

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 : Kavitha. R
- b) Address (Residential) : Plot No: 441
- c) 14th Street, Karpaga Nagar, K.Pudur, Madurai-7.
Ph. No. :9994110041
- d) Designation : Asst. Professor of Mathematics Education.
- e) Department : Mathematics
- f)
- g) Date of Birth : 15.07.1974
- h) Area of Specialization : Mathematics,
- i) A) Academic Qualifications

Exam Passed	Board/ University	Subjects	Year	Division/Grade Merit etc.
High School	State Board	General	1990	81.4%
Higher Secondary or Pre-degree	State Board	Maths Computer science	1992	71.5%

Bachelor's Degree (s)	B.Sc	MKU	1995	61%
	B.Ed	MKU	1996	Second Class
Master's Degree (s)	M.Sc.	MKU	1998	55%
	M.Ed.	MKU	1998	56.4%
Research Degree (s)				
Other Diploma / Certificates etc.	PGDCA	MKU	1996	59.4%

* 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 orientation programme on "Newly revised syllabus"	Thiagarajar College of preceptors	15.09.2008 Thiagarajar college of preceptors, Madurai.
One day Regional Level Seminar on "ICT in Mathematics teaching"	Madurai Kamaraj University	2.02.2009 MKU Madurai.
One day State level seminar on "Higher Education of Students with Hearing Impairment"	St.Justin College of Education	6.3.2009 St.Justin's College of Education. Madurai
One day Regional Level seminar on "Technology for Education"	Crescent College of Education for Women.	21.11.2009 Crescent College of Education for women Madurai.
One day seminar on "Right to Information Act"	Crescent College of Education for Women.	7.12.2009 Crescent College of Education for women Madurai.
One day seminar on Psychotherapy and counselling	Crescent College of Education for Women.	14.02.2010 Crescent College of Education for women Madurai.

One day state level seminar on Instructional Techniques and Technologies	KSM College of Education, Therkku theru , Melur, Madurai.	17.02.2010 KSM College of Education, Melur, Madurai.
One day Regional Level Seminar on "Teacher - Destress yourself.	Crescent College of Education for Women.	24.02.2010 Crescent College of Education for women Madurai.
One day seminar on ACEM Meditation	Crescent College of Education for Women.	17.08.2010 Crescent College of Education for women Madurai.
Two days workshop on "Emotional Intelligence"	Centre for Educational Research Madurai Kamaraj University	Centre for Educational Research Madurai Kamaraj University Madurai
One week Workshop on "Phonetics and Communication"	Crescent College of Education for Women.	6.12.2010 To 12.12.2010 Crescent College of Education for women Madurai.
Two Day State level seminar on "Instructional Design: Application of Technology in classroom teaching.	Crescent College of Education for Women.	25.02.2011 To 26.02.2011 Crescent College of Education for women ,Madurai

One day workshop on 'Preparation of Mathematics Laboratory Materials''	Lakshmi College of Education, Gandhigram, Dindigul.	4.03.2011 Lakshmi College of Education, Gandhigram, Dindigul.
Three days Regional Level Seminar on "Research Methods and Data Analysis for Educational Research"	IGNOU Regional center	12.08.2011 To 14.08.2011 IGNOU Regional center Madurai.
Two days International Conference on "Environmental Education for sustainable Growth".	St.Justin's College of Education	22.03.2013&23.03.2013 St.Justin's College of Education. Madurai

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	6 years 1 month
v) P.G. (M.A./ M.Sc., etc.)		
vi) M.Phil		
vii) Any other		

Total Teaching Experience: 6 years 1Month

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 NSS

 - b) Co-curricular Activities

 - c) Enrichment of Campus Life
(Hostels, sports, games, cultural activities) Games

 - 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 : R. Kavitha
- b) Date of Birth : 15.07.1974
- c) Address (Residential) : 441, 14th street, Karpaga Nagar,
K. pudur, Madurai – 7
Ph.No.9994110041
- d) Designation : Assistant Professor
- e) Department : mathematics
- f) Area of Specialization : Maths
- g) Date of Appointment
 - (i) in the institution : 11.03.2006
 - (ii) in the present post : 11.03.2006
- 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.*
