

## Appendix- 2: Teacher appraisal Reports

(Source: UGC)

Session – 2017-18

### Format- 1

#### PERFORMANCE APPRAISAL REPORT

#### FOR SELF APPRAISAL OF TEACHERS

##### I. General Information

- a) Name: Alma Grace Tirkey
- b) Address (Residential): Charkhapara, Dharamjaygarh, Raigarh
- c) Designation: Asst. Prof.
- d) Department: Arts
- e) Date of Birth: 20/05/1977
- f) Area of Specialization: Hindi Lit.

##### II. Academic Qualification

Exam Passed	Board/University	Subjects	Year	Division/Grade Merit etc.
10 <sup>th</sup>	MP Board Bhopal	All Sub.	1994	III
12 <sup>th</sup>	MP Board Bhopal	Arts	1998	III
B.A	GGU Bilaspur	Arts	2001	II
M.A	GGU Bilaspur	Hindi	2004	II
M.Phil	GGU Bilaspur	Hindi	2008	I

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

##### III. Research Experience

Research Stage	Title of work/Thesis
M.Phil	A Study On The Political Consciousness Of Women Creators In The Context Of The Feast

##### IV. Seminar, Conferences, Symposia Workshops etc. attended

Name of the Seminar/Conference/Symposia, Workshop, etc.	Name of the Sponsoring Agency	Place and Date
NACC Accreditation For College Development	New Govt.College Kansabel, Dist- Jashpur (C.G.)	Kansabel 22/10/2016

## V. Teaching Experience

Courses Taught	Name of the University/College/ Institution	Duration
Hindi	Gurukul College, Pathalgaon, Jashpur	2007-08
Hindi	Govt. Veersurendra sai college gariyaband	2009-10
Hindi	Sant Rameshwar Gahiragurji Bagicha	2010-11
Hindi	Loyola College, Kunkuri	2012- Tel Now

Total Teaching Experience: 11 months

## VI. Innovations/Contributions in Teaching

- Design of Curriculum – Yearly Planing of Syllebus
- Teaching methodsu – Grup Discustion, Lecture with Black Bord
- Laboratory experiments - Nill
- Evaluation methods – Unit Test, Half Yearly Exam, Model Exam
- Preparation of resource material - Notes

## VII. Extension Work/Community Service

i) Community work – Nill

## VIII. Participation in Corporate Life:

Please give a short account of your contribution to:

- a) College/University/Institution :Nill
- b) Co-curricular Activities
  1. Member of Exam Committee
  2. Member of magagin Committee
- c) Enrichment of Campus Life :Nill
- d) Student's Welfare and Discipline : Nill
- e) Membership/Participation in Bodies/Committees on Education and National Development : Nill

**(Signature of the Teacher)**

**Format- 2**

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

Session-2017-18

**A. General Information**

- a) Name: Alma Grace Tirkey  
b) Date of Birth: 20/05/1977  
c) Address (Residential): Charkhapara, Dharamjaygarh, Raigarh  
d) Designation: Asst. Prof.  
e) Department: Arts  
f) Area of Specialization: Hindi Lit.  
g) Date of Appointment :  
(i) in the institution: 01Sept. 2012  
(ii) in the present post: 01 July 2022  
h) Honors Conferred: Nill

**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.Sc.etc. pass) (B.A./B.Sc.etc. Hons) (B.Com.)	I,II,III I,II,III	2016-17 2016-17	Extra Class Extra Class
ii) P.G. (M.A./M.Sc.etc.)	Nill		
iii) M.Phil	Nill		
iv) Any other	Nill		

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

\*\* L= Lecture T=Tutorial P=Practicals

b) Regularity and Punctuality : Yes

c) Details of course teaching plan, synopses of lectures, and reading lists supplied to students

1. LessonPlanners for the Courses of Department, Hindi Loyola College, Kunkuri
2. We prepare Synopsis for Teaching.
3. We give notes for Study.

d) Details of participation in the following:

(i) **University Education** – M.Phil from Guri Ghasidas University, Bilaspur

(ii) **Internal Evaluation** - Giving Seminar, Giving Unit Test, Quaterly Exam, Half Yearly Exam and Model Exam, Annul Exam

(iii) **Paper Setting**- for Internal Exam (Half yearly Exam, Model Exam, Annul Exam)

(iv) **Conduct of Examination** – Internal Examination ( Halfyearly Exam, Model Exam, Annul Exam )

(v) Evaluation of Dissertation etc. - **NIL**

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

a) Design of curriculum

(Yearly Planing of Syllabubs)

b) Teaching methods

- 1- Chalk- board
- 2- Group Discussion
- 3- Seminar

c) Laboratory experiments : Nill

d) Evaluation methods

1. Giving Seminar
2. Giving Unit Test, Quaterly Exam, Half Yearly Exam and Model Exam, Annual Exam

e) Preparation of resource material including books, reading materials, laboratory manuals etc.

1. LessonPlanners for the Courses of Department, Hindi Loyola College, Kunkuri
2. We prepare Synopsis for Teaching.
3. We give notes for Study.

f) Remedial Teaching/Student Counseling (academic) : Yes

g) Any other :

we go out side for Field work, Educational Tour, Excertion Tour for

Environmental Purpose, Plantation Maintenance in Our College Campus

**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.

1. We Attended Orientation.
2. We Attended Workshops & Seminars.
3. I have done M.Phil.

**E. Research Contribution:**

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

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

b) No. of research papers published (please enclose list) (2)

c) Research Projects:

Title of the Project	Name of the funding agency	Duration
NIL	NIL	NIL

d) Details of Seminar, Conferences, and Symposia organized : Nill

e) Patents taken, if any, give a brief description: Nill

f) Membership of Professional Bodies, Editorship of Journal etc. : Nill

**F. Extension Work/Community Service**

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

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

ii) National Literacy Mission : Nill

b) Positions held/Leadership role played in organizations linked with

Extension work and National Service Scheme (NSS), or NCC or any other similar activity. : Nill

**G. Participation in Corporate Life:**

Please give a short account of your contribution to:

- a) College/University/Institution
  - 1. Member of Examination Committee, Loyola College, Kunkuri
  - 2. Member of Tour and Picnic Committee, Loyola College, Kunkuri
- b) Co-curricular activities
  - 1. Working as member of Culture Department, Loyola College, Kunkuri
- c) Enrichment of campus life  
(hostels, sports, games, cultural activities)
  - 1. Member of Cultural Club for one year.
- d) Student's welfare and Discipline : Nill
- e) Membership/Participation in Bodies/Committees on  
Education and National Development : Nill
- f) Professional Organization of Teachers : Nill

#### **H. Assessment**

- a) Steps taken by you for the evaluation of the course programme taught : Nill

#### **I. General Data**

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

(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.