**MAR IVANIOS COLLEGE (AUTONOMOUS), TRIVANDRUM**

**YEAR END PERFORMANCE SELF-APPRAISAL REPORT** **OF TEACHERS**

**FOR THE ACADEMIC YEAR: 2014 – 2015 (ONLINE VERSION)**

1. **General Information**

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| --- | --- | --- |
| **a.** | Name |  |
| **b.** | Address (Residential) |  |
| **c.** | Address(Permanent) |  |
| **d.** | Cell 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.** | Honours conferred (in reverse chronological order) |  |

1. **Teaching**
   1. Classes taught in the year concluded:

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| --- | --- | --- |
| **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/ MTA)  (with weightage) | L:  P: |  |
| iii) M.Phil |  |  |
| iv) Any other |  |  |

* 1. Total leave taken from 1 January 2014 to 31 December 2014

|  |  |  |  |
| --- | --- | --- | --- |
| Casual leave | days | Medical leave | days |
| Duty leave | days | Loss of pay leave | days |
| Commuted leave | days | Others (specify) | days |
| Half-pay leave | days |  |  |

* 1. Regularity and Punctuality: Very good/ Good/ Satisfactory/ Unsatisfactory

(strike out or delete what is inappropriate)

* 1. Explain briefly how you planned your teaching for the year, mentioning a few reading lists provided to students (especially books/articles outside compulsory reading):

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

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* + 1. Internal Evaluation

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* + 1. Paper Setting

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* + 1. Assessment of Home assignments

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* + 1. Conduct of Examinations

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* + 1. Evaluation of Dissertation, etc.

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1. **Details of Innovations in / Contribution to Teaching, during the year:**
   1. Design of curriculum:

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* 1. Teaching methods:

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* 1. Laboratory experiments:

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* 1. Evaluation methods:

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

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* 1. Remedial Teaching / Student Counseling (academic)

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* 1. Any other

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1. **Improvement of Professional Competence:**

Details regarding **refresher courses/orientation attended, participation in summer schools, workshops, seminars, symposia** etc., including **open university courses**/ **M.Phil., Ph.D**. during the academic year 2014-15:

|  |  |  |  |
| --- | --- | --- | --- |
| No | Item details | Sponsoring agency | Place and date |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |

1. **Research Contributions:** 
   1. 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. |  |  |  |

* 1. **NUMBER** of **books/ research papers published/ presented at seminars/ conferences** etc, in 2014-15:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | International | National | State/ Local | Impact factor |
| Peer reviewed journals |  |  |  |  |
| Non-reviewed journals |  |  |  |  |
| E-journals |  |  |  |  |
| Conference proceedings |  |  |  |  |
| Books with ISBN |  |  |  |  |
| Books without ISBN |  |  |  |  |
| Chapters in books with ISBN |  |  |  |  |

* 1. Research projects taken up in 2014-15:

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

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

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

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* 1. Membership of Professional Bodies, Editorship of Journals etc, during the year:

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1. **Extension Work/Community Service**

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

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* 1. National Literacy Mission

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* 1. 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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1. **Participation in Corporate Life:**

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

* 1. College/University/Institution:

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* 1. Co-curricular activities:

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

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* 1. Students’ welfare and discipline:

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* 1. Membership/Participation in Bodies/Committees on Education and National Development:

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* 1. Professional Organizations of Teachers

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1. **Assessment**

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

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1. **General Data**

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

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1. **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)** (If you have a scanned image of your signature, please paste that here; if not just write your name)

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