

University of Ladakh

PERFORMA FOR ANNUAL PERFORMANCE APPRAISAL REPORT OF TEACHING STAFF

FOR THE YEAR: _____ PERIOD FROM: _____ TO: _____

SELF APPRAISAL REPORT

A. General Information

S. No.	Component	Description
a.	Name	
b.	Designation	
c.	Department	
d.	Date of Birth	
e.	Address (Residential)	
f.	Area of Specialization	
g.	Date of Appointment	
	i.	In the Institution
	ii.	In the Present Post
h.	Honours Conferred	

B. Teaching Assignments

S. No.	Component	Description		
		(Class Taught)		
a.	Class	Assigned per week L T P (1)	Period Taught in the year L T P (2)	Steps taken for the teaching of period missed during absence of leave (3)
	(i) UG (B.Sc/B.Tech./ B.Arch./ BE/BCA/ BBA etc.)			
	(ii) PG(M.Sc./M.Tech./ M.Arch./ MBA/ MHA/MCA/MA etc.)			
	(iii) Any other			

C. Result Statement

Semesters taught	Students enrolled	Students appeared for exam (dated)	Students reappeared	Students failed	Pass percent

(To be filled at the end of every academic year), L-Lecture, T-Tutorial, P-Practical

*Continued teaching assignments

b.	Regularity and Punctuality	
c.	Details of course teaching plan, synopsis of lectures and reading lists supplied to students	
d.	Details of participation in the following	
	i. University Exam Evaluation	
	ii. Internal Evaluation	
	iii. Paper Setting	
	iv. Assessment of Home assignments	
	v. Conduct of Examination	
	vi. Evaluation of Thesis	
	vii. Dissertation etc.	

D. Details of Innovations/ Contribution in Teaching, during the Year:

S. No.	Component	Description
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	

E. Improvement of Professional Competence

S. No.	Component	Description
a.	Details regarding refresher courses/ orientation attended participation in summer schools, workshops, seminars, symposia etc. including open university courses/M.Phil., Ph.D. etc.	

F. Research Contributions:

S. No.	Component	Description
a	Number of Students (Ph.D/PG/UG etc.)	
b	No. of research paper published (please enclose list)	
c	<u>Research Projects</u> (i) Name of the funding agency (ii) Title of the Project (iii) Duration iv) Funds Generated	
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.	

G. Extension Work/Community Service

S. No.	Component	Description
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.	Position held/ Leadership role played in organization linked with Extension work and National Service Scheme (NSS), Or NCC or any other similar activity.	

H. Participation in Corporate life and Administrative responsibilities. Please give a short account of your contribution to:

S. No.	Component	Description
a.	College/ University/ Institution	
b.	Co-Curricular activities	
c.	Enrichment of campus life (hostel, sports, games, cultural activities).	
d.	Students Welfare and discipline	

e.	Membership/ Participation	
f.	Professional Organizations of Teachers.	

I. Assessment

S. No.	Component	Description
a.	Steps taken by you for the evaluation of the course Programme taught	

J. General Data

State brief assessment of your performance indicating (a) Achievements, (b) Difficulties faced and (c) Suggestions for Improvement.

Note: Attach separate sheet (s), if required.

Signature of the Teacher

Verification of faculty Data by reporting/reviewing officer with specific comments

Name of the Faculty Member (under verification):

Designation:

Period of Data (to be verified):

S. No.	Parameter/Component	Remarks
A.	General Information	
B.	Teaching Assignments	
C.	Result Statement	
D.	Details of Innovation/Contributions in Teaching, during the year.	
E.	Improvement of Professional Competence.	
F.	Research contributions	
G.	Extension Work/ Community Service.	
H.	Participation in corporate life.	
I.	Assessment	
J.	General Data	
K.	Reputation for honesty	
L.	Personality and efficiency	
M.	State of Health	
N.	Overall assessment of report (outstanding/ very good/ good/ average/ below average)	

Note. 'Average' and 'Below Average' will be treated as 'Adverse' and this will be conveyed to the concerned faculty member as 'Adverse Remarks'

Signature of reporting officer:

Name:

Designation:

Signature of reviewing officer:

Name:

Designation:

Comments of accepting officer:

**Signature of
Accepting Officer**

Name:

Designation:

