



FACULTY APPRAISAL FORMAT

Self-appraisal and Principal's Appraisal

- 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 some)

2. List out the strengths:

3. 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)		
		SELF APPRAISAL	APPRAISAL BY IQAC CO-ORDINATOR	REMARKS BY THE PRINCIPAL
CLASS ROOM TEACHING AND PRACTICES	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 PRACTICES	Involvement with mentoring of students			
	Involvement with emotional supportive activities			
CO-CURRICULAR AND EXTRA – CURRICULAR RESPONSIBILITY	Type of responsibility undertaken			
ANY OTHER (5 Points Maximum) Write down if you taken additional responsibility of registering for any course/ MPhil / PhD / conference paper presentation etc.				
SELF RATING Out Of 04				

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

PERSONAL COMPETENCIES AND ABILITIES				
BROAD CRITERIA	Specific themes	Outstanding (4) Very good (3) Fair (2) Needs Improvement(1)		REMARKS
		APPRAISAL BY SELF	APPRAISAL BY IQAC CO-ORDINATOR	
INVOLVEMENT AND ENGAGEMENT	Readiness in accepting responsibilities			
COLLABORATION	Ability to work in teams			
ANY OTHER(5 Points Maximum) 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.				
SELF RATING Out Of 04				
REMARKS BY THE IQAC CO-ORDINATOR (5 Points Maximum)				
PRINCIPAL'S RATING 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