence (if any)with dates

8. OTHER OBSERVATIONS:

(This space may be utilized for remarks which completes, corroborates, or supplements that has been indicated above. This should not, however be used for merely repeating in vague terms what has already been stated. Specific points such as special accomplishment during the period under report and any other aspects not covered in the proforma given above which the ReportingOfficer considers with mentioning may also be indicated here)

Signature of Reporting Officer

M.E.S. DEGREE COLLEGE OF ARTS, COMMERCE & SCIENCE
Prof. M.P.L. Sastry Road, 15th Cross, Malleswaram, Bangalore – 560 003

STUDENTS' APPRAISAL OF THE FACULTY

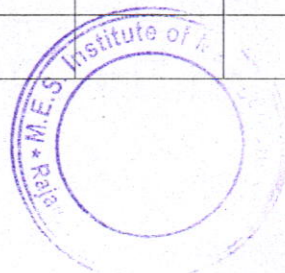
Name of the Teacher:	
Subject:	

REPORT

(To be filled by the student)

Please rate the teachers on the following attributes & put the tick mark in the chosen column

Sl. No.		A	B	C	D
		Very Good	Good	Average	Needs Improvement
1	Competence in the Subject				
2	Punctuality and time management of the teaching hours				
3	Presentation of the topic:				
	a) In simple units and in an orderly way				
	b) In interesting manner laying emphasis on concepts				
	c) Voice clarity & audibility				
4	Cites examples and relates the subject to application				
5	Completion of Syllabus in time				
6	Responds to:				
	a) Doubts/Questions raised by the students				
	b) Discrepancy in evaluation				
	c) Weak / Bright Students				
7	Communicative skills				
8	Ability to create congenial & democratic classroom atmosphere				
9	Ability to control classroom well & to deal with the students maturely & professionally				
10	Deals with students in fairness				
11	Use of blackboard & other teaching aids				
12	Conduct of tests & exams, evaluation & followup work				
13	Teachers interest to equip the students for Board / Competitive exams/ career guidance				
14	Imparting the values & inculcating discipline & sense of responsibility				



15	Involvement in Co-curricular activities by training and helping the students				
16	Attitude towards work				

CONSOLIDATION OF STUDENTS' APPRAISAL BY PRINCIPAL

Name of the Staff Member:

Designation:

Department:

Class:..... No. of Appraisals Scrutinized:..... Date:.....

CRITERION	A	B	C	D
1	<input type="checkbox"/> %	<input type="checkbox"/> %	<input type="checkbox"/> %	<input type="checkbox"/> %
2	<input type="checkbox"/> %	<input type="checkbox"/> %	<input type="checkbox"/> %	<input type="checkbox"/> %
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CRITERION	A	B	C	D
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Class:..... No. of Appraisals Scrutinized:..... Date:.....

CRITERION	A	B	C	D
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11 % % % %
 12 % % % %
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14 % % % %
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Class:..... No. of Appraisals Scrutinized:..... Date:.....

CRITERION

	A	B	C	D
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CRITERION

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Class:..... No. of Appraisals Scrutinized:..... Date:.....

CRITERION

	A	B	C	D
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CRITERION

	A	B	C	D
9	<input type="checkbox"/> %	<input type="checkbox"/> %	<input type="checkbox"/> %	<input type="checkbox"/> %



Suggestions given by students regarding laboratories

Principal's Signature

PERFORMANCE APPRAISAL REPORT
SELF APPRAISAL FOR THE ACADEMIC YEAR to

1. Name (in Block Letters):
2. Date of Birth:
3. Address for correspondence (with Pin Code):

Email:

Telephone No.:

Mobile No.:

4. Academic Qualifications:

Examination	Name of the Course	University	Year of Passing	Percentage of Marks Obtained	Division/ Class/Grade	Main Subjects
Graduation						
Post Graduation						
B P Ed						
M P Ed						
NE/SLET ????						
Other Exam, if any						

5. Research Degree (S)

Degrees	Name of the University	Title of dissertation/thesis	Date of Submission	Date of Award
M.Phil.				
Ph.D/				

6. Date of appointment at MES:

7. Designation



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- Assistant Director of Physical Education

8. Department

9. Field of Specialization:

10. Details where you have represented University/College etc. as sports person

Name of University/ Institution	Details about the event	No. of participants	Details of prizes, medals, certificates	Level of the Event (International /National/ State/Inter University/ Inter zonal levels)

11. Academic Staff College Orientation/Refresher Course attended:

Name of the Course	Sponsoring Agency	Place of summer school /ASC where the course was attended	Duration

12. Management of Physical Education and Sports Program for students (Planning, Executing and evaluating the policies of Physical Education and sports

1	Planning of Physical Education & Sports activities for the year	
2	Identifying and organizing Physical Fitness Program for the staff and the students	
3	Formulating & conducting different tests and measurements for the students	

13. Lectures cum practice based athlete/sports classes, seminars etc

1	Introduction of new games/sports in the college	
2	Explaining the rules and regulations of games and sports to the students	
3	Explaining the tricks and tactics of games and sports to	

Performance Appraisal for Degree College
- Assistant Director of Physical Education

	the students	

14. Extending services, sports facilities and training on holidays to the institution and organisations

1	Organizing and remaining present for the vacation indoor camps	
2	Organizing and remaining present for the vacation outdoor camps	
3	Organizing and accompanying the participants for trekking & other related events.	
4	Organizing and remaining present for the Yoga camps	

15. Sports Teams constituted in the college (irrespective of participation in sports competitions)

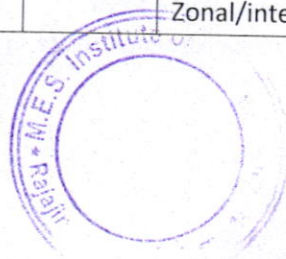
Name of Sports	Number of students selected in sports event	Number of field (Ground/ Play Ground/Sport Court etc) Practice sessions undertaken per week	Total sports practice sessions in academic year

16. Give details of sports activities organized in the college

Title of the activity	Brief detail of activities	

17. Organizing and conducting sports & games competition at International / National/State/Interzonal/Inter-college level

Sl.No.	Nature of sports & games competition conducted	No. of participants	Duration	Place	Level of the Event (International/National/State/Inter-University /Inter-Zonal/inter-College Levels)



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- Assistant Director of Physical Education

18. Organizing and conducting coaching camps/ sports person development /training program

Sl.No.	Short description of camps/program	No. of participants	Duration	Level of the Event (International/National/State/Inter-University/Inter-Zonal/inter-College Levels)

19. Identifying sports talents and mentoring sports excellence among students

Sl. No.	Details of Sports talent identified	Names of students identified

20. Provide details of having produced good performing teams/athletes for competitions like State /National/Inter-University /combined University level. Please attach evidence in support of your claim.

Sl.No.	Name of Sports	Name of Tournament	Prize/Laurels/ Medals won in competition	Remarks if any (individual/team participants)

21. Development and Maintenance of outdoor and indoor sports facilities

1	Grants received from UGC/Government/Private Agencies	
---	---	--

2	Maintenance of indoor facilities	
3	Equipments purchased for outdoor facilities	
	Equipments purchased for indoor facilities	

22. Up-gradation of Scientific & technological knowledge in Physical Education and Sports

1	Attended workshops/seminars etc related to Physical Education and Sports	
2	Attended coaching camps for learning of new technology/training methodology	
3	Attended special training programs in Physical Education and Sports	
4	Obtained any additional certificate/diploma/degree related to the field	

23. Co-curricular, extension and professional development related activities

Please mention your contribution to any of the following:

a. Student related co-curricular, extension and field based activities (such as Cultural exchange and Sports Programs, extension work through NSS / NCC and other channels

i	NSS/NCC	
ii	Cultural activities(institutional)	
iii	Organizing subject related events like	
	a. Lectures on special topics	
	b. Quiz/Debate/Elocution	
	c. Study tour (camp)	
	d. Essay competition	
iv	Counselling	
v	Conduct of Physical Education/Sports Activities/ Yoga activities etc for the members of the community/society	



Performance Appraisal for Degree College
- Assistant Director of Physical Education

b. Contribution to Institutional life and management of the sports units through participation in administrative committees and responsibilities.

1.	Contribution to Institutional life	
	i. College-industry interaction	
2	Management of the sports units through participation in administrative committees and responsibilities.	
	i. Admission Committee	
	ii. Discipline Committee	
	lii. Any other Committee appointed by the Principal	

c. Professional Development activities

1	Faculty development course	
2	Membership of Associations	
3	General Articles publications	
4	General Awareness Activities	
5	Community work such as National integration, flood or drought relief, etc.	

24. What do you think has been your most important contribution during the reporting year?

26. Have you made any contribution in the area of work beyond what is assigned to you?

27. Which new books relating to your subject did you read during the reporting year?

..... (must attach a brief extract of about 50 words on the value content of the book)

28. Please give details of any other credentials, significant contributions, awards received etc not mentioned earlier

Sl.No.	Details

18. Other relevant information

- (a) Academic awards and distinctions:
- (b) Membership/Fellowship of Learned bodies/ Societies:
- (c) Literary, Cultural or other activities (e.g. attainment in sports etc.) in which the applicant is interested and distinctions obtained:
- (d) Please give details of any other credentials, significant contributions, awards received, responsibilities, etc, not mentioned earlier.
- (e) State brief assessment of your performance including Future Plan covering
 - (a) Your Achievements and contributions
 - (b) Difficulties faced and
 - (c) Suggestions for improvement
 - (d) Future Plans (in approximately 150 words)

Date:

Signature



REPORT / RECOMMENDATIONS
(To be made by the Reporting Authority- HOI)

Name:

Assessment in this part should not be indicated by tick marking but should be clearly expressed in suitable words.

1. Do you agree with the resume of work as indicated by the officer in his/her report and in particular regarding the special achievement, if any mentioned by the officer? If not indicate briefly the reason for disagreeing with it and the extent of your disagreement.

2. State of health:

- a. Physical:
- i. Energetic
- ii. Ailment, if any
- b. Mental:
- i. Alert
- ii. Ailment, if any
- c. Emotional balance:
- i. Is he/she clam and retain poise?
- ii. Does he/she get provoked easily?
- iii. Is he/she able to tolerate difference of opinion?

3. INTELLIGENCE AND UNDERSTANDING

- a. Exceptional, has clear grasp of any matter,
- b. Intelligent and grasps a point correctly
- c. Just good enough.

4. Quality of work:

- (i) Attention to details
- a. Accuracy in presentation
- b. Thoroughness in analysis
- c. Most reliable and comprehensive
- d. Considers all relevant details
- e. Just good enough
- (ii) ABILITY IN DISCUSSIONS AND CONSERVATION:

- a. Very effective and convincing
 - b. Good and puts across his/her points clearly
 - c. Just go enough
5. ZEAL, DILIGENCE AND SENSE OF RESPONSIBILITY:
- a. shows exceptional zeal and devotion to with excellent initiative
 - b. Hard working and conscientious
 - c. Reasonably diligent with average initiative
6. ABILITY TO INSPIRE CONFIDENCE AND TO GET THE BEST OUT OF HIS STUDENTS:
- a. Very Good
 - b. good
 - c. Average
7. PUNCTUALITY AND SENSE OF RESPONSIBILITY
- a. Period of Leave without Salary (LWS/LWA) (if any during the year (with dates)
 - b. Period of all other leave except causal leave (excluding LWA with dates)
 - c. Period of wilful or un-authorized absence (if any) with dates

8. Other Attributes/particulars

Sl. No.	Attributes/Particulars	A	B	C	D
		Very Good	Good	Average	Needs Improvement
1	Knowledge in the subjects/skill				
2	Attitude towards work				
3	Teaching ability and methods adopted				
4	Whether using Technology/ICT in teaching?				
6	Involvement in Extra - curricular Activities				
8	Willingness to assume responsibilities				
9	Initiative & planning ability				
10	Zeal & Industriousness				
11	Decision - making ability				
12	Communication skill/verbal expression				
13	Interpersonal Relationships with				



Performance Appraisal for Degree College
- Assistant Director of Physical Education

	a. Students				
	b. Colleagues				
	c. Principal				
	d. Parents				
14	Relationship with the public				
15	Motivation and team work				
16	Supervision, Co-ordination & leadership				
17	Integrity (Beyond doubt / Doubtful/ Lack of integrity proved in disciplinary proceedings)				
18	Creativity & innovation				
22	Any other (specify)				
22	General Assessment				

9. OTHER OBSERVATIONS:

(This space may be utilized for remarks which corroborates, or supplements that has been indicated above. This should not, however be used for merely repeating in vague terms what has already been stated. Specific points such as special accomplishment during the period under report and any other aspects not covered in the proforma given above which the Reporting Officer considers worth mentioning may also be indicated here)

10. Overall Assessment and Recommendation:
(for declaration of probationary period/
Continuation of FT/PT Teacher etc.)

Date:

Signature
Head of the Institution

REVIEW

(To be made by the Reviewing Authority)

(A) Whether self assessment and the Report/Recommendations of the Reporting Authority are acceptable? If not, give reasons

(B) Overall performance and qualities(Excellent/Very Good/ Good/ Average/ Below Average)

(C) Remarks of the Reviewing Authority, if any

Date:

Chief Executive

Secretary (Academics)

ACCEPTANCE

(by the Accepting Authority)

(i) Remarks on the whole:

.....

Date:

Signature



PERFORMANCE APPRAISAL REPORT
SELF APPRAISAL FOR THE ACADEMIC YEAR to

A. General Information

Name

Date of Birth

Address (Residential)

E-mail ID:

Telephone No.

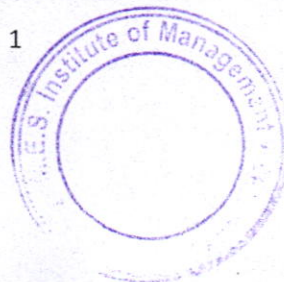
Mobile No.

(d) Academic Qualifications:

Examination	Name of the Course	University	Year of Passing	Percentage of Marks Obtained	Division/Class/Grade	Main Subjects
Graduation						
Post Graduation						
B Lib Sc						
M Lib Sc						
NET/SLET						
Other Exam, if any						

(e) Research Degree (S)

Degrees	Name of the University	Title of dissertation/thesis	Date of Submission	Date of Award
M.Phil.				
Ph.D/				



- (f) Date of Appointment at MES
- (g) Designation
- (h) Department
- (i) Area of Specialization

B. Library resources organization and maintenance of books, journals, reports; provision of library reader services, literature, retrieval services to researchers and analysis of reports; Provision of assistance to the College with the required inputs for preparing reports, manuals and related documents; Assistance towards updating website with activity related information and for bringing out institutional Newsletters, etc.

1.1	Library resources organization and maintenance of books, journals, reports;	
	a. Books collected/acquired	
	i. Books(Text books, Reference books/Books on general reading etc) purchased	
	ii. journals subscribed/E-Journals	
	iii. Reports collected	
	iv. Back volumes collected/Bound	
	b. Maintenance of collection	
	i. Technical processing	
	ii. Accessioning	
	iii. Classification	
	iv. Cataloguing	
	v. Book binding	
1.3	Book Purchase Policy	
	a. Recommended by Teachers	
	b. Recommended by students/staff other than teachers	
	c. Publisher catalogue	
	d. Books review, Exhibition	
	e. stock verification completed regularly	

Performance Appraisal for
Librarian – Degree Colleges

1.4	provision of library reader services, literature, retrieval services to researchers and analysis of reports;	
	a. Reference Services	
	b. Current Awareness services	
	c. Bibliographic /Catalogues/ Information services	
	d. Inter-library loan services	
	e. On-line Public Access Catalogue (OPAC)	
	f. Reprographic services	
	g. Internet indormation services	
	h. Information extension Services	
	I. E-Journal services	
	j. Periodical contents services	
	k. Information Analysis for catalogue/index	
	l. Document Deriving Services	
	m. Audio-visual information services	
	n. Indexing/Abstracting services	
1.5	Provision of assistance to the College with the required inputs for preparing reports, manuals and related documents	
	a. Assistance by providing technical guidance to develop Departmental Library	
	b. Assistance by providing indexing/Abstracting /periodical contents to faculties of Departments	
1.6	Assistance towards updating website with activity related information and for bringing out institutional Newsletters, etc	
	a. Information provided about library	
	b. Information provided about services rendered	



Performance Appraisal for
Librarian – Degree Colleges

	c. Information provided about link of e-resources	
	d. Information provided about new additions	
	e. Information provided about transactions	
	f. information provided about college publications	

C. Information and Communication Technologies (ICT) and other new technology application for up gradation of Library services such as automation of catalogue, learning resources, procurement functions, circulation operations including membership records, serial subjection system, reference and information services, library security (technology based methods such as RFIS, (CCTV), development of library management tools (software), intranet management.

2.1	Information and Communication Technologies (ICT) and other new technology application for up gradation of Library services	
	a. Library Automation	
	b. Data capturing	
	c. Provision of OPAC	
	d. Membership data creation/Readers data creation	
	e. computerized Reports Generation	
	f. computerized Alphabetic list of books generation	
	g. Daily/weekly/monthly computerized Reports generation for transaction	
	h. computerized Acquisition	
	i. computerized periodicals Registration	
	j. Computerized list of back volumes	
	k. Computerized list of members/readers	
2.2	library security (technology based methods such as RFIS, (CCTV),	
	a. RFID Technology	
	b. CCTV technology	

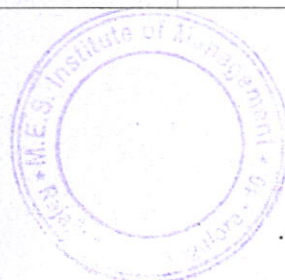
	c. 3MP Technology	
	d. Other electronic security	
	e. Library Management software	
	f. internet for library management/function	

D. Development, Organization and management of e-resources including their accessibility over intranet / Internet, Digitization of library resources, e-delivery of information, etc.

3.1	Development, Organization and management of e-resources including their accessibility over intranet / Internet	
	a. Web Resources facilities provided to readers – Consortia, Open access journals, DOAJ, J-Gate etc	
3.2	Digitization of library resources, e-delivery of information, etc.	
	a. Digital Library developed for readers	
	b. Information collected and delivered thorough electronic devices to Institutional Departments/Sections and readers	
	c. Digitization/computerization of Library	
	d. Digitization/lamination of Rare Books, Manuscripts etc	
3.3	Management of e-Resources	
	a. Databases subscribed	
3.4	Types of Database Management	
	a. CDs stored	
	b. Hard Disk stored	
	c. Printed and stored.	

E. User Awareness and instruction programmes (orientation lectures, users training in the use of library services as e-resources, OPAC: knowledge resources, user promotion programmes like organizing book exhibitions, other interactive latest learning resources etc.

4.1	User Awareness intruction programs	
	a. User education activities	



Performance Appraisal for
Librarian – Degree Colleges

	b. training to readers about how to use library resources	
	c. display about OPAC	
4.2	Information sources promotion programs	
	a. originating books exhibitions	
	b. originating journals display	
	c. originating display of New Added books	

F. Additional services such as extending library facilities on holidays, shelf order Maintenance, Library user Manual, Building and Extending Institutional Library Facilities to outsiders through External Membership Norms.

a.	Additional services such as extending library facilities on holidays	
	i. Textbook section services provided	
	ii. reading room facilities provided	
	lii. If required, Reading Room hours extended	
	lv. Shelf indicators/Stickers maintained in stack to guide the readers	
	v. Library users' Manual brought out to guide the readers	
b.	Institutional Library facilities to outsiders through external membership norms	
	i. Reference Service	
	ii. reprographic	
	lii. Temporary membership	
	lv Referral service	
	V. Memberships opened to Institutions	
	vi. Inter Library Loan services provided to Institutes	

G. Students related co-curricular, extension and field based activities (such as cultural exchange and library service programme, various levels of external and internal programmes, extension, and library – literary work through different channels)

Sl. No.	Indicators/activities

H. Contribution to Institutional Life and Management of the Library units and institution through participation in library and administrative committees and responsibilities.

1	Library committee is formed	
2	Library Committee meets regularly	
3	Local College Committee	

I. Professional Development Activities (such as participation in seminars, conferences, short term courses, e-library training courses, workshops and events, talks, lectures, membership of associations, dissemination and general articles.

1 Participation in Seminars/Conferences/Workshops, Orientation course, Refresher course, Training course etc.

Sl.No.	Title of conference/ Seminar/workshop	Organised by	Whether national/State/ Regional/College	Duration	



Performance Appraisal for
Librarian – Degree Colleges

2	Membership of Professional Associations including position acquired in it	
3	Professional information disseminated through Bulletin Board, Brochures, pamphlets etc	
4	Creation of information, new methodology, new techniques to manage library	

J. What do you think has been your most important contribution during this reporting year?

K. Have you made any contribution in the area of work beyond what is assigned to you?

L. Please give details of any other credentials, significant contribution, awards received etc not mentioned earlier

Sl.No.	Details

M. Which new books relating to your subject did you read during the reporting year?

..... (must attach a brief extract of about 50 words on the value content of the book)

N. State brief assessment of your performance covering

(a) Your Achievements and contributions

(b) Difficulties faced/ vital problems in order of importance and

(c) Suggestions for improvement

(d) Describe in brief about your Future Plan (in 150 words) in relation to the following:

Date:

Signature of the Librarian

REPORT / RECOMMENDATIONS
(To be made by the Reporting Authority- HOI)

Name:

Assessment in this part should not be indicated by tick marking but should be clearly expressed in suitable words.

1. Do you agree with the resume of work as indicated by the officer in his/her report and in particular regarding the special achievement ? If not indicate briefly the reason for disagreeing with it and the extent of your disagreement.

2. State of health:

a. Physical:

- i. Energetic
- ii. Ailment, if any

b. Mental:

- i. Alert
- ii. Ailment, if any

c. Emotional balance:

- i. Is he/she clam and retains poise?
- ii. Does he/she get provoked easily?
- iii. Is he/she able to tolerate difference of opinion?

3. INTELLIGENCE AND UNDERSTANDING

- a. Exceptional, has clear grasp of any matter,



Performance Appraisal for
Librarian – Degree Colleges

- b. Intelligent and grasps a point correctly
- c. Just good enough.

4. Quality of work:

- (i) Attention to details

 - a: Accuracy in presentation
 - b. Thoroughness in analysis
 - c. Most reliable and comprehensive
 - d. Considers all relevant details
 - e. Just good enough

(ii) ABILITY IN DISCUSSIONS AND CONSERVATION:

- a. Very effective and convincing
- b. Good and puts across his/her points clearly
- c. Just go enough

5. ZEAL, DILIGENCE AND SENSE OF RESPONSIBILITY:

- a. shows exceptional zeal and devotion to with excellent initiative
- b. Hard working and conscientious
- c. Reasonably diligent with average initiative

6. ABILITY TO INSPIRE CONFIDENCE AND TO GET THE BEST OUT OF HIS STUDENTS:

- a. Very Good
- b. good
- c: Average

7. PUNCTUALITY AND SENSE OF RESPONSIBILITY

- a. Period of Leave without Salary (LWS/LWA) (if any during the year (with dates)
- b. Period of all other leave except causal leave (excluding LWA with dates)
- c. Period of willful and un-authorized absence (if any) with dates

8. Other Attributes/particulars

Sl. No.	Attributes/Particulars	A	B	C	D
		Very Good	Good	Average	Needs Improvement
1	Knowledge in the subjects/skill				
2	Attitude towards work				
3	Involvement in Extra - curricular Activities				

Performance Appraisal for
Librarian – Degree Colleges

4	Willingness to assume responsibilities				
5	Initiative & planning ability				
6	Zeal & Industriousness				
7	Decision - making ability				
8	Communication skill/verbal expression				
9	Interpersonal Relationships with				
	a. Students				
	b. Colleagues				
	c. Principal				
	d. Parents				
10	Relationship with the public				
11	Motivation and team work				
12	Supervision, Co-ordination & leadership				
13	Integrity (Beyond doubt / Doubtful/ Lack of integrity proved in disciplinary proceedings)				
14	Creativity & innovation				
15	Any other (specify)				
16	General Assessment				

9. OTHER OBSERVATIONS:

(This space may be utilized for remarks which corroborates, or supplements that has been indicated above. This should not, however be used for merely repeating in vague terms what has already been stated. Specific points such as special accomplishment during the period under report and any other aspects not covered in the proforma given above which the Reporting Officer considers worth mentioning may also be indicated here)

10. Overall Assessment and Recommendation:

**(for declaration of probationary period/
Continuation of FT/PT Teacher etc.)**

Date:

Signature
Head of the Institution

REVIEW

(To be made by the Reviewing Authority)

1. Whether self assessment and the Report/Recommendations of the Reporting Authority are acceptable? If not, give reasons

2. Remarks of the Reviewing Authority, if any

Date:

CHIEF EXECUTIVE

SECRETARY (ACADEMICS)

ACCEPTANCE

(by the Accepting Authority)

1. Remarks on the whole:

Date:

Signature

THE MYSORE EDUCATION SOCIETY (REGD)

Vidyasagara Prof. M P L Sastry Road
15th CROSS, MALLESWARAM, BANGALORE – 560 003

PART A PERSONAL DATA

(To be filled by the employee)

1. Name:
2. Date of Birth:
3. Designation:
4. Qualifications :
5. Total years of Experience:
- Other School(s) Years Months
- MES Years Months
6. Date of joining at MES:
7. Existing Salary scale and Total Salary : Rs.....
Salary scale:
9. Leave availed:
Kind(s) of leave & Period(s)
10. Training:
Particulars of training attended/period of training:
11. Qualifications acquired if any during the period:

Date:

Signature



PART B: SELF APPRAISAL
(to be detailed by the employee)

1. Brief description of the duties allotted:

2. A Brief Report of the work done

Date:

Signature

Performance Appraisal – Non-Teaching Staff
Academic year 20.... to20....

PART C : REPORT / RECOMMENDATIONS
(To be made by the Reporting Authority- Head Mistress/Principal)

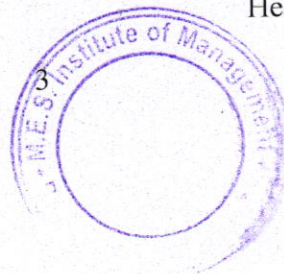
Name of the Staff:

Sl. No.	Attributes/Particulars	A	B	C	D
		Exceeds Standards	Proficient enough to achieve the Performance Standards	Marginally meets the performance Standards- Needs Improvement	Below Performance Standards - Needs Improvement
1	Whether Report of work is acceptable				
2	Job Knowledge and skill				
3	Quality of work/ Accuracy in the work carried out				
4	Communication skill – drafting of letter for correspondence with Govt./ Management / drafting of circular etc				
5	Productivity				
6	Dependability				
7	Punctuality at work and attendance				
8	Willingness to assume responsibilities				
9	Initiative & planning ability				
10	Zeal & Industriousness				
11	Interpersonal Relationships with Students, Colleagues, Principal, Teacher, parents.				
12	Motivation and team work				
13	Integrity(Beyond doubt/Doubtful/Lack of integrity proved in disciplinary proceedings)				
14	Supervisor Ability				
15	State of Health				
12	Any other (specify)				

Overall Assessment and Recommendation:
(for declaration of probationary period/etc.)

Date:

Signature
Head of Institution



PART D: REVIEW

(To be made by the Reviewing Authority –Secretary (Academics) Chief Executive)

1. Whether self assessment and the Report/Recommendations of the Reporting Authority are acceptable? If not, give reasons

-
2. Remarks of the Reviewing Authority, if any
-

Date:

Signature

PART E: ACCEPTANCE
(by the Accepting Authority)

1. Remarks on the whole:

Date:

Signature of the Accepting Authority

sharada S
Principal
MES Institute of Management
Rajannagar, Bangalore-560 010