



Mundeshwari College for Teacher Education

Srari-Usri Road khagaul, Patna

Affiliated to Aryabhatta Knowledge University, Patna

6.3.5

Performa used for performance appraisal for teaching and non-teaching staff with seal and signature of principal

Mundeshwari College For Teacher Education ,Patna

PERFORMANCE APPRAISAL FORM

ACADEMIC YEAR

1. General Information

a.	Name of the faculty member	
b.	Designation	
c.	Department	
d.	Date of Birth	
e.	Area of Specialization	
f.	Date of appointment in the institution	

Academic Qualifications

(Mention if any additional qualification has been acquired during the year under review)

2. Teaching, Learning & Evaluation

a. Subjects handled

Course	Subject
B.Ed	

1

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Principal

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b. Innovations /contributions in Teaching

- Design of curriculum:
- Teaching methods:
- Development of innovative pedagogy:
- Evaluation methods:

c. Remedial Teaching

d. Development of learning materials

Sl.No	Title, Date	Nature of learning materials	Status of author (first/corresponding)

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e. Details of participation in the following:

- University practical examination
- Invigilation
- Internal Evaluation
- Question Paper Setting
- Conduct of Examinations(coordination, invigilation, etc.)
- Evaluation of answer scripts
- Evaluation of dissertation
- MOOC courses

f. Any other

3. Co-Curricular Activities, Extension & Professional Development

A. Co curricular activities

i) Participation/organization of Institutional Co-curricular activities for students such as

- Field based activities
- Educational tours

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- Student clubs
- Career counseling and placement services
- Sports and games
- Cultural activities
- Citizenship camps


ii) Responsibilities in Academic and administrative committees

B. Participation/ organization in extension work/ community service

C. Professional development

a. Seminars, Conferences, Symposia Workshops etc. attended:

No	Name of Seminar/ Conference/ etc	Place and Date


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b. Refresher Course Workshops . Attended.

Sl. No	Name of course/ Workshop attended	Institution	Duration From - to
1.			
2.			
3.			

c. Details of Faculty Development / Short term courses attended

Period	Nature of Programme	Institution	From	To

d. Awards/Honours received

Sl.No	Name of Awarding body	Title of honour/ award	Date	National/International

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3. Research and Development
a. Research Articles / papers published in Journals/ periodicals

Sl.No	Title of the research article	Name of the journal	Status of author	Month and year of publication. Vol. No	Level state / National International	Impact factor

(Name and Signature of the Teacher with date)

6

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Non-Teaching Staff Performance Appraisal Form

Employee Name :	Position :	
Evaluation Period		
Rating scale		
<ol style="list-style-type: none"> 1. Needs Improvement - Performance rarely meets the expectations. 2. Good - Performance meets the expectations of the positions. 3. Very Good - Performance consistently meets and often exceeds. 4. Excellent - Performance consistently superior. 		
Particulars	Rating	Comments
Professional Competence		
Knowledge of rules, regulations duties and responsibilities.		
Possesses the knowledge required to perform the job effectively.		
Quality of Work		
Complete work with minimal errors.		
Effective application of technical and non-technical skills as required for the completion of the job.		
Uses available resources, technology to achieve quality outcomes.		
Interpersonal Skills		
Ability to work effectively with people at all levels (shows respect, sensitivity, amiable and flexibility).		
Communications with people at all levels.		
Planning & organization		
Ability to organize the the workload effectively.		
Always meets the deadlines.		
Ability to meet short and long unexplained requirements needs or priorities effectively.		
Decision Making		
Higher authority should be consulted for taking valuable decisions.		
Initiative		
Ability to work with minimal supervision.		
Suggests new processes and tries new learning experiences.		
Shares and accept the new ideas.		
Safety measures		
Follows all rules, practices and procedures as required for the job.		
Uses and maintain all equipments/appliances/machinery properly.		
Team work		
Offers assistance to others.		
Overall performance		
Suggestions (If any)		

Principal's Signature

Sonita Singh

Principal

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