State University of Performing & Visual Arts, Rohtak

Self Appraisal Proforma

Session — , Semester —

1. General Information
   a) Name
   b) Position held
   c) Department & Faculty
   d) Nature of Appointment
   e) Date of appointment on present position
   f) Year of Joining
   g) Area of Specialization
   h) Address (Residential)
   i) Contact No
   j) E-mail

2. Teaching
   i) Classes Taught

<table>
<thead>
<tr>
<th>Course/Module</th>
<th>Theory (Hours)</th>
<th>Practical (Hours)</th>
<th>Tutorial (Hours)</th>
<th>Total Hours per Week</th>
<th>Total Hours per Semester</th>
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<td>Under - Graduate</td>
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3. Research Work
   i) Books Published
   ii) Papers Published

4. Seminar/Conferences/Workshop Attended
   i) National
   ii) International

5. Seminar/Conferences/Workshop Organised
   i) National
   ii) International

6. Patents taken, if any, give a brief description.
7. **Detail of Membership of Academic and Professional Bodies Editorship of Journals, etc.**

8. **Extension work/Community Service done, such as:**
   Community work such as values of National Integration, secularism, democracy, socialism, Humanism, peace, scientific temper, flood or Drought relief, Swach Bharat, gender sensitization & Environment. Any other (specify-)

9. **Participation in corporate Life:**
   Please give a short account of your contribution to:
   (if applicable, otherwise mark N.A)
   a) College/University/Institution
   b) Co-curricular activities
   c) Enrichment of Campus Life
      (Hostels, sports, games, cultural activities)
   d) Students Welfare & Discipline
   e) Membership/participation in Bodies/committees on Education and national Development.
   f) Professional organization of Teachers

10. **Administrative Assignments**

11. **University assignments done during the year**
   i. University Evaluation
   ii. Internal Evaluation
   iii. Paper Setting
   iv. Assessment of Home Assignments
   v. Conduct of Examinations
   vi. Evaluation of Dissertation etc.
   vii. Field Work/Supervised/Project guided
   viii. Any other Activity

12. **Details of innovations/contribution in Teaching during the year:**
   i. Design of Curriculum:
   ii. Teaching methods:
   iii. Laboratory experiments:
   iv. Projects handling:
v. Evaluation methods:

vi. Preparation of resource material
   Including books, Reading materials,
   Laboratory manuals etc.

vii. Remedial Teaching/Student
     Counseling (academic)

viii. Any other

13. Improvement of Professional Competence:
   i. Details regarding refresher/orientation
      courses attended, participation in
      workshops, seminars, symposia etc.
   ii. Improvement in Academic Qualification
       M Phil/Ph.D/Diploma/Degree
   iii. Any other

14. Assessment:
   a) Special Assistance to Students
      (other than classwork)
   b) Steps taken by you for the evaluation
      of the course programme taught.
   c) Any other aspect.

15. General

   State brief assessment of your performance indicating:
   a) Achievements
   b) Difficulties faced
   c) Suggestion for self-improvement.

(Signature of the Teacher)
Remarks by the Chairperson/HoD

1. Punctuality
2. Sincerity
3. Academic Contribution
4. Interface with Students
5. Interface with Colleagues
6. Innovative Skill Developed
7. Contribution to extra co-curricular activities
8. Contribution to the Dept./Faculty
9. Contribution to University corporate life
10. Contribution to outreach activities

Signature of Chairperson/HoD

Remarks by the Faculty Coordinator

Signature of Faculty Coordinator

Signed by University Authority

Signature with Seal of University Authority