

Appendix- 2: Teacher appraisal Reports

(Source: UGC)

Format- 1

PERFORMANCE APPRAISAL REPORT

FOR SELF APPRAISAL OF TEACHERS

I. General Information

- a) Name: Swati Bareth
- b) Address (Residential): Block Cololny, Kunkuri
- c) Designation: Assistant Professor
- d) Department: Computer Science & Application
- e) Date of Birth: 29/01/1988
- f) Area of Specialization: html,dbms,java, ms-office,c,c++

II. Academic Qualification

Exam Passed	Board/University	Subjects	Year	Division/Grade Merit etc.
10 th	CGBSE RAIPUR	GENERAL	2003	1 ST
12 TH	CGBSE RAIPUR	SCIENCE	2005	1 ST
B.S.C	GGU BILASHPUR	COMPUTER SCIENCE	2008	1 ST
MCA.	CSVTU UNIVERSITY	COMPUTER	2011	1 ST
M.PHIL	C.V. RAMAN UNIVERSITY	COMPUTER	2017	1 ST

* 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 (Publication)	“APPLICATION OF BIOMETRIC AUTHENTICATION: AN ANALYSIS AND COMPARISON” international Education & Research Journal(IERJ) E-ISSN NO.- 2454-9916 Vol-3 Issue-5 may 2017

IV. Seminar, Conferences, Symposia Workshops etc. attended

Name of the Seminar/Conference/Symposia, Workshop, etc.	Name of the Sponsoring Agency	Place and Date

V. Teaching Experience

Courses Taught	Name of the University/College/ Institution	Duration
UG (BCA,B.A,B.COM,DCA)	Loyola College Kunkuri	8 Year
PG (PGDCA)	Loyola College Kunkuri	7 Year

Total Teaching Experience:

VI. Innovations/Contributions in Teaching

- Design of Curriculum: Subject Oriented
- Teaching methods : Chalk And Green Boad & Power point presentation
- Laboratory experiments: Computer Practical, Practical Records and ProjectFiles
- Evaluation methods: Assignments, Practical Files,Unit Test,Half Yearly and Model Examination
- Preparation of resource material: Notes, Power Point Presentation,Reference Book

VII. Extension Work/Community Service

- i) Community work
Students participated in NSS, Swatch bharaat abhiyan, Tree plantation etc

VIII. Participation in Corporate Life:

Please give a short account of your contribution to:

- a) College/University/Institution : Paper Setting and evaluation and Practical exam(main) and Working as a member of Library and News reporting, Tour & Picnic committee
- b) Co-curricular Activities: Mentoring, Seminars
- c) Enrichment of Campus Life: Tree plantation, Plastic Free Zone
- d) Student's Welfare and Discipline: Women Cell, Student Council
- e) Membership/Participation in Bodies/Committees on Education and National Development

(Signature of the Teacher)

Format- 2

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHERS

A.General Information

- a) Name: Swati Bareth
- b) Date of Birth: 29/01/1988
- c) Address (Residential): Block Colony, Kunkuri
- d) Designation: Assistant Professor
- e) Department: Computer Science & Application
- f) Area of Specialization: MS-Office,HTML,DBMS,JAVA,C++
- g) Date of Appointment
- (i) in the institution: 5/7/2011
- (ii) in the present post: Assistant Professor
- 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)	BCA1 st , BCA2 nd , BCA 3 RD , B.A 1 st	Session2017- 2018	Remedial Class
	B.Com 2 nd , B.A. Final DCA	Session 2017- 2018	Remedial Class
ii) P.G. (M.A./M.Sc.etc.)	PGDCA	Session 2017- 2018	Remedial Class
iii) M.Phil	Nil	Nil	Nil
iv) Any other	DCA	Session 2017- 2018	Remedial Class

* (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

- 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

- Paper Setting(Annual Examination)
- Paper Evaluation(Annual Examination)
- External of Practical Exam(Main)

(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 University Exams(Main Examination)
- 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 : Computer Practical

- Demonstration on Practical's mention in the Syllabus with examples.
- Many ComputersPractical'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. :

- Participated in Orientation Programme held in the college.

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):

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.

- 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 Library and News reporting committee in 2017-18.

b) Co-curricular activities :

- Working as a member of Library and News reporting, Tour & Picnic committee in 2017-18.
- Working as a member of Inter Religious Committee in 2017-18.

c) Enrichment of campus life : NIL

(hostels, sports, games, cultural activities)

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: Notices and Birthday Incharge , Anti Ragging cell, Cultural Incharge : 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

Appointed as a regular staff under code-28

(b) difficulties faced

- Understanding the different learning abilities and capacities of the students.
- Understanding the different learning challenges amongst students

(c) suggestions for improvement.

- 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.