#

 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