

# **EASTERN UNIVERSITY**

## **Annual Performance Evaluation Report of Dean / Chairperson**

*For the year .....2017 to .....201.....*

*(To be filled in by the Dean/Chairperson)*

1. Name (in Block Letters): .....

2. Faculty: .....

Designation: .....

**Date**

**Signature of Dean/Chairperson**

**(To be filled in by the Dean/Chairperson)**

Please indicate your degree of agreement or disagreement with the following statements.

**Note that:**

Strongly Agree	=	5
Agree	=	4
Neither Agree nor disagree	=	3
Disagree	=	2
Strongly Disagree	=	1

Supportive information/documents should be attached for each item below	Chairperson	Dean	Vice Chancellor
1. Achieved admission target			
2. Supported Admission Office for enhancing enrolment			
3. Taken efforts to reduce students drop-out			
4. Inspired faculty members			
5. Inspired students			
6. Organized seminars, workshops, conference, etc.			
7. Reviewed Course Outlines			
8. Evaluated performance of teachers in the class and outside			
9. Reviewed grades of students of all courses			

10. Obtained feedback from students			
11. Prepared ACR of the Faculty Members, Executives and Staff			
12. Coordinated activities of the faculty/department			
13. Meetings called and held			
14. Participated in the meetings of the University			
15. Reviewed existing curriculum or developed curriculum of new programs			
16. Organized training of the teachers			
17. Supported Career Service for the students			
18. Patronized the Alumni Association, Clubs and Forums			
Total			
Average			

\_\_\_\_\_  
Signature of Dean/ Chairperson

\_\_\_\_\_  
Signature of the Vice Chancellor

**Remarks and Recommendation of Dean (for Chairperson):**

**Remarks and Recommendation of the Vice Chancellor:**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of the Vice Chancellor