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**PERFORMANCE APPRAISAL – TEACHING STAFF**

Date:

|  |  |
| --- | --- |
| Name of the Employee |  |
| Designation with grade |  |
| Department |  |
| Employee. No |  |
| Present Address  E mail  Mobile No | :  : |
| Qualification |  |
| Date of Birth |  |
| Date of Joining |  |
| Date of Last Promotion |  |
| **Leave availed during the year (other than C L)** | |
| EL | : |
| Com. Leave | : |
| Special Casual Leave | : |
| OOD | : |
| LWP | : |
| Total number of days | : |
| Significant health problems, if any |  |

**ANNEXURE**

Annexure to be filled by the concerned person.

* Annexure -1 : By Appraisee.
* Annexure -2 : By Quality Assurance cell.
* Annexure -3 : By Head of the Department.
* Annexure -4 : By Principal .

**Annexure -1**

**SELF APPRAISAL**

**a) Seminars, Conferences, symposium, Workshops, CNEs. Attended / conducted in**

**last three years.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of the Seminars,**  **Conferences, Symposium,**  **Workshops, etc.** | **Name of the Sponsoring**  **Agency** | **Place and date** | **Attended/Conducted/**  **invited Guest speaker/ panellist** | **If conducted, role (speaker/**  **Organizing Committee Member/ chairperson/secretary** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**b) Publications in last three years**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Journal reference** | **Title of the paper** | **Authors** | **Impact factor** | **Peer reviewed/ Indexed (Name of the index)** | **Type of Journal**  **Local/ national/international** | **Type of article** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**c) Presentation of paper/poster in last three years.**

**d) Other academic achievement (if any)**

**Note :** Enclose relevant document.

**Annexure -2**

**A. SUMMARY OF STUDENT EVALUATION OF FACULTY TEACHING:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl.**  **No.** | **Items** | **Score** | **Nursing programme** | | |
| **B.Sc(N)** | **P.B.B.SC(N)** | **M.Sc(N)** |
| 1 | Effective communication | 5 |  |  |  |
| 2 | Interaction during session | 5 |  |  |  |
| 3 | Generate interest, enthusiasm | 5 |  |  |  |
| 4 | Clarity and organization | 5 |  |  |  |
| 5 | Punctuality | 5 |  |  |  |
| 6 | Knowledgeable | 5 |  |  |  |
| 7 | Accessibility and adequacy of feedback | 5 |  |  |  |
| 8 | Focus during session | 5 |  |  |  |
| 9 | Overall teaching effectiveness | 5 |  |  |  |

**B. SUMMARY OF PEER EVALUATION OF FACULTY TEACHING :**

**Annexure -3**

**HOD’s**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl.**  **No.** |  | **Points** | **1** | **2** | **3** | **4** | **5** |
| **1** | **Classroom Teaching** | 1. Prepares well for the class |  |  |  |  |  |
|  | 1. Ensures that content is up to date |  |  |  |  |  |
|  |  | 1. Uses illustrations to help students understand |  |  |  |  |  |
|  |  | 1. Makes use of effective A.V.aids |  |  |  |  |  |
|  |  | 1. Is effective in use of language and delivers content effectively |  |  |  |  |  |
|  |  | 1. Regularity/Punctuality in taking class |  |  |  |  |  |
| **2** | **Clinical teaching** | 1. Plans for innovative clinical teaching methods |  |  |  |  |  |
|  |  | 1. Demonstrates clinical procedures to students |  |  |  |  |  |
|  |  | 1. Ability to synthesize and integrate knowledge from various nursing subjects for teaching holistic patient care. |  |  |  |  |  |
|  |  | 1. Is able to motivate students to involve in direct patient care. |  |  |  |  |  |
|  |  | 1. Ensures that vital/essential nursing skills are acquired by student posted in specific clinical area. |  |  |  |  |  |
|  |  | 1. Is able to effectively solve minor issues/problems related to clinical schedules |  |  |  |  |  |
|  |  | 1. Ability to maintain cordial relationship with nursing service department |  |  |  |  |  |
|  |  | 1. Devotes adequate time for clinical supervision and teaching |  |  |  |  |  |
| **3** | **Research** | 1. Possesses basic knowledge of conducting research |  |  |  |  |  |
|  |  | 1. Ability to guide student for research projects/Dissertation work. |  |  |  |  |  |
|  |  | 1. Involvement in independent/ departmental research projects. |  |  |  |  |  |
|  |  | 1. Possesses scientific writing skills |  |  |  |  |  |
|  |  | 1. Publications in indexed, peer reviewed journals |  |  |  |  |  |
| **4** | **Continuing Nursing Education** | 1. Seeks to acquire new knowledge/skills through enrollment in continuing education programmes |  |  |  |  |  |
|  |  | 1. Incorporates new knowledge/skills learned in day to day work. |  |  |  |  |  |
|  |  | 1. Is effective in contributing new knowledge/skills to peers |  |  |  |  |  |
|  |  | 1. Takes initiative in organizing/participating in seminars/workshops/conferences/ special lectures on relevant subjects. |  |  |  |  |  |
| **5** | **Communication** | 1. Is organized, specific & precise in communication |  |  |  |  |  |
|  |  | 1. Has command over written and spoken English |  |  |  |  |  |
|  |  | 1. Is effective in maintaining required records |  |  |  |  |  |
|  |  | 1. Is prompt in reporting matters to supervisors when required |  |  |  |  |  |
|  |  | 1. Is considerate and sensitive towards subordinates |  |  |  |  |  |
|  |  | 1. Is able to take constructive criticism |  |  |  |  |  |
| **6** | **Innovation & Creativity** | 1. Contributes to organizational problem solving |  |  |  |  |  |
|  | 1. Provides creative ideas for improving teaching/learning |  |  |  |  |  |
| **7** | **Discipline** | 1. Follows general rules and regulations of organization (work time, grooming conduct etc.) |  |  |  |  |  |
|  |  | 1. Plans leave of absence from work well in advance and hands over the work related responsibilities |  |  |  |  |  |
|  |  | 1. Keeps the use of mobile phones to the minimal during work hours. |  |  |  |  |  |
|  |  | 1. Role models self as a responsible person and a teacher while in the campus |  |  |  |  |  |
|  |  | 1. Implements College discipline policies effectively for students. |  |  |  |  |  |
| **8** | **Sense of responsibility and dependability.** | 1. Completes assigned work within given time |  |  |  |  |  |
|  | 1. Seeks additional support whenever required to complete assigned work. |  |  |  |  |  |
|  | 1. Seeks additional responsibility |  |  |  |  |  |
|  | 1. Is dependable |  |  |  |  |  |
| **Total** | | |  |  |  |  |  |

Ratings: 1-not satisfactory 2- satisfactory 3- Good 4- very good 5- Excellent

**Note :** Put ‘X’ under the appropriate ranking score that is nearest to your opinion.

**Maximum :** 200, **Poor :** 50, **Fair :** 51-100, **Good :** 101-150, **Excellent :** 150-200

**Signature of the Assessor**

**Annexure -4**

## PRINCIPAL & DEAN’S

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Points** | **Ranking** | | | | |
| **1** | **2** | **3** | **4** | **5** |
| 1 | Plans, prepare and implement the assigned work efficiently |  |  |  |  |  |
| 2 | Ability to promote student learning in the classroom and clinicals |  |  |  |  |  |
| 3 | Possesses effective communication skills (oral/writing) |  |  |  |  |  |
| 4 | Is organized in execution of assigned work |  |  |  |  |  |
| 5 | Demonstrates leadership skills in the performance of duties. |  |  |  |  |  |
| 6 | Maintains positive professional relationship with colleagues. |  |  |  |  |  |
| 7 | Seeks additional responsibility |  |  |  |  |  |
| 8 | Is Interested in continuous learning |  |  |  |  |  |
| 9 | Ability to take/handle criticism |  |  |  |  |  |
| 10 | Emotional maturity |  |  |  |  |  |
| **Total** | |  |  |  |  |  |

1=Unsatisfactory, 2=satisfactory, 3 = Above Average 4=Good, 5=Excellent

Put ‘X’ under the appropriate ranking score that is nearest to your opinion

**Maximum : 50 -** Poor :<13, Fair : 13-26, Good : 27-39, Excellent : >39

1. Specific Strength :
2. Specific Weakness :
3. Recommendations for improvement :

**Signature of the Assessor**