

This form has been designed with the objective to evaluate oneself on certain set criteria with reference to the requirements in the profession. You are advised to fill in the form sincerely, reflecting your performance during the session.

1. Name of Teacher Dr./ Mr./ Ms. _____
2. Address _____

3. Present Post/ Designation _____
4. Scale of Pay _____
5. Present Pay & Emoluments _____
6. Date of Joining _____
7. Date of Confirmation _____
(if applicable)

ACADEMICS

A. Mode of teaching adopted by you (specify the number in case of GDs, seminars etc.)

1. Lecture
2. Browsing Internet
3. Slides
4. Group discussions
5. Seminars
6. Tutorials
7. Case Studies
7. Any other (please specify)

B. Any career enrichment programme- conferences, seminars, symposium or workshop attended by you during the period under review. (2013-2014)

1. College level

Name of the programme: FDPs/Workshops	Organizing Institution/body	Title	Date

2. National level

Name of the programme: FDPs/Workshops	Organizing Institution/body	Title	Date

3. International level

Name of the programme: FDPs/Workshops	Organizing Institution/body	Title	Date

C. Any other academic enrichment which you would like to mention (research publications, Orientation or Refresher course attended by you)

Name of the programme:	Organizing Institution/body	Level	Title	Date

D. Have you been deputed as a resource person for any seminars/workshops. Please mention.

Name of the programme: FDPs/Workshops	Organizing Institution/body	Title	Date

E. MDP/ Consultancy Projects undertaken

F. Nominations by the university in any committee/ or any other academic work.

Name of the Institutions/ Body	Name of the Project or Programme	Revenue Generated

G. Membership of Academic /Professional bodies.

1. _____
2. _____
3. _____
4. _____
5. _____

H. Publications of the teacher

1. Books Publisher(s)

- a. _____
- b. _____
- c. _____

2. Research Papers / Articles published in Journal

- a. _____
- b. _____
- c. _____

3. Seminar/ Any other Contribution

- a. _____
- b. _____
- c. _____

- I. Additional efforts made by you to enrich the academic standard of the college/students (project proposals applied/ sanctioned to various agencies; workshops, seminars, symposiums etc. organized)**
- J. Were any extra classes scheduled for weak students? Specify faculty-wise & year-wise**
- K. Do you make use of the institutional library regularly? Time spent in the Library:**
- L. Do you keep yourself abreast with the latest trends and developments in your subject? How?**
- M. What books other than textbooks did you get issued and read during the academic session under review to increase you professional competence? List the same.**
- N. Do you consult periodicals/journals to update your knowledge? List the same**

ASSESSMENT

- 1. Did you regularly give assignments to your students and evaluate them on time? If not why?**

2. **Did you submit the question papers of Sessionals for Internal Assessment on time? If not, state reasons**
3. **Were the question papers set according to given specifications? Were changes made in the question papers during the course of examination? Give details.**
4. **Were the language and content of the question papers up to the mark? Did you keep the difficulty level and time factor in mind while setting the papers?**
5. **Did you assess the examination answer books on time? Were marks of the Internal Paper submitted to the examination department by the given date.**
6. **Are you satisfied with the invigilation work that you were entrusted? Did you carry it successfully and satisfactorily?**
7. **Do you give private tuitions? If yes, give details of the students, class and the money charged.**

ATTENDANCE

1. **Are you regular in coming to the Institute?**
2. **How many leaves did you avail during the session?**
 - a. Casual _____
 - b. Medical _____
 - c. Maternity _____
 - d. Any other (state reasons) _____

3. **Do you feel justified in availing the aforesaid leaves?**
4. **Did you get your leave sanctioned in advance, each time you proceeded on leave?**
5. **Do you often come late to Institute?**
6. **Do you frequently leave the Institute early?**
7. **Do you reach class (es) on time? If not, reason thereof?**
8. **Do you mark the students' attendance meticulously and on time and submit the same to attendance in-charges? If not, why?**
9. **Do you keep informing the college authorities about students involving lapses in attendance of practical work and laxity in discipline?**

GENERAL DISCIPLINE

1. **Do you respect the instructions given by the college authorities?**
2. **How do you spent your time, when you do not have a class?**
3. **Do you stick to the timings of the Lunch break, if not why?**

- 4. Please state the nature of your involvement in toning discipline, punctuality, regularity and general academic standards of the college.**
- 5. What steps did you take to foster creativity in students?**
- 6. Do you care for the cleanliness and upkeep of your classroom, staff room and laboratory?**
- 7. Are you prepared for any additional responsibility for the smooth functioning of the Institute? If yes, let us know your area of interest.**

EVALUATION

- 1. What steps do you plan to take to improve upon your past achievements and guard against past failures?**
- 2. What are the shortcomings you have noticed in the work culture and conditions of the IIIM? How can these be remedied?**
- 3. Do you mix up too much with the students? Do you think mixing up with them helps in the smooth running of the institution?**
- 4. Have you ever accepted any gifts or asked for any favour from students? If yes, give details.**
- 5. Did you finish the course on time?**

6. **What are the changes you would suggest in the institute management and organization to improve the quality of work and academic development programmes.**

7. **Any other suggestions, which may prove helpful in the institutional planning.**

8. **Do you feel you be allowed grade increment next year? Justify.**

Name: _____

Signature: _____

Date: _____

Assessment by the Head of Department

Name & Designation of the HOD:

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

Outstanding	Very Good	Good	Satisfactory	Unsatisfactory
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 details filled up by the Faculty Member (Weightage – 25)

Keeping in view the information furnished by the faculty member, please provide your assessment on the following parameters:

S.No.	Parameter	Assessment on Five Point scale
A	Academics	
B	Career Enrichment Activity	
C	Innovation in Teaching Pedagogy	
D	Resource person in FDPs/Workshops	
E	MDP/Consultancy Projects undertaken	
		Total (A) _____

B. Performance and General Attributes (Weightage – 25) Assessment on Five Point scale

S.No.	Parameter	Assessment on Five Point scale
(i)	Knowledge in the sphere of work	
(ii)	Interpersonal relations and team work	
(iii)	Communication skills (Oral and written)	
(iv)	Initiative and adaptability (resourcefulness in handling normal and unforeseen problems and willingness to take responsibilities in the new area of work)	
(v)	Aptitude to work and ability to inspire and motivate	
		Total (B) _____

C. General assessment taking all the above parameters

Total (A) + (B) : _____

Outstanding	-	46 to 50
Very Good	-	41 to 45
Good	-	36 to 40
Satisfactory	-	21 to 35
Unsatisfactory	-	upto 20

Signature of the HOD :

Seal :

Date :

