



# ST. ALOYSIUS' COLLEGE

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



Document Name

Performance Appraisal

2. Quality and Excellence

7. Digital Literacy and Technology Upgradation

8 DECENT WORK AND ECONOMIC GROWTH

10 REDUCED INEQUALITIES



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(AUTONOMOUS), JABALPUR(M.P.)

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.

## PERFORMANCE APPRAISAL

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2	Teaching (Self) Appraisal	3-5
3	Non-teaching Staff Appraisal	6-7



# ST. ALOYSIUS' COLLEGE

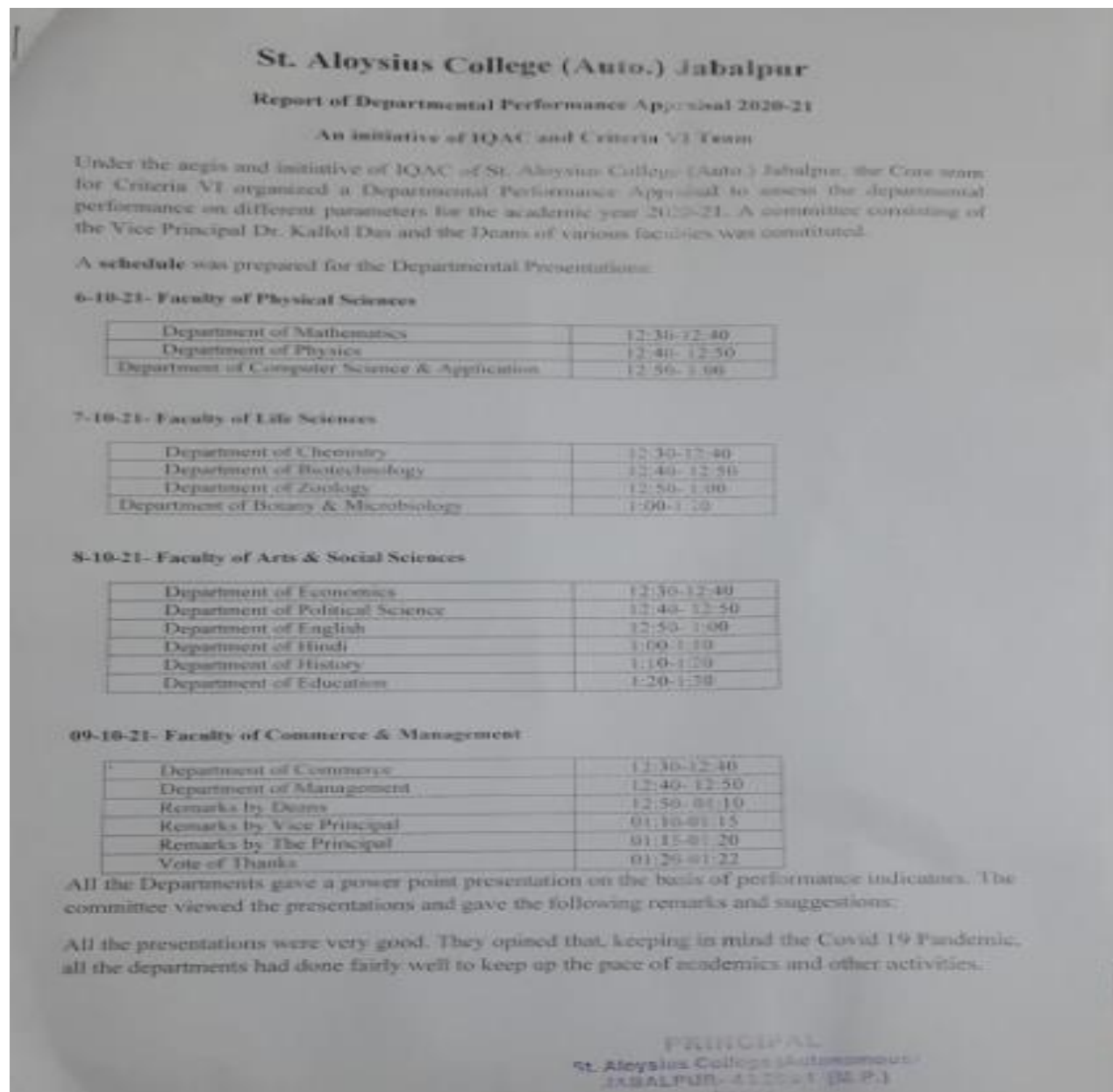
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## Departmental Performance Appraisal 2021-22





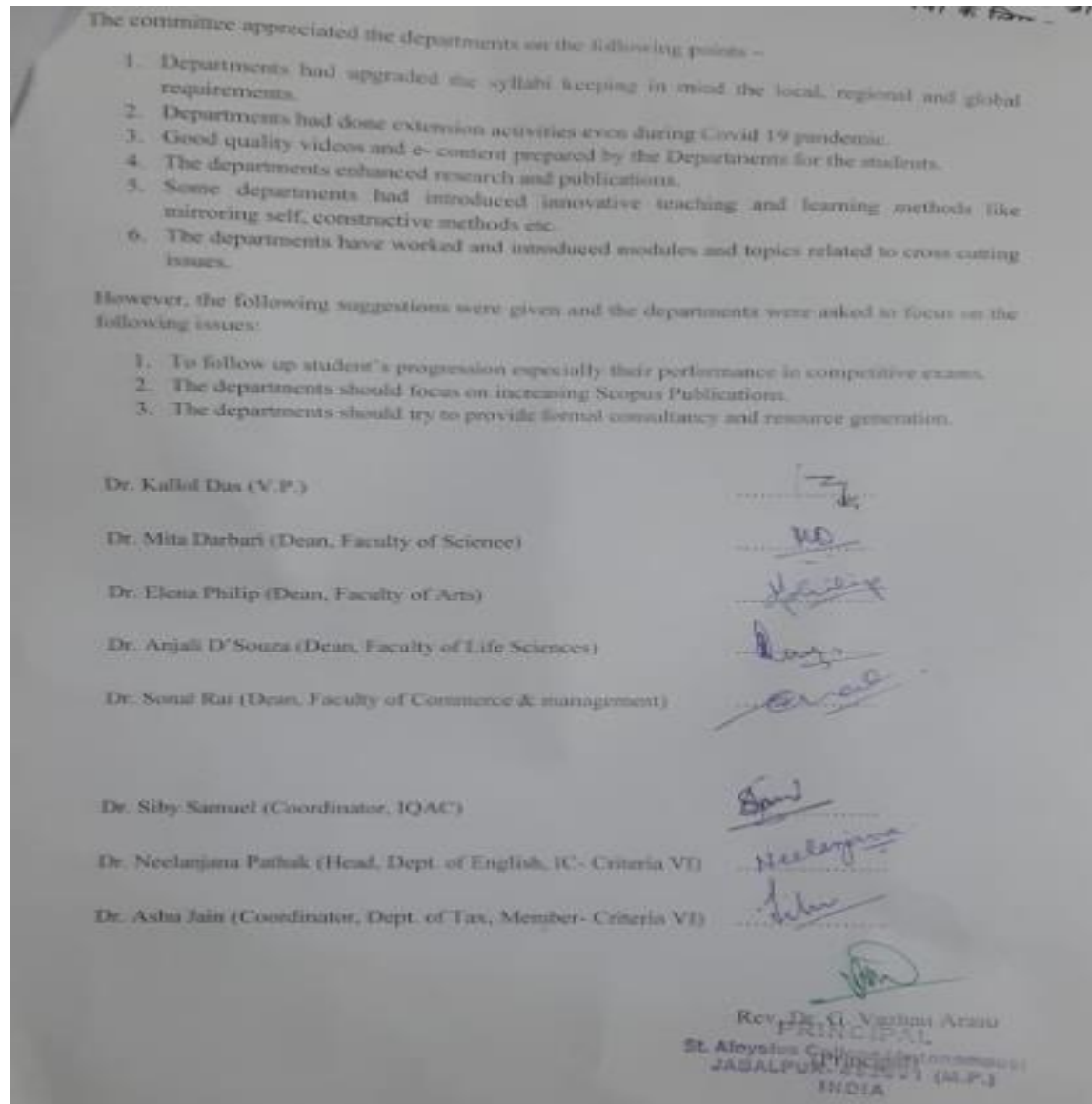
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## Performance appraisal for teachers

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 Obtained	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 <u>access</u> 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		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 1 to 5 leaves availed - 5 6 to 10 leaves availed- 3 >10 leaves availed - No points
		Sanctioned		
<b>Total</b>				<b>150</b>



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## 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 <u>field 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 <u>activities</u> (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
	<b>Total</b>		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 <u>International</u> 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
		<b>C. Research Projects</b>	<b>Points Obtained</b>	<b>Points Out of</b>
1.	Major Projects amount mobilized with grants above 5 lakhs			20/Each Major Project



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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/ each out comes for national Patents & 50/ each International Patent
<b>D: Research Guidance</b>			
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
<b>E: Training Courses and Conference/Seminar/Workshop Papers</b>			
2.	Papers in Conference/Seminar/Workshop etc.		Put I for International: 10 <b>ech</b> . N for National: 7.5 <b>ech</b> . R for Regional/State Level: 5 <b>ech</b> . L for Local/University-College Level: 3.5 <b>ech</b> .
3.	Invited Lectures or Presentations for Conference/ Symposia		International – 10 each National – 5 each

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Any Other Detail: One more research paper i have 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:



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## Performance appraisal for non-teaching Staff

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, regulations 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 नवीकृता					
5	Ability to learn and perform new duties नए कार्य/नए 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 (सैद्धांतिक/प्रयोगिक) 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 कार्य 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 पालना					
3	Discipline अनुशासन					
4	Integrity and behaviour ईश्वरीयता एवं व्यवहार					

### IV. ATTITUDE TOWARDS CO-WORKERS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation with yourcolleagues अपने सहकर्मियों के साथ सहयोग					
2	Mutual motivation with yourcolleagues अपने सहकर्मियों 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, विदेशी, और) की जरूरतों के लिए सहयोग करने के लिए (सहयोगिता)					
2	Rapport with the public जनता के साथ सम्बन्ध					

### Declaration

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

Place:-

Name

Date:-

Countersigned by the  
Head of the Institution