



## **RAMAKRISHNA SARADA MISSION VEVEKANANDA VIDYABHAVAN**

### **ANNUAL SELF APPRAISAL FORM FOR TEACHERS**

**(TO BE DOWNLOADED, FILLED IN AND SUBMITTED ANNUALLY BY ALL TEACHERS BY 30<sup>TH</sup> JUNE)**

#### **ACADEMIC YEAR:**

1. NAME OF TEACHER
2. DEPARTMENT
3. POSITION
4. DATE OF BIRTH
5. DATE OF JOINING
6. WEEKLY WORK LOAD  
(FOR FULL SESSION): ..... CLASSES/WEEK
7. LEAVES TAKEN:
  - A) CASUAL LEAVE
  - B) EARNED LEAVE
  - C) MEDICAL LEAVE
  - D) CHILD CARE LEAVE
  - E) QUARANTINE LEAVE
  - F) ON DUTY LEAVE
  - G) STUDY LEAVE
  - H) ANY OTHER (SPECIFY)

8. WHETHER THE GIVEN LESSON PLAN WAS FOLLOWED AND THE ASSIGNED SYLLABUS COMPLETED AS PER THE PLAN? MENTION THE CHANGES, IF ANY, THAT WERE REQUIRED.
9. ADMINISTRATIVE DUTIES (CELLS, SUBCOMMITTEES, DEPARTMENT HEAD, ANY OTHER):
10. UNIVERSITY ASSIGNMENTS:
11. ACADEMIC ACHIEVEMENTS:  
(ONGOING/COMPLETED RESEARCH PROJECTS, REGISTERED/ONGOING/COMPLETED PHD/ PAPERS PRESENTED, PUBLICATIONS, INVITED LECTURES/SESSION CHAIRS AT SEMINARS AND CONFERENCES)
12. PARTICIPATION IN EXTENSION ACTIVITIES OF THE DEPARTMENT:  
(EXCURSIONS, INNOVATIVE PROJECTS, INTER OR INTRA DEPARTMENTAL COLLABORATIONS)
13. PARTICIPATION IN OUTREACH AND WELFARE ACTIVITIES OF THE COLLEGE:
14. PARTICIPATION IN STUDENT COUNSELLING/MENTORING:
15. PARTICIPATION IN ANY ADMINISTRATIVE CAPACITY AT  
CONFERENCES/SEMINARS/SYMPOSIA/WORKSHOPS ORGANIZED BY THE COLLEGE:
16. PARTICIPATION IN ANY ADD-ON/CO-CURRICULAR/EXTRA-CURRICULAR COURSES OF THE COLLEGE: