



BISHOP BENZIGER COLLEGE

OF NURSING

Accredited by NAAC,

Member of United Nations Academic Impact Program

Approved Research Centre of Kerala University of Health Sciences



6.3.5 - Performance Appraisal Forms

BISHOP BENZIGER COLLEGE OF NURSING, KOLLAM
ANNUAL PERFORMANCE APPRAISAL REPORT (APAR)
(FOR FACULTY MEMBERS)

Name :
Designation :
Date of birth :
Department :
Year : October to September

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Note: Head of the Department shall submit duly completed APAR to the Principal latest by 30th September.

Due date :
Date of submission :

Date: _____ Signature of Principal

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Note I:

1. The Reporting Officer of faculty member shall be the head of the Department/Principal, BBCCON
2. The reviewing officer of the faculty member shall be the Principal
3. Principal shall be the reporting officer of the head of the department. And, the Principal shall be the reviewing officer of the Head of the Department
4. Manager shall be the reporting & reviewing authority of the Principal

Note II:

In case of an adverse remark, the adverse entry shall be communicated to the concerned member of Faculty who may if he/she so desires within 30 days of the date of communication, represent to the Manager redressal of his/her case supported by the evidence to sustain his/her claim

PART I - A
SELF APPRAISAL
(TO BE FILLED IN BY THE TEACHER CONCERNED)

1.Name :

2.Designation :

3.Address :
(Residential/Phone No.)

4.Date of first appointment as academic faculty :

5.Date of appointment on present post :

6.Qualifications :

7.Confirmed/on probation :

8.Date of confirmation/end of probation :

9.Teaching (under graduate/postgraduate) :

i.No.of theory hours assigned
during the year:

ii.No.of theory period/classes
taken during the year:

iii.No.of practical hours
assigned in the year

iv.No.of practical hours
taught in the year

v.If total hours assigned not
taken, give reason

vi.Punctuality ®ularity in class/clinical:

10. Research guidance (Details) :

i. Supervisor/Co-supervisor of the research thesis in the year

ii. Number of M.Sc Nursing students graduated under your supervision in this year

11. Research activities (Details) :

i. No. of research projects undertaken this year

a. Ongoing :

b. New :

c. Completed :

ii. Funding Agencies :

iii. Principal Investigator :

iv. Special laudable outcome of the research project, if any

12. Scientific/Research contribution during the year

i. Paper published in National/International journals (list them according to bibliography pattern/place your exact position as author in case the paper is multiauthored/specify, if the paper is apart of PG/Doctoral thesis/submit reprint/acceptance letter of publication)

ii. Scientific paper personally presented at the state/national/international conference (Details of the communication with the name and venue of the conference/seminar)

iii. Coveted position at the scientific conference (president/secretary/chairman of session/Symposium/panel discussion details)

iv. Chapter in a book or having written in a book (Details-title, publisher, edition & year)

v. Any other documentary contribution / creative writing with details

vi. Preparation of resource materials including books, reading materials, laboratory manuals etc

vii. Institution/Places visited in India & abroad for research with period place & purpose

13. Other academic assignment involvements:

i. Fellowships/Awards/Scholarship
(Details)

ii. Contribution in seminar/faculty
teaching programme

iii. Contribution in CNE in service
side:

iv. Organization of Conference/
Seminar/Workshop:

v. Refresher/Orientation course
attended(detail)

vi. No. of Conference/Seminar/
Workshop attended(detail)/Credit hours

vii. Membership in University Councils

viii. Involvement in university examinations
(details)

ix. University paper setting/evaluation

x. Any other information

14. Additional qualifications acquired, if any this year

15. Punctuality and regularity in attending to duties

16. Distinction/honour and recognition conferred this year (details)

17. Please indicate your contribution towards:

a. Extra/Co-curricular activities, academic/
Socio cultural/Sport etc in the college
during the year and your contribution

b. Any additional administrative assignment
s/additional responsibilities held during the
past academic year

18.Innovative teaching/learning techniques employed this year (support with details)

19.What percentage of your classroom teaching /clinical teaching is supported with power points or inter active CD's/learning techniques

20.Interest taken in Faculty/Department Development Activities at college level (Organisation,planning,attendance)

21. Interest taken in programs organized by Staff Welfare Committee (Planning, organizing, attendance)

22.Leave taken/earned leave/study leave /duty leave/compensatory leave/deputation leave /extraordinary leave without pay

a.CL

b.EL

c.Deputation for Conference

d. Deputation for examination duties (external examiner, paper valuation, observer)

➤ Kerala State

➤ Outside Kerala

e. Deputation for official meeting

f. LOP

23.Participation in Community services as a Professional nurse

24.Any disciplinary action/adverse administrative communication/warning/pending enquiry, if any, against you during the year

To the best of my knowledge the above information is true

Signature :

Name :

Date :

Note:

1. Please get the format retyped in case the space provided is not adequate.
2. Please attach the documentary evidence to support your claim where necessary.
3. Please keep one copy of this in your records.

PART I - B

(DETAILED SELF ASSESSMENT BY FACULTY)

APAR YEAR.....

Name (Teacher) :

Designation :

Sl.No	Particulars	(1) Poor	(2) Avg	(3) Good	(4) V.good	(5) Excellent
1.	Subject knowledge					
2.	Efforts made to improve knowledge and skills					
3.	Teaching ability/talent					
4.	Punctuality & regularity in academic duties					
5.	Punctuality & regularity in taking the assigned classes					
6.	Punctuality & regularity in clinical areas					
7.	Discipline & control of classes					
8.	Relation with students					
9.	Quality of teaching using innovative methods					
10.	Attitude towards accepting additional responsibility					
11.	Decision making ability					
12.	Planning ability					
13.	Involvement and dedication					
14.	Participation in extracurricular activities					
15.	Conduct					
16.	Integrity of teaching					
17.	Use of library					
18.	Use of lab facilities					
19.	State of Health					
20.	Interest in department development activities					

PART II

(DETAILED ASSESSMENT BY THE HEAD OF THE DEPARTMENT)

APAR YEAR.....

Name (Teacher) :

Designation :

Date of appointment :

Remarks on :

1. Do you agree with the self-appraisal details submitted by the teacher, if not comment on the specific item on which you have disagreement

2. Teaching assignments :

Sl.No	Particulars	(1) Poor	(2) Avg	(3) Good	(4) V.good	(5) Excellent
1.	Subject knowledge					
2.	Efforts made to improve knowledge and skills					
3.	Teaching ability/talent					
4.	Punctuality & regularity in academic duties					
5.	Punctuality & regularity in taking the assigned classes					
6.	Punctuality & regularity in clinical areas					
7.	Discipline & control of classes					
8.	Relation with students					
9.	Quality of teaching using innovative methods					
10.	Attitude towards accepting additional responsibility					
11.	Decision making ability					
12.	Planning ability					
13.	Involvement and dedication					
14.	Participation in extracurricular activities					
15.	Conduct					
16.	Integrity of teaching					
17.	Use of library					
18.	Use of lab facilities					
19.	State of Health					
20.	Intérest in department development activities					

3.Remarks on performance, achievements and contribution by teachers belonging to the professional subject

4.Attendance and contribution in university assigned responsibility

5.Opinion on performance in research

i.Paper(S) published/Quality

ii.Books/Chapters

iii.Resource materials

iv.Supervising and research

v.Projects under progress

vi.Quality of research

vii.Important contribution in this field

6.Remarks on the quality of paper personally presented in the conference

7.Opinion on achievement in other academic Activities

8.Opinion on his involvement in other important assignment in University Examinations/University administrationetc

9.Knowledge and practice of College rules/norms/ Protocol

10.Gist of Students Appraisal of Teachers (SAT) during the year

i.Whether Students Appraisal of Teachers have been communicated

ii.Ifso, the reaction ofthe teacher on the same

11. Any disciplinary action/adverse administrative
Communication/warning pending enquiry
against the teacher

12. Any other remarks:

Signature : _____

Name : _____

Date of appointment as HOD : _____
(Seal of the reporting Officer)

Date:

.....

Note:

1. Opinion/remarks be such that it be sustained with valid reason
2. Retain one copy with you

PART III

(REMARKS OF THE PRINCIPAL)

APAR YEAR

Name (Teacher) :

Designation :

Date of appointment :

1. Specific remarks on the assessment of the Head of the Department

2. Adverse remarks, in any, at items in the self-appraisal and /or comments of Head of the Department.

3. Self rating score :

HOD rating score :

Student evaluation score :

Peer evaluation score :

4. Summary appraisal

On performance on the faculty member

(Circle One)

Outstanding

Good

Satisfactory

Unsatisfactory

On conduct on the faculty member

(Circle One)

Outstanding

Good

Satisfactory

Unsatisfactory

5. Any other remarks

Signature

Name

Designation

Date of appointment as

Principal

Date:

(Seal of reviewing Officer)

.....
Note:

1. Opinion/remarks be such that it be sustained with valid reason
2. Retain one copy with you



BISHOP BENZIGER COLLEGE OF NURSING, KOLLAM

PEER FEEDBACK FORM

Name of the Faculty:

Designation:

Date:

SI No.	Criteria	Always (5)	Some time (3)	Never (1)
1.	Handle stressful situation in clam and professional manner			
2.	Treat colleague / parents with fairness and respect			
3.	Communicate professionally to various categories of employees/students			
4.	Maintain cooperation and constructive working relationship with colleagues			
5.	Demonstrate commitment to task assigned			
6.	Reliable and responsible team member			
7.	Proactive and competent in providing solution to potential problem/issues			
8.	Flexible and adapt to change and variety on the job			
9.	Display academic/ learning orientation			
10.	As a colleague he/she is a role model to others in the campus			