

GOVT. WOMEN ENGINEERING COLLEGE, AJMER

ANNUAL APPRAISAL REPORT FOR THE FINACIAL YEAR.....

(TEACHING FACULTY)

FORM-A

To be filled in by the Candidate

Name..... Date of Birth.....

Designation..... Highest Qualification.....

Department..... Date of joining in the Institute.....

Present post held from.....

PRIMARY WORK

(Attachment extra sheet wherever necessary)

I. Instructional work assigned

S.N.	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 :

S.N.	Name of the Sudent	Date of Registration	Co-Supervisosr	Current Status	Date of Submission

VI Sponsored Projects :

* Sr. No.	Project Title	External Funds Received	Position	Sponsor	Date of Commence-ment	Duration (Years)	Status (Com-pleted/ongoing)

VII Consultancy :

Sr. No.	Project Title	Cost	Position	Sponsor	Date of Commence-ment	Duration (Years)	Status (Com-pleted/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)

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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