



**B2]**

**Year brief current daily job Responsibilities :-**

Sr. No.	Work / job	Percentage of timely work completion

**C) General**

- 1). Regularity and punctuality:-----
- 2). Detail of Participation of following:-----
  - i). Internal Evaluation:-----
  - ii). Paper setting:-----
  - iii). Assessment of home Assignment:-----
  - iv). Conduct of examination :-----
  - v). Evaluation of Dissertation:-----

**D). Improvement of Professional Competence**

Details about refresher course, orientation attended. -----  
Participation of workshop, in seminars, symposia. -----  
Including other courses of other university. -----

**E] Participation in Corporate Life –**

- Please give a short account of your contribution to
- A] College/ Institution University : -----
  - B). Co- curricular Activity:-----
  - C). Enrichment of campus life:-----  
( Hostel sports, Games, Cultural activities)
  - D). Students Welfare and Discipline:-----
  - E). Membership/ Participation in bodies:-----  
Committees on Education and National development.

**F] Assessment - Steps taken by for the Evaluation of the course program taught**

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**G] General Data :**

State brief assessment of the year performance indicating

- a). Achievements:-----
- b). Difficulties Faced:-----
- c). Suggestions for Improvement :-----

**H] Voluntary activities undertaken please specify**

- a). Directly related to college :-----  
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- b). Related your Development:-----  
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- c). Related to society :-----  
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**I] Verification of the Factual Data:**

- a). General information:-----
- b). Teaching: -----
- c). Details of innovations, Contribution in teaching :-----
- d). Improvement of professional Competence:-----
- e). Participation in corporate life:-----

**A). Self Appraisal grade to be given by the teacher himself/herself based on the overall performance report.**

Grade	Excellent	Very good	Good	Average	Below Average

Put tick mark in the appropriate (✓)

**Date:**

**Signature of faculty/ teacher**

( Name:- )

**B) Report of head of the Department ( Reporting Officer)**

<b>Opinion</b>	<b>Agree</b>	<b>Partially agree</b>	<b>Disagree</b>

Put tick mark in the appropriate ( ✓ )

Remarks:- Do you agree with the self Appraisal of the teacher? (if the not state specifically the remarks with which you do not agree or do you wish to modify or add to his/her assessment Or which the improvement suggested by you).

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Date:-

Signature of HOD/ Reporting officer

(Name: )

**C) Report of the Principal/ Managing Trustee (Reviewing officer**

<b>Opinion</b>	<b>Agree</b>	<b>Partially Agree</b>	<b>Disagree</b>

Put tick mark in the appropriate ( ✓ )

Remarks:- Do you agree with the opinion of the reporting officer? (if the not state specifically the remarks with which you do not agree or do you wish to modify or add to his/her assessment Or which the improvement suggested by you).

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Date:-

Signature of Principal/Managing Trustee