

**BLDE ASSOCIATION, VIJAYAPUR**  
**Yearly Performance Evaluation of**

Assistant Professors <input style="width: 30px;" type="text"/>	Lecturers <input style="width: 30px;" type="text"/>
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[with **less than EIGHT** years of experience]

Academic Year	Discipline			
	Arts	Commerce	MBA	Education

**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				
Ph. D				
Any other				

**PART I: Principal Evaluation (Max Points: 20)**

Sl. No	Key performance indicators	Max points	Points scored
<b>01</b>	Performance evaluation of faculty based on special assigned duties pertaining to college/university/board in addition to teaching and research.	<b>20</b>	
	<b>Total</b>	<b>20</b>	

**PART II: HOD's Evaluation (Max Points: 20)**

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

**PART III: Evaluation of academic excellence (Max Points: 30)**

Sl. No	Key performance indicators	Max points	Points scored	Encls. No.
01	<b>Teaching innovations</b> Ability to use of ICT enabled teaching, If any other	10		
02	<b>Knowledge up-gradation</b> Participation in seminars/workshops (At least one in an year) OR Participation in apex bodies/professional bodies	10		
03	<b>Organization of seminars/conferences/workshops</b> As organizing secretary/ convener, Getting sponsorship from professional funding agencies for seminars/conferences	05		
04	<b>Contributions in students' placements/ Counseling/NSS/NCC. OR Contributions in policy making bodies as Coordinators</b>	05		
	<b>Total</b>	<b>30</b>		

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

Sl. No	Key performance indicators	Max points	Points scored	Encls. 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		
	<b>Total</b>	<b>15</b>		

**PART V: Examination results (Max Points: 30)**

Sl. No	Key performance indicators	Max points	Points scored	Encls. No.
01	Students passing rate of 76 to100%	30		
02	Students passing rate of 51 to75%	25		
03	Students passing rate of below 50%	10		
	<b>Total</b>	<b>30</b>		

**PART VI: Publications (Max Points: 35)**

Sl. No	Key performance indicators	Max points	Points scored	Encls. No.
01	<b>Original research papers/ Review articles published in indexed journals of repute with impact factor per paper;</b> 0 to 1: 15 points > 1: 20 points * Impact factors calculated by Thomson Reuters/JCR will be considered; journals own impact factor calculation will not be	20		

	taken into consideration. ** The points for joint publications shall be calculated in the following manner: Of the total score of publication by the concerned teacher, the First and corresponding author /supervisor /mentor would share 70% of the total points and the remaining 30% would be shared equally by all other authors.			
<b>02</b>	<b>Original research papers in UGC approved journal of repute with ISSN</b>	<b>5</b>		
<b>03</b>	<b>For presenting paper in conferences/seminars.</b> Conference/seminars should be either state/national/international level and it should be relevant to the profession. The presenting author will get the following points. State/National conference: 2.5 International conference: 5	<b>5</b>		
<b>04</b>	<b>Attending FDP/STTP/workshop not less than one week</b>	<b>5</b>		
<b>Total</b>		<b>35</b>		

*\* Please enclose relevant documents.*

**Grand total: Part I+II+III+IV+V+VI = 150 points**

	Part-I (20)	Part-II (20)	Part-III (30)	Part-IV (15)	Part-V (30)	Part-VI (35)	<b>TOTAL</b>
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 80
2	Average	81-100
3	Above Average	101-120
4	Good	121-130
5	Excellent	Above 130

**Staff Signature**

**HOD Signature**

**Principal**