

Name:

Area:



IILM Institute *for* Higher Education

Performance Review & Development Plan

Instructions:

1. Please complete the form using a pen in the format that has been provided. You may leave out sections which do not apply to you or those you do not wish to complete for any reason.
2. Your response should be to the point. Where you feel that you have not been able to achieve an objective please indicate the reasons for the same.
3. Parameters for assessment are as follows:

Excellent (4) - Performance surpasses norms significantly and consistently

Good (3) - Performance is better than average

Average (2) - Performance is below average

Poor (1) Performance falls well short of norms

4. Your assessment will take place within 30 days of your returning the form. Delayed submission will delay increments/promotions. No increment/promotion will take place with retrospective effect.

Name:

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SECTION -I
(To be completed by Appraise)

1. List all courses taught during the period under review

Name of the Course	Program	Teaching Feedback	No of Students enrolled	No of Students giving feedback	No of classes on time	No of classes rescheduled	No of guest lectures*	Submission of Exam results (On time / Delayed)

Name:

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2. My contribution as a Mentor

Mentee Feedback	

3. List any innovative methods used in teaching and how it helped your students?

Name:

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INDUSTRY ENGAGEMENT

4. Details of Guest Lectures* held for the period under review

S. No.	Topic	Course	Name	Designation

5. Details of Industry visits

S. No.	Course	Details of Industry Visited

Name:

Area:

6. Administrative Responsibilities taken during the period under review

Academic	Non academic
Comments by Area Chair / Vertical Head / Associate Dean / Dean / Director	
Name:	Signature:

RESEARCH, TRAINING AND CONSULTING – (during the period under review)

7. List Refereed papers, articles, working papers, case study and research briefs published

S. No.	Title	Journal	Year/ Month

Name:

Area:

8. List papers accepted for presentation at Conference/Seminars

S. No.	Title	Conference Name	Country	Year/ Month

9. List books / chapter published

S. No.	Title	Publisher	Year/ Month

10. List of MDP/Consulting/Customized Trainings /FDP's CONDUCTED on behalf of IILM

S. No.	Title	Organization	Year/ Month

11. List of MDP's /FDP's ATTENDED

S. No.	Title	Organization	Year/ Month	Rating

Name: _____

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12. Additional qualifications/certifications acquired during the period under review

1.
2.
3.

13. DISCUSSION ON Annual Academic Plan (AAP) - FOR PERIOD UNDER REVIEW

a) List the academic goals you had and rate yourself on their achievement. * (Refer AAP)

	Academic Goals	Actual Achievement	Area Chair / Vertical Head Comments
Teaching			
Research			
Training & Consulting			
Admin			

b) **GOAL SETTING - FOR COMING YEAR**

Details of courses being offered in academic year 2010-11:

S. No	Name of the Course	Program	Term
Total number of courses			

Name:

Area:

Research work/ Refereed paper/ Publication proposed

S.No	Research Topic	Intended Publication	Time Frame

Accepted/ proposed conference presentation/s in the current year:

S.No	Research Area	Conference	Time Frame

Case studies to be undertaken:

S.No	Issue	Name of Company / Industry	Time Frame

MDP/trainings to be undertaken:

S.No	Topic	Singly / Joint partner's name/s	Time Frame

Name:

Area:

Any other professional goals:

S.No	Goal	Comments

Name of the Faculty:	Name of the Area Chair / Vertical Head:
Signature	Signature

Name:

Area:

14. SELF APPRAISAL (Please rate yourself)

S. No.	Statements	1	2	3	4
1	Ability to learn and use new skills				
2	Offer constructive and creative suggestions for improvement				
3	Participate and share information (Cooperation)				
4	Seek improvement in performance				
5	Take assigned responsibilities				
6	Assist in conducting examination				
7	Willingly collaborate with others				
8	Help in Placements				
9	Considerate, respectful and treat others fairly				
10	Help in admissions				
11	Accept mistakes/failures and take criticism positively				
12	Able to perform under pressure				
13	Comfortable working with different colleagues				
14	Accept and adapt to change				
15	Constantly seek improvement and is willing to learn				
16	Display initiative and commitment				
17	Participate and attend institutional events regularly				
18	Proactively seek additional responsibilities				

Excellent (4) - Performance surpasses norms significantly and consistently

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15. How can IILM contribute to increasing your work efficiency?

Name:

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SECTION – II

(To be filled in by Area Chair/ Associate Dean/ Dean/Vertical Head and Director)

Comments and Observations by the Area Chair	Comments and suggestions by Vertical Head

Suggestions for 2010-11 by Area Chair	Suggestions for 2010-11 by Vertical Head

Overall Rating				Overall Rating			
1	2	3	4	1	2	3	4
Name:				Name:			
Date:				Date:			
Signature:				Signature:			

Final Comments (Vertical Head / Director / Chairperson) post appraisal increment amount recommended

Name: _____ Signature: _____