

SATYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT

PERFORMANCE APPRAISAL FOR FACULTY

For the period from to

Part:I

1. Name of the Faculty Members

(in Capital Letters) :

2. Department & Designation :

3. Date of Birth :

4. Education Qualifications

Including professional and
Technical qualifications :

5. Years and Experience :

6. Date of appointment of the
present post :

7. Period of absence from duty

(or leave,training etc during the year.

If he/she has undergone training
specify) :

Part:II

SELF ASSESSMENT REPORT

FOR PERIOD _____ TO _____

(To be filled by the Faculty)

1. Name of the Course taught during
the year _____ :

2. Maximum no. of periods per course
available in the Semester as per
Time-Table(Lectures & Practical) _____ :

3. Teaching load mentioned in
Time Table(Lectures & Practical) _____ :

4. No. of the Total	Shortfall	Practical	Shortfall
Lectures(including	(from 2&3)	periods	(from 2&3)
Tutorials) Delivered		taken	
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5. Reasons for shortfall, if any, in Lectures and practical taken.

6. Any specific problem of any student solved, or taken initiative to solve

7. Research Guidance(give brief description of each project and name the students (s) and Co-supervisor, if any. (Attach separates sheets, if needed).

8. Any project completed other than students projects.

9. Any new Experiment added in the Practical course.

10. Any innovation of any type introduced in the college /Department.

11. Papers published(give the title, Co-author, if any, and details of the Journals.Attach separate sheet, if necessary.

12. Any contribution in Laboratory/ Course Development, not mentioned above.

13. Contribution to Industrial Development in the form of Consultancy /SPONSORED R.D.

14.Contribution to Corporate life of the Department/College

(a)Curriculum development,(b) Cultural/Extra Curricular activities

©Sports/Community and Extension services, (d)Administrative assignments

(e) Any other.

15. Contribution to Scientific/Technical education through publication of Text-book and Laboratory Manual, Special Lectures and organisation of Seminars, Symposium etc.

16. Refresher of Orientation course attended, during the year, give details.

17. Membership of Fellowship of Professional/ Academic bodies, societies etc. give details.

18. Additional Contributions which are not covered above and which are relevant for assessment of faculty's activities.

19. Any step taken for Resource generation. Give a brief description. (Attach separate sheet, if needed).

Place

Date:

Signature

Name in Block letters

Designation

Name of HOD/Principal:.....

PART III

Assessment of the Reporting Officer

Length of service under the reporting officer (for HOD, reporting officer is Principal)

Kindly provide your assessment on the five point scale in respect of the following parameters.

<i>Outstanding</i>	<i>Very Good</i>	<i>Good</i>	<i>Satisfactory</i>	<i>Unsatisfactory</i>
5	4	3	2	1

Please indicate your evaluation on each parameter by putting in the appropriate number in the column opposite the parameter.

In case the rating is unsatisfactory, please give reasons thereof separately.

A. Assessment of Part II filled up by the Faculty Member

Keeping in view the information furnished by the Faculty member, please provide your assessment on the following parameters (Weightage-50)

Assessment on Five Point scale

1.	Teaching load and regularity in taking class	
2.	Research guidance to student	
3.	Any Projects completed other than the student's projects.	
4.	Innovations/experiments introduced in the course	
5.	Contribution in Curriculum Development	
6.	Intellectual*capital (Books/Articles/Patents/Talks)	
7.	Publication in Refreed Journals	
8.	Organizing and participation In Seminars/workshops, special lectures, FDP'S, Summer institutes	
9.	Contribution to the corporate life of the college	
10.	Membership of Fellowship of Professional/Academic bodies	

Total (A): _____

B.Performance and Gneral Attributes(Weightage-50)

Assessment on five point scale

1.	Knowledge in the sphere of work	
2.	Quality of output	
3.	Communication skills (Oral and written)	
4.	Initiative and adaptability (resourcefulness in handling normal and unforeseen problems and willingness to take responsibilities in the new area of work)	
5.	Aptitude to work	
6.	Ability to inspire and motivate	
7.	Supervisory ability	
8.	Interpersonal relations and team work	
9.	Integrity and Trustworthiness	
10.	General conduct	

Total (B): _____

C.General assessment taking all the above parameters

Total(A)+(B): _____

(Outstanding	-	91 to 100
Very Good	-	71 to 90
Good	-	51 to 70
Satisfactory	-	40 to 50
Unsatisfactory	-	up to 40)

Signature of the reporting officer:

Seal:

Date:

PART-IV

(To be filled in by the Reviewing Officer(Principal))

1.Length of service under the Reviewing officer

2.Are you satisfied that the Reporting officer has made his/her report with due care and after taking into account all the relevant material

3.Do you agree with the assessment of the Faculty Member given by the Reporting Officer?

4. Remarks about any meritorious work or otherwise of the Faculty Members.

5. Remark about grading of the Faculty Members by the Reporting Officer.

6. Has the Faculty Member any special characteristics, and/or any abilities which would justify his/her selection for special assignment. If so, specify.

Signature of the Reviewing Officer

(Principal)

Place:

Name in Block Letters

Date:

Designation

(During the period of Report)