

Annual Self Performance Appraisal Format: (Teaching)

Name:

Designation:

DOJ:

Portfolio: [Please attach as separate documents](#)

Date of Review:

Nature of Work:

Work Performed beyond assigned work:

Sl.No.	Category	Excellent	Good	Average	Needs Improvement
Behavioural Traits					
1.	Punctuality				
2.	Leadership Quality				
3.	Interaction with colleagues				
4.	Interaction with Students				
5.	Cooperation with authority				
6.	Willingness to participate in co-curricular activities				
7.	Innovation and Creativity				
Assessment of Teaching-Learning Methods					
8.	Quality of Lecture Delivery				
9.	Knowledge & usage of IT Skills				
10.	Competency on Curriculum				
11.	Quality & Frequency of providing additional academic resources				
12.	Knowledge & usage of Digital Learning like MOOCQ & SWAYAM				
13.	Usage of Library & Inflibnet				
14.	Addressing the issues of slow learners				
15.	Syllabus completion before exam				
16.	Frequency and methods of student's evaluation				
17.	Participation in FDPs, Seminar and Workshop .				
18.	Disbursement of departmental duty				
19.	Performance as a student Mentor				
20.	Performance as a supervisor of Projects/Internship				

Annual Self Performance Appraisal Format: (Non-Teaching Permanent)

Name:

Designation:

DOJ:

Date of Review:

Nature of Work:

Work Performed beyond assigned work:

Sl.No.	Category	Excellent	Good	Average	Needs Improvement
Behavioural Traits					
1.	Punctuality				
2.	Leadership Quality				
3.	Interaction with colleagues				
4.	Interaction with Students				
5.	Cooperation with authority				
6.	Willingness to participate in co-curricular activities				
7.	Innovation and Creativity				
Assessment of Office duty					
8.	Timely disbursement of assigned duty				
9.	Knowledge & usage of IT Skills				
10.	Competency on e-governance				
11.	Maintenance of e-data and Record				
12.	Addressing students' grievances				
13.	Liaison with administration outside college				
14.	Performance within various sub-committees				
15.	Addressing Student Scholarship issues				
16.	Performance during exam				

17.	Participation in various Administrative Training and Personal Development Programs.				
18.	Maintenance and preservation of College property				
19.	Contribution for NAAC assessment				
20.	Performance during Community Outreach Programme.				

Annual Self Performance Appraisal Format: (Non-Teaching Casual)

Name:

Designation:

DOJ:

Date of Review:

Nature of Work:

Work Performed beyond assigned work:

Sl.No.	Category	Excellent	Good	Average	Needs Improvement
Behavioural Traits					
1.	Punctuality				
2.	Leadership Quality				
3.	Interaction with colleagues				
4.	Interaction with Students				
5.	Cooperation with authority				
6.	Willingness to participate in co-curricular activities				
7.	Innovation and Creativity				

Assessment of Office duty					
8.	Timely disbursement of assigned duty				
9.	Knowledge & usage of IT Skills				
10.	Contribution in preserving cleanliness				
11.	Maintenance of e-data and Record				
12.	Addressing students' grievances				
13.	Liaison with administration within college				
14.	Contribution in crowd management & gate operation				
15.	Addressing Student Scholarship issues				
16.	Performance during exam				
17.	Maintenance and preservation of college property				