

Appendix- 2: Teacher appraisal Reports

(Source: UGC)

Format- 1

PERFORMANCE APPRAISAL REPORT

FOR SELF APPRAISAL OF TEACHERS

I. General Information

- a) Name: Sharda Singh
- b) Address (Residential): Bagicha, Jashpur
- c) Designation: Assistant Professor
- d) Department: Botany
- e) Date of Birth: 01/07/1990
- f) Area of Specialization: Botany

II. Academic Qualification

Exam Passed	Board/University	Subjects	Year	Division/Grade Merit etc.
10 th	CGBSE RAIPUR	GENERAL	2006	I
12 TH	CGBSE RAIPUR	SCIENCE	2009	I
B.Sc.	SARGUJA UNIVERSITY AMBIKAPUR	SCIENCE	2012	II
P.G.D.C.A.	SARGUJA UNIVERSITY AMBIKAPUR	COMPUTER	2013	I
M.Sc.	Dr.C.V. RAMAN UNIVERSITY BILASPUR	BOTANY	2015	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
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
Nil	Nil	Nil

V. Teaching Experience

Courses Taught	Name of the University/College/ Institution	Duration
Botany	Loyola College Kunkuri	1 Years

Total Teaching Experience: 11 months

VI. Innovations/Contributions in Teaching

- Design of Curriculum: Paper-I General Diversity of Microbes and Cryptogames

Paper-II Structure, development and reproduction in flowering plants

Paper-II Ecology and utilization of plants

- Teaching methods : Chalk And Green Board, project base learning, seminar, assignment, power point presentation with group discussion

- Laboratory experiments: with focus on implementation of basic concepts of botany subject with plants real life example

- Evaluation methods : assignment, project, unit test , half yearly exam, model exam.

- Preparation of resource material: Text books, reference books, online notes etc.

Lab manual for the courses of botany department

VII. Extension Work/Community Service

i) Community work

VIII. Participation in Corporate Life:

Please give a short account of your contribution to:

a) College/University/Institution :

- Eco-club,botanical garden and herbal garden maintenance, women cell, NSS, sport and games for 2016-17.
- Delivered a guest lecture on electron transport system 2016-17

b) Co-curricular Activities

Working as member of student council, college sport teams,Quize.

c) Enrichment of Campus Life

d) Student's Welfare and Discipline

Our discipline and welfare plan promotes self discipline, positive interaction and behavior, presentation, women cell, remedial classes

e) Membership/Participation in Bodies/Committees on Education and National Development -Nill

(Signature of the Teacher)

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I. General Information

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- d) Department: Botany
- e) Date of Birth: 01/07/1990
- f) Area of Specialization: Botany

II. Academic Qualification

Exam Passed	Board/University	Subjects	Year	Division/Grade Merit etc.
10 th	CGBSE RAIPUR	GENERAL	2006	I
12 TH	CGBSE RAIPUR	SCIENCE	2009	I
B.Sc.	SARGUJA UNIVERSITY AMBIKAPUR	SCIENCE	2012	II
P.G.D.C.A.	SARGUJA UNIVERSITY AMBIKAPUR	COMPUTER	2013	I
M.Sc.	Dr.C.V. RAMAN UNIVERSITY BILASPUR	BOTANY	2015	I
M.Phil.	Dr.C.V. RAMAN UNIVERSITY BILASPUR	BOTANY	2017	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
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
Nil	Nil	Nil

V. Teaching Experience

Courses Taught	Name of the University/College/ Institution	Duration
Botany	Loyola College Kunkuri	2 Years

Total Teaching Experience: 11 months

VI. Innovations/Contributions in Teaching

- Design of Curriculum: Paper-I General Diversity of Microbes and Cryptogames

Paper-II Structure, development and reproduction in flowering plants

Paper-II Ecology and utilization of plants

- Teaching methods : Chalk And Green Boad, project base learning, seminar, assignment, power point presentation with group discussion

- Laboratory experiments: with focus on implementation of basic concepts of botany subject with plants real life example

- Evaluation methods : assignment, project, unit test , half yearly exam, model exam.

- Preparation of resource material: Text books, reference books, online notes etc.

Lab manual for the courses of botany department

VII. Extension Work/Community Service

- i) Community work

VIII. Participation in Corporate Life:

Please give a short account of your contribution to:

a)College/University/Institution :Eco-club,botanical garden and herbal garden maintenance, women cell, NSS, sport and games for 2017-18.

b)Co-curricular Activities: Working as member of student council, college sport teams,Quize.

c)Enrichment of Campus Life

d)Student's Welfare and Discipline:

Our discipline and welfare plan promotes self discipline, positive interaction and behavior, presentation, women cell, remedial classes

d) Membership/Participation in Bodies/Committees on Education and National Development -Nill

(Signature of the Teacher)

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12 TH	CGBSE RAIPUR	SCIENCE	2009	I
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P.G.D.C.A.	SARGUJA UNIVERSITY AMBIKAPUR	COMPUTER	2013	I
M.Sc.	Dr.C.V. RAMAN UNIVERSITY BILASPUR	BOTANY	2015	I
M.Phil.	Dr.C.V. RAMAN UNIVERSITY BILASPUR	BOTANY	2017	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
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
Nil	Nil	Nil

V. Teaching Experience

Courses Taught	Name of the University/College/ Institution	Duration
Botany	Loyola College Kunkuri	3 Years

Total Teaching Experience: 11 months

VI. Innovations/Contributions in Teaching

- Design of Curriculum: Paper-I General Diversity of Microbes and Cryptogames

Paper-II Structure, development and reproduction in flowering plants

Paper-II Ecology and utilization of plants

- Teaching methods : Chalk And Green Board, project base learning, seminar, assignment, power point presentation with group discussion

- Laboratory experiments: with focus on implementation of basic concepts of botany subject with plants real life example

- Evaluation methods : assignment, project, unit test , half yearly exam, model exam.

- Preparation of resource material: Text books, reference books, online notes etc.

Lab manual for the courses of botany department

VII. Extension Work/Community Service

i) Community work

VIII. Participation in Corporate Life:

Please give a short account of your contribution to:

a)College/University/Institution :

- Eco-club,botanical garden and herbal garden maintenance, women cell, NSS, sport and games for 2018-19.
- Delivered a guest lecture on electron transport system 2018-19.

b)Co-curricular Activities

Working as member of student council, college sport teams,Quize.

c)Enrichment of Campus Life

d)Student's Welfare and Discipline

Our discipline and welfare plan promotes self discipline, positive interaction and behavior, presentation, women cell, remedial classes

e)Membership/Participation in Bodies/Committees on Education and National Development - Nill

(Signature of the Teacher)

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- d) Department: Botany
- e) Date of Birth: 01/07/1990
- f) Area of Specialization: Botany

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Exam Passed	Board/University	Subjects	Year	Division/Grade Merit etc.
10 th	CGBSE RAIPUR	GENERAL	2006	I
12 TH	CGBSE RAIPUR	SCIENCE	2009	I
B.Sc.	SARGUJA UNIVERSITY AMBIKAPUR	SCIENCE	2012	II
P.G.D.C.A.	SARGUJA UNIVERSITY AMBIKAPUR	COMPUTER	2013	I
M.Sc.	Dr.C.V. RAMAN UNIVERSITY BILASPUR	BOTANY	2015	I
M.Phil.	Dr.C.V. RAMAN UNIVERSITY BILASPUR	BOTANY	2017	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
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
Nil	Nil	Nil

V. Teaching Experience

Courses Taught	Name of the University/College/ Institution	Duration
Botany	Loyola College Kunkuri	4 Years

Total Teaching Experience: 11 months

VI. Innovations/Contributions in Teaching

- Design of Curriculum: Paper-I Bacteria, Viruses, Fungi, Lichens and algae
Paper-II Structure, development and reproduction in flowering plants
Paper-II Ecology and utilization of plants
- Teaching methods : Chalk And Green Board, project base learning, seminar, assignment, power point presentation with group discussion
- Laboratory experiments: with focus on implementation of basic concepts of botany subject with plants real life example
- Evaluation methods : assignment, project, unit test , half yearly exam, model exam.
- Preparation of resource material: Text books, reference books, online notes etc.

Lab manual for the courses of botany department

VII. Extension Work/Community Service

i) Community work

VIII. Participation in Corporate Life:

Please give a short account of your contribution to:

a)College/University/Institution :

- Eco-club,botanical garden and herbal garden maintenance, women cell, NSS, sport and games for 2019-20.

b)Co-curricular Activities

Working as member of student council, college sport teams,Quize.

c)Enrichment of Campus Life

d)Student's Welfare and Discipline

Our discipline and welfare plan promotes self discipline, positive interaction and behavior, presentation, women cell, remedial classes

e)Membership/Participation in Bodies/Committees on Education and National Development - Nill

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I. General Information

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- b) Address (Residential): Bagicha, Jashpur
- c) Designation: Assistant Professor
- d) Department: Botany
- e) Date of Birth: 01/07/1990
- f) Area of Specialization: Botany

II. Academic Qualification

Exam Passed	Board/University	Subjects	Year	Division/Grade Merit etc.
10 th	CGBSE RAIPUR	GENERAL	2006	I
12 TH	CGBSE RAIPUR	SCIENCE	2009	I
B.Sc.	SARGUJA UNIVERSITY AMBIKAPUR	SCIENCE	2012	II
P.G.D.C.A.	SARGUJA UNIVERSITY AMBIKAPUR	COMPUTER	2013	I
M.Sc.	Dr.C.V. RAMAN UNIVERSITY BILASPUR	BOTANY	2015	I
M.Phil.	Dr.C.V. RAMAN UNIVERSITY BILASPUR	BOTANY	2017	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
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
Nil	Nil	Nil

V. Teaching Experience

Courses Taught	Name of the University/College/ Institution	Duration
Botany	Loyola College Kunkuri	5 Years

Total Teaching Experience: 11 months

VI. Innovations/Contributions in Teaching

- Design of Curriculum: Paper-I Bacteria, Viruses, Fungi, Lichens and algae
Paper-II Ecology and plant physiology
Paper-II Ecology and utilization of plants
- Teaching methods : Chalk And Green Board, project base learning, seminar, assignment, power point presentation with group discussion
- Laboratory experiments: with focus on implementation of basic concepts of botany subject with plants real life example
- Evaluation methods : assignment, project, unit test , half yearly exam, model exam.
- Preparation of resource material: Text books, reference books, online notes etc.

Lab manual for the courses of botany department

VII. Extension Work/Community Service

i) Community work

VIII. Participation in Corporate Life:

Please give a short account of your contribution to:

- a) College/University/Institution :
 - Eco-club, botanical garden and herbal garden maintenance, women cell, NSS, sport and games for 2020-21.
- b) Co-curricular Activities Working as member of student council, college sport teams, Quize.
- c) Enrichment of Campus Life
- d) Student's Welfare and Discipline

Our discipline and welfare plan promotes self discipline, positive interaction and behavior, presentation, women cell, remedial classes
- e) Membership/Participation in Bodies/Committees on Education and National Development -Nill

(Signature of the Teacher)

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PERFORMANCE APPRAISAL REPORT

FOR SELF APPRAISAL OF TEACHERS

I. General Information

- a) Name: Sharda Singh
- b) Address (Residential): Bagicha, Jashpur
- c) Designation: Assistant Professor
- d) Department: Botany
- e) Date of Birth: 01/07/1990
- f) Area of Specialization: Botany

II. Academic Qualification

Exam Passed	Board/University	Subjects	Year	Division/Grade Merit etc.
10 th	CGBSE RAIPUR	GENERAL	2006	I
12 TH	CGBSE RAIPUR	SCIENCE	2009	I
B.Sc.	SARGUJA UNIVERSITY AMBIKAPUR	SCIENCE	2012	II
P.G.D.C.A.	SARGUJA UNIVERSITY AMBIKAPUR	COMPUTER	2013	I
M.Sc.	Dr.C.V. RAMAN UNIVERSITY BILASPUR	BOTANY	2015	I
M.Phil.	Dr.C.V. RAMAN UNIVERSITY BILASPUR	BOTANY	2017	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
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
Nil	Nil	Nil

V. Teaching Experience

Courses Taught	Name of the University/College/ Institution	Duration
Botany	Loyola College Kunkuri	6 Years

Total Teaching Experience: 11 months

VI. Innovations/Contributions in Teaching

- Design of Curriculum: Paper-I Bacteria, Viruses, Fungi, Lichens and algae
Paper-II Ecology and plant physiology
New course-Genetics, molecular biology, Biotechnology and Biochemistry
Old Course- Ecology and utilization of plant
- Teaching methods : Chalk And Green Boad, project base learning, seminar, assignment, power point presentation with group discussion
- Laboratory experiments: with focus on implementation of basic concepts of botany subject with plants real life example
- Evaluation methods : assignment, project, unit test , half yearly exam, model exam.
- Preparation of resource material: Text books, reference books, online notes etc.

Lab manual for the courses of botany department

VII. Extension Work/Community Service

i) Community work

VIII. Participation in Corporate Life:

Please give a short account of your contribution to:

a)College/University/Institution :

Eco-club,botanical garden and herbal garden maintenance, women cell, NSS, sport and games for 2021-22.

b)Co-curricular Activities

Working as member of student council, college sport teams,Quize.

c)Enrichment of Campus Life

d)Student's Welfare and Discipline

Our discipline and welfare plan promotes self discipline, positive interaction and behavior, presentation, women cell, remedial classes

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

A. General Information

- a) Name: Sharda Singh
- b) Date of Birth: 01/07/1990
- c) Address (Residential): Bagicha, Jashpur
- d) Designation: Asst. Professor
- e) Department: Botany
- f) Area of Specialization: Botany
- g) Date of Appointment
- (i) in the institution:
- (ii) in the present post:
- 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.A./B.Sc.etc. pass) (B.A./B.Sc.etc. Hons)	B.Sc 1 st , B.Sc 2 nd B.Sc 3 rd Lecture/ practical	Sesssion 2016- 2017	Remedial Class Remedial Class
ii) P.G. (M.A./M.Sc.etc.)		Nil	Nil
iii) M.Phil		Nil	Nil
iv) Any other			

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

** L= Lecture T=Tutorial P=Practicals

b) Regularity and Punctuality

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

(ii) Internal Evaluation

(iii) Paper Setting

(iv) Assessment of Home assignments

(v) Conduct of Examination

(vi) Evaluation of Dissertation etc.

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

a) Design of curriculum : Paper-I General Diversity of Microbes and Cryptogames

Paper-II Structure, development and reproduction in flowering plants

Paper-II Ecology and utilization of plants

b) Teaching methods : chalk , Green Board, power point presentation, seminar, group discussion

c) Laboratory experiments : with focus on implementation of basic concepts of botany subject with plants real life example

d) Evaluation methods: assignment, project, unit test , half yearly exam, model exam.

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

f) Remedial Teaching/Student Counseling (academic)

g) Any other

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. :Nil

E. Research Contribution:

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

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

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

c) Research Projects:

Title of the Project	Name of the funding agency	Duration
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.

ii) National Literacy Mission

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: botanical garden and herbal garden maintenance, eco-club, women cell, student council, sport and game

b) Co-curricular activities : Working as member of student council, college sport teams, Quize.

c) Enrichment of campus life

(hostels, sports, games, cultural activities)

d) Student's welfare and Discipline: Our discipline and welfare plan promotes self discipline, positive interaction and behavior, presentation, women cell, remedial classes

e) Membership/Participation in Bodies/Committees on

Education and National Development

f) Professional Organization of Teachers: Birthday Incharge , Anti Ragging cell, Incharge of eco-club, botanical garden and herbal garden maintenance

H. Assessment

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

I. General Data

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

(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.

Format- 2

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHERS

A.General Information

- a) Name: Sharda singh
 b) Date of Birth: 01/07/1990
 c) Address (Residential): Bagicha, jashpur
 d) Designation: Asst. Professor
 e) Department: Botany
 f) Area of Specialization: Botany
 g) Date of Appointment
 (i) in the institution:
 (ii) in the present post:
 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.A./B.Sc.etc. pass) (B.A./B.Sc.etc. Hons)	B.Sc 1 st , B.Sc 2 nd B.Sc 3 rd Lecture/ practical	Session 2017- 2018	Remedial Class Remedial Class
ii) P.G. (M.A./M.Sc.etc.)		Nil	Nil
iii) M.Phil		Nil	Nil
iv) Any other			

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

** L= Lecture T=Tutorial P=Practicals

b) Regularity and Punctuality

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

(ii) Internal Evaluation

(iii) Paper Setting

(iv) Assessment of Home assignments

(v) Conduct of Examination

(vi) Evaluation of Dissertation etc.

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

a) Design of curriculum : Paper-I General Diversity of Microbes and Cryptogames

Paper-II Structure, development and reproduction in flowering plants

Paper-II Ecology and utilization of plants

b) Teaching methods : chalk , Green Boad, power point presentation,seminar, group discussion

c) Laboratory experiments : with focus on implementation of basic concepts of botany subject with plants real life example

d) Evaluation methods: assignment, project, unit test , half yearly exam, model exam.

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

f) Remedial Teaching/Student Counseling (academic)

g) Any other

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. :Nill

E. Research Contribution:

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

At the beginning of the year	Registered during the	Completed during the year
-------------------------------------	------------------------------	----------------------------------

		year	
M.Phil.	2016-17	2016-17	2016-17
Ph.D.	Nil	Nil	Nil

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

c) Research Projects:

Title of the Project	Name of the funding agency	Duration
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.

ii) National Literacy Mission

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: botanical garden and herbal garden maintenance, eco-club, women cell, student council, sport and game

b) Co-curricular activities : Working as member of student council, college sport teams, Quize.

c) Enrichment of campus life

(hostels, sports, games, cultural activities)

d) Student's welfare and Discipline: Our discipline and welfare plan promotes self discipline, positive interaction and behavior, presentation, women cell, remedial classes

e) Membership/Participation in Bodies/Committees on

Education and National Development

f) Professional Organization of Teachers: Birthday Incharge , Anti Ragging cell, Incharge of eco-club, botanical garden and herbal garden maintenance

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

I. General Data

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

(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.

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A. General Information

- a) Name: Sharda Singh
- b) Date of Birth: 01/07/1990
- c) Address (Residential): Bagicha, Jashpur
- d) Designation: Asst. Professor
- e) Department: Botany
- f) Area of Specialization: Botany
- g) Date of Appointment
- (i) in the institution:
- (ii) in the present post:
- 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.A./B.Sc.etc. pass) (B.A./B.Sc.etc. Hons)	B.Sc 1 st , B.Sc 2 nd B.Sc 3 rd Lecture/ practical	Session 2018- 2019	Remedial Class Remedial Class
ii) P.G. (M.A./M.Sc.etc.)		Nil	Nil
iii) M.Phil		Nil	Nil
iv) Any other			

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

** L= Lecture T=Tutorial P=Practicals

b) Regularity and Punctuality

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

(ii) Internal Evaluation

(iii) Paper Setting

(iv) Assessment of Home assignments

(v) Conduct of Examination

(vi) Evaluation of Dissertation etc.

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

a) Design of curriculum : Paper-I General Diversity of Microbes and Cryptogames

Paper-II Structure, development and reproduction in flowering plants

Paper-II Ecology and utilization of plants

b) Teaching methods : chalk , Green Boad, power point presentation,seminar, group discussion

c) Laboratory experiments : with focus on implementation of basic concepts of botany subject with plants real life example

d) Evaluation methods: assignment, project, unit test , half yearly exam, model exam.

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

f) Remedial Teaching/Student Counseling (academic)

g) Any other

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. :Nill

E. Research Contribution:

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

At the beginning of the year	Registered during the	Completed during the year
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		year	
M.Phil.	2016-17	2016-17	2016-17
Ph.D.	Nil	Nil	Nil

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

c) Research Projects:

Title of the Project	Name of the funding agency	Duration
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.

ii) National Literacy Mission

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: botanical garden and herbal garden maintenance, eco-club, women cell, student council, sport and game

b) Co-curricular activities : Working as member of student council, college sport teams, Quize.

c) Enrichment of campus life

(hostels, sports, games, cultural activities)

d) Student's welfare and Discipline: Our discipline and welfare plan promotes self discipline, positive interaction and behavior, presentation, women cell, remedial classes

e) Membership/Participation in Bodies/Committees on

Education and National Development

f) Professional Organization of Teachers: Birthday Incharge , Anti Ragging cell, Incharge of eco-club, botanical garden and herbal garden maintenance

H. Assessment

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

I. General Data

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

(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.

Format- 2**PERFORMANCE APPRAISAL REPORT
FOR SELF APPRAISAL OF TEACHERS****A.General Information**

- a) Name:Sharda singh
b) Date of Birth: 01/07/1990
c) Address (Residential): Bagicha,jashpur
d) Designation: Asst. Professor
e) Department: Botany
f) Area of Specialization: Botany
g) Date of Appointment
(i) in the institution:
(ii) in the present post:
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.A./B.Sc.etc. pass) (B.A./B.Sc.etc. Hons)	B.Sc 1 st , B.Sc 2 nd B.Sc 3 rd Lecture/ practical	Session2019- 2020	Remedial Class Remedial Class
ii) P.G. (M.A./M.Sc.etc.)		Nil	Nil
iii) M.Phil		Nil	Nil
iv) Any other			

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

** L= Lecture T=Tutorial P=Practicals

b) Regularity and Punctuality

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

(ii) Internal Evaluation

(iii) Paper Setting

(iv) Assessment of Home assignments

(v) Conduct of Examination

(vi) Evaluation of Dissertation etc.

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

a) Design of curriculum : Paper-I Bacteria, Viruses, Fungi, Lichens and algae

Paper-II Structure, development and reproduction in flowering plants

Paper-II Ecology and utilization of plants

b) Teaching methods : chalk , Green Boad, power point presentation,seminar, group discussion

c) Laboratory experiments : with focus on implementation of basic concepts of botany subject with plants real life example

d) Evaluation methods: assignment, project, unit test , half yearly exam, model exam.

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

f) Remedial Teaching/Student Counseling (academic)

g) Any other

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. :Nill

E. Research Contribution:

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

At the beginning of the year	Registered during the	Completed during the year
-------------------------------------	------------------------------	----------------------------------

		year	
M.Phil.	2016-17	2016-17	2016-17
Ph.D.	Nil	Nil	Nil

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

c) Research Projects:

Title of the Project	Name of the funding agency	Duration
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.

ii) National Literacy Mission

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: botanical garden and herbal garden maintenance, eco-club, women cell, student council, sport and game

b) Co-curricular activities : Working as member of student council, college sport teams, Quize.

c) Enrichment of campus life

(hostels, sports, games, cultural activities)

d) Student's welfare and Discipline: Our discipline and welfare plan promotes self discipline, positive interaction and behavior, presentation, women cell, remedial classes

e) Membership/Participation in Bodies/Committees on

Education and National Development

f) Professional Organization of Teachers: Birthday Incharge , Anti Ragging cell, Incharge of eco-club, botanical garden and herbal garden maintenance

H. Assessment

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

I. General Data

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

(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.

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e) Department: Botany
f) Area of Specialization: Botany
g) Date of Appointment
(i) in the institution:
(ii) in the present post:
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.A./B.Sc.etc. pass) (B.A./B.Sc.etc. Hons)	B.Sc 1 st , B.Sc 2 nd B.Sc 3 rd Lecture/ practical	Session2020- 2021	Remedial Class Remedial Class
ii) P.G. (M.A./M.Sc.etc.)		Nil	Nil
iii) M.Phil		Nil	Nil
iv) Any other			

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

** L= Lecture T=Tutorial P=Practicals

b) Regularity and Punctuality

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

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(iv) Assessment of Home assignments

(v) Conduct of Examination

(vi) Evaluation of Dissertation etc.

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

a) Design of curriculum : Paper-I Bacteria, Viruses, Fungi, Lichens and algae

Paper-II Ecology and plant physiology

Paper-II Ecology and utilization of plants

b) Teaching methods : chalk , Green Boad, power point presentation,seminar, group discussion

c) Laboratory experiments : with focus on implementation of basic concepts of botany subject with plants real life example

d) Evaluation methods: assignment, project, unit test , half yearly exam, model exam.

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

f) Remedial Teaching/Student Counseling (academic)

g) Any other

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. :Nill

E. Research Contribution:

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

At the beginning of the year	Registered during the	Completed during the year
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		year	
M.Phil.	2016-17	2016-17	2016-17
Ph.D.	Nil	Nil	Nil

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

c) Research Projects:

Title of the Project	Name of the funding agency	Duration
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.

ii) National Literacy Mission

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

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Please give a short account of your contribution to:

a) College/University/Institution: botanical garden and herbal garden maintenance, eco-club, women cell, student council, sport and game

b) Co-curricular activities : Working as member of student council, college sport teams, Quize.

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(hostels, sports, games, cultural activities)

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e) Membership/Participation in Bodies/Committees on

Education and National Development

f) Professional Organization of Teachers: Birthday Incharge , Anti Ragging cell, Incharge of eco-club, botanical garden and herbal garden maintenance

H. Assessment

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

I. General Data

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

(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*)

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(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.Sc 1 st , B.Sc 2 nd B.Sc 3 rd Lecture/ practical	Session2021- 2022	Remedial Class Remedial Class
ii) P.G. (M.A./M.Sc.etc.)		Nil	Nil
iii) M.Phil		Nil	Nil
iv) Any other			

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

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(v) Conduct of Examination

(vi) Evaluation of Dissertation etc.

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

a) Design of curriculum : Paper-I Bacteria, Viruses, Fungi, Lichens and algae

Paper-II Ecology and plant physiology

New course-Genetics, molecular biology, Biotechnology and Biochemistry

Old Course- Ecology and utilization of plant

b) Teaching methods : chalk , Green Board, power point presentation, seminar, group discussion

c) Laboratory experiments : with focus on implementation of basic concepts of botany subject with plants real life example

d) Evaluation methods: assignment, project, unit test , half yearly exam, model exam.

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

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Title of the Project	Name of the funding agency	Duration
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(Signature of the Teacher)

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B. Teaching

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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.

