# FACULTY PERFORMANCE PROFORMA TEACHING



#### Annexure II:

# **AKS University**

# Faculty Performance Management Proforma

Date: Form No. \_\_\_\_\_

Acaden	nic Session:					
Period	d: From July <u>2023</u> To <u>June 2024</u>	Employee Code: E-1187				
	PART A - PERSONAL INFORMATION					
1	Name in full (CAPITAL LETTERS)	DR. KAMLESH CHOURE				
2	Designation	Professor				
3	Department & Faculty	Department of Biotechnology, Faculty of Life Science & Technology				
4	Academic Qualifications	M.Sc., Ph.D., MBA (Distance)				
5	Field of Specialization	Microbiology				
6	Date of Birth	01.01.1980				
7	Date of Joining In teaching position:	02.7.2013 Post: Assistant Professor				
8	Present Post Held	Head, Biotechnology and Associate Dean, Faculty of Life Science & Technology				

#### Summary of API scores

S. No.	Criteria	Max Points	Score by Pro- VC (Academics)
I	Teething, Learning & Evaluation related activities	180	170
II	Co-curricular, Extension, Professional Development, etc.	100	90
Ш	Behavioral Skills and Values	70	60
	TOTAL (I+II+III)	350	320
IV	Research & Academic Contribution	150	135
	TOTAL (I+II+III+IV)	5'00	455

Date:

(Name and signature of Pro- VC (Academics)

Designation Pro Vice Chanceller

AKS University
Satna (M.P.)



#### Report of the Pro Vice- Chancellor I Head of Institution

		1
1.	Do you agree with the assessment of the Reporting Officer? If No, give reason(s):	YES/NO
2.	Has anything of adverse nature, or which indicates lack of Integrity, come to the notice, as	nd has
	been established:	ES/NO
3.	Specific Recommendation about qualitative performance of the faculty:	constitue . We
-	follow faculty members has Arenothened the ackdemic Community.	departments
		U
Ove	erall Assessment (tick any one):	
Outst	tanding (V) Very Good ( ) Good ( ) Average (	)
(80%	% and above) (60% and above) (40% and Less than 60%) (Belo	w 40%)
	News	*
	Mel	
Sign	gnature	
Rev	viewing Officer/ Head of	
Lne	Director	
nternal	Name of the control o	
100	Satna (M.P.)	
Ob	bservations by the Higher Accepting Authority (if any):	
1	Professor Kamlesh Chouse her published meso	sch papers in
	professor kamlesh chouse her published reso notoresenve technology which has a impact fee He has also published broker and broke charter	tord 9.7.
~	Beliepade	
	gnature	

Professor B.A. Chopade
Vice - Chancellor
AKS University
Satna, 485001 (M.P.)

Vice - Chancellor

#### Annexure II:

# **AKS University**

# Faculty Performance Management Proforma

Date: Form No.

		Form No	
Academic Session:  Period: From July 2023 To June 2024 Employee Code:E1736			
	PART A - PERSONA	AL INFORMATION	
1	Name in full (CAPITAL LETTERS)	DR AKHILESH A. WAOO	
2	Designation	Professor, Associate Dean, and Head	
3	Department & Faculty	Department of CSE, Faculty of Computer Science. Application and IT/ FE&T	
4	Academic Qualifications	Ph. D (MANIT), M Tech, MCA, UGC-NET Computer Science	
5	Field of Specialization	Computer Science and Engineering	
6	Date of Birth	28/03/1978	
7	Date of Joining In Teaching Position	.1-10-2016Post: Assistant Professor	
8	Present Post Held	Professor, Associate Dean, and Head CS/IT	

#### 6. Additional Qualification/ Credit courses from MOOCs acquired during the year:

Degree/ Exam	Month and Year	Discipline	Certificate/ Score where applicable
PL-900: Microsoft Power Platform Fundamentals	10/21/2023	Computer	Global Certificate
AZ-900: Microsoft Azure Fundamentals	12/3/2022	Computer	Global Certificate

# $\textbf{7.} \quad \textbf{UGC/AICTE/ISRO/DRDO A cademic Staff College (MR) Orientation/FDP/Refresher Courses attended {\color{blue} \textbf{during the year:}} \\$

S.No.	Name of FDP	Duration	Place	Certificate	Sponsoring Agency
1.	Capacity Development for Assessment and Accreditation	03-07-2023 to 07-07-2023	AKS University	Yes	AKS University
2.	Faculty Development Programme on " Curriculum Development and Assessment at University	28-29" August 2023	AKS University	Yes	IQAC, AKS University

#### AKS University, Satna AKSU Faculty and Staff Welfare Policy

4	1ST INTERNATIONAL CONFERENCE ON BIG DATA & MACHINE LEARNING (ICBDML2024) on 24-25th Feb 2024, in association with IEEE M.P. Section, RGPV Bhopal, and ACM Professional Chapter Bhopal, 24th Feb 2024 (offline) and 25th Feb 2024 (online) at IES College of Technology, Bhopal.	Session Chair	International
5	"FRONTIERS OF PROGRESS AND DEVELOPMENTS IN TECHNOLOGY, MANAGEMENT, AND HEALTHCARE IN THE MODERN ERA" 27th - 28th Sept 2024 (ICFPDTMH-2024) Organized by The Institution of Engineers (India)	As Resource person	conference Rapporteur in a technical session
6	The National Level Five Days FDP on Research Paper	As Resource person	National
7	C 1	As an Expert	District

Total API score Claimed:35

Total API score awarded by Reporting Office:

Signature of the Faculty with date

Summary of API scores

Sr	Criteria	Max Points	Score by Pro- VC (Academics)
I	Teething, Learning & Evaluation related activities	- 180	125
П	Co-curricular, Extension, Professional Development, etc.	100	90
III	Behavioral Skills and Values	70	65
	TOTAL (I+II+III)	350	280
IV	Research & Academic Contribution	150	135
	TOTAL (I+II+III+IV)	500	415

Date:

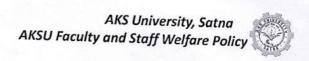
AKS University Satna (M.P.) Designation\_

#### Report of the Pro Vice- Chancellor I Head of Institution

2. Has anything of adverse nature, or which indicates lack of Integrity, come to the notice, and has been established:  3. Specific Recommendation about qualitative performance of the faculty; treechloache from students fortening collaborative and he autively mentory his students fortening collaborative accordance (authorse and guided them bowards accordance exceedence).  Overall Assessment (lick any one):  Outstanding ( Very Good ( ) Good ( ) Average ( )  (80% and above) (60% and above) (40% and Less than 60%) (Below 40%)  Signature  Reviewing Officer Head of InstitutionName  Designation  Director  Internal Quality Assurance Cell  AKS UNIVERSITY  Satna (M.P.)  Observations by the Higher Accepting Authority (if any):  Particle Alculate the vacco has publicated vary significant reserved members to scenes and cultic case list I sourn abs. He has publicated volunteers to break cheptern  Signature	1.	Do you agree with the assessment of the Reporting Officer? If No, give reason(s):	VES/NO
3. Specific Recommendation about qualitative performance of the faculty by the standard from students consistently by highest and he autively mentary his students fortening collaborative accordance (withing and guided them sowards academic exceellence.  Overall Assessment (tick any one):  Outstanding ( ) Very Good ( ) Good ( ) Average ( )  (80% and above) (60% and above) (40% and Less than 60%) (Below 40%)  Signature Reviewing Officer/Head of InstitutionName  Designation  Director Internal Quality Assurance Cell  AKS UNIVERSITY  Satna (M.P.)  Observations by the Higher Accepting Authority (if any):  Protector Accepting and Class Care hist I soure above her published	2.	Has anything of adverse nature, or which indicates lack of Integrity, come to the no	otice, and has
Outstanding ( Very Good ( ) Good ( ) Average ( )  (80% and above) (60% and above) (40% and Less than 60%) (Below 40%)  Signature Reviewing Officer Head of InstitutionName  Designation  Director Internal Quality Assurance Cell  AKS UNIVERSITY  Satna (M.P.)  Observations by the Higher Accepting Authority (if any):  Partecar Alcilety wears have published very significant research number is scoper and click care high it focus and the published  Northwestern about the published very significant research number is scoper and click care high it focus and have published		been established:	Y S/NO
(80% and above) (60% and above) (40% and Less than 60%) (Below 40%)  Signature Reviewing Officer/Head of InstitutionName  Designation  Director Internal Quality Assurance Cell  AKS UNIVERSITY Satna (M.P.)  Observations by the Higher Accepting Authority (if any):  Portector Akklesh vesco han published very significant resemble papers in scapes and the care high I believe abs. He han published very break chepters	3.	Specific Recommendation about qualitative performance of the faculty; Feedback from students consistently his mentor his students, fostering collabora and guided them towards academic Assessment (tick any one):	
Signature  Reviewing Officer Head of InstitutionName  Designation  Director  Internal Quality Assurance Cell  AKS UNIVERSITY  Satna (M.P.)  Observations by the Higher Accepting Authority (if any):  Protester Alcheeth nears han published very significant reserved papers in scapes and alche care high I yourn abs. He has published number I break chapters  Wheliapader	Outstandi	ing ( Very Good ( ) Good ( ) Ave	erage ( )
Reviewing Officer Head of InstitutionName  Designation  Director  Internal Quality Assurance Cell  AKS UNIVERSITY  Satna (M.P.)  Observations by the Higher Accepting Authority (if any):  Protector Alcicleth verses has published very significant research papers in Scotler and which care hist I town abs. He has published number to break chapters	(80% an	ad above) (60% and above) (40% and Less than 60%)	(Below 40%)
Signature	Reviewin Institution Designa Into	ing Officer Head of John Director  Ternal Quality Assurance Cell  AKS UNIVERSITY  Satna (M.P.)  The stations by the Higher Accepting Authority (if any):	by significant reserved
	G2501 NO		

Professor B.A. Chopade
Vice - Chancellor
AKS University
Satna, 485001 (M.P.)

Vice - Chancellor



#### Annexure II:

# **AKS University**

# Faculty Performance Management Proforma

Date: Form No.

Acad	emic Session:	Form No
	od: From July <u>2023</u> To <u>June 2024</u>	Employee Code: <u>E-1038</u>
	PART A - PERSONA	AL INFORMATION
1	Name in full (CAPITAL LETTERS)	MAHENDRA KUMAR TIWARI
2	Designation	Professor & Head of Department
3	Department & Faculty	Environmental Science, Faculty of Life Science & Tecnology
4	Academic Qualifications	M.Sc., Ph.D., PGDSHE, SLET
5	Field of Specialization	Environmental Pollution, Ecology,
6	Date of Birth	30/06/1979
7	Date of Joining In teaching position	30 – 08 - 2012 Post Assistant Professor
8	Present Post Held	Professor & Head of Department Associate Dean Student Welfare
		NSS Programme Coordinator

6. Additional Qualification/ Credit courses from MOOC's acquired during the year: N/A

# AKS University, Satna AKSU Faculty and Staff Welfare Policy

4.		
5.		
Total API score Claimed:	Total API score awarded by Reporti	ng Officer

Signature of the Faculty with date

#### Summary of API scores

S. No.	Criteria	Max Points	Score by Pro- VC
I	Teething, Learning & Evaluation related activities	180	(Academics)
П	Co-curricular, Extension, Professional Development, etc.	100	
Ш	Behavioral Skills and Values	70	80
	TOTAL (I+II+III)	350	310
IV	Research & Academic Contribution	150	130
	TOTAL (I+II+III+IV)	500	440

Date:

(Name and signature of Pro-VC (Academics)
Designation

AKS University Satna (M.A)

# Report of the Pro Vice- Chancellor I Head of Institution

Do you agree with the assessment of the Reporting Officer? If No, give reason(s):
 Has anything of adverse nature countries:

Has anything of adverse nature, or which indicates lack of Integrity, come to the notice, and has been established:
 Specific Recommendation about qualitative perfect the second of the se

3. Specific Recommendation about qualitative performance of the faculty:

Don Trivers has inflyential in advancing knowledge within

the field, and commitment to advancing the departments

research quals. His open door palicy ensures that the student

Overall Assessment (tick any one): teel supported and valued.

Outstanding ( 1

Very Good ( )

Good( )

Average ( )

(80% and above)

(60% and above) (40% and Less than 60%)

(Below 40%)

Signature

Reviewing Officer/ Head of

Institution Name etor

Internal Quality Assurance Cell

AKS UNIVERSITY Satna (M.P.)

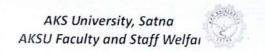
Observations by the Higher Accepting Authority (if any):

professar mahendra timori har published significant research papers in environment science. He is correlinates u rochopale

Signature

Vice - Chancellor

Professor B.A. Chopade
Vice - Chancellor
AKS University
Satna, 485001 (M.P.)



Annexure II:

# **AKS University**

Faculty Performance Management Proforma

		Form No
ACUI	TY PERFORMANCE MANAGEMENT PROFORMA	DATE:
	Academic Session:	
erio	d: From JULY 2023 To JUNE 2024	Employee Code: E 1067
	PART A - PERSONAL DA	ATA
1.	Name in full (CAPITALLETTERS): DR. SURYA PRAM	(ASH GUPTA
2.	Designation: PROFESSOR & DIRECTOR	
2.	Department and Faculty: PHARMACY	
3.	Academic Qualifications: M.PHARM., Ph.D.	
5.	Field of Specialization: PHARMACEUTICAL CHEMI	STRY
6.	Date of Birth: <u>03/06/1978</u>	
7.	Date of Joining In teaching position: 30/08/2012	Post: ASSISTANT PROFESSOR
8.	Present Post Held PROFESSOR & DIRECTOR	

#### SUMMARY OF API SCORES

Category	Criteria	Max Points	Score by Reporting Officer
	Teething, Learning & Evaluation related activities	180	170
II	Co-curricular, Extension, Professional Development, etc.	100	85
III	Behavioral Skills and Values	70	60
	TOTAL (I+II+III)	350	315
IV	Research & Academic Contribution	150	135
	TOTAL (I+II+III+IV)	500	450

Date:

(Name and signature of reporting officer)

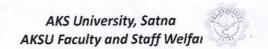
Designation\_

Pro Vice Chancellor AKS University

Satna (M.P.)

#### Report of the Reviewing Officer I Head of Institution

and the state of t
<ol> <li>Do you agree with the assessment of the Reporting Officer? If No, give reason(s):</li> <li>Has anything of adverse nature, or which indicates lack of Integrity, come to the</li> </ol>
notice, and hasbeen established: YES/NO
3. Specific Recommendation about qualitative performance of the faculty:  Dr. Capty has made remarkable contribution to research,  demonstructed through a steady output of high quality and  well recognized publication. As well as shows proved of  Overall Assessment (tick any one): good mentar for junious staff and student
Outstanding ( Very Good ( ) Good ( ) Average ( )
(80% and above) (60% and above) (40% and Less than 60%) (Below 40%)
Reviewing Officer/ Head of Institution Name of Cornternal Quality Assurance Cell Designation (M.P.)
Observations by the Higher Accepting Authority (if any):  professer S. p. Curpta has significantly published research articles or well as patents. His academic progress is very appreciable.  rescuepase Signature
Higher Accepting Authority Name_ T
Designation



Annexure II:

# **AKS University**

**Faculty Performance Management Proforma** 

Date:	
Form No	

		Form No	
FACULTY PERFORMANCE MANA	AGEMENT PROFOR	RMA	
Academic Session:			
Period: From July, 2023 To J	une, 2024	Employee Code E-1829	
	PART A - PERSO	NAL DATA	
Name in full (CAPITALLETTE	ERS): DR. SHAIL	LENDRA YADAV	
2. Designation: Associate	Professor		
Department and Faculty: C	hemistry, Faculty o	of Basic Science	
4. Academic Qualifications:	Ph. D.		
5. Field of Specialization:	Organ	nic Chemistry	
6. Date of Birth: _12/12/1982			
7. Date of Joining In teaching	position: 28/08/ 201	7 Post: Assistant Professor	
8. Present Post Held :	Associate F	Professor	

#### Dr. Shailendra Yadav

#### Signature of the Faculty with date

#### Summary of API scores

S. No.	Criteria	Max Points	Score by Pro- VC (Academics)
I	Teething, Learning & Evaluation related activities	180	170
II	Co-curricular, Extension, Professional Development, etc.	100	90
Ш	Behavioral Skills and Values	70	60
	TOTAL (I+II+III)	350	320
IV	Research & Academic Contribution	150	135
	TOTAL (I+II+III+IV)	500	455

Date:

(Name and signature of reporting officer)

Designation AKS University

Satna (M.P.)

# Report of the Reviewing Officer I Head of Institution

<ol> <li>Do you agree with the assessment of the Reporting Officer? If No, give reason(s): YES/NO</li> </ol>	
2. Has anything of adverse nature, or which indicates lack of Integrity, come to the	
notice, and hasbeen established: YES/NO	
3. Specific Recommendation about qualitative performance of the faculty:  Dr. Jadau has ability to bread down complex concepts. Into a understandable materials as well as have very good student fee His ability to ensure the quality research reflected by Overall Assessment (tick any one): his significant publications and patents	0.60
Outstanding ( ) Very Good ( ) Good ( ) Average ( )	
(80% and above) (60% and above) (40% and Less than 60%) (Below 40%)	
Signature  Reviewing Officer/ Head of InstitutionName Director  Designation Internal Quality Assurance Cell AKS UNIVERSITY Satna (M.P.)	
Observations by the Higher Accepting Authority (if any):  professor Shailendra Yadar har published 55 international research papers and 5 bounchaster. He has also transfered rechnology of his patent to Industry.	1
Signature	
Higher Accepting Authority Name	
Designation	
Professor B.A. Chopade Vice - Chancellor AKS University Satna, 485001 (M.P.)	

# PERFORMANCE PROFORMA NON -TEACHING



#### Annexure III: Staff Appraisal Proforma

#### **AKS University**

#### **Proforma for Staff Appraisal**

Period: From July 20:	23 to June 2024
Department/Unit:	Establishment-
Name of the Employee:	Anard-Singh
Designation:	Assistant Registron
Name and Designation of Reporting Officer_  I. PERSONAL PARTICULARS	Registrar
	0 10
i) Name	Anary-Singh
ii) Date of Birth	30 06 1995
iii) Date of Joining the Institute	28/8/2012
iv) Date of Joining at present post	03/10/2022
v) Academic Qualifications	M-Sc(CS), BCA
vi)(Mention specifically if any additional qualification has been acquired duringthe year under report)	
vii) Special achievements during,	
viii) the year under report, if any	

Signature of staffmember



#### Part I: Appraisal by Reporting Officer

	Description		Marks				
S.No		5	4	3	2	1	
1	Health & Hygiene		/				4
2	Punctuality & Regularity		1				4
3	Commitment & Devotion	V					5
4	Sense of responsibility	3 10 10	~				4
5	Compliance and Adherence		~				4
6	Grasp and Comprehension		/				4
7	Writing Ability and drafting		1				4
8	Communication skills		~				4
9	Loyalty and Integrity		~				4
10	Self-Discipline						4
11	Temperament and Manners			/			3
12	Willingness to take additional responsibilities	~					5
13	Relation with students and other staff		1				4
14	Willingness to work beyond normal working hours/onholidays	/					5
15	Technical ability			1			3

5: Excellent/ 4: Very Good/ 3: Good/ 2: Satisfactory/ 1: Poor

Scaled marks (T1 x 10/15) = 40.66

Signature of Reporting Officer

Part-II: Appraisal by Dean / Director concerned

Marks out of 50 = 40.66

Overall marks: Scaled marks of appraisal by Reporting Officer + Marks by Director-Principal

Overall Rating: Excellent/ Very Good/ Good/ Satisfactory/ Poor Nery good

Part-III: Acceptance by accepting authority

Signature Registrar AKS UNIVERSITY Satna (M.P.) 485001



#### Annexure III: Staff Appraisal Proforma

#### **AKS University**

#### **Proforma for Staff Appraisal**

Period: From July 2-	3 to June - 24.
Department/Unit:	Mechanical. Eng.
Name of the Employee:	Alkowon Aci
Designation:	(96. ASSB fant
Name and Designation of Reporting Officer_ I. PERSONAL PARTICULARS	S.S. Parther
i) Name	Akrom Ay"
ii) Date of Birth	16/11/1990
iii) Date of Joining the Institute	03/08/17
iv) Date of Joining at present post	Egt Assistant 11
v) Academic Qualifications	Diplom. D.R.A.
vi)(Mention specifically if any additional qualification has been acquired duringthe year under report)	
vii) Special achievements during	
viii) the year under report, if any	
	Signature of staff member
	Signature of Starr member



#### Part I: Appraisal by Reporting Officer

			Grade				
S.No	Description	5	4	3	2	1	
1	Health & Hygiene			~			3
2	Punctuality & Regularity		1				.4
3	Commitment & Devotion		1				4
4	Sense of responsibility						4
5	Compliance and Adherence			/			3
6	Grasp and Comprehension			1			3
7	Writing Ability and drafting			1			
8	Communication skills			/			3
9	Loyalty and Integrity		/				4
10	Self-Discipline		/				4
11	Temperament and Manners			/			7
12	Willingness to take additional responsibilities			,			4
13	Relation with students and other staff						5
14	Willingness to work beyond normal working hours/onholidays		/				4
15	Technical ability						4
	Total Marks (T1)	9 2	N- TAN				55

5: Excellent/ 4: Very Good/ 3: Good/ 2: Satisfactory/ 1: Poor

Scaled marks (T1 x 10/15) = 36.66

Signature of Reporting Officer

Part-II: Appraisal by Dean / Director concerned

Marks out of 50 = 36.66

Overall marks: Scaled marks of appraisal by Reporting Officer + Marks by Director-Principal

Overall Rating: Excellent/ Very Good/ Good/ Satisfactory/ Poor Very good

Dean

Faculty of Engineering and Technology AKS Univer-Satna (M.P.) 46

Part-III: Acceptance by accepting authority

Signature Registrar AKS UNIVERSITY Satna (M.P.) 485001



#### Annexure III: Staff Appraisal Proforma

#### **AKS University**

#### **Proforma for Staff Appraisal**

Period: From July 202	3 to June - 2024
Department/Unit:	Examination Dept.
Name of the Employee:	ASHOK KUMAR BARMAN
Designation:	SECTION OPPICER
Name and Designation of Reporting Officer_ I. PERSONAL PARTICULARS	Dr. S.K. Misnaa, CCOE)
i) Name	ASHOR KUMAR BARMAN
ii) Date of Birth	17-07-1976
iii) Date of Joining the Institute	01 May 2014
iv) Date of Joining at present post	05 March 2024
v) Academic Qualifications	Misco Computer Science
vi)(Mention specifically if any additional qualification has been acquired duringthe year under report)	MCA, PADCA, MA.
vii) Special achievements during	
viii) the year under report, if any	

Signature of staff member



#### Part I: Appraisal by Reporting Officer

S.No	Description		Marks				
		5	4	3	2	1	
1	Health & Hygiene	IAL-STATE OF THE STATE OF THE S	~				4
2	Punctuality & Regularity	~					5
3	Commitment & Devotion		V				4
4	Sense of responsibility		1				4
5	Compliance and Adherence		1				4
6	Grasp and Comprehension		1				4
7	Writing Ability and drafting			~	, -		3
8	Communication skills			~			3
9	Loyalty and Integrity		/				4
10	Self-Discipline		~				4
11	Temperament and Manners			V			3
12	Willingness to take additional responsibilities	/					
13	Relation with students and other staff			~			5
14	Willingness to work beyond normal working hours/onholidays						5
15	Technical ability		1				4
Total Marks (T1)					59		

5: Excellent/ 4: Very Good/ 3: Good/ 2: Satisfactory/ 1: Poor

Scaled marks (T1 x 10/15) = 39.33

Signature of Reporting Officer

Part-II: Appraisal by Dean / Director concerned

Marks out of 50 = 39.33

Overall marks: Scaled marks of appraisal by Reporting Officer + Marks by Director-Principal

Overall Rating: Excellent/ Very Good/ Good/ Satisfactory/ Poor very good

Part-III: Acceptance by accepting authority

Signature Registrar AKS UNIVERSITY Satna (M.P.) 485001

# **AKS University**

#### **Proforma for Staff Appraisal**

Period: FromJuly.23	to June Dy
Department/Unit:	Mech. Engq, Dept.
Name of the Employee:	Mukesh Kumar Verna
Designation:	heels Tealuniaich.
Name and Designation of Reporting Officer I.PERSONALPARTICULARS	HOD (Mech,
i) Name	Mukesh Kumar Verma
ii) Date of Birth	01 - 01 - 1984
iii) Date of Joining the Institute	10 Sep 2013
iv) Date of Joining at present post	
v) AcademicQualifications	Dip. (ME)
vi)(Mention specifically if any additional Qualification has been acquired during the year under report)	
vii) Special achievements during	
viii) The year under report, if any	

Signature of staff member

Part I: AppraisalbyReportingOfficer

S.No	Description		Marks				
		5	4	3	2	1	
1	Health&Hygiene			/			3
2	Punctuality&Regularity		~				4
3	Commitment&Devotion		~				4
4	Sense of responsibility			6			3
5	ComplianceandAdherence		V				4
6	Grasp andComprehension			/			3
7	WritingAbility anddrafting			~			3
8	Communicationskills			1			3
9	LoyaltyandIntegrity		V				4
10	Self-Discipline		1				4
11	TemperamentandManners		1				4
12	Willingnesstotakeadditional responsibilities		1				4
13	Relationwithstudentsand otherstaff	1					5
14	Willingness to work beyond normal working hours/onholidays						4
15	Technicalability		~				4
Total Marks(T1)						56	

<sup>5:</sup>Excellent/4:VeryGood/3:Good/2:Satisfactory/1:Poor

Scaledmarks(T1x10/15)=  $\frac{56 \times 10}{15} = 37.33$ 

Part-II:AppraisalbyDean/Directorconcerned

Marksoutof50= 37·33

Signature of Reporting Officer

Over all marks: Scaled marks of appraisal by Reporting Officer + Marks by Director-Principal

OverallRating:Excellent/VeryGood/Good/Satisfactory/Poor

vary good

Signature of Dean/Director

Part-III:Acceptancebyacceptingauthority

Signature

Registrar AKS UNIVERSITY Satna (M.P.) 485001



#### Annexure III: Staff Appraisal Proforma

# **AKS University**

#### **Proforma for Staff Appraisal**

Period: From July 20	23 to June 2024
Department/Unit:	Gen. Admin.
Name of the Employee:	Vizay Kr. Soni
Designation:	PS to VC
Name and Designation of Reporting Officer_	Bro Chancellar
I. PERSONAL PARTICULARS	
i) Name	Vigay Kr. Soni
ii) Date of Birth	Vigay Kr. Soni 25/12/1289
iii) Date of Joining the Institute	18/02/2013
iv) Date of Joining at present post	
v) Academic Qualifications	MSW, MA., B.E.
vi)(Mention specifically if any additional qualification has been acquired duringthe year under report)	
vii) Special achievements during	
viii) the year under report, if any	

Signature of staff member



#### Part I: Appraisal by Reporting Officer

S.No	Description		Marks				
		5	4	3	2	1	
1	Health & Hygiene		~				4
2	Punctuality & Regularity		1				4
3	Commitment & Devotion	V	•				5
4	Sense of responsibility		1				4
5	Compliance and Adherence		1				4
6	Grasp and Comprehension		1				4
7	Writing Ability and drafting			/			3
8	Communication skills		/				4
9	Loyalty and Integrity	1		1			5
10	Self-Discipline		1				4
11	Temperament and Manners			~			3
12	Willingness to take additional responsibilities		1				4
13	Relation with students and other staff		/				4
14	Willingness to work beyond normal working hours/onholidays	1					5
15	Technical ability			~			3
	Total Marks (T1)						60

5: Excellent/ 4: Very Good/ 3: Good/ 2: Satisfactory/ 1: Poor

Scaled marks (T1 x 10/15) = 40

Signature of Reporting Officer

Part-II: Appraisal by Dean / Director concerned

Marks out of 50 = 40

Overall marks: Scaled marks of appraisal by Reporting Officer + Marks by Director-Principal

Overall Rating: Excellent/ Very Good/ Good/ Satisfactory/ Poor Very good

Signature of Dean / Director

Part-III: Acceptance by accepting authority

Signature Registrar AKS UNIVERSITY Satna (M.P.) 485001