

## PERFORMANCE APPRAISAL REPORT –II\*

SELF APPRAISAL (For the year \_\_\_\_\_)  
Period from \_\_\_\_\_ to \_\_\_\_\_

### 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

#### (b) Classes Taught

---

Class	Assigned per	Period	Steps taken for the teaching of period missed during absence of leave
	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) PG (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, synopsis 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 Assignment
  - (v) Conduct of Examinations
  - (vi) Evaluation of
  - (vii) 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 Competent**

- (a) Details regarding refresher courses/ orientation attended, participation in summer schools, seminars, workshops, symposia etc. including open university courses/ M.Phil, Ph.D.

**E. Research contributions:**

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

M.Phil.

Ph.D.

---

- (b) No. of research papers published (please enclose list)

- (c) Research Projects

---

Title of the Project	Name of funding agency	Duration
----------------------	------------------------	----------

---

- (d) Details of Seminars, Conferences, Symposia's organized
-

(e) Patents taken; if any, give a brief description.

(f) Membership of Professional Bodies.

Editorship of Journals etc.

**F. 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) Position held/ Leadership role played in organization linked with Extension Work and National Service Scheme (NSS), Or NCC or any other similar Activity.

**G. 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 (hostel, sports, games, Cultural activities).

(d) Students Welfare and Discipline

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

(f) Professional Organizations of Teachers.

**H. Assessment**

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

**I. General Data**

State brief assessment of your performance indicating (a) Achievements, (b) Difficulties faced and (c) Suggestions for Improvement.

Signature of the Teacher

**J. Verification of factual data.**

- A. General Information
- B. Teaching
- C. Details of Innovation/ Contribution In Teaching, during the year.
- D. Improvement of Professional Competence
- E. Research contributions
- F. Extension Work/ Community Service
- G. Participation of Corporate Life.

Signature of the Chairperson

Acceptance by the Vice- Chancellor  
(in case of Professors, Chairpersons/  
Incharge of the Departments.)