

## 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 : Dr.Shanmukhappa Dhananjappa Karabhari

b) Address (Residential) : JalaShankar nagar, adavisomapur .  
taluk/distict gadag

c) Designation : ASssistant professor

d) Date of Birth : 03/09/1980

e) Department Hindi

f) Area of Specialization :

g) A) Academic Qualifications

Exam Passed	Board/ University	Subjects	Year	Division/Grade Merit etc.
High School ( SSLC)	K S E E Board	Kannada,	Apr- 1997	Secand class
Higher Secondary or Pre-degree (PUC )	Department of pre university education	kannada	2001	Third class
Bachelor's Degree (s)	Gulabarga University	kannada	2004	First class

Master's Degree (s)	Dakshina bharat hindi prachara sabha, madras	hindi	2007	Secand class
B ED	Dakshina bharat hindi prachara sabha, madras	Post graduate diploma in translation	2005	First class
Other Diploma / Certificates etc.	Dakshina bharat hindi prachara sabha, madras	Post graduate diploma in translation	2006	First 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**

<b>Research Stage</b>	<b>Title of work/Theses</b>	<b>University where the work was carried out</b>
M.Phil or equivalent ( M.Phil)	Banjara janajati ka samaja bhashika adyana	Dakshina bharat hindi prachara sabha, madras,. 2009
Ph.D. ( Ph.D.)	Banjara janajati ka samaja bhashika adyana [uttar karantaka ka vishasha sandarba me]	Dakshina bharat hindi prachara sabha, madras,. 2009-2013
Post-Doctoral	-	-

Publications :

- 1)
- 2)

Research Guidance (give names of students guided successfully)	-	-
Training (please specify) Training and orientation programme for NSS officers. R.C.  R.C  Global Skill enhancement training programme.  Global Skill enhancement training programme	--	--

**B) Research Projects carried out**

<b>Title of the Project</b>	<b>Name of the funding Agency</b>	<b>Duration</b>	<b>Remarks</b>
-	-	-	-

**C) Seminars, Conferences, Symposia Workshops etc. attended**

<b>Name of the Seminar/ Conference/ Symposia Workshop, etc.</b>	<b>Name of the Sponsoring Agency</b>	<b>Place and Date</b>
<b>I. SEMINARS:</b>	Shri annadanshwar arts, science and commerce college , naragal, ron,gadag. ‘ premchand aur kuvempu ke upanyas sahitya ka tulnatmak adhyan’’	12&13, naragal, ron, gadag.
<b>SEMINARS:</b>	Arts & commerce college, gadag, batageri ‘ bisavi sadi ke hindi tatha kannada dalita sahitya ke vividha ayam,.’’’	19 <sup>th</sup> sept-2014 t c college, gadag.
<b>SEMINARS:</b>	Gudleppa hallkari college, havari, ‘hindi ke prachar prasara me dakshina bharat ka sahityakaronka ka yogadana’’	15 & 16 <sup>th</sup> October 2015 havari
<b>SEMINARS:</b>	Karnataka arts college , dharwad. ‘vartman paripreksha me sant sahitya ki prasangikatawith reference to hindi & kannada literature’’	27 & 28 TH march -2015
<b>CONVENTION</b>	<b>7<sup>TH</sup> world kannada cultural convtion-2010 singapore</b>	27& 28 th nov-2010
<b>II.Conference:</b>	All india banjara seva sangh karnataka. National Banjara professors’conference Gulabagra	14 <sup>th</sup> &15 <sup>th</sup> july 2012 Gulabagra.
<b>III.WORKSHOP:</b>	Commissionre of collegiate education, bangalur , distict task force, raichur ‘ Employable workshop’’	11 <sup>th</sup> to 13 <sup>th</sup> jan-2004

**iii) Teaching Experience**

<b>Courses Taught</b>	<b>Name of the University/ College / Institution</b>	<b>Duration</b>
iv ) U.G. (B.A./B.Sc. etc. (B.A./B.Sc. etc. Hons.)	<b>K S S college mulagunda</b>	<b>1-7-2008 to 2019.</b>
v) P.G. (M.A./ M.Sc., etc.)	-	-

vi) M.Phil		
vii) Any other	<b>Trining of RDC CADETS Ncc group headquarters, cantonment bellari 583104</b>	<b>26 OCT-2012 TO 13NOV-2012</b>

Total Teaching Experience : 25 years

a) Under-graduate (Pass) :

b) Under-graduate (Hons):

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c) Post-graduate :

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#### **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 :
- 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		
	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.Com) (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 :
  - (v) Conduct of Exam :
  - (vi) Evaluation of Dissertation :  
etc.

**C. Details of Innovations / Contribution in Teaching, during the year :**

- a) Design of curriculum : **Syllabus recommended by the University  
is re-designed as on month wise and  
taken to teach on weekly basis**
- 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

#### **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

#### **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.