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**DUM DUM MOTIJHEEL RABINDRA MAHAVIDYALAYA**  
Regd. u/s 2(f) and 12B of the U.G.C. Act., NAAC Accredited  
[Affiliated to West Bengal State University]  
208/B/2, Dum Dum Road, Kolkata 700074  
E-mail: [ddmrm2020@gmail.com](mailto:ddmrm2020@gmail.com)

ISO 9001:2015, ISO 14001:2015 and ISO 50001:2018 Certified Institution

## Best Practice 1

**Title of the Practice: 360 Degree Appraisal of Teachers**

### Objectives of the Practice:

A 360-degree feedback, also known as multi-rater feedback, involves evaluating an employee's performance from diverse sources:

- Feedback is gathered from supervisors, peers, subordinates, and sometimes clients or customers.
- This comprehensive approach provides a holistic view of the employee's strengths, weaknesses, and areas for improvement.
- The system aims to monitor and assess the scope of teachers' abilities and effectiveness.
- It identifies strengths that can be leveraged and weaknesses that need development.
- The goal is to foster qualitative development by providing targeted feedback and support.
- Enhancing self-awareness among teachers regarding their performance.
- Facilitating constructive dialogue and goal-setting for professional growth.
- Promoting a culture of continuous improvement and excellence in teaching practices.



*Arijit Saha*  
Prof. (Dr.) ARIJIT SAHA  
Principal & Secretary  
Dum Dum Motijheel  
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### The Context –

The process of completing 360-degree feedback provides raters with greater insight and understanding into employee performance across various dimensions. By gathering feedback from multiple sources such as peers, supervisors, and subordinates, raters gain a comprehensive view of strengths and areas for improvement. This multi-perspective approach not only helps in formulating more informed expectations but also fosters a collaborative environment aimed at achieving ultimate success. It encourages constructive dialogue, enhances self-awareness among employees, and promotes a culture of continuous improvement. By leveraging this feedback effectively, organizations can optimize performance management strategies and support individual and organizational growth.

### The Practice –

360-degree appraisal has four integral components

- Self-appraisal
- Principal's appraisal
- Students' appraisal on teachers
- Peer appraisal

**1. Self-appraisal:** Educators reflect on their teaching practices, strengths, weaknesses, and areas for improvement, fostering self-awareness and accountability in professional development.



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**2. Principal's appraisal:** The principal assesses the teacher's performance based on observations, interactions, and fulfilment of professional responsibilities, offering an authoritative perspective within the institution's academic and administrative framework.

**3. Students' appraisal on teachers:** Students provide feedback on teaching methods, classroom engagement, clarity of instruction, and overall effectiveness, offering valuable insights into the impact of teaching practices on learning experiences.

**4. Peer appraisal:** Colleagues evaluate teaching methodologies, collaboration, curriculum contributions, and professional conduct, promoting a collaborative environment for growth and sharing of best practices.

This holistic feedback loop supports continuous professional growth, enhances teaching effectiveness, and fosters a culture of academic excellence and student success within the institution.



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## Screenshot of 360 Degree Appraisal Login Page



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## Screenshot of Self Appraisal of Teachers Dashboard Page

**360° Teachers Appraisal System** **DUM DUM MOTIJHEEL RABINDRA MAHAVIDYALAYA** [Sign out](#)

Welcome, ANSARI RAKESH BAIDYA

Publication Details for Last 5 Years

1. Qualification :
2. Designation :
3. Date of Joining :
4. Papers presented in conference/seminars :
5. Refresher and Orientation Course Training program completed :
6. International Paper Presentation :
7. Research Paper Publications :
8. Chapters in Books Published :
9. Research Publication Books :
10. Major Research Project :
11. Minor Research Project :

[Self Appraisal of Teachers](#)

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**Screenshot of Self Appraisal of Teachers Dashboard Page**

**360° Teachers Appraisal System** **DUM DUM MOTIJHEEL RABINDRA MAHAVIDYALAYA** [Sign out](#)

Welcome, ANSARI RAKESH BAIDYA

[Publication Details for Last 5 Years](#)

**Self Appraisal of Teachers**

1. Have clear understanding of my role and responsibilities in the College	<input type="radio"/> Strongly Agree <input type="radio"/> Agree <input type="radio"/> Neutral <input type="radio"/> Disagree <input type="radio"/> Strongly Disagree
2. Develop a working environment which is cooperative	<input type="radio"/> Strongly Agree <input type="radio"/> Agree <input type="radio"/> Neutral <input type="radio"/> Disagree <input type="radio"/> Strongly Disagree
3. Maintain punctuality and regularity in taking the class	<input type="radio"/> Strongly Agree <input type="radio"/> Agree <input type="radio"/> Neutral <input type="radio"/> Disagree <input type="radio"/> Strongly Disagree
4. Complete syllabus of the course in time	<input type="radio"/> Strongly Agree <input type="radio"/> Agree <input type="radio"/> Neutral <input type="radio"/> Disagree <input type="radio"/> Strongly Disagree
5. Is approachable to students outside the class	<input type="radio"/> Strongly Agree <input type="radio"/> Agree <input type="radio"/> Neutral <input type="radio"/> Disagree <input type="radio"/> Strongly Disagree
6. Teach the subject matter in a structured manner	<input type="radio"/> Strongly Agree <input type="radio"/> Agree <input type="radio"/> Neutral <input type="radio"/> Disagree <input type="radio"/> Strongly Disagree
7. Is an effective communicator	<input type="radio"/> Strongly Agree <input type="radio"/> Agree <input type="radio"/> Neutral <input type="radio"/> Disagree <input type="radio"/> Strongly Disagree
8. Use teaching aids effectively	<input type="radio"/> Strongly Agree <input type="radio"/> Agree <input type="radio"/> Neutral <input type="radio"/> Disagree <input type="radio"/> Strongly Disagree
9. Keen to learn ICT enabled new technology	<input type="radio"/> Strongly Agree <input type="radio"/> Agree <input type="radio"/> Neutral <input type="radio"/> Disagree <input type="radio"/> Strongly Disagree
10. Help students in realizing their strengths and developmental needs as a mentor	<input type="radio"/> Strongly Agree <input type="radio"/> Agree <input type="radio"/> Neutral <input type="radio"/> Disagree <input type="radio"/> Strongly Disagree

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## Screenshot of Principal Feedback on Teacher Dashboard Page

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Welcome, Prof. (Dr.) Arijit Saha

**Principal Feedback on Teacher**

Select department :

1. Maintains punctuality and regularity in taking the class.  
 Strongly Agree  
 Agree  
 Neutral  
 Disagree  
 Strongly Disagree
2. Is approachable to students outside the class.  
 Strongly Agree  
 Agree  
 Neutral  
 Disagree  
 Strongly Disagree
3. Is an effective communicator.  
 Strongly Agree  
 Agree  
 Neutral  
 Disagree  
 Strongly Disagree
4. Helps students in realizing their strengths and developmental needs.  
 Strongly Agree  
 Agree  
 Neutral  
 Disagree  
 Strongly Disagree
5. Has energy, determination and adaptability.  
 Strongly Agree  
 Agree  
 Neutral  
 Disagree  
 Strongly Disagree
6. Helps to develop a collaborative and cooperative working environment.  
 Strongly Agree  
 Agree  
 Neutral  
 Disagree  
 Strongly Disagree
7. Participates in student welfare and discipline.  
 Strongly Agree  
 Agree  
 Neutral  
 Disagree  
 Strongly Disagree
8. Contributes in enrichment of campus life  
 Strongly Agree  
 Agree  
 Neutral  
 Disagree  
 Strongly Disagree
9. Has integrity and leadership ability.  
 Strongly Agree  
 Agree  
 Neutral  
 Disagree  
 Strongly Disagree
10. Participates spontaneously in any work related to college development  
 Strongly Agree  
 Agree  
 Neutral  
 Disagree  
 Strongly Disagree

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## Screenshot of External Peers Feedback on Teacher Dashboard Page

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Welcome, External Peers

**External Peers Feedback on Teacher**

Select department :

1. Has clear understanding of her/his role and responsibilities in academics  Strongly Agree  
 Agree  
 Neutral  
 Disagree  
 Strongly Disagree

2. Has a strong orientation towards research  Strongly Agree  
 Agree  
 Neutral  
 Disagree  
 Strongly Disagree

3. Presented and published papers on a regular basis  Strongly Agree  
 Agree  
 Neutral  
 Disagree  
 Strongly Disagree

4. Has a strong academic zeal  Strongly Agree  
 Agree  
 Neutral  
 Disagree  
 Strongly Disagree

5. Is an effective communicator.  Strongly Agree  
 Agree  
 Neutral  
 Disagree  
 Strongly Disagree

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## Screenshot of Student's Feedback on Teaching of Teachers Dashboard Page

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Welcome, VIJAY GIRI

### Student's Feedback on Teaching of Teachers

Select department :

1. Punctuality and Regularity in taking the class	<input type="radio"/> Excellent <input type="radio"/> Very Good <input type="radio"/> Good <input type="radio"/> Average <input type="radio"/> Below Average
2. Completes syllabus of the course in time	<input type="radio"/> Excellent <input type="radio"/> Very Good <input type="radio"/> Good <input type="radio"/> Average <input type="radio"/> Below Average
3. Teaching the subject matter in a structured manner	<input type="radio"/> Excellent <input type="radio"/> Very Good <input type="radio"/> Good <input type="radio"/> Average <input type="radio"/> Below Average
4. Communication skills	<input type="radio"/> Excellent <input type="radio"/> Very Good <input type="radio"/> Good <input type="radio"/> Average <input type="radio"/> Below Average
5. Uses teaching aids (Blackboard / OHP/ Projector etc)	<input type="radio"/> Excellent <input type="radio"/> Very Good <input type="radio"/> Good <input type="radio"/> Average <input type="radio"/> Below Average
6. Shows the evaluated answer books of examinations to the students	<input type="radio"/> Excellent <input type="radio"/> Very Good <input type="radio"/> Good <input type="radio"/> Average <input type="radio"/> Below Average
7. Controls class effectively	<input type="radio"/> Excellent <input type="radio"/> Very Good <input type="radio"/> Good <input type="radio"/> Average <input type="radio"/> Below Average
8. Ensures students participation in the class	<input type="radio"/> Excellent <input type="radio"/> Very Good <input type="radio"/> Good <input type="radio"/> Average <input type="radio"/> Below Average
9. Helping approach outside the class	<input type="radio"/> Excellent <input type="radio"/> Very Good <input type="radio"/> Good <input type="radio"/> Average <input type="radio"/> Below Average
10. Helps students in realizing their strengths and developmental needs	<input type="radio"/> Excellent <input type="radio"/> Very Good <input type="radio"/> Good <input type="radio"/> Average <input type="radio"/> Below Average

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## Screenshot of 360 Degree Appraisal Report Sample Page



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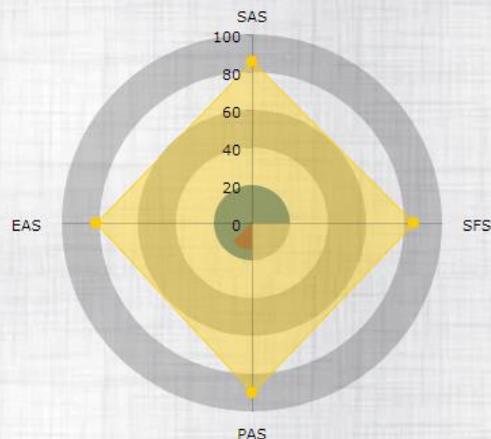
## 360° Teachers' Appraisal System

### Personal Details :

Session : 2022-23

College Name	: DUM DUM MOTIJHEEL RABINDRA MAHAVIDYALAYA
Name	: Nafisa Khatun
Department	: EDUCATION
Date Of Joining	: 23-12-2016
Designation	: Assistant Professor
Qualification	: M.Phil
Papers Presented in Conference / Seminars	: 8
Refresher and Orientation Course Training program completed	: 2
International Paper Presentation	: 3
Research Paper Publications	: 2
Chapters in Books Published	: 12
Research Publication Books	: 0
Major Research Project	: 0
Minor Research Project	: 0

### 360° Teachers' Appraisal Map :



Prepared by: Coordinator, IQAC, DUM DUM MOTIJHEEL RABINDRA MAHAVIDYALAYA



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Dum Dum Motijheel  
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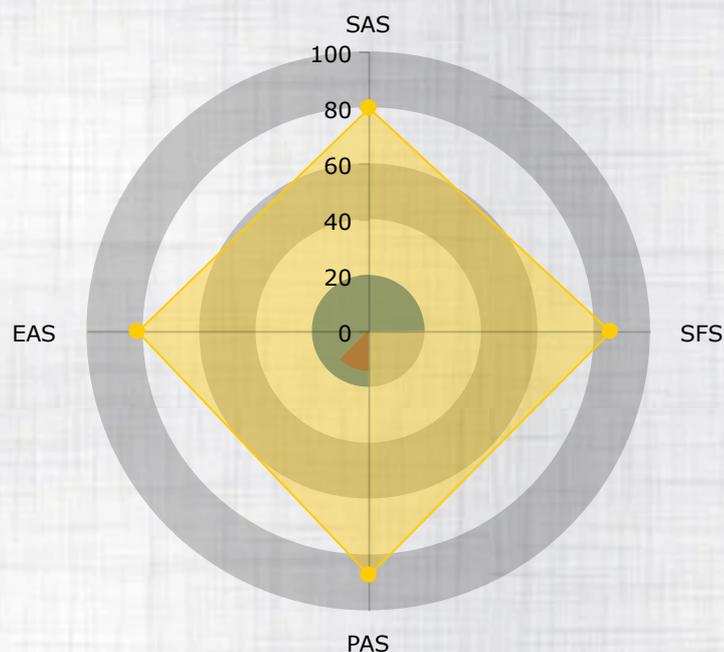
# 360° Teachers' Appraisal System

## Personal Details :

Session : 2022-23

College Name	: DUM DUM MOTIJHEEL RABINDRA MAHAVIDYALAYA
Name	: Swatilekha Haldar
Department	: ECONOMICS
Date Of Joining	: 17-11-2016
Designation	: Assistant Professor
Qualification	: M.Phil in Economics
Papers Presented in Conference / Seminars	: 3
Refresher and Orientation Course Training program completed	: 2
International Paper Presentation	: 2
Research Paper Publications	: 1
Chapters in Books Published	: 1
Research Publication Books	: 0
Major Research Project	: 0
Minor Research Project	: 0

## 360° Teachers' Appraisal Map :



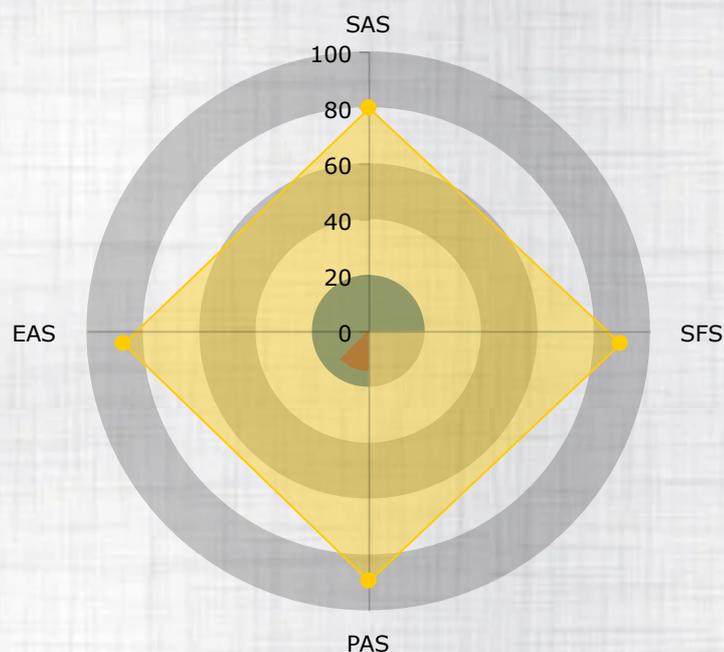
# 360° Teachers' Appraisal System

## Personal Details :

Session : 2022-23

College Name	: DUM DUM MOTIJHEEL RABINDRA MAHAVIDYALAYA
Name	: Tapas Mondal
Department	: COMMERCE
Date Of Joining	: 14-11-2019
Designation	: Assistant professor
Qualification	: M.Com, M. Phil, PGDT
Papers Presented in Conference / Seminars	: 00
Refresher and Orientation Course Training program completed	: 00
International Paper Presentation	: 00
Research Paper Publications	: 00
Chapters in Books Published	: 00
Research Publication Books	: 00
Major Research Project	: 00
Minor Research Project	: 00

## 360° Teachers' Appraisal Map :



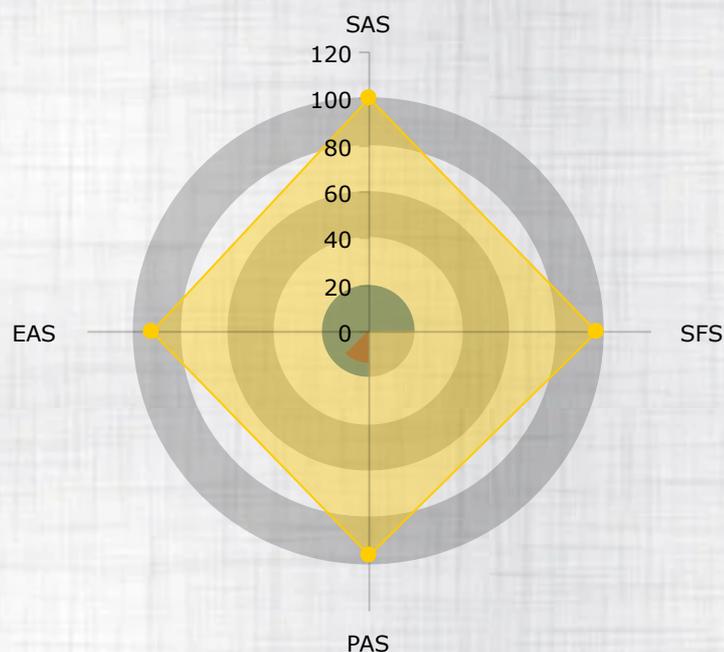
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## Personal Details :

Session : 2022-23

College Name	: DUM DUM MOTIJHEEL RABINDRA MAHAVIDYALAYA
Name	: Dr Sabitri Dutta
Department	: ECONOMICS
Date Of Joining	: 01-09-2006
Designation	: Associate Professor
Qualification	: PhD
Papers Presented in Conference / Seminars	: 18
Refresher and Orientation Course Training program completed	: 4
International Paper Presentation	: 9
Research Paper Publications	: 8
Chapters in Books Published	: 3
Research Publication Books	: 0
Major Research Project	: 0
Minor Research Project	: 0

## 360° Teachers' Appraisal Map :



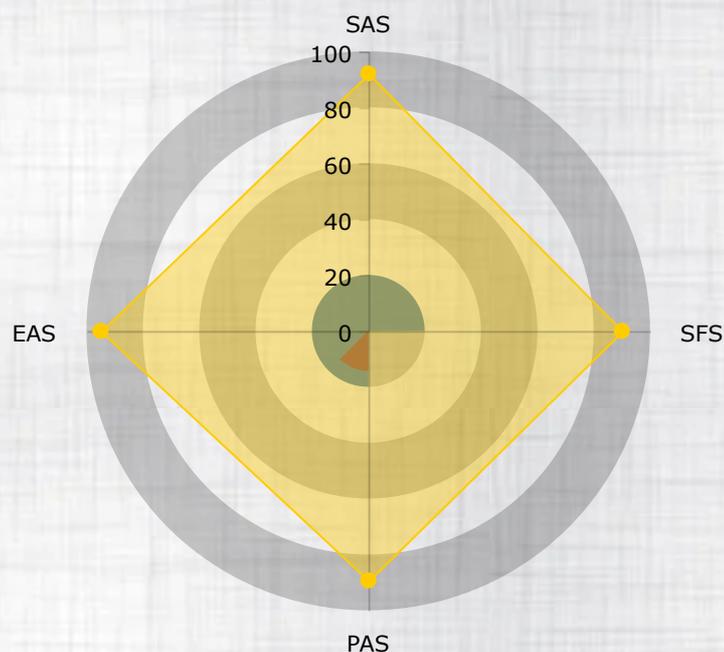
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## Personal Details :

Session : 2022-23

College Name	: DUM DUM MOTIJHEEL RABINDRA MAHAVIDYALAYA
Name	: Dr Samir Ghosh
Department	: COMMERCE
Date Of Joining	: 01-08-1994
Designation	: Associate Professor in Commerce
Qualification	: M.Com, Ph.D
Papers Presented in Conference / Seminars	: 0
Refresher and Orientation Course Training program completed	: 0
International Paper Presentation	: 0
Research Paper Publications	: 00
Chapters in Books Published	: 0
Research Publication Books	: 0
Major Research Project	: 0
Minor Research Project	: 0

## 360° Teachers' Appraisal Map :



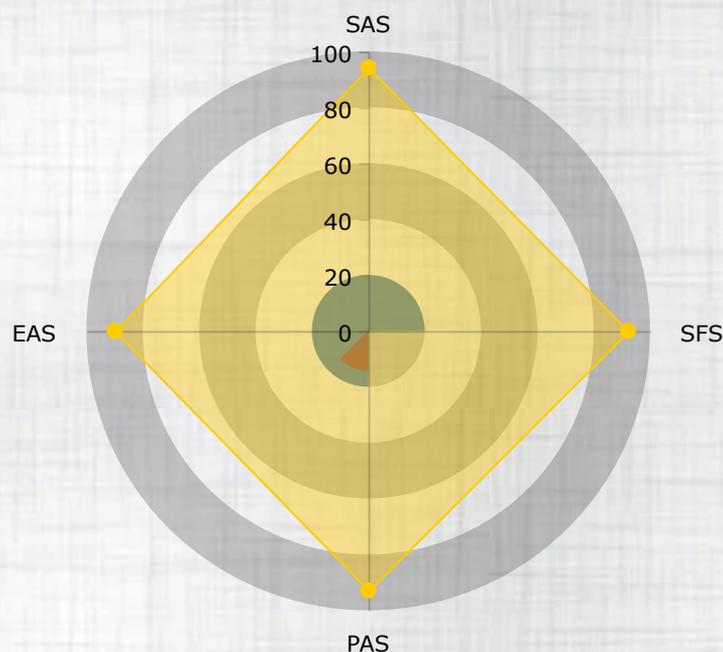
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## Personal Details :

Session : 2022-23

College Name	: DUM DUM MOTIJHEEL RABINDRA MAHAVIDYALAYA
Name	: Dr. Apurba Pahar
Department	: BENGALI
Date Of Joining	: 02-05-2017
Designation	: Assistant Professor
Qualification	: Ph.D
Papers Presented in Conference / Seminars	: 01
Refresher and Orientation Course Training program completed	: 02
International Paper Presentation	: 00
Research Paper Publications	: 06
Chapters in Books Published	: 08
Research Publication Books	: 00
Major Research Project	: 00
Minor Research Project	: 00

## 360° Teachers' Appraisal Map :



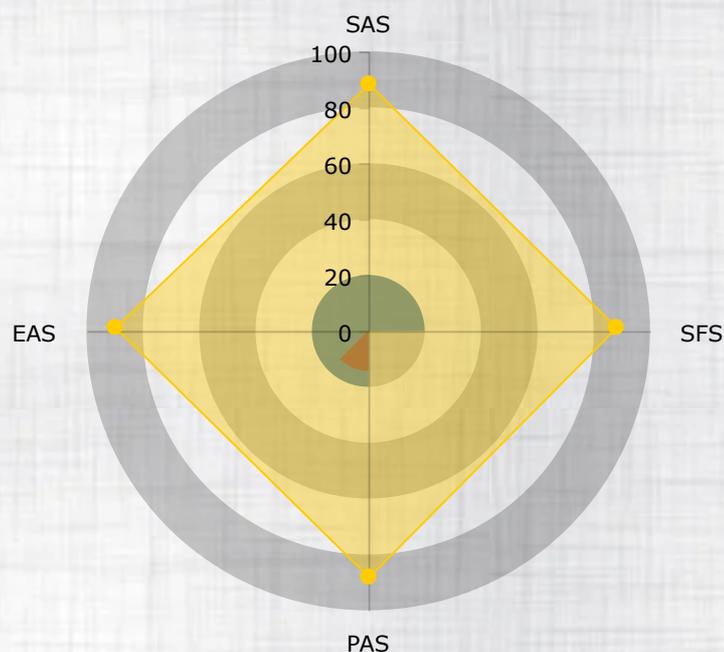
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## Personal Details :

Session : 2022-23

College Name	: DUM DUM MOTIJHEEL RABINDRA MAHAVIDYALAYA
Name	: Dr. Sarmishta Roy Chowdhury
Department	: GEOGRAPHY
Date Of Joining	: 25-05-2017
Designation	: Assistant Professor
Qualification	: Ph.D
Papers Presented in Conference / Seminars	: 22
Refresher and Orientation Course Training program completed	: 5
International Paper Presentation	: 12
Research Paper Publications	: 7
Chapters in Books Published	: 3
Research Publication Books	: 0
Major Research Project	: 0
Minor Research Project	: 0

## 360° Teachers' Appraisal Map :



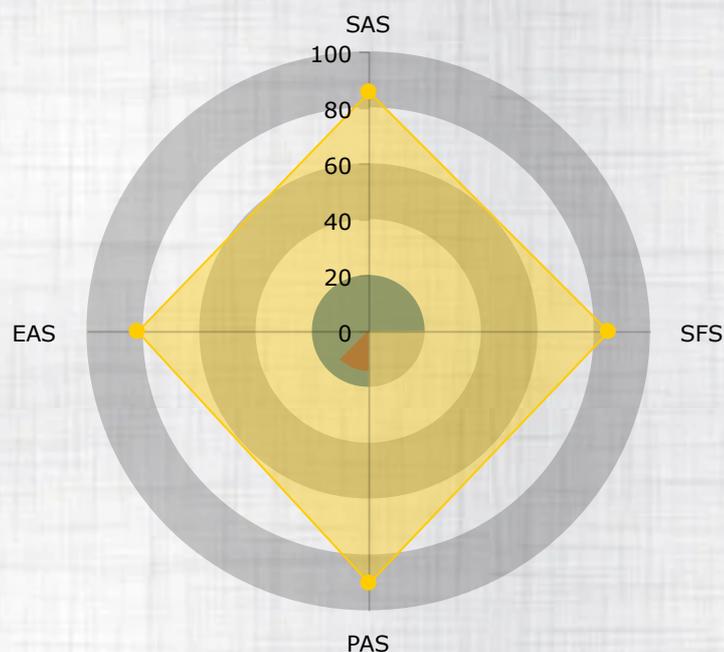
# 360° Teachers' Appraisal System

## Personal Details :

Session : 2022-23

College Name	: DUM DUM MOTIJHEEL RABINDRA MAHAVIDYALAYA
Name	: Nafisa Khatun
Department	: EDUCATION
Date Of Joining	: 23-12-2016
Designation	: Assistant Professor
Qualification	: M.Phil
Papers Presented in Conference / Seminars	: 8
Refresher and Orientation Course Training program completed	: 2
International Paper Presentation	: 3
Research Paper Publications	: 2
Chapters in Books Published	: 12
Research Publication Books	: 0
Major Research Project	: 0
Minor Research Project	: 0

## 360° Teachers' Appraisal Map :



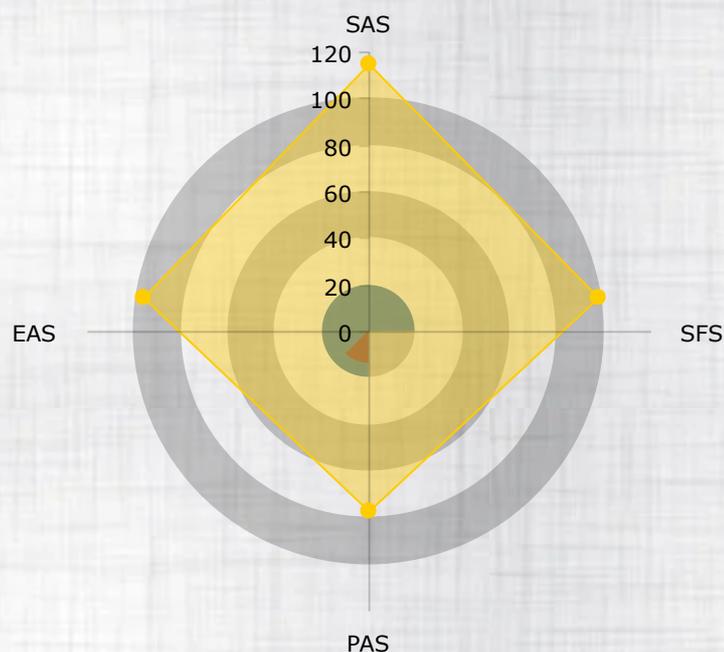
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## Personal Details :

Session : 2022-23

College Name	: DUM DUM MOTIJHEEL RABINDRA MAHAVIDYALAYA
Name	: SANGEETA CHOWDHURY
Department	: GEOGRAPHY
Date Of Joining	: 16-08-2010
Designation	: SACT-1
Qualification	: M.Sc., Pursuing Ph.D
Papers Presented in Conference / Seminars	: 0
Refresher and Orientation Course Training program completed	: 1
International Paper Presentation	: 0
Research Paper Publications	: 0
Chapters in Books Published	: 0
Research Publication Books	: 0
Major Research Project	: 0
Minor Research Project	: 0

## 360° Teachers' Appraisal Map :



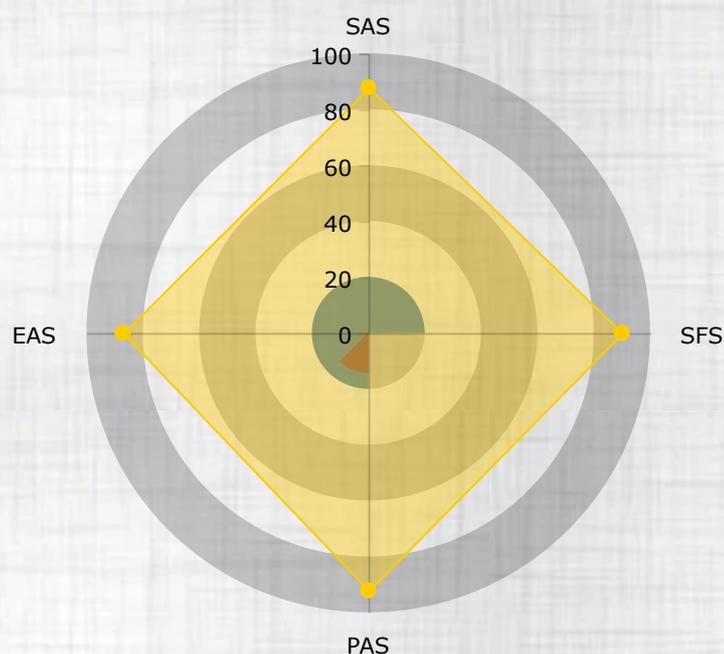
# 360° Teachers' Appraisal System

## Personal Details :

Session : 2022-23

College Name	: DUM DUM MOTIJHEEL RABINDRA MAHAVIDYALAYA
Name	: Smt. Doyel Chatterjee
Department	: ENGLISH
Date Of Joining	: 01-04-2010
Designation	: Associate Professor in English
Qualification	: M.A,MP.hil,PGCTE,PGDTE
Papers Presented in Conference / Seminars	: 04
Refresher and Orientation Course Training program completed	: 01
International Paper Presentation	: 01
Research Paper Publications	: 02
Chapters in Books Published	: 01
Research Publication Books	: 02
Major Research Project	: 0
Minor Research Project	: 01

## 360° Teachers' Appraisal Map :



# 360° Teachers' Appraisal System

## Personal Details :

Session : 2022-23

College Name	: DUM DUM MOTIJHEEL RABINDRA MAHAVIDYALAYA
Name	: DEBLEENA SARKER
Department	: BENGALI
Date Of Joining	: 24-07-2017
Designation	: STATE AIDED COLLEGE TEACHER
Qualification	: M.A., SET
Papers Presented in Conference / Seminars	: 00
Refresher and Orientation Course Training program completed	: 00
International Paper Presentation	: 00
Research Paper Publications	: 02
Chapters in Books Published	: 01
Research Publication Books	: 00
Major Research Project	: 00
Minor Research Project	: 00

## 360° Teachers' Appraisal Map :

