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St. Joseph's Girls Degree College

Sardhana - 250 342 Meerut (U.P.)

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Established & Administered By The Congregation of Jesus & Mary

NAAC ACCREDITED - GRADE 'B'

6.3.5 Institutions Performance Appraisal System for teaching and non teaching staff

The process of faculty appraisal:

The process of appraisal mostly carried out towards the end of the academic year. This is to enable the faculty reflect on their performance across the two semesters of the academic year. Additionally, the analysis would provide a pathway for the institution to take necessary measures to bring in supportive processes to enhance the performance of the faculty. The process of appraisal comprises of four parts:

- A. Self-appraisal format to be filled by every faculty
- B. Departmental Appraisal
- C. Appraisal by Principal: This would also involve a review of the self-appraisal documents submitted by the faculty.
- D. Student Appraisal of teachers

Teacher's Self Appraisal

Self-evaluation is very important practice in the college to ensure quality education. The College focuses that the teachers fill up a self-evaluation form every year, available on the College website. This provides an insight into one's own assessment of effectiveness of the teaching style and its impact on the students. It highlights how the teacher handles different situations that affect the learning progress of the students. It also makes known the involvement of the teacher in both academic and administrative activities. Through this form, a teacher can showcase his/her continuous professional development (paper presentations, publications, webinars, seminars and conferences attended) etc. Teacher's Evaluation by Students are given the opportunity to provide their feedback of the teachers.

Departmental Appraisal

Departments maintain the details for appraisal of teaching-learning activities of teachers in the form of departmental reports which are then forwarded to the Principal. The IQAC of the college assesses the report submitted by the faculty/department and does an academic audit which is then shared with the departments. Next, the departments fill a self assessment Performa and prepare an Action Taken Report, appraised by the external auditor who is an expert in the discipline. If there



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is a scope for improvement on the part of the teacher, they are advised to upgrade themselves. The whole system is carried out in a confidential manner. The Teacher-in-Charge (TIC) ensures that the students of the department fill the feedback questionnaire. The questionnaire is structured to elicit responses for parameters like communication skills, subject knowledge, discipline, work ethics, curriculum to provide effective mentoring and career guidance to students and grade the teacher's ability in creating an interactive, discussion-oriented and democratic classroom. These forms are then evaluated by TIC and the Principal of the institution with the help of IQAC who analyses all the reports and meets with teachers with constructive feedback and corrective measures.

Appraisal by Principal and Management

The principal writes the appraisal comments on the notice register and during the vote of thanks after the cultural and literary programme. The principal maintains a confidential report of each faculty members and non-teaching staff and presents it to the governing body of the college. The principal also appreciates the staff during assembly for their excellent performance. Each employee fills and submits online the Annual Performance Appraisal Report (APAR).

Non-Teaching Appraisal

A constructive feedback is given to the employee so that they can further enhance their performance level and efficiency. The administrative audit is conducted by IQAC and external agency. As per the procedures outlined by the IQAC, the feedback forms are available online on College website.

Student Appraisal of teachers

The appraisal by students for teachers is the feedback from the student community. The feedback is based on classroom teaching,, syllabus completion, ability to clarify doubts, quality of feedback, teaching tools utilization, clarity in communication and assessment and evaluation etc.

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सेंट जेवियर्स वर्ल्ड स्कूल में कार्यक्रम विद्यार्थी विकास मंच ने किया शिक्षकों का सम्मान।

मर उजाला ब्यूरो

रधना। कालंद चुंगी के निकट स्थित सेंट जेवियर्स वर्ल्ड स्कूल में शनिवार को हिंदी पत्रिका के समापन अवसर पर विद्यार्थी विकास मंच द्वारा शिक्षकों को सम्मानित किया गया। मंच संचालन शिक्षक दीपक शर्मा ने किया।

मुख्य अतिथि प्रोफेसर अशोक गुप्ता रहे। युक्त व्यापार मंडल के नगर अध्यक्ष पंकज न ने दीप प्रज्ज्वलन किया। सेंट जेवियर्स के बच्चों ने स्वागत नृत्य पेश कर अतिथियों का वागत किया। उसके बाद वक्ताओं ने हिंदी के हत्व पर प्रकाश डाला। उन्होंने कहा कि हिंदी मारी राष्ट्र भाषा और देश का गर्व है। अतिथि शोक गुप्ता, पंकज जैन, ठाकुर प्रीतीश, विद्यार्थी विकास मंच संस्था के अध्यक्ष

सेंट जेवियर्स वर्ल्ड स्कूल में हुआ कार्यक्रम का आयोजन

फैय्याज अहमद, रिहान मलिक, शाहनेज अंसारी, जीशान कुरैशी आदि ने शिक्षकों को सम्मानित किया। सम्मान पाने वालों में शालिनी जैन प्रधानाध्यापक प्राथमिक विद्यालय कदीम, धर्मेद मार्टिन, आरपीएडवर्ड, डॉ. नीरा तोमर, डॉ. अंजलि मित्तल, रितु सखूजा, वंदना मित्तल, उमेश कौशिक आदि शामिल रहे। किशोर युवराज त्यागी को विशेष सम्मान प्रतीक दिया गया। अध्यक्षता प्रीतीश व संचालन दीपक शर्मा ने किया। इस दौरान विरेंद्र अबोध, उमेश शर्मा, आरजू, चांदनी, शेखर त्यागी, जितेंद्र पांचाल, जितेंद्र विश्वकर्मा, अश्वनी पंवार आदि मौजूद रहे।

विधिक शिविर लगाया

बच्चों के दे



सभी पेज देखें



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