

Appendix- 2: Teacher appraisal Reports

(Source: UGC)

2016-2017

Format- 1

PERFORMANCE APPRAISAL REPORT

FOR SELF APPRAISAL OF TEACHERS

I. General Information

- a) Name : *SAJID KHAN*
- b) Address (Residential) : *Azad Mohalla Near P.h.e. office Kunkuri*
- c) Designation : *Assistant Professor*
- d) Department : *Commerce*
- e) Date of Birth : *12/08/1991*
- f) Area of Specialization: *Accounting & Taxation.*

II. Academic Qualification

Exam Passed	Board/University	Subjects	Year	Division/Grade Merit etc.
10 th	CGBSE RAIPUR	GENERAL	2007	1 st
12 TH	CGBSE RAIPUR	COMMERCE	2009	1 st
B.COM	SARGUJA UNIVERSITY AMBIKAPUR	COMMERCE	2012	2 nd
M.COM	Pt. Ravishankar Shukl. Univ. Raipur	COMMERCE	2015	2 nd
P.G.D.C.A.	C.V. RAMAN UNIVERSITY	COMPUTER	2015	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
Financial Accounting	Commerce Academy	1 Year
Commerce	Loyola College Kunkuri	1 Years

Total Teaching Experience: 2 years.

VI. Innovations/Contributions in Teaching

- **Design of Curriculum:-**

01. Identify the needs of stakeholders.
02. Create a clear list of learning goals and outcomes.
03. Identify constrains.
04. Consider creating a curriculum map.
05. Establish evaluation methods.

- Teaching methods : Chalk And Green Board.

Power point presentation and group discussion.

- **Evaluation methods:**

01. Submission of assignments
02. Giving seminars
03. Giving unit test, quarterly exams, half yearly exams and model exams

- Preparation of resource material

01. Power point presentations
02. Lesson planners for the courses of commerce department, Loyola college kunkuri.
03. Prefer Sahitya bhawan publications books.

VII. Extension Work/Community Service

i) Community work N.S.S.

VIII. Participation in Corporate Life:

Please give a short account of your contribution to:

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

(Signature of the Teacher)

(Source: UGC)

2016-2017

Format- 2

PERFORMANCE APPRAISAL REPORT

FOR SELF APPRAISAL OF TEACHERS

I. General Information

- a) Name : *SAJID KHAN*
- b) Address (Residential) : *Azad Mohalla Near p.h.e. office Kunkuri*
- c) Designation : *Assistant Professor*
- d) Department : *Commerce*
- e) Date of Birth : *12/08/1991*
- f) Area of Specialization : *Accounting & Taxation.*
- g) Date of Appointment
- (i) In the institution : **01/07/2016**
- (ii) In the present post : **Assistant Professor**

B. Teaching

(a) Classes Taught

Class	Periods		Steps taken for the teaching of periods missed during absence or leave (3)
	Assigned per week **L T/P (1)	Taught in the year L T/P (2)	
i) U.G. B.com.- I B.com.- II B.com.- III B.ca - III	L-6 L-6 L-6 L-3	L-150 L-150 L-150 L-80	Extra-Classes conducted for each subject
ii) P.G. (M.A./M.Sc.etc.)	Nil Nil	Nil	
iii) M.Phil	Nil	Nil	
iv) Any other			

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

** L= 530 T=Nil P=Nil

** L= Lecture T=Tutorial P=Practicals

b) Regularity and Punctuality – Yes

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

01. power point presentation

02. lesson planners for the course of commerce department Loyola college kunkuri

03. lab manual for the course of commerce department Loyola college kunkuri

04. lab establishment proposals for high performance computing

05. we prepare synopsis for teaching

06. we gives notes for study

d) Details of participation in the following:

(i) University Education – M.com. from Pt. ravishankar shukla university Raipur. C.G.

persuing M.phil Dr.C.V. Raman university Bilaspur.C.G.

(ii) Internal Evaluation- Submission of assignments, giving seminars, giving unit test, quarterly, half yearly & model examination

(iii) Paper Setting – for internal exam (quarterly, half yearly & model exam)

(iv) Assessment of Home assignments- we give home assignments

(v) Conduct of Examination- internal examination (half yearly & model exam)

(vi) Evaluation of Dissertation etc.- Nil

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

a) Design of curriculum

06. Identify the needs of stakeholders.

07. Create a clear list of learning goals and outcomes.

08. Identify constrains.

09. Consider creating a curriculum map.

10. Establish evaluation methods.

• Teaching methods : Chalk And Green Board.

Power point presentation and group discussion.

• **Evaluation methods :**

04. Submission of assignments

05. Giving seminars

06. Giving unit test, quarterly exams, half yearly exams and model exams

• Preparation of resource material

04. Power point presentations

05. Lesson planners for the courses of commerce department, Loyola college kunkuri.

06. Prefer Sahitya bhawan publications books.

f) Remedial Teaching/Student Counseling (academic)- Yes

g) Any other- we go outside for field work, educational tour excretion tour for intellectual development purpose, plantation maintenance in our college campus

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.

- 01. we attained orientation
- 02. we attained workshop and seminars
- 03. completed M.com
- 04. perusing M.phil

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)

c) Research Projects:

Title of the Project	Name of the funding agency	Duration

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.- 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.- N.S.S.

G. Participation in Corporate Life:

Please give a short account of your contribution to:

a) College/University/Institution : Election committee member

b) Co-curricular activities : Cultural committee member

c) Enrichment of campus life : Tree plantation

(hostels, sports, games, cultural activities)

d) Student's welfare and Discipline : Moral values & mentoring class

e) Membership/Participation in : Nill

Bodies/Committees on

Education and National Development: Nill

f) Professional Organization of Teachers : HOD & Asst. Professor Commerce, Loyola College Kunkuri

H. Assessment

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

01. through questionnaire

02. through unit test half yearly exam

03. through assignments

I. General Data

State brief assessment of your performance indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement.

a. Achievements

b. Difficulties faced- understanding the different learning abilities and capacities of the students.

- c. Suggestion for improvement- used ICTtools (ppt based learning), communication with other colleges and organized educational tour for extra knowledge purpose.

(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.