

LUCKNOW PUBLIC COLLEGE OF PROFESSIONAL STUDIES

ANNUAL PERFORMANCE APPRAISAL FORM (Non- Teaching Staff)

2025-2026

NAME							
DESIGNATION							
DEPARTMENT/ CENTRE/SECTION							
DATE OF ASSESSMENT							
	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							
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 and 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 Integration with colleagues							
3.4 Integrity and Behavior							
TOTAL SCORE							
4. OVERALL EVALUATION (By review Officer)							
GOOD	SATISFACTORY		NEUTRAL		UNSATISFACTORY		POOR

Format Approved

[Signature]

[Signature]

5. Any outstanding Contribution (By employee):

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

Date:


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, Gomtinagar, Lucknow



Dr. Garima Singh
Director
Lucknow Public College of Professional Studies

Lucknow Public College of Professional Studies

Gomti Nagar, Lucknow

Session : 2025-26

Faculty Appraisal Report

Name of the Faculty : _____

Department : _____

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

Approved 

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

SUMMARY TABLE					
Sl	EVALUATION CRITERIA	SCORE	OBTAINED	%	TOTAL %
A.	TEACHING LEARNING & EVALUATION	140			GRADE
B.	RECORD KEEPING	30			
C.	EXAMINATION CONTRIBUTION	50			
D.	EMPLOYEE BEHAVIOUR & MISCELLANEOUS	100			
E.	IN NAAC CONTRIBUTION	80			
F.	RESEARCH CONTRIBUTION	100			
	GRAND TOTAL				

Faculty Signature

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

Prof. (Dr.) Anil Singh
Principal
Lucknow Public College of Professional Studies
Amra Khand, Gomti Nagar, Lucknow

Dr. Garima Singh
Dr. Garima Singh
Director
Lucknow Public College of Professional Studies

Farmat Approved
25/6/24