

# K. N. BAKSHI COLLEGE OF EDUCATION

## PERFORMANCE APPRAISAL REPORT OF TEACHER

Name:

Qualification:

Designation:

Department:

Joining date:

Year of evaluation for performance appraisal: From ----- To -----

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					

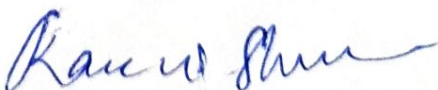
*Art the way*  
PRINCIPAL

K. N. Bakshi College of Education  
Bengabad, Giridih

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>					
Comments:					

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

Date:

  
Name & Signature of the assessor  
**Secretary**  
K.N. Bakshi College of Education



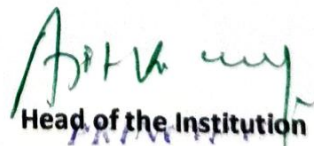
# K.N.Bakshi College of Education

## Performance Appraisal Form for Non-Teaching Staff

Year .....

1. Name of the Person:
2. Position Title:
3. Date of Entry into Service:
4. No. of Years in Service:
5. Qualification:
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

K.N. Bakshi College of Education  
Bengabad, Giridin