

**TASK FORCE
ON
CODE OF PROFESSIONAL ETHICS
AND
PERFORMANCE APPRAISAL OF TEACHERS**

**Part-I
(Appraisal of Teachers)**

**UNIVERSITY GRANTS COMMISSION
NEW DELHI
1988**

Task Force on Code of Professional Ethics and Performance Appraisal of Teachers

The National Policy on Education, 1986 envisages the development of a system of appraisal of performance of teachers which is open participatory and databased. The Mehrotra Committee Report on revision of pay scales of teachers in Universities and colleges has emphasised the need for developing a satisfactory system of evaluation of teachers which will help their career development by securing feed back for self improvement.

Keeping the above recommendations in view, the UGC appointed a Task Force to prepare guidelines for introducing a system of performance appraisal of teachers in Universities and colleges. The list of the members of the Task Force is given in Appendix-I.

The Task Force held four meetings in August, 1987, March, April and September, 1988. After very careful and detailed, deliberations on all issues developed a system of evaluation of the performance of teachers. The committee has also designed a format for the guidance of the institutions in this regard. The format designed by the Committee is attached (Appendix-II & III). The Task Force recognises that at present no systematic evaluation of performance of teachers is in vogue in a large number of institutions. It is, therefore, important that introduction of a system of evaluation would need the involvement of the teacher community and the institutions.

In this context, the Committee appreciates the efforts made by the AIFUCTO in organising regional seminars to evolve appropriate methods of performance evaluation of teachers. The Committee hopes that similar initiatives will be taken by universities, colleges and other organisations. The Committee recognises that after some experience is gained, it would be possible to improve the methodology.

The Committee is of the view that the record of evaluation made by the teachers and verified by the Institutions will be an open document which should be the basis for recognition of excellence in performance as well as for further improving the overall efficiency of the system.

Appendix-I

LIST OF MEMBERS OF THE TASK FORCE ON PROFESSIONAL ETHICS AND SYSTEMATIC PERFORMANCE APPRAISAL OF THE TEACHERS

1. Shri Kireet Joshi
10, Talkatora Road
New Delhi.
2. Prof. G. Padmanabhan
Department of Bio-Chemistry
Indian Institute of Science
Bangalore.
3. Prof. V. G. Bhide
Vice-chancellor
Poona University
Poona.
4. Dr. A. Gnanam
Vice-Chancellor
Madras University
Madras-600 005.
5. Shri Devendra Kumar
Vice-Chancellor
Gandhigram Rural Institute
Gandhigram
Madurai-624302.
6. Prof. Irfan Habib
Chairman
Indian Council of Historical Research
35, Feroz Shah Road
New Delhi.

7. Dr. Sudhir Roy
Vice-President
AIFUCTO
Khalbil Para Lane
P.O. & Distt. Burdwan
(West Bengal)
8. Dr. Mrinmoy Bhattacharya
General Secretary
AIFUCTO
15, Brindaban Mallik Lane
Calcutta-700 009.
9. Prof. P. S. Madan
AIFUCTO, NLC
8/76, R Block Patna
Bihar.
10. Shah Kanubahi Anbalani Shah
Secretary, AIFUCTO
80/979, Vijay Nagar
Maran Pura
Ahmedabad-380 013
11. Prof. B. Parthasarathy
Vice-President
AIFUCTO
11, West Perumal Maistry Street
Madurai- 625001
Tamil Nadu.
12. Sister K. M. Braganza
C/O Fr. Jopseph Mina
St. Joseph's College
Torpa
Ranchi Distt.
Pin 835227
Bihar.
13. Sh. J. D. Gupta
Joint Secretary
Ministry of Human Resource Development
Department of Education
New Delhi.
14. Prof. S. K. Khanna
Secretary
UGC.

Appendix-II

PERFORMANCE APPRAISAL REPORT-I *
SELF APRAISAL

A. General Information

(a) Name

(b) Address (Residential)

Ph. No.

(c) Designation

(d) Department

*For teachers already in employment at the time of introduction of the scheme and for new entrants at the time of joining of the institution.

- (e) Date of Birth
- (f) Area of specialization

B. Academic Qualifications

Exam. Passed	Board/University	Subjects	Year	Division/Grade Merit etc.
High School				
Higher Secondary or pre-degree				
Bachelor's degree (s)				
Master's degree (s)				
Research degree (s)				
Others (Diploma/ Certificates etc.)				

C. Research Experience & Training

Research Stage	Title of Work/Theses	University where the work was carried out
M. Phil. or equi-valent		
Ph. D.		
Post-Doctoral		
Publications (Give a list separately)		
Research guidance (Give name of students guided successfully)		
Training (please specify)		

D. Research Projects carried out

Title of the Project	Name of the Funding Agency	Duration	Remarks

E. Seminars, Conferences, Symposia Workshops etc. attended

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

F. Teaching Experience

Courses Taught	Name of University/ College/Institution	Duration
i) U.G. (B.A./B.Sc., etc. Pass) (B.A./B.Sc. etc. Hons.)		
ii) PG (M.A./M.Sc., etc.)		
iii) M. Phil.		
iv) Any other		

Total Teaching Experience : _____
(a) Under-graduate (Pass) : _____
(b) Under-graduate (Hons.) : _____
(c) Post-graduate : _____

G. Innovations/Contributions in Teaching

- (a) Design 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 :

H. 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 Social Service (NSS), or NCC or any other similar.

I. 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
(Hostel, sports, games,
cultural activities)
- (d) Students welfare and discipline
- (e) Membership/participation in bodies/
committees on Education and
National Development.
- (f) Professional organization of
teachers.
- (j) (a) Membership of professional
bodies, societies etc.
(b) Editorship of Journals
- (k) Any other information

(Signature of the Teacher)

Appendix III

PERFORMANCE APPRAISAL REPORT-II *
SELF APPRAISAL

A. General Information :

- (a) Name
- (b) Date of Birth
- (c) Address (Residential)
- (d) Designation
- (e) Department
- (f) Area of specialization
- (g) Date of Appointment
 - (i) In the Institution
 - (ii) In the present post
- (h) Honours Conferred

Ph. No.

B. Teaching :

- (a) Classes taught

Class	Periods		
	Assigned per week		Steps taken for the teaching of periods missed during leave or absence
	** L	T/P	
	(1)	(2)	(3)
(i) U.G. (B.A. / B.Sc., etc. Pass) (B.A. / B.Sc. etc., Hons)			
(ii) PG (M.A. / M.Sc. etc.)			
(iii) M. Phil.			
(iv) Any other			

* (To be filled at the end of every academic year)

** L = Lecture T = Tutorial P = Practical

(b) Details of course teaching plans, lecture, synopsis, and Reading lists supplied to students

(c) 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 Innovations/contribution in Teaching, during the year :

(a) Design of curriculum :

(b) Teaching methods :

(c) Laboratory experiments :

(d) Evaluation methods :

(e) Preparation of resource
material including Books,
reading materials, Labora-
tory manuals etc. :

(f) Remedial Teaching/Student
Counselling (academic) :

(g) Any other

D. Improvement of Professional competence :

(a) Details regarding Refresher Courses/orientation attended, participation in summer schools, workshops, seminars, symposia etc. including Open University Courses/M.Phil., Ph.D.

E. 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) No. of research papers published (please enclose list)
- (c) Research projects

Title of the project	Name of the Funding agency	Duration
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- (c) 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 Social Service (NSS), or NCC or any other similar.

G. Participation in corporate life :

Please give a short account of your contribution to

- (a) College/University/Institution
- (b) Curricular activities
- (c) Enrichment of Campus life (Hostel, sports, games, cultural activities).
- (d) Students welfare and discipline
- (e) Membership/participation in bodies/committees on Education and National Development.
- (f) Professional organization of teachers.

H. Assessment

- (a) Steps taken by you for the evaluation of the course programme taught

I. General Data

State brief assessment of your performance indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement.

J. Observations by the Head of the Department/Teacher incharge based on the verification of factual data.

Signature of the Teacher

Signature of the Head of the Department