

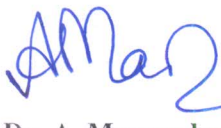
**NOIDA INSTITUTE OF ENGINEERING & TECHNOLOGY,
PHARMACY INSTITUTE, GREATER NOIDA**

Date: 29/04/2014

Faculty Performance Appraisal and Department System

The institute has framed the policy to retained, motivate and upgrade the existing faculty members. In this regard, the institute authorities have designed the faculty performance appraisal development Performa (Performa is attached herewith). The Performa is divided into two sections. In the first section faculty members completes the Performa of first section and the second section is reported by concern head of the department in which he gives the report confidentially to director. Complete filled Performa is finally analyzed by director. In the end, Director evaluates the performance of each and every faculty members. During analysis, the main focus is to see that no employee should be underutilized nor over utilized. Finally, the focus is for the productive utilization of an employee. Finally director recommends for increment and/or increment to the management of NIET.

The above institute policy helps to retain the faculty in the institute and provide the quality education to the NIET students.

 29/4/14

Dr. A. Mazumder
(Director)

Copy to :

- Hon'ble MD/AMD for kind Information pl.
- All HODs
- All faculty members
- Notice Board



NOIDA INSTITUTE OF ENGINEERING & TECHNOLOGY

19, KNOWLEDGE PARK-II, INSTITUTIONAL AREA, GREATER NOIDA, (U. P.) - 201 306

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Faculty Performance Appraisal and Development Proforma

Department of.....

Session:

1. Name of the Faculty			
2. Department			
3. Designation			
4. Subjects Taught			
Odd Semester		Even Semester	
5. Results (Pass Percentage)			
Odd Semester		Even Semester	
6. Conferences/Workshops/Seminars attended/organized (attach separate sheets if required)			
7. Publications (Mention Impact Factor) (attach separate sheets if required)			

Signature of Faculty

Contd. page 2

8. Special Tasks/Innovation done by the faculty for the upliftment of department and/or institute (if any)			
9. Any lecture/seminar given by the faculty member outside the institute			
10. Any work done by the faculty at the university/industry level			
11. Consultancy given by the faculty member			
12. Any project submitted to the AICTE/DST/MSME			
13. Strengths of the faculty			
14. Weaknesses of the faculty			
15. Total leave taken by the faculty during the session			
EL		CL	
16. Self appraisal for increment (Attach separate sheets)			

Signature of Faculty

Contd. page 3

17. Self appraisal for promotion to higher post (If necessary) (attach separate sheets)
18. Any other points not mentioned above and faculty wants to say regarding his/her performance appraisal

Signature of Faculty

Remarks of HOD

Signature of HOD with Date



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Overall Faculty Appraisal Report

Department of.....

Session:

Name of the faculty Member: Designation:

1. Participation in departmental activities

Excellent	Very Good	Good	Fair	Poor
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2. Punctuality, regularity, sincerity and honesty in department

Excellent	Very Good	Good	Fair	Poor
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3. Academic impression of faculty member among students as perceived by you

Excellent	Very Good	Good	Fair	Poor
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4. Cooperation in departmental activities

Excellent	Very Good	Good	Fair	Poor
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5. Does he/she inform you before taking leave or remaining absent?

Excellent	Very Good	Good	Fair	Poor
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6. Incliaation towards higher studies and research

Excellent	Very Good	Good	Fair	Poor
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7. Contribution towards growth of the department

Excellent	Very Good	Good	Fair	Poor
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8. Contribution towards growth of the institute

Excellent	Very Good	Good	Fair	Poor
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9. Do you recommend his/her for increment/increments? Please comment.

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10. Do you recommend his/her for promotion? Please comment.

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11. Any other comments by HOD

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Signature of HOD with Date

Remarks of the Director

Signature of the Director