

**CLARA'S COLLEGE OF COMMERCE**  
**YARI ROAD, VERSOVA, ANDHERI (WEST), MUMBAI-61**

**SELF-APPRAISAL REPORT OF TEACHERS**  
**FOR THE ACADEMIC YEAR: 2021- 2022**

**I. General Information**

a.	Name	
b.	Address (Residential)	
c.	Address(Permanent)	
d.	Mobile number	
e.	Email address	
f.	Designation	
g.	Department	
h.	Date of Birth	
i.	Area of Specialization	
j.	Date of appointment in this institution	

**II. Academic Qualifications:**

Sr. No.	Exam Passed	Board/University	Subjects	Year	Division/ Grade
1	SSC				
2	HSC				
3	BCOM				
4	MMS				
5	SET (Management )	\			



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### III. Teaching Experience:

Sr.No.	Courses Taught	Name of the College	Duration
1	UG:		
2	PG:		
3	Any Other:		
	<b>Total Teaching Experience:</b>		

### IV. Teaching and Other Information:

a. Classes taught in the year concluded:

Class	Assigned per Week (Lecture/ Practical)	Steps taken for the teaching of periods missed during absence or leave
i) U.G. (B.Com./BAF/ BMS/BMM)	L: P:	
ii) PG M.Com	L: P:	
iii) Remedial U.G. P.G.	L: L:-	
iv) Any other		

b. Total leave taken from 1 January 20\_\_ to 31 December 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. Regularity and Punctuality: Very good

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



  
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e. Details of participation in the following:

i. University Examination

ii. Conduct of College Examinations

iii. Paper Setting

iv. University Evaluation

v. College Evaluation

vi. Evaluation of Projects/Black Books

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

f. Design of curriculum:



  
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g. Teaching methods:

[Empty rectangular box]

h. Laboratory experiments:

[Empty rectangular box]

i. Evaluation methods:

[Empty rectangular box]

j. Preparation of resource material including reading materials, notes, laboratory manuals, etc.

[Empty rectangular box]

k. Remedial Teaching

[Empty rectangular box]

l. Student Counseling (academic)

[Empty rectangular box]

**VI. Improvement of Professional Competence:**

Details regarding **refresher courses/orientation attended, participation in summer schools, workshops, seminars, symposia** etc., during the academic year:

	Item Details	Sponsoring Agency	Place	Duration / Date
1				
2				
3				



  
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4				
5				

## VII. Research Contributions:

### a. Research Guidance:

Sr. No.	Degree	No. of Students Registered during the year	No. of Students Completed during the year
1	M. Phil.	-	-
2	Ph.D.	-	-

### a. Publications: No. of books/ research papers published/ presented at seminars/ conferences etc, during the year:

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

### b. Research projects taken up in during the year:



*[Handwritten Signature]*

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Major/ Minor	Date & Year of sanction	Title of the Project	Name of the funding agency	Amount Sanctioned (Rs.)	Date of project Completed/ Ongoing
1.					
2.					

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

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

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

### VIII. Extension Work/Community Service:

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

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

c. National Literacy Mission

d. Positions held/ leadership role played in organizations linked with extension work and National Service Scheme (NSS), or NCC or any other similar activity:

### IX. Participation in Corporate Life:

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



  
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e. College/University/Institution:

f. Co-curricular activities:

g. Enrichment of campus life (cultural activities , sports. annual day. blood donation. students other activities, etc.):

h. Students' welfare and discipline:

i. Chairpersons/Convener/Member of College Committees:

j. Member of Bodies/Committees of University/Professional Organizations of Teachers:

#### X. Assessment

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

#### XI. 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:

(b) Difficulties faced :



  
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**(c) Suggestions for improvement:**

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

**(Name and Signature of the Teacher )**

**XII. 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 Principal)**



A handwritten signature in blue ink, appearing to be "M. P. H." with a flourish.

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