



Performance appraisal Report For Self-Appraisal of Teachers

(Source: UGC)

i) **General Information**

(a) Name:

(b) Address(Residential):

(c) Designation:

(d) Department:

(e) Date of Birth:

(f) Area of Specialization:

A) **Academic Qualification:**

Exam Passed	Board/University	Subjects	Year	Division/Grade Merit etc.
High School				
Higher Secondary Pre-degree				
Bachelor's Degree(S)				
Master's Degree(S)				
Research Degree(S)				
Other (Diplomas/Certificate etc.)				

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



ii) Research Experience & Training

Research Stage	Title of Work/Thesis	University where the work was carried out
M.Phil or equivalent		
Ph.D		
Post-Doctoral		
Net /Set		
Research Guidance(give names of Students guided successfully)		
Training(Please specify)		

B) Research Projects Carried out:

Title of the Project	Name of the Funding Agency	Duration	Remarks

C) Seminars, Conferences, Symposia, Workshops, etc. Attended

Name of the Seminars, Conferences, Symposia, Workshops, etc.	Name of the Sponsoring Agency	Place and Date



iii) Teaching Experience

Courses taught	Name of the College/Institution	Duration
i) U.G. (B.A./B.Sc. etc. Pleased). (B.A./B.Sc. etc. Hons)		
ii) P.G. (M.A/M.Sc. etc.)		
iii) M.Phil		
iv) Any other		

iv) Total Teaching Experience:

(a) Under-graduate(Pass):

(b) Postgraduate:

v) Innovations/Contributions in Teaching

a) Design of Curriculum:

b) Teaching Methods:

c) Laboratory experiments:

d) Evaluation Methods:

e) Preparation of resource material
Including book, reading materials,
Laboratory manual etc.:

f) Remedial Teaching/Student
Counselling (academic):

g) Any other:



vi) Extension Work/Community Service:

- a) Please give a sort 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) Position held/Leadership role:
Played in organizations linked with Extension Work & National service Scheme (NSS) or NCC or any other Similar activity.

D) Participate 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 & Discipline:
e. Membership/Participation in Bodies
/Committees on Education and National
Development.:
f. Professional Organization of Teacher,

E) (a) Membership of Professional Bodies, Societies etc.:

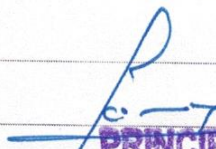
(b) Editorship of journals

F) Any other Information:

(Signature of Teachers)

vii	Remarks of the Head of the Dept.	
a)	Class Work	
1	Knowledge and preparation of subject	
2	Power of exposition , illustration Question naira etc.	
3	Ability and desire create interest among pupils.	
4	Class control and discipline	
5	Influence over pupils, parents and colleagues.	
6	General Remarks of the classwork.	
b)	Extra Class Activity	
1	Interest taken in sports Physical Education, Seminars etc.	
2	Sincerity, loyalty etc.	
3	Inclination to co-operate with Colleagues.	
4	Fidelity in carrying out the instructions issues by the Principal/Head of the Dept.	
5	General Remarks.	
	Signature of the Head of the Dept.	
viii	Remarks of the Principal	
	Integrity and character	
1		
2	Relations with colleagues and with the Students	
3	Whether agree with the Head of the Dept. or Wish to modify his above Assessment.	
4	Whether he had at any time in for Adverse notice memo during the year and whether his failings were brought to his notice either orally Or in writing.	
5	Suggestions for his improvement if any.	
6	Special remarks if any.	
	Signature of the Principal	




PRINCIPAL
M.S.P.M.S.D.G. Tatkare Mahavidyalaya
(ARTS, SCIENCE, & COMMERCE)
Mangaon-Rajgad

Non Teaching

Personal Information

(To be filled in by the employee concerned)

Name	
Date & Place of birth	
Nationality & Religion	
Whether belongs to SC/ST/NT/OBC etc.	
Home town (with residential address)	
Phone Number	
Email	
Marital Status	
Date of joining service and designation at the time of first appointment	
Intermediary position held between initial appointment and present position if any	
Mother tongue	
Language known	
Qualifications and degrees	
University	
Year	



CONFIDENTIAL ASSESSMENT REPORT REGARDING ABILITY AND CHARACTER

Name						
Period of Report						
Post held during the period of Report						
Department/Office/Section						
Leave taken during the period		C.L.-	E.L.-	Other Leave-		
Performance Assessment						
Sr. No.	Item	Excellent	Good	Fair	Average	Below Average
I	Technical Adequacy					
1	Neatness					
2	Punctuality in work					
3	Methodical & systematic working					
4	Regularity in attendance					
5	Relations with superiors					
6	Relations with colleagues					
7	Relations with member of public					
8	Dependability					
II	General Impression					
1	General Impression & grasp					
2	Leadership qualities					
3	Level of knowledge (Related to the section/department)					
4	Technical ability (Whether relevant)					
III	Recommendations-					
1	Administrative ability including judgement, initiative, promptness any					
2	Fitness to continue in the present post.					
3	Any other item not covered but which you would like to record please specify					
4	Recommendation					

Date-

Signature of Reporting officer-



Observation of Reviewing Officer on the Report

1	Length of service under Reviewing Officer during the period under report	
2	Communication of remarks to the employees and clarification from the reporting officer sought if any.	
3	Observation of remarks to the employees and clarification from the reporting officer sought, if any.	
4	Do you agree with the reporting officer or do you wish to modify or add to his assessment?	

Date-

Place-

Signature of Reviewing Officer-

PRINCIPAL

M.S.P.M.S.D.G. Tatkare Mahavidyalaya

(ARTS, SCIENCE, & COMMERCE)

Mangaon-Raigad

