

Appendix- 2: Sample formats for Teacher appraisal Reports

(Source: UGC)

Format- 1

PERFORMANCE APPRAISAL REPORT

FOR THE YEAR :

FOR SELF APPRAISAL OF TEACHERS

I) General Information

- a) Name ;
b) Address (Residential) :
c) Designation :
d) Department :
e) Date of Birth :
f) Area of Specialization :

A) Academic Qualifications

Exam Passed	Board/ University	Subjects	Year	Division/Grade Merit 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--** **NIL**

Research Stage	Title of work/Theses	University where the work was carried out
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:** **NIL**

Name of the Seminar/ Conference/ Symposia Workshop, etc.	Name of the Sponsoring Agency	Place and Date

III) Teaching Experience

Courses Taught	Name of the University/ College / Institution	Duration

- Total Teaching Experience :
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 : NIL

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 : NIL

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) :

Co –curriculum and extra curriculum
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 :
- b) Date of Birth :
- c) Address (Residential) :
- d) Designation :
- e) Department :
- f) Area of Specialization ;
- g) Date of Appointment :
 - i. In the institution :
 - ii. In the present post :
- h) Honors Conferred :

B. Teaching

(a) Classes Taught

Class	Periods		

* (To be filled at the end of every academic year)

** L=Lecture T=Tutorial P=Practical

b) Regularity and Punctuality : Adhering strictly to the principal guidelines
as per the Department Minute book and
Teaching plan.

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) :

The time for those students.

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.

;

NATIONAL LEVEL SEMINARS:

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
		--	--

b) No. of research papers published (please enclose list):

c) Research Projects: NIL

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 :

g) 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 courseprogram me taught :
class test seminars, internal
examination and group discussion.

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 factuality 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*)

HKE Society's
M.S. Irani Degree College of Arts, Science & Commerce,
Kalaburagi
SELF APPRAIASAL FOR NON TEACHING STAFF

- a. Job knowledge and skills:
- Understanding the job responsibility

 - Knowledge and skills necessary to perform the job effectively
 - Ability to deal with critical issues and solving them in timely manner

 - Willingness to learn new skills, methods, processes

 -
 - Multitasking abilities

 -
- b. Regularity and punctuality**
-
- c. Quality of students' service**
-
- d. Interpersonal skills, cooperation and collaboration**
- e. Planning, organization and achievement of goals**
- f. Problem analysis and decision making**
- g. Documentation**
- h. Leadership and teamwork**
- i. Overall evaluation**
- j - Personal development**

Signature of the staff

Sl. No.	Observations, conclusion	Remedial Action
1	Excellent	
2	Appreciable	
3	Below expectations	
4	Poor	

Principal will carry out a personal interaction with library and office staff. After evaluating all parameters, the remark will be given by Principal.

Principal

HKE Society's
M.S.IRANI DEGREE COLLEGE OF ARTS, SCIENCE & COMMERCE,
KALABURAGI
PERFORMANCE APPRAISAL REPORT

NAME	SHIVANANDA SHARNAPPA GULAGI			
DESIGNATION	SDA			
DEPARTMENT/SECTION	ASSIST TO I.T. DEPT.			
APPRAISAL CATOGARY	EXCELLENT	GOOD	SATISFACTORY	POOR
PROFESSIONAL COMPETENCY				
Knowledge of Rules , regulations and procedure				
Ability to organize work and carry it out				
Ability and willingness to take up additional load in times of emergencies				
Ability to learn new duties				
Capacity to supervise				
Response to instructions and guidance of supervisor				
Response to feedback of supervisor				
2.QUALITY OF WORK				
Ability to maintain files/records				
Accuracy and speed of work				
Neatness and tidiness of work				
Completion of work on Schedule				
Execution of work with team spirit				
3.PERSONAL CHARECTERSTICS				
Regularity				
Punctuality				
Interaction with colleagues and students				

Signature of the staff

Signature of the O.S.