



# JAGDISH NANDAN COLLEGE

(A Constituent unit of L.N. Mithila University Darbhanga)

MADHUBANI (BIHAR)

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Establishment -1959

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Ref. No.

Date:

The College requires that teachers furnish a self-evaluation form every year providing an insight into one's own assessment of effectiveness in teaching and its impact on students. It highlights how the teacher handles different situations affecting the learning progress. The performance appraisal is used for Career Advancement Of teachers who are updated about their performance. If there is a scope for improvement, the teachers are advised to upgrade themselves which is crucial for later promotions. The respective teacher is informed about the same and suggestions given.

Each employee submits the Annual Performance Appraisal Report (APAR) which is certified by the respective Reporting Officer of the employee and further certified by Reviewing Officer. Both Reviewing and Reporting Officers accord points to the concerned employee after a careful insight into the self-appraisal report filled. Constructive feedback is given to the employee so that they can further enhance their performance level and efficiency. Students are given the opportunity to provide their feedback. As per the procedures outlined by the IQAC, feedback forms are available offline in the IQAC and the Teacher-in-Charge (TIC) ensures that students of the department fill the feedback questionnaires. Questionnaire is structured to elicit responses for parameters like communication skills, subject knowledge, etc, to provide effective mentoring and career guidance to students and grade the teacher's ability in creating an interactive, discussion oriented and democratic classroom. These forms are then evaluated by the Principal of the institution with the help of IQAC and meets teachers with constructive feedback and corrective measures.

*[Signature]*  
22.08.22

**Principal**  
**J N COLLEGE**  
**Madhubani**