

### 6.3.5 Performance appraisal system for teaching and non-teaching staff

A “good performance” management system works towards the improvement of the overall organizational performance of teams and individuals for ensuring the achievements of the overall organizational mission and vision. The institution has adopted an effective performance management system which plays an important role in managing the organization in an efficient manner. In view of this, the Institute is following two types of appraisal scheme suggested by UGC viz. Performance Based Appraisal System (PBAS) and “Self Appraisal Report”. The PBAS provides a feedback of the faculty member. It helps them in understanding the changing needs of students. All teaching faculty member fill the prescribed format of PBAS for self-appraisal. This system encourages them to perform effectively in teaching and learning. The institution has PBAS for assessment of teaching staff. The appraisal report is based on the annual performance of the employees, on the basis of their academic, research and other extracurricular activities. This format [PBAS] is filled by the employee in a given prescribed pro-forma. The format contains two main parts. The first part, that is, part-A concerns General instruction, Teaching activities, Research Activities, Contribution to Books, Laboratory manuals, etc., Work done for the University other than teaching and research, Extension/or Consultancy work. The Part-B consists of Students feedback, Assessment by the Head of the Institution and last part of the same is covers remarks by the Vice-Chancellor of Karnatak University, Dharwad.

  
Principal,  
Karnatak Science College  
Dharwad.

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KARNATAK UNIVERSITY DHARWAD

*PART 'A'*

SELF ASSESSMENT REPORT

(Please provide the information for the year under review only)

(From ---to - and -----)

1. Name :

2. Designation :

3. Department :

4. Qualification :

(Indicate additional qualifications acquired during the year under review)

5. Teaching activities:

(a) Teaching load per week:

Class	Lectures	Lab. work	Seminars	Tutorials	Total
B.A/B.Sc. / PUC					
Interdisciplinary Courses					
Others					

(b) Courses taught in the last 2 semesters:

S.No.	Title of the paper	Units allotted	No. of classes to be conducted as per syllabus	Actual classes held	Remarks
1	Semester-I / II Physical Geology Mineralogy				
2	Semester-III / IV Petrology Paleontology				
3	Semester - V / VI Hydrogeology Structural Geology				

(c) Special classes engaged, if any in lieu of classes lost

No. of Classes	Remarks

(d) Students guided successfully in projects / research

i) Number of Students for B.A. / B.Sc. Projects-

ii) Number of M.Phil / Ph.D Students

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

(e) Innovation introduced in Teaching if any:

6. Research Activities:

(a) Research Projects/ Schemes in hand:

Sl. No	Title	Name of the Sponsoring Agency	Duration	Co-investigator(s)	Remarks

In the absence of research schemes in hand, please provide information on the last research scheme completed and fresh research scheme proposed for funding.

(b) Research Papers Published:

(i) In International Journals :

(ii) In National Journals :

(iii) Other PEER reviewed Journals :

(Please attach separate sheet giving title of paper and name, volume and pages of Journal in which paper is published, along with impact factor of the journal).

(iv) Reasons for not publishing any paper during the year.-

Symposia, Seminars, Conferences etc. attended:

Name of the Seminar/Conference/Symposia, Workshop etc	Name of the Sponsoring Agency	Place and Date

(c) Plenary talks / key note addresses delivered if any.

(d) Refereeing work done for journals, if any.

(e) Awards / Recognitions received (please mention only State level / National level / International level)

(f) Visits abroad (please mention the details about sponsors / academic Institutions visited / Title of the presentations etc.

7. Contribution to Books, Laboratory manuals, etc.  
(Give details about publishers, ISBN number etc)

8. Work done for the University other than teaching and research. -

9. Extension/Consultancy work carried out under the sponsorship of different funding agencies and funds sanctioned, if any.

10. Total number of days availed for the following purposes in the Calendar year.

1. Casual Leave	...
2. Duty leave	...
3. Special Casual leave	...
4. Sabbatical Leave	...
5. LIC work	...
6. Other (conference/symposium etc)	...

11. Outline activities for the next year (teaching, research, extension etc)

12. Any other information not covered above that is relevant for assessment of your activities.

Place:  
Date:

Signature

*PART 'B'*

(To be filled by Chairman of Department)

(Adverse remarks as well as remarks of appreciation of any outstanding work shall be brought to the notice of the person concerned by the Head of the University Department or the Vice-Chancellor with a view for making improvement in the work by the person concerned. The Head of the Department/the Vice-chancellor may avail the advice of a specific committee of the experts, if considered necessary).

1. Details about the students feed back.

2. Accuracy of the report.

3. (a) Assessment by the Head of the Institution of the work done under each head of activity:

	Outstanding	Very good	Good	Fair	Poor
i) Teaching					
ii) Research					
iii) Extension					
iv) Administration					

(b) If judged as outstanding/poor, provide justification.

Signature

(Head of the Institution)

Remarks of the Vice-Chancellor

Vice-Chancellor