

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.Mahadoom Ariffa

b) Address (Residential) : crescent quarters Chathirapatti post

Madurai Ph. No. : 9942958004

c) Designation : Principal Madurai -14

d) Department : English

e) Date of Birth : 02.06.1974

f) Area of Specialization : English

A) Academic Qualifications

Exam Passed	Board/ University	Subjects	Year	Division/Grade Merit etc.
High School	Board		1990	I class
Higher Secondary or Pre-degree	Board	Maths Physics Chemistry Biology	1992	I class
Bachelor's Degree (s)	university	Home	1995	I class

		Science		
Master's Degree (s)	university	Psychology	2008	I Class
		English	2001	II Class
		Education	2000	II Class
Research Degree (s)	university	Education	2003	II Class
Other Diploma / Certificates etc.		Typing lower	1990	II 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.

ii) **Research Experience & Training**

Research Stage	Title of work/Theses	University where the work was carried out
M.Phil or equivalent		Madurai Kamaraj University
Ph.D.		Bharathiyar University
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

Two days National Workshop "Multiple Intelligences and Instructional technology: The Praxis of Teaching and Learning"	Sri Ramakrishna Mission Vidhyalay College of Education, Coimbatore	11.01.2008 – 12.01.2008 Sri Ramakrishna Mission Vidhyalay College of Education, Coimbatore
National level seminar (2 days) "Enhancing the Efficacy of Slow Learners and Under Achievers"	Thiagarajar College of Preceptors, Madurai	3.05.2008 – 4.05.2008 Thiagarajar College of Preceptors, Madurai
National Seminar "Appropriate Technology, Innovations & Challenges in Teacher Educations"	Gandhigram Rural University	19.12.2008 Gandhigram Rural University
Two Days Workshop "Competency Building for The Principals of Colleges"	Center For Educational Research, MK University	21.08.2009- 22.08.2009 Center For Educational Research, MK University
One Day Seminar "ICT and Education"	Virudhunagar M.S. P Nadar College of Education	06.02.2010 Virudhunagar M.S. P Nadar College of Education

State level seminar(2days) “Instructional design:Application of technology”	Crescent college of education for women, chathrapatti, Madurai-14	25.2.2011 26.02.2011 Crescent college of education for women, chathrapatti, Madurai-
International conference(2days) “Education:a panacea for Human Conflict Management”	Department of educationAnnamalai University, Chidambaram	24.02.2012 & 25.02.2012 Department of educationAnnamalai University, Chidambaram
3days “Research methods and Data Analysis for educational research”	IGNOU Regional Centre, Madurai	12.08.2011 & 14.02.2011 IGNOU Regional Centre, Madurai
Inauguration “Train the trainers”	Nehru Group of Institutions , Hotel Germanus, Madurai	20.11.2011 Nehru Group of Institutions , Hotel Germanus, Madurai
State level workshop (12 days) “Faculty development Programme”	Centre for Entrepreneurship development	21.11.2011 To 02.12.2011 Centre for Entrepreneurship development

3 rd orientation Programme “Minority higher Education Institutions”	National University Educational Planning and Administration (NUEPA) Delhi	09.01.2012 To 13.01.2012 National University Educational Planning and Administration (NUEPA) Delhi
International level “Emerging vistas of Higher Education in the LPG”	Thiagarajar College of Preceptors, Madurai	15.03.2013 & 16.03.2013 Thiagarajar College of Preceptors, Madurai
Regional Level Seminar “Teacher, De-stress Yourself”	Crescent college of Education for women, madurai	24.02.2010 Crescent college of Education for women, madurai
Workshop “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 seminar ACEM meditation	Crescent college of Education for women, madurai	17.08.2010 Crescent college of Education for women, Madurai
State Level Seminar “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

National level conference (2 days) "Ethics and Human values"	V.O.C. College of Education, Tuticorin	26.10.2007 V.O.C. College of Education, Tuticorin
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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 for women Madurai	8 years
v) P.G. (M.A./ M.Sc., etc.)		
vi) M.Phil		
vii) Any other B.Ed,	IGNOU	6 years

Total Teaching Experience: 8 Years

a) Under-graduate (Pass): 8 Years

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

Volunteer for NSS in college

D. Participation in Corporate Life:

Please give a short account of your contribution to :

a) College/University/Institution

Worked for the inception of college

b) Co-curricular Activities

Participated in many Co - Curricular activities

c) Enrichment of Campus Life

(Hostels, sports, games, cultural activities)

Worked as a Deputy warden and for warden for more than 14 years

d) Students Welfare and Discipline

Guidance is given to the welfare of the students

e) Membership/Participation in Bodies/Committees

on Education and National Development

Nil

f) Professional Organization of Teachers.

E. (a) **Membership of Professional Bodies, Societies etc.**

Nil

(b) Editorship of Journals

F. Any other information

- Academic counselor of TNOU B.Ed., Programme workshop held in the month of May 2007.
- Academic counselor of IGNOU B.Ed., Programme since 2008
- served as workshop director of IGNOU B.Ed., Programme since 2009
- Programme In-charge of IGNOU B.Ed., programme since September 2008
- Acted as workshop facilitator for IGNOU B.Ed., programme since 2008

(Signature of the Teacher)

Format- 2

**PERFORMANCE APPRAISAL REPORT
FOR SELF APPRAISAL OF TEACHERS**

A. General Information

- a) Name S.Mahadoom Ariffa
- b) Date of Birth 02.06.74
- c) Address (Residential) Ph.No.9942958004
Crescent Quarters chathirapatti Post Madurai - 14
- d) Designation Principal
- e) Department :Education
- f) Area of Specialization : English
- g) Date of Appointment
 - (i) in the institution : 1.12.2005
 - (ii) in the present post: 31.03.2011
- 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 : she has 3 years of experience in 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.

Attached

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

She has organized two seminars - Technology for education and Instructional design.

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.*
