

RSET's



Deviprasad Goenka Management College of Media Studies (DGMC)  
RSET Campus, S. V. Road, Malad (w), Mumbai 400 064, Maharashtra, India

Metric No.	Topic	
6.3.5	<b>Institutions performance appraisal system for teaching and non teaching staff.</b> <ul style="list-style-type: none"><li>● Teaching staff</li><li>● Documentation</li><li>● Non- teaching staff</li><li>● Documentation</li></ul>	



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- **Teaching staff**

The performance appraisal system at DGMC is designed to evaluate and enhance the effectiveness of teaching staff through a comprehensive and structured approach. This system involves multiple assessment methods, including self-evaluations, evaluation by the principal and student feedback, ensuring a well-rounded evaluation.

The appraisal criterias are:

**Continuous Monitoring:** Throughout the year, faculty performance is monitored through classroom observations and feedback mechanisms, allowing for ongoing support and development.

**Professional Development:** Based on appraisal outcomes, faculty are encouraged to pursue targeted professional development opportunities to enhance their skills.

**Final Evaluation:** At the end of the academic year, a comprehensive appraisal is conducted, combining insights from various sources. This evaluation assesses teaching effectiveness, student engagement, and contributions to departmental initiatives.

**Goal Setting:** At the start of each academic year, teachers work with department heads to set clear and achievable goals that align with the school's objectives.



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● **FEEDBACK FORM**

Rajasthani Sammelan Education Trust  
DEVIPRASAD GOENKA MANAGEMENT COLLEGE OF MEDIA STUDIES

**PERFORMANCE APPRAISAL REPORT**  
For SELF APPRAISAL OF TEACHERS  
Academic Year: \_\_\_\_\_

Name of the Teacher / Employee	
Designation	
Objectives of the work given the year	
Notable work completed during the period with reference to objectives :	
Capacity to get work done by	Outstanding    Very Good    Good    Below Average
Initiative	
Relations with Colleagues and Public	Co-operative    Co-operative    Helpful    Indifferent    Unfriendly
General Intelligence	Very Brilliant    Brilliant    Intelligent    Average    Dull
Administrative ability including	Outstanding    Very Good    Fairly Good    Good    Below Average
Technical / Professional ability	
Work Done	
Date : .....	Name of the Teacher & Signature

Do you agree with the opinion of the Teacher / Employee	
If not, give reason :	
Ability	Very Good    Good    Fairly Good    Average    Below Average
Capacity to handle subjects	
State of Health	Very Good    Good    Fairly Good    Average    Below Average
Fit for field work	Yes    No    Not stated
Capacity to handle	Yes    No    Not stated
Capacity to handle	A+ Outstanding    A Very Good    B+ Fairly Good    B Good

Place : Mumbai

Date : \_\_\_\_\_ Stamp & Signature of Head of the Institution



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Rajasthan Education Trust  
DEVIPRASAD GOENKA MANAGEMENT COLLEGE OF MEDIA STUDIES  
PERFORMANCE APPRAISAL REPORT  
For SELF APPRAISAL OF TEACHERS

Estimate of General Ability and Character of Grade "A" to Grade "C" Officers/Employees :

Name of the Lecturer					
Period of Report	From 01-06-2019 to 31-04-2020				
Post /s held					
Industry & Application Average	Outstanding	Very Good	Good	Below Average	
Capacity to get work done by Subordinates	Outstanding	Very Good	Good	Below Average	
Relations with Colleagues and Public	Co-operative	Courteous	Helpful	Indifferent	Unfriendly
General Intelligence	Very Brilliant	Brilliant	Intelligent	Average	Dull
Administrative ability including Judgment initiative and Drive	Outstanding	Very Good	Positively	Good	Below Average
Technical Professional ability (Where Relevant)					
Special Attitude					
Integrity & Character					
Whether powers delegated are	Yes	Partly	No		
Fitness for Promotion subordinates	Unfit	Fit for Normal Course	Fit for Accelerated		
Areas of Training required					
State of Health	Not Good	Good	Very Good		
Fitness for field work	Yes	No	Not relevant		
Willingness to work on Computer	Yes	No	Not Seen		
General Assessment	A+ Outstanding	A Very Good	B+ Positively Good	Average	

Place : Mumbai

Date :

.....  
Name & Signature of the Teacher

Remarks by Principal -

Signature of the Principal



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2. Courses taught and work load indicating also the norms, standards, targets etc. prescribed if any :

Number of period per week As per prescribed norms      Actual number of periods per weeks :  
.....

Lecturers/Tutorials/ Practical subject and paper taught –

- (a) Under Graduate .....  
(b) Post Graduate .....  
(c) Other .....

3. Teaching methods applied : (Name and describe new teaching methods used, if any) (Besides lecture method i.e.)

a)	Distributing lecture, synopsis and biography	
b)	Encouraging questions in the class	
c)	Announcing topics for discussion in advance	
d)	Holding seminars	
e)	Use of Audio Visuals Aids (wherever facilities exist)	

4. Contribution to COSIP and COHSSIP Scheme, if it exists in the college or through ULP (where such scheme exists)

.....

5. Any other contribution in –

a)	Teaching methods	
b)	Evaluation Techniques	
c)	Course Development etc	

6. Academic and Professional Growth (During the year) :

a)	Research Qualification acquired	
b)	Research projects undertaken	
c)	Research papers published indicating titles and names of journals in which published	
d)	Guidance rendered to Research Scholar	
e)	Participation in Seminars, Workshops, Conference during the year	
f)	Participation in Orientation Programmes, Refresher Courses etc.	
g)	Faculty improvement Programme	
h)	Any other type of training	



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Contd.. 3

7. Participation in Extra Mural Activities : (3)

a)	Extra Curricular Activities, Debates, Cultural Activities, Counselling to students, planning Forum, Union, NSS, NCC, DLEE etc.	
b)	Service to Community Adult Education, Extension service etc.	

8. Help in College Administration of various committees such as Discipline committee, Admission Committee, etc. :

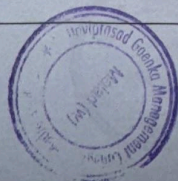
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 .....  
 .....

9. Any other information about the contribution (not conveyed above) relevant to a proper assessment of activities :

.....  
 .....

10. General Observations :

a)	Attendance a) Regularity b) Punctuality	
b)	Students – Teacher Relationship	
c)	College Relationship	
d)	Class Control	
e)	Reading habits and other matters	
f)	Your own assessment of your performance for the year under report in regard to (i) the quality and quantity of work done and how it compared with the prescribed norms, standards or targets (ii) guidance, training, controlling classes	
g)	Details of any specific item (s) of work done by you think specially noteworthy	
h)	If, in your opinion you were unable to maintain the expected quality or quantity in performance in any respect indicate briefly your reasons why this happened :	



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Date : .....

(Signature of the lecturer)

EVALUATION BY THE PRINCIPAL

- a) State whether the facts stated above are correct ? If not state the correct facts.
- b) Do you agree with the self-assessment of his/her performance done by the officer? If not, give reasons why you do not agree.

Sr.	Actual Verification		Evaluation			
	Correct	Exaggerated	Excellent	Very Good	Average	Poor
1						
2						
3						
4						
5						
6						
7						
8						

- Evaluation is not expected in column 1 & 2.

Observation of the Principal :

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Date :

Signature of the Principal



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## Feedback Form

Since how long have you been a part of DGMC?

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What according to you is the best part of DGMC?

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What is something that you personally don't like about DGMC?

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Give at least 3 suggestions to make DGMC better?

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APPROVAL

Section \_\_\_\_\_

**DETAILS OF PUBLISHED DOCUMENTS BY FACULTIES.**

Sr.No.	Name of Faculty	Institute	Articles	Books	Papers Presented	Journals Publications	Conference Proceeding	Case Study
1.								
2.								
3.								
4.								
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Section \_\_\_\_\_

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DEVIPRASAD GOENKA MANAGEMENT COLLEGE OF MEDIA STUDIES

STUDENT FEEDBACK FORM

Course: SYBFTNMP SEM IV

Sr. No.	Feedback on	Names of Subject / Faculty					
		1	2	3	4	5	6
	Subjects	Introduction to Direction for Film	Basic of Visual Communication / Film Aesthetics	Convergence & Basics of Web Designing	Concepts of Post Production & Computer Graphics	Drama Production / Writing for Visual Media II	Intermediate Practical Film Making (Friction Film)
	Name of Faculty	Srinivasrao C	Selvi S	Shalendra Pathare	Shalu Balian	Chandroday Ghosh	Chandroday Ghosh
1	Punctuality / Timeliness						
2	Preparedness of the faculty while teaching Subject / Topic						
3	Subject Knowledge						
4	Teaching methodology / Flow of chapters						
5	Industry Relevance						
6	Class Involvement / Control						
7	Communication						

NOTE: Rate 1 to 5 - 1 (Poor) / 2 (Satisfied) / 3 (Fair) / 4 (Good) / 5 (Excellent)

Specific Comment, if any:

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Campus, S. V. Road, Malad (w), Mumbai 400 064, Maharashtra, India

Deviprasad Goenka Management College of Media Studies  
RSET Campus  
Malad – West  
Mumbai 400064

Dear Mr. Shri. Baing

**Sub: Faculty Feedback**

This is with reference to your feedback for the following subjects taught by you.

1. SYBAMMC SEM IV – Computer Multimedia II
2. SYBAMMC SEM IV – Motion Graphics & Visual Effects II
3. SYBAFTNMP SEM IV – Concepts of Post Production & Computer Graphics

You are requested to analyse the parameters wherein your scoring is less than 4 (See attached graphs – maximum scoring being 5-points). I shall greatly appreciate if corrective measures are taken to that effect to improve the same.

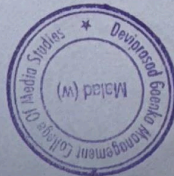
Look forward to your support and cooperation.

Thanking you,

**Dr. Ameet Vora**  
Principal



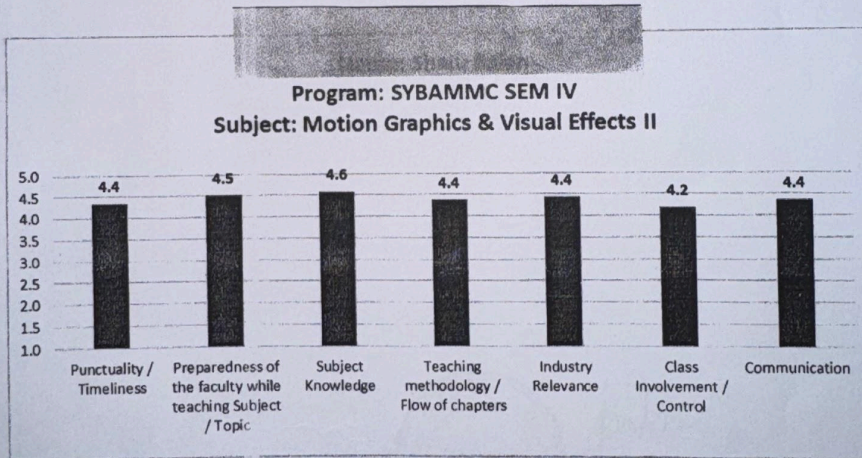
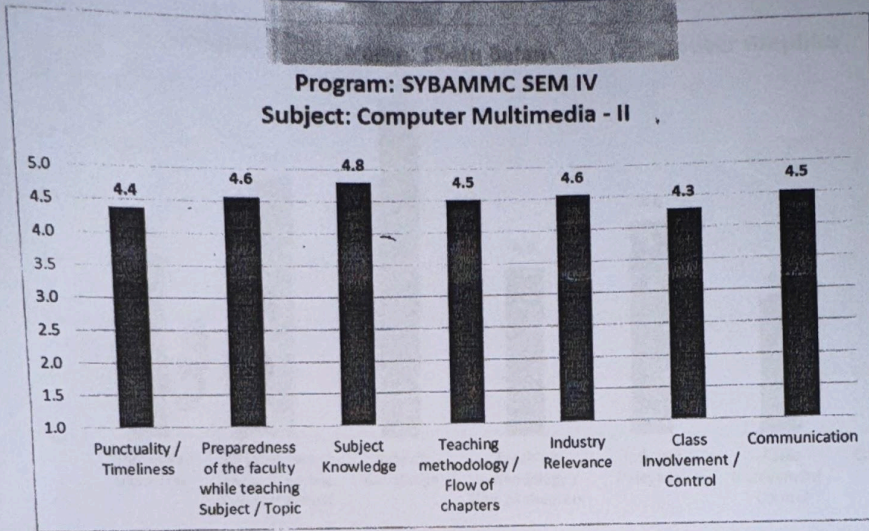
CC: Mr. Yashwant Baing – DGMC Registrar  
CC: Dr. Ajay Agarwal – HR Manager, RSET  
CC: Personnel File





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FEEDBACK GRAPHS



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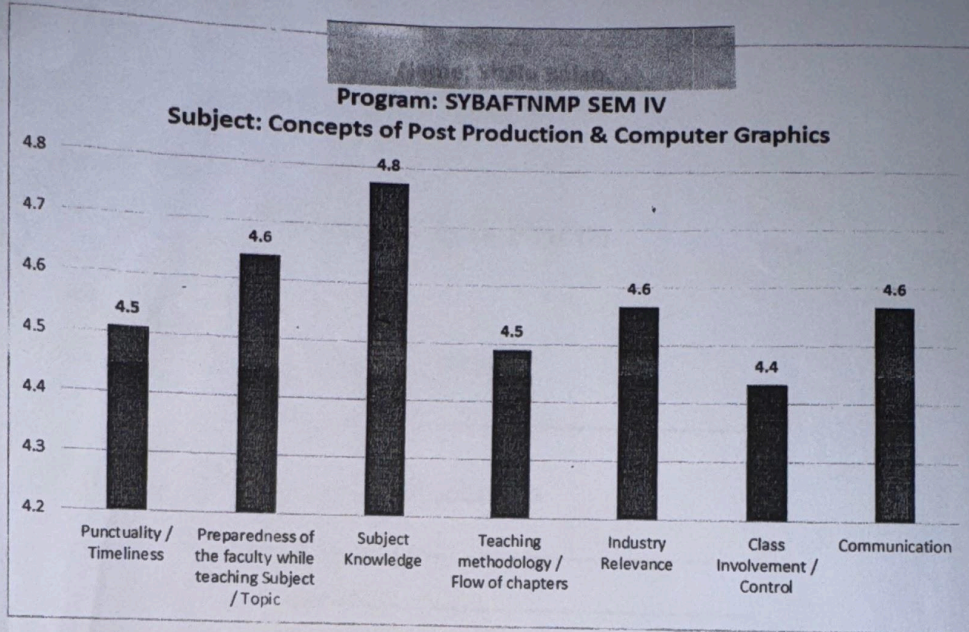


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- **Non teaching staff**

The performance appraisal system for non-teaching staff at DGMC emphasizes the importance of interpersonal skills and personal development in enhancing workplace effectiveness. This system aims to foster a supportive environment that encourages collaboration and professional growth. Few of the key criteria such as punctuality, skills, work ethic, and problem-solving abilities. This structured approach aims to enhance both individual performance and the overall effectiveness of the team.



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APPRAISAL FORM

  
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 Deviprasad Goenka Management College of Media Studies  
 S.V.Road, Malad (West), Mumbai – 400 064.

**APPRAISAL FORM**

Name of Institute:	Date of Appraisal:
Staff Name: /	Department:
Teaching <input checked="" type="checkbox"/> Non-Teaching <input type="checkbox"/> Staff	Position:
Date of Joining:	Location:

**TO BE FILLED BY THE REPORTING OFFICER:**

PERFORMANCE INDICATORS: Please tick mark <✓> for all the following columns.

		Excellent	Very Good	Good	Average	Poor	Total
1	Quality of Work						
2	Time Management						
3	Communication Skills						
4	IT/Equipment / Machinery Skills						
5	Initiative & Flexibility						
6	Problem Solving & Decision Making						
7	Personal Grooming and Appearance						
8	Integrity						
9	Hard-working						
10	Task Orientation						
11	Dependability						
12	Relation with Colleagues & Team Members						

1



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FINAL SCORE = (TOTAL RATING / 12)

PERFORMANCE RATING SCALE FROM 5 TO 1:

Scale	5	Excellent	4	Very Good	3	Good	2	Average	1	Poor
		Above Expectations		Meets all Expectations		Partially meets Expectations		Below Expectations		Unable to meet expectations

**FOOTNOTE: RATINGS**

Scale	Range
Excellent	5 - 4.1
Very Good	4 - 3.1
Good	3 - 2.5
Average	2.4 - 2
Poor	Less than 2

Achievements, if any:

\_\_\_\_\_

Observations & Recommendations, if any:

\_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Place: \_\_\_\_\_

Name & Designation of the Reporting Officer:

\_\_\_\_\_

Do you agree with the assessment given above? Observations & Comments, if any:

\_\_\_\_\_

Signature:

Signature:

Name of Employee:

Name & Designation of the Reviewing Officer

\_\_\_\_\_

\_\_\_\_\_



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