



ST XAVIER'S COLLEGE OF MANAGEMENT & TECHNOLOGY

NAAC Accredited with B++ Grade (1st Cycle)

(Affiliated to Aryabhata Knowledge University)

Digha-Aashiyaana Road, Digha Ghat, Patna- 800011, Bihar

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Ref. No.: SXCMT/IQAC/INITIATIVE/06/2024-2025

Date: 16/11/2024

PERFORMANCE APPRAISAL FOR TEACHING FACULTY **BY STUDENTS (2024-2025)**

NOTE: Evaluate the professor on each of the following areas by selecting the rating that best reflects your experience. Use the rating scale provided below:

Rating Scale:

- Unsatisfactory (1),
- Marginal (2),
- Satisfactory (3),
- Good (4),
- Outstanding (5)

1. **Subject Expertise:** Demonstrates deep knowledge and understanding of the subject.
2. **Preparation:** Comes to class well-prepared, ensuring a structured learning experience.
3. **Enthusiasm:** Shows genuine interest and enthusiasm for the subject matter.
4. **Communication:** Clearly conveys course objectives and expectations to students.
5. **Engagement:** Encourages active student participation and engagement.
6. **Teaching Methods:** Utilizes diverse teaching approaches to cater to various learning styles.
7. **Adaptability:** Adjusts teaching methods to meet the needs of diverse learners.
8. **Technology Integration:** Integrates technology effectively to support and enhance learning.
9. **Real-World Applications:** Provides relevant, real-world examples to help students understand concepts.
10. **Feedback:** Delivers timely and constructive feedback on assignments and assessments.
11. **Classroom Environment:** Fosters an inclusive, positive, and supportive classroom atmosphere.
12. **Time Management:** Manages class time efficiently, maintaining appropriate pacing.
13. **Commitment to Success:** Shows dedication to supporting each student's academic success.

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| 14. Continuous Improvement: Values and incorporates student feedback to improve teaching quality. |
| 15. Syllabus Completion: Covers the syllabus comprehensively, meeting student expectations. |
| 16. Two things you appreciate in the professor |
| 17. Two areas where s/he needs to improve |
| 18. Rate him/her out of 10 |


16/11/2024

Sr Dr Grace SCSC

IQAC Coordinator
IQAC

St. Xavier's College of Mgmt. & Tech.
Digha Ghat, Patna - 800 011



Fr Dr Martin Poras SJ

Principal
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Ref. No.: SXCMT/IQAC/INITIATIVE/02/2024-2025

Date: 10 December 2024

FACULTY FEEDBACK BY THE STUDENTS

PROCESS ON ERP (2024-2025)

IQAC

1. Class-Wise Feedback Setting:

- **Activate/Deactivate Sessions:** Modify the status of a feedback session for specific classes as required.
- **Edit Feedback Settings:** Add or adjust feedback settings using the "+ Add" button or through inline editing options.
- **Monitor Progress:** Use the list to oversee active sessions and ensure timely feedback collection.
- **Remove Sessions:** Delete any redundant or incorrect entries via the red "Delete" action buttons.

2. Feedback Questions

- **Add New Questions:** Include fresh questions in the question bank or a specific form.
- **Edit Existing Questions:** Update the phrasing or scoring pattern of questions as needed.

3. Feedback Report

- Generate detailed reports summarizing feedback results for *individual professors, courses, departments etc.*
- Include key performance indicators such as average ratings.
- Present the feedback visually using charts and graphs for easy analysis.

4. Feedback Report for Count

- Count the number of responses received for each feedback session class wise, department wise, and entire college wise.

5. Feedback Report Remarks

- Collect and compile qualitative feedback (remarks) provided by students (suggestions and point of appreciations along with the overall ratings).

Faculty

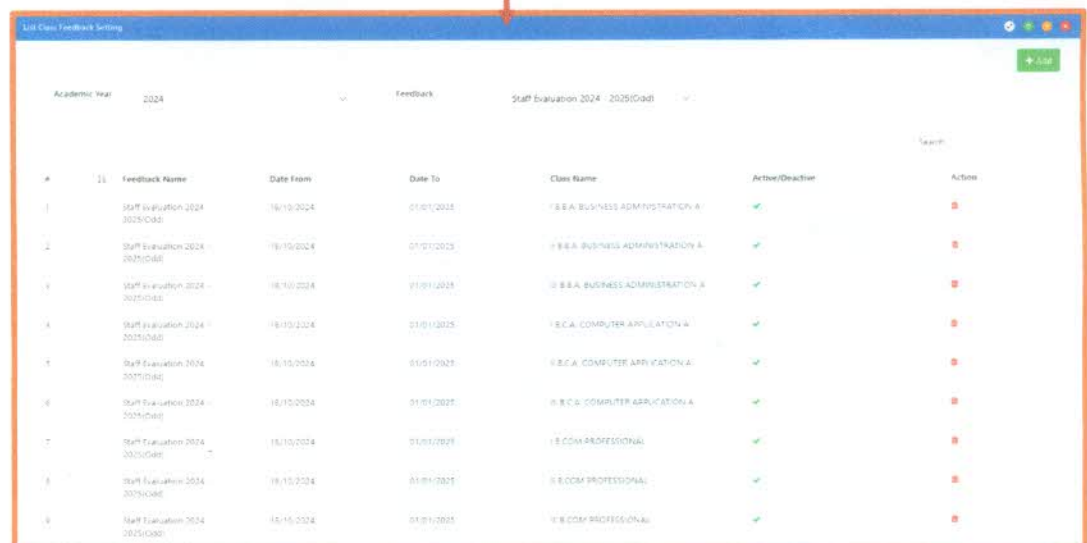
- Access aggregated feedback reports with actionable insights for professional improvement.

Student

- Submit anonymous feedback for professors through an intuitive interface.
- Student can access all the subject and the subject professor list in their portal for which they can give their feedback.
- Once they have submitted the feedback. Submission of the feedback will be done once.

IQAC WORKFLOW

FEEDBACK OPTION



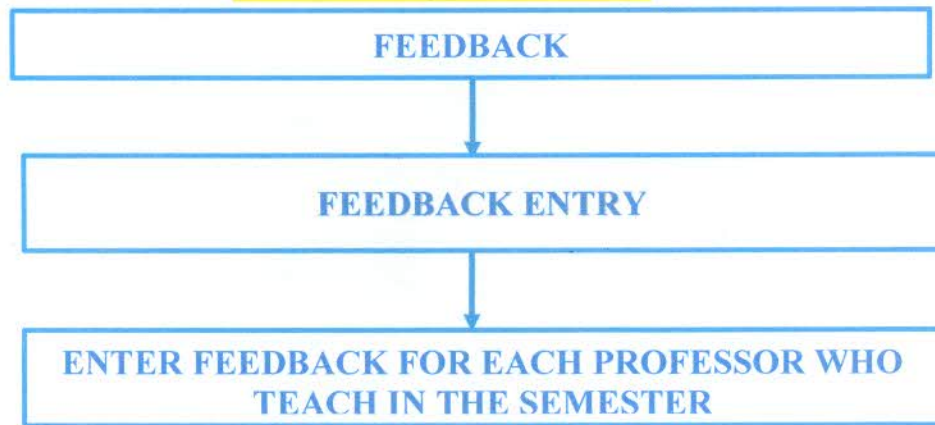
The screenshot shows a web application interface titled "List Class Feedback Setting". It features a table with columns for "Feedback Name", "Date From", "Date To", "Class Name", "Action/Deaction", and "Action". The table lists 9 rows of feedback settings for different classes and departments. A search bar is visible on the right side of the table.

| # | Feedback Name | Date From | Date To | Class Name | Action/Deaction | Action |
|---|------------------------------------|------------|------------|----------------------------------|-----------------|--------|
| 1 | Staff Evaluation 2024 - 2025 (BBA) | 18/10/2024 | 01/01/2025 | B.B.A. BUSINESS ADMINISTRATION A | ✓ | ✗ |
| 2 | Staff Evaluation 2024 - 2025 (BBA) | 18/10/2024 | 01/01/2025 | B.B.A. BUSINESS ADMINISTRATION A | ✓ | ✗ |
| 3 | Staff Evaluation 2024 - 2025 (BBA) | 18/10/2024 | 01/01/2025 | B.B.A. BUSINESS ADMINISTRATION A | ✓ | ✗ |
| 4 | Staff Evaluation 2024 - 2025 (BBA) | 18/10/2024 | 01/01/2025 | B.B.A. BUSINESS ADMINISTRATION A | ✓ | ✗ |
| 5 | Staff Evaluation 2024 - 2025 (BBA) | 18/10/2024 | 01/01/2025 | B.B.A. BUSINESS ADMINISTRATION A | ✓ | ✗ |
| 6 | Staff Evaluation 2024 - 2025 (BBA) | 18/10/2024 | 01/01/2025 | B.B.A. BUSINESS ADMINISTRATION A | ✓ | ✗ |
| 7 | Staff Evaluation 2024 - 2025 (BBA) | 18/10/2024 | 01/01/2025 | B.B.A. BUSINESS ADMINISTRATION A | ✓ | ✗ |
| 8 | Staff Evaluation 2024 - 2025 (BBA) | 18/10/2024 | 01/01/2025 | B.B.A. BUSINESS ADMINISTRATION A | ✓ | ✗ |
| 9 | Staff Evaluation 2024 - 2025 (BBA) | 18/10/2024 | 01/01/2025 | B.B.A. BUSINESS ADMINISTRATION A | ✓ | ✗ |

Activate /Deactivate the feedback for each class

Check and download summaries of each
Professor/Class/Department

STUDENT WORKFLOW



FACULTY FEEDBACK BY STUDENTS (2024-25)



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10/12/2024
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