



# D.B.M.S. College of Education

(Recognised by National Council for Teacher Education)  
Affiliated to Kolhan University, Chaibasa & J. A. C., Ranchi, Jharkhand  
Road No. 23, Farm Area, Kadma, Jamshedpur-831005 | Phone : 2309097  
E-mail : dbms.edu23@gmail.com | Website : dbmscollege.in

## CRITERION VI

### 6.3.5. Performance Appraisal System for Teaching and Non-Teaching Staff

#### Proforma used for Performance Appraisal for Teaching and Non-teaching Staff

#### PERFORMANCE BASED APPRAISAL SYSTEM (TEACHING STAFF)

2023-24

#### GENERAL INFORMATION AND ACADEMIC BACKGROUND

1	Name (Block Letters)	
2	Designation	
3	Date	
4	Gender	
5	Indicate Category: SC/ST/OBC/General	
6	Address	
7	Phone No	
8	Email Id	

#### ACADEMIC QUALIFICATION

Qualification	University/Board	Year of passing	% of marks	Division/Grade	Subjects
B.A/ B.Sc.					
B.Ed.					
PG					
M.Ed.					
Others					



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## RESEARCH DEGREES

Qualification	Titled	Date of Award	University
M.Phil			
PhD			

## LIST OF PUBLICATIONS

S. No.	Title of Paper	Name of the Journal	Date of Publication	Volume no and pages

## ORIENTATION/REFRESHER/ SHORT TERM/FDPS/ ONLINE COURSE ATTENDED

Name of the Course	Name of the Institution	Duration	Date

## LIST OF SEMINARS/ WORKSHOPS ATTENDED/ORGANISED

S. No.	Name of the Seminars/ Workshops	Date	Name of the Institution



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## EXAMINATION AND EVALUATION DUTIES ASSIGNED BY THE COLLEGE/UNIVERSITY

S. No.	Name of Duty	Date	No of Hours	Role Performed
1	External (Kolhan University)			
2	Internal (Term Exam)			
3	Practical (KU)			

## OTHER ACTIVITIES

S. No.	Name of the Activity	Date	Role Played
1	E content prepared		
2	Cocurricular activities		
3	Innovative teaching Methodology		
4	Field visits		
5	Preparation of lab manual etc		
6	Club/committee /cell incharge		

**Any other information:**



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## **DECLARATION**

I hereby declare that the information provided is true to the best of my knowledge.

Place:

Date:

Name & Signature of the Teacher

Remarks of the Principal:



**NAAC**  
ACCREDITED

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## PERFORMANCE BASED APPRAISAL SYSTEM (NON-TEACHING STAFF)

2023-24

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8	Email Id	

### PROFESSIONAL COMPETENCE

S. No.	COMPONENTS	EXCELLENT	GOOD	SATISFACTORY	AVERAGE	POOR
1	Knowledge of rules, regulation and procedure					
2	Ability to organize work and carry it out					
3	Ability and willingness to take up additional load in times of exigencies					
4	Creativity and innovation					
5	Ability to learn and perform new duties					



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## PERFORMANCE

S. No.	COMPONENTS	EXCELLENT	GOOD	SATISFACTORY	AVERAGE	POOR
1	Awareness of policies and procedures of the institution					
2	Maintenance of files and records					
3	Accuracy and speed of work					
4	Neatness & tidiness of work					
5	Completion of work on schedule					
6	Diligence and sense of responsibility					

## PERSONAL CHARACTERISTICS

S NO	COMPONENTS	EXCELLENT	GOOD	SATISFACTORY	AVERAGE	POOR
1	ATTENDANCE					
2	Punctuality					
3	Discipline					
4	Integrity and behaviour					



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## ATTITUDE TOWARDS CO-WORKERS

S. No.	COMPONENTS	EXCELLENT	GOOD	SATISFACTORY	AVERAGE	POOR
1	Cooperation with your colleagues					
2	Mutual motivation with your colleagues					

## ATTITUDE TOWARDS PUBLIC

S. No.	COMPONENTS	EXCELLENT	GOOD	SATISFACTORY	AVERAGE	POOR
1	Cooperation to the needs of public (parents, vendors etc.)					
2	Rapport with the public when you interact with them					

## STAFF/ STUDENTS RELATION

S. No.	COMPONENTS	EXCELLENT	GOOD	SATISFACTORY	AVERAGE	POOR
1	Ability to engage, motivate, supervise and effectively work in the interest of students					
2	Responsibility towards your task/ areas of management assigned to?					



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## DECLARATION

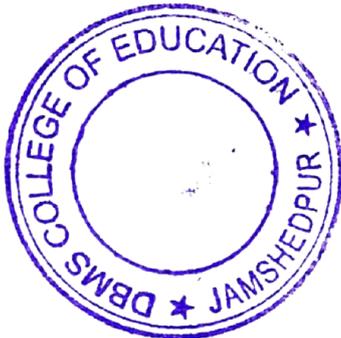
I hereby declare that the information provided is true to the best of my knowledge.

Place:

Date:

Name & Signature of the Teacher

Remarks of the Principal:



*Joshi Samarpita.*  
PRINCIPAL  
D.B.M.S. COLLEGE OF EDUCATION  
JAMSHEDPUR