

**PATTAMUNDAI COLLEGE**

NAAC ACCREDITED B+ GRADE

PATTAMUNDAI, KENDRAPARA, ODISHA-754215

PERFORMANCE APPRAISAL FORM FOR THE TEACHING STAFF (SESSION 2019-20)

Name of the Teacher: DR. SUNIL KUMAR PRADHANDepartment : CHEMISTRYDesignation : READER IN CHEMISTRYDate of joining on this Institution: 06-01-2020Length of service in this Institution: 1 Year 3 Month.Duration: 1<sup>st</sup> July 2019 to 31<sup>st</sup> June 2020.**1. Engaging theory lectures:**

Sl. No	Class & Course	Subject Taught	University Target	Lectures Engaged	% Target Achieved	Average
1	SEM-1	C-1	40	42	100	
2	SEM-2	C-4	40	43	100	
3	SEM-3	C-6,7	60	65	100	99.5
4	SEM-4	C-8,10	60	57	95	
5	SEM-5	C-11, DSE <sup>2</sup>	60	61	100	
6	SEM-6	C-14	40	39	98	

**2. Engaging practical lectures:**

Sl. No	Class & Course	Subject Taught	University Target	Lectures Engaged	% Target Achieved	Average
1	SEM-1	C-1	20	18	90	
2	SEM-2	C-3	20	18	90	
3	SEM-3	C-7	20	21	100	99
4	SEM-4	C-10	20	21	100	
5	SEM-5	C-11	20	18	90	
6	SEM-6	DSE-III	20	18	90	

**3. Attendance in theory classes:**

Sl. No	Class & Course	Subject Taught	Sum of students present	Lectures Engaged	Student on Roll	Average
1	SEM-1	C-1	924	42	24	91.67
2	SEM-2	C-4	903	43	24	87.5
3	SEM-3	C-6,7	1495	65	24	95.8
4	SEM-4	C-8,10	1311	57	24	95.8
5	SEM-5	C-11, DSE <sup>II</sup>	1159	61	20	95.0
6	SEM-6	C-14	780	39	20	94.87

4. Attendance in practical lectures:

Sl. No	Class & Course	Subject Taught	Sum of students present	Lectures Engaged	Student on Roll	Average
1	SEM-1	C-1	357	17	24	87.5
2	SEM-2	C-3	357	17	24	87.5
3	SEM-3	C-7	462	21	24	91.6
4	SEM-4	C-10	483	21	24	95.8
5	SEM-5	C-11	306	18	20	85.0
6	SEM-6	DSE-III	324	18	20	90.0

5. Result analysis of theory subjects:

Sl. No	Class & Course	Subject Taught	No of students appeared	No of students passed	% age passing	Average
1	SEM-1	C-1	24	22	91.6	
2	SEM-2	C-4	24	23	95.8	
3	SEM-3	C-6	24	22	91.6	96.5
4	SEM-4	C-8	24	24	100	
5	SEM-5	DSE-11	20	20	100	
6	SEM-6	C-14	20	20	100	

6. Marks scored by students in theory subjects:

Sl. No	Class & Course	Subject Taught	No of students appeared	Total marks scored by students	Average %	Average
1	SEM-1	C-1	24	1349	56.19	
2	SEM-2	C-4	24	1730	72.09	
3	SEM-3	C-6	24	1474	61.42	67.77
4	SEM-4	C-8	24	1682	70.09	
5	SEM-5	DSE-11	20	1483	74.14	
6	SEM-6	C-14	20	1456	72.8	

7. Students feedback:

Sl. No	Class & Course	Subject Taught	No of students	Feedback collected	% Feedback	Average
1	SEM-1	C-1	24	20	83.3	
2	SEM-2	C-4	24	22	91.66	
3	SEM-3	C-6	24	20	83.3	86.93
4	SEM-4	C-8	24	20	83.3	
5	SEM-5	DSE-11	20	18	90.0	
6	SEM-6	C-14	20	18	90.0	

8. Functional performance :( to be evaluated by reporting Officer only. Mark evaluation by HOD)

Sl. No	Performance indicator to be assessed	Evaluation by Reporting Officer			
		Excellent	Very Good	Good	Average
1	Quality of Seasonal / assignment given to the students	✓			
2	Timely assessment of assignment/ unit test/ Seasonal etc	✓			
3	Timely display of notices about less attendance of students	✓			
4	Documentation as per NAAC	✓			
5	Innovation in paper setting / evaluation		✓		
6	Record keeping of assignment , seasonal marks		✓		
7	Maintaining overall students discipline	✓			
8	Organizing departmental activities		✓		
9	Participation in departmental seminars	✓			
10	Preparing/ Updating question banks	✓			
11	Regular checking of journals/ conducting special classes for low profile students		✓		
12	Punctuality / sincerity	✓			
13	Behaviour with Parents/ guardians of students	✓			
14	Use of ICT in Teaching	✓			
15	CO-PO attainment	✓			
16	Organizing national/international/ university level activities		✓		
17	Covering content beyond syllabus to fill curricular gap		✓		

9. Comment by reviewing officer:

The performance of the teacher in different fields is very good. His commitment towards the students is satisfactory.



*[Handwritten Signature]*  
10/7/20

Signature of Academic Bursar

*[Handwritten Signature]*  
10.7.20

Signature of Reviewing Officer-  
Principal  
Pattamada College



PATTAMUNDAI COLLEGE

NAAC ACCREDITED B+ GRADE

PATTAMUNDAI, KENDRAPARA, ODISHA-754215

PERFORMANCE APPRAISAL FORM FOR THE TEACHING STAFF (SESSION 2019-20)

Name of the Teacher: Subhasis Mishra

Department : Economics

Designation : Lecturer in Economics

Date of joining on this Institution: 06-10-2016

Length of service in this Institution: 04 Year 05 Month.

Duration: 1<sup>st</sup> July 2019 to 31<sup>st</sup> June 2020.

1. Engaging theory lectures:

Sl. No	Class & Course	Subject Taught	University Target	Lectures Engaged	% Target Achieved	Average
1	Sem-1	COBE-1	75	68	90.67	92.45%
2	Sem-2	COBE-4	75	65	86.67	
3	Sem-3	COBE-7	75	78	100	
4	Sem-4	COBE-8	75	69	92	
5	Sem-5	COBE-11	75	72	96	
6	Sem-6	COBE-13	75	67	89.33	

2. Engaging practical lectures: NA

Sl. No	Class & Course	Subject Taught	University Target	Lectures Engaged	% Target Achieved	Average
1	Sem-1					
2	Sem-2					
3	Sem-3					
4	Sem-4					
5	Sem-5					
6	Sem-6					

3. Attendance in theory classes:

Sl. No	Class & Course	Subject Taught	Sum of students present	Lectures Engaged	Student on Roll	Average
1	Sem-1	COBE-1	1452	68	30	71.18%
2	Sem-2	COBE-4	1368	65	30	70.15%
3	Sem-3	COBE-7	1946	78	30	83.16%
4	Sem-4	COBE-8	1782	69	30	86.08%
5	Sem-5	COBE-11	1402	72	25	77.89%
6	Sem-6	COBE-13	1287	67	25	76.84%

4. Attendance in practical lectures: N.A

Sl. No	Class & Course	Subject Taught	Sum of students present	Lectures Engaged	Student on Roll	Average
1						
2						
3						
4						
5						
6						

5. Result analysis of theory subjects:

Sl. No	Class & Course	Subject Taught	No of students appeared	No of students passed	% age passing	Average
1	Sem-1	core-1	28	21	75	93
2	Sem-2	core-4	28	28	100	
3	Sem-3	core-7	30	27	90	
4	sem-4	core-8	30	28	93	
5	sem-5	core-11	25	25	100	
6	sem-6	core-13	25	25	100	

6. Marks scored by students in theory subjects:

Sl. No	Class & Course	Subject Taught	No of students appeared	Total marks scored by students	Average %	Average
1	Sem-1	core-1	28	1430	51.07	58.83
2	sem-2	core-4	28	1536	54.85	
3	sem-3	core-7	30	1837	61.23	
4	sem-4	core-8	30	1854	61.8	
5	sem-5	core-11	25	1532	61.28	
6	sem-6	core-13	25	1568	62.72	

7. Students feedback:

Sl. No	Class & Course	Subject Taught	No of students	Feedback collected	% Feedback	Average
1	Sem-1	core-1	30	23	76.66	79.16%
2	Sem-2	core-4	30	24	80	
3	Sem-3	core-7	30	25	83.33	
4	sem-4	core-8	30	24	80	
5	Sem-5	core-11	25	20	80	
6	sem-6	core-13	25	19	76	

**8. Functional performance :( to be evaluated by reporting Officer only. Mark evaluation by HOD)**

Sl. No	Performance indicator to be assessed	Evaluation by Reporting Officer			
		Excellent	Very Good	Good	Average
1	Quality of Seasonal / assignment given to the students		✓		
2	Timely assessment of assignment/ unit test/ Seasonal etc				
3	Timely display of notices about less attendance of students		✓		
4	Documentation as per NAAC		✓		
5	Innovation in paper setting / evaluation			✓	
6	Record keeping of assignment , seasonal marks			✓	
7	Maintaining overall students discipline	✓			
8	Organizing departmental activities				
9	Participation in departmental seminars	✓			
10	Preparing/ Updating question banks	✓			
11	Regular checking of journals/conducting special classes for low profile students	✓			
12	Punctuality / sincerity	✓			
13	Behaviour with Parents/ guardians of students	✓			
14	Use of ICT in Teaching		✓		
15	CO-PO attainment		✓		
16	Organizing national/international/ university level activities		✓		
17	Covering content beyond syllabus to fill curricular gap		✓		

**9. Comment by reviewing officer:** the performance of the teacher in different fields is very good. His commitment towards the academic development of the students is satisfactory.

*[Handwritten Signature]*  
10/7/20

Signature of Academic Bursar



*[Handwritten Signature]*  
10.7.20

Signature of Reviewing Officer-  
Principal  
Pattamundai College  
(Seal)



PATTAMUNDAI COLLEGE

NAAC ACCREDITED B+ GRADE

PATTAMUNDAI, KENDRAPARA, ODISHA-754215

PERFORMANCE APPRAISAL FORM FOR THE TEACHING STAFF (SESSION 2019-20)

Name of the Teacher: Dr Ramesh Kumar Sahoo

Department : Physics

Designation : Reader in physics.

Date of joining on this Institution: 05.09.1991

Length of service in this Institution: 29 Year 06 Month.

Duration: 1<sup>st</sup> July 2019 to 31<sup>st</sup> June 2020.

1. Engaging theory lectures:

Sl. No	Class & Course	Subject Taught	University Target	Lectures Engaged	% Target Achieved	Average
1	SEM-1	C-2	40	38	98	
2	II	C-4	40	45	100	
3	III	C-7	40	37	98	99.00
4	IV	C-9	40	42	100	
5	V	C-11	40	40	100	
6	VI	DSE-IV	40	38	98	

2. Engaging practical lectures:

Sl. No	Class & Course	Subject Taught	University Target	Lectures Engaged	% Target Achieved	Average
1	SEM-1	C-2	20	18	90	
2	II	C-4	20	21	100	
3	III	C-5	20	21	100	98.33
4	IV	C-9	20	18	90	
5	V	C-12	20	18	90	
6	VI	DSE III	20	18	90	

3. Attendance in theory classes:

Sl. No	Class & Course	Subject Taught	Sum of students present	Lectures Engaged	Student on Roll	Average
1	SEM-1	C-2	924	42	24	91.67
2	II	C-4	798	38	24	87.5
3	III	C-7	964	36	24	88.43
4	IV	C-9	930	42	24	92.26
5	V	C-11	798	38	24	87.5
6	VI	DSE-III	782	37	24	88.06

4. Attendance in practical lectures:

Sl. No	Class & Course	Subject Taught	Sum of students present	Lectures Engaged	Student on Roll	Average
1	Sem-1	C-2	440	20	24	91.6
2	II	C-4	389	18	24	88.1
3	III	C-5	381	18	24	88.1
4	IV	C-9	461	21	24	92.0
5	V	C-12	461	21	24	92.0
6	VI	DSE-II	389	18	24	88.1

5. Result analysis of theory subjects:

Sl. No	Class & Course	Subject Taught	No of students appeared	No of students passed	% age passing	Average
1	Sem-I	C-2	24	22	91.66	
2	II	C-4	24	23	95.83	
3	III	C-5	24	23	95.83	97.26
4	IV	C-9	24	24	100	
5	V	C-11	24	24	100	
6	VI	DSE-III	24	24	100	

6. Marks scored by students in theory subjects:

Sl. No	Class & Course	Subject Taught	No of students appeared	Total marks scored by students	Average %	Average
1	Sem-I	C-2	24	1270	61.32	
2	II	C-4	24	1653	66.53	
3	III	C-5	24	1423	52.83	75.69
4	IV	C-9	24	1636	71.25	
5	V	C-12	24	1860	68.44	
6	VI	DSE-II	24	1785	71.34	

7. Students feedback:

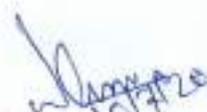
Sl. No	Class & Course	Subject Taught	No of students	Feedback collected	% Feedback	Average
1	Sem-I	C-2	24	21	87.5	
2	Sem-II	C-4	24	22	91.66	
3	III	C-5	24	18	75.00	86.8
4	IV	C-9	24	20	83.33	
5	V	C-12	24	22	91.66	
6	VI	DSE-III	24	22	91.66	

8. Functional performance :( to be evaluated by reporting Officer only. Mark evaluation by HOD)

Sl. No	Performance indicator to be assessed	Evaluation by Reporting Officer			
		Excellent	Very Good	Good	Average
1	Quality of Seasonal / assignment given to the students	✓			
2	Timely assessment of assignment/ unit test/ Seasonal etc	✓			
3	Timely display of notices about less attendance of students		✓		
4	Documentation as per NAAC	✓			
5	Innovation in paper setting / evaluation		✓		
6	Record keeping of assignment , seasonal marks	✓			
7	Maintaining overall students discipline	✓			
8	Organizing departmental activities	✓			
9	Participation in departmental seminars		✓		
10	Preparing/ Updating question banks	✓			
11	Regular checking of journals/conducting special classes for low profile students	✓			
12	Punctuality / sincerity		✓		
13	Behaviour with Parents/ guardians of students	✓			
14	Use of ICT in Teaching		✓		
15	CO-PO attainment	✓			
16	Organizing national/international/ university level activities		✓		
17	Covering content beyond syllabus to fill curricular gap		✓		

9. Comment by reviewing officer:

The performance of the teacher in different fields is very good. His commitment towards the students is satisfactory.

  
Signature of Academic Bursar



  
Signature of Reviewing Officer-  
Principal  
Pattamunda College



**PATTAMUNDAI COLLEGE**  
**NAAC ACCREDITED B+ GRADE**

PATTAMUNDAI, KENDRAPARA, ODISHA-754215

PERFORMANCE APPRAISAL FORM FOR THE NON-TEACHING STAFF (SESSION 2019-20)

Name : Laxmi priya Behera  
 Designation : Cashier cum- Jc clerk.  
 Department : Accounts Section  
 Address : H/PO - Beltal, PS - Pattamundai, Dist - Kendrapara.  
 Qualification : B.A  
 Date of joining on this Institution: 01/11/2010  
 Length of service in this Institution: 10 Year 4 Month.  
 Duration: 1<sup>st</sup> July 2019 to 31<sup>st</sup> June 2020.

**Performance assessment report regarding ability and character**  
 (Fill all the fields A, B, C for technical staff and B, C for others)

Sl No	Performance indicator to be assessed	Very good	Good	Fair	Average	Below average
<b>A</b>	<b>Technical adequacy</b>					
1	Technical ability					
2	Level of knowledge					
3	Methodical and systematic working					
4	Promptness in disposal					
5	Dependability					
6	Capacity to get work done					
<b>B</b>	<b>General impression</b>					
1	Neatness					
2	Leadership qualities					
3	Accuracy					
4	Punctuality in work					
5	General impression and grasp					
6	Regularity in attendance					
7	Relations with superiors					
8	Relation with colleagues					
9	Relations with members of public					
<b>C</b>	<b>Recommendation</b>					
1	Administrative ability including judgment, initiative, promptness and drive					
2	Fitness to continue in the present post					
3	Fitness for promotion					

Signature [Signature]  
 Name of the HOD  
 (Seal)



Signature [Signature]  
 10-7-20  
 Reviewing Officer - Cum - Principal  
 (Seal) Pattamundai College



**PATTAMUNDAI COLLEGE**  
**NAAC ACCREDITED B+ GRADE**

**PATTAMUNDAI, KENDRAPARA, ODISHA-754215**  
**PERFORMANCE APPRAISAL FORM FOR THE NON-TEACHING STAFF (SESSION 2019-20)**

Name : Sibaprasad Mohanty  
 Designation : Lab attendant  
 Department : Zoology  
 Address : At-PO- Kakharuni, Pattamundia  
 Qualification : 9th pass

Date of joining on this Institution: 12.01.2005

Length of service in this Institution: 16 Year 2 Month.

Duration: 1<sup>st</sup> July 2019 to 31<sup>st</sup> June 2020.

**Performance assessment report regarding ability and character**  
 (Fill all the fields A, B, C for technical staff and B, C for others)

Sl No	Performance indicator to be assessed	Very good	Good	Fair	Average	Below average
<b>A</b>	<b>Technical adequacy</b>					
1	Technical ability					
2	Level of knowledge					
3	Methodical and systematic working					
4	Promptness in disposal					
5	Dependability					
6	Capacity to get work done					
<b>B</b>	<b>General impression</b>					
1	Neatness					
2	Leadership qualities					
3	Accuracy					
4	Punctuality in work					
5	General impression and grasp					
6	Regularity in attendance					
7	Relations with superiors					
8	Relation with colleagues					
9	Relations with members of public					
<b>C</b>	<b>Recommendation</b>					
1	Administrative ability including judgment, initiative, promptness and drive					
2	Fitness to continue in the present post					
3	Fitness for promotion					

Signature [Signature]  
 Name of the HOD [Signature] 10.07.20  
 (Seal)



Signature [Signature] 10.7.20  
 Reviewing Officer- Cum - Principal  
 (Seal)  
 Principal  
 Pattamundai College



**PATTAMUNDAI COLLEGE**  
**NAAC ACCREDITED B+ GRADE**

PATTAMUNDAI, KENDRAPARA, ODISHA-754215

PERFORMANCE APPRAISAL FORM FOR THE NON-TEACHING STAFF (SESSION 2019-20)

Name : Sridhar Prasad Biswal  
 Designation : DEO  
 Department : SAMS  
 Address : At-Rajapur, PO:-Keraraipasha, Rajapur  
 Qualification : B.Com, PGDCA  
 Date of joining on this Institution: 20-05-2010  
 Length of service in this Institution: 10 Year 10 Month.  
 Duration: 1<sup>st</sup> July 2019 to 31<sup>st</sup> June 2020.

**Performance assessment report regarding ability and character**  
 (Fill all the fields A, B, C for technical staff and B, C for others)

Sl No	Performance indicator to be assessed	Very good	Good	Fair	Average	Below average
<b>A</b>	<b>Technical adequacy</b>					
1	Technical ability					
2	Level of knowledge					
3	Methodical and systematic working					
4	Promptness in disposal					
5	Dependability					
6	Capacity to get work done					
<b>B</b>	<b>General impression</b>					
1	Neatness					
2	Leadership qualities					
3	Accuracy					
4	Punctuality in work					
5	General impression and grasp					
6	Regularity in attendance					
7	Relations with superiors					
8	Relation with colleagues					
9	Relations with members of public					
<b>C</b>	<b>Recommendation</b>					
1	Administrative ability including judgment, initiative, promptness and drive					
2	Fitness to continue in the present post					
3	Fitness for promotion					

Signature

[Signature]  
 10.07.2020

Name of the HOD  
 (Seal)



Signature

[Signature]  
 10.7.20

Reviewing Officer- Cum - Principal  
 Prir(Seal)  
 Pattamundai College