



4. Factors which hindered your performance (if any).....

5. Professional progress during the year

a. Higher qualification acquired, if any.....

b. Research work, if any.....

i) Particulars of papers presentation in national/international Seminars/Conferences

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ii) Detail of research papers published in peer reviewed/UGC care list/ Scopus formats .....

iii) Attended any workshop/Faculty development programme

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c. Details of in service training (Orientation and Refresher Courses/ any short term course attended)

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d. Awards, if any.....

6. Contribution to other activities of College

a. Participation in various Committees as Incharge/Member

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b. As member of Academic bodies (BOS, AC, EC, Curriculum Department Committee etc.).....

- c. Whether Remedial and extra  
Classes taken for weaker students? .....
- d. Any other achievements .....

- 7. Whether indulges in any private Tuitions/Coaching? .....
- 8. Whether he/she stays at HQ after college hours and during the holiday's?.....
- 9. Whether Courses for academic year were completed? .....
- 10. Have you done Annual Medical Checkup?(if yes) .....

  - a. Date of Medical Checkup .....
  - b. Hospital Name .....

- 11. Property Return (Mention date and attach copy).....
- 12. Any other plus point not mentioned above.....
- 13. No. of Working Days spent in College

  - a. For Admission .....
  - b. For Teaching .....
  - c. For Evaluation .....
  - d. For invigilation/Examination .....
  - e. For Career Activities- Specify .....
  - f. Total Working Days .....

Date:

(Assistant/Associate Professor's Signature)

**Appraisal by Authorities**

**(To be filled up by the Director of SIASTE)**

- 1. Facts based point wise information filled up by employee from point no.1 to 13 to be verified from the record whether correct or not.

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- 2. Whether official engages in Private Coaching/tuitions? .....
- 3. Whether official maintains HQ or not?.....
- 4. Attitude towards Work .....
- 5. Sense of Responsibility .....
- 6. Communication Skills .....
- 7. Emotional Stability .....
- 8. Overall bearing and Personality .....
- 9. Moral Courage .....
- 10. Integrity .....
- 11.Willingness to take a professional Stand .....
- 12.Leadership qualities .....
- 13.Capacity to work in time limit .....
- 14.Team work and relations with colleagues and Head of Institution .....
- 15.Whether official takes initiative? .....
- 16. Treats Students with dignity, respect & fairness .....
- 17. Encourages students for open exchange of ideas .....
- 18. Positive behaviour in classroom .....
- 19.Takes cognizance of student's diversity and identifies their

- individual learning needs .....
20. Delivers planned lessons in the class  
using appropriate instructional  
strategies in subject/teaching area .....
21. Able to identify and use  
appropriate resources, tools and  
technology for learners .....
22. Use of ICT and LMS in teaching and learning .....
23. Assessment of student learning  
using different types of assessment  
strategies and tools to meet the  
requirements of the curriculum .....
24. Student rating of faculty member (if any) .....
25. Pen picture of the employee  
by the Administrative Head of the Institution .....
- .....
- .....
- .....

**26. Overall Assessment:**

(Keeping in view all the above facts)

- A. Outstanding
- B. Very Good
- C. Good
- D. Average
- E. Below Average

(Director SIASTE to fill up all the columns and no column is to be left blank)

Date.....

Signature of Reporting Officer with stamp

27. Remarks by the next Higher Authority/Second Reporting Officer/Reviewing Officer:

28. Whether any enquiry/complaint is pending?

29. Punishment if any awarded:

Dated:.....

(Joint Director Admin.)  
(Head Quarter)

30. Remarks by the Final Reporting Officer/Accepting Authority:

Dated.....

Director General, Higher Education  
Haryana