

Appendix- 2: Teacher appraisal Reports

(Source: UGC)

Format- 1

PERFORMANCE APPRAISAL REPORT

FOR SELF APPRAISAL OF TEACHERS

I. General Information

- a) Name: Mahtab aJam Khan
- b) Address (Residential): village and Post Lodhma, Tehsil kunkuri, District Jashpur (C.G.)
- c) Designation: Assistant professor
- d) Department: Microbiology
- e) Date of Birth: 09/11/1991
- f) Area of Specialization: - Microbiology

II. Academic Qualification

Exam Passed	Board/University	Subjects	Year	Division/Grade Merit etc.
10th	C.G.B.S.E. Raipur	All	2008	First
12th	C.G.B.S.E Raipur	Biology	2010	First
Graduation	Sarguja University Ambikapur	Microbiology	2013	Second
Post Graduation	Bangalore University Karnataka	Microbiology	2015	First

* 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
P.G.	Isolation and identification of gene responsible for the pathogenicity of E. coli bacteria.

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
Microbiology	Loyola College Kunkuri District Jashpur (C.G.)	4 Years

Total Teaching Experience: 4 Years

VI. Innovations/Contributions in Teaching

- Design of Curriculum - Subject centered Curriculum Design, in which learning process met with assessment staratagies, excercises, contant subject matter analysis and interactive activities.

- Teaching methods - Student (learner) centered and activity based teaching method which was used to get students (learner) fully involved.

- Laboratory experiments – Laboratory experiments conducted under highly controlled conditions where accurate measurements are possible.

- Evaluation methods.- process based and outcome based.

- Preparation of resource material - Lectures and reading textbooks and articles.

VII. Extension Work/Community Service

i) Community work

VIII. Participation in Corporate Life:

Please give a short account of your contribution to:

- a) College/University/Institution - Helped students learn by imparting knowledge to them and by setting up situation in which students can and will learn effectively.
- b) Co-curricular Activities - I was a constant part of cultural committee to bring social skills, intellectual skills,moral values, personality progress and character appeal to students.
- 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: Mahtab ajam khan
b) Date of Birth: 09/11/1991
c) Address (Residential): Village and Post lodhma , Tehsil kunkuri , District Jashpur Chhattisgarh
d) Designation: Assistant Professor
e) Department: Microbiology
f) Area of Specialization: Microbiology
g) Date of Appointment
(i) in the institution: 01/07/2019
(ii) in the present post: 01/07/2019
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 2021-22 (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)	B.Sc.1st T-02 , P-02 B.Sc.2nd T-02 , P-02	B.Sc.1st T-79,P-77 B.Sc.2nd T-76,P-75	Remedial classes and Revision
ii) P.G. (M.A./M.Sc.etc.)	B.Sc.3rd T-02 , P-02	B.Sc.3rd T-76,P-75	
iii) M.Phil			
iv) Any other			

* (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 -Nill

(ii) Internal Evaluation Nill

(iii) Paper Setting -Nill

(iv) Assessment of Home assignments -Nill

(v) Conduct of Examination -Nill

(vi) Evaluation of Dissertation etc. Nill

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

a) Design of curriculum - Subject centered Curriculum Design in which learning process met with assessment staratagies, excercises contant subject matter analysis and interactive activities.

b) Teaching method- student centered and activity based teaching method which was used to get students fully involved.

c) Laboratory experiments - laboratory experiments conducted under highly controlled conditions where accurate measurements are possible.

d) Evaluation methods - Process based and outcome based.

e) Preparation of resource material including books, reading materials, laboratory manuals etc.- Lectures, reading textbooks and articles.

f) Remedial Teaching/Student Counseling (academic)- Remedial classes and syllabus revision

g) Any other - Nill

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 Contribution:

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

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

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

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:

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 - Helped students learn by imparting knowledge to them and by setting up situation in which students can and will learn effectively.

b) Co-curricular activities - I was a constant part of cultural committee to bring social skills, intellectual skills, moral values, personality progress and character appeal to students.

c) Enrichment of campus life - fostered games and cultural activities among students.

(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

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.