


Rev: 00	St. Francis Inst. of Management & Research Doc. Title: Performance Appraisal Teaching Staff AS PER ISO 9001: 2015	
Rev. Date: 15.03.16		
Dept.: Top Management		

SFIMAR

Performance Appraisal for Teaching Staff Members

(Part I & II to be filled up by the employee)

Appraisal Period: April 2019 to March 2020

PART I

Personal Details

Name of the employee: _____

Educational Qualification: _____

Date of Joining the Institute: _____

Designation (Post): _____

Since when (on the present post): _____

Department: _____

Ad-hoc/Probation/Confirmation: _____

Scale: _____

Present Basic: _____

Date of last promotion: _____

Date of last increment: _____

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Teaching Staff
AS PER ISO 9001: 2015



PART II-A

SELF APPRAISAL

How would you rate yourself with respect of the following parameters?

(Excellent -5, Very Good-4, Good-3, Average-2, Below Average-1)

Behavior

(Towards immediate superior & other co-workers)

Co-operation

(Willingness to assist co-workers, attitude when work needs to be repeated, adaptability to a schedule change and willingness to work extra hours)

Initiative

(Seeks help or guidance when need, "Self Starter" attitude, sees when something needs to be done and does it, helps achieve overall goals, makes practical/workable suggestions, commitment to self improvement)

Dependability

(Can be counted on to carry out assignments with careful follow-ups, meets targets, deadlines, can be counted on to overcome obstacles to meet goals and to adapt to changes as necessary, can be counted on for consistent performance, is personally accountable for his/her actions.)

Punctuality

(In attending office, Institutional events & activities)

Attitude

(Offers assistance willingly, shows sensitivity to and consideration for other's feelings, accepts constructive criticism positively, shows pride in work)

Judgement

(Demonstrate good judgment in handling routine problems, analyzes decisions before implementing them, has the ability to work under pressure, recognizes deficiencies & seeks help when appropriate)

Specific Job Skills


(Performs task in an organized and efficient manner, multitasking ability, makes effective use of time, has appropriate knowledge relating to his/her specific job, has appropriate job skills, is able to learn and use new ideas/technology introduced, if any)

Communication Skills

(Can effectively communicate with subordinates peers, superiors both orally and written, reports the necessary information to co-workers, keeps superiors informed of the work progress, maintains, files all necessary information)

Interpersonal Relationship

(maintain positive relationship with peers, superiors, subordinates, listens effectively, is a team player and participates with others to accomplish the task at hand)

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PART II-B

(In case space for writing comments is not sufficient, extra sheets may be used.)

1. List your major strengths


2. List your major weaknesses

3. What efforts you have made during appraisal period to improve on your weaknesses? If yes list it briefly.

4. Did you learn any new thing,/undertake any new activity, training or function during appraisal period? If yes list it briefly.

5. Do you feel any training is needed by you? If yes, what kind of training and how it would help you improve your performance? If yes list it briefly.

6. Did you do something new or different to improve the effectiveness of your job during appraisal period? If yes list it briefly.

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7. Describe areas where you feel you have or not achieved (with supportive data & reasons for achieved targets & constraints faced in not achieving)

A. Effective Teaching of students

B. Research work and publications

C. Executive Training

D. Consulting in industry

E. Extension work in community

F. Leadership in co-curricular & Extracurricular activities

8. Suggest areas of self development

Name of the Employee : _____ Signature with date : _____

PART III

Appraisal Report by the Appraising Authority

The appraising authority has to be unbiased and transparent while appraising their team members to help management take the right decision.


Rating of the employee on the scale of 1-5

(Excellent -5, Very Good-4, Good-3, Average-2, Below Average-1)

- | | |
|--|--------------------------|
| 1) Quality of work out put
(Achieves targets, works around hindrances, innovative & strategic) | <input type="checkbox"/> |
| 2) Conceptual skills
(Creativity, analytical and diagnostic ability) | <input type="checkbox"/> |
| 3) Decision making skills
(Can be counted on to make excellent choices & informed decisions) | <input type="checkbox"/> |
| 4) Planning, organizing, team building, delegating & controlling qualities
(Efficient planner and strategist) | <input type="checkbox"/> |
| 5) Interpersonal skills and leadership qualities
(A natural leader, builds cohesive teams, delivers well managed results). | <input type="checkbox"/> |
| 6) Sincerity, Honesty & Integrity
(If not reasons therefore eg. Any complaints/memo issued) | <input type="checkbox"/> |
| 7) Sociability and public relations and incase building
(Allocates considerable time, produce best results and sought after by customers) | <input type="checkbox"/> |
| 8) Emotional stability & ability to manage stress <i>(stays professionally focused)</i> | <input type="checkbox"/> |
| 9) Adaptability to change <i>(Able to take on new task & responsibilities when necessary)</i> | <input type="checkbox"/> |
| 10) To what extent you agree with the self assessment done by the employee? | <input type="checkbox"/> |

Fully agree Agree to rge extent

Agree to some extent Do not agree

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A) Areas of improvement/areas of training identified?

B) Your overall observations/ comments about the employee in terms of his/ her performance in the past year in different areas.

Overall assessment of performance (Marks to be stated)

Excellent (41-50)	Good (31-40)	Average (16-30)	Poor (10-15)
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SFIMAR Reporting Authority


Date: _____ **Name :** _____

Signature : _____ **Designation :** _____

Dept. : _____

Management Remarks:

Chairman's Name & Signature: _____ **Date:** _____

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(Part I & II to be filled up by the employee)

Appraisal Period: April 2019 to March 2020

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Designation (Post):

Since when (on the present post):

Department:

Ad-hoc/Probation/Confirmation:

Scale:

Present Basic:

Date of last Promotion: -

Date of last increment:

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PART II-A

SELF APPRAISAL

How would you rate yourself in respect of the following parameters?

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Dependability

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Punctuality

(In attending office, Institutional events & activities)

Attitude

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not sufficient, extra sheets may be used.)

PART II-B

1. List your major strengths

2. List your major weaknesses

3. What efforts you have made during appraisal period to improve on your weaknesses? If yes list it briefly.

4. Did you learn any new thing,/undertake any new activity, training or function during appraisal period? If yes list it briefly.

5. Do you feel any training is needed by you? If yes, what kind of training and how it would help you improve your performance? If yes list it briefly.

6. Did you do something new or different to improve the effectiveness of your job during appraisal period? If yes list it briefly.

7. List suggestions to make suitable changes in the system/procedures which can help improve your performance.

8. Suggest areas of self development

PART III
Appraisal Report by the Appraising Authority

The appraising authority has to be unbiased and transparent while appraising their team members to help management take the right decision.

Rating of the employee on the scale of 1-5

(Excellent -5, Very Good-4, Good-3, Average-2, Below Average-1)

- | | | |
|---|--|--------------------------|
| 1) Quality of work out put
(Achieves targets, works around hindrances, innovative & strategic) | | <input type="checkbox"/> |
| 2) Conceptual skills
(Creativity, analytical and diagnostic ability) | | <input type="checkbox"/> |
| 3) Decision making skills
(Can be counted on to make excellent choices & informed decisions) | | <input type="checkbox"/> |
| 4) Planning, organizing, team building, delegating & controlling qualities
(Efficient planner and strategist) | | <input type="checkbox"/> |
| 5) Interpersonal skills and leadership qualities
(A natural leader, builds cohesive teams, delivers well managed results). | | <input type="checkbox"/> |
| 6) Sincerity, Honesty & Integrity
(If not reasons therefore eg. Any complaints/memo issued) | | <input type="checkbox"/> |
| 7) Sociability and public relations and incase building
(Allocates considerable time, produce best results and sought after by customers) | | <input type="checkbox"/> |
| 8) Emotional stability & ability to manage stress <i>(stays professionally focused)</i> | | <input type="checkbox"/> |
| 9) Adaptability to change <i>(Able to take on new task & responsibilities when necessary)</i> | | <input type="checkbox"/> |

10) To what extent you agree with the self assessment done by the employee?

- | | |
|-------------------------|--------------------------|
| Fully agree | <input type="checkbox"/> |
| Agree to a large extent | <input type="checkbox"/> |
| Agree to some extent | <input type="checkbox"/> |
| Do not agree | <input type="checkbox"/> |

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A) Areas of improvement/areas of training identified?

B) Your overall observations/ comments about the employee in terms of his/ her performance in the past year in different areas.

Overall Assessment of Performance (Marks to be stated)

Excellent	Good	Average	Poor
(41-50)	(31-40)	(16-30)	(10-15)

Reporting Authority

Date: _____ **Name:** _____

Signature: _____ **Designation:** _____

Dept.: _____

Management Remarks:

Chairman's Name & Signature: _____ **Date:** _____

SFIMAR- Peer Appraisal Form
Specialization - Finance
For the Year 2019-2020

Select 'Your Name' from the drop down list available in the next row by clicking inside column B5(Yellow Colour Cell)

Your Name:

Select your group member in a separate column using the drop down list available in C10, D10...(Yellow Colour Cells)

For each person, indicate the extent to which you agree with the statement at the left.

Please use a scale of 1-5 (5=strongly agree; 4= Agree; 3= Neutral; 2= disagree; 1= Strongly Disagree)

		Peer-1	Peer-2	Peer-3	Peer-4	Peer-5	Peer-6	Peer-7	Peer-8
Sr. No	Evaluation Criteria								
1	Collaboration: Works cooperatively with others as a team player								
2	Participation: Contributes "fair share" to team activities.								
3	Meeting Targets: Completes group assignments on time and maintains								
4	Independence: Carries out tasks without overly depending on other team members								
5	Attitude: Creates cooperative and happy work environment.								
6	Communication: Expresses thoughts								
7	Responsiveness: Reacts sensitively to verbal and nonverbal cues of other peer								
8	Responsibility level: Owns responsibility for decisions made								
9	Contribution towards others: Respects and acknowledges the contribution of others								
10	Professional Behaviour: Maintains professional standards of ethics and values								
11	Maintenance of records: Maintains adequate, appropriate and timely records								
12	Student-Teacher relationship : Maintains Student-Teacher relationship conducive to learning, stimulates their interest and promotes their active participation								
	Average								

Remarks: _____