

## 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

##### II. Academic Qualification

Exam Passed	Board/University	Subjects	Year	Division/Grade Merit etc.
10 <sup>th</sup>	CGBSE RAIPUR	GENERAL	2003	1 <sup>ST</sup>
12 <sup>TH</sup>	CGBSE RAIPUR	SCIENCE	2005	1 <sup>ST</sup>
B.S.C	GGU BILASHPUR	COMPUTER SCIENCE	2008	1 <sup>ST</sup>
MCA.	CSVTU UNIVERSITY	COMPUTER	2011	1 <sup>ST</sup>
M.PHIL	C.V. RAMAN UNIVERSITY	COMPUTER	2017	1 <sup>ST</sup>
CG SET	CGVYAPAM	COMPUTER	2018	
NET	UGC	COMPUTER	2019	

\* 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
First International Conference on Innovative Research	Atal Bihari Vajpay	4&5 aug

in Science, Management & Technology	University, Bilashpur	2018
Second International Conference on Innovative Research in Science, Management & Technology	Atal Bihari Vajpay University, Bilashpur	4&5 january 2020

## V. Teaching Experience

Courses Taught	Name of the University/College/ Institution	Duration
UG (BCA,B.A,B.COM,DCA)	Loyola College Kunkuri	10 Year
PG (PGDCA)	Loyola College Kunkuri	09 Year

Total Teaching Experience:

## VI. Innovations/Contributions in Teaching

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

## VII. Extension Work/Community Service

- 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:

- College/University/Institution : Paper Setting and evaluation and Practical exam(main),Member of Tour and Picnic, Birthday and news Reporting committee
- Co-curricular Activities: Mentoring,Seminar and Assignment
- Enrichment of Campus Life: Tree plantation, Plastic Free Zone
- Student's Welfare and Discipline: Women Cell
- 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: Asst. 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 <sup>st</sup> , BCA2 <sup>nd</sup> , BCA 3 <sup>RD</sup> , B.A 1 <sup>st</sup> , B.A 2 <sup>nd</sup> , B.A. Final DCA	Session2019-20  Session 2019-2020  Session 2019-2020  Nill	Remedial Class  Remedial Class  Remedial Class  Nill
ii) P.G. (M.A./M.Sc.etc.)	PGDCA	Session 2019-2020  Nill	Remedial Class  Nill
iii) M.Phil	Nill	Session 2019-2020	Nill
iv) Any other	DCA		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 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. :

- 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 Birthday & News reporting Library and Tour and Picnic committee in 2016-17.

#### b) Co-curricular activities :

- Working as a member of Birthday & News reporting committee in 2019-20.

#### 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 2019-20.

#### 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 and

- 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.