

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER

SESSION | 2021-22|[2022-23]

1. General Information

a.	Name	
b.	Address (Residential)	
c.	Address(Permanent)	
d.	Cell no.	
e.	Email address	
f.	Designation	
g.	Department	
h.	Date of Birth	
i.	Area of Specialization (if MPhil or PhD holder)	
j.	Date of appointment in this institution	
k.	Date of appointment in the present post	
l.	Honours conferred (in reverse chronological order)	

2. Teaching

a. Classes taught in the year concluded:

Class	Periods	
	Assigned per Week (Lecture/ Practical)	Steps taken for the teaching of periods missed during absence or leave
i) U.G. (B.A./B.Sc/ B.Com)	L: P:	
ii) PG (M.A./ M.Sc/ M.Com/ MTA) (with weightage)	L: P:	
iii) M.Phil		

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iv) Any other		
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b. Total leave taken from 1 July 2021 to 30 June 2022

Casual leave	days	Medical leave	days
Duty leave	days	Loss of pay leave	days
Commutated leave	days	Others (specify)	days
Half-pay leave	days		

c. Regularity and Punctuality: Very good/ Good/ Satisfactory/ Unsatisfactory
(strike out or delete what is inappropriate)

d. Explain briefly how you planned your teaching for the year, mentioning a few reading lists provided to students (especially books/articles outside compulsory reading):

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e. Details of participation in the following:

i. University Education

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ii. Internal Evaluation

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iii. Paper Setting

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iv. Assessment of Home assignments

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v. Conduct of Examinations

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vi. Evaluation of Dissertation, etc.

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3. Details of Innovations in / Contribution to 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

4. Improvement of Professional Competence:

Details regarding **refresher courses/orientation** attended, participation in **summer schools, workshops, seminars, symposia** etc., including **open university courses/ M.Phil., Ph.D.** during the academic year 2021-22:

No	Item details	Sponsoring agency	Place and date
1			
2			
3			
4			
5			

5. 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. NUMBER of books/ research papers published/ presented at seminars/ conferences etc, in 2021-22:

	International	National	State/ Local	Impact factor
Peer reviewed journals				
Non-reviewed journals				
E-journals				
Conference proceedings				
Books with ISBN				
Books without ISBN				
Chapters in books with ISBN				

c. Research projects taken up in 2021-22:

Title of the Project	Name of the funding agency	Duration

d. Details of Seminars, Conferences, Symposia organized during the year:

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e. Patents taken, if any, during the year; give a brief description:

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f. Membership of Professional Bodies, Editorship of Journals etc, during the year:

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6. Extension Work/Community Service

Please give a short account of your contribution, during the year, to:

- a. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.

- b. National Literacy Mission

- c. Positions held/ leadership role played in organizations linked with extension work and National Service Scheme (NSS), or NCC or any other similar activity:

7. Participation in Corporate Life:

Please give a short account of your contribution, during the year, 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:

Madhavi

Shirish

f. Professional Organizations of Teachers

8. Assessment

Steps taken by you, during the year, for the evaluation of the course programme taught:

9. General Data

Give a brief assessment of your performance during the year, indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement:

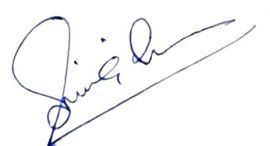
10. I hereby declare that the information given above is true to the best of my knowledge and belief.

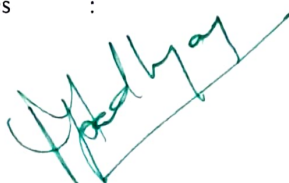
(Name and Signature of the Teacher with date) (If you have a scanned image of your signature, please paste that here; if not just write your name)

IQAC DOCUMENT


Performance Appraisal Form for Non-Teaching Staff
(20.....- 20.....)

1. Name of the Staff :
2. Position Title :
3. Date of Entry into Service :
4. No. of Years in Service :
5. Date of Retirement :
6. Qualification (Professional/Computer) :
Skills if any, please mention that also
7. Details of Current Responsibilities :







I. PROFESSIONAL COMPETENCE

Sl. No.	Self Appraisal		Appraisal by authority/IQAC
1	Knowledge of rules, regulation and procedure		
2	Ability to organize work and carry it out		
3	Ability and willingness to take up additional load in times of exigencies		
4	Ability to learn and perform new duties		
5	Do you possess knowledge of COMPUTER for all aspects of the job to perform your job functions satisfactorily?		

II. PERFORMANCE

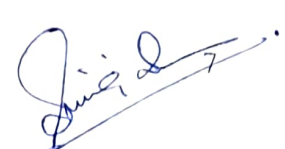
Sl. No.	Self Appraisal		Appraisal by authority/IQAC
1	Awareness of policies and procedures of the institution?		
2	Maintenance of Files/Records		
3	Accuracy & Speed of work		
4	Neatness & tidiness of work		
5	Completion of work on schedule		
6	Hard work and sense of responsibility		

III. PERSONAL CHARACTERISTICS

Sl. No.	Self Appraisal		Appraisal by authority/IQAC
1	Attendance		
2	Punctuality		
3	Discipline		
4	Integrity and behaviour		

IV. ATTITUDE TOWARDS CO-WORKERS





Sl. No.	Self Appraisal		Appraisal by authority/IQA C
1	Cooperation with your colleagues?		
2	Mutual motivation with your colleagues?		

V. ATTITUDE TOWARDS RINCIPAL/MANAGEMENT/TEACHING STAFF/ STUDENTS

Sl. No.	Self Appraisal		Appraisal by authority /IQAC
1	Cooperation to the needs of all as and when required		
2	Rapport with the public when you interact with them?		
3	Responsibility towards your Tasks /areas of management assigned to?		

Declaration

I hereby declare that the information provided is true to the best of my knowledge.

Place:-

Date:-

Name and Signature of the non teaching staff

Performance Appraisal Remarks by IQAC Coordinator

Signature of the Head of the Institution:

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