

PERFORMANCE OF SELF APPRAISAL REPORT

1. General Information

- a) Name :Shri Rishanlang Sunn
b) Date of Birth: 02.11.1982
c) Address (Residential):
Present Address: Nongstoin College

Permanent Address: Kynshi Village
West Khasi Hills
- d) Designation: Lecturer
e) Department: Economics
f) Area of Specialization: Econometrix
g) Date of Appointment:
(i) In the Institution: 10.10.2010
(ii) In the Present Post: 01.09.2021
h) Honours Conferred:

2. Teaching

- a) Classes Taught

B.A. Annual			
Class	Periods		Steps taken for the teaching of periods missed during absence of leave
	Assigned Per Week	Taught in the year	
Sem-1	Paper – 1-1 Class in a week	12	
	Paper – IV-6 Class in a week	84	
			Extra classes arranged
Sem-5			
	Paper – V- 6Class in a week	84	
Sem-6			
	Paper – VII-6Class in a week	84	

*(To be filled at the end of each Academic Year).

**L=Lecture T=Tutorial P=Practical

Any other:

- b) Regularity and Punctuality:
- c) Details of course Teaching plan, Synopsis of lectures, and reading lists supplied to students:

3. Details of participation in the following:

- (i) University Evaluation: External evaluation for Degree
- (ii) Internal Evaluation: Internal evaluation for degree
- (iii) Paper setting: *Nil*
- (iv) Assessment of Homes Assignments: *Yes*
- (v) Conduct of Examination: *Nil*
- (vi) Evaluation of Dissertation etc.: *Nil*

4. Details of innovations/Contribution in Teaching during the year:

- a) Design of curriculum:
- b) Teaching methods:
- c) Laboratory experiments:
- d) Evaluation methods:
- e) Preparing of resource material including books reading materials, laboratory manuals etc
- f) Remedial Teaching./Student Counseling (Academic) : *Yes-2018-2019& 2019-2020*
- g) Any other:

5. Improvement of professional competence :

- a) Details regarding Refresher Courses/Oriented attended, participation in summer school, Workshops, Seminar, Symposium etc. including open university course/M.Phil., Ph. D.:

Sl. No.	Name of the Seminar, Conference, Symposia and Workshops	Topic	Name of the organizing/sponsorship Agency	Date
	Co-Organised State level Seminar with TISS,Guwahati	Changing Landscapes		2019
	Co-Organised Seminar with CAU ,Kyrdemkulai	Backyard Poultry farming		2021

- b) Details of Seminars, Conferences, Symposium organized:
- c) Patents taken, if any, give a brief description:
- d) Membership of professional Bodies/Editor of journal etc:

6. 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.: Nil
 - (ii) National Literacy mission: Nil
- b) Positions held/leadership role played in organization linked with extensions work and national services scheme (NSS), or NCC or any other similar activity:

7. Participate in Corporate life:

Please give a short account of your contribution to:

- a) Collage/university/institution : Advisor to Students Council, Incharge Examination in 2016
- b) Co-Curricular Activities: Sports Incharge
- c) Enrichment of campus life (hostels, sports, games, cultural activities):
- d) Students Welfare and Discipline: Nil
- e) Membership/Participation in Bodies/Committees on Education and National Development :Meghalaya Economic association
- f) Professional Organizations of Teachers:

8. Assessment:

- a) Steps taken by you for the evaluation of the course programmer taught: Concurrent evaluation

9. General Data:

State brief assessment of yours performance indicating:

- a) Achievements : Nil
- b) Difficulties Faced : *Nil*
- c) Suggestions for improvement : *Nil*



Signature of the Teacher

10. *Verification of factual Data: (Supported documents of each criteria attached)

- 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 Chairman Academic Council

11. Observations to be recorded by the Head of the department.

- a) Observations on the factual data supplied by the teacher.
- b) Professional competence evinced.
- c) Punctuality and regularity.
- d) Participation in the departmental work.
- e) Relation with colleagues.
- f) Relation with Student.
- g) Overall assessment of work and conduct (with reasons in brief) Excellent/Very Good/fair Bad/very Bad.

Date.....

Signature of the Head of the Department

12. Remarks of the Principal.

Date.....

Signature of the Principal

PERFORMANCE OF SELF APPRAISAL REPORT

1. General Informations

- i. Name : Branley Rynshiang
- ii. Date of Birth : 28/2/1975
- iii. Address (Residential): Sangriang Village, P.O., PS, Nongstoin, West Khasi Hills District, Meghalaya-793119; Mob. No: 9485360283
- iv. Designation: Asst. Professor
- v. Department : Economics
- vi. Area of Specialization:
- vii. Date of Appointment
 - (i) In the Institution: 02/08/2001
 - (ii) In the Present Post: Same as above

2. Honours Conferred: Nil

3. Teaching

- i. Classes Taught

For Annual (Old Course): 2015-16

Class	Periods		Steps taken for the teaching of periods missed during absence or leave
	Assigned Per Week	Taught in the year	
BA-1st Year	Paper-I (01),	Paper-I (40),	Extra classes arranged & tutorial classes adjusted
BA-2 nd Year	Paper-II (01),	Paper-II (40),	
	Paper-IV (05)	Paper-V (228)	
	Paper VI (00)	Paper VI (00)	
BA-3 rd Year	Paper-III (05),	Paper-III (228),	
	Paper-VII (00)	Paper-VII (00)	
	Paper VIII (00)	Paper VIII (00)	

For Semesters (according to latest Routine)

Class	Periods		Steps taken for the teaching of periods missed during absence or leave
	Assigned Per Week	Taught in One Semester	
BA 1 st Sem	Paper-1 (02)	Paper-1 (40)	Extra classes arranged & tutorial classes adjusted
BA 2 nd Sem	Paper-II (04)	Paper-II(74)	
BA 3 rd Sem	Paper-III(04)	Paper-III(74)	
BA 4 th Sem	Paper – IV(00)	Paper-IV (00)	
BA 5 th Sem	Paper-V (00); Paper VI (00)	Paper-V(00); Paper VI (00)	
BA 6 th Sem	Paper-VII (00) Paper VIII(00)	Paper-VII (00) Paper VIII (00)	

ii. Any other: IGNOU Counseling Classes for MA (Economics) during 2015-2016 .

iii. Regularity and Punctuality: regular & punctual to my assigned duty.

iv. Details of course, teaching plan, synopsis of lecture and reading lists applied to students: *(documents attached)*

4. **Details of participation in the following:**

i. University: Evaluation of BA 2nd Year & B.A.3rd (Economics) - General Papers for the last 13 years.

ii. Internal Evaluation: For BA 1st, BA 2nd & BA 3rd Year (both General & Honours) since 2003.

iii. Paper Setting for all Internal Examinations conducted by the College. (From 2003 till date)

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

** L = Lecture T = Tutorial P = Practical

iv. Assessment of Homes Assignments: Yes *(for BA 1st, BA 2nd & BA 3rd Year both General & Honours)*

v. Conduct of Examination: for both Internal & External as Per College & NEHU rules and regulations.

vi. Evaluation/Dissertation etc.: None

5. **Details of Innovations/Contribution in Teaching during the year:**

i. i. Design of curriculum: *(documents attached)*

- i. Teaching methods: lectures, powerpoints, & evaluation (tests, assignments, library works) – (*documents attached*).
- ii. Laboratory experiments: Not Applicable
- iii. Evaluation methods: Concurrent evaluation
- iv. Preparation of resource materials including books, reading materials, laboratory manuals, etc.

Supplying resource materials and book readings.

- v. Remedial Teaching./Student Counseling (Academic) : Yes
 1. Remedial teachings for all Degree students from 2003 till date.
 2. Sustained and concerted efforts made to give special **counseling and guidance to students** enrolling as new batches in our Institution, for the existing students and for those who have finished their graduation from our College and are ready to pursue their higher studies in the various academic and job-oriented courses or in the Post Graduate level.
 3. Some other methods or strategies like tutorial classes, personal interactions, introspections, feedbacks and one-to-one discussion with the students are being conducted for both regular and non-regular students on an annual basis.

6. Improvement of Professional Competence

- i. Details regarding refresher course/orientation course attended, participation in summer school, workshops, seminar, symposium etc. including Open University course .
- ii. *Number of research papers published -*
- iii. Name of the funding agency
- iv. Duration-

7. Research Contributions:

- i. Number of student (M.Phil. /Ph. D.) - None

	At the beginning of the year	Registers during The year	Completed during The year
M.Phil.	NOT APPLICABLE		
Ph.D.	NOT APPLICABLE		

ii. Details of Seminars, Conferences, and Symposium organized.

I was one of the organizers in the “**Training Programme on Dairy Farming as Business Model with Value Added Milk Products**” organized by ICAR Central Institute fo Research on Cattle ,Meerut in collaboration with Economics Department, Nongstoin College on 8th February, 2021 (*document attached*).

iii. Patents taken if any, give a brief description - None

vii. Membership of professional bodies/Editor of journal etc:

viii. **Extension Work/Community Service: Supporting documents attached.**

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 organization linked with extension work and national services scheme (NSS) or NCC or any other similar activity.

8. Participation in corporate life:

Please give a short account of your contribution to:

i. **College/University/Institution-** My contribution came mainly through my teaching career. But I also spare my time and made every effort to mould and develop my students’ personality and character and to help them prepare to face the challenges of life, to pursue further/higher studies and reach their destiny.

ii. **Co-Curricular Activities-** Presented an article in the College Magazine, 2020 with the title, “*Linkage between environment and ecology.*” For the benefit of the students and teaching community alike (*supporting documents attached*).

iii. **Enrichment of Campus Life** (hostels, sports, games, cultural activities) - Took an active part as one of the organizers of sport and games as well as other activities which used to be conducted by our Institution from time to time (*supporting documents attached*).

iv. **Students Welfare and Discipline:** Encouraging to students to improve their writing skills through writing short stories, poems, etc. to be published in College Magazine from time to time. (*supporting documents attached*).

v. Membership/Participation in Bodies/Committees on Education and National Development - None

9. Professional organizations of teachers – Member of Meghalaya Economics Association,

10. **Assessment:**

i. Steps taken by you for the evaluation of the course/programme taught.

Through Unit Tests, library works, home assignments, class feedbacks and personal interactions.

11. **General Data:**

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

a) **Achievements**

b) **Difficulties**

1. Less exposure and interaction in the English language.

2. Limited transport and communication connectivity.

3. Ever growing challenges of the teaching career where a teacher has to continuously improve and enhance his knowledge and expertise and has to update himself with the latest facts and information on a daily basis.

4. Rural backwardness, localization and isolation.

c) **Suggestions for Improvement**

1. Extensive readings and continuous interaction and communication in the English language.

2. Rapid development of different means of transport and communication.
3. Rapid augmentation of the latest technological knowhow and accessibility.
4. There is an increasing need for full ICT facility and additional teaching aids like computers, internet access (including Wi Fi connections), projectors, etc. There is also a genuine need on the part of the Government to reserve and create more funds/financial assistance not only to the research scholars and post-graduate students but to under-graduate students as well, so as to enable them to undertake research projects, educational/study tours and academic visits to important Centres in India and abroad.



Signature of the Teacher

13. *Verification of Factual Data: (*Supported documents of each criteria attached*)

- i. General Information
- ii. Teaching
- iii. Details of Innovations/Contribution in Teaching during the year.
- iv. ***Improvement of Professional Competence-*** By attending/participating/presenting papers in workshop, seminar and conference. (*documents attached*).
- v. ***Research Contributions-*** Completed Ph.D. Research.
- vi. ***Extension Work/Community Service-*** As a responsible and active citizen of the country, I use to participate in cleaning drives, social works and important meetings being conducted from time to time.
- vii. Participation in Corporate Life.

Signature of the Chairman

Academic Council

14. Observations to be recorded by the Head of the Department.

- i. Observations on the factual data supplied by the teacher.
- ii. Professional competence evinced.
- iii. Punctuality and regularity.
- iv. Participation in the departmental work.
- v. Relation with colleagues.
- vi. Relation with students.
- vii. Overall assessment of work and conduct (with reasons in brief) Excellent/very good/fair/bad/very bad.

Date.....

Signature of the Head of the Department

15. Remarks of the Principal.

Date.....

Signature of the Principal

PERFORMANCE OF SELF APPRAISAL REPORT

A. General Information

- a) Name : Smt Ephoda Dkhar
 b) Date of Birth : 01/02/1963
 c) Address (Residential):

Present Address: Nongpyndeng
 P.O. Nongstoin
 West Khasi Hills
 Meghalaya, 793119

Permanent Address: Nongpyndeng
 P.O. Nongstoin
 West Khasi Hills
 Meghalaya, 793119.

e) Designation: Selection Grade Lecturer

d) Department : Economics

e) Area of Specialization:

Date of Appointment:

(i) In the Institution: 15.05.1987

(ii) In the Present Post:

f) Honors' Conferred: MA Economics

B. Teaching

a) Classes Taught

Class	Periods		Steps taken for the teaching of periods missed during absence of leave
	Assigned Per Week **L,T/P	(3) Taught in the year **L,T/P	
B.A. I	Paper-I 2	Paper-I	
B.A. II	Paper-II	Paper-II	
B.A. III	Paper-III	Paper-III	
B.A. IV	Paper-IV 10	Paper-IV	Extra-classes arranged
B.A. V	Paper-V	Paper-V	
	Paper-VI	Paper-VI	
B.A VI	Paper-VII	Paper-VII	
	Paper-VIII 10	Paper-VIII	

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

** L = Lecture T = Tutorial P = Practical

Any other: NIL

- b) **Regularity and Punctuality:** Yes, Regular & Punctual to my assigned duty
- c) **Details of course teaching plan, synopsis of lectures, and reading lists supplied to students:** Teaching plan, Preparation of Power point presentation for lectures, lists of books suggested for reading are provided to students
- d) **Details of participate in the following:**
 - i. **University Evaluation:** Under graduate
 - ii. **Internal Evaluation:** Internal Assessment examination was conducted.
 - iii. **Paper setting:** Yes, Internal assessment
 - iv. **Assessment of Homes assignments:** Yes, assignments were given for all semester of B.A.
 - v. **Conduct of Examination:** Nil
 - vi. **Evaluation of Dissertation etc.:** Nil

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

- a) **Design of curriculum:**(NIL)
- b) **Teaching methods:** Lecture, demonstration, group discussion, seminars, assignments, Using Blackboard/Whiteboard etc.
- c) **Laboratory experiments:** .
- d) **Evaluation methods:** evaluation through Internal Exam /Assignment/Class test etc.
- e) **Preparing of resource material including books reading materials, laboratory manuals etc.:** Prepared lesson plan, Supplying resource materials, Providing book for students suggested for reading, lecture note,
- f) **Remedial Teaching./Student Counseling (Academic) :**Activity engaged in student Counseling and Remedial Teaching class .
- g) **Any other:** Extra classes conducted for irregular & absent students

D. Improvement of professional competence

Details regarding refresher courses/oriented attended, participation in summer school, workshops, seminar, symposium etc. including open university course/M.Phil., Ph. D.:

Sl.No.	Name of the seminar, conference, symposia and workshops	Name of the organising/sponsorship Agency	Place	Date
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E. Research Contributions:

a) Number of student (M.Phil./Ph. D.): NIL

	At the beginning of the year	Registers during the year	Completed during the year
M.Phil/ Ph.D.	NOT APPLICABLE NOT APPLICABLE		
b) No. of research papers published : 4			
c) Research Projects: Nil			
Title of the Project	Name of the funding agency		Duration

d) Details of Seminars, Conferences, Symposium organized:

1.	Co-Organised Seminar on Changing Landscapes with TISS,Guwahati	2019
2.	Co-Organised Seminar on Backyard Poultry farming with CAU ,Kyrdemkulai	2021

1. Co-organizer at reference to

e) Patents taken, if any, give a brief description: NIL

f) Membership of professional Bodies/Editor of journal etc: NIL

F. Extension Work/Community Service:

a) Please give a short account of your contribution to: Nil

i. Community work such as values of national integration, secularism, democracy, socialism, humanism, Peace, scientific temper, flood or drought relief, small family norms etc.:Nil

ii. National Literacy mission:Nil

b) Positions held/leadership role played in organization linked with extensions work and national services scheme (NSS), or NCC or any other similar activity: NIL

G. Participate in corporate life:

Please give a short account of your contribution to:

a) Collage/university/institution :Nil

b) Co-Curricular Activities: Nil

c) Enrichment of campus life (hostels, sports, games, cultural activities):Nil

d) Students Welfare and Discipline:: Member of Women cum Students Redressal cell.

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

1. Nil

2. Nil

f. **Professional Organizations of Teachers:** NIL

H. Assessment:

a) **Steps taken by you for the evaluation of the course programmer taught:** Interaction with students, Conducting Unit Test & Home Assignment.

I. General Data:

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



Signature of the Teacher

J. *Verification of factual Data: (Supported documents of each criteria attached)

- a) General Information
- b) Teaching
- c) Details of Innovations/Contribution in Teaching, During the year-Log Book, Teaching Plan
- d) Improvement of Professional Competence
- e) Research Contributions
- f) Extension Work/Community Service
- g) Participation in Corporate Life.

Signature of the chairman Academic Council

K. Observations to be recorded by the Head of the department.

- 1. Observations on the factual date supplied by the teacher.
- 2. Professional competence evinced.
- 3. Punctuality and regularity.
- 4. Participation in the departmental work.
- 5. Relation with colleagues.
- 6. Relation with Student.
- 7. Overall assessment of work and conduct (with reasons in brief) Excellent/Very Good/fair Bad/very Bad.

Date.....

Signature of the Head of the Department

L. Remarks of the Principal.

Date.....

Signature of the Principal

PERFORMANCE OF SELF APPRAISAL OF TEACHERS

1. General Information

- a. Name: *Jenifer Nongrem*
- b. Date of Birth: *25/10/1987*
- c. Address (Residential): *Nongpyndeng P.O Nongstoin, West Khasi Hills, Meghalaya*
- d. Designation- *Lecturer*
- e. Department-*Economics*
- f. Area of Specialization - *Nil*
- g. Date of Appointment
 - i. In the Institution-*1/10/2014*
 - ii. In the Present Post-*1/10/2021*
- h. Honours Conferred- *Nil*

2. Teaching

(a) Classes Taught

B.A Semester			
Class	Periods		Steps taken for the teaching of periods missed during absence of leave
	Assigned Per Week	Taught in the Semester	
B.A 1 st Sem	Paper - I (02)	14	Extra Classes arranged
B.A 2 nd Sem	Paper - II (02)	27	
B.A 3 rd Sem	Paper - III (02)	15	

Any other-

(b) Regularity and punctuality-*Yes, regular and punctual to my assigned duty.*

(c) Details of course teaching plan, synopsis of lectures, and reading lists applied to student:
Teaching plan and reading list supplied to students.

3. Details of participation in the following:

- i. University Evaluation: *Nil*
- ii. Internal Evaluation: *Yes*
- iii. Paper setting: *Setting of internal test question paper.*
- iv. Assessment of homes assignment: *Yes, correction of home assignment.*
- v. Conduct of Examination : *Nil*
- vi. Evaluation of Dissertation etc.: *No*

4. Details of innovations/Contribution in Teaching during the year:

(a) Design of curriculum- *Nil*

(b) Teaching methods: *Lecture method, Discussion method*

- (c) Laboratory experiments: *Not applicable*
- (d) Evaluation methods: *Summative and Formative method*
- (e) Preparing of resource material including books reading materials, laboratory manuals etc.: *Providing resource materials including books.*
- (f) Remedial Teaching/Student Counselling (Academic): *Remedial teaching*
- (g) Any other: *Tutorial classes are conducted for the irregular students and monitoring the weaker students.*

5. Improvement of professional competence:

(a) Details regarding refresher courses/orientated attended, participation in summer school, workshops, seminar, symposium etc. including open university course/M.Phil.,Ph.D : *Nil*

Sl. No	Name of the Seminar, Conference, Symposia and workshops	Topic	Name of the organisation/ Sponsorship Agency	Date

(b) Details of Seminars, Conferences, and Symposium organized.-*Nil*

(c) patents taken, if any, give a brief description: *Nil*

(d) Membership of professional Bodies/Editor of journal etc: *Nil*

6. Extension Work/Community Service:

(a) Please give a short account of your contribution to:

- i. Community works 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: *Nil*

(b) Positions held/leadership role played in organization linked with extension work and national services scheme (NSS),or NCC or any other similar activity: *Nil*

7. Participate in corporate life:

Please give a short account of your contribution to:

(a) College/university/institution: *Cleaning drive*

(b) Co-Curricular Activities: *Participate in organising different activities during College week.*

(c) Enrichment of campus life (Hostel, sports, games, cultural activities): *Nil*

(d) Students Welfare and Discipline: *Informal Counselling*

(e) Membership/Participation in Bodies/Committees on Education and National Development: *Nil*

(f) Professional Organizations of Teachers : *Nil*

8. Assessment:

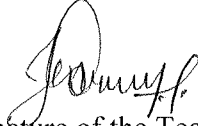
(a).Steps taken by you for the evaluation of the course programmer taught.:

- i. *Discussion, Conducting test and assignment*
- ii. *Feedback for students and from students to teacher teaching*

9. General Data:

State brief assessment of your performance indicating

- A. *Achievements : Passing percentage of students increase year by year.*
- B. *Difficulties Faced : Irregularity of some students and less interaction of students.*
- C. *Suggestions for improvement: Orientation programme*


Signature of the Teacher

10. Verification of factual Data: (Supported documents of each criteria attached)

- 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 Chairman Academic Council.

11. Observation to be recorded by the Head of the Department:

- a) Observation on the factual date supplied by the teacher.
- b) Professional competence evinced.
- c) Punctuality and regularity.
- d) Participation in the departmental work.
- e) Relation with colleagues.
- f) Relation with students.
- g) Overall assessment of work and conduct (with reason in brief) Excellent/Very/ Good/ Bad/ Very Bad)

Date:

Signature of the Head Department

12. Remarks of the Principal:

Date.....

Signature of the Principal