

PERFORMANCE OF SELF APPRAISAL REPORT

1. General Informations

- i. Name : Truthful Lyngdoh Mawlieh
- ii. Date of Birth : 10/08/1993
- iii. Address (Residential): Dommawlein, Pyndengrei, P.O., Nongstoin, West Khasi Hills District, Meghalaya-793119.

Ph. No: 7005751594
- iv. Designation: Lecturer
- v. Department : Commerce
- vi. Area of Specialization: Accounting & Finance
- vii. Date of Appointment
 - (i) In the Institution: 01/07/2019
 - (ii) In the Present Post: Same as above

2. Honours Conferred:

3. Teaching

i. Classes Taught

| Class | Periods | | Steps taken for the teaching of periods missed during absence or leave |
|--------------|-----------------------------------|-----------------------------------|---|
| | Assigned Per Week | Taught in the year | |
| B.Com-I | BC-101: Business Environment (1) | BC-101: Business Environment (12) | |
| | BC-103: Financial Accounting (6) | BC-103: Financial Accounting (72) | |
| B.Com-III | BC-301: Business Statistics (6) | BC-301: Business Statistics (72) | |

| | | | |
|---------|----------------------------------|-----------------------------------|--|
| | BC-304: Marketing Management (1) | BC-304: Marketing Management (12) | |
| B.Com-V | BC-502: Cost Accounting (6) | BC-502: Cost Accounting (72) | Extra classes arranged & tutorial classes adjusted |

- i. Any other:
- iii. Regularity and Punctuality:
- iv. Details of course teaching plans, synopsis of lectures and reading lists applied to students: *Attached*

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

- i. University Evaluation: None
- ii. Internal Evaluation: Yes, evaluation of internal tests and assignments for B.Com 1st, B.Com 2nd, B.Com 3rd, B.Com 4th, B.Com 5th & B.Com 6th semesters.
- iii. Paper Setting: None

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

** L = Lecture T = Tutorial P = Practical

- iv. Assessment of Homes Assignments: Yes, for B.Com 1st, B.Com 2nd, B.Com 3rd, B.Com 4th, B.Com 5th & B.Com 6th semesters
- v. Conduct of Examination: None
- vi. Evaluation/Dissertation etc.: None

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

- i. i. Design of curriculum: Subject-centered curriculum
- ii. Teaching methods: Lecture
- iii. Laboratory experiments: Not Applicable

- iv. Evaluation methods: Formative and summative evaluations
- v. Preparation of resource materials including books, reading materials, laboratory manuals, etc.

Supplying resource materials and reference books reading.

- vi. Remedial Teaching./Student Counseling (Academic) : Yes, students are continuously counseled on their personality, and remedial measures are provided for problems solving (personal as well as academic) on a regular basis.

6. Improvement of Professional Competence

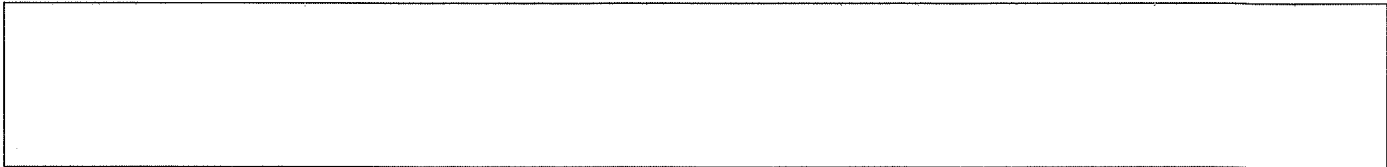
- i. Details regarding refresher course/orientation course attended, participation in summer school, workshops, seminar, symposium etc. including open university course/M.Phil., Ph. D.

Participated in various international and national levels webinars.
(*Supporting documents attached*)

7. Research Contributions:

- i. Number of student (M.Phil./Ph. D.)\

| | At the beginning of the year | Registers during The year | Completed during The year |
|--|---------------------------------|------------------------------|------------------------------|
| M.Phil. | NOT APPLICABLE | | |
| Ph.D. | NOT APPLICABLE | | |
| ii. No. of research papers published (pleases enclose list.) | None | | |
| iii. Research Projects: | None | | |
| Title of the Project- | | | |
| Name of the funding agency | | | |
| Duration- | | | |



- iv. Details of Seminars, Conferences, and Symposium organized.
 - 1. “Strategy for Managing Personal Finance Including Mutual Funds” Organised by Nongstoin College through the Department of Commerce in Collaboration with the Association of Mutual Funds in India (AMFI) held on 27-08-2021.
 - 2. National Webinar on “Financial Awareness and Consumer Training Programme (FACT)” Organised by Nongstoin College through the Department of Commerce in Collaboration with National Centre for Financial Education held on 21-09-2021.
- v. Patents taken if any, give a brief description. None
- vi. Membership of professional bodies/Editor of journal etc:
Annual member of Indian Accounting Association (IAA) 2021-22.
- vii. **Extension Work/Community Service: None**
 - 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 assist students on developing their personality and character and to be

well prepared to face the challenges of life, to pursue further/higher studies and reach their destiny.

- ii. ***Co-Curricular Activities-***
- iii. ***Enrichment of Campus Life*** (hostels, sports, games, cultural activities)- Actively took part as one of the organizers of sports, games and other activities which used to be conducted by our institution in the Annual College Week from time to time.
- iv. ***Students Welfare and Discipline-*** Playing a vital role in the maintenance of cleanliness & discipline in our College campus on a regular basis.
- v. Membership/Participation in Bodies/Committees on Education and National Development- None
- vi. Professional Organizations of Teachers- None

9. Assessment:

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

Through class feedbacks and interactions, home assignments, library works and unit test.

10. General Data: Attached

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

a) ***Achievements***

1. After a service of almost two years in teaching, I have now acquire a certain level of academic and intellectual experience as well as a more intimate knowledge about students' character, capability and their weakness and limitation.

2. In charge Department of Commerce.

b) ***Difficulties***

1. Less exposure and interaction in the English language.
2. Limited transport and communication connectivity.
3. Ever growing challenge 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. Poverty and rural backwardness.

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. 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 and study tours.



Signature of the Teacher

11. *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-**

vi. **Extension Work/Community Service-** Used to actively participate in cleaning drives, social works and general meetings being conducted from time to time in my local village.

vii. Participation in Corporate Life.

Signature of the Chairman

Academic Council

12. 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.....3/2/2022.....



Signature of the Head of the Department

13. Remarks of the Principal.

Date.....

Signature of the Principal

PERFORMANCE OF SELF APPRAISAL REPORT

1. General Information.

- i. Name : Legency Lyngdoh Nonglait
- ii. Date of Birth : 30/11/1993
- iii. Address (Residential): Upper New Nongstoin, P.O., Nongstoin, West Khasi Hills District, Meghalaya-793119.

Ph. No: 7005141103
- iv. Designation: Assistant Professor
- v. Department : Commerce
- vi. Area of Specialization: Management
- vii. Date of Appointment
 - (i) In the Institution: 27/09/2021
 - (ii) In the Present Post: Same as above

2. Honours Conferred:

3. Teaching

i. Classes Taught

| Class | Periods | | Steps taken for the teaching of periods missed during absence or leave |
|-----------|--|--|--|
| | Assigned Per Week | Taught in the year | |
| B.Com-I | BC-101: Business Environment (3) | BC-101: Business Environment (36) | |
| | BC-102: Principles and Practice of Management (3) | BC-102: Principles and Practice of Management (36) | |
| B.Com-III | BC-302: Business Laws (3) | BC-302: Business Laws (36) | |
| | BC-304: Marketing | BC-304: Marketing | |

| | Management (6) | Management (69) | |
|---------|----------------------------------|-----------------------------------|--|
| B.Com-V | BC-504 : Services Management (6) | BC-504 : Services Management (69) | Extra classes arranged & tutorial classes adjusted |

- ii. Any other:
- iii. Regularity and Punctuality:
- iv. Details of course teaching plans, synopsis of lectures and reading lists applied to students: *Attached*

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

- i. University Evaluation: None
- ii. Internal Evaluation: Yes, evaluation of internal tests for B.Com 1st, B.Com 3rd and B.Com 5th semesters.
- iii. Paper Setting: None

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

** L = Lecture T = Tutorial P = Practical

- iv. Assessment of Homes Assignments: Yes, for B.Com 1st, B.Com 3rd, and B.Com 5th semesters
- v. Conduct of Examination: None
- vi. Evaluation/Dissertation etc.: None

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

- i. i. Design of curriculum: Subject-centered curriculum
- ii. Teaching methods: Lecture
- iii. Laboratory experiments: Not Applicable
- iv. Evaluation methods: Formative and summative evaluations
- v. Preparation of resource materials including books, reading materials, laboratory manuals, etc.

Supplying resource materials and reference books reading.

vi. Remedial Teaching./Student Counseling (Academic) : Yes, students are continuously counseled on their personality, and remedial measures are provided for problems solving (personal as well as academic) on a regular basis.

6. Improvement of Professional Competence :

7. Research Contributions:

i. Number of student (M.Phil./Ph. D.)\

| | At the beginning of the year | Registers during The year | Completed during The year |
|----------------------------|---|------------------------------|------------------------------|
| M.Phil. | NOT APPLICABLE | | |
| Ph.D. | NOT APPLICABLE | | |
| <i>ii.</i> | No. of research papers published (pleases enclose list.) None | | |
| <i>iii.</i> | Research Projects: None | | |
| Title of the Project- | | | |
| Name of the funding agency | | | |
| Duration- | | | |

iv. Details of Seminars, Conferences, and Symposium organized. None

v. Patents taken if any, give a brief description. None

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

vii. **Extension Work/Community Service: None**

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 assist students on developing their personality and character and to be well prepared to face the challenges of life, to pursue further/higher studies and reach their destiny.
- ii. ***Co-Curricular Activities-***
- iii. ***Enrichment of Campus Life***
- iv. ***Students Welfare and Discipline-*** Playing a vital role in the maintenance of cleanliness & discipline in our College campus on a regular basis.
- v. **Membership/Participation in Bodies/Committees on Education and National Development-** None
- vi. **Professional Organizations of Teachers-** None

9. Assessment:

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

Through class feedbacks and interactions, home assignments, library works and unit test.

10. General Data: Attached

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

a) Achievements

1. After a service of almost four months in teaching, I have acquired a certain level of academic and intellectual experience as well as a more intimate knowledge about students' character, capability and their weakness and limitation.

b) Difficulties

1. Less exposure and interaction in the English language.
2. Limited transport and communication connectivity.
3. Ever growing challenge 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. Poverty and rural backwardness.

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. 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 and study tours.



Signature of the Teacher

11. ***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-*
- v. *Research Contributions-*
- vi. *Extension Work/Community Service-* Used to actively participate in cleaning drives, social works and general meetings being conducted from time to time in my local village.
- vii. Participation in Corporate Life.

Signature of the Chairman

Academic Council

12. 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.....3/2/2022.....



Signature of the Head of the Department

13. Remarks of the Principal.

Date.....

Signature of the Principal

PERFORMANCE OF SELF APPRAISAL REPORT

A. General Information

- a) **Name:** Kansaralyne Marwein
 b) **Date of Birth :** 21-02-1996
 c) **Address (Residential):** Wahsiej, P.O Mawkyrwat ,South West Khasi Hills District, 7931 14
 Ph. No: 8787577501
 c) **Designation:** Asst. Lecturer
 d) **Department:** Commerce
 e) **Area of Specialization:** Management
 f) **Date of Appointment:**
 (i) In the Institution: 03-02-2021
 (ii) In the Present Post:
 g) **Honours Conferred:** NIL

B. Teaching

a) Classes Taught

| Semester | Periods | | Steps taken for the teaching of periods missed during absence of leave |
|-----------|---|--|--|
| | Assigned PerWeek | (3)Taught in the year | |
| B.Com-I | BC (101) Business Environment (3) BC(102) Principles and Practice of Management(3) | BC (101) Business Environment(16) BC(102) Principles and Practice of Management(18) | |
| B.Com-III | BC(302) Business Laws (3) BC(304) Marketing Management(6) | BC(302) Business Laws (16) BC(304) Marketing Management(31) | |
| B.Com V | BC(504) Service Management(5) | BC(504) Service Management(28) | |

Any other: NIL

- b) **Regularity and Punctuality:** Regular & Punctual to my assigned duty
 c) **Details of course teaching plan, synopsis of lectures, and reading lists supplied to students:** lecture plan, lectures notes, and reading lists are provided to students
 d) **Details of participate in the following:**
 i. **University Evaluation:** NIL
 ii. **Internal Evaluation:** Internal examination were conducted.
 iii. **Paper setting:** For all Internal Examinations conducted by the college
 iv. **Assessment of Homes assignments:** Yes, assignments were given For B.Com-I semester, B.Com-III semester & B.Com-V semester.
 v. **Conduct of Examination:** Nil
 vi. **Evaluation of Dissertation etc.:** Nil

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

** L = Lecture T = Tutorial P = Practical

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

- a) **Design of curriculum:** NA
- b) **Teaching methods:** Lecture, lecture notes, group discussion, assignments, power point presentation, Using Blackboard, Whiteboard etc
- c) **Laboratory experiments:** NIL
- d) **Evaluation methods:** evaluation through Internal Exam /group discussion/ /Assignment/Class test etc.

e) **Preparing of resource material including books reading materials, laboratory manuals etc.:** prepared lesson plan, Supplying resource materials, reading book for students, lecture note, exercise, prepared question bank.

f) **Remedial Teaching./Student Counseling (Academic) :**Activity engaged in student Counseling and Remedial Teaching class .

g) **Any other:** sometimes tutorial classes conducted for irregular & absent students

D. 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.:

| Name of the seminar, conference, symposia and workshops | Name of the organising/sponsorship Agency | Place | Date |
|---|---|-------|------|
| | | | |
| | | | |

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 :Nil | | | |
| c) Research Projects: Nil | | | |
| Title of the Project | Name of the funding agency | | Duration |
| | | | |

d) **Details of Seminars, Conferences, Symposium organized:** NIL

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:

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: 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 :Providing quality education to students

b) Co-Curricular Activities:

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

d) Students Welfare and Discipline: counseling students and remedial teaching.

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

f. Professional Organizations of Teachers:**H. Assessment:**

a) Steps taken by you for the evaluation of the course programmer taught:Inter action 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

K.Marwein

(KansarlyneMarwein)

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

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... 3/2/2022



Signature of the Head of the Department

L. Remarks of the Principal.

Date.....

Signature of the Principal

PERFORMANCE OF SELF APPRAISAL REPORT

1. General Informations

i. Name : RijiedLyngdohNonglait

Date of Birth : 02/06/1996

1. Address (Residential): Kharmalki , Malki, Shillong ,Meghalaya
793001

Ph. No: **9774482031**

Email id: jiedlyngz@gmail.com

ii. Designation: Lecturer

iii. Department : Commerce

iv. Area of Specialization: Accounts & Finance

v. Date of Appointment

(i) In the Institution: 03/02/2022

(ii) In the Present Post: Same as above

2. Honours Conferred:

3. Teaching

i. Classes Taught

| Class | Periods | | Steps taken for the teaching of periods missed during absence or leave |
|-------|-------------------|--------------------|--|
| | Assigned Per Week | Taught in the year | |
| | | | |
| | | | |
| | | | |

Any other:

iii. Regularity and Punctuality:

i. Number of student (M.Phil./Ph. D.)\

| | At the beginning of the year | Registers during The year | Completed during The year |
|----------------------------|---|------------------------------|------------------------------|
| M.Phil. | NOT APPLICABLE | | |
| Ph.D. | NOT APPLICABLE | | |
| <i>ii.</i> | No. of research papers published (pleases enclose list.) None | | |
| <i>iii.</i> | Research Projects: None | | |
| Title of the Project- | | | |
| Name of the funding agency | | | |
| Duration- | | | |

iv. Details of Seminars, Conferences, and Symposium organized
seminar conducted by SOIL School of Business Design

v. Patents taken if any, give a brief description. None

vi. Membership of professional bodies/Editor of journal etc: None

vii. **Extension Work/Community Service: None**

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.

Blood Donation during the National Voluntary Blood Donation Day on 12th October 2018 at N.S.S N.E.H.U V.B.D Camp

ii. National Literacy mission: None

11. *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 in seminar. (*Documents attached*).
- v. **Research Contributions-**
- vi. **Extension Work/Community Service-** Used to actively participate in cleaning drives, social works and general meetings being conducted from time to time in my local village.
- vii. Participation in National Blood Donation Day

Signature of the Chairman

Academic Council

12. 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.