



Far Western University
Durgalaxmi Multiple Campus, Attariya, Kailali

Self-Appraisal Form for Non-Teaching Staff

Likert Scale Legend:

- 1 = Poor / Never / Strongly Disagree
- 2 = Below Average / Rarely / Disagree
- 3 = Average / Sometimes / Neutral
- 4 = Good / Often / Agree
- 5 = Excellent / Always / Strongly Agree

S.N.	Evaluation Criteria	Description	1	2	3	4	5
1	Work knowledge	I clearly understand my duties and campus rules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Efficiency & speed	I complete assigned tasks within the expected time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Accuracy & record keeping	I maintain accurate records, files, or accounts without errors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Punctuality & regularity	I report to duty on time and maintain regularity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Responsiveness	I respond to faculty, student, or visitor requests promptly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Teamwork	I cooperate with colleagues and other departments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Use of resources	I handle campus equipment, stationery, or assets responsibly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Problem-solving	I handle routine problems without escalation unless needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



9	Confidentiality	I maintain confidentiality of sensitive campus information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Initiative	I take initiative to improve my work without being told	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employee Signature: _____ Date: _____





Far Western University
Durgalaxmi Multiple Campus, Attariya, Kailali

Non-Teaching Staff Appraisal by Students Form

Likert Scale Legend:

- 1 = Poor / Never / Strongly Disagree
- 2 = Below Average / Rarely / Disagree
- 3 = Average / Sometimes / Neutral
- 4 = Good / Often / Agree
- 5 = Excellent / Always / Strongly Agree

S.N.	Evaluation Criteria	Description	1	2	3	4	5
1	Helpfulness	Staff member is willing to help students with queries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Behavior & attitude	Staff treats students politely and respectfully	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Speed of service	My work (fees, forms, library books) is done quickly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Clarity of information	Staff explains procedures or rules clearly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Availability	Staff is present at their desk during working hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Problem resolution	Staff solves student problems without delay or rudeness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Professional appearance	Staff is neat and professionally dressed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



8	Fairness	No favoritism or bias shown towards any student	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Campus environment support	Staff helps keep campus clean, quiet, or orderly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Overall satisfaction	I am satisfied with this staff member's service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





Far Western University
Durgalaxmi Multiple Campus, Attariya, Kailali

Non-Teaching Staff Appraisal by Institution Form

Likert Scale Legend:

- 1 = Poor / Never / Strongly Disagree
- 2 = Below Average / Rarely / Disagree
- 3 = Average / Sometimes / Neutral
- 4 = Good / Often / Agree
- 5 = Excellent / Always / Strongly Agree

S.N.	Evaluation Criteria	Description	1	2	3	4	5
1	Job knowledge & skill	Demonstrates required technical or administrative skill	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Attendance & punctuality (institution record)	Regular attendance; no tardiness without leaves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Efficiency & output quality	Work is error-free, timely, and meets institutional standard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Following office protocol	Adheres to leave, reporting, and task assignment procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Inter-department coordination	Works well with teaching staff and other non-teaching units	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Student service record	Student feedback (Form 2) shows high satisfaction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Resource management	Uses campus resources (paper, electricity, equipment) efficiently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Confidentiality & integrity	Maintains data privacy and ethical conduct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



9	Problem-solving ability	Handles unexpected issues (rush hours, angry visitors) calmly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Overall contribution	Staff helps campus run smoothly and improves user experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evaluator Name & Designation: _____

Signature: _____ Date: _____

Overall rating (institution's final score): _____ / 100





Far Western University
Durgalaxmi Multiple Campus, Attariya, Kailali

Self-Appraisal Form for Faculty

Likert Scale Legend:

- 1 = Poor / Never / Strongly Disagree
- 2 = Below Average / Rarely / Disagree
- 3 = Average / Sometimes / Neutral
- 4 = Good / Often / Agree
- 5 = Excellent / Always / Strongly Agree

S.N.	Evaluation Criteria	Description	1	2	3	4	5
1	Lesson planning & preparedness	I prepare lesson plans and learning objectives before each class	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Subject knowledge	I keep my subject knowledge updated with recent developments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Teaching methods	I use interactive and student-centric teaching methods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Assessment fairness	I conduct fair, timely, and transparent evaluations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Feedback utilization	I incorporate student feedback to improve my teaching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Punctuality & attendance	I am punctual to classes and meet attendance norms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Research & publication	I actively engage in research, paper presentation, or publication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



8	Use of ICT & resources	I use digital tools, library, or lab resources effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Student mentoring	I guide students beyond syllabus (career, personal, academic)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Institutional contribution	I participate in campus meetings, events, and administrative duties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signature of the Faculty: _____ Date: _____





Far Western University
Durgalaxmi Multiple Campus, Attariya, Kailali

Faculty Appraisal by Students Form

Likert Scale Legend:

1 = Poor / Never / Strongly Disagree

2 = Below Average / Rarely / Disagree

3 = Average / Sometimes / Neutral

4 = Good / Often / Agree

5 = Excellent / Always / Strongly Agree

S.N.	Evaluation Criteria	Description	1	2	3	4	5
1	Clarity of teaching	The teacher explains concepts clearly and logically	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Class interaction	The teacher encourages questions and discussions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Availability outside class	The teacher is approachable after class or during office hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Fair assessment	Exams, assignments, and grades are fair and transparent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Punctuality of teacher	The teacher arrives on time and takes full class duration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Use of teaching aids	Use of board, projector, or other materials helps learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Respectful behavior	The teacher treats all students with respect and impartiality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Feedback on progress	I receive timely feedback on my performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



9	Encourages creativity	The teacher motivates independent thinking & problem solving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Overall effectiveness	Overall, this teacher helps me learn effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





Far Western University
Durgalaxmi Multiple Campus, Attariya, Kailali

Faculty Appraisal by Institution Form

Likert Scale Legend:

1 = Poor / Never / Strongly Disagree

2 = Below Average / Rarely / Disagree

3 = Average / Sometimes / Neutral

4 = Good / Often / Agree

5 = Excellent / Always / Strongly Agree

S.N.	Evaluation Criteria	Description	1	2	3	4	5
1	Curriculum adherence	Follows prescribed syllabus and completes on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Student performance results	Student pass percentage / grade outcomes meet expectations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Compliance with policies	Follows campus rules, exam duties, and academic calendar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Contribution to accreditation	Supports NAAC/NEB/University-related documentation & improvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Professional development	Participates in FDP, workshops, seminars	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Attendance & punctuality (institution record)	No unexplained absence; meets 75%+ attendance norm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Student feedback score (aggregate)	Average of student appraisal from Form 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



8	Leadership & committee work	Serves on campus committees (discipline, exam, sports, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Innovation in teaching	Introduces new teaching methods, projects, or industry links	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Overall institutional value	Teacher enhances campus reputation & learning environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evaluator Name & Designation: _____

Signature: _____ Date: _____

Overall rating (institution's final score): _____ / 100

