

## K. N. BAKSHI COLLEGE OF EDUCATION

### PERFORMANCE APPRAISAL REPORT OF TEACHER

Name: Mr. Binod Kumar Suman  
Designation: Assistant Professor

Qualification: M.Ed, M.A

Department: B.Ed

Joining date: 15.11.2013

Year of evaluation for performance appraisal: From 2022 To 2023

Performance Indicators	Outstanding 4	Very satisfactory 3	Satisfactory 2	Unsatisfactory 1	Rating
Preparation of lesson plan as per syllabus	✓				
Implementation of prepared lesson plan as per time table	✓				
Selects contents and prepares appropriate instructional materials/ teaching aids		✓			
Selects appropriate teaching methods/ strategies		✓			
Provides appropriate motivation		✓			
Conveys idea clearly	✓				
Utilizes the art of questioning in the class room and ensures students participation		✓			
Addresses individual differences in the class room			✓		
Mastery of the subject		✓			
Diagnoses learner's needs		✓			

Evaluates learning outcomes	✓				
Improves learners' achievement level	✓				
Course completion and assesses the desired CLO within the allotted time		✓			
Maintains clean and orderly class room	✓				
Maintains conducive class room	✓				
Adopts innovative teaching learning process & use of ICT	✓				
Organizes and conducts PTM		✓			
Assists other teachers in improving their teaching competency		✓			
Decisiveness		✓			
Honesty/ Integrity	✓				
Dedication/ commitments	✓				
Resourcefulness	✓				
Courtesy	✓				
Human relation	✓				
Leadership quality	✓				
<b>TOTAL POINTS</b>	<b>56</b>	<b>30</b>	<b>02</b>		<b>88</b>

Comments: Teaching is factfull and effective.

Suggestion: Promotion with increment/ only increment/ Confirm/ extend probation period

Date: 03.03.2023

Ajit K. Singh  
 03.03.2023  
 Name & Signature of the assessor  
**PRINCIPAL**  
 K. N. BAKSHI COLLEGE OF EDUCATION  
 KARMATAND, BENGALURU, GIRIDIH

# K. N. BAKSHI COLLEGE OF EDUCATION

## PERFORMANCE APPRAISAL REPORT OF TEACHER

Name: Mr. Pavan Kumar Suman

Qualification: M.Ed, M.A

Designation: Asst. professor

Department: B.Ed

Joining date: 20.09.2015

Year of evaluation for performance appraisal: From 2022 To 2023

Performance Indicators	Outstanding 4	Very satisfactory 3	Satisfactory 2	Unsatisfactory 1	Rating
Preparation of lesson plan as per syllabus	✓				
Implementation of prepared lesson plan as per time table	✓				
Selects contents and prepares appropriate instructional materials/ teaching aids		✓			
Selects appropriate teaching methods/ strategies		✓			
Provides appropriate motivation	✓				
Conveys idea clearly		✓			
Utilizes the art of questioning in the class room and ensures students participation		✓			
Addresses individual differences in the class room		✓			
Mastery of the subject	✓				
Diagnoses learner's needs		✓			

Evaluates learning outcomes		✓			
Improves learners' achievement level		✓			
Course completion and assesses the desired CLO within the allotted time		✓			
Maintains clean and orderly class room		✓			
Maintains conducive class room		✓			
Adopts innovative teaching learning process & use of ICT		✓			
Organizes and conducts PTM		✓			
Assists other teachers in improving their teaching competency	✓				
Decisiveness		✓			
Honesty/ Integrity	✓				
Dedication/ commitments	✓				
Resourcefulness	✓				
Courtesy	✓				
Human relation	✓				
Leadership quality	✓				
<b>TOTAL POINTS</b>	<b>44</b>	<b>42</b>			<b>86</b>

Comments: Skillfull teaching.

Suggestion: Promotion with increment/ only increment/ Confirm/ extend probation period

Date: 02.03.2022

*Ajit Kumar Singh*  
 Name & Signature of the assessor  
 K. N. BAKSHI COLLEGE OF EDUCATION  
 KARMATAND, BENGALURU, GIRIDIH

# K. N. BAKSHI COLLEGE OF EDUCATION

## PERFORMANCE APPRAISAL REPORT OF TEACHER

Name: Mrs. Reshma Aggarwal

Qualification: M.Ed, M.A

Designation: Asst. Professor

Department: B.Ed

Joining date: 16-01-2017

Year of evaluation for performance appraisal: From 2022 To 2023

Performance Indicators	Outstanding 4	Very satisfactory 3	Satisfactory 2	Unsatisfactory 1	Rating
Preparation of lesson plan as per syllabus		✓			
Implementation of prepared lesson plan as per time table		✓			
Selects contents and prepares appropriate instructional materials/ teaching aids		✓			
Selects appropriate teaching methods/ strategies		✓			
Provides appropriate motivation		✓			
Conveys idea clearly		✓			
Utilizes the art of questioning in the class room and ensures students participation		✓			
Addresses individual differences in the class room		✓			
Mastery of the subject		✓			
Diagnoses learner's needs		✓			

Evaluates learning outcomes		✓			
Improves learners' achievement level		✓			
Course completion and assesses the desired CLO within the allotted time		✓			
Maintains clean and orderly class room		✓			
Maintains conducive class room		✓			
Adopts innovative teaching learning process & use of ICT		✓			
Organizes and conducts PTM			✓		
Assists other teachers in improving their teaching competency			✓		
Decisiveness		✓			
Honesty/ Integrity	✓				
Dedication/ commitments		✓			
Resourcefulness		✓			
Courtesy	✓				
Human relation	✓				
Leadership quality	✓				
<b>TOTAL POINTS</b>	<b>12</b>	<b>57</b>	<b>04</b>		<b>73</b>

Comments: Teaching process is completely according to the content and context of syllabus.

Suggestion: Promotion with increment/ only increment/ Confirm/ extend probation period

Date: 03.03.2023

*Amit Kumar* ✓  
 Name & **PRINCIPAL** of the assessor  
 K. N. BAKSHI COLLEGE OF EDUCATION  
 KARMATAND, BENGALURU, GIRIDIH

# K.N.Bakshi College of Education

## Performance Appraisal Form for Non-Teaching Staff

Year 2022-23

1. Name of the Person: Binay Kumar
2. Position Title: Librarian
3. Date of Entry into Service: 25.09.2013
4. No. of Years in Service: 09
5. Qualification: B.A, MLIS
6. Details of Current Responsibilities:

SLNO.		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.	Awareness of policies and procedures of the institution?		✓			
8.	Maintenance of Files/Records	✓	✓			
9.	Accuracy & Speed of work		✓			
10.	Neatness & tidiness of work		✓			
11.	Completion of work on schedule		✓			
12.	Punctuality	✓				
13.	Discipline	✓				
14.	Integrity and behavior	✓				
15.	Cooperation with your colleagues?	✓				
16.	Ability to engage, motivate, supervise, and effectively work in the interest of students?	✓				
17.	Responsibility towards your tasks/ areas of management assigned to?		✓			



Head of the Institution  
PRINCIPAL

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## Performance Appraisal Form for Non-Teaching Staff

Year 2022-23

1. Name of the Person: Madan Kumar Pandey
2. Position Title: Office Assistant (Head Clerk)
3. Date of Entry into Service: 25/09/2013
4. No. of Years in Service: 09
5. Qualification: B.A
6. Details of Current Responsibilities:

SLNO.		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.	Awareness of policies and procedures of the institution?	✓				
8.	Maintenance of Files/Records	✓				
9.	Accuracy & Speed of work		✓			
10.	Neatness & tidiness of work	✓				
11.	Completion of work on schedule		✓			
12.	Punctuality	✓				
13.	Discipline	✓				
14.	Integrity and behavior	✓				
15.	Cooperation with your colleagues?	✓				
16.	Ability to engage, motivate, supervise, and effectively work in the interest of students?		✓			
17.	Responsibility towards your tasks/ areas of management assigned to?		✓			

*Anil Singh*  
Head of Institution  
PRINCIPAL  
K. N. BAKSHI COLLEGE OF EDUCATION  
KARMATAND, BENGALURU, GIRIDIH



# K.N.Bakshi College of Education

## Performance Appraisal Form for Non-Teaching Staff

Year 2022-23

1. Name of the Person: Ratan kumar Sinha  
2. Position Title: Accountant  
3. Date of Entry into Service: 25/09/2013  
4. No. of Years in Service: 09  
5. Qualification: B.Com  
6. Details of Current Responsibilities:

S.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.	Awareness of policies and procedures of the institution?	✓				
8.	Maintenance of Files/Records	✓				
9.	Accuracy & Speed of work	✓				
10.	Neatness & tidiness of work	✓				
11.	Completion of work on schedule		✓			
12.	Punctuality	✓				
13.	Discipline	✓				
14.	Integrity and behavior		✓			
15.	Cooperation with your colleagues?		✓			
16.	Ability to engage, motivate, supervise, and effectively work in the interest of students?	✓				
17.	Responsibility towards your tasks/ areas of management assigned to?	✓				

  
Head of the Institution  
**PRINCIPAL**

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## Performance Appraisal Form for Non-Teaching Staff

Year 2022-23

1. Name of the Person: Jai prakash kumar
2. Position Title: computer operator
3. Date of Entry into Service: 01/08/2017
4. No. of Years in Service: 06
5. Qualification: ADCA, B.A
6. Details of Current Responsibilities:

SLNO.		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.	Awareness of policies and procedures of the institution?	✓				
8.	Maintenance of Files/Records	✓				
9.	Accuracy & Speed of work	✓				
10.	Neatness & tidiness of work	✓				
11.	Completion of work on schedule		✓			
12.	Punctuality		✓			
13.	Discipline	✓	.			
14.	Integrity and behavior	✓				
15.	Cooperation with your colleagues?		✓			
16.	Ability to engage, motivate, supervise, and effectively work in the interest of students?		✓			
17.	Responsibility towards your tasks/ areas of management assigned to?		✓			

  
Head of the Institution  
PRINCIPAL

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