

ST. TERESA'S COLLEGE

(AUTONOMOUS)

ERNAKULAM, KOCHI - 682 011



FACULTY PERFORMANCE RECORD 2018-2019

Name of the Teacher :

Department :

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PROFILE

1. Department :
2. Name :
3. Address (Permanent) :

4. Telephone No. :
5. Mobile :
6. e-mail :
7. Designation :
8. Scale of pay and pay :
9. Date of joining the college :
10. Qualifications :

11. Membership in Professional Bodies :

12. Any other

TIME TABLE (ODD SEMESTER)

	I	II	III	IV	V	VI
Day 1						
Day 2						
Day 3						
Day 4						
Day 5						

TIME TABLE (EVEN SEMESTER)

	I	II	III	IV	V	VI
Day 1						
Day 2						
Day 3						
Day 4						
Day 5						

Lesson Plan:-

Month:

	1	2	3	4	5	6	Action Plan for the Month	
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Total Leave Taken :

Casual :

Duty :

Commuted :

No. of Hours Engaged :

Not Engaged :

Signature of the Teacher :

HOD

Principal

Lesson Plan:-

Month:

	1	2	3	4	5	6	Action Plan for the Month	
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HOD

Principal

REFRESHER COURSES / SEMINARS ETC.

Date		Conducting Agency	Sponsoring Agency	Topic
From	To			

REFRESHER COURSES / SEMINARS ETC.

Date		Conducting Agency	Sponsoring Agency	Topic
From	To			

Performance Appraisal Report

(To be filled towards the end of the Academic year)

A. Teaching

a. Classes Taught

Class	Hours		
	Assigned per week (L,T,P)*	Taught in the year (L,T,P)*	Steps taken for the teaching of hours missed during absence of leave
UG			
PG			
Any other			

*L = Lecutre

T = Tutorial

P = Practical

b. Regularity and punctuality :

c. Details of course teaching plan :
Synopsis of lectures and reading list supplied to students

d. Details of participation in the following

i. University evaluation :

ii. Internal evaluation :

iii. Paper setting :

iv. Assessment of home Assignments :

v. Conduct of examinations :

vi Evaluation of dissertation etc. :

B. Details of Innovations/Contribution in teaching during the year

a. Design of Curriculum :

b. Teaching methods :

c. Laboratory experiments :

d. Evaluation methods :

e. Preparation of resource material
including books, reading materials
laboratory manuals etc. :

f. Remedial teaching / student
Counselling (academic) :

g. Any other :

C. Improvement of Professional Competence

a. Details regarding refresher /
orientation courses attended,
participation in summer - schools,
workshops, seminars, symposia etc.
including open University course
M.Phil, Ph.D. :

D. Research contribution (s)

a. Number of student (M.Phil/Ph.D) :

At the beginning of the year	Registered during the year	Completed during the year
------------------------------	----------------------------	---------------------------

M.Phil

Ph.D.

b. Number of research papers

Published (please enclose list) :

c. Research Projects

Title	Funding agency
Duration	

d. Details of seminars, conferences, symposia organized :

e. Patents taken, if any, a brief description :

f. Membership of professional bodies, editorship of journals etc. :

E. Extension work/Community Service

(a) Please give a short account of your contribution to

i. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc. :

ii. National literacy mission :

(b) Positions held / leadership role played in organizations linked with extension work and NSS or NCC of any other similar activity :

F. Participation in corporate life
Please give a short account of your contribution to :

a. College, University, Institution :

b. Co-curricular activities :

c. Enrichment of campus life :
(Hostels, sports, games, cultural activities)

d. Students welfare and discipline :

e. Membership / participation in bodies/
committees on education and
national development :

f. Professional organisations
of Teachers :

G. Assessment :

(a) Steps taken by you for the evaluation
of the course program taught :

H. General Data :

(a) State brief assessment of your
performance indicating :

(1) Achievements, (2) Difficulties faced (3) Suggestion of Improvement

(b) Your evaluation of your department
and suggestions for improvement :

(c) Your evaluation of your college
and suggestion for improvement :

Signature of the Teacher

I. Verification of factual data : (To be filled in by HOD)

A. General Information :

B. Teaching :

C. Details of innovations / contribution
in teaching, during the year :

D. Improvement of Professional
Competence :

E. Research contributions :

F. Extension work / Community service :

G. Participation in corporate life :

H. Whether there is any disciplinary action
pending against the teacher :

J. Remarks of the Head of the Department :

Signature of the
Head of the Department

K. Remarks of the Principal :

Signature of the Principal

NON TEACHING STAFF PERFORMANCE RECORD

2018-2019



Name :

Department:

ST. TERESA'S COLLEGE
(AUTONOMOUS)
ERNAKULAM

NON TEACHING STAFF PERFORMANCE RECORD 2018-2019



NAME.....

DESIGNATION.....

**ST. TERESA'S COLLEGE
(AUTONOMOUS)
ERNAKULAM**

ST. TERESA'S COLLEGE

(AUTONOMOUS)
ERNAKULAM, KOCHI - 682 011



NON TEACHING STAFF PERFORMANCE RECORD 2018-2019

Name of the Employee.....

Designation.....

CONTENTS

1. OBJECTIVE
2. PERFORMANCE CRITERIA AND INDICATORS
3. PROFILE
4. PERFORMANCE APPRAISAL REPORT
5. VERIFICATION OF FACTUAL DATA

OBJECTIVE

The purpose of this performance appraisal plan is to develop and maintain acceptable levels of performance with non-teaching staff. The plan strives to support and encourage staff and foster excellence in the workplace. Personal growth is to be sustained; employee effectiveness and individual worth is to be acknowledged.

Furthermore, the plan will provide the means to constructively assist an employee in improving performance standards where and when necessary.

Performance appraisal is an evaluation process based on established criteria and performance standards. Existing job descriptions, or as modified thereafter, are the fundamental parameters in determining performance levels. The process is predicted on mutual trust and respect, and achieved in a professional manner, resulting in increased accountability, performance effectiveness and individual growth.

PERFORMANCE CRITERIA AND INDICATIONS

1. Knowledge
2. Organization
3. Cooperation
4. Communication
5. Interpersonal Skills
6. Initiative
7. Quality of Work
8. Judgement
9. Attendance
10. Supervisory Abilities (if applicable)
11. Achievement of objectives

PROFILE

Department :

Name of the Employee :

Designation :

Permanent Address :

Telephone No. :

Mobile No :

Email :

Scale of pay and pay :

Date of joining the college :

Qualifications :

Any other :

PERFORMANCE APPRAISAL REPORT

(To be filled in towards the end of the Academic year)

വർഷാവസാനം പൂരിപ്പിക്കുക

1. **Regularity and punctuality** (കൃത്യനിഷ്ഠ) :

2. **Details of participation in the following**
(ചുവടെ പരാമർശിക്കുന്നവയിലെ പങ്കാളിത്തം)

a. Conduct of examinations (പരീക്ഷാനടത്തിപ്പ്) :

b. Valuation camp (മൂല്യനിർണ്ണയം) :

c. Study tour & visits organized by College (കോളേജ് നടത്തുന്ന പഠനയാത്ര, സന്ദർശനങ്ങൾ) :

d. Youth festival organized by University (സർവ്വകലാശാല കലോത്സവം) :

e. Any other (മറ്റുള്ളവ) :

3. **Improvement of professional competence**
(തൊഴിൽ നൈപുണ്യം വർദ്ധിപ്പിക്കുന്നതിനായി)

a. Details regarding training programmes attended (പരിശീലന പരിപാടികളിൽ പങ്കെടുത്തതിന്റെ വിശദവിവരങ്ങൾ) :

b. Details regarding training programmes conducted (പരിശീലന പരിപാടി സംഘടിപ്പിച്ചതിന്റെ വിശദവിവരങ്ങൾ) :

4. **Extension work and community service**
(സാമൂഹ്യ സേവന രംഗത്തെ പങ്കാളിത്തം)

a. Please give a short account of your contribution to :
(നിങ്ങളുടെ പ്രവർത്തനങ്ങൾ വിവരിക്കുക.)

i. Community work such as values of national integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, etc.

(സാമൂഹ്യസേവനങ്ങൾ - സോഷ്യലിസം, മതേതരത്വം, ജനാധിപത്യം, ദേശീയോദ്ഗ്രഥനം, മാനവീകത, ആഗോള സമാധാനം, പ്രകൃതിക്ഷോഭങ്ങൾ, പുനരധിവാസം)

ii. National literacy mission (ദേശീയ സാക്ഷരതാ മിഷൻ) :

b. Student welfare and discipline (വിദ്യാർത്ഥികളുടെ അച്ചടക്കം, ക്ഷമ) :

5. General Data(പൊതുവിവരം)

A. State a brief assessment of your performance indicating :
(നിങ്ങളുടെ പ്രവർത്തനത്തെക്കുറിച്ചുള്ള ലഘു വിവരണം)

i. Achievements :
(നേട്ടങ്ങൾ)

ii. Difficulties faced :
(അഭിമുഖീകരിക്കുന്ന പ്രശ്നങ്ങൾ/വെല്ലുവിളികൾ)

iii. Suggestions for improvement :
(നിർദ്ദേശങ്ങൾ)

B. Your evaluation of your department and suggestions for improvement :
(നിങ്ങളുടെ വിഭാഗത്തെ വിലയിരുത്തുക, നിർദ്ദേശങ്ങൾ)

C. Your evaluation of your college and suggestions for improvement. :
(കോളേജിനെ വിലയിരുത്തുക, നിർദ്ദേശങ്ങൾ)

D. Leave availed (ലഭ്യമായ അവധികൾ)

i. Nature of the leave availed :
(അവധിയുടെ തരം)

ii. Duration :
(കാലയളവ്)

Signature of the Employee

Verification of Factual Data: (To be filled in by the Head of the Institution)
PERFORMANCE APPRAISAL - NON - TEACHING STAFF

Employee Name :

Position :

Date :

Levels of performance : **Excellent (E)** **Good (G)** **Needs Improvement (NI)**

CRITERIA	LEVEL OF PERFORMANCE			COMMENTS
	E	G	NI	
Knowledge : Knowledge of specific job requirements. Knowledge of appropriate methods, practices and procedures				
Organization : Sets priorities, plans and executes duties and responsibilities in logical and systematic manner. Uses time, resources and energies effectively to achieve goals.				
Cooperation: Is willing to work with others toward a common objective. Works as a team member. Positive and flexible approach to demands.				
Communication Uses language effectively in oral expression and in written work (as required) in the language of the work place. Communicates in a courteous and professional manner.				
Interpersonal Skills : Deals effectively with others, in a variety of situations, showing sensitivity, tact, diplomacy and respect.				
Initiative : Takes action and resolves problems within the limits of the job duties and responsibilities. Identifies needs, develops action plans, and responds accordingly.				

Quality of work Executes duties and responsibilities effectively and with a high degree of accuracy				
Attendance Attends work regularly and respects work schedule				
Achievement of objectives : Achieves objectives jointly set by the employee and immediate supervisor for the evaluation period				

Signature of the Principal

Visit us at www.teresas.ac.in
Email : director@teresas.ac.in, principal@teresas.ac.in
Phone : 0484 - 2351870, 2381312
Fax : 0484 - 2352525