

# RAISONI GROUP OF INSTITUTIONS

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RGI/ED/PBN/2008/ 192

Date: 10-10-2008

## RGI-Standing Orders: (Confidential)

Subject: Assessment of Teaching Faculty during probation period

### **(01) Introduction:**

Normally teachers are appointed through interviews conducted by duly constituted committee. Based on its recommendations, requirement at that point of time, and availability of candidates, teachers are appointed on regular pay scales or on consolidated salary. They are kept on probation for a period of 2 years. It is necessary to have some instrument for evaluating their performance during probation period.

### **(02) Importance of Probation Report:**

- The very purpose of probation is to take a final decision about a teacher regarding suitability to the organization and whether he or she should be confirmed in service or should be discontinued from service.
- It is therefore necessary to assess the performance of all such teachers within a stipulated probation period so that the decision can be communicated before the probation period is over.
- If the decision is not communicated within stipulated period, the teacher shall be deemed to have completed probation satisfactorily and would automatically stands confirmed. Therefore it is a time bound process and needs alertness of every one in the system

### **(03) The Format:**

- A comprehensive format is designed to assess the performance of teacher during probation period by taking in to account the various qualitative parameters essential for being a teacher.
- The format contains 40 parameters. Each parameter is to be judged to the best of judiciousness on 4 point scale which is then converted in to quantitative performance. 4 points on the scale about fulfilling requirement of job are as below

Excellent	Good	Average	Below Average
1.25	1.0	0.5	0

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## **(04) Nature of Correspondence:**

- The entire correspondence relating to handling the assessment process of Probation period is of confidential nature.
- The papers regarding Probation Report shall be sent only in sealed cover only. Sealed cover should be signed by concerned officer across the flap.

## **(05) Applicability of Scheme**

- The scheme and this format shall be applicable to the teacher appointed on any teaching post on probation for a period of 2 years.
- Teacher may be appointed in regular pay scale or on ad-hoc basis.
- Presently this will be applicable to Engineering and MBA institutes under RGI.

## **(06) Periodicity of Reports:**

- The probation report shall be submitted 3 times during the probation period.
- First probation report shall be submitted after 6 months from date of joining.
- Second probation report shall be submitted after 1 year from the date of joining.
- Third and final report shall be submitted after 1 year and 6 months from date of joining.

## **(07) Ethics & Code:**

- The probation report is related to the career of a young teacher as well as health of organization as such The Reporting Officer has to be very careful in evaluating each parameter.
- The Reporting Officer should perceive the implication of each factor.
- Reporting Officer should not be prejudiced nor should show any undue favour.
- Reporting Officer should be quite accurate in evaluation based on keen observation.
- Personal feelings should not influence assessment of any parameter.
- Any particular incidence should not influence assessment.

## **(08) How to Fill the report?**

- Establishment section shall initiate the process based on the date of joining.
- Blank formats shall be sent to HoDs with instructions and time limit of 7 days.
- HoD shall put a tick mark in the appropriate column very judiciously.
- All the entries shall be made in ink and Ink to used by HoD should be other than red which is reserved for Head of the Institute.
- In case Head of the Institute wants to make some changes in evaluation, necessary corrections should be in red ink and each correction should be supported with initials.

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- Final and Third probation Report shall be filled exclusively by the Head of the Institute in own handwriting and remarks about continuation or otherwise shall be mentioned very clearly.
- Count the number of tick marks in each column. Mention this number at the appropriate place. Multiply by respective multiplication factor and work out the weight gained by the teacher under each column and finally mention the total weightage achieved.

## (09) How to Evaluate?

- The minimum score expected for completing the probation period satisfactorily is 40. Teacher is expected to exceed the job requirement at least in some areas.
- Sometimes total weightage achieved by The teacher may exceed 40. This does not matter.
- In case the total score is less than 40, it is a matter of decision by The Management.
- In case total score is less than 35, it is a serious shortfall.
- Between score of 35 to 40 an opportunity can be provided to the teacher to improve.

## (10) How to submit to the Management?

- The Principal shall submit a consolidated statement of all the probation reports in the following format in case number of cases is more than one.
- The statement should be accompanied by original copies of all the probation reports mentioned in the statement. However, duplicate copies should be retained by the Institutions.
- Figures 1, 2, 3 indicates space for name of individual teacher. Period of Report should be mentioned in respective columns.
- For different post a separate sheet should be used e.g. Lecturer, A.P., Professor.

Date: ..... Name of Institute: .....

Name of the Post: .....

Particulars of Item	Name of Probationer →	1	2	3	4	5	6	7
		Period →						
Total Numerical Performance								
Recommendation in brief- Yes/No								
Signature of Head of the Institution →								

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