



Self Appraisal of Teaching Faculty

Year of Appraisal : .....

1. Name :
2. Designation :
3. Department :
4. Date of Joining :
5. Total Teaching Experience :
6. Qualification :
7. Details of current responsibilities :

No	Criteria	Excellent	Very Good	Good	Satisfactory	Needs improvement
1	<b>CATEGORY- I: TEACHING, LEARNING AND EVALUATION</b>					
1.1	Preparation and impartation of knowledge					
1.2	Use of participatory and innovative teaching-learning methodologies					
1.3	Use of ICT enabled teaching					
1.4	Examination duties (invigilation; question paper setting, evaluation of answer scripts)					
1.5	Contribution to curriculum development					
2	<b>CATEGORY- II: CO-CURRICULAR, EXTRA CURRICULAR &amp; EXTENSION ACTIVITIES</b>					

2.1	Participation in cultural /extra-curricular activities					
2.2	Participation in extension activities					
2.3	Participation in academic and administrative committees					
2.4	Program organised					
3	<b>CATEGORY- III:PROFESSIONAL DEVELOPMENT</b>					
3.1	Participation in seminars, conferences, lectures etc					
3.2	Participation in FDP/Refresher/ Orientation/ Short term/workshop/ other certificate courses					
3.3	Paper presentations in conferences/seminars/workshops etc.					
3.4	Participation as resource persons					
3.5	Membership or fellowship of professional / academic bodies/societies etc.					
3.6	Honours/Achievement					
4	<b>CATEGORY-IV: RESEARCH CONTRIBUTION</b>					
4.1	Research projects					
4.2	Research publications					
4.3	Research guidance (UG/PG/PhD)					
4.4	Consultancy service					

Score for Different Scales: Excellent -5, Very Good -4, Good -3, Satisfactory-2,Needs Improvement-1.  
Performance: Excellent: 70-100, Very Good: 60-69, Good: 50-59, Satisfactory: 40- 49,Needs Improvement: <40

Name and Signature Of Faculty



**ST. XAVIER'S COLLEGE VAIKOM**

**KOTHAVARA P.O., VAIKOM, KOTTAYAM, KERALA - 686 607**  
**(Affiliated to the Mahatma Gandhi University, Kottayam)**

**Self Appraisal of Non Teaching Staff**

**Year of Appraisal : .....**

8. Name :

9. Designation :

10. Date of Birth

11. Date of Appointment :

12. Total Experience :

13. Qualification :

14. Mobile No

15. Email

16. Details of current responsibilities :

17. Workshop/Training attended :

Sl.No	Name of the Institute	Duration	Purpose of attending the training Program

Appraisal Category	Excellent	Good	Satisfactory	Poor
	4	3	2	1
<b>1. Professional Competance</b>				
Knowledge of rules, regulation and procedure				
Ability to organise work and carry it out				
Ability to learn new duties				
Capacity to supervise				
Response to instructions and guidance of supervisor				
<b>2. Quality of Work</b>				
Ability to maintain files and records				
Accuracy, speed and neatness of work				
Execution of work with team spirit				
<b>3. Personal Characteristics</b>				
Attendance				
Punctuality				
Interaction with students and colleagues				

Place

Name and Signature of Non-Teaching Staff

Date