

Appendix- 2: Teacher appraisal Reports

Format- 1

(Source: UGC)

PERFORMANCE APPRAISAL REPORT

FOR SELF APPRAISAL OF TEACHERS

I. General Information

- a) Name :
- b) Address (Residential) :
- c) Ph. No. :
- d) Designation :
- e) Department :
- f) Date of Birth :
- g) Area of Specialization :

II. Academic Qualifications

Exam Passed	Board/ University	Subjects	Year	Division/Grade Merit etc.
High School				
Higher Secondary or Pre-degree				
Bachelor's Degree (s)				
Master's Degree (s)				
Other Diploma / Certificates etc.				

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

III. Research Experience

Research Stage	Title of work/Theses

IV. Seminars, Conferences, Symposia Workshops etc. attended

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

V. Teaching Experience

Courses Taught	Name of the University/ College / Institution	Duration

Total Teaching Experience: _____months

VI. Innovations/Contributions in Teaching

∑ Design of Curriculum

∑ Teaching methods

∑ Laboratory experiments

Σ Evaluation methods

Σ Preparation of resource material

VII. Extension Work/Community Service

VIII. 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

(Signature of the Teacher)

Format- 2

**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

Class	Periods		
	Assigned per week **L T/P (1)	Taught in the year L T/P (2)	Steps taken for the teaching of periods missed during absence or leave (3)

* (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 lecturers, 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 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 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 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

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- 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

G. Participation in Corporate Life:

H. Assessment

I. General Data

(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 to be nominated by Principal/Vice-Chancellor.

