

ANNUAL REPORT ON

CRITERION-VI

Governance, Leadership and Management

METRIC NO: 6.3.5

Performance Appraisal System



Submitted by

KAMPUR COLLEGE, KAMPUR

NAGAON, ASSAM, PIN-782426

Accredited by NAAC with 'B' Grade (2nd Cycle)

SELF-APPRAISAL OF TEACHING STAFF

(Based on PBAS Performa for CAS Promotion)

Academic Year: _____

A. General Information and Academic Background

Name (In Block Letters) :
Father's Name :
Mother's Name :
Department :
Educational Qualification :
Current Designation :
Due date of Promotion :
Date of Birth :
Gender :
Social Category :
Address for Correspondence :
Permanent Address :



B: Academic Performance Indicators

Category 1: Teaching, Learning and Evaluation Related Activities

(i) Lectures, Seminars, Tutorials, Practical, Contact Hours (Semester wise Details):

Sl. No.	Course	Level	Mode of Teaching*	Hours allotted per week	% of classes taken as per documented record
1	Education (Major & General)	1 st Sem.	L, S, T, P		
2	Education (Major & General)	3 rd Sem.	L, S, T, P		
3	Education (Major & General)	5 th Sem.	L, S, T, P		
4	Education (Major & General)	2 nd Sem.	L, S, T		
5	Education (Major & General)	4 th Sem.	L, S, T, P		
6	Education (Major & General)	6 th Sem.	L, S, T, P		


*Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours (C)

(ii) Use of Participatory and Innovative Teaching-Learning Methodologies/Audio-visual teaching aid, Updating of Subject Content, Course improvement etc.

Sl. No.	Short Description
1	
2	


(iii) Examination Duties Assigned and Performed:

Sl. No.	Types of Examination	Duties Assigned	Extent to which Carried Out (%)
1	End Semester and Sessional	Invigilator	
2	Sessional	Paper Setting	
3	End Semester and Sessional	Answer Script Evaluation	


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Kamrup, Nagaon, Assam

Category 2: Co-curricular, Extension and professional Development Related Activities

Sl. No.	Type of Activities	Activities Done
(i) Extension, Co-Curricular & Field Based Activities		
1	a) Extension and Co-Curricular & Field based Activities	
	b) Positions held/Leadership role played in organization linked with extension work and National service Scheme (NSS), NCC, NSO or any other similar activity.	
	c) Community work such as value of national Integration, environment, Literacy, democracy, socialism, Human rights, Peace, Scientific temper, flood or, drought relief, small family norms etc.	
(ii) Contribution to Corporate Life and Management of the Institution		
2	a) Contribution to Corporate Life and (meeting, popular lectures, subject related events, articles in college magazine and University volumes.)	
	b) Management of the Institution (Vice principal, Warden, Bursar, Chairperson, IQAC Coordinator.)	
	c) Participation in committees concerned with any aspect of departmental or institutional management (viz. admission committee, campus development, library committee)	
	d) Responsibility for or participation in committee for students' welfare, Counselling and Discipline	
	e) Organisation of Conference/Training as Chairman/Organization Secretary/Treasurer	
3	(iii) Professional Development Activities	
	a) Professional Development related Activities Membership in Profession related committee at state and national level	
	b) Participation in subject associations, conferences, seminars	
	c) Participation in short term training courses	
	d) Membership/Participation in State/ Central Bodies/Committees on Education, Research and national Development.	


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Category 3: Research, Publication and Contributions**A. Published Papers in Journals**

Sl. No.	Title with page numbers	Journal	ISSN/ISBN No.	Whether Peer Reviewed Impact Factor, if any	No. of Co-author	Whether you are the main author

B. (i) Articles / Chapters published in Books

Sl. No.	Title with page numbers	Book Title, Editor & Publisher	ISSN/ISBN No.	Whether Peer Reviewed Impact Factor, if any	No. of Co-author	Whether you are the main author

(ii) Full Papers in Conference Proceedings

Sl. No.	Title with page numbers	Details of Conferences Publication	ISSN/ISBN No.	No. of Co-authors	Whether you are the main author

(iii) Book Published as Single or as Editor

Sl. No.	Title with page numbers	Type of Book & Authorship	Publisher & ISSN/ISBN No.	No. of Co-Authors	Whether you are the main author

C. (i) & (ii): Ongoing Project/Consultancies

Sl. No.	Title	Agency	Period	Grant/Amount Mobilized (in Rs. Lakh)

(iii) & (iv): Completed Project/Consultancies


Sl. No.	Title	Agency	Period	Grant/Amount Mobilized (in Rs. Lakh)

D. Research Guidance

	Number Enrolled	Thesis Submitted	Degree Awarded
M.Phil. or Equivalent			
Ph.D. or Equivalent			

E. (i) Training Courses, Teaching-Learning-Evaluation technology programmes. Faculty Development programmes

Sl. No.	Programmes	Duration	Organised by


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(ii) Papers Presented in Conferences, Seminars, Workshops, and Symposia

Sl. No.	Title of the Paper Presented	Title of Conference/Seminar	Details	Organised by	Whether International/National/State/Regional/College Or University

(iii) Invited Lectures and Chairmanship at National or International Conference/Seminar, etc.

Sl. No.	Title of Lecture/Academic Session	Title of Conference/Seminar etc.	Organised By	Whether International/National

Declaration: I certify that the information provided is correct as per records available with the college and/or documents enclosed along with the duly filled Self-appraisal of teaching staff.

Signature of the Faculty


Place:

Date:

Verification: All the documents submitted byare verified and found authentic.

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Kampur College, Kampur

Coordinator, IQAC
Kampur College, Kampur


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Kampur College
Kampur

Performance Appraisal Form for Non-Teaching Staff
Academic Year:

Name :
Designation :
Date of Joining :
No. of Years in Service :
Date of Retirement :
Qualification :
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					
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?					


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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.

Place:

Name and Signature of the non-teaching staff

Date:

Countersigned by the Head of the Institution


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