

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 : Varsha Hebballi
- b) Address (Residential) : Panchakshari Nagar 6th Cross- Gadag
- c) Designation : Guest Faculty
- d) Date of Birth : 26/11/1996
- 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	Kan, Eng, Hindi, Maths, Sci, Social Sci	2012	Distinction
Higher Secondary or Pre-degree (PUC)	PU board	PCMB	2014	First class
Bachelor's Degree (s)	KUD	PCM	2017	Distinction
Master's Degree (s)	KUD	Mathematics	2019	First 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)
- 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 ,UGC-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	3 year and 6 Months
vi) M.Phil	-	-
vii) Any other		

Total Teaching Experience : 25 years

a) Under-graduate (Pass) :

b) Under-graduate (Hons):

c) Post-graduate : **3 year and 6 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 : Varsha Hebballi
- b) Date of Birth : 26/11/1996
- c) Address (Residential) : Panchakshari Nagar 6th Cross- Gadag
- d) Designation : Guest Faculty
- e) Department : Mathematics
- f) Area of Specialization : Mathematics
- g) Date of Appointment :
- (i) in the institution : 19/8/2019
- (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.)	12	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.