

## 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 : CHANDRASHEKHAR SAUNSHI
- b) Address (Residential) : C/o Fhakeeresh Saunshi, Street:Thigadikeri oni
- c) Designation : ASSISTANT PROFESSOR
- d) Date of Birth : 07-07-1988
- e) Department : COMMERCE
- f) Area of Specialization :ACCOUNTING AND TAXATION
- g) A) Academic Qualifications

Exam Passed	Board/ University	Subjects	Year	Division/Grade Merit etc.
High School ( SSLC)	Karnataka Secondary Examination Board		2003	58.08 %
Higher Secondary or Pre-degree (PUC )	Pre University Examination	Commerce	2007	69%
Bachelor's Degree (s)	Karnataka University Dharwad	Accounting and Taxation	2010	74.36%

Master's Degree (s)	Karnataka University Dharwad	Accounting and Taxation	2012	68%
Research (s)	Kannada University Hampi	Cotton Crop and Market (With reference to Gadag district)	Registered: 170111020257/ 21.12.2017	Colloquium given and thesis submitted
B.ed	Karnataka University Dharwad	Commerce and Geography	2016	74%
K-SET	Mysore University Mysore	Commerce	2017	Qualified

\* 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.)	Cotton Crop and Market (With reference to Gadag district)	Kannada University Hampi
Post-Doctoral		

Publications:

- 1) ಸಾಗವ್ಯವಸ್ಥೆ ಮತ್ತು ಮಾರುಕಟ್ಟೆಗಳ ಬಗ್ಗೆಯಾದ ಅಧ್ಯಯನಗಳನ್ನು ಕನ್ನಡ ಮತ್ತು ಇಂಗ್ಲಿಷ್ ಭಾಷೆಗಳಲ್ಲಿ ಪ್ರಕಟಿಸಿರುವುದು.
- 2) ಸಾಗವ್ಯವಸ್ಥೆ ಮತ್ತು ಮಾರುಕಟ್ಟೆಗಳ ಬಗ್ಗೆಯಾದ ಅಧ್ಯಯನಗಳನ್ನು ಕನ್ನಡ ಮತ್ತು ಇಂಗ್ಲಿಷ್ ಭಾಷೆಗಳಲ್ಲಿ ಪ್ರಕಟಿಸಿರುವುದು.
- 3) ಸಾಗವ್ಯವಸ್ಥೆ ಮತ್ತು ಮಾರುಕಟ್ಟೆಗಳ ಬಗ್ಗೆಯಾದ ಅಧ್ಯಯನಗಳನ್ನು ಕನ್ನಡ ಮತ್ತು ಇಂಗ್ಲಿಷ್ ಭಾಷೆಗಳಲ್ಲಿ ಪ್ರಕಟಿಸಿರುವುದು.

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

**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> 1.UGC Sponsored One Day National Level Seminar On “E Banking In India: Challenges,Opportunities and Strategies”	1.K S S Arts, Commerce, Science College & P G Centre, Gadag Department of Commerce Organising jointly with ICICI Bank Gadag Branch, Gadag.	1. Gadag 30-03-2013
2.Foreign Direct Investment In Retail Market-Opportunities and Challenges in India	2.K S S Arts, Commerce, Science College and P G Centre, Gadag organizing jointly with Department of economics & K S F C Gadag Branch.	2.Gadag 27-09-2014
3.UGC Sponsored One Day National Level	3.Karnatak university and colleges, commerce teachers,	3.Dharwad 29-05-2018

Seminar On”Recent Trends and Challenges in Indian Banking”	association, & pg department of studies in commerce KUD.	
4.One Day Seminar On” Dynamics of Insurance Business”	4. Karnatak university and colleges, commerce teachers, association, & pg department of studies in commerce KUD.	4.Dharwad 20-12-2019
5.One Day Seminar On ”Path to Financial Security”	5. Karnatak university and colleges, commerce teachers, association, & pg department of studies in commerce KUD.	5.Dharwad 15-06-2019
6. A Two Days National Level Seminar On “Rejuvenation of Undergraduate Education”	6. Karnataka Raja Mahavidyalaya Shikshak Sangha incollaboration with UGC-HRD Centre KUD, Dharwad/ NAAC Bengaluru.	6.Dharwad 26-02-2019 to 27-02-2019
<b>II. Conference:</b> 1.One Day National Conference On” Skill Development In Higher Education : Issues and Challenges”	1.Anjuman arts, science,commerce college & p g studies, Dharwad	1.Dharwad 09-03-2019
<b>III.WORKSHOP:</b> 1.Jointly Organize A Workshop On “Demonetization and Its Implications” 2. Jointly Organize A Workshop On “GST and Its Implications”  3.One Day State Level Workshop on” Parliamentary Education and Awareness Programme On the Functioning Of Parliamentary System” 4.One Day Workshop On “Restructuring Of B.Com Syllabi” 5.Capacity Building Workshop On “The Role Of Skill Development in Higher Education”	1.Karnatak university and colleges, commerce teachers, association, & pg department of studies in commerce KUD. 2.Karnatak university and colleges, commerce teachers, association, & pg department of studies in commerce KUD. 3.K S S Arts, Commerce, Science College and P G Centre, Gadag organizing jointly with Karnatak university colleges teachers political science forum, Dharwad  4. Karnatak university, Dharwad pg department of studies in commerce 5.Karnataka State Higher Education Council, Bengaluru In Association with Rashtriya Uchchar Shiksha Abhiyan( RUSA), MHRD and Karnatak university, Dharwad	1.Dharwad 02-01-2017  2.Dharwad 22-06-2017  3.Dharwad 19-03-2018  4.Dharwad 27-12-2018  5.Dharwad 24-09-2018

6. One Day Workshop On “Restructuring Of Commerce Syllaby for B.Com course”	6.Karnatak university and colleges, commerce teachers association, & pg department of studies in commerce KUD Withe A S S college of commerce, Gadag.	6.Dharwad 18-12-2019
7. Prerana Pravaha	7. .Cabridge Institute of Technology North Campus	7. Online 05-09-2020
8. A One Day Workshop On “National Education Policy-2020”	8. Karnatak university and colleges, commerce teachers association,	8. Dharwad 19-10-2021

### iii) Teaching Experience

Courses Taught	Name of the University/ College / Institution	Duration
iv) U.G. (B.Com)	Karnataka University Dharwad	<b>10Years</b>
v) P.G.		
vi) M.Phil		
vii) Any other		

Total Teaching Experience : 10 years

a) Under-graduate (Pass) : 10 years

b) Under-graduate (Hons): \_\_\_\_\_

c) Post-graduate : \_\_\_\_\_

### viii) Innovations/Contributions in Teaching

a) Design of Curriculum

b) Teaching methods : Smart Board, Projector, White & Black Board etc

c) Laboratory experiments : ----

d) Evaluation methods : Formative and Summative method.

e) Preparation of resource materials : Books, Reading Materials & Magazines etc

f) Remedial Teaching / Student :Slow Learner and Advance Learner  
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 : NCC B and C exam passed, attended one army  
role played in organizations attachment camp at Belgaum, Two annual  
linked with Extension camps during NCC. NSS exam passed and  
Work and National Service Attended Two camp at Binkad katti.  
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 : CHANDRASHEKHAR SAUNSHI
- b) Date of Birth : 07/07/1988
- c) Address (Residential) : #403, Tigadikeri street, Mulagund
- d) Designation : Assistant Professor
- e) Department : Commerce
- f) Area of Specialization : Accounting and Taxation
- g) Date of Appointment : 13-08-2019
- i. in the institution : Assistant Professor
- ii. in the present post : Assistant Professor
- 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)	15	498	Extra Classes engaged
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 : Regular and Punctal to college and classes.
- 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 : Paper correction made
  - (iii) Paper Setting : Paper setted for Insurance paper
  - (iv) Assessment of Home :
  - (v) Conduct of Exam :KPSC SDA and FDA Chief Supervisor duty done.
  - (vi) Evaluation of Dissertation :  
etc.

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

- a) Design of curriculum : **Syllabus recommended by theUniversity  
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.			

- 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  
organized

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

- e) 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.