Appendix- 2: Teacher appraisal Reports

(Source: UGC)

Format- 1

PERFORMANCE APPRAISAL REPORT (2021-22)

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.
10th	MAHARASTRA BOARD	ALL	1996	FIRST (74.5%)
12th	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%)
M.COM	PANDIT SUNDER LAL SHARMA OPEN UNIVERSITY, BILASPUR (C.G)	COMMERCE	2021 (Pursuing)	
PHD	DR.C.V.RAMAN. UNIVERSITY,KOTA,BILASPUR (C.G)	COMPUTER SCIENCE	2022 (Pursuing)	

* 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.	6th and 7th January 2014,Organized by the faculty of Science ,Loyola College, Kunkuri, Dist.Jashpur-C.G.
National Conference	National Conference On "ADVANES IN COMPUTER SCIENCE AND INFORMATION TECHNOLOGY(NCACSIT) . Organized by Dr. C.V. Raman University, Kota, Bilaspur, Chhattisgarh, India.	22nd &23rd February 2019 at Dr. C.V. Raman University, Kota, Bilaspur, Chhattisgarh, India.
Workshop	"FACULTY DEVELOPMENT PROGRAMME" Organized by XIDAS, Jabalpur.	18th -19th June ,2018 XIDAS Jabalpur.(M.P.)
International Conference	"INTERNET TRAFFIC FOR CYBER SECURITY : IN THE FIELD OF SOCIAL MEDIA" "2nd International E-Conference on emerging Trends in Computer Science. Organized by Govt.Vijay Bhushan SinghDeo Girls PG College ,Jashpur Nagar (C.G)	December 18-19 Govt.Vijay Bhushan SinghDeo Girls PG College Jashpur Nagar (C.G)
International Conference	"THE ANCIENT INDIAN KNOWLEDGE SYSTEM FOR HOLISTIC DEVELOPMENT" In Engineering and Technology, Organized by Department of Computer Science& Engineering, Department of IT & CS& IQAC .Dr. C.V. Raman University ,Kota, Bilaspur(C.G.)	28th & 29th January 2022. Dr. C.V. Raman University ,Kota, Bilaspur(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	13
PG	Sant Gahira Guru Vishwavidyalaya, Ambikapur	13

Total Teaching Experience: 13 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 Computers 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 2021-22.

b) Co-curricular Activities
- Working as a member of Career Guidance committee in 2021-22.
- Working as a member of Inter Religious Committee in 2021-22.
- Working as a member of Cultural Committee in 2021-22.

c) Enrichment of Campus Life
- Working as a member of Grievances Redressal Committee in 2021-22.

d) Student's Welfare and Discipline
- Working as a member of Women Cell Committee in 2021-22.

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
(2021-22)

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. (BCA, BCOM etc.)	BCAI, II, III BCOM I,II,III	2021-22	Through Remedial classes and Extra classes.
ii) P.G.	PGDCA	2021-22	Through Remedial classes and Extra classes.
iii) M. Phil	NIL	NIL	NIL
iv) Any Other	DCA	2021-22	Through Remedial classes and Extra classes.

* (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- NIL

   (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
National Seminar	National Seminars on "RECENT TRENDS IN SCIENCES"[MBCMPZCB-2014] ,Organized by the faculty of Science , Loyola College, Kunkuri, Dist.Jashpur-C.G.	6th and 7th January 2014,Organized by the faculty of Science ,Loyola College, Kunkuri, Dist.Jashpur-C.G.
National Conference	National Conference On "ADVANES IN COMPUTER SCIENCE AND INFORMATION TECHNOLOGY(NCACSIT) . Organized by Dr. C.V. Raman University, Kota, Bilaspur, Chhattisgarh, India.	22nd &23rd February 2019 at Dr. C.V. Raman University, Kota, Bilaspur, Chhattisgarh, India.
Workshop	"FACULTY DEVELOPMENT PROGRAMME" Organized by XIDAS, Jabalpur.	18th -19th June ,2018 XIDAS Jabalpur.(M.P.)
International Conference	"INTERNET TRAFFIC FOR CYBER SECURITY : IN THE FIELD OF SOCIAL MEDIA" "2nd International E-Conference on emerging Trends in Computer Science. Organized by Govt.Vijay Bhushan SinghDeo Girls PG College ,Jashpur Nagar (C.G)	December 18-19 Govt.Vijay Bhushan SinghDeo Girls PG College Jashpur Nagar (C.G)
International Conference	"THE ANCIENT INDIAN KNOWLEDGE SYSTEM FOR HOLISTIC DEVELOPMENT" In Engineering and Technology, Organized by Department of Computer Science& Engineering, Department of IT & CS& IQAC .Dr. C.V. Raman University ,Kota, Bilaspur(C.G.)	28th & 29th January 2022. Dr. C.V. Raman University ,Kota, Bilaspur(C.G.)

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 (IJCST)Volume 4 issue 5-2016

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 Career Guidance committee in 2016-17.

b) Co-curricular activities

- Working as a member of Career Guidance committee in 2016-17.
- Working as a member of Inter Religious Committee in 2016-17.

c) Enrichment of campus life

(hostels, sports, games, cultural activities)

- Working as a member of Cultural Committee in 2016-17.

c) Student's welfare and Discipline

- Working as a member of Women Cell Committee in 2016-17.

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.