

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 : Shweta Gadagin
b) Address (Residential) : Vakkalageri street - Gadag
c) Designation : guest faculty
d) Date of Birth : 04/05/1997
e) Department : mathematics
f) Area of Specialization : 1) mathematics
g) A) Academic Qualifications

Exam Passed	Board/ University	Subjects	Year	Division/Grade Merit etc.
High School (SSLC)	KSEEB	Kannada,English, hindi,maths,science,social science	2013	First class
Higher Secondary or Pre-degree (PUC)	PU board	Physics chemistry,maths, biology	2015	First class
Bachelor's Degree (s)	KUD	Physics,chemistry,maths	2018	First class with Distinction
Master's Degree (s)	KUD	Mathematics	2020	First class with Distinction

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)
- 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:use of ICT in teaching,learning and evaluation process	IQAC ,CPE Sponsered	Gadag 23/03/2019

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.)	-	-
v) P.G. (M.A./ M.Sc., etc.)	Kss Arts , commerce, science College & PG centre -Gadag	1 year and 8 Months
vi) M.Phil	-	-
vii) Any other	Bapuji Arts Commerce and Science PU College Annigeri	6 Months

Total Teaching Experience : 25 years

a) Under-graduate (Pass) :

b) Under-graduate (Hons):

c) Post-graduate : **1 year and 8 Months**

viii) Innovations/Contributions in Teaching

a) Design of Curriculum :As per kud syllabus

b) Teaching methods : PPT slide Projector,computer,use of OHP

c) Laboratory experiments : -

- d) Evaluation methods :Descriptive,ShortAnswer,Work Shop
Assignment,Seminar Observation,home work etc used in college
- e) Preparation of resource :Refer Text Book,, Journals, Articles, Google Search
Including books,
reading materials,
Laboratory manuals etc.
- f) Remedial Teaching / Student :Providing notes,extra class and moral support
Counselling (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 : Arranged Study tour, Arranged Science
Exhibition

c) Enrichment of Campus Life :Sports And Cultural Activities
(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 : Shweta Gadagin
- b) Date of Birth : 04/05/1997
- c) Address (Residential) : Vakkalageri street Gadag
- d) Designation : Guest teacher
- e) Department : Mathematics
- f) Area of Specialization : Mathematics
- g) Date of Appointment :
- (i) in the institution : 01/8/2021
- (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.)	8	200+50 hrs	Taking extra class
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 : Yes

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 : Yes

(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
redesigned as on month wise and taken to teach on Weekly basis

b) Teaching methods : Uses of OHP, Slide Projector

c) Laboratory experiments : --

d) Evaluation methods : Descriptive

e) Preparation of resource : Text Books
material including books,
reading materials,
laboratory manuals etc.

f) Remedial Teaching / : Yes

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.