6.3.5

NRI GROUP OF INSTITUTIONS, BHOPAL
(Run by Taramati Education Society)

Estd. 2000

PROFORMA FOR PERFORMANCE APPRAISAL OF TEACHING STAFF (Session 2022-23)

Note: Individual has to submit this appraisal in softcopy to appraiser.

Personal Details	
Name:	
Mobile No.:	e-mail address:
Current Address: Residence Phone No.	
Professional Details (Qualification: [30] Service length: [60])	
Org./Division/Deptt.:	
Position:	Date of joining:
Year or period covered at NRI:	Time in present position:
Total length of service:	Qualification:
Additional Qualification:	Research/Ph.D./M.Tech:
Career Advancement in last academic year:	
Membership of professional bodies/ Board of studies/Reviewer of International/National Journals:	

A1. State your understanding of your main duties and responsibilities.

			A2. Teaching Performance [70]									
			INPUT (CCF & LAB Preparation & Conduction)									
			OUTPUT									
Subject taught	No. of classes	Syllabus completion status	Total no. of students	No. of students								
				A+	A	B+	B	C+	C	F	Pass %	Self assessment on scale 0f 0-5

A3. Productivity(Academic & Non-academic) [100]	
No. of technical paper(s) presented:	No. of paper(s) published in reputed journals:
No. of Seminar(s) attended:	No. of workshop(s) attended:
No. of industrial visits organized:	No. of expert lecture(s) attended:
No. of project(s) guided (last session)	No. of thesis guided:

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PRINCIPAL

Description of any outstanding project:	Description of any outstanding thesis:
Expert lectures given inside or outside (give detail, if any):	
Grant received (give detail, if any):	
Patents/Copyrights applied (give detail, if any):	
Technology transfer (give detail, if any):	
Consultancy given (give detail, if any):	
Faculty skill development (give detail, if any):	
No. of new experiments designed:	No. of new projects suggested:
Beyond the syllabus lectures taken:	No. of leave taken:
No. of counseling duties performed:	Output of counseling duties done:
Software/Equipment/Machine/Utility project developed:	
TG Work (Attendance & Fee):	
Your contribution from the last appraisal in the growth of department:	
Other Deptt./Institute work carried out:	
Students' Feedback:	

A4. Individual Goals for next year			
	Goal	Deadline	HOD's Signature
Short term			
Long term			

A5. Discussion Points

1. Has the past year been good/bad/satisfactory or otherwise for you, and why?

2. What do you consider to be your important achievements of the past year?

3. Please suggest ideas to change the working of department/Institute.

1. Prepare Activity calender in department wise
2. Online-Access to IEEE Journals

4. What elements of your job do you find most difficult?

5. What elements of your job interest you the most, and least?

6. What action could be taken to improve your performance in your current position by you, and your boss?

7. What sort of training/experiences would benefit you in the next year? Not just job-skills - also your natural strengths and personal passions you'd like to develop - you and your work can benefit from these.

8. Your opinion about co-workers.

9. Feedback about department.

10. Give an assessment of students.

A6. List the objectives you set out to achieve in the past 12 months (or the period covered by this appraisal) with the measures or standards agreed - against each comment on achievement or otherwise, with reasons where appropriate. Score the performance against each objective (1-3 = poor, 4-6 = satisfactory, 7-9 = good, 10 = excellent):

Objective	Measure/ Standard	Score

Signed & date by appraisee : and by appraiser:

Grade/recommendation/summary as applicable:

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