
6.3.5 - Institutions Performance Appraisal System for teaching and nonteaching staff

Performance Appraisal System at GJIMT

GJIMT has established a robust and transparent performance appraisal system to evaluate both teaching and non-teaching staff annually. The comprehensive assessment framework utilizes role-specific Key Performance Indicators (KPIs) to ensure fair and objective evaluations.

For teaching faculty, the 360 degree appraisal process incorporates multiple assessment methods including self-evaluation, peer reviews, and student feedback. The system focuses on three critical areas: teaching effectiveness, research contributions, and institutional involvement.

Non-teaching staff are evaluated based on operational efficiency, punctuality, task management, and overall job performance. The appraisal criteria emphasize workplace productivity, adherence to institutional policies, and contribution to organizational goals.

During the last academic year (1st June 2024 to 31st May 2025), 38% of employees received an appraisal based on their performance evaluation scores. GJIMT's merit-based appraisal structure offers regular and fast-track promotion opportunities, aligning individual growth with institutional goals. This robust system enhances accountability, motivation, and job satisfaction while ensuring staff remain aligned with evolving educational and industry standards.

This dynamic appraisal framework serves multiple purposes: maintaining accountability, motivating staff through performance recognition, and aligning individual growth with institutional objectives. By systematically tracking professional development, the system ensures staff remain current with evolving educational practices and industry standards. The transparent evaluation process and clear career pathways significantly enhance job satisfaction and retention, ultimately contributing to GJIMT's academic excellence.



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Institute of Management
and Technology

PERFORMA FOR ANNUAL APPRAISALS (ACADEMIC YEAR 20..... to 20.....)

(Please attach as many as proofs possible)

1	Name (in Block Letters)	
2	Father's Name/Mother's Name	
3	Date of Birth	
4	Department	
5	Date of Joining	
6	Present Designation held from (Date)	
7	Highest Qualification (Attach Copy)	
8	Any Higher Qualification being perused with its present status	

9. Record of leaves availed in the Academic Year

Casual Leave : Days | Study Leave : Days | Leave without Pay (LWP) : Days |

Leave without Pay (No. of times) : | Earned Leave : Days

10. Membership of Professional Bodies :

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11. Class In charge (No. of students)

(Outcomes/ solution to student problem. Please attach a sheet)

12. Any Warning Letter/Explanation Letter/Counseling Letter issued (Mention the reason)

(03 marks will be deducted from the overall score for each Warning Letter/Explanation Letter/Counseling Letter issued).

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TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(Please attach as many as proofs possible)

13. Lectures, Seminars, Tutorials, Practical's (give semester-wise details from January'..... to May'..... and July'..... to Dec'..... For calculation of result refer to Annexure-I (50)

S.No.	Title of the Course	Subject	Load Per Week			No. of periods per week	Total No. of Students	Total No. of students appeared	Total No. of Students Passed %	Result Pass (%)
			L	T	P					

Lecture (L), Seminars (S), Tutorials (T), Practical (P), (for result calculation check Annexure-I)

14. Use of Participatory and innovative Teaching-Learning Methodologies, Updating of subject content, Course Improvement etc. (Please attach as many as proofs possible) (100)

S.No.	Item	No.	Whether Provided to students
1	PPT's		
2	Case Studies		
3	Tutorials		
4	Surprise Test		
5	Quiz		
6	Any Other		

14 (A). Reading/Instructional material consulted and additional knowledge resources provided to students (give semester wise details) (Please attach as many as proofs possible) (50)

S.No.	Course/Paper	Materiel Consulted	Materiel Prescribed	Additional Resource provided

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15. Any Additional Activities

(Class Counselor/Examination/Placements/Admissions/Fests/NCC/NSS /Mentor /Cultural/Sports/Other Co-Curricular Jobs etc.) assigned and performed.

S.No.	Type of Duties	Duties Assigned	Extent to which carried out

RESEARCH & ACADEMIC CONTRIBUTIONS

(Please attach as many as proofs possible) (150)

16. Research Papers/Books Published /Articles/Chapters etc. in the academic year 20..... to 20.....

S.No.	Title with page no	Journal/Book Title, editor & publisher	ISSN/ISBN No.	Whether peer reviewed. Impact factor, if any	No. of Co-authors	Whether you are the main author

16 (A). Papers presented in Conferences, Seminars, Workshops, Symposia in the academic year 20..... to 20.....

S.No.	Title of the paper presented	Title of Conference/ Seminar etc	Date(s) of the event	Organised by	Whether International/ National/State/ Regional/ University or College Level

17. Training Courses, Teaching-Learning-Evaluation Technology Programmes, Faculty Development Programmes (Not less than one week duration), Seminars and Conferences attended in the year 20..... to 20.....

S.No.	Programme	Duration	Organized by

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17 (A). Ongoing Research projects and consultancies/Innovative work done

S.No.	Title	Agency	Period	Grant/ Amount Mobilized (Rs Lakhs)

18. Research Guidance

S.No.	Number Enrolled	Thesis Submitted	Degree Awarded
M.Tech/M.Phil Equivalent			
Ph.D or Equivalent			

OTHER RELEVANT INFORMATION

(Please attach as many as proofs possible)

19. Activities Organized

(Seminars/Workshops/conference/symposia/continuing Education Programmes etc.)

S.No.	Title	Duration	Major Sponsor (S)	Level (International/National)

20. Achievements/Awards/Recognition during the year: (Give details on a separate sheets)

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21. Over all self appraisal

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22. (i)Targets set for the year

(ii)Target Achieved

(iii)Not achieving the set targets & reason thereof

Note: For details use separate sheet.

I certify that the information provided is correct as per records available with the University.

Signature of the Candidate

Annexure-I

Instructions for Filling up Annual Appraisal Performa

(Please attach as many as proofs possible while filling the Performa)

Teaching, Learning and Evaluation Related Activities

S. No	Nature of Activity				
(i) (a)	Lectures, seminars, tutorials, practical should be based on verifiable records. No score should be assigned if a teacher has taken less than 80% of the assigned classes.				
(ii)	Imparting of knowledge / instruction as per curriculum with the prescribed material (Text book/Manual etc.), syllabus enrichment by providing additional resources to students				
(iii)	Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.				
(iv)	Updating of Courses, design of curriculum,				
	Participatory & Innovative T/L Process with material for problem based learning, case studies, Group discussions etc. a) Interactive Courses b) Participatory Learning modules c) Case studies				
(v)	Academic result Calculation for Theory /Practical Subjects. For Example Total No. of students in a class = 60				
	Performance of Students	No. of Students Passed	Corresponding % (total Students passed/ Total Students *100)	Weightage	Score
	Students performing between 81-100%	10	$10/60 \times 100 = 16.6\% \text{ (A)}$	$=A \times 5$ $16.6\% \times 5 = 0.83$	0.83
	Students performing between 71-80%	8	$8/60 \times 100 = 13.3\% \text{ (B)}$	$=B \times 4$ $13.3\% \times 4 = 0.53$	0.53
	Students performing between 61-70%	5	$5/60 \times 100 = 8.33\% \text{ (C)}$	$=C \times 3$ $8.33\% \times 3 = 0.24$	0.24
	Students performing between 51-60%	15	$15/60 \times 100 = 25\% \text{ (D)}$	$=D \times 2$ $25\% \times 2 = 0.5$	0.5
	Students performing between 40-50%	7	$7/60 \times 100 = 11.6\% \text{ (E)}$	$=E \times 1$ $11.6 \times 1 = 0.11$	0.11
	Students performing less than 40%	15	$5/60 \times 100 = 25\% \text{ (F)}$	$=F \times 0$ $25\% \times 0 = 0$	0.0
	Score				Sum=2.21
	Total Score (%)		$\text{Sum}/5 \times 100 \text{ (} 2.21/5 \times 100 = 44.2\% \text{)}$		

Students Performance =

Score calculated for Theory courses

Total no. of courses taught during the complete academic year

(vi)	Institutional Co-curricular activities for students such as Class Counseling/industry-implant training and placement activity. Positions held/Leadership role played in organization linked with Extension Work and National service Scheme (NSS), NCC, Students and Staff Related Socio Cultural and Sports Programmes, Institutional Governance responsibilities like, Warden, Coordinator, Participation in committees concerned with any aspect of departmental or institutional management such as admission committee, campus development, library committee. Responsibility or participation in committees for Students Welfare, Counseling and Discipline. Organization of Conference / Training as Chairman/Organizational Secretary. Membership in profession related committees/bodies at state, national and international level.
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RESEARCH AND ACADEMIC CONTRIBUTIONS

S.No.	Criteria	Faculties of Engineering	Faculties of Management
(vii)	Research Papers (Published in Journals)	International Journals : 01 Publication = 05 Marks National Journals : 01 Publication = 03 Marks	International Journals : 01 Publication = 05 Marks National Journals : 01 Publication = 03 Marks
(viii)	Research Publications (books, chapters in books, other than refereed journal articles)	Text or Reference Books Published by International Publishers with an established peer review system = 05 Marks Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers =03 Marks	Text or Reference Books Published by International Publishers with an established peer review system = 05 Marks Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers =03 Marks
(ix)	Paper Presentation in Conferences	Conference proceedings as full papers, etc. (abstracts not to be included). International Conference= 04 Marks National Conference =03 Marks	Conference proceedings as full papers, etc. (abstracts not to be included). International Conference= 04 Marks National Conference =03 Marks
(x)	Seminars, Workshop, Symposia	Max. Marks =02	Max. Marks =02
(xi)	Ongoing Research projects and consultancies	Max. Marks =02	Max. Marks =02
(xii)	Research Guidance	PhD Degree awarded =02 Marks M.Tech degree awarded = 01 Marks/M.tech	

Self-Appraisal Form (Admin Staff)

Appraisal Period ()

1. Name:

2. Contact no:

3. Date of Joining:.....

4. Designation & Dept.:.....

5. Self-evaluation:

Appraisal Summary Score

(For Office Use Only)

S.no	Section	Total Marks(100)	Marks Secured
1	Technical Adequacy	50	
2	Conduct & General Impression	30	
3	Values, Attitudes, Efforts towards institutional focus areas	20	
Appraisal Score (Sum of Section Wise Scores) *			

* Faculty members' extra-ordinary contribution and efforts for the institution may be considered and duly recognized as part of the appraisal process by the appraising authorities.

Self-Appraisal Form (To be filled by Admin Staff)

RATINGS SCALES: 1/2/3/4/5

1 = Below Standards or Expected Results Performance is below standards. Employee does not fully achieve assigned goals. Work assignments are not consistent in meeting quality standards or deadlines. Employee requires close supervision and does not consistently demonstrate the ability to perform job functions at expected level of proficiency.

2 – 3 = Meets Expectations Satisfactorily performs assigned activities and achieves expected outcomes. Work assignments typically are completed on time and meet all quality standards. Employee works under general or minimum supervision, with demonstrated understanding of all job functions and expected standards.

4 – 5 = Exceeds Expectations Quality and quantity of work is routinely higher than expected. Performance reflects high degree of initiative, commitment to excellence and ability to anticipate and respond to the needs of the institution. Employee demonstrates mastery of all job functions and

PERFORMANCE ASSESSMENT

Sr.	Item	Applies	Not Appli- cable	Self Rating	Apprais er Rating	Final Ratin g	Remarks
I.	<u>Technical Adequacy:-</u>						
1	Proficiency in Current role						
2	Quality of work						
3	Quantity of work						
4	Neatness						
5	Accuracy						

6	Punctuality in work						
7	Methodical and systematic Working						
8	Promptness in completion of work						
9	Regularity in attendance						
10	Relations with Superiors						
11	Relations with Colleagues						
12	Relations with members of public – students and parents						
13	Dependability						
14	Capacity to get work done						
II	<u>General Impression :-</u>						
1	General Impression & Grasp						
2	Leadership Qualities						
3	Level of Knowledge (related to the Section/Department)						
4	Tech. ability (wherever relevant).						
5	Spl. Complementary aptitude qualities etc. other than job requirements.						

III Values, Attitudes, Efforts towards institutional focus areas

Please elaborate your contribution/alignment with values, attitudes and efforts towards institutional focus areas using representative examples from the current appraisal period.

Faculty Remarks

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Grading/Remarks by the appraiser

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