

## Appendix- 2: Teacher appraisal Reports

(Source: UGC)

(2017-18)

### Format- 1

#### PERFORMANCE APPRAISAL REPORT

#### FOR SELF APPRAISAL OF TEACHERS

##### I. General Information

- a) Name: **KANCHAN BECK**
- b) Address (Residential): **Vill.- Nawatoli , Dhumadand ,Kunkuri Dist.- Jashpur (C.G.)**
- c) Designation: **Assistant Professor**
- d) Department: **HINDI**
- e) Date of Birth: **13/08/1972**
- f) Area of Specialization:- **CHHATTISGARHI BHASHA , KUDHUKH BHASHA**

##### II. Academic Qualification

Exam Passed	Board/University	Subjects	Year	Division/Grade Merit etc.
10 <sup>th</sup>	MP Board Bhopal	All	1990	II
12 <sup>th</sup>	MP Board Bhopal	ARTS	1992	II
UG	GGU Bilaspur	ARTS	1995	II
M.A.	RDVV Jabalpur	Hindi	1997	I
B.ED	RDVV Jabalpur	Education	1999	I
SLET			1999	

\* 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
NIL	NIL

### IV. 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>		
“Chhattisgarhi aur Bhojpuri ka Bhasai ewam sanskritik Antarsambandh”	UGC	Kalyan PG College Bhilai Dated-04&05 March 2012
“Oraon Janjati ka Sanskritik Adhdhyan “	UGC	Govt. VBSD girls PG College Jashpur, Dated -28 &29 September 2012
“Regional development and Disparity with Special Reference to Chhattisgarh”	UGC	Rajeev Gandhi govt. PG College Ambikapur, Dated 16&17 January 2015
“Janjatiy Mahilayo Ki samsya, samadhan aur Vikas”	UGC	Govt. VBSD girls PG College Jashpur, Dated -09 &10 October 2015
“Challenges of Naxalism in India”	UGC	Govt. RBR NES PG College Jashpur, Dated -22 &23 Febuary 2016

### V. Teaching Experience

Courses Taught	Name of the University/College/ Institution	Duration
UG (BCA/BCOM/BA)	Sant Gahira Guru Vishwavidyalaya Ambiakpur	11

Total Teaching Experience: 11 Years

## **VI. Innovations/Contributions in Teaching**

### **• Design of Curriculum**

- Design of yearly plan for innovative teaching

### **• Teaching methods**

- Chalk- board with action -teaching
- Discussion method

### **• Laboratory experiments**

- With Focus on implementation of basic concepts of subject with its real life example.

### **• Evaluation methods**

- Submission of assignments
- Submission of Project Files
- Unit Test ( Oral & Written)
- Half yearly Examination
- Model Examination

### **• Preparation of resource material**

- Course content adopt from reference books

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

- **Community Work---** Working as Culture Program Administrator in college

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

### **a) College/University/Institution**

- Conduct as Supritendent of University Main Exams
- Evaluation of University main exams Answer sheets
- Member of BOS in Hindi Sant Gahira Guru University Ambikapur in 2017.

### **b) Co-curricular Activities**

- Working as member of Anti Ragging , University Examination committee and Discipline committee in 2016-17
- Working as member of Anti Ragging , Cultural, University Examination committee and Discipline committee in 2017-18

### **c) Enrichment of Campus Life**

Working as Culture Program Administrator in college

### **d) Student's Welfare and Discipline**

Working as Culture Program Administrator in college

**Membership/Participation in Bodies/Committees on Education and National Development**

- Conduct as Supritendent of University Main Exams
- Evaluation of University main exams Answer sheets
- Member of BOS in Hindi Sant Gahira Guru University Ambikapur in 2017.

Format- 2

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

**A. General Information**

- a) Name: *KANCHAN BECK*
- b) Date of Birth: *13/08/1972*
- c) Address (Residential): *Vill.- Nawatoli , Dhumadand ,  
Kunkuri Dist.- Jashpur (C.G.)*
- d) Designation: *Assistant Professor*
- e) Department: *Hindi*
- f) Area of Specialization: *CHHATTISGARHI BHASHA , KUDHUKH BHASHA*
- g) Date of Appointment
- (i) in the institution: 01/07/2005
- (ii) in the present post: 27/04/2010
- 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) UG. BCA –I/II/III BSC – I/II/III BA – II/III	2017-18  2017-18	2017-18	2017-18  Extra classes and Remedial classes
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\* (To be filled at the end of every academic year)

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

### **Lecture and Practical**

b) Regularity and Punctuality - YES

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

d) Details of participation in the following:

#### **(i) University Education**

- Conduct as Extenal Examiner for University Practical Exams
- Conduct as Supritendent of University Main Exams
- Evaluation of University main exams Answer sheets
- Setting of University Exam Question papers
- Member of BOS in Hindi Sant Gahira Guru University Ambikapur in 2017.

#### **(ii) Internal Evaluation**

- Submission of assignments
- Submission of Practical files
- Submission of Project Files
- Half yearly Examination
- Model Examination

#### **(iii) Paper Setting**

- Half yearly Examination
- Model Examination
- Annual University Examination

#### **(iv) Assessment of Home assignments – Yes**

#### **(v) Conduct of Examination**

- Half yearly Examination
- Model Examination
- Main University Examination

(vi) **Evaluation of Dissertation –**

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

• **Design of Curriculum**

Working as Culture Program Administrator in college

• **Teaching methods**

- Chalk- board with action -teaching
- Discussion method

• **Laboratory experiments**

- With Focus on implementation of basic concepts of subject with its real life example.

• **Evaluation methods**

- Half yearly Examination
- Model Examination
- Unit test

• **Preparation of resource material**

- Course content adopt from reference books

**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**

<b>Name of the Seminar/Conference/Symposia, Workshop, etc.</b>	<b>Name of the Sponsoring Agency</b>	<b>Place and Date</b>
<b>NATIONAL SEMINAR</b>		
“Chhattisgarhi aur Bhojpuri ka Bhasai ewam sanskritik Antarsambandh”	UGC	Kalyan PG College Bhilai Dated-04&05 March 2012
“Oraon Janjati ka Sanskritik Adhdhyan “	UGC	Govt. VBSD girls PG College Jashpur, Dated -28 &29 September 2012
“Regional development and Disparity with Special Reference to Chhattisgarh”	UGC	Rajeev Gandhi govt. PG College Ambikapur, Dated 16&17 January 2015
“Janjatiy Mahilayo Ki samsya, samadhan aur Vikas”	UGC	Govt. VBSD girls PG College Jashpur, Dated -09 &10 October 2015
“Challenges of Naxalism in India”	UGC	Govt. RBR NES PG College Jashpur, Dated -22 &23 February 2016

**E. Research Contribution:**

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

<b>At the beginning of the year</b>	<b>Registered during the year</b>	<b>Completed during the year</b>
M.Phil.	NIL	
Ph.D.	NIL	

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

**c) Research Projects:**

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



**d) Details of Seminar, Conferences, and Symposia organized**

**e) Patents taken, if any, give a brief description -No**

**f) Membership of Professional Bodies, Editorship of Journal etc.**

- Conduct as External Examiner for University Practical Exams
- Conduct as Superintendent of University Main Exams
- Evaluation of University main exams Answer sheets
- Setting of University Exam Question papers
- Member of BOS in Hindi Sant Gahira Guru University Ambikapur in 2017.

**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**

Working as Culture Program Administrator in college

**ii) National Literacy Mission**

- Organize various competition exam for Students on the occasion of “HINDI DIWAS” on 14<sup>th</sup> September Every Year.

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

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

**G. Participation in Corporate Life:**

Please give a short account of your contribution to:

**a) College/University/Institution**

- Conduct as External Examiner for University Practical Exams
- Conduct as Superintendent of University Main Exams
- Evaluation of University main exams Answer sheets
- Setting of University Exam Question papers
- Member of BOS in Hindi Sant Gahira Guru University Ambikapur in 2017.

**b) Co-curricular activities**

- Working as member of Anti Ragging , University Examination committee and Discipline committee in 2016-17
- Working as member of Anti Ragging , Cultural, University Examination committee and Discipline committee in 2017-18

**c) Enrichment of campus life**

**(hostels, sports, games, cultural activities)**

- Working as Culture Program Administrator in college

**c) Student's welfare and Discipline**

- Working as Culture Program Administrator in college

**e) Membership/Participation in Bodies/Committees on**

**Education and National Development**

- Conduct as External Examiner for University Practical Exams
- Conduct as Supritendent of University Main Exams
- Evaluation of University main exams Answer sheets
- Setting of University Exam Question papers
- Member of BOS in Hindi Sant Gahira Guru University Ambikapur in 2017.

**f) Professional Organization of Teachers**

- HOD & Asst. Professor Computer Application , Loyola College Kunkuri

**H. Assessment**

**a) Steps taken by you for the evaluation of the course programme taught**

- Submission of assignments
- Submission of Project Files
- Half yearly Examination
- Model Examination
- Unit Test

**I. General Data**

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

**(a) achievements**

- Conduct as External Examiner for University Practical Exams
- Conduct as Supritendent of University Main Exams
- Evaluation of University main exams Answer sheets
- Setting of University Exam Question papers
- Member of BOS in Hindi Sant Gahira Guru University Ambikapur in 2017.

**(b) difficulties**

- Language problem for rural Students .

**(c) suggestions for improvement**

- Staff salary is too less to survive so include dearness allowance in salary.

(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.