

PERFORMANCE APPRAISAL REPORT-II

SELF APPRAISAL

A. General Information

- a] Name _____

- b] Date of Birth _____
- c] Address [Residential] _____

- d] Designation _____
- e] Department _____
- f] Area of Specialization _____
- g] Date of Appointment _____
 i] in the Institution _____
 ii] in the Present Post _____
- h] Honours Conferred _____

B. Teaching

- a] Class Taught _____

Class	Assigned per week		Taught in the year		Steps taken for the teaching of periods missed during absence of leave (3)
	L	T/F	L	T/F	
	(1)		(2)		(3)
(i) U. G. (B.A. / B.Sc. etc. Pass) (B.A. / B.Sc. etc. Hons)					
(ii) P.G. (M.A. / M.Sc. etc.)					
(iii) M. Phil					
(iv) Any other					

* [To be filled at the end of every academic year]

** L= Lecture T = Tutorial P = Practical

- b) Regularity and Punctuality
- c) Details of course teaching plan, synopses of lectures, and reading lists supplied to students
- d) Details of participation in the following

- i) University Evaluation _____

- ii) Internal Evaluation _____

- iii) Paper Setting _____
- iv) Assessment of Home assignments _____
- v) Conduct of Examinations _____
- vi) Evaluation of Dissertation etc. _____

C. Details of innovations / Contribution in Teaching during the year :

- a) Design of curriculum : _____
- b) Teaching methods : _____
- c) Laboratory experiment : _____
- d) Evolutions methods : _____
- e) Preparation of resource : _____
material including books,
reading materials, laboratory
manual etc.
- f) Remedial Teaching / Student Counseling (academic) _____

- g) Any other _____

D. Improvement of Professional Competence

- a) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars, symposia etc. including open university course / M. Phil, Ph. D. _____

E. Research contribution :

a) Number of students (M. Phil, Ph.D.)

	At the beginning of the year	Registered during the year	Completed during the year
M. Phil.			
Ph. D.			

b) No. of research papers published (Please enclose list)

c) Research Projects

Title of the Project	Name of the funding agency	Duration
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d] Details of Seminars, Conferences, Symposia organised _____

e] Patents taken, if any, give a brief description. _____

f] Membership of Professional Bodies. _____
Editorship of Journals etc. _____

F. Extension Work / Community Service :

a] Please give a short account of your contribution to :

i) Community work such as values of _____
National integration, secularism, democracy, _____
socialism, humanism, peace, Scientific, temper, _____
flood or drought relief, small service norms etc. _____

ii) National Literacy Mission. _____

b] Positions held / Leadership role played in _____
organizations linked with Extension work _____
and National Service Scheme (NSS), or _____
NCC or any other similar activity. _____

G. Participation in Corporate Life :

Please give a short account of your contribution to :

a] College / University / Institution _____

b] Co-curricular Activities _____

- c] Enrichment of Campus Life _____
(Hostels, sports, games, cultural activities)
- d] Students Welfare and Discipline _____
- e] Membership / Participation in Bodies / Committees _____
on Education and National Development
- f] Professional Organization of Teachers _____

H. Assessment

- a] Steps taken by you for the evaluation of the _____
course programme taught

I. General Data

State brief assessment of your performance indicating

- a] achievements _____
- b] difficulties faced and _____
- c] suggestions for improvement _____

(Signature of the Teacher)

J. Verification of factual data.

- A] General Information
- B] Teaching
- C] Details of Innovations / Contribution in Teaching, during the year.
- D] Improvement of professional Competence
- E] Research contributions.
- F] Extension Work / Community Servict.
- G] Participation in Corporate Life.

Signature of the Person authorised

* By person to be nominated by Principal / Vice - Chancellor.

