



SAI B.Ed. & D.El.Ed. COLLEGE

At.: Siyaruan (Shivpur Halt), Bikramganj, Dist.- Rohtas (Bihar) - 802212

Mobile No.: 7644874909, 6201108889

Email : saibedcollege2015@gmail.com

Ref. No. Sai/B.Ed./659/2022

Date: 22-03-2022

TEACHING STAFF PERFORMANCE APPRAISAL FORM

Section A: Basic Information

Field	Details
Name of the Faculty	Mata pratap Singh
Designation	H.O.D
Department	English,
Date of Joining	30-09-2018
Appraisal Period	
Reviewer's Name & Designation	

Section B: Academic Performance

Criteria	Max Marks	Self-Rating	Principal Rating	Comments
Teaching Effectiveness (Student Feedback)	10	10	9	
Subject Knowledge	10	9	9	
Syllabus Coverage	5	9	9	
Innovation in Teaching	5	10	10	
Use of ICT Tools	5	10	9	
Timely Submission of Grades & Records	5	5	5	
Total	40			

Bhaskar
Principal
Sai B.Ed. & D.El. Ed. College
Siyaruan, Bikramganj (Rohtas)

Section C: Research & Professional Development

Criteria	Max Marks	Self-Rating	Principal Rating	Comments
Research Publications (Indexed Journals)	10			
Conference Presentations	5			
Funded Projects/Grants	5			
FDPs/Workshops Attended or Conducted	5			
Pursuit of Higher Qualifications	5			
Total	30			

Section D: Institutional Contribution

Criteria	Max Marks	Self-Rating	Principal Rating	Comments
Student Mentoring & Counseling	5			
Participation in Departmental Activities	5			
Contribution to Committees/Clubs	5			
Organization of Seminars/Events	5			
Discipline and Punctuality	5			
Total	25			

Section E: Overall Appraisal Summary

Category	Total Marks	Score Awarded
Academic Performance	40	
Research & Development	30	
Institutional Contribution	25	
Total	95	


Principal
 Jai B.Ed. & D.El. Ed. College
 'Ivaruan, Bikramganj (Rohtas)'

Performance Rating (tick one):

- ☒ Excellent (85–95)
☐ Very Good (70–84)
☐ Good (55–69)
☐ Satisfactory (40–54)
☐ Needs Improvement (<40)

Section F: Reviewer's Remarks

Comments by Principal:

Remarkable Performance

Comments by Management:

Very Good Performance

Signatures

Name	Signature
Faculty Member	
Head of Department	
Principal / Academic Dean	


Principal
Sri B.Ed. & D.El. Ed. College
Sharan, Bikramganj (Rohtas)





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NON-TEACHING STAFF PERFORMANCE APPRAISAL FORM

Section A: Personal & Employment Details

Field	Details
Name of the Staff	DEEPAK KUMAR
Employee ID	OFFICE-CUM-ACCOUNT ASSISTANT
Designation	
Department/Section	
Date of Joining	
Appraisal Period	
Reporting Officer	

Section B: Job Knowledge & Skills

Criteria	Max Marks	Self-Rating	Supervisor Rating	Comments
Knowledge of Duties & Responsibilities	10	9	9	
Technical/Clerical Proficiency	10	10	10	
Quality of Work (Accuracy & Neatness)	10	8	8	
Speed and Efficiency in Work	10	10	8	
Problem Solving and Initiative	5	5	5	
Total	45	41	40	


Principal
 Sai B.Ed. & D.El. Ed. College
 Siyaruan, Bikramganj (Rohtas)

Section C: Work Habits & Discipline

Criteria	Max Marks	Self-Rating	Supervisor Rating	Comments
Punctuality and Attendance	10	9	9	
Dependability and Responsibility	10	8	10	
Compliance with Instructions & Procedures	10	10	9	
Adaptability and Willingness to Learn	5	5	5	
Neatness and Personal Conduct	5	4	5	
Total	40	36	38	

Section D: Contribution to the Institution

Criteria	Max Marks	Self-Rating	Supervisor Rating	Comments
Teamwork and Coordination with Colleagues	5	5	5	
Participation in College Events/Activities	5	4	4	
Contribution Beyond Regular Duties	5	4	5	
Handling of Confidential/Sensitive Matters	5	4	4	
Total	20	17	18	

Section E: Additional Comments

Supervisor's Remarks on Overall Performance:

Very Good Performance

Bhaskar
Principal
Sai B.Ed. & D.El. Ed. College
Baraman, Bikramnani (Rohtak)

Section F: Overall Appraisal Summary

Category	Total Marks	Score Awarded
Job Knowledge & Skills	45	
Work Habits & Discipline	40	
Institutional Contribution	20	
Total	105	

Performance Rating (tick one):

- ☒ Excellent (95–105)
☐ Very Good (80–94)
☐ Good (65–79)
☐ Satisfactory (50–64)
☐ Needs Improvement (<50)



Signatures

DEEPAK KUMAR

Name

Signature Date

Staff Member

Immediate Supervisor / HOD

Principal / Office Superintendent


Principal

Sai B.Ed. & D.El. Ed. College
Alwaruan, Bikramganj (Rohtas)



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Date: 22-03-2022

NON-TEACHING STAFF PERFORMANCE APPRAISAL FORM

Section A: Personal & Employment Details

Field	Details
Name of the Staff	RANJEET KUMAR
Employee ID	
Designation	PHYSICS LAB. ASST.
Department/Section	
Date of Joining	
Appraisal Period	
Reporting Officer	

Section B: Job Knowledge & Skills

Criteria	Max Marks	Self-Rating	Supervisor Rating	Comments
Knowledge of Duties & Responsibilities	10	10	10	
Technical/Clerical Proficiency	10	9	9	
Quality of Work (Accuracy & Neatness)	10	8	9	
Speed and Efficiency in Work	10	9	8	
Problem Solving and Initiative	5	5	5	
Total	45	41	41	

Bhagy
Principal

SAI B.Ed. & D.El. Ed. College
Siyaruan, Bikramganj (Rohtas)



Section C: Work Habits & Discipline

Criteria	Max Marks	Self-Rating	Supervisor Rating	Comments
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Contribution Beyond Regular Duties	5	5	5	
Handling of Confidential/Sensitive Matters	5	4	5	
Total	20	18	19	

Section E: Additional Comments

Supervisor's Remarks on Overall Performance:

...Good Coordination.....

Bhaskar
Principal
Bai B.Ed. & D.El. Ed. College
Bharwan, Bikramganj (Rohtas)

Section F: Overall Appraisal Summary

Category	Total Marks	Score Awarded
Job Knowledge & Skills	45	
Work Habits & Discipline	40	
Institutional Contribution	20	
Total	105	

Performance Rating (tick one):

- ☐ Excellent (95–105)
☐ Very Good (80–94)
☐ Good (65–79)
☐ Satisfactory (50–64)
☐ Needs Improvement (<50)

Ranjeet Kumar
Signatures

RANJEET KUMAR
Name

Signature Date

Staff Member

Immediate Supervisor / HOD

Principal / Office Superintendent

B/S/L
Principal
Sai B.Ed. & D.El. Ed. College
Bilvaruan, Bikramganj (Rohtas)



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Date: 22-03-2022

TEACHING STAFF PERFORMANCE APPRAISAL FORM

Section A: Basic Information

Field	Details
Name of the Faculty	PRADIP KUMAR MISHRA
Designation	ASSISTANT PROFESSOR
Department	POLITICAL SCIENCE
Date of Joining	30-04-2021
Appraisal Period	2022
Reviewer's Name & Designation	

Section B: Academic Performance

Criteria	Max Marks	Self-Rating	Principal Rating	Comments
Teaching Effectiveness (Student Feedback)	10	9	9	
Subject Knowledge	10	9	10	
Syllabus Coverage	5	5	4	
Innovation in Teaching	5	5	5	
Use of ICT Tools	5	4	5	
Timely Submission of Grades & Records	5	5	5	
Total	40	37	38	

Bhaskar
Principal

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Siyaruan, Bikramganj (Rohtas)

Section C: Research & Professional Development

Criteria	Max Marks	Self-Rating	Principal Rating	Comments
Research Publications (Indexed Journals)	10	9	8	
Conference Presentations	5	4	5	
Funded Projects/Grants	5	5	4	
FDPs/Workshops Attended or Conducted	5	5	5	
Pursuit of Higher Qualifications	5	4	5	
Total	30	27	27	

Section D: Institutional Contribution

Criteria	Max Marks	Self-Rating	Principal Rating	Comments
Student Mentoring & Counseling	5	4	5	
Participation in Departmental Activities	5	5	4	
Contribution to Committees/Clubs	5	4	4	
Organization of Seminars/Events	5	5	4	
Discipline and Punctuality	5	5	5	
Total	25	23	22	

Section E: Overall Appraisal Summary

Category	Total Marks	Score Awarded
Academic Performance	40	
Research & Development	30	
Institutional Contribution	25	
Total	95	


Principal
 Sai B.Ed. & D.El. Ed. College
 Sivasutan, Bikramganj (Rohtas)

Performance Rating (tick one):

- ☐ Excellent (85-95)
☐ Very Good (70-84)
☐ Good (55-69)
☐ Satisfactory (40-54)
☐ Needs Improvement (<40)

Section F: Reviewer's Remarks

Comments by Principal:

Very Good Performance.

Comments by Management:

Good Coordination.

Pradeep K. Mishra
Signatures

Name	Signature
Faculty Member	
Head of Department	
Principal / Academic Dean	

Bhaskar
Principal
Jai B.Ed. & D.El. Ed. College
Siyawan, Bikramganj (Rohtas)

