

Performance Evaluation/Appraisal Form for the year: 2023-24

Name of the candidate:	Designation:
Duration of period covered: From:To:	Total length of service at RKC:
Appraisal/Evaluation date:	Name of Line Manager:

Part: A (To be completed by Candidate/Appraiser)

A1. State your understanding of your main Academic duties and responsibilities.

A2 Conversation points:

1.	What action could be taken to improve your performance in your current position by you, and your Reporting/Line Manager?
2.	What kind of work/job/professional development workshops/training would you like to be doing in next term/year?
3.	What sort of experiences would benefit you in the next year? Not just job-skills - also your natural strengths and personal passions you'd like to develop - you and your work

	can benefit from these.

A3	List the objectives you set out to achieve in the past year (or the period covered by this appraisal/evaluation)	
	Objective	Remark/ Comment

A4 Enlist your own capability or knowledge in the following areas in terms of your current role requirements. Response should be 5- Extremely Proficient, 4- Excellent, 3- Good, 2- Satisfactory, 1- Need To Work Upon

1	Decision Making	
2	Pedagogy/Technical knowledge	
3	Time management	
4	Planning	
5	Reporting and administration	
6	Communication skills	
7	Delegation skills	
8	IT/teaching/soft skills	
9	Meeting deadlines/commitments	
10	Creativity	
11	Problem-solving and decision-making	
12	Team-working and developing others	
13	Energy, determination and work-rate	
14	Steadiness under pressure	
15	Leadership and integrity	
16	Adaptability, flexibility, and mobility	
17	Mandatory duties	
18	Voluntary duties	
19	Readiness to work	
20	Personal appearance and image	

TOTAL : /100

Part B To be completed during the appraisal by the appraiser/reporting officer - where appropriate and safe to do so, certain items can completed by the appraiser before the appraisal, and then discussed and validated or amended in discussion with the appraisee during the appraisal.

	Describe the purpose of the appraisee's job.	
B0 (HOD)		
B1	Discuss and compare with self-appraisal entry in A1. Clarify job purpose and priorities where necessary.	
B2	Review the completed discussion points in A2, and note the points of action and actions that one required.	
B3	List the objectives that the appraisee/candidate set out to achieve in the past tenure (or the period covered by this appraisal) Compare with the self-appraisal in A3. Discuss and note points of significance.	
	Objective	Remark/ Comment

B4	Enlist the appraisee/candidate's capability or knowledge in the following areas in terms of current (and if applicable, next) role requirements Compare with the self-appraisal in B4 and note the agreed points and mark as- 5- Extremely Proficient, 4- Excellent, 3- Good, 2- Satisfactory, 1- Need To Work Upon
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1	Decision Making	
2	Pedagogy/Technical knowledge	
3	Time management	
4	Planning	
5	Reporting and administration	
6	Communication skills	
7	Delegation skills	
8	IT/teaching/soft skills	
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16	Adaptability, flexibility, and mobility	
17	Mandatory duties	
18	Voluntary duties	
19	Readiness to work	
20	Personal appearance and image	

TOTAL : /100

B5	Recommended for Performance emoluments: YES or NO Justification for recommendation:

B6	Other issues (to be covered separately outside of this appraisal - continue on a separate sheet if necessary):

	Any other comments by the Snr Coordinator/Vice principal
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	Any other comments by the Principal
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Signature with date by Appraise	Signature with date by HOD	Signature with date by Appraiser
Signature with date by Snr Coordinator	Signature with date by Vice Principal	Signature with date by Principal

Student Report Card

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		The Rajkumar College, Rajkot			
		Address : Dr. Radhakrishnan Road, Rajkot - 360 001 - Gujarat (India) Affiliation No.: 430005 Email: office@dkrajkot.in Website : dkrajkot.com Phone: (0281) 2466064			
Academic Session : 2023 - 24					
Class :					
Student Profile :					
Name		:			
Status		:			
G. R. No.		:			
Date of Birth		:			
Father's Name		:			
Mother's Name		:			
Residential Address		:			
Telephone No.		:			
Attendance		Total working days	Total attendance of the student	Percentage of Attendance	
Term I		_____	_____	_____	
Term II		_____	_____	_____	
     					

Term I						
Scholastic Areas - (100 Marks)						
Subject	Periodic Test (10 Marks)	Note Book (05 Marks)	Subject Enrichment (05 Marks)	Half Yearly Exam (50 Marks)	Marks Obtained (100 Marks)	Grade
English						
Hindi						
Gujarati						
Mathematics						
Science						
Social Science						
Computer Science						

Co - Scholastic Areas - (3 point Grading Scale)			
Areas	Grade	Areas	Grade
Work Education		Swimming	
Art Education		Yoga	
Physical Education		Music	

Discipline - (3 point Grading Scale)			
Attitude towards:			
Teachers		School Programmes	
School Mates		Overall Discipline	

Grading System 8 point grading scale (for Scholastic Areas)								
MARKS RANGE	91 - 100	81 - 90	71 - 60	61 - 50	41 - 30	33 - 40	33 & Below	
GRADE	A1	A2	B1	B2	C1	C2	D	E (Needs improvement)

Grading System 3 point grading scale (for Co - Scholastic Areas)		
A - Outstanding	B - Very Good	C - Fair

Form Tutor
Mrs. Divya Kachhi

Principal
Mr. Yash Saxena

Term II						
Scholastic Areas - (100 Marks)						
Subject	Periodic Test (10 Marks)	Note Book (05 Marks)	Subject Enrichment (05 Marks)	Annual Exam (50 Marks)	Marks Obtained (100 Marks)	Grade
English						
Hindi						
Gujarati						
Mathematics						
Science						
Social Science						
Computer Science						

Co - Scholastic Areas - (3 point Grading Scale)			
Areas	Grade	Areas	Grade
Work Education		Swimming	
Art Education		Yoga	
Physical Education		Music	

Discipline - (3 point Grading Scale)			
Attitude towards:			
Teachers		School Programmes	
School Mates		Overall Discipline	

Form Tutor's Comment

Result : Qualified / EIOP

Form Tutor
Mrs. Divya Kachhi

Principal
Mr. Yash Saxena

General Information Sheet				
Hospital:		Term I	Term II	
Date				
Height				
Weight				
MO Signature				

Homemaker's Observation				
Attitude and Values towards:				
Teachers / Other Staff	Respectful	Considerate	Casual	Disrespectful
Class Mates	Cooperative	Considerate	Dominating	Selfish
Discipline / Rules	Obedient	Casual	Disobedient	Defiant
Personal belongings	Very Particular	Organised	Possessive	Prudent
Hygiene	Exceptional	Conscious	Casual	Negligent
Turnout	Impeccable	Mostly Tidy	Casual	Untidy
Punctuality	Very Particular	Punctual on most occasion		Often late

Mrs. Kimesh Jhala

Vice Principal
Ms. Keyuri Gohil



Principal
Mr. Yash Saxena