



Sri Ramakrishna Mission Vidyalaya College of Education

(An Autonomous College affiliated to the Tamil Nadu Teachers Education University and
Re-accredited with A++ Grade by NAAC with CGPA 3.82)

Sri Ramakrishna Vidyalaya Post, Periyanaickenpalayam, Coimbatore - 641 020.
Phone: 80125 33915 | E-mail: srkvcoen@yahoo.co.in | Website: www.srkvcoe.org

NAAC
3rd Cycle

Criterion VI
Metric 6.3.5

CRITERION VI

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.3 FACULTY EMPOWERMENT STRATEGIES

6.3.5 The Institution has a Performance Appraisal System for Teaching and Non-Teaching Staff

**Proforma Used for Performance Appraisal
for Teaching and Non - Teaching Staff
Signed by the Principal**



SRI RAMAKRISHNA MISSION VIDYALAYA COLLEGE OF EDUCATION

(An Autonomous College Affiliated to the Tamil Nadu Teachers Education University and

Re-accredited with A++ Grade by NAAC with CGPA 3.82)

Sri Ramakrishna Vidyalaya Post, Coimbatore - 641 020.

Ph: 8012533915

E-mail: srkvcoen@yahoo.co.in

Website : www.srkvcoe.org

Performance Appraisal Proforma for Teaching Staff



SRI RAMAKRISHNA MISSION VIDYALAYA COLLEGE OF EDUCATION
(Autonomous)
COIMBATORE - 641020.

Performance Appraisal Proforma

1	Name of the Faculty	:	
2	Designation	:	
3	Department/Devision	:	
4	Teaching Experience (college/University) a. College of Education b. Outside Total	:	
5	Professional Qualification a. Additional Qualification	:	
6	Academic activities a. Courses handling b. Heading/assisting in other academic bodies c. Additional responsibilities I. Institution II. Vidyalaya	:	
7	Innovative Teaching Methodology Adopted, If any	:	




Principal i/c
Sri Ramakrishna Mission Vidyalaya
College of Education (Autonomous)
Coimbatore-641 020.

8	Research Guidance (No.) M.Ed. M.Phil. Ph.D	:	
9	Faculty Development Programmes (FDP) attended	:	
10	Workshops / Certificate Courses / Online Certificate Courses Attended/ Completed	:	
11	Paper presented in Conferences Seminars	:	
12	Publications Edited Books Proceedings Journals	:	
13	a. Projects: Sanctioned/ Completed Ongoing b. CRE/ Conferences: Organized Proposed	:	
14	No. of video lessons/E-content prepared		
15	Extension Activities: Organized Planned	:	
16	Achievements (If Any)	:	
17	Future plans a. Regarding ongoing academic pursuits b. Innovations in teaching learning process c. Ways of enriching the department with professional activities d. Research pursuits e. Planning for capacity building and outreaching activities	: : : :	




 Principal i/c
 Sri Ramakrishna Mission Vidyalaya
 College of Education (Autonomous)
 Coimbatore-641 020.

18	General suggestions for the growth of department/ discipline	:	
19	Suggestions for improving the research potential of the faculty	:	
20	Any other	:	

Declaration

I hereby declare that the information provided is true to the best of my knowledge.

Place:-

Date: -

Name and Signature of the Teaching staff

Enclose:

1. Student related Co-Curricular Activities, Extension and field Based Activities
2. Achievements & Awards
3. Teaching Learning (Pass Percentage)
4. Online Courses
5. Projects Applied
6. ISR responsibilities
7. Membership in outside sports organization/ Others

Countersigned by the Head of the Institution




 Principal i/c
 Sri Ramakrishna Mission Vidyalaya
 College of Education (Autonomous)
 Coimbatore-641 020.



SRI RAMAKRISHNA MISSION VIDYALAYA COLLEGE OF EDUCATION

(An Autonomous College Affiliated to the Tamil Nadu Teachers Education University and

Re-accredited with A++ Grade by NAAC with CGPA 3.82)

Sri Ramakrishna Vidyalaya Post, Coimbatore - 641 020.

Ph: 8012533915 | E-mail: srkvcoen@yahoo.co.in | Website : www.srkvcoe.org

Performance Appraisal Proforma for Non - Teaching Staff



SRI RAMAKRISHNA MISSION VIDYALAYA COLLEGE OF EDUCATION
(Autonomous)
COIMBATORE - 641020.

Performance Appraisal Proforma

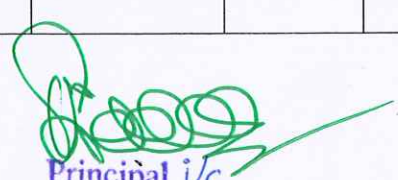
Performance Appraisal Form for Non-Teaching Staff

1. Name of the Staff :
2. Position Title :
3. Date of Entry into Service :
4. No. of Years in Service :
5. Date of Retirement :
6. Qualification :
7. Details of Current Responsibilities:

I. PROFESSIONAL COMPETENCE

Sl. No.	Components	Excellent	Good	Satisfactory	Average	Poor
1	Knowledge of rules, regulation and procedure					
2	Ability to organize work and carry it out					
3	Ability and willingness to take up additional load in times of exigencies					
4	Creativity and innovation					
5	Ability to learn and perform new duties					




Principal i/c
Sri Ramakrishna Mission Vidyalaya
College of Education (Autonomous)
Coimbatore-641 020.

6	Capacity to supervise* (For Supervising Staff Only)					
7	You possess good knowledge (theory, hand on) for all aspects of the job to perform your job functions satisfactorily?					

II. PERFORMANCE

Sl. No.	Components	Excellent	Good	Satisfactory	Average	Poor
1	Awareness of policies and procedures of the institution?					
2	Maintenance of Files/Records					
3	Accuracy & Speed of work					
4	Neatness & tidiness of work					
5	Completion of work on schedule					
6	Diligence and sense of responsibility					

III. PERSONAL CHARACTERISTICS

Sl. No.	Components	Excellent	Good	Satisfactory	Average	Poor
1	Attendance					
2	Punctuality					
3	Discipline					
4	Integrity and behaviour					




 Principal i/c
 Sri Ramakrishna Mission Vidyalaya
 College of Education (Autonomous)
 Coimbatore-641 020.

IV. ATTITUDE TOWARDS CO-WORKERS

Sl. No.	Components	Excellent	Good	Satisfactory	Average	Poor
1	Cooperation with your colleagues?					
2	Mutual motivation with your colleagues?					

V. ATTITUDE TOWARDS PUBLIC

Sl. No.	Components	Excellent	Good	Satisfactory	Average	Poor
1	Cooperation to the needs of the public (parents, Business Associates, Vendors, Well Wishers of the College)?					
2	Rapport with the public when you interact with them?					

VI. STAFF/STUDENT RELATIONS

Sl. No.	Components	Excellent	Good	Satisfactory	Average	Poor
1	Ability to engage, motivate, supervise, and effectively/ work in the interest of students					
2	Responsibility towards your tasks/ areas of management assigned to?					

Declaration

I hereby declare that the information provided is true to the best of my knowledge.

Place:-

Date: -

Name and Signature of the Non - Teaching staff

Countersigned by the Head of the Institution




Principal
Sri Ramakrishna Mission Vidyalaya
College of Education (Autonomous)
Coimbatore-641 020.