

Report  
of  
The Task Force  
on  
Performance Appraisal of Teachers

Considered and as adopted by the Commission in its meeting  
held on November 4, 1988

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UNIVERSITY GRANTS COMMISSION  
NEW DELHI  
1988

*Yash Pal*  
CHAIRMAN

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विश्वविद्यालय अनुदान प्रायोग  
बहादुरशाह जफर मार्ग  
नई दिल्ली-११० ००२

UNIVERSITY GRANTS COMMISSION  
BAHADURSHAH ZAFAR MARG  
NEW DELHI - 110 002

DO.No.F. 1-4/87 (FS Cell)

November 12, 1988

Dear Vice-Chancellor/Principal,

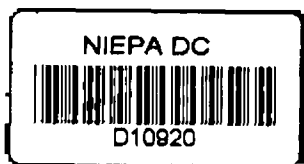
In discussions following the enunciation of the National Education Policy 1986, and revision of teachers' pay-scale, it was announced that a system of Performance Appraisal of College and University teachers would be evolved in discussion with teachers' organisations. The stipulation was that the system should be open, participatory and data-based.

The Commission, therefore, set up a task force, with participation of AIFUCTO (All India Federation of University and College Teachers' Organisations), for this purpose. The guidelines based on the report of this task force prepared after a number of meetings were considered and adopted by the Commission in its meeting on 4th November 1988; these are sent herewith for your perusal and adoption.

With regards,

Yours sincerely,

*Yash Pal*  
(Yash Pal)



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DOC. No..... D-10920

Date..... 19/10/2000

**Report of the Task Force  
on  
Performance Appraisal of Teachers**

**Considered and as adopted by the  
Commission in its meeting held on  
November 4, 1988.**

**UNIVERSITY GRANTS COMMISSION  
NEW DELHI  
1988**

## Report of the Task Force on 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, the Task Force developed a system of evaluation of the performance of teachers. The Task Force has also designed formats for the guidance of the institutions in this regard. The formats designed by the Task Force are presented in Appendices 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 Task Force appreciates the efforts made by the AIFUCTO in organising regional seminars to evolve appropriate methods of performance evaluation of teachers. The Task Force

hopes that similar initiatives will be taken by universities, colleges and other organisations. The Task Force recognises that after some experience is gained, it would be possible to improve the methodology.

The Task Force 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 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-600005.
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  
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.

PERFORMANCE APPRAISAL REPORT-I \*

SELF APPRAISAL

A. General Information

- (a) Name
- (b) Address (Residential) Ph.No.
- (c) Designation
- (d) Department
- (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 (Diplomas/ Certificates etc.)				

\* 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.



**C. Research Experience & Training**

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Research Stage	Title of Work/Theses	University where the work was carried out
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M.Phil. or equivalent

Ph.D.

Post-Doctoral

Publications (give a list separately)

Research Guidance (give names of students guided successfully)

Training (please specify)

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**D. Research Projects carried out**

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Title of the Project	Name of the Funding Agency	Duration	Remarks
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**E. Seminars, Conferences, Symposia Workshops etc. attended**

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

- 1) Community work such as values of National integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or, drought relief, small family norms etc.

11) 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.

**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  
(hostels, 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)

## PERFORMANCE APPRAISAL REPORT-II \*

## SELF APPRAISAL

## A. General Information

- (a) Name
- (b) Date of Birth
- (c) Address (Residential) Ph.No.
- (d) Designation
- (e) Department
- (f) Area of Specialization
- (g) Date of Appointment
- (i) in the Institution
- (ii) in the Present Post
- (h) Honours Conferred

## B. Teaching

## (a) Classes Taught

Class	Periods			Steps taken for the teaching of periods missed during absence of leave
	Assigned per week		Taught in the year	
	** L	T/ P	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) Regularity and Punctuality

(c) Details of course teaching plan, synopses of lectures, and reading lists supplied to students

(d) 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, laboratory 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.
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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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(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/Participation in Bodies/Committees on Education and National Development.

(f) Professional Organizations 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.

**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

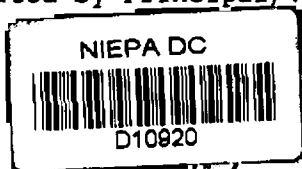
G. Participation in Corporate Life

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**Signature of the Person authorised\***

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



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