



ANNUAL APPRAISAL REPORT FOR CALENDAR YEAR

PART- A

A. Self Appraisal

(i) Name : (ii) Department

(iii) Present Post :

(iv) Subjects being taught:

(a) Previous Semester

(b) This Semester

(v) Work Load :

(vi) Other Duties assigned if any on regular basis :

.....
.....
.....

(vii) Self Assessment and achievements if any :

.....
.....
.....

Signature of officer reported upon

Part --- B

B. (i) Report by initiating Officer

Attitude and Interpersonal skills (Give ratings on a ten point scale with '10' being the best) :

1.	Initiative : a self-starter; able to work without constant supervision	
2.	Responsibility : understands duties; accepts responsibilities readily	
3.	Punctuality : arrives on time. Generally available for students during working hours	
4.	Commitment : Committed to his/her work	
5.	Loyalty : supports and follows institute's policies and guidelines.	
6.	Development : Keeps knowledge up to date	



RAJASTHAN COLLEGE OF ENGINEERING FOR WOMEN

(Affiliated to Rajasthan Technical University, Kota & Approved By AICTE, Govt. of India)

Bhankrota, Ajmer Road, Jaipur - 302 026 • Tel. : 0141- 2251276, 2251247 • Fax : 0141-2251249

7.	Oral Communication : Speaks effectively with supervisor, colleagues and students.	
8.	Written Communication and teaching standard	
9.	Teamwork : effective in a team	
10.	Leadership : Leads from front and motivates by personal example.	
11.	Relationship with fellow faculty and staff	
12.	Maturity	
13.	Temperament	
14.	Relationship with students	

Brief comments by the Initiating Officer

.....
.....

Overall appraisal

Outstanding

Very Good

Good

Poor

SIGNATURE OF THE INITIATING OFFICER

(ii) Brief comments by the Reviewing Officer

.....
.....

Overall appraisal

Outstanding

Very Good

Good

Poor

Signature of Reviewing Officer

(iii) Grading by Students : (Performance Rating)

(iv) Brief Comments by Director/Principal

.....
.....

Overall appraisal

Outstanding

Very Good

Good

Poor



RAJASTHAN COLLEGE OF ENGINEERING FOR WOMEN

(Affiliated to Rajasthan Technical University, Kota & Approved By AICTE, Govt. of India)

Bhankrota, Ajmer Road, Jaipur - 302 026 • Tel. : 0141- 2251276, 2251247 • Fax : 0141-2251249

Signature of Director/Principal