



LALA LAJPATRAI COLLEGE OF LAW

(Affiliated to University of Mumbai and Approved Bar Council of India)

Lala Lajpatrai Marg, Mahalaxmi, Mumbai - 400 034.

Tel. : 2354 8240 / 2354 8241 • Fax : 2353 2896

E-mail : principal.llcl@gmail.com • Gram : LAJCOL

Format of Self Appraisal Report Suggested by the University of Mumbai

UNIVERSITY OF MUMBAI

TEACHING REPORT (SELF ASSESSMENT FORM)

ACADEMIC YEAR: _____

(This form has to be filled in by all teachers and is to be submitted through the Head of the Department, if any, to the principal or before 28th February every year)

I – PERSONAL DATA

Name:

Present Position:

Leave: Casual Leave and other
Leave enjoyed during
the year }

**II- ACADEMIC WORK DONE DURING THE
YEAR: _____**

Subject, Courses :
and classes you
taught during
the year

Research work done :
Or continued
During the year
(mention the area
Of specialization/
Progress)

Research and other work :
Publication (Mention articles,
Papers along with the name of
Journal in which they were
Published and books

Academic work that you are :
engaged in at present

Participation in Academic :
Conferences, Seminars, Summer
Schools, Workshops etc.
(Give Particulars)

III – CO- CURRICULAR AND EXTRA – CURRICULAR ACTIVITIES

DURING THE YEAR: _____.

Organized Seminar/ Symposia/:
Association Function:

Supervision of Laboratories/:
Library / Reading Room

Management of Hostels / Co-Op.:
Store / Canteen

Organized Games & Sports /:
N.C.C. /N.S.S

Other activities such as
Educational tours, debating
Societies, Dramatic societies
(Mention the activity/
activities – in which you participated
and the post held

IV – TEACHING METHOD

Mentioned the method /s followed:
By giving reasons

V- INNOVATIONS

Did you try or are you trying
Now anything experimental / ambitious/
Co- curricular activities? If yes
given particular.

VI – SUGGESTION

Examination Reform, curricular
Improvement, student participation
In decision making etc. are problems
bothering academics today. Have you
any suggestions to offer ?

Were there any difficulties you
were facing with, while performing
your duties as a teacher of the
University? Also what in your
opinion, ought to be done to
improve matters ?

With things being what they are
All round, may be have moments
Of disillusionment with the
Teaching profession. If so
what could be the reason ?

Date :

Signature



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Format of Confidential Report Suggested by the Management

CONFIDENTIAL REPORT OF TEACHING STAFF

1. For the period from :
2. Name of the teacher in full :
3. Qualifications :
4. Designation :
5. Nature of appointment (Permanent/Temporary) :
6. Length of service in the Institution on 1st June :
7. Scale of pay :
8. Pay on 1st June :
9. Next increment on :
10. Special pay or allowances :
11. Subjects taught :

I have formed the following opinion about the teacher's ability, work etc.

- I. Class work – N.B. assessment in respect of class work shall be made by using the rating scale given below (excellent, very good, good, satisfactory or poor).
 - (a) Teaching ability, knowledge and preparation of subject :
 - (b) Knowledge and preparation of subject :
 - (c) Knowledge of medium of instruction :
 - (d) Power of exposition, illustration, questioning, etc. :
 - (e) Ability and desire to create interest among pupils :
 - (f) Class control and discipline :
 - (g) Influence over pupils, parents and colleagues :
 - (h) General remarks on the class work :

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- II. (a) Research work done, papers published in professional & scientific magazines, papers read before professional bodies etc.
- (b) Positive efforts made to improve professional efficiency by attending summer schools, vocational courses or acquiring other experience.
- (c) Participation in Academic Conferences, Seminars, Workshops etc.
- (d) General Intelligence :
- (d) Special aptitude :
- (e) Does he / she have academic interest? :
- III. Extra-Curricular Activities:
 - (a) Organized Seminar / Symposia / Association Function :
 - (b) Extra-Curricular and Co-curricular duties assigned :
 - (c) Interest taken in sports, physical education, scouting, etc. :
 - (d) Sincerity, loyalty etc. :
 - (e) Inclination to co-operate with the colleagues :
 - (f) Fidelity in carrying out the instructions issued by the Head of the College :
 - (g) Earnestness to undertake extra-curricular activities and also, curricular activities :
 - (h) Efficiency in carrying out the extra-curricular and curricular work. :
 - (i) Relation with public :
 - (j) Organizing ability :
- IV. Capacity to get work done by
 - (a) Subordinate :
 - (b) Colleagues :
- V. Administrative ability including initiative, drive and judgement :
- VI. Integrity and character :
- VII. Regularity in Attendance :

- VIII. Is there any tendency to exhaust leave? :
- IX. Sense of responsibility (submission of returns in time / intimation:
of absence in time)
- X. Sense of obedience :
- XI. Ability to contribute to the discussion in the Staff / Department
meetings :
- XII. Whether of even temper / excitable :
- XIII. Whether there is clarity in thinking :
- XIV. Fitness to continue in the present post :
- XV. Fitness for promotion :
- XVI. Manners :
- XVII. General remarks, if any :

Place:

Signature, Name & Designation
of Reporting Authority

Date:

