**MAR THOMA COLLEGE, TIRUVALLA**

**ANNUAL PERFORMANCE APPRAISAL REPORT**

**ACADEMIC YEAR 20….. TO 20…….**

1. **General Information**
	1. Name
	2. Date of Birth

(c) Address (Residential) Ph. No.

1. Designation
2. Department
3. Area of Specialization
4. Date of Appointment
	1. in the institution
	2. in the present post
5. Honours Conferred

|  |  |
| --- | --- |
| **B.** | **Teaching** |
| (a) Classes Taught |  |  |
| Class(Specify UG / PG and Semester) | Periods\*\* |
| Assigned per week L T/P |  | Taught in the year (Odd and Even Semesters separately) L T/P |  | Steps taken for The teaching of Periods missed During absence Or leave |
|  | (1) |  | (2) |  | (3) |
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 \* (To be filled at the end of every academic year) \*\* L= Lecture T= Tutorial P= Practical

1. Regularity and Punctuality
2. Details of course teaching plan, synopses of lecturers, and reading lists supplied to students

1. Details of participation in the following:
	1. University Education

(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

Counseling (academic)

(g) Any other

**D. Improvement of Professional Competence**

(a) Details regarding refresher courses/orientation attended, participation in summer schools, workshops, seminars, symposia etc. including open university courses/M.Phil., Ph.D.

**E. Research Contributions:**

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

|  |  |  |
| --- | --- | --- |
| At the beginning | Registered during | Completed during |
| Of the year | the year | the year |
| M.Phil. |  |  |

Ph.D.

1. No. of research papers published (please enclose list)
2. Research Projects

Title of the Project Name of the funding agency Duration

1. Details of Seminars, Conferences, Symposia organised
2. Patents taken, if any, give a brief description
3. Membership of Professional Bodies. Editorship of Journals etc.

**F. Extension Work/Community Service**

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

1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.
2. National Literacy Mission
3. Positions held/Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

**G. Participation in Corporate Life:**

Please give a short account of your contribution to:

1. College/University/Institution
2. Co-Curricular activities
3. Enrichment of campus life

(hostels, sports, games, cultural activities)

1. Students welfare and Discipline
2. Membership/Participation in Bodies/Committees on Education and National Development
3. Professional Organizations of Teachers.

**H. Assessment**

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

1. **General Data**

State brief assessment of your performance indicating (a) achievements, (b) difficulties faced and

(c) suggestions for improvement.

 **Signature of the Teacher**