# ANNUAL APPRAISAL

## HUMAN RESOURCES DEPARTMENT

### Appraisal Form

**Non – Clinical Teaching FACULTY**

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>College</th>
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<tr>
<th>Position Title</th>
<th>DOJ</th>
<th>Employee ID</th>
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<tr>
<th>Last Appraisal Date</th>
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**Year of Assessment:** _________________

**Note:**
- Carefully read and fill the information accurately.
- Also please note that furnishing wrong information will be taken as a grave misconduct and will induce a disciplinary action leading to disqualification from promotion at the minimum.

## RATING KEY

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
<th>Details</th>
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<tbody>
<tr>
<td>5</td>
<td>Outstanding Performance</td>
<td>Accomplishments are consistently above expected level of essential job requirements.</td>
</tr>
<tr>
<td>4</td>
<td>Very Good Performance</td>
<td>Meets and is above satisfactory performance standards at times. Job performance is satisfactory, acceptable and sometimes above expectations.</td>
</tr>
<tr>
<td>3</td>
<td>Good Performance</td>
<td>Meets established objectives in a satisfactory and adequate manner.</td>
</tr>
<tr>
<td>2</td>
<td>Inconsistent Performance</td>
<td>Performance is at an inconsistent level. Performance requires correction in some areas in order to successfully meet job requirements. Performance requires a high degree of supervision.</td>
</tr>
<tr>
<td>1</td>
<td>Unsatisfactory Performance</td>
<td>Performance is at level below established objectives with the result that overall contributions are marginal and substandard. Performance requires a high degree of supervision and immediate corrective action.</td>
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</table>
SECTION A: SELF APPRAISAL
State your academic achievements that are worthy for the year. This may include academic awards, admission of fellowships of academics etc

1 ACTUAL WORKLOAD/ TEACHING / ACADEMIC (In the year of Assessment)

I) Teaching Effectiveness & Methodology

II) Teaching Innovation to enhance learning

III) Activities that contribute to student success in the form of improved and measurable learning outcomes

IV) Number of lectures/ seminar allotted to you

V) Number of lectures/seminars taken by you

VI) Hours per week/year spent in teaching  (demonstrations / tutorials).
VII) Hours per week spent in teaching (seminars, conference and journals with No. of students writing under you).

VIII) New course design/Curriculum revision/redesign of an existing course undertaken by you

IX) Number of Ph.D Students working under you.

X) Academic Awards won in Universities (under UGC) National / International societies

XI) Lecture recorded on lecture capture system.

XII) Online Courses developed.

XIII) MOOC Courses supervised on swayam portal.
XIV) Initiative on OBE:
   A) CO/PO Mapping

   B) Examination paper mapped with CO & PO

XV) Electives/ Value added courses offered.
2

ACTUAL WORKLOAD/ RESEARCH & PUBLICATION (In the year of Assessment)

I) Mention your –Google scholar H Index No. ______________

II) List your publications with you as either 1st three authors / Corresponding author Published in PUBMED INDEXED JOURNAL (Last Academic Year)

III) List your publications in SCOPUS, WEB of SCIENCE, GOOGLE SCHOLOR and INDIAN CITATION Index only with you as either 1st three authors / Corresponding author (Last Academic Year)
(Name of all authors, with full details of each paper must be mentioned in standard format).

IV) UGC Care Journal (Name of all authors, with full details of each paper must be mentioned in standard format). (Last Academic Year)

V) Publication in Conference Proceedings (Last Academic Year)

VI) Books / Book Chapter (Last Academic Year)
VII)  No. of citations in PUBMED, SCOPUS, WEB of SCIENCE, GOOGLE SCHOLAR (Last Five Years)

VIII) Research Talks - Invited / delivered

IX) List of papers Selected / Presented by you in conference related to your field of expertise organized by National / International Societies.

X) List of papers Selected / Presented by you in conference related to your field of expertise & other Conference.

XI) Any Research Paper awards won in any National / International societies

XII) Research Grants Obtained (Project, Amount) from:

A. Govt
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<td>B.</td>
<td>NGO</td>
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<tr>
<td>C.</td>
<td>Industry</td>
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<tr>
<td>XIII) Consultancy Received from Industry:</td>
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3  ACTUAL WORKLOAD/ OTHER UNIVERSITY RELATED - (In the year of Assessment)

I) List of Conferences / FDP / Seminars conducted by you in department / college as Course director / Organizing Secretary / President.

II) Research Related Service (Reviewing for journals, serving in editorial roles, organizing research seminars, conferences)

III) Discovery & Innovation (Patents)

IV) Start-Ups Incubation

V) Activities that support for Accreditation / Ranking / Recognition
VI) Administrative support to the University

VII) Collaborative projects/MoU’s with Industry; Inviting guest speakers from Industry, research centers

VIII) Initiated MoU’s with reputed universities/ research Centers/ organizations

IX) Community Based Activities Conducted if Any

X) Awards won for Community Activities:

4 - Please mention briefly the problems which hampered you from achieving the best you can
SECTION B - (To be filled by Head Of Department / Reporting Authority)

1. Interest: _____________________________________________

2. RESEARCH ABILITY:
   • Interest in research: _____________________________________________
   • Theoretical ability and the capacity to interpret data: ____________________________
   • Experimental and Practical ability: ____________________________________________
   • Originality, capacity to produce new and good ideas: ____________________________

3. TEACHING ABILITY:
   • Interest in Teaching: _____________________________________________
   • Power of expression, Ability to express clearly and concisely: _________________
   • Punctuality and regularity at assigned sessions/seminars: _______________________
   • Effectiveness, as a teacher/as judged by peer rating/students rating
     (Popularity with the students) ____________________________________________
   • Knowledge of current advances, general professional and clinical skills in his/her subject
     _____________________________________________

4. ADMINISTRATIVE ABILITY
   • To take new initiative________________________
   • Capacity to work in a team____________________
   • General administrative efficiency________________
Assessment of the HOD / Reporting Authority: Overall work in his/ her particular position

**Remark**
( exceptionally brilliant / Outstanding / Well above average standard / Good average man / The average men fairly competent but without special ability or initiative / Insufficient initiative and capacity for work without constant supervision / Indifferent but just worth retaining / Not worth retaining in the present position.)

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SECTION C - (To be filled by DEAN / PRINCIPAL / REVIEWING AUTHORITY)

Do you agree with the staff own account as recorded in this report

Comment: ____________________________________________________________

Do you agree with the observations of the HOD / Reporting Officer

Comment: ____________________________________________________________

Do you agree with the HOD’s / Reporting Officer overall assessment of the staff reported

Comment: ____________________________________________________________

Overall Remark

Comment: ____________________________________________________________

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Employee Section

I agree with the contents of this performance evaluation.

I disagree with the contents of this performance evaluation, please see my comments below.

Additional Comments:

By signature, I acknowledge that I discussed this evaluation with my supervisor and reviewed the evaluation, it does not imply agreement. I understand that I may receive a copy of this appraisal upon request.

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For Human Resource Use Only

Date Entered: ____________________________  Processed By: ____________________________

Comments:

Comment by Vice Chancellor: ____________________________  Comment by Chancellor: ____________________________

Signature: ____________________________  Signature: ____________________________