

GOKUL GLOBAL UNIVERSITY

PERFORMANCE APPRAISAL FORM

PART – A General Information (To be Filled by Appraisee)							
1	Name (in Block Letters):						
	Present address:						
	Mobile no:				E-mail:		
2.	Present Designation:			Nature of Appointment:(Ad-hoc/Probation/Confirmed)			
3.	Office Order No.		Dated:		Date of Joining:		
4.	Monthly Consolidated Salary Rs:						
5.	If in the Scale, Scale:					Grade Pay: Rs.	
6.	Name of the College/Institute:						
7.	Name of the Department:						
8.	Last Increment	Rs.	Office Order No.		Date:		
9.	The Present Educational Qualification :						
10.	If acquired any qualifications after your initial appointment:						
	Sl. No.	Name of Degree	Subject	University	Year of Passing	%/Grade/CPI	Remarks
	10.1.						
	10.2						
	10.3						

PART – B Academic Performance
(Information to be declared by Appraisee)

1. TEACHING LEARNING EVALUATION:

Sl. No.	Course/Subject	Level UG/PG	Hours per week Allotted		Mode of Teaching	Result %	Grade/Percentage Obtained				Max. Points (30)
			Allotted	Taken			A+/A	B+/B	C+/C	F	
1											
2											
3											
4											
5											

Evaluation (in last column, 'Max. Points') be done by Reporting Officer

2. GUIDANCE PROVIDED AT BACHELOR/MASTER DEGREE STUDENTS FOR PROJECTS/ TECHNICAL EVENTS:

Sl. No.	Name of the Student	Title of the Project	Quality of the Project Evaluated by HOD/Ext. Expert	Whether winner of Prize/Award with Rank	Max. Point (5)
1.					
2.					
3.					
4.					
5					

If required attached a separate sheet in support of above components

3. GUIDANCE PROVIDED FOR Master Degree/Ph.D. STUDENTS:

Sl. No.	Name of the Student	Title of the Dissertation/ Thesis	Completed/ Incomplete	Evaluated by HOD/Ext. Expert	If Winner of Prize/Award with Rank	Max. Point (10)
1.						
2.						
3.						

4. DETAILS OF STTP/WORKSHOP/INDUSTRIAL TRAINING ATTENDED DURING THE YEAR

Title of the STTP	Place	Duration	Sponsoring Agency	Max. Point (5)

5. DETAILS OF STTP/WORKSHOP/TECHANICAL EVENT/CONFERENCE ORGANIZED DURING THE YEAR:

Title of the Event	Place	Duration	Position Held	Sponsoring Agency	Max. Point (5)

6. CO-CURRICULAR/ADMINISTRATIVE/EXAM DUTIES PERFORMED DURING THE YEAR:

Sl. No.	Title	Position held	Period	Max. Points (5)
1.				
2.				
3.				
4.				
5.				
6.				

7. PAPER PUBLISHED IN JOURNAL/PROCEEDINGS:

Sl. No.	Title with Page No.	Name of Journal National / International	ISSN/ ISBN No.	Year	Whether you are the sole Author/ Co-Author	Whether Peer Reviewed	Max. Point (10)
1							
2							
3							
4							
5							
6							

8. PAPERS PRESENTED IN CONFERENCES/WORKSHOPS/SYMPOSIA:

Sl. No.	Title of the Paper Presented	Title of the Conference	Date(s) of the Event	Organised by	International/ National/ Regional/University or College Level	Max. Point (10)
1.						
2.						
3.						

9. BOOKS PUBLISHED AS A SINGLE AUTHOR OR AS EDITOR:

Sl. No.	Title with Page No.	Book Title, Editor & Publisher	ISSN/ ISBN No.	Year	Whether you are the main Author	Whether Peer Reviewed	Max. Point (5)
1.							
2.							
3.							

10. INVITED LECTURES AT STATE/NATIONAL/INTERNATIONAL SEMINARS/CONFERENCES etc.

Sl. No.	Title of Lecture/ Academic Session	Title of Conference/Seminar etc.	Date(s) of the Event	Organized by	Whether International/ National/State	Max. Point (5)
1						
2						
3						
4						

11. ON-GOING RESEARCH PROJECTS AND CONSULTANCIES:

Title	Agency	Period	Grant/Amount (Rs in Lakhs)	Max. Point (5)

12. COMPLETED RESEARCH PROJECT AND CONSULTANCIES:

Title	Agency	Period	Grant/ Amount (Rs. In Lakhs)	Max. Point (5)

If required attached a separate sheet in support of above components

I, _____ the undersigned, declare that I don't engage myself in private tuitions or vocations of any kind directly or indirectly. Moreover, I give utmost surety to reporting officer that above all furnished information is authentic to the best of my knowledge and supporting documents be provided, if be asked to produce. If found incorrect in present or in future, I am liable to face disciplinary action leading to termination of my service.

Date: _____ Signature of the Employee: _____

To be filled by Reporting Officer

Total Score of Part-B: _____/100

Name of the Reporting Officer: _____ Signature: _____ Date: _____

PART – C

(To be filled by the Reporting Officer)

Confidential Annual Appraisal Report for the Year: _____

Name of the Faculty: _____ Designation: _____

Attitude & Interpersonal Skills (Give Ratings on a 10 Point Scale with '10' being the best and '1' the worst):

1.	Initiative: Self Starter	
2.	Responsibility: Understands duties, Accepts responsibilities readily etc.	
3.	Punctuality: Arrives on time, Generally Available for Students during working hours	
4.	Commitment and Loyalty: Committed to his/her work	
5.	Development: Keeps knowledge updated	
6.	Oral/Written Communication: Effectively with Supervisor, Colleagues and Students	
7.	Leadership Quality and Teamwork Spirit: Leading by Example	
8.	Maturity and Temperament: Composed	
9.	Relationship with fellow Faculty and Staff:	
10.	Relationship with Students:	
11.	Assessment of Integrity:	
12.	Feedback of the Students:	
13.	Effectiveness as a Teacher:	
14.	Capacity to Maintain Discipline & to Create Interest in Learning:	
15.	Capacity to Guide the Students in and out the class:	
Total		/150
1. If Required attached a Separate sheet in support of Above Components		

(a) <60 - Poor (b) 61 to 75– Average (c) 76 to 85 - Good (d) 86 to 100- Very Good (e) 101> Excellent

1. At least, Three Positive aspect / Strengths:

2. At least, Three Negative aspects (Area of Improvements):

3. If any Training is needed based on Assessment/Feedback: _____

Overall Appraisal Score

Based on the total score obtained from the Part-B and Part-C, by giving weightage of score to Part-B and Part-C as 70% and 30% respectively, the gradation will be given as under:

For example, X scores 80 out of 100 in part-B and **90 out of 150** in part-C, his overall score would be calculated as: $\frac{70 \times 80}{100} + \frac{30 \times 90}{150} = 56 + 18 = 74$ therefore, he could come in the category of Very Good.

Poor (0-40) Average (41-55) Good (56-65) Very Good (66-80) Excellent (above 80)

Signature of the Reporting Officer (HoD): _____ Date: _____

Part-D

Comments of Reviewing Offer (Principal/Head of the Institute)

Confidential Annual Appraisal Report for the Year: _____

Name of the Faculty: _____ Designation: _____

Specific Favorable remarks:

Specific Adverse remarks:

Training/Improvement is needed on assessment/Feedback:

If the reviewing officer differs with the remarks of the Reporting Officer, s/he must write in detail:

Signature of the Reviewing Officer: _____ **Date:** _____

Remarks with signature of the Provost : _____

Instructions for filling up of Annual Appraisal Report

2. Part-A and B must be filled in by the Faculty.
3. The Annual Appraisal Report must be filled in by the Faculty and submitted to the Reporting Officer within two weeks from the end of the academic year.
4. Part-C must be filled in by the Head of the department as Reporting Officer, preferably not below the rank of an Associate Professor and submitted to Reviewing Officer within one week from the date of the receipt from the appraisee.
5. The Reviewing Officer should submit the said report within one week from the date of the receipt from the Reporting Officer.
6. The Reviewing Officer shall be the Principal of the College or Head of the Institute.
7. **The Annual Appraisal Report must be submitted by the Reviewing Officer to the Office of the Registrar in a sealed cover, by sending only Part-C and Part-D of the PA form with clear recommendation after keeping photocopy of it with the original Part-A, Part-B and supporting documents under the custody of institute.**
8. **If Required attached a Separate sheet in support of Above Components**

Note:

In addition to this, a summary report of performance appraisal of all the employees with remarks of the Institute is to be sent along with the cover.