To

The Director,
I.T. Cell,
K.U., Kurukshtera.

Sub: Upload the proforma of “Appendix-II & III, Performance Appraisal Report-I & II (Self Appraisal)” on University website.

Sir,

Please find enclosed herewith the proforma of Self Appraisal Reports i.e. Appendix-II & III, Performance Appraisal Report-I & II along with instructions to upload the same on the University website, immediately, as approved by the Registrar vide his orders dated 13.07.2020 (copy enclosed).

DA: As above.

[Signature]
Administrative Officer (Estt.-I)
for Registrar
APPENDIX-II
PERFORMANCE APPRAISAL REPORT-I*
SELF APPRAISAL

A General Information

(a) Name

(b) Address (Residential) with phone No.

(c) Designation

(d) Department

(e) Date of Birth

(f) Area of Specialization

B Academic Qualifications

<table>
<thead>
<tr>
<th>Exams. Passed</th>
<th>Board/University</th>
<th>Subjects</th>
<th>Year</th>
<th>Division/Grade Merit etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Higher School</td>
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<tr>
<td>Higher Secondary or Pre-degree</td>
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<tr>
<td>Bachelor's degree(s)</td>
<td></td>
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</tr>
<tr>
<td>Master's degree(s)</td>
<td></td>
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</tr>
<tr>
<td>Research degree(s)</td>
<td></td>
<td></td>
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<tr>
<td>Other (diplomas/ Certificates etc.)</td>
<td></td>
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</tbody>
</table>

* For teachers already in employment at the time of introduction of the scheme and for new entrants at the time of joining of the institution.
C. Research Experience and Training

<table>
<thead>
<tr>
<th>Research Stage</th>
<th>Title of Work/Theses</th>
<th>University where the work was carried out</th>
</tr>
</thead>
<tbody>
<tr>
<td>M.Phil or equivalent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ph.D.</td>
<td></td>
<td></td>
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<tr>
<td>Post-Doctoral</td>
<td></td>
<td></td>
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<tr>
<td>Publications(give a list separately)</td>
<td></td>
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<tr>
<td>Research Guidance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(give names of students Guided successfully)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Training</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Please specify)</td>
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<td></td>
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</tbody>
</table>

D. Research Projects Carried Out

<table>
<thead>
<tr>
<th>Title of the Project</th>
<th>Name of the Funding Agency</th>
<th>Duration</th>
<th>Remarks</th>
</tr>
</thead>
</table>

E. Seminars, Conferences, Symposia Workshops etc. attended

<table>
<thead>
<tr>
<th>Name of the Seminar/ Date Conference/Symposia Workshop, etc.</th>
<th>Name of the Sponsoring Agency</th>
<th>Place and</th>
</tr>
</thead>
</table>
### F. Teaching Experience

<table>
<thead>
<tr>
<th>Courses Taught</th>
<th>Name of the University/College/Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duration</td>
<td></td>
</tr>
<tr>
<td>(i) U.G. (B.A./B.Sc., etc. Pass) (B.A./B.Sc. etc. Hons.)</td>
<td></td>
</tr>
<tr>
<td>(ii) PG (M.A./M.Sc. etc.)</td>
<td></td>
</tr>
<tr>
<td>(iii) M.Phil.</td>
<td></td>
</tr>
<tr>
<td>(iv) Any other</td>
<td></td>
</tr>
</tbody>
</table>

Total Teaching Experience

(a) Under-graduate(Pass):

(b) Under-graduate(Hons.):

(c) Post-graduate:

### G. Innovations/Contributions in Teaching

(a) Design of curriculum:

(b) Teaching methods:

(c) Laboratory experiments:

(d) Evaluation methods:

(e) Preparation of resource material Incluing books, reading Material/laboratory manuals etc.

(f) Remedial Teaching/Student Counseling (academic)

(g) Any other
H. **Extension Work/Community Service**
   (a) Please give a short account of your contribution to:
   (i) Community work such as values of National Integration, secularism, Peace, scientific temper, flood or Drought relief, small family norms etc.
   (ii) National Literacy Mission

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

I. **Participation in Corporate Life:**
   Please give a short account of your contribution to:
   (a) College/University/Institute
   (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

J. (a) Membership of Professional Bodies, Societies etc.

(b) Editorship of Journals.

K. Any other information.

(Signature of the Teacher)
APPENDIX-III
PERFORMANCE APPRAISAL REPORT-II*

SELF-APPRAISAL

*NOTE: TO BE SUBMITTED BY EVERY TEACHER AND FORWARDED BY THE CHAIRPERSON UPTO 31ST JULY OF THE YEAR AS PER EXECUTIVE COUNCIL RESOLUTION NO. 47 DATED 22.05.2013.

A. General Information
   (a) Name
   (b) Date of Birth
   (c) Address (Residential)  Ph. No.
   (d) Designation
   (e) Department
   (f) Area of Specialization
   (g) Date of Appointment
      (i) in the Institution
      (ii) in the Present Post
   (h) Honours Conferred

B. Teaching
   (a) Classes Taught

<table>
<thead>
<tr>
<th>Class</th>
<th>Assigned per week</th>
<th>Periods Taught in the Year</th>
<th>Steps taken for the teaching of periods missed during absence of leave</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>L</strong> T/P L T/P</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(i) U.G. (B.A./B.Sc. etc. Pass)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(ii) P.G. (M.A./M.Sc. etc.)</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>(iii) M.Phil.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(iv) Any other</td>
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<td></td>
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</tr>
</tbody>
</table>

* (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 lectures and reading lists supplied to students.
(d) Details of participation in the following:-
   (Give Details)
   (i) University Evaluation
   (ii) Internal Evaluation
   (iii) Paper-Setting
   (iv) Assessment of Home Assignments
   (v) Conduct of Examinations
   (vi) Evaluation of Dissertation etc.

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/orientation courses attended, participation in summer schools, workshops, seminars, symposia etc. including open University courses/M.Phil., Ph.D.
   (b) Any other

E. Research Contributions:
   (a) Number of students (M.Phil./Ph.D.)

<table>
<thead>
<tr>
<th></th>
<th>At the beginning of the year</th>
<th>Registered during the year</th>
<th>Completed during the year</th>
</tr>
</thead>
<tbody>
<tr>
<td>M.Phil</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ph.D.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
3. 

(b) No. of research papers published (please enclose list).

(c) Research Projects:

<table>
<thead>
<tr>
<th>Title of the Project</th>
<th>Name of the funding agency</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(d) Details of Seminars, Conferences, Symposia organised.

(e) Patents taken, if any, give a brief description.

(f) Membership of Professional Bodies,
    Editorship of Journals, etc.

F. **Extension Works/Community Service:**

(a) Please give a short account of your contribution to:
    (If applicable, otherwise mark N.A.)

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

G. **Participation in Corporate Life:**

Please give a short account of your contribution to:
(If applicable, otherwise mark N.A.)

(a) College/University/Institution

(b) Co-curricular activities

(c) Enrichment of Campus Life
    (Hostels, sports, games, cultural activities)

(d) Students Welfare & Discipline
(c) Membership/Participation in Bodies/Committees on Education and National Development.

(f) Professional Organization of Teachers

H. Assessment:
(a) Steps taken by you for the evaluation of the course programme taught.

(b) Any other aspect.

I. General Date:
State brief assessment of your performance indicating
(a) achievements
(b) difficulties faced and (c) suggestion for self-improvement.

Dated ____________________________  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 Works/Community Service
(g) Participation in Corporate Life

Dated: ____________________________  Signature of the Person authorised

*By a person to be nominated by Principal/Vice-Chancellor.