



PATNA WOMEN'S COLLEGE

Autonomous
PATNA UNIVERSITY

3rd Cycle NAAC Accredited at 'A' Grade with CGPA 3.58/4

'College with Potential for Excellence' (CPE) status accorded by UGC

POLICY ON PERFORMANCE APPRAISAL SYSTEM OF TEACHERS

1. Preamble

Patna Women's College (Autonomous) endeavours to elevate the academic environment in the institution through quality teaching – learning, research and academic administration. For enhancement and sustenance of quality, the performance of the teachers to be appraised at regular intervals. The policy on **Performance Appraisal System of Teachers** will apply to all the faculty members of Patna Women's College.

2. Objectives of the Policy

The policy on Performance Appraisal System of Teachers provides a broad framework and a set of standard norms for annual appraisal mechanism of the overall performance of the teachers. The basic objectives of the policy on Performance Appraisal System of Teachers are:

- To provide a broad framework and a set of standard norms for annual appraisal mechanism for teaching faculty of Patna Women's College
- To encourage and enhance the overall performance of the teachers
- To upgrade the knowledge base and competency of the faculty members

3. Performance Appraisal System

Patna Women's College follows a multi-tier Performance Appraisal System for its faculty members involving the following:

- In every department the departmental Head appraises the performance of a teacher on basis of his/her teaching abilities, presentation techniques, course delivery, evaluation efficiency and academic commitments. The observations are communicated to the respective teachers for their professional growth.

- The Principal appraises the teachers including the departmental Heads, on research work, competency in teaching, administration and management.
- Annual Performance Appraisal exercise for the teachers is conducted on pattern of the parent university (Patna University).
- Based on the overall performance outcome of the appraisal process, the selected teachers are conferred with awards, incentives and certificates once in a year.

Date : 01.09.2018

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M. Rashmi A.C.
(Dr. Sister M. Rashmi A.C.)
Principal
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PATNA WOMEN'S COLLEGE

Confidential Assessment Report for Teachers

Academic Year :

Name of Teacher :


Department :

Sl. No.	Activity	Grading Criteria		
	Teaching	Good (80% & above)	Satisfactory (Below 80% but 70% & above)	Not satisfactory (Less than 70%)
1.	Teaching: (Number of classes taught/Total classes assigned) x 100% (Classes taught includes sessions on tutorials, Lab and other teaching related activities)			
2.	Administrative work			
	Involvement in the University/ College students related activities/research activities: (a to g) Note: Number of activities can be within or across the broad categories of activities	Good (Involved in at least 3 activities)	Satisfactory (Involved in 1-2 activities)	Not-satisfactory (Not involved / undertaken any of the activities)
a.	Administrative responsibilities such as Head, Chairperson / Dean / Director / Co-ordinator, Warden etc.			
b.	Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.			
c.	Student related co-curricular, extension and field activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.			
d.	Organising seminars / conferences / workshops, other college / university activities.			

e.	Evidence of actively involved in guiding Ph.D. students			
f.	Conducting minor or major research project sponsored by national or international agencies.			
g.	At least one single or joint publication in peer-reviewed or UGC list of Journals.			

	Overall Grading	Good (Good in teaching and satisfactory or good in activity at Sl. No. 2)	Satisfactory (Satisfactory in teaching and good or satisfactory in activity at Sl. No. 2)	Not Satisfactory (If neither good nor satisfactory in overall grading)
	Conduct / Relation	Good	Satisfactory	Not Satisfactory
3.	With students			
4.	With colleagues			
5.	With authority			

Date : 01.09.2018


Signature of Principal with Stamp
Principal
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