



AMALA COLLEGE OF NURSING

(An undertaking of Amala Cancer Hospital Society)

Amala Nagar P.O., Thrissur-680 555, Kerala, India.

Website : www.amalanursingcollege.org

FIRST CYCLE NAAC ACCREDITATION 2022

CRITERION 6

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.3. Faculty Empowerment Strategies

6.3.5 Sample appraisal form

Submitted to



THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

APPRAISAL FORMS

AMALA INSTITUTE OF MEDICAL SCIENCES, THRISSUR

(An undertaking of Amala Cancer Hospital Society)

Amala Nagar, Thrissur – 680555

PERFORMANCE APPRAISAL FORM OF TEACHING STAFF

Section A – Appraiser Details

Name of the appraiser:

Designation:

Section B – Employee Details

Name :

Department :

Designation:

Date of Joining:

Appraisal period: from

to

PERFORMANCE RATING FORM

| Sl. No | Rating factors | Excellent | Very good | Good | Average | Poor |
|---------------------------------|---|-----------|-----------|------|---------|------|
| A. JOB SPECIFIC SKILLS | | | | | | |
| 1 | Punctuality | | | | | |
| 2 | Ability to perform work in an organized manner | | | | | |
| 3 | Completion of task without errors | | | | | |
| 4 | Timely completion of works | | | | | |
| 5 | Taking ownership and responsibility of task assigned | | | | | |
| B. KNOWLEDGE | | | | | | |
| 6 | Knowledge to follow instructions and the ability to take up additional task | | | | | |
| 7 | Good theoretical and practical knowledge | | | | | |
| 8 | Knowledge of the system, process and procedures | | | | | |
| 9 | Knowledge of current trends | | | | | |
| 10 | Publication in research journal | | | | | |
| C. ATTITUDE AND BEHAVIOR | | | | | | |
| 11 | Maintenance of good interpersonal relationship with authorities, superiors and co-workers | | | | | |
| 12 | Communication skills | | | | | |
| 13 | Flexibility in duty timing and take up of extra assignments | | | | | |
| 14 | Adherence to hospital policies including punctuality, attendance and dress code | | | | | |

Remarks:



Name and Signature of appraiser:
Prot. Dr. RAJEE REGHUNATH
PRINCIPAL
AMALA COLLEGE OF NURSING
AMALA NAGAR P.O., THRISSUR-680 :

AMALA COLLEGE OF NURSING, THRISSUR
AMALA NAGAR P. O, THRISSUR - 680555

PERFORMANCE APPRAISAL FORM OF NON TEACHING STAFF

Section A : Appraiser details

Name : Designation:

Section B : Employee Details

Name : Designation :

Date of Joining: Place of work :

Appraisal period: From To.....

PERFORMANCE RATING FORM

| Sl. No. | Rating factors | Excellent | Very Good | Good | Average | Poor |
|----------------------------------|---|-----------|-----------|------|---------|------|
| A. JOB SPECIFIC SKILLS | | | | | | |
| 1 | Punctuality | | | | | |
| 2 | Perform work in an organized manner | | | | | |
| 3 | Follow instructions correctly | | | | | |
| 4 | Timely completion of work without errors | | | | | |
| 5 | Team spirit | | | | | |
| 6 | Flexibility in duty timing and take additional responsibility | | | | | |
| 7 | Knowledge about work | | | | | |
| B. ATTITUDE AND BEHAVIORS | | | | | | |
| 8 | Communication skill | | | | | |
| 9 | Discipline | | | | | |
| 10 | Interpersonal relationship | | | | | |
| 11 | Attitude towards work | | | | | |
| 12 | Adherence to job description and institutional policies | | | | | |
| 13 | Dress code and Grooming | | | | | |
| 14 | Accept criticism and try to improve their deficiencies | | | | | |
| 15 | Mental health / pleasant | | | | | |
| 16 | Physical health | | | | | |
| 17 | Loyalty to institution | | | | | |
| 18 | Attitude and behavior towards superiors | | | | | |
| 19 | Attitude behavior towards students | | | | | |
| 20 | Helping and supportive | | | | | |

Remarks:



Name & Signature of appraiser:

[Signature]
 Prof. Dr. RAJEE REGHUNATH
 PRINCIPAL
 AMALA COLLEGE OF NURSING
 AMALA NAGAR P.O., THRISSUR-6801

AMALA COLLEGE OF NURSING, THRISSUR

SELF APPRAISAL FORM – TEACHING STAFF

Name :

D.O.J:

Designation :


Employee Number:

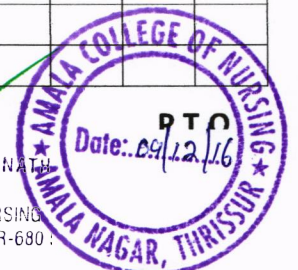
Appraisal Period: From:

To:

| |
|--|
| Qualification: |
| Experience |
| Teaching : |
| Clinical : |
| <ol style="list-style-type: none"> 1. Any additional qualification acquired during the appraisal period. 2. Paper published 3. Paper / poster presented 4. Any other achievement |

| Sl.No | Performance / Activities | 1 | 2 | 3 | 4 | 5 |
|-------|--|---|---|---|---|---|
| | <u>I.TEACHING</u> | | | | | |
| | A. Classroom : | | | | | |
| 1. | Prepares lesson with all requirements | | | | | |
| 2. | Uses adequate references | | | | | |
| 3. | Utilizes suitable AV aids | | | | | |
| 4. | Evaluates teaching learning process | | | | | |
| 5. | Reports the appraisal of students to Principal | | | | | |
| 6. | Submit weekly evaluation plan to Principal | | | | | |
| | <u>II. B. Clinical</u> | | | | | |
| 7 | Prepare schedule for clinical teaching | | | | | |
| 8 | Supervise the students and co-ordinate with staff | | | | | |
| 9 | Evaluates performance of the students | | | | | |
| 10 | Perform University model exam | | | | | |
| | <u>III Managerial skill</u> | | | | | |
| 11. | Aware about the job description | | | | | |
| 12. | Ability to perform consistently with the target set by the organization | | | | | |
| 13. | Willingness to accept additional responsibilities | | | | | |
| 14. | Keen and energetic to carryout the responsibilities diligently and effectively. | | | | | |
| 15. | Ability to perceive and forecast new ideas and strategies in planning and implementing program | | | | | |
| 16. | Specific object utilization of resources and adherence to time schedule. | | | | | |
| 17. | Ability to make constructive suggestions | | | | | |
| 18. | Ability to analyze problems decisively | | | | | |
| 19. | Ability to supervise, co-ordinate, motivate, and boost team spirit in faculty and students | | | | | |
| 20. | Ability to communicate effectively | | | | | |
| 21. | Approachable and available | | | | | |
| 22. | Able to develop professionally competent students | | | | | |


 Prof. Dr. RAJEE REGHUNATH
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 AMALA NAGAR PO., THRISSUR-680



| | | | | | | |
|-----|--|--|--|--|--|--|
| 23. | Ability to implement the curriculum and to complete the task within the given time | | | | | |
| 24. | Ability to understand the strength and weakness of students and faculty | | | | | |
| 25. | Ability to work harmoniously with others | | | | | |
| 26. | Diplomatic and tactful for achieving organizational goal. | | | | | |
| 27. | Recognizes and encourages abilities of staff and students | | | | | |
| | <u>IV Professional</u> | | | | | |
| 28. | Participates in professional meetings | | | | | |
| 29. | Shows initiative professional organizational activities | | | | | |
| 30. | Participates in Nursing Research independently / in team. | | | | | |
| 31. | Contributes towards research in the department (Clinical) | | | | | |
| 32. | Participates in various committees in the college | | | | | |
| 33. | Participates regularly in Staff development programme | | | | | |
| 34. | Imparts knowledge through conferences / workshops / publications | | | | | |
| | <u>V Personal Qualities:</u> | | | | | |
| 35. | Obligation to accomplish the task. | | | | | |
| 36. | Ability to adjust to any situations with flexibility | | | | | |
| 37. | Ability to look at things objectively and from another's view point | | | | | |
| 38. | Willingness to put the welfare of the organization ahead of self interest | | | | | |
| 39. | Self-confidence and optimistic approach | | | | | |
| | <u>VI General</u> | | | | | |
| 40. | Grooming | | | | | |
| 41. | Competence at work | | | | | |
| 42. | Initiative | | | | | |
| 43. | Interpersonal | | | | | |
| 44. | Dependability | | | | | |
| 45. | Team Spirit | | | | | |
| 46. | Attendance | | | | | |
| 47. | Discipline | | | | | |

Code: 1-Poor

2-Average

3- Good

4-Very Good

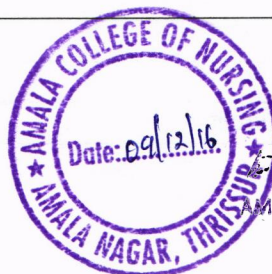
5-Excellent

Total Score =

Percentage =

Remarks by Head of the Institution

Signature of the Head of the Institution



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AMALA COLLEGE OF NURSING, THRISSUR

SELF APPRAISAL FORM (NON TEACHING STAFF)

Name:

D.O.J:

Designation:

Employee Number:

Department/section:

Appraisal Period From :

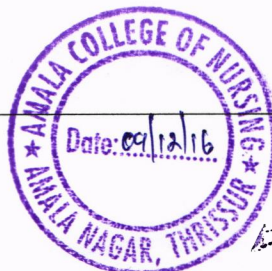
To:

| Appraisal Category | Excellent 4 | Good 3 | Satisfactory 2 | Poor 1 |
|---|----------------|-----------|-------------------|-----------|
| PROFESSIONAL COMPETENCE | | | | |
| • Knowledge of rules, regulation and procedure | | | | |
| • Ability to organize work and carry it out | | | | |
| • Ability and willingness to take up additional load in times of exigencies | | | | |
| • Ability to learn new duties | | | | |
| • Capacity to supervise | | | | |
| • Response to instructions and guidance of supervisor | | | | |
| • Response to feedback of supervisor | | | | |
| QUALITY OF WORK | | | | |
| • Ability to maintain Files/Records | | | | |
| • Accuracy & Speed of work | | | | |
| • Neatness and tidiness of work | | | | |
| • Completion of work on schedule | | | | |
| • Execution of work with team spirit | | | | |
| PERSONAL CHARACTERISTICS | | | | |
| • Regularity | | | | |
| • Punctuality | | | | |
| • Interaction with colleagues and students | | | | |

Total score :

Percentage:

Remarks by Head of the Institution:



Signature of the Head of the Institution

Prof. Dr. RAJEE REGHUNATH
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AMALA NAGAR PO., THRISSUR-680 :