



OFFICE OF THE PRINCIPAL

LAKHIMPUR COMMERCE COLLEGE

At/P.O.- North Lakhimpur, Dist.- Lakhimpur- 787001, Assam, India

Dr. Lohit Hazarika, MA, Ph.D.
Principal



Date...23-05-2023

No.....

Institutions Performance Appraisal System for teaching and non- teaching staff

The institution has performance based appraisal system for the assessment of teaching staff which is done regularly. The Performance Appraisal system of the teaching and non-teaching staff is based on the feedback collected from them. The faculty members are asked to fill up the Academic Performance Indicator (API) format at the end of the academic year. The Performa designed by the UGC is used in this regard. Teaching staff first calculate their API scores and after scrutinization by the IQAC, the principal finalizes the scores based upon the documental evidences submitted by the teachers.

Various criteria like Teaching, Learning and Evaluation, Co-curricular activities, Extension and Professional Development related activities, Research Publications, Articles and Chapters published in books, seminar presentation, participation in Orientation Course, Refreshers Course, Faculty Development Programme etc. are taken into consideration for appraisal of performance of Teaching Staff. It is also based upon his/her relationship with the students, colleagues and administration of the college.

The Appraisal System of non-teaching staff is based on the Annual Performance of the employees on the basis of different criteria like regularity, punctuality, performance of duties, leadership skill, interpersonal skills, job knowledge, understanding etc.

Based on the API scores the faculties are encouraged to take up more initiatives in their respective areas. The non-teaching staffs with unsatisfactory rating scale are provided with training and orientation programme to upgrade their skills and abilities.

(Dr. Lohit Hazarika)

Principal

Lakhimpur Commerce College

North Lakhimpur, Assam

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District Head Quarter : North Lakhimpur, Airport - Lilabari (North Lakhimpur)

LAKHIMPUR COMMERCE COLLEGE
NORTH LAKHIMPUR
LAKHIMPUR, ASSAM
PERFORMANCE APPRAISAL REPORT OF TEACHERS
Information from 1st June, 2022 to 31st May, 2023

Employees Details:

Name of Faculty	
Department	
Designation	
Date of Joining the Institute	
Basic Pay	

Records of Absence:

Sl. No.	Types of Leaves	No. of Leaves allowed	Signature of Admin/HOD with date
1	Casual Leave (CL)		
2	Duty Leave (DL)		
3	Medical Leave (ML)		
4	Maternity Leave (MTL)		
5	Leave Without Pay (LWP)		

Category-I Teaching Learning & Evaluation:

Sl. No.	APIs	API Score Allotted	Evidences/supporting documents	Evaluation by Evaluating Authority
1	Lectures, Tutorials, Practical conducted	50		
2	Extra classes taken over UGC norm	10		
3	Syllabus enrichment by providing additional resources to students	20		
4	Participatory & Innovative Teaching-learning Methodology	20		
5	Examination Related work	25		
6	Total	125		

Category-II Co-Curricular, Extension & Professional Development Related Activities

Sl. No.	APIs	API Score Allotted	Evidences/supporting documents	Evaluation by Evaluating Authority
1	Extension & Co-curricular & Field based Activities	20		
2	Contribution to Corporate life and Management of the Institution	15		
3	Professional Development related activities	15		
4	Total	50		

Category-III Research and Development:

(Minimum Score required for Assistant Professor- Stage-I to II= 05, Assistant Professor- Stage-II to III= 10, Associate Professor -Stage III to IV=15)

Sl. No.	APIs	API Score Allotted	Evidences/supporting documents	Evaluation by Evaluating Authority
1	Published papers in journals			
2	Articles and chapters in books			
3	Full papers conference/conference proceeding			
4	Ongoing projects			
5	Completed projects			
6	Research guidance			
7	Training course, FDP (not less than 1 week)			
8	Papers presented in conferences, seminars, workshop, symposia etc.			
9	Invited lecture/chairperson at national/international conference/seminars.			
10	Total			

SUMMARY OF API SCORES (To be filled by IQAC)

Sl. No.	Criteria	Last academic Year	Total API Score For assessment period	Annual Av. API Score for Assessment Period
I	Teaching, Learning and Evaluation related activities			
II	Co-curricular, Extension, Professional development etc.			
	Total(I+II)			
III	Research and Academic Contribution			



Principal
Lakhimpur Commerce College
North Lakhimpur, Assam

**Performance Appraisal Report
For Non-Teaching Staff
Lakhimpur Commerce College (2022-23)**

Name of Employee-	Post held-	
	Period of Evaluation-	
Rating Scale		
<ol style="list-style-type: none"> 1. Unsatisfactory - Performance does not meet expectations and need performance improvement plan. 2. Satisfactory - Performance sometimes meets expectations and need performance improvement plan. 3. Good - Performance meets requirements and satisfies the expectations of the position. 4. Very Good – Performance consistently meets and often exceeds Expectations. 5. Excellent – Performance consistently superior and exceeds expectations. 		
Particulars	Rating	Comments
Employees Job Knowledge, Skills and Understanding		
1. Duties and responsibilities		
2. Knowledge required performing job effectively.		
Work Quality		
1. Errors in completion of work		
2. Skills-technical and non-technical skill		
Interpersonal Skill		
1. Ability to work effectively with people at all levels		
2. Communicates with people at all levels		
Planning & Organization		
1. Ability to organize the activities.		
2. Ability to think in advance.		
Decision Making and Controlling		
1. Capacity to make decision and minimize the cost.		
Leadership and Initiative		
1. Demonstrates new ideas to solution problem.		
2. Ability to learn new things.		
3. Capacity to lead the followers.		
Safety Measures		
1. Follows and practice rules and regulations as required for the job		
2. Uses and maintenance all equipment/ appliance/ machinery effectively.		
Team Work		
1. Offers assistance to others		

Date-

Supervisor's Signature



Principal

Lakhimpur Commerce College
North Lakhimpur, Assam

INTERNAL QUALITY ASSURANCE CELL (IQAC) LAKHIMPUR COMMERCE COLLEGE



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District Head Quarter : North Lakhimpur



Ref. No. - LCC/IQAC/2022-23/004

Date: 23-05-2023

Action Taken Report Of Performance Appraisal Report Lakhimpur Commerce College North Lakhimpur, Assam (2022-23)

The IQAC of the college has taken initiative for the promotion of the following faculty members on the basis of Performance Appraisal Report/API submitted by them:

Sl. No.	Name of Faculty	Due date of promotion	Expert list received/not received	Remarks
1	Mr. Kuldeep Narayan Dutta, Dept of Pol. Science	01-01-2019		From Stage-I to Stage-II
2	Dr. Rinti Dutta, Dept. of Accountancy	11-03-2021		
3	Mrs. Purabi Dutta Hazarika, Dept. of Sociology	01-01-2019		
4	Mr. Padmeswar Dihingia, Dept. of Economics	01-01-2019		
5	Mr. Achyut Kr. Gogoi, Dept. of Assamese	25-03-2019		
6	Dr. Manju Moni Saikia, Dept. of Hindi	01-01-2022		From Stage-II to Stage-III
7	Dr. Lima Baruah, Dept. of Education	01-01-2022		
8	Dr. Rupjyoti Bhattacharjee, Dept. of English	01-01-2022		From Stage-III to Stage-IV
9	Dr. Sangeeta Borthakur Tamuli, Dept. of Economics	27-08-2021		
10	Sri Dipul Boruah, Dept. of Accountancy	05-02-2016		

Note: Departmental Promotion Committee (DPC) was held for the above faculty members.

Qadul Hujjanur.

Coordinator

IQAC

Lakhimpur Commerce College

North Lakhimpur, Assam