

SANATAN DHARMA COLLEGE

AMBALA CANTT.

B

Annual Performance Appraisal & Confidential Report
SESSION _____

SELF APPRAISAL

(Attach extra sheets in case of need)

1. 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 :

2. Teaching

(a) Class taught

Class

Assigned Per Week	Periods		Steps taken for the teaching of periods missed during Leave absence
	L T/P	Taught the year L T/P P= Practical	
L = Lecture T =Tutorial 1	2	3	

- (i) U.G. (B.A. / B.Sc., etc. Pass)
(B.A./B.Sc. etc. Hons.)
- (ii) P.G. (M.A./ M.Sc., etc.)
- (iii) Any other

(b) Annual Examination Results

Name of Exam.	Subjects taught	Number of students appeared	Number of students passed	Pass % age	University Pass % age	+ or - % age
1	2	3	4	5	6	7

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- (c) Whether the staff attendance register has been regularly signed ?
 - (d) Whether the courses were completed in time ?
 - (e) Regularly and Punctuality
 - (f) Whether giving any private tuitions ?
 - (g) Details of course teaching plan, synopses of lectures, and reading lists supplied to students.
 - (h) Details of participation in the following :
 - (i) University Evaluation
 - (ii) Internal Evaluation
 - (iii) Paper Setting
 - (iv) Assessment of Home assignments
 - (v) Conduct of Examinations
 - (vi) Evaluation of Dissertation etc.

3. 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.
- (f) Remedial Teaching / Student Counseling (academic)
- (g) Any other

4. Improvement of Professional Competence

- (a) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars, symposia, etc. including open university courses / M. Phill., Ph. D. (with details of specific contributions made)
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5. Research contributions

- (a) Number of students (M.Phill/Ph.D.)
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	At the beginning of the year	Registered during the year	Completed during the year
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M.Phill

Ph. D.

- (b) No. of research papers published (please enclose list)

- (c) Research Projects
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Title of the Project	Name of the funding agency	Duration
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- (d) Details of Seminars, Conferences, Symposia organised

- (e) Patents taken, if any, give a brief description.

- (f) Membership of Professional Bodies.
Editorship of Journals etc.
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6. 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.
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7. Participation in Corporate Life

Please give a short account of your contribution to :

- (a) College/University/Insitution
- (b) Co-Curricular Activities
- (c) Enrichment of Campus Life (hostels, sports, games, cultural activities)

- (d) Student Welfare and Discipline
- (e) Membership/ Participation in Bodies / Committees or Education and National Development
- (f) Professional organization of Teachers

8. Number of Working days spent in the college

- (i) For admission
- (ii) For teaching
- (iii) For evaluation
- (iv) For invigilation / examination
- (v) For other activities-specify
- (vi) Total

9. Assessment :

- (a) Steps taken by you for the evaluation of the courses programme taught

10. General Data :

State brief assessment of your performance indicating

- (a) Achievements
- (b) Difficulties faced
- (c) Suggestion for improvement

(Signature of the Teacher)

Date _____

(To be filled by the Principal)

11. Verification of factual data :

- 1) General Information
- 2) Teaching
- 3) Details of Innovations / Contribution in Teaching during the year
- 4) Improvement of Professional Competence
- 5) Research Contributions
- 6) Extension Work / Community Service
- 7) Participation in Cooperate Life
- 8) Number of Working days spent in the College
- 9) Assessment
- 10) General Data

12. Remarks about integrity :

13. Relations with the Principal / Colleagues :

14. Whether the lecturer participated in or instigated any strike in the college ?

15. Overall Assessment :

(Keeping in view above all facts)

- (a) Outstanding
- (b) Very Good
- (c) Good
- (d) Average
- (e) Below Average

Date _____

(Signature of the Principal)

16. Remarks by the Next Higher Authority / Second Reporting Officer / Reviewing Officer :

17. Whether any enquiry / complaint is pending :

18. Punishment, if any, awarded :

Date _____

(Signature of the Reviewing Officer)