

Government Engineering College, AJMER

ANNUAL APPRAISAL REPORT FOR THE FINANCIAL YEAR _____ (TEACHING FACULTY) FORM - A

(To be filled in by the Candidate)

Name _____ Date of Birth _____

Designation _____ Highest Qualification _____

Department _____

Date of joining the Institute _____

Present post held from _____

PRIMARY WORK

(Attach extra sheet wherever necessary)

I. Instructional work assigned

Sr. No.	Semester	Course No.	Title	No. of hours engaged per week			Strength of Class	Result (Pass percentage)	Grades awarded			
				L	T	P			A	B	C	D

L ⇒ Lecture ; T ⇒ Tutorial ; P ⇒ Lab Course/Practical

II. Supervisory support provided :

a) Ph. D. Theses :

Sr. No.	Name of the Student	Date of Registration	Co-Supervisor	Current Status	Date of Submission

b) M.E./M.Tech/M.S. Theses :

Sr. No.	Name of the Student	Date of Registration	Co-Supervisor	Current Status	Date of Submission

e) Project Work at B.E./B.Tech/MCA/MBA Level

Sr. No.	Name of the Student	Date of Registration	Co-Supervisor	Current Status	Date of Submission

III NCC/NSS/NSO/Warden/Guidance/Counseling/Cultural/Sports/HOD/HOC/Deam*

Sr. No.	Position	Period

*Special achievements, if any may be described on a separate sheet.

IV Activities organised :
(Seminary / Workshop / Conferences / Symposia / Continuing Education Programmes etc.)

Sr. No.	Title	Duration	Major Sponsor (s)	Level (International/ National)

V Research paper/Books published/Conferences/Articles/Monographs etc.:

Sr. No.	Title	Authors (s)	Journal/Conference details/Publisher	Level (Internationsl/ National, Text, Reference, etc.	Mark yes, if refereed

VI Sponsored Projects :

Sr. No.	Project Title	External Funds Received	Position	Sponsor	Date of Commencement	Duration (Years)	Status (Completed/ongoing)

VII Consultancy :

Sr. No.	Project Title	Cost	Position	Sponsor	Date of Commencement	Duration (Years)	Status (Completed/ongoing)

VIII Achievements/Awards/Recognition during the year : (Give details on a separate sheet)

IX Participation : (Seminars/Workshops/Conferences/Symposia/Continuing Education Programmes/Training etc.)

Sr. No.	Title	Duration	Institution

X Details of Participation in :

(i) University Evaluation :

(ii) Internal Evaluation :

(iii) Paper Setting :

Class

Number

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- (iv) Assessment of home assignment :
- (v) Conduct of Examination :
- (vi) Evaluation of Dissertation/Projects etc. :
- (vii) Any other :

XI. Overall self-appraisal

Date :

Signature

Difficulties and suggestions with regard to academic assignment self growth to be given in an Annexure.

FORM - B

(To be filled by the Reporting Officer)

ANNUAL APPRAISAL REPORT FOR THE FINANCIAL YEAR _____

Name of the Faculty :

Designation :

I. Attitude and Interpersonal Skills (Give ratings on a five point scale with '5' being the best and '1' the poorest) :

1.	Initiative : a self-starter; able to work without constant supervision	
2.	Responsibility : understands duties; accepts responsibilities readily	
3.	Punctuality : arrives on time. Generally available for students during working hours.	
4.	Commitment : Committed to his/her work	
5.	Loyalty : support and follows institute's policies and guidelines	
6.	Development : Keeps knowledge up to date	
7.	Oral communication : speaks effectively with supervisor, colleagues and students	
8.	Written Communication	
9.	Teamwork : effective in a team	
10.	Leadership : gives clear directions and listens to co-workers	
11.	Relationship with fellow faculty and staff	
12.	Maturity	
13.	Temperament	
14.	Relationship with students	
	Total	

II. Brief comments (by the Reporting Officer)

1. Overall appraisal

Outstanding Very Good Good Poor

2. Remarks of Reviewing Officers

Signature of the Reporting Officer

Signature of the Reviewing Officer

3. Comments of Director / Principal