

Annex 2

TRIBHUWAN UNIVERSITY**CHAITANYA MULTIPLE CAMPUS, BANEPA, KAVRE****PERFORMANCE APPRAISAL FORM FOR THE FACULTY/STAFF**

Name of the Faculty/Staff:

Post/Designation:

Date of Appointment:

Type of Appointment:

Year of Appraisal:

Contact No.:

Date of Submission:

1. MAJOR JOB DESCRIPTION OF THE POST

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2. ACTIVITIES PERFORMED BY THE STAFF DURING CONTRACT PERIOD

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3. OTHER MAJOR ACTIVITIES/TASK (EXCEPT MENTIONED IN THE JD) PERFORMED BY THE FACULTY/STAFF

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SUPPORTED DOCUMENT INCLUDED

1.
2.
3.

Signature:-**Name of the Faculty/Staff: -****Date: -****4. VERIFICATION AND RECOMMENDATION BY THE IQMC COMMITTEE**

Signature:-**Name:****Post/Designation:****Date: -****5. VERIFICATION AND RECOMMENDATION BY THE CAMPUS CHIEF/IQAC**

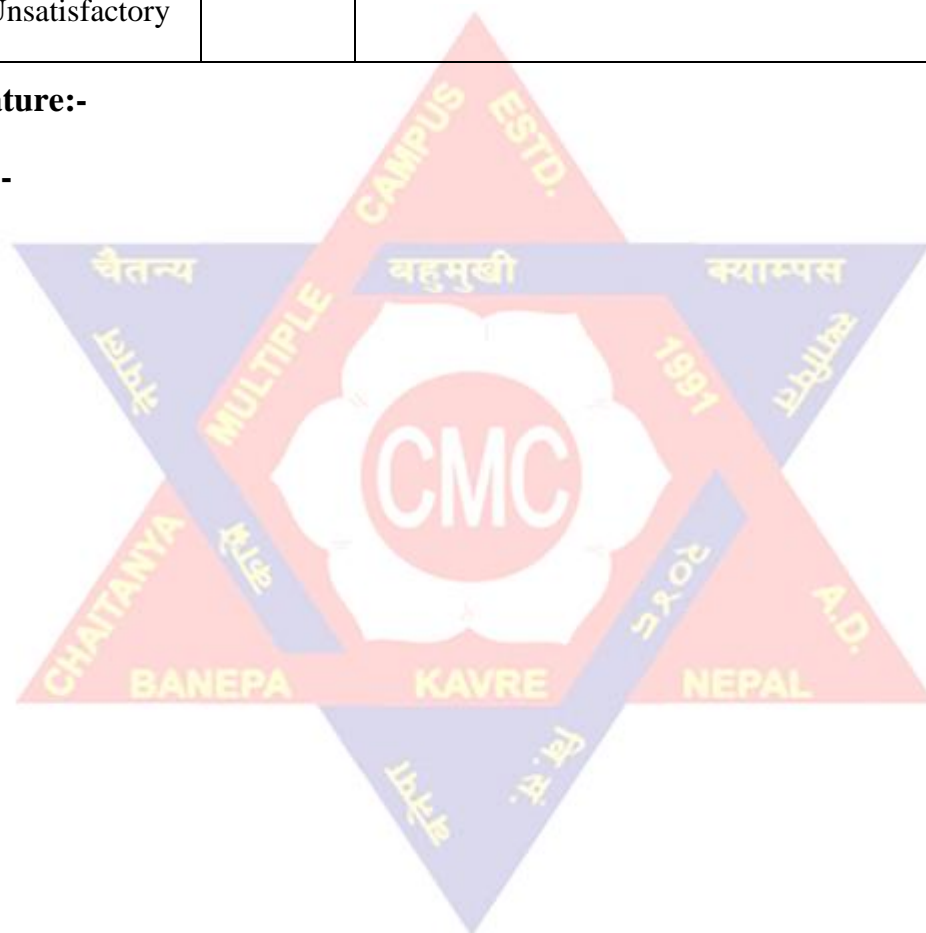
Signature:-**Date:-****Name:****Post:**

6. GRADING PROVIDED BY CAMPUS CHIEF WITH JUSTIFICATION

Particulars	Grade	Justification/Comments
A – Outstanding B – Very Good C – Good D – Satisfactory E – Unsatisfactory		

Signature:-

Date:-



Annex 3

TRIBHUWAN UNIVERSITY
CHAITANYA MULTIPLE CAMPUS, BANEP, KAVRE
SELF APPRAISAL FORM FOR THE FACULTY/STAFF

Faculty/ Institute:

Department:

Name:

Designation:

Appointment Date:

Date of Promotion:

Appraisal Year:

Date of Submission:

Contact No.:

Email:

Please respond to all the following indicators mentioned in the table with the activities held/achieved within the specified year only.

SN	Indicators for Appraisal	Status Yes/No	Description	Remarks
1	Teaching as prescribed/assigned			
2	Involvement in assessment and/or examination management			
3	Involvement in formal counseling of the students			
4	Involvement in conducting the extension and outreach activities			
5	Involvement in the task of committee			
6	Guiding the students for research and projects/cases			
7	Leading the research projects			
8	Assisting in carrying out the research			

SN	Indicators for Appraisal	Status Yes/No	Description	Remarks
9	Presenting research paper/abstract in the seminar			
10	Publishing research articles in the non-ranked journal			
12	Publishing research articles in the peer reviewed/refereed journal			
13	Publishing research articles in the national/international indexed journal			
14	Participation in (attending) the capacity development training			
14	Participation in different seminar, workshop, symposium			
15	Involvement in consultancy works			
16	Upgrading academic qualification			
17	Editing/reviewing research journal and/or papers/articles			
18	Providing expert's services			

SUBMITTED BY

Signature:

Name:

Post/Designation: