

**ACADEMIC YEAR END PERFORMANCE SELF-APPRAISAL REPORT OF
TEACHERS FOR THE ACADEMIC YEAR: _____****1. General Information**

a.	Name	
b.	Address (Residential)	
c.	Address(Permanent)	
d.	Cell number	
e.	Email address	
f.	Designation	
g.	Department	
h.	Date of Birth	
i.	Area of Specialization (if MPhil or PhD holder)	
j.	Date of appointment in this institution	
k.	Date of appointment in the present post	

2. Teaching

a. Classes taught in the year concluded:

Class	Periods	
	Assigned per Week (Lecture/ Practical)	Steps taken for the teaching of periods missed during absence or leave
i) U.G. (B.A./B.Sc(NMCA)/ B.Com/B.Com.(H))	L: P:	
ii) PG (M.A./ M.Sc(Chemistry)/M.Sc.(Maths)/M.Sc.(IT)/ M.Com/ MBA(IB))	L: P:	

iii) PGDCA		
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b. Explain briefly how you planned your teaching for the year, mentioning a few reading lists provided to students (especially books/articles outside compulsory reading):

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c. Details of participation in the following:

i. Internal Evaluation

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ii. Assessment of Home assignments

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iii. Conduct of Examinations

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iv. Evaluation of Dissertation, etc.

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3. Details of Innovations in / Contribution to Teaching, during the year:

a. Teaching methods:

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b. Laboratory experiments:

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c. Evaluation methods:

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d. Preparation of resource material including books, reading materials, laboratory manuals etc.

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e. Remedial Teaching / Student Counseling (academic)

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f. Any other

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4. Improvement of Professional Competence:

Details regarding **refresher courses/orientation attended, participation in summer schools, workshops, seminars, symposia etc.**, including **open university courses/ M.Phil., Ph.D.** during the academic year 2014-15:

No	Item details	Sponsoring agency	Place and date
1			
2			
3			
4			
5			

5. Research Contributions:

a. Number of students (M.Phil./ Ph.D.)

At the beginning of the year	Registered during the year	Completed during the year
M.Phil		
Ph.D.		

b. **NUMBER** of **books/ research papers published/ presented at seminars/ conferences** etc, in 2014-15:

	International	National	State/ Local	Impact factor

Peer reviewed journals				
Non-reviewed journals				
E-journals				
Conference proceedings				
Books with ISBN				
Books without ISBN				
Chapters in books with ISBN				

c. Research projects taken up in 2014-15:

Title of the Project	Name of the funding agency	Duration

d. Details of Seminars, Conferences, Symposia organized during the year:

e. Patents taken, if any, during the year; give a brief description:

f. Membership of Professional Bodies, Editorship of Journals etc, during the year:

6. Extension Work/Community Service

Please give a short account of your contribution, during the year, to:

a. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.

b. National Literacy Mission

- c.** Positions held/ leadership role played in organizations linked with extension work and National Service Scheme (NSS), or NCC or any other similar activity:

7. Participation in Corporate Life:

Please give a short account of your contribution, during the year, to:

- a.** College/University/Institution:

- b.** Co-curricular activities:

- c.** Enrichment of campus life (hostels, sports, games, cultural activities):

- d.** Students' welfare and discipline:

- e.** Membership/Participation in Bodies/Committees on Education and National Development:

- f.** Professional Organizations of Teachers

8. Assessment

Steps taken by you, during the year, for the evaluation of the course programme taught:

9. General Data

Give a brief assessment of your performance during the year, indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement:

10. I hereby declare that the information given above is true to the best of my knowledge and belief.

(Name and Signature of the Teacher with date) (If you have a scanned image of your signature, please paste that here; if not just write your name)



SELF APPRISAL OF NON-TEACHING STAFF

YEAR OF APPRISAL: _____

				Date:
Name :				
S/o/D/o/W/o				
Department:			Section:	
Date of joining:			Qualifications:	
Details of Current Responsibilities:				
Appraisal Category	Excellent	Good	Satisfactory	Poor
	4	3	2	1
1. PROFESSIONAL COMPETENCE				
A. ** Knowledge of rules, regulations, and procedures				
B. Ability to organize work and carry it out				
C. Ability and willingness to take up extra load in times of exigencies				
D. Ability to learn new duties				
E. **Capacity to supervise				
F. * Response to instruction and guidance provided by a supervisor from time to time.				

G. * Response to feedback of supervisor				
2. Quality of Work				
a. ** Ability to maintain Files/Records				
b. Accuracy and speed of work				
c. Neatness and tidiness of work				
d. Completion of work on Schedule				
e. * Execution of work with team spirit.				

3. Personal Characteristics	Excellent	Good	Satisfactory	Poor
a. Regularity				
b. Punctuality				
c. Interaction with Colleagues and Students				

** Not applicable for attenders and housekeeping staff

- Applicable for attenders and housekeeping staff

Any other contribution made by the employee :(2 points)

Appraisal Category	Marks
1. Professional Competence	
2. Quality of Work	
3. Personal Characteristics	

Total	
Minimum points 12 , Maximum Points 50	

Point based grading			
Excellent	Good	Satisfactory	Poor
≥ 40	35 – 39	26 – 35	≤ 25

Signature of Admin Head

Principal

Chairman

PERFORMANCE APPRAISAL-2021-22

The success of any educational institution depends upon the academic excellence of its staff irrespective of teaching and non-teaching. However, together they play a significant role in the institution. Hence they are the backbone of any organization. Institutions cannot achieve their goals -the vision and mission- without the dynamic role of their staff. Therefore to meet the targets, the staff need to be motivated at work. The performance appraisal (PA) is one of the performance management tools that is widely applied to measure the productivity of academic employees in different contexts. At Asian Educational Institution, performance appraisal is developed for teaching and non-teaching staff respectively.

Performance appraisal for teaching staff is undertaken with the following measures and indicators:

- To assess teachers in their professional development and career planning.
- To assess faculty about their potential and to carry out their duties more effectively
- To provide judgment to support promotions, demotions, transfers, confirmation, or termination.
- To provide feedback to staff about their behavior, attitudes, skills, or subject expertise
- To recognize the achievements of teachers and help them to identify ways of improving their knowledge, skills, attitudes, and ultimately the performance.
- To improve the quality of education for students, In short, it would be utilized as a tool to facilitate growth, development, efficiency, and effectiveness of the teaching-learning process in the institution.

