

BLDE ASSOCIATION, VIJAYAPUR
Yearly Performance Evaluation of Teaching Staff of Primary and High School

Name of staff member: _____

Name of the College: _____

Department: _____, Biometric ID No. _____

Current Designation: _____, Total Teaching Experience: _____

Academic Qualifications:

Examination	Name of the Board/University	Year of passing	% of marks obtained	Division/Class/Grade
UG				
PG				
PhD				
Any other				

PART I: Principal Evaluation (Max Points: 20)

Sl. No	Key performance indicators	Max points	Points scored
01	Performance evaluation of faculty based on special assigned duties pertaining to college/university/board in addition to teaching and research.	20	
02	Punctuality: Availability in college, engaging classes regularly and for stipulated period	5	
03	Ability of teaching: Capable of making the subject more clear for students Syllabus coverage within stipulated time Dedication for students Availability for students to clear doubts	5	
04	Work culture in the department: Cordial relationship with colleagues, sharing responsibility, volunteer involvement in departmental activities	5	
05	Compliance with exam related activities: Accepts and delivers exam related responsibilities assigned at department, college and university level sincerely	5	
	Total	40	

PART II: Evaluation of academic excellence (Max Points: 30)

Sl. No	Key performance indicators	Max points	Points scored	Encl. No.
01	Teaching innovations Ability to use of ICT enabled teaching, If any other	10		
02	Knowledge up-gradation Participation in seminars/workshops (At least one in an year)	10		
03	Organization of Guest lectures seminars/conferences/workshops	05		

	As organizing secretary/ convener. Getting sponsorship from professional funding agencies for seminars/conferences is appreciable			
04	Contributions in students' Progression/ Counseling/NSS/NCC.	05		
	Total	30		

PART III: Students feed-back for faculty evaluation (Max Points: 15)

Sl. No	Key performance indicators	Max points	Points scored	Encl. No.
01	A standard feed-back from students has to be collected at the end of academic year. Minimum of 80% of students should be present for evaluation procedure. Those students should have at least 80% attendance in their academic year. (above 80% 15 points, 70-79% 12 points, 60-69% 10 points, 50-59% 8 points and below 50% 5 points)	15		
	Total	15		

PART IV: Examination results (Max Points: 30)

Sl. No	Key performance indicators	Max points	Points scored	Encl. No.
01	Students passing rate of 76 to100%	30		
02	Students passing rate of 51 to75%	25		
03	Students passing rate of upto 50%	10		
	Total	30		

PART V: Publications (Max Points: 35) [Not applicable to school teachers, however if they have contributed in below listed areas they can mention]

Sl. No	Key performance indicators	Max points	Points scored	Encl. No.
01	Students project guidance	10		
02	Inter institute (within BLDE) brain storming programs organized;	5		
03	Subject knowledge book publications/ news articles (5 points each for chapter in a book and 5 points each for news articles)	10		
04	Invited Guest lectures/presenting paper in conferences/seminars. Conference/seminars should be either state/national/ international level or it should be relevant to the profession. The presenting author will get the following points. State/National conference: 2.5 International conference: 5	5		
05	Attending FDP/STTP/workshop not less than one week	5		
	Total	35		

* Please enclose relevant documents.

Grand total: Part I+II+III+IV+V = 135 points

	Part-I (40)	Part-II (30)	Part-III (15)	Part-IV (30)	Part-V (35)	TOTAL
Self Score						
Evaluators Score						

Total points scored:

Scale:

Scale Bar for Performance Evaluation

To evaluate the performance of staff members, the quantitative and qualitative measures will be taken into consideration. The scale of 1-5 will be used for the performance measurement as follows.

1: Poor, 2: Average, 3: Above-Average, 4: Good, and 5: Excellent.

Table: Scale bar for performance evaluation

Scale	Description	Teaching staff points
1	Poor	Below 70
2	Average	71-90
3	Above-Average	91-110
4	Good	111-120
5	Excellent	Above 121

Staff Signature

Principal