

LUCKNOW PUBLIC COLLEGE OF PROFESSIONAL STUDIES

PERFORMANCE AND SELF APPRAISAL OF TEACHING STAFF

2023-2024

I. GENERAL INFORMATION

NAME.....

DESIGNATION..... DEPARTMENT.....

CONTACT NUMBER..... EMAIL ID.....

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

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

Excellent (5) Good (4) Average (3) Fair (2) Poor (1)

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 questions papers for 3. Design and Development of 4. Assessment/ Evaluation process 5. Guest Lectures						
CO- CURRICULAR ACTIVITIES							
5	Field studies/ Educational tours/ Industrial Visit						
6	Management of student 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	Book Published/ Chapters Edited in books with ISBN/ISSN or; Research paper published in UGC Listed Journals or; Paper presented in National/ Internationa Conferences/ LPCPS Elixir						
9	Participation as a member of Organizing committee of college FDP/ Workshop/ Seminar/ Conferences						
10	Research workshop attended for 1 week or more						

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OTHER ACTIVITIES

11	Relationship with Superiors/ Peer Group/ Subordinates						
12	Sincerity and Discipline						
13	overall rating on Behaviour						
TOTAL							

Date:

1. Excellent- 65-53 Points

2. Good- 52-40 Points

3. Average- 39-27 Points

SIGNATURE OF FACULTY

4. Fair- 26-14 Points 5. Poor-

(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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AB

Dean Academics

Lucknow Public College of Professional Studies

Arvind

Principal

Lucknow Public College of Professional Studies

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

LUCKNOW PUBLIC COLLEGE OF PROFESSIONAL STUDIES

ANNUAL PERFORMANCE APPRAISAL FORM (Non- Teaching Staff)

2023-2024

NAME							
DESIGNATION							
DEPARTMENT/ CENTRE/SECTION							
DATE OF ASSESSMENT							
CATEGORY	GOOD	SATISFACTORY	NEUTRAL	UNSATISFACTORY	POOR	CALCULATED SCORE	VERIFIED BY HEAD*
	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]

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

AS

Dean Academics

Lucknow Public College of Professional Studies

Asingh

Principal

Lucknow Public College of Professional Studies

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