



TRINITY INSTITUTE OF PROFESSIONAL STUDIES

Sector-9, Dwarka, New Delhi-110075

(Affiliated to Guru Gobind Singh Indraprastha University, Delhi &

Approved by Bar Council of India, New Delhi)

"A+" Ranked Institution by SFRC, Govt. of NCT of Delhi

Recognized under section 2(f) of the UGC Act, 1956

Accredited "B++" by NAAC

ANNUAL PERFORMANCE ASSESSEMENT REPORT FOR ADMINISTRATIVE/ MULTI TASKING STAFF

Academic Year 2023-24

GENERAL INFORMATION

1.	Name (in Block Letters)	
2.	Institute & Department	
3.	Date of Joining	
4.	Current Designation	
5.	Any Degree or fresh qualifications acquired during the year	
6.	Highest Professional Qualifications	
7.	Fields of Specialisation	

CATEGORY I – SELF ASSESSMENT

As a part of AQAR (Quality upgradation of the institution), kindly fill in the following questionnaire based on the scales given.

A score of one is low and score of five is high. NA – Not Applicable

S.NO.	STATEMENT	1	2	3	4	5	NA
1	I am helpful to the teachers whenever they approach me for help.						
2	I am patient to the needs of the public (Parents, Business Associates, Vendors, Well-wishers of the institution).						
3	I develop a good rapport with the public especially during admission process.						
4	I respond quickly to the needs of the student, faculty and institution.						
5	I get irritated when students, teachers disturb me in the middle of my work.						
6	I carryout the tasks/ areas of management assigned to me in a responsible manner.						
7	My absence does not affect the system in the institution.						

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8	I always give proper information to Chairman/ Director during leave (planned & unplanned).						
9	I voluntarily help my colleagues when they are burdened with work.						
10	I complete the work for the day on time.						
11	If needed I extend my work timings to complete the task assigned.						
12	I positively respond to any instruction, guidance, correction and discipline by Management						
13	I am able to post my views expressions and suggestions to the management.						
14	I can immediately locate the files (for which I am responsible) when asked for data.						
15	I report on time to work.						

CATEGORY II – BEHAVIOURAL SKILLS AND VALUES

SUPERIOR FEEDBACK

S. NO.	STATEMENT	SCORE
1.	Attitude to work	
2.	Sense of responsibility	
3.	Regularity and Punctuality	
4.	Maintenance of discipline	
5.	Communication skills	
6.	Ability to work in team	
7.	Ability to meet deadline	
8.	Inter -personal relations	
9.	Coordination ability	
10.	Knowledge of Rules/Regulations/ Procedures in the area of function and ability to apply them correctly	
11.	Proficiency in working on computer, wherever available	
12.	Relations with the public	
13.	State of Health	
14.	Accomplishment of work allotted	
15.	Willingness to learn	
16.	Integrity (Financial, Moral and Academic	
17.	Quality of work output	
18.	Overall Grading on 'Work Output'	
	Maximum Total Score/Points :	
	Minimum total points to be obtained :	

NOTE: Please give ratings on a 5-point scale with:

5-Excellent, 4-Very Good, 3-Good, 2-Average, 1-Below Average

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A. SOCIAL MEDIA

Note: Authenticated by SM incharge

Signature:

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C. Social Media platforms- Students/ Friends/ Relatives

All Social media platforms of TIPS- Liked, rated, reviewed, followed and turned on for notifications

S. NO		LIKED BY	RATED BY	REVIEWED BY	FOLLOWED BY	SCORE
1	FACEBOOK					
2	INSTAGRAM					
3	TWITTER					
4	YOUTUBE					
5	LINKED IN					
6	PINTEREST					
	TOTAL SCORE					

Note: Authenticated by SEO incharge

Name:

Signature:

Signature of HOI

Full Name _____

Designation _____


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FINAL OBSERVATIONS OF THE CHAIRMAN

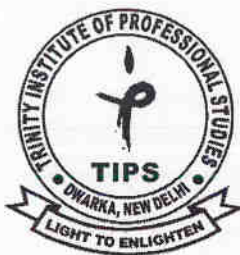
Signature: _____

FINAL SUMMARY OF TOTAL SCORES

CRITERIA	TOTAL MARKS	MARKS OBTAINED	CATEGORY
I			
II			
III			
TOTAL (I+II+III)			

Note: *Category: A+, A, B+, B, and C*


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Performance Based Appraisal System

Academic Year 2023-24

GENERAL INFORMATION

1.	Name (in Block Letters)	
2.	Institute & Department	
3.	Date of Joining	
4.	Current Designation & Academic Grade Pay	
5.	Any Degree or fresh qualifications acquired during the year	
6.	Highest Professional Qualifications	
7.	Fields of Specialisation in Subject/Discipline	

8. Academic Staff College Orientation/ Refresher Course attended during the year

Nature of the Course/ Summer School	Place	Duration	Sponsoring Agency

Note: Please attach proof for this section

9. **FUTURE PLANS (in Brief)**

(i) Teaching:

-
-

(ii) Research:

-
-

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PART - A : ACADEMIC PERFORMANCE INDICATORS

CATEGORY- I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

1.0 Lectures (L), Seminars(S), Tutorials (T), Practicals (P), Contact Hours (C)
(Give semester-wise details, where necessary)

S.No.	Program	Course/Paper	Level	Mode of Teaching*	Hours per week allotted	% of classes taken as per documented record
ODD Semester						
EVEN Semester						

Note: 1) Please fill and enclose Annex-I as a supporting document for this section.
2) Please consider to write practical load half from the actual one.

2.0 Teaching Load in excess of UGC norms

(Maximum Score: 10)

S. No.	No. of hours exceeded as per UGC norms			Remarks
	Course/Paper	Program	Sem	
	Total Score			

Note: (a) please refer the PBAS compendium for score calculation (i.e.: category I, Part II, Serial No.2, Page-4)
(b) Please fill and enclose Annex-II as a supporting document for this section


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3.0 Result/Academic Performance**(Maximum Score: 10)**

S.No	Program	Sem.	Shift	Course Title/ Code	Total no. of students	Pass %age	Exemplary Position	Total Distin- -ction	First Division	Second Division	Fall Short
Total Students											
Total Score =											

Note: (a) The total no. of students should match with the no. of students enrolled in the class as per institute records.

4.0 Additional knowledge resources provided to students**(Maximum Score: 15)**

S. No.	Course/ Paper	Mandatory Resources	Yes/ No	Additional Resource provided	Score
Total Score					


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4.1 Remedial Classes initiations for improvement of weak students. (Maximum Score: 10)

S. No.	Course/ Paper	Shift	Semester	No. of classes taken	Score
Total Score					

(b) Please enclose student's attendance sheets.

4.2 Efforts made to upgrade exemplary students (Maximum Score: 10)

S. No.	Course	Shift	Semester	Student Name	Methodology used	Score
Total Score						

5.0 Use of Participatory and innovative Teaching-Learning Methodologies, Updating of subject content, Course Improvement etc. (Maximum Score: 20)

S. No.	Short Description	Score
a	Lectures, Tutorials and Practical's	
b	Case Based Learning	
c	Problem Based Learning	
d	ICT based teaching/ Web based Learning/ Blended Learning	
e	Conduct of Seminars/Student led Presentations	
	Total Score	

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6.0

Examination Duties Assigned and Performed**(Maximum Score: 25)**

S. No.	Type of Examination Duties	Duties Assigned	Extent to which carried out (%)	Score
	Total Score			

Total Score Earned for Category-I (1+2+3+4+5+6) :	
Total Max. Score for Category-I (1 to 6): 100	
Minimum score required : 40	


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CATEGORY-II: CO-CURRICULAR, EXTENSION & PROFESSIONAL DEVELOPMENT
(Max. Total Score: 50; Min. Score required: 15)

- 1.0 Extension, Co-curricular & Field based Activities**
(Mentoring Activities, Club/ Committee activities) and
Contribution to Corporate Life and Management of the Institution
(Head of the Department, Chief Coordinator, Class Coordinator, Committee Chairperson,
Committee Member, Placement Coordinator, etc.)

(Maximum Score: 35)

S. No.	Type of Activity	Yearly/Semester wise responsibility		Score
		Targeted	Achieved	
Total Score				

- 2.0 Professional Development Activities**
(Membership of professional bodies, Participated/Attended events outside the institution)
(Maximum Score: 15)

S. No.	Type of Activity	Role	Unit (Activities)	Yearly/Semester wise responsibility	Score
Total Score					

Total Score Earned for Category-II (1+2) :	
Total Max. Score for Category-II (1+2) : 50	
Minimum Score required :15	


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CATEGORY-III: RESEARCH, PUBLICATIONS & ACADEMIC CONTRIBUTIONS

1.1: Research Papers published in Journals:

(Maximum Score: 10)

22. Research Papers published in Journals: (Maximum Score: 10)							
S. No.	Title with page number	Journal	ISSN/ ISBN No.	Whether peer reviewed. Impact factor, if any	No. of Co-authors	Whether you are the main author	Score
	Total Score						

Note: Supporting document to be enclosed as Annexure-Cat III (1.1)

1.2 Full papers in Conference Proceedings

(Maximum Score: 10)

Paper 1: Conference Proceedings					(Maximum Score: 10)	
S. No.	Title with page number	Details of conference Publications	ISSN/ ISBN No.	No. of Co-authors and Date of publication	Whether you are the main author	Score
	Total Score					

Note: Supporting document to be enclosed as Annexure-Cat III (1.2)

1.3 Articles/ Chapters published in Books/ Newspapers/ Magazine/ Virtual platforms

(Maximum Score: 10)

S. No.	Title with page number	Book Title, editor & publisher	ISSN/ ISBN No.	Whether peer reviewed.	No. of Co-authors and Date of Publication	Whether you are the main author	Score
	Total Score						

Note: Supporting document to be enclosed as Annexure-Cat III (1.3)

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1.4 Books published as Author/ Co-Author**(Maximum Score: 5)**

S. No	Title with page no.	Type of Book & Authorship	Publisher & ISSN/ ISBN No.	Whether Peer Reviewed	No. of Co-author & Date of Publication	Whether you are the main author	Score
Total Score							

1.5 Chief Editor/Guest Editor/Editor/Associate Editor; Member, Consultant Member of Editorial/Advisory Board of Journal and Reviewer/Referee of a Journal/ Conference proceedings.**(Maximum Score: 5)**

S. No.	Refereed Journal with/without ISBN/ISSN Numbers	Status	Score
Total Score			

1.6 Papers presented in Conferences, Seminars, Workshops, Symposium/Session Chaired, etc.**(Maximum Score: 5)**

S. No.	Title of the paper presented	Title of Conference/Seminar etc.	Date(s) of the event	Organized by	No. of Co-authors	Whether you presented the Paper	Whether International/National/State/Regional/University or College Level	Score
Total Score								

Note: (a) If a paper presented in Conference/Seminar is published in the form of Proceedings (Full Paper), the points would accrue for the publication as Category III, (1.2) and not under this heading.

2.0 Case Study/Research Projects, Consultancies and Assignments

2.1 Sponsored Projects/ Consultancy Projects (Carried out/Ongoing)

(Maximum Score: 10)

S. No.	Title	Agency	Period	Grant/ Amount Mobilized (Rs Lakhs)	Score
	Total Score				

3.1 & 3.2 Training Courses, Teaching-Learning-Evaluation Technology, Faculty Development Programmes

(Maximum Score: 10)

S. No.	Programme	Duration	Organised by	Score
	Total Score			

3.3 Invited Lectures (including Extension) and Chairmanships at National or international Conference/ Seminars; Office Bearer/Advisor of Registered Professional Bodies

(Maximum Score: 10)

S. No.	Title of Lecture/ Academic Session	Title of Conference/ Seminar etc.	Date(s) of the event	Organized by	Whether International/ National/State	Score
	Total Score					

Total Score Earned for Category-III (1+2+3) :

Total Max. Score for Category-III (1+2+3) : 75
Minimum Score required : 35

Signature of the Faculty

[Signature]
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SUMMARY OF SCORES – PART A

Academic Year _____

CATEGORY	CRITERIA	SCORE OBTAINED	TOTAL SCORE
I	Teaching, Learning & Evaluation related activities		100
II	Co-curricular, Extension, Professional Development, etc.		50
III	Research & Academic Contribution		75
	Total (Categories I + II + III)		225

PART (B)

CATEGORY-IV: STUDENTS FEEDBACK

(Maximum Score: 20)

S. No	Subject	Course Name	Total Average percentage Rating (Out of 60)	Percentage %	Remarks

CATEGORY-V: BEHAVIOURAL SKILLS AND VALUES

SUPERIOR FEEDBACK

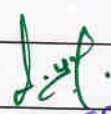
(Maximum Score: 50)

S. No.	Points	Score
1.	Health & Personality	
2	Punctuality & Regularity	
3	Initiative and Drive	
4	Sense of Responsibility	
5	Cross Functional and Team Orientation	
6	Behavior towards colleagues	
7	Relationship/Attitude towards students	
8	Willingness to learn	
9	Temperament and manners	
10	Communication skill	
11	Reliability and Dependability	
12	Integrity (Financial, Moral and Academic)	
Maximum Total Score/Points :		
Minimum total points to be obtained :		

NOTE: Please give ratings on a 5-point scale with:

5-Excellent, 4-Very Good, 3-Good, 2-Average, 1-Below Average

- Shortcoming/Weakness pointed out, if any, and improvement shown:


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1. Were you been granted time relaxation in any semester of 2018-19, if yes please mention the type of time relaxation & reason thereof.

2. Have you ever been warned in writing or oral in 2018-19 for any reason, please mention the nature, type if any. Attach copy of warning letter and also mention officer's name.

3. Total Leaves taken in the academic year _____ on academic days.

Signature of the HOD/ CC

Full Name _____

Designation _____

Report of the Reviewing Officer/ Head of Institution on Part-B only (Not to be filled in case He/She is the reporting officer)

- 1.0 Do you agree with the assessment of the Reporting Officer? YES / NO
If NO, give reason(s):

- 2.0 Has anything of adverse nature, or which indicates lack of Integrity, come to your notice, and has been established YES / NO

- 3.0 Specific Recommendation about qualitative performance of the faculty:
Overall Assessment:

Outstanding Very Good Good Average Below Average

Signature: _____

Reviewing Officer /Director

Name _____

Designation _____

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CATEGORY-VI: CONTRIBUTION IN BRAND BUILDING OF THE INSTITUTION

A. SOCIAL MEDIA

(Maximum Score: 25)

S. No	All posts – liked and shared	Ratings and feed done on SM platforms	Liked pages/profile on all TIPS and group institutions - SM Platforms	Achieved TOP-FAN Badge/ Best Contributor	Score
		Total Score			

Note: Authenticated by SM incharge

Name: _____

Signature:

B. EDUCATIONAL PORTALS

Contribution in making reviews and ratings on following educational portals:

(Maximum Score: 25)

S. No	Name of the Portal	Ratings and feed done on SM platforms	Liked pages/profile on all TIPS and group institutions - SM Platforms	Achieved TOP-FAN Badge/ Best Contributor	Score
1	www.collegedunia.com				
2	www.shiksha.com				
3	www.sulekha.com				
4	www.careers360.com				
5	www.collegesearch.in				
6	www.university.youth4work.com				
7	www.indiamart.com				
8	www.justdial.com				
		Total Score			

Note: Authenticated by SEO incharge

Note: Authenticated by SEO incharge

Name:

Signature:

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C. Social Media platforms- Students/ Friends/ Relatives

All Social media platforms of TIPS- Liked, rated, reviewed, followed and turned on for notifications

(Maximum Score: 50)

S. NO		LIKED BY	RATED BY	REVIEWED BY	FOLLOWED BY	SCORE
1	FACEBOOK					
2	INSTAGRAM					
3	TWITTER					
4	YOUTUBE					
5	LINKED IN					
6	PINTEREST					
	TOTAL SCORE					

Note: Authenticated by SEO incharge

Name:

Signature:

SUMMARY OF SCORES – PART B

Academic Year _____

CATEGOR Y	CRITERIA	SCORE OBTAINED	TOTAL SCORE
IV	STUDENTS FEEDBACK		20
V	BEHAVIOURAL SKILLS AND VALUES SUPERIOR FEEDBACK		20
VI	CONTRIBUTION IN BRAND BUILDING OF THE INSTITUTION		10
	Total (Categories IV + V + VI)		50


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FINAL REPORT OF THE REVIEWING OFFICER/ DIRECTOR

- Do you agree with the details given by the reported faculty in Part-A (Cat. Is, II & III) & B (Cat. IV, V & VI) YES / NO Part
- If YES, to what extent : _____
- If NO, specify the reasons: _____
- Has the reported faculty been reprimanded during the period of the report: YES / NO
- If YES, give details.

Signature of HOI

Full Name _____

Designation _____

FINAL OBSERVATIONS OF THE CHAIRMAN

Signature: _____

FINAL SUMMARY OF TOTAL SCORES

CRITERIA	TOTAL MARKS	MARKS OBTAINED	CATEGORY
I	100		
II	50		
III	80		
IV	20		
V	50		
VI	100		
TOTAL (I+II+III+IV+V+VI)			

Note: Category: A+, A, B+, B, and C

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- Approved by Bar Council of India, New Delhi
- NAAC Accredited Institution

No additional Information

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Dwarka Sector 9, Institutional Area, Near Dwarka Sec. 10 Metro Station. New Delhi-110075

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