

RSET's



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

Criterion 6 - Governance, Leadership and Management.
6.3 Faculty Empowerment Strategies

6.3.5 Institutions Performance Appraisal System for Teaching and Non-Teaching staff

Sr. No.	Content	Link
1.	Teaching staff	folder from desktop
2.	Non teaching staff	folder from desktop



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Deviprasad Goenka
management college of media studies
INDIA'S PREMIER MEDIA SCHOOL

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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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- **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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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 :	

Date :

.....

Name of the Teacher & Signature

Do you agree with the opinion of the Teacher / Employee	
If not, give reason :	

Place : Mumbai

Date :

Stamp & Signature of Head of the Institution

Rajasthani Sammelan 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

SELF – ASSESSMENT FORM FOR COLLEGE LECTURER

Year of Assessment : **2019-20**

1 Basic Information :						
a) Name of the College in Full		Rajasthani Sammelan Education Trust Deviprasad Goenka Management College of Media Studies, RSET Complex, S.V.Road, Malad West, MUMBAI – 400064				
b) Region in which situated		Urban / Rural				
c) Name of the Lecturer in Full (Beginning with Surname)						
d) Qualifications of the Lecturer :						
Degree & Post Graduate Degree Exam	Special / Principal Subject Offered	Allied /Additional Subordinate Subjects Offered	Class Obtained	Year of Passing	University	
e) Subject taught and faculty						
f) Designation						
g) Date of Birth						
h) Date of Joining of the College						
i) Teaching Experience at the College Level						
Name of the previous Institution/s	Period of Service		Designation	Classes taught	Subject/s taught	Scale of Pay
	From	To				

(2)

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)

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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	

(3)

7. Participation in Extra Mural Activities :

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. :

.....

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 :	

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.

Actual Verification			Evaluation			
Sr.	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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Rajeshwar Sarma's



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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						



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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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