

**THIRUVALLUVAR UNIVERSITY, VELLORE**  
**PERFORMANCE AND POTENTIAL ASSESSMENT**  
(For Teaching Staff)  
Part I Performance Assessment  
For the calendar year 20....

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1. (a) Name (in block letters)  
(b) Date of Birth and Age  
(c) Qualifications
2. Designation
3. Scale of pay/ present pay
4. Post or posts held and nature of appointment  
(i.e. Temporary/ Probationer/ Approved Probationer/  
Permanent)
5. Ability as a Teacher as evidenced from the performance of  
students in the subject taught by him/her.
  - (i) Control over the class and popularity among students
  - (ii) Students' counselling and interest in student welfare
  - (iii) Average percentage of pass in the subject taught by  
him or her
6. \*Comments on maintenance of class records, thoroughness  
and promptness in internal evaluation
7. Contribution to the development of the institution based on;  
Ability to trainment; Planning and Building. Laboratory  
facilities, like models and demonstration equipment;  
preparation of guides, bulletins, etc. for the use of students;  
designing new courses of study and improving the existing  
ones and all contributions that promote efficiency and  
progress in instruction and training.
8. Interest in and ability for research (basic and or applied). The  
area of research may include Science, Engineering or  
Humanities pertinent to curriculum, teaching methods and  
techniques and other educational problems, human relations  
in so far as they involve student discipline, team work,  
cooperation and administration. Credit may also be given for  
development of instruments and fabrication of equipment of  
note and worthy character. List of papers published if any  
during the period of report

9. Professional standing, Academic Qualification, authorship of books, consulting practice, membership of professional bodies, committees and participation in their activities. Up to date knowledge and proficiency in the subjects handled.

10. Extra-curricular responsibilities held

11. Willingness to accept such work and cooperate with the administration.

12. Lapses pointed out/ punishment awarded during the period under report.

\*13. Reporting officer's overall rating of the officer reported on.

Signature

Reporting Officer  
(Name in Block Letters and Designation)

Station:

Date:

Remarks of the intermediate reporting officer (if he disagrees with any of the remarks of the reporting officer, he should give specific reasons therefore; if he agrees, he should record his opinion to that effect)

Signature

(Name in Block Letters and Designation)

Station:

Date:

Acknowledgement for having seen the report of Part-I for the period.

Signature

(Name in Block Letters and Designation)

Station:

Date:

NOTE: - \* The response is to be based on the maintenance of attendance register, record of class work, etc. maintained by the faculty member

\*\* The overall rating should be on the five point scale namely (i) Outstanding; (ii) Very Good; (iii) Good; (iv) Satisfactory; and (v) Poor.

## PART II Potential Assessment

Name of the Officer:

Designation:

### Report for the calendar year ending Dec 31,

- A (i) Physical capacity and general demeanour.
- (ii) Stability, Poise, Fairness, Dependability.
- (iii) Mental capacity:  
Analytical ability, power of expression, ability to take part in discussions.
- B. (i) Aptitude of work:  
Aptitude, initiative, self-reliance, thoroughness, punctuality, sense of responsibility.
- (ii) Ability to manage:  
Capacity to take decisions, ability to plan and programme, supervise and guide and control.
- C. (i) Ability to get along:  
Tact, helpfulness to fellow officials, subordinates and to the public.
- (ii) Potential for Academic leadership.
- (iii) General appraisal of the officer's good and bad qualities in a narrative form, particularly those pertaining to his integrity and ability to correct himself/herself, if his or her faults are pointed out.
- (iv) Special remarks or commendations if any.
- D. Fitness for regularization/ Declaration of completion of probation/ confirmation/ promotion.

Station:

Date:

Remarks of the reviewing officer (if he or she disagrees with any of the remarks of the reporting officer, he or she should give specific reasons therefore; if he or she agrees, he or she should record his or her opinion to that effect.)

Station:

Date:

Signature of the Reporting Officer  
(Name in Block Letters and Designation)

Signature  
(Name in Block Letters and Designation)

**FORM FOR SELF ASSESSMENT**

Thiru/Tmt./Selvi/Dr..... for the period ending Dec 31, 20..

(Information pertaining to Part I of the report to be furnished by the Officer reported on in a narrative form)

1. (a) Designation
- (b) Date of Birth and Age
- (c) Pay and Scale
- (d) Institution
- (e) Department
2. Date of joining present post
3. Academic qualification
4. Membership
5. (a) Examination Results

| S.No. | Subjects Taught | No. of contact hours per week (Semester wise)* | No. of students who appeared for the University Examination in the subject | No. of students declared to have passed in the subject | Remarks if any |
|-------|-----------------|--|--|--|----------------|
|-------|-----------------|--|--|--|----------------|

1.

2.

3.

4.

5. Examination results

\* Actual lecture hours relating to theory papers alone should be indicated

(b) Any other information relating to item 5, part I of the report. Mention may be made of officers contact hours.

6. State contributions made by you in one or more of the following during the period under report:
  - i) Laboratory or workshop development
  - ii) Preparation of models, demonstration equipment and other teaching aids.
  - iii) Short Courses conducted.

7. (a) No. of students who have obtained research degrees under the guidance of the staff member.

- i) Ph.D.
- ii) M. Phil.
- iii) P. G. Degree

(b) Number registered for research under the guidance of the staff member for the period under review :

- i) Ph.D
- ii) P.G. Degree
- iii) P.G. Diploma
- iv) Undergraduate (Project work)

(c) Papers published (attach reprints if available) for the period under review.

(d) Research Instrumentation/ apparatus innovated (attach photographs) during the period under review.

8. (a) Any additional qualification acquired during the period under report; give details.

(b) Have you published or are you engaged in writing any book or guide during the period under report; If so give details

(c) State membership committees connected with your professional work during the period under report

(d) State conference or seminars in which you have taken part during the period under report; give details of the nature of the participation

(e) Are you engaged in any consulting work? If so, give particulars

(f) Any other contribution not covered in items (a) to (e) of this item

9. Pastoral functions such as wardenship, NCC/NSS, Sports, fine arts, students' activities, etc. during the period under report.

Signature of the Officer  
reported on

Station:

(Name in Block Letters and Designation)

Date: