# 

Confidential

## FACULTY ASSESSMENT REPORT

### For the Academic Year/Period ……… to …………….

Emp.Code: ………………………Name of Faculty Member:…………………………………..

Department:…………………………… Designation: .............................................................

Assessment on the following aspects of the faculty member is to be given by crossing out the inapplicable descriptions & ticking those that apply. The adjectives given are only suggestive & it is open to the Assessor to use any other word, which in his opinion, more correctly describes the situation.

1. Teaching Capabilities

(a) His/her knowledge in the subject of his/her professional interest is:

❒ Outstanding ❒ Good ❒ Deep ❒ Sketchy

❒ Excellent ❒ Thorough ❒ Average ❒ Superficial

(b) His/her interest in teaching may be called:

❒ Passionate ❒ Perfunctory ❒ Genuine ❒ Indifferent

(c) His/her quality of teaching is:

❒ Masterly ❒ Stereotyped ❒ Exciting ❒ Poor

1. His/her style of teaching is :

❒ Methodical ❒ Effective ❒ Flamboyant ❒ Painstaking

❒ Unimaginative ❒ Dull ❒ Grand

2. Student Interface

(a) His/her support & guidance to the students in SIP and MRP is:

❒ Enriching ❒ Productive ❒ Supportive ❒ Indulgent

❒ Inconsistent ❒ Non-supportive

(b) In the assessment of students, he/she is:

❒ Reasonable ❒ Lenient ❒ Casual ❒ Strict ❒ Inconsistent

(c) His/her relationship with students and his mentoring skills are:

❒ Exemplary ❒ Strained ❒ Indulgent ❒ Cordial ❒ Mixed

3. Research & Intellectual Capabilities

(a) His/her interest in research may be termed:

❒ Genuine ❒ Sustained ❒ Superficial ❒ Doubtful ❒ Non-existent

(b) In regard to research activities he/she is:

❒ Creative ❒ Productive ❒ Well-motivated ❒ Of high potential ❒ Unconcerned

(c) In regard to intellectual capabilities, he/she has:

❒ High/Low receptivity ❒ High/Low initiative ❒ High/Low drive

❒ High/Low independence of judgment

4. Industry Interface

(a) In the area of building & strengthening Industry interface for the Institute he/she is:

❒ A leader ❒ A Co-worker ❒ Willing to help

❒ Reluctant ❒ Indifferent ❒ One who works on his own

1. With regard to arranging SIPs & MRPs he/she is:

❒ Enthusiastic ❒ Well-networked ❒ Resourceful

❒ Exceeds targets ❒ Reluctant ❒ Ineffective

1. In organizing/conducting the MDP/In-company Programs, he/she is:

❒ Result-oriented ❒ Enthusiastic ❒ Highly organized ❒ Non-indulgent

❒ Non-performer ❒ Lacks initiative

5. Institution Building

(a) As far as the growth of the Institution & Institutional building activities are concerned, he/she is:

❒ Fully committed ❒ Non-committed ❒ Indifferent

(b) In regard to qualities of leadership he/she is:

❒ Excellent ❒ Good ❒ Average ❒ Poor

(c) His/her loyalty to the Institute can be termed as:

❒ Faithful ❒ Dutiful ❒ Unreliable

6. Personal Attributes

(a) His/her attitude towards colleagues is:

❒ Cooperative ❒ Helpful ❒ Obstructive ❒ Selfish

(b) His/her temperament is:

❒ Cheerful ❒ Self-controlled ❒ Sanguine ❒ Dull

❒ Excited ❒ Cynical

(c) His/her integrity is:

❒ High ❒ Satisfactory ❒ Doubtful

(d) His/her amenability to discipline is:

❒ Good ❒ Fair ❒ Poor

(e) In his/her physical capacity of performing the duties assigned to him, he/she is:

❒ Diligent ❒ Average ❒ Slack

(f) In disposal of work, including student evaluation, setting up question papers, etc., he/she is:

❒ Prompt ❒ Slow ❒ Negligent ❒ Accurate ❒ Sloppy

7. General appraisal:

(a) What original outstanding work has he/she done?

(b) What special ability or aptitude has he/she shown?

(c) Were there any non-accomplishments / shortcomings in delivering his/her responsibilities?

(d) Have these shortcomings been discussed with him/her in the past and to what extent has he/she shown improvement in this behalf?

(e) What non-accomplishments & shortcomings pointed out in this report should be discussed

with him/her?

(f) Does his/her work and general conduct fit him/her for a higher position?

(g) If he/she is decidedly below average, state the grounds for opinion.

8. Additional general remarks:

Any other remarks in appreciation or criticism of his/her work and character?

9. Your grading of the faculty member:

A. Teaching Capabilities

❒ Excellent ❒ Good ❒ Average ❒ Below Average ❒ Poor

B. Student Interface

❒ Excellent ❒ Good ❒ Average ❒ Below Average ❒ Poor

C. Research & Intellectual Capabilities

❒ Excellent ❒ Good ❒ Average ❒ Below Average ❒ Poor

D. Industry Interface

❒ Excellent ❒ Good ❒ Average ❒ Below Average ❒ Poor

E. Institution Building

❒ Excellent ❒ Good ❒ Average ❒ Below Average ❒ Poor

F. Personal Attributes

❒ Excellent ❒ Good ❒ Average ❒ Below Average ❒ Poor

10. Overall Grading *(Tick One)*

❒ Excellent ❒ Good ❒ Average ❒ Below Average ❒ Poor

11. Any other specific points:

Date: Signature of Center Head

(Recommendations to be given separately on Recommendation Form)

**(Remarks of the Reviewing Authority)**

Date: Signature