

Lucknow Public College of Professional Studies

Gomti Nagar, Lucknow

Session : 2024-25

Faculty Appraisal Report

Name of the Faculty : MEENU VERMA

Department : COMPUTER SCIENCE


S.No	Evaluation Criteria	Maximum Score	Self Assessment	HOD	Dean Academics
A.	TEACHING LEARNING AND EVALUATION				
1	Punctuality in the college and classes	10	10	10	10
2	Syllabus covered	10	10	10	10
3	Scheduled organization of assignments/quizzes/presentation/viva	5	5	05	5
4	Punctuality and regularity in arrangement classes	5	5	05	05
5	Effective classroom teaching as per lecture plan.	10	10	10	10
6	Command on Content and Communication skills	10	09	08	08
7	Uses of teaching aids ICT based teaching	5	4	04	04
8	Use of White Board	5	5	05	05
9	E-notes are displayed on ERP & Institution's web site	5	4	4	04
10	Role as a class teacher	20	19	20	20
11	No of students qualifying in State/ National/ International level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ etc	5	4	5	5
12	Number of placement of outgoing students this year	5	4	5	5
13	No of students progressing to higher education	5	4	5	5
14	Total no of classes taken against total classes assigned for syllabus completion	20	20	20	20
15	Class control	10	10	09	09
16	Grievance & Discipline handling techniques	5	5	05	05
17	Well dressed	5	5	5	05
Sub Total (A)		140	133	135	135
B.	RECORD KEEPING				
18	Attendance register	5	5	5	5
19	Internal Marks	10	10	10	10
20	Result Analysis	10	10	10	10
21	Lecture plan(prepared & reviewed by authorities regularly	5	5	05	5
Sub Total (B)		30	30	30	30
	Evaluation Criteria	Maximum Score	Self Assessment	HOD	Dean Academics
C.	EXAMINATION CONTRIBUTION				
22	Timely submission of Q. paper as per prescribed pattern and format	10	10	10	10
23	Timely submission of evaluated answer-sheets	10	10	10	10
24	Accuracy in answer-sheets evaluation	10	10	10	10
25	Duty reporting in control room	10	10	10	10
26	LU result	10	09	09	9
Sub Total (C)		50	49	49	49

S.No	Evaluation Criteria	Maximum score	Self Assessment	Dean Academics	Principal
D.	HR POLICIES: EMPLOYEE BEHAVIOUR & MISCELLANEOUS				
27	Behaviour with seniors	10	10	10	10
28	Behaviour with colleagues and students	10	10	10	10
29	Mentor-Mentee Home Visit	5	5	4	4
30	Best Mentor	5	4	5	5
31	Actively participation in admission process	20	18	18	18
32	Qualification as per UGC norms	20	0	0	0
33	PhD/Non-PhD	10	0	0	0
34	Alumni connect	5	5	5	5
35	Sincerity in execution of activity in institutional events and activities, viz proctorial duties, cultural events etc.	10	10	10	10
36	Working at assigned place	5	5	5	5
Sub Total (D)		100		67	67
E.	IN NAAC CONTRIBUTION				
37	Preparation of metric/ committee record	10	10	10	10
38	Preparation in NAAC documents in standardized form	10	10	10	10
39	Record keeping of NAAC records	10	10	10	10
40	Regularly visit in IQAC (at least once in 15 days)	10	7	8	8
41	Compliance improved as advised by IQAC	10	10	10	10
42	Initiatives in organizing activities/required in NAAC metric or committee	10	10	10	10
43	Timely submission of data in IQAC	20	20	20	20
Sub Total (E)		80	77	78	78
F.	RESEARCH CONTRIBUTION				
44	Research paper published	50	0	0	0
45	Book/ Book chapter/proceeding	30	22	25	25
46	Paper presentation in conferences	15	15	0	0
47	Workshop & FDP attended	5	5	5	5
Sub Total (F)		100	42	30	30
Grand total (A+B+C+D+E+F)= 500		500			

SUMMARY TABLE					
SL	EVALUATION CRITERIA	SCORE	OBTAINED	%	TOTAL %
A.	TEACHING LEARNING & EVALUATION	140	135		77.8%
B.	RECORD KEEPING	30	30		
C.	EXAMINATION CONTRIBUTION	50	49		
D.	EMPLOYEE BEHAVIOUR & MISCELLANEOUS	100	67		GRADE
E.	IN NAAC CONTRIBUTION	80	78		
F.	RESEARCH CONTRIBUTION	100	30		
	GRAND TOTAL	500	389		


Faculty Signature


Prof. (Dr.) Laxmi Shankar Awasthi
Dean Academics
Lucknow Public College of Professional Studies
Vinamra Khand, Gomti Nagar, Lko.


Prof. (Dr.) Anil Singh
Principal
Lucknow Public College of Professional Studies
Vinamra Khand, Gomtinagar, Lucknow


Dr. Garima Singh
Director
Lucknow Public College of Professional Studies

Lucknow Public College of Professional Studies

Gomti Nagar, Lucknow

Session : 2024-25

Faculty Appraisal Report

Name of the Faculty : Dr. Vibha Singh

Department : Commerce

S.No	Evaluation Criteria	Maximum Score	Self Assessment	HOD	Dean Academics
A.	TEACHING LEARNING AND EVALUATION				
1	Punctuality in the college and classes	10	8	8	8
2	Syllabus covered	10	10	10	10
3	Scheduled organization of assignments/quizzes/presentation/viva	5	5	5	5
4	Punctuality and regularity in arrangement classes	5	5	5	5
5	Effective classroom teaching as per lecture plan.	10	10	10	10
6	Command on Content and Communication skills	10	9	9	9
7	Uses of teaching aids ICT based teaching	5	4	4	5
8	Use of White Board	5	5	5	5
9	E-notes are displayed on ERP & Institution's web site	5	5	5	5
10	Role as a class teacher	20	20	19	20
11	No of students qualifying in State/ National/ International level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ etc	5	5	5	5
12	Number of placement of outgoing students this year	5	5	5	5
13	No of students progressing to higher education	5	5	5	5
14	Total no of classes taken against total classes assigned for syllabus completion	20	20	20	20
15	Class control	10	10	10	10
16	Grievance & Discipline handling techniques	5	5	5	5
17	Well dressed	5	5	5	5
Sub Total (A)		140	136	135	137
B.	RECORD KEEPING				
18	Attendance register	5	5	5	5
19	Internal Marks	10	10	10	10
20	Result Analysis	10	10	10	10
21	Lecture plan(prepared & reviewed by authorities regularly	5	4	4	4
Sub Total (B)		30	29	29	29
	Evaluation Criteria	Maximum Score	Self Assessment	HOD	Dean Academics
C.	EXAMINATION CONTRIBUTION				
22	Timely submission of Q. paper as per prescribed pattern and format	10	8	8	8
23	Timely submission of evaluated answer-sheets	10	8	8	8
24	Accuracy in answer-sheets evaluation	10	9	9	10
25	Duty reporting in control room	10	9	9	10
26	LU result	10	9	9	9
Sub Total (C)		50	43	43	45

S.No	Evaluation Criteria	Maximum score	Self Assessment	Dean Academics	Principal
D.	HR POLICIES: EMPLOYEE BEHAVIOUR & MISCELLANEOUS				
27	Behaviour with seniors	10	10	9	10
28	Behaviour with colleagues and students	10	10	10	10
29	Mentor-Mentee Home Visit	5	5	4	4
30	Best Mentor	5	5	4	4
31	Active participation in admission process	20	18	18	18
32	Qualification as per UGC norms	20	20	20	20
33	PhD/Non-PhD	10	10	10	10
34	Alumni connect	5	5	5	5
35	Sincerity in execution of activity in institutional events and activities, viz proctorial duties, cultural events etc.	10	10	10	10
36	Working at assigned place	5	5	5	5
Sub Total (D)		100	98	95	96
E.	IN NAAC CONTRIBUTION				
37	Preparation of metric/ committee record	10	10	10	10
38	Preparation in NAAC documents in standardized form	10	10	10	10
39	Record keeping of NAAC records	10	10	10	10
40	Regularly visit in IQAC (at least once in 15 days)	10	9	9	9
41	Compliance improved as advised by IQAC	10	10	10	10
42	Initiatives in organizing activities/required in NAAC metric or committee	10	10	10	10
43	Timely submission of data in IQAC	20	20	20	20
Sub Total (E)		80	79	79	79
F.	RESEARCH CONTRIBUTION				
44	Research paper published	50	50	50	50
45	Book/ Book chapter/proceeding	30	20	30	30
46	Paper presentation in conferences	15	15	15	15
47	Workshop & FDP attended	5	4	5	5
Sub Total (F)		100	99	80	100
Grand total (A+B+C+D+E+F)= 500		500	484	470	486

SUMMARY TABLE					
SL	EVALUATION CRITERIA	SCORE	OBTAINED	%	TOTAL %
A.	TEACHING LEARNING & EVALUATION	140	136		96.8%
B.	RECORD KEEPING	30	29		
C.	EXAMINATION CONTRIBUTION	50	44		
D.	EMPLOYEE BEHAVIOUR & MISCELLANEOUS	100	96		GRADE
E.	IN NAAC CONTRIBUTION	80	79		
F.	RESEARCH CONTRIBUTION	100	100		
	GRAND TOTAL		484		

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Faculty Signature

Prof. (Dr.) Laxmi Shankar Awasthi

Dean Academics

Lucknow Public College of Professional Studies
Vinamra Khand, Gomti Nagar, Lko.

Prof. (Dr.) Anil Singh

Principal

Lucknow Public College of Professional Studies
Vinamra Khand, Gomtinagar, Lucknow

Dr. Garima Singh

Director

Lucknow Public College of Professional Studies

LUCKNOW PUBLIC COLLEGE OF PROFESSIONAL STUDIES

ANNUAL PERFORMANCE APPRAISAL FORM (Non- Teaching Staff)

2024-2025

NAME	MR SHIVAM PRATAP SINGH CHAUHAN						
DESIGNATION	COUNSELLOR						
DEPARTMENT/ CENTRE/SECTION	ADMINISTRATIVE						
DATE OF ASSESSMENT	30 June 2025						

	GOOD	SATISFACTORY	NEUTRAL	UNSATISFACTORY	POOR	CALCULATED SCORE	VERIFIED BY HEAD*
CATEGORY	5	4	3	2	1		

1. PROFESSIONAL COMPETENCE

(Put a tick under the appropriate option)

1.1 Knowledge of rules, regulations and procedures		✓				4	4
1.2 Ability and willingness to take up additional load in times of exigencies		✓				4	4
1.3 Creativity and innovation	✓					5	4
1.4 Computer Proficiency	✓					5	4

2. PERFORMANCE

2.1 Maintenance of Files/ Records		✓				4	3
2.2 Accuracy & Speed of work	✓					5	3
2.3 Neatness and tidiness of work		✓				4	3
2.4 Completion of work on Schedule	✓					5	4
2.5 Diligence and sense of responsibility	✓					5	4

3. PERSONAL

3.1 Attendance		✓				4	3
3.2 Punctuality		✓				4	3
3.3 Integration with colleagues	✓					5	4
3.4 Integrity and Behavior	✓					5	3

TOTAL SCORE

59 46

4. OVERALL EVALUATION (By review Officer)

GOOD	SATISFACTORY	NEUTRAL	UNSATISFACTORY	POOR
	✓			

5. Any outstanding Contribution (By employee):

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

SIGNATURE OF THE REVIEWER

Date: 30 June 2025

* 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

Dean Academics

Lucknow Public College of Professional Studies

Dean Academics

Lucknow Public College of Professional Studies
Vinamra Khand, Gomti Nagar, Lko.

Principal

Lucknow Public College of Professional Studies

Lucknow Public College of Professional Studies
Vinamra Khand, Gomtinagar, Lucknow

Dr. Garima Singh
Director

Lucknow Public College of Professional Studies

LUCKNOW PUBLIC COLLEGE OF PROFESSIONAL STUDIES

ANNUAL PERFORMANCE APPRAISAL FORM (Non- Teaching Staff)

2024-2025

NAME	Ms. SUSHMA SINGH						
DESIGNATION	SPORTS HEAD						
DEPARTMENT/ CENTRE/SECTION	ADMINISTRATIVE						
DATE OF ASSESSMENT	30 June 2025						

	GOOD	SATISFACTORY	NEUTRAL	UNSATISFACTORY	POOR	CALCULATED SCORE	VERIFIED BY HEAD*
CATEGORY	5	4	3	2	1		

1. PROFESSIONAL COMPETENCE

(Put a tick under the appropriate option)

1.1 Knowledge of rules, regulations and procedures	✓					5	5
1.2 Ability and willingness to take up additional load in times of exigencies	✓					5	5
1.3 Creativity and innovation	✓					5	5
1.4 Computer Proficiency		✓				4	4

2. PERFORMANCE

2.1 Maintenance of Files/ Records		✓				4	4
2.2 Accuracy & Speed of work	✓					5	4
2.3 Neatness and tidiness of work	✓					5	5
2.4 Completion of work on Schedule	✓					5	4
2.5 Diligence and sense of responsibility	✓					5	5

3. PERSONAL

3.1 Attendance	✓					5	5
3.2 Punctuality	✓					5	5
3.3 Integration with colleagues	✓					5	5
3.4 Integrity and Behavior	✓					5	5

TOTAL SCORE						63	61
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4. OVERALL EVALUATION (By review Officer)

GOOD	SATISFACTORY	NEUTRAL	UNSATISFACTORY	POOR
✓				

5. Any outstanding Contribution (By employee):

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

Date: 30/06/2025

SIGNATURE OF THE REVIEWER

* 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

Dean Academics

Lucknow Public College of Professional Studies

Dean Academics

Lucknow Public College of Professional Studies
Vinamra Khand, Gomti Nagar, Lko.

Principal

Lucknow Public College of Professional Studies

Principal

Lucknow Public College of Professional Studies
Vinamra Khand, Gontinagar, Lucknow

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