

**PERFORMANCE APPRAISAL - TEACHING FACULTY****ADHIPARASAKTHI**
Dental Hospital your smile... our pride...

Name :

Designation :

Department :

Period – (Sep 2018 to Aug 2019)

The following guidelines are intended to assist the faculty member in developing and maintaining a yearly Staff-appraisal of her/his efforts at College. These guidelines take into account that a faculty member's areas of effort may vary across time based on the faculty member's interests and the needs/demands of the college. The format is designed to capture all of the pertinent areas of academic life, but it also allows flexibility in the degree to which each area is explored. Therefore, while each faculty member will want to appraise each of the areas listed below, she/he may emphasize certain areas depending on past and current goals and the needs of the college.

SECTION – A:

1. Name			
2. Age			
3. Address			
4. Designation			
5. Area of Specialization			
6. Qualifications including diplomas and highest degrees			
Degree/Diploma	University	State	Year
7. Rank/Prizes/Medals won at School / College / University during education			

8. Details of Additional Training / Faculty Improvement / Further Study undergone				
Period		Nature of Programme	Institution	Remarks
From	To			

9. a. Date of joining to this College :

b. Experience: PG Teaching: Years; UG Teaching: Years.

10. Teaching Experience outside present college.

Position held	Duration		No. of Years	University/ Institution
	From	To		

SECTION – B:

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

SL.NO.	Nature of Activity	Score allotted	Self-Appraisal Score	HOD - Appraisal Score	Principal Appraisal Score
CATEGORY I	ESSENTIAL				
1	Lectures taken as percentage of lectures allocated (100% compliance = 10 points) Total number of lectures allocated: Number of lectures taken:	10			
2	College/University examination duties (Question paper setting and evaluation of answer scripts) as per duties allotted (100% compliance = 10 points)	10			
3	Use of Innovative teaching – learning methodologies; Updated subject content and course improvement.	5			

CATEGORY II: CO-CURRICULAR, EXTENSION AND PROFESSION RELATED ACTIVITIES

SL.NO	Nature of Activity	Maximum Score	Score allotted	Self-Appraisal Score	HOD - Appraisal Score	Principal Appraisal Score
CATEGORY II (A)	CO-CURRICULAR, EXTENSION ACTIVITIES					
1	Number of Students and staff Related Socio-Cultural and Sports Programmes.	5				
CATEGORY II (B)	PROFESSION – RELATED CONTRIBUTION					
1	Institutional Governance responsibilities like, Vice Principal, Dean, Director, Warden, Chairperson, IQAC coordinator and any other membership of institutional committees.	5				
2	Membership in profession related committees at state and national level	5				
3	Participation in subject associations, conferences, seminars without paper presentation	5				
4	Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, Institutional governance.	5				

5	Membership of professional associations committees, Boards of Studies, editorial committees of journals / institutional publications.	5			
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CATEGORY – III: RESEARCH AND RELATED CONTRIBUTIONS

SL.No			Score allotted	Self-Appraisal Score	HOD - Appraisal Score	Principal Appraisal Score
III (A) (i)	Research Publication (journals)	Number of articles in referred Journals with an impact factor	5			
III (A) (ii)		Number of articles in Vernacular & Indian language journals in all disciplines without any impact factors	1			
III (B)	RESEARCH PROJECT					
III (B) (i)	Sponsored Projects carried out/ ongoing	a) Number of Major Projects amount mobilized with grants	5			
III (B) (ii)	Completed projects:	Number of Completed project Reports	2			
III (C) (i)	Participation in Research Methodology/Workshops or Conferences / Seminars & Symposia	a) Research Methodology course	1			
		b) International conference / Seminar / Symposia	1			
		c) National conference / Seminar / Symposia	1			
		d) State level / university / college level seminar / conference / symposia	1			
III (C) (ii)	Presentation of research papers (oral/poster) in	a) International / Foreign conference etc.	3			

		b) National.	2			
		c) Regional / State level.	1			
III (C) (iii)	Invitations for conferences/seminars/ workshops/ symposia to deliver lectures / and/or chair sessions	a) International / Foreign conference etc.	3			
		b) National.	2			
		c) Regional / State level.	3			
III(D) (i)	Discipline specific Awards		2			
III (D) (ii)	Fellowship Titles		2			
III (E) (i)	No. of Kaizens		2			
III (E) (ii)	No. of Best Kaizens.		1			
III (F) (i)	Average 5S rating		2			
III (G)	Department performance in Academics		1			
III (H)	Percentage completion of Institution Objectives.	%	2			
III (I)	Percentage completion of Individual Objectives.	%	2			
	Average Score (Self + HOD+ Principal Score = Total/3)					

Signature of the faculty with Seal

Forwarded by:

Signature of HOD with Seal