

Chandra Kamal Bezbaruah Commerce College

Performance Appraisal: Faculty Members Working on Regular/ Contract Basis

Evaluation year: 2022-23

1. Name of the Faculty:
2. Designation:
3. Department:
4. Date of Appointment:
5. Total years of service in the Institution:

Self-Appraisal

1. Teaching Work:

Sl. No.	Class	Subject/Paper	No. of lectures per week	No. of lectures in the semester

2. No. of Working hours per week:
3. a) Whether teaching plan was prepared? Yes / No
b) If yes, whether the same was implemented? Yes / No
If No, give reason:
c) Whether teaching aid(s) used during class? Yes / No

d) If yes, mention type:
i) Lectures ii) Discussion
iii) Seminar iv) PPT Presentation
v) Any other:

- e) Number of extra classes conducted (if any) :

4. Examination Work:

Activity	Yes/ No
Setting of Question Paper(University Exam.)	
Evaluation of Answer sheets (End semester exam)	
Worked as External Examiner (Project Work)	
Worked as Internal Examiner (Project Work)	
Performed Invigilation Duty	
Any Other(specify)	



5. Details of Publications:

a) Number of Research Paper published:

i) In UGC Care Listed/ Scopus/ Web of Science Journal:

ii) in Peer Reviewed Journal:

iii) Other Journals:

b) Number and details of Books Published/ Edited:

c) Number and details of book chapters published:

6. Training for Self- development:

a) Refresher Course/ Orientation Programme:

Sl. No.	Name of the Course	Duration	Organizer/Sponsoring Agency

b) Faculty Development Programs / Workshops attended:

Sl. No.	Name of the Course	Duration	Organizer/ Sponsoring Agency

c) Seminar/ Conferences attended:

Sl. No.	Name of the seminar/ conference	Duration	National/ International	Organizer/ Sponsoring Agency

d) Any other Short term course or Long term Course attended:

Sl. No.	Name of the Course	Duration	Organizer/ Sponsoring Agency

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7. Member of Professional Body/ Organization :

Sl. No.	Name of the Organisation/ Professional Body	Position Held	Duration(in years)

8. Co-curricular, Extension, Professional development related activities:

Sl. No.	Type of activity	No. of activities	Role played
1	Organization of cultural programmes		
2	Sports		
3	Contributions in maintaining student discipline		
4	Extension activities		

9. Administrative work:

Sl. No.	Name of the activity/ Committee membership	Role played

Date:

Place:

Signature

R. Sam



Appraisal of the Faculty by Head of the Institution

	HoD	Peers	Students	Subordinates	Others
Appreciations received in any form					
Complaints received in any form					

Assessment of the Faculty:

	Good	Satisfactory	Not Satisfactory
Teaching Performance			
Performance towards students' support			
Contribution to institutional development			
Personal traits like punctuality, regularity, discipline, innovation, dedication to work etc.			
Overall performance based on self-appraisal			
Remarks, if any			

Place:

Signature

RS



C.K.B. COMMERCE COLLEGE
Estd. 1985
Dibrugarh
ASSAM

Chandra Kamal Bezbaruah Commerce College, Jorhat

Annual Performance Assessment Report for Non-Teaching Staff

Evaluation Year: 2022-23

Name of the Employee:

Nature of the Post: Permanent / Temporary

Year of Joining :

Any Academic Achievements in the year:

Any Training programmes attended:

Any Extra duties assigned:

Observations by the Reporting Officer:

Parameter	Marks (3 as good, 2 as average, 1 as below average)
1. Diligence	
2. Obedience	
3. Punctuality	
4. Work Efficiency	
5. Sincerity	
6. General Conduct	
Total	

Remarks :

Date:

Place:

Principal's Signature

