

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 : Smt. Akshata Kuri

b) Address (Residential) : Vidyanagar near K.S.S College

Gadag 582102

Karnataka

akshatadia@gmail.com

Cell no :- 9845422139

c) Designation : Assistant Professor in English.

Guest Faculty

d) Date of Birth : 18-02-1984

e) Department : Department of Studies in ENGLISH

K.S.S Arts, Commerce and Science

College ,Gadag

f) Area of Specialization : 1) Critical Theory

2) Post Colonial Literature

g) A) Academic Qualifications

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	1999	First Class
Higher Secondary or Pre-degree (PUC)	Pre- Uni, Board, Bengaluru	Kannada English History Economics Geography Political Science	2003	First Class
Bachelor's Degree B.A	Karnataka University Dharwad	Kannada English Optional English Indian History- Archaeology	2006	First Class

Master's Degree (s) M.A	Lingaraj College Belgaum	English	2008	Second Class
K-SET	University of Mysore	English	2019	First Class
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)	Research Methodolgy Theory	Vinayaka Mission Universirty Tamilnadu
Ph.D. (Ph.D.)	Registered Course	Karanataka University Dharwad
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

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
I.SEMINARS:		
II.Conference:		
III.WORKSHOP:		

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	05/05/2008 to till Today
v) P.G. (M.A./ M.Sc., etc.)	P.G Dept. of English, K.S.S COLLEGE,GADAG	05/05/2008 to till Today
vi) M.Phil	-	-
vii) Any other	-	-

Total Teaching Experience : 14 years

a) Under-graduate (Pass) :

b) Under-graduate (Hons):

c) Post-graduate : _____ 14 Years _____

viii) Innovations/Contributions in Teaching

a) Design of Curriculum : I have participated in syllbus desiging, 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 Assesment, Assgainments, Tutorials, Seminar papers, and Socio- Economic Status of Students by keen opservation.**

e)

e) Preparation of resource : will be tried in near future.
material Including books,
reading materials,
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

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: These are taken up as a part of my social service
programs.
norms etc.

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
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 Discipline : : 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 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 :** 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 : Smt. Akshata Kuri
- Address (Residential) : Vidyanagar near K.S.S College
Gadag 582102
Karnataka
akshatadia@gmail.com
Cell no :- 984542213
- b) Designation : Assistant Professor in English.
Guest Faculty
- c) Department : Department of Studies in ENGLISH
K.S.S Arts, Commerce and Science
College ,Gadag
- d) Area of Specialization : 1) Critical Theory
2) Post Colonial Literature
- e) Date of Appointment :
- in the institution : 05/05/2008
- in the present post : 05/05/2008
- f) 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)	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 teaching 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

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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 imparting university education at under graduate and post graduate level.

(ii)

(iii) 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 internal mark sheet is sent to university for the declaration of result. At the end of each semester

- (iv) Paper Setting :
- (v) Assessment of Home :
- (vi) Conduct of Exam :
- (vii) 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 : 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.
- e) 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.
material including books,
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.			

- 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.