



MADHAB CHOUDHURY COLLEGE

মাধব চৌধুরী মহাবিদ্যালয়

ESTD. 1939

Affiliated to Gauhati University

<b>Criterion 6:</b>	<b>Governance, Leadership and Management</b>
Key Indicator: 6.3	Faculty Empowerment Strategies
Metric Number: 6.3.5	Institutions Performance Appraisal System for teaching and non-teaching staff



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Metric Number: 6.3.5

The institution Performance Appraisal System for teaching and non-teaching staff

Copy of Performance Appraisal Report

CONFIDENTIAL

**PERFORMANCE APPRAISAL REPORT**  
(To be filled up as per clause 26 of Assam College Employees (Provincialisation) Rules, 2010)  
Report for the year / period ending to \_\_\_\_\_  
(To be submitted under sealed cover)

**PART-I** (PERSONAL DATA)

- 1) Name of the employee :
- 2) Name of service to which belongs :
- 3) Education Qualification :
- 4) Professional qualification :
- 5) Name of the Institution / College with full address :
- 6) Date of birth :
- 7) Date from which appointment has approved :  
as Teacher / Librarian by the D.H.E., Assam
- (a) In the UGC Scale of pay :
- (b) In the fixed pay (if any) :
- (c) Without condition / with condition :
- 8) Date of confirmation :
- 9) Whether the Teacher / Librarian had any break in service or granted extra-ordinary leave without pay in the service period :
- 10) Any special knowledge / experience / training: which facilitate to discharge the all allotted work of the office / employee :
- 11) Date of obtaining Senior Scale / Selection :  
Grade Scale of Pay
- 12) Date of eligible for placement in the Senior :  
Scale / Selection Grade, Scale / Associate Scale of Pay

*Certified that the particulars furnished above are correct.*

Signature of Recording Authority  
(Principal)

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Co-Ordinator,  
Internal Quality Assurance Cell  
Madhab Choudhury College  
Barpeta



  
Principal,  
Madhab Choudhury College  
Barpeta



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**PART-II**  
(ASSESSMENT BY THE REPORTING AUTHORITY)

1) Name(s) and Designation of the Reporting Authority : \_\_\_\_\_

2) Period of Service of the incumbent under the Reporting Authority : 2016  
(Separate forms to be used by different reporting officer)

3) State of Health : \_\_\_\_\_  
What is your opinion about his / her  
(a) Aptitude, initiative, drive and efficiency : \_\_\_\_\_  
for  
(i) Arrangement for works : \_\_\_\_\_  
(ii) Exception of work : \_\_\_\_\_  
(b) Intelligence : \_\_\_\_\_  
(c) Attendance / Conduct and amenability to discipline : \_\_\_\_\_  
(d) Character with particular reference to reliability and integrity : \_\_\_\_\_  
(e) Capacity of supervision, inspection and to create team spirit (whether applicable) : \_\_\_\_\_  
(f) General remark, if any : \_\_\_\_\_

4) Character and conduct of the Lecturer/ Librarian : \_\_\_\_\_

5) Relationship with : \_\_\_\_\_  
a. Principal : \_\_\_\_\_  
b. Teaching Staff : \_\_\_\_\_  
c. Library Staff : \_\_\_\_\_  
d. Office Staff : \_\_\_\_\_  
e. Students : \_\_\_\_\_  
f. Others : \_\_\_\_\_

6) Regularity and punctuality in attending college as well as classes : \_\_\_\_\_

7) (a) Spirit of Co-operation in the corporate life extension activities, examinations, etc. : \_\_\_\_\_  
(b) Involvement in University and College examinations : \_\_\_\_\_  
(c) Spirit of obedience to the higher authorities : \_\_\_\_\_

8) Comments on the Performance of the Senior Lecturer as well as a teacher : \_\_\_\_\_

9) Special academic achievement of the Teachers/Librarian, if any : \_\_\_\_\_

10) Performance of duties (as per UCG Regulation, 2010) year wise : 

Year	Total Working days	Class allotted	Class taken
_____	_____	_____	_____

11) Recommendation about his/her fitness or otherwise for advancement for next higher rank. : \_\_\_\_\_

Signature of Recording Authority (Principal) \_\_\_\_\_

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**PART-III**

OPINION OF THE REVIEWING AUTHORITY

1) Name and designation of the Reviewing Authority : \_\_\_\_\_

2) Period of service of the incumbent under the Reviewing Authority : \_\_\_\_\_

3) General opinion of the Reviewing Authority : \_\_\_\_\_

Signature of Reviewing Authority  
President,  
Governing Body,  
M.C. College, Barpeta.

**PART-IV**

REMARKS OF THE ACCEPTING AUTHORITY:

Signature \_\_\_\_\_  
Name & Designation of Accepting Authority  
President,  
Governing Body,  
M.C. College, Barpeta.

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### Parents feedback Report

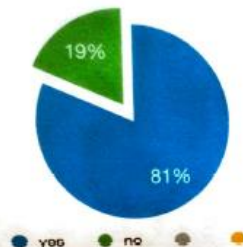
PARENTS FEEDBACK FORM (out of 86 forms)

#### A. General

1. Are you satisfied with the result produced by the college? Yes/No

RESPONSES	Yes	No
	70	16

Pie Chart




2. What is your general opinion regarding the college?

- Good
- Old College
- Pride of Barpeta
- Hold many memories

  
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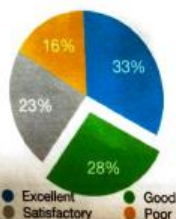
**The institution Performance Appraisal System for teaching and non-teaching staff**

**Parents feedback Report**

**1. Library and reading room facility:**

RESPONSES	Excellent	Good	Satisfactory	Poor
	28	24	20	14

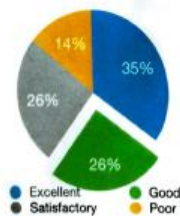
**Pie Chart**



**2. Games and recreation:**

RESPONSES	Excellent	Good	Satisfactory	Poor
	30	22	22	12

**Pie Chart**



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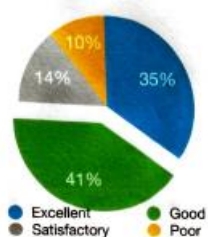
The institution Performance Appraisal System for teaching and non-teaching staff

### Parents feedback Report

#### 7. Science Lab:

RESPONSES	Excellent	Good	Satisfactory	Poor
	30	35	12	9

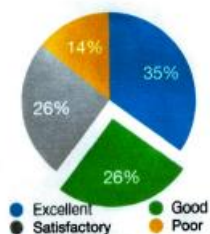
Pie Chart



#### 8. Counselling:

RESPONSES	Excellent	Good	Satisfactory	Poor
	30	22	22	12

Pie Chart



  
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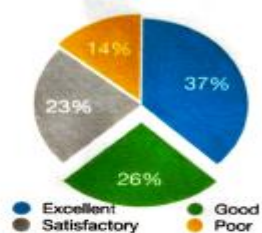
**The institution Performance Appraisal System for teaching and non-teaching staff**

**Parents feedback Report**

**9. Remedial Teaching:**

RESPONSES	Excellent	Good	Satisfactory	Poor
	32	22	20	12

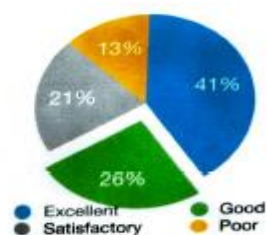
**Pie Chart**



**10. Extra curricular activities:**


RESPONSES	Excellent	Good	Satisfactory	Poor
	35	22	18	11

**Pie Chart**



  
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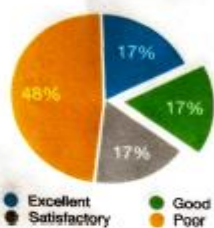
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### Parents feedback Report

13. Functioning of College Office:

RESPONSES	Excellent	Good	Satisfactory	Poor
	15	15	15	41

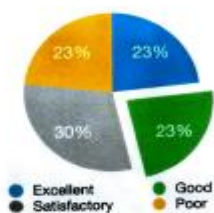
Pie Chart



14. Health and Medical Service:

RESPONSES	Excellent	Good	Satisfactory	Poor
	20	20	26	20

Pie Chart



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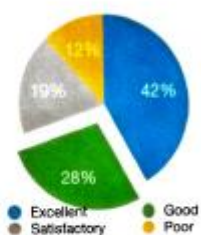
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#### 2. Quality of Teaching:

RESPONSES	Excellent	Good	Satisfactory	Poor
	36	24	16	10

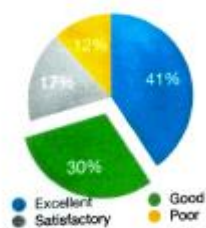
Pie Chart



#### 3. Teaching Methodology:

RESPONSES	Excellent	Good	Satisfactory	Poor
	35	26	15	10

Pie Chart



  
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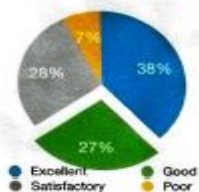
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### Parents feedback Report

#### 4. Administration of test and exams:

RESPONSES	Excellent	Good	Satisfactory	Poor
	33	23	24	6

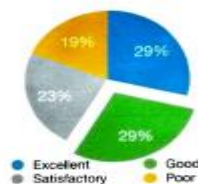
Pie Chart



#### 5. Discipline in the campus:

RESPONSES	Excellent	Good	Satisfactory	Poor
	25	25	20	16

Pie Chart



Y. S. 22.06.27

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### Action taken report on feedback analysis

#### ACTION TAKEN REPORT ON FEEDBACK ANALYSIS

Date: 5<sup>TH</sup> OF August, 2023

Subject: Action Taken Report on Feedback Analysis

#### Introduction:

In response to feedback received from various stakeholders for the session 2022-23, we conducted a thorough analysis to identify areas for improvement. One of the key findings was the demand for an increased number of digital classrooms to facilitate modern and effective teaching-learning experiences.

#### Action Taken:

Based on the feedback analysis, the following actions have been implemented:

1. Identification of Requirement: We assessed the current availability of digital classrooms and identified the need for expansion to meet the growing demand.
2. Resource Allocation: Necessary resources were allocated to initiate the expansion process, including funds for infrastructure development and procurement of equipment.
3. Collaboration with Stakeholders: Collaboration with relevant stakeholders, including faculty members, administrative staff, and IT professionals, was initiated to ensure effective planning and implementation.
4. Infrastructure Development: Six additional digital classrooms have been established in strategic locations within the campus, equipped with state-of-the-art technology to support modern teaching methodologies. Four of them are installed with Digital smart board and two with permanent LCD projectors.
5. Training and Capacity Building: Faculty members and support staff have undergone training sessions to familiarize themselves with the operation and maintenance of digital classroom equipment.

  
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Action taken report on feedback analysis

**Outcome:**

As a result of these actions, the number of digital classrooms on campus has been increased by six, addressing the feedback received from stakeholders. The departments of Zoology, Botany, Physics, Mathematics, Economics and Assamese along with that of Chemistry and Computer Science are now equipped with Digital Classroom facilities. This expansion is expected to significantly enhance the teaching-learning experience and promote digital literacy among students and faculty members.

**Conclusion:**

The successful implementation of this initiative demonstrates our commitment to continuously improving the learning environment and meeting the evolving needs of our educational community. We will continue to monitor feedback and make further enhancements as necessary to ensure an optimal learning experience for all.

*[Handwritten Signature]*  
05.08.23

Principal

Madhab Choudhury College,

Barpeta.

Principal,  
Madhab Choudhury College  
Barpeta

*[Handwritten Signature]*

Co-Ordinator,  
Internal Quality Assurance Cell  
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*[Handwritten Signature]*

Principal,  
Madhab Choudhury College  
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