

**This form is to be filled by the principal. For this purpose, one can collect the feedbacks & evaluations from students, staff, management, parents & others.*

Employee:		Staff Code:		Reg.No.	
Position:		Section:			
Employment date:		Academic Rank:			

	Excellent	Above Average	Average	Below Average	Poor		Excellent	Above Average	Average	Below Average	Poor
Teaching quality & Accuracy	5	4	3	2	1	Subject knowledge & updation	5	4	3	2	1
Using of modern teaching modalities	5	4	3	2	1	Students engagement works	5	4	3	2	1
Class room management	5	4	3	2	1	Attendance & Punctuality	5	4	3	2	1
Scholarship & Research	5	4	3	2	1	Academic contributions	5	4	3	2	1
Leadership & Management	5	4	3	2	1	Planning & Development	5	4	3	2	1
Initiative & Commitment	5	4	3	2	1	Communication skill&Team work	5	4	3	2	1
Conduct & Discipline	5	4	3	2	1	Involvement in extra curricular activities	5	4	3	2	1

Total:

Maximum: 70

What are the employee's strongest points (Marks 0-6):	○
What are the employee's weakest points (Marks 0-5):	○
What can the employee do to be more effective or make improvement (N/A):	○
What percentage of time does he spend doing his duties (0-3)?	○
Life in campus (0-3):	○
Productive interaction with students (0-3):	○
Principal satisfaction (0-2):	○○
Peer Staff satisfaction (0-2):	○○
Students satisfaction (0-2):	○○
Management satisfaction (0-2):	○○
Parants satisfaction (0-2):	○○

Overall evaluation(tick):

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Fitted for promotion.

Not fitted at present for future promotion.

Not fitted at present but likely to become fitted with in the next 2 years.

Total Marks

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Recommendation:

Date of Appraisal:

Name & Sign of Principal:

Employee Name & Signature:

