



KAMRUP COLLEGE, CHAMATA

Annual Performance Appraisal Report for Teaching Staff

(Appraisal to be filled in with the relevant Proofs by the candidate)

Academic Year

I. General Information

- a. Name :
- b. Residential Address :
- c. Designation :
- d. Department :
- e. Date of Birth :
- f. Area of Specialization:

II. Academic Qualifications

Exam Passed	Board/Council/University	Subject	Year	Division/Grade
HSLC				
HS				
UG				
PG				
M. Phil				
Ph.D.				
Other Degree/Diploma/Certificate				

III. Improvement of Professional Competence

Details regarding Orientation Programme/Refresher Course/Participation in Summer School/Short Term Course/FDP

IV. Research Experience (Research Stage-1):

Title of the Book/E-Book/Journal/E-journal	Publication and Year	ISBN/ISSN	Title of the work

V. Minor/Major Research Project (Research Stage-2):

Title of the Project	Funding Agency	Duration

VI. Seminar/Webinar/Conference/Workshop etc. attended/presented

Topic of the Seminar/Webinar/Conference/Workshop	Sponsoring Agency	Attended/Presented & Title	Place & Date

VII. Teaching Experience

Course Taught	Institution	Duration
HS		
UG		
PG		
Other		

VIII. Teaching

a. Class Taught in the Session:

Class	Assigned Per Week	Taught in the year	Steps taken for missed during absence or leave
HS/UG			
PG			
Other			

b. Regularity and Punctuality:

IX. Innovations/Contribution in Teaching

- a. Curriculum Design :
- b. Teaching Method :
- c. Laboratory Experiment :
- d. Evaluation Methods :
- e. Preparation of Resource Material :
- f. Others

X. Extension Work/Community Service:

XI. Participation in Corporate Life (Give a short account of your contribution):

- a. College/University/Institution :
- b. Co-curricular Activities :
- c. Enrichment of Campus Life :
- d. Student Welfare and Discipline :
- e. Membership/Participation in Bodies/Communities on Education and National Development :

XII. State a brief assessment of your performance indicating achievement, difficulties and suggestion:

Signature of the Teacher

*** Verification of factual data**

- a. General Information
- b. Teaching
- c. Detail of Innovations/Contribution in teaching during the year
- d. Improvement of Professional competence
- e. Research Contribution
- f. Extension Work
- g. Participation in Corporate life

**Signature of IQAC, Coordinator,
Kamrup College, Chamata**

Remarks:

SELF APPRAISAL FORM OF NON-TEACHING STAFF KAMRUP COLLEGE

Year:

Name of the employee:

Name of the post:

Address:

Designation:

Date of Birth:

Date of Joining:

Sl. No	Questions	Agree	Disagree	Neutral
1	I understand the roles and responsibilities of the post I hold			
2	I possess requisite knowledge pertaining to my post			
3	I possess requisite technical knowledge to support the functioning of the administration			
4	I am keen to keep myself updated with the technical knowledge and skills required for my post			
5	I am prompt in response to the authority, teaching staff, colleagues, students and public			
6	I am organized and systematic in maintaining documents			
7	I am organized and systematic in my official works			
8	I complete my assigned task within the stipulated time			
9	I maintain the official hour regularly			
10	I am honest and sincere in my duties			
11	I am capable of taking initiative in any task assigned to me			
12	I assist and attend to any other duties besides my allotted task whenever asked for			
13	I am capable of handling the everyday workload			