



Draft Performance Appraisal Form 2019

RNB GLOBAL UNIVERSITY

RNB Global City, Ganganagar Road,
Bikaner, Rajasthan 334601

Performance Appraisal Form 2019

General Information

Name of Faculty	School
Designation	Date

SECTION A

SELF ASSESSMENT REPORT

S.no	Items	Self-Comments
1	Mention if you have taught any subject for the first time in the last semester	
2	Subjects teaching in semester are within the area of your specialization/interest	
3	Number of subjects you are teaching in this Semester	
4	Minimum no. of assignments given to students in each class Please mention the following :- Program- Subject- Assignment to be given- Actual Assignment given	
5	Mention if you have discussed the evaluation report of students in class, share dates	
6	Question banks/study material gives to students related to courses - Share dates	
7	Taught to students as per lesson plan	
8	Reasons for shortfall in lectures delivered if any	



9	Made students feel free to ask questions in class if any & How	
10	Any innovation of any type introduced in the University, classes & if yes What?	
11	Any specific problem of students solved	
12	Mention, if were impartial with the students	
13	Mention if you are satisfied with the way you have taught the subjects or you need improvement	
14	Faculty Files Submission Please mention the following:- 1. How many times have you submitted the files on time. 2. How many times have you not submitted the files on time.	

15	Any contribution to Corporate life of the University- Curriculum development/Extra Curricular activity/Administrative assignment/Any other
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Your comments and suggestions to improve teaching or any other activity, if any (Max 200 words)

SECTION B ACADEMIC ASSESSMENT

S.no	Tasks	Self-Comments
1	Adhered to Lesson Plan while teaching	
2	Restricted to number of classes as per Lesson plan of each Lecture	
3	Assignments given as per Lesson Plan	
4	Evaluation of assignments done and discussed with students on time	
5	Lecture Delivery Quality - Even & Odd Semester (advise areas of improvement for next session)	
6	Lecture Material Quality - (advise areas of improvement for next session)	
7	Assignment Quality - (advise areas of improvement for next session)	
8	Any new method introduced in teaching	
9	Sponsored/Industrial ongoing projects undertaken	
10	Participation in national Journals/International Conference	
11	Publication of papers in International Journals	
12	Preparation of project reports, research reports, case studies, technical paper etc.	
13	Any contribution towards Research	

14	Development of teaching and learning materials, resource files, lecture notes	
15	Specific contribution in setting up of laboratory and workshop/new experiment	
16	Preparation of lab manuals	
17	Pursuing or registered for higher qualification	
18	Training programs attended (in campus/off campus)	
19	Organizing seminars/training programs (in campus/off campus)	
20	Expert lectures delivered at other places	
21	Model Papers Prepared & Shared with students: Share dates	
22	1st Sessionals Examination: Timely submission of Question Papers & Solutions- Mention the name of subjects & the delay made by you in submission after the deadline.	
23	2nd Sessionals Examination: Timely submission of Question Papers & Solutions- Mention the name of subjects & the delay made by you in submission after the deadline.	
24	End Semester Examination:- Timely submission of Question Papers & Solutions- Mention the name of subjects & the delay made by you in submission after the deadline.	

SECTION C
NON - ACADEMIC ASSESSMENT

S.No	Tasks	Self-Comments
1	Weekly reports to LMS & Academic Coordinator sent on time. If Delays, how many times delays	
2	Attendance of students marked correctly on ERP	
3	Lecture Plan uploaded on ERP (dates)	
4	Study material uploaded on ERP (dates)	

5	Upload of Class notes on ERP	
6	Any Industrial visits Planned - Even & Odd Semester	
7	Time table preparation & Role	
8	Co-curricular activities undertaken	
9	Monitoring and guidance to students	
10	Arranging Seminars Please mention the following :- No. of Seminars were supposed to be arranged - Actual no. of Seminars arranged - Deficit/shortfall -	
11	Arranging Guest lectures Please mention the following :- No. of guest lectures were supposed to be arranged - Actual no. of lectures arranged - Deficit/shortfall -	
12	Arranging Webinar Please mention the following :- No. of Webinars were supposed to be arranged - Actual no. of webinars arranged - Deficit/shortfall -	
13	Workshop arranged Please mention the following :- No. of Workshops were supposed to be arranged - Actual no. of workshops arranged - Deficit/shortfall -	
14	Any contribution towards internships of students & What (please do not mention assigned task / or co-ordination as directed by Delhi office)	
15	Attitude to work : Positive or Not	
16	Ability to inspire and motivate : How & what has done by you	
17	Supervisory ability : How & what has done by you	
18	Interpersonal relations and team work : How & what has done by you	
19	Integrity : How & what has done by you	



20	Number of LWP taken in the full academic year (1st July 2018 to 25th April 2019)	
21	Number of Un-approved leaves taken in the full academic year (1st July 2018 to 25th April 2019)	

Faculty Comments (if any, Max 200 words)

what changes you would like to bring in academics for the next session 2019-20 (if any, Max 300 words)