



Shri Mahaveer College

(Affiliated to the University of Rajasthan)

A Co-educational English Medium PG College

Performance Appraisal Mechanism

Neelima
IQAC
Co-ordinator
Shri Mahaveer College



Achish
SHRI MAHAVEER COLLEGE
(Affiliated to the University of Rajasthan)
Mahaveer Marg C-Scheme Jaipur
Phone: 0141- 2372139, 8955840261
Website: shriahaveercollege.org



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ANNUAL CONFIDENTIAL REPORT (ACR) PERFORMANCE APPRAISAL MECHANISM



ANNUAL CONFIDENTIAL REPORT

Academic Year: _____

Shri Mahaveer College

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Gate no. 2 Mahaveer Marg C-Scheme, Jaipur-302001

1. Name of the Faculty: _____
2. Date of Birth: _____
3. Designation: _____
4. Salary & Grade: _____
5. Type of Service – Permanent/on Probation/on Contract: _____
6. Date of Joining: _____
7. Educational Qualifications: _____
8. Qualifications Enhanced during the session 2022-23: _____
9. Did you take any permission for appearing in any Course/Exam: _____
10. Details of Leave Availed

S.No	Kind of Leave	Number of Leave Availed
1	Casual Leave	
2	Privilege Leave	
3	Leave Without Pay	
4	Leave deducted due to late coming	
5	Any Other	

11. Result of Classes taught in the session under report:
(Session & Subject wise Record)

Class & Section	Subject	No. of Students Appeared	No. of Students Passed in Exam	Result %	Number of Students who Secured 75% or above

Signature of Faculty with Date

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12. Did you find any difficulty in teaching above classes/subject : YES/No

If yes, mention with reasons:

13. Were the students regularly present in your class?

14. Did you plan your lessons in advance?

15. Did you take any extra classes for weak students?

16. Efforts for personal growth

a. Did you take help of any reference books to teach your subject?
If yes, give details.

Subject	Name of the Book	Name of Author

b. Did you present paper in any seminar? If yes, give details. (Session 2022-23)

c. Have your articles/letters been published in any Magazines/Journal (Session 2022-23)

d. Have you written any Book/Chapters? Give details. (Session 2022-23)

e. Did you make efforts to improve the results in your subject? If yes, give details.

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17. Use of teaching Aids

- a. Do you have the knowledge of the teaching aids available in your college, related to your subject?

18. Record Work

- a. Did you complete the class register and internal assessment work within the given time?
- b. Did you prepare the teaching plans?

19. In your opinion, if there were any weak points in your work, mention them what steps do you think you will like to rectify them?

20. Interest in Literary, Cultural and Sports Activities.

- a. Did you guide the students in Literary, Cultural Sports activities?
- b. Did you give any extra time for this purpose, apart from the college hours? If yes, How often in one session?

21. Write your role in the events organized by the college.

22. Contribution in the development of the college.

- a. Please mention your contribution in the development and improvement of the College.
- b. If you are attached with any specific Committee/Cell of the College, describe your work & achievements.

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25. To be filled by the Principal

Summary of the Confidential Evaluation of Mr./Mrs./Dr. _____

S. No	Particulars	Excellent	Good	Satisfactory	Not Satisfactory	Remark
A	Subject Knowledge					
B	Result of the Students in Examination					
C	General Behaviour					
D	Use of Teaching Aids in Teaching					
E	Assignment/Notes to the Students					
F	Preparation of the Teaching Plan					
G	Interest in Literary & Cultural Activities					
H	Contribution in the Development of the College					
I	Punctuality					
J	Regularity					
K	Relationship with the people in contact 1. With authorities 2. With colleagues 3. With students Co-operative spirit 1. In maintaining discipline 2. In administration 3. In protecting the college property					

24. If the teacher has had any specific achievement, mention

25. Principal Remarks

26. Convener Remarks

Remarks by the Secretary

Remarks by the President

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