**Performa for Annual Self-Assessment**

Period of Assessment (Year/Semester) from…………………………. To……………………………..

GENERAL INFORMATION

Name

Department

Date of Birth

Pay scale

Designation

Present basic pay

Date of appointment

(I) In the teaching profession/affiliated college/University

(II) In the institution

(III) In the present post

**B. TEACHING AND RELATED ACADEMIC ACTIVITY**

1. (Meant for teachers other than those in the school of Correspondence Courses and Continuing Education)

Class/Course taught

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Class Course taught Periods per week

(Title) Lectures Tutorials Practicals

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NOTE: Please use separate sheet wherever the space provided is inadequate.

Information about engagement or classes for each course (in the year/semester)

Total periods engaged during the year

Lect. Tut. Pract. Steps taken for the compensation of teaching loss

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2. Details of research guidance/professional consultancy, if any

3. Details of source material (books, journals, etc) consulted by the teacher for the courses taught

4. Details of methods employed by the teacher for the organization of teaching (including reparation of reading lists,

reference, bibliography, question banks transparencies etc.)

5. Details of published research papers, books, monographs, reviews, chapter(s) in books, translations, creative

writing, innovation in curriculum etc during the year/semester

6. (a) Participation in conference, seminar, workshops during the year/semester

(b) Details of papers presented and position held (e.g. Resource person, Director, Chairperson)

(c) Participation in summer institutes/Refresher/Orientation courses during the year/semester

7. Any other information regarding academic activities not covered above

**C. UPGRADING OF KNOWLEDGE AND/OR SKILLS**

1. A short description of the teacher’s work relating to research for a degree:

M.Phil

Ph.D

Others

(b) A short description of teacher’s work relation to:

Research for project(s) (Mention any support received)

Supervision of students engaged in research project

**D. EXTENSION WORK/COMMUNITY SERVICE**

Please give a short account of your contribution to community and extension services (Specify position held, if any in organization linked with Extension work and NSS or NCC or any other activity)

**E. ADMINISTRATION**

A short account of the teacher’s contribution to:

1. Administration of the college/department/university
2. Organization of co-curricular activities
3. Students welfare and discipline
4. Decision making and advisory bodies of the college/university

**F. EVALUATION/PARTICIPATION IN EXAMINATION**

Give short details of participation in the following:

1. University Evaluation
2. Assessment of Home Assignments
3. Paper Setting
4. Evaluation of dissertations etc.

GENERAL

1. Major difficulties faced by the teacher during her work
2. Suggestions for improvements

**Department: SIGNATURE OF THE TEACHER**

Date:

**VERIFICATION BY THE HEAD OF THE INSTITUTION/DEPARTMENT**