

# LOYOLA COLLEGE METTALA

## PROFORMA FOR SELF APPRAISAL OF TEACHING STAFF- 2023-2024

### A. PERFORMANCE APPRAISAL

#### i) General Information

a) Name	
b) Designation	
c) Department	
d) Area of Specialization	
e) Academic Qualifications	
f) Degree/diploma/certificate added during present Academic Year	
g) Total Teaching Experience:	
h) Total Research Experience:	
i) Total Industrial Experience:	

1. Lectures, Seminars, Tutorials, Practical etc.

(Contact hours undertaken as percentage of Lectures allocated)

S. No.	Course/ Paper	Class allotted as per schedule	No. of classes conducted	% of classes taken as per Record	No. of Practical sessions	
					Allotted	Conducted
1						
2						
3						

2. RESEARCH AND ACADEMIC CONTRIBUTIONS

Provide supportive documents wherever necessary\*

a) Research Paper:

Refereed Journals Non-Refereed Journals/ Full Paper in Conference Proceedings/Periodicals with ISBN/ISSN nos.					
S. No.	Name of the Journal	ISSN/ISBN	Impact Factor	Title with page No.	No. of Co-authors
1					

b) Publications:

Text /Reference /Subject Books/Edited Volumes/Chapters Contributed/ Editing Reviewing					
S. No.	Name of the Publisher	National/ International	ISSN/ISBN	Title	Details of Co-authors

c) Projects:

Sponsored Projects ongoing/completed				
S. No.	Name of the Funding Agency	Year of sanction and duration	Title of the project	No. of Co-investigators

d) Research Experience:

Research Stage	Title of work/Thesis	University where the work was carried out
M.Phil. or equivalent		
Ph.D.		

e) Participation in Training/Refreshers/Orientation Courses/Workshop:

Training/Refreshers/Orientation Courses/Workshop				
S. No.	Name of the Training/Refreshers/Orientation Courses/Workshop	Duration	Organizing Institution	Topic
1				

f) Participation and Presentation of Research Paper in Conferences:

S. No.	Name of the Conference	Duration	Organized By	Organized On	Whether paper presented or not
1					

g) Organizing Workshop/Conference/Seminar/Guest Lectures:

S. No.	Name of the Workshop/Conference/ Seminar/Guest Lectures	Duration	International /National	Position Held
1				
2				
3				

h) Invited Lecture/Talks/Keynote speaker/Tutorial speaker in conference/workshop/  
Panel Chair/Session Chair etc.:

National / International					
S. No.	Name of the Conference/ Workshop	National/ International	Title of Lecture/Talks/ Tutorial	Organized By	Organized On
1					
2					
3					

a) Participation in online Courses:

Courses/Workshop				
S. No.	Name of the Training / Refreshers / Orientation Courses / Workshop	Duration	Organizing Institution	Topic
1				
2				
3				

b) Resource Person for online Courses

Courses/Workshop				
S. No.	Name of the Training/Refreshers/Orientation Courses/Workshop	Duration	Organizing Institution	Topic
1				

c) Writing Research articles/Prepared e-content for courses

Courses/Workshop				
S. No.	Name of the Training/Refreshers/Orientation Courses/Workshop	Duration	Organizing Institution	Topic

d) Our College Admission Promotion

Kind of activities engaged for promotion(sharing information through social media, meeting +2 students/teachers etc)	No. of students contacted	Medium of Contact(phone, email, in person etc)	No of students responded positively	Remarks

e) Other activities done related to our college

B. SELF EVALUATION 2023-2024

Thank you in advance for spending time to think through the items carefully and write down your thoughts honestly, genuine feedback is most appreciated. Based on the key indicator choose the appropriate box and put a tick mark wherever applicable.

KEY INDICATOR					
Grade	1. Not satisfactory 50%	2. Below Satisfactory 51%-60%	3. Good 61%-70%	4. Commendable 71%-80%	5. Outstanding Above 80%

S. No.	ITEM	1	2	3	4	5
As a member of the faculty , I						
Teaching	1 Am an effective teacher					
	2 Participate in student-related activities					
	3 Plan effective learning activities for the students					
	4 Am reasonable and fair in grading the students					
	5 Recollect previous class lessons and consolidating whole lecture at the end of the class					
	6 Respect and encourage students					
	7 Effectively carry out assigned teaching responsibilities					
	8 Employ technology based teaching strategies					
	9 Check for students' understanding of the subject					
	10 Provide study materials and question bank					
	11 Take care of weak students in my class					
	12 Punctual to the Class					
	13 Provide effective academic counseling to the students					
	14 Communicate with the Parents periodically					
In the Department, I						
Service	15 Effectively carry out assigned department duties					
	16 Participate in additional work of the department					

	17	Have cordial relationship with the Colleagues					
	For the College, I						
	18	Participate seriously in college sponsored activities					
	19	Participate actively in committee work in planning					
	20	Co-operate effectively with the HoDs and officials of the College to maintain discipline					
	21	Take part actively in Extension Services					
	22	Volunteer myself for common works					
	23	Have cordial relationship with Non-Teaching staff					
Scholarship	As a Scholar, I						
	24	Engage in professional research / creative production					
	25	Share my expertise with other institutions/industry					
	26	Actively participate in professional organizations					
	27	Demonstrate achievements in areas of specialization					

As a Teaching fraternity, I feel my

STRENGTHS	
AREAS FOR IMPROVEMENT	

Date :

Signature :