

(Statute-4)
CONFIDENTIAL REPORT FOR TEACHERS

Report for the year : _____

GENERAL INFORMATION: -

- (a) Name :
- (b) Address(Residential) :
- (c) Designation :
- (d) Department :
- (e) Date of appointment
 - (i) In the institution :
 - (ii) In the present post :
- (f) Pay scale :
- (g) Present pay :

PART-I **SELF ASSESSMENT OF THE TEACHER**
(TO BE FILLED IN BY THE TEACHER CONCERNED)

A. TEACHING

L. Lecture
T.Tutorial
P.Practical

(a) Courses taught

Class	Courses title	Period allotted per week	Period actually taught in the year
		L.T.P	L.T.P

(i) DEGREE/DIPLOMA

(ii) P.G.(M.A., M.Sc., M.Com., L.L.M., etc.)

(iii) M.Phil.

(iv) Any other

(b) Did you supply the Lecture Teaching Plans of the course to the students? How many? If yes, give a specimen copy.

(c) Did you supply the synopses of your lectures to the students ? How many? If yes, give a specimen copy.

(d) Did you give a list of reading material to your students. If yes, give the list.

(e) Reasons for the difference in the allotted periods and those actually engaged
[Monthwise]

(f) Steps taken to fill the gaps in (e) above

(g) Internal evaluation of students carried out-

(i) Tests

(ii) Quizzes

(iii) Home assignments

(iv) Any other

(h) Results of the courses taught [Last Published Results]

Results of Part I P.G. Exam.

Results of Part II P.G. Exam.

Results of other Exam.

B. INNOVATIONS IN TEACHING:

(a) Contributions, if any, to development curriculum. Give a brief description

(b) Innovation in teaching methods. Give a brief description

(c) Innovations in laboratory experiments, if any. Give a brief description

(d) Innovations in evaluation methods.

(e) Preparation of reading materials, text books, laboratory manuals, etc.
(give a description and particulars as in format below)

Title of the work	Name of the publisher Printer	Date and year of Publication	Remark (like co-authors,etc)
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C. IMPROVEMENT OF QUALIFICATIONS:

[Refresher courses attended, summer schools, workshops, open University courses/M.Phil./Ph.D.]

Name of courses/Diploma/Degrees Marks/ obtained	Name of the University	Subject with Duration Specializations	Year grade
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D. RESEARCH WORK DONE:

(a) No. of M.Phil/Ph.D students guided in the year [Give name of students]

(b) No. of students awarded M.Phil./Ph.D degree[Give name of students and titles of thesis]

(c) No. of research papers published

Title of the paper	Name of the Journal	Date and year of Publication	Remarks (co-authors)
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(d) Research project in progress

Title of the project	Name of the funding agency	Duration	Remarks
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(e) Seminars, Conferences, Symposia attended

Name of the Seminar Conf./Symposia	Name of the sponsoring agency	country and Date	Paper contributed	Remarks
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(f) Patents taken, if any. Give a brief description

(g) Membership of professional bodies

E. EXTENSION WORK:

(a) Please give a short account of your contribution to -

(i) Service of the community in the solution of their problems

(ii) Inculcation of the values of national integration, secularism, democracy, socialism, humanism, peace and scientific temper.

.....popular lectures

.....popular writings

.....other ways

(iii) adult education, flood or drought relief and similar other activities

(b) Positions held in organizations linked with extension work and national Social Service, [N.S.S.]

(c) Position held in N.C.C., if applicable

F. ADMINISTRATION

Please give a short account of your contribution to -

- (a) Administration of the College/Department
- (b) Organization of co-and extra-curricular activities
- (c) Residential life of students
- (d) Maintenance of student discipline
- (e) Decision making and advisory bodies of your and other Universities/Academic Institution
- (f) Professional organizations of teachers

G. ASSESSMENT

(a) Please state the honours conferred on you by-

.....your students

.....your peers

.....Government

.....others

(b) Did you get the curricular programme evaluated by students? If so, please give its findings

H. GENERAL DATA

(a) What in your judgement was your most important contribution?

(b) What were the major difficulties that you faced?

(c) What are your suggestions for the future?

Signature of Teacher

PART II- OBSERVATION BY THE HEAD OF DEPARTMENT/REPORTING AUTHORITY

- (a) Verification of factual data :
- (b) Observation regarding academic work :
- (c) Observations about character, sociability and integrity of the teacher :

**Signature of the Head of the
Department/Reporting
Authority**

PART III- REMARKS OF CHAIRMAN, P.G.COUNCIL/DEAN/REVIEWING AUTHORITY

Date.....

**Signature of the
Chairman, P.G. Council/Dean**

PART-IV-REMARKS OF VICE-CHANCELLOR/ACCEPTING AUTHORITY

Date.....

Signature of the Vice-Chancellor

Record of action taken, if any.