

Dear _____,

Your performance appraisal for the Academic Year <Year> (_____ Semester) has been reviewed. You have been evaluated on the basis of your performance in Academic involvement, Student involvement, Institutional development, Professional development and Competency. The score card is shown below.

	Academic Involvement	Student Development	Institutional Development	Professional Development	Competency Mapping	Final Score (Percentile in your Dept.)
Max. Marks (Excluding Extra Bonus Points)	1220/1290	1930	1950	800	200	100
Minimum Marks to be achieved	610/645	965	390 (For Associate Professors and Professors)	160 (For Associate Professors and Professors)	120	50
Marks Obtained by you (Excluding Extra Bonus points)						

Remarks:

Score	Final Score < 50 Percentile	50 < Final Score < 90	Final Score > 90
Remarks	You are required to discuss with your RO and prepare a structured plan for Score Improvement.	You may discuss with your RO and prepare a structured plan for further Score enhancement.	Congratulations !

Head of the Department

Plan for Score Improvement / Enhancement:

Criterion No.	Name of the Criterion	Performance Parameter	Action Plan
1.	Academic Involvement		
2.	Student Development		
3.	Institutional Development		
4.	Professional Development		
5.	Competency Mapping		