

**URAN EDUCATION SOCIETY'S
COLLEGE OF MANAGEMENT AND TECHNOLOGY**

**SELF-APPRAISAL REPORT OF NON-TEACHING FACULTY
FOR THE ACADEMIC YEAR: _____**

**PART A
(To be filled by Non-Teaching Staff)**

1. General Information

a.	Name	
b.	Date of joining	
c.	Address(Permanent)	
d.	Mobile number	
e.	Email address	
f.	Designation	
g.	Date of Birth	
h.	Details of Educational courses being pursued	
i.	Details of the present duties	
j.	Number of years of service in UESCMT	

Date:

Signature of the staff member

PART B
(To be filled by Section Head/HOD)

Assessment of Soft Skills

Sr. No	Appraisal Category	Grading by Section Head/HOD
1	Efficiency in task & punctuality	
2	Sticking to time limit	
3	Workplace enthusiasm & motivation	
4	Ability to operate both individually and collaboratively	
5	Maintenance of discipline among coworkers	
6	Dress code & cleanliness	
7	Impartiality and fairness	
8	Willingness & capability to assume responsibility	
9	Honesty & integrity in actions	
10	Ability to adapt to adversity & complete objectives	
11	Behaviour with coworkers	
12	Ability to team work	
13	Assisting coworkers	
14	Attitude towards learning from coworkers	
15	Encourages & motivates coworkers	

(Grading on 5-point scale: Excellent-5; Very Good-4; Good-3; Average-2; Poor-1)

Section Head/ HOD Comments for improvement:

Date:

Signature

**URAN EDUCATION SOCIETY'S
COLLEGE OF MANAGEMENT AND TECHNOLOGY**

**SELF-APPRAISAL REPORT OF TEACHERS
FOR THE ACADEMIC YEAR: 2022-23**

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 (if MPhil or PhD holder)	
j.	Date of appointment in this institution	
k.	Date of appointment in the present post	
l.	Honours conferred (in reverse chronological order)	

2. 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. (B.Sc.I.T./ B. Com)	L: P:	

b. Total leave taken from 1 June 2022 to 31 May 2023

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.

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

a. Design of curriculum:

b. Teaching methods:

c. Laboratory experiments:

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d. Evaluation methods:

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e. Preparation of resource material including books, reading materials, laboratory manuals etc.

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f. Remedial Teaching / Student Counseling (academic)

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g. Any other

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4. 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 2022-23:

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

5. Research Contributions:

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

	At the beginning of the year	Registered during the year	Completed during the year
M.Phil			
Ph.D.			

b. NUMBER of books/ research papers published/ presented at seminars/ conferences etc, in 2022-23:

	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				

c. Research projects taken up in 2022-23:

Title of the Project	Name of the funding agency	Duration

d. Details of Seminars, Conferences, Symposia organized during the year:

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e. Patents taken, if any, during the year; give a brief description:

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f. Membership of Professional Bodies, Editorship of Journals etc, during the year:

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6. 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.

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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:

7. 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

8. Assessment

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

9. General Data

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

10. 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)
