

## PERFORMANCE APPRAISAL REPORT - II SELF APPRAISAL

(To be submitted in duplicate before 30<sup>th</sup> April)

(Ref. The Vice Chancellor direction vide Circular No. CONCOLE/ TAU/VCD/37 OF 2000 dated 21<sup>st</sup> January 2000 and subsequent amendment vide circular No. CONCOL/ TAU/VED/310 of 2000 dated 17<sup>th</sup> Aug 2000)

Period: 1-4-20..... to 31-03-20..... (Year 20<sup>22</sup> to 20<sup>23</sup>)

### A. BASIC INFORMATION

- a) Name of the college in full: Vidyavardhini's Annasaheb Vartak College of Arts,  
Kedarnath Malhotra College of Commerce, E. S. Andrades  
College of Science and Junior College Vasai Road (W) -  
Dist. Palghar - 401202
- b) Name of the Teacher : ARSHI IMTIAZ MEMON
- c) Designation : ASST. PROFESSOR
- d) Department : Chemistry
- e) Area of Specialisation : Organic Chemistry
- f) Date of joining the present college: 06<sup>th</sup> September 2022
- g) Honours Conferred : MSc., SET, B.Ed

### B. TEACHING

	No. of Lectures	Number of Tutorials /Practical's Taught in the Year.	Steps taken for the teaching periods missed during absence of leave
Under Graduate	L-03 P-18 Total - 21	L-45 P-150 Total : 195 per semester	Adjust with colleagues and also take extra lectures
Post Graduate	—	—	—
Any Other	—	—	—

To be filled at the end of every academic year L= Lecture T=Tutorial P= Practical

- b) Regularity and Punctuality: Regular in taking lectures and practicals  
Punctual by reaching college before time
- c) Details of course teaching plan, synopses of lecture and reading list supplied to students  
Lectures and the syllabus to be completed are well-planned and accordingly summary and notes are provided to students.

### d) Details of Participation in the following

- i) University Evaluation : —
- ii) Internal Evaluation : —



e) Patents taken, if any give a brief description.

f) Membership of professional bodies editorship of journals etc.

**F) EXTENSION WORK/ COMMUNITY SERVICE:**

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

a) Community work such as values of national integration, secularism, peace, flood or drought relief, small family norms etc.

b) Position held/ leadership role played in organization linked with extension work and National Service Scheme (NSS) or NCC or any other similar activity.

**G) PARTICIPATION IN CORPORATE LIFE:**

a) College/ University/Institution

Actively involved in almost all activities.

b) Co-curricular Activities:

Active member to many committees at college level

c) Enrichment of campus LIFE (Hostel, Sports, Games, Cultural activities)

d) Students welfare and discipline

e) Membership/Participation in bodies/committees on education and national development

f) Professional Organization of Teachers

**Assessment**

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

Revision for the course taught and class test are conducted via google form.

General data

State brief assessment of your performance indicating

a) Achievements

b) Difficulties faced and

Students came in after lockdown, so there was a gap and had to start from basics.

c) Suggestions for self-improvement

**H) GENERAL OBSERVATION**

i) Attendance

a) Regularity: Regular in all departmental and college work

b) Punctuality: Punctual in doing work in given time frame.

c) Students - Teachers Relationship: Friendly relations with all teachers and student

ii) College Relationship

iii) Class control

iv) Reading habits and other matters

Humble and kind with everyone in college  
Excellent in controlling class.  
I enjoy reading reference books and novels and newspaper.

Place: Vasai (W), Palghar 401202.

Date:

Signature of the Teacher

**EVOLUTION BY THE HEAD OF THE DEPT. OR THE SENIOR MOST LECTURE IN THE DEPT. OR PRINCIPAL**

a) State whether facts stated above correct

b) Actual Verification..... Evolution.....

Item	Correct	Exaggerated	Excellent	Very Good	Good average	Poor
A	✓					
B				✓		
C				✓		
D						✓
E						✓
F						✓
G				✓		
H			✓			

\*Evaluation is not expected in Column no. A & B

*B. K. Kulkarni*  
 Signature of the HOD  
 Or Senior most Teacher  
 In Dept. of the Principal

Head of the Chemistry Department  
 E.S.A. College of Science

Observation of the Principal

Place: Vasai (West), Palghar-401202

Date:



*Vidya R. D. Patil*  
 Signature of the Principal  
 VIDYARADHINI'S A. V. COLLEGE OF  
 ARTS, K. M. COLLEGE OF COMMERCE  
 E. S. A. COLLEGE OF SCIENCE  
 VASAI ROAD, DIST. PALGHAR  
 MAHARASHTRA - 401 202