

Lyallpur Khalsa College, Jalandhar

Performance Appraisal : Faculty Members Working on Regular/Contract Basis

Evaluation Year _____

1. Name of Faculty: _____
2. Designation: _____
3. Department: _____
4. Date of Appointment _____
5. Total Service in the Institution _____

Self Appraisal

1. Teaching Work:

Sr. No	Class	Subject/Paper	No of lectures per week			No of lectures in the Semesters (odd+even)	Remarks
			Theory		Practical		

2. No. of working hours per week

3. Results:

Sr No	Class	Subject	Percentage of students Passed	Remarks

5. (a) Whether teaching plan was prepared? Yes/No
(b) If Yes, whether the same was implemented Yes/No
If No, give reason:
(c) Whether teaching aid (s) used during class? Yes/No
(d) If Yes, mention type and Number:
(i) OHP: (ii) Models:

- (iii) Charts: (iv) Power Point Presentations:
- (e) Teaching aid (s)/ e-resources prepared for the year/semester:

Sr. No	Type	Number

- (f) No of extra classes conducted :

6. Examination Work:

Activity	Yes/No
Setting of question paper (University Exam):	
Evaluation of answer sheets (Uni Exam)	
Worked as External Examiner (for Practical Exam)	
Worked as internal examiner (for Practical Exam)	
Performed Invigilation Duty :	
Any other:	

7. Details of Publications:

- (a) No of Research Papers published :
 (i) in National Journal:
 (ii) in International Journal:
- (b) No of Books published :

9. Training for self Development:

- (a) Short Term Courses Attended:
 (b) Long Term Courses Attended:
 (c) Seminars Attended:
 (d) Conferences Attended:
 (e) Guest Lectures in other institution:

10. Membership of Professional Organization/ University Body/ Other Institution:

Sr. No	Name of Organization	Position Held

11. Student Guidance and Counseling:

Ser No	Particulars	Planned	Achieved
1.	Guidance about books and subject matter		
2.	Guidance about higher education /career planning		
3.	Guidance about job Opportunities Guidance for Projects, if any		

12. Co-curricular activities:

Sr. No.	Type of Activity	No of Activities	Role Played
1.	Organization of cultural programmers		
2.	Sports		
3.	Contribution to maintaining students discipline		
4.	Extension Activities		

14. Administrative Work:

Ser No	Name of the activity / Committee Membership	Details of job involved
1.		
2.		
3.		
4.		
5.		
6.		

Place:

Date:

Signature, Name & Designation
of the faculty

Appraisal of the Faculty by the Head of the Institution

	HOD	Peers	Students	Subordinates	Office staff
Appreciations received in any form					
Complaints received in any form					

Assessment of the faculty

	Good	Satisfactory	Not Satisfactory
Teaching performance			
Performance towards students support			
Contribution to Institutional Development			
Personal traits like punctuality, regularity, discipline, innovation, dedication to work etc.			
Overall performance based on self appraisal and appraisal			
Remarks, if any			

Recommendation for next increment/promotion/contract/continuity	Recommended	Not Recommended
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Date:

(Principal)