



**Anjuman-I-Islam's
Institute of Hospitality Management
NAAC Accredited B+**

(Affiliated to the University of Mumbai)

92, Dr. Dadabhai Naoroji Road, Opp CSMT, Mumbai - 400 001.

Tel.: +91 22 2265 2272 / 2270 2997 Website : www.anjumanihm.com

E-mail: principal@anjumanihm.com / rukshana.principal@anjumanihmct.org

Performance appraisal system for teaching and non-teaching staff

HEI undergoes the process of evaluating the performance of employees in the academic year time period. HEI evaluate productivity of teaching and non-teaching staff. HEI identifies their performance and methods to improve the performance and quality of staff.

All IHM follows the technique for performance appraisal system which has four significant steps as goal settings, evaluation standards, analysis, and periodic review.

Goal setting each employee is assigned certain goal based on the skills and job roles. HEI compiles the employer to improve mental, physical, and social involvement. HEI keen on this arrangement for performance appraisal.

Evolution standards — HEI published goals for teaching and non-teaching, general while teaching learning to achieve compulsory with evaluation standards.

Analysis — HEI has its team of experts for analysis of the performance, involvement, output, progression, students' relation, teaching methodology like evaluative metrics. It is a continuous process of appraisal.

Periodic revival — is carried out at two levels. At basic level, principal of college along with seniors from other HEL. The periodic review of non-teaching is carried out by audited statement etc.

Employees behavior and performance is final outcome to invest in the pillars of betterment policies of HEI

The institution has effective welfare measure and performance appraisal system for teaching and non-teaching staff.

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Performance Appraisal of Teaching Staff

CONFIDENTIAL REPORT

(For Teaching Staff)

PART I

Self Assessment Form

1. Name _____
2. Post held _____
3. Length of Service in the present or similar post _____
4. Give a brief description of your duties indicating the objectives given to you during the year _____
5. How would you assess your own performance during the past year against the targets set for you _____
6. Can you mention any specific item (s) of good work done by you _____

Signature, Name and Designation
of the person

Remarks of the Reporting Officer

1. Please state whether you agree with the assessment and if not, the reasons therefore. _____
2. What according to you are the faults and responsibilities of the teacher for the shortfall, if any. _____
3. Please give your general assessment regarding the teacher's integrity and relations with the public. _____

Signature, Name and Designation
of the Reporting Authority

PART II

Form of Confidential Report for Head or Teacher of a School

For the period from _____

Name of the teacher in full _____

Qualification _____

Designation _____

Status (Permanent or temporary) _____

Length of service in the institution on 1st June _____

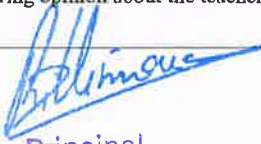
Scale of pay _____ Pay on 1st June _____

Next increment on _____

Special pay or allowances _____

Subjects taught _____

I have formed the following opinion about the teacher's ability, work etc.


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For the period from _____ to _____

(1) Class Work: - N. B. assessment in respect of class work shall be made by using the rating scale given below (excellent, very good, good, satisfactory or poor).

(a) Knowledge and preparation of subject.

(b) Knowledge of:-

(i) Medium of instruction.

(ii) Hindi.

(iii) English.

(c) Power of exposition, illustration, questioning etc.

(d) Ability and desire to create interest among pupils.

(e) Class control and discipline.

(f) Influence over pupils, parents and Colleagues.

(g) General remarks on the class work.

(2) Extra Class Activities:-

(a) Interest taken in sports, physical education, scouting etc.

(b) Sincerity, loyalty etc.

(c) Inclination to co-operate with the colleagues.

(d) Fidelity in carrying out the instructions issued by the Head of the school.

(e) Integrity and Character.

(f) Special aptitude.

(g) Obedience.

(h) Punctuality.

(i) Penalties or Awards, if any,

(j) Fitness to continue in the present post.

(k) Fitness for promotion.

(3) General Remarks, if any

Place:

Signature of the Headmaster

Date:

Chief Executive Officer

President.

PART III

Remark of the Reviewing Authority

1. Length of Service under Reviewing Authority _____

2. Do you agree with the Reporting Authority or do you wish to modify or add to his assessment?

Place:

Signature, Name and Designation

Date:

of the Reporting Authority

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Performance Appraisal of Non- Teaching Staff

CONFIDENTIAL REPORT

(For Non Teaching Staff)

PART I

Self Assessment Form

1. Name _____
2. Post held _____
3. Length of Service in the present or similar post _____
4. Give a brief description of your duties indicating the objectives given to you during the year _____
5. How would you assess your own performance during the past year against the targets set for you _____
6. Can you mention any specific item (s) of good work done by you _____

Signature, Name and Designation
of the person

Remarks of the Reporting Officer

1. Please state whether you agree with the assessment and if not, the reasons therefore.

2. What according to you are the faults and responsibilities of the teacher for the shortfall, if any, _____
3. Please give your general assessment regarding the teacher's integrity and relations with the public. _____

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Signature, Name and Designation
of the Reporting Authority





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PART II

Estimates of General Abilities and Character

Name _____

Period of Report _____

Post or posts held _____

1. Performance Factors _____

1) Industry and application _____

2) Capacity to get work done by subordinates _____

3) Relations with colleagues and the public _____

2. Intellectual Factors _____

1) General intelligence _____

2) Technical ability (where relevant) _____

3) Special aptitude _____

3. Administrative ability including judgment, initiative and drive _____

4. Integrity and character _____

5. Fitness to continue in the present post _____

6. Fitness for promotion _____

7. General assessment _____

Place:

Signature, Name and Designation

Date:

of the reporting authority

PART III

Remark of the Reviewing Authority

1. Length of Service under Reviewing Authority _____

2. Do you agree with the Reporting Authority or do you wish to modify or add to his assessment? _____

Place:

Signature, Name and Designation

Date:

of the Reviewing Authority

Principal
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