

KRA & APPRAISAL TEMPLATE (FACULTY)

Name:

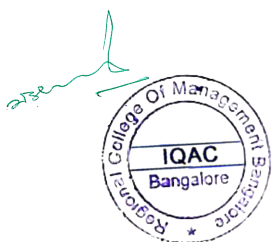
Designation:

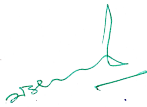
Department:

Reporting Head:

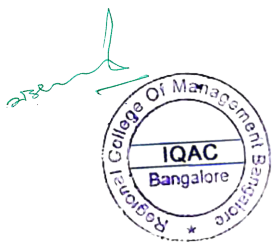
Evaluation Period:

S.no.	Functn. with weightage	Responsibilities	Self Feedback		Head's Feedback	Final Rating
Key Responsibilities Areas (KRA)			(Yes/ No/ NA)	Brief Outcome Explanation	Observation/ Concerns/ Improvement Areas	Against KRA Weightage
1	As a Faculty (30%)	Preparation of Lessons/ Curriculum at the beginning of Semester, share the information and confirm the students' understanding.				
		Prepare the Delivery Matrix approved by Academic Council, shared with the students.				
		Update the Course Delivery Diary on daily basis				
		Use of Experiential Learning - Mini Project/ Mini Assignment/ Case Studies				
		Use of Participative Learning - Peer Group Learning				
		Use of Problem Solving Methodology				
		Number of ICT Enabled delivery Materials used in a Semester				
		Use of Corporate Example/ Orientation relevant to the subject				
		Organizing Small Group Work to ensure high engagement level among the students				
		Active participation in the Students Evaluation Process.				
2	Academic Data Management (25%)	Approved Lesson Plans are up-to-date and ready for any inspection.				
		Have the potential to prepare, manage, maintain academic data.				
		Maintain periodical records with regard to marks, copy checked and handling other Administrating works as assigned, and submitted to appropriate authority.				
		High accuracy to be maintained with regard to any record and data handled.				
		High accuracy maintained with regard to attendance record of the students.				
		Creation and management of accreditation documents as a continuous process				
3	Professional Dev. (15%)	New information about my subject is practised in my teaching process.				
		Collaborate with colleagues to develop new teaching process and addressing students				
		Continuous improvement of own knowledge by preparing and presenting papers on different academic topics.				
		To attend Training/ FDP/ Conference and apply new information in the teaching process.				
		Enrolled in/ completed Ph.D Programme				




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 Devanahalli, Bangalore

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4	Gen Competency (15%)	Periodical Meeting with Students to develop and maintain Student Relationship.			
		Periodical Meeting with Parents to develop their confidence and comfortability.			
		Help developing the Brand image of the college.			
		Maintain high level of punctuality and deadline management.			
		Maintain high level of diligence and regularity attending campus and discharging duty.			
		Maintain healthy communication quality with colleagues			
		Display additional skill beyond of the given assignment area			
		Always eager to contribute more than my assigned work			
5	Mentorship/ Professional Orientation (15%)	A team is assigned to be a Mentor of the team members			
		Generally contribute as a Mentor to a group of students to guide and groom them professionally			
		Always correlate the management topics with the professional usefulness to the students			
		Inspire the students to contribute to the society by guiding them to take up different social engagement activities.			
		Encourage the student to learn different management aspects from Industry visit/ mini projects.			
		Always take part in any Professional Orientation programme for the students taken up by the college time to time.			
Total Weightage: 100%					0%




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