

**PATRICIAN COLLEGE OF ARTS & SCIENCE****SELF APPRAISAL**

ACADEMIC YEAR _____

1. NAME :
2. DESIGNATION:
3. DEPARTMENT:
4. DATE OF BIRTH & AGE
5. DATE OF APPOINTMENT TO THIS TEACHING SERVICE
6. DATE OF JOINING TO THIS INSTITUTION
7. WORK EXPERIENCE
 - I. Total no. of work experience
 - II. Total no. of collegiate teaching experience
(Pl enclose the Xerox copy of service certificate for immediate reference)
 - III. No. of years of service to this institution
8. EDUCATIONAL QUALIFICATION
 - i. Full qualification :
(Diplomas can be added only if it is from authorized institution)
 - ii. Details of additional qualification, if any completed/awarded during this academic year
 - a.
 - b.
 - iii. Details of the course/programme joined or registered during this academic year
9. CARRER PLAN & ACHIEVEMENT
 - i. Details of Seminars, conference, symposium, workshop participation , if any during this academic year

S.NO.	PARTICULAR ABOUT THE PROGRAME	DETAILS ABOUT YOUR PERFORMANCE ON THIS EVENT	ISBN / ISSN No. if any

ii. Details of Book, article publication, if any during this academic year

S.NO.	Name of the Publisher	Name of the book / Title of the article	ISBN / ISSN No. if any

iii. Details of guest lecture, being the chief guest , judge for any event in the outside college, during this academic year

S.NO.	Name of the College & Event	Your role on this event	

iv. Future plan on career achievement

: _____

v. Reason for not performing anything during this academic year: _____

10. RESPONSIBILITY IN TEACHING:

I. Workload (in hrs):

	Theory	Practical's/Projects
Odd semester		
Even semester		

ii. Are the class in-charge:

Semester	Class	Name of the documents/registers submitted to the next in charge / office	
Odd semester			
Even semester			

iii. Result analysis:

	Student / Class	Name of the Paper	Pass %
Details of Centum in any paper by any student			
Even Semester 2011-12	1. 2. 3. 4.	1. 2 3 4	
Odd Semester 2012-13	1. 2. 3. 4.	1. 2 3 4	

iv. Papers handled

	Class	Name of the Paper	Remarks,if any(like sharing paper)
Odd Semester 2012-13	1. 2. 3. 4.	1. 2 3 4	
Even semester 2012-13	1. 2. 3. 4.	1. 2 3 4	

v. Do you feel any inconveniences in handling any such paper

11. ROLE ON COLLEGE ACTIVITIES, OTHER THAN TEACHING STUDENTS

I. Are you the co-ordinator for any club / Association, if yes, name of the club:_____

II. List of being the member in different organizing committee during the year

[illegible]

iii. Whether any of your ideas have been executed in the Department?

iv. No.of Exam invigilation duty:

v. No.of days for admission duty:

vi. Responsibility hold in department:

(like incharge for substitution register,Markregister,minutes
book,visitorsbook,etc)

vii. Any special performance for department, or for college record, administration:

(like what Ms.Sangeetha done for college)

12. REPORT ON LEAVE TAKEN:[june 2012 / DOJ till april 2013]

I. No.of CL taken:

II. No.of OD claimed:

III. No.of Leave on Maternity:

IV. No.of Late /Permissions during the year:

V. No.of days gone on LOP

VI. Reason for LOP:

VII. No.of days worked in college on leave days:

13. OTHERS

I. Do you have an practice of maintaining work plan/work done register? _____

II. Do you have an practice of maintaining question bank? _____

III. How often you will go for library? _____

IV. Name of the journal, magazine, dailies you used to read: _____

V. Have you recommended any information to put in the notice board _____

14. About your service during this academic year in this college

i.

ii.

iii.

iv

v.

vi.

vii

viii

ix

x

Signature of the Incumbent

Signature of HOD :

Vice Principal's Assessment:

Principal's Assessment:



FEED BACK

1. Are you aware of leave rules
2. About campus cleanliness
3. About your relationship with administrative staff
4. About your relationship with sub staff
5. Do you have the practice of having diary when you are attending the staff meeting
6. About the Infrastructure of the college
7. Are you sufficient enough with furnitures & stationeries
8. Would you like to suggest any teaching aid to be adopted in practice
- 9.

Staff suggestion on Academic improvement:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

