

INTERNAL QUALITY ASSURANCE CELL
Non-Teaching Staff Assessment by Supervisors

Name of the Employee:

Current Designation:

Department/Division:

Designation on Joining:

Qualification on Joining:

Addition of Qualifications:

Skills on Joining:

Addition of Skills:

Years of Services:

Growth in designation:

There are 17 criteria noted in this form for Supervisors to assess the performance / attitudes of Non-Teaching Staff working under their control. Their performance is to be assessed / graded on four points scale as below:

4 = Excellent; 3 = Good; 2 = Average; 1 = Not upto the mark.

For few other criteria the assessment is descriptive. Supervisors are advised to take maximum care in assessing the employees as accurately as possible, by ticking the appropriate boxes.

A. PERSONAL EFFECTIVENESS

1. Physical disposition & warmth in relationship with all:

4	3	2	1
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2. Telephone Etiquettes :

4	3	2	1
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3. Ability to receive and guide students, Parents & Visitors :

4	3	2	1
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4. Execution of office related works such as Preparation of notes, circulars, reports:

4	3	2	1
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5. Attitude, Aptitude & Adaptability to new and challenging work given periodically:

4	3	2	1
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B. PROFESSIONAL EFFECTIVENESS

6. Liasoning intra-departmentally:

4	3	2	1
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7. Liasoning and inter-departmentally:

4	3	2	1
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8. Computer skills possessed:

4	3	2	1
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9. Computer skills put to practice for office use:

4	3	2	1
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10. Integrity as office custodian & in maintaining departmental confidentiality:

4	3	2	1
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11. Skill/s that need to be improved for a higher and productive performance:

12. Time, counseling and guidance provided for the improvement as mutually agreed upon (on item No. 11):

13. Post-training performance observations by Supervisor (on item No.12) :

14. Special mention of Positive traits:

15. Special mention of counter-productive traits if any:

16. Supervisory recommendations (item No. 15):

17. Overall rating on the effectiveness of the employee by the supervisor:

4	3	2	1
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Day:

Date:

Time of Assessment:

Signature of the Assesse:

Signature of the Supervisor:
(Principal / Dean / Asst.Dean / A.O / HOD)

INTERNAL QUALITY ASSURANCE CELL

Teaching Staff Assessment by Supervisors

Name of the Employee:

Current Designation:

Department/Division:

Designation on Joining:

Qualification on Joining:

Addition of Qualifications (Annexure – 1):

Skills on Joining:

Addition of Skills (Annexure – 2):

Years of Service at college:

Years of Service before joining the college:

Growth in designation:

I. GENERAL

1. Physical disposition & warmth in relationship with all:

4. Very Cordial	3. Cordial	2. Fair	1. Poor
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2. Teaching Etiquettes :

4. Very Effective	3. Good	2. Fair	1. Poor
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3. Ability to receive and guide students & occasionally Parents :

4. Excellent	3. Good	2. Fair	1. Poor
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4. Respect and Etiquettes towards their Supervisors i.e., HOD / HOI (Dean / Asst.Dean)

4. Excellent	3. Good	2. Fair	1. Poor
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II. PERSONAL EFFECTIVENESS SCORE (sum of scores of 1 to 4 upon 16) : /16

5. Regularity of attending office:

4. Very Regular	3. Regular	2. Fair	1. Poor
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6. Punctuality in time of reporting to class:

4. Very punctual	3. punctual	2. Fair	1. Poor
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7. Classroom delivery with respect to content covered:

4. Excellent	3. Good	2. Fair	1. Poor
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8. Classroom delivery with respect to students interaction:

4. Excellent	3. Good	2. Fair	1. Poor
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9. Classroom delivery with respect to frequency of conducting short periodical tests;

4. Excellent	3. Good	2. Fair	1. Poor
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10. How successful are your short periodic tests towards achieving good results in public exams.

4. >85	3. >65	2. >50	1. <50
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11. Classroom delivery quality of participative learning by students:

4. Excellent	3. Good	2. Fair	1. Poor
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12. Classroom delivery quality of handouts and notes handed over as supportive learning material:

4. Excellent	3. Good	2. Fair	1. Poor
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13. Classroom delivery quality with respect to ability to retain class strength uniformly across sessions:

4. Excellent	3. Good	2. Fair	1. Poor
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14. Classroom delivery quality with respect to specific ability to attract more than average attendance:

4. Excellent	3. Good	2. Fair	1. Poor
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15. Classroom delivery quality with respect to examination pass percentage:

4. Excellent	3. Good	2. Fair	1. Poor
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16. Classroom delivery quality with respect to first class pass percentage:

4. Excellent	3. Good	2. Fair	1. Poor
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III. PROFESSIONAL EFFECTIVENESS SCORE: (Sum of scores of 5 to 16 upon 48): /48

17. Intra-departmental flexibility on subjects assigned:

4. Excellent, outgoing	3. Good	2. Fair	1. Poor
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18. Inter-departmental flexibility on subjects assigned:

4. Excellent, outgoing	3. Good	2. Fair	1. Poor
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19. Computer Skills possessed on office automation and research based subject understanding:

4. Excellent	3. Good	2. Fair	1. Poor
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20. Application of learning from internet and other research in teaching

4. Excellent	3. Good	2. Fair	1. Poor
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IV. SELF EFFECTIVENESS SCORE (Sum of scores of 17 to 20 upon 16) / 16

21. Student feedback weightage on ability to teach simple and interesting for understanding:

4. Exceptional (> = 80%)	3. Good (> = 60%)	2. Fair (> = 40%)	1. Poor (> 40% to 0%)
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22. Student feedback form compared to TF-3 form (Self- Assessment) point no.3.

23. Skill / s that need to be improved for a higher and productive performance:

24. Time, counseling and guidance provided for the improvement as mutually agreed upon (on item No.22):

25. Post-training performance observations by Supervisor (on item No. 23):

26. Special mention of Positive traits:

27. Special mention of counter-productive traits if any:

28. Supervisory recommendations (item No.26):

29. Overall rating on the teacher effectiveness towards the College by supervisor (sum of scores of 1 to 20 or I,II,III over /80):

(above 60)	(above 40)	(above 20)	(1 to 19)
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Day:

Date:

Time of Assessment:

Signature of the Assessor:

PARENTS' FEEDBACK ON CURRICU

Name of the Parent

Name of the Student

Course

Year

Sl.No	Question
1	Regular conduct of the college and quality of teaching
2	Effectiveness of Classes
3	Role of curriculum in enhancing the aptitude of your ward
4	Role of curriculum and teachers in Personality Development of your ward
5	Are you satisfied with the knowledge acquisition of your ward?
6	Rate the curricular teaching in view of job opportunities

Suggestions (if any)

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Response				
Excellent	Very Good	Good	Fair	Poor
Excellent	Very Good	Good	Fair	Poor
Excellent	Very Good	Good	Fair	Poor
Excellent	Very Good	Good	Fair	Poor
Yes	No			
Excellent	Very Good	Good	Fair	Poor

STUDENTS' FEEDBACK ON CURRICULU

Academic Year

Name of the student

Course

Year

Sl.No	Question	
1	Content of the syllabus of the courses is interesting as well as suitable for employability	Excellent
2	Curriculum is relevant and fulfills the expectations of the students	Strongly Agree
3	Specializations offered in curriculum have current content	Yes
4	How do you rate the academic flexibility in terms of 4 Cs (Creative and Critical thinking, collaboration and commitment) in personality development	Excellent
5	Relevance of skill based content such as laboratory / project / field work to the course and applicability in daily life	Excellent
6	Ability and communication skills of teacher to generate in subject	Excellent

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Response			
Very Good	Good	Fair	Poor
Agree	Neutral	Disagree	Strongly Disagree
No			
Good	Fair	Poor	
Good	Fair	Poor	
Very Good	Good	Fair	Poor

Dr. LANKAPALLI BULLAYYA COLLEGE : VISAKHAPATNAM

TEACHERS' FEEDBACK ON CURRICULUM

Name of the teacher

Department

Sl.No	Questions	Response		
		Strongly Agree	Agree	Neutral
1	Learning objectives / programme outcomes are well defined and need based	Strongly Agree	Agree	Neutral
2	Syllabus is current and makes the students industry ready.	Strongly Agree	Agree	Neutral
3	Curriculum and specializations are designed to suit the understanding ability of the students.	Strongly Agree	Agree	Neutral
4	The curriculum provides academic flexibility to design Quizzes / Tests / Assignments / Seminars / GDs for student evaluation	Strongly Agree	Agree	Neutral
5	The text books prescribed are current and appropriate.	Yes	No	

Disagree	Strongly Disagree
Disagree	Strongly Disagree
Disagree	Strongly Disagree
Disagree	Strongly Disagree

ALUMNI FEEDBACK

Name of the Student:

Year of Completion of Course

Course

Sl.No	Questions
1	Curriculum fosters entrepreneurship and adaptability in arduous / challenging situations.
2	Career orientation and quality of teaching in college.
3	Relevance of course content for employability and linking theory and practice.
4	Quality of training in communication skills.
5	Overall academic atmosphere in the college.
6	Your Highest Qualification?
7	Have you qualified in
8	Are You Employed?
9	Employment Section
10	Name of the Company / Organization
11	Procured job through
12	Employment Type
13	Designation
14	Your appointment / Offer Letter (upload pdf or word document)
15	Suggestions
16	Suggestions / Remarks, (if any)

VISAKHAPATNAM

Response				
Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
Excellent	Very Good	Good	Fair	Poor
Excellent	Good	Fair	Poor	
Excellent	Good	Fair	Poor	
Excellent	Good	Fair	Poor	
Description				
UGCNET	APSET	CSIRNET	NONE	
YES	NO			
Description				
Description				
on campus pla	off campus pla	self		
Government	Private	own Start up	Self Employed	Others
Description				
Description				
Description				

Dr. LANKAPALLI BULLAYYA COLLEGE : VISAKHAPATNAM

STUDENT SATISFACTION SURVEY (STUDENTS' FEEDBACK ON TEAC

Name of the Teacher:

Sl.No	Questions
1	How much of the syllabus was covered by the Teacher? 85 – 100% - 4marks; 70 – 84% -3 marks; 55-69% - 2 marks; 30 -54% - 1 mark; below 30% - 0
2	How well did your teacher prepare for the classes? 4 – thoroughly; 3 – satisfactory; 2 – poorly; 1 – indifferently; 0 – wont teach at all
3	How well is the teacher able to communicate? 4 – always effective; 3- sometimes effective, 2 – just satisfactorily; 1 – generally ineffective; 0 – very poor communication
4	The teacher’s approach to teaching can best be described as 4 – excellent; 3 – very good; 2 – good; 1 – fair; 0 – poor
5	Fairness of the internal evaluation process by the teacher 4 – always fair; 3 – usually fair; 2 – sometimes fair; 1 – usually unfair; 0 – unfair
6	Was your performance in assignments discussed with you? 4 – every time; 3 – usually; 2 – occasionally /sometimes; 1 – rarely; 0 - never
7	The teacher takes active interest in arranging field visits for students 4 – Regularly; 3 – often; 2 – sometimes; 1 – Rarely; 0 – never
8	The teaching process in the class room facilitates you in cognitive, social and emotional growth. 4 – significantly; 3 – very well; 2 – moderately; 1 – marginally, 0 – not at all
9	The Teacher provides multiple opportunities to learn and grow. 4 – Strongly agree; 3 – Agree; 2 – Neutral; 1 – Disagree; 0 – Strongly disagree
10	The teacher informs you about your expected competencies, course outcomes and programme outcomes. 4 – Every time; 3 – Usually; 2 – Occasionally / Sometimes; 1 – Rarely; 0 - Never
11	Your teacher does a necessary follow-up with an assigned task to you. 4 – Every time; 3 – Usually; 2 – Occasionally / Sometimes; 1 – Rarely; 0 – never
12	The Teacher illustrates the concepts through examples and applications. 4 – Every time; 3 – Usually; 2 – Occasionally / Sometimes; 1 – Rarely, 0 – Never
13	The Teacher identifies your strengths and encourages you with providing right level of challenges. 4 – Fully; 3 – Reasonably; 2 – Partially; 1 – Slightly; 0 – Unable to
14	The Teacher is able to identify your weaknesses and help you to overcome them.

14	4 – Every time; 3 – Usually; 2 – Occasionally / Sometimes; 1- Rarely; 0 – Never
15	The teacher makes effort to engage students in the monitoring, review and continuous quality improvement of the teaching learning process. 4 – Strongly agree; 3 – Agree; 2 – Neutral; 1 – Disagree; 0 – Strongly disagree
16	The teacher uses the student centric methods, such as experimental learning, participative learning and problem solving for enhancing learning experiences. 4 – To a great extent; 3 – Moderate; 2 – Somewhat; 1 – Very little; 0 – Not at all
17	The teacher encourages you to participate in extracurricular activities. 4 – Strongly agree; 3 – Agree; 2 – Neutral; 1 – Disagree; 0 – Strongly disagree
18	Efforts are made by the teacher to inculcate soft skills, life skills and employability skills to make you ready for the world of work. 4 – To a great extent; 3 – moderate; 2 – Somewhat; 1 – Very little; 0 – Not at all
19	The Teacher uses ICT tools such as LCD projector, Multimedia, etc., while teaching 4 – Above 90%; 3 – 70 – 89%; 2 – 50 – 69%; 1 – 30 – 49%; 0 – Below 29%
20	The overall quality of teaching-learning process in the class is very good. 4 – Strongly agree; 3 – Agree; 2 – Neutral; 1 – Disagree; 0 – Strongly disagree

SELF ASSESSMENT BY TEACHERS

Improvement in Educational system crucially dependent on effective teacher self evaluation

Name of the Teacher:

Academic Year :

Department:

Designation:

- 1) **The role of a teacher does not end in classrooms / lab. It includes building moral & ethical values and also enable students lay foundations for vision and mission in life.**

Yes	To some extent	No	Do not know
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- a) If the answer is yes / to some extent, describe the efforts You made to achieve the same (Attach separate sheet)
b) If the answer is no, how do you propose to do the same, share your ideas and plans (attach separate sheet)

- 2) **Intellectual connect between teachers and students enhance students interest in studies:**

Yes	To some extent	No	Do not know
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- If the answer is Yes / To some extent,
List out the efforts you made to improve the intellectual connect with students.
(Attach a separate sheet)

- 3) Do you agree that students' learning and exam orientation in the class room has its bearing on their performance in exam?

Yes	To some extent	No	Do not know
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- 4) Minimum pass percentage in University exam of students you taught.

>81%	61% to 80%	41% to 60%	< 40%
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- 5) **Bridge / Remedial classes help students to come out of their academic deficiencies and create interest in them for vigorous efforts to improve.**

Yes	To some extent	No	Do not know
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- If yes / to some extent give details of Bridge programmes conducted by you.

- 6) **Students' mental horizon broaden as a result of continuous interactions with teachers, inside and outside the classrooms on issues such as career planning, skills requirements, knowledge acquisition, guidance, etc., for career orientation and Guidance.**

Yes	To some extent	No	Do not know
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- If the answer is yes / to some extent, list out details of your interactions with students on any of the aspects you consider important.

7) **As teachers, we must identify (i) Teaching Objectives, (ii) Teaching methods and (iii) Assess performance objectives.**

If the answer is yes / to some extent give details of your efforts and outcomes.
(Attach a separate sheet).

Yes	To some extent	No	Do not know
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8) **Teachers' involvement in mobilizing students to organize events in the department / college is important.**

If the answer is yes / to some extent give details of events you organized and involved.

Yes	To some extent	No	Do not know
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9) Did you play a role in designing and delivering an add-on programme to students in the college?
(Not applicable to Junior College)

Yes	To some extent	No	Do not know
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10) Teacher's innovative and creative contributions add value to students, as well as build reputation for the college.
If the answer is yes / to some extent, kindly mention the details. (Attach a separate sheet)

Yes	To some extent	No	Do not know
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11) The college has been extending sufficient support to teachers to pursue creative and innovative initiatives.
a) If the answer is yes / to some extent, give the details of your initiatives that are supported by the college.
b) If the answer is no, kindly give the details of your initiatives that were not supported by the college.

Yes	To some extent	No	Do not know
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12) Teacher's involvement in domain skills training activities (subject specific) helps students to better their knowledge and skills for better career.
If the answer is yes / to some extent, give details of your contribution and involvement.
(Attach separate sheet)
Not Applicable to Junior College

Yes	To some extent	No	Do not know
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13) Teachers' play significant role in creating awareness among students on the importance of skills development programmes and in motivating them to attend SDC classes.
If the answer is yes / to some extent, give details of your feedback from students on the usefulness of SDC classes.

Yes	To some extent	No	Do not know
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- Books written / Papers published in reputed journal with respectable impact numbers during the last year.

If yes, enclose the list of papers published.

Yes	No
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- Guidance to Research students

If yes, mention the present status, on a separate sheet.

Yes	No
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- Seminars / workshops / FDPs attended during last year

If yes, give list of details.

Yes	No
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Any other issues produced by you: