

# Hemchandracharya North Gujarat University, Patan

## Annual Report for Teaching Staff

For the Year of \_\_\_\_ April 20 \_\_\_\_ to \_\_\_\_ March 20 \_\_\_\_

### PART- II

#### A. General Information

- (a) Name -
- (b) Date of Birth -
- (c) Address (Residential) -
- (d) Designation -
- (e) Department -
- (f) Area of Specialization -
- (g) Date of Appointment -
  - 1. In the Institution -
  - 2. In the Present Post -
- (h) Honors Conference

#### B. Teaching

- (a) Classes Taught

| Class                                                        | Periods                    |                              |                                                                                 |
|--------------------------------------------------------------|----------------------------|------------------------------|---------------------------------------------------------------------------------|
|                                                              | Assigned per Week<br>**L/P | Taught in the<br>Year<br>L/P | Steps taken for the<br>teaching of periods<br>missed during<br>absence on leave |
|                                                              | (1)                        | (2)                          | (3)                                                                             |
| (i) U.G. (B.A./B.Sc. Etc<br>Pass) (B.A./B.Sc.<br>etc. Hons.) |                            |                              |                                                                                 |
| (ii) PG(M.A/M.Sc. etc.)                                      |                            |                              |                                                                                 |
| (iii) M.Phil                                                 |                            |                              |                                                                                 |
| (iv) Any other                                               |                            |                              |                                                                                 |

\*\* L=Lectures

P=Principal

- (b) Regularity and Punctuality
- (c) Details of Course teaching plan,  
Synopsis of lectures and reading  
Lists supplied of attends
- (d) Details of Participation in the following
  - (i) University Evaluation
  - (ii) Internal Evaluation
  - (iii) Paper-Setting
  - (iv) Assessment of home  
Assignments
  - (v) Conduct of Examination
  - (vi) Evaluation of Dissertation etc.

**C      Details of Innovations / Contribution in Teaching during the year.**

- (a) Design of Curriculum.
- (b) Teaching Methods.
- (c) Laboratory experience.
- (d) Evaluation Methods.
- (e) Preparation of resource material  
Including books, reading materials,  
Laboratory manuals etc.
- (f) Remedial Teaching / Students Counseling (academic)
- (g) Any other

**D      Improvement of Professional Competence**

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

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

|                                                                 | At the beginning<br>of the Year | Registered<br>During the year | Completed<br>During the Year |
|-----------------------------------------------------------------|---------------------------------|-------------------------------|------------------------------|
| M.Phil                                                          |                                 |                               |                              |
| Ph.D.                                                           |                                 |                               |                              |
| (b)      No. of research Papers Published (Please enclose list) |                                 |                               |                              |
| (c)      Research Project                                       |                                 |                               |                              |
|                                                                 | Title of the<br>Project         | Name of the Funding<br>Agency | Duration                     |
| 1.                                                              |                                 |                               |                              |
| 2.                                                              |                                 |                               |                              |
| 3.                                                              |                                 |                               |                              |

- (d) Details of Seminars, Conference, Symposia organized
- (e) Patents taken, if any give brief description.
- (f) Membership of Professional Bodies.

**F      Extension work/ Community Service**

- (a) Please give a short account of your contribution to.
  - (i) Community Work
  - (II) National Literacy Mission
- (b) Positions held / Leadership role played in  
Organizations linked with Extension Work  
And National service Scheme (NSS),  
Or CC or any other similar activity.

G. **Participation in corporate life.**

Please give a short account of your contribution to.

- (a) College/ University/ Institution
- (b) Co-Curricular activities
- (c) Enrichment of Campus Life(Hostel, Sports, Games, Cultural activities)
- (d) Students Welfare and Discipline
- (e) Membership/Participation in Bodies/ Committees on Educational and National Development.
- (f) Professional Organization of Teachers.

H. **Assessment**

- (a) Steps taken by you for the evaluation of the course programme taught.
- (b) Whether appraised by students undertaken

I. **General Data**

State brief Assessment of your performance indicating.

- (a) Achievements (b) difficulties faced and (c) suggestion for improvement

Signature of the Teacher

## **PART-II**

### **TO BE FILLED IN BY THE HEAD CONCERNED AS REPORTING OFFICER**

1. Whether he agree with the details given by teacher where he doesn't agree.  
(Give Specific comments)
- 2 Ability to teach
- 3 Ability to conduct research
- 4 Clarity of thought and expression
- 5 Initiative resourcefulness and willingness to assume new work/ responsibility
- 6 Capacity for organization
- 7 Quality of reporting
- 8 General assessment of personality, character and relation with fellow teachers/ staff & Students
- 9 Assessment of integrity(If anything adverse has come to his notice details may be put in sealed envelope)
- 10 Special remarks if any
- 11 Grading ('outstanding', 'very good', 'good', 'fair', 'average', 'below average', or 'poor')

Name and Designation with stamp -  
(Signature of Reporting Officer) -  
Date:-

### **PART-III**

#### **TO BE FILLED IN BY REVIEWING OFFICER**

The Reviewing Officer should carefully consider and state whether he accepts the assessment of the reporting officer in all respects, including, grading. If the differs from the reporting officer in above matter, the facts should be clearly stated (herein below). He should give specific remarks on the reporting of integrity. In case of advance remarks on integrity by the Reporting Officer, The Reviewing Officer should open the Sealed Envelope, undertake the perusal of remarks and then give his own remarks and enclosed the same in envelope)

\_\_\_\_\_  
(Signature)

Name of the Reviewing Officer  
(In Block Letter) \_\_\_\_\_

Designation \_\_\_\_\_

Date: \_\_\_\_\_

(Adverse remarks, if any must be communicated to the teacher concerned by the Reviewing officer before 1<sup>st</sup> Oct. The teacher is entitled to give clarification within one month)

**Note:** -If the space of any specific Colum if found insufficient, kindly attach separate sheet for the same and mention in that specific column that "Separate Sheet is attached"