

## PERFORMANCE APPRAISAL REPORT- I SELF APPRAISAL

### A. GENERAL INFORMATION

(a) Name :-

(b) Address (Residential) :-

Ph. No. ....

(c) Designation :-

(d) Department :-

(e) Date of Birth :-

(f) Area of Specialization :-

### B. ACADEMIC QUALIFICATIONS

Exam. Passed	Board/ University	Subjects	Year	Div./Grade Merit etc.
High School				
Higher Secondary or Pre-degree				
Bachelor's degree(s)				
Master's degree(s)				
Research degree(s)				
Others (Diplomas/ Certificates etc.)				

\* For teachers already in employment at the time of introduction of the scheme and for new entrants at the time of joining of the institution.

### C. RESEARCH EXPERIENCE & TRAINING

Research Stage	Title of Work/ Thesis	University where the work was carried out
M.Phil. or equivalent		
Ph.D.		
Post-Doctoral		
Publications (give a list separately)		
Research Guidance (give names of students guided successfully)		
Training (please specify)		

### D. RESEARCH PROJECTS CARRIED OUT

Title of the Project	Name of the Funding Agency	Duration	Remarks
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**E. SEMINARS, CONFERENCES, SYMPOSIA, WORKSHOPS ETC. ATTENDED**

Name of the Seminar/ Conference, Symposia, Workshop etc.	Name of the Sponsoring Agency	Place and Date
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**F. TEACHING EXPERIENCE**

Course Taught	Name of University/ College/Institution	Duration
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- 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

**Total Teaching Experience .....**

- (a) Under-Graduate (Pass) : .....
- (b) Under-Graduate (Hons.): .....
- (c) Post Graduate : .....

**G. Innovations/Contributions in Teaching**

- i. Design of curriculum :
- ii. Teaching methods :
- ii. Laboratory experiments :
- iv. Evaluation methods :
- v. Preparation of resource material  
including books, reading materials,  
Laboratory manuals etc. :
- vi. Remedial Teaching/Student Counselling (Academic) :
- ii. Any other :

**H. 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  
organisation linked with Extension Work  
and National Service Scheme (NSS), or  
NCC or any other similar activity.

### **I. 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 Organisation of Teachers.

**J.** (a) Membership of Professional Bodies, Societies etc.

(b) Editorship of Journals

**K.** Any other information.

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(Signature of the Teacher)

## PERFORMANCE APPRAISAL REPORT-- II\* SELF APPRAISAL

### 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) Honours Conferred

### B. TEACHING :-

#### a) Classes Taught

Class	Periods				Steps taken for the teaching of periods missed during absence of leave
	Assigned per week **L	T/P	Taught in the year **L	T/P	
	(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= Lecturer    T= Tutorial    P= Practical

- b) Regularity and Punctuality
- c) Details of course teaching plan, synopses of Lecturers, 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 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 course/ 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.		

- 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.

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(Signature of the Teacher)