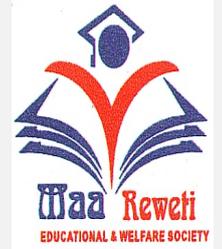




Run by: *Maa Rewati Educational and Welfare Society*  
**MAA REWATI COLLEGE OF EDUCATION**

(Recognised by: N.C.T.E. & Affiliated to R.D.V.V. Jabalpur)  
Jantipur Road, Badi Khairi, Mandla (M.P.)-481661  
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Email: [mrcedu1@gmail.com](mailto:mrcedu1@gmail.com)



## **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

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

Program: \_\_\_\_\_ Year: \_\_\_\_\_ Date: \_\_\_\_\_

No.	Instructor name	Course taught

**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							

  
**Principal**  
**Vaa Roweti College of Education**  
**Mandla (M.P.)**

## Performance Appraisal Form for Non-Teaching Staff

2022-2023

1.Name of the Faculty:

2.Position Title:

3.Date of Entry into Service:

4.No. of Years in Service:

5.Date of Retirement:

6.Qualification:

7.Details of Current Responsibilities:

### I. PROFESSIONAL COMPETENCE

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

## II. PERFORMANCE

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

## IV. ATTITUDE TOWARDS CO-WORKERS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation with your colleagues?					
2	Mutual motivation with your colleagues?					

## V. ATTITUDE TOWARDS PUBLIC

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation to the needs of the public (Parents, Business Associates, Vendors, Well Wishers of the College)?					
2	Rapport with the public when you interact with them?					

## VI. STAFF/STUDENT RELATIONS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Ability to engage, motivate, supervise, and effectively work in the interest of students?					
2	Responsibility towards your tasks/ areas of management assigned to?					

  
**Principal**  
 Maa Reweti College of Education  
 Mandla (M.P.)

### Declaration

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

Place: -

Date: -

Name and Signature of the non-teaching staff

### Countersigned by the head of the Institution

  
**Principal**  
 Maa Reweti College of Education  
 Mandla (M.P.)