



# Govt. Birla College, Bhawani Mandi, Jhalawar

E-mail: - govtbirlacollege@gmail.com

Contact No. - 07433-222125

## 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff: -

The success of any educational institution depends on the quality of its staff- both teaching and non-teaching. Together they play a significant role and are the backbone of the institution. The performance appraisal (PA) is one of the performance tools that is widely used to measure the productivity of academic employees in different contexts.

- ❖ As per the direction of UGC and DCE Jaipur, the Institution has a performance appraisal system. Teaching staff and non-teaching staff have to submit filled format for **Annual Work Appraisal Report** to the Principal. The appraisal report is based on the annual performance of the employee on the basis of their academic, research and other extra-curricular activities. This format is filled by the employee in a given prescribed proforma, which includes all the above set related to points and sub-points. The format contains 4 main parts: -

### **Part - I - For Reportee Officer: -**

The following facts have been included in this part: -

Name of the service, Name of the officer, Date of birth, Post and place during the period under review, Period of service rendered under the reporting officer, Period of absence during leave/training, Key results to be done by oneself as per the targets set Evaluation done, brief description of the special work done by the reported officer/personnel.

### **Part - II - For Reporting Officer: -**

The following facts have been included in this part: -

Reporting officer's remarks (Output of work, Leadership qualities, Analytical ability, Decision making ability, Ability to take initiative), general evaluation, sensitivity, integrity or meticulous performance of duty, overall evaluation of the reporting officer (excellent, very good, good, satisfactory, unsatisfactory).

### **Part - III - For Reviewing Officer: -**

This includes: -

Making general remarks and overall evaluation (excellent, very good, good, satisfactory, unsatisfactory) about the remarks made by the reporting officer and giving brief, concrete reasons for not agreeing with the reporting officer.

### **Part - IV - For Accepting Officer: -**

In this part the following are included: -

Remarks made by the Accepting Officer. Giving brief, concrete reasons for not agreeing with the reporter / reviewing officer.

- ❖ In addition to the annual work appraisal report, **self-appraisal proforma** is filled by the teaching staff. In which name of office, name, designation year and date of joining, academic qualification, teaching experience, teaching proforma during the session (Class taken & paper taught, teaching aids, Tutorials/Seminars/Field work, Sessional work, tests and examined), examination result, publications, research work, participation in co-curricular and extra-curricular activities, any other contribution have been included.
- ❖ Further, feedback forms are issued to the students for each of the courses attended by them. The feedback forms in the form of questionnaire collect information about the teacher and different aspects pertaining to the teaching process. A team consisting of the principal, head of the department and senior professor in the department, goes through the feedback forms collected from the students and suggest suitable measures to improve the teaching- learning process.

**Link: -**

**1. Circular regarding ACR: - <https://hte.rajasthan.gov.in/dept/dce/uploads/doc/acr1.pdf>**

**2. ACR format for other State Officers Format II (rule 7): -**

**<https://hte.rajasthan.gov.in/dept/dce/uploads/doc/acr3.pdf>**

**3. Format for Ministerial Staff, sub-ordinate staff format 3 (Rule-7): -**

**<https://hte.rajasthan.gov.in/dept/dce/uploads/doc/acr2.pdf>**

