

Institutions Performance Appraisal System

Our college adopts a system of Performance Appraisal of Teachers and collects self-appraisal of teachers. The Sample Self-appraisal forms of different teachers are uploaded here :

Sample formats for Teacher appraisal Reports
(Source: UGC)

Format- 1

PERFORMANCE APPRAISAL REPORT 2020-21

FOR SELF APPRAISAL OF TEACHERS

i) General Information

a) Name : ANIMA BHUYAN BARUAH

b) Address (Residential) : P.O. - Tangla / Ward No. - 2 / PIN - 784521

c) Designation : Asst. Prof.

d) Department : ZOOLOGY

e) Date of Birth : 01-09-1963

f) Area of Specialization : Fish & Fishery Biology

A) Academic Qualifications

Exam Passed	Year	Board/University	Subjects	Year	Division/Grade Merit etc.
H.S.L.C	1979	SEBA	Eng, As, G, Se, SS Adv. M, GM, English	1979	II
P.U (Sc)	1981	G.U.	Phy, Chem, Math, Bio, Eng, As	1981	II
B.Sc	1985	G.U.	ZOO (Hons) Bot, Chem, Bio	1985	II
M.Sc.	1987 (1989)	G.U.	ZOOLOGY	1987 (1989)	I
LL.B.	1990	G.U.	Law, Law, CPE, CRCP Complaw, Law	1990	II
Other Diploma/Certificate etc.					

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

ii) Research Experience & Training

Research Stage	Title of work/Theses	University where the work was carried out
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

Title of the Project	Name of the funding Agency	Duration	Remarks

C) ^{Webinar} Seminars, Conferences, Symposia Workshops etc. attended

Name of the Seminar/ Conference/Symposia Workshop, etc.	Name of the Sponsoring Agency	Place and Date
1) Webinar (online)	(03) National	
2) International Conference	(01) - International	

Sheet attached

iii) Teaching Experience

Courses Taught	Name of University/ College/ Institution	Duration
iv) U.G. (B.A./B.Com/B.Sc., etc. pass) (B.A./ B.Com/B.Sc. etc. Hons.)	G.U./Tagla College	1994 onwards
	G.U./Tagla College	1996 onwards
v) P.G. (M.A./M. Com/M.Sc., etc)		
vi) M. Phil		
Vii) Any other		

Total Teaching Experience: 31 Years +

- a) Under-graduate (Pass) : 26 Years +
- b) Under-graduate (Hons) : 24 Years +
- c) Post-graduate : 24 Years N/A

viii) Innovations/Contributions in Teaching

- a) Design of Curriculum : As per lesson plan
- b) Teaching methods : Lesson plan modified according to both online & offline teaching
- c) Laboratory experiments : As per syllabus (UG Regular & Hons course)
- d) Evaluation methods : Tests (both online & offline), Assignment, project, holistic approach
- e) Preparation of resource material : Including books, reading materials, Reading materials and links in website.

- Laboratory manuals etc.
- f) Remedial Teaching/Student Counseling (academic): Remedial teaching whenever needed
- g) Any Other: Student-Teacher Relationship through Mentor-Mentee Groups. Student counselling for all

ix) Extension Work/Community Service

- a) Please give a short account of your contribution to: Creating awareness for Covid-19, air & water pollution
- b) Positions held/Leadership role played in organizations linked with Extension Work and National Service Scheme (NSS), or NCC or any other similar Activity: Member of Sc, Forum, Members of Women's Forum.

D. Participation in Corporate Life:

Please give a short account of your contribution to:

- a) College/University/Institution: As a teacher / invigilator / paper setter / khata evaluator / Internal & External Examiner
- b) Co-curricular Activities: Supervising officer / Encouraging students for social & magazine
- c) Enrichment of Campus Life: One to one relationship with student of department. (Hostels, sports, games, cultural activities)
- d) Students Welfare and Discipline: Convenor of Healthcare cell. Encouraging to participate all the programs & practice Meditation.
- e) Membership/Participation in Bodies/Committees: Member of Academic Committee and On Education and National Development as Academic Co-Ordinator of Sc stream.
- f) Professional Organization of Teacher: Member of ACTA Vice-president of TETU.

E. (a) Membership of Professional Bodies, Societies etc.: Nil

(b) Editorship of Journals: Nil

F. Any other information: Different activities through Women's Forum.

Anita Blunja Bunk

(Signature of the Teacher)

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

A. General Information

- a) Name : ANIMA BHUYAN BARUAH
 b) Date of Birth : 01-09-1963
 c) Address (Residential) : P.O. - Tangla/Ward No. - 2/784521
 d) Designation : Asst. Prof.
 e) Department : ZOOLOGY
 f) Area of Specialization : Fish & Fisheries Biology
 g) Date of Appointment : 11-09-1989
 (i) In the institution : 11-09-1989
 (ii) In the present post : 11-09-1989 (Financial approval on 01-01-2013)
 h) Honors Conferred :

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.Com/B.Sc.etc. pass) (B.A./B.Com/B.Sc.etc. Hons)	L-28/week T-4/week P-16/week	L-784/yr T-42/yr P-200/yr	Taking extra classes including online classes.
ii) PG (M.A./M.Com/M.Sc.etc.)			
iii) M. Phil			
iv) Any other			

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

**L=Lecture T=Tutorial P=Practical

- c) Regularity and Punctuality : 100%
 d) Details of course teaching plan, synopsis of lectures, and reading lists supplied to students: Extra sheet enclosed herewith.
 e) Details of participation in the following:
 i) University Education As per guidelines of University.
 ii) Internal Evaluation As per guidelines.
 iii) Paper Setting For departmental/Sessional/University Exen.
 iv) Assessment of Home assignments Regularly

- v) Conduct of Examinations *As External/Internal Examiner for theory & Practical of BU.*
- vi) Evaluation of Dissertation etc. *Regularly as per syllabus.*

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

- a) Design of curriculum *As per Lesson plan*
- b) Teaching methods *Lesson plan modified according to both online & offline mode.*
- c) Laboratory experiments *Limited due to covid*
- d) Evaluation methods *Written test of both class & viva (online).*
- e) Preparation of resource material including books, reading materials, laboratory manuals etc. *Reading materials.*
- f) Remedial Teaching/Student Counseling (academic) *Whenever needed*
- g) Any other *Student-Teacher relationship*

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. *Extra sheet attached herewith.*

E. Research Contributions:

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

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

- b) No. of research papers published (please enclose list)
- c) Research Projects: *Nil*

Title of the Project	Name of the funding agency	Duration

- d) Details of Seminars, Conferences, Symposia organized *Nil*
- e) Publications *Nil*
- 1) Year of publication
 - 2) Name publication
 - 3) ISBN number
- f) Patents taken, if any, give a brief description *Nil*
- g) Membership of Professional Bodies, Editorship of Journals etc. *Nil*

F. Extension Work/Community Service

- a) Please give a short account of your contribution to: *Health awareness programme*
b) Positions held/Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity. *As evaluator in Aryabhata Sc. Centre, Vidyalgiri*

G. Participation in Corporate Life:

Please give a short account of your contribution to:

- a) College/University/Institution *As teacher/invigator/paper setter/evaluator*
b) Co-curricular activities *Encouraging students to cope-up with present situation*
c) Enrichment of campus life (Hostels, sports, games, cultural activities) *By create one relationship activities*
d) Students welfare and Discipline *Aid through legal literacy cell.*
e) Membership/Participation in Bodies/Committees on Education and National Development. *Academic committee/Academic coordinator of sc.*
f) Professional Organizations of Teachers *Member & vice President of TCTU*

H. Assessment

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

By class & seminar test, viva.

I. General Data

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

*Student passed out with 1st class & admitted in PG admission
Sheet attached -*

Ania Bhupendra
(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.

Sample formats for Teacher appraisal Reports
(Source: UGC)

Format- 1

PERFORMANCE APPRAISAL REPORT 2020-21

FOR SELF APPRAISAL OF TEACHERS

- i) General Information
- a) Name : Mr. Mintu Pattak
 - b) Address (Residential) : Ward No-4, Chitranagar, Tangla.
 - c) Designation : Associate Professor
 - d) Department : Political Science
 - e) Date of Birth : 01-02-1972
 - f) Area of Specialization : International Law & Diplomacy, And Political Parties and Electoral System in India.
- A) Academic Qualifications

Exam Passed	Year	Board/University	Subjects	Year	Division/Grade Merit etc.
HSLC	1987	SEBA	Asst (MID), Eng, Ss, G.S., Maths, G	1987	I
HSSLC	1990	AHSEC	M.L.L. As, Eng, Eco, P.S., His, Geography	1990	II
BA (Major)	1993	GU	Pol. Sc	1993	II
MA	1997	GU	Pol. Sc.	1997	II
M.Phil.	2012	CMJU	Pol. Sc	2012	I
Other Diploma/Certificate etc.	2004	SLET Commission, NE Region, SLET	Pol. Sc	2004	&/A

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

ii) Research Experience & Training

Research Stage	Title of work/Theses	University where the work was carried out
M. Phil or equivalent		CMJU, Meghalaya
Ph. D.	Pursuing	Bodoland University, Kokrajhar
Post-Doctoral	—	—
Publications (give a list separately)	- List Attached Separately.	
Research Guidance (give names of students guided successfully)	—	
Training (please specify)		

B) Research Projects carried out

Title of the Project	Name of the funding Agency	Duration	Remarks
NIL			

C) Seminars, Conferences, Symposia Workshops etc. attended

Name of the Seminar/ Conference/Symposia Workshop, etc.	Name of the Sponsoring Agency	Place and Date
3rd International Conf. on Recent Trends in Multi-disciplinary Research (ICRTMDR-2020)	IFERP	26th & 27th Dec'20 Maldives.
Virtual Multi-disciplinary Academic Research Conference 2021	AE Academics	14th June, 2021

iii) Teaching Experience

Courses Taught	Name of University/ College/ Institution	Duration
iv) U.G. (B.A./B.Com/B.Sc., etc. pass) (B.A./ B.Com/B.Sc. etc. Hons.)	Tangla College, Tangla	21 years 2001
v) P.G. (M.A./M. Com/M.Sc., etc)	IDOL, GU Tangla College Study Centre	6 years.
vi) M. Phil	NIL	
Vii) Any other	NIL	

Total Teaching Experience: 21 years

- a) Under-graduate (Pass): 21 years
 b) Under-graduate (Hons): 21 years
 c) Post-graduate: 6 years

viii) Innovations/Contributions in Teaching

- a) Design of Curriculum: N/A
 b) Teaching methods: Lecture, online/digital
 c) Laboratory experiments: N/A
 d) Evaluation methods: Class Test, HA, Oral & written, Seminar presentation
 e) Preparation of resource material: Books, Ref. Books, Journals, Internet, e-book, etc.
 Including books, reading materials, news bulletin, news papers etc.

- Laboratory manuals etc.
- f) Remedial Teaching/Student Counseling (academic): Before admn. in commencement of examinations.
- g) Any Other : Organized lecture programme in the dept. seperately on course content.
- ix) Extension Work/Community Service

- a) Please give a short account of your contribution to: All the activities of LBAC, Department also other institutions are participated
- b) Positions held/Leadership role played in organizations linked with Extension Work and National Service Scheme (NSS), or NCC or any other similar Activity: Coordinator, Idol, GU; Asst. coordinator, LBAC; Convener LBAC Cell, Members of different committees of Colleges.

D. Participation in Corporate Life:

Please give a short account of your contribution to:

- a) College/University/Institution: Participated in all activities of the college
- b) Co-curricular Activities : All activities of the Govt assigned, ACTA and Zonal Body of ACTA.
- c) Enrichment of Campus Life : All activities by which students are benefited, encouraged via group discussin, meeting etc. (Hostels, sports, games, cultural activities)
- d) Students Welfare and Discipline : Provide guidship for discipline
- e) Membership/Participation in Bodies/Committees : ACTA, NEIPSA, AAPSA, On Education and National Development GIB, Bodoland University
- f) Professional Organization of Teacher : Kokrajhar,

E. (a) Membership of Professional Bodies, Societies etc.: - 0 -

(b) Editorship of Journals: NIL.

F. Any other information: Participated in Govt. assigned studies in Covid-19 pademic, Asst. Centre ic in TET Exam, etc. Also served as coordinators of three virtual (Online) programmes - three days international workshop, Two National Webinar of the college.



(Signature of the Teacher)

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

A. General Information

- a) Name : Mr. Mintu Pathan
- b) Date of Birth : 01-02-1972
- c) Address (Residential) : Ward no. 4, Chitwanagar, Tanglu.
- d) Designation : Associate Professor
- e) Department : Political Science
- f) Area of Specialization : International Law & Diplomacy; Political Parties & Electoral System in India.
- g) Date of Appointment :
 - (i) In the institution : 08-11-2000
 - (ii) In the present post : 08-11-2000
- h) Honors Conferred :

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.Com/B.Sc.etc. Pass) (B.A./B.Com/B.Sc.etc. Hons)	I & II - 3+3 = 6 → 96 III & IV - 2+2 = 4 → 64 V & VI - 6+6 = 12 → 192		Online classes were scheduled for 3 colleges, Tanglu college, Chitwanagar college, Dhulabari & Khairabari college for II, IV & VI Semesters during Covid-19 lock down period, via Zoom cloud meeting app.
ii) PG (M.A./M.Com/M.Sc.etc.)	I & II - 3+3 = 6 → 96 III & IV - 1+1 = 2 → 32 V & VI - 1+1 = 2 → 32		
iii) M. Phil iv) Any other		NIL	

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

**L=Lecture T=Tutorial P=Practical

- c) Regularity and Punctuality : Always maintained & completed allotted duties.
- d) Details of course teaching plan, synopses of lectures, and reading lists, supplied to students: Teaching plan is made as per the guideline of ISAC and recorded all in ISAC record cell. Also supplied STR to the student.
- e) Details of participation in the following:
 - i) University Education : NIL
 - ii) Internal Evaluation : Done as per allotted in our college zone.
 - iii) Paper Setting : NIL
 - iv) Assessment of Home assignments : Already done during Covid-19 period as directed by Gauhati University Examination Branch.

v) Conduct of Examinations *Sessional Exam, Class Test, etc.*

vi) Evaluation of Dissertation etc. *NIL*

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

- a) Design of curriculum *D/A*
- b) Teaching methods *Lecture, online class, digital mode, (All methods)*
- c) Laboratory experiments *NIL*
- d) Evaluation methods *class test, viva, assignment, etc.*
- e) Preparation of resource material including books, reading materials, laboratory manuals etc. *Study materials were supplied as per the need.*
- f) Remedial Teaching/Student Counseling (academic) *career counselling etc.*
- g) Any other *Home visit to Honours Students when necessary.*

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. *Attached separately*

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	<i>NIL</i>	
Ph. D.	<i>NIL</i>	

- b) No. of research papers published (please enclose list) *2 nos (Enclosed separate sheets)*
- c) Research Projects:

Title of the Project	Name of the funding agency	Duration
<i>NIL</i>		

- d) Details of Seminars, Conferences, Symposia organized *Attach separate sheet.*
- e) Publications
 - 1) Year of publication
 - 2) Name publication
 - 3) ISBN number*Attached separate sheet*
- f) Patents taken, if any, give a brief description *NIL*
- g) Membership of Professional Bodies, Editorship of Journals etc. *TETU, ACTA, NEIPSA, AAPSA & GB Member of the Bodoland University etc.*

F. Extension Work/Community Service

- a) Please give a short account of your contribution to: *participated all activities of the college & govt assigned duty.*
- b) Positions held/Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity. *Encouraged all students for NSS, NCC, Extension work, games, music, etc for their upliftment.*

G. Participation in Corporate Life:

Please give a short account of your contribution to:

- a) College/University/Institution *participated all activities of this college & other institutions (govt)*
- b) Co-curricular activities *sports, social programmes/competitions, etc.*
- c) Enrichment of campus life (Hostels, sports, games, cultural activities) *All assigned duties, like, college week, exam, elections, admissions of*
- d) Students welfare and Discipline *lead for Wall Magazine & Deptl. other works.*
- e) Membership/Participation in Bodies/Committees on Education and National Development. *Asst. Coordinator, IQAC, Coordinator, IDOL GU GB member of BU, member of Girls Hostel body, member of Construction committee.*
- f) Professional Organizations of Teachers *TCTU, ACTA, NEIPSA, AAPSA, etc*

H. Assessment

- a) Step taken by you for the evaluation of the course programme taught *Seminal exam, lecture program, Seminar, group discussion, etc.*

I. General Data

State brief assessment of your performance indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement. *1. Encourage to motivate students toward knowledge building, consultation with college authority and IQAC for the solution students grievances. etc.*

M. Babu
(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.

Additional Sheet

Mr. Mintu Patrak

Publications

1. Topic "Impact on Jammu and Kashmir: A Review of the Socio-Political Implication of Abrogation of Article 370 from the Constitution of India"
Scopus; Doi: <https://doi.org/10.4104/cke.v68i6.1624>
Web Journal: "Ciencia and Engenharia/Science and Engineering Journal."
(Ugc care listed) ISSN: 0103-944x | EISSN: 1983-4071.
JUNE, 2021
2. Topic: "Gore, tumult, and potentialities of peace: A description of the political history of conflict ridden relations between the dominions of India and Pakistan."
Print Journal: 'SAMBODHI'
(Ugc care listed) (Indological Research Journal of L.D.I., Ahmedabad.)
VOL. XLIV, 2021
ISSN-2249-6661
Vol-44, No-1, January-March (2021)
3. Book: 'Tulanamulak Sarkar aru Rajniti'
Textbook for CBCS UG BA 3rd Semester,
(Regular and Generic) under
Bauhati University, Bodoland University.
ISBN NO: 978-93-84466-55-8
Publishers: SHANTI PRAKASHAN, GHY-01.

Mr. Mintu Pattak

Conference / Certificate / Appointment letters on Expect of
DPC / Fresh Assi. Prof. appointment
committee

1. 3rd International Conference on recent trends in Multi-disciplinary Research (ICRTMDR-2020), Organized by IFERP on 26th-27th Dec, 2020 at Maldives.
Research Paper Presented "Gore, tumult and potentialities of peace: A description of the political history of conflict-ridden relations between the dominions of India and Pakistan."
2. Virtual Multi-disciplinary Academic Research Conference, VMARC, 2021. Organized by - AE Acadent on 14th June, 2021.
Research paper presented - "Impact on Jammu and Kashmir: A Review of the socio-political implications of Abrogation of Article 370 from the Constitution of India."
3. Certificate of Coordinations:
 - (a) Online three days International Workshop on "Research methodology" Organized by -> IGAC and Dept. of Political Science, Tugla College in collaboration with IGAC & Dept. of Education, Mazbat College from 11th-13th August, 2020.
 - (b) National Webinar on 'India's New Education Policy, 2020 (Research and Innovation, Vocational Education in NEP, 2020)
Organized by - Arts Forum and Dept. of Post-Science, Tugla College in collaboration with Dept. of Education, Mazbat college on 28th August, 2020
 - (c) National Webinar on 'Intellectual Property Rights and Cyber Crime' Organized by - IGAC and AUIDOL, Tugla College in collaboration with Dept. of Education, Mazbat College on 30th August, 2020.

Sample formats for Teacher appraisal Reports
(Source: UGC)

Format-1

PERFORMANCE APPRAISAL REPORT 2020-21

FOR SELF APPRAISAL OF TEACHERS

- i) General Information
- a) Name : SULTAN SHAMIM AHMED
 - b) Address (Residential) : HOUSE NO. 54, ANUPAM PATH, HATIGAON, GHY-38
 - c) Designation : ASSISTANT PROFESSOR
 - d) Department : FINANCE
 - e) Date of Birth : 15th December, 1989
 - f) Area of Specialization : Finance & Accounting

A) Academic Qualifications

Exam Passed Year	Board/University	Subjects	Year	Division/Grade Merit etc.
HSLC	SEBA	Eng. Engg. Ass. & Maths Phy. Soc. Ad. Bio	2006	1 st Div
HS	AHSEC	Eng. Alt. Eng. Accty Data. B. St. Econ	2008	1 st Div
B.com	Gauhati University	Accountancy Major	2011	1 st class
M.com	Gauhati University	Finance & Accounting	2013	1 st class
Other Diploma/Certificate etc.				

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

ii) **Research Experience & Training** N/A

Research Stage	Title of work/Theses	University where the work was carried out
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 *N/A*

Title of the Project	Name of the funding Agency	Duration	Remarks

C) Seminars, Conferences, Symposia Workshops etc. attended

Name of the Seminar/ Conference/Symposia Workshop, etc.	Name of the Sponsoring Agency	Place and Date
<i>separate sheets attached.</i>		

iii) Teaching Experience

Courses Taught	Name of University/ College/ Institution	Duration
iv) U.G. (B.A./B.Com/B.Sc., etc. pass) (B.A./ B.Com/B.Sc. etc. Hons.)	<i>Tangla College</i>	<i>2 years</i>
v) P.G. (M.A./M. Com/M.Sc., etc)		
vi) M. Phil		
Vii) Any other		

Total Teaching Experience: *2 years*

- a) Under-graduate (Pass) : *-do-*
 b) Under-graduate (Hons): *-do-*
 c) Post-graduate : *N/A*

viii) Innovations/Contributions in Teaching *N/A*

- 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: *N/A*
- 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/A*

D. Participation in Corporate Life: *N/A*

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 Teacher :

E. (a) Membership of Professional Bodies, Societies etc.:

(b) Editorship of Journals:

F. Any other information:

Sultan Shamim Ahmed

(Signature of the Teacher)

Format- 2

PERFORMANCE APPRAISAL REPORT
FOR SELF APPRAISAL OF TEACHERS

A. General Information

- a) Name : SULTAN SHAMIM AHMED
b) Date of Birth : 15th Dec, 1989
c) Address (Residential) : House No. 59, Anupam Path, Hatigaon, Ghy-38
d) Designation : Assistant Professor
e) Department : Finance
f) Area of Specialization : Finance & Accounts
g) Date of Appointment :
(i) In the institution : 12th Dec, 2019
(ii) In the present post : — do —
h) Honors Conferred : Yes

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.Com/B.Sc.etc. pass) (B.A./B.Com/B.Sc.etc. Hons)	18 classes 5 classes 13 classes	1260 classes 350 classes 910 classes	
ii) PG (M.A./M.Com/M.Sc.etc.)	Online N/A	1620 classes	
iii) M. Phil	N/A		
iv) Any other	N/A		

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

**L=Lecture T=Tutorial P=Practical

- c) Regularity and Punctuality : Good
d) Details of course teaching plan, synopses of lectures, and reading lists supplied to students: Yes
e) 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.

separate sheet with documents enclosed

E. Research Contributions: N/A

- 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.		

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

- c) Research Projects: *N/A*

Title of the Project	Name of the funding agency	Duration

- d) Details of Seminars, Conferences, Symposia organized
- e) Publications
 - 1) Year of publication
 - 2) Name publication
 - 3) ISBN number
- f) Patents taken, if any, give a brief description
- g) Membership of Professional Bodies, Editorship of Journals etc.

F. Extension Work/Community Service

- a) Please give a short account of your contribution to:
- 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) Step 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.

Sultan Shamim Ahmed
(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.

Webinars/FDPs participated

1. "Democratic Anxiety, Inclusiveness and the State in India" organised by Department of Political Science on 1st August, 2020 (Webinar)
2. "Business Education and Research in Digital Era" organised by IAA, Bhubaneswar Branch in Collaboration with P. G. Department of Commerce, Utkal University, Bhubaneswar on 2nd August, 2020 (Webinar)
3. "Sustaining Academics: The Role of Teacher's in Tackling Post COVID-19" held on 1th and 5th August, 2020 (Webinar)
4. "Entrepreneurship and Regional Development" organised by Institute Innovation Council and Startup Cell and Sponsored by TEQIP-III during 22-26 Feb, 2021 (FDP)

5. 'Advanced Time Series & Panel Data Analysis' organised by Department of Management Studies, JIMS - Vasant Kunj, New Delhi from July 5, 2021 to July 10, 2021 (FDP)
6. Challenges against Socio-Psychiatric Morbidity on 10/07/2021 through online platform (Webinar)