

**FACULTY ANNUAL APPRAISAL REPORT**

**ACADEMIC YEAR .....**

**FORM – A**  
(To be filled in by the Faculty)

Name: \_\_\_\_\_ Highest Qualification: \_\_\_\_\_  
Designation: \_\_\_\_\_ Date of Joining in SITAMS: \_\_\_\_\_  
Department: \_\_\_\_\_ Experience in SITAMS: \_\_\_\_\_  
Present post held from: \_\_\_\_\_ Total Experience: \_\_\_\_\_

**CATEGORY – I**

**ACADEMIC ACTIVITIES (25)**

<b>1. Student Feedback (5)</b>					
S.No.	Semester/Year	Course Code & Course Name	Total number students	Number of students given feedback	% of Student feedback
1					
2					
3					
4					
5					
6					

<b>2. Course Plan Execution (10)</b>							
S.No.	Semester/Year	Course Code & Course Name	No. of periods as per lesson plan	Actual number of periods handled	% of deviation (5)	ICT tool used (if any specify) (3)	Question bank prepared (yes/no) (2)
1							
2							
3							
4							
5							
6							

**3. Results (10)**

S.No.	Semester/ Year	Course Code & Course Name	Number of students appeared	Number of students Passed	Pass Percentage
1					
2					
3					
4					
5					
6					
7					
8					

**CATEGORY – II****RESEARCH & DEVELOPMENT (25)****1. Research papers in Journals / Books chapters / Articles / Monographs / Patents (10)**

S.No.	Research papers in Journals / Books chapters / Articles / Monographs / Patents / etc.,	Title	Author's position	International / National	Name of the Journals / Publisher	If Journal, mention the indexing (SCI/WOS/ SCOPUS//UGC)	ISSN/ ISBN
1							
2							
3							

**2. Paper presented in Conferences / Seminar / Workshop (5)**

S.No.	Paper presented in Conferences / Seminar / Workshop	Title	Author's position	International / National	Name of the Event	Date	Venue
1							
2							
3							

**3. Sponsored Projects / Consultancy (5)**

S.No.	Title	Funds Received	Position (PI / Co-PI)	Sponsoring Agency	Date of Commencement	Duration (Yrs.)	Status (Completed/ On-going)
1							
2							
3							

**4. Guiding students for carrying out project works / model presentation / paper presentation (5)**

S.No.	B.Tech / M.Tech / MBA / MCA / Ph.D	Title	Batch Size	Internal / External	Place
1					
2					
3					
4					

**CATEGORY – III****PROFESSIONAL UPGRADATION (25)****1. Participation in Seminars / Workshops / Conferences / FDP's / Training programs etc. (10)**

S.No.	Seminars / Workshops / Conferences / FDP's / Training programs etc.	Title of the Event	International / National	Place	Date
1					
2					
3					

<b>2. Acted as Key note speaker / Technical chair / Session chair / Reviewer / Editorial member / Ph.D thesis evaluator / BOS member / Governing body member / Academic Council member etc., (5)</b>					
S.No.	Key note speaker / Technical chair / Session chair / Reviewer / Editorial member / Ph.D thesis evaluator / BOS member / Governing body member / Academic Council member etc.,	Title of the Event	International / National	Place	Date
1					
2					
3					
4					
5					

<b>3. Participation and Certification in NPTEL / Any Recognized On-line courses. (5)</b>				
S. No	Name of the Course	Course Duration	Enrollment number/ details	Certification details(Y/N)
1				
2				
3				

<b>4. Membership in Professional Bodies / Awards received (5)</b>				
S. No	Professional Bodies / Awards received	International / National	Place	Date
1				
2				
3				

**CATEGORY – IV****ADMINISTRATIVE ACTIVITIES (25)**

<b>1. Responsibilities Undertaken (Institution level) (10)</b>			
S.No.	COE / HOD / Dean / Director / Placements / R&D / IQAC / NAAC / NBA / EDC / IIC / NSS/ ISTE/ CSI / IETE / ICI / ASME / IE / IEEE etc.,	Name of the Committee	Responsibilities
1			
2			

<b>2. Responsibilities Undertaken (Department level) (5)</b>			
S.No.	COE / HOD / Dean / Director / Placements / R&D / IQAC / NAAC / NBA / EDC / IIC / NSS/ ISTE/ CSI / IETE / ICI / ASME / IE / IEEE etc.,	Name of the Committee	Responsibilities
1			
2			
3			
4			
5			

<b>3. Mentoring System (5)</b>			
S.No.	No. of Students Counseled	Accomplishments (No backlog students, No dues students, Graduates settled etc.)	REMARKS
1			
2			
3			
4			
5			

<b>4. Events Organized (5)</b> <b>(Seminars/Workshops/Conferences/Symposia/Training/Continuing Education Program etc.)</b>					
S.No.	Title	Duration	Major Sponsor(s)	Level (International/ National)	REMARKS

**Note: Special achievements, if any may be described on a separate sheet.**

#### **V. Over all self appraisals**

**I did my best during the academic year for the betterment of the students and the institution.**

**Date:**

**Signature**

*Note: Difficulties and suggestions with regard to academic assignments/self growth to be given in an Annexure.*

**FORM – B**

**(To be filled by the Head of the Department/Principal)**

**ANNUAL APPRAISAL REPORT FOR THE ACADEMIC YEAR.....**

**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: Supports 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.	Team work: 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	
	<b>Total</b>	

**II. Brief Comments by the Head of the Department**

**III. Remarks of Principal( if any)**

**Signature of the**

**Head of the Department/Coordinator**

**Signature of the**

**Principal**