

# Gaur College of Education, Behbalpur, Hisar

## Sample Questionnaires for Feedback from Students

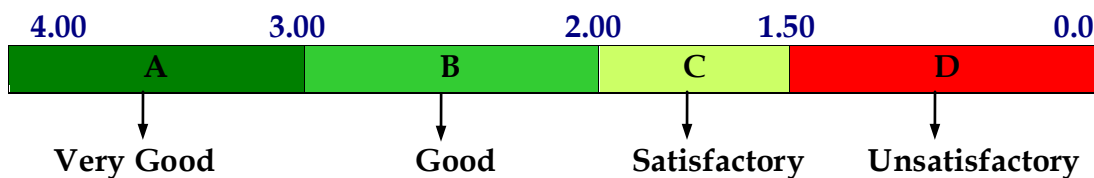
### Questionnaire No. 1

Programme:

Department:

Semester/Term/Year:

Students are required to rate the courses on the following attributes using the 4 -point scale shown. The format given is for one course. Do the same for other courses on separate page.



Parameters	A Very Good	B Good	C Satisfactory	D Unsatisfactory
1. Depth of the course content including project work if any				
2. Extent of coverage of course				
3. Applicability/relevance to real life situations				
4. Learning value (in terms of knowledge, concepts, manual skills, analytical abilities and broadening perspectives)				
5. Clarity and relevance of textual reading material				
6. Relevance of additional source material (Library)				
7. Extent of effort required by students				
8. Overall rating				

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## Sample Feedback on Teachers Questionnaire No. 2

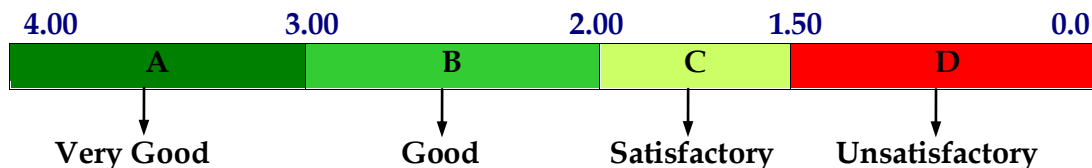
Programme:.....

Semester/Term/Year:.....

Name of the Teacher.....

Department:.....

Please rate the teacher on the following attributes using the 4 point scale shown.



Parameters	A Very Good	B Good	C Satisfactory	D Unsatisfactory
1. Knowledge base of the teacher (as perceived by you)				
2. Communication Skills (in terms of articulation and comprehensibility)				
3. Sincerity / Commitment of the teacher				
4. Interest generated by the teacher				
5. Ability to integrate course material with environment/other issues, to provide a broader perspective				
6. Ability to integrate content with other courses				
7. Accessibility of the teacher in and out of the class (includes availability of the teacher to motivate further study and discussion outside class)				
8. Ability to design quizzes /Tests /assignments / examinations and projects to evaluate students understanding of the course				
9. Provision of sufficient time for feedback				
10. Overall rating				

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## Questionnaire No. 3

Students' overall Evaluation of the programme and Teaching

(To be filled only after the course results are declared)

Department : Course :

Teacher : Year :

Your responses will be seen only after your course results have been finalised and recorded.

The information will be used only for the improvement of the course and teaching in future.

You need not disclose your name if you do not wish to.

You may tick more than one answer to a question to the extent that they do not contradict each other.

1. The syllabus of each course was

- a) adequate
- b) inadequate
- c) challenging
- d) dull

2. Background for benefiting from the course was

- a) more than adequate
- b) adequate
- c) inadequate
- d) cannot say

3. Was the course easy or difficult to understand?

- a) easy
- b) manageable
- c) difficult
- d) very difficult

4. How much of the syllabus was covered in the class?

- a) 85 to 100%
- b) 70 to 85%
- c) 55 to 70%
- d) less than 55%

5. What is your opinion about the library material and facilities for the course?

- a) more than adequate
- b) adequate
- c) inadequate
- d) very poor

6. To what extent were you able to get material for the prescribed readings?

- a) Easily
- b) with some difficulty
- c) not available at all
- d) with great difficulty

7. How well did the teacher prepare for the classes?
- a) thoroughly
  - b) satisfactorily
  - c) poorly
  - d) indifferently
8. How well was the teacher able to communicate?
- a) Always effective
  - b) sometimes effective
  - c) Just satisfactorily
  - d) generally ineffective
9. How far the teacher encourages student participation in class?
- a) mostly yes
  - b) sometimes
  - c) not at all
  - d) always
10. If yes, which of the following methods were used?
- a) Encouraged to raise questions
  - b) get involved in discussion in class
  - c) encourage discussion outside class
  - d) did not encourage
11. How helpful was the teacher in advising?
- a) Very helpful
  - b) sometimes helpful
  - c) not at all helpful
  - d) did not advise
12. The teacher's approach can best be described as
- a) Always courteous
  - b) sometimes rude
  - c) always indifferent
  - d) cannot say
13. Internal assessment was
- a) Always fair
  - b) sometimes unfair
  - c) Usually unfair
  - d) sometimes fair
14. What effect do you think the internal assessment will have on your course grade?
- a) Helps to improve
  - b) discouraging
  - c) no special effect
  - d) sometimes effective

**15. How often did the teacher provide feedback on your performance?**

- a) Regularly/in time
- b) with helpful comment
- c) often/ late
- d) without any comments

**16. Were your assignments discussed with you?**

- a) Yes, fully
- b) yes, partly
- c) not discussed at all
- d) sometimes discussed

**17. Were you provided with a course contributory lecture too at the beginning?**

- a) Yes
- b) no

**If yes, was it helpful?**

- a) Yes
- b) no

**18. If you have other comments to offer on the course and suggestions for the teacher you may do so in the space given below or on a separate sheet.**

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## Format-1

### PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHERS

i) **General Information**

a) Name :.....

b) Address (Residential) :..... Ph. No. :.....

c) Designation :.....

d) Department :.....

e) Date of Birth :.....

f) Area of Specialization : .....

**A) 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)				
Other Diploma / Certificates etc.				

ii) **Research Experience & Training**

<b>Research Stage</b>	<b>Title of work/Theses</b>	<b>University where the work was carried out</b>
M.Phil or equivalent		
Ph.D.		
Post-Doctoral		
Publications (give a list separately)		
Research Guidance (give names of students guided successfully)		
Training (please specify)		

B) **Research Projects carried out**

<b>Title of the Project</b>	<b>Name of the funding Agency</b>	<b>Duration</b>	<b>Remarks</b>

C) **Seminars, Conferences, Symposia Workshops etc. attended**

<b>Name of the Seminar/ Conference/ Symposia Workshop, etc.</b>	<b>Name of the Sponsoring Agency</b>	<b>Place and Date</b>

### iii) Teaching Experience

Courses Taught	Name of the University/ College / Institution	Duration
iv) U.G. (B.A./B.Sc., etc. Pass) (B.A./B.Sc. etc. Hons.)		
v) P.G. (M.A./ M.Sc., etc.)		
vi) M.Phil		
vii) Any other		

Total Teaching Experience : \_\_\_\_\_

a) Under-graduate (Pass) : \_\_\_\_\_

b) Under-graduate (Hons): \_\_\_\_\_

c) Post-graduate : \_\_\_\_\_

### viii) 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 Counseling (academic)

g) Any Other

### ix) 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

**D. 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.
- E. (a) Membership of Professional Bodies, Societies etc.**
- (b) Editorship of Journals

F. Any other information

**(Signature of the Teacher)**



# Gaur College of Education, Behbalpur, Hisar

## Format- 2

### PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHERS

#### 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) Honors Conferred

#### B. *Teaching (a)*

#### C. *Classes 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 or leave (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			

\*\* L=Lecture T=Tutorial P=Practical

b) Regularity and Punctuality

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

d) Details of participation in the following:

(i) University Education

(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 Counseling (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.			

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

b) Research Projects:

Title of the Project	Name of the funding agency	Duration

c) Details of Seminars, Conferences, Symposia organized

d) Patents taken, if any, give a brief description

e) 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

**(Signature of the Person authorized\*)**

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

