

**APPENDIX-II  
PERFORMANCE APPRAISAL REPORT-I\*  
SELF APPRAISAL**

**A General Information**

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

**B Academic Qualifications**

<i>Exams. Passed</i>	<i>Board/University</i>	<i>Subjects</i>	<i>Year</i>	<i>Division/Grade Merit etc.</i>
Higher School				
Higher Secondary or Pre-degree				
Bachelor's degree(s)				
Master's degree(s)				
Research degree(s)				
Other (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 and Training**

<i>Research Stage</i>	<i>Title of Work/Theses</i>	<i>University where the work was carried out</i>
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**

<i>Title of the Project</i>	<i>Name of the Funding Agency</i>	<i>Duration</i>	<i>Remarks</i>

**E. Seminars, Conferences, Symposia Workshops etc. attended**

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

**F. Teaching Experience**

<i>Courses Taught</i> <i>Duration</i>	<i>Name of the University/ College/Institution</i>
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- (i) U.G. (B.A./B.Sc., etc. Pass)  
(B.A./B.Sc. etc. Hons.)
- (ii) PG (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**

- (a) Design of curriculum:
- (b) Teaching methods:
- (c) Laboratory experiments:
- (d) Evaluation methods:
- (e) Preparation of resource material  
Including books, reading  
Material/laboratory manuals etc.
- (f) Remedial Teaching/Student  
Counseling (academic)
- (g) 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, Peace, scientific temper, flood or Drought relief, small family norms etc.
  - (ii) National Literacy Mission
- (b) Positions held/Leadership role played In organizations 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/Institute
- (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 Organization of Teachers

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

- (b) Editorship of Journals.

**K. Any other information.**

(Session .....

**APPENDIX-III**  
**PERFORMANCE APPRAISAL REPORT-II\***  
**· SELF-APPRAISAL**

**\*NOTE: TO BE SUBMITTED BY EVERY TEACHER AND FORWARDED BY THE CHAIRPERSON UPTO 31st JULY OF THE YEAR AS PER EXECUTIVE COUNCIL RESOLUTION NO. 47 DATED 22.05.2013.**

**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	Assigned per week		Periods Taught in the Year		Steps taken for the teaching of periods missed during absence of leave
	**L	T/P	L	T/P	
	(1)		(2)		(3)
(i) U.G. (B.A./B.Sc. etc. Pass)					
(B.A./B.Sc. Hons. etc.)					
(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=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:-  
(Give Details)
  - (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/orientation courses attended, participation in summer schools, workshops, seminars, symposia etc. including open University courses/M.Phil., Ph.D.
- (b) Any other

**E. Research Contributions :**

- (a) Number of students (M.Phil./Ph.D.)

	<i>At the beginning of the the year</i>	<i>Registered during the year</i>	<i>Completed during the year</i>
M.Phil			
Ph.D.			

- (b) No. of research papers published (please enclose list)  
 (c) Research Projects :

<i>Title of the Project</i>	<i>Name of the funding agency</i>	<i>Duration</i>

- (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.

**F. Extension Works/Community Service :**

- (a) Please give a short account of your contribution to :  
 (If applicable, otherwise mark N.A.)
- (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 organizations linked with Extension Work and National Service Scheme (NSS) or MCC or any other similar activity.

**G. Participation in Corporate Life :**

Please give a short account of your contribution to :  
 (If applicable, otherwise mark N.A.)

- (a) College/University/Institution  
 (b) Co-curricular activities  
 (c) Enrichment of Campus Life  
 (Hostels, sports, games, cultural activities)  
 (d) Students Welfare & Discipline

(c) Membership/Participation in Bodies/Committees on Education and National Development.

(f) Professional Organization of Teachers

**H. Assessment :**

(a) Steps taken by you for the evaluation of the course programme taught.

(b) Any other aspect.

**I. General Date :**

State brief assessment of your performance indicating (a) achievements

(b) difficulties faced and (c) suggestion for self-improvement.

Dated \_\_\_\_\_

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 Works/Community Service

(g) Participation in Corporate Life

Dated : \_\_\_\_\_

Signature of the Person authorised\*