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PERFORMANCE APPRAISAL FORMAT FOR VISITING FACULTY
(For Odd Semester 2022-23)

Name: _____ Designation: _____ Emp. ID:_____

Department:_____ Institute : _____

Assignment Given by PU: No. of Hrs / Day:_____ No. of Hrs/ Week:_____

Subjects Taught (Code)	Type (L/T/P)	EUF till Last Teaching Day	Midterm Result in %age

Number of papers published in National / International Journals _____ (Pl. Attach full paper)

Number of papers published in Seminars / Conferences _____ (Pl. Attach full paper)

Number of seminar/ conference/ workshop attended _____ (Pl. Attach proof)

Number of patents applied _____ (Pl. Attach proof)

Please tick the appropriate & attach proof for areas mentioned in row-2 (as applicable)

Worked in Admission Cell ☐   Used Smart Techniques for Teaching ☐   Used PPT in Teaching ☐

SPL's taken outside PU ☐   Research/ Project Guidance ☐   Attended any other training (outside PG) ☐

What do you consider to be your most significant contributions and important achievements for session 2019-20?

_____
_____
_____

What do you consider to be your most important aims & tasks for session 2019-20?

Teaching Related:_____
_____

Higher Education / Research:_____
_____

Extra & Co-Curricular:_____
_____

Team Working & Leadership: _____
_____

Signature of Faculty with date

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PERFORMANCE APPRAISAL FORMAT FOR VISITING FACULTY
(For Even Semester 2022-23)

Assessment by reporting officer (HOD) & Overall Quality marks for:
(Please rate out of 10, 10 for excellent & 1 for Poor)

Heads	Marks
Use of Library / Books / Reference Material for teaching	
Teaching load and regularity in taking class	
Knowledge in the sphere of work	
Communication skills (Oral and written)	
Ability to inspire and motivate students	
Midterm / University Results	
Interpersonal relations and team work in department	
Integrity and Trustworthiness	
Innovations / experiments introduced in the subjects taught	
Overall Feedback / Usefulness (by HOD)	

General Comments reporting officer (HOD) for Teaching Faculty
(comments are compulsory for faculty getting excellent (10 or 9) or poor (1 or 2) remarks)

_____

_____

_____

Signature of HOD

Overall Assessment by Reviewing Officer (Range: 10 - 1, 10 being the highest)

1.   I agree / I do not agree with assessment of Reporting Officer

2.   Reason for disagreement (if applicable) & overall assessment _____

_____

_____

Signature of Reviewing Officer

PS: Proper performance feedback can improve the employee's future performance. It also gives him satisfaction and motivation. Past appraisals, together with other background data, will enable management to properly assess persons for promotion.