

National Institute of Technology Jamshedpur
JAMSHEDPUR – 831014

Annual Performance Appraisal Report for the Year (2021 - 22)

PART I: General Information

1. Name in Full :
2. Highest Qualification :
3. Date of Birth :
4. Present Post :
(Permanent/Probation/Temporary)
5. Scale :
6. Period of service in the Institution :

PART II: Self Appraisal (to be filled by the assessee / appraise and submitted to reporting officer)

1. Teaching

(a)Class taught	Periods assigned per week			Periods engaged			Steps taken for the teaching of period missed during period of absence
	L	T	P	L	T	P	

2. Details of Innovations/Contribution made to improve teaching/instruction during the year (Each in 30 words)

i. Improvements/Design of Curriculum

ii. Teaching Methods

iii. Setting up of new experiments

iv. Improvement/Changes in evaluation methods

v. Preparation of reading materials, books, laboratory materials, questions banks etc.

vi. Any other

3. Research Contributions –

(a)

	No of Research Students	At the beginning of the year	Registered during the year	Completed during the year
1. M. Tech.				
2. Ph. D.				

(b) Research papers published during the year (enclose list with title, journal in which published, year, conference in which published/presented etc.)

1. Journal –

(i) SCI

(ii) SCOPUPS

(iii) OTHERS

2. Conferences –

(i) SCI

(ii) SCOPUPS

(iii) OTHERS

(C)

(i) Details of projects in Progress

1. Title :

2. Funding Agency :

3. Fund allotment :

4. Duration : From to

5. Present Status including expenditure incurred :

(ii) Fresh Project proposals submitted

1. Title :

2. Agency to whom submitted :

3. Amount :

(iii) Details of Seminars, Conferences, Summer and Winter schools/workshops organized by you

1. Title :

2. Sponsored by :

3. Period :

4. Number of Participants
Attended :

(iv) Did you serve as a reviewer/editorial board member of any scientific journal, Give details

(v) Improvement of professional Competence

1. Summer/Winter School Invited.....Attended.....

2. Workshop/Seminar/Conference Invited.....Attended.....

3. Training Programme Invited.....Attended.....

4. Any other Invited.....Attended.....

5. Other Outreach activities (Please attach details)

(vi) Participation in administrative work and corporate life (In 100 words for each item)

1. Administrative Work

2. Co-curricular/extra-curricular activities (viz. Hostels, Games, Sports, Cultural, NCC, NSS etc.)

(vii) Consultancy and Extension Activities

1. Interaction with other institutions

2. Interaction with industries/user organizations

3. Consultancy Rendered

Work done	Organizations	Total Amount	
		Charged	Received by you

4. Details of Special lecture(s) if any delivered at seminars/short-term course/industrial organization etc.

(viii) Honours/Award received

(ix) Any other information you wish to give :

Signature of Faculty with date

PART III* : Evaluation Report of the period ending (To be filled by the Reporting Officer) –

Evaluation on the Scale 1 to 10 as described in the Table – 1 (10 being Outstanding and 1 for Very Poor)

1. Character
 - a) Integrity (Should be unquestionable / beyond doubt. Anything else needs to be enquired and action taken)
 - b) Temperament
 - c) Amenability to Discipline
2. Capacity to perform duties of the post held
 - a) Physical capacity
 - b) Promptness in disposal of work
3. Group work
 - a) Attitude towards colleagues
 - b) Attitude towards subordinates
 - c) Leadership(if duties demand)
4. General Appraisal
 - a) Was there any occasion to find any serious fault with his work?
 - b) What are his strong points in your opinion?
 - c) Has any deficiency been brought to his notice in the past and to what extent he has shown improvement in that respect?
5. Additional General Remarks :
6. (a) Overall Performance
[Evaluation on the Scale 1 to 10 as described in the Table – 1 (10 being Outstanding and 1 for Very Poor)]
 - (b) Need improvement in the following :

Date

Signature in full of the Reporting Officer

Name in Block letters

Designation

PART IV :

1. Remarks of the Reviewing Officer

2. I, the appraisee has seen the report.

Date:

(Signature of Appraisee)

Date:

Signature of the Reviewing Officer

Name in Block letters

TABLE – 1

EQUIVALENCE FOR ASSESSMENTS SYSTEM			
Grade Point	Assessment	Grade Point	Assessment
10	Outstanding	5	Average
9	Excellent	4	Needs Improvement
8	Very Good	3	Unsatisfactory
7	Good	2	Poor
6	Satisfactory	1	Very Poor