

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 : SATEESH . B . ALAGUNDAGI
- b) Address (Residential) : C/O B.A HIREMATH
Opp, Halakeri math , church road
Rajeeva Gandhi Nagar
Near Hatalageri Naka
GADAG- 582101
KARNATAKA
sbalagundagi@gmail.com
Cell no:- 9741187780
- c) Designation : Lecturere in English
- d) Date of Birth : 14/05/1965
- e) Department : Department of Studies in ENGLISH
K.S.S Arts, Commerce and Science
College ,Gadag
- f) Area of Specialization : 1) American Literature
2) Indian English Literature

A) Academic Qualifications M.A. (ENGLISH)

Exam Passed	Board/ University	Subjects	Year	Division/Grade Merit etc.
High School (SSLC)	S.S.LC. Board, Bengaluru.	Kannada English Hindi Mathematics Science Social Science	1981	First Class.
Higher Secondary or Pre-degree (PUC)	Pre- Uni, Board, Bengaluru	Kannada English Mathematics Physics Chemistry Biology	1985	Second Class
Bachelor's Degree B.A	Karnataka University Dharwad	Kannada English English-Major Kannada – Minor Indian History- Minor	1989	Second Class

Master's Degree (s) M.A	Shivaji University Kolhapura	English	1994	Second Class
Research (s)				
Other Diploma / Certificates 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

Research Stage	Title of work/Theses	University where the work was carried out
M.Phil or equivalent (M.Phil)	-	-
Ph.D. (Ph.D.)	-	-
Post-Doctoral	-	-

Publications :

- 1) Role of Media in Nation Integration ,Printed in ASC,AMU
News Vol.3.1 Alligarh

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 : Nill

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
1. Socio- economic, Educationa status and challenges og Banjara communityl	Inter National Banajara Professors Association and Inter national Banjara Roma Organisation. 8 th NBPA International Conference 2019.	Chandhighar , Panjab Hariyana 30 th November 1 st December 2019
2. ‘Cyber Security’	K.L.E Society Arts and Commerce College Gadag. ICT CELL Five days faculty and students development Program.	Gadag 18/ 05 / 20202 22 / 05/ 2020
3. ‘Two day international webinar’	Shri Sangameshwar Arts Commerce ,BCA, College	Chadachan 23 and 24 may 2020
4. ‘International Webinar Challenge and Opportunity in Higher Education during and after Covid-19	Rani parvati devi College of Arts & Commerce	Tilkawadii Belagavi 22 nd May 2021
5. ‘Inter national Effective English Communication Skill in the Digital Era’	Rani Channamma University	Belagavi 31 st May 2020
6. International Faculty Development program. (Online) on Contemporary ICTto Facilitate Construtiviest Learning of Digital Natives.	Auxilium College (Autonomous) The PG and Research department of Englsih.	22th to 28nd May2020
7. MOOCs E Content Development and OER	Government First grade College Hungund Online Multi Disciplinary Faculty Development Programme.	28 th May 3 rd June 2020
8. ‘Effective English Communication Skills in the Digital Era’	Rani Channamma University Belagavi One day International online Seminar	31 st May 2020

9. International Webinar ‘Inspite of Attitude’	ARIVU –Skill Development Academey in collabreation with K.LE Society Arts and Commerce COLLEGE , Gadag	Gadag 9 th June 2020
10. ‘Communication Skills and Use of ICT Tools for Effective Teaching Learning and Evaluation’	Government First Grade College and PG Center Dharwad	Dharwad 22 /06 2020 to 28 / 06 / 2020
11. Online International Quiz	BesantWomens College M G Road Kodialbail, Mangaluru	Mangaluru 27/ 06 /2020
12. Gender Sensitization and Equality	Shri Mrityunjaya College of Arts Commerce Dharwad	21 st July 2020
13. ‘Tools for Language Classroom’	K L E Society Arts and Commerce College Gadag	3 rd August 2020
14. ‘Thinking Translation Exploring Dialogues Across Disciplines’	Central University of Karanataka Prasaranga	10 And 12 August2020
15. ‘International Youth Day 2020’	K.L.E Arts and Commerce College Gadag	12 th August 2020
16. International Faculty Development Programme online	New Opportunities in proffesionalns and Teaching skills	07 / 12 / 2020 to 11/ 12 /2020
17. ‘National Education Policy 2020 and Higher Education in India’	Dr. N.S.A.Mfirst Grade College Bengaluru	24 th to 29 th May 2021
18. English Literature –Social Commitment and Managemant Lessons’	Sivananda sarma Memorial R.V College Bengaluru	31stMay and 1 stJune 2021
19. ‘International one day Multi Disciplinary Webinar on PARINAMANA- A Paradigm Shift’.	K L E Society Arts and Commerce College Gadag	20 th June 2020
20. ‘International Webinar on Future of Leadership and Technology’.	Nehru Arts , Science,Commerce College PG Centre Hubballi	10 July 2021

21. National level Conference. Win yourself to win the world	Jagadguru Tontadarya College Gadag IQAC Initiative Government of Karnataka	11 th February 2020
22. 'Translation and Literature'	Jagadguru Tontadarya College Gadag Department of Languages IQAC Initiative Government of Karnataka	24 th February 2020
23. Developing Trends in Quality Education The New Journey	Jagadguru Tontadarya College Gadag IQAC Initiative Government of Karnataka	23 rd February 2019
24. 'National Webinar on Intellectual Property Rights'	Nehru Arts , Science, Commerce College PG Centre Hubballi	8 th June 2021
25. 'National Webinar on Swachh India and Swasth India '	Nehru Arts , Science, Commerce College PG Centre Hubballi	15 th June 2021
26. Developing Interpersonal Skills ; A key Strategy for Effective Communication	JSS College of Arts , Commerce and Science Nanjangud Department of English and IQAC.	28 june 2021
27. National level webinar Role of Women in Higher Education. On Vishwa Mahila Divasa.	Karnataka Rajya Mahavidyalaya Shikshaka Sangha Managalore University Vibhag	March 9 th 2021
28. The Diasporic Consciousness in Indian Contemporary Novelists.	J.S.S Shri Manjunatheshwara Institute of UG and PG Studies Vidyagiri Dharwad	19 th january 2021
29. New Education Policy -2020 One day National Webinar	Central University of karnataka In collaboration with K.L.E Society Arts College .H.S.K Science Institute Hubballi.	8 th September 2020

30. National Education Policy, Autonomy Status : Challenges and Opportunities	Rani Paravati Devi College Belgavi, Karanataka IQAC and Department of Political Science Initiative	8 th August 2020
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iii) Teaching Experience

Courses Taught	Name of the University/ College / Institution	Duration
iv) U.G. (B.A./B.Sc. etc. (B.A./B.Sc. etc. Hons.)	K.S.S COLLEGE, GADAG	02/01/1995 to till today
v) P.G. (M.A./ M.Sc., etc.)	P.G Dept. of English, K.S.S COLLEGE, GADAG	10/07/2007 to till today
vi) M.Phil	-	-
vii) Any other	-	-

Total Teaching Experience : 27 years

a) Under-graduate (Pass) : 27 years

b) Under-graduate (Hons) : NA

c) Post-graduate : 15 years

viii) Innovations/Contributions in Teaching

a) Design of Curriculum : I have participated in syllabus designing, workshops conducted by academic Forum

b) Teaching methods : **Innovative Teaching methods like making use of LCD s, LAPTOP for Power Point Presentations, GDs, Quiz Methods,**

c) Laboratory experiments : Phonetics in the Language Laboratory.

d) Evaluation methods : **Internal Assessment, Assignments, Tutorials, Seminar papers, and Socio- Economic Status of Students by keen observation.**

- e) Preparation of resource :
material Including books,
reading materials, ; will be tried in near future.
Laboratory manuals etc.
- f) Remedial Teaching / Student : Remedial Coaching for SC &ST and Minority
Students, Counseling is done at the time of induction.

Counseling (academic)

- g) Any Other ; I put my efforts to attain and sustain quality teaching
and learning

ix) Extension Work/Community Service

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. : These are taken up as a part of my social service programs.
- ii) National Literacy Mission : Yet to help such group in the near future.
- b) Positions held/Leadership :
role played in organizations
linked with Extension
Work and National Service
Scheme (NSS), or NCC or ; Position as a social servant for the upliftment of
needy and troden people through NISARGA ,Gadag.
any other similar activity

D. Participation in Corporate Life:

Please give a short account :.
of your contribution to

- a) College/University/Institution : Basically I am dedicated teacher. My
contribution to the betterment of all the stakeholders is commendable.

b) Co-curricular Activities : Training students for GDs, Quiz, Debate and Public Speaking.

c) Enrichment of Campus Life :
(Hostels, sports, games,
cultural activities)

d) Students Welfare and : I personally help the weaker section students of our college to cope with requirements of 21 st century by dispelling inferiority complex.

e) Membership/Participation in : Life member , KUAFET,Dharwad
Bodies/Committees on
Education and National
Development

f) Professional Organization : KUCTA Dharwad
of Teachers

E. (a) Membership of : Member ,OUCIP, Hydrabad
Professional Bodies,
Societies etc.

(b) Editorship of Journals :

F. Any other information ; I put my ventures welfare of students.

(Signature of the Teacher)

Format- 2

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

A. General Information

- a) Name SATEESH . B . ALAGUNDAGI
- b) Address (Residential) : C/O B.A HIREMATH
Opp, Halakeri math , church road
Rajeeva Gandhi Nagar
Near Hatalageri Naka
GADAG- 582101
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sbalagundagi@gmail.com
Cell no:- 9741187780
- c) Date of Birth : 14/05/1965
- e) Department : Department of Studies in ENGLISH
K.S.S Arts, Commerce and Science
College ,Gadag
- f) Area of Specialization : 1) American Literature
2) Indian English Literature
- g) Designation : Lecturer in English.
- h) Date of Appointment
- i) In the institution : 02/ 01/1995
- ii)in the present post :02 /01/1995
- i) Honors Conferred :

B. Teaching

- (a) Classes Taught ; B.A / B.Sc / B.com at Undergraduate level and M.A Post graduate level.

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)	16+2	428 +430	Extra classes are engaged on Sundays and Holidays. Sometimes it adjusted before or after the working hours of the college.
ii) PG (M.A./M.Sc.etc.)	12+4	300+320	
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 : Being part of the duty consciousness I maintain and keep up regularity and punctuality in work culture that is very precious.

c) Details of course teaching : yes at the beginning of the academic year the hand outs of teachin plan is distributed among the students. The synopses of lectures are given prior to the lesson hours. The reading list and lesson notes are supplied after the completion of lesson.
plan, synopses of lecturers,
and reading lists supplied to students

d) Details of participation in the :
following

(i) University Education : As the college is affiliated of karnataka University, Dharwad we are imarting university education at under graduate and post graduate level.

(ii) Internal Evaluation : As we are conducting two tests per semester at under graduate and post graduate level, internal evaluation is mandatory, I assess papers of internal tests and the interal mark sheet is sent to university for the declaration of result. At the end of each semester.

(iii) Paper Setting : I was invited for questions paper setting of kpsc gazetted probationers grade A and B Competative Examinations , KPSC Board, Bangalore.

- (iv) **Assessment of Home** : The seminar paper and tutorials are the part of home assignment.
- (v) **Conduct of Examination** : There is an examination committee that monitors the conduct of internal examination as per the time table prepared by committee. The semester examination are conducted as per the time prepared by registrar of evaluation, Karnataka University, Dharwad . This work is yet to be assigned to me.
- (vi) **Evaluation of Dissertation** : It is part and parcel of the panel made by Board of Studies , Department of English, Karnataka University, Dharwad. This work is yet to be assigned to me.

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

a) **Design of curriculum** : The curriculum of under graduate and post graduate courses is designed by Board of Studies, Karnataka Dharwad. the workshop are conducted to design the syllabi eliciting the ideas and concept from the participants. Where we the teachers contribute for the framing of new curriculum, which is implemented once in three years.

b) **Teaching methods** : The innovative teaching methods are effectively used to instill the knowledge among students by making use of LCD, Power Point Presentation, G Ds, Quiz program's , spelling bees, word play, cross words and so on.

c) **Laboratory experiments** : The language laboratory is well equipped where the students are taught accent, rhythm ,stress,falling and tones on particular or sentence to keep the students abreast. With international received pronunciation. It builds the confidence among the students to inculcate R P A. we make use of modern computer technology to impart the knowledge of phonetics to the students.

d) **Evaluation methods** : The evaluation methods are framed by the Registrar of Evaluation, Karnataka University, Dharwad along with Board of Examiners constituted of senior professors from various affiliated colleges. Hence the rules and regulations to the concerned teacher prior to the evaluation work.

e) **Preparation of resource** :
 material including books, We publish books as per the syllabus prescribed by the Board of studies. Reading materials and laboratory manuals are prepared well in advance to help the students in the process of learning.
 reading materials,
 laboratory manuals etc.

f) Remedial Teaching / : Both are the under take care takes with great care because most of the students of our college come from rural background particularly from downtrodden , neglected and lower strata.

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.	-	-	-

a) No. of research :
Papers published
(please enclose list)

b) Research Projects:

Title of the Project	Name of the funding agency	Duration
-	-	-

c) Details of Seminars, :
Conferences, Symposia A National level Online Seminar was
Organized under the aegis of Department of English , K.S.S College
Gadag

d) Patents taken, if any, : --
give a brief description

e) Membership of Professional Bodies, Editorship of Journals etc. : I am the Life Member of KUAFET,Dharwad and KUCTA, Dharwad.

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.

Solely participate in this programmes as part of National and social concern.

- ii) National Literacy Mission : This must be taken up for slum children in our city.
- b) Positions held/Leadership :
role played in organizations
linked with Extension
Work and National Service
Scheme (NSS), or NCC or working as a Social Servant for the upliftment
of needy and downtrodden people through NISARGA,Gadag
any other similar activity

D. Participation in Corporate Life:

Please give a short account :
of your contribution to

- a) College/University/Institution : Actively participate in all the activities of the college and University from time to time.
- b) Co-curricular Activities : Extend dedicated service to the enhancement of quality of co- curricular activities for the betterment of the students.
- c) Enrichment of Campus Life :
(Hostels, sports, games, cultural activities) The pupil are supportively encouraged to participate in sports , games and culture activities to imbibe leadership qualities.
- d) Students Welfare and Discipline : The poor and meritorious students are assisted through monetary help and others are taken care of to maintain discipline.
- e) Membership/Participation in :
Bodies/Committees on Education and National : yet to be thought of.
Development

- f) Professional Organization : not yet the member of any body.
of Teachers

H. Assessment

- a) Steps taken by you for the:
evaluation of the course programme taught The tests and tutorials are very
useful in assessing the performance of studies .I also get feed from the students to
assess my method of teaching by eliciting information from them.

I. General Data

State brief assessment of your performance indicating

- (a) achievements :
(b) difficulties faced and :
(c) suggestions for improvement.

I am satisfied in this profession tht I can make few achievement by using
excellent methods of teaching and learning process . as it is semi urban area the boys
are unable to get the text books on time, this is whatmakes me difficult to convince
the students. Thus ,it must be catered thoroughly to enhance the performance in the
classroom. My suggestions are many but students should be given access to the
educational facilities in the semi urban areas like Gadag.

(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.