

## 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 : R.Sudha
- b) Address (Residential) : 1/29 C-TWAD Colony II street,  
Gurunagar Extn.,  
Suryagandhimalar Street,  
Thiruppalai post,  
Madurai-14. Ph. No. : 9047189388,  
8220011116
- c) Designation : Assistant Professor.
- d) Department :Computer Science Education
- e) Date of Birth : 09.06.1972
- f) Area of Specialization : Computer Science.

**A) Academic Qualifications**

Exam Passed	Board/ University	Subjects	Year	Division/Grade Merit etc.
High School	State Board	General	1987	First
Higher Secondary or Pre-degree	State Board	Physics, Chemistry, Maths, Biology	1989	First
Bachelor's Degree (s) B.Sc. B.Ed.	Madurai Kamaraj University	Mathematics English/Mathe matics	1992 1993	Second First

Master's Degree (s) <b>1. M.Sc.,</b> <b>2. M.Ed.,</b> <b>3. M.C.A.</b>	Madurai Kamaraj University	1.Mathematics 2.Education 3.Computer Science	2008 1997 2002	First First First
Research Degree (s) <b>M.Phil.</b>	Madurai Kamaraj University	Computer Science	2008	First
Other Diploma / Certificates etc.  <b>C.C.P.</b>          <b>ASP</b>	National Institute of Computer Education          SSI Limited	Basic,Lotus1-2- 3, DBase III Plus, Fortran, Cobol          Active Server Page	1994          2003	A Grade

\* **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.C.A., M.Phil	E-Learning Data Mining in Digital Library Internet Based Map Viewer Network Monitoring system	Madurai Kamaraj University
Ph.D.		
Post-Doctoral		
Publications (give a list separately)		
Research Guidance (give names of students guided successfully)		
Training (please specify)		

**B) Research Projects carried out: NIL**

Title of the Project	Name of the funding Agency	Duration	Remarks
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**C) Seminars, Conferences, Symposia Workshops etc. attended**

S.No.	Name of the Seminar/ Conference/ Symposia Workshop, etc.	Name of the Sponsoring Agency	Place and Date
1.	<u>PAPER PRESENTATION</u> Use of multimedia packages to enhance learning achievement	DIET	02.04.2008 T.Kallupatty

2.	Spoken English workshop	Crescent teacher Training Institute	12.06.2007 To 16.06.2007 Madurai-14
3.	<u>Essential Course</u> Intel Tech Program	Intel Technology India PVT Ltd	29.10.2007 To 03.10.07 Madurai-14
4.	<u>Certificate Course</u> Phonetics and Communication	Crescent College of Education for women	06.12.2010 To 12.12.2010 Madurai-14
5.	<u>National Education Day Celebration</u>	Madurai Kamaraj University	11.11.2010 Madurai-14
6.	<u>ACEM meditation</u>	Crescent College of Education for women	17.08.2010 To 18.08.2010 Madurai-14
7.	First Aid & safety	Crescent College of Education for women	12.1.2011 Madurai-14
8.	Psychotherapy and counseling	Crescent College of Education for women	14.02.2011 Madurai-14
9.	<u>STATE LEVEL SEMINAR</u> Instructional Design Application of Technology Classroom Teaching-CAI (Individualized Instruction)	Crescent college of Education for women	25.02.2011 To 26.02.2011 Madurai-14

### iii) Teaching Experience

Courses Taught	Name of the University/ College / Institution	Duration
iv ) U.G.  B.Ed.	Crescent College of Education for women	4 Years 8 Months
v) P.G. (M.A./ M.Sc., etc.)		
vi) M.Phil		
vii) Any other <b>School Experience</b>	1. Rajan Matriculation School 2. Al-Ameen Hr.Sec.School 3. Bharath Vidya Mandhir Matriculation School  4. Kendriya vidyalaya School 5. Balamandiram	1992 To 1994 (3 Years)  1997 (3 Months) 2001 (1 Year)  2005 To 2006 (2 Years) 2006 (1 year)

	Hr.Sec.School 6. Crescent Teacher Training Institute.	2006 To 2010 (4 Years)
	7. Phrozan Software Technologies	2002-2003 (1 Year 6 months)
	8. Crescent College of Education for Women	2008 to Till date

Total Teaching Experience: 17 years 5 Months

a) Under-graduate (Pass): \_\_\_\_\_

b) Under-graduate (Hons): \_\_\_\_\_

c) Post-graduate : \_\_\_\_\_

**viii) Innovations/Contributions in Teaching**

- 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

**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.**  
Blood Donation

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**

National Service Scheme (NSS)

**D. Participation in Corporate Life:**

Please give a short account of your contribution to :

**a) College/University/Institution**

Handling the classes for Indira Gandhi National open University B.Ed. students

**b) Co-curricular Activities**

1. Throw Ball

2. Pencil drawing

**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.**

**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**

- Name : Ms.R.Sudha
- Date of Birth : 09.06.1972
- g) Address (Residential) : 1/29 C-TWAD Colony II street,  
Gurunagar Extn.,  
Suryagandhimalar Street,  
Thiruppalai post,  
Madurai-14. Ph. No. : 9047189388,  
8220011116
- Designation : Asst.Professor
- Department : Computer science Education
- Area of Specialization : Computer Science
- Date of Appointment
  - (i) in the institution : 01.11.2010
  - (ii) in the present post : 01.11.2010

- 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.Ed.(TNTEU) B.Ed.(IGNOU) (2009-2011) Hons)  ii) PG (M.A./M.Sc.etc.)  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

### 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 assignments
- (v) Conduct of Examinations
- (vi) Evaluation of Dissertation etc.

**C. Details of Innovations / Contribution 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

***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.)

<b>At the beginning of the year</b>		<b>Registered during the year</b>	<b>Completed during the year</b>
M.Phil			
Ph.D.			

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

c) Research Projects:

<b>Title of the Project</b>	<b>Name of the funding agency</b>	<b>Duration</b>

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.

### **G. 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 Organizations 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.

