

**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 : Kaushar Jahan
- b) Address (Residential) : 4/1234 Nizam Manzil Behind Nadim Manzil ,  
Sir Syed Nagar Aligarh. U.P. (India )
- c) Ph. No. : 9358112149
- d) Designation : Sr. Lecturer
- e) Department : University Polytechnic (A.M.U) Aligarh.
- f) Date of Birth : 15<sup>th</sup> July 1962
- g) Area of Specialization : power system

**A) Academic Qualifications**

<b>Exam Passed</b>	<b>Board/ University</b>	<b>Subjects</b>	<b>Year</b>	<b>Division/Grade Merit etc.</b>
High School	U.P	P.C.M	1979	62.6%
Higher Secondary or Pre-degree	U.P	P.C.M	1981	56.4%
Bachelor's Degree (Engg)	AMU	Electrical	1988	70.0%
Master's Degree (s)	University of Roorkee	Power system	1994	63.0%
Research Degree (s)	<b>Pursue</b>			

Other Diploma / Certificates etc.	Dip. Engg. In Electronics	All	1984	84.0%
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\* 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**

<b>Research Stage</b>	<b>Title of work/Theses</b>	<b>University where the work was carried out</b>
M.Phil or equivalent	–	–
Ph.D.	Pursuing	AMU
Post-Doctoral	–	–
Publications (give a list separately)	–	–
Research Guidance (give names of students guided successfully)	–	–
Training (please specify)	-	-

**B) Research Projects carried out**

<b>Title of the Project</b>	<b>Name of the funding Agency</b>	<b>Duration</b>	<b>Remarks</b>
-	-	-	-

**C) Seminars, Conferences, Symposia Workshops etc. attended**

<b>Name of the Seminar/ Conference/ Symposia Workshop, etc.</b>	<b>Name of the Sponsoring Agency</b>	<b>Place and Date</b>
1.Two days work shop on educational utilization of standards	Hindustan Machine Tools limited (HMT)	6 & 7 <sup>th</sup> April 1996 At University Polytechnic
2.orientation Programme Electrical Engg.	(UGC)	7 <sup>th</sup> Nov 2001to 7 <sup>th</sup> Dec. 2001.Academic Staff College Aligarh

3. Refresher Course in Subject recent Trends in the Field of Electronics and Computer	(UGC)	31 <sup>st</sup> Dec 2001 to 19 <sup>th</sup> January 2002
4. Short Term programme in PLC and its Application	National Institute of Technical Teachers Training and Research Ministry of Human Resource Development Govt. of INDIA Chandigarh.	17 <sup>th</sup> Jan 2005 to 21 <sup>st</sup> Jan 2005 University Polytechnic
5. Course on “Communication Skills and Academic Writings ”	(UGC)	20 <sup>th</sup> Feb. 2006 to 1 <sup>st</sup> March 2006 Academic Staff College. Aligarh
6. Two Week Training Programme on “Recent Trends in Insulation Technology.”	Electrical Engg. Department Z.H College of Engg. & Technology AMU Aligarh.	20 <sup>th</sup> Jan 2002 to 2 <sup>nd</sup> Feb 2002.
7. One Week Training on Recent Trends in Renewable Energy and Management.(RTEM)	Electrical Engg. Department Z.H College of Engg. & Technology AMU Aligarh.	16 <sup>th</sup> March 2006 to 21 <sup>st</sup> March 2006.

### iii) Teaching Experience

Courses Taught	Name of the University/ College / Institution	Duration
iv) U.G. (B.A./B.Sc., etc. Pass) (B.A./B.Sc. etc. Hons.)		
v) P.G. (M.A./ M.Sc., etc.)		
vi) M.Phil		
vii) Any other	University Polytechnic AMU Aligarh.	16Year’s and 9 months Since 20 <sup>th</sup> Sep 1995 to till date. 6 Month Experience in( B.E Clases) 1989.

Total Teaching Experience : 12 Year's and 4 months Since 20<sup>th</sup> Sep 1995 to till date

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

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

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

**viii) Innovations/Contributions in Teaching**

a) Design of Curriculum: yes

b) Teaching methods : conventional and new techniques.

c) Laboratory experiments: Development Of new Experiments.

d) Evaluation methods: Class Test, Home Assignments and viva voce.

e) Preparation of resource material : Preparation of class notes, lab instruction  
Sheets in the lab.

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          yes  
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: yes

b) Positions held/Leadership role played in organizations linked with Extension Work and National Service Scheme (NSS), or NCC or any other similar activity

**D. Participation in Corporate Life:**

Please give a short account of your contribution to:

a) College/University/Institution: as scrutiny officer for 11 year, lab incharge of Machine lab and measurement lab, tabulator (3 year)  
Time table (assistant incharge)

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 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**

- a) Name: : Kaushar Jahan
- b) Date of Birth: : 15<sup>th</sup> July 1962
- c) Address (Residential): 4/1234 Nizam Manzil Behind Nadim Manzil , Sir  
syed Nagar Aligarh. U.P. (India)
- d) Ph.No.9358112149
- e) Designation: Sr. Lecturer
- f) Department: University Polytechnic (A.M.U) Aligarh.
- g) Area of Specialization: power system
- h) Date of Appointment: 20<sup>th</sup> Sep 1995.
  - (i) in the institution: University Polytechnic (A.M.U) Aligarh.
  - (ii) in the present post: Sr. Lecturer(20<sup>th</sup> September 2000)
- i) 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.A./B.Sc.etc. pass) (B.A./B.Sc.etc. Hons)			
ii) PG (M.A./M.Sc.etc.)			
iii) M.Phil			
iv) Any other	Dip. Engg in Electrical, Instrumentation, computer, Electronics (I II and III Year.)	10 L & per Week. 11 P& per Week.	Extra Classes

\* (To be filled at the end of every academic year)

\*\* L=Lecture T=Tutorial P=Practical

b) Regularity and Punctuality: ): Try to be Regular and Punctual

c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students: yes

d) Details of participation in the following:

(i) University Education: yes

(ii) Internal Evaluation: yes

(iii) Paper Setting: yes

(iv) Assessment of Home assignments: yes

(v) Conduct of Examinations: yes

(vi) Evaluation of Dissertation etc.: yes(project work)

**C. Details of Innovations / Contribution in Teaching, during the year :**

a) Design of curriculum: yes

b) Teaching methods: conventional and new techniques.

c) Laboratory experiments Development Of new Experiments.

d) Evaluation methods: Class Test, Home Assignments and viva voce.

e) Preparation of resource material including books, reading materials, laboratory manuals etc. yes

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. yes
  - ii) National Literacy Mission yes
- 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.

