Academic Year: \_\_\_\_\_\_\_\_\_\_\_\_\_

PERFORMANCE APPRAISAL REPORT

(SELF APPRAISAL)

A. **General Information**

(a) Name :

(b) Date of Birth :

(c) Address (Residential) :

(d) Designation :

(e) Department :

(f) Area of Specialization :

(g) Date of appointment

 (i) In the Institution :

 (ii) In the present post :

(h) Honours Conferred :

(i) Academic Qualification :

**B. Teaching**

(a) Classes Taught

|  |  |
| --- | --- |
| Class | Periods |
| Assigned per week\*L/T/P | Taught in the yearL/T/P | Steps taken for the teaching of periodsMissed during absence or leave |
| U.G(B. Tech) |  |  |  |
| P.G(M. Tech) |  |  |  |
| Any Other |  |  |  |

 \* L- Lecture, T-Tutorial, P-Practical

(b) Regularity and Punctuality :

(c) Details of course teaching plans,

synopsis of lecture and reading lists

supplied to students :

(d) **Details of participation in the following**

1. University Evaluation :
2. Internal Evaluation :
3. Paper setting :
4. Assessment of home assignments :
5. Conduct of Examinations :
6. Evaluation of Dissertations :

**C. Details of Innovations/contributions in teaching during the year**

 (a) Design of Curriculum :

(b) Teaching methods :

 (c) Laboratory Experiments :

 (d) Evaluation Methods :

 (e) Preparation of resource material

including books, reading materials,

laboratory manuals etc., :

1. Remedial teaching/Student :
2. Academic help rendered to HOD,

other than class work :

**D. Improvement of Professional Competence**

(Details regarding refresher courses/ orientation attended participation in short term courses, workshops, seminars, symposia etc. Including university courses/M.Tech/Ph.D)

**E. Research contributions**

Number of students (B.Tech. /M.Tech/Ph.D)

|  |  |
| --- | --- |
| Course | Number of students |
| At the beginning of the year | Registered during the year | Completed during the year |
| B.Tech. |  |  |  |
| M.Tech |  |  |  |
| Ph.D |  |  |  |
| Others |  |  |  |

**F. General Data**

State brief assessment of your performance indicating

(a) Achievements :

(b) Difficulties faced :

(c) Suggestions for improvement :

**Signature of the teacher**

**G. Verification of Faculty data by Head of the Department**

(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 services :

(g) Participation in Corporate life :

(h) Whether there is any disciplinary action :

pending against the teacher/ any

punishment award

(i) Remarks of the Head of the Department :

Signature of the Head of the Department

(j) Remarks of the Principal

Signature of the Principal