



महात्मा गांधी अंतरराष्ट्रीय हिंदी विश्वविद्यालय, वर्धा
Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Wardha
(संसद द्वारा पारित अधिनियम 1997, क्रमांक 3 के अंतर्गत स्थापित केंद्रीय विश्वविद्यालय)
(A Central University Established by Parliament by Act No 3 of 1997)

Appendix - I

PERFORMANCE APPRAISAL REPORT - I*
SELF APPRAISAL

i)

GENERAL INFORMATION

- a) Name _____
- b) Address (Residential)
(with Phone number)
- c) Designation
- d) Department
- c) Date of Birth
- e) Area of Specialization

A.

ACADEMIC QUALIFICATIONS

| Exam. Passed | Board/ University | Subjects | Year | Division/ Grade Merit etc. |
|--------------------------------------|----------------------|----------|------|-------------------------------|
| High School | | | | |
| Higher Secondary Or Pre-degree | | | | |
| Bachelor's Degree(s) | | | | |
| Master's Degree(s) | | | | |
| Research Degree(s) | | | | |
| Other Diploma / Certificates etc. | | | | |

*teachers already in employment at the time of introduction of the scheme and for new entrants at the time of joining of the institution.

ii)

RESEARCH EXPERIENCE CARRIED OUT

| Research Stage | Title of work/Theses | University where the Work was carried out |
|--|----------------------|---|
| M.Phil. Or equivalent | | |
| Ph.D | | |
| Post-Doctoral | | |
| Publications (give a list separately) | | |
| Research Guidance (given names of students guided successfully) | | |
| Training (Please Specify) | | |

B.

RESEARCH PROJECTS CARRIED OUT

| Title of the Project | Name of the funding Agency | Duration | Remarks |
|----------------------|----------------------------|----------|---------|
| | | | |

C.

SEMINARS, CONFERENCES, SYMPOSIA WORKSHOPS etc. ATTENDED

| Name of the Seminar / Conference / Symposia Workshop, etc. | Name of the Sponsoring Agency | Place and Date |
|--|-------------------------------|----------------|
| | | |

iii)

TEACHING EXPERIENCE

Courses Taught

Name of University/College/Institution

Duration

| | | | |
|------|---|--|--|
| iv) | U.G. (B.A/B.Sc.,etc.Pass) (B.A./B.Sc.etc., Hons.) | | |
| v) | PG (M.A./M.Sc., etc.) | | |
| vi) | M.Phil. | | |
| vii) | Any other | | |

Total Teaching Experience

.....

(a) Under-graduate (Pass)

.....

(b) Under-graduate (Hons.)

.....

(c) Post-graduate

.....

viii)

INNOVATIONS/CONTRIBUTION IN TEACHING

(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

ix)

EXTENSION WORK/COMMUNITY SERVICE

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

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

D.

PARTICIPATION IN CORPORATE LIFE

Please give a short account of your contribution to:

(a) College/University/Institution

(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.

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

(b) Editorship of Journal

F. ANY OTHER INFORMATION

(Signature of the Teacher)



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Appendix - II

PERFORMANCE APPRAISAL REPOST II*
SELF APPRAISAL

A. GENERAL INFORMATION

- (a) Name
- (b) Date of Birth
- (c) Address (Residential)
(with Phone number)
- (d) Designation
- (e) Department
- (f) Area of Specialization
- (g) Date of Appointment
(i) in the institution
(ii) in the present post
- (h) Honors Conferred

B. TEACHING

- (a) Classes Taught

| Class | | Periods | | |
|-------|---|-------------------------------|-----------------------------|--|
| | | Assigned per week ** L T/P | Taught in the year L T/P | Steps taken for The teaching of Periods missed During absence Or leave |
| | | (1) | (2) | (3) |
| i) | U.G. (B.A./B.Sc. Pass) (B.A./B.Sc. etc. Hons.) | | | |
| ii) | PG (M.A. / M.Sc. etc.) | | | |
| iii) | M. Phil. | | | |
| iv) | Any other | | | |

* (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 lecturers, and reading lists supplied to students
- (d) Details of participation in the following.
 - (i) 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 CONTRIBUTION:

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

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

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

(c) Research Projects.

| Title of the Project | Name of the funding agency | Duration |
|----------------------|----------------------------|----------|
| | | |

(d) Details of Seminars, Conferences, Symposia organized

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

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

F. EXTENSION WORK / COMMUNITY SERVICE

- (a) Please give a short account of your contribution to:
- (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 NCC or any other similar activity.

G. PARTICIPATION IN CORPORATE LIFE:

Please give a short account of your contribution to:

- (a) College/University/Institution
- (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 Organizations of Teachers.

H. ASSESSMENT

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

I. GENERAL DATA

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

(c) Suggestions for improvement.

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 work/community service

G. Participation in Corporate Life

Signature of the Person authorized*

**By a person to be nominated by the Honorable Vice-Chancellor*

K.

*REMARKS OF REVIEWING OFFICER.

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 work/community service

G. Participation in Corporate Life

Signature

* *Honorable Vice-Chancellor*