



Sri Bhagawan Mahaveer Jain First Grade College.

Geetha Road, Robertson pet. KGF  
Accredited by NAAC 'B' Grade

SELF APPRAISAL BOOKLET

Of

Mr./Ms. -----

Department of

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For the Academic Year 2017-18

Designation :

Date of Appointment :

Period covered for this Appraisal :

Date of last Appraisal (if any) :

*The self-evaluation process is designed in such a way that you can evaluate your own skills, performance, set goals for the upcoming year, and highlight areas of concern. This will help you and the head of the institution have a frank and meaning discussion.*

### **General thoughts for completing self appraisal**

- Be true to your conscious and sincere to appraise yourself.
- Do not look into what others would think and understand about you
- Have a perspective approach towards self growth and development.
- Look from a wider and deeper spectrum of the future years of your career.
- Be frank and fair in your appraisal, so that the institution could be of some help to you for fair and standard growth.
- Do not hesitate to analyses for yourself the strength, weakness, opportunities and threats of your career and take necessary steps to face the challenges.
- Be positive in your approach towards enhancement of your career and growth.
- Strive hard and dedicate yourself with commitment for growth.
- Only hard work would convert your efficiency to effectiveness.

*\* Kindly be legible and maintain neatness of this booklet needs to be preserved and maintained for the next academic year.*

## Section- A

### Part-I

Q1.Objective status report for 2017-2018

Objectives Planned	Objectives achieved	Using what strategy	Objectives not achieved	Reason if not achieved

Q2. Do you plan to achieve the above said objectives for the year 2017- 2018.

List of not achieved objectives	How to resolve the problem/ reasons	Expected remark

Q3. What are objectives of individual activities for 2017-2018?

How do you plan to achieve	
Any reason of your strategy adopted	

## Part-II

### Discussion Point

Q1. Has the past academic year been good/bad/satisfactory or otherwise for you, and why?

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Q2. What do you consider to be your most important achievements during the past academic year?

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Q3. What do you like and dislike about working in this Institution?

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Q4. What elements of your job do you find most difficult?

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Q5. What elements of your job interest you the most, and least?

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Q6. What do you consider to be your most important aims and tasks for the next academic year?

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Q7.What action could be taken to improve your performance in your current position by you, and your immediate hierarchy up?

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Q8.What kind of work or job would you like to be doing in one/two /five year’s time?

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Q9.What sort of training /experiences would benefit you in the next academic year? Not just job skills also your natural strengths and personal passions you’d like to develop- you and your work can benefit from these.

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Section- B

These questions work on a 1-5 scale rating. Tick the appropriate box. (1-Poor, 2-Not able to judge, 3- Satisfactory, 4- Very Good, 5- Excellent)

Component	1	2	3	4	5
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<b>Learning</b>					
I need help in this teaching area through training program me					
This would be important for me to get some assistance and feedback of my explanation from student.					
Very sincere in seeking help of seniors and other colleagues of the department					
I do prepare notes and class by refereeing many books from library					
I need to learn how to manage the class room and students.					
<b>Teaching</b>					
My knowledge of the subject is up to date and relevant					
My lectures have clear goals, are clearly explained and well structured to assist students' learning					
The strategies I use in class it guide students to be independent learners					
I have an efficient system to provide adequate feedback to students on their progress					
My explanation and lecture match with clear notes given to students					
<b>Updating/ Technology</b>					
I am able to gain students' active participation and interest in the topic by using technology					
My classes challenge and extend students' assumptions, competence and understandings due to additional / updated information .					
My area of work is well focused and I am very much aware of its requirements					
I do deal with the latest process for easier way of understanding the problems with many examples.					
They find my assistance helpful. Since I go according to their accomplishment in subject with latest technology					
<b>Class Delivering</b>					
The materials are available for students' when needed and are appropriate for the topic intentions					
Students are clear about what they must do to complete the assessment activities which are helpful for exam preparation.					
I am able to adequately prepare for classes and deliver it with confidence					
I am able to manage class times and activity changes so that classes run smoothly and time is used well					
I review teaching process and topic design based on student feedback and achievement					
<b>Student evaluation</b>					
I am able to identify student's strength and weakness of my related subjects.					
The level of difficulty is appropriate for the students level in their course is rectified and motivated					
Students facing difficulty in concentrating in class/ Misbehavior /personal problem advised to seek a student counselor for their betterment.					

Encouraged the students in academic achievements as well motivated positively in participating at placement campus drive.					
Created a platform for student's personality development with various competitions related to academic and non academic.					
<b>Administrative component</b>					
Meeting the deadlines given for every component of work that I do .					
Regularly maintain the attendance of the classes I teach and update required details.					
Meeting the schedule of the job and following all the rules, policies framed by institution time to time.					
Maintaining the records of the department, IQAC, OPTRA, Laboratory etc...					
Providing accurate academic and non academic information to the office as and when asked.					

## Section- C

### Part-I

#### Achievements and Rewards

##### A. Papers presented in Conferences, Seminars, Workshops, Symposia

Sl. No	Title of the Paper	Title of Seminar/ Conference	Organized by	International/ National/State/ Regional/College or University level

*What effort you will take up in fulfilling the above mentioned data for the next academic year specify it:*

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##### B. Faculty Improvement Programmes (From date of joining)

Sl. No	Programme topic	Duration	Organized by


*What are benefits of FIP you have contributed / implemented in your job as well for your personal growth?*

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**C. Invited Lectures & Chairmanships at  
National/International/StatelevelConference/Seminar/Workshops/Training programmes**

Sl. No.	Title of Academic session	Title of the Conference/ Seminar	Organized by	National/ International/ Regional

*If not contributed in the above mentioned data, kindly write the strategy you would adopt for next academic year to fulfill the requirements.*

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**D. Research and Academic Contribution**

**Published Papers in Journals (International Journals, National Journals, Regional Journals)**

Sl No.	Title	Journal	ISSN/ ISBN No.	Impact factor/ Peer reviewed if any	No. of Co-author	Whether you are main author

*Specify the details asked above as your achievements, what are the efforts you will take up in fulfilling the basic requirements for institutional growth.*

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**E. Attended Seminars**

Sl. No	Programme topic	Date	Organized by

**Comments and recommendations from Principal:**

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**Signature of principal**



# Sri Bhagawan Mahaveer Jain First Grade College

Geetha Road, Robertson pet. KGF  
Accredited by NAAC 'B' Grade

NON- TEACHING STAFF

SELF APPRAISAL BOOKLET

Of

Mr./Ms. -----

Department of-----

**For the Academic Year :**

Designation :

Date of Appointment :

Period covered for this Appraisal :

Date of last Appraisal (if any) :

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## QUESTIONNAIRE PERSONAL PROFILE

<b>Present Position</b>	FDS <input type="checkbox"/> SDA <input type="checkbox"/> Clerk <input type="checkbox"/> Office Assistant <input type="checkbox"/> Sr. Assistant <input type="checkbox"/> Administration officer <input type="checkbox"/> Librarian <input type="checkbox"/> Physical Educator <input type="checkbox"/>
<b>Sex</b>	Male <input type="checkbox"/> Female <input type="checkbox"/>
<b>Educational Qualification</b>	Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> Post-Graduate <input type="checkbox"/> Any other <input type="checkbox"/>
<b>No. of years of service you have put in</b>	Up to 5 years <input type="checkbox"/> 5-10 years <input type="checkbox"/> 10-15 years <input type="checkbox"/> 15 years and above <input type="checkbox"/>

Read the following statements and kindly give your opinion by circling the number against each.  
The following scheme may be used for assessment:-

- 5 = Strongly Agree**  
**4 = Agree**  
**3 = Neither Agree nor Disagree**  
**2 = Disagree**  
**1 = Strongly Disagree**

<b>1</b>	Communication and information flow is excellent :	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>2</b>	There is ample scope of communication gap between the Section Heads and the Subordinates	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>3</b>	My Section Head shares his/her experiences with me :	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>4</b>	Communication is the key factor of our working relationships :	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>5</b>	The college Officers have good interpersonal links / relations	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>6</b>	My superiors are highly motivating :	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>7</b>	Degree of motivation as far as the job is concerned is high :	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>8</b>	The manner in which your efforts are valued is encouraging	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>9</b>	Personal growth and development is possible in service career	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>10</b>	Extent of your involvement and identification with the College goals and image is maximum:	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>11</b>	The quantity of work expected / allotted to you is satisfactory	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>12</b>	My abilities are being utilized fully :	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>13</b>	The Section Head is concerned about providing a proper emotional climate for growth of staff:	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>14</b>	I find real enjoyment in my work :	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>15</b>	Knowledge of Training methods and systems is necessary for management / administrative officers:	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>

16	Knowledge of personal growth is very important :	5	4	3	2	1
17	Knowledge of creativity and problem solving techniques is a must	5	4	3	2	1
18	Knowledge of the organizational plans, manpower and competency requirements is necessary:	5	4	3	2	1
19	The staff must be sponsored to attend various Training Programmes Workshops to groom themselves about the latest developments:	5	4	3	2	1
20	Providing the right kind of climate to implement new ideas and methods acquired by staff through training would be helpful in carrying out the duties	5	4	3	2	1
21	Welfare measures form the important aspect of job satisfaction :	5	4	3	2	1
22	Extension of medical facility is helpful :	5	4	3	2	1
23	The staff must be sponsored to attend various Training Programmes /Workshops to groom themselves about the latest developments:	5	4	3	2	1
24	Section Head should be a good listener to the grievances / problems of staff	5	4	3	2	1
25	Composition of Grievance Redressal Machinery will be helpful in redressing the problems of staff	5	4	3	2	1
26	Incentive based schemes may encourage the staff give output beyond task /tar	5	4	3	2	1
27	Promotion must be awarded as per seniority :	5	4	3	2	1
28	Formulation of promotion policies will be helpful in creating positive climate The College goes outside to fill good jobs instead of promoting the internal staff:	5	4	3	2	1
29	An honest employee is rewarded in this College:	5	4	3	2	1
30	The applicants for employment in this college are treated courteously. :	5	4	3	2	1

Any suggestions: \_\_\_\_\_

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**I express my deep sense of gratitude for the valuable cooperation extended by you.**

**Thank**

**Date:**

**Signature of Principal**