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BLDE ASSOCIATION, VIJAYAPUR
Yearly Performance Evaluation of Teaching Staff of Polytechnic

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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**	**10**		

	for news articles)			
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**