



**Ashoka Education Foundation**  
**EDUCATOR PERFORMANCE APPRAISAL FORM for A.Y. 20.... - 20....**

**Name of the Educator:** - .....

**Name of Unit:** - .....

**General Information:**

Date and Designation of first joining at AEF : -	Period of Service with AEF in yrs./months:-
Date of joining present post: -	First Position:-
	Present Post:-

**Academic Appraisal Matrix**

Sr. No.	Area of Performance to be Evaluated	Criteria	Credit Points	Self-Appraisal Score	Verified Score by Unit Head
<b>1</b>	<b>Academic Performance (Total Credit Points Allotted 50)</b>				
<b>1.1</b>	<b>Subject Result: - % Pass</b>	95+	25		
		90 - 95	15		
		85 - 90	10		
		Below 85	5		
<b>1.2</b>	<b>% of Students in distinction and First Class</b>	75 +	25		
		60 - 75	15		
		50 - 60	10		
		Below 60	5		
<b>Section Total</b>			<b>50</b>		

2	<b>SWOT Appraisal</b>					
	<b>Swot Analysis</b>	<b>Criteria</b>		<b>Credit Points</b>	<b>Appraisal Score (from Immediate Superior)</b>	<b>Verified Appraisal Score</b>
2.1	<b>Working effectively with others</b>	Task collaboration	1	Max marks :5		
		Social intelligence	1			
		Team Work	1			
		Influencing others	1			
		Conflict resolution	1			
2.2	<b>Self-awareness</b>	Meta-cognition	1	Max marks :3		
		Lifelong learning	1			
		Career management	1			
2.3	<b>professionalism</b>	Efficiency	1	Max marks :5		
		Multitasking	1			
		Autonomy	1			
		Time management	1			
		Goal and task management	1			
2.4	<b>Self-Management</b>	Self-efficacy	1	Max marks :4		
		Stress tolerance	1			
		Work/life balance	1			
		Self-regulation	1			
2.5	<b>Analytical Approach</b>	Conceptualisation	1	Max marks :4		
		Reasoning	1			
		Technology	1			
		decision Making	1			
2.6	<b>Social responsibility and accountability</b>	Social responsibility	1	Max marks :4		
		Accountability	1			
		Personal Ethics	1			
		Organisational Awareness	1			
2.7	<b>Communication Effectively</b>	Giving and receiving feedback	1	Max marks :5		
		Public speaking	1			
		Meeting Participation	1			
		Written communication	1			
		Communicate status of given task precisely/On time	1			
	<b>Section Total</b>	<b>30</b>				

<b>3</b>		<b>Teaching Performance (Credit Points Allotted 55)</b>				
<b>3.1</b>	<b>Teaching Effectiveness</b>	<b>Criteria</b>	<b>Credit Points</b>		<b>Self-Appraisal Score</b>	<b>Verified Appraisal Score</b>
3.1.1	Subject certification Course, Refresher courses, Workshops, Teaching Learning Training Programmes, FDP	Not less than Two Weeks	15	Max marks: 15		
		One Week duration	10			
3.1.2	Collaboration for Teaching learning	External Experts	10	Max marks: 10		
		Online Software/ Simulator/ Internal/ Peer collaboration	5			
<b>3.2</b>	<b>Teaching Innovation</b>					
3.2.1	Developed or deployed New-Course / Application/Pedagogy	Recognised by External Agency with affiliation of Unit	15	Max marks : 15		
		Recognised by Unit only	10			
3.2.2	Electronics Media Innovation (E content on LMS, subject specific - Blog/YouTube channel/ Webpage)	Recognised by Unit head	15			
<b>Section total</b>			<b>55</b>			

<b>4</b>	<b>Feedback (Credit Points Allotted 30)</b>		<b>Credit Points</b>	<b>Self-Appraisal Score</b>	<b>Verified Appraisal Score</b>
4.1	Student Feedback (From Google form)	75 +	20		
		60 -75	12		
		50-60	8		
		<50	0		
4.2	Peer Feedback – (GAP Analysis)	75 +	10		
		60 -75	6		
		50-60	4		
		<50	0		
<b>Section Total</b>			<b>30</b>		

<b>5 Research Contribution(Credit Points Allotted 60)</b>					
5.1	<b>Research Paper in</b>				
	Publication in Refereed Journals(UGC care)/ non Refereed but having ISBN/ISSN/Conference Proceeding(Full paper)	25/15/10	(Max :25)		
	Participation and presentation in Conferences (International/National/Local)	15/10/5	(Max:15)		
5.2	<b>Publication</b>				
	Author a Subject book (ISBN/ISSN)/ Author a Chapter (ISBN/ISSN)	15/10 ISBN/ISSN Compulsory	(Max:15)		
	Write & publish Article		5		
	<b>Section Total</b>		<b>60</b>		
<b>6 Personal and Professional Achievements (Credit Points Allotted 75)</b>					
6.1	Approval from University		5		
6.2	Resource Person (National level/Outside AEF/AEF level)	15/10/5	Max:15		
6.3	Membership of Professional Bodies		5		
6.4	Member of Journal Editorial Board/Reviewer Board		5		
6.5	Guide for PhD / M. Phil/Students Projects	10/7/5	Max marks :10		
6.6	Research Project / Consultancy Work Completed-Major/ Minor	10/5	Max marks :10		
6.7	Award and recognition by External Agency		5		
6.8	Average Grading in Monthly Reports	O	20		
		A	15		
		B	10		
		C	05		
		D	00		
	<b>Section Total</b>		<b>75</b>		

<b>7</b>	<b>Administrative Activity(Credit Points Allotted 70)</b>		<b>Credit Points</b>	<b>Self-Appraisal Score</b>	<b>Verified Appraisal Score</b>
7.1	Handles Administrative Work / Responsibility (Only VP/Course coordinators)	Independently or with Team	15		
7.2	University level Committee Head		15		
7.3	College Level Committee Head		10		
7.4	University/College Level Committee member		5		



7.5	NAAC(IQAC) Criteria Head		10		
7.6	QAG Process Coordinator		5		
7.7	ISO Certified Auditor		5		
7.8	ISO Process Owner/ Audi tee		5		
<b>Section Total</b>			<b>70</b>		
<b>Grand Total</b>			<b>370</b>		

**To be filled by Unit Head only**

<b>Name and Signature of Faculty:</b>		<b>Unit Name</b>	
<b>Self-Appraisal Score</b>	<b>/ 370</b>	<b>Verified Appraisal Score by Unit Head</b>	<b>/ 370</b>
<b>Increment as per policy %</b>		<b>Recommended Increment %</b>	

**Special Remarks by the Unit Head (if any)-**

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Date - \_\_/\_\_/\_\_\_\_

Signature of Unit Head- .....

<b>Remarks by the Administrator-</b>	<b>Remarks by the Director-</b>
<b>Signature of Administrator:-</b>	<b>Signature of Director:-</b>

**Remarks by Hon. Secretary-**

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 .....Approved / Not Approved.....

Date - \_\_/\_\_/\_\_\_\_

Hon. Secretary