

PERFORMANCE APPRAISAL REPORT – II
SELF APPRAISAL

(To be submitted in duplicate before 30th April)

(Ref. The Vice Chancellor direction vide Circular No. CONCOLE/ TAU/VCD/37 OF 2000 dated 21st January 2000 and subsequent amendment vide circular No. CONCOL/ TAU/VED/310 of 2000 dated 17th Aug 2000)

Period: 1-4-20..... to 31-03-20..... (Year 20..... to 20.....)

A. BASIC INFORMATION

- a) Name of the college in full: Vidyavardhini's Annasaheb Vartak College of Arts,
Kedarnath Malhotra College of Commerce, E. S. Andrades
College of Science and Junior College Vasai Road (W) –
Dist. Palghar – 401202
- b) Name of the Teacher :
- c) Designation :
- d) Department :
- e) Area of Specialisation :
- f) Date of joining the present college:
- g) Honours Conferred :

B. TEACHING

	No. of Lectures	Number of Tutorials /Practical's Taught in the Year.	Steps taken for the teaching periods missed during absence of leave
Under Graduate			
Post Graduate			
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 lecture and reading list supplied to students
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.....

d) Details of Participation in the following

- i) University Evaluation :
- ii) Internal Evaluation :

- iii) Paper setting :
- iv) Assessment of Home Assignments:
- v) Conduct of Examination :
- vi) Evaluation of Dissertation etc. :

C) DETAILS OF INNOVATION/CONTRIBUTIONS IN TEACHING, DURING THE YEAR

- a) Design Curriculum:
.....
- b) Teaching Experiments:
.....
- c) Laboratory Experiments:
.....
- d) Evaluation Methods:
.....
- e) Participation of resource material including books, reading materials, laboratory, Manuals etc
.....
- f) Remedial Teaching/Students Counselling (Academic)
.....
- g) Any other
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D) IMPROVEMENT OF PROFESSIONAL COMPETENCE

- a) Details regarding orientation/refresher course attended participation in seminar Schools, workshops, seminars, symposia etc. including Open University course / M. Phil, Ph. D.
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E) RESEARCH CONTRIBUTIONS

- a) Number of students (M. Phil/ Ph.D.)

Class	At the beginning of the Year	Registered during the Year	Completed during the Year
M. Phil			
Ph. D.			

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

Research Projects

Title of the Project	Name of the funding	Duration

- d) Details of Seminar, conference, symposia organised
.....

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:

a) Community work such as values of national integration, secularism, peace, flood or drought relief, small family norms etc.

.....
b) Position held/ leadership role played in organization linked with extension work and National Service Scheme (NSS) or NCC or any other similar activity.

G) PARTICIPATION IN CORPORATE LIFE:

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 in bodies/committees on education and national development

.....
f) Professional Organization of Teachers

.....
Assessment

a) Step taken by you for the evolution of the course programme taught

.....
General data

State brief assessment of your performance indicating

a) Achievements

.....
b) Difficulties faced and

.....
c) Suggestions for self-improvement

.....
H) GENERAL OBSERVATION

i) Attendance

a) Regularity:

b) Punctuality:

c) Students – Teachers Relationship:

ii) College Relationship

iii) Class control

iv) Reading habits and other matters

Place: Vasai (W), Palghar 401202.

Date:

Signature of the Teacher

EVOLUTION BY THE HEAD OF THE DEPT. OR THE SENIOR MOST LECTURE IN THE DEPT. OR PRINCIPAL

a) State whether facts stated above correct

.....
.....
.....
b) Actual Verification..... Evolution.....

Item	Correct	Exaggerated	Excellent	Very Good	Good average	Poor
A						
B						
C						
D						
E						
F						
G						
H						

*Evaluation is not expected in Column no. A & B

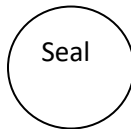
Signature of the HOD
Or Senior most Teacher
In Dept. or the Principal

Observation of the Principal

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Place: Vasai (West), Palghar-401202.

Date:



Signature of the Principal

Vidyavardhini's A.V. College of Arts, K.M. College of Commerce
& E.S.A. College of Science.
Vasai Road (w), Dist. Palghar - 401 202.

Self Appraisal Form for Non-Teaching Staff

I. To be filled by the employee:

1. General Information of the staff member:

Name	
Date of Birth	
Date of Joining	
Designation	
Department	
Address	
Mobile Number	
Email Address	
Work Experience	
Qualification	

2. Job Description: _____

3. Academic Qualification Added in the current year, if any: _____

4. Improvement in Professional Competency:

Details of workshops/ Courses/ Seminars/ Training sessions attended/ FDP if any:

Sr No	Course/ Workshop/Seminar Attended	No of Days	Organised by	Place and Date

5. Participation in College Activities:

i. Details of participation in College Committees:

Committees	Contribution

ii. Participation in Exam Duties:

Name of Examination	Duty Performed

6. Other Institutional Responsibilities undertaken: _____

7. Job Related Initiative undertaken by the Non-teaching staff members:

8. Suggestions for self-improvement:

Place: Vasai (W), Palghar 401202.

Date:

Signature of the Staff

Part II: To be filled by the Officer in-charge

Parameter	Rating	Remarks
Job Knowledge & Skills		
Quality of Work		
Quantity of Work		
Inerpersonal Skills		
Punctuality & Attendance		
Decision Making		
Taking Initiative		
Overall Performance		

(Rating Scale 1 to 5: 1- unsatisfactory, 2- needs improvement, 3- good, 4- very good, 5- excellent)

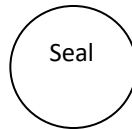
Signature of Office Incharge

III. Observations of the Principal

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Place: Vasai (West), Palghar-401202.

Date:



Signature of the Principal