

Appendix- 2: Teacher appraisal Reports

(Source: UGC)

(2019-20)

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 th	MP Board Bhopal	All	1990	II
12 th	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
NATIONAL SEMINAR		
“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
“ Seminar on Heritage & Ecology”	District Administration Jashpur	District Heritage Commission, Jashpur Dated -15&16 June 2019
WORKSHOP		
“ Research Methodology”	Ambah PG College Ambah (Morena) M.P.	Ambah PG College Ambah (Morena) M.P. Dated-09 & 10 September 2018

V. Teaching Experience

Courses Taught	Name of the University/College/ Institution	Duration
UG (BCA/BCOM/BA)	Sant Gahira Guru Vishwavidyalaya Ambiakpur	13

Total Teaching Experience: 13 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 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.

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
- Working as member of Anti Ragging , Cultural, University Examination committee and Discipline committee in 2018-19
- Working as member of Anti Ragging , Cultural, University Examination committee and Discipline committee in 2019-20

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 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.

Format- 2

**PERFORMANCE APPRAISAL REPORT
FOR SELF APPRAISAL OF TEACHERS
(2019-20)**

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	2019-20 2019-20	2019-20	2019-20 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

Name of the Seminar/Conference/Symposia, Workshop, etc.	Name of the Sponsoring Agency	Place and Date
NATIONAL SEMINAR		
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WORKSHOP		
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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
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M.Phil.		NIL	
Ph.D.		NIL	

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

c) Research Projects:

Title of the Project	Name of the funding agency	Duration
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 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.

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 occation of “HINDI DIWAS” on 14th 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 Extenal Examiner for University Practical Exams
- Conduct as Supritendent of University Main Exams
- Evaluation of University main exams Answer sheets

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b) Co-curricular activities

- Working as member of Anti Ragging , University Examination committee and Discipline committee in 2016-17
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- Working as member of Anti Ragging , Cultural, University Examination committee and Discipline committee in 2018-19
- Working as member of Anti Ragging , Cultural, University Examination committee and Discipline committee in 2019-20

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 Extenal Examiner for University Practical Exams
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- 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 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.

(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.