

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 : Manjunath Dhanamaru
- b) Address (Residential) : Plot no-148, Behind Rural Engineering College
Hulkoti-582205
- c) Designation : Assistance Professor
- d) Date of Birth : 12-12-1988
- e) Department : Commerce
- f) Area of Specialization : 1) Accounting and Taxation
- g) A) Academic Qualifications: M.Com and B.Ed

Exam Passed	Board/ University	Subjects	Year	Division/ Grade Merit etc.
High School (SSLC)	KSEEB Bangalore	Kannada, English, Hindi, Mathematics, Science, Social Science	2005	57.44%
Higher Secondary or Pre-degree (PUC)	PU Board Bangalore	Kannada, English, Economics, Business Studies, Accountancy,	2007	76.50%

		Statistics		
Bachelor's Degree (s)	Karnatak University, Dharwad	All Commerce Subjects	2010	76.50%
Master's Degree (s)	Karnatak University, Dharwad	All Commerce Subjects	2012	66.63%
Bachelor's Degree (s)	Karnatak University, Dharwad	Geography and English	2016	71.51%
Research (s)	-	-	-	-
KSET-2021	Mysore University, Mysore	Commerce	2021	Cleared
UGC/NET	UGC/NTA	Commerce	19-02-2022 and 05-11-2022	Qualified 2 Times

* 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)
- 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:		
1. One Day National Level Seminar on “E-BANKING IN INDIA: CHALLENGES, OPPORTUNITIES AND STRATEGIES”	UDG Sponsored, Department of Commerce, K.S.S. Arts, Commerce, Science College and P.G. Centre, Gadag	K.S.S. Arts, Commerce, Science College and P.G. Centre, Gadag and 30-03-2013
2. One Day Seminar on “DYNAMICS OF INSURANCE BUSINESS”	Organised By Karnatak University and Colleges, Commerce Teachers’ Association & P.G. Department of Studies in Commerce Karnatak University Dharwad	Karnatak University Dharwad and 20-12-2018
3. One Day Seminar on “PATH TO FINANCIAL SECURITY”	Organised By Karnatak University and Colleges, Commerce Teachers’ Association & P.G. Department of Studies in Commerce Karnatak	Karnatak University Dharwad and 15-06-2019

4. One Day Seminar on “Restructuring of Commerce Syllaby for B.com Course”	Organised By Karnatak University and Colleges, Commerce Teachers’ Association & P.G. Department of Studies in Commerce Karnatak University Dharwad	Karnatak University Dharwad and 18-12-2019
II. Conference:		
1. One Day Workshop On “National Education Policy-2020”	Organised By Karnatak University and Colleges, Commerce Teachers’ Association	Karnatak University Dharwad and 09-10-2021
III. WORKSHOP:		
IV. Appreciation		
1. Participated on MOCK TEST SERIES for UGC NET/ KSET	Sponsored by HPPC GFGC, Challakeri, Chitradurga	HPPC GFGC, Challakeri, Chitradurga and March-2021
2. Participated as Anchor Faculty in the 10 hours session of the program “Kona Kona Shiksha”	Sponsored by NiSM (National Institute of Securities Markets	NiSM (National Institute of Securities Markets and 29-12-2021
V. Webinar		
1. National level Webinar on “How to make Investment Decisions during Covid-19 Pandemic in India”	Sponsored By ASS College of Commerce and PG Course in Commerce (M.com), Gadag-Betageri	ASS College of Commerce and PG Course in Commerce (M.com), Gadag-Betageri and 16-07-2020
VI Faculty Development Program		
1. UGC-KSET – 2020 Online Coaching Classes for Paper-I	Organised by OERC (Online Education Resource Center)	Karnataka State Akkamahadevi University, Vijaypur and 19-06-2020
2. FDP on “Financial Education and Investment Awareness”	Organised by K.L.E. Society’s Gudleppa Hallikeri Arts, Science and Commerce College, Haveri	K.L.E. Society’s Gudleppa Hallikeri Arts, Science and Commerce College, Haveri and 19-09-2022 to 20-09-2022

iii) Teaching Experience

Courses Taught	Name of the University/ College / Institution	Duration
iv) U.G. (B.com)	KUD, KSS College, Gadag	10 years
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

Design of Curriculum

a) Teaching methods : Lecture Method, Smart Board, Projector etc

b) Laboratory experiments :

c) Evaluation methods : Formative Assessment, Summative Assessment

d) Preparation of resource Materials : Study Materials, Books, Internet notes,
Magazines etc

e) Remedial Teaching / Student :

Counseling (academic)

f) 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 : 1. NSS Volunteer and attended NSS Special role played in organizations linked with Extension Work and National Service Scheme (NSS), or NCC or any other similar activity : 1. NSS Volunteer and attended NSS Special Camp from 09-10-2009 to 16-10-2009 held at Binkadkatti under the Theme Healthy Youth For Healthy India.
2. Participated in the Socio-Economic Survey conducted during 2008-2009.

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 : Sports and Games, Cultural Activities in the (Hostels, sports, games, college and university campus. 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 : Manjunath Dhanamaru
- b) Date of Birth : 12-12-1988
- c) Address (Residential) : Plot no-148, Behind Rural Engineering
College, Hulkoti-582205
- d) Designation : Assistant Professor
- e) Department : Commerce
- f) Area of Specialization : Accounting and Taxation
- g) Date of Appointment :
- (i) in the institution : 03-07-2019
- (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)	16	480	--
ii) PG			
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 : Good

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 : Lecture Method, Smart Board, Projector etc

c) Laboratory experiments :

d) Evaluation methods : Formative Assessment, Summative Assessment

e) Preparation of resource materials: Study Materials, Books, Internet notes,
Magazines etc.

f) Remedial Teaching / :

Student Counseling
(Academic)

g) Any other

h)

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 : NSS camp attended in UG Degree 2009-10
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.