

ANJUMAN COLLEGE OF ENGINEERING & TECHNOLOGY

Mangalwari Bazar Road, Sadar, Nagpur-440001.
(Managed By Anjuman Hami-E-Islam, Nagpur.)

PERFORMANCE APPRAISAL REPORT FOR TEACHING STAFF
REPORT FOR THE ACADEMIC YEAR 2016-17

1. Name : _____
 2. Designation : _____
 3. Department of posting : _____
 4. Other Assignments, if any held during the period under review : _____

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PART - I**SELF APPRAISAL**

(To Be Filled in by The Appraisee)

Details of work in brief highlighting achievements, constraints / difficulties faced by him / her in achieving / not achieving the target.

DATE : _____

SIGNATURE OF APPRAISEE : _____

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PART – II

(Assessment By The Reporting Officer)

**CONFIDENTIAL REPORT OF TEACHING STAFF
FOR THE ACADEMIC YEAR 2016-17**

Name : _____
 Designation : _____
 Department Of Posting: _____
 (Strike out what is not applicable)

- | | | |
|--|---|---|
| 1) Professional / Technical knowledge & application | : | EXCELLENT / VERY GOOD / GOOD / FAIR / POOR |
| 2) Lesson preparation, delivery of lecture, conducting practicals / lab, work & term work. | : | EXCELLENT / VERY GOOD / GOOD / FAIR / POOR |
| 3) Exercising effective, control in class, maintenance of discipline. | : | EXCELLENT / VERY GOOD / GOOD / FAIR / POOR |
| 4) Monitoring progress of students, solving their difficulties & promoting other academic activities. | : | EXCELLENT / VERY GOOD / GOOD / FAIR / POOR |
| 5) PERSONALITY
(Review of assessment of personality, intelligence, self-confidence, communicating, ability, internal personal relations, performance in advisory committee etc.) | : | EXCELLENT / VERY GOOD / GOOD / FAIR / POOR |
| 6) JUDGEMENT
(Common sense, courage & ambition etc.) | : | EXCELLENT / VERY GOOD / GOOD / FAIR / POOR |
| 7) INTEGRITY
(Sincerity, devotion to duties, consciousness or responsibility & honesty etc.) | : | EXCELLENT / VERY GOOD / GOOD / FAIR / POOR |
| 8) Development resources material and laboratory development and zeal to enhance academic qualification. | : | EXCELLENT / VERY GOOD / GOOD / FAIR / POOR |
| 9) Ability to accomplish assigned works other than teaching. | : | EXCELLENT / VERY GOOD / GOOD / FAIR / POOR |
| 10) Extra Curricular activities. | : | EXCELLENT / VERY GOOD / GOOD / FAIR / POOR |
| 11) Over all assessment. | : | EXCELLENT / VERY GOOD / GOOD / FAIR / POOR |

Contd. 2/-

REMARKS OF REPORTING OFFICER

Comments, If Any

Date :

Signature Of Reporting Officer
Designation : _____

REMARKS OF THE REVIEWING OFFICER

Comments, If Any

DATE :

SIGNATURE OF THE REVIEWING OFFICER
DESIGNATING : _____

REMARKS OF THE ACCEPTANCE AUTHORITY

ADMINISTRATOR
Anjuman Hami - E - Islam