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## 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..... to 20.....)

### 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 : Ms. Chitra Vijay Gaikwad
- c) Designation : Asst. Professor
- d) Department : Chemistry
- e) Area of Specialisation : Organic Chemistry
- f) Date of joining the present college: 06/09/2022
- g) Honours Conferred : M.Sc. 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<br>P = 18<br>Total = 21 | L = 45<br>P = 150<br>Total = 195                     | 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.

c) Details of course teaching plan, synopses of lecture and reading list supplied to students

Lectures and 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 : T.Y. Bsc - Inorganic Chemistry
- ii) Internal Evaluation :



- iii) Paper setting : Paper setter for S.Y. Bsc
- iv) Assessment of Home Assignments: Question ans and reactions are given for practice
- v) Conduct of Examination : Involved in F.Y.S.Y. and T.Y. theory Practical Exami
- vi) Evaluation of Dissertation etc. : -

**C) DETAILS OF INNOVATION/CONTRIBUTIONS IN TEACHING, DURING THE YEAR**

- a) Design Curriculum: -
- b) Teaching Experiments: Presentation, diff. models and videos shown for innovative learning.
- c) Laboratory Experiments: wid Arranged demonstration for Practical.
- d) Evaluation Methods: Rules made by university are followed
- e) Participation of resource material including books, reading materials, laboratory, Manuals etc -
- f) Remedial Teaching/Students Counselling (Academic) -
- g) Any other -

**D) IMPROVEMENT OF PROFESSIONAL COMPETENCE**

- a) Details regarding orientation/refresher course attended participation in seminar Schools, workshops, seminars, symposia etc. including Open University course / M. Phil, Ph. D. -

**E) RESEARCH CONTRIBUTIONS**

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

| Class   | 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)

**Research Projects**

| Title of the Project | Name of the funding | Duration |
|----------------------|---------------------|----------|
|                      |                     |          |

- d) Details of Seminar, conference, symposia organised



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 activity

b) Co-curricular Activities:

Active member to many activity

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.

**General data**

State brief assessment of your performance indicating

a) Achievements

b) Difficulties faced and

Had to teach from basic level as students were

c) Suggestions for self-improvement facing difficulty in understanding the topic after covid period

**H) GENERAL OBSERVATION**

i) Attendance

a) Regularity: Regular in all departmental and college work

b) Punctuality: Punctual in doing work in given time - From

c) Students - Teachers Relationship: Friendly relationship with teacher & student

ii) College Relationship

Humble & kind with everyone in college

iii) Class control

Excellent in controlling class

iv) Reading habits and other matters

I enjoy reading reference book, novel and news paper

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

*Karvale*  
 Signature of the HOD  
 Or Senior most Teacher  
 In Dept. of the Principal of Science

Observation of the Principal

Place: Vasai (West), Palghar-401202.

Date:



*[Signature]*  
 Sign of the Principal  
**PRINCIPAL**  
 VIDYAVARDHINI'S A. V. COLLEGE OF  
 ARTS, K. M. COLLEGE OF COMMERCE  
 E. S. A. COLLEGE OF SCIENCE  
 VASAI ROAD, DIST. PALGHAR  
 MAHARASHTRA - 401 202.