



ST. ALOYSIUS' COLLEGE

AUTONOMOUS
JABALPUR- 482001
MADHYA PRADESH, INDIA

CRITERION-6

GOVERNANCE, LEADERSHIP AND MANAGEMENT



Key Indicator – 6.3



Faculty Empowerment Strategies

Metric No.: 6.3.1

Performance Appraisal System, Welfare Measures and
Avenues for Career Development/Progression

Document Name

A – Performance Appraisals



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Reaccredited 'A+' Grade by NAAC (CGPA 3.68/4.00)

College with Potential for Excellence (CPE) by UGC

DST-FIST Supported & Star College Scheme by DBT.

Departmental Appraisal Format

St. Aloysius College (Autonomous), Jabalpur, M.P

Departmental Performance Appraisal-2020-21

NOTE- Departments are expected to prepare a Presentation of 10 Minutes essentially on the given points but not limited to.

1. Curricula with relevance to the local, national, regional and global needs (please mention programme wise modules/topics introduced)

Level						
Regional						
Local						
National						
Global						

2. Courses (mention modules/topics introduced) focusing on employability/entrepreneurship/skill development

Level						
Employability						
Entrepreneurship						
Regional						
Global						

3. Courses (mention modules/topics introduced) integrated with crosscutting issues

Level						
Professional Ethics						
Gender						
Human Values						
Environment and Sustainability						



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4. Details of Value added courses

Name of the course	Total number of Students enrolled	Frequency of the course	Total Revenue Generated

5. Details of Hands on training and Skill Enhancement activities

Activity	No. of beneficiaries	Name of the Organization
Field projects	1.	1.
	2.	2.
Internships		
Student Projects		

1

6.Details of Competitive Exams qualified

Examination	No. of students cleared
Civil Services	
Defense Services	
NET, SET (SLET)	
GATE	
Other competitive examinations (Specify)	

7. Feedback Details

Feedback from the stakeholders	Action taken



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8. Details of Special Programs (mention program wise)

Program	Class	No. of beneficiaries
Bridge classes		
Remedial		

9. Teaching, learning and evaluation methods (please mention only innovative methods)

Program	Student centric learning methods	Assessment methods

10. Teacher Profile

Total Number of faculty	Number of PhD holders	No. of Supervisors	Number of teachers Registered for PhD	No. of faculty NET/ SET qualified

11. Awards/ Recognition/ fellowship on State/ National/ International Level

Name of faculty	Nature of Award	Level of Award

12. Grants received for research project/seminar/workshop/conference

Name of faculty	Grant Received for	Name of Agency	Amount Received in Rs.

13. Research papers in the Journals notified on UGC website/ Scopus indexed-

No. of publications in UGC CARE	No. of publications in SCOPUS	Publications in other Journals	Authored books	Edited Books	Chapters in books



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14. Revenue generated from consultancy and corporate training

Consultancy / Corporate Training provided	Revenue generated (amount in rupees)

15. Extension activities and award recognition of the department

Name of Extension Activity	Local/ National	Award/ Recognition from Government/ Recognized bodies	Number of Participants

16. Number of functional MoUs

Organization with which MoU is signed	List of the actual activities under each MoU	Number of students/teachers participated under MoUs	Year of signing MoU	Duration

17. Learning resources

Number of regular Journals	Subscribed e- journals

18. FDP/Conference/Workshop (local/state/national/international) organized

Event	No. of Beneficiaries

19. Faculty Development Programmes attended

No. of faculty	Total number of Programmes attended	Organized by

20. Activities related to sensitization of students and promotion of universal values and ethics.

Activity	Number of Participants

Strength

Weakness

Opportunities

Challenges



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Teaching Appraisal Format

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Teachers' Self Appraisal Form: 2021-2022

Category I: Teaching, Learning and Evaluation Related Activities

S. No.	Nature of Activity	Description/Number	Points Obtained	Out of
1.	No. of lectures taken as percentage of lectures allocated (Attach Proof)	Taught		25
		Allocated		
2.	No. of seminars/tutorials, practicals contact hours undertaken as percentage of those actual allocated (Attach proof)	Allocated hours		25
		Actual Time Spent		
3.	Lecture and Other teaching duties in access of UGC Norms. (Diploma/Certificate Course Classes) (Value Education Classes) Or Similar	No. of Classes Taken		10
		No. of Classes Assigned		
4.	Use of participatory and innovative teaching-learning methodologies. Updating of subject content, course improvement etc.	Methodologies		20
5.	Developing Innovative Teaching Methods /CDs/ICT materials/ Teaching-Learning modules for participatory process.	Mention Materials Developed		10
6.	Developing new curricula and teaching new course	New Curricula Developed/New Course Taught in 2021-22		10



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7.	Examination duties (Invigilation, question paper setting, evaluation/assessment of answer script) as per allotment.	Duties Carried Out		20
8.	Developing and imparting Remedial / Bridge Courses and Counseling modules	Classes Taken and its Outcome		10
9.	Developing and imparting soft skills; Assemblies Conducted/ communication skills personality development courses / modules	Assemblies/ Personality Course Module Designed		10
10.	No. of Leaves Availed	Leaves Availed	07	No leave availed - 10 1 to 5 leaves availed - 5 6 to 10 leaves availed - 3 >10 leaves availed - No points
		Sanctioned	13	
Total				150

Category II: Co-curricular, Extension and Profession Related Activities

S.No.	Nature of Activity	Description	Points Obtained	Out of
1.	Student related co-curricular extension and field based activities (such as NSS/NCC/ and other channels, cultural activities, subject related events, advisement and counseling.)	1.		20
2.	Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.	1. Academic- Member of BOS 2. Member of Criterion V - All duties performed as per allocated 3. Member of Admission Committee - All duties performed as per allocated		15



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3.	Professional Development activities (such as participation in seminars, conferences, short term training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below.			15
Total				50

Category III: Research and Academic Contribution

S.No.		Points Obtained	Points Out of
		A : Research Papers	
		Title of Research paper with full Reference	
1.	Refereed Journals with impact factor 2 and below 5.		40/Publication
2.	Refereed Journals with impact factor 1 and below 2.		30/Publication
3.	Refereed Journals which are indexed publications with Impact factor less than one	-	20/Publication
4.	Vernacular and Indian language journals in all disciplines without any impact factors included in the list of Journals prepared by UGC and hosted		10/Publication



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5.	National level research papers in non-refereed / non journals but having ISBN / ISSN numbers and the list of journals prepared by UGC and hosted in its website			10/Publication
6.	Full papers in conference proceedings etc (Abstracts not to be included)			10/Publication
		B: Research Papers in Books, Chapter in Books Other than Refereed Journals	Points Obtained	Points Out of
1.	Text or Reference Books published by International publications.			50/ sole Author 10/ Chapter in edited Books
2.	Subject Books by National Level Publishers/ State and Central Govt		30	25 / Sole Author 5 / chapter in edited Books
3.	Publications with ISBN/ISSN numbers and the UGC prepared list hosted in its website			25 / Sole Author 5 / chapter in edited Books
4.	Subject Books by other Local Publishers with ISBN/ISSN numbers and the UGC prepared List Hosted in its website.			15/ Sole Author 3 / chapter
5.	Chapters contributed to edited knowledge based on volumes published by International publishers		20	10/Chapter
6.	Chapters in knowledge based volumes in Indian/ National Level published with ISBN / ISSN numbers and with numbers of national and International directories.			5/Chapter
		C. Research Projects	Points Obtained	Points Out of



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1.	Major Projects amount mobilized with grants above 5 lakhs		20/ Each Major Project
2.	Major Projects amount mobilized with minimum of Rs. 4 lakhs up to 5 lakhs		15/Each Major Project
3.	Amount mobilized with minimum of Rs.1 lakh.		10 and 5 per every Rs. 5 lakhs and Rs. 1 lakh respectively.
4.	Completed Project Report (Accepted by funding agency)		20 / each major project and 10/ each minor
5.	Policy document of Govt. Bodies at Central and State Level		30 / each outcomes for national Patents & 50 / each International Patent
		D: Research Guidance	
1.	M.Phil		3/ each candidate for Degrees awarded only
2.	Ph.D.		10/ each candidate for Degrees awarded
3.	Ph.D.		7/ each candidate for Thesis submitted



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	Dissertation MSc IV Sem		
1.	Research Courses, Methodology workshops, Training Teaching Learning Evaluation Technology Programmes, Soft Skill Programs, Faculty Development Programs. (Max Marks: 30)	30	Not Less than two weeks: 20/each Not less than one week:10/each
2.	Papers in Conference/Seminar/Workshop etc.		Put I for International: 10 each N for National: 7.5 each. R for Regional/State Level: 5 each L for Local/University-College Level: 3.5 each
3.	Invited Lectures or Presentations for Conference/ Symposia		International - each National -
	Grand Total		

Any Other Detail :

Date:

Teacher's Name:

1. Remarks by Head of the Department:

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Date:

Sign:

2. Remarks by Principal:

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Date:

Sign:



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Non-Teaching Appraisal Format

St. Aloysius College 'Autonomous Jabalpur Madhya

Pradesh

Performance Appraisal Form for Non-Teaching Staff

2021-2022

1. Name of the Staff :
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 नियम, विनियम और प्रक्रिया का ज्ञान					
2	Ability to organize work and carry it out कार्य को व्यवस्थित करने और उसे क्रियान्वित करने की क्षमता					
3	Ability and willingness to take up additional load in times of Exigencies समय में अतिरिक्त भार उठाने की क्षमता और इच्छा मजबूरियों					
4	Creativity and innovation रचनात्मकता और नवीनता					
5	Ability to learn and perform new duties नए कर्तव्य सीखने और निभाने की क्षमता					
6	Possesses good knowledge (theory, hands on) for all aspects of the job to perform job functions satisfactorily आपके पास अपने कार्य-कार्यों को निष्पादित करने के लिए कार्य के सभी पहलुओं के लिए अच्छा ज्ञान संतोषजनक ढंग से है					

II. PERFORMANCE

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Awareness of policies and procedures of the institution? संस्था की नीतियों और प्रक्रियाओं के बारे में जागरूकता?					
2	Maintenance of Files/Records फाइलों अभिलेखों का रखरखाव					
3	Accuracy & Speed of work कार्य की सटीकता एवं गति					
4	Neatness & tidiness of work काम की साफ-सफाई एवं सुव्यवस्था					
5	Completion of work on schedule कार्य को निर्धारित समय पर पूरा करना					
6	Diligence and sense of responsibility परिश्रम और जिम्मेदारी की भावना					



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III. PERSONAL CHARACTERISTICS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Attendance उपस्थिति					
2	Punctuality समय की पावती					
3	Discipline अनुशासन					
4	Integrity and behaviour सत्यनिष्ठा एवं व्यवहार					

IV. ATTITUDE TOWARDS CO-WORKERS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation with yourcolleagues अपने सहकर्मीयों के साथ सहयोग					
2	Mutual motivation with yourcolleagues अपने सहकर्मीयों के साथ पारस्परिक प्रेरणा					

V. ATTITUDE TOWARDS PUBLIC

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation to the needs of thepublic(Parents, Business Associates, Vendors, Well Wishers of the College) जनता (माता-पिता, व्यापार सहयोगी, विद्वेत्ता, स्वैर) की जरूरतों के लिए सहयोग कॉलेज के शुभचिंतक					
2	Rapport with the public जनता के साथ तात्मेत					

Declaration

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

Place:-

Date -

Name

Countersigned by the
Head of the Institution