



FAROOK TRAINING COLLEGE

[RESEARCH CENTRE IN EDUCATION UNIVERSITY OF CALICUT]

Govt. Aided College Affiliated to University of Calicut and
Recognized by NCTE & UGC

Accredited by SAAC at A+ Grade with CGPA 3.39 (2021-26)
Re-accredited by NAAC at A Grade with CGPA 3.54 (2012-17)

Farook College, P.O.Kozhikode
Kerala - 673632
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0495 2969662 (Principal)
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PERFORMANCE APPRAISAL SYSTEM FOR NON-TEACHING STAFF OF FTC

Criteria for 'Performance Appraisal Report' for Non-Teaching Staff

The score will be assessed in a 4-point scale

Dimension	Below Expectations	Meeting Expectations	Exceeding Expectations	Far Exceeding Expectations
Score	1	2	3	4

I. Job Responsibilities and Performance:	Responsibilities:	<ul style="list-style-type: none"> Outline the specific duties and responsibilities of the employee Detail the primary roles and tasks assigned to the employee
	Performance Analysis:	<ul style="list-style-type: none"> Quality of Work: Assess the quality of work delivered by the employee. Highlight any notable achievements or areas needing improvement
	Productivity:	<ul style="list-style-type: none"> Evaluate the productivity level and efficiency demonstrated by the employee
	Initiative and Innovation:	<ul style="list-style-type: none"> Discuss the employee's initiative and innovation in approaching tasks or suggesting improvements
	Teamwork and Collaboration	<ul style="list-style-type: none"> Assess their ability to work in a team, communicate effectively, and collaborate with colleagues
II. Strengths and Achievements:	<p>The particular Employee's has exhibited several strengths and achievements during the appraisal period, including:</p> <ul style="list-style-type: none"> Specific achievements or projects completed Notable strengths in particular areas, e.g., problem-solving, time management, communication, etc. Any initiatives or innovations introduced that have positively impacted the department or college 	
III Areas for Improvement:	<p>While the particular Employee has performed admirably in most areas, there are some areas where improvement could be made:</p> <ul style="list-style-type: none"> Identify specific areas or skills where the employee could improve 	



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	<ul style="list-style-type: none">▪ Provide constructive feedback and suggestions for improvement
IV. Training and Development Needs:	To further enhance, the Employee's performance and professional growth, the training and development opportunities are recommended by the Office Head:
V. Performance Rating:	Based on the appraisal, the overall performance rating for the particular Employee during the academic year on a 4 point rating scale Eg., Excellent (4), Good (3), Satisfactory (2), Needs Improvement (1)
VI. Comments and Recommendations by the Principal & Office Head	In conclusion, The particular Employee has been an integral part of the non-teaching staff, contributing positively to the college's operational success. Continuous support, guidance, and opportunities for growth are recommended to further enhance [his/her] performance and contribution to Farook Training College.

Farook College

05/06/2022



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**PERFORMANCE APPRISAL REPORT OF NON-TEACHING STAFF OF FAROOK
TRAINING COLLEGE**

Performance Areas	Rating Scale (4/3/2/1)	Score (Out of 20)
1. Responsibilities & Duties	Below Expectations (1) Meeting Expectations (2) Exceeding Expectations(3) Far Exceeding Expectation (4)	
2. Quality of Work	Poor (1) Satisfactory (2) Good (3) Excellent (4)	
3. Productivity	Inadequate (1) Adequate (2) Above Average (3) Exceptional (4)	
4. Initiative & Innovation	Rarely Shows Initiative (1) Shows Moderate Initiative (2) Demonstrates Initiative (3) Highly Innovative (4)	
5. Teamwork & Collaboration	Rarely Collaborates (1) Occasional Collaboration (2) Works Well in a Team (3) Exceptional Team Player(4)	
TOTAL SCORE		
6. Overall Performance	During the appraisal period, [Employee's Name] has consistently demonstrated [their] commitment and dedication to the responsibilities assigned. [He/She] has been an essential asset to the non-teaching staff, contributing to the efficient functioning and operations of Farook Training College.	

Signature of Principal

Signature of Office Head

Date:

Date:

Guidelines for Ratings:

- 1 - Below Expectations: Performance falls significantly below standards.
- 2 - Meeting Expectations: Meets basic standards and expectations.
- 3 - Exceeding Expectations: Consistently performs above set standards.
- 4 - Far Exceeding Expectations: Performance significantly surpasses set standards.



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INSTITUTIONAL PERFORMANCE APPRAISAL SYSTEM 2022-2023

FOR TEACHING STAFF

Name of Faculty :

Designation :



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TEMPLATE**PERFORMANCE APPRAISAL REPORT (2021-22)****Name of Teacher:**

Courses Attended	Orientation	
	Refresher	
	Short term	
	Workshop	
Publications	Journal	
	Book	
	Chapter in Book	
Paper Presentations	National	
	International	
PhD Students (Mention the title and attach the documental proof- University order)	Enrolled	
	Awarded	
MEd Dissertation Guided (Mention the Title, Name of Student, Year)		
Average Teaching Hours per Week		
Remedial Teaching Offered per Week		
Research Projects (Mention Project Amount and Funding Agency)	Completed	
	Ongoing	
Official Positions held inside the college/outside the college		
Collaborations Endeavours with other faculty members inside the college/outside institution (Eg: text book writing/ MOOC course etc.)		
Membership in Academic /professional bodies/NGO etc.		
Extension Activities (Curriculum development/ Consultancy/Resource person/Question paper setting & scrutiny etc.)		
Awards & Fellowships		



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PERFORMANCE APPRAISAL COMMITTEE 2022-2023

CERTIFICATE

Certified that the document submitted by Mr./Ms./Dr.

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have

been duly scrutinized and verified by Farook Training College Performance
Appraisal Committee and they have been found correct and genuine

Signed:

1. Principal:
2. IQAC Coordinator:
3. Member-IQAC:



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