

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 : K. MANOHARI

b) Address (Residential) : 3/187-A, Kurinchi Street,

Sri Krishna Nagar,

Madurai 14.

Ph. No. :9443406366

c) Designation :Asst.Prof.Of Physical Science Education

d) Department :Physical Science Education

e) Date of Birth :25.05.1976.

f) Area of Specialization : Physics

A)

Exam Passed	Board/ University	Subjects	Year	Division/Grade Merit etc.
High School	Board of Secondary Education	General	1991	First Class
Higher Secondary or Pre-degree	Board of Higher Secondary Education	Biology Maths	1993	First Class
Master's Degree (s)	GANDHIG	Physics	1999	First Class

M.Sc., M.Ed	RAM MKU	General Education	2008	second Class
Research Degree (s) M.Phil	Annamalai University	Physics	2006	Second Class
Other Diploma / Certificates etc.				

Academic Qualifications

* 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	Minerals present in River Water Sediments	Annamalai University
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

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C) Seminars, Conferences, Symposia Workshops etc. attended

Name of the Seminar/ Conference/ Symposia Workshop, etc.	Name of the Sponsoring Agency	Place and Date
Three days Regional Level Seminar on “Environmental studies”	Gandhigram Rural Institute, Gandhigram	03.12.2008 To 05.12.2008 Gandhigram Rural Institute, Gandhigram
Three days Regional Level Seminar on “Instructional designing “	C.S.I. College Of education	20.08.2009 To 22.082009 C.S.I. College Of education
State Level seminar on “Human Rights & Dalit Rights”	Thassim Beevi Abdul Kader College, Kilakkarai (UGC Sponsored)	03.10.2009 Thassim Beevi Abdul Kader College, Kilakkarai (UGC Sponsored)
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 week workshop on “Phonetics and Communication”	Crescent college of Education for women, Madurai	06.12.2010 To 12.12.2010 Crescent college of Education for women. Madurai

One day National Level Seminar on “Minority Girls Institutions” organized by Thassim Beevi AbdulKader College , Kilakkarai	SIET College, Chennai.	05.02.2011 SIET College, 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 National 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 training programme in “On-Line Registration”	District employment Exchange Madurai	26.08.2011 District employment Exchange Madurai
One day Regional level seminar on “Fun- way science teaching”.	Raj college of education, Madurai	10.11.2011 Raj college of education, Madurai
12 days state level workshop on “Faculty development Programme”.	Centre for Entrepreneurship development, Madurai	21.11.2011 To 2.12.2011 Centre for Entrepreneurship development, 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.)		
v) P.G.		

(M.A./ M.Sc., etc.)		
vi) M.Phil		
vii) Any other		

Total Teaching Experience : 4 Years 4months

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. K. Manohari

b) Date of Birth : 25.05.1976

g) Address (Residential) 3/187-A, Kurinchi Street,

Sri Krishna Nagar,

Madurai 14.

Ph. No. :9443406366

c) Designation : Assistant Professor

d) Department : Physical science

e) Area of Specialization : physics

f) Date of Appointment :

(i) in the institution: 03.10.2008

(ii) in the present post : 03.10.2008

g) 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			
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* (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.*
