

## Appendix- 2: Teacher appraisal Reports

(Source: UGC)

### Format- 1

### PERFORMANCE APPRAISAL REPORT (2017-18)

#### FOR SELF APPRAISAL OF TEACHERS

##### I. General Information

- a) Name: Mrs. Jayshree Bajaj
- b) Address (Residential): “Ram Kripa House”, Main Road , Kunkuri, Dist. Jashpur, (C.G)
- c) Designation: Assistant Professor
- d) Department: Computer Science and Application
- e) Date of Birth: 06/06/1981
- f) Area of Specialization: C++, DBMS, Visual Basic, JAVA, HTML.

##### II. Academic Qualification

Exam Passed	Board/University	Subjects	Year	Division/Grade Merit etc.
10 <sup>th</sup>	MAHARASTRA BOARD	ALL	1996	FIRST (74.5%)
12 <sup>th</sup>	MAHARASTRA BOARD	Biology, Mathematics, Physics, Chemistry.	1998	FIRST (60.17%)
B.COM	AMARAVATI UNIVERSITY	COMMERCE	2001	FIRST (62.05%)
MCA	AMARAVATI UNIVERSITY	COMPUTER APPLICATION	2004	FIRST (63.26%)

\* 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
Publication	“SITUATION OF INTERNET FILTRATION IN INDIA” in International Journal of Computer Science Trends and Technology (IJCST) Volume 4 issue 5-2016

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

Name of the Seminar/Conference/Symposia, Workshop, etc.	Name of the Sponsoring Agency	Place and Date
National Seminar	National Seminars on “RECENT TRENDS IN SCIENCES”[MBCMPZCB-2014] ,Organized by the faculty of Science , Loyola College, Kunkuri, Dist.Jashpur-C.G.	6 <sup>th</sup> and 7 <sup>th</sup> January 2014,Organized by the faculty of Science ,Loyola College, Kunkuri, Dist.Jashpur-C.G.

#### V. Teaching Experience

Courses Taught	Name of the University/College/ Institution	Duration
UG (BCA, BCOM, BSC)	Guru Ghasidas University, Bilaspur	2
UG (BCA, BCOM, BSC, DCA)	Sant Gahira Guru Vishwavidyalaya, Ambikapur	09
PG (PGDCA)	Sant Gahira Guru Vishwavidyalaya, Ambikapur	09

Total Teaching Experience: 09 Years

#### VI. Innovations/Contributions in Teaching

- Design of Curriculum
  - Designing of yearly plan for innovative teaching.
- Teaching methods
  - Chalk-Board with Action Teaching.
  - Power Point Presentation.
  - Virtual Teaching.
  - Discussion Method.
- Laboratory experiments
  - Demonstration on Practical’s mention in the Syllabus with examples.
  - Many Computer Practical’s for practice.
  - By preparing Practical Records and Projects Files.
- Evaluation methods
  - Submission of Assignments.
  - Submission of Practical Files.

- Submission of Project Files.
  - By conducting Unit test after completion of every Unit.
  - Half Yearly Examination.
  - Model Examination.
- Preparation of resource material
    - Power Point Presentation.
    - From the Reference books mentioned in the Syllabus.
    - From Internet Facility.

## **VII. Extension Work/Community Service**

Community work - NIL

## **VIII. Participation in Corporate Life:**

Please give a short account of your contribution to:

- a) College/University/Institution
  - Working as a member of Career Guidance committee in 2017-18.
- b) Co-curricular Activities
  - Working as a member of Career Guidance committee in 2017-18.
  - Working as a member of Inter Religious Committee 2017-18.
  - Working as a member of Cultural Committee in 2017-18.
  - Working as a member of Tour and Picnic Committee in 2017-18.
- c) Enrichment of Campus Life
  - Working as a member of Grievances Redressal Committee in 2017-18.
  - Working as a member of News Reporting, Notice board and Birthdays Committee in 2017-18.
- d) Student's Welfare and Discipline
  - Working as a member of Women Cell Committee in 2017-18.
- e) Membership/Participation in Bodies/Committees on Education and National Development
  - NIL

**(Signature of the Teacher)**

**Format- 2**

**PERFORMANCE APPRAISAL REPORT  
FOR SELF APPRAISAL OF TEACHERS  
(2017-18)**

**A. General Information**

- a) Name: Mrs. Jayshree Bajaj
- b) Date of Birth: 06/06/1981
- c) Address(Residential): “Ram Kripa House”, Main Road, Kunkuri, Dist.Jashpur, (C.G)
- d) Designation: Assistant Professor
- e) Department: Computer Science and Application
- f) Area of Specialization: C++, DBMS, Visual Basic, JAVA, HTML.
- g) Date of Appointment
  - (i) in the institution: 16/07/2008
  - (ii) in the present post: 16/07/2008
- h) Honors Conferred:

**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.Sc., BCA, BCOM etc.)	BCAI, II, III BSC(C.S.) III BCOM III	2017-18	Through Remedial classes and Extra classes.
ii) P.G.	PGDCA	2017-18	Through Remedial classes and Extra classes.
iii) M.Phil	NIL	NIL	NIL
iv) Any Other	DCA	2017-18	Through Remedial classes and Extra classes.

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

\*\* L= Lecture P=Practical's ( I use to take Lectures and Practical's both)

b) Regularity and Punctuality - YES

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

- Introduction to the syllabus is given on the first day of study.
- Lectures and Practical's are taken as per the Individual Time Table allotted.
- Lesson Planners are prepared for the various papers.
- Synopsis are prepared for the effective teaching.
- Study materials and Notes on the various topics are being given to the students.
- Seminars are given by PowerPoint presentation.

d) Details of participation in the following:

(i) University Education

(ii) Internal Evaluation

- Submission of Assignments.
- Submission of Practical Files.
- Submission of Project Files.
- By conducting Unit test after completion of every Unit.
- Half Yearly Examination.
- Model Examination.

(iii) Paper Setting

- For Internal Exam (Half Yearly and Model Examination).
- For Annual Practical Examination.

(iv) Assessment of Home assignments

- Work is given to the students which should be completed in home.
- Seminars topics are given to the students to prepare at home.

(v) Conduct of Examination

- Internal Exam (Half Yearly and Model Examination).

(vi) Evaluation of Dissertation etc.- NIL

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

#### a) Design of curriculum

- Syllabus are given to the students of their respective subjects.

#### b) Teaching methods

- Chalk-Board with Action Teaching.
- Power Point Presentation.
- Virtual Teaching.
- Discussion Method.

#### c) Laboratory experiments

- Demonstration on Practical's mention in the Syllabus with examples.
- Many Computers Practical's for practice.
- By preparing Practical Records and Projects Files.

#### d) Evaluation methods

- Submission of Assignments.
- Submission of Practical Files.
- Submission of Project Files.
- By conducting Unit test after completion of every Unit.
- Half Yearly Examination.
- Model Examination.

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

- Power Point Presentation.
- From the Reference books mentioned in the Syllabus.
- From Internet Facility.

#### f) Remedial Teaching/Student Counseling (academic)

- Remedial classes are being taken for the students on the completion of every Units.
- Students Counseling is done when the students are in need.

#### g) Any other -NIL

### **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.

**Seminar, Conferences, Symposia Workshops etc. attended**

Name of the Seminar/Conference/Symposia, Workshop, etc.	Name of the Sponsoring Agency	Place and Date
<b>National Seminar</b>	National Seminars on “RECENT TRENDS IN SCIENCES”[MBCMPZCB-2014] ,Organized by the faculty of Science , Loyola College, Kunkuri, Dist.Jashpur-C.G.	6 <sup>th</sup> and 7 <sup>th</sup> January 2014,Organized by the faculty of Science ,Loyola College, Kunkuri, Dist.Jashpur-C.G.
<b>National Conference</b>	National Conference On “ADVANCES IN COMPUTER SCIENCE AND INFORMATION TECHNOLOGY(NCACST) . Organized by Dr. C.V. Raman University, Kota, Bilaspur, Chhattisgarh, India.	22 <sup>nd</sup> &23 <sup>rd</sup> February 2019 at Dr. C.V. Raman University, Kota, Bilaspur, Chhattisgarh, India.
<b>Workshop</b>	“FACULTY DEVELOPMENT PROGRAMME” Organized by XIDAS, Jabalpur.	18 <sup>th</sup> -19 <sup>th</sup> June ,2018 XIDAS Jabalpur.(M.P.)

**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) -01

Publication	“SITUATION OF INTERNET FILTRATION IN INDIA” in International Journal of Computer Science Trends and Technology (IJCSST)Volume 4 issue 5-2016

c) Research Projects:

<b>Title of the Project</b>	<b>Name of the funding agency</b>	<b>Duration</b>
NIL	NIL	NIL

d) Details of Seminar, Conferences, and Symposia organized- NIL.

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

f) Membership of Professional Bodies, Editorship of Journal etc. -NIL.

## **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.

- Students participated in the Short film developed for “Swash Bharat Abhiyan” on our guidance.

ii) National Literacy Mission

- “Quiz Competition” has been organized for various students on the “World Computer Literacy Day”.

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

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

## **G. Participation in Corporate Life:**

Please give a short account of your contribution to:

a) College/University/Institution

- Working as a member of Career Guidance committee in 2017-18.

b) Co-curricular activities

- Working as a member of Career Guidance committee in 2017-18.
- Working as a member of Inter Religious Committee in 2017-18.

c) Enrichment of campus life

(hostels, sports, games, cultural activities)



- Working as a member of Cultural Committee in 2017-18.
- c) Student's welfare and Discipline
- Working as a member of Women Cell Committee in 2017-18.
- e) Membership/Participation in Bodies/Committees on  
Education and National Development -NIL
- f) Professional Organization of Teachers-NIL

#### **H. Assessment**

- a) Steps taken by you for the evaluation of the course programme taught
- Through Questionaries.
  - Through Unit Test, Half Yearly Exam, Model Exam.
  - Through Practical', Assignments and Seminars.

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

State brief assessment of your performance indicating

(a) Achievements

Selected to take Spoken English Classes for the first year students.

(b) Difficulties faced

- Difficulty in understanding the different learning abilities and capacities by the rural students.
- Difficulty in understanding the different learning challenges among the students.

(c) Suggestions for improvement.

- More Use of ICT Tools based learning.
- Communication with other colleges.
- Educational tours should be Organized for extra curricular activities.

(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.