

Appendix- 2: Teacher appraisal Reports

(Source: UGC)

Format- 1

PERFORMANCE APPRAISAL REPORT

FOR SELF APPRAISAL OF TEACHERS

I. General Information

- a) Name: Akanksha Lakra
- b) Address (Residential): Kunkuri, jashpur(C.G.)
- c) Designation: Assistant Professor
- d) Department: Commerce
- e) Date of Birth: 17/07/1995
- f) Area of Specialization: B.Com.

II. Academic Qualification

Exam Passed	Board/University	Subjects	Year	Division/Grade Merit etc.
10 th	C.G. Board Raipur	All Subjects	2011	2 nd
12 th	C.G. Board Raipur	Commerce	2014	2 nd
B.Com.	Sarguja University Ambikapur	Commerce	2018	2 nd
M.Com.	Sant Gahira Guru University Ambikapur	Commerce	2020	1 st

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

III. Research Experience

Research Stage	Title of work/Thesis
Nil	Nil

IV. Seminar, Conferences, Symposia Workshops etc. attended

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

V. Teaching Experience

Courses Taught	Name of the University/College/ Institution	Duration

Total Teaching Experience: 11 months

VI. Innovations/Contributions in Teaching

- Design of Curriculum: Nill
- Teaching methods: Lacture, Books, Chalk, Blackboard
- Laboratory experiments: Nill
- Evaluation methods: Nill
- Preparation of resource material

VII. Extension Work/Community Service

- i) Community work:AICUF

VIII. Participation in Corporate Life:

Please give a short account of your contribution to:

- a) College/University/Institution:
- b) Co-curricular Activities : Cultural
- c) Enrichment of Campus Life:
- d) Student's Welfare and Discipline
- e) Membership/Participation in Bodies/Committees on Education and National Development

(Signature of the Teacher)

Format- 2

**PERFORMANCE APPRAISAL REPORT
FOR SELF APPRAISAL OF TEACHERS**

A.General Information

- a) Name: Akanksha Lakra
b) Date of Birth: 17/07/1995
c) Address (Residential): Kunkuri, Jashpur(C.G.)
d) Designation: Assistant Professor
e) Department: Commerce
f) Area of Specialization:
g) Date of Appointment:
 (i) in the institution: Date-16/08/2021, Loyola College Kunkuri
 (ii) in the present post: Assistant Professor
h) Honors Conferred: Nill

B. Teaching

(a) 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. B.Com.etc. Hons)	23 period per week	230 period per year	Remedial Class
ii) P.G. (M.A./M.Sc.etc.)	Nill	Nill	Nill
iii) M.Phil	Nill	Nill	Nill
iv) Any other	Nill	Nill	Nill

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

** L= Lecture T=Tutorial P=Practicals

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 Education

(ii) Internal Evaluation

(iii) Paper Setting:Nil

(iv) Assessment of Home assignments

(v) Conduct of Examination:Nil

(vi) Evaluation of Dissertation etc.:Nil

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

a) Design of curriculum:Nil

b) Teaching methods: Lature, Books, Chalk and Blackboard

c) Laboratory experiments:Nil

d) Evaluation methods:Nil

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.:Nil

E. Research Contribution:

a) Number of students (M.Phil./Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.	Nil	Nil	Nil
Ph.D.	Nil	Nil	Nil

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

c) Research Projects:

Title of the Project	Name of the funding agency	Duration
Nil	Nil	Nil

d) Details of Seminar, Conferences, and Symposia organized:Nil

e) Patents taken, if any, give a brief description:Nil

f) Membership of Professional Bodies, Editorship of Journal etc.:Nil

F. Extension Work/Community Service

a) Please give a short account of your contribution to:Nil

i) Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.:Nil

ii) National Literacy Mission:Nil

b) Positions held/Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.:Nil

G. Participation in Corporate Life:

Please give a short account of your contribution to:

a) College/University/Institution

b) Co-curricular activities:Cultural

c) Enrichment of campus life
(hostels, sports, games, cultural activities)

d) Student's welfare and Discipline

e) Membership/Participation in Bodies/Committees on
Education and National Development

f) Professional Organization of Teachers:Notices and Birthday incharge and cultural Incharge.

H. Assessment

a) Steps taken by you for the evaluation of the course programme taught :Competition

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.