ANNEXURE-II

PERFORMANCE APPRAISAL REPORT - 1*
SELF APPRAISAL

A. General Information
   a) Name
   b) Address (Residential) Ph. No.
   c) Designation
   d) Department
   e) Date of Birth
   f) Area of Specialization

B. Academic Qualifications

<table>
<thead>
<tr>
<th>Exam Passed</th>
<th>Board/University</th>
<th>Subjects</th>
<th>Year</th>
<th>Division/Grade Merit etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Higher Secondary or Pre-degree</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Bachelor's degree (s)</td>
<td></td>
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<tr>
<td>Master's degree (s)</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Research degree (s)</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Others (Diplomas/ Certificates etc.)</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

* Teachers already in employment at the time of introduction of the scheme and for new entries at the time of the joining of the institution.
C. Research Experience & Training

<table>
<thead>
<tr>
<th>Research Stage</th>
<th>Title of Work/Theses</th>
<th>University where the work was carried out</th>
</tr>
</thead>
<tbody>
<tr>
<td>M.Phil. or equivalent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ph.D.</td>
<td></td>
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<tr>
<td>Post-Doctoral</td>
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<td></td>
</tr>
</tbody>
</table>

Publications (give a list separately)

Research Guidance
(give names of students guided successfully)

Training (please specify)

D. Research Projects carried out

<table>
<thead>
<tr>
<th>Title of the Project</th>
<th>Name of the Funding Agency</th>
<th>Duration</th>
<th>Remarks</th>
</tr>
</thead>
</table>

E. Seminars, Conferences, Symposia Workshops etc. attended

<table>
<thead>
<tr>
<th>Name of the Seminar/Conference/Symposia/Workshop, etc.</th>
<th>Name of the Sponsoring Agency</th>
<th>Place and Date</th>
</tr>
</thead>
</table>
F. Teaching Experience

<table>
<thead>
<tr>
<th>Courses Taught</th>
<th>Name of University/College/Institution</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>i) U.G. (B.A./B.Sc., etc., pass)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(B.A./B.Sc., etc., Hons.)</td>
<td></td>
</tr>
<tr>
<td>ii) P.G. (M.A./M.Sc., etc.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>iii) M.Phil.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>iv) Any Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Teaching Experience

a) Under-graduate (Pass):

b) Under-graduate (Hons):

c) Post-graduate:

G. Innovation/Contribution 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 Counselling (academic)
g) Any other
H. 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 organisations linked with Extension Work and National Service Scheme (NSS), or NCC or any other similar activity.

I. Participation 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.

J. a) Membership of Professional Bodies Societies etc.

b) Editorship of journals

K. Any other information.

(Signature of the Teacher)
PERFORMANCE APPRAISAL REPORT - II *

SELF APRAISL

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) Honours Conferred

B. Teaching

a) Classes Taught

<table>
<thead>
<tr>
<th>Class</th>
<th>Assigned per week</th>
<th>Taught in the Year</th>
<th>Steps taken for the teaching of periods missed during</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.G. (B.A./B.Sc.,etc.pass)</td>
<td><strong>L  T/P</strong> (1)</td>
<td><strong>L  T/P</strong> (2)</td>
<td><strong>L  T/P</strong> (3)</td>
</tr>
<tr>
<td>B.A./B.Sc.,etc.Hons</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PG (M.A./M.Sc.,etc.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>M.Phil.</td>
<td></td>
<td></td>
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<tr>
<td>Any Other</td>
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</tr>
</tbody>
</table>

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

** L=Lecture  T=Tutorial  P=Practical

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b) Regularity and Punctuality

c) Details of course teaching plan, synopses of lectures, and reading lists supplied to students

d) Details of participation in the following:
   i) University Evaluation
   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 Counselling (academic)
   g) Any other

D. Improvement of Professional Competence

   a) Details regarding refresher course/orientation attended, participation in summer schools, workshops, seminars, symposia etc. including open university course/M.Phil., Ph.D.
E. Research contributions:
   a) Number of students (M.Phil/Ph.D)

<table>
<thead>
<tr>
<th>At the beginning of the year</th>
<th>Registered during the year</th>
<th>Completed during the year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>M.Phil</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ph.D.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

b) No. of research papers published
   (Please enclose list)

c) Research Projects

<table>
<thead>
<tr>
<th>Title of the project</th>
<th>Name of the funding agency</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

d) Details of Seminars, Conferences, Symposia organised

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 including (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 Corporation Life

Signature of the Person authorized*

* By a person to be nominated by Principal/Vice-Chancellor