



**VIDYASAGAR COLLEGE FOR WOMEN
39, SANKAR GHOSE LANE, KOLKATA – 6**

PERFORMANCE APPRAISAL REPORT – I *

SELF APPRAISAL

A. General Information

- a) Name _____
- b) Address (Residential) _____ Phone No. : _____
- c) Designation _____
- d) Department _____
- e) Date of Birth _____
- a) Area of Specialization _____
- b) Date of Appointment _____
- i] In the Institution _____
- ii] In the present post _____
- iii] Any other Institution prior to joining the present Institution;
- a) _____
- b) _____
- c) Break in Service, if any
- (Indicate period of break in service)
- d) Honours conferred. Mention each year separately

B. Academic Qualifications

Examination Passed	Board/ University	Subjects	Year	Division/ Grade/Merit etc.
High School				

Higher Secondary or Pre-degree				
Bachelor's Degree(s)				
Master's Degree(s)				
Research Degree(s) M.Phil				
Ph.D				
Others (Diploma/ Certificates Etc.)				

C. Research Experience & Training

Research Stage	Title of Work/thesis	University where the Work was carried out
M. Phil or Equivalent		
Ph.D.		
Post-doctoral		
Research Guidance(Total number of students guided successfully) Year wise details to be given in Performance Appraisal II Section E		
Research Training(please specify)		

D. Teaching Experience: Please put in bold the course taught

Course Taught	Name of the University/College/Institution	Duration
U.G.(B.A./B.Sc. etc. Pass) (B.A./B.Sc.etc. Hons)		
P.G. (M.A/M.Sc. etc.)		
M. Phil		

Any Other		
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Total Teaching Experience

- a) Under-graduate (Hons) :
- b) Under-graduate (Pass) :
- c) Post-graduate :

E. Innovations/Contributions in teaching

- 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
Counselling(academic) :
- g) Any other
:

F. Extension Work/Community Service(give duration)

- 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
Organizations linked with extension work
And National Social Service (NSS), or
NCC or any other similar.

G. Participation in Corporate Life :

Please give a short account of your contribution to :

- a) College/University/Institution
- b) 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
- H. i) Membership of professional bodies, societies etc.
- ii) Editorship of Journals
- I. **Any other Information other than those mentioned above**

Signature of the Teacher

PERFORMANCE APPRAISAL REPORT – II *

General Information

i)Name _____

ii)Designation _____ Department

A Teaching

a) Classes taught

Class UG(B.A /B.Sc)	Assigned per week:Theory ** L T/P	Taught in the year: Theory	Assigned per week: Practical ** L T/P	Taught in the year:Practical	Steps taken for the Teaching of periods Missed during leave or absence
2012-13					
2013-14					
2014-15					
2015-16					
2016-17					

b) Details of course teaching, plans, lecture, synopsis and reading lists supplied to students.

c) Details of participation in the following :Calcutta University examination: **UG Course**
Please give name of exam e.g part I, II, III. In case of column 2, 4,and 5 please give whether Honors or General. Please insert extra column for any other activity performed

Year	Invigilation	Paper setting	Conduct of examination	Examiner/Head Examiner	Moderation	Evaluation of dissertation
2012-13						
2013-14						

2014-15						
2015-16						
2016-17						

*** Certificate for completion of work to be enclosed from Head Examiner/Co-ordinator in case of Examiner and from the Controller of Examinations in case of Head Examiner/Co-ordinator.

B) Details of participation in the following: Post Graduate and Higher Course

Year	Name of course PG/Higher course	Name of University	Name of course and Paper	Paper setter	Examiner	Invigilation
2012-13						
2013-14						
2014-15						
2015-16						
2016-17						

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

- 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
Counselling (Academic) :
- g) Any other

D. Improvement of Professional Competence :

- a) Details regarding Refresher Courses/Orientation attended, participation in Summer Schools, Workshops, Seminars, Symposia etc. M. Phil., Ph.D.

Year	Name of Course	Funding agency	Duration
2012-13			
2013-14			

2014-15			
2015-16			
2016-17			

E. **Research Contributions** :Please insert table if you have other research participation than those given below

a) Number of Students (M. Phil./Ph.D.)

M.Phil

Year	At the beginning of the year	Registered during the year	Completed during the year
2012-13			
2013-14			
2014-15			
2015-16			
2016-17			

Ph.D

Year	At the beginning of the year	Registered during the year	Completed during the year
2012-13			
2013-14			
2014-15			
2015-16			
2016-17			

b) No. of Research Papers published (Please enclose list year wise in separate sheet)

c) Research Projects: Minor /Major. For those teachers who have a major project please make another similar table and fill in details. Please insert separate table for Major Project

Year	Title of the Project	Funding agency	Duration
2012-13			
2013-14			
2014-15			
2015-16			
2016-17			

d) i)Details of Seminars, Conferences, Symposia attended as Resource person /Chairperson/Invited Speaker or in any other . In same row please put i),ii) etc if you have attended in more than one in a year.

Year	Seminars,Conferences,	Title of the	Funding	Date and
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	attended as	Seminar	agency/organising institution	Duration
2012-13				
2013-14				
2014-15				
2015-16				
2016-17				

ii)Details of Seminars, Conferences, Symposia organised

Year	Title of the Seminar	Funding agency	Date and Duration
2012-13			
2013-14			
2014-15			
2015-16			
2016-17			

iii)Details of Seminars, Conferences, Symposia where faculty only participated

Year	Title of the Seminar	Funding agency	Date and Duration
2012-13			
2013-14			
2014-15			
2015-16			
2016-17			

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.

ii] National Literacy Mission

b) Position held/leadership role played in Organizations linked with extension work And National Social Service (NSS), or NCC or any other similar
Give number of years of such position held

F. Participation in Corporate Life :

Please give a shot account of your contribution to :

- a) College/University/Institution
- b) 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

G. Assessment

- a) Steps taken by you for the evaluation of the course programme taught

H. General Data

State in brief assessment of your performance indicating (a) achievements (b) difficulties faced and (c) suggestions for improvement.

Signature of the Teacher

Signature of the /Principal