

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 : S.Vimala Karthiyayini

b) Address (Residential) : 11 Ponnagaram II Lane ,

Hot water channel Road, Madurai - 16

Ph. No. :9942998306 9486228339

c) Designation : Asst. Prof

d) Department :Education

e) Date of Birth : 21.5.1975

f) Area of Specialization : History

A) Academic Qualifications

Exam Passed	Board/ University	Subjects	Year	Division/Grade Merit etc.
High School	Board of Secondary Examination	General	1990	I st Class
Higher Secondary or Pre-degree	Board of Higher secondary Examination	Commerce Accountancy	1992	I st Class
Bachelor's Degree (s) B.A	MKU Manonmaniam Sundaranar	History	1995	I st Class

B.ED	University	History	1996	I st Class
Master's Degree (s) M.A M.Ed	MKU MKU	History General	2005 1997	II nd Class II nd Class
Research Degree (s) M.Phil P.hd	Alagappa University Manonmanim Sundaranar University	Education Education	2007 2011	I st Class
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**

Research Stage	Title of work/Theses	University where the work was carried out
M.Phil or equivalent	Study involvement and academic achievement of high school students in Tuticorin district.	Alagappa university
Ph.D.	Social and educational problems of rural I generation college girls in Madurai District	Manonmaniam sundaranar university
Post-Doctoral		
Publications (give a list separately)		
Research Guidance (give names of students guided successfully)		
Training (please specify)	i. Eclectic approach to teaching of English ii. Online employment registration training	Justin college of education, Madurai. Employment office, Madurai.

B) **Research Projects carried out**

Title of the Project	Name of the funding Agency	Duration	Remarks

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

s.n o	Level	Topic	Venue	date	Paper presented/ participate d
1	Inter National Conference sponsored by NAAC & DST	Empowering learners beyond Cognition	V.O.C.College of education Tuticorin.	30 th Nov to 2 nd Dec 2006	participated
2	National level conference	Ethics and Human values		26.09.2007 & 27.09.2007	participated
3	Southern Zone Conference	Empowerment of Minority Girls through Education	SIET College, Chennai	2.2.2011	participated
4		Energy challenges in the 21 st century	V.O.C. College of Education, Tuticorin	21.04.2008	participated
5		e-Content and On Line Learning	Peniel College of Education, vemparali Dindigul	03.05.2011	participated
6	National level seminar	Multiple Intelligence & Instructional Technology- A Praxis of Teaching and Learning	Sri Rama Krishna Mission Vidhyalaya	11.01.2008 12.02.2008	participated
7	Training programme	Eclectic approach to teaching of English	Justin's College of Education, Madurai	21.02.2009	participated
8	Regional level Seminar	Special Education For Higher Education of Students	Justin's College of Education, Madurai	06.03.2009	participated

		with Hearing Impaired			
9	Training programme	On-Line Registration training	District Employment exchange, Madurai	26.08.2011	participated
10	Inter National Conference sponsored by NAAC & DST	Learning Styles through Computers	V.O.C.Colle ge of education, Tuticorin.	30 th Nov to 2 nd Dec 2006	Learning styles through computers
11	National conference (UGC sponsored)	Role of Women in Nourishing the Buds with values	V.O.C.Colle ge of education, Tuticorin.	26.10.2007 & 27.10.2007	Role of women in
12	National level seminar(UGC sponsored)	“Modern Technologies- Empower students with Multiple Intelligence”	Sri Rama Krishna Mission Vidhyalaya of Education, Coimbatore	11.01.2008 & 12.01.2008	Presented
13	State level seminar	“ Energy Conservation at Home- Energy budget that reduces bill Amount”	V.O.C.Colle ge of education, Tuticorin.	21.04.2008	Presented
14	State Level Seminar	Collaborative Learning through Computer	Crescent college of education for women, Chathrapatti, madurai	25.02.2011 & 26.02.2011 Presented	Presented
15	State Level Seminar	Educational Research	Yadava college of education, Madurai	09.12.2011	
16	State Level Seminar	“Teachers parenting the children with special needs”	St. Charles’ College of education, madurai	18.02.2012	Rapporteur

Journal publication	
17	“A study on adjustment behavior of B.Ed., Trainees”- published in New Horizons in Educational research. April- September 2009, Volume-1, No.1.

iii) Teaching Experience

Courses Taught	Name of the University/ College / Institution	Duration
iv) U.G. (B.A./B.Sc., etc. Pass) (B.A./B.Sc. etc. Hons.)	Crescent college of education	4 years
v) P.G. (M.A./ M.Sc., etc.)		
vi) M.Phil		
vii) Any other		

Total Teaching Experience : 4 years

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 : S. Vimala Karthiyayinik

b) Date of Birth : 21.05.1975

c) Address (Residential) : 11 Ponnagaram II lane

Hot water channel Road,

Madurai -16

Ph.No: 9942998306

d) Designation : Assistant Professor

e) Department : History

f) Area of Specialization : History

g) Date of Appointment

(i) in the institution : 13.07.2007

(ii) in the present post: 13.07.2007

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.*
