



FACULTY & STAFF PERFORMANCE APPRAISAL FORM
2016-17

Faculty/Staff Name..... Date.....

Job Title..... Department.....

(O-Outstanding; A-Above Satisfactory; S-Satisfactory; B- Below Average; U-Unsatisfactory)

Evaluation-

Knowledge of content- Rating.....

Initiative- Rating.....

Communication Skill- Rating.....

Problem solving skill- Rating.....

Attendance- Rating.....

Team Work- Rating.....

Technical Skill- Rating.....

Overall Performance-.....

Note.....
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S. P. Singh
(Founder Manager)

Dr. Anil Singh
(Founder Manager)

Dr. L. S. Awasthi
(Dean Academics)



Lucknow Public College of Professional Studies
Faculty/Staff Evaluation 2017-18

Faculty/Staff Name:
Position Title:

Date:
Department:

Table with 7 columns: Performance, Never, Rarely, Sometimes, Mostly, Always, Comments. It contains 10 rows of evaluation criteria such as 'Faculty/Staff shows strong initiative' and 'Faculty/Staff arrives on time every day'.

Additional Comments/Goal

Comments:

Goals:

S. P. Singh
(Founder Manager)

Dr. Anil Singh
(Founder Manager)

Dr. L. S. Awasthi
(Dean Academics)



Lucknow Public College of Professional Studies
Faculty/Staff Evaluation 2018-19

Faculty/Staff Name: _____
Position Title: _____

Date: _____
Department: _____

Performance		Never	Rarely	Sometimes	Mostly	Always
1.	Faculty/Staff shows strong initiative	1	2	3	4	5
2.	Faculty/Staff works well with others in Group-Based tasks	1	2	3	4	5
3.	Faculty/Staff takes instructions and follows leaders well	1	2	3	4	5
4.	Faculty/Staff has good communication with coworkers	1	2	3	4	5
5.	Faculty/Staff has good communication with superiors	1	2	3	4	5
6.	Faculty/Staff Actively Participate in College's activities	1	2	3	4	5
7.	Faculty/Staff arrives on time every day	1	2	3	4	5
8.	Faculty/Staff work is of high quality	1	2	3	4	5
9.	Faculty/Staff Student interaction	1	2	3	4	5
10.	Faculty/Staff Overall Dedication	1	2	3	4	5

Points: A+ (50-40); A (40-30); B+ (30-20); B (20-10); C (10-0)

Overall Performance/Grade				
A+	A	B+	B	C

S. P. Singh
(General Manager)

Dr. Anil Singh
(Principal)

Dr. L. S. Awasthi
(Dean Academics)



LUCKNOW PUBLIC COLLEGE OF PROFESSIONAL STUDIES
PERFORMANCE AND SELF APPRAISAL OF TEACHING STAFF
2019-20

I. GENERAL INFORMATION-

- a) NAME.....
 b) DESIGNATION.....DEPARTMENT.....
 c) CONTACT NUMBER.....EMAIL ID.....

II. TEACHING LEARNING, CO-CURRICULAR, RESEARCH AND OTHER ACTIVITIES-

Please mark a tick '√' in the appropriate cell for every statement.

Excellent	(5)	Good	(4)	Average	(3)	Fair	(2)	Poor	(1)
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S.N.	PARTICULARS	EXCELLENT	GOOD	AVERAGE	FAIR	POOR	Verified by authority
TEACHING ACTIVITIES							
1-	Lectures taken as per total lectures allotted						
2-	Use of Innovative/ICT Based Teaching – Learning Methodologies						
3-	Examination Duties (Conduct and Assessment of Examination, Invigilation Flying Squad and Evaluation of Answer Scripts in Time)						
4-	Participation in any of the following External University/Institute activities: 1. Academic Council/Board of Studies 2. Setting of question papers for UG/PG programs 3. Design and Development of Curriculum 4. Assessment/evaluation process 5. Guest Lectures						
CO-CURRICULAR ACTIVITIES							
5-	Field studies/educational tours/Industrial Visits						
6-	Management of Students Related Socio-Cultural and Sports Programmes (XeniuM, Fresher's, Farewell, Alumni, RJF, Internshala, Etc.)						
7-	Performance as a Head/In-charge of any College Club/Committee						
RESEARCH ACTIVITIES							
8-	Books Published/Chapters Edited in Books with ISBN/ISSN or; Research Papers Published in UGC Listed Journals or; Papers presented in National/International Conferences/LPCPS Elixir						
9-	Participation as a Member of Organizing Committee of College FDP/Workshop/Seminar/						

	Conference							
10-	Research Workshops attended for 1 week or more							
OTHER ACTIVITIES								
11-	Relationship with Superiors/Peer Group/Subordinates							
12-	Sincerity and Discipline							
13-	Overall Rating on Behaviour							
	TOTAL							

SIGNATURE OF FACULTY:

DATE:

Excellent- 65-53 Points
2. Good- 52-40 Points
3. Average- 39-27 Points
4. Fair- 26-14 Points
5. Poor- 13-1 Points

(For Office Use):

REMARKS:-

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Please mark a tick '√' in the appropriate cell for every statement.

E Grade	A++ Grade	A Grade	B++ Grade	B Grade
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Principal
Lucknow Public College of Professional Studies

Dean Academics
Lucknow public college of professional studies

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- a) NAME.....
- b) DESIGNATION..... DEPARTMENT.....
- c) CONTACT NUMBER..... EMAIL ID.....

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Please mark a tick '√' in the appropriate cell for every statement.

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S.N.	PARTICULARS	EXCELLENT	GOOD	AVERAGE	FAIR	POOR	Verified by authority
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CO-CURRICULAR ACTIVITIES							
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(For Office Use):

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E Grade	A++ Grade	A Grade	B++ Grade	B Grade
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Principal
Lucknow Public College of Professional Studies

Dean Academics
Lucknow public college of professional studies

LUCKNOW PUBLIC COLLEGE OF PROFESSIONAL STUDIES

ANNUAL PERFORMANCE APPRAISAL FORM (Non-Teaching Staff)
(2019-20)

NAME							
DESIGNATION							
DEPARTMENT/CENTRE/SECTION							
DATE OF ASSESSMENT							
CATEGORY	GOOD	SATISFACTORY	NEUTRAL	UNSATISFACTORY	POOR	CALCULATED SCORE	VERIFIED BY R.O.*
	5	4	3	2	1		
1. PROFESSIONAL COMPETENCE	(Put a tick under the appropriate option)						
1.1 Knowledge of rules, regulation and procedure							
1.2 Ability and willingness to take up additional load in times of exigencies							
1.3 Creativity and innovation							
1.4 Computer Proficiency							
2. PERFORMANCE							
2.1 Maintenance of Files/Records							
2.2 Accuracy & Speed of work							
2.3 Neatness & tidiness of work							
2.4 Completion of work on schedule							
2.5 Diligence and sense of responsibility							
3. PERSONAL							
3.1 Attendance							
3.2 Punctuality							
3.3 Interaction with colleagues							
3.4 Integrity and Behavior							
TOTAL SCORE							
5. Any outstanding contribution (By the Employee) :							

SIGNATURE OF THE EMPLOYEE

4. *OVERALL EVALUATION (By Reviewing Officer)

GOOD	SATISFACTORY	NEUTRAL	UNSATISFACTORY	POOR

6. Special remarks if any (By Reviewing Officer):*

*COMPUTATION OF OVERALL EVALUATION	65 Points
Good	55 to 65
Satisfactory	45 to 54
Neutral	35 to 44
Unsatisfactory	25 to 34
Poor	15 to 24

* To be filled by the Reviewing Officer

**SIGNATURE
(REVIEWING OFFICER)**

**SIGNATURE
(HEAD)**

