

DEVI AHILYA VISHWAVIDYALAYA, INDORE

**PERFORMANCE APPRAISAL REPORT – II
SELF APPRAISAL**

A. General Information

1. Name :
2. Date of Birth :
3. Address (Residential) :
4. Designation : Department :
5. Area of Specialization :
6. Date of Appointment :
7. Honours Conferred :

B. Teaching

1. Classes Taught

S. No.	Class	Subject	Period				Steps taken for the teaching of periods missed during absence of leave
			Assigned per week		Taught in the year		
			L	P	L	P	
1.							
2.							
3.							
4.							

2. Regularity and Punctuality :
3. Details of Course teaching plan, synopsis of lectures and reading lists applied to students :
4. Details of participation in following

i	University Evaluation
ii	Internal Evaluation
iii	Paper Setting (University Level) (Departmental Level)
iv	Assessment of Home assignment
v	Conduct of Examination
vi	Evaluation Dissertation

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

1. Design of curriculum :
2. Teaching methods:
3. Laboratory experiments:
4. Evaluation methods:

5. Preparing of resources material including books reading materials, laboratory manual etc. :
6. Remedial Teaching/Student Counseling (Academic):
7. Any other:

D. Improvement of professional competence

1. Details regarding refresher course/orientation course attended, participation in summer school, workshop, seminar, symposiumetc, including open university courses/M.Phil, PhD :

E. Research Contribution

1. Number of students (M.Phil/PhD)

	At the beginning Of the year	Registers during The year	Completed during The year
M.Phil			
PhD			

2. Number of research paper published : Please refer **APPENDIX – E** for the list of publication till date
3. Research Projects

Title of the Project	Name of funding agency	Duration

4. Details of Seminars, Conferences and Symposium organized:
5. Patents taken, if any, give a brief description:
6. Membership of professional Bodies :
7. Editor of journal etc:

F. Extension work/Community Services

1. Please give 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
2. Position held/leadership role played in organization linked with extension work and national services scheme (NSS) or NCC or any other similar activity.

G. Participation in corporate life

Please give a short account of your contribution to:

1. College/university/institution:
2. Co-curricular activities
3. Enrichment of campus life(Hostels, sports, games, cultural activities)
4. Student Welfare and Discipline
5. Membership/Participation in Bodies/Committees on Educational and National Development
6. Professional Organization of Teachers:

H. Assessment

- I. Steps taken b you for the evaluation of the course/programme taught :

(a) achievement :

- (b) difficulties faced**
(c) suggestions for improvement:

J. *Verification of factual Data

1. General Information
2. Teaching
3. Details of Innovations/Contribution in Teaching, During the year
4. Improvement of Professional Competence
5. Research Contribution
6. Extension Work/Community Service
7. Participation in Corporate Life

Signature of the Teacher

Signature of the Person Authorized*

*** By a person to be Principal/Vice-Chancellor**

K. Observation to be recorded by the Head of the department

1. Observations on the factual data supplied by the teacher
2. Professional competence evinced
3. Punctuality and regularity
4. Participation in the departmental work
5. Relation with colleagues
6. Relation with student
7. Overall assessment of work and conduct (with reason in brief) Excellent/Very Good/fair Bad/
very Bad

Date :

Signature of the Head of the Department

L. Remarks of the Kulpati

Date :

Signature of the Kulpati