

**SREEPATHY INSTITUTE OF MANAGEMENT AND TECHNOLOGY,
VAVANOOR, PALAKKAD - 679533**

**YEAR END PERFORMANCE SELF-APPRAISAL REPORT OF FACULTIES
FOR THE ACADEMIC YEAR:**

1. General Information

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	
j.	Date of appointment in this institution	
k.	Date of appointment in the present post	
l.	Honours conferred	
m.	Previous teaching experience	YES/ NO

a. If YES (please write on separate sheet if space below is insufficient):

NO	LEVEL (UG, PG, etc)	INSTITUTION	FROM MM/YYYY	TO MM/YYYY	STATUS (Temporary, Permanent, etc)
1					
2					
3					

b. Total Teaching Experience :

PG:	UG:	SCHOOL:
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2. Academic Qualifications

Exam Passed	Name/ Board/ University	Subjects	Year	Division/ Grade/ Rank, etc
SSLC				
Higher Secondary				



UG				
PG				
Research Degree (s)				
Other Diploma / Certificates etc.				

3. 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.	L: P:	
ii) PG	L: P:	
iv) Any other		

b. Total leave taken from 1 January 201 to 31 December 201

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

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

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

e. Details of participation in the following:

- i. University Education
- ii. Internal Evaluation
- iii. Paper Setting



iv. Assessment of Home assignments

v. Conduct of Examinations

vi. Evaluation of Dissertation, etc.

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

a. Suggestions on 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 Counseling (academic)

g. Any other

5. 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

No	Item details	Sponsoring agency	Place and date
1			
2			
3			
4			
5			
6			

6. Research Contributions:



- a. NUMBER of books/ research papers published/ presented at seminars/ conferences etc, in 20 - 20 :

	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				

- b. Research projects taken up in the AY :

Title of the Project	Name of the funding agency	Duration

- c. Details of Seminars, Conferences, Symposia organized during the year:
- d. Patents taken, if any, during the year; give a brief description:
- e. Membership of Professional Bodies, Editorship of Journals etc, during the year:
7. **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.
- b. National Literacy Mission
- c. Positions held/ leadership role played in organizations linked with extension work and National Service Scheme (NSS), or NCC or any other similar activity:



8. Participation in Corporate Life:

Please give a short account of your contribution, during the year, 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 Bodies/Committees on Education and National Development:

- f. Professional Organizations of Teachers

9. Assessment

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

10. General Data

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

11. 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)

