

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 : V.GEETHA
- b) Address (Residential) :59 Gandhiji Street,
i. Alagappan Nagar,
ii. Madurai-3
iii. Ph. No. :9488056566
- c) Designation :Asst.Prof.Of.Commerce Education
- d) Department :Commerce Education
- e) Date of Birth :13.07.1968
- f) Area of Specialization : Psychology

A) Academic Qualifications

Exam Passed	Board/ University	Subjects	Year	Division/Grade Merit etc.
High School	Board of secondary Education	General	1983	Ist Class
Higher Secondary or Pre-degree	Board of Higher Secondary Education	Pure Science	1985	Ist Class
Bachelor's Degree (s)B.Com	M.K.U	Commerce	1989	III rd Class

B.Ed	MKU	Commerce	1993	II nd Class
Master's Degree (s) M.Com M.Ed	MKU MKU	Commerce General	1996 1995	II nd Class I st Class
Research Degree (s) M.Phil	MKU	Education	2007	II nd Class
Other Diploma / Certificates etc. M.A Psychology	Annamalai University	Psychology		IInd Class

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

i) Research Experience & Training

Research Stage	Title of work/Theses	University where the work was carried out
M.Phil or equivalent	A study on the relationship between Personality academic achievement, and physical fitness of IX th Std. students	MKU
Ph.D. Tool construction	Mental Health and Academic achievement of B.Ed students	MKU
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
கருத்தரங்கம் பெண்கல்வியில் இன்றைய நிலை	காளையார் கோவில் மாவட்ட ஆசிரியர் கல்வி மற்றும் பயிற்சி நிறுவனம்	8.08.2006 காளையார் கோவில் மாவட்ட ஆசிரியர் கல்வி மற்றும் பயிற்சி நிறுவனம்
Two days National level conference on “Ethics and Human values”.	V.O.C. College of Education, Tuticorin	26.10.2007 V.O.C. College of Education, Tuticorin
Two days Orientation programme for teacher educators	St. Justin’s college of education,	11.01.2008 & 12.01.2008 St. Justin’s college of education, Madurai.

Two days National Level Seminar on “Enhancing the efficacy of slow learners& under achievers	Thiagarajar college of preceptors	3.05.2008 & 4.05.2008 Thiagarajar college of preceptors Madurai.
One day orientation programme for Newly revised syllabus	Thiagarajar college of preceptors	15.09.2008 Thiagarajar college of preceptors Madurai.
Two days UGC Workshop on Total Quality management- It’s feasibility in Higher Education	School of Economics, Madurai Kamaraj University	18.05.2009 & 19.05.2009 School of Economics, Madurai Kamaraj University Madurai.
Three days workshop on Statistical packages for social sciences	Thiagarajar college of preceptors	13.11.2009 Thiagarajar college of preceptors Madurai.
One day Regional 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
Regional Level seminar on “TeacherDe-Stress ourself	Crescent college of Education for women, Madurai.	24.2.2010 Crescent college of Education for women, Madurai

One day workshop on Counseling Techniques	Ambika College, Madurai with Global Institute of Psychology School	28.2.2010 Ambika College, Madurai with Global Institute of Psychology School
தமிழக அறிவியல் பேரவை	மனோன்மணியம் சுந்தரனார் பல்கலைக்கழகம்	தமிழக அறிவியல் பேரவை மனோன்மணியம் சுந்தரனார் பல்கலைக்கழகம்
6 days workshop on IT for Teachers	IGNOU Regional Centre, Madurai	26.06.2010 IGNOU Regional Centre, Madurai
Two days orientation course on “National curriculum Framework for Teacher Education”	Centre for Educational Research , Madurai Kamaraj University	15.7.2010 & 16.07.2010 Centre for Educational Research , Madurai Kamaraj University Madurai.
One day seminar on “ACEM meditation”.	Crescent college of Education for women, madurai	17.08.2010. Crescent college of Education for women, madurai
One day workshop on “On-line Access course”.	C.S.I. College of education, Madurai	23.08.2010 C.S.I. College of education, Madurai
Two days workshop on “Examination Reforms”.	Thiagarajar College of Preceptors, Madurai	22.10.2010& 23.10.2010 Thiagarajar College of Preceptors, Madurai

Phonetics and Communication	Crescent college of Education for women, madurai	06.12.2010 To 12.12.2010 Crescent college of Education for women, madurai
National Level UGC sponsored seminar on "Beyond paper and pencil".	Thiagarajar College of Preceptors, Madurai.	09.02.2011 Thiagarajar College of Preceptors, Madurai
One day seminar on "Psychotherapy and counseling"	Crescent college of Education for women, madurai	14.02.2011 Crescent college of Education for women, madurai
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 State Level Seminar on "Educational Research"	Yadava college of education, Madurai	09.12.2011 Yadava college of education, Madurai
Two days National Level Seminar on "Best practices in imparting Education"	Mariamman College of Education, Trichy.	06.01.2012 & 07.01.2012 Mariamman College of Education, Trichy
Two days National Level Seminar on "Teacher Education in 21 st Century - "	Gandhigam Rural Institute, Gandhigram, Dindigul	10.02.2012 & 11.02.2012 Gandhigam Rural Institute, Gandhigram, Dindigul

Two days National Level Seminar on “Value Education: Trends and Problems in School Education”.	Raj college of Education, Madurai	13.04.2012& 14.04.2012 Raj college of Education, Madurai
Research methodology and Research paper writing	Centre for Entrepreneurship Development, Madurai	10.08.2012 Centre for Entrepreneurship Development, Madurai
Two Days International Conference on “Imperatives of Ethical, Cultural and Universal values in Education for Human Excellence”.	Thiagarajar College of Preceptors, Madurai.	20.04.2012 & 21.04.2012 Thiagarajar College of Preceptors, Madurai.
International conference on “Emerging vistas of Higher Education in the LPG”	Thiagarajar college of Preceptors	15.03.2013 & 16.03.2013 Thiagarajar college of Preceptors
Two Days International Conference on “Imperatives of Ethical, Cultural	Thiagarajar College of Preceptors, Madurai.	20.04.2012 & 21.04.2012 Thiagarajar College of Preceptors, Madurai.

and Universal values in Education for Human Excellence”.		
International conference on “Emerging vistas of Higher Education in the LPG”	Thiagarajar college of Preceptors	15.03.2013 & 16.03.2013 Thiagarajar college of Preceptors
One day Regional Level workshop on ”Specific Learning Disabilities DYSLEXIA”.	Ramakrishna chandra college of education ,Theni in association with Madras DYSLEXIA association	22.03.2013 Ramakrishna chandra college of education ,Theni in association with Madras DYSLEXIA association

iii) Teaching Experience

Courses Taught	Name of the University/ College / Institution	Duration
iv) U.G. B.Ed (B.A./B.Sc., etc. Pass) (B.A./B.Sc. etc. Hons.)	Crescent college of education for women	5 Years 11 Months
v) P.G. (M.A./ M.Sc., etc.)		
vi) M.Phil		
vii) Any other		

Total Teaching Experience : 5 Years 11 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 : V. Geetha

b) Date of Birth : 13.07.1968

g) Address (Residential) 59 Gandhiji Street,

Alagappan Nagar,

Madurai-3

Ph. No. :9488056566

c) Designation: Assistant professor

d) Department : Commerce

e) Area of Specialization : Commerce

f) Date of Appointment

(i) in the institution : 13.07.2007

(ii) in the present post : 13.07.2007

g) 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.*
