

INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY, AMARKANTAK (M.P.)
(A Central University established by an Act of parliament)

Annual Performance Assessment Report Form
for
Professor/ Associate Professor/ Assistant Professor



Report for the year/ period ending from.....to.....

Name of the Faculty :

Name of Department.....

Part I- PERSONAL DATA

(To be filled by the Administrative Section concerned of the Department/ Office)

1. Name of the Faculty _____
2. Designation _____
3. Date of Birth _____
4. Academic Qualifications _____
5. Whether the officer belongs to SC/ST _____
6. Date of continuous Appointment to the present grade _____ Date _____ Grade _____
7. Present Pay in Pay Band with AGP _____
8. Period of absence from duty (on training/leave etc.) during the year. If he has under gone training specify) _____

Part II- SELF APPRAISAL

(To be filled in by the officer reported upon)

1. Brief description of duties _____

Name of the Officer.....

Period.....

2. Teaching at UG & PG Levels

i) Courses taught at various levels: (Name of the courses)

Classes	Total lectures Scheduled	Total lectures actually engaged	Reasons for not engaging the Remaining classes, if any
a) Under Graduate:			
b) Post Graduate:			

ii) Total of hours/ periods provided in the time table for lectures, Tutorials, Practicals, Seminars/ Discussions in the academic year and the number actually taken during the year.

iii) Work load per week :

Lectures	Tutorials	Practical's	Seminars/ Group Discussions

3. Details of teaching methods applied by you: (Lectures, Tutorials, Seminars, Practicals etc.)

4. a) Details of Tutorials/ tests held during the academic year

	Under-graduate Courses	Post-graduate Courses
Number of tests held please give the details semester wise & courses wise		
Assignment checked indicated time taken for submission		

b) details of academic planning/ presentation of lectures during the session: Please give specific details

Part III- Research & Development, Continuing Education and Interaction with The Industries & Professional Societies

1. a) Details of published/ research papers in reputed journals, books, monographs, reviews chapter in books, translations & creative writing etc. if any during period under review.

b) Details of editing learned journals and proceedings:

2. Participation in Conferences, Seminars, Workshops:
Give details of the papers presented and/ or official's position held.

3. Summer institutes, refresher or orientation courses attended or conducted.
Give details.

4. Details of:
i) U.G. and P.G. Project Guidance
ii) Ph. D Guidance/ Sponsored Research Guidance

5. Details of industrial interaction/ professional consultancy/ patent obtained or applied for :
6. Membership or fellowship of professional/ academic Bodies, Societies etc. give details.
7. Any other information regarding academic activities not covered

Part IV- CONTRIBUTION TO INSTITUTE CORPORATE LIFE

(Details of your contribution to the Corporate Life of the institution should be specified with initiatives taken and achievements made)

1.
 - a) Curriculum development:
 - b) Give the details of courses development/ revised

2. Laboratory Development and experimental set up :
Give the details of Preparation of Laboratory manual design of new experimental set up and new facility added during the year.

3.
 - a) Cultural/ extracurricular activity
 - b) Sports/ Community and Extension services/ N.S.S
 - c) Administrative Assignment
 - d) Any Other

I certify that the information's given above are correct and factual to the best of my knowledge.

Dated: _____

Signature _____
 Name _____
 Department _____

Part IV – NUMERICAL ASSESSMENT OF THE REPORTING OFFICER

Numerical grading is to be awarded by reporting and reviewing authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

(Please read carefully the guidelines before filling the entries)

	Reporting Officer	Reviewing Officer (Revised Grades, if does not agree with column No.2)	Initials of Reviewing Officer
[A] Assessment of work output (weightage to this section would be 40%)			
1] Accomplishment of planned work/work allotted as per subjects allotted.			
2] Quality of output			
3] Analytical ability			
4] Accomplishment of exceptional work/ Unforeseen tasks performed.			
Overall Grading on “ Work output”			
[B] Assessment of Personal attributes (weightage to this section would be 30%)			
1] Has the officer show himself able to do the work of his appointment.			
2] conduct			
3] Regularity and Punctuality			
4] Trustworthiness			
5] Zeal			
6] Performance of duties			
7] a) Knowledge of the branch on which engaged and quality of work b) Ability to manage the class and maintain discipline among the students			
8] Has the officer published any original papers or conducted any research during the year under report or otherwise in any manner done distinguished work.			
9] Fitness for promotion to the higher grade and for further advancement.			
10] General assessment taking all the above points into consideration (of personality, integrity and temperament including relations with fellow members of staff.			
11] Grading (Outstanding/ Very Good/ Good/ Average/ Below Average)			
Overall Grading on “Personal Attribute”			

[C] Assessment of Functional Competency (weightage to this section would be 30%)			
1] Professional knowledge in the area of function.			
2] Strategic Planning ability.			
3] Decision making ability.			
4] Coordination ability			
5] Ability to motivate and develop subordinates.			
6] Initiative			
Overall Grading on "Functional Competency"			

Note:- the overall grading will be based on addition of the mean value of each group of indicators in proportion to weightage assigned.

GENERAL

1. Relations with the public (wherever applicable)

(Please comment on the Officer's accessibility to the public and responsiveness to their needs)

2. Training

(Please give recommendations for training with a view to further improving the effectiveness and capabilities of the officer.)

3. State of Health

4. Integrity (Please comment on the integrity of the officer)

5. Pen Picture by Reporting Officer (about 100 words) on the overall qualities of the officer including area of strengths and lesser strength, extraordinary achievements, significant failures and attitude towards weaker sections.

Signature of the Reporting Officer

Name in Block Letters:

Designation:

During the period of Report:

PART - V

REMARKS OF THE ACCEPTING AUTHORITY

(i.e. next superior authority)

Place :

Date :

Signature of the Accepting Authority

Name in block letters

Designation.

(During the period of Report)