

**PERFORMANCE APPRAISAL REPORT  
FOR SELF APPRAISAL OF TEACHERS**

**A. General Information:**

- a) Name
- b) Date of Birth
- c) Address (Residential) Ph. No.
- d) Designation
- e) Department
- f) Area of Specialization
- g) Date of appointment
  - i) in the institution
  - ii) in the present post
- h) Honors Conferred

**B. Teaching:**

- a) Classes Taught

<b>Classes/Periods</b>						
	Assigned per week		Taught in the year		Teaching Percentage (Number of classes taught/Total classes Assigned) x100%	Steps taken for the teaching of periods missed during absence or leave
	** L	T/P	L	T/P		
	(1)		(2)			(3)
i) U.G. (B.A./B.Sc. Pass) (B.A./B.Sc. Maj)						
ii) 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 Education

- (ii) Internal Evaluation
- (iii) Paper Setting
- (iv) Assessment of Home assignments
- (v) Conduct of Examinations
- (vi) Evaluation of Dissertations etc.

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

- a) Design of curriculum
- b) Teaching methods
- c) Laboratory experiments
- d) Evaluation methods
- e) Preparation of resource material including books, Reading materials, laboratory manuals etc.
- f) Remedial Teaching/Student Counselling (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 courses/M.Phil., Ph.D.

**E. Research Contributions:**

- 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.			

- a) No. of research papers published (please enclose list)

- b) Research Projects:

Title of the Project	Name of the funding agency	Duration

--	--	--

- c) Details of seminars, conferences, symposia organized
  
- d) Patents taken, if any, give a brief description
  
- e) 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 family norms etc.
  
  - ii) National Literacy Mission
  
- b) Positions held/Leadership role played in organization 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 Organizations 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

**N.B.** Use separate sheet where needed.

**(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 Service

G. Participation in Corporate Life

**(Signature of the Person authorized\*)**

\* By a person nominated by Principal/Vice-Chancellor