



Run by: *Maa Rewati Educational and Welfare Society*  
**MAA REWATI COLLEGE OF EDUCATION**

(Recognised by: N.C.T.E. & Affiliated to R.D.V.V. Jabalpur)  
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## **Metric 6.3.5**

**institution has a performance appraisal system for teaching and non-teaching staff**

**Maa Rewati College of Education**

**Teacher's Evaluation Form**

# PROFORMA USED FOR PERFORMANCE APPRAISAL FOR TEACHING STAFF



Maa Rewati College of Education

Teacher's Evaluation Form

(To be filled by the student)

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Program: BEd Year: 2022-23 Date: 02-08-2022

No.	Instructor name	Course taught
	Miss Kavita Bhawsar	Education in India - Status, Problems and Issues

Use the scale to answer the following questions below and make comments

ABOVE 80% ABOVE 70% ABOVE 60% ABOVE 50% BELOW 50%

A: Excellent B: Very Good C: Good D: Fair E: Poor

Sno.	Question	1	2	3	4	5	6	7
1	The instructor is well prepared in terms of delivering lectures							✓
2	The instructor communicates Learning Outcomes at the beginning of the lecture						✓	
3	This class has increased my interest in							✓

	this field of study							
4	The instructor demonstrates knowledge of the contents and Instructions explaining what is expected from us						✓	
5	The instructor has completed the whole course							✓
6	The instructor provides additional material apart from the textbook						✓	
7	The teacher communicates the subject matter clearly							✓
8	The teacher is helpful in response to our questions in the class						✓	
9	The instructor is punctual and observes class timing					✓		
10	The instructor provides clear evaluation criteria for assignments/presentations/quizzes							✓
11	The instructor grades assignments/presentations/quizzes as, per laid down evaluation criteria						✓	
12	Teacher gives me timely feedback on assignments/presentations/quizzes as so that I can improve						✓	✓
13	The instructor grades the Midterm examination papers as per laid down evaluation criteria						✓	
14	Teacher gives me timely feedback on Midterm examination papers so that I can improve						✓	
15	The instructor is available during the specified office hours for after class consultations							✓



Maa Rewati College of Education

**Teacher's Evaluation Form**

**(To be filled by the student)**

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Program: B.Ed. Year: 2022-23 Date: 02-08-2022

No.	Instructor name	Course taught
	Miss Diksha Kachhwaha	childhood and growing up language across curriculum Creating an Inclusive School.

Use the scale to answer the following questions below and make comments

ABOVE 80% ABOVE 70% ABOVE 60% ABOVE 50% BELOW 50%

A: Excellent B: Very Good C: Good D: Fair E: Poor

Sno.	Question	1	2	3	4	5	6	7
1	The instructor is well prepared in terms of delivering lectures						✓	
2	The instructor communicates Learning Outcomes at the beginning of the lecture							✓
3	This class has increased my interest in						✓	

	this field of study								
4	The instructor demonstrates knowledge of the contents and Instructions explaining what is expected from us								✓
5	The instructor has completed the whole course								✓
6	The instructor provides additional material apart from the textbook								✓
7	The teacher communicates the subject matter clearly								✓
8	The teacher is helpful in response to our questions in the class								✓
9	The instructor is punctual and observes class timing							✓	
10	The instructor provides clear evaluation criteria for assignments/presentations/quizzes							✓	
11	The instructor grades assignments/presentations/quizzes as per laid down evaluation criteria								✓
12	Teacher gives me timely feedback on assignments/presentations/quizzes as so that I can improve							✓	
13	The instructor grades the Midterm examination papers as per laid down evaluation criteria								✓
14	Teacher gives me timely feedback on Midterm examination papers so that I can improve							✓	
15	The instructor is available during the specified office hours for after class consultations								✓



Maa Rewati College of Education

**Teacher's Evaluation Form**

**(To be filled by the student)**

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Program: B.Ed Year: 2022-23 Date: 02-06-2022

No.	Instructor name	Course taught
	<u>Mrs. Shivangi Patel</u>	<u>Curriculum Development and School,</u>

Use the scale to answer the following questions below and make comments

ABOVE 80% ABOVE 70% ABOVE 60% ABOVE 50% BELOW 50%

A: Excellent B: Very Good C: Good D: Fair E: Poor

Sno.	Question	1	2	3	4	5	6	7
1	The instructor is well prepared in terms of delivering lectures							✓
2	The instructor communicates Learning Outcomes at the beginning of the lecture						✓	
3	This class has increased my interest in							✓

	this field of study						
4	The instructor demonstrates knowledge of the contents and Instructions explaining what is expected from us						✓
5	The instructor has completed the whole course						✓
6	The instructor provides additional material apart from the textbook						✓
7	The teacher communicates the subject matter clearly						✓
8	The teacher is helpful in response to our questions in the class						✓
9	The instructor is punctual and observes class timing						✓
10	The instructor provides clear evaluation criteria for assignments/presentations/quizzes						✓
11	The instructor grades assignments/presentations/quizzes as per laid down evaluation criteria						✓
12	Teacher gives me timely feedback on assignments/presentations/quizzes as so that I can improve						✓
13	The instructor grades the Midterm examination papers as per laid down evaluation criteria						✓
14	Teacher gives me timely feedback on Midterm examination papers so that I can improve						✓
15	The instructor is available during the specified office hours for after class consultations						✓

**Performance Appraisal Form for Non-Teaching Staff**

**2022-2023**

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1. Name of the Faculty: *Roshni shah*
2. Position Title: *clerk*
3. Date of Entry into Service: *03 - 08 - 2018*
4. No. of Years in Service: *7 year*
5. Date of Retirement: *—*
6. Qualification: *BA (maths) MA, BEcl, MBA.*
7. Details of Current Responsibilities: *S r. clerk*

**I. PROFESSIONAL COMPETENCE**

Sl. No.	Particular	Excellent	Good	Satisfactory	Average	Poor
1.	Knowledge of rules, regulation and procedure	✓				
2.	Ability to organize work and carry it out	✓				
3.	Ability and willingness to take up additional load in times of exigencies	✓				
4.	Creativity and innovation	✓				
5.	Ability to learn and perform new duties	✓				
6.	Capacity to supervise* (For Supervising Staff Only)		✓			
7.	You possess good knowledge (theory, hands on) for all aspects of the job to perform your job functions satisfactorily?	✓				

## II. PERFORMANCE

Sl. No.	Particular	Excellent	Good	Satisfactory	Average	Poor
1	Awareness of policies and procedures of the institution?	✓				
2	Maintenance of Files/Records		✓			
3	Accuracy & Speed of work	✓				
4	Neatness & tidiness of work	✓				
5	Completion of work on schedule		✓			
6	Diligence and sense of responsibility	✓				

## III. PERSONAL CHARACTERISTICS

Sl. No.	Particular	Excellent	Good	Satisfactory	Average	Poor
1	Attendance	✓				
2	Punctuality	✓				
3	Discipline	✓				
4	Integrity and behaviour	✓				

## IV. ATTITUDE TOWARDS CO-WORKERS

Sl. No.	Particular	Excellent	Good	Satisfactory	Average	Poor
1	Cooperation with your colleagues?	✓				

**Declaration**

I hereby declare that the information provided is true to the best of my knowledge.

Place: - Thompson

Date: -

Rashmi Sahy  
Name and Signature of the non-teaching staff

**Countersigned by the head of the Institution**

**Performance Appraisal Form for Non-Teaching Staff**

**2022-2023**

1. Name of the Faculty: *Mr. Sanjay Agrawal*

2. Position Title: *Accountant*

3. Date of Entry into Service: *01-06-2010*

4. No. of Years in Service: *7 years*

5. Date of Retirement: *-*

6. Qualification: *BSC, MSc (maths), MEd.*

7. Details of Current Responsibilities: *Accountant Role & Responsibilities*

**I. PROFESSIONAL COMPETENCE**

Sl. No.	Particular	Excellent	Good	Satisfactory	Average	Poor
1.	Knowledge of rules, regulation and procedure	✓				
2.	Ability to organize work and carry it out	✓				
3.	Ability and willingness to take up additional load in times of exigencies		✓			
4.	Creativity and innovation	✓				
5.	Ability to learn and perform new duties	✓				
6.	Capacity to supervise* (For Supervising Staff Only)		✓			
7.	You possess good knowledge (theory, hands on) for all aspects of the job to perform your job functions satisfactorily?	✓				

## II. PERFORMANCE

Sl. No.	Particular	Excellent	Good	Satisfactory	Average	Poor
1	Awareness of policies and procedures of the institution?		✓			
2	Maintenance of Files/Records	✓				
3	Accuracy & Speed of work		✓			
4	Neatness & tidiness of work	✓				
5	Completion of work on schedule		✓			
6	Diligence and sense of responsibility	✓				

## III. PERSONAL CHARACTERISTICS

Sl. No.	Particular	Excellent	Good	Satisfactory	Average	Poor
1	Attendance	✓				
2	Punctuality	✓				
3	Discipline	✓				
4	Integrity and behaviour	✓				

## IV. ATTITUDE TOWARDS CO-WORKERS

Sl. No.	Particular	Excellent	Good	Satisfactory	Average	Poor
1	Cooperation with your colleagues?	✓				

2	Mutual motivation with your colleagues?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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#### V. ATTITUDE TOWARDS PUBLIC

Sl. No.	Particular	Excellent	Good	Satisfactory	Average	Poor
1	Cooperation to the needs of the public (Parents, Business Associates, Vendors, Well Wishers of the College)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Rapport with the public when you interact with them?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### VI. STAFF/STUDENT RELATIONS

Sl. No.	Particular	Excellent	Good	Satisfactory	Average	Poor
1	Ability to engage, motivate, supervise, and effectively work in the interest of students?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Responsibility towards your tasks/ areas of management assigned to?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Declaration

I hereby declare that the information provided is true to the best of my knowledge.

Place: - Jayantipur Road

Date: -

  
Mr Sanjay Agrawal  
Name and Signature of the non-teaching staff

Countersigned by the head of the Institution

**Performance Appraisal Form for Non-Teaching Staff**

**2022-2023**

1. Name of the Faculty: Aakanksha choyrasia

2. Position Title: Librarian

3. Date of Entry into Service: 02/08/2019

4. No. of Years in Service: 5

5. Date of Retirement:

6. Qualification: B.Lib, M.Lib, B.Ed.

7. Details of Current Responsibilities:

**I. PROFESSIONAL COMPETENCE**

Sl. No.	Particular	Excellent	Good	Satisfactory	Average	Poor
1.	Knowledge of rules, regulation and procedure	✓				
2.	Ability to organize work and carry it out		✓			
3.	Ability and willingness to take up additional load in times of exigencies	✓				
4.	Creativity and innovation		✓			
5.	Ability to learn and perform new duties	✓				
6.	Capacity to supervise* (For Supervising Staff Only)		✓			
7.	You possess good knowledge (theory, hands on) for all aspects of the job to perform your job functions satisfactorily?	✓				

## II. PERFORMANCE

Sl. No.	Particular	Excellent	Good	Satisfactory	Average	Poor
1	Awareness of policies and procedures of the institution?	✓				
2	Maintenance of Files/Records		✓			
3	Accuracy & Speed of work	✓				
4	Neatness & tidiness of work	✓				
5	Completion of work on schedule	✓				
6	Diligence and sense of responsibility		✓			

## III. PERSONAL CHARACTERISTICS

Sl. No.	Particular	Excellent	Good	Satisfactory	Average	Poor
1	Attendance	✓				
2	Punctuality	✓				
3	Discipline	✓				
4	Integrity and behaviour	✓				

## IV. ATTITUDE TOWARDS CO-WORKERS

Sl. No.	Particular	Excellent	Good	Satisfactory	Average	Poor
1	Cooperation with your colleagues?		✓			

2	Mutual motivation with your colleagues?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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#### V. ATTITUDE TOWARDS PUBLIC

Sl. No.	Particular	Excellent	Good	Satisfactory	Average	Poor
1	Cooperation to the needs of the public (Parents, Business Associates, Vendors, Well Wishers of the College)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Rapport with the public when you interact with them?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### VI. STAFF/STUDENT RELATIONS

Sl. No.	Particular	Excellent	Good	Satisfactory	Average	Poor
1	Ability to engage, motivate, supervise, and effectively work in the interest of students?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Responsibility towards your tasks/ areas of management assigned to?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Declaration**

I hereby declare that the information provided is true to the best of my knowledge.

Place: - Mandla

Date: -

Name and Signature of the non-teaching staff

Aakanksha (Aakanksha Chourasia)

**Countersigned by the head of the Institution**

