

Appendix- 2: Sample formats for Teacher appraisal Reports
(Source: UGC)

Format- 1

PERFORMANCE APPRAISAL REPORT
FOR SELF APPRAISAL OF TEACHERS

i) General Information

- a) Name : B. Daisy Rani
- b) Address (Residential) : 12/1 Arappalayam Main Road
- i. Near Vaigai Nagar
- ii. Madurai - 16.
- Ph. No. :9944210647
- c) Designation :Asst.Prof.Of Tamil Education
- d) Department :Tamil Education
- e) Date of Birth :16.06.1967
- f) Area of Specialization : Tamil

A) Academic Qualifications

Exam Passed	Board/ University	Subjects	Year	Division/Grade Merit etc.
SSLC	State board		1982	60%
HSC	Higher secondary board	Arts	1984	II nd Class
Bachelor's Degree B..A	MKU Annamalai	Tamil	1987	II nd Class

B.Ed	University	Tamil	1992	II nd Class
Master's Degree (s)M.A M.Ed	MKU	Tamil	1990	Ist Class
	Annamalai University	Tamil	1996	59.5%
Research 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.

ii) **Research Experience & Training NIL**

Research Stage	Title of work/Theses	University where the work was carried out
M.Phil or equivalent		
Ph.D.		
Post-Doctoral		
Publications (give a list separately)		
Research Guidance (give names of students guided successfully)		
Training (please specify)		

B) **Research Projects carried out. NIL**

Title of the Project	Name of the funding Agency	Duration	Remarks

C) **Seminars, Conferences, Symposia Workshops etc. attended**

Name of the Seminar/ Conference/ Symposia Workshop, etc.	Name of the Sponsoring Agency	Place and Date
One day work shop on "Application of ICT for Teacher Educators in Tamil"	Madurai kamaraj university, madurai	22.10.2008 Madurai kamaraj university, madurai

Special education for Higher Education of students with hearing impaired	St. Justin's college of education, Madurai	06.03.2009 St. Justin's college of education, Madurai
One day Regional Level Seminar on "Technology for Education"	Crescent college of Education for women, Madurai	21.11.2009 Crescent college of Education for women, Madurai.
One day seminar on "Right to Information Act".	Crescent college of Education for women, Madurai	07.12.2009 Crescent college of Education for women, Madurai
One day Regional level seminar on "Teacher, De-stress Yourself"	Crescent college of Education for women, Madurai	24.02.2010 Crescent college of Education for women, Madurai
One day seminar on "ACEM meditation".	Crescent college of Education for women, Madurai.	17.08.2010 Crescent college of Education for women, Madurai
EduFest'12	Sri Aurobindo Mira Matriculation Higher Secondary School, Madurai	6.10.2010. Sri Aurobindo Mira Matriculation Higher Secondary School, Madurai
One day orientation on "On-line Access course".	C.S.I. College of education, Madurai	30.10.2010 C.S.I. College of education, Madurai
National Education Day Celebration	Centre for Educational Research, Madurai Kamaraj university	11.11.2010 Centre for Educational Research, Madurai Kamaraj university
One day National Level Seminar on "Minority Girls Institutions" organized by Thassim Beevi Abdulkader College ,	SIET College, Chennai.	2.02.2011 SIET College, Chennai

Kilakkarai		
One day National Level Seminar on “Future challenges and Opportunities for Minority Higher Educational Institutions In the Present Global Scenario”	B. S. Abdur Rahman University, Vandalur, Chennai.	11.02.2011 & 12.02.2011 B. S. Abdur Rahman University, Vandalur, Chennai.
One day seminar on “Psychotherapy and counseling”.	Crescent college of Education for women, Madurai	14.02.2011 Crescent college of Education for women, Madurai
Two days State level Seminar on “Instructional Design: Application of Technology in classroom teaching”.	Crescent college of Education for women, Madurai.	25.02.2011 & 26.02.2011 Crescent college of Education for women, Madurai
One day international conference on “Emerging Trends in Research”	Thassim Beevi Abdul Kader College, Kilakkarai	12.04.2012 Thassim Beevi Abdul Kader College, Kilakkarai
One day National Level Seminar on “Children’s Thirst for Learning : Intrinsic/ Extrinsic Motivation”.	St. Anne’s College of Education for women, Paria Kulam.	02.02.2013 St. Anne’s College of Education for women, Paria Kulam.
Regional Level Workshop on “Specific Learning Disabilities DYSLEXIA”.	Ramakrishnan chandra college of education ,Theni in association with Madras DYSLEXIA association	22.03.2013 Ramakrishnan chandra college of education ,Theni in association with Madras DYSLEXIA association

iii) Teaching Experience

Courses Taught	Name of the University/ College/ Institution	Duration
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iv) U.G. B.Ed (B.A./B.Sc., etc. Pass) (B.A./B.Sc. etc. Hons.)	Crescent college of Education for women	6 Years 2 Months
v) P.G. (M.A./ M.Sc., etc.)		
vi) M.Phil		
vii) Any other	A.C Hr.Sec.School O.C.P.M Hr.Sce.School	4 Years 8 Years

Total Teaching Experience: **18 Years 2 Months**

- a) Under-graduate (Pass):
- b) Under-graduate (Hons):
- c) Post-graduate :

viii) 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 materials,
Laboratory manuals etc.
- f) Remedial Teaching / Student Counseling (academic)
- g) Any Other

ix) 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) Positions held/Leadership role played in organizations linked with Extension

Work and National Service Scheme (NSS), or NCC or any other similar activity

D. 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

f) Professional Organization of Teachers.

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

(b) Editorship of Journals

F. Any other information

(Signature of the Teacher)

Format- 2

**PERFORMANCE APPRAISAL REPORT
FOR SELF APPRAISAL OF TEACHERS**

A. *General Information*

a) Name : Mrs. B. Daisy Rani

b) Date of Birth : 16.06.1967

c) Address (Residential) 12/1 Arappalayam Main Road,
Near Vaigai Nagar, Madurai - 16
Ph.No: 9944210647

d) Designation : Assistant professor

e) Department : Tamil

f) Area of Specialization : Tamil

g) Date of Appointment :

(i) in the institution : 11.12.2006

(ii) in the present post : 11.12.2006

h) Honors Conferred

B. *Teaching*

(a) Classes Taught

Class	Periods
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	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)
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=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.			

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

c) Research Projects:

Title of the Project	Name of the funding agency	Duration

d) Details of Seminars, Conferences, Symposia 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) Positions held/Leadership role played in organizations 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
(hostels, 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 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.

3. Value Framework for Assessment of Higher Education Institution* and Suggested Parameters

Values/Goals	Suggested Parameters/Activities
1. Contribution to National Development	<ul style="list-style-type: none"> ⇒ More access with equity ⇒ Developmental thrust in identification of research areas and academic programmes ⇒ Community engagement
2. Fostering Global Competencies among Students	<ul style="list-style-type: none"> ⇒ Development of generic skills ⇒ Development of application skills ⇒ Development of life skills
3. Inculcating Value System in Students	<ul style="list-style-type: none"> ⇒ Value integration in academic programmes ⇒ Value integration in management practices ⇒ Value inculcation through co-curricular and extra-curricular activities
4. Promoting the Use of Technology	<ul style="list-style-type: none"> ⇒ For enrichment of learning ⇒ For increasing the access-online programmes ⇒ For system management
5. Quest for Excellence	<ul style="list-style-type: none"> ⇒ Development of benchmarks of excellence ⇒ Best Practices application ⇒ Institutionalization of continuous improvement systems

** The list is only illustrative. Institutions may identify many other parameters/activities depending on their context.*
