

DULIAJAN COLLEGE

Performance Appraisal Report

Academic Year:

(To be submitted at the end of each academic year)

A. GENERAL INFORMATION

- I. Name :
- II. Designation :
- III. Nature of Job : Govt. Sanctioned----- Management Sanctioned-----
- IV. Department :
- V. Area of Specialization:
- VI. Leave Statement :

Total No. of working days	Total No. of class days	Casual leave	Earned Leave	Commuted Leave	Any other

B. TEACHING

I. Class Taught:

Class	Periods		
	Assigned per week(L/T/P)	Taught in the year (L/T/P)	Steps taken to balance out periods missed during absence on leave
HS-I			
HS-II			
FYUGP-I			
FYUGP-II			
FYUGP-III			
TDC-II			
TDC-III			
TDC-IV			
TDC-V			
TDC-VI			
Add-on-Course			
Mentorship			
Any other			

L=Lecture T=Tutorial P=Practical

- II. Details of Teaching Plan and Teacher's diary :
(Please attach the soft or hard copies)
- III. Participation in (Please mention in detail and attach the soft or photocopies of appointment letters/orders, if applicable) :
- a. Board/Council/University Evaluation :
- b. Internal Evaluation :

- c. Paper Setting :
- d. Home Assignment Assessment :
- e. Conduct of examination as OC, AOC,
Invigilator, Internal examiner,
External examiner :
- f. Seminar/Workshop/Conferences organized :
- g. Audio visual aids/ICT used :

C. INNOVATION/CONTRIBUTION IN TEACHING

(Please mention in detail)

- a. Design of Curriculum :
- b. Teaching method :
- c. Laboratory Experiments
- d. Evaluation methods
- e. Preparation of resource materials, i.e., books
reading materials, laboratory manual etc. :
- f. Remedial teaching and students counselling :
- g. Involvement in project works :
- h. Students mentoring :
- i. Any other :

D. PARTICIPATION FOR PROFESSIONAL COMPETENCE

(Please attach the soft copies or photo copies of participation certificate issued by the organizer)

Course	Mode of Participation	Topic/Title of the Course/Paper	Duration with dates	Organizer with address
Refresher/Orientation/ Short term course/FDP/Symposia/ Conference/Workshop , etc.	Attended/Paper presenter/Resource person			

E. RESEARCH CONTRIBUTION

- a. M.Phil Topic
- b. Ph.D. Topic
- c. Research publications in the journal notified on UGC website during the year

Title	Name of Co-Author (if any)	Name of Journal with ISSN No.	Year	Average Impact Factor(if any)

- d. Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/Web of Science or PubMed/Indian Citation Index

Title	Name of Co-Author (if any)	Name of Journal with ISSN No.	Year	Citation /h-Index	Institutional affiliation as mentioned in the publication	Number of citation excluding self citation

e. Books and Chapters in edited volumes/Books Published

Title	Co-Author (if any)	Publisher with ISBN No.	Year

f. Membership of professional bodies, editorship of journal, etc., (Please mention in details and attach the soft/photocopies of membership certificate/appointment letters/orders):

g. Minor/Major research projects

Title	Funding agency	Duration	Current status

F. EXTENSION/COMMUNITY SERVICES

(Please mention in details and attach the soft/photo copies of appointment letter/order, if applicable)

- a. Contribution to community work :
- b. Health awareness :
- c. Environment awareness :
- d. Adult literacy mission :
- e. Continuing education :
- f. Disaster relief :
- g. Family welfare :
- h. Position held/leadership in organization linked :
With extension work and NSS, NCC, and any
Other similar activities
- i. Any other :

G. PARTICIPATION IN CORPORATE LIFE

(Please mention in details and attach the soft/photo copies of appointment letters/orders if applicable)

- a. Membership of college committees :
- b. Membership of professional bodies :
(State/National/Institutional)

- c. Inter-departmental activities :
- d. Inter-disciplinary activities :
- e. Co-curricular activities :
- f. Enrichment of campus life :

Games & Sports :

Literary/Cultural activities :

Hostel :

- g. Students welfare & discipline :

ASSESSMENT

- a. Steps taken for evaluation of course programs taught:

(Use separate sheet, if necessary)

I. GENERAL DATA

(State a brief assessment of performance indicating)

- a. Achievement :
- b. Difficulties found :
- c. Suggestion for improvement :

(Use separate sheet, if necessary)

(Signature of the teacher)

Date:

N.B.: Please mention the point no. in your supported documents

VERIFICATION OF FACTUAL DATA

- A. General information :
- B. Teaching :
- C. Innovation/contribution in teaching :
- D. Professional competence :
- E. Research contribution :
- F. Extension/community services :
- G. Corporate life :
- H. Assessment :

(Sign. Of the person authorized by the college authority with date)