

SONARPUR MAHAVIDYALAYA
Sahid Biswanath Sarani, P.O. - Rajpur, Kolkata-700149

YEAR END SELF-APPRAISAL REPORT OF TEACHERS
FOR THE ACADEMIC YEAR: 20..... – 20..... *(For example, July 1, 2014 to June 30, 2015)*

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 MPhil or PhD holder)	
j.	Date of appointment in this institution	
k.	Date of appointment in the present post	
l.	Awards and Honours conferred (Academic and Govt. only)	

2. Teaching

a. Classes taught in the year concluded:

Class	Periods	
	Assigned per Week (Lecture/ Practical)	Steps taken for the teaching of periods missed during absence or leave
i) U.G. (B.A./B.Sc/ B.Com)	L: P:	
ii) PG (M.A./ M.Sc/ M.Com)	L: P:	
iv) Any other		

b. Regularity and Punctuality: Very good/ Good/ Satisfactory/ Unsatisfactory
(strike out what is inappropriate)

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):

d. Details of participation in the following:

i. University Education

ii. Internal Evaluation

iii. Paper Setting/Moderation

iv. Assessment of Home assignments

v. Conduct of Examinations

3. Details of Innovations in / Contribution to Teaching, during the year:

a. Curriculum design/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop etc.

b. Teaching methods:

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c. Laboratory experiments:

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d. Evaluation methods:

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e. Preparation of resource material including books, reading materials, laboratory manuals etc.

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f. Remedial Teaching / Student Counseling (academic)

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g. Any other

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4. Improvement of Professional Competence:

a. Whether acquired any degrees or fresh academic qualifications during the year:

b. Details regarding UGC – Faculty Improvement Programme, faculty exchange programme, Professional trainings, refresher courses, orientation programme attended, participation in summer schools, winter schools, Conferences, workshops, seminars, symposia etc. during the academic year 20.... – 20.....

No	Item details	Sponsoring agency	Place and date
1			
2			
3			
4			

5. Research Contributions:

a. Research Guidance (if any)

At the beginning of the year	Registered during the year	Completed during the year
M.Phil		
Ph.D.		

b. Published Papers in Journals

Sl.No	Title with page no.	Journal	ISSN/ ISBN No	Whether Peer Reviewed. Impact Factor, if any	No. of Co-authors	Whether you are the main author

c. Articles/Chapters published in books

Sl.No	Title with Page nos.	Book Title, editor & publisher	ISSN/ ISBN No	Whether peer reviewed	No. of co-authors	Whether you are the main author

d. Full Papers in Conference Proceedings

Sl.No	Title with Page no.	Details of Conference Publication	ISSN/ ISBN No	No. of co-authors	Whether you are the main Author

e. Books Published as single author or as editor

Sl.No	Title with page nos.	Type of Book & Authorship	Publisher& ISSN/ ISBN No	Whether peer reviewed	No. of co-authors	Whether you are the main Author

f. Research projects/consultancies Completed/Ongoing/Sanctioned/Submitted in 20.... - 20....

Title of the Project	Completed/Ongoing/ Sanctioned/Submitted	Name of the funding agency	Outlay in Rs. Lakhs	Duration

g. Papers presented in Conferences, Seminars, Workshops, Symposia etc.

Sl.No.	Title of the paper presented	Title of the Conference/ Seminar	Organised by	Whether international/ national/state/ regional/college or university level

h. Invited Lectures , Chairpersons, resource persons, experts at national or international conferences/ seminar /workshops etc

Sl.No.	Title of Lecture/ Academic Session etc.	Title of Conference / Seminar etc	Organised by	Whether international/ National

i. Details of Seminars, Conferences, Symposia organized during the year:

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j. Patents taken, if any, during the year; give a brief description:

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k. Membership of Professional/Academic Bodies, Editor/ Reviewer/ Referee of International/National Journals etc, during the year:

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l. Collaborations

Sl.No.	International/ National/Any other	Details

m. Recommendation under travel grant Scheme

Sl.No.	Name of the funding agency	Details

6. 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, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.

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- b.** National Literacy Mission

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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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7. Participation in Corporate Life:

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

- a.** College/University/Institution:

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b. Co-curricular activities:

c. Enrichment of campus life (hostels, sports, games, cultural activities):

d. Students' welfare and discipline:

e. Professional Organizations of Teachers

8. Assessment

Steps taken by you, during the year, for the evaluation of the course programme taught:

9. General Data

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

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

(Name and Signature of the Teacher with date) (In case of soft copy submission, please paste scanned image of your signature)