

ANNA UNIVERSITY Regional Center / UCE

PERFORMANCE AND POTENTIAL ASSESSMENT
(For Teaching Staff other than Deans/Heads of Institutions)

PART – I PERFORMANCE ASSESSMENT

For the half-year ending December 31/June 30, _____

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1. (a) Name (In block letter) :
- (b) Date of Birth and Age :
- (c) Qualifications :
2. Designation :
3. Scale of Pay / Present Pay :
4. Post or Posts hold and nature of appointment :
(i.e. Temporary / Probationer / Approved
Probationer / Permanent)
5. Ability as a teacher as evidenced from the :
performance of students in the subject taught by him.
i) Control over the class and popularity among students.
ii) Students counseling and interest in students welfare.
iii) Average percentage of pass in the subjects taught by him.
- 6* Comments on maintenance of class records, :
Thoroughness and promptness in Internal evaluation
7. Contribution to the development of the Institution :
based on : Ability to trainment; Planning and Building
Laboratory facilities, like models and demonstration
Equipment; preparation of guides, bulletins etc. for the
use of students, designing new courses of study and
Improving the existing ones and all contributions that
Promote efficiency and progress in instruction and training.
8. Interest in, and ability for research (basic and or applied) :
The area of research many include Sciences, Engineering
or Humanities pertinent to the curriculum, teaching methods
and techniques and other educational problems, human
relations in so far as they involve students discipline, team
work, co-operation and administration. Credit may also be
given for developments of Instruments and fabrication of
equipment of note and worthy character. List of papers
published if any during the period of report.

9. Professional standing, Academic qualifications, :
authorship of books, consulting practice, membership of
Professional bodies, committees and participation in their
activities, upto date knowledge and proficiency in the
subjects handled.

10. Extra-curricular responsibilities held :

11. Willingness to accept such work and co-operate with :
the administration

12. Lapses pointed out / punishment awarded during the :
Period under report

13** 3 reporting officer's overall rating of the Officer reported on

Signature :

Station :

Reporting Officer (HOD)

Date :

(Name in Block Letter and Designation)

Remarks of the Intermediate Reporting Officer :

(if he disagrees With any of the remarks of the Reporting officer, he should
give specific reasons therefore; if he agrees, he should record
his opinion to that effect)

Signature :

Station :

(Name in Block Letter and Designation)

Date :

Acknowledgement for having seen the report Part-I for the period.

Signature :

Station :

(Name in Block Letter and Designation)

Date :

NOTE : * The response is to be based on the maintenance of attendance register, record of class, work etc.
maintained by the faculty member.

** The overall rating should be on the five point scale namely, i) Outstanding ii) Very Good iii) Good
Iv) Satisfactory and v) Poor.

PART – II POTENTIAL ASSESSMENT

Name of Officer :

Designation :

Report for the year / Half Year ending December 31/June 30,_____

A. (i) Physical capacity and general demeanour.

(ii) Stability, Poise, Fairness, Dependability.

(iii) Mental capacity :

Analytical ability, power of expression, ability to Participate in discussions.

B. (i) Aptitude for work :

Aptitude, Initiative, Self-reliance, Thoroughness, Punctuality, Sense of responsibility.

(ii) Ability to manage :

Capacity to take decisions, ability to plan and Programme, supervise and guide and control.

C. (i) Ability to get along :

Tact, Helpfulness to fellow officials, subordinates and to the public.

(ii) Potential for Academic Leadership.

(iii) General appraisal of the officers good and bad qualities in a narrative form, particularly those pertaining to his Integrity and ability to correct himself, if his faults are pointed out.

(iv) Special remarks or commendations if any

D. Fitness for regularization / Declaration of completion of Completion of probation / confirmation / promotion

Station :

Date :

Signature of the HOD (Reporting Officer)

(Name in Block Letter and Designation)

Remarks of the Reviewing Officer

(if he disagrees with any of the remarks of Reporting Officer, he should give specific reasons therefore; if he agrees, he should record his opinion to that effect)

Station :

Date :

Signature of Dean (Reviewing Officer)

(Name in Block Letter and Designation)

FORM FOR SELF ASSESSMENT

Thiru / Tmt / Selvi / Dr.

For the period ending December 31/June 30, _____

(Information pertaining to part I of the report to be furnished by the Officer reported on. In a narrative form)

1. a) Designation :
- b) Date of Birth and Age :
- c) Pay and Scale :
- d) Institution :
- e) Department :
2. Date of Joining present post :
3. Academic Qualification :
4. Membership :
5. a) Examination results :

| Sl. No | Subject Taught | No. of contract hours Per week (semester wise)* | No. of students who appeared for the University Exam in the subject | No. of students Declared to have Passed in the subject | Remarks, If any |
|--------|----------------|---|---|--|-----------------|
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* Actual Lecture hours relating to theory papers alone should be indicated.

- b) Any other Information relating to item 5, part I of the report. Mention may be made of officers contact hours. :

6. State contributions made by you in one or more of the following during the period under report. :

- i) Laboratory of workshop development.
- ii) Preparation of models, demonstration equipment and other teaching aids.
- iii) Short Courses conducted.

7. a) No. of students who have obtained research degrees under the guidance of the staff member.
- i) Ph.D.
 - ii) M.Phil.
 - iii) P.G. Degree
- b) Number registered for research under the guidance of the staff member for the period under review. :
- i) Ph.D.
 - ii) P.G. Degree
 - iii) P.G. Diploma
 - iv) Undergraduate (Project Work)
- c) Papers published (attach reprints if available) for the period under review. :
- d) Research Instrumentation / Apparatus immolated (attach Photographs) during the period under review. :
8. a) Any additional qualification acquired during the period under report : give details. :
- b) Have you published or are you engaged in writing any book or guide during the period under report : if so give details. :
- c) State membership committees connected with your professional work during the period under report. :
- d) State conference of seminars in which you have participated during the period under report : give details of the nature of the participation. :
- e) Are you engaged in any consulting work ? If so give particulars. :
- f) Any other contribution not covered in items (a) to (e) of this item. :
9. Pastoral functions such as Wardenship, NCC / NSS, Sports, Fine arts, Students activities, etc. during the period under Report. :

Signature of the Officer

Station:

Reported on

Date:

Name in Block letters and Designation