



JSS MAHAVIDYPEETHA  
**JSS COLLEGE OF PHYSIOTHERAPY**  
M G ROAD, MYSURU-570 004

## Annual Performance Assessment Report Form

For

**Professor/ Associate Professor/ Assistant Professor/ Lecturer/  
Assistant Lecturer**

Name of the faculty.....

Report for the year/ period ending from.....to.....

## PERSONAL DATA

1. Name of the Faculty : \_\_\_\_\_
2. Designation : \_\_\_\_\_
3. Department : \_\_\_\_\_
4. Date of Birth : \_\_\_\_\_
5. Academic Qualifications : \_\_\_\_\_
6. Date of continuous Appointment to the Present grade : \_\_\_\_\_

Date	Grade
------	-------
7. Period of absence from duty (on training/leave etc.) during the year. If he/she has under gone training specify) : \_\_\_\_\_
8. Brief description of duties & Responsibilities : \_\_\_\_\_

## PART- I SELF ASSESSMENT FORM

1. Theory & Practical Classes conducted.

Months	Theory	Practical/ Clinical	Months	Theory	Practical/ Clinical
April			Oct		
May			Nov		
June			Dec		
July			Jan		
Aug			Feb		
Sept			Mach		

2. Work distribution per week (Theory/Practical/Clinical)

Days	9-10 am	10- 11 am	11-12 noon	12-01 pm	L U N C H B R E A K	02-03 pm	03-04 pm	04-05 pm
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								

3. Clinical works (month wise)

Months	OPD	IPD

Months	OPD	IPD

4. Result percentage of UG & PG in concerned subject for the year ( )

Class	Subject	Result Percentage

Special achievements:

5. Other assignment-if any: Brief report of work don

a	
b	
c	
d	
e	

6. Research Project Working on:

Sl. No.	Name of the Research Project	Date of Commencement	Expected date of completing the work
1			
2			
3			

7. Research project proposal under submission:

Sl. No.	Name of the Research Project	Date of Commencement	Expected date of completing the work
1			
2			
3			

8. Papers published

Sl. No.	Title of the Publication	Name of the Journal	Date of the Publication
1			
2			
3			
4			

9. Contribution to the Workshop CPC held at the College

10. Participation in the Conferences, Seminars and workshops attended or conducted and official posting held outside the College

11. Refresher or orientation courses, any courses attended or conducted give details.

12. Assignment given by the Principal and, held rendered in academic/administrative work.

On hand:	Completed:

13. Any other initiative taken.

I certify that the information's given above are correct and factual to the best of my knowledge.

Date:

Place:

**Signature of the employee**

## **PART –II SELF APPRAISAL FORM**

Describe your development using the following items. Circle the number that best corresponds with where you would place yourself on the following continuum:

- 1 & 2 I am just beginning to look at this matter  
 3 & 4 I have made substantial progress on this matter  
 5 I have developed this matter into one of my strengths

Items		Scale				
1.	I have established a good rapport with my student as individuals.	1	2	3	4	5
2.	I use a variety of instructional methods/various Technologies appropriate to the content I teach to help students to learn.	1	2	3	4	5
3.	I identify individual differences among my students and adjust for those differences in my planning and teaching.	1	2	3	4	5
4.	I turn to those in the Institution who can help when I need to resolve problems.	1	2	3	4	5
5.	I pace my lessons so that students are neither overwhelmed nor bored.	1	2	3	4	5
6.	I feel that through my efforts, I can enhance the quality of the institution which I work.	1	2	3	4	5
7.	I feel comfortable in approaching and working with other staff	1	2	3	4	5
8.	I teach in such a way that students are engaged and perform as I would like them to.	1	2	3	4	5
9.	I feel like I have found a place for myself with the faculty and staff in the institution I work.	1	2	3	4	5
10.	I follow the organization rules and Procedures	1	2	3	4	5
11.	I connect the content to prior student learning and to real world contexts.	1	2	3	4	5
12.	I successfully engage parents and families in their child's education	1	2	3	4	5
13.	I feel I am a participant in the profession (through organizations and associations), which enhances my sense-of-self.	1	2	3	4	5
14.	I am well organized for carrying out my work efficiently and effectively.	1	2	3	4	5
15.	I take time to self-assess my teaching.	1	2	3	4	5
16.	I assess how my student learn and use that knowledge in planning and teaching	1	2	3	4	5

17.	I regularly discuss student performance with my colleagues.	1	2	3	4	5
18.	I have caring relationship with my students.	1	2	3	4	5
19.	I manage classes to make good use of time and resources, to minimize interruptions, and to keep students engaged.	1	2	3	4	5
20.	I have relationships with students that are respectful and friendly.	1	2	3	4	5
21.	I feel comfortable in exchanging ideas with the people with whom I work.	1	2	3	4	5
22.	I engage in collaborative teaching or co-teaching as needed to support student learning.	1	2	3	4	5
23.	I participate in professional development activities to improve my knowledge and skills as faculties.	1	2	3	4	5
24.	I manage well the demands of teaching along with the demands of my personal life.	1	2	3	4	5
25.	I adjust the curriculum and my teaching to accommodate the needs of English language learners.	1	2	3	4	5
26.	I discipline students in ways that are appropriate and effective.	1	2	3	4	5
28.	I can make reasonably accurate judgments about the progress my students are making.	1	2	3	4	5
29.	I use modern teaching tools in my teaching	1	2	3	4	5
30.	I encourage students to participate in extra circular activities	1	2	3	4	5
31.	Giving reference to latest development in the field related to syllabus	1	2	3	4	5
32.	Effectiveness in communication skill & self confidence.	1	2	3	4	5
33.	I guide students about opportunities/field of professional after BPT	1	2	3	4	5
34.	I train them regarding the presentations skills, Paper presentation, translation and creative writing	1	2	3	4	5

**Date:**

**Signature of the employee**

**Place:**



## **PART –II SELF APPRAISAL FORM**

Consider your own development as a beginning Faculty. Describe your development using the following items. Circle the number that best corresponds with where you would place yourself on the following continuum:

1 & 2 I am just beginning to look at this matter

3 & 4 I have made substantial progress on this matter

5 I have developed this matter into one of my strengths

Items		Scale				
1.	I have established a good rapport with my student as individuals.	1	2	3	4	5
2.	I use a variety of instructional methods/various Technologies appropriate to the content I teach to help students to learn.	1	2	3	4	5
3.	I identify individual differences among my students and adjust for those differences in my planning and teaching.	1	2	3	4	5
4.	I turn to those in the Institution who can help when I need to resolve problems.	1	2	3	4	5
5.	I pace my lessons so that students are neither overwhelmed nor bored.	1	2	3	4	5
6	I feel that through my efforts, I can enhance the quality of the Institution which I work	1	2	3	4	5
7.	I feel comfortable in approaching and working with other Doctors, the college administrators, and other staff.	1	2	3	4	5
8.	I teach in such a way that students are engaged and perform as I would like them to.	1	2	3	4	5
9.	I feel like I have found a place for myself with the faculty and staff in the institution I work.	1	2	3	4	5
10	I follow the organization rules and Procedures	1	2	3	4	5
11.	I connect the content to prior student learning and to real world contexts.	1	2	3	4	5
12.	I successfully engage parents and families in their child's education.	1	2	3	4	5
13.	I feel I am a participant in the profession (through organizations and associations), which enhances my sense-of-self.	1	2	3	4	5
14.	I am well organized for carrying out my work efficiently and effectively.	1	2	3	4	5
15.	I take time to self-assess my teaching.	1	2	3	4	5

16.	I assess how my students learn and use that knowledge in planning and teaching.	1	2	3	4	5
17.	I regularly discuss student performance with my colleagues.	1	2	3	4	5
18.	I have caring relationships with my students.	1	2	3	4	5
19	I manage classes to make good use of time and resources, to minimize interruptions, and to keep students engaged.	1	2	3	4	5
20	I have relationships with students that are respectful and friendly.	1	2	3	4	5
21.	I feel comfortable in exchanging ideas with the people with whom I work.	1	2	3	4	5
22.	I engage in collaborative teaching or co-teaching as needed to support student learning.	1	2	3	4	5
23.	I participate in professional development activities to improve my knowledge and skills as a faculties.	1	2	3	4	5
24.	I manage well the demands of teaching along with the demands of my personal life.	1	2	3	4	5
25.	I adjust the curriculum and my teaching to accommodate the needs of English language learners.	1	2	3	4	5
26.	I discipline students in ways that are appropriate and effective.	1	2	3	4	5
28.	I can make reasonably accurate judgments about the progress my students are making.	1	2	3	4	5
29	I encourage students to participate in extra circular activities	1	2	3	4	5
30	Giving reference to latest development in the field related to syllabus.	1	2	3	4	5
31	Effectiveness in communication skill & self confidence. I am an effectiveness confidence.	1	2	3	4	5
32	I guide students about opportunities/field of professional after BPT	1	2	3	4	5
33	I train them regarding the presentations skills, Paper presentation, translation and creative writing and other soft	1	2	3	4	5
34	I give opportunity for repeat presentation to improve grade	1	2	3	4	5
35	I am a role model to students in profession, self Discipline and complacence					
36	I pay sincere attention to students assessment (internals assigning seminar etc )					

**Date:**

**Place:**

**Signature of the Employee**



Particulars		I BPT		II BPT		III BPT		IV BPT	
		Total	Scored	Total	Scored	Total	Scored	Total	Scored
18	Teacher is willing to accept responsibility for his/her own mistakes								
19	Teacher is willing to learn from students								
21	Teacher is sensitive to the needs of students								
22	Teacher's words and actions match								
25	Teacher helps you when you ask for help								
30	Ability to bring conceptual clarity and promotional of thinking ability by teacher								
31	Teacher's regularity and punctuality								
33	Communication skill and self confidence								
34	Usage of English language								
35	Reference to latest development in field related to syllabus								
37	Mentoring								
38	Study material								
39	Lab work (whenever applicable)								
40	Project work / presentation								
41	Use of A V aids								
42	Orientation towards following lesson plan								

What is one thing that your teacher does well?

What is one thing that you can suggest to help this teacher improve?

Signature of the HOI

**Thank you for your valuable time and honest feedback.**

## PART IV – ASSESSMENT BY HOD AND HOI

Numerical grading is to be awarded by reporting and reviewing authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

(Please read carefully the guidelines before filling the entries)

	<b>HOD's Reviewing</b>	<b>Head of the Institution</b>
<b>[A] Assessment of work output (weightage to this section would be 35%)</b>		
1] Accomplishment of planned work/work allotted as per subjects allotted.		
2] Quality of output		
3] Analytical ability		
4] Accomplishment of exceptional work/ Unforeseen tasks performed.		
5] Quality of work		
6] Professional knowledge in the Area of function		
7] Proficiency in work allotted		
<b>Overall Grading on “ Work output”</b>		
<b>[B] Assessment of Personal attributes (weightage to this section would be 35%)</b>		
1] Has the faculty shown himself/herself able to do the work of his/her appointment.		
2] Conduct/Attitude to work		
3] Regularity and Punctuality		
4] Trustworthiness		
5] Zeal		
6] Performance of duties		
7] Following the Rules & Regulation of institution		
8] Scence of responsibility		
9] Inter Personal relationship		
10] a) Knowledge of the branch on which engaged and quality of work b) Ability to manage the class and maintain discipline among the students		

11] Has the teach published any original papers or conducted any research during the year under report or otherwise in any manner done distinguished work.		
12] Fitness for promotion to the higher grade and for further advancement.		
10] General assessment taking all the above points into consideration (of personality, integrity and temperament including relations with fellow members of staff.		
13] Grading (Outstanding/ Very Good/ Good/ Average/ Below Average)		
<b>Overall Grading on “Personal Attribute”</b>		
<b>[C] Assessment of Functional Competency (weightage to this section would be 30%)</b>		
1] Professional knowledge in the area of function.		
2] Strategic Planning ability.		
3] Decision making ability.		
4] Coordination ability		
5] Ability to motivate and develop subordinates.		
6] Initiative		
<b>Overall Grading on “Functional Competency”</b>		

Note:- the overall grading will be based on addition of the mean value of each group of indicators in proportion to weightage assigned.

Signature of the HOD

Signature of the HOI

## **Part V –ASSESSMENT BY HEAD OF THE INSTITUTION**

1. **Relations with the colleague students & public (wherever applicable)**  
(Please comment on the Officer's accessibility to the public and responsiveness to their needs)

2. **Training**  
(Please give recommendations for training with a view to further improving the effectiveness and capabilities of the officer.)

3. **State of Health**

4. **Integrity & Initiative**  
(Please comment on the integrity of the officer)



5. Pen Picture by Reporting Officer (I about 100 words) on the overall qualities of the officer including area of strengths and lesser strength, extraordinary achievements, significant failures (ref: part-I to IV) and attitude towards weaker sections.

6. Overall numerical grading on the basis of weightage given in section A, B and C in Part-IV of the Report.

**Signature of the HOI**

## Part VI- REMARKS OF THE REVIEWING OFFICER

1. Length of service under the Reviewing Officer
2. Is the Reviewing Officer satisfied that the Reporting Officer has made his/ her report with due care and attention and after taking into account all the relevant material?
3. Do you agree with the assessment of the officer given by the Reporting Officer?  
(In case of disagreement, please specify the reasons). Is anything you wish to modify or add?
4. General Remarks with specific comments about the general remarks given by the Reporting Officer and remarks about the meritorious work of the officer including the grading.
5. Has the officer any specific characteristics, and/ or any abilities which would justify his/ her selection for special assignment or/ out-of-turn promotion?

Signature of the Reviewing Officer:

Place:.....

Name in block letters:.....

Date.....

Designation:.....