

MCM DAV College for Women

Sector 36-A, Chandigarh

SELF-APPRAISAL : Permanent / Temporary Teachers
ACADEMIC YEAR :

1. General Information

a.	Name	
b.	Address (Residential)	
c.	Address(Permanent)	
d.	Mobile Number	
e.	Email address	
f.	Designation	
g.	Department	
h.	Date of Birth	
i.	Area of Specialization (if M. Phil or Ph. D holder)	
j.	Date of Joining in this Institution	
k.	Teaching Experience (Total) (This Institution + Other Institutions)	

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

3. Improvement of Professional Competence:

Details regarding attending - Refresher courses/Orientation/Summer Schools/ Workshops/MOOCs/Open University courses /M. Phil., Ph.D. Course work (current year):

No	Course Details	No. of Days	Organisers/ Sponsoring Agency	Place and Date
1				
2				
3				
4				
5				

4. Teaching

a. Classes being taught in the current year:

Class	Subject	Periods	
		Assigned/Week (Lecture/ Practical/Compo/ Tutorials)	Extra Classes Taken

b. Result Statement of Classes taught in last session:

Class	Section	Subject	No. of Students Appeared	No. of Students Passed	Pass Percentage	PU Pass Percentage

5. Research Contributions:

a. Number of books/ research papers published/ presented at seminars/ conferences etc, in the current year:

	Peer reviewed journals		Non-reviewed Journals		E-journals	Conference Proceedings	Books without ISBN	Books with ISBN	Chapters in books with ISBN
	UGC Approved	Others	UGC Approved	Others					
International									
National									
State/ Local									
Impact factor									
Citations									
Database Enlisted									

b. Research projects (current year):

Title of the Project	Name of the Funding Agency	Amount Sanctioned/ Received	Duration

6. Details of participation in the following:

i. Examination Duties - Invigilation Duties (current year):

	College Level	University Level	Any Other
Assistant Supdt.			
Deputy Supdt.			
Supdt.			
Any Other (Flying Squad etc.)			

ii. Paper Setting – Give Details (current year):

Class	Semester	College Level	University Level	Any Other
UG				
PG				
M. Phil/Ph. D Course Work				
Any Other				

iii. Evaluation of Answer-sheets - Give Details (current year):

Class	Semester	College Level	University Level	Any Other
UG				
PG				
M. Phil/Ph. D Course work				
Any Other				

7. Participation in Corporate Life:

a. Details of the membership in College Committees

Committees	Convener / Coordinator / Member	Contribution

b. Participation in Seminars, Conferences, Symposia organized during the year:

	Funding Agency/ Sponsoring Agency	Title of Seminar/ Conference / Symposium etc.	Duration	Director /Convener/ Co-ordinator/ Member
College Level				
State Level				
National Level				
Inter-National Level				

c. Leave Record in the current year (1 January – 31 December)

Casual leave	days	Medical leave	days
Duty leave	days	Leave without Pay	days
Maternity leave	days	Earned Leave	days
Half-pay leave	days	Others (specify)	

8. Extension Work/Community Service

Please give a short account of your contribution, during the year, to:

- a.** Community work such as values of National Integration, Secularism, Democracy, Humanism, Peace, Scientific temper, Flood or Drought relief, Small family norms etc.

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- b. Extension Work *External Agencies) - National Literacy Mission/ Traffic Police awareness campaigns etc.

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- c. Positions held/ leadership role played in organizations linked with extension work and National Service Scheme (NSS), or NCC or any other similar activity:

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9. Membership of Professional Bodies, Editorship/Reviewer of Journals etc, during the year:

	Name of the Body/ Organization / Institution	Annual/Life
National Level		
Inter-National Level		
Any Other		

10. Details of Contribution to Teaching, during the year:

- a. Design of curriculum:

	Member BOS/ Special Invitee	University/College / Other Body	Contribution
UG			
PG			
M. Phil/Ph. D Course work			
Add on / Any Other			

- b. Teaching methods:

Classes	Teaching Methods Applied	Innovative Teaching Methods Applied

- c. Explain briefly how you planned your teaching for the year, mentioning a few reading lists provided to students (especially books/articles outside compulsory reading):

Class	Topic Covered	Reading material/books provided

d. Information about Remedial Classes:

Classes	Sessions	Duration	Innovation/ Strategy Employed

e. Information about Counseling/Mentoring rendered to the students:

Classes	Sessions/Dates	Duration	Issues Handled/ Strategy Employed

11. Library Resources Availed : _____;

Hours spent (In Library) _____/week.

12. General Data

Give a brief assessment of your performance during the year, indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement:

Achievements	
Difficulties Faced	
Suggestions for Improvement	

13. Consultancy Work Undertaken

14. Future Plans (Briefly)

1. I hereby declare that the information given above is true to the best of my knowledge and belief.

Name and Signature of the Teacher

Date -
