



M. J. COLLEGE

Criterion 6: Governance, Leadership and Management

Metric No.	6.3 Faculty Empowerment Strategies	
6.3.5	Institutions Performance Appraisal System for teaching and non-teaching staff	1. Sample performance Appraisal form of Teaching staff and non-teaching staff.

M. J. COLLEGE
Kohka—Junwani Road BHILAI
YEAR END PERFORMANCE SELF-APPRAISAL REPORT OF TEACHERS
FOR THE ACADEMIC YEAR: 2020-2021

1. General Information

a	Name	Dr. Shweta Bhatia
b	Mobile number	98261-86983, 83193-77516
c	Email address	hod.education@mjce.in
d	Designation	HOD, Associate Professor
e	Department	Education
f	Date of appointment	01/07/2016

2. Teaching

a. Classes taught in the year concluded:

Class	Periods	
	Assigned per Week (Lecture/ Practical)	Steps taken for the teaching of periods missed during absence or leave
i) U.G. (B.Sc. / B.Sc. CS/ B.Com/ B.Com CS/ BBA / BCA/ B.Ed)	L: - P: -	
ii) PG (M.Sc.CS / M.Sc. Maths / M.Com/ M.Ed)	L: 06 P: -	
iii) M.Phil	-	
iv) Any other	-	

b. Total leave taken from 1 June 20....to 31 May 20.....

Casual leave	10 days	Medical leave	16 days
Duty leave	days	Loss of pay leave	days
Commutated leave	days	Others (specify)	days
Half-pay leave	days		

c. Explain briefly how you planned your teaching for the year, mentioning a few reading lists provided to students (especially books/articles outside compulsory reading):

First planning of teaching plan and suggested to students. name of books and authors of books.

d. Details of participation in the following:

i. University Education

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ii. Internal Evaluation

M. Ed. - Assignments, Model Exam papers & Glass test

B. Ed. - Assignments, Model Exam papers & Glass test, Lesson plan, Reflective diary. etc.

iii. Paper Setting

M. Ed. - University paper setting & model Exam paper setting at College level.

B. Ed. - University paper setting & model Exam paper setting.

B.A. B. Ed. & B. Sc. B. Ed. - University paper setting

iv. Assessment of Home assignments

Yes

f. Remedial Teaching / Student Counseling (academic),

Yes

g. Any other

4. Improvement of Professional Competence:

Details regarding refresher courses / orientation attended, participation in Conference, workshops, seminars, symposia etc., including open university courses/ M.Phil., Ph.D. during the academic year 20.....-20.....

No	Item details	Sponsoring agency	Place and date
1	Today's faculty development program	HVU University & Govt. Y.V.T. PG College	Durg, 29th July to 31st July 2020
2	"Indradhanus" one week E-lecture Series	Hemchand Yadav Vishwavidyalaya, Durg	Durg, 3rd July to 9th July
3	Today's online workshop for NAAC Framework	Hemchand Yadav Vishwavidyalaya, Durg	Durg, 7th May to 16th May 2021
4	5 days online workshop on 'New NAAC Accreditation Framework'	Hemchand Yadav Vishwavidyalaya, Durg	Durg, 9th April to 14th April
5	One day National Webinar on National Education Policy: 2020	Shri Shukdevacharya Mahavidyalaya, Bhatla	Bhatla, 28th Aug. 2020
6	National Webinar on Psychological Resilience & Physical health management	St. Vincent Pallotti College, Raipur	14 July 2020.
7			
8			

5. 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	03	

Work as Superintendent & Assistant Superintendent in University Exams.

v. Evaluation of Dissertation / Project / Field Work etc.

Yes.

3. Details of Innovations in / Contribution to Teaching, during the year:

a. Design of curriculum:

No.

b. Teaching methods:

We have used various teaching methods like lecture, cum demonstration, field work, discussion method etc.

c. Laboratory experiments:

NO

d. Evaluation methods:

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e. Preparation of resource material including books, reading materials, laboratory manuals etc.

NO.

b. NUMBER of books / research papers published / presented at seminars / conferences etc, in 20~~20~~-20~~21~~..

	International	National	State/ Local	Impact factor
Peer reviewed journals	03	02		
Non-reviewed journals	-	-		
E-journals				
Conference proceedings	-	-		
Books with ISBN	-	-		
Books without ISBN	-	-		65
Chapters in books with ISBN	-	-		

c. Research projects taken up in 20~~18~~-20~~19~~..

Title of the Project	Name of the funding agency	Duration
"A Study on Awareness of HIV/AIDS among the Students of Senior Secondary School."	Professional Govt & Computers	2 Years

d. Details of Seminars, Conferences, Symposia organized during the year:

1. International Webinar on Web Assisted Learning in Higher Education. 13/06/20
2. Webinar on Cyber Crime on 17/05/21
3.

e. Patents taken, if any, during the year; give a brief description:

No

1. Membership of Professional Bodies, Editorship of Journals etc, during the year:

1992

6. Extension Work/Community Service

Please give a short account of your contribution, during the year, to:

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

Yes

b. Positions held/ leadership role played in organizations linked with extension work and National Service Scheme (NSS)

Yes.
president of Women Cell of college

7. Please give a short account of your contribution, during the year, to:

a. College/University/Institution:

b. Co-curricular activities:

Yes

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

Yes

d. Students' welfare and discipline:

Yes

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

f. Professional Organizations of Teachers

8. Assessment

Steps taken by you, during the year, for the evaluation of the course programme taught:

As an External Examiner for M.Ed. Proposal & dissertations in University Exams.
As an External Examiner for B.Ed. - Psychological assessment and viva-voce on teaching experience, in university Exams.

9. General Data

Give a brief assessment of your performance during the year, indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement:

10. I hereby declare that the information given above is true to the best of my knowledge and belief.


05/07/21

(Name and Signature of the Teacher with date)


PRINCIPAL
RA. J. COLLEGE
KOHKA-JUNWANI ROAD
BHILAI (C.G.)

M. J. COLLEGE
Kohka—Junwani Road BHILAI
YEAR END PERFORMANCE SELF-APPRAISAL REPORT OF TEACHERS
FOR THE ACADEMIC YEAR: 2019.- 2020

1. General Information

a	Name	J. P Kanoje
b	Mobile number	6260230515
c	Email address	jp.kanoje@gmail.com
d	Designation	Asst. Prof.
e	Department	Education
f	Date of appointment	18.11.2006.

2. Teaching

a. Classes taught in the year concluded:

Class	Periods	
	Assigned per Week (Lecture/ Practical)	Steps taken for the teaching of periods missed during absence or leave
i) U.G. (B.Sc. / B.Sc. CS/ B.Com/ B.Com CS/ BBA / BCA/ B.Ed)	L: 12 P:	Take a Remedial or Extra Classes.
ii) PG (M.Sc.CS / M.Sc. Maths / M.Com/ M.Ed)	L: 06 P:	————— / —————
iii) M.Phil		
iv) Any other		

b. Total leave taken from 1 June 2019 to 31 May 2020.

Casual leave	7 days	Medical leave	17 days
Duty leave	6 days	Loss of pay leave	days
Commutated leave	days	Others (specify)	days
Half-pay leave	days		

c. Explain briefly how you planned your teaching for the year, mentioning a few reading lists provided to students (especially books/articles outside compulsory reading):

d. Details of participation in the following:

i. University Education

ii. Internal Evaluation

M.Ed - Assignments, Model Exam paper & Class Test

B.Ed - ~~Assignments~~, Model Exam paper & class Test, Lesson plan, Reflective diary etc.

iii. Paper Setting

M.Ed - University Paper Setting & Model Exam paper setting.

B.Ed - University Paper Setting & Model Exam paper setting.
BA, B.Ed Paper setting.

iv. Assessment of Home assignments

Yes.

f. Remedial Teaching / Student Counseling (academic),

yes

g. Any other

NSS Programme officer.,

4. Improvement of Professional Competence:

Details regarding refresher courses / orientation attended, participation in Conference, workshops, seminars, symposia etc., including open university courses/ M.Phil., Ph.D. during the academic year 20..17.-202..a.

No	Item details	Sponsoring agency	Place and date
1			
2			
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5. 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	03	NIL

v. *Conduct of Examinations*

Work as Superintendent & Assistant Superintendent
in University Exam.

v. *Evaluation of Dissertation / Project / Field Work etc.*

yes.

3. *Details of Innovations in / Contribution to Teaching, during the year:*

a. *Design of curriculum:*

NO.

b. *Teaching methods:*

9 Used Various Teaching Method, Lecture,
Inductive, deductive, field work, Discussion, Role play etc.

c. *Laboratory experiments:*

Psychology & Mathematical experiments.

d. *Evaluation methods:*

Observation, question-answer, Interviews;
Test Examination, Diagnostic Test etc.

e. *Preparation of resource material including books, reading materials, laboratory manuals etc.*

No.

b. NUMBER of books / research papers published / presented at seminars / conferences etc, in 2019-2020

	International	National	State/ Local	Impact factor
Peer reviewed journals				
Non-reviewed journals				
E-journals				
Conference proceedings				
Books with ISBN				
Books without ISBN				
Chapters in books with ISBN				

c. Research projects taken up in 20.....-20.....

Title of the Project	Name of the funding agency	Duration

d. Details of Seminars, Conferences, Symposia organized during the year:

1

e. Patents taken, if any, during the year; give a brief description:

No.

1. Membership of Professional Bodies, Editorship of Journals etc, during the year:

6. Extension Work/Community Service

Please give a short account of your contribution, during the year, to:

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

yes.

b. Positions held/ leadership role played in organizations linked with extension work and National Service Scheme (NSS)

NSS Program offices.

7. Please give a short account of your contribution, during the year, to:

a. College/University/Institution:

1) 14 July 2014 To 2021-21 - NSS Program offices
2) work as a Covid-19 Pandemic Period.
Attention in ③ Contribution in swcep Program.

b. Co-curricular activities:

Sports, Community work, Student Welfare, legal Aid, NSS Program offices.

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

Sports, games, etc cultural Activity.

d. Students' welfare and discipline:

Amit Raging Committee (members)
Student Union officers.

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

- Azadi Ka Amrit Mahotsav, (Participation)
- NSS Blue Bridge.

f. Professional Organizations of Teachers

No.

8. Assessment

Steps taken by you, during the year, for the evaluation of the course programme taught:

- Online MCQ question papers
- field work.

9. General Data


Give a brief assessment of your performance during the year, indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement:

(a) Achievements - Many students get Certificate of 'B' & 'C' in NSS.
(b) Difficulties faced - students Results are good.
(c) Regularly Time management & Satisfaction of Teacher ^{Support}.

10. I hereby declare that the information given above is true to the best of my knowledge and belief.

Vyoti Prakash
17/08/2019

(Name and Signature of the Teacher with date)


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M. J. COLLEGE
KOHKA-JUNWANI ROAD
BHILAI (C.G.)

M. J. COLLEGE
Kohka—Junwani Road BHILAI
YEAR END PERFORMANCE SELF-APPRAISAL REPORT OF TEACHERS
FOR THE ACADEMIC YEAR: 20 ~~20~~ 20 ~~21~~

1. General Information

a	Name	AKHTAR AZIZ KHAN
b	Mobile number	9179467869
c	Email address	akhtarazizkhan76@gmail.com
d	Designation	Office Assistant
e	Department	Administration
f	Date of appointment	20-04-2009

2. Teaching

a. Classes taught in the year concluded:

Class	Periods	
	Assigned per Week (Lecture/ Practical)	Steps taken for the teaching of periods missed during absence or leave
i) U.G. (B.Sc. / B.Sc. CS/ B.Com/ B.Com CS/ BBA / BCA/ B.Ed)	L: P:	
ii) PG (M.Sc.CS / M.Sc. Maths / M.Com/ M.Ed)	L: P:	
iii) M.Phil		
iv) Any other		

b. Total leave taken from 1 June 20....to 31 May 20.....

Casual leave	days	Medical leave	days
Duty leave	days	Loss of pay leave	days
Commutated leave	days	Others (specify)	days
Half-pay leave	days		

c. Explain briefly how you planned your teaching for the year, mentioning a few reading lists provided to students (especially books /articles outside compulsory reading):

d. Details of participation in the following:

i. University Education

ii. Internal Evaluation

iii. Paper Setting

iv. Assessment of Home assignments

f. Remedial Teaching / Student Counseling (academic),

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g. Any other

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4. Improvement of Professional Competence:

Details regarding refresher courses / orientation attended, participation in Conference , workshops, seminars, symposia etc., including open university courses/ M.Phil. , Ph.D. during the academic year 20.....-20.....

No	Item details	Sponsoring agency	Place and date
1			
2			
3			
4			
5			
6			
7			
8			

5. 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		

v. *Conduct of Examinations*

[Empty box for Conduct of Examinations]

v. *Evaluation of Dissertation / Project / Field Work etc.*

[Empty box for Evaluation of Dissertation / Project / Field Work etc.]

3. *Details of Innovations in / Contribution to Teaching, during the year:*

a. *Design of curriculum:*

[Empty box for Design of curriculum]

b. *Teaching methods:*

[Empty box for Teaching methods]

c. *Laboratory experiments:*

[Empty box for Laboratory experiments]

d. *Evaluation methods:*

[Empty box for Evaluation methods]

e. *Preparation of resource material including books, reading materials, laboratory manuals etc.*

[Empty box for Preparation of resource material]

b. NUMBER of books / research papers published

c. seminars/conferences etc, in 20...-20...

	International	National	State/Local
Peer reviewed journals			
Non-reviewed journals			
E-journals			
Conference proceedings			
Books with ISBN			
Books without ISBN			
Chapters in books with ISBN			

d. Research projects taken up in 20...-20...

Title of the project	Source of the funding
	ICMR

e. Details of Seminars, Conferences, Symposia organized

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f. Patents taken, if any, during the year; give a brief description

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1. Membership of Professional Bodies, Editorship of Journals etc, during the year:

6. Extension Work/Community Service

Please give a short account of your contribution, during the year, to:

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

b. Positions held/ leadership role played in organizations linked with extension work and National Service Scheme (NSS)

Member of NSS

7. Please give a short account of your contribution, during the year, to:

a. College/University/Institution:

Work as covid-19 volunteer Pandemic Period Scholarship work. (Scholarship in-charge)

b. Co-curricular activities:

Sports

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

Sports, Games, Cultural Activity

d. *Students' welfare and discipline:*

e. *Membership/Participation in Bodies/Committees on Education and National Development:*

f. *Professional Organizations of Teachers*

8. *Assessment*

Steps taken by you, during the year, for the evaluation of the course programme taught:

9. *General Data*

Give a brief assessment of your performance during the year, indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement:

10. *I hereby declare that the information given above is true to the best of my knowledge and belief.*

Uma

(Name and Signature of the Teacher with date)



PRINCIPAL
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BHILAI (C.G.)