



**Anjuman-I-Islam's**  
**College of Hotel & Tourism Management Studies & Research**  
**NAAC Accredited B+**

*(Affiliated to the University of Mumbai)*

92, Dr. D. N. Road, Opp C.S.M.T., Mumbai - 400 001.

Tel.: +91 22 2263 2817 / 9833279737 Website : [www.anjumanchtmsr.com](http://www.anjumanchtmsr.com)

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## **Criteria 6.3**

# **Faculty Empowerment Strategies**



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**Performance appraisal system for teaching and non-teaching staff**

HEI undergoes the process of evaluating the performance of employees in the academic year time period. HEI evaluate productivity of teaching and non-teaching staffs. HEI identifies their performance and methods to improve the performance and quality of staff.

A-I-I CHTMSR follows the technique for performance appraisal system which has four significant steps as goal settings, evaluation standards, analysis, and periodic review.

Goal setting each employee is assigned certain goal based on the skills and job roles. HEI compiles the employer to improve mental, physical, and social involvement. HEI keen on this arrangement for performance appraisal.

Evolution standards — HEI published goals for teaching and non-teaching, general while teaching learning to achieve compulsory with evaluation standards.

Analysis — HEI has its team of experts for analysis of the performance, involvement, output, progression, students' relation, teaching methodology like evaluative metrics. It is a continuous process of appraisal.

Periodic revival — is carried out at two levels. At basic level, principal of college along with seniors from other HEI. The periodic review of non-teaching is carried out by audited statement etc.

Employees behavior and performance is final outcome to invest in the pillars of betterment policies of HEI

The institution has effective welfare measure and performance appraisal system for teaching and non-teaching staffs.

Principal

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## Performance Appraisal Form Teaching Staff

### CONFIDENTIAL REPORT

(For Teaching Staff)

#### PART I

##### Self Assessment Form

1. Name \_\_\_\_\_
2. Post held \_\_\_\_\_
3. Length of Service in the present or similar post \_\_\_\_\_
4. Give a brief description of your duties indicating the objectives given to you during the year \_\_\_\_\_
5. How would you assess your own performance during the past year against the targets set for you \_\_\_\_\_
6. Can you mention any specific item (s) of good work done by you \_\_\_\_\_

\_\_\_\_\_  
Signature, Name and Designation  
of the person

##### Remarks of the Reporting Officer

1. Please state whether you agree with the assessment and if not, the reasons therefore. \_\_\_\_\_
2. What according to you are the faults and responsibilities of the teacher for the shortfall, if any. \_\_\_\_\_
3. Please give your general assessment regarding the teacher's integrity and relations with the public. \_\_\_\_\_

\_\_\_\_\_  
Signature, Name and Designation  
of the Reporting Authority

#### PART II

##### Form of Confidential Report for Head or Teacher of a School

For the period from \_\_\_\_\_  
Name of the teacher in full \_\_\_\_\_  
Qualification \_\_\_\_\_  
Designation \_\_\_\_\_  
Status (Permanent or temporary) \_\_\_\_\_  
Length of service in the institution on 1<sup>st</sup> June \_\_\_\_\_  
Scale of pay \_\_\_\_\_ Pay on 1<sup>st</sup> June \_\_\_\_\_  
Next increment on \_\_\_\_\_  
Special pay or allowances \_\_\_\_\_  
Subjects taught \_\_\_\_\_

I have formed the following opinion about the teacher's ability, work etc.

\_\_\_\_\_  
Principal

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**PART II**

**Estimates of General Abilities and Character**

Name \_\_\_\_\_

Period of Report \_\_\_\_\_

Post or posts held \_\_\_\_\_

1. Performance Factors \_\_\_\_\_

1) Industry and application \_\_\_\_\_

2) Capacity to get work done by subordinates \_\_\_\_\_

3) Relations which colleagues and the public \_\_\_\_\_

2. Intellectual Factors \_\_\_\_\_

1) General intelligence \_\_\_\_\_

2) Technical ability (where relevant) \_\_\_\_\_

3) Special aptitude \_\_\_\_\_

3. Administrative ability including judgment, initiative and drive \_\_\_\_\_

4. Integrity and character \_\_\_\_\_

5. Fitness to continue in the present post \_\_\_\_\_

6. Fitness for promotion \_\_\_\_\_

7. General assessment \_\_\_\_\_

Place:

Signature, Name and Designation

Date:

of the reporting authority

**PART III**

Remark of the Reviewing Authority

1. Length of Service under Reviewing Authority \_\_\_\_\_

2. Do you agree with the Reporting Authority or do you wish to modify or add to his assessment? \_\_\_\_\_

Place:

Signature, Name and Designation

Date:

of the Reviewing Authority

Principal

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**Performance Appraisal Form for Non- Teaching Staff**

**CONFIDENTIAL REPORT**

**(For Non Teaching Staff)**

**PART I**

**Self Assessment Form**

1. Name \_\_\_\_\_
2. Post held \_\_\_\_\_
3. Length of Service in the present or similar post \_\_\_\_\_
4. Give a brief description of your duties indicating the objectives given to you during the year \_\_\_\_\_
5. How would you assess your own performance during the past year against the targets set for you \_\_\_\_\_
6. Can you mention any specific item (s) of good work done by you \_\_\_\_\_

\_\_\_\_\_  
Signature, Name and Designation  
of the person

**Remarks of the Reporting Officer**

1. Please state whether you agree with the assessment and if not, the reasons therefore.  
\_\_\_\_\_
2. What according to you are the faults and responsibilities of the teacher for the shortfall, if any, \_\_\_\_\_
3. Please give your general assessment regarding the teacher's integrity and relations with the public: \_\_\_\_\_

Principal

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\_\_\_\_\_  
Signature, Name and Designation  
of the Reporting Authority







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**PART II**

**Estimates of General Abilities and Character**

Name \_\_\_\_\_

Period of Report \_\_\_\_\_

Post or posts held \_\_\_\_\_

1. Performance Factors \_\_\_\_\_

1) Industry and application \_\_\_\_\_

2) Capacity to get work done by subordinates \_\_\_\_\_

3) Relations with colleagues and the public \_\_\_\_\_

2. Intellectual Factors \_\_\_\_\_

1) General intelligence \_\_\_\_\_

2) Technical ability (where relevant) \_\_\_\_\_

3) Special aptitude \_\_\_\_\_

3. Administrative ability including judgment, initiative and drive \_\_\_\_\_

4. Integrity and character \_\_\_\_\_

5. Fitness to continue in the present post \_\_\_\_\_

6. Fitness for promotion \_\_\_\_\_

7. General assessment \_\_\_\_\_

Place:

Signature, Name and Designation

Date:

of the reporting authority

**PART III**

Remark of the Reviewing Authority

1. Length of Service under Reviewing Authority \_\_\_\_\_

2. Do you agree with the Reporting Authority or do you wish to modify or add to his assessment? \_\_\_\_\_

Place:

Signature, Name and Designation

Date:

of the Reviewing Authority

Principal  
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