

## Performance Appraisal Form for B.Ed College Teacher

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### Employee Information:

- Name:
  - Designation:
  - Department:
  - Academic Year:
- 

### Performance Evaluation Criteria:

#### 1. Academic Works Done:

- Number of courses taught-
- Quality of teaching methodologies.-

#### 2. Use of ICT:

- Integration of technology in teaching-
- Utilization of online platforms and tools-
- Innovation in incorporating ICT for effective learning-

#### 3. Mentoring Activities:

- Number of mentees-
- Effectiveness in providing guidance and support-
- Impact on mentees academic and personal development-

#### 4. Outreach Activities Performed or Organized:

- Participation in community programs-
- Organization of educational outreach events-
- Contributions to the college's community engagement initiatives-

#### 5. Community Engagement Activities:

- Involvement in community service projects-
- Collaboration with local organizations-
- Initiatives that contribute to community development-

#### 6. Involvement in Workshops and Expert Lectures:

- Attendance and participation in professional development workshops-
- Delivery of expert lectures or presentations-
- Contributions to organizing such events -

#### 7. Activities in Sports and Cultural Events:

- Participation in sports events-
- Contributions to cultural activities-
- Engagement in extracurricular events within the college-

#### 8. Participation in Professional Development Programs:

- Attendance in conferences and seminars-
- Completion of training programs-
- Acquisition of additional certifications-

#### 9. Research Activities Done:

- Research publications -
- Participation in research projects-

- Contributions to the college's research culture-

10. Developing E-content:

- Creation of digital learning materials-
- Use of e-content in teaching-
- Innovation in e-content development-

11. Involvement in Add-on and Value-added Courses:

- Participation in designing or offering additional courses-
- Contributions to skill development programs-
- Impact on students' holistic development-

12. Involvement in Placement Activities:

- Assistance in career counseling-
- Collaboration with industry partners-
- Contributions to placement drives-

13. Work Done for Preparing Trainees for Competitive Examinations:

- Coaching or guidance provided to students-
- Success rate in competitive exams
- Initiatives taken to enhance students' competitiveness

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Overall Performance Rating:

- Outstanding
  - Exemplary
  - Satisfactory
  - Improvement Needed
-

Employee Comments:

(Additional comments, self-assessment, goals, and suggestions for improvement.)

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Supervisor's Comments:

(Feedback, areas of improvement, recommendations for professional growth.)

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Acknowledgment:

I acknowledge that I have reviewed this performance appraisal form and discussed it with my supervisor.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

  
Principal  
T. N. Rao College  
Rajkot

## College Administrative Staff Performance Appraisal Form

### Employee Information:

- Name:
- Designation:
- Academic Year:

### Performance Evaluation:

#### A. Understanding of the Job:

- Rating Scale:
  - Exceeds Requirements
  - Meets Requirements
  - Needs Improvement
  - Not Applicable
- Comments:

#### B. Institutional Commitment:

- Rating Scale:
  - Exceeds Requirements
  - Meets Requirements
  - Needs Improvement
  - Not Applicable
- Comments:

#### C. Quality of Work:

- Rating Scale:
  - Exceeds Requirements
  - Meets Requirements
  - Needs Improvement
  - Not Applicable
- Comments:

#### D. Productivity and Efficiency:

- Rating Scale:

- Exceeds Requirements
  - Meets Requirements
  - Needs Improvement
  - Not Applicable
- Comments:

E. Reliability/Dependability:

- Rating Scale:
  - Exceeds Requirements
  - Meets Requirements
  - Needs Improvement
  - Not Applicable
- Comments:

F. Initiative:

- Rating Scale:
  - Exceeds Requirements
  - Meets Requirements
  - Needs Improvement
  - Not Applicable
- Comments:

G. Service:

- Rating Scale:
  - Exceeds Requirements
  - Meets Requirements
  - Needs Improvement
  - Not Applicable
- Comments:

H. Professionalism:

- Rating Scale:
  - Exceeds Requirements
  - Meets Requirements
  - Needs Improvement

- Not Applicable

- Comments:

I. Ethics:

- Rating Scale:
  - Exceeds Requirements
  - Meets Requirements
  - Needs Improvement
  - Not Applicable
- Comments:

Overall Performance Rating:

- Rating Scale:
  - Exceeds Requirements
  - Meets Requirements
  - Needs Improvement
  - Not Applicable
- Comments:

Employee Comments (optional):

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Supervisor Comments:

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Acknowledgment:

I acknowledge that I have reviewed this performance appraisal form and discussed it with my supervisor.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

  
Principal  
T. N. Rao College  
Rajkot

## **Performance Appraisal Form for B.Ed College Teacher**

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### **Employee Information:**

- Name: Jasmin Joshi
  - Designation: Assistant Professor
  - Department: Education
  - Academic Year: 2020
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### **Performance Evaluation Criteria:**

#### **1. Academic Works Done:**

- Number of courses taught- 20
- Quality of teaching methodologies.- Traditional, Presentation

#### **2. Use of ICT:**

- Integration of technology in teaching-Use Google Classroom and powerpoint presentation for teaching. Upload presentation and material on online platforms for easy access by students.
- Utilization of online platforms and tools- Use Google Classroom and Youtube upload videos on Google Classroom and on Youtube for easy access and revision.
- Innovation in incorporating ICT for effective learning-Use tools like Microsoft PowerPoint and Google Slides to create interactive presentations with multimedia elements and upload it on Google Classroom and Youtube.



### 3. Mentoring Activities:

- Number of mentees- 27
- Effectiveness in providing guidance and support-Acknowledge the diversity of student learning preferences by offering a range of resources, including video lectures, written materials, interactive learning opportunities and academic counseling .
- Impact on mentees academic and personal development-

### 4. Outreach Activities Performed or Organized:

- Participation in community programs- Yuvak Mahotsav
- Organization of educational outreach events- prepare students for Yuvak Mahotsav
- Contributions to the college's community engagement initiatives- active in online Curriculum Planning, member of IQAC, Leading events

### 5. Community Engagement Activities:

- Involvement in community service projects- yes
- Collaboration with local organizations-yes
- Initiatives that contribute to community development- P.V. Doshi Visit and Swachhta Abhiyan.

### 6. Involvement in Workshops and Expert Lectures:

- Attendance and participation in professional development workshops- Engage, motivate and guide students for more maximum participation.
- Delivery of expert lectures or presentations.
- Contributions to organizing such events.

### 7. Activities in Sports and Cultural Events:

- Participation in sports events-Cricket and kabaddi Tournament
- Contributions to cultural activities- Youth Festival and Tony Kakkar Event

- Engagement in extracurricular events within the college- P.V. Doshi Visit and Swachhta Abhiyan.

#### 8. Participation in Professional Development Programs:

- Attendance in conferences and seminars-
- Completion of training programs-
- Acquisition of additional certifications-Eltai Membership

#### 9. Research Activities Done:

- Research publications -
- Participation in research projects-
- Contributions to the college's research culture-

#### 10. Developing E-content:

- Creation of digital learning materials- Google classroom, Youtube.
- Use of e-content in teaching- Powerpoint Presentation
- Innovation in e-content development-yes

#### 11. Involvement in Add-on and Value-added Courses:

- Participation in designing or offering additional courses-yes
- Contributions to skill development programs-yes, guidance of self study courses
- Impact on students' holistic development-yes

#### 12. Involvement in Placement Activities:

- Assistance in career counseling-yes
- Collaboration with industry partners
- Contributions to placement drives-yes

13. Work Done for Preparing Trainees for Competitive Examinations:

- Coaching or guidance provided to students-yes
  - Success rate in competitive exams
  - Initiatives taken to enhance students' competitiveness
- 

Overall Performance Rating:

- Outstanding
  - Exemplary - Yes
  - Satisfactory
  - Improvement Needed
- 

Employee Comments:

(Additional comments, self-assessment, goals, and suggestions for improvement.)

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Supervisor's Comments:

(Feedback, areas of improvement, recommendations for professional growth.)

She could improve her use of technology.

Acknowledgment:

I acknowledge that I have reviewed this performance appraisal form and discussed it with my supervisor.


Employee Signature: \_\_\_\_\_



Date: \_\_\_\_\_

12/12/2020

Supervisor Signature: \_\_\_\_\_

  
Principal,  
T. N. Rao College  
Rajkot.

Date: \_\_\_\_\_

12. 12. 2020



## Performance Appraisal Form for B.Ed College Teacher

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### Employee Information:

- Name: Dr. Ramu Khint
  - Designation: Assistant Professor
  - Department: Education
  - Academic Year: 2020
- 

### Performance Evaluation Criteria:

#### 1. Academic Works Done:

- Number of courses taught- 20
- Quality of teaching methodologies.-Demonstration, Traditional

#### 2. Use of ICT:

- Integration of technology in teaching-Use Google Classroom and powerpoint presentation for teaching. Upload presentation and material on online platforms for easy access by students.
- Utilization of online platforms and tools- Use Google Classroom and Youtube upload videos on Google Classroom and on Youtube for easy access and revision.
- Innovation in incorporating ICT for effective learning-Use tools like Microsoft PowerPoint and Google Slides to create interactive presentations with multimedia elements and upload it on Google Classroom and Youtube.

#### 3. Mentoring Activities:

- Number of mentees- 27
- Effectiveness in providing guidance and support-Acknowledge the diversity of student learning preferences by offering a range of resources, including video lectures, written materials, interactive learning opportunities and academic counseling .
- Impact on mentees academic and personal development-

#### 4. Outreach Activities Performed or Organized:

- Participation in community programs- Yuvak Mahotsav
- Organization of educational outreach events- prepare students for Yuvak Mahotsav
- Contributions to the college's community engagement initiatives- active in online Curriculum Planning, Alumni Association and helped in Placement Cell.

#### 5. Community Engagement Activities:

- Involvement in community service projects- yes
- Collaboration with local organizations-yes
- Initiatives that contribute to community development- P.V. Doshi Visit and Swachhta Abhiyan.

#### 6. Involvement in Workshops and Expert Lectures:

- Attendance and participation in professional development workshops- Engage, motivate and guide students for more maximum participation.
- Delivery of expert lectures or presentations.
- Contributions to organizing such events.

#### 7. Activities in Sports and Cultural Events:

- Participation in sports events-Cricket and kabaddi Tournament

- Contributions to cultural activities- Youth Festival and Tony Kakkar Event
- Engagement in extracurricular events within the college- P.V. Doshi Visit and Swachhta Abhiyan.

#### 8. Participation in Professional Development Programs:

- Attendance in conferences and seminars-
- Completion of training programs-
- Acquisition of additional certifications-Eltai Membership

#### 9. Research Activities Done:

- Research publications -
- Participation in research projects-
- Contributions to the college's research culture-

#### 10. Developing E-content:

- Creation of digital learning materials- Google classroom, Youtube.
- Use of e-content in teaching- Powerpoint Presentation
- Innovation in e-content development-yes

#### 11. Involvement in Add-on and Value-added Courses:

- Participation in designing or offering additional courses-yes
- Contributions to skill development programs-yes, guidance of self study courses
- Impact on students' holistic development-yes

#### 12. Involvement in Placement Activities:

- Assistance in career counseling-yes
- Collaboration with industry partners
- Contributions to placement drives-yes

13. Work Done for Preparing Trainees for Competitive Examinations:

- Coaching or guidance provided to students-yes
  - Success rate in competitive exams
  - Initiatives taken to enhance students' competitiveness
- 

Overall Performance Rating:

- Outstanding
  - Exemplary
  - Satisfactory - Yes
  - Improvement Needed
- 

Employee Comments:

(Additional comments, self-assessment, goals, and suggestions for improvement.)

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Supervisor's Comments:

(Feedback, areas of improvement, recommendations for professional growth.)

She can improve her communication skill. Also she can do more on the research publication side.

Acknowledgment:

I acknowledge that I have reviewed this performance appraisal form and discussed it with my supervisor.

Employee Signature:  Date: 14. 12. 2020

Supervisor Signature:  Date: 14. 12. 2020

Principal,  
T. N. Rao College  
Rejkot.



## Performance Appraisal Form for B.Ed College Teacher

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### Employee Information:

- Name: Dr. Trusha Koradiya
  - Designation: Assistant Professor
  - Department: Education
  - Academic Year: 2020
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### Performance Evaluation Criteria:

#### 1. Academic Works Done:

- Number of courses taught- 20
- Quality of teaching methodologies.-Demonstration, Traditional

#### 2. Use of ICT:

- Integration of technology in teaching-Use Google Classroom and powerpoint presentation for teaching. Upload presentation and material on online platforms for easy access by students.
- Utilization of online platforms and tools- Use Google Classroom and Youtube upload videos on Google Classroom and on Youtube for easy access and revision.
- Innovation in incorporating ICT for effective learning-Use tools like Microsoft PowerPoint and Google Slides to create interactive presentations with multimedia elements and upload it on Google Classroom and Youtube.

#### 3. Mentoring Activities:



- Number of mentees- 27
- Effectiveness in providing guidance and support-Acknowledge the diversity of student learning preferences by offering a range of resources, including video lectures, written materials, interactive learning opportunities and academic counseling .
- Impact on mentees academic and personal development-

#### 4. Outreach Activities Performed or Organized:

- Participation in community programs- Ramat Utsav, Yuvak Mahotsav
- Organization of educational outreach events- prepare students for Yuvak Mahotsav
- Contributions to the college's community engagement initiatives- active in online Curriculum Planning, Cultural Events and Community Services.

#### 5. Community Engagement Activities:

- Involvement in community service projects- yes
- Collaboration with local organizations-yes
- Initiatives that contribute to community development- P.V. Doshi Visit and Swachhta Abhiyan.

#### 6. Involvement in Workshops and Expert Lectures:

- Attendance and participation in professional development workshops- Engage, motivate and guide students for more maximum participation.
- Delivery of expert lectures or presentations.
- Contributions to organizing such events.

#### 7. Activities in Sports and Cultural Events:

- Participation in sports events-Cricket and kabaddi Tournament
- Contributions to cultural activities- Youth Festival and Tony Kakkar Event

- Engagement in extracurricular events within the college- P.V. Doshi Visit and Swachhta Abhiyan.

#### 8. Participation in Professional Development Programs:

- Attendance in conferences and seminars-
- Completion of training programs-
- Acquisition of additional certifications-Eltai Membership

#### 9. Research Activities Done:

- Research publications -
- Participation in research projects-
- Contributions to the college's research culture-

#### 10. Developing E-content:

- Creation of digital learning materials- Google classroom, Youtube.
- Use of e-content in teaching- Powerpoint Presentation
- Innovation in e-content development-yes

#### 11. Involvement in Add-on and Value-added Courses:

- Participation in designing or offering additional courses-yes
- Contributions to skill development programs-yes, guidance of self study courses
- Impact on students' holistic development-yes

#### 12. Involvement in Placement Activities:

- Assistance in career counseling-yes
- Collaboration with industry partners
- Contributions to placement drives-yes

13. Work Done for Preparing Trainees for Competitive Examinations:

- Coaching or guidance provided to students-yes
  - Success rate in competitive exams
  - Initiatives taken to enhance students' competitiveness
- 

Overall Performance Rating:

- Outstanding
  - Exemplary -Yes
  - Satisfactory
  - Improvement Needed
- 

Employee Comments:

(Additional comments, self-assessment, goals, and suggestions for improvement.)

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Supervisor's Comments:

(Feedback, areas of improvement, recommendations for professional growth.)

Supervisor's Comments:

(Feedback, areas of improvement, recommendations for professional growth.)

She could improve her use of computer technology in teaching.

Acknowledgment:

I acknowledge that I have reviewed this performance appraisal form and discussed it with my supervisor.

Employee Signature: *Puradiya* Date: 10/12/2020

Supervisor Signature: *Bathod* Date: 10/12/2020  
Principal,  
T. N. Rao College  
Rajkot.



## College Administrative Staff Performance Appraisal Form

### Employee Information:

- Name: Alpesh Khambhayata
- Designation: Accountant
- Academic Year: 2020

### Performance Evaluation:

#### A. Understanding of the Job:

- Rating Scale:
  - Exceeds Requirements - Yes
  - Meets Requirements
  - Needs Improvement
  - Not Applicable
- Comments:

#### B. Institutional Commitment:

- Rating Scale:
  - Exceeds Requirements - Yes
  - Meets Requirements
  - Needs Improvement
  - Not Applicable
- Comments:

#### C. Quality of Work:

- Rating Scale:
  - Exceeds Requirements - Yes
  - Meets Requirements
  - Needs Improvement
  - Not Applicable
- Comments: can improve quality by more using software tools

#### D. Productivity and Efficiency:

- Rating Scale:

- Exceeds Requirements - Yes
- Meets Requirements
- Needs Improvement
- Not Applicable
- Comments:

E. Reliability/Dependability:

- Rating Scale:
  - Exceeds Requirements
  - Meets Requirements - Yes
  - Needs Improvement
  - Not Applicable
- Comments:

F. Initiative:

- Rating Scale:
  - Exceeds Requirements - Yes
  - Meets Requirements
  - Needs Improvement
  - Not Applicable
- Comments:

G. Service:

- Rating Scale:
  - Exceeds Requirements - Yes
  - Meets Requirements
  - Needs Improvement
  - Not Applicable
- Comments:

H. Professionalism:

- Rating Scale:
  - Exceeds Requirements
  - Meets Requirements - Yes
  - Needs Improvement

○ Not Applicable

● Comments:

I. Ethics:

● Rating Scale:

- Exceeds Requirements - Yes
- Meets Requirements
- Needs Improvement
- Not Applicable

● Comments:

Overall Performance Rating:

● Rating Scale:

- Exceeds Requirements - Yes
- Meets Requirements
- Needs Improvement
- Not Applicable

● Comments:

Employee Comments (optional):

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Supervisor Comments:

His ability to convey complex financial information in a clear and concise manner has facilitated productive discussions and decision-making processes.

Action Plan:

- Agreement on specific actions to address areas for improvement.
- Timeline for implementation.
- Support/resources needed from the organization.

Acknowledgment:

I acknowledge that I have reviewed this performance appraisal form and discussed it with my supervisor.

Employee Signature: *[Signature]* Date: 09.12.2020

Supervisor Signature: *[Signature]* Date: 09.12.2020

*[Signature]*  
Principal,  
T.N. Rao College  
Rajkot.



## College Administrative Staff Performance Appraisal Form

### Employee Information:

- Name: Jayesh Raval
- Designation: Clerk
- Academic Year: 2020

### Performance Evaluation:

#### A. Understanding of the Job:

- Rating Scale:
  - Exceeds Requirements - Yes
  - Meets Requirements
  - Needs Improvement
  - Not Applicable
- Comments:

#### B. Institutional Commitment:

- Rating Scale:
  - Exceeds Requirements - Yes
  - Meets Requirements
  - Needs Improvement
  - Not Applicable
- Comments:

#### C. Quality of Work:

- Rating Scale:
  - Exceeds Requirements
  - Meets Requirements - Yes
  - Needs Improvement
  - Not Applicable
- Comments: can improve quality by more using software tools

#### D. Productivity and Efficiency:

- Rating Scale:

- Exceeds Requirements
- Meets Requirements - Yes
- Needs Improvement
- Not Applicable
- Comments:

**E. Reliability/Dependability:**

- Rating Scale:
  - Exceeds Requirements
  - Meets Requirements - Yes
  - Needs Improvement
  - Not Applicable
- Comments:

**F. Initiative:**

- Rating Scale:
  - Exceeds Requirements - Yes
  - Meets Requirements
  - Needs Improvement
  - Not Applicable
- Comments:

**G. Service:**

- Rating Scale:
  - Exceeds Requirements - Yes
  - Meets Requirements
  - Needs Improvement
  - Not Applicable
- Comments:

**H. Professionalism:**

- Rating Scale:
  - Exceeds Requirements - Yes
  - Meets Requirements
  - Needs Improvement



○ Not Applicable

● Comments:

I. Ethics:

● Rating Scale:

○ Exceeds Requirements - Yes

○ Meets Requirements

○ Needs Improvement

○ Not Applicable

● Comments:

Overall Performance Rating:

● Rating Scale:

○ Exceeds Requirements - Yes

○ Meets Requirements

○ Needs Improvement

○ Not Applicable

● Comments:

Employee Comments (optional):

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Supervisor Comments:

efficiency in managing paperwork and records has improved workflow efficiency and reduced errors.

Action Plan:

- Agreement on specific actions to address areas for improvement.
- Timeline for implementation.
- Support/resources needed from the organization.

Acknowledgment:

I acknowledge that I have reviewed this performance appraisal form and discussed it with my supervisor.

Employee Signature: POWAD

Date: 10/12/2020

Supervisor Signature: \_\_\_\_\_

Date: 10.19.2020

*Beethod.*  
Principal,  
T. N. Rao College  
Rajkot.



## Performance Appraisal Form for B.Ed College Teacher

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### Employee Information:

- Name: Jignasha Gadhiya
  - Designation: Assistant Professor
  - Department: Education
  - Academic Year: 2021
- 

### Performance Evaluation Criteria:

#### 1. Academic Works Done:

- Number of courses taught- 20
- Quality of teaching methodologies.- Traditional, Presentation

#### 2. Use of ICT:

- Integration of technology in teaching-Use Google Classroom and powerpoint presentation for teaching. Upload presentation and material on online platforms for easy access by students.
- Utilization of online platforms and tools- Use Google Classroom and Youtube upload videos on Google Classroom and on Youtube for easy access and revision.
- Innovation in incorporating ICT for effective learning-Use tools like Microsoft PowerPoint and Google Slides to create interactive presentations with multimedia elements and upload it on Google Classroom and Youtube.

#### 3. Mentoring Activities:

- Number of mentees- 31
- Effectiveness in providing guidance and support-Acknowledge the diversity of student learning preferences by offering a range of resources, including video lectures, written materials, interactive learning opportunities and academic counseling .
- Impact on mentees academic and personal development-

#### 4. Outreach Activities Performed or Organized:

- Participation in community programs- Visit at Ramnik Kuwarba Vudh Ashram, Rashtriya Shala Visit
- Organization of educational outreach events- Visit to Sneh Nirzar
- Contributions to the college's community engagement initiatives- active in sports and community service

#### 5. Community Engagement Activities:

- Involvement in community service projects- yes
- Collaboration with local organizations-yes
- Initiatives that contribute to community development- Visit at Ramnik Kuwarba Vudh Ashram, Rashtriya Shala Visit

#### 6. Involvement in Workshops and Expert Lectures:

- Attendance and participation in professional development workshops- Engage, motivate and guide students for more maximum participation.
- Delivery of expert lectures or presentations.
- Contributions to organizing such events.

#### 7. Activities in Sports and Cultural Events:

- Participation in sports events-Cricket and kabaddi Tournament
- Contributions to cultural activities- Guru Purnima Celebration, Janmashtami Celebration

- Engagement in extracurricular events within the college- visit at Ramnik Kuwarba Vrudh Ashram, Rashtriya Shala Visit

#### 8. Participation in Professional Development Programs:

- Attendance in conferences and seminars-
- Completion of training programs-
- Acquisition of additional certifications-Eltai Membership

#### 9. Research Activities Done:

- Research publications -
- Participation in research projects-
- Contributions to the college's research culture-

#### 10. Developing E-content:

- Creation of digital learning materials- Google classroom, Youtube.
- Use of e-content in teaching- Powerpoint Presentation
- Innovation in e-content development-yes

#### 11. Involvement in Add-on and Value-added Courses:

- Participation in designing or offering additional courses-yes
- Contributions to skill development programs-yes, guidance of self study courses
- Impact on students' holistic development-yes

#### 12. Involvement in Placement Activities:

- Assistance in career counseling-yes
- Collaboration with industry partners
- Contributions to placement drives-yes

13. Work Done for Preparing Trainees for Competitive Examinations:

- Coaching or guidance provided to students-yes
- Success rate in competitive exams
- Initiatives taken to enhance students' competitiveness

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Overall Performance Rating:

- Outstanding
- Exemplary - Yes
- Satisfactory
- Improvement Needed

---

Employee Comments:

(Additional comments, self-assessment, goals, and suggestions for improvement.)

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Supervisor's Comments:

(Feedback, areas of improvement, recommendations for professional growth.)

She can take initiative in her area of interest and needs to learn more on the technology side.

Acknowledgment:

I acknowledge that I have reviewed this performance appraisal form and discussed it with my supervisor.

Employee Signature: \_\_\_\_\_

Date: 08/12/2021

Supervisor Signature: \_\_\_\_\_

Date: 08/12/2021

*Bathod.*  
Principal,  
T. N. Rao College  
Rajkot.



## Performance Appraisal Form for B.Ed College Teacher

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### Employee Information:

- Name: Jasmin Joshi
  - Designation: Assistant Professor
  - Department: Education
  - Academic Year: 2021
- 

### Performance Evaluation Criteria:

#### 1. Academic Works Done:

- Number of courses taught- 20
- Quality of teaching methodologies.-Demonstration, Traditional

#### 2. Use of ICT:

- Integration of technology in teaching-Use Google Classroom and powerpoint presentation for teaching. Upload presentation and material on online platforms for easy access by students.
- Utilization of online platforms and tools- Use Google Classroom and Youtube upload videos on Google Classroom and on Youtube for easy access and revision.
- Innovation in incorporating ICT for effective learning-Use tools like Microsoft PowerPoint and Google Slides to create interactive presentations with multimedia elements and upload it on Google Classroom and Youtube.

#### 3. Mentoring Activities:

- Number of mentees- 28
- Effectiveness in providing guidance and support-Acknowledge the diversity of student learning preferences by offering a range of resources, including video lectures, written materials, interactive learning opportunities and academic counseling .
- Impact on mentees academic and personal development-

#### 4. Outreach Activities Performed or Organized:

- Participation in community programs- Visit at Ramnik Kuwarba Vudh Ashram, Rashtriya Shala Visit
- Organization of educational outreach events- Visit to Sneh Nirzar
- Contributions to the college's community engagement initiatives- active in online Curriculum Planning, member of IQAC, Leading events

#### 5. Community Engagement Activities:

- Involvement in community service projects- yes
- Collaboration with local organizations-yes
- Initiatives that contribute to community development- Visit at Ramnik Kuwarba Vudh Ashram, Rashtriya Shala Visit

#### 6. Involvement in Workshops and Expert Lectures:

- Attendance and participation in professional development workshops- Engage, motivate and guide students for more maximum participation.
- Delivery of expert lectures or presentations.
- Contributions to organizing such events.

#### 7. Activities in Sports and Cultural Events:

- Participation in sports events-Cricket and kabaddi Tournament
- Contributions to cultural activities- Guru Purnima Celebration, Janmashtami Celebration, Rangoli Competition

- Engagement in extracurricular events within the college- visit at Ramnik Kuwarba Vrudh Ashram, Rashtriya Shala Visit

#### 8. Participation in Professional Development Programs:

- Attendance in conferences and seminars-
- Completion of training programs-
- Acquisition of additional certifications-Eltai Membership

#### 9. Research Activities Done:

- Research publications -
- Participation in research projects-
- Contributions to the college's research culture-

#### 10. Developing E-content:

- Creation of digital learning materials- Google classroom, Youtube.
- Use of e-content in teaching- Powerpoint Presentation
- Innovation in e-content development-yes

#### 11. Involvement in Add-on and Value-added Courses:

- Participation in designing or offering additional courses-yes
- Contributions to skill development programs-yes, guidance of self study courses
- Impact on students' holistic development-yes

#### 12. Involvement in Placement Activities:

- Assistance in career counseling-yes
- Collaboration with industry partners
- Contributions to placement drives-yes



13. Work Done for Preparing Trainees for Competitive Examinations:

- Coaching or guidance provided to students-yes
  - Success rate in competitive exams
  - Initiatives taken to enhance students' competitiveness
- 

Overall Performance Rating:

- Outstanding
  - Exemplary - Yes
  - Satisfactory
  - Improvement Needed
- 

Employee Comments:

(Additional comments, self-assessment, goals, and suggestions for improvement.)

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Supervisor's Comments:

(Feedback, areas of improvement, recommendations for professional growth.)

Leadership as HOD has been commendable, yet there's untapped potential for further growth in advancing professional programs and research initiatives within our department. .

Acknowledgment:

I acknowledge that I have reviewed this performance appraisal form and discussed it with my supervisor.

Employee Signature: \_\_\_\_\_

*J. Sai*

Date: 07.12.2021

Supervisor Signature: \_\_\_\_\_

*Beethod*  
Principal,  
T. N. Rao College  
Rajkot.

Date: 07.12.2021



## Performance Appraisal Form for B.Ed College Teacher

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### Employee Information:

- Name: Dr. Trusha Koradiya
  - Designation: Assistant Professor
  - Department: Education
  - Academic Year: 2021
- 

### Performance Evaluation Criteria:

#### 1. Academic Works Done:

- Number of courses taught- 20
- Quality of teaching methodologies.-Demonstration, Traditional

#### 2. Use of ICT:

- Integration of technology in teaching-Use Google Classroom and powerpoint presentation for teaching. Upload presentation and material on online platforms for easy access by students.
- Utilization of online platforms and tools- Use Google Classroom and Youtube upload videos on Google Classroom and on Youtube for easy access and revision.
- Innovation in incorporating ICT for effective learning-Use tools like Microsoft PowerPoint and Google Slides to create interactive presentations with multimedia elements and upload it on Google Classroom and Youtube.

#### 3. Mentoring Activities:

- Number of mentees- 31
- Effectiveness in providing guidance and support-Acknowledge the diversity of student learning preferences by offering a range of resources, including video lectures, written materials, interactive learning opportunities and academic counseling .
- Impact on mentees academic and personal development-

#### 4. Outreach Activities Performed or Organized:

- Participation in community programs- Visit at Ramnik Kuwarba Vudh Ashram, Rashtriya Shala Visit
- Organization of educational outreach events- Visit to Sneh Nirzar
- Contributions to the college's community engagement initiatives- active in Alumni Association and helped in Placement Cell.

#### 5. Community Engagement Activities:

- Involvement in community service projects- yes
- Collaboration with local organizations-yes
- Initiatives that contribute to community development- Visit at Ramnik Kuwarba Vudh Ashram, Rashtriya Shala Visit

#### 6. Involvement in Workshops and Expert Lectures:

- Attendance and participation in professional development workshops- Engage, motivate and guide students for more maximum participation.
- Delivery of expert lectures or presentations.
- Contributions to organizing such events.

#### 7. Activities in Sports and Cultural Events:

- Participation in sports events-Cricket and kabaddi Tournament
- Contributions to cultural activities- Guru Purnima Celebration, Janmashtami Celebration

- Engagement in extracurricular events within the college- visit at Ramnik Kuwarba Vrudh Ashram, Rashtriya Shala Visit

#### 8. Participation in Professional Development Programs:

- Attendance in conferences and seminars-
- Completion of training programs-
- Acquisition of additional certifications-Eltai Membership

#### 9. Research Activities Done:

- Research publications -
- Participation in research projects-
- Contributions to the college's research culture-

#### 10. Developing E-content:

- Creation of digital learning materials- Google classroom, Youtube.
- Use of e-content in teaching- Powerpoint Presentation
- Innovation in e-content development-yes

#### 11. Involvement in Add-on and Value-added Courses:

- Participation in designing or offering additional courses-yes
- Contributions to skill development programs-yes, guidance of self study courses
- Impact on students' holistic development-yes

#### 12. Involvement in Placement Activities:

- Assistance in career counseling-yes
- Collaboration with industry partners
- Contributions to placement drives-yes

13. Work Done for Preparing Trainees for Competitive Examinations:

- Coaching or guidance provided to students-yes
- Success rate in competitive exams
- Initiatives taken to enhance students' competitiveness

---

Overall Performance Rating:

- Outstanding
- Exemplary - Yes
- Satisfactory
- Improvement Needed

---

Employee Comments:

(Additional comments, self-assessment, goals, and suggestions for improvement.)

---

Supervisor's Comments:

(Feedback, areas of improvement, recommendations for professional growth.)

Improvement in communication skills would enhance her effectiveness in conveying ideas and collaborating with students.

Acknowledgment:

I acknowledge that I have reviewed this performance appraisal form and discussed it with my supervisor.

Employee Signature: \_\_\_\_\_

*Renuaditya*

Date: 05/12/2021

Supervisor Signature: \_\_\_\_\_

*Beethu D.*  
Principal,  
T. N. Rao College  
Rajkot.

Date: 05/12/2021



## College Administrative Staff Performance Appraisal Form

### Employee Information:

- Name: Alpesh Khambhayata
- Designation: Accountant
- Academic Year: 2021

### Performance Evaluation:

#### A. Understanding of the Job:

- Rating Scale:
  - Exceeds Requirements - Yes
  - Meets Requirements
  - Needs Improvement
  - Not Applicable
- Comments:

#### B. Institutional Commitment:

- Rating Scale:
  - Exceeds Requirements - Yes
  - Meets Requirements
  - Needs Improvement
  - Not Applicable
- Comments:

#### C. Quality of Work:

- Rating Scale:
  - Exceeds Requirements - Yes
  - Meets Requirements
  - Needs Improvement
  - Not Applicable
- Comments: can improve quality by more using software tools

#### D. Productivity and Efficiency:

- Rating Scale:

- Exceeds Requirements - Yes
- Meets Requirements
- Needs Improvement
- Not Applicable
- Comments:

E. Reliability/Dependability:

- Rating Scale:
  - Exceeds Requirements
  - Meets Requirements - Yes
  - Needs Improvement
  - Not Applicable
- Comments:

F. Initiative:

- Rating Scale:
  - Exceeds Requirements - Yes
  - Meets Requirements
  - Needs Improvement
  - Not Applicable
- Comments:

G. Service:

- Rating Scale:
  - Exceeds Requirements
  - Meets Requirements - Yes
  - Needs Improvement
  - Not Applicable
- Comments:

H. Professionalism:

- Rating Scale:
  - Exceeds Requirements
  - Meets Requirements - Yes
  - Needs Improvement

- Not Applicable
- Comments:

I. Ethics:

- Rating Scale:
  - Exceeds Requirements
  - Meets Requirements - Yes
  - Needs Improvement
  - Not Applicable
- Comments:

Overall Performance Rating:

- Rating Scale:
  - Exceeds Requirements - Yes
  - Meets Requirements
  - Needs Improvement
  - Not Applicable
- Comments:

Employee Comments (optional):

---

Supervisor Comments:

His thoroughness in reconciling accounts and scrutinizing financial transactions has provided a solid foundation for our financial report.

Action Plan:

- Agreement on specific actions to address areas for improvement.
- Timeline for implementation.
- Support/resources needed from the organization.

Acknowledgment:

I acknowledge that I have reviewed this performance appraisal form and discussed it with my supervisor.

Employee Signature: *[Signature]* Date: 12.12.2021  
Supervisor Signature: \_\_\_\_\_ Date: 12.12.2021

*Beethod.*  
Principal,  
T.N. Rao College  
Rajkot.





## College Administrative Staff Performance Appraisal Form

### Employee Information:

- Name: Jayesh Raval
- Designation: Clerk
- Academic Year: 2021

### Performance Evaluation:

#### A. Understanding of the Job:

- Rating Scale:
  - Exceeds Requirements - Yes
  - Meets Requirements
  - Needs Improvement
  - Not Applicable
- Comments:

#### B. Institutional Commitment:

- Rating Scale:
  - Exceeds Requirements - Yes
  - Meets Requirements
  - Needs Improvement
  - Not Applicable
- Comments:

#### C. Quality of Work:

- Rating Scale:
  - Exceeds Requirements
  - Meets Requirements
  - Needs Improvement - Yes
  - Not Applicable
- Comments: can improve quality by more using software tools

#### D. Productivity and Efficiency:

- Rating Scale:

- Exceeds Requirements
- Meets Requirements - Yes
- Needs Improvement
- Not Applicable
- Comments:

E. Reliability/Dependability:

- Rating Scale:
  - Exceeds Requirements
  - Meets Requirements - Yes
  - Needs Improvement
  - Not Applicable
- Comments:

F. Initiative:

- Rating Scale:
  - Exceeds Requirements
  - Meets Requirements - Yes
  - Needs Improvement
  - Not Applicable
- Comments:

G. Service:

- Rating Scale:
  - Exceeds Requirements
  - Meets Requirements - Yes
  - Needs Improvement
  - Not Applicable
- Comments:

H. Professionalism:

- Rating Scale:
  - Exceeds Requirements
  - Meets Requirements - Yes
  - Needs Improvement

○ Not Applicable

● Comments:

I. Ethics:

● Rating Scale:

- Exceeds Requirements - Yes
- Meets Requirements
- Needs Improvement
- Not Applicable

● Comments:

Overall Performance Rating:

● Rating Scale:

- Exceeds Requirements - Yes
- Meets Requirements
- Needs Improvement
- Not Applicable

● Comments:

Employee Comments (optional):

---

Supervisor Comments:

Efficiency can be improved by using computer technology.

Action Plan:

- Agreement on specific actions to address areas for improvement.
- Timeline for implementation.
- Support/resources needed from the organization.

Acknowledgment:

I acknowledge that I have reviewed this performance appraisal form and discussed it with my supervisor.

Employee Signature: Raval D Date: 12/12/2021  
Supervisor Signature: \_\_\_\_\_ Date: 12.12.21

*Beethod.*  
Principal,  
T. N. Rao College  
Rajkot.



## Performance Appraisal Form for B.Ed College Teacher

---

### Employee Information:

- Name: Dr. Maya Jilka
  - Designation: Assistant Professor
  - Department: Education
  - Academic Year: 2022
- 

### Performance Evaluation Criteria:

#### 1. Academic Works Done:

- Number of courses taught- 20
- Quality of teaching methodologies.- Traditional, Demonstration, Management Skill

#### 2. Use of ICT:

- Integration of technology in teaching-Use Google Classroom and powerpoint presentation for teaching. Upload presentation and material on online platforms for easy access by students.
- Utilization of online platforms and tools- Use Google Classroom and Youtube upload videos on Google Classroom and on Youtube for easy access and revision.
- Innovation in incorporating ICT for effective learning-Use tools like Microsoft PowerPoint and Google Slides to create interactive presentations with multimedia elements and upload it on Google Classroom and Youtube.

#### 3. Mentoring Activities:

- Number of mentees- 33
- Effectiveness in providing guidance and support-Acknowledge the diversity of student learning preferences by offering a range of resources, including video lectures, written materials, interactive learning opportunities and academic counseling .
- Impact on mentees academic and personal development-

#### 4. Outreach Activities Performed or Organized:

- Participation in community programs- Rashtriya Shala Visit
- Organization of educational outreach events- Visit to Sneh Nirzar
- Contributions to the college's community engagement initiatives- active in cultural events and community outreach

#### 5. Community Engagement Activities:

- Involvement in community service projects- yes
- Collaboration with local organizations-yes
- Initiatives that contribute to community development- Rashtriya Shala Visit

#### 6. Involvement in Workshops and Expert Lectures:

- Attendance and participation in professional development workshops- Engage, motivate and guide students for more maximum participation.
- Delivery of expert lectures or presentations.
- Contributions to organizing such events.

#### 7. Activities in Sports and Cultural Events:

- Participation in sports events-Cricket and kabaddi Tournament
- Contributions to cultural activities- Guru Purnima Celebration, Janmashtami Celebration, Rangoli Competition
- Engagement in extracurricular events within the college- Rashtriya Shala Visit

#### 8. Participation in Professional Development Programs:

- Attendance in conferences and seminars-
- Completion of training programs-
- Acquisition of additional certifications-Eltai Membership

#### 9. Research Activities Done:

- Research publications -
- Participation in research projects-
- Contributions to the college's research culture-

#### 10. Developing E-content:

- Creation of digital learning materials- Google classroom, Youtube.
- Use of e-content in teaching- Powerpoint Presentation
- Innovation in e-content development-yes

#### 11. Involvement in Add-on and Value-added Courses:

- Participation in designing or offering additional courses-yes
- Contributions to skill development programs-yes, guidance of self study courses
- Impact on students' holistic development-yes

#### 12. Involvement in Placement Activities:

- Assistance in career counseling-yes
- Collaboration with industry partners
- Contributions to placement drives-yes

#### 13. Work Done for Preparing Trainees for Competitive Examinations:

- Coaching or guidance provided to students-yes

- Success rate in competitive exams
  - Initiatives taken to enhance students' competitiveness
- 

Overall Performance Rating:

- Outstanding
  - Exemplary - Yes
  - Satisfactory
  - Improvement Needed
- 

Employee Comments:

(Additional comments, self-assessment, goals, and suggestions for improvement.)

---


Supervisor's Comments:

(Feedback, areas of improvement, recommendations for professional growth.)


She can pursue professional development opportunities such as workshops or advanced certifications to broaden your expertise and stay updated with current educational trends.

Acknowledgment:

I acknowledge that I have reviewed this performance appraisal form and discussed it with my supervisor.

Employee Signature: 

Date: 08/12/2022

Supervisor Signature:   
Principal,  
T.N. Rao College  
Rajkot.

Date: 08/12/2022



## Performance Appraisal Form for B.Ed College Teacher

---

### Employee Information:

- Name: Dr. Trusha Koradiya
  - Designation: Assistant Professor
  - Department: Education
  - Academic Year: 2022
- 

### Performance Evaluation Criteria:

#### 1. Academic Works Done:

- Number of courses taught- 20
- Quality of teaching methodologies.- Traditional, Communicative approach, Group Discussion, Demonstration

#### 2. Use of ICT:

- Integration of technology in teaching-Use Google Classroom and powerpoint presentation for teaching. Upload presentation and material on online platforms for easy access by students.
- Utilization of online platforms and tools- Use Google Classroom and Youtube upload videos on Google Classroom and on Youtube for easy access and revision.
- Innovation in incorporating ICT for effective learning-Use tools like Microsoft PowerPoint and Google Slides to create interactive presentations with multimedia elements and upload it on Google Classroom and Youtube.

#### 3. Mentoring Activities:



- Number of mentees- 33
- Effectiveness in providing guidance and support-Acknowledge the diversity of student learning preferences by offering a range of resources, including video lectures, written materials, interactive learning opportunities and academic counseling .
- Impact on mentees academic and personal development-

#### 4. Outreach Activities Performed or Organized:

- Participation in community programs- Rashtriya Shala Visit
- Organization of educational outreach events- Visit to Sneh Nirzar
- Contributions to the college's community engagement initiatives- active in student knowledge enhancement, community services, cultural events

#### 5. Community Engagement Activities:

- Involvement in community service projects- yes
- Collaboration with local organizations-yes
- Initiatives that contribute to community development- Rashtriya Shala Visit

#### 6. Involvement in Workshops and Expert Lectures:

- Attendance and participation in professional development workshops- Engage, motivate and guide students for more maximum participation.
- Delivery of expert lectures or presentations.
- Contributions to organizing such events.

#### 7. Activities in Sports and Cultural Events:

- Participation in sports events-Cricket and kabaddi Tournament
- Contributions to cultural activities- Guru Purnima Celebration, Janmashtami Celebration, Rangoli Competition
- Engagement in extracurricular events within the college- Rashtriya Shala Visit

#### 8. Participation in Professional Development Programs:

- Attendance in conferences and seminars-
- Completion of training programs-
- Acquisition of additional certifications-Eltai Membership

#### 9. Research Activities Done:

- Research publications -
- Participation in research projects-
- Contributions to the college's research culture-

#### 10. Developing E-content:

- Creation of digital learning materials- Google classroom, Youtube.
- Use of e-content in teaching- Powerpoint Presentation
- Innovation in e-content development-yes

#### 11. Involvement in Add-on and Value-added Courses:

- Participation in designing or offering additional courses-yes
- Contributions to skill development programs-yes, guidance of self study courses
- Impact on students' holistic development-yes

#### 12. Involvement in Placement Activities:

- Assistance in career counseling-yes
- Collaboration with industry partners
- Contributions to placement drives-yes

#### 13. Work Done for Preparing Trainees for Competitive Examinations:

- Coaching or guidance provided to students-yes

- Success rate in competitive exams
  - Initiatives taken to enhance students' competitiveness
- 

Overall Performance Rating:

- Outstanding
  - Exemplary - Yes
  - Satisfactory
  - Improvement Needed
- 

Employee Comments:

(Additional comments, self-assessment, goals, and suggestions for improvement.)

---

Supervisor's Comments:

(Feedback, areas of improvement, recommendations for professional growth.)

She can pursue professional development opportunities such as workshops or advanced certifications to broaden your expertise and stay updated with current educational trends.

Acknowledgment:

I acknowledge that I have reviewed this performance appraisal form and discussed it with my supervisor.

Employee Signature:  Date: 09.12.2022

Supervisor Signature:  Date: 09.12.2022

Principal,  
T. N. Rao College  
Rajkot.



## Performance Appraisal Form for B.Ed College Teacher

---

### Employee Information:

- Name: Dr. Ramu Khint
  - Designation: Assistant Professor
  - Department: Education
  - Academic Year: 2022
- 

### Performance Evaluation Criteria:

#### 1. Academic Works Done:

- Number of courses taught- 20
- Quality of teaching methodologies.-Demonstration, Traditional

#### 2. Use of ICT:

- Integration of technology in teaching-Use Google Classroom and powerpoint presentation for teaching. Upload presentation and material on online platforms for easy access by students.
- Utilization of online platforms and tools- Use Google Classroom and Youtube upload videos on Google Classroom and on Youtube for easy access and revision.
- Innovation in incorporating ICT for effective learning-Use tools like Microsoft PowerPoint and Google Slides to create interactive presentations with multimedia elements and upload it on Google Classroom and Youtube.

#### 3. Mentoring Activities:

- Number of mentees- 33
- Effectiveness in providing guidance and support-Acknowledge the diversity of student learning preferences by offering a range of resources, including video lectures, written materials, interactive learning opportunities and academic counseling .
- Impact on mentees academic and personal development-

#### 4. Outreach Activities Performed or Organized:

- Participation in community programs- Rashtriya Shala Visit
- Organization of educational outreach events- Visit to Sneh Nirzar
- Contributions to the college's community engagement initiatives- active in Alumni Association and helped in Placement Cell.

#### 5. Community Engagement Activities:

- Involvement in community service projects- yes
- Collaboration with local organizations-yes
- Initiatives that contribute to community development- Rashtriya Shala Visit

#### 6. Involvement in Workshops and Expert Lectures:

- Attendance and participation in professional development workshops- Engage, motivate and guide students for more maximum participation.
- Delivery of expert lectures or presentations.
- Contributions to organizing such events.

#### 7. Activities in Sports and Cultural Events:

- Participation in sports events-Cricket and kabaddi Tournament
- Contributions to cultural activities- Guru Purnima Celebration, Janmashtami Celebration, Rangoli Competition
- Engagement in extracurricular events within the college- Rashtriya Shala Visit

#### 8. Participation in Professional Development Programs:

- Attendance in conferences and seminars-
- Completion of training programs-
- Acquisition of additional certifications-Eltai Membership

#### 9. Research Activities Done:

- Research publications -
- Participation in research projects-
- Contributions to the college's research culture-

#### 10. Developing E-content:

- Creation of digital learning materials- Google classroom, Youtube.
- Use of e-content in teaching- Powerpoint Presentation
- Innovation in e-content development-yes

#### 11. Involvement in Add-on and Value-added Courses:

- Participation in designing or offering additional courses-yes
- Contributions to skill development programs-yes, guidance of self study courses
- Impact on students' holistic development-yes

#### 12. Involvement in Placement Activities:

- Assistance in career counseling-yes
- Collaboration with industry partners
- Contributions to placement drives-yes

#### 13. Work Done for Preparing Trainees for Competitive Examinations:

- Coaching or guidance provided to students-yes

- Success rate in competitive exams
  - Initiatives taken to enhance students' competitiveness
- 

Overall Performance Rating:

- Outstanding
  - Exemplary - Yes
  - Satisfactory
  - Improvement Needed
- 

Employee Comments:

(Additional comments, self-assessment, goals, and suggestions for improvement.)

---

Supervisor's Comments:

(Feedback, areas of improvement, recommendations for professional growth.)

She can pursue professional development opportunities such as workshops, broaden your expertise and stay updated with current educational trends.

Acknowledgment:

I acknowledge that I have reviewed this performance appraisal form and discussed it with my supervisor.

Employee Signature: \_\_\_\_\_



Date: 05.12.2022

Supervisor Signature: \_\_\_\_\_

*Method*  
Principal,  
T. N. Rao College  
Rajkot.

Date: 05.12.2022



## College Administrative Staff Performance Appraisal Form

### Employee Information:

- Name: Alpesh Khambhayata
- Designation: Accountant
- Academic Year: 2022

### Performance Evaluation:

#### A. Understanding of the Job:

- Rating Scale:
  - Exceeds Requirements - Yes
  - Meets Requirements
  - Needs Improvement
  - Not Applicable
- Comments:

#### B. Institutional Commitment:

- Rating Scale:
  - Exceeds Requirements - Yes
  - Meets Requirements
  - Needs Improvement
  - Not Applicable
- Comments:

#### C. Quality of Work:

- Rating Scale:
  - Exceeds Requirements - Yes
  - Meets Requirements
  - Needs Improvement
  - Not Applicable
- Comments: can improve quality by more using software tools

#### D. Productivity and Efficiency:

- Rating Scale:



- Exceeds Requirements - Yes
- Meets Requirements
- Needs Improvement
- Not Applicable
- Comments:

E. Reliability/Dependability:

- Rating Scale:
  - Exceeds Requirements
  - Meets Requirements - Yes
  - Needs Improvement
  - Not Applicable
- Comments:

F. Initiative:

- Rating Scale:
  - Exceeds Requirements - Yes
  - Meets Requirements
  - Needs Improvement
  - Not Applicable
- Comments:

G. Service:

- Rating Scale:
  - Exceeds Requirements
  - Meets Requirements - Yes
  - Needs Improvement
  - Not Applicable
- Comments:

H. Professionalism:

- Rating Scale:
  - Exceeds Requirements
  - Meets Requirements - Yes
  - Needs Improvement

○ Not Applicable

● Comments:

I. Ethics:

● Rating Scale:

- Exceeds Requirements
- Meets Requirements - Yes
- Needs Improvement
- Not Applicable

● Comments:

Overall Performance Rating:

● Rating Scale:

- Exceeds Requirements - Yes
- Meets Requirements
- Needs Improvement
- Not Applicable

● Comments:

Employee Comments (optional):

---

Supervisor Comments:

Further need to develop his skills in generating insightful reports will be greatly beneficial for decision-making processes.

Action Plan:

- Agreement on specific actions to address areas for improvement.
- Timeline for implementation.
- Support/resources needed from the organization.

Acknowledgment:

I acknowledge that I have reviewed this performance appraisal form and discussed it with my supervisor.

Employee Signature: \_\_\_\_\_

Date: 15.12.2022

Supervisor Signature: \_\_\_\_\_

Date: 15.12.2022

*Beethod.*  
Principal,  
T. N. Rao College  
Rajkot.



## College Administrative Staff Performance Appraisal Form

### Employee Information:

- Name: Jayesh Raval
- Designation: Clerk
- Academic Year: 2022

### Performance Evaluation:

#### A. Understanding of the Job:

- Rating Scale:
  - Exceeds Requirements - Yes
  - Meets Requirements
  - Needs Improvement
  - Not Applicable
- Comments:

#### B. Institutional Commitment:

- Rating Scale:
  - Exceeds Requirements - Yes
  - Meets Requirements
  - Needs Improvement
  - Not Applicable
- Comments:

#### C. Quality of Work:

- Rating Scale:
  - Exceeds Requirements
  - Meets Requirements - Yes
  - Needs Improvement
  - Not Applicable
- Comments: can improve quality by more using software tools

#### D. Productivity and Efficiency:

- Rating Scale:

- Exceeds Requirements
- Meets Requirements - Yes
- Needs Improvement
- Not Applicable
- Comments:

**E. Reliability/Dependability:**

- Rating Scale:
  - Exceeds Requirements
  - Meets Requirements - Yes
  - Needs Improvement
  - Not Applicable
- Comments:

**F. Initiative:**

- Rating Scale:
  - Exceeds Requirements - Yes
  - Meets Requirements
  - Needs Improvement
  - Not Applicable
- Comments:

**G. Service:**

- Rating Scale:
  - Exceeds Requirements
  - Meets Requirements - Yes
  - Needs Improvement
  - Not Applicable
- Comments:

**H. Professionalism:**

- Rating Scale:
  - Exceeds Requirements
  - Meets Requirements - Yes
  - Needs Improvement

