

AUTONOMOUS JABALPUR-482001 MADHYA PRADESH, INDIA

CRITERION-6

GOVERNANCE, LEADERSHIP AND MANAGEMENT

Key Indicator – 6.5.1

Internal Quality Assurance System





Metric No.: 6.5.1

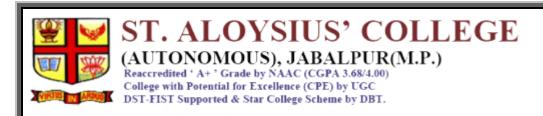
Quality Assurance Initiatives by IQAC



Performance Appraisal

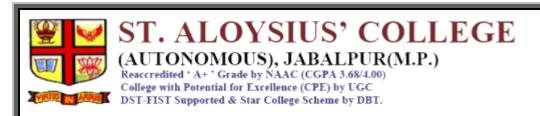






PERFORMANCE APPRAISAL

S.No.	Documents	Page Number
1	Departmental Performance Appraisal	1-2
2	Teaching (Self) Appraisal	3-5
3	Non-teaching Staff Appraisal	6-7



Departmental Performance Appraisal 2021-22

St. Aloysius College (Auto.) Jabalpur

Report of Departmental Performance Approbal 2020-21

An initiative of IOAC and Criteria VI Team

Under the aegis and initiative of IQAC of St. Alaysian Callege (Auto) Johnlyne, the Core teams for Criteria VI organized a Departmental Performance Approval to assess the departmental performance on different parameters for the academic year 2005-21. A committee conducting of the Vice Principal Dr. Kallol Dm and the Deam of various faculties was committeed.

A schedule was prepared for the Departmental Presentations.

6-10-21- Faculty of Physical Sciences

Department of Mathematics	12:36-72:40
Department of Physics	12:40-12:50
Department of Coregular Science & Application	12:50-1:00

7-10-21- Faculty of Life Sciences

Department of Cheomitry	12:30-12:40
Department of Biotechnology	12:40-12:50
Department of Zoology	12:50-1:00
Department of Bouny & Microbiology	1:00-1:10

8-10-21- Faculty of Arts & Social Sciences

Department of Economics	12:30-12:40
Department of Political Science	12:40-12:50
Department of English	12:50-1:00
Department of Hindi	1:00-1:10
Department of History	1:10-1:20
Department of Education	1:20-1:30

09-10-21- Faculty of Commerce & Management

Department of Commerce	12:30-12:40
Department of Management	12:40-12:50
Remarks by Deans	12:50 01:10
Remarks by Vice Principal	01:10-01:15
Remarks by The Principal	01:15-01:20
Vote of Thanks	01/26/01/22

All the Departments gave a power point presentation on the besis of performance indicators. The committee viewed the presentations and gave the following remarks and suggestions:

All the presentations were very good. They opined that keeping in mind the Covid 19 Pandemic, all the departments had done fairly well to keep up the pace of academics and other activities.

St. Aleysius College (Automous (AMALPUR-4170-1 (M.P.)



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he committee appreciated the departments on the fidling bules -Departments had approached me syllabi account in mind the local, regional and global Departments had done externion netwities even during Covid 19 purdense 3. Good quality videos and e-content prepared by the Departments for the stadeuts.

The departments enhanced research and publications.

Some departments had introduced innovative teaching and fearning methods like mirroring self, constructive methods esc.

6. The departments have worked and introduced modules and topics related to cross carring

However, the following suggestions were given and the departments were asked to focus on the following sauce:

To follow up student's progression especially their performance in competitive exam-

2. The departments should focus on increasing Scopus Publications.

3. The departments should try to provide formal consultance and resource generation

Dr. Kullof Dus (V.P.)

Dr. Mita Darbari (Dean, Faculty of Science)

Dr. Elena Philip (Dean, Faculty of Arts)

Dr. Anjali D'Souza (Dean, Faculty of Life Sciences)

Dr. Sonal Rai (Dean, Faculty of Commerce & management)

Dr. Siby Samuel (Coordinator, IQAC)

Dr. Neelanjama Pathak (Head, Dept. of English, IC- Criteria VI)

Dr. Ashu Jain (Coordinator, Dept. of Tax, Member- Criteria VI)

Performance appraisal for teachers

St. Aloysius' College (Autonomous), Jabalpur - Self Appraisal Form 2022-23

St. Aloysius' College (Autonomous), Jabalpur, M.P. Teachers' Self- Appraisal Form: 2022-23

Category I: Teaching, Learning and Evaluation Related Activities

S.No.	Nature of Activity		Description/Number	Points Obtaine d	Out of
1.	No. of lectures taken as percentage of lectures allocated	Taught			25
		Allocated			
2.	No. of seminars/tutorials, practical's contact hours undertaken as percentage of those actual allocated	Allocated hours			25
		Actual Time Spent			
3.	Lecture and Other teaching duties in access of UGC Norms.	No. of Classes Taken			10
	(Diploma/Certificate Course Classes) (Value Education Classes) Or Similar	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
De	veloping new curricula and teaching new course	New Curricula Developed/New Course Taught			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		No leave availed-10
		Sanctioned		1 to 5 leaves availed - 5 6 to 10 leaves availed-3 >10 leaves availed - No points
	Total			150



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

S. No	Nature of Activity	Description	Points Obtain ed	Out of
1.	Student related co-curricular extension and <u>field</u> <u>based</u> activities (such as NSS/NCC/ and other channels, cultural activities, subject related events, advisement and counseling.)			20
2.	Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.			15
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	50

St. Aloysius' College (Autonomous), Jabalpur - Self Appraisal Form 2022-23

		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			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 <u>International</u> publishers			10/Chapter
6.	Chapters in <u>knowledge based</u> 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
1.	Major Projects amount mobilized with grants above 5 lakhs			20/Each Major Project

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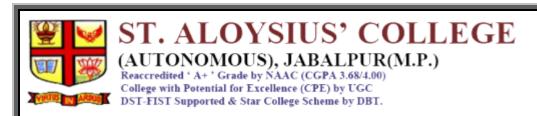
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2.	Major Projects amount mobilized with minimum of Rs. 4 lakhs up to 5 lakhs		15/Each Major Project
3.	Amount mobilized with minimum of Rs.1 lakh.		10 and 5 per every Rs. 5 lakhs and Rs. 1 lakh respectively.
4.	Completed Project Report (Accepted by funding agency)		20 / each major project and 10/ each minor
5.	Policy document of Govt. Bodies at Central and State Level		30/eachoutcomes.for nationalPatents& 50/eachInternational 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
		E: Training Courses and Conference/Seminar/Workshop Papers	
2.	Papers in Conference/Seminar/Workshop etc.		Put I for International: 10 ech N for National: 7.5 ech R for Regional/State Level: 5 ech L for Local/University- College Level: 3.5 ech
3.	Invited Lectures or Presentations for Conference/Symposia		International – 10 each National – 5 each

St. Aloysius' College (Autonomous), Jabalpur - Self Appraisal Form 2022-23

Any Other Detail: One more research paper i h	ave send to reputed journal but it is in process of publication.
Date:	Teacher's Name:
	Department:
1. Remarks by Head of the Department:	
Date:	Sign:
2. Remarks by Principal:	
Date	Sign:



Performance appraisal for non-teaching Staff

		St. Aloysius College Au	tonomous Jabalp	ur Mad	hya				
		4 To 1 To	Pradesh					*	
		Performance Appraisa	l Form for Non-	Teachin	g Staf	ŗ			
			2021-2022						
	100	Name of the Staff							
	2.	Position Title							
	3.	Date of Entry into Service	1						
	4.	No. of Years in Service	100						
	5.	Date of Retirement	13						
	6.	Qualification	65						
	7.	Details of Current Responsibilities	68						
	1.	PROFESSIONAL COMPETE	NCE						
SL				Excelle	nt Go	od	Satisfactory	Average	Poor
No.		s, regulationand procedure		-	-				
	विद्यास, विभिन्नम औ	र प्रक्रिया का झान						1	0 1
2	कार्य को व्यवस्थित	work andcarry it out करने और उसे क्रियान्पित करने की ध						1	
3	Ability and willing	ness to takeup additional load in time	es of						
	मजवूरियों	अतिरिक्त भार उठाने की क्षमता और ह	यम						
4	Creativity and inno			1					
5		performnew duties		1					
	नए कर्तव्य शीखने	और निष्णने की क्षमता							
6		owledge(theory, hands on)for all asp	ects of the job to						
1	perform job function आपके पारा अपने व के लिए अच्छा झान	ons satisfactorily जर्च कार्यों को लिष्पादित करने के लिए संतोषजनक ढंग से हैं	र कार्य के सभी पहलुओं	1					
	II.	PERFORMANCE					9.0		
SI. No.			E	excellent	Good	iş.	Satisfactor	Average	Poor
1	Awareness of police	ies and procedures of the institution हैर प्रक्रियाओं के बारे में जागरूकता?	?						
2	Maintenance of File फाइलो/अभिलेखों क								
3	Accuracy & Speed कार्य की सटीकता (of work खं गरि							
4	Neatness & tidines काम की साफ-सफा	s of work							
5	Completion of wor								
6	Diligence and sens	se ofresponsibility दारी की भाराजा		T-			7	1/2/	



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No.		Excellent	Good	Satisfactory	Average	Poor
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1 100	mounce 3-02-cite	l l				
2 Pres	ctuality शस्त्र वर्ष कांद्री					
3 Dan	фіне жумила					
4 lete	grity and behaviour संस्थितिकता एवं क्यायहार					1
	IV. ATTITUDE TOWARDS CO-WOL	RKERS		-		
SL No.		Excellent	Good	Satisfactor	Averag	gs Poo
1 Coop	eration with yourcolleagues अठवर्जियों के अन्य अठवीन					
2 Mutu	al motivation with yourcolleagues अळकार्जियों के उन्नत पाउउपारिक वेउन्न					
1 3000	V. ATTITUDE TOWARDS PUBLIC		-			
		Exorlin	t Goo	d Satisfacto	ry Aver	nes I h
SL. No.		Excellen	-			
	ration to the needs of thepublic(Parents,					
Dunin	ess Associates, Vendors, Well					
(pwithship	rs of the College) जावारा (माना-पिरा, व्यापार मी, विदेश्या, और) की जरूरतों के लिए सक्वीम (के भूमवितक)			4		
Rappo	et with the public block to a street chesides	1000			3/6	
		Declaratio				
1 he	reby declare that the information provided i	s true to the	e best e	E my knowled	ge.	
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	Co	untersign	ed by t	he		
		d of the li				