

## प्रथम श्रेणी, द्वितीय श्रेणी एवं कार्यपालिक अधिकारी का गोपनीय प्रतिवेदन

(वर्ष अप्रैल सन् ..... से मार्च 31 सन् ..... को समाप्त होने वाली अवधि)

### भाग - एक

(1) अधिकारी का नाम : .....

(2) पदनाम : .....

शासकीय महिला पॉलिटेक्निक महाविद्यालय, भोपाल

(3) नियोजन का प्रकार : .....

(4) पद स्थापना का जिला : .....

(2)

भाग-दो

प्रतिवेदित अधिकारियों द्वारा भरा जाए

(1) कार्य का संक्षिप्त विवरण :

(2) कृपया आपके लिए निर्धारित गुणात्मक/भौतिक/वित्तीय लक्ष्यों को प्राथमिकता क्रम में और प्रत्येक लक्ष्य के विरुद्ध उपलब्धि का उल्लेख करें।

लक्ष्य

उपलब्धियां

(3) (अ) कृपया कालम दो के संदर्भ में लक्ष्यों/उद्देश्यों की पूर्ति में कमी का संक्षिप्त विवरण दें। यदि लक्ष्यों की पूर्ति में कोई कठिनाई (बाधा आई हो तो उसको भी बतायें)

(ब) कृपया इन मदों को भी दर्शाएँ जिनमें अति महत्वपूर्ण उपलब्धियों और आपका सहयोग रहा हो।

अधिकारी का नाम.....

पद नाम.....

क्रमशः (3)

(3)

भाग-तीन

प्रतिवेदक अधिकारी द्वारा भरा जाए

(1) कार्य का स्वरूप एवं प्रकार :

(2) कृपया अधिकारी द्वारा भरे गए भाग - दो पर विशेष रूप से लक्ष्यों और उद्देश्यों, उपलब्धियों कमियों से संबंधित उत्तरों से सहमति संबंधी टीप दें। यदि किसी उद्देश्य की पूर्ति में कोई बाधा है तो उसका भी उल्लेख करें।

(3) किये गये कार्य की गुणवत्ता :

कृपया अधिकारी द्वारा किये गये कार्य की गुणवत्ता स्तर और कार्यक्रम का उद्देश्य और बाधाएँ यदि कोई हो के संबंध में टीप दें।

(4) कार्य क्षेत्र का ज्ञान :

कृपया विशिष्ट रूप से इनमें से प्रत्येक पर टीप दें कार्यों के ज्ञान का स्तर संबंधित अनुदेश और उनका लागू किया जाना।

(ब) विशेषता :

(1) कार्य के प्रति दृष्टिकोण :

अधिकारी द्वारा किए हद तक कार्य समर्पण प्रेरणा उसकी इच्छा और पहल कर व्यवस्थित रूप से किया गया, पर टीप दें।

क्रमशः (4)

(4)

(2) निर्णय लेने की योग्यता :

निर्णय लेने के गुण, पक्ष विपक्ष को देखते हुए वैकल्पिक योग्यता पर टीप दें।

(3)

पहल :

अधिकारी की अप्रत्यक्ष परिस्थितियों से निपटने की क्षमता और उपाय और कार्य के नवीन क्षेत्रों में स्वेच्छा से अतिरिक्त उत्तरदायित्व लेने के संबंध में टीप दें।

(4)

प्रोत्साहन और प्रेरणा की योग्यता :

कृपया अधिकारी की प्रेरणा देने स्वयं के आचरण और विश्वास से सहयोग प्राप्त करने की क्षमता पर टीप दें।

(5)

संसूचना कौशल ( लिखित और मौखिक ) :

अधिकारी की संसूचना एवं तर्क प्रस्तुत करने की योग्यता के संबंध में टीप।

(6)

व्यक्तिगत संबंध एवं समूह कार्य ( टीम वर्क ) :

उच्च अधिकारियों, सहयोगियों एवं अधीनस्थों के संबंध दूसरों के विचारों की सराहना एवं सद्भावना से की गई सलाह की योग्यता का उल्लेख करें। कृपया टीम के सदस्य के रूप में कार्यक्षमता और टीम भावना को बढ़ाने और टीम द्वारा किये गये कार्य की उपयुक्तता पर भी टीप दें।

(7)

आम जनता के साथ संबंध :

अधिकारी की आम जनता तक पहुंच और उसकी आवश्यकताओं के प्रति संवेदनशीलता।

क्रमशः (5)

(5)

(स) अतिरिक्त गुण ( विशेषता ) :

(1) अतिरिक्त बनाने की योग्यता :

क्या अधिकारी में समस्याओं, कार्य की आवश्यकताओं का पूर्वानुमान लगाकर तदनुसार योजना बनाने और संभावित व्यय उपलब्ध कराने की योग्यता है।

(द) निरीक्षण की योग्यता :

(1) कार्य का समुचित बटवारा :

(2) कार्य बटवाने के लिये उचित कर्मियों का चुनाव :

(3) कार्य करने में मार्गदर्शन और कार्य की समीक्षा :

क्रमशः (6)

(6)

भाग-चार

सामान्य

(1) निष्ठा :

(2) श्रेणी :

(उत्कृष्ट / बहुत अच्छा / अच्छा / औसत / औसत से कम)

(उत्कृष्ट श्रेणीकरण तब तक न किया जाए जब तक कि अपवादात्मक गुण और कार्य संपादन न देखा गया हो, ऐसी श्रेणी का आधार भी स्पष्ट बताया जाना चाहिए।)

स्थान : शासकीय महिला पॉलीटेक्निक महाविद्यालय, भोपाल

दिनांक :

हस्ताक्षर

नाम : .....

पदनाम : .....

(प्रतिवेदन अवधि में)



2.0 *Performance of a subject*

Performance of a subject (I, II, IV, VI & VII)							Maximum credits:			
No.	Semester	Name of the Course	No. of total period's allotted per semester*	Nos actually engaged (Th/ Tu. /PR/ PRO)	Percentage target achieved = (5)/(4)	Average of column (6)	Multiplying factors for teaching no. of subject	Credit earned = $20 \times \frac{(8)}{100}$	Reporting officer opinion	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	
							0.2 for 3 subjects			
							0.16 for 2 subjects			
							0.12 for 1 subject			

\*Note: For each theory/practical period in a semester, maximum 10 periods per semester will be considered e.g. suppose a subject has four periods per week allotted in the time table as per the curriculum, then maximum allotted period per semester for that subject in column (4) will be taken as 40.

**2.0 Performance of attendance of students (Maximum credits 10):**

S. No.	Semester	Name of the Course	Sum of students present	Lectures actually engaged (Th/ Tu. /PR/ PRO)	Students on roll	Average attendance = $\frac{(4) \times 100}{(5) \times (6)}$	Average of column (7)	Performance and multiplying factors	Credit earned = $20 \times (8)$	Reporting officer opinion
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
								Excellent - 1.0 (100-81)		
								Good - 0.7 (80-61)		
								Average - 0.5 (60-41)		
								Poor - 0.2 (40-00)		

**3.0 Performance of Results (Maximum credits 10):**

S. No.	Semester	Name of the Course	Average result of the in year	Average of column (4)	Performance and multiplying factors	Credit earned = $10 \times (6)$	Reporting officer opinion
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
					Excellent - 1.0 (100-81)		
					Good - 0.7 (80-61)		
					Average - 0.5 (60-41)		
					Poor - 0.2 (40-00)		

**4.0 Guidance and innovation in student's major project work (Maximum 10 credits):**

Performance appraisal for the year \_\_\_\_\_ Name of teacher \_\_\_\_\_



4.1 Projects guided (Maximum 6 credits, 2 for each project):

S. No.	Name of Project/s	Internal/ External Funding	Duration	Project cost	Credits earned	Reporting officer opinion

4.2 Innovation brought out in project work (Maximum 4 credits) (Please specify).

.....

.....

Reporting officer opinion:.....

5.0 Additional qualification attained/ Publications of books during the audit year (please specify) (Maximum 04 credits).

.....

.....

Reporting officer opinion:.....

6.0 Publication of papers in National/International journal (Maximum 06 credits): Note: 2 for each publication in international journal and one for publication in national journal.

S. No.	Title of the paper	Name of the journal	Month and year of publication	Credits earned	Reporting officer opinion

7.0 Participation in trainings/seminars/refreshers courses/summer/winter schools during the audit year (Maximum 04 credits):

S. No.	Title of the Programme	Name of the organizing institute	Duration		Credits earned (2 for each)	Reporting officer opinion
			From	To		

Performance appraisal for the year \_\_\_\_\_

Name of teacher \_\_\_\_\_

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8.0 Research/External Project Undertaken/Supervisory support (Total upto 20 credits):

8.1 RESEARCH/EXTERNAL PROJECTS UNDERTAKEN						Maximum credits: For Polytechnic teachers: 20 For teachers of Engineering colleges: 10	
S. No.	Name of Research/ Project/s	Internal/ External Funding	Duration	Project cost	Credits earned	Reporting officer opinion	

8.2 SUPERVISORY SUPPORT ( Ph. D/M.TECH.)						(Only for teachers of Engineering College) Maximum credits: 10	
S. No.	Name of the Student	Date of Registration	Co-Supervisor	Current Status	Date of Submission	Credits earned	Reporting officer opinion

Note: Credits for Ph.D. shall be given for a maximum duration of four years as follows :-

1. Awarding year for Ph.D. maximum 10 credit and for years preceding that maximum 5 credit
2. Credit for supervisory support to one M. Tech. - 5  
Credit for supervisory support to two M. Tech. - 10

9.0 Any special remarks (6 credits) :  
.....  
.....  
.....  
.....

Signature of the teacher

Name of teacher

Performance appraisal for the year \_\_\_\_\_

**Part B**  
(To be filled by reporting officer)

**10.0 Developmental activities undertaken in the department and general managerial ability (Maximum 46 credits): - Total attributes - 28**

S. No.	Activities	Tick mark			
		E	G	A	P
10.1	Laboratory/Workshop Management: (Name of Laboratory:.....)				
	a. General upkeep and maintenance of the laboratory				
	b. Modernization and removal of obsolescence.				
	c. Planning and procurement of consumables required for laboratory.				
	d. Guidance and checking of student's journals.				
	e. Control and supervision of laboratory staff.				
10.2	Contribution in the development and management of the department				
	a. Publication of department's magazine.				
	b. Organization of student's technical quiz/ group discussion/ poster competition/ exhibition of student's projects etc. Mention .....				
	c. Organization of activities under student's chapter/institute chapter of professional bodies. Name.....				
	d. Specific tasks undertaken like Accreditation of course/ ISO 9000 certification. Name.....				
10.3	Arranging expert lectures of industry experts/external resource persons :				
	a. No. of lectures arranged in a academic year. Nos.....				
	b. Students' /faculty feedback about the quality and usefulness of lectures.				
10.4	Development of teaching resources/innovation in teaching:				
	a. Specify the teaching aids developed (Charts, Power point presentations, Models, Multimedia films etc.) ..... .....				
	b. Improvement brought out in teaching/learning process (Specify). ..... .....				

Performance appraisal for the year \_\_\_\_\_

Name of teacher \_\_\_\_\_

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S. No.	Activities	Tick mark			
		E	G	A	P
10.5	Continuous assessment of students				
	a. No. of assignments/ sessional work given				
	b. Timely and efficient organization of progressive tests				
10.6	Knowledge of latest developments in his/her profession.				
10.7	Managerial ability:				
	a. Planning and organizing.				
	b. Leadership				
	d. Decision making				
	e. Team work.				
	f. Communication skills.				
	g. Direction, supervision and control of subordinates				
<b>Total of tick marks</b>					

**11.0 Performance in core areas (Maximum credits: 50 Total attributes – 25)**

S. No.	Activity	Performance (Tick mark)			
		E	G	A	P
11.1	Organization and conduction of Short term/continuing education programmes for students/pass outs/ in-service personnel:				
	a. No. of programmes organized.....				
	b. No. of persons trained.....				
	c. General feedback about the quality and usefulness of the programme				
	d. Managing and organizing efficiency				
	e. Revenue generated deposited in the Institution.				
11.2	Contribution under Industry Institute Interaction Cell:				
	a. No. of students' visits organized .....				
	b. No. of stipend/placement offers received by students.....				
	c. No. of Industry projects offered to the students				
11.3	Organization of seminars/workshops/symposia/ short term training programme/ summer/winter schools etc:				
	a. No. of programmes organized.....				
	b. No. of persons benefited.....				
	c. Managing and Organizing efficiency				
	d. General feedback about usefulness and quality of the programmes				
11.4	Contribution to Community Services or community Polytechnic Scheme:				
	a. No. of trainings organized.....				
	b. No. of persons trained.....				
11.5	Internal Revenue Generation through Testing/Consultancy:				
	Amount of the revenue generated i.e. deposited in the Institution .....				

Performance appraisal for the year \_\_\_\_\_

Name of teacher \_\_\_\_\_

10.3  
10.4  
b.  
(S)  
e a)

S. No.	Activity	Performance (Tick mark)			
		E	G	A	P
11.6	Examination/University related work:				
	a. Paper setting/ Moderation work				
	b. Invigilation/Asstt. Supdt./Supdt. of examination or valuation in the Institution				
	c. Valuation work at University				
	d. Checking of examination forms/ Compilation of sessionals/progressive tests marks/supervision of data entry work in the Institution				
	e. Curriculum development work				
11.7	Career guidance and Counseling				
	a. About job opportunities or entrepreneurship				
	b. Higher education or further training				
	c. Facing interviews /personality development				
11.8	Conduction of special classes for SC/ST students.				
11.9	Level of computer knowledge and its application				
Total tick marks					

**12.0 General Conduct and Behavior (Total attributes - 15):**

S. No.	Description	Performance (tick mark)			
		E	G	A	P
a.	Health and Personality				
b.	Punctuality and regularity				
c.	Initiative and Drive.				
d.	Honesty and integrity				
e.	Observance of secrecy				
f.	Reliability and dependability				
g.	Sense of responsibility				
h.	Intelligence				
i.	Temperament and manners.				
j.	Emotional stability under stress				
k.	Aptitude for work.				
l.	Willingness to work and take extra responsibility.				
m.	Attitude towards students.				
n.	Behavior towards senior/peers and subordinate staff.				
o.	Attitude towards SC/ST communities and weaker sections of the society				
Total of tick marks					

**13.0 Extra administrative responsibilities performed as Officer-In-Charge of the following activities (Maximum credits: 50): Total attributes - 25**

S. No.	Activity	Performance (tick mark)			
		E	G	A	P
1.	Scholarship - all categories				
2.	Sports and gymkhana activities				
3.	Student's union and Cultural activities				
4.	Discipline, anti ragging committee, security and student grievances				

Performance appraisal for the year \_\_\_\_\_

Name of teacher \_\_\_\_\_

Sl. No.	Activity	Performance (tick mark)			
		E	G	A	P
5.	Academic and examination section				
6.	Hostel warden				
7.	Autonomous/Janbhagidari samiti				
8.	Store and purchase officer (including cooperative store)				
9.	Court cases				
10.	Civil works, water works and Gardening (other than (a) harassment)				
12.	Purchase committee and Write off committee				
13.	Library/ Library advisory committee				
14.	Career counseling, Training and placement officer and Entrepreneurship development cell				
15.	Furniture procurement, repair and maintenance				
16.	Electrical maintenance				
17.	Office automation				
18.	Special coaching, SC/ST stationary, drawing material distribution etc.				
19.	Continuing education programmes				
20.	Staff development				
21.	Website, computer maintenance (other than system analyst and programmer)				
22.	NCC/NSS				
23.	Community Services/Polytechnic Scheme				
24.	Any special activity (Mention name, maximum two) (I)..... (II).....				
<b>Total of tick marks</b>					

Performance appraisal for the year \_\_\_\_\_

Name of teacher \_\_\_\_\_

Description	Maxi. credits	No. of tick marks				Multiplying factors (MF)	Credits earned = No. of ticks * (MF)
		E	G	A	P		
10.0 Developmental activities undertaken in the department and general managerial ability	46					E- Excellent - 2.0 G- Good - 1.0 A- Average - 1.0 P- Poor - 0.4	
11.0 Performance in core areas	50						
12.0 General conduct and behavior	30						
13.0 Extra administrative responsibilities performed	50						
<b>Total</b>	<b>176</b>						

14.0 Special weightage given by reporting officer for extra ordinary work done during the audit year (Maximum 04 credits):  
 Specify.....  
 .....

Total Credits : Sum of 10, 11, 12, 13 and 14  
 since all the activities mentioned in above points will not be performed by all individuals, therefore average  $1/3^{rd}$  of that would be considered for final score i.e.  
 By above calculations, actual credit scored against point 10, 11, 12, 13 and 14 =

= 180
= 60
<u>30</u>

15.0 Student's feedback (Maximum 30 credits):  
 (to be taken in a separate proforma and final score recorded here)  
 .....

16.0 Disciplinary action taken (if any), including warning etc.  
 .....

Signature of reporting officer

... CREDITS EARNED DURING THE ACADEMIC YEAR (July 20..... to June 20.....)

No	Responsibility	Maximum Credits	Minimum Requirement	Credits earned	Deficiency, if any
01	Performance of engaging lecturers/practical: 1.1 During Odd semesters 1.2 During even semesters	20 20			
02	Performance of attendance of students	10			
03	Performance of Results	10			
04	Guidance and innovation in student's major project work: 4.1 Projects guided 4.2 Innovation brought out in project work	06 04			
05	Additional qualification attained/ Publications of books during the audit year.	04			
06	Publication of papers in National/International journals/ Seminars/ Conferences.	06			
07	Participation in trainings/seminars/refreshers courses/ summer/ winter schools during the audit year.	04			
08	Research/External Projects Undertaken/ Supervisory support 8.1 RESEARCH/ EXTERNAL PROJECTS UNDERTAKEN  8.2 SUPERVISORY SUPPORT (Ph. D/M.TECH.)	<u>Maximum credits:</u>  For Polytechnic teachers: 20 For teachers of Engineering colleges: 10  Only for teachers of Engineering colleges : 10			
09	Special remarks given by teacher (assesse)	06	----	----	--
10	Developmental activities undertaken in the department and general managerial ability.	46			
11	Performance in core areas.	50			

Performance appraisal for the year \_\_\_\_\_

Name of teacher \_\_\_\_\_



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S. No.	Responsibility	Maximum Credits	Minimum Requirement	Credits earned	Deficiency, if any
12	General conduct and behavior	30			
13	Extra administrative responsibilities performed as Officer-In-Charge of the following activities.	50			
14	Special weightage given by reporting officer for extra ordinary work done during the audit year	04			
	Maximum credits equal to 1/3 <sup>rd</sup> of sum of 10, 11, 12, 13 and 14				
15	Student's feedback	30			
GRAND TOTAL		200			

Name of signature of Recommending Officer

Comments of Accepting Officer

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.....

.....

Name and signature of Accepting Officer

Note : 50% of 10, 11, 12, 13 and 14

STUDENT'S FEEDBACK

NAME OF INSTITUTION .....

NAME OF THE TEACHER .....

SEMISTER .....

NAME OF SUBJECT .....

THEORY / PRACTICAL / PROJECT .....

PERFORMANCE MEASURE	1	2	3	4	5
LECTURES (Theory)					
A1. LECTURE CLARITY					
A2. Orderly sequence					
A3. Adequacy of examples					
TEXT BOOKS					
B1. Text book suitability					
B2. Name of the Reference Books					
PRACTICAL CLASSES					
C1. Relevant practical					
C2. Effectiveness					
C3. No. of practical conducted					
PROJECTS/ASSIGNMENT, IF ANY					
D1. Relevance					
D2. Effectiveness					
THE INSTRUCTION					
E1. Preparation					
E2. Enthusiasm					
E3. Concern for students					
E4. Enforcing discipline					
E5. Adherence to schedule					
EVALUATION					
F1. Relevance to coverage					
F2. Timeliness of feedback					
F3. Fairness in evaluation					
THE COURSE AS A WHOLE					
G1. Achieving objectives					
G2. Interest evoked					
G3. Overall rating					

Performance appraisal for the year \_\_\_\_\_

Name of teacher \_\_\_\_\_

PERFORMANCE MEASURE	1	2	3	4	5
ABOUT THE RESPONDENT					
HI. Your Commitment level					
SUGGESTIONS/COMMENTS					
Specific suggestions/comments improvement if any					
Any other comments, if any					

Note: 1-Poor, 2-Fair, 3-Average, 4-Good and 5-Excellent.

Signature of the students with name and Regn. No.  
(Optional)

Performance appraisal for the year \_\_\_\_\_

Name of teacher

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GOVERNMENT OF MADHYA PRADESH  
DEPARTMENT OF TECHNICAL EDUCATION  
ANNUAL EVALUATION OF TEACHERS' PERFORMANCE  
AWARD OF FINAL CATEGORY

Sl. No.	Category	Score
1.	Excellent	200 - 161
2.	Very Good	160 - 131
3.	Good	130 - 100
4.	Satisfactory	100 - 70
5.	Poor	< 70

Performance appraisal for the year \_\_\_\_\_

Name of teacher \_\_\_\_\_