



# JAMIA HAMDARD

Hamdard Nagar, New Delhi – 110 062

## Performance Appraisal Report

Self Appraisal

(For the Academic Session .....)

### A. General Information

- (a) Name .....
- (b) Date of Birth .....
- (c) Address (Residential) & Ph.No. ....  
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- (d) Designation .....
- (e) Department .....
- (f) Area of Specialization .....
- (g) Date of Appointment  
(i) in the Institution .....  
(ii) in the Present Post .....
- (h) Honours Conferred .....

### B. Teaching

#### (a) Classes Taught

Sl No.	Class	Assigned per week *L * T/P (1)	Period Taught in the year L T/P (2)	Steps taken for the teaching period missed during absence of leave (3)
01.	U.G.(B.U.M.S./B.Sc./ B.Pharm etc.)			
02.	PG (M. Pharm/M.Sc./ M.D. etc.)			
03.	M.Phil.			
04.	Any Other			

\* L=Lecture

\*T=Tutorial

\*P=Practical

- (b) Regularity and Punctuality .....
- (c) Details of course teaching plan, synopses .....  
of lectures, and reading lists supplied to .....  
students .....
- (d) Details of participation in the following:
  - (i) University Evaluation .....
  - (ii) International 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 Counselling (academic) .....
- (g) Any other .....

**D. Improvement of Professional Competence:**

- (a) Details regarding refresher courses/orientation courses attended, participation  
in summer schools, workshops, seminars, symposia etc. including open  
university courses/M.Phil., Ph.D.

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**E. Research Contributions:**

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

	<b>At the beginning of the year</b>	<b>Registered during the year</b>	<b>Completed during the year</b>
M.Phil.			
Ph.D.			

**(b) Publications**

	<b>Category</b>	<b>Number</b>
(i)	Text books	
(ii)	Other books	
(iii)	Monographs	
(iv)	Papers presented at conference Seminars/ workshops	
(v)	Research/technical reports	
(vi)	Papers published in Peer- reviewed journals  • National  • International	
(vii)	Any other	

**(c) Research Projects:**

<b>Title of the project</b>	<b>Name of the funding agency</b>	<b>Duration</b>

**(d) Details of Seminars, Conference, .....**

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 draught relief, small family norms etc.  
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  - (ii) National Literacy Mission  
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- (b) 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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**G. Participation in Corporate Life:**

Please give 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 .....

- (f) Professional Organization .....  
of Teachers

**H. Assessment:**

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

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**I. General Data:**

State brief assessment of your performance indication (a) achievements, (b) difficulties faced and (c) suggestions for improvement

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Signature of the Teacher

**J. Verification of factual data.**

- A. General Information
- B. Teaching
- C. Details of Innovation/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 with seal of the HOD/Dean