



# **FACULTY APPRAISAL FORMAT**

Self-appraisal and Principal's Appraisal 2022-23

- NAME AND DESIGNATION OF FACULTY:
- NAME OF THE INSTITUTION:
- DOMAIN: SCIENCE /HUMANITIES:
- TOTAL YEAR OF EXPERIENCE:
- TENURE WITH THE PRESENT INSTITUTION:

## **SELF-APPRAISAL**

1. Describe your roles and responsibilities as faculty. (Attach the document that states the same)
2. List out the strengths:
3. List out the areas that you need to improve upon
4. List out the areas that you need to improve upon:

PROFESSIONAL DUTIES				
BROAD CRITERIA	Specific themes	Outstanding(4) Very good(3) Fair(2) Needs Improvement(1)		REMARKS BY THE PRINCIPAL
		SELF APPRAISAL	APPRAISAL BY IQAC CO-ORDINATOR	
CLASS ROOM TEACHING AND PRACTIES	Structuring of the lesson			
	Innovation and creativity			
	Use of technology and other teaching aids			
	Syllabus completion			
	Classroom management style			
DOCUMENTATION CONNECTED TO ACADEMIC WORK	Regularity of submission of lesson plans/ year plans			
	Quality of the lesson planning			
	Correction work(notes and test)			
EXAMINATION/EVALUATION RESPONSIBILITIES	Type of duties allotted			
	Execution of duty			
REMEDIAL RESPONSIBILITIES	Type of remedial work done by the faculty			
STUDENTS CENTRED PRACTIES	Involvement with mentoring of students			
	Involvement with emotional supportive activities			
CO-CURRICULAR AND EXTRA – CURRICULAR RESPONSIBILITY	Type of responsibility undertaken			
<b>ANY OTHER (5 Points Maximum)</b> Write down if you taken additional responsibility of registering for any course/ MPhil / PhD / conference paper presentation etc.				
SELF RATING Out Of 04				

<b>REMARKS BY THE IQAC CO-ORDINATOR (5 Points Maximum)</b>		
<b>PRINCIPAL'S RATING</b> Out Of 04		

<b>PERSONAL COMPETENCIES AND ABILITIES</b>				
<b>BROAD CRITERIA</b>	Specific themes	Outstanding (4) Very good (3) Fair (2) Needs Improvement(1)		
		<b>APPRAISAL BY SELF</b>	<b>APPRAISAL BY IQAC CO-ORDINATOR</b>	<b>REMARKS BY THE PRINCIPAL</b>
<b>INVOLVEMENT AND ENGAGEMENT</b>	Readiness in accepting responsibilities			
<b>COLLABORATION</b>	Ability to work in teams			
<b>ANY OTHER(5 Points Maximum)</b> Write down if you any strength or ability that is unique to you. Describe the responsibility undertaken by you that provided an opportunity to showcase your unique ability mentioned above.				
<b>SELF RATING</b> Out Of 04				
<b>REMARKS BY THE IQAC CO-ORDINATOR (5 Points Maximum)</b>				
<b>PRINCIPAL'S RATING</b> Out Of 04				

TOTAL	
SELF RATING Out Of 100	
PRINCIPAL’S RATING Out Of 100	

Signature of the Principal

Signature of the Faculty

Signature of the IQAC CO- ORDINATOR



## **Non- Teaching Staff Self-Appraisal and Principal's Appraisal Format**

### **PERFORMANCE APPRAISAL OF NON-TEACHING STAFF**

**Year of Appraisal: 2022-23**

1. Name
2. Designation
3. Department/Section
4. Date of Joining
5. Qualification
6. Details of current responsibilities

Signature of Staff

Date:

NAME					
DESIGNATION					
DEPARTMENT/SECTION					
APPRAISAL CATEGORY		EXCELLENT	GOOD	SATISFACTORY	POOR
		4	3	2	1
<b>1. PROFESSIONAL COMPETENCE</b>					
Ability to organize work and carry it out					
Ability to learn new duties					
Response to instructions and guidance of supervisor					
<b>2. QUALITY OF WORK</b>					
Accuracy & Speed of work					
Neatness & tidiness of work					
<b>3. PERSONAL CHARACTERISTICS</b>					
Regularity					
Punctuality					
<b>4. PERSONAL COMPETENCIES AND ABILITIES</b>					
INVOLVEMENT AND ENGAGEMENT	Readiness in accepting responsibilities				
	Quality of execution of work				

SELF RATING OUT OF 4	
REMARKS BY THE IQAC CO-ORDINATOR (5 POINTS MAXIMUM)	
PRINCIPAL'S RATING OUT OF 5	

Signature of the Principal

Signature of the IQAC CO- ORDINATOR

Date

Date