



ISO: 9001:2015

Godhatma Shaikshanik Bahuuddeshiya Sanstha's

M G Tele Commerce College, Chindha and Baraku Ramaji Tele Science College, and Kesharbai Tele College of Management

Thalner, Tal- Shirpur, Dist- Dhule. Thalner - 425421 (MS)

Website: www.mgtele.org, Email: alltelecollege@gmail.com

Mob: 7057340393 / 9423905823

Prof. V. S. Shrivastava
Ph.D., D.Lit. (Hon.), Post Doct. (South America)
Principal

Dr. C. G. Tele
M. Sc. (Poona), Ph. D (U.K)
Chairman

Non-Teaching Staff Performance Appraisal Form

Employee Name:	Position:	
Supervisor's Name	Evaluation Period:	
Rating scale		
<ol style="list-style-type: none"> 1. Unsatisfactory – Performance does not meet expectations. Performance improvement plan required. 2. Needs Improvement – Performance sometimes meets expectations. Performance improvement plan required. 3. Good – Performance meets requirements and satisfies the expectations of the position. 4. Very Good – Performance consistently meets and often exceeds expectations. 5. Excellent – Performance consistently superior and exceeds expectations 		
Particulars	Rating	Comments
Job Knowledge & Skills		
Demonstrates an understanding of job duties and responsibilities		
Possesses the knowledge required to perform the job effectively.		
Quality/Quantity Of Work		
Completes work with minimal errors		
Demonstrates effective application of technical and non-technical skills as required for the completion of the job.		
Uses available resources/technology available to achieve quality, service and productivity.		
Interpersonal Skills		
Has the ability to work effectively with people at all levels(shows respect, sensitivity, courtesy, and flexibility)		
Communicates with people at all levels		
Maintains confidentiality at all levels.		
Planning & Organization		
has the ability to organize the workload efficiently and effectively		
Always meets the deadlines		
Has the ability to meet short and quick unplanned requirements/needs or priorities effectively		
Decision Making		
Recognizes when a higher authority should be consulted in respect to certain decisions.		
Initiative		
Demonstrates the ability to work with minimal supervision		
Suggests new processes and tries new learning experiences.		
Shares and is receptive to new ideas		
Safety Measure		
Follows all rules, practices and procedures as required for the job.		
Uses and maintains all equipment/appliances/machinery properly		
Team work		
Offers assistance to others		
Overall Performance		



(Signature)
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Self-Appraisal form Teaching Staff

1. General Information

a.	Name	
b.	Mobile number	
c.	Email address	
d.	Designation	
e.	Department	
f.	Date of Birth	
g.	Area of Specialization (if MPhil or PhD holder)	
h.	Date of appointment in this institution	

2. Courses taught in the year concluded:
3. Total leave taken during the calendar year:
4. Explain briefly how you planned your teaching for the year, mentioning a few reading lists provided to students (especially books/articles outside compulsory reading):
5. Steps taken by you to enhance the "Library and book-reading" experience of your students:
6. List the student centric methodologies such as experiential learning, participative learning that you have used for enhancing learning experiences of the student. (150 words)
7. Details of Innovations in / Contribution to Teaching during the year



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Staff Self Appraisal Form- Template

- a. Design of curriculum:
 - b. Teaching methods:
 - c. Evaluation methods:
 - d. Preparation of resource material including books, reading materials, laboratory manuals:
 - e. Remedial Teaching:
 - f. Any other
8. How have you handled average and weak students of your class in the concluded academic year?
9. Comment on your punctuality in
10. Enhancement of Professional Competence: (details of Workshops, Seminars, Symposiums attended etc): WILL BE PICKED UP FROM THE ERP
11. Research Contribution: (details of books/ research papers published, projects taken up/completed: WILL BE PICKED UP FROM THE ERP
12. Details of seminars, conferences, symposia organized by you during the year:
13. Extension Activities: Your contributions to the Institution's objective of Social Concern and Character formation: (organizing/accompanying students on social visits etc)
14. What efforts can you take to contribute to a positive learning environment in campus?
15. Any other achievement/ strength/contribution that you would like to highlight:
16. I hereby declare that the information given above is true to the best of my knowledge and belief.