

BANGALORE  UNIVERSITY

Jnanabharathi, Bengaluru-560 056

NO. EST-II/E9/CIRCULAR/AI/2020-21

DATE: 19.08.2021

CIRCULAR

Sub: Submission of Self Appraisal Report for sanction of Annual Increment.
Ref: Approval dated of Hon'ble Vice-Chancellor 04.03.2021.

University has adopted G.O. dated 11.01.2019 for revising the dates of sanction of Annual Increment namely 1st January and 1st July of every year to the teachers who are governed by UGC / AICTE pay scales. As such, the teachers whose Annual Increment is due for the month of 1st January to 1st June and 1st July to 1st December of every year are hereby informed to submit the prescribed Self Appraisal Report through proper channel during December and June of every year.

The prescribed format may be download from University website www.eng.bangaloreuniversity.ac.in and submit it to the Establishment Section – II for further process.

The matter be treated as "IMPORTANT".

K. Jyothi 19/8/2021
REGISTRAR
19/8

Copis for information and necessary action:-

1. All the Chairpersons of the Departments, Bangalore University, Bengaluru: With a request bring to the notice of respective teachers of the department.
2. The Principals of UCPE/ULC/UVCE, Bangalore University, Bengaluru.
3. The Dean of all the faculties, Bangalore University, Bengaluru.
4. PS to Vice-Chancellor / Registrar / Registrar (Eva) / PA to Finance Officer, BUB.
5. Office Copy.
6. System Analyst, E-Governance cell, B.U.B.



BANGALORE UNIVERSITY
PERFORMANCE APPRAISAL REPORT
SELF APPRAISAL

A. General Information

(a) Name	
(b) Date of Birth	
(c) Present Address (Residential)	
(d) Phone. No. with Email.ID	
(e) Designation	
(f) Department	
(g) Area of Specialization	
(h) Date of Appointment (i) In the Institution (ii) In the Present Post	
(i) Honours Conferred	

B. Teaching

(a) Class Taught

Class	Periods		
	Assigned per week **L T/P (1)	Taught in the Year L T/P (2)	Steps taken for the teaching of periods missed during absence of leave (3)
i) P.G.(M.A./M.Sc., etc.)			
ii) Ph.D			
iii) Any other			

* (To be filled at the end of every Academic Year) ** L- Lecture T- Tutorial P- Practical

(b) Regularity and Punctuality

(c) Details of Course teaching plan, synopsis of Lecturers and reading lists supplied to students.

(b)	Details of Participation in the following	
(i)	University Evaluation	
(ii)	Internal Evaluation	
(iii)	Paper Setting	
(iv)	Assessment of Home Assignments	
(v)	Conduct of Examinations	
(vi)	Evaluation of Dissertation etc.,	

C. Details of Innovation / Contribution in Teaching during the year

(a)	Designation of curriculum	
(b)	Teaching methods	
(c)	Laboratory experiments	
(d)	Evaluation methods	
(e)	Preparation of resource material including books, reading materials, laboratory manuals etc.,	
(f)	Remedial Teaching / Student Counselling (academic)	
(g)	Any other	

D. Improvement of Professional Competence

(a)	Details regarding refresher course/ orientation programme attended, participation in summer schools, workshops, seminars, Symposia etc. including open university courses/ M. Phil ., Ph.D	
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E. Research Contributions

(a) Number of Students (Ph.D)

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

(b) No. of research papers published
(please enclose list)

(c) Research Projects

Title of the Project	Name of the funding agency	Duration

(d) Details of Seminars, Conferences, Symposia Organised

(e) Patents taken, if any, give a brief description

(f) Membership of Professional Bodies Editorship of Journals etc.,

F. Extension Work /Community Service

(a) Please give a short account of your contribution to:	
(i) Community work such as values of National Integration, Secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.,	
ii) National Literacy Mission	
(b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC 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 (hostels, sports, games, cultural activities)	
(d) Students Welfare and Discipline	
(e) Membership/participate in bodies/ Committee on education & National development.	
(f) Professional Organization of Teachers	

H. Assessment

(a) Steps taken by you for the evaluation of the course programme taught	
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I. General data

State brief assessment of your performance indicating –

- (a) Achievements (b) Difficulties faced and C) Suggestions for improvements.

Signature of the Teacher

J. Verification of factual data

A. General Information

B. Teaching

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

D. Improvement of Professional Competence

E. Research Contributions

F. Extension Work / Community Service

G. Participation in Corporate Life

*Signature of the person authorised**

**By a person to be nominated by Principal / Vice-Chancellor*