

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. Christy Epsibha

b) Address (Residential) : M-176 Malligai Nagar

Anaiyur

Maadurai 17. Ph. No. :9788153750

c) Designation :Asst.Prof.of.English Education

d) Department :English Education

e) Date of Birth :11.05.1973

f) Area of Specialization : English

A) Academic Qualifications

| Exam Passed | Board/ University | Subjects | Year | Division/Grade Merit etc. |
|--|--|----------------------------------|---|--|
| High School | Board of secondary Education | General | 1988 | First Class |
| Higher Secondary or Pre-degree | Board of Secondary Education | Bio-Maths | 1990 | First Class |
| Bachelor's Degree (s) B.Sc., B.A B.Ed | MKU MKU MKU | Chemistry English Physical | 1993 2011 1994 | First Class Third Class Second Class |

| | | | | |
|--------------------------------------|------------|----------------------|--------------|------------------------------|
| | | science | | |
| Master's Degree (s) M.A, M.Ed | MKU MKU | English Education | 2008 1996 | Second Class Second Class |
| 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

| 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

| 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 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 | 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 "Psychotherapy and counseling" | Crescent college of Education for women, Madurai | 14.02.2011 Crescent college of Education for women, Madurai |
| 2 days work shop on "Action research for Teachers in B. Ed., Colleges" | Centre for Educational Research, Madurai Kamaraj University, Madurai | 21.09.2011 & 22.09.2011 Centre for Educational Research, Madurai Kamaraj University, Madurai |
| One day international conference on "Emerging Trends in | Thassim Beevi Abdul Kader College , Kilakkarai | 12.04.2012 Thassim Beevi Abdul Kader College , |

| | | |
|---|---|---|
| Research” | | Kilakkarai |
| 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 |
| Two days National Level Seminar on “Recent Approaches in Educational “Research | St. Justion’s College of Education, Madurai | 30.03.2013 & 31.03.2013 St. Justion’s College of Education, Madurai |

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 | 2 years |
| v) P.G. (M.A./ M.Sc., etc.) | | |
| vi) M.Phil | | |
| vii) Any other | Chandler MHSS And Amutham MHSS | 5 years 5 years |

Total Teaching Experience : 12 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 : Ms. S. Christy Epsibha
- b) Date of Birth : 11.05.1973
- c) Address (Residential): M-176 Malligai Nagar, Anayur, Madurai -17

Ph.No. 9788153750

- d) Designation : Assistant Professor
- e) Department: English
- f) Area of Specialization: English
- g) Date of Appointment
 - (i) in the institution : 02.06.2011
 - (ii) in the present post:02.06.2011
- h) Honors Conferred

B. Teaching

(a) Classes Taught

| Class | Periods | | |
|-------|---|--|---|
| | 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.*
