

VISHNU WAMAN THAKUR CHARITABLE TRUST
PERFORMANCE APPRAISAL-TEACHING STAFF (For Academic Year 2021-22)



Name of Institute: _____

Name of Employee: _____

Designation: _____ Qualification: _____

Department: _____ Date of Joining: _____

Date of Birth: _____ Total Experience: _____

Mobile No: _____ Email ID: _____

HOD's Name: _____

SELF APPRAISAL

1. Describe your role and responsibility as faculty.

2. List out Strengths.

3. List out the areas that you need to improve upon.

4. KINDLY RATE YOURSELF/ OR THE FACULTY IN EACH OF THEM BY TICKING IN THE APPROPRIATE BOXES:

PROFESSIONAL DUTIES				
BROAD CRITERIA	SPECIFIC THEMES	Outstanding (5) Very Good (4) Average (3) Fair (2) Needs Improvement (1)		
		SELF APPRAISAL	APPRAISAL BY HOD/ PRINCIPAL	REMARKS
CLASSROOM TEACHING AND PRACTICES	Structuring of the lesson			
	Quality of Communication			
	Voice Modulation			
	Innovation and Creativity			
	Board Work			
	Use of technology and other teaching aids			
	Clarification of doubts			
	Syllabus completion			
	Classroom Management Style			
DOCUMENTATION CONNECTED TO ACADEMIC WORK	Attendance & Punctuality			
	Regularity of submission of lesson plans/ year plans			
	Quality of the lesson planning			
EXAMINATION/ EVALUATION RESPONSIBILITIES	Correction Work (notes and test)			
	Types of duties allotted			
REMEDIAL RESPONSIBILITIES	Execution of Duty			
	Type of remedial work done by the faculty			
STUDENT CENTERED PRACTICES	Schedule of remedial work			
	Involvement with mentoring of students			
INVOLVEMENT AND ENGAGEMENT	Involvement with emotional supportive activities			
	Readiness in accepting responsibilities			
	Quality of execution of work			

COLLABORATION	Ability to work in teams			
	Relationship with Peers			
CO-CURRICULAR AND EXTRA - CURRICULAR RESPONSIBILITIES	Type of responsibility undertaken			
	Schedule of the responsibilities			

5. Short term course/seminar/workshop/conference attended during the AY 2021-2022
(To be filled in by Employee)(Attach List)

6. E-journals/Text Books/Other Materials referred apart from Text Books
(To be filled in by Employee) (Attach List)

7. Papers published in journals in Even/Odd semesters (Journal name, Title of Paper, Year of Publication, Page, etc) (To be filled in by Employee)(Attach List)

8. Papers presented in conference (Name of Conference, Title of Paper, Date, etc)
(To be filled in by Employee)(Attach List)

9. Result of your Subjects/Semester/Branch
(To be filled in by Employee)

10. Contribution towards Department & Institute (To be filled in by Employee)

11. Please suggest suitable trainings to enhance your job performance.

Soft Skills Trainings	HOD Approval (Yes or No)	Technical Trainings	HOD Approval (Yes or No)

12. Suggestions if any (To be filled in by Employee)

HOD's Remarks

PRINCIPAL's Remarks

Employee Signature:

HOD's Signature:

Principal's Signature: