**BLDE ASSOCIATION, VIJAYAPUR**

**Yearly Performance Evaluation of Teaching Staff of Polytechnic**

**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** |  |
|  | **Total** | **20** |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No** | **Key performance indicators** | **Max points** | **Points scored** |
| **01** | **Punctuality:**  Availability in college, engaging classes regularly and for stipulated period | **5** |  |
| **02** | **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** |  |
| **03** | **Work culture in the department:**  Cordial relationship with colleagues, sharing responsibility, volunteer involvement in departmental activities | **5** |  |
| **04** | **Compliance with exam related activities:**  Accepts and delivers exam related responsibilities assigned at department, college and university level sincerely | **5** |  |
|  | **Total** | **20** |  |

**PART III: 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 seminars/conferences/workshops**  As organizing secretary/ convener,  Getting sponsorship from professional funding agencies for seminars/conferences | **05** |  |  |
| **04** | **Contributions in students’ placements/ Counseling/NSS/NCC/Coordinators.** | **05** |  |  |
|  | **Total** | **30** |  |  |

**PART IV: 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 V: 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 below 50% | **10** |  |  |
|  | **Total** | **30** |  |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No** | **Key performance indicators** | **Max points** | **Points scored** | **Encl. No.** |
| **01** | **Students project guidance** | **10** |  |  |
| **02** | **Industrial-institute internship programs;** | **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** | **Guest lectures/Consultancy (paid or honorary) / 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+VI = 150 points**

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

**Staff Signature HOD Signature Principal**