



National College for Teacher Education

(NAAC Accredited with 'B' Grade)

Iqbal Square, Meprathupady, Vengola, Perumbavoor, Ernakulam - 683 556

KEY INDICATOR

CRITERION 6 - GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.3 FACULTY EMPOWERMENT STRATEGIES

METRIC 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

Affidavit

I do hereby certify that, all pages in this document are duly authenticated by me, under my privilege as the Head of the institution of National College for Teacher Education, Vengola, Ernakulam, Kerala



Dr. N. SETHU MADHAVAN
PRINCIPAL
NATIONAL COLLEGE FOR TEACHER EDUCATION
IQBAL SQUARE, MEPRATHUPADY
VENGOLA, PERUMBAAVOOR - 683 556

Tel : 0484 2522583, 0484 2525603

E-mail : nationalcollege09@gmail.com, Website : www.nationalcollege.edu.in



National College for Teacher Education

(NAAC Accredited with 'B' Grade)

Iqbal Square, Meprathupady, Vengola, Perumbavoor, Ernakulam - 683 556

Performance Appraisal of Teaching Staff

Personal Information	
Name	
Department	
Subjects/Papers Taken	
Batches Handled	
Appraisal Period	

SECTION	CRITERIA	RATING SCALE	COMMENTS/ REMARKS
Teaching Performance	Lesson Planning		
	Delivery of Instruction		
	Student Engagement		
	Assessment and Feedback		
	Classroom Management		
	Innovative Teaching Methods		
	Adaptability		
	Mentoring and Guidance		
Professional Development	Participation in Workshops/Seminars/Conferences		
	Continuous Learning		
	Research and Publications		
	Contribution to Academic Community		
Collegiality	Collaboration with Colleagues		
	Communication Skills		
	Contribution to College Activities		

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PRINCIPAL
NATIONAL COLLEGE FOR TEACHER EDUCATION
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National College for Teacher Education

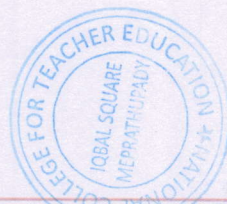
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SECTION	CRITERIA	RATING SCALE	COMMENTS/ REMARKS
	Initiatives and Leadership Skills		
	Conflict Resolution Skills		
Administrative Responsibilities	Timeliness in Reporting and Documentation		
	Adherence to Policies and Procedures		
	Relation with Administrative Wing		
Student Outcomes	Student Achievement		
	Student Feedback		
	Student Support		
Overall Performance	Overall Effectiveness		
	Code of Conduct		
Employee comments	Self-Assessment and Feedback		
Appraiser Comments	General Feedback		
	Identified Areas for Improvement		
	Assistance Needed		

Rating Scale

- **1:** Poor
- **2:** Needs Improvement
- **3:** Satisfactory
- **4:** Good
- **5:** Excellent



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PRINCIPAL
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Performance Appraisal of Non-Teaching Staff

Personal Information	
Name	
Department	
Job Position	
Appraisal Period	

SECTION	CRITERIA	RATING SCALE	COMMENTS/ REMARKS
Job Performance	Job Knowledge and Skills		
	Quality of Work		
	Productivity and Efficiency		
	Problem Solving Skills		
	Innovation and Initiation		
	Adaptability		
	Technical Proficiency		
	Work Management		
Communication Skills	Written Communication		
	Verbal Communication		
	Listening Skills		
	Interpersonal Skills		
Administrative Responsibilities	Adherence to Policies and Procedures		
	Timeliness in Task Completion		
	Contribution to College Activities		
	Conflict Resolution Skills		
	Efficiency and Innovation		
	Record Keeping		

Tel : 0484 2522583, 0484 2525603

E-mail : nationalcollege09@gmail.com, Website : www.nationalcollege.edu.in



[Signature]
DR. RAJESHU MADHAVAN
 PRINCIPAL
 NATIONAL COLLEGE FOR TEACHER EDUCATION
 IQBAL SQUARE, MEPRATHUPADY
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SECTION	CRITERIA	RATING SCALE	COMMENTS/ REMARKS
	Resource Management		
Teamwork and Collaboration	Collaboration with Colleagues		
	Contribution to Team Goals		
	Mentoring and Support		
	Initiatives and Leadership Skills		
Professional Development	Continuous Learning		
	Participation in Training and Workshops		
Overall Performance	Overall Effectiveness		
	Code of Conduct		
General Attributes	Reliability and Dependability		
	Customer Relations		
	Ethical Standards		
Employee Comments	Self-Assessment and Feedback		
Appraiser Comments	General Feedback		
	Identified Areas for Improvement		
	Assistance Needed		

Rating Scale

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- 4: Good
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CRITERION 6 - GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.3 FACULTY EMPOWERMENT STRATEGIES

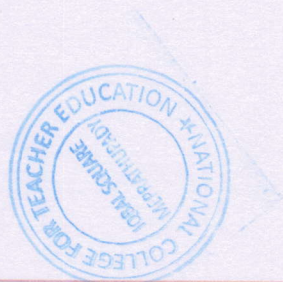
METRIC 6.3.5

The institution has a performance appraisal system for teaching and non-teaching staff

PERFORMANCE APPRAISAL REPORT OF ANY THREE TEACHING AND THREE NON-TEACHING STAFF WITH SEAL AND SIGNATURE OF THE PRINCIPAL

Affidavit

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6.3 FACULTY EMPOWERMENT STRATEGIES

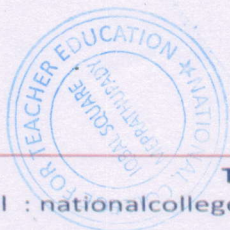
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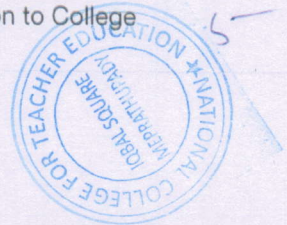
E-mail : nationalcollege09@gmail.com, Website : www.nationalcollege.edu.in

Performance Appraisal of Teaching Staff

Personal Information	
Name	MS. NEENA THAKAPPAN
Department	BEd.
Subjects/Papers Taken	Natural science , Environmental science
Batches Handled	
Appraisal Period	

SECTION	CRITERIA	RATING SCALE	COMMENTS/REMARKS
Teaching Performance	Lesson Planning	5	
	Delivery of Instruction	4	
	Student Engagement	5	
	Assessment and Feedback	5	
	Classroom Management	5	
	Innovative Teaching Methods	4	
	Adaptability	5	
	Mentoring and Guidance	5	
Professional Development	Participation in Workshops/Seminars/Conferences	5	
	Continuous Learning	5	
	Research and Publications	5	
Collegiality	Contribution to Academic Community	5	
	Collaboration with Colleagues	5	
	Communication Skills	5	
	Contribution to College Activities	5	

Dr. N. SETHU MADHAVAN
 DEPARTMENTAL PRINCIPAL
 NATIONAL COLLEGE FOR TEACHER EDUCATION
 IQBAL SQUARE, MERRATHUPADY
 VENGOLA, PERUMBAVOOR - 683 550
 TEL: 0476-2531111, 2531112, 2531113, 2531114, 2531115, 2531116, 2531117, 2531118, 2531119, 2531120, 2531121, 2531122, 2531123, 2531124, 2531125, 2531126, 2531127, 2531128, 2531129, 2531130, 2531131, 2531132, 2531133, 2531134, 2531135, 2531136, 2531137, 2531138, 2531139, 2531140, 2531141, 2531142, 2531143, 2531144, 2531145, 2531146, 2531147, 2531148, 2531149, 2531150, 2531151, 2531152, 2531153, 2531154, 2531155, 2531156, 2531157, 2531158, 2531159, 2531160, 2531161, 2531162, 2531163, 2531164, 2531165, 2531166, 2531167, 2531168, 2531169, 2531170, 2531171, 2531172, 2531173, 2531174, 2531175, 2531176, 2531177, 2531178, 2531179, 2531180, 2531181, 2531182, 2531183, 2531184, 2531185, 2531186, 2531187, 2531188, 2531189, 2531190, 2531191, 2531192, 2531193, 2531194, 2531195, 2531196, 2531197, 2531198, 2531199, 2531200



SECTION	CRITERIA	RATING SCALE	COMMENTS/REMARKS
	Initiatives and Leadership Skills	5	
	Conflict Resolution Skills	4	
Administrative Responsibilities	Timeliness in Reporting and Documentation	5	
	Adherence to Policies and Procedures	5	
	Relation with Administrative Wing	5	
Student Outcomes	Student Achievement	5	
	Student Feedback	5	
	Student Support	5	
Overall Performance	Overall Effectiveness	5	
	Code of Conduct	5	
Employee comments	Self-Assessment and Feedback		
Appraiser Comments	General Feedback	<i>outstanding professionalism and dedication</i>	
	Identified Areas for Improvement		
	Assistance Needed		

Rating Scale

- 1: Poor
- 2: Needs Improvement
- 3: Satisfactory
- 4: Good
- 5: Excellent



Dr. N. SETHU MADHAVAN
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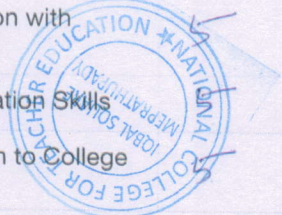
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Performance Appraisal of Teaching Staff

Personal Information	
Name	Dr. Shimilha kunjappan
Department	Education Bed & MED
Subjects/Papers Taken	English optional, MED General paper
Batches Handled	
Appraisal Period	

SECTION	CRITERIA	RATING SCALE	COMMENTS/REMARKS
Teaching Performance	Lesson Planning	5	
	Delivery of Instruction	5	
	Student Engagement	5	
	Assessment and Feedback	5	
	Classroom Management	4	
	Innovative Teaching Methods	5	
	Adaptability	5	
	Mentoring and Guidance	5	
Professional Development	Participation in Workshops/Seminars/Conferences	5	
	Continuous Learning	5	
	Research and Publications	5	
Collegiality	Contribution to Academic Community	5	
	Collaboration with Colleagues	5	
	Communication Skills	5	
	Contribution to College Activities	5	



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SECTION	CRITERIA	RATING SCALE	COMMENTS/REMARKS
	Initiatives and Leadership Skills	4	
	Conflict Resolution Skills	5	
Administrative Responsibilities	Timeliness in Reporting and Documentation	5	
	Adherence to Policies and Procedures	5	
	Relation with Administrative Wing	5	
Student Outcomes	Student Achievement	5	
	Student Feedback	5	
	Student Support	5	
Overall Performance	Overall Effectiveness	5	
	Code of Conduct	5	
Employee comments	Self-Assessment and Feedback		
Appraiser Comments	General Feedback	<i>Exceptional academic performance & excel in Research.</i>	
	Identified Areas for Improvement		
	Assistance Needed		

Rating Scale

- 1: Poor
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PRINCIPAL
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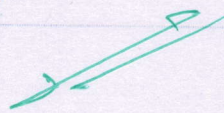
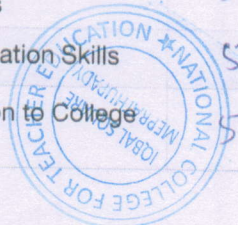
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VENGOLA, PERUMBAVOOR - 683 550

Performance Appraisal of Teaching Staff

Personal Information	
Name	DR. ARUN. T. RAM
Department	Education BED, MED
Subjects/Papers Taken	General Papers. of MED & BED.
Batches Handled	
Appraisal Period	

SECTION	CRITERIA	RATING SCALE	COMMENTS/REMARKS
Teaching Performance	Lesson Planning	4	
	Delivery of Instruction	5	
	Student Engagement	5	
	Assessment and Feedback	5	
	Classroom Management	4	
	Innovative Teaching Methods	5	
	Adaptability	5	
	Mentoring and Guidance	5	
Professional Development	Participation in Workshops/Seminars/Conferences	5	
	Continuous Learning	5	
	Research and Publications	5	
	Contribution to Academic Community	5	
Collegiality	Collaboration with Colleagues	5	
	Communication Skills	5	
	Contribution to College Activities	5	

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SECTION	CRITERIA	RATING SCALE	COMMENTS/REMARKS
	Initiatives and Leadership Skills	4	
	Conflict Resolution Skills	5	
Administrative Responsibilities	Timeliness in Reporting and Documentation	5	
	Adherence to Policies and Procedures	5	
	Relation with Administrative Wing	5	
Student Outcomes	Student Achievement	5	
	Student Feedback	5	
	Student Support	5	
Overall Performance	Overall Effectiveness	5	
	Code of Conduct	5	
Employee comments	Self-Assessment and Feedback		
Appraiser Comments	General Feedback	Exceptional teaching and research.	
	Identified Areas for Improvement		
	Assistance Needed		

Rating Scale

- 1: Poor
- 2: Needs Improvement
- 3: Satisfactory
- 4: Good
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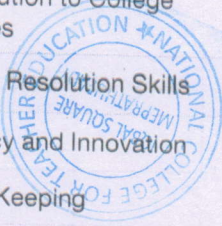
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Performance Appraisal of Non-Teaching Staff

Personal Information	
Name	SHAINY . PA.
Department	
Job Position	Accountant
Appraisal Period	

SECTION	CRITERIA	RATING SCALE	COMMENTS/REMARKS
Job Performance	Job Knowledge and Skills	5	
	Quality of Work	5	
	Productivity and Efficiency	5	
	Problem Solving Skills	5	
	Innovation and Initiation	4	
	Adaptability	5	
	Technical Proficiency	5	
	Work Management	5	
Communication Skills	Written Communication	5	
	Verbal Communication	4	
	Listening Skills	5	
	Interpersonal Skills	5	
Administrative Responsibilities	Adherence to Policies and Procedures	5	
	Timeliness in Task Completion	5	
	Contribution to College Activities	5	
	Conflict Resolution Skills	4	
	Efficiency and Innovation	4	
	Record Keeping	5	

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SECTION	CRITERIA	RATING SCALE	COMMENTS/REMARKS
Teamwork and Collaboration	Resource Management	5	
	Collaboration with Colleagues	5	
	Contribution to Team Goals	5	
	Mentoring and Support	4	
	Initiatives and Leadership Skills	4	
Professional Development	Continuous Learning	5	
	Participation in Training and Workshops	5	
	Overall Performance	5	
General Attributes	Code of Conduct	5	
	Reliability and Dependability	5	
	Customer Relations	5	
	Ethical Standards	5	
Employee Comments	Self-Assessment and Feedback		
Appraiser Comments	General Feedback	Accurately managing financial transactions.	
	Identified Areas for Improvement		
	Assistance Needed		

Rating Scale

- 1: Poor
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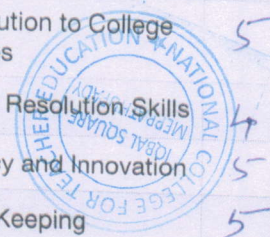
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Performance Appraisal of Non-Teaching Staff

	Personal Information
Name	NASSAL .M.A
Department	
Job Position	Chief Accountant / Finance Officer
Appraisal Period	

SECTION	CRITERIA	RATING SCALE	COMMENTS/REMARKS
Job Performance	Job Knowledge and Skills	5	
	Quality of Work	5	
	Productivity and Efficiency	5	
	Problem Solving Skills	4	
	Innovation and Initiation	5	
	Adaptability	5	
	Technical Proficiency	5	
	Work Management	5	
Communication Skills	Written Communication	5	
	Verbal Communication	4	
	Listening Skills	5	
	Interpersonal Skills	5	
Administrative Responsibilities	Adherence to Policies and Procedures	5	
	Timeliness in Task Completion	5	
	Contribution to College Activities	5	
	Conflict Resolution Skills	4	
	Efficiency and Innovation	5	
	Record Keeping	5	

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SECTION	CRITERIA	RATING SCALE	COMMENTS/REMARKS
Teamwork and Collaboration	Resource Management	5	
	Collaboration with Colleagues	4	
	Contribution to Team Goals	5	
	Mentoring and Support	4	
	Initiatives and Leadership Skills	4	
Professional Development	Continuous Learning	5	
	Participation in Training and Workshops	5	
Overall Performance	Overall Effectiveness	5	
	Code of Conduct	5	
	Reliability and Dependability	5	
General Attributes	Customer Relations	5	
	Ethical Standards	5	
	Self-Assessment and Feedback		
Employee Comments			
Appraiser Comments	General Feedback	Administrative support - Excellent effective solutions.	
	Identified Areas for Improvement		
	Assistance Needed		

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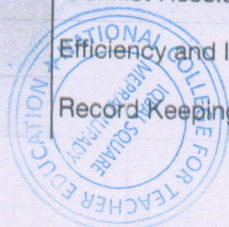
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Performance Appraisal of Non-Teaching Staff

Personal Information	
Name	FOUZIA SADHIK
Department	
Job Position	PRO. of the college.
Appraisal Period	

SECTION	CRITERIA	RATING SCALE	COMMENTS/REMARKS
Job Performance	Job Knowledge and Skills	5	
	Quality of Work	5	
	Productivity and Efficiency	5	
	Problem Solving Skills	5	
	Innovation and Initiation	4	
	Adaptability	5	
	Technical Proficiency	5	
	Work Management	5	
Communication Skills	Written Communication	5	
	Verbal Communication	5	
	Listening Skills	5	
	Interpersonal Skills	5	
Administrative Responsibilities	Adherence to Policies and Procedures	5	
	Timeliness in Task Completion	5	
	Contribution to College Activities	5	
	Conflict Resolution Skills	4	
	Efficiency and Innovation	4	
	Record Keeping	5	

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SECTION	CRITERIA	RATING SCALE	COMMENTS/REMARKS
Teamwork and Collaboration	Resource Management	5	
	Collaboration with Colleagues	5	
	Contribution to Team Goals	5	
	Mentoring and Support	5	
Professional Development	Initiatives and Leadership Skills	4	
	Continuous Learning	5	
	Participation in Training and Workshops	5	
Overall Performance	Overall Effectiveness	5	
	Code of Conduct	5	
General Attributes	Reliability and Dependability	5	
	Customer Relations	5	
	Ethical Standards	5	
Employee Comments	Self-Assessment and Feedback		
Appraiser Comments	General Feedback		Demonstrating efficiency and positive attitude
	Identified Areas for Improvement		
	Assistance Needed		

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ANY ADDITIONAL INFORMATION

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EXTRA SALARY PROVIDED TO STAFF

403

National College
FOR TEACHER EDUCATION
Iqbal Square, Vengola, Perumbavoor - 683 556

No. Date: 20/3/21

VOUCHER

Name of Account..... Extra Salary

Name of Payee..... Jayakrishnan P.V

Particulars	Rs.	Ps.
Extra salary for the month of february 21	1500	00
TOTAL	1500	00

Rupee..... one thousand five hundred only

Passed for payment. Signature of the payee

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National College
FOR TEACHER EDUCATION
Iqbal Square, Vengola, Perumbavoor - 683 556

No. Date: 18/03/21

VOUCHER

Name of Account..... Extra salary

Name of Payee..... V-Sanjeev

Particulars	Rs.	Ps.
escha salary. Feb.	1500/-	
TOTAL	1500/-	

Rupee..... one thousand five hundred only

Passed for payment. Signature of the payee



[Handwritten signature]

Dr. N. SETHU MADHAVAN
PRINCIPAL
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IQBAL SQUARE, MEPRATHUPADY
VENGOLA, PERUMBAVOOR - 683 556



National College for Teacher Education

(NAAC Accredited with 'B' Grade)

Iqbal Square, Meprathupady, Vengola, Perumbavoor, Ernakulam - 683 556

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VOUCHER

No. _____ Date.. 15/03/21

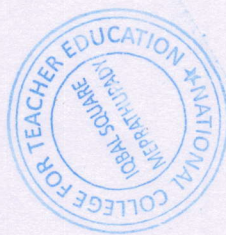
Name of Account... Extra salary

Name of Payee... Meena Thambappan

Particulars	Rs.	Ps.
Extra salary	1500	
TOTAL	1500	

Rupee... One thousand and five hundred only

Passed for payment. _____
Signature of the payee *Meena*



Dr. N. SETHU MADHAVAN
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NATIONAL COLLEGE FOR TEACHER EDUCATION
IQBAL SQUARE, MEPRATHUPADY
VENGOLA, PERUMBAVOOR - 683 556

Tel : 0484 2522583, 0484 2525603

E-mail : nationalcollege09@gmail.com, Website : www.nationalcollege.edu.in