

Format – 2

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER (2018-2019)

A. General Information

- a) Name : A.KUMARA SWAMY
- b) Date of Birth : 12 -06-1984
- c) Address (Residential) 6-6-427,11&12,Near CGO Towers,Gandhinagar,Secundrabad.
Ph. No: 9000618068
- d) Designation: Assistant Professor
- e) Department : Public Administration
- f) Area of Specialization....
- g) Date of Appointment :04-12-2017
- i. In the Institution : 04-12-2017
- ii. In the present post :04-12-2017
- h) Honors Conferred --

B. Teaching**(a) Classes Taught**

Class	Periods		
	Assigned per week **L T/P	Taught in the year L T/P	Steps taken for the teaching of periods missed during absence or leave
	(1)	(2)	
i) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc.	22	2640	
ii) PG (M.A. /M.Sc. etc.)			
iii) M.Phil			
iv) Any other			

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality :Yes

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students

(d) Details of participation in the following

(i) University Education :-

(ii) Internal Evaluation : Internal Assessment & skill test paper evaluation

(iii) Paper Setting: IA paper setting

(iv) Assessment of Home assignments : class assignments, project

(v) Conduct of Examinations: Internal assessment exams invigilation. class skill test

(vi) Evaluation of Dissertation etc. project work for 3rd year students.

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

a) Design of curriculum :No

b) Teaching methods: lecturer method ,board & chalk method

c) Laboratory experiments :No

d) Evaluation methods ;IA, Skill test

e) Preparation of resource material including book, reading materials, laboratory manuals etc.

f) Remedial Teaching / Student Counseling (Academic) :counseling to poor performance students

g) Any other

D. Improvement of professional Competence :

(a) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

E. Research Contributions :

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	
Ph.D.		Nil	

b) No. of research papers published (please enclose list)

c) Research Projects

Titles of the project	Name of the funding agency	Duration
Nil		

d) Details of Seminars, Conferences, Symposia organised --Nil

- e) Patents taken, if any, give a brief description :Nil
- f) Membership of Professional Bodies, Editorship of Journals etc .Indian Public Administration Association (IPAA)

F. Extension Work/Community Service

- a) Please give a short account of your contribution to :
 - 1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.
 - 2. National Literacy Mission
- b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

G. *Participation in Corporate Life :*

Please give a short account of your contribution to :

- a) College / University / Institution -No
- b) Co-curricular activities -No
- c) Enrichment of campus life -
(hostels, sports, games, cultural activities)
- d) Students welfare and Discipline: counseling to duller students.
- e) Membership / Participation in Bodies/Committees on Educational and National Development
- f) Professional Organizations of Teachers

H. Assessment

- a) Steps taken by you for the evaluation of the course programme taught

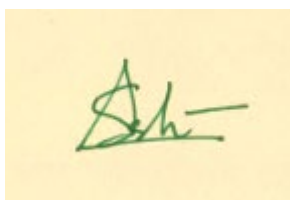
I. General Data

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

A.KUMARA SWAMY

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

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(Signature of the Person authorized*)

* By a person to be nominated by Principal / Vice Chancellor

Format – 2

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER

A. General Information

- a) Name **A.Padmaja**
- b) Date of Birth 01.04.1969
- c) Address (Residential) Flat no. 305, A block, Brahmanwadi, begumpet, hyd
Ph.No. 9908028464
- d) Designation. Asst. Professor in commerce
- e) Department Commerce
- f) Area of Specialization. Commerce
- g) Date of Appointment
- i. In the Institution. 08.08.1997
- ii. In the present post - do-
- 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
i) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc.	21 hours per week	120 hrs in a year	Extra class on Saturday
ii) PG (M.A. /M.Sc. etc.)			
iii) M.Phil			
iv) Any other			

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students

(d) Details of participation in the following

(i) University Education

(ii) Internal Evaluation

(iii) Paper Setting

(iv) Assessment of Home assignments

(v) Conduct of Examinations

(vi) Evaluation of Dissertation etc.

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

- Design of curriculum ; was a member in framing of syllabus for CBCS
- Teaching methods
- Laboratory experiments
- Evaluation methods
- Preparation of resource material including book, reading materials, laboratory manuals etc.
- Remedial Teaching / Student Counseling (Academic)
- Any other

D. Improvement of professional Competence :

- Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

E. Research Contributions :

- Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

- No. of research papers published (please enclose list) Co- authored text book on business law by Telugu academy in 2019.

c)

- Research Projects

Titles of the project	Name of the funding agency	Duration
Minor research project Service quality management of	UGC	3 years

select hospitals		
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- e) Details of Seminars, Conferences, Symposia organised
- f) Patents taken, if any, give a brief description
- g) Membership of Professional Bodies, Editorship of Journals etc.

F. Extension Work/Community Service

- a) Please give a short account of your contribution to :
 - 1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.
 - 2. National Literacy Mission
- b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

G. *Participation in Corporate Life :*

Please give a short account of your contribution to :

- a) College / University / Institution Teaching and moulding various batches of students
- b) Co-curricular activities
- c) Enrichment of campus life
(hostels, sports, games, cultural activities)
- d) Students welfare and Discipline
- e) Membership / Participation in Bodies/Committees on Educational and National Development
- f) Professional Organizations of Teachers

H. Assessment

- a) Steps taken by you for the evaluation of the course programme taught

I. General Data

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

Was successful in teaching the subjects allotted and went beyond the curriculum and imparted knowledge to students.

(Signature of the Teacher). A.padmaja

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

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(Signature of the Person authorized*)

* By a person to be nominated by Principal / Vice Chancellor

Format – 2

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER

A. General Information

- a) Name – Augustina Alphonse
- b) Date of Birth - 02/08/93
- c) Address (Residential) - 1-10-27/35 Flat no :201,Prakash Nagar,Begumpet
- d) Ph.No - 9177673547
- e) Designation- Lecturer
- f) Department – Bachelors in Management Studies(BMS)
- g) Area of Specialization – Marketing and Human Resource
- h) Date of Appointment
 - i. In the Institution - 08/06/2016
 - ii. In the present post – 01/07/2018
- i) 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
j) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc.	21		Took Extra Classes
ii) PG (M.A. /M.Sc. etc.)			
iii) M.Phil			
iv) Any other			

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students

(d) Details of participation in the following

(i) Internal Evaluation –Internal Assessments

(ii) Paper Setting – Cost Accounting ,Business Environment &Policy

(iii)Assessment of Home assignments

(iv)Conduct of Examinations

(v) Evaluation of Dissertation etc.

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

(i) Teaching methods – Case reviews, Viva

(ii) Evaluation methods – Written tests, Presentations, Assignments, Research Analysis

(iii)Preparation of resource material including book, reading materials, laboratory manuals etc.

(iv)Remedial Teaching / Student Counseling (Academic) – Accounting for Managers Remedial class

D. Improvement of professional Competence :

a) Attended National Seminar Conducted by the department Of BMS.

E. Research Contributions :

a) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

b) No. of research papers published (please enclose list)

i)E-Retailing –Future Trends and Value Proposition

c) Research Projects

Titles of the project	Name of the funding agency	Duration

d) Details of Seminars, Conferences, Symposia organised

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

f) Membership of Professional Bodies, Editorship of Journals etc.

F. Extension Work/Community Service

- a) Please give a short account of your contribution to : Organized Aikartha along with the Dept of BMS in Partnership with Teach for India.

G. *Participation in Corporate Life :*

Please give a short account of your contribution to:

- a) Co-curricular activities – Club Co-ordinator for Arista Club
b) Enrichment of campus life
(hostels, sports, games, cultural activities)

H. Assessment

- a) Steps taken by you for the evaluation of the course programme taught- Preparing for the Lectures and taking help from senior faculty for any doubts.

I. General Data

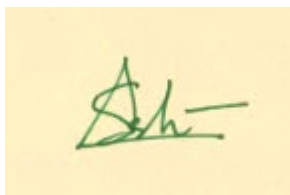
State brief assessment of your performance indicating

- (a) difficulties faced – In terms of Discipline in the class

(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

Format – 2

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER

A. General Information

- a) Name B.GEETHA
- b) Date of Birth 31.12.1975
- c) Address (Residential) Flat No-503, MSR Towers, Yousufguda,
Hyderabad-500 045
- d) Ph.No. 8125402846
- e) Designation Librarian
- f) Department Department of Library
- g) Area of Specialization Library & Information Science
- h) Date of Appointment
- i. In the Institution 16.06.2008
- ii. In the present post 01.06.2012
- i) 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
j) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc.	-	-	-
ii) PG (M.A. /M.Sc. etc.)			
iii) M.Phil			
iv) Any other			

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students

(d) Details of participation in the following

(i) University Education -

(ii) Internal Evaluation -

(iii) Paper Setting

(iv) Assessment of Home assignments -

(v) Conduct of Examinations -

(vi) Evaluation of Dissertation etc. -

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

a) Design of curriculum

b) Teaching methods

c) Laboratory experiments -

d) Evaluation methods

e) Preparation of resource material including book, reading materials, laboratory manuals etc.

f) Remedial Teaching / Student Counseling (Academic)

g) Any other

D. Improvement of professional Competence :

(a) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

(i) Participated in Certificate of First Respondent Training on Basic Life Saving Skills conducted by Global Medical Education & Research Foundation

(ii) Participated in two day International Conference on “Knowledge Resources and Technologies in Higher Education” conducted by DRBCCC Hindu College, Chennai

E. Research Contributions :

a) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.	-	-	-
Ph.D.			

b) No. of research papers published (please enclose list) : one

Title	Name of the teacher	Name of the author	Department of the teacher	Name of journal	Year of publication	ISBN/ISSN number
ICT Enabled Knowledge Resources and Technologies in Higer Education	B.Geetha - Librarian	B.Geetha (2018)	Department of Library	IALA Journal - Peer Reviewed Biannual Journal of libray and Information Science	2018 / Vol.6 Jan-Dec Issues 1 & 2	ISSN: 2319-1392

c) Research Projects

Titles of the project	Name of the funding agency	Duration
-	-	-

d) Details of Seminars, Conferences, Symposia organized

Organized – One Day National Level Seminar on "Library Resources for Teaching & Research - Opportunities and Challenges". Date ; 30.11.2018 by Department Of Library

e) Patents taken, if any, give a brief description -

f) Membership of Professional Bodies, Editorship of Journals etc. -

F. Extension Work/Community Service

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

1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.

Contributed for Kerala Flood Relief through college.

2. National Literacy Mission

b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

G. Participation in Corporate Life :

Please give a short account of your contribution to :

- a) College / University / Institution
- b) Co-curricular activities
- c) Enrichment of campus life
(hostels, sports, games, cultural activities)

Participated in Sports & cultural activities conducted by College

- d) Students welfare and Discipline
Discipline in Library is maintained
Que Manager for maintaining discipline
Students welfare activities – through Library club named “SHASTR” is organised
- e) Membership / Participation in Bodies/Committees on Educational and National Development
Member of Academic Council of the college
- f) Professional Organizations of Teachers

H. Assessment

- a) Steps taken by you for the evaluation of the course programme taught

I. General Data

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

(a) Achievements

- More new Journals (International & National) were subscribed
- Orientation for students through LCD
- Locker facilities for students
- More books purchased for Competitive exams

(b) Difficulties faced

- Orders for books by staff is given in the last moment
- Students not returning book in time
- Most of the time teachers are not accompanying the students during Library hours

(c) suggestions for improvement

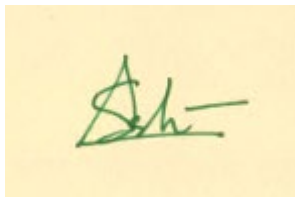
- Issue return counter to be renovated
- Mike system for announcements



(Signature of the Teacher)

* *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

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(Signature of the Person authorized*)

* By a person to be nominated by Principal / Vice Chancellor

Format – 2

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER

A. General Information

- a) Name : B. Lavanya
- b) Date of Birth : 25-06-1984
- c) Address (Residential) : H.No.: 6-2-231, Opp: Islamiah Girls High School, New Bhoiguda, Sec'bad - 500003
- d) Designation: Assistant Professor
- e) Department : Mathematics
- f) Area of Specialization: Pure Mathematics
- g) Date of Appointment
 - i. In the Institution: 6th June, 2016.
 - ii. In the present post : 15th July, 2018.
- h) Honors Conferred :Not Applicable.

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
i) UG(B.Sc / B.Com)	ODD - 21, Even – 23	2017-18	Extra classes taken on Saturday
ii) PG (M.Sc.)			

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality :Been Regular and very Punctual.

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students

(d) Details of participation in the following

- (i) University Education
- (ii) Internal Evaluation – Yes, BMS, B.Sc, B.Com, M.Sc.
- (iii) Paper Setting – Supplementary papers of B.Sc., BMS, M.Sc of our College, M.Sc. (Mathematics)- Mathematical methods, Integral equations for St. Ann’s College for women , Mehdiapatnam, Hyderabad.
- (iv) Assessment of Home assignments - Yes
- (v) Conduct of Examinations - Yes
- (vi) Evaluation of Dissertation etc. - Yes

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

- a) Design of curriculum
- b) Teaching methods :- Chalk and duster method
- c) Laboratory experiments
- d) Evaluation methods :- Skill tests, Assignments
- e) Preparation of resource material including book, reading materials, laboratory manuals etc. :- Important topics materials for weak students.
- f) Remedial Teaching / Student Counseling (Academic)
- g) Any other

D. Improvement of professional Competence :

- (a) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.
 - 1) Attended seminars in Aurora degree college, Hyderabad on Optimization Techniques in Artificial Intelligence ,
 - 2) 3 Day Workshop on RBPT(Research Based Pedagogical tools) in Bhavan’s Vivekananda College, Secunderabad

E. Research Contributions :

- a) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

- b) No. of research papers published (please enclose list)

- c) Research Projects

Titles of the project	Name of the funding agency	Duration

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- d) Details of Seminars, Conferences, Symposia organized
- e) Patents taken, if any, give a brief description
- f) Membership of Professional Bodies, Editorship of Journals etc.

F. Extension Work/Community Service

- a) Please give a short account of your contribution to :
 - 1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.
 - 2. National Literacy Mission
- b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

G. Participation in Corporate Life :

Please give a short account of your contribution to :

- a) College / University / Institution
- b) Co-curricular activities
- c) Enrichment of campus life :- Being part of dance performance of the faculty during Farewell party of the UG, PG students. Participated on library day and women's day celebrations.
(hostels, sports, games, cultural activities)
- d)
(hostels, sports, games, cultural activities)
- e) Students welfare and Discipline
- f) Membership / Participation in Bodies/Committees on Educational and National Development
- g) Professional Organizations of Teachers :- Member in The Indian Science Congress Association

H. Assessment

- a) Steps taken by you for the evaluation of the course programme taught

I. General Data

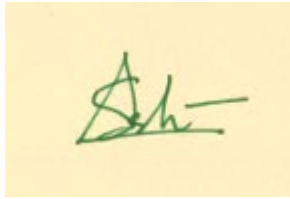
State brief assessment of your performance indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement.

B. Lavanya
(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

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(Signature of the Person authorized*)

* By a person to be nominated by Principal / Vice Chancellor

Format – 2

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER 2017-18

A. General Information

- a) Name B. Vyshnavi
- b) Date of Birth 09-Apr-1976
- c) Address (Residential) H.No:4-3-247, Old Bhoi Guda, Ph.No.9848484600
Secunderabad-500003
- d) Designation Asst. Professor
- e) Department Computer Science
- f) Area of Specialization Computer Science
- g) Date of Appointment 08-Jun-2015
- i. In the Institution St.Francis College for Women
- ii. In the present post Asst.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
i) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc.)	11	11	Extra classes
ii) PG (M.A. /M.Sc. etc.)			
iii) M.Phil			
iv) Any other			

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

- (b) Regularity and Punctuality : Yes
- (c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students :
Syllabus, Reading material, PPTs, MCQ are share
- (d) Details of participation in the following
- (i) University Education : Yes
- (ii) Internal Evaluation : Yes
- (iii) Paper Setting : Yes
- (iv) Assessment of Home assignments : Yes
- (v) Conduct of Examinations : Yes
- (vi) Evaluation of Dissertation etc. : Yes

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

- a) Design of curriculum : Computers Papers for BSc
- b) Teaching methods : Chalk and Board, PPT, Lectures, Group Discussions, Debates, Seminars, Role Plays, Assignments
- c) Laboratory experiments : Programs, Small Projects
- d) Evaluation methods Assignments, Skill Tests, Mini Projects, Online Tests, Seminars, Group Discussions, Role Plays
- e) Preparation of resource material including book, reading materials, laboratory manuals etc.: Yes
- f) Remedial Teaching / Student Counseling (Academic) : Yes
- g) Any other

D. *Improvement of professional Competence :*

- (a) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

E. *Research Contributions :*

- a) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

- b) No. of research papers published (please enclose list)

- c) Research Projects

Titles of the project	Name of the funding agency	Duration

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- d) Details of Seminars, Conferences, Symposia organised
- e) Patents taken, if any, give a brief description
- f) Membership of Professional Bodies, Editorship of Journals etc.

F. Extension Work/Community Service

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

1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc. : Flood Relief

2. National Literacy Mission

- b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

G. *Participation in Corporate Life :*

Please give a short account of your contribution to :

- a) College / University / Institution :

- b) Co-curricular activities

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

- d) Students welfare and Discipline

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

- f) Professional Organizations of Teachers

H. Assessment

- a) Steps taken by you for the evaluation of the course programme taught : Assignments, Skill Tests, Mini Projects, Online Tests, Seminars, Group Discussions, Role Plays.

I. General Data

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

(Signature of the Teacher)

J. * *Verification of factual data*

A. General Information

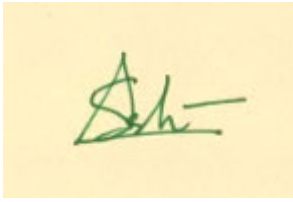
B. Teaching

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

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(Signature of the Person authorized*)

* By a person to be nominated by Principal / Vice Chancellor

Format – 2

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER

A. General Information

- a) Name :BERNADETTE
- b) Date of Birth :08.10.1971
- c) Address (Residential) :6-3-174/1, JAINAGAR COLONY, NEW
BHOIGUDA, SECUNDERABAD 500 080.
Ph.No.27534607
- d) Designation: ASST. PROFESSOR
- e) Department :ENGLISH
- f) Area of Specialization: ENGLISH LITERATURE AND ENGLISH
- g) Date of Appointment :
- i. In the Institution:10.06.2015
- ii. In the present post
- 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
i) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc.	20	13-L 7-P	EXTRA CLASSES ARRANGED AS REQUIRED
ii) PG (M.A. /M.Sc. etc.)	2		
iii) M.Phil			
iv) Any other			

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality : GOOD

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students :DONE
ALSO THROUGH COLLEGE PORTAL BY SHARING EXTRA INFORMATION ON SUBJECT
WITH RESPECTIVE CLASSES.

(d) Details of participation in the following

(i) University Education

(ii) Internal Evaluation :REGULARLY

(iii)Paper Setting: REGULARLY

(iv)Assessment of Home assignments:REGULARLY

(v) Conduct of Examinations: AS PER DEPT. AND CLASS NEEDS

(vi)Evaluation of Dissertation etc: AS PER CONSENSUS IN DEPT..

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

a) Design of curriculum

b) Teaching methods: CHALK AND BOARD, PPT, GROUP ACTIVITIES

c) Laboratory experiments: PHONETIC TESTS ETC. AVAILABLE ON ENGL. LAB. PROG.
SKY PRONUNCIATION

d) Evaluation methods : AS PER DEPT. CONSENSUS

e) Preparation of resource material including book, reading materials, laboratory manuals etc.

f) Remedial Teaching / Student Counseling (Academic) : DONE THRU.HOME ASSIGNMENTS
TO FEW STUDENTS WHO SOUGHT HELP

g) Any other :REVISION TESTS BEFORE IA OR SEM EXAMS

D. Improvement of professional Competence :

(a) Details regarding refresher courses / orientation attended, participation in summer schools,
workshops, seminars etc including open university courses / M.Phil, Ph.D.

E. Research Contributions :

a) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

b) No. of research papers published (please enclose list

Presented a paper at Bhavans College, Gandipet, Hyderabad titled: ‘Technology and spirituality ‘at a National Conference on RELEVANCE OF ARTS IN TECHNOLOGY COLLEGES in 2013.

Co-presented and Co-published a paper titled : ‘Building a Value-Conscious Campus through Extension and Services’ in National Conference journal titled : CATHOLIC HIGHER EDUCATION IN INDIA-PURPOSE AND CONTEXT at Christ University, Bengaluru.

*Published paper titled Literature and Class in the journal ‘Where a Woman finds no Voice’ ISBN:978-93-5208-115-8 (Sarup Publishers).

* Published a paper titled Culture and Gender Issues-Literature,in the journal titled:English Language and Literature in the Era of Globalisation, ISBN 978-93-87651-03-6.

*Published a paper titled:Gender Concerns in The White Mughals as a work of Contemporary South Asian Literature, in the International Journal of Research, ISBN No.2236-6124 Impact factor 5.7.

*Presented paper titled Literature and Class in International Seminar of Andhra University, Vizag (2017-18), Seminar topic: Transcending Boundaries of Culture and Recreating Spaces: Language, Culture and Gender Issues(2017-18).

* Presented a paper titled Culture and Gender Issues-Literature,in the National Conference of Andhra Loyola Institute of Engineering and Technology, Vijayawada(2017-18).

c) Research Projects

Titles of the project	Name of the funding agency	Duration

d) Details of Seminars, Conferences, Symposia organised : ORGANISED A GUEST LECTURE ON WRITING SKILLS BY MS.CATHERINE XAVIER FROM ISB- INDIAN SCHOOL OF BUSINESS IN 2017-2018.

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

f) Membership of Professional Bodies, Editorship of Journals etc.: MEMBER OF FAMILY APOSTOLATE AT DIOCESIAN LEVEL RELATED TO TRAINING COUPLES BEFORE MARRIAGE.

F. Extension Work/Community Service

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

1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.
2. National Literacy Mission

- b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

G. *Participation in Corporate Life :*

Please give a short account of your contribution to :

- a) College / University / Institution :COMPLETED ALL DUTIES ASSIGNED IN DEPT. AND AS CHOIR CO-ORDINATOR FOR ALL COLLEGE EVENTS.
- b) Co-curricular activities
- c) Enrichment of campus life
(hostels, sports, games, cultural activities):PART OF DEPARTMENT LA FIESTA CLUB DUTIES
- d) Students welfare and Discipline :
- e)
- f) Membership / Participation in Bodies/Committees on Educational and National Development
- g) Professional Organizations of Teachers

H. Assessment

- a) Steps taken by you for the evaluation of the course programme taught: ASSIGNMENTS GOT FROMS STUDENTS, ASSESSED AND RETURNED.

I. General Data

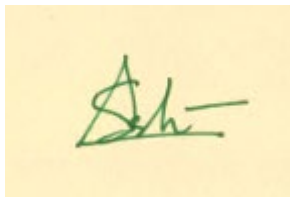
State brief assessment of your performance indicating (a) achievements:

, (b) difficulties faced: DURING SKILL TESTS NO REGULARITY OF STUDENTS
and (c) suggestions for improvement: AFTER GIVING ONE CHANCE TO SKILL TEST
ABSENTEES AND FOLLOW UP WITH CLASS REP. ABT THEM....TALKING TO THOSE
INDIVIDUALS AND GETTING THEIR STANCE ON ABSENCE: ACTING ACCORDINGLY.

(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

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(Signature of the Person authorized*)

* By a person to be nominated by Principal / Vice Chancellor

Format – 2

**PERFORMANCE APPRAISAL REPORT
FOR SELF APPRAISAL OF TEACHER**

A. General Information

- a) Name : Boneita Maria J V
- b) Date of Birth : 04/06/1993
- c) Address (Residential) : H.no. 4-3-557/A, Boggulakunta, ATI Compound, Hyderabad.
500001
Ph.No. 9963432805
- d) Designation : Asst. Professor
- e) Department : Mathematics
- f) Area of Specialization : Pure Mathematics
- g) Date of Appointment :
 - i. In the Institution : 08/06/2015
 - ii. In the present post : 08/06/2015
- 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
i) UG (B.Sc./ B.Com/BMS)	Odd-17, Even-16	2017-18	Taking Extra Classes
ii) PG	Odd-6 , Even-6	2017-18	

(M.Sc.)			
iii) M.Phil			
iv) Any other			

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality : Yes

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students :
Yes

(d) Details of participation in the following

(i) University Education

(ii) Internal Evaluation : Yes

(iii) Paper Setting : Yes

(iv) Assessment of Home assignments : Yes

(v) Conduct of Examinations : Yes

(vi) Evaluation of Dissertation etc. : Yes

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

- a) Design of curriculum
- b) Teaching methods
- c) Laboratory experiments
- d) Evaluation methods
- e) Preparation of resource material including book, reading materials, laboratory manuals etc.
- f) Remedial Teaching / Student Counseling (Academic)
- g) Any other

D. Improvement of professional Competence :

- (a) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

E. Research Contributions :

a) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

b) No. of research papers published (please enclose list)

c) Research Projects

Titles of the project	Name of the funding agency	Duration

d) Details of Seminars, Conferences, Symposia organised

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

f) Membership of Professional Bodies, Editorship of Journals etc.

F. Extension Work/Community Service

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

1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.
2. National Literacy Mission

b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

G. *Participation in Corporate Life :*

Please give a short account of your contribution to :

- a) College / University / Institution
- b) Co-curricular activities
- c) Enrichment of campus life
(hostels, sports, games, cultural activities)

- d) Students welfare and Discipline
- e) Membership / Participation in Bodies/Committees on Educational and National Development
- f) Professional Organizations of Teachers

H. Assessment

- a) Steps taken by you for the evaluation of the course programme taught

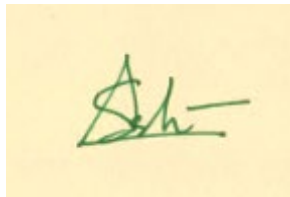
I. General Data

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

(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

Format – 2

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER

A. General Information

- a) Name D.B.Rekha
- b) Date of Birth 24-04-1973
- c) Address (Residential) 8-3-988/34/8 SBH phase II, Srinagar Colony Hyderabad 500073
Ph.No.9247795038
- d) Designation: Ass.Professor
- e) Department computer Science
- f) Area of Specialization : C,C++,VB,Java,HTML,Web Designing
- g) Date of Appointment : 1-7-1998
- i. In the Institution : St.Francis college for women, Begumpet, Hyderabad
- ii. In the present post : Lecturer Comp.Sc
- h) Honors Conferred : qualified APSET in 2012

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
i) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc.	BSC IE MECS BSC IIIE MECS		Taken extra classes
ii) PG (M.A. /M.Sc. etc.)			
iii) M.Phil			
iv) Any other			

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

- (b) Regularity and Punctuality
- (c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students
- (d) Details of participation in the following
 - (i) University Education
 - (ii) Internal Evaluation: yes
 - (iii) Paper Setting: yes
 - (iv) Assessment of Home assignments : yes
 - (v) Conduct of Examinations :yes
 - (vi) Evaluation of Dissertation etc. yes

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

- a) Design of curriculum
- b) Teaching methods
- c) Laboratory experiments
- d) Evaluation methods
- e) Preparation of resource material including book, reading materials, laboratory manuals etc.
- f) Remedial Teaching / Student Counseling (Academic)
- g) Any other

D. *Improvement of professional Competence :*

- (a) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

E. *Research Contributions :*

- a) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

- b) No. of research papers published (please enclose list)

- c) Research Projects

Titles of the project	Name of the funding agency	Duration

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- d) Details of Seminars, Conferences, Symposia organised
- e) Patents taken, if any, give a brief description
- f) Membership of Professional Bodies, Editorship of Journals etc.

F. Extension Work/Community Service

- a) Please give a short account of your contribution to :
 - 1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.
 - 2. National Literacy Mission
- b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

G. *Participation in Corporate Life :*

Please give a short account of your contribution to :

- a) College / University / Institution
- b) Co-curricular activities
- c) Enrichment of campus life
(hostels, sports, games, cultural activities)
- d) Students welfare and Discipline
- e) Membership / Participation in Bodies/Committees on Educational and National Development
- f) Professional Organizations of Teachers

H. Assessment

- a) Steps taken by you for the evaluation of the course programme taught

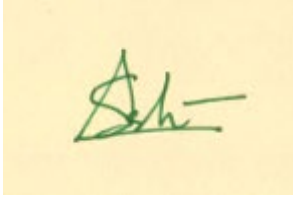
I. General Data

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

Rekha
(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

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(Signature of the Person authorized*)

* By a person to be nominated by Principal / Vice Chancellor

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER

A. General Information

a) Name SABIHA FATIMA

b) Date of Birth : 07-06-1978

c) Address (Residential): H.No: 16-2-49/A, Akbar Bagh, Malakpet, Hyderabad

d) Designation: Assistant professor

e) Department : Chemistry (P.G)

a) Area of Specialization: Organic Chemistry

b) Date of Appointment

c) In the Institution: 02-08-2016

d) In the present post : 02-08-2016

e) 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
f) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc.	6L/14P	150/350	Compensated by taking extra classes.
ii) PG (M.A. /M.Sc. etc.)			
iii) M.Phil			
iv) Any other			

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*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality : Regular and Punctual

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students :
according to the planning done in the teaching diary.

(d) Details of participation in the following

(i) University Education NIL

(ii) Internal Evaluation : Has done internal evaluation for SEM -1 – 4 M. Sc Organic Chemistry

(iii) Paper Setting: Yes

➤ Set question papers for internal assessment in St. Francis College.

(iv) Assessment of Home assignments: Assessed home assignments.

(v) Conduct of Examinations: Yes (For M. Sc Organic Chemistry, theory , Practical, skill tests and internal assessments).

(vi) Evaluation of Dissertation etc. 27

(vii)

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

- Design of curriculum : Restructuring of P.G CBCS syllabus.
- Teaching methods: Black board and chalk, overhead projector, power point presentation.
- Laboratory experiments : synthesis of some common organic compounds.
- Evaluation methods : Conducts skill tests, class assignments, seminars, group discussions, etc.,
- Preparation of resource material including book, reading materials, laboratory manuals etc.
- Remedial Teaching / Student Counseling (Academic): Tries to identify slow learners and help them by counseling in academics.
- Any other :

D. Improvement of professional Competence :

- Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

E. Research Contributions :

- Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

- No. of research papers published (please enclose list)

c) Research Projects

Titles of the project	Name of the funding agency	Duration

d) Details of Seminars, Conferences, Symposia organised

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

f) Membership of Professional Bodies, Editorship of Journals etc.

F. Extension Work/Community Service

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

1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.

2. National Literacy Mission

b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

G. *Participation in Corporate Life :*

Please give a short account of your contribution to :

a) College / University / Institution

b) Co-curricular activities

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

d) Students welfare and Discipline

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

f) Professional Organizations of Teachers

H. Assessment

a) Steps taken by you for the evaluation of the course programme taught: Continuous assessment.

I. General Data

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

Completed syllabus as planned, Planned and took revision for possible questions from syllabus taught.

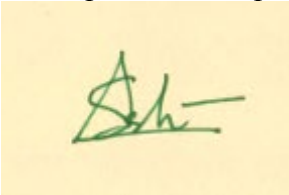
Suggestions: Should refer more journals.



(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*)

Format – 2

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER

A. General Information

- a) Name : Dr. D.Sumalatha
- b) Date of Birth : 31.5.1967
- c) Address : H.No 2-25/7 , Street No 1 Vaninagar Srinivasa Apartment Flat
No7 Malkajgiri Hyderabad 500048
Ph No 9502120917, 9347279891
- d) Designation: Asst .Professor in Chemistry
- e) Department : Chemistry (P.G)
- f) Area of Specialization: M.Sc Inorganic Chemistry
- g) Date of Appointment
- i. In the Institution:1.6.2006
- ii. In the present post:1.6.2006
- 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
i) UG (B.A./B.Sc. etc.	NIL	NIL	

pass) (B.A/ B.Sc. etc.			
ii) PG (M.Sc.CHEMISTRY)	6T/12 P	120/130	Compensated by taking extra classes.
iii) M.Phil			
iv) Any other	Open Elective ---2T		

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality : Regular and Punctual

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students: as planned and written in teaching diary syllabus is completed

(d) Details of participation in the following

(i) University Education : NA

(i)Internal Evaluation : Yes SEM -1 – 4 (M..Sc Organic Chemistry)

Paper Setting : Yes

(ii) Assessment of Home assignments :Yes

(iii)Conduct of Examinations : Yes

(iv)Evaluation of Dissertation etc. Yes **30**

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

- Design of curriculum ; Restructuring of PG CBCS syllabus
- Teaching methods : Conduct workshops , Guest lectures .
- Laboratory experiments ; New Experiments standardized
- Evaluation methods Seminars, Skill tests
- Preparation of resource material including book, reading materials, laboratory manuals etc.
- Remedial Teaching / Student Counseling (Academic)

g) Any other

D. *Improvement of professional Competence :*

(a) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

E. *Research Contributions :*

a) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

b) No. of research papers published (please enclose list)

c) Research Projects

Titles of the project	Name of the funding agency	Duration

d) Details of Seminars, Conferences, Symposia organized : .International Conference STEM

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

f) Membership of Professional Bodies, Editorship of Journals etc.

F. Extension Work/Community Service

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

1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.

2. National Literacy Mission

- b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

G. *Participation in Corporate Life :*

Please give a short account of your contribution to :

- a) College / University / Institution :- As a Coordinator for M.Sc Chemistry worked with a passion for Quality Education to be imparted to students which should result in 100% placement in jobs.
- b) Co-curricular activities :
- c) Enrichment of campus life :
(hostels, sports, games, cultural activities)
- d) Students welfare and Discipline : Organised Career Guidance talk , Aptitude test for students as part of spectrum
- e) Membership / Participation in Bodies/Committees on Educational and National Development
- f) Professional Organizations of Teachers

H. Assessment

- a) Steps taken by you for the evaluation of the course programme taught

I. General Data

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

- a) Time Constrain to carry on with academic and nonacademic activities simulataneously
- b) Precise and advanced planning is needed in both academic & non academic activities

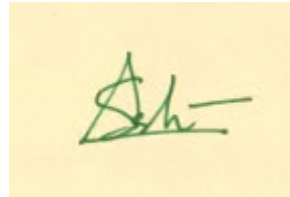
D. Sumalatha
↓

(Signature of the Teacher)

- c) * *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

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(Signature of the Person authorized*)

* By a person to be nominated by Principal / Vice Chancellor

Format – 2

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER

A. General Information

- a) Name : **Dr.G.Haritha**
- b) Date of Birth :**31/03/1985**
- c) Address (Residential):**flat no 102, Sunrise Avenue, Deepthisrinagar, Chandanagar, Hyderabad.**
Ph.No:9959331118
- d) Designation:**Asst. Professor**
- e) Department: **English**
- f) Area of Specialization:**ELT**
- g) Date of Appointment :
- i. In the Institution :**Nov 12, 2012**
- ii. In the present post **NOV 12, 2014**
- h) Honors Conferred –**Ph.D**

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
i) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc.	20		Arranging extra classes, online material resources.
ii) PG (M.A. /M.Sc. etc.)			
iii) M.Phil			
iv) Any other			

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality - **Yes**

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students – **first hand information was given prior to lectures, followed by lectures and discussions. Provided online blogs and portals relevant to the lectures.**

(d) Details of participation in the following

(i) University Education - **consultant soft skills trainer at Ramakrishna Math, Written and Complied materials for English distance education (PG)**

(ii) Internal Evaluation - **part of college internal evaluation team**

(iii) Paper Setting - **Part of department paper setting Team**

(iv) Assessment of Home assignments - **yes**

(v) Conduct of Examinations- **yes**

(vi) Evaluation of Dissertation etc.- **yes**

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

- Design of curriculum – **organized and developed innovative methods into curriculum**
- Teaching methods – **practical and logical innovative teaching techniques**
- Laboratory experiments - **NA**
- Evaluation methods – **As decided by the department**
- Preparation of resource material including book, reading materials, laboratory manuals etc. **Yes**
- Remedial Teaching / Student Counseling (Academic) - **yes**
- Any other

D. *Improvement of professional Competence :*

- (a) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.- **NO**

E. *Research Contributions :*

- a) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.		2011	2016

- b) No. of research papers published (please enclose list)
Presented and published a paper titled “ Anthropomorphism and literature” at OUCIP
Presented a paper at Gitam University on “ Post method pedagogy in ELT “

Presented a paper at Andhra University on” self identity in portrayal of women in Indian writing in English”

c) Research Projects

Titles of the project	Name of the funding agency	Duration

d) Details of Seminars, Conferences, Symposia organised - NO

e) Patents taken, if any, give a brief description - NO

f) Membership of Professional Bodies, Editorship of Journals etc.- NO

F. Extension Work/Community Service

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

1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc. - **NO**

2. National Literacy Mission - **NO**

b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.- **NO**

G. Participation in Corporate Life :

Please give a short account of your contribution to :

a) College / University / Institution –
Coordinator of la fiesta , English club
Coordinator of Expressions , Arts club
Coordinator of Escape , college intra fest

b) Co-curricular activities -**NO**

c) Enrichment of campus life -**NO**
 (hostels, sports, games, cultural activities)

d) Students welfare and Discipline - **Deans student affairs (Arts)**

e) Membership / Participation in Bodies/Committees on Educational and National Development- **NO**

f) Professional Organizations of Teachers- **NO**

H. Assessment

a) Steps taken by you for the evaluation of the course programme taught

Self Study and peer teaching and understanding of the new syllabus introduced. Continuous discussions on current topics relevant to the curriculum. Organizing guest lectures, attending lectures on the topics of the curriculum.

I. General Data

State brief assessment of your performance indicating

(a) achievements,

Successfully completed Ph.D while working in the college.

Rendered services to the best as coordinators of different clubs and as a Dean of student affairs

(b) difficulties faced

Heterogeneous class groups

Huge classroom size

(c) suggestions for improvement.

Can focus more on present day student needs in developing curriculum

(Signature of the Teacher)

J. * *Verification of factual data*

A. General Information

B. Teaching

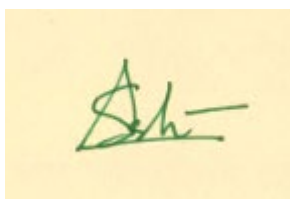
C. Details of Innovations / Contribution in teaching, during the year

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

Format – 2

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER 2017-18

A. General Information

- a) Name : Dr. Jyothi Rani
- b) Date of Birth : 26th June, 1969
- c) Address (Residential) : H. No: 1-1-2/F Behind Telephone Exchange, Jawahar Nagar,
RTC'x'Roads, Musheerabad Hyderabad, 500020, T.S.
Ph.No. : 9866519424
- d) Designation : Assistant professor
- e) Department : Zoology
- f) Area of Specialization : Endocrinology & Toxicology
- g) Date of Appointment : 16th June, 2007
- i. In the Institution : 16th June, 2007
- ii. In the present post : 16th June, 2007
- iii. Honors Conferred : nil

B. Teaching

- 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
h) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc. ii) PG (M.A. /M.Sc. etc.) iii) M.Phil iv) Any other	4 L + 15 P = 19 Sem 2 - HV 1L/Wk	19 x 30 = 570 periods 1 x 15 = 15 period Total 585 periods	Special classes taken

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

Regularity and Punctuality :

- Regular & Punctual

Details of course teaching plan, synopses of lecturers, and reading lists supplied to students :

- Maintain Academic Diaries & Synopsis with suggestive readings

Details of participation in the following

- (i) University Education: Refreshers course at Hyderabad central university
- (i) Internal Evaluation : Worked as internal examiner at St. Francis college for women
- (ii) Paper Setting : Prepared Practical paper
prepared theory supplementary paper
- (iii) Assessment of Home assignments : evaluated -skill test -field trip reports for 20 marks
evaluated -skill test-cross word puzzles for 20 marks
- (iv) Conduct of Examinations : conducted internal assessment theory exams
conducted practical semester end exams
- (v) Evaluation of Dissertation etc. nil

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

- a) Design of curriculum :
 - Neurobiology was introduced as Discipline specific Elective for the final year students under UGC CBCS by the dep[t of zoology.
- b) Teaching methods :
 - Chalk and talk, PPT presentations, Videos, & Discussions
- c) Laboratory experiments :
 - Experiment related to neurobiology were done. Techniques of neurobiology were explained
- d) Evaluation methods :
 -
- e) Preparation of resource material including book, reading materials, laboratory manuals etc.
 -
- f) Remedial Teaching / Student Counseling (Academic)
 -
- g) Any other

D. Improvement of professional Competence :

- (a) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.
- Organized Resource person, Dr. Karthikeyan Vasudevan, Senior Principle Scientist at LACONES, CCMB on ' Wildlife & Endangered Species' on 10th November 2017, as part of the International Conference – STEM.

E. Research Contributions :

a) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

b) No. of research papers published (please enclose list)

c) Research Projects

Titles of the project	Name of the funding agency	Duration

d) Details of Seminars, Conferences, Symposia organised

- Organized and Attended International Conference on “ **Science Technology Engineering & Mathematics (STEM) Education & Faculty Development** ” in collaboration with American Corner at St. Francis college for women from 6th to 11th November 2017.
- Organized Resource person, Dr. Karthikeyan Vasudevan, Senior Principle Scientist at LACONES, CCMB on ‘ Wildlife & Endangered Species’ on 10th November 2017, as part of the International Conference – STEM.
- Participated in the Local Workshop on “Research Based Pedagogical Tools (RBPT)” in collaboration with IISER, Pune held on April 3rd and 4th, 2018
- Organised Guest Lecture by Dr. Deepa Jaiswal – Director of Zoological Survey of India, on ‘Fisheries’ – 11th August 2017.

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

f) Membership of Professional Bodies, Editorship of Journals etc.

F. Extension Work/Community Service

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

- Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.

- Extension Work:**

SOCIAL OUTREACH: Organised social outreach programme ‘**GLEE 2017**’ on the 30th of November 2017 through Spectrum with the Moto of “Nurturing the child is Nurturing the Nation” this year 320 school children from Radcliff high school and St. Andrews School. UG and PG students of all years participated in a competition to put up interesting scientific ideas on display.

- Community service**

SWATCHTHA PAKHWADA –Clean India Mission and a National Level Campaign initiated by Government of India. In continuation of this mission, As per UGC & MHRD

instructions, St. Francis College for Women conducted Swatchtha Programme from 1st to 15th September. As the Co-Ordinator of the SPECTRUM, we took up Cleaning the college campus and with few selected students had debriefing session on 12th sept 2017 with Mr. N . Ravi Kiran, Adl'n Commissioner, (Health and Sanitation) GHMC and presented innovative ideas of our students.

2. National Literacy Mission

b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

- **Dr. Jyothi Rani** , SPECTRUM Co-Ordinatorship for the year 2017 – 18 and has conducted several activities under the banner of Spectrum, the Science Club.
- **REVIVE** is yearly recycling drive where we urge students to donate newspaper, unused paper, books, plastic waste and electronic waste. It was conducted from September 15th to October 15th. This year we collected over 430 kilos of waste and the proceeds from this were used for the organisation of Glee 2017.
- On 29th August, started with a program called **CATALINA** aimed at creating awareness among students and the staff about relevant issues along with their scientific basis. We took the first baby step in this direction, with a skit portrayal of the adverse consequences of drug abuse created with the Departments of Chemistry and Biochemistry.
- Spectrum club along with the department of Nutrition conducted **Nutrition Awareness Program** on 7th September. Students were made aware of all nutrients essential for our body in the increasing order of their quantities, along with a briefing on the role of each nutrient in the form of food pyramid.
- In the last week of January, we started **PEGASUS** an innovative **peer-to-peer coaching sessions** for the first and second year students. Advanced learners in each subject were encouraged to mentor others in the class. 35 students have participated as teaching assistants in their class and helped over students.
- Another innovative programme called **GRAIL** was introduced this year for the final year students preparing to write competitive exams, special coaching classes were conducted by the lecturers of all the departments. There was a notable participation by the students and hope that our initiatives had helped the students.

G. Participation in Corporate Life :

Please give a short account of your contribution to :

a) College / University / Institution

- On 6th November 2017, during the inaugural of the International Science Conference- STEM in the college released the first edition of Prism. **PRISM** stands for **Progressive Resurgence in Spectrum Maneuver**. It is Spectrum's newsletter documenting the events of the semester along with contributions from students.

b) Co-curricular activities

- Involved students of B.Sc IA, II A & III A in organising Farewell Programme of Mr. Stephen Francis, Record Assistant of Department of Zoology.
 - Involved Students of B.Sc IA & N, II A & N & III A & N in displaying the Live Demos and 3D models for social outreach programme 'GLEE 2017' on the 30th of November 2017.
- c) Enrichment of campus life
(hostels, sports, games, cultural activities)
- **INTRA COLLEGIATE FEST** – worked as the **Main Co-ordinator** of the Intra Collegiate Fest organized one of the biggest events of the year involving all the clubs of the college with the theme "**YUVAFLARE unlimited**" on 27th September, 2017.
 - **REGALO DE NATALE -2017** – worked as the **Co-Ordinator for the Stalls** got involved in the Natale a Christmas programme of the College.
- d) Students welfare and Discipline
- Students of B.Sc II A and B.Sc II N are involved in Internships in various Clinical Diagnostic centres and are evaluated for 20 marks as a part of their skill test.
 - Identified Advanced learners of 1st and 2nd year students and involved them to teach slow learners as Peer teaching programme
 - Field trip organised for B.Sc IIIrd years to Fish farms in Warangal – Laknavaram – Bogatha waterfalls by Telangana Tourism on 4th and 5th August 2017
- e) Membership / Participation in Bodies/Committees on Educational and National Development
- Member of Indian Science Congress
- f) Professional Organizations of Teachers

H. Assessment

- a) Steps taken by you for the evaluation of the course programme taught
- Remedial classes
 - Topic reviews
 - Presentations
 - Discussions
 - puzzles

I. General Data

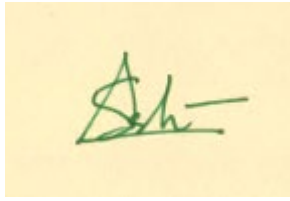
State brief assessment of your performance indicating

- | | | |
|----------------------------------|---|------------|
| (a) achievements | : | 98% passed |
| (b) difficulties faced | : | nil |
| (c) suggestions for improvement: | | --- |

(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

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(Signature of the Person authorized*)

* By a person to be nominated by Principal / Vice Chancellor

Format – 2

**PERFORMANCE APPRAISAL REPORT
FOR SELF APPRAISAL OF TEACHER – 2017**

A. General Information

a) Name : Dr. M. Shailaja Raj

b) Date of Birth : 15/12/1966

Address (Residential): No. 1138, Jubilee Hills, Hyderabad.

Ph.No.: 9949210270

c) Designation: Associate Professor

d) Department : Microbiology

e) Area of Specialization: Microbiology

f) Date of Appointment: 15-6-1998

i. In the Institution: 15-6-1998

ii. In the present post: 15-6-1998

g) 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
ii) PG (M.Sc.)	M.Sc- 6h lecture 8h practical	420 h	Extra classes taken
iv) Any other	Research guide		

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*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students :
yes

(d) Details of participation in the following

(i) University Education : Paper evaluator, Practical examiner

(ii) Internal Evaluation : *Evaluation of internals both even and odd semester.*

(iii) Paper Setting: Paper setter for Krishna institute of Arts and Science.

(iv) Assessment of Home assignments

Assessments in the form of written assessments, posters, models

(v) Conduct of Examinations: HOD

(vi) Evaluation of Dissertation etc.

Evaluation of thesis related to project work for M.Sc students.

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

a) Design of curriculum : : **Framed syllabus for CBCS**

b) Teaching methods:

- *Chalk and talk,*
- *LCD (Power point presentations),*
- *Surfing information through internet*
- *Biological animations*
- *Hands on experience during practicals*
- *Demonstration methods,*

- *Designing experiments*
- *Workshops.*
- *Seminars*
- *Personal Guidance and Counseling to students.*

d..Laboratory experiments : *Teaching Practice based on Practical exposure Hands on Experience given to all students during practical sessions.*

e.Evaluation methods :

INTERNALS- Internal Assessment+ Skill Based exam Skill based exams in the form of seminars, power point presentations, models , posters etc.

- f. Preparation of resource material including book, reading materials, laboratory manuals etc.

Reference from books, both international and national authors, reading materials, pubmed, Wikipedia, journals, magazines

- g. Remedial Teaching / Student Counseling (Academic) :
Personal Guidance and Counseling to students.

- h. Any other

D. *Improvement of professional Competence :*

- (a) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.
- **Attended a 1 day International summit organized by Asian Institute of Gastroenterology at Taj Banjara on 22nd April 2016.**

E. *Research Contributions :*

- a) Number of students (Ph.D.)

Research Guidance: Dr.M.Shailaja Raj –Ph.D Guide for four students registered with JNTUH

S.No	Name of the student	Registered No.	Year of registration
1	Roselin. P	1003PH0245	2010, Awarded
2	Anitha Thomas	1203PH0236	2012, Submitted
3	Gayatri. Y	1203PH0277	2012
4	Mamatha	1203PH0217	2012
5.	Sinitha.D	90071754921	2016
6.	Arsheen.T		2016
7.	Shailini Rachel		2016

No. of research papers published (please enclose list): 5

1. Gayatri, Y., Shailaja Raj, M., Vijayalakshmi, M. (2017). Biosorption of lead by *Bacillus licheniformis* isolated from e-waste landfill, Hyderabad, Telangana, India. *International Journal of Bioassays* 6.02: 5240-5244. **ISSN: 2278-778X.**
2. Mamatha Pingili, Shailaja Raj Marla, Ramakrishna Raparla and Sridhar Vanga. 2017. Isolation and Screening of Lignocellulose Degrading Fungi from Degraded Fruit Litter. *Int.J.Curr.Microbiol.App.Sci.* 6(12): 2200-2206.
3. Shailaja Raj., M and Shalini Rachel Silas., N. (2017). Production of bioethanol from floral wastes- An alternative source for Biofuels”, Proceedings of the International Conference on Science Technology Engineering and Mathematics (STEM) Education and Faculty Development, November, 99-102.
4. Shailaja Raj, M. and Arsheen Tabassum. (2017). Novel antimicrobial agent against drug resistant bacteria isolated from diabetic wound samples. Proceedings of International Conference on Science Technology Engineering and Mathematics (STEM) Education and faculty development. St Francis College for women. 88-99. ISSN: 978.

5. M. Shailaja Raj , Arsheen Tabassum (2017) Potential Use of *Azotobacter* as Biofertilizer and Comparative Pot Trails in Fenugreek and Mustard Plants. *International journal of scientific research in science and technology* 3 (6). ISSN: 2395-602X .

b) Research Projects

Antimicrobial activity of ZnO nanoprticles against <i>Propionibacterium acnes</i>.	UGC with 12 lakhs grant	3 yrs	completed
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c) Details of Seminars, Conferences, Symposia organised :

Department of Microbiology is a active member of "The Spectrum Club - Science club of St Francis college". The Department have conducted many academic competitions as a part of Spectrum, since the inception of the club.

- Department of Microbiology has conducted 3D Model making competition as a part of 'GLEE 2016' on November 26th, 2017.

d) Patents taken, if any, give a brief description

e) Membership of Professional Bodies, Editorship of Journals etc.

- Life member of Association of Microbiologists of India.
- BOS member Osmania University

a) Professional Organisation of Teachers

Membership of Professional Bodies, Societies etc.

- Governing Body Member – Shri Lakshmi Narasimha Swamy College, Bhongir
- Member of Exhibition Society

F. Extension Work/Community Service

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

1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.

Conduct seminars and workshops for faculty on How to go about writing project proposals

2. National Literacy Mission

- b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

Participation in Extension work/ community service/ corporate life:

Worked as **NSS Programme Officer** from 2001 – 2004.

Adopted **Annanagar Slum** near Paradise, Secunderabad for the NSS program.

During the tenure as a **Programme officer** carried out following activities:

- Successfully conducted three NSS camps.
- Community development
- **Spread of literacy**
- Environmental awareness
- **AIDS awareness**
- About 500 **Tree plantations** were carried out as part of Camp activities at Annanagar slums and St Francis College in association with MCH and HUDA Nursery at Hasmathpet.
- **Clean and Green Programs** and awareness activities were conducted in College premises.
- **Parthenium Weeding** was carried out in the College premises.
- Health camps, Eye Checkups were done in slums in association with Red Cross, Lions Club and Sadhuram eye Hospital.
- Follow up activities of **Health camps** included directing Cataract patients for free Cataract operation services. Leprosy patients identified were sent to Shivananda Ashram, Kukutpally, Hyderabad.
- Conducted **Blood donation camps** for three years consecutively in association with Red Cross and ITMR.
- ***Contributed for the some of the relief programmes.***

G. Participation in Corporate Life :

Please give a short account of your contribution to :

- a) College / University / Institution

- *Teaching Microbiology for U.G & P.G students since 1997*
- *HOD*
- *Research coordinator*
- *IQAC member*
- *Academic council secretary*

b) Co-curricular activities

Coordinator of library committee

- c) Enrichment of campus life
(hostels, sports, games, cultural activities)
- *Participated in the intra college Throw Ball Competition.*

d) Students welfare and Discipline :

H. Assessment

a) Steps taken by you for the evaluation of the course programme taught

- *Regular Feedback from the students.*
- *Mock tests*
- *Seminars and Brief review of the lectures given and periodic tests.*

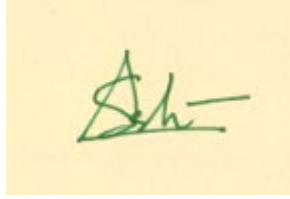
I. General Data

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

(Signature of the Teacher)

J. * Verification of factual data

- General Information
- Teaching
- Details of Innovations / Contribution in teaching, during the year
- Improvement of Professional competence
- Research contributions
- Extension work / community service
- Participation in Corporate Life

A handwritten signature in green ink on a yellow rectangular background. The signature appears to be 'Sh' with a horizontal line extending to the right.

(Signature of the Person authorized*)

* By a person to be nominated by Principal / Vice Chancellor

Format – 2

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER 2018-19

A. General Information

- a) Name Dr. S. Logakanthi
- b) Date of Birth 09-12-1975
- c) Address (Residential) - I-94, RBI Officers Quarters, Ameerpet, Hyderabad- 500016
- d) Phone 9619496260
- e) Designation Assistant Professor
- f) Department Environmental Studies
- g) Area of Specialization Environmental Sciences and Management
- h) Date of Appointment
- i. In the Institution 6-6-2018
- ii. In the present post 6-6-2018
- i) 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
j) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc.	21		Classes were taken when the batch has free hours
ii) PG (M.A. /M.Sc. etc.)			
iii) M.Phil			
iv) Any other			

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality: Maintained

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students

(d) Details of participation in the following

(i) University Education: NIL

(ii) Internal Evaluation: YES

(iii) Paper Setting: No

(iv) Assessment of Home assignments: Yes

(v) Conduct of Examinations: Yes

(vi) Evaluation of Dissertation etc.: Yes

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

a) Design of curriculum: No

b) Teaching methods: Discussion, debate, biodiversity walk, case studies, chalk and board

c) Laboratory experiments: Nil

d) Evaluation methods: Hands on projects given as internal assessment

e) Preparation of resource material including book, reading materials, laboratory manuals etc.: Yes

f) Remedial Teaching / Student Counseling (Academic) : Yes

g) Any other: Nil

D. Improvement of professional Competence :

(α) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

7th June 2018: “No collar Workforce” by Mr. Shekhar, Deloitte

9th March 2019: “Intellectual Property Rights- Opportunities and Challenges for Higher Education Institutions” by A.P. Suresh and Subhajit Saha

E. Research Contributions :

a) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

b) No. of research papers published (please enclose list) – Publication list enclosed

c) Research Projects

Titles of the project	Name of the funding agency	Duration

d) Details of Seminars, Conferences, Symposia organised

28th September 2018: Guest lecture on ‘Sustainable farming by Mr. Upendra Sainath’ for students of B.Com 1C and BMS.

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

f) Membership of Professional Bodies, Editorship of Journals etc.

F. Extension Work/Community Service

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

1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.: Nil

2. National Literacy Mission: Nil

b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity:

Co-ordinator of Prakriti club, Nature club of the college.

Co-ordinator of Canteen Committee

G. Participation in Corporate Life :

Please give a short account of your contribution to:

a) College / University / Institution :

Bringing environmental consciousness among staff and students, make the campus more environmental friendly

b) Co-curricular activities:

Participated in spectrum glee, Coordinated nature fest-Avani, Participated in various competitions conducted in college

c) Enrichment of campus life

(hostels, sports, games, cultural activities) Nil

d) Students welfare and Discipline: Yes

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

f) Professional Organizations of Teachers

H. Assessment

a) Steps taken by you for the evaluation of the course programme taught
frequent question answer sessions conducted

I. General Data

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

a) Implementation of solid waste management in the college.

Coordinated water audit in the college

B.Sc physical science students attended internship in swacch bharath conducted by GHMC

(Signature of the Teacher)

J. * *Verification of factual data*

A. General Information

B. Teaching

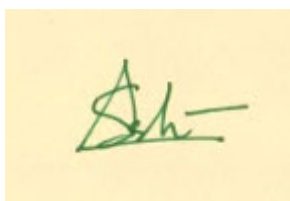
C. Details of Innovations / Contribution in teaching, during the year

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

Format – 2

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER

A. General Information

- a) Name Dr.Singam Sunitha
- b) Date of Birth 21.10.1974
- c) Address (Residential) Poojitha Estates, S-202, ESI,HYD-500038
Ph.No. 9849033305
- d) Designation Asst.Professor
- e) Department Commerce
- f) Area of Specialization Commerce
- g) Date of Appointment
- i. In the Institution 01-07-2007
- ii. In the present post 01-07-2007
- 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
i) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc.	B.COM 20 hrs per week	20 hrs per week	-
ii) PG (M.A. /M.Sc. etc.)			
iii) M.Phil			
iv) Any other			

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students

(d) Details of participation in the following

(i) University Education

(ii) Internal Evaluation yes

(iii) Paper Setting yes

(iv) Assessment of Home assignments yes

(v) Conduct of Examinations yes

(vi) Evaluation of Dissertation etc.

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

- a) Design of curriculum Designed curriculum for International marketing Management
- b) Teaching methods Power points, Guest lectures, Field trips
- c) Laboratory experiments
- d) Evaluation methods objective tests, Group discussions, power point presentations
- e) Preparation of resource material including book, reading materials, laboratory manuals etc.
- f) Remedial Teaching / Student Counseling (Academic) – Co ordinator for Remedial Instructions
- g) Any other

D. Improvement of professional Competence :

- (a) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

E. Research Contributions :

- a) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.		2002	2005
Ph.D.		2010	2016

- b) No. of research papers published (please enclose list)

- c) Research Projects

Titles of the project	Name of the funding agency	Duration
Minor Research Project	UGC	2 years, 2014-2016

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- d) Details of Seminars, Conferences, Symposia organised - Annexure attached-
- e) Patents taken, if any, give a brief description
- f) Membership of Professional Bodies, Editorship of Journals etc.

Member of Telangana Commerce Association

F. Extension Work/Community Service

- a) Please give a short account of your contribution to :
1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.
 2. National Literacy Mission
- b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

Worked as NSS Programme Officer for a period of Three years 2013 to 2016

G. Participation in Corporate Life :

Please give a short account of your contribution to :

- a) College / University / Institution Designed various courses under CBCS and Non CBCS pattern
- b) Co-curricular activities Taken part in various extra activities of college, was NSS P.O for 3 years
- c) Enrichment of campus life
(hostels, sports, games, cultural activities)
- d) Students welfare and Discipline
- e) Membership / Participation in Bodies/Committees on Educational and National Development
- f) Professional Organizations of Teachers

H. Assessment

- a) Steps taken by you for the evaluation of the course programme taught

Taking feedback from experts about the course at regular intervals and incorporating them in revised courses and getting the changes approved in Board of studies

I. General Data

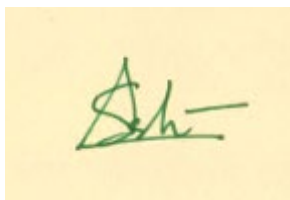
State brief assessment of your performance indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement.

Being Programme Officer for NSS was a difficult task. Managing regular academic work and managing NSS activities was a challenge. It would be ideal to have men support staff to help conducting camps.

S.Sunitha
(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

Format – 2**PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER (2017-2018)****A. General Information**

- a) Name: Dr. Vidya Jayaram
- b) Date of Birth: 29-03-1980
- c) Address (Residential): APHB,HIG-I, B-4,F-4,Baghlingampally, Hyd-44
Ph.No. : 9985395889
- d) Designation: Asst. Prof
- e) Department: Zoology
- f) Area of Specialization: Entomology , Fisheries and Aquaculture
- g) Date of Appointment
- i. In the Institution: 16-06-2003
- ii. In the present post: 16-06-2003
- 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
i) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc.	odd sem 20 even sem20 human values 1	300 300 15 total= 615	Special classes taken if necessary
ii) PG (M.A. /M.Sc. etc.)			
iii) M.Phil			
iv) Any other			

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

- (b) Regularity and Punctuality : regular and punctual
- (c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students:
Teaching diary filled and HoD signature taken at the end of every week, Synopsis of practical and theory planned as per syllabus allotted and diary maintained and reference lists provided to students.
- (d) Details of participation in the following
 - (i) University Education: -----
 - (ii) Internal Evaluation: Evaluated internal and external theory exam papers and skill tests
 - (iii) Paper Setting: Set Semester Supplementary exam theory papers and Regular and Supplementary practical exam papers.
 - (iv) Assessment of Home assignments: Evaluated the assignments, models, posters and presentations given to the students as a part of their skill tests
 - (v) Conduct of Examinations: as examiner for practical and theory exams.
 - (vi) Evaluation of Dissertation etc.

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

- a) Design of curriculum: Helped in the design of curriculum and present as faculty member in the BOS meetings.
- b) Teaching methods: chalk and talk method, Discussions, presentations.etc
- c) Laboratory experiments: Experiments were conducted and evaluated
- d) Evaluation methods: Skill Tests, Projects, Video Presentations PPT Presentations, clay model preparations, posters, Report Writing etc
- e) Preparation of resource material including book, reading materials, laboratory manuals etc.
- f) Remedial Teaching / Student Counseling (Academic)
- g) Any other

D. Improvement of professional Competence :

- (a) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.
 1. **Attended a one day workshop on “First Responder Training on Basic Life Saving Skills” by Global Medical Education & Research Foundation on 9th June 2017, at St Francis College for Women, Begumpet, Hyderabad-16.**
 2. **Attended an International Conference on “Science Technology Engineering & Mathematics (STEM) Education & Faculty Development” from 6th to 11th November 2017, St Francis College for Women, Begumpet, Hyderabad-16.**
 3. **Attended a two day workshop on “Research Based Pedagogical Tools (RBPT)” in Collaboration with IISER, Pune on 3rd and 4th April 2018, at St Francis College for Women, Begumpet, Hyderabad-16.**

E. Research Contributions :

a) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

b) No. of research papers published (please enclose list): (1) Lingampally Vasudha, Solanki VR*, Jayaram Vidya and Sabita Raja S (2018). Study of some physico-chemical water quality parameters of chakki talab, Bodhan, TS. *International Journal of Life Sciences*, 6(1):276- 278, ISSN:2320-7817(p) | 2320-964X(o).

c) Research Projects

Titles of the project	Name of the funding agency	Duration

d) Details of Seminars, Conferences, Symposia organised

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

f) Membership of Professional Bodies, Editorship of Journals etc.

F. Extension Work/Community Service

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

1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.
2. National Literacy Mission

b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

G. Participation in Corporate Life :

Please give a short account of your contribution to :

- a) College / University / Institution : Was the student dean (Sciences) from 2012 June -2013 March and 2016 March – 2017 June.
Was the Alumnae coordinator from June 2012- March 2016.
- b) Co-curricular activities : was a member of various committees in college.
- c) Enrichment of campus life
(hostels, sports, games, cultural activities)
- d) Students welfare and Discipline

- e) Membership / Participation in Bodies/Committees on Educational and National Development
- f) Professional Organizations of Teachers

H. Assessment

- a) Steps taken by you for the evaluation of the course programme taught

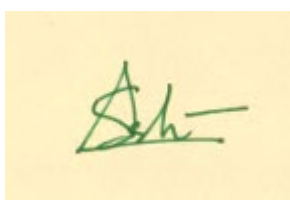
I. General Data

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

(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

Format – 2

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER

A. General Information

- a) Name – J Gabriella Angelina
- b) Date of Birth – 1.9.1992
- c) Address (Residential) – 11-4-297/4, Kindi Basti, Chilkaiguda, Secunderabad-500061
Ph.No. 9618563856
- d) Designation - Lecturer
- e) Department – Bachelor of Management Studies
- f) Area of Specialization - Finance
- g) Date of Appointment – 23/6/2017
 - i. In the Institution – -do-
 - ii. In the present post - -do-
- h) Honors Conferred – Received awards in my previous place of work (Corporate)

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
i) UG (BMS)	BMS – I, II, III	2017-18, 2018-19	By taking additional classes
ii) PG (M.A. /M.Sc. etc.)			
iii) M.Phil			
iv) Any other			

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

- (b) Regularity and Punctuality – Yes. I've been both regular and punctual. Timely completion of syllabus
- (c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students - Yes
- (d) Details of participation in the following
- (i) University Education – Scheduled for 12th April, 2019- International Conference.
 - (ii) Internal Evaluation – Yes. Internal Assessments and Project Guidance
 - (iii) Paper Setting – Yes. For supplementary exams for the students of St. Francis College
 - (iv) Assessment of Home assignments - Yes
 - (v) Conduct of Examinations – -
 - (vi) Evaluation of Dissertation etc. – Yes. Done on a timely basis

C. Details of Innovations / Contribution in Teaching during the year: 2018-19

- a) Design of curriculum – Covering major aspects which also help in the practical functioning of their learnings.
- b) Teaching methods – Through case studies, class room activities to engage the students, presentations in various forms, guest lectures, moot court presentations.
- c) Laboratory experiments – -
- d) Evaluation methods – Based on their effectiveness and connection to reality
- e) Preparation of resource material including book, reading materials, laboratory manuals etc. – Done on a timely basis. References are shared with students. Case study discussions are sent through the website or the class mail ID
- f) Remedial Teaching / Student Counseling (Academic) – Students having doubts with the practical subjects come to the department to get their problems worked out.
- g) Any other – It was a great pleasure to see the students put in their real great efforts when I opened up the presentation of Court Cases to them. These were the moot court presentations. Something different from the regular patterns.

D. Improvement of professional Competence:

- (a) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

Attended the Seminar on Intellectual Property Rights and the One Day National Seminar conducted by the Dept. of Library in St. Francis College. National Seminar conducted by the Department of Management Studies. Panel Discussions, Workshops through the Edge Talks conducted by the department.

E. Research Contributions:

- a) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.	-	-	-
Ph.D.	-	-	-

b) No. of research papers published (please enclose list) – Paper accepted (Presentation pending)

c) Research Projects

Titles of the project	Name of the funding agency	Duration
The Juxtaposed Realities of Blood Donation as a Social Responsibility and Incentivizing it (File attached)	Vishwa Vishwani School of Business approved by AICTE.	Of the project: November 2018-March 2019. Presentation scheduled for 12 th April, 2019

d) Details of Seminars, Conferences, Symposia organised – International Conference scheduled for 12th April at Vishwa Vishwani School of Business

e) Patents taken, if any, give a brief description – Looking forward to register for it post the presentation.

f) Membership of Professional Bodies, Editorship of Journals etc. – I've been one of the editors for the National Seminar conducted by the department of Management Studies.

F. Extension Work/Community Service

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

1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc. – Three of the faculty coordinators along with the choristers of the college, visited the Don Bosco Navajeevan for girls, an orphanage for girls at Bhoiguda. Been a part of such activities outside college as well, while working as the organizer for the youth of the parish.
2. The current paper submitted by me is dealing with one of these acts of Social Responsibility on Blood Donation.

3. National Literacy Mission

b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity. - As a part of Social Outreach we've been to Government Schools to teach the students something different and have made contributions there in kind.

G. Participation in Corporate Life :

Please give a short account of your contribution to :

- a) College / University / Institution – Forthcoming Presentation
- b) Co-curricular activities – I've been the Staff Editor for the past two year for the Department's annual newsletter, B-Hive. Participated in many co-curricular activities – Dubsmash, Singing (Won the 1st place as well), have been one of the choir coordinators etc.
- c) Enrichment of campus life – As mentioned above (hostels, sports, games, cultural activities)

- d) Students welfare and Discipline – As a class teacher this has been a part of it. Fairness in Feedback, addressing the problems the students face in the class and bringing it to the attention of the HOD and management (where required). This is how the speaker on the third floor has been fixed.
- e) Membership / Participation in Bodies/Committees on Educational and National Development - No
- f) Professional Organizations of Teachers – Choir Faculty coordinator and Secretary of the Women's Cell of the College.

H. Assessment

- a) Steps taken by you for the evaluation of the course programme taught

I. General Data

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

Achievements –Being in the Organizing Committee for the National Seminar by the Dept of Management Studies and working as one of the editors for getting the papers published, I've learnt and known the importance of research papers and hence I've been able to work successfully on one so far for an International Conference. Documentation is the most important aspect that the college believes in and so does the department. Therefore, I've been delightfully engaging myself in the club as a Staff Editor for the B-Hive Magazine.

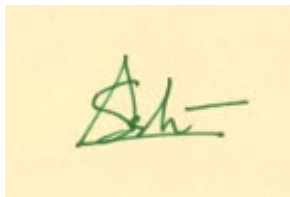
Difficulties Faced – Required support from the seniors. There is a strong need for openness and a fair guidance from the seniors. The opportunities and how to progress needs to be strongly communicated to the juniors. We look forward to having unity. The way a senior approaches or talks to a junior especially with students around, needs to be addressed. They are an aspiring team of tomorrow & would require the respect and guidance to move forward. The barriers of senior-junior can be avoided and we could all work as one.

Suggestions for Improvement – Any opportunities that the department colleagues are aware of can be shared with the others. Acknowledging the work put in by the faculty. Working on the above loop holes. We can work together as a team with no differences. As a fresher when one feels comfortable, there will be openness and together there will be great progress.

(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

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(Signature of the Person authorized*)

* By a person to be nominated by Principal / Vice Chancellor

Format – 2

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER

A. General Information

- a) Name: KHALIDA TABASSUM
- b) Date of Birth: 12/06/1987
- c) Address (Residential) : 11-04-308, CHILAKALAGUDA , HYDERABAD
Ph.No. : 9959061850
- d) Designation: ASSISTANT PROFESSOR
- e) Department: COMPUTER SCIENCE
- f) Area of Specialization: COMPUTER APPLICATIONS
- g) Date of Appointment:
 - i. In the Institution: 27/08/2010
 - ii. In the present post: 27/08/2010
- 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
i) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc.)	4L+3P		
ii) PG (M.A. /M.Sc. etc.)			
iii) M.Phil			
iv) Any other			

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

- (b) Regularity and Punctuality: YES
- (c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students: YES
- (d) Details of participation in the following
 - (i) University Education :NO
 - (ii) Internal Evaluation: YES
 - (iii) Paper Setting: YES
 - (iv) Assessment of Home assignments: YES
 - (v) Conduct of Examinations: YES
 - (vi) Evaluation of Dissertation etc: NO

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

- a) Design of curriculum: YES
- b) STeaching methods: PRESENTATIONS, VIDEO, AUDIO, BLACK BOARD AND CHALK
- c) Laboratory experiments: YES
- d) Evaluation methods: YES
- e) Preparation of resource material including book, reading materials, laboratory manuals etc.: YES
- f) Remedial Teaching / Student Counseling (Academic) : NO
- g) Any other

D. Improvement of professional Competence :

- (a) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.: YES

E. Research Contributions :

- a) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

- b) No. of research papers published (please enclose list)

- c) Research Projects

Titles of the project	Name of the funding agency	Duration

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- d) Details of Seminars, Conferences, Symposia organised
- e) Patents taken, if any, give a brief description
- f) Membership of Professional Bodies, Editorship of Journals etc.

F. Extension Work/Community Service

- a) Please give a short account of your contribution to :
 - 1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.
 - 2. National Literacy Mission
- b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

G. *Participation in Corporate Life :*

Please give a short account of your contribution to :

- a) College / University / Institution
- b) Co-curricular activities
- c) Enrichment of campus life
(hostels, sports, games, cultural activities)
- d) Students welfare and Discipline
- e) Membership / Participation in Bodies/Committees on Educational and National Development
- f) Professional Organizations of Teachers

H. Assessment

- a) Steps taken by you for the evaluation of the course programme: ASSIGNMENTS, SEMINARS, TESTS.

I. General Data

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

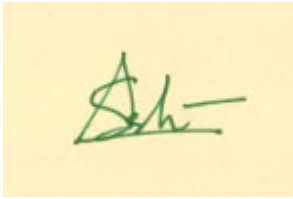
(Signature of the Teacher)

Khalida Tabassum

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

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(Signature of the Person authorized*)

* By a person to be nominated by Principal / Vice Chancellor

Format – 2

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER

A. General Information

- a) Name – Kirti Vaman Rao
- b) Date of Birth – 10th July 1991
- c) Address (Residential) 301, Gayatri Exotica, plot number 56, road number 2, West Marredpally,
Secunderabad - 500026 Ph.No. - 9618887160
- d) Designation – Asst. Prof
- e) Department – French
- f) Area of Specialization -
- g) Date of Appointment – 6th June, 2018
- i. In the Institution – Same as above
- ii. In the present post – Same as above
- 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
i) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc.	16		Extra classes were taken before and after regular working hours.
ii) PG (M.A. /M.Sc. etc.)			
iii) M.Phil			
iv) Any other			

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students

(d) Details of participation in the following

(i) University Education - No

(ii) Internal Evaluation - Yes

(iii) Paper Setting – Yes, for internal assessments

(iv) Assessment of Home assignments - yes

(v) Conduct of Examinations – Yes, invigilation duties performed

(vi) Evaluation of Dissertation etc. - No

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

a) Design of curriculum - No

b) Teaching methods – Yes, tried to use more than just the chalk and board approach in order to capture the interests of the students and keep them engaged for a longer time in the class

c) Laboratory experiments - No

d) Evaluation methods – Taken more oral tests for French

e) Preparation of resource material including book, reading materials, laboratory manuals etc. - No

f) Remedial Teaching / Student Counseling (Academic) – Helped in the preparation of practice worksheets for students with backlogs, along with the student mentors also helped students on a one on one basis to clear their doubts, took a few combined sessions for students with similar doubts

g) Any other - No

D. Improvement of professional Competence :

(a) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

Participated in a one day workshop organized by the Indian Association of French Teachers in association with TV5 Monde on February 8th, 2019. The workshop about the inclusion of technology in the language classroom was organized at St. Anns College for Women, Mehdipatnam. There was also a session on how creative writing can be dealt with in the class.

E. Research Contributions : - NA

a) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

b) No. of research papers published (please enclose list)

c) Research Projects

Titles of the project	Name of the funding agency	Duration

d) Details of Seminars, Conferences, Symposia organised

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

f) Membership of Professional Bodies, Editorship of Journals etc.

F. Extension Work/Community Service: NA

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

1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.

2. National Literacy Mission

b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

G. Participation in Corporate Life : NA

Please give a short account of your contribution to :

a) College / University / Institution

b) Co-curricular activities

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

d) Students welfare and Discipline

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

f) Professional Organizations of Teachers

H. Assessment

a) Steps taken by you for the evaluation of the course program taught

I. General Data

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

Adjusting to big class size (100 plus students in one class) was definitely not easy but I think I have been able to manage fairly well and produce the required results. I received a good response from the

Students and this helped our academic journey tremendously. I noticed more students taking keen interest in the subject and they also expressed the desire of continuing to study French outside of college.

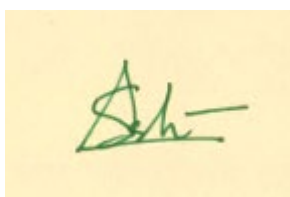
Difficulties faced included big class strength and the problem of ensuring discipline while the class was in progress.

Kirti Vaman Rao

(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

Format – 2

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER

A. General Information

- a) Name KONALA. VIJAYA KUMARI
- b) Date of Birth 15/05/1976
- c) Address (Residential) G-3, PAVITRA RESIDENCY, ROAD NO.9, VIVEKANANDA PURAM,
SAINIKPURI, SECUNDERABAD-500094 Ph.No. 7893286006
- d) Designation Assistant Professor
- e) Department Commerce
- f) Area of Specialization Finance
- g) Date of Appointment
- i. In the Institution 15th May, 2009
- ii. In the present post 15th May, 2009
- h) Honors Conferred

B. Teaching(a) Classes Taught B.Com

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
i) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc.	18		Extra classes on Saturdays
ii) PG (M.A. /M.Sc. etc.)			
iii) M.Phil			
iv) Any other			

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality yes

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students Yes

(d) Details of participation in the following

(i) University Education no

(ii) Internal Evaluation yes

(iii) Paper Setting yes

(iv) Assessment of Home assignments yes

(v) Conduct of Examinations yes

(vi) Evaluation of Dissertation etc. no

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

- a) Design of curriculum
- b) Teaching methods
- c) Laboratory experiments
- d) Evaluation methods
- e) Preparation of resource material including book, reading materials, laboratory manuals etc.
- f) Remedial Teaching / Student Counseling (Academic)
- g) Any other

D. Improvement of professional Competence : pursuing Ph. D From CESS

- (a) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

E. Research Contributions : No

- a) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

- b) No. of research papers published (please enclose list) no

- c) Research Projects

Titles of the project	Name of the funding agency	Duration

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- d) Details of Seminars, Conferences, Symposia organised
- e) Patents taken, if any, give a brief description
- f) Membership of Professional Bodies, Editorship of Journals etc.

F. Extension Work/Community Service Yes

- a) Please give a short account of your contribution to : NSS PO participated in various Social outreach activities such as Swachh Bharat, Swachh Pakwada, Awareness camps in Neighbourhood places, visiting old age homes and home for street children etc.,
 - 1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.
 - 2. National Literacy Mission
- b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity. NSS PO for 3 years

G. *Participation in Corporate Life :*

Please give a short account of your contribution to :

- a) College / University / Institution
- b) Co-curricular activities
- c) Enrichment of campus life
(hostels, sports, games, cultural activities)
- d) Students welfare and Discipline
- e) Membership / Participation in Bodies/Committees on Educational and National Development
- f) Professional Organizations of Teachers

H. Assessment

- a) Steps taken by you for the evaluation of the course programme taught

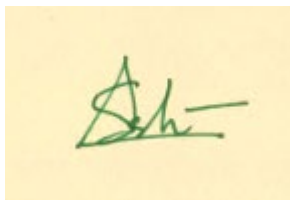
I. General Data

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

(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

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(Signature of the Person authorized*)

* By a person to be nominated by Principal / Vice Chancellor

Format – 2

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER

A. General Information

- a) Name : M. RAMYA
- b) Date of Birth : 9 -08-1983
- c) Address (Residential): H.no. 1-1-336/116, Chikkadpally, Hyd.
Ph.No. 7799152719
- d) Designation : Assistant Professor
- e) Department : Commerce
- f) Area of Specialization : Commerce
- g) Date of Appointment :
- i. In the Institution : June 2014
- ii. In the present post
- 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
i) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc.	16 Hrs L , T	36 Hrs L,T	
ii) PG (M.A. /M.Sc. etc.)	5 Hrs L,T	5 Hrs L,T	
iii) M.Phil			
iv) Any other			

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality : Yes

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students

(d) Details of participation in the following

(i) University Education

(ii) Internal Evaluation : In the College

(iii) Paper Setting : In the College

(iv) Assessment of Home assignments :

(v) Conduct of Examinations : In the College

(vi) Evaluation of Dissertation etc.: In the College

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

- a) Design of curriculum : Framed syllabus for allotted subjects.
- b) Teaching methods : Introduced Power point presentation' s teaching method in the class.
- c) Laboratory experiments :
- d) Evaluation methods :- Conducted Viva's, skill tests, group discussions etc.
- e) Preparation of resource material including book, reading materials, laboratory manuals etc.
- f) Remedial Teaching / Student Counseling (Academic)
- g) Any other : Motivated students for their improvement in studies.

D. Improvement of professional Competence :

- (a) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

E. Research Contributions :

- a) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

- b) No. of research papers published (please enclose list)

- c) Research Projects

Titles of the project	Name of the funding agency	Duration

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- d) Details of Seminars, Conferences, Symposia organised
- e) Patents taken, if any, give a brief description
- f) Membership of Professional Bodies, Editorship of Journals etc. : ICAI Member. Membership No. 228097

F. Extension Work/Community Service

- a) Please give a short account of your contribution to :
 - 1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.
 - Donated amount to Kerala Flood Relief Fund.
 - 2. National Literacy Mission
- b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.
 - Held office as incharge as COFEE Club Coordinator.
 - Accompanied with students for college out station excursion.

G. Participation in Corporate Life :

Please give a short account of your contribution to :

- a) College / University / Institution :- Took sessions in CA Institutions in the past.
- b) Co-curricular activities :-
- c) Enrichment of campus life :- Participated in college cultural activities.
 - Participated & conducted games in college.
 - (hostels, sports, games, cultural activities)
- d) Students welfare and Discipline :- Maintained discipline during college day celebrations.
- e) Membership / Participation in Bodies/Committees on Educational and National Development
- f) Professional Organizations of Teachers

H. Assessment

- a) Steps taken by you for the evaluation of the course programme taught:-
 - keep updated myself in learning subject knowledge and reading books.

I. General Data


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

M. Ramya
(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

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(Signature of the Person authorized*)

* By a person to be nominated by Principal / Vice Chancellor

Format – 2

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER 2017-18

A. General Information

- a) Name :Sibyala Malathi Varma
- b) Date of Birth :12/05/1980
- c) Address (Residential) Shimla 4E, Hill County, Nizampet-500090
Ph.No. 9030014556
- d) Designation : Assistant Professor
- e) Department :Biochemistry
- f) Area of Specialization: Biochemistry
- g) Date of Appointment : 8/06/2015
- i. In the Institution:8/06/15
- ii. In the present post 8/06/15
- h) Honors Conferred :Nil

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
i) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc.	22		1.Exchange classes with other subject faculty.
ii) PG (M.A. /M.Sc. etc.)	Nil		
iii) M.Phil	Nil		
iv) Any other	Pre-Med 4		

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality : These both are always given high importance.

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students

: 1. syllabus is dictated to students line by line.

2. At the end of each lecture reference ppt/video and reference text books are given to students.

3. At the end of each module important questions are given.

(d) Details of participation in the following

(i) University Education : Nil

(ii) Internal Evaluation : Yes

(iii) Paper Setting : Yes

(iv) Assessment of Home assignments : Yes

(v) Conduct of Examinations : Yes

(vi) Evaluation of Dissertation etc.: Yes

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

a) Design of curriculum : Yes

b) Teaching methods : Powerpoint / Videos/along with basic chalk board teaching.

c) Laboratory experiments : Yes

d) Evaluation methods : Rubric

e) Preparation of resource material including book, reading materials, laboratory manuals etc.: Yes

f) Remedial Teaching / Student Counseling (Academic) : Yes, some students have been benefitted

g) Any other :

D. Improvement of professional Competence :

(a) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D

1. Attended a week Plant Tissue Culture workshop at EPTRI, Gachibowli.

2. Attended 3day workshop on RBPT(research based pedagogical tools) in Bhavan's College, Sainikpuri funded by MHRD and IISER, Pune.

E. Research Contributions :

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		
Ph.D.	Nil		

b) No. of research papers published (please enclose list)

c) Research Projects

Titles of the project	Name of the funding agency	Duration
Nil		

d) Details of Seminars, Conferences, Symposia organised : Nil

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

f) Membership of Professional Bodies, Editorship of Journals etc. : Nil

F. Extension Work/Community Service

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

1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc. : Nil

2. National Literacy Mission

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 : Cooperation and help to the health centre.

b) Co-curricular activities : Nil

c) Enrichment of campus life
(hostels, sports, games, cultural activities): Active participation in cultural events in college

d) Students welfare and Discipline : Been a responsible class teacher

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

f) Professional Organizations of Teachers : Staff union member

H. Assessment

a) Steps taken by you for the evaluation of the course programme taught:
Internal assessment and skill based assessment

I. General Data

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

1. I continuously try to improve day by day with my experience of teaching in the college.

2. My main motto is always to ignite the spark in my students and inculcate the interest to learn more and more.

By the end of year, the response of my students itself is my greatest achievement.

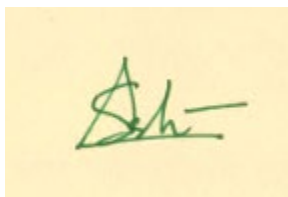
3. Teaching Biochemistry for medical students was a challenge. Teaching Biochemistry in medical perspective in detail needed lots of preparation and it was successfully done to the best of my capabilities.

S.Malathi Varma

(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

Format – 2

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER

A. General Information

- a) Name Manjiri Prashant
- b) Date of Birth 7th June 1971
- c) Address (Residential) Shanti Niwas, 12-11-1564, flat no.101, Baudha nagar, Warisguda,
Secunderabad – 61.
- d) Ph.No. 9246217337
- e) Designation Head, Dept. of Sanskrit
- f) Department Sanskrit (Language)
- g) Area of Specialization Masters in Sanskrit
- h) Date of Appointment
- i. In the Institution 15th June 2003.
- ii. In the present post 15th June 2003
- i) 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
j) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc.	B.A. – 4 classes per week B.Com – 4 classes per week B.Sc. – 4 classes per week B.Voc. – 4 classes per week	16 to 20 periods per week.	Extra classes are taken before or after the college hours.

ii) PG (M.A. /M.Sc. etc.)	N.A.		
iii) M.Phil	N.A.		
iv) Any other	N.A.		

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality Yes.

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students

Academic diary is maintained.

(d) Details of participation in the following

(i) University Education NO

(ii) Internal Evaluation Yes

(iii) Paper Setting Yes

(iv) Assessment of Home assignments Yes.

(v) Conduct of Examinations Skill tests in the form of conversation, oral presentation on Sanskrit authors, roll play and theme based power point presentations are held every academic year.

(vi) Evaluation of Dissertation etc. N.A.

(vii)

C. Details of Innovations / Contribution in Teaching during the year :2013 onwards...

a) Design of curriculum External paper is of 60 marks and internal assessment is of 40 marks.

b) Teaching methods Lecture method and discussion based methods are adopted by the faculty.

c) Laboratory experiments N.A.

d) Evaluation methods Assignments , oral tests , MCQs , reading and dictation.

e) Preparation of resource material including book, reading materials, laboratory manuals etc. Text book and other reference books of Sanskrit literature.

f) Remedial Teaching / Student Counseling (Academic) -

g) Any other N.A.

D. Improvement of professional Competence :

(a) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

E. Research Contributions : No

a) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.	-	-	
Ph.D.	-	-	

b) No. of research papers published (please enclose list)

c) Research Projects

Titles of the project	Name of the funding agency	Duration
N.A.		

d) Details of Seminars, Conferences, Symposia organised

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

f) Membership of Professional Bodies, Editorship of Journals etc.

F. Extension Work/Community Service

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

1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.

The faculty was NSS program officer during the year 2013 to 2016. During the stay camps in Rural areas National integration through skits and other effective methods were performed.

2. National Literacy Mission During the camp literacy awareness programs were held.

b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

NSS program officer – 2013 to 2016.

G. *Participation in Corporate Life : N.A.*

Please give a short account of your contribution to :

a) College / University / Institution Participated in all the college activities and worked in the

b) Various committees,

c) Co-curricular activities NSS P.O.

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

Member of cultural committee since many years.

e) Students welfare and Discipline Member of the Discipline committee.

f) Membership / Participation in Bodies/Committees on Educational and National Development

g) Professional Organizations of Teachers —

H. Assessment

a) Steps taken by you for the evaluation of the course programme taught
Assignments. Oral tests , MCQs.

I. General Data

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

Students perform extremely well in the exam as 100% results can be seen in various streams.

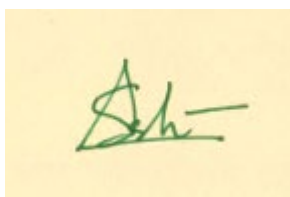
Ms. Manjiri Prashant
HOD Sanskrit

(Signature of the Teacher)

Note : Applicable (Same) for all the years

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

Format – 2

**PERFORMANCE APPRAISAL REPORT
FOR SELF APPRAISAL OF TEACHER (2016-2017)**

A. General Information

- a) Name : Margaret Francis
- b) Date of Birth : 18th September 1965
- c) Address (Residential) Ph.No. 9959569429
- d) Designation: Assistant Professor ; Social Management
- e) Department : Social Sciences
- f) Area of Specialization: Social Work - Generic
- g) Date of Appointment : 02 August 1995
 - i. In the Institution: 02-08-1995
 - ii. In the present post : 12.06.2007
- 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
i) UG (B.A./B.Sc. etc. pass)	BA - I Fundamental of Social Management	60 hrs	

ii) PG (M.A. /M.Sc. etc.) iii) M.Phil iv) Any other	Open Electives Semester III Social Entrepreneurship 3hrs	30 hrs	
	BA- V Paper 4(a) Social Welfare Policy, Planning & Development	55	
	BA - V Paper 4(b) Research Dissertation	60 hrs	
	B.A. – IV Semester IV Social Research and Statistics– 6 hrs	60 hrs	
	B.A. VI– Initiation & Management of NGO 5 hrs	55 hrs	
	BA VI – Social Management Field Work Practicum – 3hrs	40 hrs	
	Semester IV Project Management 3 hrs	34 hrs	

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality – The college instills this decorum in all Faculty members & Students.

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students –
- Teaching Diaries Maintained. This is attested by the Principal for HOD's periodically.

(d) Details of participation in the following

(i) University Education - Nil

(ii) Internal Evaluation - Yes

(iii) Paper Setting - Yes

(iv) Assessment of Home assignments - Yes

(v) Conduct of Examinations – Continuous Assessments, Class Test, Presentations etc

(vi) Evaluation of Dissertation etc. - Yes

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

a) Design of curriculum –

Training curricula are being redesigned in the context of new standards of competence for social managers—the Professional Capabilities Framework (PCF). Students are equipped and qualified to address an extensive range of human problems, presenting major challenges to educators. The Curricula is designed keeping the current and contemporary realities in mind.

b) Teaching methods –

Apart from Chalk and Talk method and conventional methods have also used the following innovative methods of teaching: Student Engagement Mechanisms- where students are given case studies in a team of 5 they discuss and generate a new finding and present the same before the large class. Stimulating games and activities are also conducted to build the team spirit and leadership with the learning domain.

c) Laboratory experiments

For Social Management Students the Society is the biggest laboratory. Students were taken for Observation visits to various grass-root and administrative NGO's within and outside Hyderabad. The List of NGO's visited in this current year is enclosed herewith:

Evaluation methods

Internal Evaluation: Internal Assessment 20 Marks (Compulsory 1 hour test)

Continuous Assessment 20 Marks (Breakdown given below)
 Assignments/Project Work for 10 marks (2 assignments of 5 marks each)
 Skill Test 10 marks (2 tests conducted)

- d) Preparation of resource material including book, reading materials, laboratory manuals etc. – **Yes** (A good amount of time goes into this process) Power Point Presentations are prepared, learning handouts are distributed and shared on college onedu.com app for students access and availability
- e) Remedial Teaching / Student Counseling (Academic) –
 5% of the total students in the subject are slow learners. Such students were given personalized guidance and coaching especially in Research and Statistics Paper.
- f) Any other

D. Improvement of professional Competence :

- (a) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

Seminar Title	Organizing Institution	DD/MM/YYYY
A Two Day Orientation on “Gender Sensitization”	JNTU, Kukatpally- Hyderabad	03 rd & 04 th June 2016
Women Empowerment a Kenyan Project	St. Franis College for Women, Begumpet	24 th Jan 2017
A Two Day National Seminar on “Culture and Civilization Among Tribes in Contemporary India”	Sanskriti – Institute for Dravidian Culture & Research, Habsiguda, Hyderabad	26 th & 27 th Jan 2017

E. Research Contributions :

- a) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.	-	-	-
Ph.D.	-	-	-

- b) No. of research papers published (please enclose list) Nil

c) Research Projects

Titles of the project	Name of the funding agency	Duration

d) Details of Seminars, Conferences, Symposia organized :

e) Patents taken, if any, give a brief description - Nil

f) Membership of Professional Bodies, Editorship of Journals etc. -

F. Extension Work/Community Service

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

1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.

1.a The Department of Social Management has an Outreach Extension Project Titled: **Safal Jeevan – The Girl Child Labor Project**. Supported by UGC under CPE scheme. The project was initiated in 2015 and presently in the third phase of its involvement. This year 25 Girl Child Laborers were identified from slums of the city and provided with many inputs such as soft skills program, art and craft learning opportunities, leadership and motivational programs. Around 15 girls were provided with bridge gap school facilities in collaboration with local NGO's identified from the respective slums.

1.b The Department has initiated a Scheme titled **“Ignite- A KG to PG Program”** where 2 Orphan Girl Children were identified from a slum and Financially & Materially supported with their Education program from KG onwards. This Program was initiated in the year 2015 and successfully carried out for the 4th consecutive year. A Cheque of Rs. 25,000/- is given annually to the care takers of these children. These children are mentored and supervised by Sisters of Charity, sister institution of the college. The funds for this scheme are generated through conduct of Food Fest and other literary events.

2. National Literacy Mission

- b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

G. Participation in Corporate Life :

Please give a short account of your contribution to:

- a) College / University / Institution: Mantle the responsibilities & activities entrusted by the management at College Level.

As IQAC Coordinator organized A Two Day National Level Seminar on “**Developing a Culture of Quality – Implementing & Sustaining Approaches to Quality in Higher Education**” on 03rd & 04th March 2017, sponsored by UGC - NAAC. Around 40 outstation Participants attended the seminar.

- b) Co-curricular activities: SMILE Club is the departmental club through which many cultural, literary and academic activities are organized and conducted by the Department.
- c) Enrichment of campus life
(hostels, sports, games, cultural activities)
- d) Students welfare and Discipline
- e) Membership / Participation in Bodies/Committees on Educational and National Development
- f) Professional Organizations of Teachers

H. Assessment

- a) Steps taken by you for the evaluation of the course program taught:
Periodical meetings with experts in the discipline. Industry-Department Interface is also conducted to see the contemporary needs and demands and in accordance the program get modified.

I. General Data

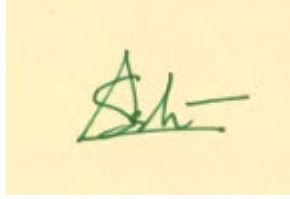
State brief assessment of your performance indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement.

Achievements: Published the proceedings of the National Level Conference on “**Developing a Culture of Quality & Sustaining Approaches to Quality in Higher Education**” with support from **Hikey Media Publishers with ISBN®&*-93-82570-96-7**

(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

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(Signature of the Person authorized*)

* By a person to be nominated by Principal / Vice Chancellor

Format – 2

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER

A. General Information

- a) Name Mini Fernandez
- b) Date of Birth 28/05/1991
- c) Address (Residential) Flat no:203,Sri Sai krupa apts,road no:1, alkapuri colony, dilsuknagar,
Hyderabad-500035 Ph.No. 8886044898
- d) Designation Assistant professor
- e) Department Biotechnology
- f) Area of Specialization Biotechnology
- g) Date of Appointment 16/6/2016
- i. In the Institution 16/6/2016
- ii. In the present post 16/6/2016
- 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
i) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc.)	Odd semester:25 hrs Theory- first year 4hrs Final year- 6 hrs Practical:5batches×3hrs=15hrs	Theory- 169hrs Practical- 340hrs	The practical class was taken by co.faculty incharge and theory class was exchanged by other faculty teaching the same paper.
ii) PG (M.A. /M.Sc. etc.)	Even semester:24hrs Theory- Second year-8hrs Human values- 1hr		
iii) M.Phil	Practical:5batches×3hours=15hrs		
iv) Any other			

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality Yes

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students Yes

(d) Details of participation in the following

(i) University Education

Internal Evaluation Yes for semester theory and practical

(ii) Paper Setting No

(iii) Assessment of Home assignments Yes

(iv) Conduct of Examinations Yes, semester practical examination

(v)

(vi) Evaluation of Dissertation etc. Yes, project evaluation for final year students

(vii)

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

- a) Design of curriculum No
- b) Teaching methods chalk and board, PPT, animations
- c) Laboratory experiments: Live demonstration for experiments
- d) Evaluation methods: Skill test and assignments
- e) Preparation of resource material including book, reading materials, laboratory manuals etc. No
- f) Remedial Teaching / Student Counseling (Academic) No
- g) Any other

D. Improvement of professional Competence :

- (a) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

E. Research Contributions :

- a) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

- b) No. of research papers published (please enclose list)

- c) Research Projects

Titles of the project	Name of the funding agency	Duration

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- d) Details of Seminars, Conferences, Symposia organised
- e) Patents taken, if any, give a brief description
- f) Membership of Professional Bodies, Editorship of Journals etc.

F. Extension Work/Community Service

- a) Please give a short account of your contribution to :
 - 1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.
 - 2. National Literacy Mission
- b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

G. Participation in Corporate Life :

Please give a short account of your contribution to :

- a) College / University / Institution
- b) Co-curricular activities
- c) Enrichment of campus life
(hostels, sports, games, cultural activities)
- d) Students welfare and Discipline
- e) Membership / Participation in Bodies/Committees on Educational and National Development
- f) Professional Organizations of Teachers

H. Assessment

- a) Steps taken by you for the evaluation of the course programme taught-
At the beginning of the semester a lesson plan for the course taught was made and followed. Any classes missed was covered up by taking an extra class for the same. Regular assignments, seminars and tests were conducted in the class to evaluate the students.

I. General Data

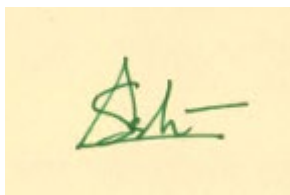
The students were enthusiastic and motivated to learn Biotechnology. The papers taught brought a new insights about the different topics and helped the students have an idea about their future subject of specialization however a more interactive and hands on learning by the students would help them get connected to the subject even more.

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

(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

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(Signature of the Person authorized*)

* By a person to be nominated by Principal / Vice Chancellor

Format – 2

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER

A. General Information

- a) Name : Navya Gopu
- b) Date of Birth : 12-03-1985
- c) Address (Residential): Flat No:404, Arka Cubes, JNTU, Hyderabad.
Ph.No. : 7675005658
- d) Designation : Asst. Professor
- e) Department : Computer Science
- f) Area of Specialization : Computers
- g) Date of Appointment
- i. In the Institution : 12-06-2011
- ii. In the present post : 12-06-2011
- 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
i) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc.	21 hrs	756	
ii) PG (M.A. /M.Sc. etc.)			
iii) M.Phil			
iv) Any other			

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality : Yes

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students : Yes

(d) Details of participation in the following

(i) University Education : Nil

(ii) Internal Evaluation : Evaluated the papers taught

(iii) Paper Setting : Internal supplementary paper set, Practical paper set

(iv) Assessment of Home assignments : Evaluated and shared feedback with students

(v) Conduct of Examinations: skilltest, theory, practicals

(vi) Evaluation of Dissertation etc. : Guided and evaluated

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

a) Design of curriculum : Designed for BSc, BSc(Honors), BCom, BVoc, BMS

b) Teaching methods: Power Point slides using LCD, chalk and board, seminars, Lecture

c) Laboratory experiments : Sample code will be exemplified and students will be given list of programs to execute

d) Evaluation methods : Skill Tests, Class Tests, Seminars, Assignments, Online Exam, Mini project

e) Preparation of resource material including book, reading materials, laboratory manuals etc. : Books and websites referred and shared with students online

f) Remedial Teaching / Student Counseling (Academic) : Given for slow learners using mentor mentee.

g) Any other : Automated Exam Branch and Administrated campus ERP

D. Improvement of professional Competence :

(a) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

E. Research Contributions :

a) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

b) No. of research papers published (please enclose list) : Nil

c) Research Projects

Titles of the project	Name of the funding agency	Duration

--	--	--

d) Details of Seminars, Conferences, Symposia organized : Yes

Conferences/Seminars/Symposia	Venue	Date
Global Medical Education & Research Foundation	ST. Francis College For Women	9th June 2017
International Conference on Science Technology & Mathematics (STEM) Education and faculty Development	ST. Francis College For Women	Nov 6th-11th 2017

e) Patents taken, if any, give a brief description: No

f) Membership of Professional Bodies, Editorship of Journals etc. : No

F. Extension Work/Community Service

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

1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc. : Yes
2. National Literacy Mission : No

b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity. : No

G. Participation in Corporate Life :

Please give a short account of your contribution to :

- a) College / University / Institution: As an IT Admin, I have contributed in automation of the exam branch and maintained the ERP for admissions of the college, attendance and other activities of students and administered the faculty data.
- b) Co-curricular activities : Part of Natale Committe
- c) Enrichment of campus life : Nil
(hostels, sports, games, cultural activities)
- d) Students welfare and Discipline : Addressed attendance and other grievances of the students in the campus.
- e) Membership / Participation in Bodies/Committees on Educational and National Development: Nil
- f) Professional Organizations of Teachers: Nil

H. Assessment

a) Steps taken by you for the evaluation of the course program taught

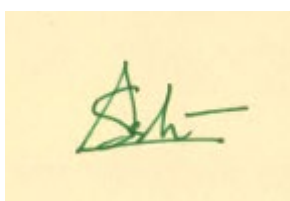
I. General Data

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

(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

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(Signature of the Person authorized*)

* By a person to be nominated by Principal / Vice Chancellor

Format – 2

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER

A. General Information

- a) Name P. C. NIRMALA
- b) Date of Birth 08-05-1961
- c) Address (Residential) 2-3-74/174, Satyanagar Colony, Uppal-500039
Ph.No. 9963684660
- d) Designation Associate Professor
- e) Department Zoology
- f) Area of Specialization Entomology
- g) Date of Appointment 01-08-1984
- i. In the Institution 01-08-1984
- ii. In the present post 01-01-2006
- h) Honors Conferred 01-01-2006 as Associate Professor

B. Teaching**(a) Classes Taught**

Class	Periods		
	Assigned per week **L T/P	Taught in the year L T/P	Steps taken for the teaching of periods missed during absence or leave
	(1)	(2)	
i) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc.	5hrs./-/9hrs.	150hrs/-/270hrs.	-
ii) PG (M.A. /M.Sc. etc.)	-	-	-
iii) M.Phil	-	-	-
iv) Any other	-	-	-

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality : Regular & Punctual

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students

Teaching diaries maintained every academic diaries which has the details of synopsis of the topic taught. Syllabus comprised of Learning Objectives & Learning Outcomes, Synopsis of the topic in sub-units of Modules & suggested readings in the form of books supplied to students.

(d) Details of participation in the following

(i) University Education

Designing Curriculum, Teaching, Evaluation.

(ii) Internal Evaluation

Conducted Internal & Continuous Assessments in Core, Electives (Theory & Practical).

(iii) Paper Setting

Paper setting of Theory & Practical papers.

(iv) Assessment of Home assignments

Assignments in Zoology, Human Values, Electives.

(v) Conduct of Examinations

Conducted exams as Lecturer & Controller of Examinations.

(vi) Evaluation of Dissertation etc.

Evaluated Students Study Projects in Zoology of all Government Degree Colleges in Telangana.

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

a) Design of curriculum

Designing of Curriculum of Core, Discipline Specific Elective, Inter- Disciplinary Elective, Skill Enhancement , Open Electives Courses, Human Value Education, Science & Technology courses.

b) Teaching methods

Chalk & Talk, PPT, OHP, Seminar, Group Discussions, Work sheets, Self-study.

c) Laboratory experiments

Conducted for all courses in Zoology.

d) Evaluation methods

Essays, Short notes, MCQs, FIBs, Quiz, Puzzles, Word Power games, Group Discussions, Seminars, Poster presentations, Models, Animal albums, Practical Records, Field trip reports, Science Exhibitions, Assignments, Book reviews, Practical lab sessions, Problem solving, etc.

e) Preparation of resource material including book, reading materials, laboratory manuals etc.

Lecture / Teaching materials, Draft of Human Value Education of AIACHE.

f) Remedial Teaching / Student Counseling (Academic)

Conducted remedial classes to slow learners & organized Career Counseling sessions to Final Year Students.

g) Any other

Nominated by the College Management as Dean of Academics from 2014 to 2016.

Nominated by the College Management as Controller of Examinations from 2017 to 2019.

D. Improvement of professional Competence :

(a) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

Seminar on “ Teacher, Industry , Society Interface “ by Mr. Chandra Shekhar in the College on 07-06-2016.

Seminar on “ Professionalism at workplace & work ethics “ by Dr. G. Srinivas in the College on 24-10-2016.

National Seminar on “ New Approaches to Learning Outcomes & Assessments under CBCS “ by UGC at Bishop Cotton College, Bengaluru on 10-02-2017.

National Seminar on “ Developing a Culture of Quality- Implementing & Sustaining Approaches to Quality in Higher Education “ by UGC in our College on 03-03-2017 & 04-03-2017.

National Conference on “ Current Political & Economic Situations & its Impacts on Higher Education “ by XAVIER BOARD at Hyderabad on 09-09-2017 & 10-09-2017.

105th Indian Science Congress at Manipur University from 16-03-2018 to 20-03-2018.

E. Research Contributions :

a) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.	-	-	-
Ph.D.	-	-	-

b) No. of research papers published (please enclose list)

c) Research Projects

Titles of the project	Name of the funding agency	Duration
Minor Research Project	UGC	2 years

d) Details of Seminars, Conferences, Symposia organised

1. International Conference on “STEM” from 06-11-2017 to 11-11-2017.

2. State level “ Training of Trainers”(TOT-2018) from 09-03-2018 & 10-03-2018.

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

-

f) Membership of Professional Bodies, Editorship of Journals etc.

TAACTA, XAVIER BOARD, AIACHE, INDIAN SCIENCE CONGRESS.

F. Extension Work/Community Service

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

1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.

Designed curriculum for Human Values Education in which the Preamble of our Indian Constitution has been incorporated & had conducted workshops to Lecturers.

Contributed towards Kerala Flood Relief Operations of our College in 2018.

Designed CBCS-2016 curriculum with Project as a compulsory component across all Disciplines, in order to enhance the Scientific temper among Students.

2. National Literacy Mission

- b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

G. Participation in Corporate Life :

Please give a short account of your contribution to :

- a) College / University / Institution : Teaching – Learning – Evaluation.
- b) Co-curricular activities

Organized Field trips to Jim Corbett National Park, Aqua-culture farms, Natural History Museum of Zoology Department of Osmania University, Institute of Genetics & Botanical Gardens for Insect collection, Animal albums, Fisheries, Problem solving in Genetics as Projects.

Collaborated with an NGO, “ Animal Rehabilitation & Protection Front “ to provide Student volunteers to help animals in the Zoo.

Acquired software to establish virtual lab to prevent animal dissections.

Collaborated with NFDB (National Fisheries Development Board) to commence Aquarium Fish Keeping as SEC in Zoology & an aquarium in College.

Organizing Secretary for 6-Day International Conference on “ STEM “.

Resource person for “ Training of Trainers “ (TOT-2018) to 30 Residential Degree Colleges of Telangana (TSWREIS) for establishing Life Science Labs & Effective conduct of Practical classes.

Evaluated Students Study Projects in Zoology of Government Degree Colleges in Telangana.

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

- d) Students welfare and Discipline

Ensured that Students adhere to Rules & Regulations as prescribed in the College hand book.

Counseled Students regarding Academics, Career, Personal life as a Lecturer & HoD.

Recommended Students to Universities abroad.

Conducted remedial classes to students who failed in Zoology.

Took charge of Students’ welfare & discipline as HoD from 2004 to 2018, Dean of Academics from 2014 to 2016, Controller of Examinations from 2017 to 2019.

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

Member of Aided Affiliated College Teachers Association of Telangana (TAACTA), Member of Indian Science Congress (ISC), Member of Lecturers & Principals Association of Catholic Degree Colleges of India (XAVIER BOARD), Member of All India Association of Christian Higher Education (AIACHE).

f) Professional Organizations of Teachers

TAACTA, XAVIER BOARD, AIACHE, ISC.

H. Assessment

a) Steps taken by you for the evaluation of the course program taught

Continuous assessments, Assignments, Essays, Short notes, MCQs, FIBs, Quiz, Puzzles, Word games, Group Discussions, Seminars, Poster presentation, Models, Animal albums, Practical Records, Field trip reports, Book reviews, Practical lab sessions, Problem solving, etc.

I. General Data

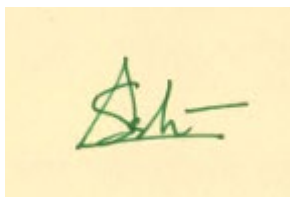
State brief assessment of your performance indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement.

- (a) Could shoulder successfully responsibilities as Lecturer, HoD, Dean of Academics, Controller of Examinations. Could complete Minor Research Project.
- (b) Work stress due to too many responsibilities & multi tasking.
- (c) Prioritize the various tasks step by step, one at a time.

P. C. NIRMALA
(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

Format – 2

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER

A. General Information

- a) Name: P.N. Prashanti
- b) Date of Birth: 20-12-1980
- c) Address (Residential): 6-1-133/22, Brooke bond colony, Padmaraonagar, Secunderabad
Ph.No.-9502169472
- d) Designation: Asst.Professor
- e) Department: Commerce
- f) Area of Specialization: Accounting & Finance
- g) Date of Appointment
 - i. In the Institution -16-06-2016
 - ii. In the present post -16-06-2016
- 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
i) UG (B.A./B.Sc. B.Com etc. pass) (B.A/ B.Sc. etc.	19		Took special classes
ii) PG (M.A. /M.Sc. etc.)			
iii) M.Phil			
iv) Any other			

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality : Regular & Punctual

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students : yes

(d) Details of participation in the following

(i) University Education: ---

(ii) Internal Evaluation: yes

(iii) Paper Setting: ---

(iv) Assessment of Home assignments: yes

(v) Conduct of Examinations: yes

(vi) Evaluation of Dissertation etc.: have been an internal evaluator

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

- a) Design of curriculum
- b) Teaching methods: chalk & Board and Presentations on LCD
- c) Laboratory experiments
- d) Evaluation methods: Analysis of case studies
- e) Preparation of resource material including book, reading materials, laboratory manuals etc.
- f) Remedial Teaching / Student Counseling (Academic)
- g) Any other

D. Improvement of professional Competence :

- (a) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.: Attended National level seminar on IPR, and on FDP on OOPS and C++

E. Research Contributions :

- a) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

- b) No. of research papers published (please enclose list)

- c) Research Projects

Titles of the project	Name of the funding agency	Duration

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- d) Details of Seminars, Conferences, Symposia organised : IPR
- e) Patents taken, if any, give a brief description
- f) Membership of Professional Bodies, Editorship of Journals etc.

F. Extension Work/Community Service

- a) Please give a short account of your contribution to :
 - 1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.
 - 2. National Literacy Mission
- b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

G. *Participation in Corporate Life :*

Please give a short account of your contribution to :

- a) College / University / Institution : college level
- b) Co-curricular activities : Arranged study tours in local as well as outstation
- c) Enrichment of campus life : participated in sports, games and in cultural programmes (hostels, sports, games, cultural activities)
- d) Students welfare and Discipline
- e) Membership / Participation in Bodies/Committees on Educational and National Development
- f) Professional Organizations of Teachers

H. Assessment

- a) Steps taken by you for the evaluation of the course programme taught: timely completion of syllabus and conducted revision classes

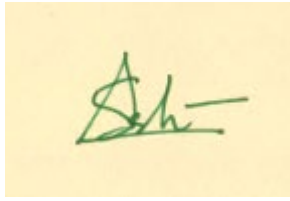
I. General Data

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

(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

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(Signature of the Person authorized*)

* By a person to be nominated by Principal / Vice Chancellor

Format – 2

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER 2017-18

A. General Information

- a) Name P. Renuka
- b) Date of Birth 10-Oct-1977
- c) Address (Residential) H.No: 4426, Road No. 14, New MIG Phase-II, Vidyuth Nagar, BHEL, Hyderabad-502032, Phone: 9491055057
- d) Designation Lecturer
- e) Department Computer Science
- f) Area of Specialization Computer Science
- g) Date of Appointment 08-Jun-2015
- i. In the Institution St.Francis College for Women
- ii. In the present post Lecturer
- 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
i) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc.	14	14	Extra classes
ii) PG (M.A. /M.Sc. etc.)	7	7	Extra classes
iii) M.Phil			
iv) Any other			

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

- (b) Regularity and Punctuality : Yes
- (c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students :
Syllabus, Reading material, PPTs, MCQ are shared
- (d) Details of participation in the following
- (i) University Education : Yes
- (ii) Internal Evaluation : Yes
- (iii) Paper Setting : Yes
- (iv) Assessment of Home assignments : Yes
- (v) Conduct of Examinations : Yes
- (vi) Evaluation of Dissertation etc. : Yes

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

- a) Design of curriculum : Computers Papers for BSc
- b) Teaching methods : Chalk and Board, PPT, Lectures, Group Discussions, Debates, Seminars, Role Plays, Assignments
- c) Laboratory experiments : Programs, Small Projects
- d) Evaluation methods : Assignments, Skill Tests, Mini Projects, Online Tests, Seminars, Group Discussions, Role Plays
- e) Preparation of resource material including book, reading materials, laboratory manuals etc.: Yes
- f) Remedial Teaching / Student Counseling (Academic) : Yes
- g) Any other

D. Improvement of professional Competence :

- (a) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

E. Research Contributions :

- a) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

- b) No. of research papers published (please enclose list)

- c) Research Projects

Titles of the project	Name of the funding agency	Duration

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- d) Details of Seminars, Conferences, Symposia organised
- e) Patents taken, if any, give a brief description
- f) Membership of Professional Bodies, Editorship of Journals etc.

F. Extension Work/Community Service

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

1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc. : Flood Relief

2. National Literacy Mission

- b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

G. *Participation in Corporate Life :*

Please give a short account of your contribution to :

- a) College / University / Institution :
- b) Co-curricular activities
- c) Enrichment of campus life
(hostels, sports, games, cultural activities)

- d) Students welfare and Discipline
- e) Membership / Participation in Bodies/Committees on Educational and National Development
- f) Professional Organizations of Teachers

H. Assessment

- a) Steps taken by you for the evaluation of the course programme : Assignments, Skill Tests, Mini Projects, Online Tests, Seminars, Group Discussions, Role Plays.

I. General Data

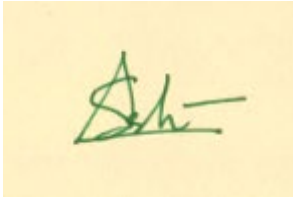
State brief assessment of your performance indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement.

(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

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(Signature of the Person authorized*)

* By a person to be nominated by Principal / Vice Chancellor

Format – 2

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER

A. General Information

- a) Name Parsi Kalpana
- b) Date of Birth 10/08/1978
- c) Address (Residential) Flat no 103, Door no: 1-1-79/d/1 & d/2, signet avenue, rtc x roads,
Hyderabad-500020 Ph.No. 9849000165
- d) Designation Asst Professor
- e) Department Computer Science
- f) Area of Specialization Computer Science
- g) Date of Appointment
 - i. In the Institution 1st July 2014
 - ii. In the present post 1st July 2016
- h) Honors Conferred MCA,MTECH(CSE),APSET

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
i) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc.) ii) PG (M.A. /M.Sc. etc.) iii) M.Phil iv) Any other	12 T+6 P		1. Swapped classes with other co faculty whenever possible 2. Took Extra Classes wherever necessary

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality Yes

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students Yes

(d) Details of participation in the following

(i) University Education No

(e) Internal Evaluation Yes

(f) Paper Setting Yes

(ii) Assessment of Home assignments Yes

(iii) Conduct of Examinations Yes

(iv) Evaluation of Dissertation etc. No

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

a) Design of curriculum Yes

b) Teaching methods Yes

c) Laboratory experiments Yes

d) Evaluation methods Yes

e) Preparation of resource material including book, reading materials, laboratory manuals etc. Yes

f) Remedial Teaching / Student Counseling (Academic) No

g) Any other No

D. Improvement of professional Competence :

(a) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D. Yes

E. Research Contributions :

a) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

b) No. of research papers published (please enclose list)

c) Research Projects

Titles of the project	Name of the funding agency	Duration

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- d) Details of Seminars, Conferences, Symposia organized No
- e) Patents taken, if any, give a brief description No
- f) Membership of Professional Bodies, Editorship of Journals etc. No

Extension Work/Community Service Yes

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

1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.

Was Coordinator of Outreach Programme for MSC Computer science students.

As part of it students volunteered the services at St. Philomena High School, Bhoiguda, Hyderabad. They trained 6th to 9th standard students about the Computers, Ms Office Tools, Internet and Multimedia Technologies.

2. National Literacy Mission NA

- b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity. NA

F. *Participation in Corporate Life :*

Please give a short account of your contribution to :

- a) College / University / Institution Yes
- b) Co-curricular activities Yes
- c) Enrichment of campus life No
(hostels, sports, games, cultural activities)
- d) Students welfare and Discipline No
- e) Membership / Participation in Bodies/Committees on Educational and National Development No
- f) Professional Organizations of Teachers No

G. Assessment

- a) Steps taken by you for the evaluation of the course programme taught- Skill test, Seminars, Assignments

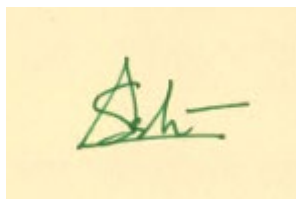
H. General Data

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

Parsi Kalpana
(Signature of the Teacher)

I. * 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

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(Signature of the Person authorized*)

* By a person to be nominated by Principal / Vice Chancellor

Format – 2

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER

A. General Information

- a) Name: Prabhmeet Kaur
- b) Date of Birth: 04-02-1981
- c) Address (Residential): 55A Vahini Nagar , Sikh Road, Sec,bad 500009
Ph.No: +91-9701420507
- d) Designation: Asst. Professor
- e) Department: Computer Science
- f) Area of Specialization: Computer Science
- g) Date of Appointment:
- i. In the Institution: 04-07-2008
- ii. In the present post: 04-07-2008
- 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
i) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc.	21	756	Extra classes
ii) PG (M.A. /M.Sc. etc.)	-	-	-
iii) M.Phil	-	-	-
iv) Any other			

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality : quite punctual and regular

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students: planned and shared in the beginning of every semesters and followed.

(d) Details of participation in the following

(i) University Education : teaching under graduation papers in college

(ii) Internal Evaluation: evaluated the subjects taught

(iii) Paper Setting: have set Internal practical and Supplementary papers

(iv) Assessment of Home assignments: evaluated and shared feedback with students

(v) Conduct of Examinations: skill, theory and practical exams conducted

(vi) Evaluation of Dissertation etc. : guided & evaluated final year dissertations.

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

- Design of curriculum: Designed syllabus for BSc, BSc(H) Software Engineering, BCom, BVoc, BMS
- Teaching methods: Lecture, PPT, black board, quiz, jeopardy games and seminar
- Laboratory experiments: 1 sample code will be explained and students will be given a list problem statements to solve on their own
- Evaluation methods: Online assessment fair and strict evaluation
- Preparation of resource material including book, reading materials, laboratory manuals etc.: Different books and websites will be referred and shared online with students
- Remedial Teaching / Student Counseling (Academic) : regular feedback/one-one sessions during the lecture and practical classes. Student are encouraged for mentor-mentee concept.
- Any other:

D. Improvement of professional Competence :

- Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

SNo	Conference/Seminar/Workshop	Venue	Date
1.	International Conference on Science Technology & Mathematics (STEM) Education and faculty Devolopment	ST. Francis College For Women	6 th to 11 th November, 2017
2	Expert Talk on Mining for medical Expertise -IEEE	ST. Francis College For Women	28 th December 2017

E. Research Contributions :

- Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.	-	-	-
Ph.D.	-	-	-

b) No. of research papers published (please enclose list) -

c) Research Projects -

Titles of the project	Name of the funding agency	Duration
-	-	-

d) Details of Seminars, Conferences, Symposia organised -

e) Patents taken, if any, give a brief description -

f) Membership of Professional Bodies, Editorship of Journals etc.

F. Extension Work/Community Service

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

1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.
2. National Literacy Mission

b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.
Working as one of IT administrator for the college.

G. *Participation in Corporate Life :*

Please give a short account of your contribution to :

- a) College / University / Institution : Working as one of IT administrator for the college
- b) Co-curricular activities
- c) Enrichment of campus life
(hostels, sports, games, cultural activities)
- d) Students welfare and Discipline
- e) Membership / Participation in Bodies/Committees on Educational and National Development
- f) Professional Organizations of Teachers

H. Assessment

a) Steps taken by you for the evaluation of the course programme taught: feedback from students

I. General Data

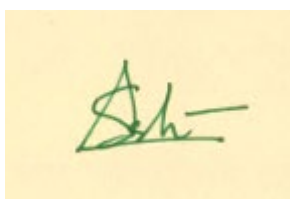
State brief assessment of your performance indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement.

Apart from teaching I got the opportunity to work in various committees of the college which enhanced my experience in the college. I have worked as a member and a coordinator in different committees.

(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

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER

A. General Information

- a) Name : PVS LAKSHMI
- b) Date of Birth : 07/11/1969
- c) Address (Residential) - 1-20-36, Venkatapuram, Trimulgherry Post, Sec-bad-15
Ph.No. 9912728146
- d) Designation: Asst. Prof.
- e) Department : English
- f) Area of Specialization: Indian Writing in English
- g) Date of Appointment
 - i. In the Institution: 12/11/2007
 - ii. In the present post : 12/11/2007
- h) Honors Conferred -

B. Teaching

(a) Classes Taught

Class	Periods		
	Assigned per week **L T/P	Taught in the year L T/P	Steps taken for the teaching of periods missed during absence or leave
	(1)	(2)	
i) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc.	20-22 hrs per week		-
ii) PG (M.A. /M.Sc. etc.)	2 hrs per week		-
iii) M.Phil			
iv) Any other			

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

- (b) Regularity and Punctuality Yes
- (c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students
- (d) Details of participation in the following
 - (i) University Education NA
 - (ii) Internal Evaluation - Yes
 - (iii) Paper Setting – Yes (UG/PG)
 - (iv) Assessment of Home assignments - Yes
 - (v) Conduct of Examinations - Yes
 - (vi) Evaluation of Dissertation etc. - Yes

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

- a) Design of curriculum – Involved in designing Syllabus (UG/PG) since 2011, English and Literature
- b) Teaching methods – lectures, chalk and talk method, ppt, encourage active participation of students in the class room through discussion of various topics.
- c) Laboratory experiments - NA
- d) Evaluation methods – Correction
- e) Preparation of resource material including book, reading materials, laboratory manuals etc.
- f) Remedial Teaching / Student Counseling (Academic) - Yes
- g) Any other

D. *Improvement of professional Competence :*

Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

UGC Sponsored Natl Seminar – IQAC –On Recognizing Holistic Learning for Quality Enhancement – St Francis College –Commemoration of 25 yrs of Autonomy – Feb 2013
 Teaching and Researching American Literary and Cultural Studies - UOH – Mar 2013
 Faculty Development Program on soft skills – Train the Trainers – Aurora Degree and PG College – Oct 2013

TOEFL Trainers Course – Feb 2014

UGC Sponsored Natl Seminar- IQAC- Role of Higher Education....in preparing next generation leaders – St Francis College – Feb 2015

- Telugu Dubbing crash Course – Dept of Telugu-St Francis College – March 2016
- Eng Forum in OU – June & July 2016

- NAAC Sponsored Natl Conference –IQAC-Developing a culture of Quality – St Francis College – Mar 2017
- June 2018 – Lib Committee – Jt organizing secretary of One Day Natl Seminar - November 30, 2018. “Library Resources for Teaching and Research: opportunities and Challenges”.
- Attended a one day Seminar on “Outcome Based Education” – (HODs and PG Coordinators) – on February 15, 2019, organized by IQAC – St. Francis College for Women, Begumpet, Hyderabad.

E. Research Contributions :

a) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

1. No. of research papers published (please enclose list)

Presented paper on ***“Discussing Anew: Teaching Women’s Writing in UG Classroom”*** in the **International Conference on ‘The Teaching of English Language and Literature’: Critical Perspectives** - at Gitam University (School of Technology, Hyderabad) on 11-12 August, 2017.

The paper got selected for publication in the seminar proceedings with the **ISBN:978-81-9331 48-1-4**

2. Presented Paper on **‘Exploring the Darkness in Ernest Hemingway’s ‘A Clean, Well – Lighted Place’** – Jan 18 – 20, 2018 –OUCIP – AIETC on **‘Globalization: Emerging trends in English Language and Literature.**

The paper got selected for publication in the seminar proceedings with the **ISBN: 978 93 83038 58 9**

b) Research Projects - NA

Titles of the project	Name of the funding agency	Duration
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Details of Seminars, Conferences, Symposia organized

-Future of English Lit in Academics – St Francis College – Feb 2012

c) Patents taken, if any, give a brief description - NA

d) Membership of Professional Bodies, Editorship of Journals etc.- NA

F. Extension Work/Community Service - NA

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

1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.
2. National Literacy Mission

b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

G. *Participation in Corporate Life :*

Please give a short account of your contribution to :

- a) College / University / Institution
Active participation in the various events/programs of the college and Department; member of various committees in the institution
- b) Co-curricular activities - Club Activities of the Dept
- c) Enrichment of campus life – worked in various committees, academic and extra-curricular - Yes
(hostels, sports, games, cultural activities)
- d) Students welfare and Discipline
- e) Membership / Participation in Bodies/Committees on Educational and National Development
- f) Professional Organizations of Teachers

H. Assessment

a) Steps taken by you for the evaluation of the course programme taught

I. General Data

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

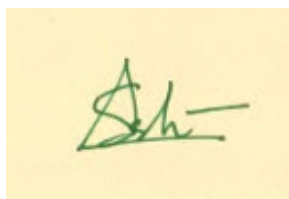
Actively involved in various activities of the college and the dept. Worked under various capacities, as the dean of student affairs, HOD, Asst. Head of the Dept. worked in the Exam branch, prospectus committee.....

-

PVS Lakshmi
(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

Format – 2

**PERFORMANCE APPRAISAL REPORT
FOR SELF APPRAISAL OF TEACHER**

A. General Information

- a) Name : Dr. Reena Dewan
- b) Date of Birth : 08/03/1970
- c) Address (Residential): Flat no 508, Vamsi Krishna Apt. D.K. Road, Ameerpet-500016
Ph.No.: 9849687632
- d) Designation: Assistant Professor
- e) Department : English language and Literature Dept
- f) Area of Specialization: Literature
- g) Date of Appointment : June 2011.
 - i. In the Institution: St. Francis College for Women
 - ii. In the present post : 2011
- h) Honors Conferred : Doctorate in 2010.

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
i) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc.	20		Extra classes
ii) PG (M.A. /M.Sc. etc.)	4		Extra classes
iii) M.Phil			

iv) Any other			
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*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality : Very Regular

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students : On regular basis updates regarding the course and texts were given to students.

(d) Details of participation in the following

(i) University Education : Attended teachers conference by Osmania University.

(ii) Internal Evaluation : Setting papers and correction.

(iii) Paper Setting: Internal papers and supplementary papers are set.

(iv) Assessment of Home assignments : Yes, did regularly.

(v) Conduct of Examinations: Yes , invigilation

(vi) Evaluation of Dissertation etc.: Yes, projects for final year students: internal assessment.

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

- a) Design of curriculum : During BoS 2014
- b) Teaching methods: worksheets, simulations, debate, etc
- c) Laboratory experiments : English lab test
- d) Evaluation methods : Continuous assessment
- e) Preparation of resource material including book, reading materials, laboratory manuals etc.: Yes from news paper, Reader Digests, English journals etc.
- f) Remedial Teaching / Student Counseling (Academic): Counselling is a part of my regular teaching where life skills are demonstrated while learning various language activities. Body language is a part of curriculum. Weak students are taken extra care by personal guidance.
- g) Any other

D. Improvement of professional Competence :

- (a) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

E. Research Contributions :

- a) Number of students (M.Phil., / Ph.D.)

At the beginning of the year	Registered during the year	Completed during
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			the year
M.Phil.	NA		
Ph.D.	NA		

b) No. of research papers published (please enclose list)

c) Research Projects

Titles of the project	Name of the funding agency	Duration

d) Details of Seminars, Conferences, Symposia organised : Regional Seminar organized by the Dept of English in 2013. Various Guest lectures organized every year, workshop like poetry writing, creative writing, voice modulation etc. organized every year.

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

f) Membership of Professional Bodies, Editorship of Journals etc.: Member of Ethical Committee in Gleneagle Global Hospita, Lakdikapul, Hyderabad.

F. Extension Work/Community Service: Outreach program as a class teacher , 2018; Outreach program as an Xpression (Arts Club) Coordinator, Nov 2017.

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

1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc. : Always gave my personal contribution to all the above in form of money or kind.
2. National Literacy Mission : Contributed as a teacher since 2000.

b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.: NA

G. Participation in Corporate Life :

Please give a short account of your contribution to :

- a) College / University / Institution : Been a part of various college committee; chief editor of the college magazine 2014-15; 15-16; Coordinator of Centre for International Program, 2018-19.
- b) Co-curricular activities : Xpressions (Arts Club)club coordinator for 2015-16, 2016-17; Lafiesta Club (English) for 4 years from 2014 to 2018.
- c) Enrichment of campus life : Co-ordinator of cultural fest, Yuvaflare- 2018; Initiated Inter College street play, Rangmanch, 2014, Initiated Francis Production for

proscenium plays, 2018. Drama club won many awards for street plays , in Christ College, IIM, Indore, IIT, Chennai, BITS Pilani, Hyderabad.
(hostels, sports, games, cultural activities)

- d) Students welfare and Discipline : Regular classes, counseling and discipline.
- e) Membership / Participation in Bodies/Committees on Educational and National Development: Contribution as a part of various College committees.
- f) Professional Organizations of Teachers: attended conferences by ELTAI , All India Teachers Association.

H. Assessment

- a) Steps taken by you for the evaluation of the course programme taught: Apart from Internal assessment and Skill evaluation , kept track of their regularity and participation in the classroom. Slip tests, assignments also helps in evaluation.

(to be filled at the end of every academic year)

****L=Lecture T=Tutorial P=Practical**

- (e) Regularity and Punctuality : Very Regular

- (f) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students : On regular basis updates regarding the course and texts were given to students.

- (g) Details of participation in the following

(vii) University Education : Attended teachers conference by Osmania University.

(viii) Internal Evaluation : Setting papers and correction.

(ix) Paper Setting: Internal papers and supplementary papers are set.

(x) Assessment of Home assignments : Yes, did regularly.

(xi) Conduct of Examinations: Yes , invigilation

(xii) Evaluation of Dissertation etc.: Yes, projects for final year students: internal assessment.

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

- h) Design of curriculum : During BoS 2014
- i) Teaching methods: worksheets, simulations, debate, etc
- j) Laboratory experiments : English lab test
- k) Evaluation methods : Continuous assessment
- l) Preparation of resource material including book, reading materials, laboratory manuals etc.: Yes from news paper, Reader Digests, English journals etc.
- m) Remedial Teaching / Student Counseling (Academic): Counselling is a part of my regular teaching where life skills are demonstrated while learning various language activities. Body language is a part of curriculum. Weak students are taken extra care by personal guidance.

n) Any other

J. Improvement of professional Competence :

(b) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

K. Research Contributions :

g) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.	NA		
Ph.D.	NA		

h) No. of research papers published (please enclose list)

i) Research Projects

Titles of the project	Name of the funding agency	Duration

j) Details of Seminars, Conferences, Symposia organised : Regional Seminar organized by the Dept of English in 2013. Various Guest lectures organized every year, workshop like poetry writing, creative writing, voice modulation etc. organized every year.

k) Patents taken, if any, give a brief description :NA

l) Membership of Professional Bodies, Editorship of Journals etc.: Member of Ethical Committee in Gleneagle Global Hospita, Lakdikapul, Hyderabad.

L. Extension Work/Community Service: Outreach program as a class teacher , 2018; Outreach program as an Xpression (Arts Club) Coordinator, Nov 2017.

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

3. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc. : Always gave my personal contribution to all the above in form of money or kind.

4. National Literacy Mission : Contributed as a teacher since 2000.

d) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.: NA

M. Participation in Corporate Life :

Please give a short account of your contribution to :

- g) College / University / Institution : Been a part of various college committee; chief editor of the college magazine 2014-15; 15-16; Coordinator of Centre for International Program, 2018-19.
- h) Co-curricular activities : Xpressions (Arts Club)club coordinator for 2015-16, 2016-17; Lafiasta Club (English) for 4 years from 2014 to 2018.
- i) Enrichment of campus life : Co-ordinator of cultural fest, Yuvaflare- 2018; Initiated Inter College street play, Rangmanch, 2014, Initiated Francis Production for proscenium plays, 2018. Drama club won many awards for street plays , in Christ College, IIM, Indore, IIT, Chennai, BITS Pilani, Hyderabad.
(hostels, sports, games, cultural activities)
- j) Students welfare and Discipline : Regular classes, counseling and discipline.
- k) Membership / Participation in Bodies/Committees on Educational and National Development: Contribution as a part of various College committees.
- l) Professional Organizations of Teachers: attended conferences by ELTAI , All India Teachers Association.

N. Assessment

- b) Steps taken by you for the evaluation of the course programme taught: Apart from Internal assessment and Skill evaluation , kept track of their regularity and participation in the classroom. Slip tests, assignments also helps in evaluation.

O. General Data

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

From the time I joined St Francis in 2011, was given major responsibilities of college as well within the department. Work initiated was well received and appreciated. Gave lot of scope of doing innovative work. All the activities can be conducted well if it is well planned. Sometimes faced the time constraint, but was able to manage with the help of an efficient team.

Reena Dewan

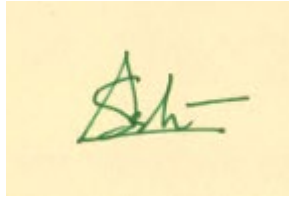
Teacher)

(Signature of the

P. * 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

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(Signature of the Person authorized*)

* By a person to be nominated by Principal / Vice Chancellor

Format – 2

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER 2017-18

A. General Information

- a) Name Saritha.O.T
- b) Date of Birth 06-03-1976
- c) Address (Residential) -11,Cyber-E-Park, Manikonda,Hyderabad
Ph.No. 9440613173
- d) Designation Assistant Professor
- e) Department Environmental Studies
- f) Area of Specialization Waste management
- g) Date of Appointment
- i. In the Institution 5-6-2011
- ii. In the present post 5-6-2013
- 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
i) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc.	21		
ii) PG (M.A. /M.Sc. etc.)			
iii) M.Phil			
iv) Any other			

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality: Maintained

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students

(d) Details of participation in the following

(i) University Education: NIL

(ii) Internal Evaluation: YES

(iii) Paper Setting: YES, set paper for internal and external exams for environmental studies

(iv) Assessment of Home assignments: Yes

(v) Conduct of Examinations: Yes

(vi) Evaluation of Dissertation etc.: NA

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

- a) Design of curriculum: Conducted BOS of environmental studies introduced topics which are relevant in current scenario
- b) Teaching methods: discussion, debate, biodiversity walk, case studies, chalk and board
- c) Laboratory experiments: Nil
- d) Evaluation methods: hands on projects given as internal assessment
- e) Preparation of resource material including book, reading materials, laboratory manuals etc.: Yes
- f) Remedial Teaching / Student Counseling (Academic) : Yes
- g) Any other: Nil

D. Improvement of professional Competence :

(α) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

05th June 2017: National conference on “Sustainable Environment in Response to Climate Change”

09th July 2017: GMERF-Dr.Vijay Rao on First Respondent, and Ms.Haripriya on Call Ambulance

6th to 09th Nov 2017: Attended International conference STEM conducted by science Dept

16th & 17th Nov 2017: Attended seminar on Personality Devpt by Father Vijay

26th and 27th Nov 2017: Attended 13th International Permaculture Convergence in Hyderabad.

E. Research Contributions :

a) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			

Ph.D.			
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b) No. of research papers published (please enclose list)

c) Research Projects

Titles of the project	Name of the funding agency	Duration

d) Details of Seminars, Conferences, Symposia organised

21st July 2017: Workshop on climate change by Mr.N.S.Prasad

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

f) Membership of Professional Bodies, Editorship of Journals etc.

F. Extension Work/Community Service

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

1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.: Nil

2. National Literacy Mission: Nil

b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity:

Co-ordinator of Prakriti club, Nature club of the college.

G. Participation in Corporate Life :

Please give a short account of your contribution to :

a) College / University / Institution :

Bringing environmental consciousness among staff and students, make the campus more environmental friendly

b) Co-curricular activities:

Participated in spectrum glee, Coordinated nature fest-Avani, Participated in various competitions conducted in college, Celebrated Vanmahotsav

c) Enrichment of campus life

(hostels, sports, games, cultural activities) Nil

d) Students welfare and Discipline: Yes

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

f) Professional Organizations of Teachers

H. Assessment

a) Steps taken by you for the evaluation of the course programme taught

I. General Data

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

a) initiated solid waste management

coordinated Prakriti club activities

coordinated trekking to Kondamadugu

Coordinated Avani fest-Nature fest and promoted the idea of sustainable living and zero waste event through the fest.

Was part of Swacch Pakwada in the college

Initiated herbal garden in the college.

Initiated butterfly garden in the college

(Signature of the Teacher)

J. * Verification of factual data

A. General Information

B. Teaching

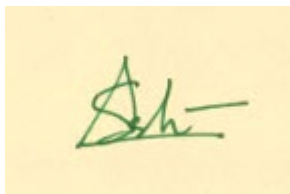
C. Details of Innovations / Contribution in teaching, during the year

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

Format – 2

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER –(2017-18)

A. General Information

- a) Name Saswati Majumdar
- b) Date of Birth June 12, 1981
- c) Address (Residential) 301- Nitya Enclave, Srinagar Colony, Hyd 73
Ph.No. 8008299827
- d) Designation Assistant Professor
- e) Department English
- f) Area of Specialization T.S Eliot, Gender Studies, American Literature
- g) Date of Appointment
- i. In the Institution June 2008
- ii. In the present post 2011
- 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
i) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc.	16 hours of L		Extra classes were taken in case the students missed their classes.
ii) PG (M.A. /M.Sc. etc.)	2 classes per week		
iii) M.Phil			
iv) Any other			

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality – Regular and Punctual

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students -yes

(d) Details of participation in the following

(i) University Education

(ii) Internal Evaluation – conducted Internal evaluation for Internal Assessment

(iii) Paper Setting- Paper setting for internal evaluation

(iv) Assessment of Home assignments -

(v) Conduct of Examinations-Conducted examinations(skill tests and Presentations as apart of internal evaluation)

(vi) Evaluation of Dissertation etc

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

- Design of curriculum –contributed towards BOS2016
- Teaching methods-chalk and talk, lecture, relevant videos
- Laboratory experiments - NA
- Evaluation methods –Internal evaluation (Skill Test, Oral Presentation and Internal Assessment – written)
- Preparation of resource material including book, reading materials, laboratory manuals etc.
- Remedial Teaching / Student Counseling (Academic) -
- Any other

D. Improvement of professional Competence :

- Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.-NA

E. Research Contributions :

- Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

- No. of research papers published (please enclose list)

The Maiden's Journey: A study of portrayal of the single Female characters in Children's Literature	Gitam University- School of Technology , Hyderabad
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c) Research Projects

Titles of the project	Name of the funding agency	Duration

d) Details of Seminars, Conferences, Symposia organised

Name of the Seminar/ Conference/ Symposia Workshop / Refresher / Orientation etc.	Name of the Sponsoring Agency	Place and Date
Spoken Word-Poetry Workshop	La Fiesta, Department of English, St Francis College for Women	Hyderabad, 2017

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

f) Membership of Professional Bodies, Editorship of Journals etc.

F. Extension Work/Community Service

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

1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.
2. National Literacy Mission

b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

G. Participation in Corporate Life :

Please give a short account of your contribution to :

- a) College / University / Institution - Co-ordinator of the Prospectus Committee
- b) Co-curricular activities
- c) Enrichment of campus life
(hostels, sports, games, cultural activities) Co-Ordinator La Fiesta -2017-18, Committee,
- d) Students welfare and Discipline

- e) Membership / Participation in Bodies/Committees on Educational and National Development
- f) Professional Organizations of Teachers

H. Assessment

- a) Steps taken by you for the evaluation of the course programme taught
- Assessments(written, oral and presentations)

I. General Data

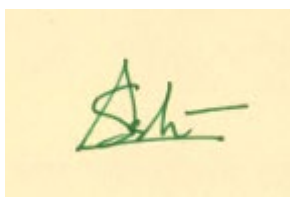
State brief assessment of your performance indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement.

The year 2017-18 had been fruitful in terms of teaching learning procedure. Along with the U.G courses it was particularly interesting to teach the P.G Courses.. No major difficulties were faced during the year.

Saswati Majumdar
(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

Format – 2

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER 2017-2018

A. General Information

- a) Name : Shalini William
- b) Date of Birth : 03/10/1976
- c) Address (Residential): H.No 23-23/1; Jyothi Nagar; RC Puram; Hyderabad-502032
Ph.No: 9949686124
- d) Designation: Assistant Professor
- e) Department : Bachelor of Vocation (Retail Management & Information Technology)
- f) Area of Specialization: Financial Management
- g) Date of Appointment : 19/06/2014
 - i. In the Institution: 19/06/2014
 - ii. In the present post : 19/06/2014
- 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
i) UG (B.Voc(RM & IT))	20	600	Took Extra Classes, Provided notes and Home assignments
ii) PG (M.A. /M.Sc. etc.)			
iii) M.Phil			
iv) Any other			

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality : Yes

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students :

(d) Details of participation in the following

(i) University Education : No

(ii) Internal Evaluation : Yes

(iii) Paper Setting: Yes

(iv) Assessment of Home assignments : Yes

(v) Conduct of Examinations: Yes

(vi) Evaluation of Dissertation etc.: Yes

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

a) Design of curriculum: No

b) Teaching methods:

Lecture, discussion, demonstration, role play , empirical (industry and field visit), case study analysis, flipped classroom method (encouraging students to prepare for the lesson before the class), video method, self-learning method and micro-teaching method.

c) Laboratory experiments

d) Evaluation methods :

Course-related knowledge and skills, Objective Method, Assessments, students attitude, values, critical analysis are the tools adopted.

Preparation of resource material including book, reading materials, laboratory manuals etc.: Yes

e) Remedial Teaching / Student Counseling (Academic) : Yes

f) Any other

Improvement of professional Competence :

(a) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

Name of the Seminar/ Conference/ Symposia Workshop / Refresher / Orientation etc.	Name of the Sponsoring Agency	Place and Date
Participation Certificate of First Responder Training on Basic Life Saving Skills. (Call Ambulance)	Global Medical Education & Research Foundation.	June 9, 2017

National Seminar on “ Emerging Trends In Women Entrepreneurship Business and Management:Issues& Challenges ” from 19 th March to 23 rd March 2018	UGC and American Corner	St. Francis College for Begumpet, Hyderabad, 19 th March to 23 rd March 2018
Industry Visit for Supply Chain Management	Pochampally	December 2017

D. Research Contributions :

a) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

b) No. of research papers published (please enclose list)

c) Research Projects

Titles of the project	Name of the funding agency	Duration

d) Details of Seminars, Conferences, Symposia organised

Name of the Seminar/ Conference/ Symposia Workshop / Refresher / Orientation etc.	Name of the Sponsoring Agency	Place and Date
Organized fashion show “ Lamhe”	Lamhe Garments	St. Francis College Women, 21-07-2017

Seminar on “Retail Mantra-Vantage”	Department of B. Voc	St. Francis College Women 12-12-2017
National Seminar on “Emerging Trends In Women Entrepreneurship Business and Management:Issues& Challenges” from 19 th March to 23 rd March 2018	UGC and American Corner	St. Francis College for Begumpet, Hyderabad,19 th March to 23 rd March 2018

- e) Patents taken, if any, give a brief description
- f) Membership of Professional Bodies, Editorship of Journals etc.

E. Extension Work/Community Service

- a) Please give a short account of your contribution to :
 1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.
Part of SwacchPakhwada Program
 2. National Literacy Mission
- b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

F. *Participation in Corporate Life :*

Please give a short account of your contribution to :

- a) College / University / Institution
- b) Co-curricular activities : Participated in College program
- c) Enrichment of campus life
(hostels, sports, games, cultural activities)
- d) Students welfare and Discipline
- e) Membership / Participation in Bodies/Committees on Educational and National Development:
Women Cell Committee and Examination Committee
- f) Professional Organizations of Teachers

G. Assessment

- a) Steps taken by you for the evaluation of the course programme taught: Checking the schedule made is achieved

H. General Data

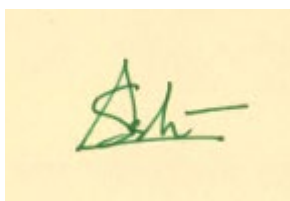
State brief assessment of your performance indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement.

Shalini William

(Signature of the Teacher)

I. * *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

Format – 2

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER

A. General Information

- a) Name :Shobana
- b) Date of Birth :24th July 1981
- c) Address (Residential) 210,heal durga heights wideacolony,MiyapurPh.No.: 9866132987
- d) Designation:Asst.Professor
- e) Department ;Computer science
- f) Area of Specialization : Computer Technologies
- g) Date of Appointment :15th July 2010
- i. In the Institution: St. Francis college for women
- ii. In the present post :Asst. 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
i) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc.)	22 L/P/w	2010-2019	SPL CLASS
ii) PG (M.A. /M.Sc. etc.)			
iii) M.Phil			
iv) Any other			

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

- (b) Regularity and Punctuality
- (c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students
- (d) Details of participation in the following
 - (i) University Education : NSS
 - (ii) Internal Evaluation :college level
 - (iii) Paper Setting: College level,other colleges
 - (iv) Assessment of Home assignments :yes
 - (v) Conduct of Examinations:yes
 - (vi) Evaluation of Dissertation etc.:yes

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

- a) Design of curriculum :Yes
- b) Teaching methods : using Technology
- c) Laboratory experiments :Yes
- d) Evaluation methods ;online test,Skill based test
- e) Preparation of resource material including book, reading materials, laboratory manuals etc.:Yes
- f) Remedial Teaching / Student Counseling (Academic) :Yes
- g) Any other

D. *Improvement of professional Competence :*

- (a) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars :Yes (attended all in- college level/out side college)

(b) *Research Contributions :*

- a) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

- b) No. of research papers published (please enclose list): 3 papers

- a. Big data
- b. Nutrition levels in young students
- c. IoT

- c) Research Projects

Titles of the project	Name of the funding agency	Duration

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d) Details of Seminars, Conferences, Symposia organised

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

f) Membership of Professional Bodies, Editorship of Journals etc.

E. Extension Work/Community Service :NSS (PO) UNIVERSITY LEVEL

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

1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.

2. National Literacy Mission

b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.: NSS PO

F. *Participation in Corporate Life :*

Please give a short account of your contribution to :

a) College / University / Institution :college level

b) Co-curricular activities

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

d) Students welfare and Discipline

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

f) Professional Organizations of Teachers

G. Assessment

a) Steps taken by you for the evaluation of the course programme taught

H. General Data

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

Shobana Siddabattula
(Signature of the Teacher)

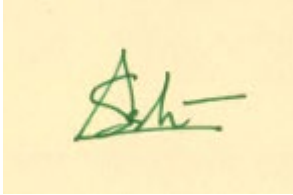
I. * *Verification of factual data*

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

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(Signature of the Person authorized*)

* By a person to be nominated by Principal / Vice Chancellor

Format – 2

**PERFORMANCE APPRAISAL REPORT
FOR SELF APPRAISAL OF TEACHER 2017-2018**

A. General Information

B.

- a) Name: Ms. S.SRAVANTHI
- b) Date of Birth : 15-08-1988
- c) Address (Residential) H.No.6-7-93/1,Raju Colony,Balanagar,Hyd.
- d) Designation: Assistant Professor
- e) Department: Zoology
- f) Area of Specialization: M.Sc.Zoology (Comparative Animal Physiology,Applied Entomology)
- g) Date of Appointment:
 - i. In the Institution: 8-6-2014
 - ii. In the present post: Asst Professor
- h) Honors Conferred

C. 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
i) UG (B.A./B. Sc/BCom etc. pass)	23	118	Compensated by taking extra classes if required only
ii) PG (M.A. /M.Sc. etc.)			

iii) M.Phil			
iv) Any other			

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality: Yes

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students: Yes

(d) Details of participation in the following

(i) University Education

(ii) Internal Evaluation: Yes (IAs and Project guidance)

(iii) Paper Setting: Yes (For practical exams)

(iv) Assessment of Home assignments: Yes

(v) Conduct of Examinations: Yes (Practical examination)

(vi) Evaluation of Dissertation etc: Yes.

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

a) Design of curriculum: Yes

b) Teaching methods: Chalk and talk, lecture, discussion and interaction, Audio Visual, field studies etc.

c) Laboratory experiments: Yes

d) Evaluation methods: Yes – internal and external (oral and written)

e) Preparation of resource material including book, reading materials, laboratory manuals etc.: Yes

f) Remedial Teaching / Student Counseling (Academic): Yes

g) Any other

- B.Sc Zoology Ist & IIIrd year students were taken to Nehru zoological park as a field trip. They were asked to present a report on their observation and knowledge gained. The content and analysis were evaluated.
- For the first time B.Sc Zoology students of all the three years were given technology exposure to virtual dissections and physiological experiments on computers in the newly established “Darwin Virtual Laboratory”.
- Accompanied students of B.Sc III A & N for an educational tour to Jim Corbett National park 23-2-2017 to 28-2-2017.

- Accompanied students of B.Sc III A & N on a study tour on Fisheries to Warangal Fish Farm, Laknavaram and Bogatha Waterfalls on 4th and 5th August 2017.

E. Improvement of professional Competence:

Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil., Ph.D.

- PG entrance guidance to B.Sc. final year students who want to pursue their career in Zoology.
- Organized a guest lecture on Animal migration and Flight adaptations in Insects and Birds by Prof. N. Chari, Retd, Consultant NDRF on 30th July 2018.
- Attended staff seminar on 16th and 17th November, 2017 on Personality Development by Fr. Vijay Joseph at St. Francis College for Women
- Organized a guest lecture on Aquatic Insects, Pest management and Fish diversity by Dr. Deepa Jaiswal “ Scientist D” at the Zoological Survey of India and Dr. Karthapandi Post Doctoral Fellow on 11th August 2017 for B.Sc. Zoology students.
- Attended guest lecture First responder training on Basic life saving skills organized by Global Medical Education and Research Foundation on 9th June 2017.

F. Research Contributions:

a) Number of students (M.Phil., / Ph.D.) - Nil

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

b) No. of research papers published (please enclose list): Nil

c) Research Projects - Nil

Titles of the project	Name of the funding agency	Duration
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d) Patents taken, if any, give a brief description- Nil

d) Membership of Professional Bodies, Editorship of Journals etc.:
Member of Indian Science Congress

G. Extension Work/Community Service

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

1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.
 - Contributed cash and kind for the flood relief victims which occurred in Kerala state last December, 2018)

2. National Literacy Mission

- b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity

H. *Participation in Corporate Life:*

Please give a short account of your contribution to:

- a) College / University / Institution
St Francis College, Begumpet

- b) Co-curricular activities:

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

- d) Students welfare and Discipline: Yes

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

- f) Professional Organizations of Teachers

I. Assessment

- a) Steps taken by you for the evaluation of the course programme taught: Continuous feedback and practice.

J. General Data

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

Achievements: Being a part of the college itself is a matter of pride. It is a great learning experience working for the management, department and students in this esteemed institution. The College has provided a great exposure to various events organized which helps in the professional growth as a teacher.

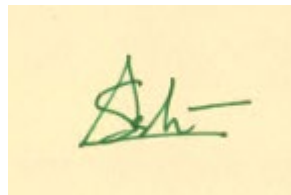
Difficulties: Students from corporate colleges need to adapt themselves better and refer more books instead of asking for study materials and question banks.

Suggestions for improvement: Students should be given proper exposure and guidance to choose career in research field.

(Signature of the Teacher)

K. * *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

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(Signature of the Person authorized*)

* By a person to be nominated by Principal / Vice Chancellor

Format – 2

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER 2017-2018

A. General Information

- a) **Name** Dr. Subi Varghese
- b) **Date of Birth** : 25-04-1977
- c) **Address (Residential)** Street no 03, Plot no 60, Behind Shoba Gardens, Satya Sai Enclave, Old Bowenpally, 500011 Ph.No. 9490937808
- d) **Designation** Head of the Department
- e) **Department Bachelor of Vocation (Retail Management & Information Technology)**
- f) **Area of Specialization** Marketing Management
- g) **Date of Appointment**
- i. **In the Institution** 20-07-2011.
- ii. **In the present post** 19-07-2014.
- 1
- **Honors Conferred** Awarded Young Innovative Teacher of the Year Award 2016- 2017 Instituted by Mrs. Maya, Former HOD English in honour of her parents. Dated: September 4, 2017.
- h)

B. Teaching

(a) Classes Taught

Class	Periods		
	Assigned per week **L T/P	Taught in the year L T/P	Steps taken for the teaching of periods missed during absence or leave
	(1)	(2)	
i) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc.	18	540	Took extra classes, Provided notes, home assignments, self study, and role play assignment.
ii) PG (M.A. /M.Sc. etc.)			
iii) M.Phil			
iv) Any other			

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality Yes

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students

(d) Details of participation in the following

(i) University Education No

(ii) Internal Evaluation Yes

(iii) Paper Setting Yes

(iv) Assessment of Home assignments Yes

(v) Conduct of Examinations Yes

(vi) Evaluation of Dissertation etc Yes.

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

a) Design of curriculum

b) Teaching methods Lecture, discussion, demonstration, brain-storming (new ideas), role play (real-life situation), hands-on training, empirical (industry and field visit), inbound training (activities for leadership, planning, organizing, coordinating and controlling), case study analysis, flipped classroom method (encouraging students to prepare for the lesson before the class), video method, game-based method, self-learning method and micro-teaching method

c) Laboratory experiments Retail Store operations (Hands on Training)

a) Evaluation methods : Objective method, critical analysis, Course-related knowledge and skills, student attitudes, values, and self-awareness, Reactions to instruction methods are the tools adopted.

d)

e) Preparation of resource material including book, reading materials, laboratory manuals etc.

f) Remedial Teaching / Student Counseling (Academic)

g) Any other

D. Improvement of professional Competence :

(a) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

E. Research Contributions :

a) Number of students (M.Phil., / Ph.D.)

At the beginning of the year	Registered during the year	Completed during the year
------------------------------	----------------------------	---------------------------

M.Phil.		2000	2001
Ph.D.		2003	2012

b) No. of research papers published (please enclose list)

c) Research Projects

Titles of the project	Name of the funding agency	Duration

d) Details of Seminars, Conferences, Symposia organised

Name of the Seminar/ Conference/ Symposia Workshop / Refresher / Orientation etc.	Name of the Sponsoring Agency	Place and Date
Organized fashion show “ Lamhe”	Lamhe Garments	St. Francis College Women, 21-07-2017
Life skills	Department of B. Voc	“Dialogue in the Dark” Inorbit mall, Madhapur 24-08-2017
Guest Lecture “Store Security”	Department of B. Voc	St. Francis College Women 19-09-2017
Skill workshop on Functions of Management.	.Department of B. Voc	St. Francis College Women 27-11-2017
Workshop on Soft Skills and Breaking Barriers.	.Department of B. Voc	St. Francis College Women 04-12-2017
Organized Seminar on “Retail Mantra- Vantage”	.Department of B. Voc	St. Francis College Women 12-12-2017

National Seminar on “ Emerging Trends In Women Entrepreneurship Business and Management: Issues& Challenges ” from 19 th March to 23 rd March 2018	UGC and American Corner	St. Francis College for Begumpet, Hyderabad, 19 th March to 23 rd March 2018

e) **Patents taken, if any, give a brief description** Non

f) **Membership of Professional Bodies, Editorship of Journals etc.**

1) Edited Department Magazine “Retail Signpost” Second edition dated August 10, 2017

2) Edited Book on “Emerging Trends in Women Entrepreneurship Business and Management : Issues and Challenges, Organised by the Department of Management Studies, 19-23 March 2018.

F. Extension Work/Community Service

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

1. **Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.**

2. **National Literacy Mission**

b) **Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.**

G. *Participation in Corporate Life :*

Please give a short account of your contribution to :

a) **College / University / Institution**

b) **Co-curricular activities** Participated in the college programs.

c) **Enrichment of campus life (hostels, sports, games, cultural activities)** Conducted programme for the Christmas Celebrations. Participated in the college programs

- d) **Students welfare and Discipline** – Part of Discipline Committee
- e) **Membership / Participation in Bodies/Committees on Educational and National Development**
- f) **Professional Organizations of Teachers**

H. Assessment

- a) **Steps taken by you for the evaluation of the course programme taught:** Checking the schedule made is achieved, Updating of latest market trends, research based teaching is adopted for better teaching.

I. General Data

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

- (a) Difficulties faced :Lot of time is spent in administrative work.
- (b) Suggestion for the improvement : Updating with the latest trend is the need of the hour.

(Signature of the Teacher)

(c) * *Verification of factual data*

A. General Information

B. Teaching

C. Details of Innovations / Contribution in teaching, during the year

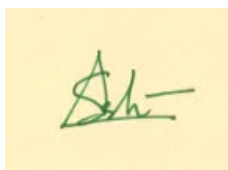
Puzzle based teaching, group based game pertaining to taglines and the Brands of the company, Skilled based activities. Human value education on real life cases.

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**

Format – 2

**PERFORMANCE APPRAISAL REPORT
FOR SELF APPRAISAL OF TEACHER
2017-18**

A. General Information

- a) Name: Ms. X. Sheila Merlin
- b) Date of Birth : 05-11-1988
- c) Address (Residential) 25-89/8/1, East Anand Bagh, Hyderabad-500047

Ph No: 9989288921

- d) Designation: Assistant Professor
- e) Department: Zoology
- f) Area of Specialization: Principles of Aquaculture, Sericulture and IPM
- g) Date of Appointment:
 - i. In the Institution: 16-06-2016
 - ii. In the present post: Asst 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
i) UG (B.A./B. Sc/BCom etc. pass)	Odd Sem – 24 L-9 P-15 Even Sem – 21 L-6 P-15	690	Compensated by taking extra classes if required only
ii) PG (M.A. /M.Sc. etc.)			

iii) M.Phil			
iv) Any other			

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality: Yes

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students: Yes

(d) Details of participation in the following

(i) University Education

(ii) Internal Evaluation: Yes (IAs and skill test)

(iii) Paper Setting: Yes (For practical exams)

(iv) Assessment of Home assignments: Yes

(v) Conduct of Examinations: Yes (Practical examination)

(vi) Evaluation of Dissertation etc: Yes.

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

a) Design of curriculum: Yes

b) Teaching methods: Chalk and talk, lecture, discussion and interaction, Audio Visual, field studies etc.

c) Laboratory experiments: Yes

d) Evaluation methods: Yes – internal and external (oral and written)

e) Preparation of resource material including book, reading materials, laboratory manuals etc.: Yes

f) Remedial Teaching / Student Counseling (Academic): Yes

g) Any other

- Organized a Field Trip to Fish Farms at Warangal on 4th & 5th August'2017 for B.Sc. III A & N Students of B.Sc III A and B.Sc III N were involved in identifying the different fresh water fishes and studying the different stages of its development, methods of rearing, culturing and transportation at the Fish Farms, Warangal.
- Study trip to Natural History Museum at University college of Science, Osmania University on 24th August'2017 for B.Sc. I A & N
- Study trip to Nehru Zoological Park on Animal Diversity for B.Sc. I A & N on 3rd September'2017

- Guided the B.Sc. I A & I N students to prepare an Animal Album on different taxa showing Animal Diversity.
- Students of B.Sc III A and B.Sc III N were involved in Collecting Water Samples from different lakes of Hyderabad and Analysed the Physiochemical Parameters as a part of their Paper III practicals.
- Study trip to Institute of Genetics on Genetic Disorders on 3rd March'2018 for B.Sc. II A & N.
- B.Sc. Zoology students were involved in GLEE'2017 part of the Spectrum Club and won the 1st prize in 3D Model on Insulin Hormone regulation on 30th November'2017.

D. Improvement of professional Competence:

Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil., Ph.D.

- Organized a guest lecture on Aquatic Insects, Pest management and Fish diversity by Dr. Deepa Jaiswal “ Scientist D” at the Zoological Survey of India and Dr. Karthapandi Post Doctoral Fellow on 11th August 2017 for B.Sc. Zoology students.
- PG entrance guidance to B.Sc. final year students who want to pursue their career in Zoology.
- Attended staff seminar on 16th and 17th November, 2017 on Personality Development by Fr. Vijay Joseph at St. Francis College for Women
- Attended guest lecture First responder training on Basic life saving skills organized by Global Medical Education and Research Foundation on 9th June 2017.
- Attended two day national conference on Advances in Insect Vector Control and Applied Biology (AIVA II) held on 27th and 28th February 2018 at Department of Zoology, Osmania University, Hyderabad, Telangana.

E. Research Contributions:

a) Number of students (M.Phil., / Ph.D.) - Nil

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

b) No. of research papers published (please enclose list): Nil

c) Research Projects - Nil

Titles of the project	Name of the funding agency	Duration
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d) Patents taken, if any, give a brief description- Nil

- d) Membership of Professional Bodies, Editorship of Journals etc.:
Member of Indian Science Congress

F. Extension Work/Community Service

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

1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.
 - Contributed cash and kind for the flood relief victims which occurred in Kerala state last December, 2018)
2. National Literacy Mission

b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity

G. *Participation in Corporate Life:*

Please give a short account of your contribution to:

a) College / University / Institution

St Francis College, Begumpet

- Member of the Alumni Association
- Member and coordinator for specific event which occurs every academic year (Natale committee)
- Science Club - GLEE

b) Co-curricular activities:

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

d) Students welfare and Discipline: Yes

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

f) Professional Organizations of Teachers

H. Assessment

a) Steps taken by you for the evaluation of the course programme taught: Continuous feedback and practice.

I. General Data

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

Achievements: Being a part of the college itself is a matter of pride. It is a great learning experience working for the management, department and students in this esteemed institution. The College has provided a great exposure to various events organized which helps in the professional growth as a teacher.

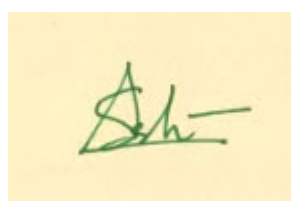
Difficulties: Students from corporate colleges need to adapt themselves better and refer more books instead of asking for study materials and question banks.

Suggestions for improvement: Discipline and sense of responsibility lacks in the students which has to be inculcated.

(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

Format – 2

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER – 2017-2018

A. General Information

a) Name : Anitha Thomas

b) Date of Birth : 21/12/1981

Address (Residential): G1 Sai Srinivasam, OppVayuputra Residency, Pragathi Nagar, JNTU

Ph.No.: 9246164100

c) Designation: Assistant Professor

d) Department : Microbiology

e) Area of Specialization: Microbiology

f) Date of Appointment: 15-6-2006

i. In the Institution: 15-6-2006

ii. In the present post: 15-6-2006

g) 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
h) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc.)	B.Sc- 3h lecture 6h practical	B.Sc – 5h L 6h P	Extra classes taken
ii) PG (M.A. /M.Sc. etc.)	M.Sc – 4h Lecture 8h Practical	M.Sc – 6h L 8h P	
iii) M.Phil			
iv) Any other			

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students

(d) Details of participation in the following

(i) University Education

(ii) Internal Evaluation

Evaluation of internals both even and odd semester.

(iii) Paper Setting

(iv) Assessment of Home assignments

Assessments in the form of written assessments, posters, models

(v) Conduct of Examinations

P. G Exam Superintendent

(vi) Evaluation of Dissertation etc.

Evaluation of thesis related to project work for M.Sc students.

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

a) Design of curriculum : : **Framed syllabus for CBCS**

b) Teaching methods:

- ***Chalk and talk,***
- ***LCD (Power point presentations),***
- ***Surfing information through internet***
- ***Biological animations***
- ***Hands on experience during practicals***
- ***Demonstration methods,***
- ***Workshops.***
- ***Seminars***
- ***Personal Guidance and Counseling to students.***

d..Laboratory experiments : ***Teaching Practice based on Practical exposure
Hands on Experience given to all students during practical sessions.***

e.Evaluation methods :

***INTERNALS- Internal Assessment+ Skill Based exam Skill based exams in the form of
seminars, power point presentations, models , posters etc.***

f. Preparation of resource material including book, reading materials, laboratory manuals etc.

***Reference from books, both international and national authors, reading materials, pubmed,
Wikipedia, journals, magazines***

g. Remedial Teaching / Student Counseling (Academic) :
Personal Guidance and Counseling to students.

h. Any other

D. Improvement of professional Competence :

- (a) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.
- **Attended a 2 day National seminar on Frontiers in Biotechnology organized by Department of Microbiology, UCS, Osmania University 22nd and 23rd Feb 2017 sponsored by UGCDRS-1 (SAP).**
 - **Attended a 2 day NAAC sponsored national Conference on “Developing a culture of quality, Implementing & sustaining approaches to quality in higher education”(IQAC) at St. Francis college for Women on 3rd and 4th March 2017.**
 - **Attended 6 days International Conference on Science Technology Engineering and Mathematics (STEM) Education and Faculty Development, St Francis College for Women fom 6th- 11th November 2017 In collaboration with American Corner, Hyderabad**
 - **Participated in First responder training on Basic Life Saving skills from GMERF on 9th June,2017.**

E. Research Contributions :

a) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

b) No. of research papers published (please enclose list)

c) Research Projects

Titles of the project	Name of the funding agency	Duration
MINOR RESEARCH PROJECT Antimicrobial activity of TiO₂ Nanoparticles on Dental Plaques	UGC	2 years

d) Details of Seminars, Conferences, Symposia organised :

Organising member of 6 days International Conference on Science Technology Engineering and Mathematics (STEM) Education and Faculty Development, St Francis College for Women from 6th - 11th Nov 2017, in Collaboration with American Corner, Hyderabad.

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

f) Membership of Professional Bodies, Editorship of Journals etc.

- Member of Alumnae Association Society

F. Extension Work/Community Service

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

1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.

- **Coordinated & Conducted outreach programme for Home for the aged- Bhoiguda along with B.sc IIC & B.sc III C and donated Groceries they required.**

2. National Literacy Mission

b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

G. Participation in Corporate Life :

Please give a short account of your contribution to :

a) College / University / Institution

- ***Teaching Microbiology for U.G & P.G students since 2006.***
- ***P.G Exam Coordinator***

b) Co-curricular activities

- ***Coordinator of Alumnae association***
- ***P.G Exam Coordinator***
- ***Member of the Natale club***
- ***Member of women cell***
- ***Coordinator of the certificate committee during National seminar***
- ***Coordinator of the greeting card competition.***

c) Enrichment of campus life

(hostels, sports, games, cultural activities)

- ***Participated in Intra college badminton Tournament at St. Francis College for Women and won Bronze medal***

d) Students welfare and Discipline :

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

f) Professional Organizations of Teachers

H. Assessment

a) Steps taken by you for the evaluation of the course programme taught

- ***Regular Feedback from the students.***
- ***Mock tests***
- ***Seminars and Brief review of the lectures given and periodic tests.***

I. General Data

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

(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

A handwritten signature in green ink, appearing to be 'Ash', is centered on a light pink rectangular background.

(Signature of the Person authorized*)

* By a person to be nominated by Principal / Vice Chancellor

Format – 2

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER 2017-18

A. General Information

- a) Name : Ms. Y.V.S.Annapurna
- b) Date of Birth: 21.3.1970
- a) Address (Residential): **2-3-856,Road no.3/BArunodaya Nagar, Nagole,500068** Ph.No.9963699941
- b) Designation : Assitant Professor
- c) Department: Microbiology
- d) Area of Specialization: Medical Microbiology & Applied Microbiology
- e) Date of Appointment
- i. In the Institution: 5-8-2010
- ii. In the present post: 5-8-2010
- f) Honors Conferred

B. Teaching**(a) Classes Taught**

Class	Periods		
	Assigned per week **L T/P	Taught in the year L T/P	Steps taken for the teaching of periods missed during absence or leave
	(1)	(2)	
g) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc.			
ii) PG (M.A. /M.Sc. etc.)	18 h/Wk	540 /yr	Extra classes
iii) M.Phil			
iv) Any other Premed	4h/Wk	50/Sem	Extra classes

Clinical nutrition	2h/wk	30h/Sem	Extra classes
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*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality –Regular

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students

(d) Details of participation in the following

(i) University Education :- Involved in University paper valuation

(ii) Internal Evaluation :Yes PG Immunology & Medical Bacteriology

(iii)Paper Setting: Yes for the above papers

(iv)Assessment of Home assignments :Yes

(v) Conduct of Examinations: Yes

(vi)Evaluation of Dissertation etc.:Yes

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

a) Design of curriculum :Immunology & Medical Bacteriology

Teaching methods: Chalk & Board, PPT, Animations, Models, Practical Poster presentation Models,

b) Laboratory experiments :Modified the Immunology and Medical Bacteriology Papers

c) Evaluation methods: Viva, written Multiple choice, Group discussion, Assignments, Seminar

d) Preparation of resource material including book, reading materials, laboratory manuals etc.-

e) Remedial Teaching / Student Counseling (Academic) :Yes for students under average

f) Any other:

D. Improvement of professional Competence :

(a) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

Awarded Ph.D 15th Sep ,2018

E. Research Contributions :

a) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.	-	-	-
Ph.D.	-	-	-

b) No. of research papers published (please enclose list):2

c) Research Projects:

Titles of the project	Name of the funding agency	Duration

d) Details of Seminars, Conferences, Symposia organised -

e) Patents taken, if any, give a brief description -

f) Membership of Professional Bodies, Editorship of Journals etc.-

F. Extension Work/Community Service

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

1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.

Community service for PG students at LV Prasad's for making study material for visually differently abled

2. National Literacy Mission

b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

G. Participation in Corporate Life :

Please give a short account of your contribution to :

a) College / University / Institution – **Coordinator for PG diploma in clinical nutrition and Dietetics**

b) Co-curricular activities -

c) Enrichment of campus life – **Participated in Farewell programme, Library day celebrations** (hostels, sports, games, cultural activities)

d) Students welfare and Discipline

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

f) Professional Organizations of Teachers

H. Assessment

a) Steps taken by you for the evaluation of the course programme taught

Took into account regularity, writing skills, logical thinking, research attitude of the student**I. General Data**

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

(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

Format – 2

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER 2017 - 2018

A. General Informationa) Name : **Dr. B.ARUNA**b) Date of Birth : **01-07-1969**c) Address (Residential) : **Plot No. 37, Telecom Nagar, Gachibowli, Hyderabad-500032**Ph.No. **9849725218**d) Designation : **Assistant Professor**e) Department : **Microbiology**f) Area of Specialization : **Ph.D. in Biotechnology**g) Date of Appointment : **01-07-2011**i. In the Institution : **01-07-2011**ii. In the present post : **01-07-2011**

h) Honors Conferred :

- **Research guideship (2015) for Ph.D. programme by Osmania University.**
- **Post-Doctoral: Research Associate (2008 - 2011), Bioinformatics Infrastructure Facility, Department of Biotechnology, School of Life Sciences, University of Hyderabad, Hyderabad.**
- **Post-Doctoral: Project Associate (2002 - 2008), Centre for DNA Fingerprinting and Diagnostics (CDFD).**

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
i) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc.	(a) B.Voc. Industrial Microbiology - III yr (Semester V) - Theory & Practical	2017 - 2018	Not Applicable
ii) PG (M.A. /M.Sc. etc.)	(b) M.Sc. (Microbiology) – I yr Sem I - Advanced Techniques in Microbiology - Theory & Practical	2017 - 2018	Not Applicable
	(c) M.Sc. (Microbiology) – I yr Sem I - Biological Chemistry - Practical	2017 - 2018	Not Applicable

	(d) M.Sc. (Microbiology) – I yr Sem II - Virology & Parasitology - Theory & Practical	2017 - 2018	Not Applicable
iii) M.Phil	Not Applicable	Not Applicable	Not Applicable
iv) Any other	Not Applicable	Not Applicable	Not Applicable

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality : **Maintained**

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students:
Annexure - I

(d) Details of participation in the following

(i) University Education : **Not Applicable**

(ii) Internal Evaluation : **Involved in Internal Evaluation**

(iii) Paper Setting: **Involved in Theory and Practical Paper Setting**

(iv) Assessment of Home assignments : **Involved in Home assignments**

(v) Conduct of Examinations : **Practice Conduct of examination by means of oral tests & assignments**

(vi) Evaluation of Dissertation etc.: **Involved in Evaluation of Dissertation and reports of field trips**

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

- Design of curriculum: **Design of Curriculum is focused on developing different methods of delivery**
- Teaching methods: **Videos, animations, power-point presentations and overhead projector as teaching aids**
- Laboratory experiments: **Preparation of models, charts and live-demo experiments**
- Evaluation methods: **Continuous internal evaluation includes, seminar presentations, quiz competition and written test**
- Preparation of resource material including book, reading materials, laboratory manuals etc.: **The printed laboratory practical record books are distributed to the students. The review questions related to theory, practical and concept oriented are included for each experiment**
- Remedial Teaching / Student Counseling (Academic): **To identify and improve the performance of weak students, by giving extra guidance, notes and by solving their problems**

- g) Any other: **Opened to questions and collected feedback from students about the teaching contents**

D. Improvement of professional Competence :

- (a) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.: **Annexure II**

E. Research Contributions :

- a) Number of students (M.Phil., / Ph.D.): **Annexure - III**

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.	Not Applicable	Not Applicable	Not Applicable
Ph.D.	1	2017	Pursuing Ph.D.

- b) No. of research papers published (please enclose list): **Not Applicable**

- c) Research Projects: **Annexure IV**

- d) Details of Seminars, Conferences, Symposia organized:

Name of the Seminar/ Conference/ Symposia Workshop / Refresher / Orientation etc.	Name of the Sponsoring Agency	Place and Date
In Association with American Corner, Hyderabad and Thirteen Science Departments of St. Francis College for Women, Begumpet, Hyderabad, Organized International Conference on Science Technology Engineering & Mathematics (STEM) Education & Faculty Development	American Corner, Hyderabad & St. Francis College for Women, Begumpet, Hyderabad	St. Francis College for Women, Begumpet, Hyderabad on 6th – 11th November, 2017

- e) Patents taken, if any, give a brief description: **Not Applicable**

- f) Membership of Professional Bodies, Editorship of Journals etc.: **Not Applicable**

F. Extension Work/Community Service

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

1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.

Involved in community work along with M.Sc. Microbiology first year students. The students contributed community service by becoming volunteers from December to February for a period of one week in December 2017 to February 2018 at Brien Holden Eye Research Centre, L V Prasad Eye Institute, Hyderabad. The volunteers provided a vital assistance in program administration and with the delivery of rehabilitation services. The volunteer's work involved

reading Braille and translating educational materials into English, voice recording educational materials onto audio tapes.

2. National Literacy Mission: **Not Applicable**

- b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity: **Not Applicable**

G. Participation in Corporate Life :

Please give a short account of your contribution to :

a) College / University / Institution:

- **Encouraging students in getting admission into M.Sc. Microbiology Course**
- **Encouraging students to become excel in the subject by arranging field trips to different Research Institutes and Universities.**
- **Orientation is given to both undergraduate and postgraduate students, pursuing a career in microbiology, regarding job opportunities in sectors such as government and private hospitals, food industries, research and development organizations, chemical industries and pharmaceutical industries.**

b) Co-curricular activities:

- c) **Participated in Spectrum Club Activities**
- d) **Associated in organizing Out Reach Programs**
- e) **Associated in organizing Workshops**
- f) **Associated in organizing International Conference**
- g) **Associated in organizing Field Trips**
- h) **Organized Guest Lectures**

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

- **Participated in Cultural Activities**
- **Participated in Sports**
- **Participated in games**

j) Students welfare and Discipline:

- **Class Teacher: Associated with Students Welfare and Discipline**

k) Membership / Participation in Bodies/Committees on Educational and National Development:

- **Member of Research Cell Committee**

l) Professional Organizations of Teachers:
Not Applicable

H. Assessment

a) Steps taken by you for the evaluation of the course programme taught:

- **Interaction with students during the class**
- **Feedback from students after the completion of teaching session**
- **Continuous assessment of students**
- **Discussion with each student with the corrected answer script to clarify doubts.**

- **Students are allowed to give oral presentation on the topics as mentioned in the syllabus**

I. General Data

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

(a) Achievements:

Research Cell Committee Member

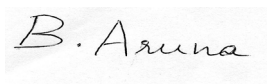
(b) Difficulties faced

It is difficult to handle theory class in labs

(c) Suggestions for improvement

Increase in the workload of class-teacher's duties

Requirement of Over-head projector for taking theory classes



(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

Annexure - I

(a) B.Voc (IM) - III yr Semester V

Paper III IM 503 Diagnostic Microbiology (Theory)

Unit I

Introduction to Medical Microbiology, Normal flora of the human body, Infection, Pathogenesis and Virulence; General principles of diagnostic Microbiology-collection, transport , processing of clinical samples and lab diagnosis.

Unit II

Bacteriology: General account of Pathogenesis, lab diagnosis, epidemiology and prevention of Air borne infections: Mycobacterium tuberculosis, Streptococcal infections ,

Water and food borne infections: Vibrio cholera, Salmonella typhi, Contact diseases (STD): Syphilis, Gonorrhoea, Zoonotic infection: Brucellosis, Anthrax

Unit III

Virology: General account of Pathogenesis, lab diagnosis, epidemiology and prevention of Air borne diseases – Influenza, measles; Contact diseases – HIV, HBV
Water borne disease – Polio, HAV; Zoonotic disease – Rabies, Japanese encephalitis

Unit IV Parasitology and Mycology

Causative agents, morphological, pathogenic characters and methods of diagnosis, prevention and control of the following parasitic diseases – Amoebiasis, Malaria and Trichomoniasis
Fungal diseases – Superficial mycosis (Surface infection and cutaneous infections)

V Semester Paper III IM 508 Diagnostic Microbiology (Practicals)

- 1 Preparation of different types of culture media and observation of growth pattern.
Mannitol salt agar, MacConkey Agar, Lowenstein jenson media, Wilson and Blair bismuth sulphite media, Cetrimide agar, Blood agar, Anaerobic media-RCM
- 2 Use of Triple sugar iron agar
- 3 Biochemical media-. Sugar fermentation tests, IMViC, SIM, Phenyl alanine deamination test, Decarboxylase test, Oxidation reduction test, Hydrogen sulphide, Oxidase and catalase.
- 4 Staining Technique – Gram staining, AFB staining, Capsular staining .
- 5 Bacteriological examination of sample(any two) from patients - Isolation and identification of pathogenic bacteria by biochemical performing tests.
6. Egg inoculation methods (CAM, Allantoic and Amniotic)
7. Observation of slides (Fungal and Protozoan slides)

Recommended Books:

Medical Microbiology and Immunology Jawetz, 7th. Edition, Tata McGraw Hill.
Medical Microbiology – Duguid, Marmoin,, Cruickshank – Vol.I & II.
Microbiology – Ananthanarayanan & Jayaram Panikar 9th Edition, Himalaya publishers
Bacterial diseases – Wilson and Topley
Medical Microbiology Murray 5th Edition, Elsevier Publications
Medical Bacteriology, Mycology, AIDS by Dey and Dey. 1999 Edition, New central Book Agency
Text Book Of Microbiology P Chakraborty. 1998 Edition, Himalaya publishers.

(b). Programme: M.Sc.

Course: Microbiology

Sem: I

Title: Advanced Techniques in Microbiology

Subject Code: PG/MIC/CC/104/L&P

No. of Hrs. Allotted: 4+ 3hrs/week

Course objectives:

- To provide quality education and training in the field of Microbiology, to enable the students to pursue research.
- To understand and acquire the training in advanced techniques in Microbiology.

- The theoretical and practical aspects of this course will help students to inculcate the technical knowledge and skills in the field of biomolecular separation, purification and characterization.

Expected Level of Output: Conceptual and skill based

Course Inputs

Module- Description	Text book	Chapter	L/T	Instructional hours
Module I Characterisation of Biomolecules: Introduction and various approaches for characterization of biomolecules. Concentration of Biomolecules: Salting out with ammonium sulphate, solvent extraction, lyophilisation, dialysis, membrane filtration and applications. Centrifugation: Simple theory of preparative and analytical centrifuges and rotors, sedimentation analysis differential rate zonal and equilibrium density gradient centrifugation: Density gradient media types and their applications – Isolation of cells, sub cellular organelles, viruses and macromolecules.	D	3	L	2h
	A	1		2h
	A	1	T	1h
	E A,B	5,10		2h 8h
Module II Separation methods: Chromatographic techniques: paper, thin layer, ion exchange: cation and anion, gel filtration and affinity: His Tag, GST-Tag; adsorption, reverse phase, GLC, HPLC, cell disruption methods, cell free extracts and their use in metabolic studies.	A,B	3,11	L	11h
	C	7	L	4h
Module III Optical methods: Elementary treatment of biochemical methods, colorimetry and spectrophotometry, fluorimetry: Fluorescence in situ hybridization (FISH), Scanning electron microscope (SEM), Transmission Electron Microscope (TEM), optical rotation, Birefringence, Circular dichroism, NMR, ESR spectroscopy, x-ray diffraction, Mass spectrometry: Principle & different types, MALDI-TOF	A,B	7,9	T	1h
	A,B	7,9	L	2h
	F	1		1h
	F,G			1h
	F,G			1h
	A,B	7, 9		9h
Module IV Electrophoresis & Radio isotopes: Paper, Gel (starch, acrylamide and agarose) Disc vertical, NATIVE-PAGE, SDS-PAGE (sodium dodecyl sulfate polyacrylamide gel electrophoresis), horizontal, gradient, two dimensional, Isoelectric focusing, Gel retardation assay (GRA), pulse field and capillary, Blotting techniques, PAGE staining techniques: Coomassive blue & Silver staining, counter current distribution. Radio isotopes: Detection and measurement of radioactivity: Geiger Muller counter, Scintillation counters: Solid and Liquid, autoradiography, Radioisotopes and stable	A,B	4,12	T	2h
	A,B	4,12	L	7h
	A,B	6,13	L	6h

isotopes: use, General method of study of intermediary metabolism, Uses of mutants in study of metabolism.				
--	--	--	--	--

ADVANCED TECHNIQUES IN MICROBIOLOGY Practicals**TOTAL HOURS: 45 CREDITS: 2**

1. Isolation of biomolecules
2. Concentration of biomolecules: Salting out with ammonium sulphate
3. Dialysis
4. Estimation of proteins by Folin Lowry method
5. Separation and purification of proteins by column chromatography
6. Separation of amino acids by paper chromatography
7. Separation of lipids by thin layer chromatography
8. Separation of proteins by electrophoresis (SDS-PAGE)
9. Demonstration of HPLC

Textbooks:

- A. P.Asokan. (2003). Analytical Biochemistry (Biochemical Techniques). 1st Edition. China Publications.
- B. Upadhyay and Upadhyay. (1993). Biophysical chemistry. 3rd Edition, Himalaya Publishers.
- C. Dinesh Puri. (2014). Textbook of Medical Biochemistry. 3rd Edition. Elsevier India.
- D. Leninger, Nelson & Cox. (2004). Principles of Biochemistry. 4th Edition. W. H. Freeman.
- E. Brock T.D. (1983). Membrane filtration: A User's Guide and Reference Manual. Science Tech Publishers.
- F. Joanne M.Willey, Linda M.Sherwood, Christopher J.Woolverton. (2011). Prescott's Microbiology. 8th Edition. Mc Graw. Hill International Edition.
- G. Michael J. Pelczar, Chan E.C.S, Noel R. Krieg. (2013). Microbiology. 5th Edition. McGraw Hill Education (India) Private Limited.

(c) Programme: M.Sc**Course: Microbiology****Sem: I****Title: Biological Chemistry****Subject Code: PG/MIC/CC/102/L&P****No. of Hrs. allotted : 4+ 3hrs/week****BIOLOGICAL CHEMISTRY : Practicals****TOTAL HOURS: 45 CREDITS: 2**

1. Preparation of buffers and adjustment of pH
2. Qualitative tests for carbohydrates and analysis of unknown
3. Qualitative tests for amino acids and analysis of unknown
4. Tests for lipids (qualitative)
5. Quantitative estimation of glucose and fructose
6. Determination of saponification value and iodine number of fats
7. Partial purification of enzymes (B-amylase, urease)
8. Effect of substrate concentration, pH, time and temperature on enzyme activity
9. Calculation of Km for partially purified enzyme

(d). Programme: M.Sc.**Course: Microbiology****Sem: II****Title: Virology and Parasitology****Subject Code: PG/MIC/CC/204/L&P****No. of Hrs. Allotted: 4+3hrs/week**

No. of credits: 4 +2=6

Course objectives:

- This course is aimed to provide a contemporary understanding of how viruses are built, how they infect and replicate in host cells, how they spread, evolve and cause diseases.
- Also focuses on viruses infecting bacteria
- The students will have an insight about the viral diseases of animals and plants.
- The course will help the students to understand the human diseases caused by parasites and fungi.

Expected Level of Output: Conceptual level

Course Inputs:

Module Description	Text Book	Chapter	L/T	Instructional hours
Module I: General Virology Distinctive properties of viruses: size, acellular organization, nature of viral genome e Morphology and ultra-structure of viruses: Capsids: icosahedral (Adeno virus), helical (Tobacco Mosaic Virus), envelope (Influenza virus), glycoprotein, matrix proteins, Viral genome (dsDNA, dsRNA, ssDNA, ssRNA). Classification and Cultivation of viruses: Growth of viruses in embryonated egg, in experimental animals and in cell cultures Purification of viruses: Physical and chemical methods, further purification of viruses by rate zonal / equilibrium density gradient centrifugation. Assay of viruses: Infectivity assay methods (plaque, pock), physical (EM), serological (HA, HI), and chemical (viral protein and nucleic acid based) approaches.	A,B	29,1	L	1h 1h
Bacteriophages: RNA (MS2) and DNA (T4 and T7, lambda, Øx174, M13). Virus related agents (viroids, virusoids, prions).	C,B	2,10		3h
Mycovirus (Ex: Botrytis virus F), Algal virus (Ex: Raphidovirus)	C,A	2,29		2h
	G	45		2h
	B,D	16		4h
	Web-1 Web-2			1h 1h
Module II: Human viruses Clinical presentation, diagnosis, life cycle, replication, pathogenesis, prevention and treatment of: DNA viruses with special reference to herpes, pox, adeno RNA viruses with special reference to rabies, polio, influenza, retrovirus /lentivirus (HIV); Oncovirus (HBV), Mechanism of virus host interaction; Interferon, antiviral agents.	A A A	33,34,32 & 43 42,36,39 & 44 30	L	7h 7h 1h
Module III: Veterinary and Agricultural viruses Clinical presentation, diagnosis, replication strategy, pathogenesis, prevention and treatment of:	E		L	7h

Farm animal viral diseases: Foot and Mouth Disease, Swine influenza, Rabies; Poultry viral disease: Avian influenza; Plant viral diseases: Viral diseases of agricultural crops: Tobacco mosaic virus (TMV) and Cauliflower mosaic virus (CaMV).	E			2h
	A,C	28,5		6h
Module IV: Parasitology Causative agents, morphological, pathogenic characters and methods of diagnosis, prevention and control of the following parasitic diseases – Protozoal diseases: Amoebiasis, Malaria, Giardiasis and Trichomoniasis; Fungal diseases: Superficial mycosis: Surface infection and cutaneous infection	A,F	46, 2	L	11h
	A	45		4h

VIROLOGY AND PARASITOLOGY Practicals

TOTAL HOURS: 45 CREDITS: 2

1. Isolation of Bacteriophage from soil / sewage (plaque assay).
2. Determination of bacteriophage titre.
3. Hemagglutination assay.
4. Estimation of chlorophyll pigments in healthy and viral diseased plants
5. Cultivation of viruses - Egg inoculation (CAM, Allantoic, Amniotic route inoculation).
6. Animal inoculation techniques – Field Trip.
7. Viral diseases: SLIDES – TMV, T – even phage, Adenovirus, Rhabdovirus, HIV, Orthomyxovirus, CPE of Rabies virus.
8. Protozoal diseases: SLIDES – *Plasmodium*, *Entamoeba histolytica*.
9. Fungal diseases: SLIDES - *Aspergillus*, *Candida Albicans*.
10. Immunodiagnosis - ELISA tests

Textbooks:

- A. Jawetz, Melnick and Adelberg's. (2007). Medical Microbiology. 24th ed. McGraw Hill Medical.
- B. Edward K. Wagner and Martinez J. Hewlett. (2004). Basic Virology. 2nd ed. Blackwell Science.
- C. Biswas SB and Amita Biswas. (1996). An introduction to viruses. 4th ed. Vikas Publishing Publishing House.
- D. Michael T. Madigan. (2014). Brock Biology of Microorganisms: International Edition. 14th Edition. Benjamin Cummings.
- E. Blood D. C. and Henderson J. A. (1983). Veterinary medicine: A Textbook of the Diseases of Cattle, Sheep, Pigs, Goats and Horses. 6th Edition. Baillière Tindall.
- F. Chatterjee K.D. (2009). Parasitology Protozoology & Helminthology. 13th Edition. CBS Publishers and Distributors.
- G. Ananthanarayan & Paniker. (2009). A textbook of Microbiology. 8th Edition. Universities Press.

Web address:

1. http://viralzone.expasy.org/all_by_species/732.html
2. http://viralzone.expasy.org/viralzone/all_by_species/624.html

Annexure II

Name of the Seminar/ Conference/ Symposia Workshop / Refresher / Orientation etc.	Name of the Sponsoring Agency	Place and Date
Science Outreach Programme for Teachers: Carriers in the of field of Biology & Core in the field of Biology	Bhavan's Vivekananda, College, Sainkपुरi	Bhavan's Vivekananda, College, Sainkपुरi. 27th January, 2018

Annexure - III

Ph.D. pursuing student - Details			
Student Name	Department	Institute	Title of the thesis
Miss. K.Suma	Microbiology	St. Francis College for Women, Bugumpet, Hyderabad	Isolation of EPS producing LAB from fermented food.

Annexure - IV**List of students completed project under my guidance**

Name of the student	Class	Roll No.	Project Title
Mallela Lakshmi Sruthi	M.Sc.II yr	1213163115	Screening of phosphate solubilizing bacteria from Soil
Sejal Jain	B.Voc (Industrial Microbiology) III yr	159120	Isolation, characterization of phosphatase producing fungi and bacteria - Their effect in enhancing the growth of <i>Vigna radiata</i>

Format – 2

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER

A. General Information

- a) Name : Dr. Basanti Chintapalli
- b) Date of Birth : 10. 02. 1987
- c) Address (Residential) : Plot No-18, Sr No – 64P, Opposite sanar nagar colony, Bolaram, Secunderabad, Pin : 500010
- Ph.No : 7702892032
- d) Designation : Asst. Professor
- e) Department : Botany
- f) Area of Specialization : Botany
- g) Date of Appointment :
- i. In the Institution : 8. 06. 2015
- ii. In the present post : 8. 06. 2015
- 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
i) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc.	8; 15	14; 30	Extra classes were taken to cover the topics
ii) PG (M.A. /M.Sc. etc.)	-	-	-
iii) M.Phil	-	-	-
iv) Any other			

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality : Maintained

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students

(d) Details of participation in the following

(i) University Education : No

(ii) Internal Evaluation : Yes

(iii) Paper Setting : No

(iv) Assessment of Home assignments : Yes

(v) Conduct of Examinations : Yes

(vi) Evaluation of Dissertation etc. : Yes

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

- a) Design of curriculum : More skill based topics incorporated
- b) Teaching methods : Nature Walk and videos of topics that require 3D effect
- c) Laboratory experiments: Apart from those included in the syllabus students are encouraged to small ones like identification of bacterium in curd, naming of pulses in home use etc.
- d) Evaluation methods : JAM, quiz, group discussion, subjective, objective, class questions, reasoning
- e) Preparation of resource material including book, reading materials, laboratory manuals etc. : Nil
- f) Remedial Teaching / Student Counseling (Academic) : Done on a regular basis
- g) Any other

D. Improvement of professional Competence :

- (a) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

✓ **Date : 9th June 2017**

GMERF - Global Medical Education and Research Foundation. Dr. Vijay Rao conducted a session on First Responder Training on Basic Life Saving skills. GMERF with St. Francis College

✓ **Date : 6th – 11th November 2017**

International Conference on STEM Education and Faculty Development

✓ **Date : 24th July 2017**

Guest Lecture and Workshop on Bonsai preparation for all the Life Science students of IIIrd year on the topic 'Bonsai – Techniques to grow and Career'. The resource person was Mr. Govindaraju of Eashwari Nursery, Bonsai Industry, Hyderabad.

✓ **Date : 7th-8th December 2017**

Presented poster on ‘Study on Ex situ conservation and organic cultivation Practices – A case study on St. Francis Campus, Begumpet’ at National Conference on Plant Science and Research: Current Status & Future Challenges, Organized by Department of Botany, OUCW Koti, 7th-8th December 2017.

✓ **Date : 3rd & 4th April, 2018**

Attended a 2 day workshop on RBPT at St. Francis College.

E. Research Contributions :

a) Number of students (M.Phil. / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

b) No. of research papers published (please enclose list)

c) Research Projects

Titles of the project	Name of the funding agency	Duration

d) Details of Seminars, Conferences, Symposia organised

Name of the Seminar/ Conference/ Symposia Workshop / Refresher / Orientation etc.	Name of the Sponsoring Agency	Place and Date
Guest Lecture and Workshop on Bonsai preparation by Mr.Govindharaj of Eashwari Nursery, Hyderabad	Department of Botany	24th July 2017 St. Francis College
Climate Change Workshop by Mr.N.S.Prasad, Climate Change Communicator, UNFCCC (United Nations Framework Convention on Climate Change) Climate Policy Observer from Civil Society	American Corner	21st July 2017
Butterfly park – Creation and Relevance by Mr.Shaikh Hussain, Senior Research Fellow, Laboratory for the Conservation of Endangered Species, CCMB, and Mr.B.Naresh , Research Associate, ANGRAU	American Corner	28th July 2017
Workshop on Crop Techniques, Culinary Skills and Animal Husbandry.	Botany Department Active Farms in ESCI	5th August 2017 and 19th August 2017 Moinabad

International Conference on STEM Education and Faculty Development. The department conducted a half day session on Ethnobotany - Survey, Conservation and Application , Flora and Ethnobotany of Telangana, Prof.T. Pullaiah, Department of Botany, Sri Krishnadevaraya University, Anantapur.	Department with American corner	8th November 2017
Career counseling for the final year students	Department of Botany	22nd February 2018

- e) Patents taken, if any, give a brief description
- f) Membership of Professional Bodies, Editorship of Journals etc.

F. Extension Work/Community Service

- a) Please give a short account of your contribution to :
 1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.
 - ✓ Closely associated with Radhasoami Satsang providing social service such as conducting free medical camps for the poor in the close by localities.
 - ✓ Involved in agricultural practices in Saran Nagar community pertaining to organic methods of cultivation using jeevamrutham.
 2. National Literacy Mission
- b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

G. Participation in Corporate Life :

Please give a short account of your contribution to:

- a) College / University / Institution
 - ✓ Adhering to the rules
 - ✓ Discipline
 - ✓ Admission time assistance
 - ✓ Hospitality, Travel, Mementoes, Program sheets and IICT trip for visiting Faculty and students.
- b) Co-curricular activities
 - Motivating students to participate in various activities of both academic and non academic.
 - Active participation in any sports or faculty related events in college.
- c) Enrichment of campus life
(hostels, sports, games, cultural activities)

d) Students welfare and Discipline

- ✓ Involved in maintaining discipline of the First floor during prayer.
- ✓ Personal and academic guidance for the holistic upliftment.
- ✓ Students from B.Sc III A (BZC) won the first prize for their demo exhibit on ‘Solid Waste Management held during GLEE 2017.
- ✓ Students from B.Sc II A (BZC) won the first prize for their LIVE exhibit on ‘Ascent of Sap’ held during GLEE 2017.

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

f) Professional Organizations of Teachers

H. Assessment

a) Steps taken by you for the evaluation of the course programme taught

- ✓ Examinations
- ✓ Career Guidance sessions to understand the students line of interest
- ✓ Feedback

I. General Data

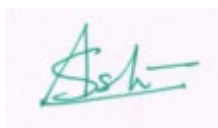
State brief assessment of your performance indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement.

- ✓ Feedback Mechanism in place by the Management.
- ✓ Regular departmental meetings and grievance redress.
- ✓ Relevance of plants in primary health care.

(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

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER 2017 - 2018

A. General Information

- a) Name : D. Sunita
- b) Date of Birth : 02 -11-1981
- c) Address (Residential): 402, Deepika Arcade; Near Ashta Bhuja Devi Temple,
Anandhbagh; Malkajgiri. Ph.No: 9441344354
- d) Designation: Asst Professor
- e) Department: Microbiology
- f) Area of Specialization: Microbiology
- g) Date of Appointment :
 - i. In the Institution : 12 - 11 - 1981
 - ii. In the present post : 24 - 11- 2013 till date
- 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
i) UG BSc Microbiology	3L / Week 6 P/ week	45 Hrs 60 Hrs	Extra classes taken
ii) PG M.Sc. Microbiology	2 L / Week 4P/ Week	30 Hrs 50 Hrs	Extra classes taken
iii) M.Phil	--	--	--
iv) Any other (PGD	2L / Week	30Hrs	Extra classes taken

Nutrition)			
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*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality : Yes

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students :
Yes

(d) Details of participation in the following

(i) University Education : --

(ii) Internal Evaluation: Poster presentations and group discussions conducted

(iii) Paper Setting: Yes

(iv) Assessment of Home assignments: Yes

(v) Conduct of Examinations: Yes

(vi) Evaluation of Dissertation etc. --

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

- a) Design of curriculum : Yes
- b) Teaching methods: LCD, OHP, Video presentations, chalk and board
- c) Laboratory experiments : Yes
- d) Evaluation methods : Poster presentations, Group discussions and seminars
- e) Preparation of resource material including book, reading materials, laboratory manuals etc: --
- f) Remedial Teaching / Student Counseling (Academic): one to one basis
- g) Any other : --

D. Improvement of professional Competence :

- (a) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.:
 - Presented a research paper in 6 day **International Conference on Science Technology Engineering and Mathematics (STEM) Education and Faculty Development**, St Francis College for Women ISBN: 978 - 93 - 86659 - 16 - 3

E. Research Contributions :

- a) Number of students (M.Phil., / Ph.D.) : ---

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.	--	--	--
Ph.D.	---	--	--

b) No. of research papers published (please enclose list): --

c) Research Projects

Titles of the project	Name of the funding agency	Duration
'Bio synthesis, Characterization and Antimicrobial activity of Silver oxide Nanoparticles and their application in increasing the Shelf life of Different foods'. (Annexure I)	UGC	2Yrs

d) Details of Seminars, Conferences, Symposia organised :

- 6 day **International Conference on Science Technology Engineering and Mathematics (STEM) Education and Faculty Development**, St Francis College for Women

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

f) Membership of Professional Bodies, Editorship of Journals etc.: --

F. Extension Work/Community Service

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

1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc. : --
2. National Literacy Mission: --

b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.: --

G. *Participation in Corporate Life :*

Please give a short account of your contribution to :

- a) College / University / Institution : --
- b) Co-curricular activities : --
- c) Enrichment of campus life: --
(hostels, sports, games, cultural activities)
- d) Students welfare and Discipline: --
- e) Membership / Participation in Bodies/Committees on Educational and National Development: --
- f) Professional Organizations of Teachers: --

H. Assessment

- a) Steps taken by you for the evaluation of the course programme taught: Conduct of slip test and oral questioning.

I. General Data

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

Conferred with UGC Minor research project on '**Bio synthesis, Characterization and Antimicrobial activity of Silver oxide Nanoparticles and their application in increasing the Shelf life of Different foods**'.

D. Sunita
(Signature of the Teacher)

J. * *Verification of factual data*

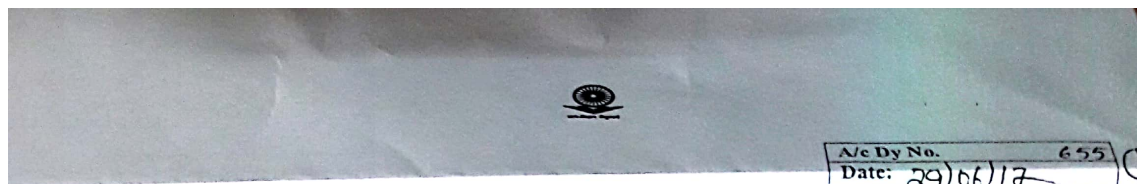
- A. General Information : --
- B. Teaching : Yes
- C. Details of Innovations / Contribution in teaching, during the year: Conduct of seminars and student projects
- D. Improvement of Professional competence: Yes
- E. Research contributions: UGC - MRP Sanctioned, Pursuing Ph D (Annexure II)
- F. Extension work / community service : --
- G. Participation in Corporate Life : --



(Signature of the Person authorized*)

* By a person to be nominated by Principal / Vice Chancellor

Annexure I



UNIVERSITY GRANTS COMMISSIONS -SOUTH EASTERN REGIONAL OFFICE
5-9-194, CHIRAG ALI LANE, IV FLOOR, A.P.S.F.C. BUILDING, HYDERABAD -500 001
Phones: 040 - 23204735, 23200208 FAX: 040 - 23204734, Website: www.ugc.ac.in, email: ugcsero@gmail.com

No.F MRP-6774/16 (SERO/UGC)

Link No:6774.

June,2017

The Accounts Officer
UGC-SERO, Hyderabad

Comcode: APOS040
UniqueID:TLRA00000128

Sub: Release of Grants-in-aid to Minor Research Projects for the year 2017-2018.
Sir / Madam,

30 JUN 2017

The has reference to the Minor Research Project proposal submitted by DRAKSHARAPU SUNITA Department of microbiology of "St Francis college for women" BEGUMPET, HYDERABAD entitled "BIO SYNTHESIS-CHARACTERIZATION AND ANTIMICROBIAL ACTIVITY OF SILVEROXIDE NANOPARTICLES AND THEIR APPLICATION IN INCREASING THE SHELF LIFE OF DIFFERENT FOODS". The subject expert, who evaluated the proposal, has recommended for financial assistance as detailed below.

Sl. No	Item	Amount Allocated (Rs.)	Amount Sanctioned as first installment (Rs.)
1.	Books & Journals	5000.	5000.
2.	Equipment	0 0	0 0
	Total	5000.	5000.
3.	Field work & Travel	10000.	5000.
4.	Chemical & Glass Ware	100000.	50000.
5.	Contingency (incl. Special Needs)	5000.	2500.
6.	Hiring Services	10000.	5000.
	Total	125000.	62500.
	Grand Total	130000.	67500.

1. I am further to convey the sanction of the University Grants Commission to the payment of Rs.67500. to the principal, St Francis college for women,BEGUMPET,HYDERABAD as first installment (100% Non-Recurring and 50% Recurring grants) towards the above project.

Amount Sanctioned	Head of Accounts	Category
Rs. 5000.	35-CAP-MRP(50)-3(A)2202.03.102.02.01	GEN
Rs. 62500.	31-GIA-MRP(50)-3(A)2202.03.102.02.01	GEN

2. The above approval is subject to the general conditions of grants prescribed by the UGC for this scheme.
3. The sanctioned amount is debitable to the Head of Accounts 35-CAP-MRP(50)-3(A)2202.03.102.02.01 (General), 31-GIA-MRP(50)-3(A)2202.03.102.02.01(General) and is valid for payment during the financial year 2017-18 only and the amount of the Grant shall be drawn by the Accounts Officer (Drawing and Disbursing Officer) UGC-SERO, Hyd. on the Grants-In Aid Bill and shall be disbursed to and credited to "The Principal, St Francis college for women, BEGUMPET, HYDERABAD by Electronic Mode through PFMS Portal at the following details: (a) Name & Address of Account Holder: The Principal, St Francis college for women, BEGUMPET, HYDERABAD (b) Account No: 1626101018053. (c) Name & Address of Bank Branch: CBKUNDANBAGH. (d) IFSC Code: CNRB0001626.
4. In case the Principal investigator is having ongoing Major/Minor Research Project OR has been transferred/left/retired from the college, the released amount of Rs.67500/- may be returned to UGC-SERO, Hyderabad immediately, failing which action will be initiated against the College for not adhering with the norms of UGC for the scheme.
5. The grantee institution shall ensure the utilization of grants -in-aid for which it is being sanctioned/paid. in case of non-utilization /part utilization, interest @ 10% per annum as amended from time to time on utilized amount from the date of drawl to the date of refund as per provision contained in General Financial Rules of Govt. of India will be charged.
6. The assets acquired wholly or substantially out of UGC's grants shall not be disposed or encumbered or utilized for the purposes other than those for which the grant was given, without proper sanction of the UGC and should, at any time the college ceased to function, such assets shall revert to the UGC.

Annexure II



4

OFFICE OF THE DEAN FACULTY OF SCIENCE OSMANIA UNIVERSITY HYDERABAD

No. 3498 /DFSc/2017

Date: 10.03.2017

ORDERS

Sub : FACULTY OF SCIENCE, OU – Admission to Ph.D. Course Category II /2013-2014 –
Orders – Biochemistry/Geophysics/Mathematics/Microbiology -Issued.

Ref: No 309 /F/Acad-III/2017

Dated 21.2.2017

The candidates in the enclosed list are provisionally admitted to the Ph.D. course of Osmania University for the academic year 2013-2014 on the recommendation of the Admission Committee in the Faculty of Science in the subject mentioned against his/her name.

The selected candidates are required to fulfill the conditions, if mentioned against their names, and to submit their Joining Reports (Proforma provided), by 10.04.2017 failing which their admission orders would be deemed to have been withdrawn. No further notice will be given. The Joining Reports along with the original D.D. and all necessary documents should be submitted in the concerned Departments. **No joining report will be accepted without the T.C. (Transfer Certificate) in original or a letter from the respective University where from the Post Graduate Degree has been obtained to the effect that no separate Transfer Certificate will be issued by that University.** The Dean's office shall then issue a list of names of the admitted candidates to the Heads of the Departments concerned, which shall be final.

The registration is valid for a period of four years for Full Time Research Scholars and five years for Part Time Research Scholars from the date of joining after which period it will be cancelled unless otherwise extended.

All the selected candidates both Full-Time and Part-Time have to pay the fee as under:

- | | | |
|----|---|------------------|
| 1. | Both Full Time and Part Time Scholars working in the Osmania University | Rs.2000 per year |
| 2. | Scholars working in recognised Research Centres outside the University | Rs.5000 per year |

(P.T.O.)

Format – 2

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER 2017-2018

A. General Information

- a) Name : Dr.Savitha Sukumar
- b) Date of Birth : 16.04.1972
- c) Address (Residential) : G-B, Jains Anand, 7-1-216/A/2.Balakampet, Ameer pet, Hyderabad-16
- Ph.No.+919989656340
- d) Designation : Assistant Professor
- e) Department : Commerce
- f) Area of Specialization : Commerce
- g) Date of Appointment
- i. In the Institution : 1/7/2007
- ii. In the present post : 1/7/2007
- h) Honors Conferred : Recipient of Gold Medal for Outstanding Research Contribution .
Management recognition with cash award for research Publications

B. Teaching**(a) Classes Taught**

Class	Periods		
	Assigned per week **L T/P	Taught in the year L T/P	Steps taken for the teaching of periods missed during absence or leave
	(1)	(2)	
i) UG (B.COM. III PROFESSIONAL B.COM III (IPP), B.COM II (IPP), B.COM III (IB) (ODD SEM 18 + EVEN SEM18) = 36	18	540	Compensated by taking special classes for the teaching of periods missed during absence or leave

ii) PG (M.A. /M.Sc. etc.)			
iii) M.Phil			
iv) Any other			

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students

(d) Details of participation in the following

(i) University Education

(ii) Internal Evaluation : Evaluated Inter assessment papers

(iii) Paper Setting: done for all internal assessment tests.

(iv) Assessment of Home assignments : assessed Home assignments.

(v) Conduct of Examinations : Served as Controller of Examinations

(vi) Evaluation of Dissertation etc.:

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

- a) Design of curriculum
- b) Teaching methods
- c) Laboratory experiments
- d) Evaluation methods
- e) Preparation of resource material including book, reading materials, laboratory manuals etc.
- f) Remedial Teaching / Student Counseling (Academic) : Counselling students of B.com IPP.
- g) Any other

D. Improvement of professional Competence :

(a) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

Name of the Seminar/ Conference/ Symposia Workshop / Refresher / Orientation etc.	Name of the Sponsoring Agency	Place and Date
NAAC Sponsored National Level Conference on Developing A Culture of Quality : Implementing and Sustaining Approaches to Quality in Higher Education	St. Francis College For Women	Hyderabad 3rd- 4th March 2017

E. Research Contributions :

a) Number of students (M.Phil., / Ph.D.)

At the beginning of the year	Registered during the year	Completed during the year
M.Phil.		
Ph.D.		

b)No. of research papers published (please enclose list) : list attached

b) Research Projects

Titles of the project	Name of the funding agency	Duration

c) Details of Seminars, Conferences, Symposia organised

d) Patents taken, if any, give a brief description

e) Membership of Professional Bodies, Editorship of Journals etc. : Fellow member of the Institute of cost accountants of India (ICAI)

F. Extension Work/Community Service

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

1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.

2. National Literacy Mission

- b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity:

G. *Participation in Corporate Life :*

Please give a short account of your contribution to :

- College / University / Institution : Playing an active role in the Teaching, learning and evaluation of Undergraduate programmes in Commerce. Serving as Coordinator for B.com (Integrated Professional Programme) which allows students to pursue professional programmes such as CA, CMA & CS along with their graduation. Serving as project guide for final year students of B.com Professional Programme who are pursuing projects in Finance. Actively involved in research in the areas of commerce and management with a consistent track record of research publications in International Journals in Commerce and Management. Participated.. Served as Research Coordinator, Commerce, IQAC and Member Academic Council and Member Governing Body.
- Co-curricular activities
- Enrichment of campus life (hostels, sports, games, cultural activities)
- Students welfare and Discipline
- Membership / Participation in Bodies/Committees on Educational and National Development : Fellow member of the Institute of cost accountants of India.(ICAI)
- Professional Organizations of Teachers

H. Assessment

- a) Steps taken by you for the evaluation of the course programme taught : Student feedback is collected at the end of the semester. The feedback has been good.

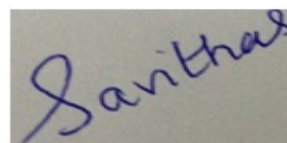
I. General Data

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

- (a) achievements, :

Name	Award	Year
Recipient of Gold Medal for Outstanding Research Contribution	Outstanding Research Contribution, St. Francis College for Women	Jan 2018
Management Recognition for Publication of Research Papers	Management Award, St. Francis College for Women	2017

(Signature of the Teacher)



LIST OF PUBLICATIONS 2017 -2018**RESEARCH PUBLICATIONS:**

S. No	Title of Paper, Author(s)	Publication details	ISSN / ISBN
1	Restoring Financial Health of Indian Public Sector Banks: A review of Prompt Corrective Action Plan	TIJ's Research Publication's Research Journal of Commerce & Behavioural Science *	ISSN 2251-1547 Vol 7, No 5 (2018): 01 March 2018
2	The Impact of Rising Non Performing Assets in Indian Public Sector Banks B. Savitha	TIJ's Research Publication's Research Journal of Social Science & Management *	ISSN 2251-1571 Vol 7, No 8 (2017): 01 December 2017
3	Digitalisation and the Transformation of the Indian Banking Industry B. Savitha	TIJ's Research Publication's Research Journal of Social Science & Management *	ISSN 2251-1571 Vol 7, No 4 (2017): 01 August 2017

*: UGC Accredited Journals

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

Format – 2

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER

A. General Information

- a) Name **DR.CA SHOBANA**
- b) Date of Birth **08.08.1977**
- c) Address (Residential) **408 B BLOCK LANDMARK RESIDENCY MADINAGUDA, HYDERABAD 500049 Ph.No.9959030485**
- d) Designation **ASSISTANT PROFESSOR**
- e) Department **COMMERCE**
- f) Area of Specialization **ACCOUNTS AND TAXATION**
- g) Date of Appointment
- i. In the Institution **12.6.2017**
- ii. In the present post **12.6.2017**
- h) Honors Conferred **PHD CONFERRED ON 2016**

B. Teaching**(a) Classes Taught**

Class	Periods		
	Assigned per week **L T/P	Taught in the year L T/P	Steps taken for the teaching of periods missed during absence or leave
	(1)	(2)	
i) UG .B.Com	20	159 days	
ii) PG (M.A. /M.Sc. etc.)			
iii) M.Phil			
iv) Any other			

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality Regular and Punctual

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students **YES**

(d) Details of participation in the following

- (i) University Education
- (ii) Internal Evaluation **YES**
- (iii) Paper Setting **NO**
- (iv) Assessment of Home assignments **YES**
- (v) Conduct of Examinations **YES**
- (vi) Evaluation of Dissertation etc.

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

- a) Design of curriculum
- b) Teaching methods **BLACK BOARD AND CHALK & POWER POINT PRESENTATION**
- c) Laboratory experiments
- d) Evaluation methods **PAPER AND PEN TEST**
- e) Preparation of resource material including book, reading materials, laboratory manuals etc.
- f) Remedial Teaching / Student Counseling (Academic)
- g) Any other

D. Improvement of professional Competence :

- (a) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D. **NO**

E. Research Contributions :

- a) Number of students **NIL**(M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

- b) No. of research papers published (please enclose list) **ONE**

Dr. Shobana (2017) Role of Behavioural Finance in Stock Market investment by Retail Indian Investors IJCEM, issn no:2230-7893 Vol 20, Issue 6, Nov 2017

- c) Research Projects **NIL**

Titles of the project	Name of the funding agency	Duration

- d) Details of Seminars, Conferences, Symposia organised **NIL**
- e) Patents taken, if any, give a brief description
- f) Membership of Professional Bodies, Editorship of Journals etc. **MEMBER OF INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA**

F. Extension Work/Community Service **NIL**

a) Please give a short account of your contribution to :**NIL**

1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.

2. National Literacy Mission

b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

G. *Participation in Corporate Life : NIL*

Please give a short account of your contribution to :

a) College / University / Institution

b) Co-curricular activities

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

d) Students welfare and Discipline

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

f) Professional Organizations of Teachers

H. Assessment

a) Steps taken by you for the evaluation of the course programme taught **CONDUCTED SKILL TEST AND INTERNAL ASSESSMENT**

I. General Data

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

(Signature of the Teacher)

J. * *Verification of factual data*

A. General Information

B. Teaching

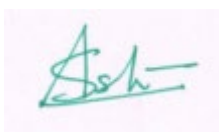
C. Details of Innovations / Contribution in teaching, during the year

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

Format – 2

**PERFORMANCE APPRAISAL REPORT
FOR SELF APPRAISAL OF TEACHER**

A. General Information

- a) Name Dr. T. Uma
- b) Date of Birth 14.06.1965
- c) Address (Residential) Flat 408, Sai Srinivasam Apartments, Retreat Colony, Old Alwal, Secunderabad 10 Ph.No. 9849802918
- d) Designation Associate Prof. & Head
- e) Department: History
- f) Area of Specialization Modern Indian History
- g) Date of Appointment
 - i. In the Institution 1.07.1990
 - ii. In the present post 24.03.2000
- h) Honors Conferred: Telangana State Meritorious Award for Best Teacher - 2016

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
i) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc.	16	-	NA
ii) PG (M.A. /M.Sc. etc.)			
iii) M.Phil			

iv) Any other			
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*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students : At the beginning of the year the students are given an overview of the syllabus for the entire semester. The syllabus is dictated to the students and the exhaustive list of reading material is given to them. Besides the college library the students also have access to the Department library.

(d) Details of participation in the following

(i) University Education: Taught history to the students of 1st year and III year

(ii) Internal Evaluation: conducted continuous assessment for 20 marks spread over the semester and a centralized internal written evaluation exam for 20 marks. The continuous evaluation includes skill test, seminar presentation, group projects field trip reports.

(iii) Paper Setting: set the question papers for internal evaluation. Also, examiner for two other autonomous colleges in the city

(iv) Assessment of Home assignments: the students have the option to submit written or typed home assignment over a topic that is assigned to them. When the submit it a few questions are asked from the written material to know if the student understood what she wrote. Marks are allotted for both the written material and the oral explanation given by the student.

(v) Conduct of Examinations: conducted class tests and invigilated for internal and external examinations of the college.

(vi) Evaluation of Dissertation etc. NA

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

- Design of curriculum: The curriculum was changed to suit the revised CBCS structure suggested by UGC was followed
- Teaching methods: Chalk and Board, Discussions, Debate, Field trips and Quiz
- Laboratory experiments - NA
- Evaluation methods: Written tests, viva, term paper, skill test and seminar presentation
- Preparation of resource material including book – Wrote a book on Telangana History for General Studies.
- Remedial Teaching / Student Counseling (Academic) Slow learners and poor performers are identified and informal counseling and special coaching is given to them.
- Any other -Regular field trips are conducted annually to historical sites. All important historical events are remembered and celebrated.

D. Improvement of professional Competence:

- (a) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D - Completed all the above mentioned already.

E. Research Contributions :

- a) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.	NA		
Ph.D.	NA		

- b) No. of research papers published (please enclose list)
Presented a paper titled, India's involvement in World War I and its impact at the International Conference on I world War – Indian Context at Aloysius college, Mangalore, 4 & 5th January, 2018

- c) Research Projects

Titles of the project	Name of the funding agency	Duration
Inter religious marriages – Challenges faced by couples	IDCR, Chennai	1 year

d) Details of Seminars, Conferences, Symposia organised –

“UNDERSTANDING GENDER EQUALITY: WHY DO WOMEN EARN LESS THAN MEN? By Mr. Chakravarthy, a management graduate from Columbia University	Quest Hour club in association with the South Asian Students for Liberty organization	On January 18, 2018, St. Francis college for Women
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- e) Patents taken, if any, give a brief description - -

- f) Membership of Professional Bodies, Editorship of Journals etc.

F. Extension Work/Community Service

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

1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.

Coordinator of the 15 day Swachat Pakhwada programme conducted by the college on the initiative of the Union Government.

2. National Literacy Mission

b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

G. Participation in Corporate Life :

Please give a short account of your contribution to :

a) College / University / Institution - As part of Planning and Evaluation committee, IQAC committee, Finance Committee and Governing body had the opportunity to contribute to various aspects of planning and implementation to enrich college life As the Dean of Academics of the college was involved in every aspect of college life and interacted extensively with students.

b) Co-curricular Activities

- C.Sahara of B.A I won 'EXPRESS' a feature writing competition associated with media partner 'INDIAN EXPRESS'
- Inter-college competitions hosted by student - The Quest Hour Club organized an intra college online essay competition on September 25, 2017, (for Gandhi Jayanti which comes on October 2 every year). Students from different streams of the college had participated in this essay competition. The topic of the essay was "HOW DO MAHATMA GANDHI'S NON VIOLENT METHODS COMPARE TO 21ST CENTURY'S LEADERSHIP STYLES?" The winner and runners up were awarded prizes in October first week, in the college

c) Enrichment of Campus Life

1. Took the students to Ananda Buddha Vihar along with the Head of the Department Dr. Uma Joseph, on AUGUST 5, 2017, at Mahendragiri hills in Sec – bad. The Buddha Vihar is Buddhist complex consisting of a Buddhist temple, a library, meditation halls and cultural space. It can be said that it is a place where "SILENCE IS MUSIC". The students took a look at the Buddhist lifestyle of the monks and had a great learning experience.
2. Celebrating 70 years of Independence, the Quest Hour Club organized a Patriotic song competition on August 11, 2017. This event was held in the Capitanio Hall of the college and the whole Social Science Dept was a part of this event.

d) Students Welfare and Discipline

Utmost care is taken to ensure students are punctual to class . Students who are consistently good are rewarded to encourage others to do the same. The slow learners are encouraged and attached to high performers to encourage them to mentor these students . It has helped the students considerably.

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

Member of Planning and Evaluation committee, Finance committee, Governing Body, Alumnae committee, IQAC committee

f) Professional Organization of Teachers. - Member of TACTA

F. (a) Membership of Professional Bodies, Societies etc.

South India History Congress and AIACHE

(b) Editorship of Journals -

H.

I. Assessment

- a) Steps taken by you for the evaluation of the course programme taught: Formal and informal Feedback is taken from students

J. General Data

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

There were no major difficulties faced. Only students who come from a different stream were finding it difficult to cope with the subject.

Special attention was given to them and they were brought into the main stream.

Uma T
(Signature of the
Teacher)

K. * 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

Format – 2

**PERFORMANCE APPRAISAL REPORT
FOR SELF APPRAISAL OF TEACHER (2016-2017)**

A. General Information

- a) Name : Margaret Francis
- b) Date of Birth : 18th September 1965
- c) Address (Residential) Ph.No.
9959569429
- d) Designation: Assistant Professor ; Social Management
- e) Department : Social Sciences
- f) Area of Specialization: Social Work - Generic
- g) Date of Appointment : 02 August 1995
- i. In the Institution: 02-08-1995
- ii. In the present post : 12.06.2007
- 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
i) UG			

(B.A./B.Sc. etc. pass)	BA - I Fundamental of Social Management	60 hrs	
ii) PG (M.A. /M.Sc. etc.)	Open Electives Semester III Social Entrepreneurship 3hrs	30 hrs	
iii) M.Phil			
iv) Any other	BA- V Paper 4(a) Social Welfare Policy, Planning & Development	55	
	BA - V Paper 4(b) Research Dissertation	60 hrs	
	B.A. – IV Semester IV Social Research and Statistics– 6 hrs	60 hrs	
	B.A. VI– Initiation & Management of NGO 5 hrs	55 hrs	
	BA VI – Social Management Field Work Practicum – 3hrs	40 hrs	
	Semester IV Project Management 3 hrs	34 hrs	

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*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality – The college instills this decorum in all Faculty members & Students.

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students – - Teaching Diaries Maintained. This is attested by the Principal for HOD's periodically.

(d) Details of participation in the following

(i) University Education - Nil

(ii) Internal Evaluation - Yes

(iii) Paper Setting - Yes

(iv) Assessment of Home assignments - Yes

(v) Conduct of Examinations – Continuous Assessments, Class Test, Presentations etc

(vi) Evaluation of Dissertation etc. - Yes

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

a) Design of curriculum –

Training curricula are being redesigned in the context of new standards of competence for social managers—the Professional Capabilities Framework (PCF). Students are equipped and qualified to address an extensive range of human problems, presenting major challenges to educators. The Curricula is designed keeping the current and contemporary realities in mind.

b) Teaching methods –

Apart from Chalk and Talk method and conventional methods have also used the following innovative methods of teaching: Student Engagement Mechanisms- where students are given case studies in a team of 5 they discuss and generate a new finding and present the same before the large class. Stimulating games and activities are also conducted to build the team spirit and leadership with the learning domain.

c) Laboratory experiments

For Social Management Students the Society is the biggest laboratory. Students were taken for Observation visits to various grass-root and administrative NGO's within and outside Hyderabad. The List of NGO's visited in this current year is enclosed herewith:

Evaluation methods

Internal Evaluation: Internal Assessment 20 Marks (Compulsory 1 hour test)
Continuous Assessment 20 Marks (Breakdown given below)
Assignments/Project Work for 10 marks (2 assignments of 5 marks each)
Skill Test 10 marks (2 tests conducted)

- d) Preparation of resource material including book, reading materials, laboratory manuals etc. – **Yes** (A good amount of time goes into this process) Power Point Presentations are prepared, learning handouts are distributed and shared on college onedu.com app for students access and availability
- e) Remedial Teaching / Student Counseling (Academic) –
5% of the total students in the subject are slow learners. Such students were given personalized guidance and coaching especially in Research and Statistics Paper.
- f) Any other

D. Improvement of professional Competence :

- (a) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

Seminar Title	Organizing Institution	DD/MM/YYYY
A Two Day Orientation on “Gender Sensitization”	JNTU, Kukatpally- Hyderabad	03 rd & 04 th June 2016
Women Empowerment a Kenyan Project	St. Franis College for Women, Begumpet	24 th Jan 2017
A Two Day National Seminar on “Culture and Civilization Among Tribes in Contemporary India”	Sanskriti – Institute for Dravidian Culture & Research, Habsiguda, Hyderabad	26 th & 27 th Jan 2017

E. Research Contributions :

- a) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.	-	-	-
Ph.D.	-	-	-

- b) No. of research papers published (please enclose list) Nil

c) Research Projects

Titles of the project	Name of the funding agency	Duration

d) Details of Seminars, Conferences, Symposia organized :

e) Patents taken, if any, give a brief description - Nil

f) Membership of Professional Bodies, Editorship of Journals etc. -

F. Extension Work/Community Service

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

1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.

1.a The Department of Social Management has an Outreach Extension Project Titled: **Safal Jeevan – The Girl Child Labor Project**. Supported by UGC under CPE scheme. The project was initiated in 2015 and presently in the third phase of its involvement. This year 25 Girl Child Laborers were identified from slums of the city and provided with many inputs such as soft skills program, art and craft learning opportunities, leadership and motivational programs. Around 15 girls were provided with bridge gap school facilities in collaboration with local NGO's identified from the respective slums.

1.b The Department has initiated a Scheme titled **“Ignite- A KG to PG Program”** where 2 Orphan Girl Children were identified from a slum and Financially & Materially supported with their Education program from KG onwards. This Program was initiated in the year 2015 and successfully carried out for the 4th consecutive year. A Cheque of Rs. 25,000/- is given annually to the care takers of these children. These children are mentored and supervised by Sisters of Charity, sister institution of the college. The funds for this scheme are generated through conduct of Food Fest and other literary events.

2. National Literacy Mission

- b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

G. Participation in Corporate Life :

Please give a short account of your contribution to:

- a) College / University / Institution: Mantle the responsibilities & activities entrusted by the management at College Level.
As IQAC Coordinator organized A Two Day National Level Seminar on **“Developing a Culture of Quality – Implementing & Sustaining Approaches to Quality in Higher Education”** on 03rd & 04th March 2017, sponsored by UGC - NAAC. Around 40 outstation Participants attended the seminar.

- b) Co-curricular activities: SMILE Club is the departmental club through which many cultural, literary and academic activities are organized and conducted by the Department.
- c) Enrichment of campus life
(hostels, sports, games, cultural activities)
- d) Students welfare and Discipline
- e) Membership / Participation in Bodies/Committees on Educational and National Development
- f) Professional Organizations of Teachers

H. Assessment

- a) Steps taken by you for the evaluation of the course program taught:
Periodical meetings with experts in the discipline. Industry-Department Interface is also conducted to see the contemporary needs and demands and in accordance the program get modified.

I. General Data

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

Achievements: Published the proceedings of the National Level Conference on “**Developing a Culture of Quality & Sustaining Approaches to Quality in Higher Education**” with support from **Hikey Media Publishers with ISBN®&*-93-82570-96-7**

Teacher)

(Signature of the

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

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER

A. General Information

- a) Name Padmasree
- b) Date of Birth 4 June 1971
- c) Address (Residential) Flat No 105, Vijetha Sapphire, Saleemnagar colony ,
Malakpet, Hyderabad, 500036
Ph.No. 9848979900
- d) Designation Lecturer (Head of Department)
- e) Department Computer Science
- f) Area of Specialization Programming, Databases
- g) Date of Appointment
- i. In the Institution July 1 2003
- ii. In the present post June 7 2014
- 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
i) UG B.Sc (SE)	16	16 per week	Extra classes
ii) PG M.Sc (C.Sc)			
iii) M.Phil			
iv) Any other			

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students

Provided at the beginning of each semester

(d) Details of participation in the following

- (i) University Education NA
- (ii) Internal Evaluation Yes
- (iii) Paper Setting Yes
- (iv) Assessment of Home assignments Yes
- (v) Conduct of Examinations Yes
- (vi) Evaluation of Dissertation etc. Student Projects

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

- a) Design of curriculum - yes
- b) Teaching methods - chalk and board, ppt, group discussions
- c) Laboratory experiments- regularly conducted
- d) Evaluation methods - assignments, written tests, quiz, presentations, seminars
- e) Preparation of resource material including book, reading materials, laboratory manuals etc. - yes
- f) Remedial Teaching / Student Counseling (Academic) - yes
- g) Any other

D. Improvement of professional Competence :

- (a) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

E. Research Contributions :

- a) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

- b) No. of research papers published (please enclose list)

- c) Research Projects

Titles of the project	Name of the funding agency	Duration
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d) Details of Seminars, Conferences, Symposia organised

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

f) Membership of Professional Bodies, Editorship of Journals etc.

F. Extension Work/Community Service

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

1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.
2. National Literacy Mission

b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

G. *Participation in Corporate Life :*

Please give a short account of your contribution to :

- a) College / University / Institution - Program the college examination results
- b) Co-curricular activities
- c) Enrichment of campus life
(hostels, sports, games, cultural activities)
- d) Students welfare and Discipline
- e) Membership / Participation in Bodies/Committees on Educational and National Development
- f) Professional Organizations of Teachers

H. Assessment

a) Steps taken by you for the evaluation of the course programme taught - student feedback , peer and self assessment

I. General Data

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

Continuous learning of academic and personal skills is highly gratifying

Padmasree

Teacher)

(Signature of the

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

Format – 2

**PERFORMANCE APPRAISAL REPORT
FOR SELF APPRAISAL OF TEACHER
For the year 2017-2018**

A. General Information

- a) Name : **B. Jyothi**
- b) Date of Birth : 01-05-1976
- c) Address (Residential): Flat No. 304, Sadguna Apartment, Bhrahmanwadi, Begumpet, Hyd-16. Ph.No. : 7981540946
E-Mail: jyothi@sfc.ac.in
- d) Designation : Assistant Professor
- e) Department : Computer Science
- f) Area of Specialization : Computer Sc.- Programming, Web Designing, Multimedia
- g) Date of Appointment:

- i. In the Institution : 01/08/2003
 ii. In the present post : 02/7/2007
 iii. Honors Conferred : Honored by Village Sarpanch for doing service through NSS.

B. Teaching

(a) Classes Taught

Class	Periods		
	Assigned per week **L T/P	Taught in the year L T/P	Steps taken for the teaching of periods missed during absence or leave
	(1)	(2)	
a) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc. ii) PG (M.A. /M.Sc. etc.) iii) M.Phil iv) Any other	B.Sc, BMS, Bsc(CAP), B.Com 18 Hours per week (L & P) & NSS P.O (Unit III)	540 hours	Planned the schedule much ahead to do on time.

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality : **YES, Regular & very Punctual**

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students

(d) Details of participation in the following

(i) University Education -

(ii) Internal Evaluation : **Yes**

(iii) Paper Setting : **Yes** ((Internal supplementary paper set, Practical paper set, External

Supplementary papers set)

(iv) Assessment of Home assignments : **Yes** (Evaluated and shared feedback with students)

(v) Conduct of Examinations : **Yes** (skill tests, theory exams, Lab practical exam, GD,

Assigned work to think and develop skills)

(vi) Evaluation of Dissertation etc. : **Yes (Guided & Evaluated)**

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

- a) Design of curriculum : **Yes**, Designed for BSc, Bsc(CAP), BSc(Honors), BCom, BVoc & BMS
- b) Teaching methods: :
- Lecture method - Class room on Board including graphs, tables, charts
 - Use of OHP
 - Recitation oral questions asking in the class
 - Online Material, links
 - Using Cloud Technology Via **Google, MOODLE**
 - FOSS(Spoken tutorial)**
 - Lecture-demonstration by other faculty
 - Guest Lecture-speakers from outside
 - Presentations using LCD
 - Presentation by students,, Student reports by individuals or group,
 - Debate,
 - Search engines and meta-search engines,
 - Quiz (online & offline),
 - Simulations,**
 - Crossword puzzles, Games, Logical Reasoning Questionnaire method,**
 - Supplementary material, Display boards,
 - Through Educational tour, Field trips, camps,
 - Multimedia resources (Audio& Video),** Use of announcements via audio system,
 - Display boards
 - Journals and eJournals, e-Mails, through various media,
 - e-Learning (lessons / courses), e-dictionaries,
 - WhatsApp, mobile-sms, mms, Facebook, chat, Search,
 - Animation,** Use of recordings,
 - Articles, Web quests
 - Role playing- skit etc, Story or **experiences sharing,**
 - Virtual teaching,
 - Mock tests,
 - Exhibits, through CLUBs like SPECTRUM,
 - By conducting Workshops, Seminars,
 - Projects Templates & Sample projects.
 - Technology and usage of ICTs : **Yes** (Presentations using LCD, Online Material, links via Cloud, Mobile, Via MOODLE, FOSS(Spoken tutorial, Audio Video Presentations, providing through Web content, providing URLs, Using Website for class, e-Mail)
- c) Laboratory experiments : **Yes** (Lab practical, Simulation methods, Virtual methods.
- d) Evaluation methods : Quiz, Seminars, Assignment, Puzzles, Tests, G.D.,

Articles (with help of display board & online), Tests, Mini

projects.

e) Preparation of resource material

Including books, reading materials, Laboratory manuals etc. : **Yes**

f) Remedial Teaching / Student Counseling (Academic) : **Yes**, Given for slow learners using mentor mentee, Counseled the students for the situations they faced.

g) Any Other : **Yes** ICT training for Staff (Teaching & Non-Teaching)
MsOffice, Multimedia- Photoshop etc.
Moodle (Cloud)

D. Improvement of professional Competence :

(a) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

- Cisco CCNA Module 1 and 2
- GMERF - Global Medical Education and Research Foundation. Dr. Vijay Rao conducted a session on First Responder Training on Basic Life Saving skills. GMERF with St. Francis College, on 9th June 2017.
- International Conference on STEM Education and Faculty Development from 6th – 11th November 2017

E. Research Contributions :

a) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

b) No. of research papers published (please enclose list)

c) Research Projects

Titles of the project	Name of the funding agency	Duration

d) Details of Seminars, Conferences, Symposia organised

Conferences/Seminars/Symposia	Venue	Date
Global Medical Education & Research Foundation	ST. Francis College For Women	9th June 2017

International Conference on Science Technology & Mathematics (STEM) Education and faculty Devolopment	ST. Francis College For Women	Nov 6th-11th 2017
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- e) Patents taken, if any, give a brief description - No
- f) Membership of Professional Bodies, Editorship of Journals etc. -

F. Extension Work/Community Service

- a) Please give a short account of your contribution to :
- Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.
Visited Orphanages/Schools, took part in Swach Bharat activiities.
Worked as National Service Scheme(NSS) Unit III Programme Officer.
 - National Literacy Mission : **Yes (Volunteer in Teach for India)**
- b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.
Worked as National Service Scheme(NSS) Unit III Programme Officer.

G. Participation in Corporate Life :

Please give a short account of your contribution to :

- a) College / University / Institution:
- Worked as member & coordinator in **Exam branch Committee** where preparation of college exams schedule include time table of the exams invigilation turns for the faculty (for Both internal s & External exams).
 - **Women's Cell**
 - **Remedial classes Instructor.**
 - **NSS Unit III – Programme Officer** .(2014-15, 2015-16, 2017-18)
 - Follow the protocol
 - **Counseling** during Admission
 - Hospitality, accompanying students in educational tour.
- b) Co-curricular Activities: Took part in Spectrum, Natale, Library day etc.
I encourage and involve the students to take active participation in Co-curricular activities as they help to develop skills .
For the overall development of the students, along with classroom teaching, supplements with co-curricular activities like cultural, moral, emotional etc.
To help in the holistic growth as well as to develop the various domains of life& facets of **personality development.**

To help in intellectual development, to face competitiveness, excellence, quality achievements, improve creativeness and create enthusiasm many co curricular activities will be organized in the college.

- c) Enrichment of campus life : **Yes** (It's my responsibility to fulfill) (hostels, sports, games, cultural activities)
- d) Students welfare and Discipline : **Yes**
- e) Membership / Participation in Bodies/Committees on Educational and National Development: **Yes** (as committee member in the SFC)
- f) Professional Organizations of Teachers

H. Assessment

- a) Steps taken by you for the evaluation of the course programme taught : Regular feedback from the students and interacting with them.

I. General Data

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

a) Achievements: Awarded for selfless service as NSS P.O and for Active participation.

(b) Difficulties faced:

(c) Suggestions for improvement: For completion of any task, instead of giving a shorter duration and extending, initially to give appropriate time.

B. Jyothi
(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

Format – 2

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER

A. General Information

- a) Name- Ms.Rajeshwari
- b) Date of Birth-03/12/1979
- c) Address (Residential) H:No12-2-417/73.Sharadanagar Colony,Gudimalkapur.
Ph.No.9948669199
- d) Designation-Lecturer
- e) Department –Computer Science
- f) Area of Specialization-Computer Science and Engineering
- g) Date of Appointment
- i. In the Institution-16/06/2016
- ii. In the present post-01/08/2018
- 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
i) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc.	BSC -7 BSC(CAP)-7	2017-18 -----170 2017-18-----170	Give practical assignments or compensating class
ii) PG (M.A. /M.Sc. etc.)	-	-	-
iii) M.Phil			
iv) Any other			

*(to be filled at the end of every academic year)

****L=Lecture T=Tutorial P=Practical**

(b) Regularity and Punctuality Yes

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students -Yes

(d) Details of participation in the following

(i) University Education

(ii) Internal Evaluation -Yes

(iii) Paper Setting-Yes

(iv) Assessment of Home assignments-Yes

(v) Conduct of Examinations-Yes

(vi) Evaluation of Dissertation etc.

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

a) Design of curriculum-Yes

b) Teaching methods-using board and projector, interactive sessions

c) Laboratory experiments-on Computer system

d) Evaluation methods-Assignments, seminars, written exam

e) Preparation of resource material including book, reading materials, laboratory manuals etc.

f) Remedial Teaching / Student Counseling (Academic) -yes

g) Any other

D. Improvement of professional Competence :

(a) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.seminars

E. Research Contributions :

a) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

b) No. of research papers published (please enclose list)

c) Research Projects

Titles of the project	Name of the funding agency	Duration
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d) Details of Seminars, Conferences, Symposia organized

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

f) Membership of Professional Bodies, Editorship of Journals etc.

F. Extension Work/Community Service

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

1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.

2. National Literacy Mission

b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

G. *Participation in Corporate Life :*

Please give a short account of your contribution to :

a) College / University / Institution

b) Co-curricular activities

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

d) Students welfare and Discipline

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

f) Professional Organizations of Teachers

H. Assessment

a) Steps taken by you for the evaluation of the course programme taught
Written exam, Assignments, Seminars etc

I. General Data

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



Teacher)

(Signature of the

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

Format – 2

**PERFORMANCE APPRAISAL REPORT
FOR SELF APPRAISAL OF TEACHER
2017 - 2018**

K. General Information

j) Name : **Dr. B.ARUNA**

k) Date of Birth : **01-07-1969**

l) Address (Residential) : **Plot No. 37, Telecom Nagar, Gachibowli, Hyderabad-500032**

Ph.No. **9849725218**

m) Designation : **Assistant Professor**

n) Department : **Microbiology**

o) Area of Specialization : **Ph.D. in Biotechnology**

p) Date of Appointment : **01-07-2011**

iii. In the Institution : **01-07-2011**

iv. In the present post : **01-07-2011**

q) Honors Conferred :

- **Research guideship (2015) for Ph.D. programme by Osmania University.**
- **Post-Doctoral: Research Associate (2008 - 2011), Bioinformatics Infrastructure Facility, Department of Biotechnology, School of Life Sciences, University of Hyderabad, Hyderabad.**
- **Post-Doctoral: Project Associate (2002 - 2008), Centre for DNA Fingerprinting and Diagnostics (CDFD).**

L. Teaching

(e) Classes Taught

Class	Periods		
	Assigned per week **L T/P (2)	Taught in the year L T/P (2)	Steps taken for the teaching of periods missed during absence or leave
r) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc.	(a) B.Voc. Industrial Microbiology - III yr (Semester V) - Theory & Practical	2017 - 2018	Not Applicable
ii) PG (M.A. /M.Sc. etc.)	(b) M.Sc. (Microbiology) – I yr Sem I - Advanced Techniques in Microbiology - Theory & Practical	2017 - 2018	Not Applicable
	(c) M.Sc. (Microbiology) – I yr Sem I - Biological Chemistry - Practical	2017 - 2018	Not Applicable
		2017 - 2018	Not Applicable
	(d) M.Sc. (Microbiology) – I yr Sem II - Virology & Parasitology - Theory & Practical	Not Applicable	Not Applicable
iii) M.Phil			
iv) Any other	Not Applicable	Not Applicable	Not Applicable
	Not Applicable		

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(f) Regularity and Punctuality : **Maintained**

- (g) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students: **Annexure - I**
- (h) Details of participation in the following
 - (vii) University Education : **Not Applicable**
 - (viii) Internal Evaluation : **Involved in Internal Evaluation**
 - (ix) Paper Setting: **Involved in Theory and Practical Paper Setting**
 - (x) Assessment of Home assignments : **Involved in Home assignments**
 - (xi) Conduct of Examinations : **Practice Conduct of examination by means of oral tests & assignments**
 - (xii) Evaluation of Dissertation etc.: **Involved in Evaluation of Dissertation and reports of field trips**

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

- g) Design of curriculum: **Design of Curriculum is focused on developing different methods of delivery**
- h) Teaching methods: **Videos, animations, power-point presentations and overhead projector as teaching aids**
- i) Laboratory experiments: **Preparation of models, charts and live-demo experiments**
- j) Evaluation methods: **Continuous internal evaluation includes, seminar presentations, quiz competition and written test**
- k) Preparation of resource material including book, reading materials, laboratory manuals etc.:
The printed laboratory practical record books are distributed to the students. The review questions related to theory, practical and concept oriented are included for each experiment
- l) Remedial Teaching / Student Counseling (Academic): **To identify and improve the performance of weak students, by giving extra guidance, notes and by solving their problems**
- m) Any other: **Opened to questions and collected feedback from students about the teaching contents**

N. Improvement of professional Competence :

- (b) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.:
Annexure II

O. Research Contributions :

g) Number of students (M.Phil., / Ph.D.): **Annexure - III**

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.	Not Applicable	Not Applicable	Not Applicable
Ph.D.	1	2017	Pursuing Ph.D.

h) No. of research papers published (please enclose list): **Not Applicable**

i) Research Projects: **Annexure IV**

j) Details of Seminars, Conferences, Symposia organized:

Name of the Seminar/ Conference/ Symposia Workshop / Refresher / Orientation etc.	Name of the Sponsoring Agency	Place and Date
In Association with American Corner, Hyderabad and Thirteen Science Departments of St. Francis College for Women, Begumpet, Hyderabad, Organized International Conference on Science Technology Engineering & Mathematics (STEM) Education & Faculty Development	American Corner, Hyderabad & St. Francis College for Women, Begumpet, Hyderabad	St. Francis College for Women, Begumpet, Hyderabad on 6th – 11th November, 2017

k) Patents taken, if any, give a brief description: **Not Applicable**

l) Membership of Professional Bodies, Editorship of Journals etc.: **Not Applicable**

P. Extension Work/Community Service

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

3. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.

Involved in community work along with M.Sc. Microbiology first year students. The students contributed community service by becoming volunteers from December to February for a period of one week in December 2017 to February 2018 at Brien Holden Eye Research Centre, L V Prasad Eye Institute, Hyderabad. The volunteers provided a vital assistance in program administration and with the delivery of rehabilitation services. The volunteer's work involved reading Braille and translating educational materials into English, voice recording educational materials onto audio tapes.

4. National Literacy Mission: **Not Applicable**

- d) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity: **Not Applicable**

Q. Participation in Corporate Life :

Please give a short account of your contribution to :

g) College / University / Institution:

- **Encouraging students in getting admission into M.Sc. Microbiology Course**
- **Encouraging students to become excel in the subject by arranging field trips to different Research Institutes and Universities.**
- **Orientation is given to both undergraduate and postgraduate students, pursuing a career in microbiology, regarding job opportunities in sectors such as government and private hospitals, food industries, research and development organizations, chemical industries and pharmaceutical industries.**

h) Co-curricular activities:

- i) **Participated in Spectrum Club Activities**
- j) **Associated in organizing Out Reach Programs**
- k) **Associated in organizing Workshops**
- l) **Associated in organizing International Conference**
- m) **Associated in organizing Field Trips**
- n) **Organized Guest Lectures**

o) Enrichment of campus life

(hostels, sports, games, cultural activities)

- **Participated in Cultural Activities**
- **Participated in Sports**
- **Participated in games**

p) Students welfare and Discipline:

- **Class Teacher: Associated with Students Welfare and Discipline**

q) Membership / Participation in Bodies/Committees on Educational and National Development:

- **Member of Research Cell Committee**

r) Professional Organizations of Teachers:

Not Applicable

R. Assessment

b) Steps taken by you for the evaluation of the course programme taught:

- **Interaction with students during the class**
- **Feedback from students after the completion of teaching session**

- **Continuous assessment of students**
- **Discussion with each student with the corrected answer script to clarify doubts.**
- **Students are allowed to give oral presentation on the topics as mentioned in the syllabus**

S. General Data

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

(a) Achievements:

Research Cell Committee Member

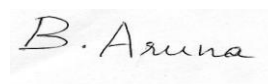
(b) Difficulties faced

It is difficult to handle theory class in labs

(c) Suggestions for improvement

Increase in the workload of class-teacher's duties

Requirement of Over-head projector for taking theory classes



(Signature of the

Teacher)

T. * *Verification of factual data*

H. General Information

I. Teaching

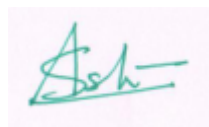
J. Details of Innovations / Contribution in teaching, during the year

K. Improvement of Professional competence

L. Research contributions

M. Extension work / community service

N. Participation in Corporate Life



(Signature of the Person authorized*)

* By a person to be nominated by Principal / Vice Chancellor

Annexure - I

(a) B.Voc (IM) - III yr Semester V

Paper III IM 503 Diagnostic Microbiology (Theory)

Unit I

Introduction to Medical Microbiology, Normal flora of the human body, Infection, Pathogenesis and Virulence; General principles of diagnostic Microbiology-collection, transport , processing of clinical samples and lab diagnosis.

Unit II

Bacteriology: General account of Pathogenesis, lab diagnosis, epidemiology and prevention of

Air borne infections: Mycobacterium tuberculosis, Streptococcal infections ,

Water and food borne infections: Vibrio cholera, Salmonella typhi, Contact diseases (STD):

Syphilis, Gonorrhoea, Zoonotic infection: Brucellosis, Anthrax

Unit III

Virology: General account of Pathogenesis, lab diagnosis, epidemiology and prevention of

Air borne diseases –Influenza, measles; Contact diseases – HIV, HBV

Water borne disease – Polio, HAV; Zoonotic disease – Rabies, Japanese encephalitis

Unit IV Parasitology and Mycology

Causative agents, morphological, pathogenic characters and methods of diagnosis, prevention and control of the following parasitic diseases – Amoebiasis, Malaria and Trichomoniasis

Fungal diseases – Superficial mycosis (Surface infection and cutaneous infections)

V Semester Paper III IM 508 Diagnostic Microbiology (Practicals)

1 Preparation of different types of culture media and observation of growth pattern.

Mannitol salt agar, MacConkey Agar, Lowenstein jenson media, Wilson and Blair bismuth sulphite media, Cetrimide agar, Blood agar, Anaerobic media-RCM

2 Use of Triple sugar iron agar

3 Biochemical media-.Sugar fermentation tests ,IMViC, SIM, Phenyl alanine deamination test ,Decarboxylase test ,Oxidation reduction test,Hydrogen sulphide,Oxidase and catalase.

4 Staining Technique – Gram staining, AFB staining, Capsular staining .

5 Bacteriological examination of sample(any two) from patients - Isolation and identification of pathogenic bacteria by biochemical performing tests.

6. Egg inoculation methods (CAM, Allantoic and Amniotic)

7. Observation of slides (Fungal and Protozoan slides)

Recommended Books:

Medical Microbiology and Immunology Jawetz, 7th.Edition, Tata McGraw Hill.

Medical Microbiology – Duguid, Marmoin,, Cruickshank – Vol.I & II.

Microbiology – Ananthanarayanan & Jayaram Panikar 9th Edition, Himalaya publishers

Bacterial diseases –Wilson and Topley

Medical Microbiology Murray 5th Edition, Elsevier Publications

Medical Bacteriology, Mycology, AIDS by Dey and Dey. 1999 Edition, New central Book Agency

Text Book Of Microbiology P Chakraborty. 1998 Edition,Himalaya publishers.

(b). Programme: M.Sc.

Course: Microbiology

Sem: I

Title: Advanced Techniques in Microbiology

Subject Code: PG/MIC/CC/104/L&P

No. of Hrs. Allotted: 4+ 3hrs/week

Course objectives:

- To provide quality education and training in the field of Microbiology, to enable the students to pursue research.
- To understand and acquire the training in advanced techniques in Microbiology.
- The theoretical and practical aspects of this course will help students to inculcate the technical knowledge and skills in the field of biomolecular separation , purification and characterization.

Expected Level of Output: Conceptual and skill based

Course Inputs

Module- Description	Text book	Chapter	L/T	Instructional hours
Module I Characterisation of Biomolecules: Introduction and various approaches for characterization of biomolecules. Concentration of Biomolecules: Salting out with ammonium sulphate, solvent extraction, lyophilisation, dialysis, membrane filtration and applications. Centrifugation: Simple theory of preparative and analytical centrifuges and rotors, sedimentation analysis differential rate zonal and equilibrium density gradient centrifugation: Density gradient media types and their applications – Isolation of cells, sub cellular organelles, viruses and macromolecules.	D A A E A,B	3 1 1 5,10	L T	2h 2h 1h 2h 8h
Module II Separation methods: Chromatographic techniques: paper, thin layer, ion exchange: cation and anion, gel filtration and affinity: His Tag, GST-Tag; adsorption, reverse phase, GLC, HPLC, cell disruption methods, cell free extracts and their use in metabolic studies.	A,B C	3,11 7	L L	11h 4h

Module III Optical methods: Elementary treatment of biochemical methods, colorimetry and spectrophotometry, fluorimetry: Fluorescence in situ hybridization (FISH), Scanning electron microscope (SEM), Transmission Electron Microscope (TEM), optical rotation, Birefringence, Circular dichroism, NMR, ESR spectroscopy, x-ray diffraction, Mass spectrometry: Principle & different types, MALDI-TOF	A,B	7,9	T	1h
	A,B	7,9	L	2h
	F	1		1h
	F,G			1h
	F,G			1h
	A,B	7, 9		9h
Module IV Electrophoresis & Radio isotopes: Paper, Gel (starch, acrylamide and agarose) Disc vertical, NATIVE-PAGE, SDS-PAGE (sodium dodecyl sulfate polyacrylamide gel electrophoresis), horizontal, gradient, two dimensional, Isoelectric focusing, Gel retardation assay (GRA), pulse field and capillary, Blotting techniques, PAGE staining techniques: Coomassie blue & Silver staining, counter current distribution. Radio isotopes: Detection and measurement of radioactivity: Geiger Muller counter, Scintillation counters: Solid and Liquid, autoradiography, Radioisotopes and stable isotopes: use, General method of study of intermediary metabolism, Uses of mutants in study of metabolism.	A,B	4,12	T	2h
	A,B	4,12	L	7h
	A,B	6,13	L	6h

ADVANCED TECHNIQUES IN MICROBIOLOGY Practicals

TOTAL HOURS: 45 CREDITS: 2

1. Isolation of biomolecules
2. Concentration of biomolecules: Salting out with ammonium sulphate
3. Dialysis
4. Estimation of proteins by Folin Lowry method
5. Separation and purification of proteins by column chromatography
6. Separation of amino acids by paper chromatography
7. Separation of lipids by thin layer chromatography
8. Separation of proteins by electrophoresis (SDS-PAGE)
9. Demonstration of HPLC

Textbooks:

- A. P.Asokan. (2003). Analytical Biochemistry (Biochemical Techniques). 1st Edition. China Publications.
- B. Upadhyay and Upadhyay. (1993). Biophysical chemistry. 3rd Edition, Himalaya Publishers.
- C. Dinesh Puri. (2014). Textbook of Medical Biochemistry. 3rd Edition. Elsevier India.
- D. Leninger, Nelson & Cox. (2004). Principles of Biochemistry. 4th Edition. W. H. Freeman.
- E. Brock T.D. (1983). Membrane filtration: A User's Guide and Reference Manual. Science Tech Publishers.

- F. Joanne M.Willey, Linda M.Sherwood, Christopher J.Woolverton. (2011). Prescott's Microbiology. 8th Edition. Mc Graw. Hill International Edition.
- G. Michael J. Pelczar, Chan E.C.S, Noel R. Krieg. (2013). Microbiology. 5th Edition. McGraw Hill Education (India) Private Limited.

(c) Programme: M.Sc

Course: Microbiology

Sem: I

Title: Biological Chemistry

Subject Code: PG/MIC/CC/102/L&P

No. of Hrs. allotted : 4+ 3hrs/week

BIOLOGICAL CHEMISTRY : Practicals

TOTAL HOURS: 45 CREDITS: 2

1. Preparation of buffers and adjustment of pH
2. Qualitative tests for carbohydrates and analysis of unknown
3. Qualitative tests for amino acids and analysis of unknown
4. Tests for lipids (qualitative)
5. Quantitative estimation of glucose and fructose
6. Determination of saponification value and iodine number of fats
7. Partial purification of enzymes (B-amylase, urease)
8. Effect of substrate concentration, pH, time and temperature on enzyme activity
9. Calculation of Km for partially purified enzyme

(d). Programme: M.Sc.

Course: Microbiology

Sem: II

Title: Virology and Parasitology

Subject Code: PG/MIC/CC/204/L&P

No. of Hrs. Allotted: 4+3hrs/week

No. of credits: 4 +2=6

Course objectives:

- This course is aimed to provide a contemporary understanding of how viruses are built, how they infect and replicate in host cells, how they spread, evolve and cause diseases.
- Also focuses on viruses infecting bacteria
- The students will have an insight about the viral diseases of animals and plants.
- The course will help the students to understand the human diseases caused by parasites and fungi.

Expected Level of Output: Conceptual level

Course Inputs:

Module Description	Text Book	Chapter	L/T	Instructional hours
Module I: General Virology				
Distinctive properties of viruses: size, acellular organization, nature of viral genome e	A,B	29,1	L	1h
Morphology and ultra-structure of viruses: Capsids: icosahedral (Adeno virus), helical (Tobacco Mosaic Virus), envelope (Influenza				1h

virus), glycoprotein, matrix proteins, Viral genome (dsDNA, dsRNA, ssDNA, ssRNA). Classification and Cultivation of viruses: Growth of viruses in embryonated egg, in experimental animals and in cell cultures Purification of viruses: Physical and chemical methods, further purification of viruses by rate zonal / equilibrium density gradient centrifugation. Assay of viruses: Infectivity assay methods (plaque, pock), physical (EM), serological (HA, HI), and chemical (viral protein and nucleic acid based) approaches. Bacteriophages: RNA (MS2) and DNA (T4 and T7, lambda, Øx174, M13). Virus related agents (viroids, virusoids, prions). Mycovirus (Ex: Botrytis virus F), Algal virus (Ex: Raphidovirus)	C,B	2,10		3h
	C,A	2,29		2h
	G	45		2h
	B,D	16		4h
	Web-1 Web-2			1h 1h
Module II: Human viruses Clinical presentation, diagnosis, life cycle, replication, pathogenesis, prevention and treatment of: DNA viruses with special reference to herpes, pox, adeno RNA viruses with special reference to rabies, polio, influenza, retrovirus /lentivirus (HIV); Oncovirus (HBV), Mechanism of virus host interaction; Interferon, antiviral agents.	A A A	33,34,32 & 43 42,36,39 & 44 30	L	7h 7h 1h
Module III: Veterinary and Agricultural viruses Clinical presentation, diagnosis, replication strategy, pathogenesis, prevention and treatment of: Farm animal viral diseases: Foot and Mouth Disease, Swine influenza, Rabies; Poultry viral disease: Avian influenza; Plant viral diseases: Viral diseases of agricultural crops: Tobacco mosaic virus (TMV) and Cauliflower mosaic virus (CaMV).	E E A,C	 28,5	L	7h 2h 6h
Module IV: Parasitology Causative agents, morphological, pathogenic characters and methods of diagnosis, prevention and control of the following parasitic diseases – Protozoal diseases: Amoebiasis, Malaria, Giardiasis and Trichomoniasis; Fungal diseases: Superficial mycosis: Surface infection and cutaneous infection	A,F A	46, 2 45	L	11h 4h

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VIROLOGY AND PARASITOLOGY Practicals

TOTAL HOURS: 45 CREDITS: 2

1. Isolation of Bacteriophage from soil / sewage (plaque assay).
2. Determination of bacteriophage titre.
3. Hemagglutination assay.
4. Estimation of chlorophyll pigments in healthy and viral diseased plants
5. Cultivation of viruses - Egg inoculation (CAM, Allantoic, Amniotic route inoculation).
6. Animal inoculation techniques – Field Trip.
7. Viral diseases: SLIDES – TMV, T – even phage, Adenovirus, Rhabdovirus, HIV, Orthomyxovirus, CPE of Rabies virus.
8. Protozoal diseases: SLIDES – *Plasmodium*, *Entamoeba histolytica*.
9. Fungal diseases: SLIDES - *Aspergillus*, *Candida Albicans*.
10. Immunodiagnosis - ELISA tests

Textbooks:

- A. Jawetz, Melnick and Adelberg's. (2007). Medical Microbiology. 24th ed. McGraw Hill Medical.
- B. Edward K. Wagner and Martinez J. Hewlett. (2004). Basic Virology. 2nd ed. Blackwell Science.
- C. Biswas SB and Amita Biswas. (1996). An introduction to viruses. 4th ed. Vikas Publishing Publishing House.
- D. Michael T. Madigan. (2014). Brock Biology of Microorganisms: International Edition. 14th Edition. Benjamin Cummings.
- E. Blood D. C. and Henderson J. A. (1983). Veterinary medicine: A Textbook of the Diseases of Cattle, Sheep, Pigs, Goats and Horses. 6th Edition. Baillière Tindall.
- F. Chatterjee K.D. (2009). Parasitology Protozoology & Helminthology. 13th Edition. CBS Publishers and Distributors.
- G. Ananthanarayan & Paniker. (2009). A textbook of Microbiology. 8th Edition. Universities Press.

Web address:

1. http://viralzone.expasy.org/all_by_species/732.html
2. http://viralzone.expasy.org/viralzone/all_by_species/624.html

Annexure II

Name of the Seminar/ Conference/ Symposia Workshop / Refresher / Orientation etc.	Name of the Sponsoring Agency	Place and Date
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Science Outreach Programme for Teachers: Carriers in the of field of Biology & Core in the field of Biology	Bhavan's Vivekananda, College, Sainkpuri	Bhavan's Vivekananda, College, Sainkpuri. 27 th January, 2018
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Annexure - III

Ph.D. pursuing student - Details			
Student Name	Department	Institute	Title of the thesis
Miss. K.Suma	Microbiology	St. Francis College for Women, Bugumpet, Hyderabad	Isolation of EPS producing LAB from fermented food.

Annexure - IV

List of students completed project under my guidance

Name of the student	Class	Roll No.	Project Title
Mallela Lakshmi Sruthi	M.Sc.II yr	1213163115	Screening of phosphate solubilizing bacteria from Soil
Sejal Jain	B.Voc (Industrial Microbiology) III yr	159120	Isolation, characterization of phosphatase producing fungi and bacteria - Their effect in enhancing the growth of <i>Vigna radiata</i>

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER 2017 - 2018

U. General Information

- s) Name : D. Sunita
- t) Date of Birth : 02 -11-1981
- u) Address (Residential): 402, Deepika Arcade; Near Ashta Bhuj Devi Temple, Anandhbagh; Malkajgiri. Ph.No: 9441344354
- v) Designation: Asst Professor
- w) Department: Microbiology
- x) Area of Specialization: Microbiology

- y) Date of Appointment :
 v. In the Institution : 12 - 11 - 1981
 vi. In the present post : 24 - 11- 2013 till date
 z) Honors Conferred -

V. Teaching

(i) Classes Taught

Class	Periods		
	Assigned per week **L T/P (3)	Taught in the year L T/P (2)	Steps taken for the teaching of periods missed during absence or leave
aa) UG BSc Microbiology	3L / Week 6 P/ week	45 Hrs 60 Hrs	Extra classes taken
ii) PG M.Sc. Microbiology	2 L / Week 4P/ Week	30 Hrs 50 Hrs	Extra classes taken
iii) M.Phil	--	--	--
iv) Any other (PGD Nutrition)	2L / Week	30Hrs	Extra classes taken

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(j) Regularity and Punctuality : Yes

(k) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students : Yes

(l) Details of participation in the following

(xiii) University Education : --

(xiv) Internal Evaluation: Poster presentations and group discussions conducted

(xv) Paper Setting: Yes

(xvi) Assessment of Home assignments: Yes

(xvii) Conduct of Examinations: Yes

(xviii) Evaluation of Dissertation etc. --

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

- n) Design of curriculum : Yes
- o) Teaching methods: LCD, OHP, Video presentations, chalk and board
- p) Laboratory experiments : Yes
- q) Evaluation methods : Poster presentations, Group discussions and seminars
- r) Preparation of resource material including book, reading materials, laboratory manuals etc: --
- s) Remedial Teaching / Student Counseling (Academic): one to one basis
- t) Any other : --

X. Improvement of professional Competence :

- (c) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.:
 - Presented a research paper in 6 day **International Conference on Science Technology Engineering and Mathematics (STEM) Education and Faculty Development**, St Francis College for Women ISBN: 978 - 93 - 86659 - 16 - 3

Y. Research Contributions :

- m) Number of students (M.Phil., / Ph.D.) : ---

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.	--	--	--
Ph.D.	---	--	--

- n) No. of research papers published (please enclose list): --

- o) Research Projects

Titles of the project	Name of the funding agency	Duration
'Bio synthesis, Characterization and Antimicrobial activity of Silver oxide Nanoparticles and their application in increasing the Shelf life of Different foods'. (Annexure I)	UGC	2Yrs

- p) Details of Seminars, Conferences, Symposia organised :

- 6 day **International Conference on Science Technology Engineering and Mathematics (STEM) Education and Faculty Development**, St Francis College for Women

q) Patents taken, if any, give a brief description : --

r) Membership of Professional Bodies, Editorship of Journals etc.: --

Z. Extension Work/Community Service

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

5. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc. : --

6. National Literacy Mission: --

f) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.: --

AA. *Participation in Corporate Life :*

Please give a short account of your contribution to :

s) College / University / Institution : --

t) Co-curricular activities : --

u) Enrichment of campus life: --
(hostels, sports, games, cultural activities)

v) Students welfare and Discipline: --

w) Membership / Participation in Bodies/Committees on Educational and National Development: --

x) Professional Organizations of Teachers: --

BB. Assessment

c) Steps taken by you for the evaluation of the course programme taught: Conduct of slip test and oral questioning.

CC. General Data

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

Conferred with UGC Minor research project on '**Bio synthesis, Characterization and Antimicrobial activity of Silver oxide Nanoparticles and their application in increasing the Shelf life of Different foods**'.

Teacher)

D. Sunita
(Signature of the

DD. * *Verification of factual data*

O. General Information : --

P. Teaching : Yes

Q. Details of Innovations / Contribution in teaching, during the year: Conduct of seminars and student projects

R. Improvement of Professional competence: Yes

S. Research contributions: UGC - MRP Sanctioned, Pursuing Ph D (Annexure II)

T. Extension work / community service : --

U. Participation in Corporate Life : --



(Signature of the Person authorized*)

* By a person to be nominated by Principal / Vice Chancellor
Annexure I



A/c Dy No. 655
Date: 29/06/17

UNIVERSITY GRANTS COMMISSIONS -SOUTH EASTERN REGIONAL OFFICE
5-9-194, CHIRAG ALI LANE, IV FLOOR, A.P.S.F.C. BUILDING, HYDERABAD -500 001
Phones: 040 - 23204735, 23200208 FAX: 040 - 23204734, Website: www.ugc.ac.in, email: ugcsero@gmail.com

No.F MRP-6774/16 (SERO/UGC)

Link No:6774.

June,2017

The Accounts Officer
UGC-SERO, Hyderabad

Comcode: APOS040
UniqueID:TLRA00000128

Sub: Release of Grants-in-aid to Minor Research Projects for the year 2017-2018 .
Sir / Madam,

30 JUN 2017

The has reference to the Minor Research Project proposal submitted by DRAKSHARAPU SUNITA Department of microbiology of "St Francis college for women" BEGUMPET, HYDERABAD entitled "BIO SYNTHESIS-CHARACTERIZATION AND ANTIMICROBIAL ACTIVITY OF SILVEROXIDE NANOPARTICLES AND THEIR APPLICATION IN INCREASING THE SHELF LIFE OF DIFFERENT FOODS". The subject expert, who evaluated the proposal, has recommended for financial assistance as detailed below.

Sl. No	Item	Amount Allocated (Rs.)	Amount Sanctioned as first installment (Rs.)
1.	Books & Journals	5000.	5000.
2.	Equipment	0 0	0 0
	Total	5000.	5000.
3.	Field work & Travel	10000.	5000.
4.	Chemical & Glass Ware	100000.	50000.
5.	Contingency (incl. Special Needs)	5000.	2500.
6.	Hiring Services	10000.	5000.
	Total	125000.	62500.
	Grand Total	130000.	67500.

1. I am further to convey the sanction of the University Grants Commission to the payment of Rs.67500. to the principal, St Francis college for women,BEGUMPET,HYDERABAD as first installment (100% Non-Recurring and 50% Recurring grants) towards the above project.

Amount Sanctioned	Head of Accounts	Category
Rs. 5000.	35-CAP-MRP(50)-3(A)2202.03.102.02.01	GEN
Rs. 62500.	31-GIA-MRP(50)-3(A)2202.03.102.02.01	GEN

2. The above approval is subject to the general conditions of grants prescribed by the UGC for this scheme.
3. The sanctioned amount is debitable to the Head of Accounts 35-CAP-MRP(50)-3(A)2202.03.102.02.01 (General), 31-GIA-MRP(50)-3(A)2202.03.102.02.01(General) and is valid for payment during the financial year 2017-18 only and the amount of the Grant shall be drawn by the Accounts Officer (Drawing and Disbursing Officer) UGC-SERO, Hyd. on the Grants-In Aid Bill and shall be disbursed to and credited to "The Principal, St Francis college for women, BEGUMPET, HYDERABAD by Electronic Mode through PFMS Portal at the following details: (a) Name & Address of Account Holder: The Principal, St Francis college for women, BEGUMPET, HYDERABAD (b) Account No: 1626101018053. (c) Name & Address of Bank Branch: CB,KUNDANBAGH. (d)IFSC Code:CNRB0001626.
4. In case the Principal investigator is having ongoing Major/Minor Research Project OR has been transferred/left/retired from the college, the released amount of Rs.67500.- may be returned to UGC-SERO, Hyderabad immediately, failing which action will be initiated against the College for not adhering with the norms of UGC for the scheme.
5. The grantee institution shall ensure the utilization of grants -in-aid for which it is being sanctioned/paid. in case of non-utilization /part utilization, interest @ 10% per annum as amended from time to time on utilized amount from the date of drawl to the date of refund as per provision contained in General Financial Rules of Govt of India will be charged.
6. The assets acquired wholly or substantially out of UGC's grants shall not be disposed or encumbered or utilized for the purposes other than those for which the grant was given, without proper sanction of the UGC and should, at any time the college ceased to function, such assets shall revert to the UGC.



4

**OFFICE OF THE DEAN FACULTY OF SCIENCE
OSMANIA UNIVERSITY HYDERABAD**

No. 3498 /DFSc/2017

Date: 10.03.2017

ORDERS

Sub : FACULTY OF SCIENCE, OU – Admission to Ph.D. Course Category II /2013-2014 –
Orders – Biochemistry/Geophysics/Mathematics/Microbiology -Issued.

Ref: No 309 /F/Acad-III/2017

Dated 21.2.2017

The candidates in the enclosed list are provisionally admitted to the Ph.D. course of Osmania University for the academic year 2013-2014 on the recommendation of the Admission Committee in the Faculty of Science in the subject mentioned against his/her name.

The selected candidates are required to fulfill the conditions, if mentioned against their names, and to submit their Joining Reports (Proforma provided), by 10.04.2017 failing which their admission orders would be deemed to have been withdrawn. No further notice will be given. The Joining Reports along with the original D.D. and all necessary documents should be submitted in the concerned Departments. No joining report will be accepted without the T.C. (Transfer Certificate) in original or a letter from the respective University where from the Post Graduate Degree has been obtained to the effect that no separate Transfer Certificate will be issued by that University. The Dean's office shall then issue a list of names of the admitted candidates to the Heads of the Departments concerned, which shall be final.

The registration is valid for a period of four years for Full Time Research Scholars and five years for Part Time Research Scholars from the date of joining after which period it will be cancelled unless otherwise extended.

All the selected candidates both Full-Time and Part-Time have to pay the fee as under:

- | | |
|--|------------------|
| 1. Both Full Time and Part Time Scholars working in the Osmania University | Rs.2000 per year |
| 2. Scholars working in recognised Research Centres outside the University | Rs.5000 per year |

(P.T.O.)

Format – 2

PERFORMANCE APPRAISAL REPORT

FOR SELF APPRAISAL OF TEACHER 2017-2018

EE. *General Information*

bb) Name : Dr.Savitha Sukumar

cc) Date of Birth : 16.04.1972

dd) Address (Residential) : G-B, Jains Anand, 7-1-216/A/2.Balakampet, Ameer pet,
Hyderabad-16
Ph.No.+919989656340

ee) Designation : Assistant Professor

ff) Department : Commerce

gg) Area of Specialization : Commerce

hh) Date of Appointment

vii. In the Institution : 1/7/2007

viii. In the present post : 1/7/2007

ii) Honors Conferred : Recipient of Gold Medal for Outstanding Research Contribution .
Management recognition with cash award for research Publications

FF.*Teaching*

(m)Classes Taught

Class	Periods		
	Assigned per week **L T/P (4)	Taught in the year L T/P (2)	Steps taken for the teaching of periods missed during absence or leave
jj) UG (B.COM. III PROFESSIONAL B.COM III (IPP), B.COM II (IPP), B.COM III (IB) (ODD SEM 18 + EVEN SEM18) = 36	18	540	Compensated by taking special classes for the teaching of periods missed during absence or leave
ii) PG			

(M.A. /M.Sc. etc.)			
iii) M.Phil			
iv) Any other			

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(n) Regularity and Punctuality

(o) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students

(p) Details of participation in the following

(xix) University Education

(xx) Internal Evaluation : Evaluated Inter assessment papers

(xxi) Paper Setting: done for all internal assessment tests.

(xxii)Assessment of Home assignments : assessed Home assignments.

(xxiii) Conduct of Examinations : Served as Controller of Examinations

(xxiv) Evaluation of Dissertation etc.:

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

u) Design of curriculum

v) Teaching methods

w) Laboratory experiments

x) Evaluation methods

y) Preparation of resource material including book, reading materials, laboratory manuals etc.

z) Remedial Teaching / Student Counseling (Academic) : Counselling students of B.com IPP.

aa) Any other

HH. Improvement of professional Competence :

(d) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

Name of the Seminar/ Conference/ Symposia Workshop / Refresher / Orientation etc.	Name of the Sponsoring Agency	Place and Date
NAAC Sponsored National Level Conference on Developing A Culture of Quality : Implementing and Sustaining Approaches to Quality in Higher Education	St. Francis College For Women	Hyderabad 3rd- 4th March 2017

II. Research Contributions :

s) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

b)No. of research papers published (please enclose list) : list attached

t) Research Projects

Titles of the project	Name of the funding agency	Duration

u) Details of Seminars, Conferences, Symposia organised

v) Patents taken, if any, give a brief description

- w) Membership of Professional Bodies, Editorship of Journals etc. : Fellow member of the Institute of cost accountants of India (ICAI)

JJ. Extension Work/Community Service

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

7. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.

8. National Literacy Mission

h) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity:

KK. *Participation in Corporate Life :*

Please give a short account of your contribution to :

- a) College / University / Institution : Playing an active role in the Teaching, learning and evaluation of Undergraduate programmes in Commerce. Serving as Coordinator for B.com (Integrated Professional Programme) which allows students to pursue professional programmes such as CA, CMA & CS along with their graduation. Serving as project guide for final year students of B.com Professional Programme who are pursuing projects in Finance. Actively involved in research in the areas of commerce and management with a consistent track record of research publications in International Journals in Commerce and Management. Participated.. Served as Research Coordinator, Commerce, IQAC and Member Academic Council and Member Governing Body.
- b) Co-curricular activities
- c) Enrichment of campus life (hostels, sports, games, cultural activities)
- d) Students welfare and Discipline
- e) Membership / Participation in Bodies/Committees on Educational and National Development : Fellow member of the Institute of cost accountants of India.(ICAI)
- f) Professional Organizations of Teachers

LL. Assessment

- d) Steps taken by you for the evaluation of the course programme taught : Student feedback is collected at the end of the semester.The feedback has been good.

MM. General Data

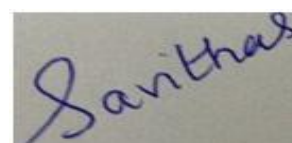
State brief assessment of your performance indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement.

- (a) achievements, :

Name	Award	Year
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Recipient of Gold Medal for Outstanding Research Contribution	Outstanding Research Contribution, St. Francis College for Women	Jan 2018
Management Recognition for Publication of Research Papers	Management Award, St. Francis College for Women	2017

(Signature of the Teacher)



LIST OF PUBLICATIONS 2017 -2018

RESEARCH PUBLICATIONS:

S. No	Title of Paper, Author(s)	Publication details	ISSN / ISBN
1	Restoring Financial Health of Indian Public Sector Banks: A review of Prompt Corrective Action Plan	TIJ's Research Publication's Research Journal of Commerce & Behavioural Science *	ISSN 2251-1547 Vol 7, No 5 (2018): 01 March 2018
2	The Impact of Rising Non Performing Assets in Indian Public Sector Banks	TIJ's Research Publication's Research Journal of Social Science & Management *	ISSN 2251-1571 Vol 7, No 8 (2017): 01

	B. Savitha		December 2017
3	Digitalisation and the Transformation of the Indian Banking Industry B. Savitha	TIJ's Research Publication's Research Journal of Social Science & Management *	ISSN 2251-1571 Vol 7, No 4 (2017): 01 August 2017

*: UGC Accredited Journals

NN. * Verification of factual data

V. General Information

W. Teaching

X. Details of Innovations / Contribution in teaching, during the year

Y. Improvement of Professional competence

Z. Research contributions

AA. Extension work / community service

BB. Participation in Corporate Life



(Signature of the Person authorized*)

* By a person to be nominated by Principal / Vice Chancellor

Format – 2

**PERFORMANCE APPRAISAL REPORT
FOR SELF APPRAISAL OF TEACHER
2017-2018**

OO. General Information

kk) Name : Arsheen Tabassum

ll) Date of Birth : 10/3/1984

mm) Address (Residential) H:NO- 42-521 , Anjaya nagar, Jagathgiri gutta.
Ph.No.: 9494240798

nn) Designation : Assistant professor

oo) Department : Microbiology

pp) Area of Specialization : Microbiology

qq) Date of Appointment

ix. In the Institution: 16/6/2007

x. In the present post : 16/6/2007

rr) Honors Conferred -

PP.Teaching

(q) Classes Taught

Class	Periods		
	Assigned per week **L T/P (5)	Taught in the year L T/P (2)	Steps taken for the teaching of periods missed during absence or leave
ss) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc.	L- 4 T/P - 2/12	L-100 P-25 T-12	Conducted special classes
ii) PG (M.A. /M.Sc. etc.)	L - 2	L - 45	
iii) M.Phil		-	
iv) Any other	-		

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(r) Regularity and Punctuality yes

(s) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students -yes

(t) Details of participation in the following

(xxv) University Education

(xxvi) Internal Evaluation -yes

(xxvii) Paper Setting -yes

(xxviii) Assessment of Home assignments -yes

(xxix) Conduct of Examinations -yes

(xxx) Evaluation of Dissertation etc.-

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

bb) Design of curriculum : yes

cc) Teaching methods: Chalk and Board, OHP, LCD

dd) Laboratory experiments

ee) Evaluation methods : Seminars, Poster presentations, Group discussions,

Assignments

ff) Preparation of resource material including book, reading materials, laboratory manuals etc.

gg) Remedial Teaching / Student Counseling (Academic) -yes

hh) Any other

RR. Improvement of professional Competence :

(e) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

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

6 days International Conference on Science Technology Engineering and Mathematics (STEM) Education and Faculty Development, St Francis College for Women Two Day National workshop on “Bioinformatics”. .	In collaboration with American Corner, Hyderabad	6th - 11th November 2017 Hyderabad St. Xaviers College Mapusa, Goa 24 th and 25 th January, 2018
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SS. Research Contributions :

x) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.	-		
Ph.D.	-		

y) No. of research papers published (please enclose list) –Annexure-1

z) Research Projects

Titles of the project	Name of the funding agency	Duration

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aa) Details of Seminars, Conferences, Symposia organised

Name of the Seminar/ Conference/ Symposia Workshop / Refresher / Orientation etc.	Name of the Sponsoring Agency	Place and Date
6 days International Conference on Science Technology Engineering and Mathematics (STEM) Education and Faculty Development, St Francis College for Women	In collaboration with American Corner, Hyderabad	6th - 11th November 2017 Hyderabad

bb) Patents taken, if any, give a brief description

cc) Membership of Professional Bodies, Editorship of Journals etc.

TT. Extension Work/Community Service

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

9. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.

- Visit to old age home and donated grocery
-

10. National Literacy Mission

- j) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

UU. *Participation in Corporate Life :*

Please give a short account of your contribution to :

- y) College / University / Institution : class teacher
- z) Co-curricular activities
- aa) Enrichment of campus life
(hostels, sports, games, cultural activities)
- Won Gold medal in Throw ball and Silver medal in Badminton , conducted by sports department , St. Francis college for women
- bb) Students welfare and Discipline
- cc) Membership / Participation in Bodies/Committees on Educational and National Development
- dd) Professional Organizations of Teachers

VV. Assessment

- e) Steps taken by you for the evaluation of the course programme taught

WW. General Data

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

Teacher)

Arsheen Tabassum
(Signature of the

XX. * *Verification of factual data*

- CC. General Information
- DD. Teaching
- EE. Details of Innovations / Contribution in teaching, during the year
- FF. Improvement of Professional competence
- GG. Research contributions
- HH. Extension work / community service
- II. Participation in Corporate Life



(Signature of the Person authorized*)

* By a person to be nominated by Principal / Vice Chancellor

Annexure -1

Paper publications :

1. “Novel antimicrobial agent against drug resistant bacteria isolated from diabetic wound samples” in proceedings of International Conference on Science Technology Engineering and Mathematics (STEM) Education and Faculty Development, on 6th - 11th november 2017 at St Francis College for Women, Hyderabad. ISSN:978 - 93 - 86659 - 16 – 3.

Format – 2

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER

YY. *General Information*

tt) Name : Savithri

uu) Date of Birth : 25-04-1980

vv) Address (Residential): Flat No:303,Manasa Residency Reddy Colony Venkatapuram
Secunderabad Ph.No. : 9966004417

ww) Designation : Asst. Professor

xx) Department : Computer Science

yy) Area of Specialization : Computers

zz) Date of Appointment

xi. In the Institution : 12-06-2010

xii. In the present post : 12-06-2010

aaa) Honors Conferred :

ZZ. *Teaching*

(u) Classes Taught

Class	Periods		
	Assigned per week **L T/P (6)	Taught in the year L T/P (2)	Steps taken for the teaching of periods missed during absence or leave
bbb) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc.) ii) PG (M.A. /M.Sc. etc.) iii) M.Phil. iv) Any other	21 hrs	756	

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(v) Regularity and Punctuality : Yes

(w) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students : Yes

(x) Details of participation in the following

(xxxi) University Education : Nil

(xxxii) Internal Evaluation : Evaluated the papers taught

(xxxiii) Paper Setting : Internal supplementary paper set, Practical paper set

(xxxiv) Assessment of Home assignments : Evaluated and shared feedback with students

(xxxv) Conduct of Examinations: skilltest,theory, practicals

(xxxvi) Evaluation of Dissertation etc. : Guided and evaluated

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

ii) Design of curriculum : Designed for BSc, BSc(Honors), BCom, BVoc

jj) Teaching methods: Power Point slides using LCD, chalk and board, seminars, Lecture

kk) Laboratory experiments : Sample code will be exemplified and students will be given list of programs to execute

- d) Evaluation methods: Skill Tests, Class Tests, Seminars, Assignments, Online Exam, Mini project
- e) Preparation of resource material including book, reading materials, laboratory manuals etc.: Books n websites referred and shared with students online
- f) Remedial Teaching / Student Counseling (Academic): Given for slow learners using mentor mentee.
- g) Any other : --

BBB. Improvement of professional Competence :

- (f) Details regarding refresher courses / orientation attended participation in summer schools, workshops, seminars etc including open university courses / M.Phil., Ph.D.

CCC. Research Contributions :

dd) Number of students (M.Phil. / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

ee) No. of research papers published (please enclose list) : Nil

ff) Research Projects

Titles of the project	Name of the funding agency	Duration

gg) Details of Seminars, Conferences, Symposia organized : Nil

hh) Patents taken, if any, give a brief description: Nil

ii) Membership of Professional Bodies, Editorship of Journals etc. : Nil

DDD. Extension Work/Community Service

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

11. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc. : Yes

12. National Literacy Mission : No

l) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity. : No

EEE. *Participation in Corporate Life :*

Please give a short account of your contribution to:

- ee) College / University / Institution: coordinator of spectrum club.
- ff) Co-curricular activities : Nil
- gg) Enrichment of campus life : Nil
(Hostels, sports, games, cultural activities)
- hh) Students welfare and Discipline: Addressed attendance and other grievances of the students in the campus.
- ii) Membership / Participation in Bodies/Committees on Educational and National Development: Nil
- jj) Professional Organizations of Teachers: Nil

FFF. Assessment

- f) Steps taken by you for the evaluation of the course program taught

GGG. General Data

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

(Signature of the Teacher)

HHH. * *Verification of factual data*

JJ. General Information

KK. Teaching

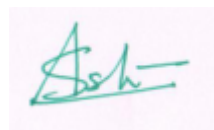
LL. Details of Innovations / Contribution in teaching, during the year

MM. Improvement of Professional competence

NN. Research contributions

OO. Extension work / community service

PP. Participation in Corporate Life



(Signature of the Person authorized*)

* By a person to be nominated by Principal / Vice Chancellor

Format – 2

PERFORMANCE APPRAISAL REPORT

FOR SELF APPRAISAL OF TEACHER 2017-18

A. *General Information*

- a) Name P. Renuka
- b) Date of Birth 10-Oct-1977
- c) Address (Residential) H.No: 4426, Road No. 14, New MIG Phase-II, Vidyuth Nagar,
BHEL, Hyderabad-502032, Phone: 9491055057
- d) Designation Lecturer
- e) Department Computer Science
- f) Area of Specialization Computer Science
- g) Date of Appointment 08-Jun-2015
- i. In the Institution St.Francis College for Women
- ii. In the present post Lecturer
- 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
i) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc.	14	14	Extra classes
ii) PG (M.A. /M.Sc. etc.)	7	7	Extra classes
iii) M.Phil			
iv) Any other			

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

- (b) Regularity and Punctuality Yes

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students : Syllabus, Reading material, PPTs, MCQ are shared

(d) Details of participation in the following

(i) University Education : Yes

(ii) Internal Evaluation : Yes

(iii) Paper Setting : Yes

(iv) Assessment of Home assignments :Yes

(v) Conduct of Examinations :Yes

(vi) Evaluation of Dissertation etc. :Yes

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

a) Design of curriculum :Computers Papers for BSc

b) Teaching methods : Chalk and Board, PPT, Lectures, Group Discussions, Debates,Seminars, Role Plays, Assignments

c) Laboratory experiments : Programs, Small Projects

d) Evaluation methods Assignments, Skill Tests, Mini Projects, Online Tests, Seminars,Group Discussions, Role Plays

e) Preparation of resource material including book, reading materials, laboratory manuals etc.: Yes

f) Remedial Teaching / Student Counseling (Academic) : Yes

g) Any other

D. Improvement of professional Competence :

(a) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

E. Research Contributions :

a) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

b) No. of research papers published (please enclose list)

c) Research Projects

Titles of the project	Name of the funding agency	Duration
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d) Details of Seminars, Conferences, Symposia organised

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

f) Membership of Professional Bodies, Editorship of Journals etc.

F. Extension Work/Community Service

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

1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc. : Flood Relief

2. National Literacy Mission

b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

G. *Participation in Corporate Life* :

Please give a short account of your contribution to :

a) College / University / Institution :

b) Co-curricular activities

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

d) Students welfare and Discipline

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

f) Professional Organizations of Teachers

H. Assessment

a) Steps taken by you for the evaluation of the course programme taught : Assignments, Skill Tests, Mini Projects, Online Tests, Seminars, Group Discussions, Role Plays.

I. General Data

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

(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

Format – 2

**PERFORMANCE APPRAISAL REPORT
FOR SELF APPRAISAL OF TEACHER**

K. *General Information*

- j) Name Parsi Kalpana
- k) Date of Birth 10/08/1978
- l) Address (Residential) Flat no 103, Door no: 1-1-79/d/1 & d/2, signet avenue, rtc x
roads, Hyderabad-500020 Ph.No. 9849000165
- m) Designation Asst Professor
- n) Department Computer Science
- o) Area of Specialization Computer Science
- p) Date of Appointment
- iii. In the Institution 1st July 2014
- iv. In the present post 1st July 2016
- q) Honors Conferred MCA,MTECH(CSE),APSET

L. Teaching

(e) Classes Taught

Class	Periods		
	Assigned per week **L T/P (2)	Taught in the year L T/P (2)	Steps taken for the teaching of periods missed during absence or leave
r) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc. ii) PG (M.A. /M.Sc. etc.) iii) M.Phil iv) Any other	12 T+6 P		1. Swapped classes with other co faculty whenever possible 2. Took Extra Classes wherever necessary

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(f) Regularity and Punctuality Yes

(g) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students Yes

(h) Details of participation in the following

(vii) University Education No

(i) Internal Evaluation Yes

(j) Paper Setting Yes

(viii) Assessment of Home assignments Yes

(ix) Conduct of Examinations Yes

(x) Evaluation of Dissertation etc. No

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

h) Design of curriculum Yes

i) Teaching methods Yes

j) Laboratory experiments Yes

k) Evaluation methods Yes

- l) Preparation of resource material including book, reading materials, laboratory manuals etc. Yes
- m) Remedial Teaching / Student Counseling (Academic) No
- n) Any other No

N. *Improvement of professional Competence :*

- (b) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D. Yes

O. *Research Contributions :*

- g) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

- h) No. of research papers published (please enclose list)

- i) Research Projects

Titles of the project	Name of the funding agency	Duration

- j) Details of Seminars, Conferences, Symposia organized No

- k) Patents taken, if any, give a brief description No

- l) Membership of Professional Bodies, Editorship of Journals etc. No

Extension Work/Community Service Yes

- c) Please give a short account of your contribution to :

3. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.

Was Coordinator of Outreach Programme for MSC Computer science students.

As part of it students volunteered the services at St. Philomena High School, Bhoiguda, Hyderabad. They trained 6th to 9th standard students about the Computers, Ms Office Tools, Internet and Multimedia Technologies.

4. National Literacy Mission NA

d) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity. NA

P. *Participation in Corporate Life :*

Please give a short account of your contribution to :

g) College / University / Institution Yes

h) Co-curricular activities Yes

i) Enrichment of campus life No
(hostels, sports, games, cultural activities)

j) Students welfare and Discipline No

k) Membership / Participation in Bodies/Committees on Educational and National Development No

l) Professional Organizations of Teachers No

Q. Assessment

b) Steps taken by you for the evaluation of the course programme taught- Skill test, Seminars, Assignments

R. General Data

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

Parsi Kalpana
(Signature of the Teacher)

S. * *Verification of factual data*

H. General Information

I. Teaching

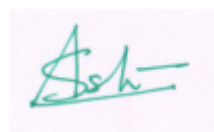
J. Details of Innovations / Contribution in teaching, during the year

K. Improvement of Professional competence

L. Research contributions

M. Extension work / community service

N. Participation in Corporate Life



(Signature of the Person authorized*)

* By a person to be nominated by Principal / Vice Chancellor

Format – 2

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER – 2017-2018

III. General Information

ccc) Name : Anitha Thomas

ddd) Date of Birth : 21/12/1981

Address (Residential): G1 Sai Srinivasam, OppVayuputra Residency, Pragathi Nagar, JNTU

Ph.No.: 9246164100

eee) Designation: Assistant Professor

fff) Department : Microbiology

ggg) Area of Specialization: Microbiology

hhh) Date of Appointment: 15-6-2006

xiii. In the Institution: 15-6-2006

xiv. In the present post: 15-6-2006

iii) Honors Conferred

JJJ. Teaching

(y) Classes Taught

Class	Periods		
	Assigned per week **L T/P (7)	Taught in the year L T/P (2)	Steps taken for the teaching of periods missed during absence or leave
jjj) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc.	B.Sc- 3h lecture 6h practical	B.Sc – 5h L 6h P	Extra classes taken

ii) PG (M.A. /M.Sc. etc.)	M.Sc – 4h Lecture 8h Practical	M.Sc – 6h L 8h P	
iii) M.Phil			
iv) Any other			

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(z) Regularity and Punctuality

(aa) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students

(bb) Details of participation in the following

(xxxvii) University Education

(xxxviii) Internal Evaluation

Evaluation of internals both even and odd semester.

(xxxix) Paper Setting

(xl) Assessment of Home assignments

Assessments in the form of written assessments, posters, models

(xli) Conduct of Examinations

P. G Exam Superintendent

(xlii) Evaluation of Dissertation etc.

Evaluation of thesis related to project work for M.Sc students.

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

ll) Design of curriculum : : **Framed syllabus for CBCS**

mm) Teaching methods:

- ***Chalk and talk,***
- ***LCD (Power point presentations),***
- ***Surfing information through internet***

- *Biological animations*
- *Hands on experience during practicals*
- *Demonstration methods,*
- *Workshops.*
- *Seminars*
- *Personal Guidance and Counseling to students.*

d..Laboratory experiments : *Teaching Practice based on Practical exposure Hands on Experience given to all students during practical sessions.*

e.Evaluation methods :

INTERNALS- Internal Assessment+ Skill Based exam Skill based exams in the form of seminars, power point presentations, models , posters etc.

- f. Preparation of resource material including book, reading materials, laboratory manuals etc.

Reference from books, both international and national authors, reading materials, pubmed, Wikipedia, journals, magazines

- g. Remedial Teaching / Student Counseling (Academic) :
Personal Guidance and Counseling to students.

- h. Any other

LLL. *Improvement of professional Competence :*

- (g) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.
- **Attended a 2 day National seminar on Frontiers in Biotechnology organized by Department of Microbiology, UCS, Osmania University 22nd and 23rd Feb 2017 sponsored by UGCDRS-1 (SAP).**

- **Attended a 2 day NAAC sponsored national Conference on “Developing a culture of quality, Implementing & sustaining approaches to quality in higher education”(IQAC) at St. Francis college for Women on 3rd and 4th March 2017.**
- **Attended 6 days International Conference on Science Technology Engineering and Mathematics (STEM) Education and Faculty Development, St Francis College for Women fom 6th- 11th November 2017 In collaboration with American Corner, Hyderabad**
- **Participated in First responder training on Basic Life Saving skills from GMERF on 9th June,2017.**

MMM. *Research Contributions :*

jj) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

kk) No. of research papers published (please enclose list

II) Research Projects

Titles of the project	Name of the funding agency	Duration
MINOR RESEARCH PROJECT Antimicrobial activity of TiO2 Nanoparticles on Dental Plaques	UGC	2 years

mm) Details of Seminars, Conferences, Symposia organised :

_Organising member of 6 days International Conference on Science Technology

Engineering and Mathematics (STEM) Education and Faculty Development, St Francis College

for Women from 6th- 11th Nov 2017, in Collaboration with American Corner, Hyderabad.

nn) Patents taken, if any, give a brief description

oo) Membership of Professional Bodies, Editorship of Journals etc.

- Member of Alumnae Association Society

NNN. Extension Work/Community Service

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

13. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.

- ***Coordinated & Conducted outreach programme for Home for the aged- Bhoiguda along with B.sc IIC & B.sc III C and donated Groceries they required.***

14. National Literacy Mission

n) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

OOO. Participation in Corporate Life :

Please give a short account of your contribution to :

kk) College / University / Institution

- ***Teaching Microbiology for U.G & P.G students since 2006.***
- ***P.G Exam Coordinator***

ll) Co-curricular activities

- ***Coordinator of Alumnae association***
- ***P.G Exam Coordinator***
- ***Member of the Natale club***
- ***Member of women cell***
- ***Coordinator of the certificate committee during National seminar***
- ***Coordinator of the greeting card competition.***

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

- ***Participated in Intra college badminton Tournament at St. Francis College for Women and won Bronze medal***

nn) Students welfare and Discipline :

oo) Membership / Participation in Bodies/Committees on Educational and National Development

pp) Professional Organizations of Teachers

PPP. Assessment

g) Steps taken by you for the evaluation of the course programme taught

- ***Regular Feedback from the students.***
- ***Mock tests***
- ***Seminars and Brief review of the lectures given and periodic tests.***

QQQ. General Data

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

(Signature of the
Teacher)

RRR. * Verification of factual data

QQ. General Information

RR. Teaching

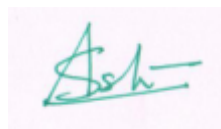
SS. Details of Innovations / Contribution in teaching, during the year

TT. Improvement of Professional competence

UU. Research contributions

VV. Extension work / community service

WW. Participation in Corporate Life



(Signature of the Person authorized*)

* By a person to be nominated by Principal / Vice Chancellor

Format – 2

**PERFORMANCE APPRAISAL REPORT
FOR SELF APPRAISAL OF TEACHER
2017-18**

SSS. General Information

kkk) Name : Ms. Y.V.S.Annapurna

lll) Date of Birth: 21.3.1970

mmm) Address (Residential): **2-3-856,Road no.3/BArunodaya Nagar, Nagole,500068**
Ph.No.9963699941

nnn) Designation : Assitant Professor

ooo) Department: Microbiology

ppp) Area of Specialization: Medical Microbiology & Applied Microbiology

qqq) Date of Appointment

xv. In the Institution: 5-8-2010

xvi. In the present post: 5-8-2010

rrr) Honors Conferred

TTT. Teaching

(cc) Classes Taught

Class	Periods		
	Assigned per week **L T/P (8)	Taught in the year L T/P (2)	Steps taken for the teaching of periods missed during absence or leave
sss) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc.) ii) PG (M.A. /M.Sc. etc.)		540 /yr	Extra classes

iii) M.Phil	18 h/Wk		
iv) Any other Premed		50/Sem	Extra classes
Clinical nutrition	4h/Wk	30h/Sem	Extra classes
	2h/wk		

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(dd) Regularity and Punctuality –Regular

(ee) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students

(ff) Details of participation in the following

(xlili) University Education :- Involved in University paper valuation

(xliv) Internal Evaluation :Yes PG Immunology & Medical Bacteriology

(xlv) Paper Setting: Yes for the above papers

(xlvi) Assessment of Home assignments :Yes

(xlvii) Conduct of Examinations: Yes

(xlviii) Evaluation of Dissertation etc.:Yes

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

nn) Design of curriculum :Immunology & Medical Bacteriology

Teaching methods: Chalk & Board, PPT, Animations, Models, Practical Poster presentation

Models,

oo) Laboratory experiments :Modified the Immunology and Medical Bacteriology Papers

pp) Evaluation methods: Viva, written Multiple choice, Group discussion, Assignments, Seminar

qq) Preparation of resource material including book, reading materials, laboratory manuals etc.-

rr) Remedial Teaching / Student Counseling (Academic) :Yes for students under average

ss) Any other:

VVV. Improvement of professional Competence :

(h) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

Awarded Ph.D 15th Sep ,2018

WWW. *Research Contributions :*

pp) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.	-	-	-
Ph.D.	-	-	-

qq) No. of research papers published (please enclose list):2

rr) Research Projects:

Titles of the project	Name of the funding agency	Duration

ss) Details of Seminars, Conferences, Symposia organised -

tt) Patents taken, if any, give a brief description -

uu) Membership of Professional Bodies, Editorship of Journals etc.-

XXX. Extension Work/Community Service

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

15. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.

Community service for PG students at LV Prasad's for making study material for visually differently abled

16. National Literacy Mission

p) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

YYY. *Participation in Corporate Life :*

Please give a short account of your contribution to :

- qq) College / University / Institution – **Coordinator for PG diploma in clinical nutrition and Dietetics**
- rr) Co-curricular activities -
- ss) Enrichment of campus life – **Participated in Farewell programme, Library day celebrations**
(hostels, sports, games, cultural activities)
- tt) Students welfare and Discipline
- uu) Membership / Participation in Bodies/Committees on Educational and National Development
- vv) Professional Organizations of Teachers

ZZZ. Assessment

- h) Steps taken by you for the evaluation of the course programme taught
Took into account regularity, writing skills, logical thinking, research attitude of the student

AAAA. General Data

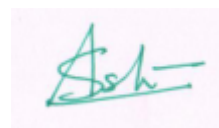
State brief assessment of your performance indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement.

Teacher)

(Signature of the

BBBB.* Verification of factual data

- XX. General Information
- YY. Teaching
- ZZ.Details of Innovations / Contribution in teaching, during the year
- AAA. Improvement of Professional competence
- BBB. Research contributions
- CCC. Extension work / community service
- DDD. Participation in Corporate Life



(Signature of the Person
authorized*)

* By a person to be nominated by Principal / Vice Chancellor

Format – 2

**PERFORMANCE APPRAISAL REPORT
FOR SELF APPRAISAL OF TEACHER**

CCCC. General Information

ttt) Name : Dr. Basanti Chintapalli

uuu) Date of Birth : 10. 02. 1987

vvv) Address (Residential) : Plot No-18, Sr No – 64P, Opposite sanar nagar colony,
Bolaram, Secunderabad, Pin : 500010

Ph.No : 7702892032

www) Designation : Asst. Professor

xxx) Department : Botany

yyy) Area of Specialization: Botany

zzz) Date of Appointment :

xvii. In the Institution : 8. 06. 2015

xviii. In the present post : 8. 06. 2015

aaaa) Honors Conferred : -

DDDD. Teaching

(gg) Classes Taught

Class	Periods		
	Assigned per week **L T/P (9)	Taught in the year L T/P (2)	Steps taken for the teaching of periods missed during absence or leave
bbbb) UG (B.A./B.Sc. etc. pass)	8; 15	14; 30	Extra classes were taken to cover the

(B.A/ B.Sc. etc.			topics
ii) PG (M.A. /M.Sc. etc.)	-	-	-
iii) M.Phil	-	-	-
iv) Any other			

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(hh) Regularity and Punctuality : Maintained

(ii) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students

(jj) Details of participation in the following

(xlix)University Education : No

(l) Internal Evaluation : Yes

(li) Paper Setting : No

(lii)Assessment of Home assignments : Yes

(liii) Conduct of Examinations : Yes

(liv) Evaluation of Dissertation etc. : Yes

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

- Design of curriculum : More skill based topics incorporated
- Teaching methods : Nature Walk and videos of topics that require 3D effect
- Laboratory experiments: Apart from those included in the syllabus students are encouraged to small ones like identification of bacterium in curd, naming of pulses in home use etc.
- Evaluation methods : JAM, quiz, group discussion, subjective, objective, class questions, reasoning
- Preparation of resource material including book, reading materials, laboratory manuals etc. : Nil
- Remedial Teaching / Student Counseling (Academic) : Done on a regular basis
- Any other

FFFF. Improvement of professional Competence :

- Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

✓ **Date : 9th June 2017**

GMERF - Global Medical Education and Research Foundation. Dr. Vijay Rao

conducted a session on First Responder Training on Basic Life Saving skills.

GMERF with St. Francis College

✓ **Date : 6th – 11th November 2017**

International Conference on STEM Education and Faculty Development

✓ **Date : 24th July 2017**

Guest Lecture and Workshop on Bonsai preparation for all the Life Science students of IIIrd year on the topic 'Bonsai – Techniques to grow and Career'. The resource person was Mr. Govindaraju of Eashwari Nursery, Bonsai Industry, Hyderabad.

✓ **Date : 7th-8th December 2017**

Presented poster on 'Study on Ex situ conservation and organic cultivation Practices – A case study on St. Francis Campus, Begumpet' at National Conference on Plant Science and Research: Current Status & Future Challenges, Organized by Department of Botany, OUCW Koti, 7th-8th December 2017.

✓ **Date : 3rd & 4th April, 2018**

Attended a 2 day workshop on RBPT at St. Francis College.

GGGG. Research Contributions :

vv) Number of students (M.Phil. / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

ww) No. of research papers published (please enclose list)

xx) Research Projects

Titles of the project	Name of the funding agency	Duration

yy) Details of Seminars, Conferences, Symposia organised

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

Guest Lecture and Workshop on Bonsai preparation by Mr.Govindharaj of Eashwari Nursery, Hyderabad	Department of Botany	24th July 2017 St. Francis College
Climate Change Workshop by Mr.N.S.Prasad, Climate Change Communicator, UNFCCC (United Nations Framework Convention on Climate Change) Climate Policy Observer from Civil Society	American Corner	21st July 2017
Butterfly park – Creation and Relevance by Mr.Shaikh Hussain, Senior Research Fellow, Laboratory for the Conservation of Endangered Species, CCMB, and Mr.B.Naresh , Research Associate, ANGRAU	American Corner	28th July 2017
Workshop on Crop Techniques, Culinary Skills and Animal Husbandry.	Botany Department Active Farms in ESCI	5th August 2017 at 19th August 2017 Moinabad
International Conference on STEM Education and Faculty Development. The department conducted a half day session on <hr/> Ethnobotany - Survey,Conservation and Application , Flora and Ethnobotany of Telangana, Prof.T. Pullaiah, Department of Botany,Sri Krishnadevaraya University,Anantapur.	Department with American corner	8th November 2017
Career counseling for the final year students	Department of Botany	22nd February 2018

zz) Patents taken, if any, give a brief description

aaa) Membership of Professional Bodies, Editorship of Journals etc.

HHHH. Extension Work/Community Service

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

17. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.

- ✓ Closely associated with Radhasoami Satsang providing social service such as conducting free medical camps for the poor in the close by localities.
- ✓ Involved in agricultural practices in Saran Nagar community pertaining to organic methods of cultivation using jeevamrutham.

18. National Literacy Mission

- r) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

III. *Participation in Corporate Life :*

Please give a short account of your contribution to:

ww) College / University / Institution

- ✓ Adhering to the rules
- ✓ Discipline
- ✓ Admission time assistance
- ✓ Hospitality, Travel, Mementoes, Program sheets and IICT trip for visiting Faculty and students.

xx) Co-curricular activities

Motivating students to participate in various activities of both academic and non academic.

Active participation in any sports or faculty related events in college.

yy) Enrichment of campus life

(hostels, sports, games, cultural activities)

zz) Students welfare and Discipline

- ✓ Involved in maintaining discipline of the First floor during prayer.
- ✓ Personal and academic guidance for the holistic upliftment.
- ✓ Students from B.Sc III A (BZC) won the first prize for their demo exhibit on 'Solid Waste Management held during GLEE 2017.
- ✓ Students from B.Sc II A (BZC) won the first prize for their LIVE exhibit on 'Ascent of Sap' held during GLEE 2017.

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

f) Professional Organizations of Teachers

JJJJ. Assessment

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

- ✓ Examinations
- ✓ Career Guidance sessions to understand the students line of interest
- ✓ Feedback

KKKK. General Data

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

- ✓ Feedback Mechanism in place by the Management.
- ✓ Regular departmental meetings and grievance redress.
- ✓ Relevance of plants in primary health care.

(Signature of the
Teacher)

LLLL.* Verification of factual data

- EEE. General Information
- FFF. Teaching
- GGG. Details of Innovations / Contribution in teaching, during the year
- HHH. Improvement of Professional competence
- III. Research contributions
- JJJ. Extension work / community service
- KKK. Participation in Corporate Life



(Signature of the Person authorized*)

* By a person to be nominated by Principal / Vice Chancellor

Format – 2

**PERFORMANCE APPRAISAL REPORT
FOR SELF APPRAISAL OF TEACHER**

MMMM. General Information

cccc) Name **DR.CA SHOBANA**

dddd) Date of Birth **08.08.1977**

eeee) Address (Residential) **408 B BLOCK LANDMARK RESIDENCY
MADINAGUDA, HYDERABAD 500049 Ph.No.9959030485**

ffff) Designation **ASSISTANT PROFESSOR**

gggg) Department **COMMERCE**

hhhh) Area of Specialization **ACCOUNTS AND TAXATION**

iiii) Date of Appointment

xix. In the Institution **12.6.2017**

xx. In the present post **12.6.2017**

jjjj) Honors Conferred **PHD CONFERRED ON 2016**

NNNN. Teaching

(kk) Classes Taught

Class	Periods		
	Assigned per week **L T/P (10)	Taught in the year L T/P (2)	Steps taken for the teaching of periods missed during absence or leave
kkkk) UG .B.Com ii) PG (M.A. /M.Sc. etc.) iii) M.Phil iv) Any other	20	159 days	

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(ll) Regularity and Punctuality **Regular and Punctual**

(mm) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students **YES**

(nn) Details of participation in the following

(lv) University Education

(lvi) Internal Evaluation **YES**

(lvii) Paper Setting **NO**

(lviii) Assessment of Home assignments **YES**

(lix) Conduct of Examinations **YES**

(lx)Evaluation of Dissertation etc.

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

- tt) Design of curriculum
- uu) Teaching methods **BLACK BOARD AND CHALK & POWER POINT PRESENTATION**
- vv) Laboratory experiments
- ww) Evaluation methods **PAPER AND PEN TEST**
- xx) Preparation of resource material including book, reading materials, laboratory manuals etc.
- yy) Remedial Teaching / Student Counseling (Academic)
- zz) Any other

PPPP. *Improvement of professional Competence :*

- (j) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.
NO

QQQQ. *Research Contributions :*

bbb) Number of students **NIL**(M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

ccc) No. of research papers published (please enclose list) **ONE**

Dr. Shobana (2017) Role of Behavioural Finance in Stock Market investment by Retail Indian Investors *IJCEM*, issn no:2230-7893 Vol 20, Issue 6, Nov 2017

ddd) Research Projects **NIL**

Titles of the project	Name of the funding agency	Duration

eee) Details of Seminars, Conferences, Symposia organised **NIL**

fff) Patents taken, if any, give a brief description

ggg) Membership of Professional Bodies, Editorship of Journals etc. **MEMBER OF INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA**

RRRR. Extension Work/Community Service **NIL**

s) Please give a short account of your contribution to :**NIL**

19. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.

20. National Literacy Mission

t) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

SSSS. *Participation in Corporate Life : NIL*

Please give a short account of your contribution to :

aaa) College / University / Institution

bbb) Co-curricular activities

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

ddd) Students welfare and Discipline

eee) Membership / Participation in Bodies/Committees on Educational and National Development

fff) Professional Organizations of Teachers

TTTT. Assessment

j) Steps taken by you for the evaluation of the course programme taught
CONDUCTED SKILL TEST AND INTERNAL ASSESSMENT

UUUU. General Data

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

(Signature of the
Teacher)

VVVV. * *Verification of factual data*

LLL. General Information

MMM. Teaching

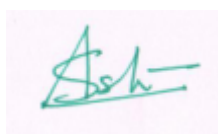
NNN. Details of Innovations / Contribution in teaching, during the year

OOO. Improvement of Professional competence

PPP. Research contributions

QQQ. Extension work / community service

RRR. Participation in Corporate Life



(Signature of the Person authorized*)

* By a person to be nominated by Principal / Vice Chancellor

Format – 2

**PERFORMANCE APPRAISAL REPORT
FOR SELF APPRAISAL OF TEACHER 2017-18**

A. General Information

- a) Name Saritha.O.T
- b) Date of Birth 06-03-1976
- c) Address (Residential) -11,Cyber-E-Park, Manikonda,Hyderabad
Ph.No. 9440613173
- d) Designation Assistant Professor
- e) Department Environmental Studies
- f) Area of SpecializationWaste management
- g) Date of Appointment
- i. In the Institution 5-6-2011
- ii. In the present post 5-6-2013
- 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
i) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc.)	21		
ii) PG (M.A. /M.Sc. etc.)			

iii) M.Phil			
iv) Any other			

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality: Maintained

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students

(d) Details of participation in the following

- (i) University Education: NIL
- (ii) Internal Evaluation: YES
- (iii) Paper Setting: YES, set paper for internal and external exams for environmental studies
- (iv) Assessment of Home assignments: Yes
- (v) Conduct of Examinations: Yes
- (vi) Evaluation of Dissertation etc.: NA

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

- a) Design of curriculum: Conducted BOS of environmental studies introduced topics which are relevant in current scenario
- b) Teaching methods: discussion, debate, biodiversity walk, case studies, chalk and board
- c) Laboratory experiments: Nil
- d) Evaluation methods: hands on projects given as internal assessment
- e) Preparation of resource material including book, reading materials, laboratory manuals etc.: Yes
- f) Remedial Teaching / Student Counseling (Academic) : Yes
- g) Any other: Nil

D. Improvement of professional Competence :

- (α) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

05th June 2017: National conference on ‘‘Sustainable Environment in Response to Climate Change’’

09th July 2017: GMERF-Dr.Vijay Rao on First Respondent, and Ms.Haripriya on Call

Ambulance

6th to 09th Nov 2017: Attended International conference STEM conducted by science Dept

16th & 17th Nov 2017: Attended seminar on Personality Devpt by Father Vijay

26th and 27th Nov 2017: Attended 13th International Permaculture Convergence in

Hyderabad.

E. Research Contributions :

a) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

b) No. of research papers published (please enclose list)

c) Research Projects

Titles of the project	Name of the funding agency	Duration

d) Details of Seminars, Conferences, Symposia organised

21st July 2017: Workshop on climate change by Mr.N.S.Prasad

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

f) Membership of Professional Bodies, Editorship of Journals etc.

F. Extension Work/Community Service

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

1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.: Nil
2. National Literacy Mission: Nil

- b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity:

Co-ordinator of Prakriti club, Nature club of the college.

G. Participation in Corporate Life :

Please give a short account of your contribution to :

- a) College / University / Institution :
Bringing environmental consciousness among staff and students, make the campus more environmental friendly
- b) Co-curricular activities:
Participated in spectrum glee, Coordinated nature fest-Avani, Participated in various competitions conducted in college, Celebrated Vanmahotsav
- c) Enrichment of campus life
(hostels, sports, games, cultural activities) Nil
- d) Students welfare and Discipline: Yes
- e) Membership / Participation in Bodies/Committees on Educational and National Development: Nil
- f) Professional Organizations of Teachers

H. Assessment

- a) Steps taken by you for the evaluation of the course programme taught

I. General Data

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

a) initiated solid waste management
coordinated Prakriti club activities
coordinated trekking to Kondamadugu
Coordinated Avani fest-Nature fest and promoted the idea of sustainable living and zero waste event through the fest.
Was part of Swachh Pakwada in the college
Initiated herbal garden in the college.
Initiated butterfly garden in the college

(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

- Ash-

* By a person to be nominated by Principal / Vice Chancellor

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER

Class	Periods
-------	---------

	Assigned per week **L T/P (11)	Taught in the year L T/P (2)	Steps taken for the teaching of periods missed during absence or leave
tttt)UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc. ii) PG (M.A. /M.Sc. etc.) iii) M.Phil iv) Any other	 4h(II yr) 2h(I yr) +12h(P) +1h Project		 Compensated after college hours and on Saturdays as special classes

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(pp) Regularity and Punctuality : Regular and punctual

(qq) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students

(rr) Details of participation in the following

(lxi) University Education: Yes O.U PG papers evaluation

(lxii) Internal Evaluation : PG II year Nanobiotechnology and Food fermentation technology papers

(lxiii) Paper Setting : For OE (CHCM)

(lxiv) Assessment of Home assignments : Yes

(lxv) Conduct of Examinations : Yes

(lxvi) Evaluation of Dissertation etc. : Yes PG students projects.

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

aaa) Design of curriculum : Yes according to CBCS course structure (Food Fermentation Technology and Nanobiotechnology)

bbb) Teaching methods :

- LCD (Power point presentations)
- Surfing information through internet
- Biological animations
- Hands on experience during practicals
- Demonstration methods
- Workshops

- Seminars

ccc) Laboratory experiments : New experiments are introduced in the papers mentioned .

ddd) Evaluation methods : Skill based methods, JAM, Quiz.

eee) Preparation of resource material including book, reading materials, laboratory manuals etc.

fff) Remedial Teaching / Student Counseling (Academic) : Yes

ggg) Any other

ZZZZ.Improvement of professional Competence :

(k) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

1. Participated in the National seminar on "Frontiers in Microbial Biotechnology" on 22nd and 23rd February, 2017 organized by Department of Microbiology, O.U, Hyderabad.

2. Ms. Gayatri.V participated in Two Day National Level Conference on "Developing A culture of Quality Implementing and Sustaining Approaches to Quality in Higher Education" organized by Internal Quality Assurance Cell on 3rd and 4th March, 2017.

3. Participated in First responder training on Basic Life Saving skills from GMERF on 9th June, 2017.

4. Ms. V. Gayatri participated in the Nano3Bio dissemination event entitled "The Future of Chotosans" held on 20th September, 2017 organized by Department of Plant Sciences, School of Life sciences, UoH, India.

5. Ms. V. Gayatri participated in International conference on STEM organized by Faculty of Science from November 3th -11th, 2017.

AAAAA. Research Contributions :

hhh) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

iii) No. of research papers published (please enclose list):

1. Gayatri Y. Shailaja Raj M. and B. Vijayalakshmi (2017). Biosorption of lead by *Bacillus licheniformis* isolated from E-waste landfill, Hyderabad, Telangana, India. International Journal of Bioassays 6.02: 5240-5244

jjj) Research Projects

Titles of the project	Name of the funding agency	Duration
Biosorption of metals released from E-waste using mixed species of microbial mats	UGC	2 years

kkk) Details of Seminars, Conferences, Symposia organised

lll) Patents taken, if any, give a brief description

mmm) Membership of Professional Bodies, Editorship of Journals etc.

- **Annual member of Association of Microbiologists of India.**

BBBBB. Extension Work/Community Service

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

21. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.

☐ **Visit to slums**

☐ **Visit to old age home and donated sewing machine**

22. National Literacy Mission

v) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

CCCCC. *Participation in Corporate Life :*

Please give a short account of your contribution to :

ggg) College / University / Institution :

- Member of Cultural committee

- Member of Facebook committee

hhh) Co-curricular activities :

iii) Enrichment of campus life : **Participated in Farewell programme, Library day celebrations**
(hostels, sports, games, cultural activities)

jjj) Students welfare and Discipline

kkk) Membership / Participation in Bodies/Committees on Educational and National Development

lll) Professional Organizations of Teachers

DDDDD. Assessment

- k) Steps taken by you for the evaluation of the course programme taught
Focused on building up of self thinking capacity, creativity and application of the concepts learnt by the students.

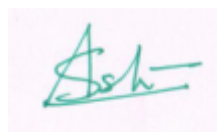
EEEE. General Data

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

(Signature of the
Teacher)

FFFF. * Verification of factual data

- SSS. General Information
TTT. Teaching
UUU. Details of Innovations / Contribution in teaching, during the year
VVV. Improvement of Professional competence
WWW. Research contributions
XXX. Extension work / community service
YYY. Participation in Corporate Life



(Signature of the Person authorized*)

* By a person to be nominated by Principal / Vice Chancellor

Class	Periods		
	Assigned per week **L T/P	Taught in the year L T/P	Steps taken for the teaching of periods missed during absence or leave
	(12)	(2)	
ccccc) UG (B.A./B.Sc. etc. pass)	6 ; 12	12; 30	Extra classes taken whenever missed
(B.A/ B.Sc. etc.	3 (EVS)	6	
ii) PG (M.A. /M.Sc. etc.)	NA		
iii) M.Phil	NA		
iv) Any other			

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(tt) Regularity and Punctuality : Maintained

(uu) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students

(vv) Details of participation in the following

(lxvii) University Education : No

(lxviii) Internal Evaluation : Yes

(lxix) Paper Setting : Yes

(lxx) Assessment of Home assignments : Yes

(lxxi) Conduct of Examinations : Yes

(lxxii) Evaluation of Dissertation etc. : Yes

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

hhh) Design of curriculum : More skill based topics incorporated

iii) Teaching methods : Nature Walk and videos of topics that require 3D effect

jjj) Laboratory experiments : Apart from those included in the syllabus students are encouraged to small ones like identification of bacterium in curd, naming of pulses in home use etc.

kkk) Evaluation methods : JAM, Quiz, group discussion, Subjective, Objective, Class Questions, Reasoning

lll) Preparation of resource material including book, reading materials, laboratory manuals etc. : Nil

mmm) Remedial Teaching / Student Counseling (Academic) : Done on a regular basis

nnn) Any other

JJJJJ. Improvement of professional Competence :

Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

6th – 11th November 2017

International Conference on STEM Education and Faculty Development

7th and 8th December 2017

Two day National Conference on Plant Science Research: Current Status and Future Challenges organized by Department of Botany, University College for Women, Koti.

3rd and 4th April 2018

Attended a two day workshop on RBPT at St. Francis College

KKKKK. *Research Contributions :*

nnn) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

ooo) No. of research papers published (please enclose list)

ppp) Research Projects

Titles of the project	Name of the funding agency	Duration

qqq) Details of Seminars, Conferences, Symposia organised

24th July 2017

Guest Lecture and Workshop on Bonsai preparation by Mr.Govindharaj of Eashwari Nursery, Hyderabad

21st July 2017

Climate Change Workshop by Mr.N.S.Prasad, Climate Change Communicator, UNFCCC (United Nations Framework Convention on Climate Change) Climate Policy Observer from Civil Society

28th July 2017

Butterfly park – Creation and Relevance by Mr.Shaikh Hussain, Senior Research Fellow,

Laboratory for the Conservation of Endangered Species, CCMB, and Mr.B.Naresh , Research Associate, ANGRAU

5th August 2017 and 19th August 2017

Workshop on Crop Techniques, Culinary Skills and Animal Husbandry at Active Farms in ESCI

8th November 2017

International Conference on STEM Education and Faculty Development. The department conducted a half day session on Ethnobotany - Survey, Conservation and Application, Flora and Ethnobotany of Telangana, Prof.T. Pullaiah, Department of Botany, Sri Krishnadevaraya University, Anantapur.

7th and 8th December 2017

Presented poster on “Study on ex-situ conservation and organic cultivation practices – A case study on St. Francis Campus Begumpet” at National Conference on Plant Science and Research; Current status and future challenges organized by Department of Botany, OUCW, Koti.

22nd February 2018

Career counseling for the final year students
rrr) Patents taken, if any, give a brief description : None

sss) Membership of Professional Bodies, Editorship of Journals etc.

LLLLL. Extension Work/Community Service

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

23. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.

Financial Contribution to Flood relief.

- In the residing community, contributing time in cleanliness drives, organic farming and health camps, contributing financially in housing schemes and grocery for the poor.
- In the institution participating in the National Festival day celebration, contributing financially in the flood relief fund.

24. National Literacy Mission

- Literacy capacity building for the domestic help and her children.

- x) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity. :-

MMMMM. *Participation in Corporate Life :*

Please give a short account of your contribution to :

mmm) College / University / Institution :

Adhering to the rules

Discipline

Admission time assistance

Consultancy on experimental projects

Hospitality, Travel, Mementos

Assisting the Head of the Department of Environmental Studies in conducting the

Inter – collegiate Nature Fest.

nnn) Co-curricular activities :

- Motivating students to participate in various activities of both academic and non academic.
- Active participation in any sports or faculty related events in college.

ooo) Enrichment of campus life

(hostels, sports, games, cultural activities)

ppp) Students welfare and Discipline

- In charge of discipline of the First floor.
- Personal and academic guidance for the holistic upliftment.
- Students from B.Sc III A (BZC) won the first prize for their demo exhibit on ‘Solid Waste Management held during GLEE 2017

qqq) Membership / Participation in Bodies/Committees on Educational and National Development

rrr) Professional Organizations of Teachers

NNNNN. Assessment

l) Steps taken by you for the evaluation of the course programme taught

- Examinations
- Career guidance sessions
- Feedback

00000. General Data

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

- Completed Post Graduate Diploma in Environment And Sustainable Development from IGNOU (PGDESD)
- Feedback mechanism in place by the management
- Regular departmental meetings and grievance redressal
- Relevance of plants in primary health care

(Signature of the Teacher)

PPPPP. * Verification of factual data

- ZZZ. General Information
AAAA. Teaching
BBBB. Details of Innovations / Contribution in teaching, during the year
CCCC. Improvement of Professional competence
DDDD. Research contributions
EEEE. Extension work / community service
FFFF. Participation in Corporate Life



(Signature of the Person authorized*)

* By a person to be nominated by Principal / Vice Chancellor

Format – 2

**PERFORMANCE APPRAISAL REPORT
FOR SELF APPRAISAL OF TEACHER 2017-18**

QQQQQ. General Information

dddd) Name :Sibyala Malathi Varma

eeee) Date of Birth :12/05/1980

ffff) Address (Residential) Shimla 4E, Hill County, Nizampet-500090
Ph.No. 9030014556

ggggg) Designation : Assistant Professor

hhhhh) Department :Biochemistry

iiii) Area of Specialization: Biochemistry

jjjj) Date of Appointment : 8/06/2015

xxv. In the Institution:8/06/15

xxvi. In the present post 8/06/15

kkkkk) Honors Conferred :Nil

RRRRR. Teaching

(ww) Classes Taught

Class	Periods		
	Assigned per week **L T/P (13)	Taught in the year L T/P (2)	Steps taken for the teaching of periods missed during absence or leave
lllll) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc.	22		1.Exchange classes with other subject faculty.
ii) PG (M.A. /M.Sc. etc.)	Nil		
iii) M.Phil	Nil		
iv) Any other	Pre-Med 4		

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(xx) Regularity and Punctuality : These both are always given high importance.

(yy) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students : 1.syllabus is dictated to students line by line.

2.At the end of each lecture reference ppt/video and reference text books are given to students.

3.At the end of each module important questions are given.

(zz) Details of participation in the following

(lxxiii) University Education : Nil

(lxxiv) Internal Evaluation : Yes

- (lxxv) Paper Setting : Yes
- (lxxvi) Assessment of Home assignments : Yes
- (lxxvii) Conduct of Examinations : Yes
- (lxxviii) Evaluation of Dissertation etc.: Yes

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

- ooo) Design of curriculum : Yes
- ppp) Teaching methods. : Powerpoint / Videos/along with basic chalk board teaching.
- qqq) Laboratory experiments : Yes
- rrr) Evaluation methods : Rubric
- sss) Preparation of resource material including book, reading materials, laboratory manuals etc.: Yes
- ttt) Remedial Teaching / Student Counseling (Academic) : Yes, some students have been benefitted
- uuu) Any other :

TTTTT. Improvement of professional Competence :

- (1) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D
1. Attended a week Plant Tissue Culture workshop at EPTRI, Gachibowli.
 2. Attended 3day workshop on RBPT(research based pedagogical tools) in Bhavan's College, Sainikpuri funded by MHRD and IISER, Pune.

UUUUU. Research Contributions :

ttt) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.	Nil		
Ph.D.	Nil		

uuu) No. of research papers published (please enclose list)

vvv) Research Projects

Titles of the project	Name of the funding agency	Duration
Nil		

www) Details of Seminars, Conferences, Symposia organised : Nil

xxx) Patents taken, if any, give a brief description : Nil

yyy) Membership of Professional Bodies, Editorship of Journals etc. : Nil

VVVVV. Extension Work/Community Service

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

25. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc. : Nil

26. National Literacy Mission

z) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity. : Nil

WWWWW. *Participation in Corporate Life :*

Please give a short account of your contribution to :

sss) College / University / Institution : Cooperation and help to the health centre.

ttt) Co-curricular activities : Nil

uuu) Enrichment of campus life

(hostels, sports, games, cultural activities) : Active participation in cultural events in college

vvv) Students welfare and Discipline : Been a responsible class teacher

www) Membership / Participation in Bodies/Committees on Educational and National Development: Nil

xxx) Professional Organizations of Teachers : Staff union member

XXXXX. Assessment

m) Steps taken by you for the evaluation of the course programme taught:
Internal assessment and skill based assessment

YYYYY. General Data

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

1. I continuously try to improve day by day with my experience of teaching in the college.
2. My main motto is always to ignite the spark in my students and inculcate the interest to learn more and more.

By the end of year, the response of my students itself is my greatest achievement.

3. Teaching Biochemistry for medical students was a challenge. Teaching Biochemistry in medical perspective in detail needed lots of preparation and it was successfully done to the best of my capabilities.

S.Malathi Varma

Teacher)

(Signature of the

ZZZZZ. * *Verification of factual data*

GGGG. General Information

HHHH. Teaching


IIII. Details of Innovations / Contribution in teaching, during the year

JJJJ. Improvement of Professional competence

KKKK. Research contributions

LLLL. Extension work / community service

MMMM. Participation in Corporate Life



(Signature of the Person authorized*)

* By a person to be nominated by Principal / Vice Chancellor

Format – 2

**PERFORMANCE APPRAISAL REPORT
FOR SELF APPRAISAL OF TEACHER
2017-2018**

AAAAAA. *General Information*

mmmmm) Name: Ms. X. Stella Martina

nnnnn) Date of Birth :30/01/1986

ooooo) Address (Residential) 25-89/8/1, East Anand Bagh, Hyderabad-500047

Ph No: 998928890

ppppp) Designation: Assistant Professor

qqqqq) Department: English Language and Literature

rrrrr) Area of Specialization: English Language and Literature

sssss) Date of Appointment:1/9/2009

xxvii. In the Institution: Since 1/9/2009

xxviii. In the present post: Asst Professor

ttttt) Honors Conferred

BBBBBB. Teaching

(aaa) Classes Taught

Class	Periods		
	Assigned per week **L T/P (14)	Taught in the year L T/P (2)	Steps taken for the teaching of periods missed during absence or leave
uuuuu) UG (B.A./B. Sc/Bcom/BVoc, etc. pass)	19 classes along with 2 lab classes (1 st , 2 nd 3 rd years)	Communication Skills in English and English Literature	Compensated by taking extra classes if required only
ii) PG (M.A. /M.Sc. etc.)	2 classes	English Foundation Course	
iii) M.Phil			
iv) Any other 1.Premed Course	5 classes	Medical Communication	

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(bbb) Regularity and Punctuality: Yes

(ccc) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students: Yes

(ddd) Details of participation in the following

(lxxix) University Education

(lxxx) Internal Evaluation: Yes (IAs and Project guidance)

- (lxxxix) Paper Setting: Yes (For supplementary exams for the students of St. Francis College for Women, Begumpet)
- (lxxxii) Assessment of Home assignments: Yes
- (lxxxiii) Conduct of Examinations: Yes (Practical conducted in English Language Lab, GD's, Job interviews etc)
- (lxxxiv) Evaluation of Dissertation etc.: Yes.

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

- vvv) Design of curriculum: Yes. (Feb,2011; Feb 2014; Feb 2016- CBCS)
- www) Teaching methods: Chalk and talk, lecture, discussion and interaction, activity based etc.
- xxx) Laboratory experiments: Yes (English Lab- Phonetics)
- d) Evaluation methods: Yes – internal and external (oral and written)
- e) Preparation of resource material including book, reading materials, laboratory manuals etc.: Yes (shared with students).
- f) Remedial Teaching / Student Counseling (Academic): Yes
- g) Any other

DDDDDD. *Improvement of professional Competence:*

Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc. including open university courses / M.Phil., Ph.D.

- (m) Participated in the conference cum workshop "Teaching and researching American Literacy and cultural studies "at the school of humanities, The University of Hyderabad (US Consulate), March 18-20, 2013.
- (n) Completed 20 hours of advanced trauma awareness and care facilitator training conducted in Hyderabad by Transform 4 Life (Australia) from 26-27 February, 2016.
- (o) Participated in a one-day national seminar on "The future of English Literature in Academics 'on February 3rd, 2012 organized by the dept of English Language and Literature at St. Francis College for Women, Begumpet.
- (p) Participated in UGC sponsored National Seminar on recognizing holistic learning for quality enhancement integrating curriculum with co-curriculum by St. Francis College for Women, Begumpet on Feb 8th and 9th, 2013.
- (q) Participated in national seminar on making the English Classroom in India more inclusive on Jan 6-7,2014 organized by the dept of English, Nizam College (OU), SAP (DRIS)
- (r) Participated in national seminar on quality enhancement -role of higher education leadership in [preparing next generation leaders towards institutional development on 6th

and 7th Feb, 2015 organized by the Internal Quality assurance cell (IQAC) by St. Francis College for Women, Begumpet.

- (s) Participated in two-day NAAC sponsored national level conference on developing a culture of quality: implementing and sustaining approaches to quality in higher education organized by the IQAC on 3rd and 4th March, 2017.
- (t) Participated in Relationship 101, a workshop on healthy relationships led by MS. Naomi A, founder of Advot Project, USA, organized by the US consulate general, Hyderabad on August 1, 2017.
- (u) Participated in two-day national level seminar sponsored by UGC-SERO &TSCHE -dept of English, PG college, Secunderabad, OU on resistance and rebellion in Dalit and African and American Literatures on April 12th and 13th, 2017.
- (v) Participated in a One Day Seminar on NAAC organized by IQAC, St. Francis College for Women, Begumpet on 13 Aug, 2018.
- (w) Participated in a One Day National Seminar, held in St Francis College for Women – Hyderabad, on “Library Resources for Teaching and Research – Opportunities and Challenges” on 30th Nov, 2018.
- (x) Participated at the International Seminar at Andhra University Vizag on Negotiating Socio-Cultural Spaces: Rethinking the Dynamics of Gender on Nov 8th and 9th (2018-19).
- (y) Participated in the International Seminar on Contemporary South Asian Literature: Gender and Environment (Jan 8th& 9th,2018-19) organized by the dept of English, St. Theresa’s college, Elluru.

EEEEEE. *Research Contributions:*

zzz) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

aaaa) No. of research papers published (please enclose list): One (one more publication in the progress)

bbbb) Research Projects

Titles of the project	Name of the funding agency	Duration
1. Presented a paper titled ‘Portrayal of Women in Bollywood with Disabilities’ at an International Seminar, Andhra University, Vizag	Andhra University, Vizag	Nov 8 th and 9 th , 2018

<p>on</p> <p>Negotiating Socio-Cultural Spaces: Rethinking the Dynamics of Gender on Nov 8th and 9th (2018-19).</p> <p>(Publication in the process)</p> <p>2. Presented and published a paper titled “A thematic study on the plight of Indian immigrants in Kiran Desai’s <i>The Inheritance of Loss</i>”, at an International Seminar on Contemporary South Asian Literature: Gender and Environment (Jan 8th & 9th, 2018-19) organized by the Dept of English, St. Theresa’s college, Elluru.</p> <p>(Published in the International Journal of Research, ISBN No.2236-6124 Impact factor 5.7.)</p>	<p>St. Theresa’s College, Elluru</p>	<p>Jan 8th and 9th, 2019</p>
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c) Details of Seminars, Conferences, Symposia organized:

--Organized a one-day national seminar on “The future of English Literature in Academics” on February 3rd, 2012 by the Dept of English Language and Literature at St. Francis College for Women, Begumpet.

--Organized a guest lecture on Business Communication for BCom I H, IC and other professional courses in June 20th, 2018 and the guest speaker was Ms. Catherine Xavier of ISB, Hyderabad at St. Francis College for Women, Begumpet

d) Patents taken, if any, give a brief description

e) Membership of Professional Bodies, Editorship of Journals etc.:

FFFFFF. Extension Work/Community Service

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

27. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.

- (As a class teacher accompanied students of BA III O for a visit to the Home for the aged, Bhoiguda as a part of the social outreach programme on December 5th, 2019)
- Contributed cash and kind for the flood relief victims which occurred in Kerala state last December, 2018)

28. National Literacy Mission

bb) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity- Position held as Dean Student Affairs (Arts)-2015-2017.

GGGGGG. *Participation in Corporate Life:*

Please give a short account of your contribution to:

yyy) College / University / Institution

St Francis College, Begumpet

- Actively involved in designing the Curriculum/Syllabus: English language and Literature
- Contributed to BOSin 2011, 2014, 2016(CBCS)
- Dean Student Affairs (UG)- 2015 to 2017
- Member of the exam committee
- Certificate writing committee (BA stream) for two years
- In charge in the finance committee for the Expression inter collegiate fest (Hunar-2015)
- Member of the Alumni Association
- Member and coordinator for specific event which occurs very academic year (Natale committee)
- Member of the La fiesta club
- Maintains Dept Library and Minutes
- Sub-committee member for NAAC team (Criteria IV) this year.
- Was reporter for one day national seminar conducted by the college (Library committee)
- Member of the Women's cell committee (2018-2019)

zzz) Co-curricular activities: Organized cultural events for the freshers day, retirement, silver and golden jubilee celebrations for the staff, farewell etc as Dean Student Affairs; as a Women cell committee member organized (International Men's Day Celebration, Women's day celebration) etc.

aaaa) Enrichment of campus life
(hostels, sports, games, cultural activities)- Cultural activities were organized in the college for most of the events as Dean Student Affairs.

bbbb) Students welfare and Discipline: Yes

cccc) Membership / Participation in Bodies/Committees on Educational and National Development

dddd) Professional Organizations of Teachers

HHHHHH. Assessment

n) Steps taken by you for the evaluation of the course programme taught: Continuous feedback and practice.

IIIII. General Data

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

Achievements: Being in an organizing committee as Dean Student Affairs(UG), and been a member of various committee like exam branch, certificate writing committee, prospectus committee, women cell committee, part of various departmental and Arts (expressions) club has helped me to organize, explore student's talent and capability in various aspects so as to bring in a sense of competence, a sense of leadership qualities in them etc. I have delightfully engaging myself as a dedicated and hardworking Professor, as a class teacher and work assigned whenever with utmost dedication and sincerity. Always worked for the growth of the institution in terms of professional life, was able to balance academics as well as in cultural activities organized by me along with the teammates.

Regular assessment is been taken so as to evaluate the course programme in each class and subject wise to ensure they fare well in exams and to develop their hands-on experience in their specified subject.

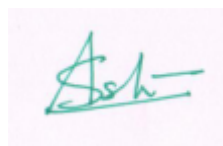
Difficulties: Students from corporate colleges were weak in communicating properly in terms of language-based skills and the need to guide them so as to improve academically.

Suggestions for improvement: Discipline is the utmost priority to be maintained by the students, usage of cell phone can be minimalized as it causes distraction among students. Information sharing among colleagues should be encouraged etc.

(Signature of the Teacher)

JJJJJ. * *Verification of factual data*

NNNN. General Information
OOOO. Teaching
PPPP. Details of Innovations / Contribution in teaching, during the year
QQQQ. Improvement of Professional competence
RRRR. Research contributions
SSSS. Extension work / community service
TTTT. Participation in Corporate Life



(Signature of the Person authorized*)

* By a person to be nominated by Principal / Vice Chancellor

Format – 2

**PERFORMANCE APPRAISAL REPORT
FOR SELF APPRAISAL OF TEACHER**

KKKKKK. *General Information*

- a) Name : Nikita Bengani
- b) Date of Birth : 03/08/1996
- c) Address (Residential) : H. No. 5-3-33, Plot no. 13, Jeera
compound, R.P. Road, Secunderabad, 500003

Ph.No.: 9032975201

- d) Designation: Asst. Professor
- e) Department : Mathematics

f) Area of Specialization: Pure Mathematics

g) Date of Appointment

i) In the Institution: 8th June 2015

ii) In the present post : 8th June 2015

h) Honors Conferred : Class teacher for MSc II

LLLLL. Teaching

(eee) Classes Taught

Class	Periods		
	Assigned per week **L T/P (15)	Taught in the year L T/P (2)	Steps taken for the teaching of periods missed during absence or leave
i) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc.)	ODD -18, Even – 18	2017-18	
ii) PG (M.A. /M.Sc. etc.)			
iii) M.Phil			
iv) Any other			

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(fff) Regularity and Punctuality : yes

(ggg) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students :- yes

(hhh) Details of participation in the following

(lxxxv) University Education

(lxxxvi) Internal Evaluation :- M.Sc Mathematics .

(lxxxvii) Paper Setting :- supplementary papers of PG in 2017-18

(lxxxviii) Assessment of Home assignments :- yes

(lxxxix) Conduct of Examinations:- yes

(xc) Evaluation of Dissertation etc. :- yes

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

- yyy) Design of curriculum :- for cbcs in 2017-18
zzz) Teaching methods :- chalk and duster, ppt , seminars, OHP
aaaa) Laboratory experiments :- Mathematica
bbbb) Evaluation methods :- Skill tests, assignments, PPT, Seminars
cccc) Preparation of resource material including book, reading materials, laboratory manuals etc. :- ---- Remedial Teaching / Student Counseling (Academic) :- ---
dddd) Any other : ---

NNNNNN. Improvement of professional Competence :

(z) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

OOOOOO. Research Contributions :

cccc) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

dddd) No. of research papers published (please enclose list)

eeee) Research Projects

Titles of the project	Name of the funding agency	Duration

ffff) Details of Seminars, Conferences, Symposia organized

gggg) Patents taken, if any, give a brief description

hhhh) Membership of Professional Bodies, Editorship of Journals etc :-

PPPPPP. Extension Work/Community Service

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

29. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc. :

30. National Literacy Mission

Positions held / Leadership role played in organizations linked with Extension work and

National Service Scheme (NSS), or NCC or any other similar activity: **NSS PO for PG**

QQQQQQ. Participation in Corporate Life :

Please give a short account of your contribution to :

eeee) College / University / Institution :- worked towards betterment of the college like taking care of the academics of the students as well as their development as good people through counselling.

ffff) Co-curricular activities :-

gggg) Enrichment of campus life :- (hostels, sports, games, cultural activities)

hhhh) Students welfare and Discipline :- trying to inculcate discipline in the students through motivational activities like counselling and also making them attend college prayer regularly.

iiii) Membership / Participation in Bodies/Committees on Educational and National Development :-

jjjj) Professional Organizations of Teachers

RRRRRR. Assessment

o) Steps taken by you for the evaluation of the course programme taught

SSSSSS. General Data

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

Nikita Bengani
(Signature of

the Teacher)

TTTTTT. * Verification of factual data

UUUU. General Information

VVVV. Teaching


WWWW. Details of Innovations / Contribution in teaching, during the year

XXXX. Improvement of Professional competence

YYYY. Research contributions

ZZZZ. Extension work / community service

AAAAA. Participation in Corporate Life



(Signature of the Person authorized*)

* By a person to be nominated by Principal / Vice Chancellor

Format – 2

**PERFORMANCE APPRAISAL REPORT
FOR SELF APPRAISAL OF TEACHER(2017-18)**

UUUUUU. General Information

vvvvv) Name : K. Ramanjana

wwwww) Date of Birth : 16-02-1978

xxxxx) Address (Residential): H.No.:18-87, Road No. 6, Hanumanpet, Malkajgiri.
Ph.No.: 9949103838

yyyyy) Designation: Assistant Professor

zzzzz) Department : Mathematics

aaaaaa) Area of Specialization: Applied Mathematics

bbbbbb) Date of Appointment

xxix. In the Institution: 15th July, 2013.

xxx. In the present post : 15th July, 2013.

ccccc) Honors Conferred : Spectrum Coordinator(2014-2016), NSS PO (2016-2019).

VVVVVV. Teaching

(iii)Classes Taught

Class	Periods		
	Assigned per week **L T/P	Taught in the year L T/P	Steps taken for the teaching of periods

	(16)	(2)	missed during absence or leave
dddddd) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc. ii) PG (M.A. /M.Sc. etc.) iii) M.Phil iv) Any other	ODD -18, Even – 19	2017-18	

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(jjj)Regularity and Punctuality :

(kkk) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students

(lll)Details of participation in the following

(xci) University Education

(xcii)Internal Evaluation yes, B.Sc. B.Com IA papers, Open elective

(xciii) Paper Setting Supplementary papers of B.Sc, B.Com theory and practical papers

(xciv) Assessment of Home assignments yes

(xcv)Conduct of Examinations yes

(xcvi) Evaluation of Dissertation etc.-

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

eeee) Design of curriculum

ffff) Teaching methods: Chalk and Duster, and also Mathematica

gggg) Laboratory experiments Mathematica, Sage, Geogebra.

hhhh) Evaluation methods : Skill Test, PPTs, Assignments.

iiii)Preparation of resource material including book, reading materials, laboratory manuals etc.

jjjj)Remedial Teaching / Student Counseling (Academic) :

kkkk) Any other

XXXXXX. Improvement of professional Competence :

(aa) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

- 1) Attended 2 day workshop at Andha Mahila Sabha, OU Campus, Hyderabad.
- 2) Attended seminar on Optimization and Artificial Intelligence at Aurora Degree college, Hyderabad.

YYYYYY. Research Contributions :

iii) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

jjj) No. of research papers published (please enclose list)

kkk) Research Projects

Titles of the project	Name of the funding agency	Duration

lll) Details of Seminars, Conferences, Symposia organized

mmm) Patents taken, if any, give a brief description

nnn) Membership of Professional Bodies, Editorship of Journals etc.

ZZZZZ. Extension Work/Community Service

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

31. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.

32. National Literacy Mission

ee) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity: NSS Programme Officer (2016-19)

AAAAA. Participation in Corporate Life :

Please give a short account of your contribution to:

kkk) College / University / Institution

III)Co-curricular activities

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

nnnn) Students welfare and Discipline

oooo) Membership / Participation in Bodies/Committees on Educational and
National Development

pppp) Professional Organizations of Teachers :- Member in Indian Science Congress
Association

BBBBBBB. Assessment

p) Steps taken by you for the evaluation of the course programme taught

CCCCCCC. General Data

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

K. Ramanjana
(Signature of the Teacher)

DDDDDDD. * Verification of factual data

BBBBB. General Information

CCCCC. Teaching

DDDDD. Details of Innovations / Contribution in teaching, during the year

EEEEE. Improvement of Professional competence

FFFFF. Research contributions

GGGGG. Extension work / community service

HHHHH. Participation in Corporate Life



(Signature of the Person authorized*)

* By a person to be nominated by Principal / Vice Chancellor

Format – 2

**PERFORMANCE APPRAISAL REPORT
FOR SELF APPRAISAL OF TEACHER**

EEEEEEE. General Information

eeeeee) Name : Rekha R Jaichander

fffff) Date of Birth : 16-03-1972

gggggg) Address (Residential) : Flat no. 301,Aarthi towers,Lokayuktha
Colony,Saidabad Ph.No.: 8919903261

hhhhhh) Designation: Asst. Professor,PG Coordinator,Mathematics

iiiiii) Department : Mathematics

jjjjjj) Area of Specialization: M.Sc. Tech.(Mathematics),

kkkkkk) Date of Appointment

xxxi. In the Institution: 15th June, 1995.

xxxii. In the present post : 26-06-1996.

lllll) Honors Conferred : Class teacher for MSc I

FFFFFFF. Teaching

(mmm)Classes Taught

Class	Periods		
	Assigned per week **L T/P (17)	Taught in the year L T/P (2)	Steps taken for the teaching of periods missed during absence or leave
mmmmmm) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc. ii) PG (M.A. /M.Sc. etc.) iii) M.Phil iv) Any other	ODD -18, Even – 18	2017-18	

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(nnn) Regularity and Punctuality : yes

(ooo) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students :- yes

(ppp) Details of participation in the following

(xcvii) University Education

(xcviii) Internal Evaluation :- M.Sc Mathematics .

(xcix) Paper Setting :- supplementary papers of PG in 2017-18

(c) Assessment of Home assignments :- yes

(ci) Conduct of Examinations:- yes

(cii) Evaluation of Dissertation etc. :- yes

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

lll) Design of curriculum :- for cbcs in 2017-18

mmmm) Teaching methods :- chalk and duster, ppt , seminars, OHP

nnnn) Laboratory experiments :- Mathematica

oooo) Evaluation methods :- Skill tests, assignments, PPT, Seminars

pppp) Preparation of resource material including book, reading materials, laboratory manuals etc. :- ----Remedial Teaching / Student Counseling (Academic) :- ---

qqqq) Any other : ---

HHHHHHH. Improvement of professional Competence :

(bb) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

IIIIII. Research Contributions :

oooo) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

pppp) No. of research papers published (please enclose list)

qqqq) Research Projects

Titles of the project	Name of the funding agency	Duration

rrrr) Details of Seminars, Conferences, Symposia organized

ssss) Patents taken, if any, give a brief description

tttt) Membership of Professional Bodies, Editorship of Journals etc :-

JJJJJJ. Extension Work/Community Service

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

33. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc. :

Accompanied MSc Mathematics-I in their Community Outreach Programme at St. Andrew's School , Somajiguda
34. National Literacy Mission

gg) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

KKKKKKKK. *Participation in Corporate Life :*

Please give a short account of your contribution to :

qqqq) College / University / Institution :- worked towards betterment of the college like taking care of the academics of the students as well as their development as good people through counselling.

rrrr) Co-curricular activities :-

ssss) Enrichment of campus life :- (hostels, sports, games, cultural activities)

tttt) Students welfare and Discipline :- trying to inculcate discipline in the students through motivational activities like counselling and also making them attend college prayer regularly.

uuuu) Membership / Participation in Bodies/Committees on Educational and National Development :-

Member of Academic Council, Compilation of academic Calender

vvvv) Professional Organizations of Teachers

LLLLLLL. Assessment

q) Steps taken by you for the evaluation of the course programme taught

MMMMMMM. General Data

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

the Teacher)

Rekha R. J
(Signature of

NNNNNNN. * *Verification of factual data*

IIII. General Information

JJJJ. Teaching

KKKKK. Details of Innovations / Contribution in teaching, during the year
LLLLL. Improvement of Professional competence
MMMMM. Research contributions
NNNNN. Extension work / community service
OOOOO. Participation in Corporate Life



(Signature of the Person authorized*)

* By a person to be nominated by Principal / Vice Chancellor

Format – 2

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER 2017-18

OOOOOOO. General Information

nnnnnn) Name: Rooman Deb

oooooo) Date of Birth : 15-02-79

pppppp) Address (Residential): E-403,JVTH,Lower Tank Bund,Hyd-80
Ph.No.: 9959005009

qqqqqq) Designation: Asst.Professor

rrrrrr) Department : History

ssssss) Area of Specialization

ttttt) Date of Appointment

xxxiii. In the Institution:

- (i) Jun 2002 – Mar 2003 , St Francis College – Part Time
- (ii) Jun 2003 – Mar 2006 , St Francis College – Contract
- (ii) Jun 2013 – Mar 2014, St Francis College – Part Time
- (iii) Oct 2015 – Jun 2017, St Francis College – Contract/part time

xxxiv. In the present post : 01/07/17 till date. St Francis College - Permanent

uuuuuu) Honors Conferred - Nil

PPPPPPP. Teaching

(qqq) Classes Taught

Class	Periods		
	Assigned per week **L T/P (18)	Taught in the year L T/P (2)	Steps taken for the teaching of periods missed during absence or leave
vvvvvv) UG (B.A./B.Sc/B.Com. etc. pass)	17 hrs -lecture (odd sem) 15 hrs-lecture (even sem)	2017-18	Gathering reading material library references
ii) PG (M.A. /M.Sc. etc.)		---	---
iii) M.Phil	----	---	---
iv) Any other	---	---	---

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(rrr) Regularity and Punctuality (i) Regular in discharging all duties and responsibility
(ii) Punctual in attending College and Taking Classes

(sss) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students

Course Teaching Plan is prepared and promulgated at the beginning of Semester ,synopsis provided with reference to module course title ,objectives and the Students are regularly provided Reading and Reference List for the prescribed course and subjects.

(ttt)Details of participation in the following

(ciii) University Education - NA

(civ) Internal Evaluation - Internal Evaluation of Students is regularly conducted for
B.A History I/II Year course

(cv) Paper Setting - Internal Paper Setting for I/II Year B.A History and Sem end
for IHC Course
- Supplementary and End Semester Paper for IHC Course

(cvi) Assessment of Home - Undertaken regularly to assess student's grasp of the discipline.

assignments

(cvii) Conduct of Examinations - Perform Invigilation duties during Examination and Evaluation

(cviii) Evaluation of Dissertation – NA

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

rrrr) Design of curriculum - NA

ssss) Teaching methods - Encourage interactive, practical reasoning of real time related issues vis-à-vis subject learned in classroom

tttt) Laboratory experiments - NA

uuuu) Evaluation methods - Internal Assessment and Continuous Assessment undertaken

vvvv) Preparation of resource material including book, reading materials, laboratory manuals – NA

www) Remedial Teaching / Student Counseling (Academic) – Provide counselling specific to individual student requirements.

xxxx) Any other - NA

RRRRRRR. Improvement of professional Competence :

(cc) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

Name of the Seminar/ Conference/ Symposia Workshop / Refresher / Orientation etc.	Name of the Sponsoring Agency	Place and Date
1. International Seminar on First World War : Indian Context 2. Why should we study History – National Seminar	ICHR	St. Aloysius College Mangalore 5 & 6 Jan 2018 St Ann's College for Women, Mehdipatnam, 11 Jan 2018

SSSSSSS. Research Contributions :

uuuu) Number of students (M.Phil., / Ph.D.)

At the beginning of the year	Registered during the year	Completed during
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			the year
M.Phil.			
Ph.D.			

vvvv) No. of research papers published (please enclose list)

wwwv) Research Projects

Titles of the project	Name of the funding agency	Duration

xxxx) Details of Seminars, Conferences, Symposia organised

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

yyyy) Patents taken, if any, give a brief description - NA

zzzz) Membership of Professional Bodies, Editorship of Journals etc. - Nil

TTTTTTT. Extension Work/Community Service -

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

35. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.

36. National Literacy Mission

ii) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

Appointed NSS PO in 2017 in the institution which provided ample opportunities for community service, work for social empowerment, health, environment, sanitation, child and women related issues. Conducted Special NSS Annual Camps for students as part of Village Development

UUUUUUU. Participation in Corporate Life :

Please give a short account of your contribution to :

- www) College / University / Institution : Member of various Committes in College(Women Cell and currently serving as NSS PO)
xxxx) Co-curricular activities
yyyy) Enrichment of campus life
(hostels, sports, games, cultural activities)
zzzz) Students welfare and Discipline : Provide regular informal counselling to students and maintain regular discipline in class room
aaaaa) Membership / Participation in Bodies/Committees on Educational and National Development
bbbbb) Professional Organizations of Teachers :

VVVVVVV. Assessment

- r) Steps taken by you for the evaluation of the course programmme taught : Periodical discussions with HoD regarding evaluation of Course Programs

WWWWWWW. General Data

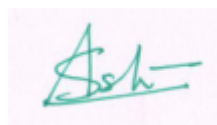
State brief assessment of your performance indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement.

- (i) Conducted Stay Camps and Educational Field Trips for Students including to Villages, and Goa
(ii) Conducted various activities as NSS PO including Haritha Haram, Swatchta Campaign, Health Awareness etc

(Rooman Deb)
Signature of Teacher

XXXXXXXX. * Verification of factual data

- PPPPP. General Information
QQQQQ. Teaching
RRRRR. Details of Innovations / Contribution in teaching, during the year
SSSSS. Improvement of Professional competence
TTTTT. Research contributions
UUUUU. Extension work / community service
VVVVV. Participation in Corporate Life



(Signature of the Person authorized*)

* By a person to be nominated by Principal / Vice Chancellor

Format – 2

**PERFORMANCE APPRAISAL REPORT
FOR SELF APPRAISAL OF TEACHER**

YYYYYYY. General Information

wwwwww) Name D. Rupali

xxxxxx) Date of Birth 12-06-1978

yyyyyy) Address (Residential) Plot no 10-466/4/5A, Sree Tirumala Residency, PVN
Colony, Malkajgiri, Hyderabad
Ph.No.9866524501

zzzzzz) Designation Asst.Prof

aaaaaaa) Department Public Administration

bbbbbbb) Area of Specialization -

ccccccc) Date of Appointment 12-06-2012

xxxv. In the Institution St.Francis Degree College for Women, Begumpet,
Hyderabad

xxxvi. In the present post Head, Department of Public Administration

ddddddd) Honors Conferred -

ZZZZZZZ. Teaching

(uuu) Classes Taught

Class	Periods		
	Assigned per week **L T/P (19)	Taught in the year L T/P (2)	Steps taken for the teaching of periods missed during absence or leave
eeeeeee) UG (B.A./B.Sc. etc. pass)	B.A 25 Hrs – Lecture	2017-2018	Library hr Reference Books Gathering reading

(B.A/ B.Sc. etc.			material
ii) PG (M.A. /M.Sc. etc.)	-----	-----	-----
iii) M.Phil	-----	-----	-----
iv) Any other			

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(vvv) Regularity and Punctuality Regular in discharging all duties and responsibility
Punctual in attending College and taking Classes

(www) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students

Course Teaching Plan: Even and Odd Semester Syllabus is divided into modules which are planned according to the number of teaching days in the month and a periodic planning is done to complete the syllabus on time

Synopsis of Lecture: For every topic Introduction, Definition, Meaning, Content, Criticism, Suggestion & Conclusion is given to the students

Reading list: For every topic Reference Books, Journals are given to the students

(xxx) Details of participation in the following

(cix) University Education NA

(cx) Internal Evaluation - Internal Evaluation of Students is regularly conducted for B.A Public Administration 1st 2nd and 3rd year students

(cxi) Paper Setting: Internal Paper Setting for 1st 2nd & 3rd Year Public Administration Students

External Paper Setting for B.A for 1st 2nd & 3rd Year Public Administration Students for different Government & Affiliated Colleges

(cxii) Assessment of Home assignments: Continuously assessed students by giving them Project work, Scrap Books were maintained with latest news confined to the discipline, Students presentation, Class test etc...

(cxiii) Conduct of Examinations: CA & IA Paper Setting and Invigilation;
End Semester Invigilation Duty

(cxiv) Evaluation of Dissertation etc. NA

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

- yyyy) Design of curriculum: We changed the syllabus according to CBCS Pattern and modified accordingly in the year 2016- 2017
- zzzz) Teaching methods: Lecture Method using chalk & Board, Power Point Presentation, encourage two way interactive communication between student and teacher, Practical reasoning of real time related issues etc...
- aaaaa) Laboratory experiments NA
- bbbbb) Evaluation methods: Internal Assessment and Continuous Assessment Undertaken
- ccccc) Preparation of resource material including book, reading materials, laboratory manuals etc.NA
- dddd) Remedial Teaching / Student Counseling (Academic) Guidance is given to slow learners and below average students with easy reference books and study material
Provide counseling specific to individual student requirements.
- eeee) Any other -NA

BBBBBBBB. Improvement of professional Competence :

- (dd) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

Name of the Seminar/ Conference/ Symposia Workshop / Refresher / Orientation etc.	Name of the Sponsoring Agency	Place and Date
1)Attended Annual Departmental conference followed by workshop on Choice Based Credit Systems Implementation – A Review	Department of Public Administration, Osmania University, Hyderabad	1)3 rd August 2018 at Department of Public Administration, O.U

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(ee)

CCCCCCCC. *Research Contributions :*

aaaaa) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.	-	-	-
Ph.D.	-	-	-

bbbbb) No. of research papers published (please enclose list) -

cccc) Research Projects

Titles of the project	Name of the funding agency	Duration
-	-	-

ddddd) Details of Seminars, Conferences, Symposia organised

eeee)

ffff) Patents taken, if any, give a brief description: NA

ggggg) Membership of Professional Bodies, Editorship of Journals etc. NIL

DDDDDDDD. Extension Work/Community Service

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

37. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc. ---

38. National Literacy Mission ----

kk) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.----

EEEEEEEE. Participation in Corporate Life :

Please give a short account of your contribution to :

cccc) College / University / Institution

Member of women's cell

Member of academic planning and development

dddd) Co-curricular activities

eeee) Enrichment of campus life

(hostels, sports, games, cultural activities)

ffff) Students welfare and Discipline

Assigned to maintain discipline during the assembly

gggg) Membership / Participation in Bodies/Committees on Educational and National Development

hhhh) Professional Organizations of Teachers

FFFFFFF. Assessment

s) Steps taken by you for the evaluation of the course programme taught

Updated syllabus as per university norms in the year 2016-2017

GGGGGGG. General Data

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

Achievements: As there is an enormous growth in the student's strength, the Department has grown from single member Department to two full time member Department
The large student strength also allows us to conduct and excel in various academic activities

Difficulties Faced: There is severe shortage of reference books in the Departmental Library

Due to large strength, there is disproportionate student to faculty ratio which sometimes impacts the faculty in lecture deliverance. Whenever students are taken on field trips there is a issue with large number of strength due to which at times organizations refuse permission for field visits.

Suggestions for improvement: There is severe shortage of reference books in the Departmental Library which is affecting the students and faculty alike hence, there is a need to have more books in the Departmental Library

Teacher)

D.RUPALI
(Signature of the

HHHHHHHH. ** Verification of factual data*

WWWW. General Information

XXXXX. Teaching

YYYYYY. Details of Innovations / Contribution in teaching, during the year

ZZZZZ. Improvement of Professional competence

AAAAAA. Research contributions

BBBBBB. Extension work / community service

CCCCC. Participation in Corporate Life

(Signature of the Person authorized*)

* By a person to be nominated by Principal / Vice Chancellor

Format – 2

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER -2017-18

IIIIIIII. *General Information*

ffffff) Name : DEVY.K

ggggggggg) Date of Birth :4/6/1977

hhhhhhh) Address (Residential) : #42,PCB colony Phase II,Subash Nagar
,Trimilgiri,Secunderabad
Ph.No.:9703431125

iiiiiii) Designation:Asst.Professor

jjjjjjj) Department :Physics

kkkkkkk) Area of Specialization: General physics

lllllll) Date of Appointment

xxxvii. In the Institution: 1/7/2008

xxxviii. In the present post

mmmmmmmm) Honors Conferred :Dean of students affairs, sciences

JJJJJJJJ. Teaching

(yyy) Classes Taught

Class	Periods		
	Assigned per week **L T/P (20)	Taught in the year L T/P (2)	Steps taken for the teaching of periods missed during absence or leave
nnnnnnnn) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc. ii) PG (M.A. /M.Sc. etc.) iii) M.Phil iv) Any other	L -4 P - 15	120 360	Special classes taken

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(zzz) Regularity and Punctuality :regular and punctual

(aaaa) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students

(bbbb) Details of participation in the following

(cxv) University Education :

(cxvi) Internal Evaluation : yes

(cxvii) Paper Setting: Yes

(cxviii) Assessment of Home assignments :yes

(cxix) Conduct of Examinations : Yes

(cxx) Evaluation of Dissertation etc.

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

fffff) Design of curriculum : yes

ggggg) Teaching methods: chalk and board, LCD, OHP

hhhhh) Laboratory experiments:

- iiii) Evaluation methods : Assignments, Seminar, Written tests
- jjjj) Preparation of resource material including book, reading materials, laboratory manuals etc.
- kkkk) Remedial Teaching / Student Counseling (Academic)
- llll) Any other

LLLLLLLL. Improvement of professional Competence :

(ff) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.:

Participated and presented a paper in the International Conference conducted by Loyola college –Chennai 7 th and 8 th February -2018.

Participated in the International Conference On Science Technology Engineering & Mathematics Education & Faculty Development Organised by St. Francis College November 2017

MMMMMMMM. Research Contributions :

hhhhh) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

iiii) No. of research papers published (please enclose list)

jjjj) Research Projects

Titles of the project	Name of the funding agency	Duration

kkkk) Details of Seminars, Conferences, Symposia organised

llll) Patents taken, if any, give a brief description

mmmm) Membership of Professional Bodies, Editorship of Journals etc.

NNNNNNNN. Extension Work/Community Service

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

39. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.

40. National Literacy Mission

mm) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

OOOOOOOO. ***Participation in Corporate Life :***

Please give a short account of your contribution to :

iiii) College / University / Institution : As Dean of Students Affairs for Sciences , addressed the problems faced by the Students.

jjjj) Co-curricular activities

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

llll) Students welfare and Discipline

mmmm) Membership / Participation in Bodies/Committees on Educational and National Development

nnnn) Professional Organizations of Teachers

PPPPPPP. Assessment

t) Steps taken by you for the evaluation of the course programme taught

QQQQQQQQ. General Data

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

Teacher)

Devy.k
(Signature of the

RRRRRRRR. **** Verification of factual data***

DDDDDD. General Information

EEEEEE. Teaching

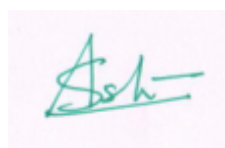
FFFFFF. Details of Innovations / Contribution in teaching, during the year

GGGGGG. Improvement of Professional competence

HHHHHH. Research contributions

IIIIII. Extension work / community service

JJJJJJ. Participation in Corporate Life



(Signature of the Person authorized*)

* By a person to be nominated by Principal / Vice Chancellor

Format – 2

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER –(2017-18)

SSSSSSSS. General Information

ooooooo) Name Saswati Majumdar

ppppppp) Date of Birth June 12, 1981

qqqqqqq) Address (Residential) 301- Nitya Enclacve, Srinagar Colony, Hyd 73
Ph.No. 8008299827

rrrrrrr) Designation Assistant Professor

sssssss) Department English

ttttttt) Area of Specialization T.S Eliot, Gender Studies, American Literature

uuuuuuu) Date of Appointment

xxxix. In the Institution June 2008

xl. In the present post 2011

vvvvvvv) Honors Conferred

TTTTTTTTT. Teaching

(cccc) Classes Taught

Class	Periods		
	Assigned per week **L T/P (21)	Taught in the year L T/P (2)	Steps taken for the teaching of periods missed during absence or leave
wwwwwww) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc.	16 hours of L		Extra classes were taken in case the students missed their classes.
ii) PG (M.A. /M.Sc. etc.)	2 classes per week		

iii) M.Phil			
iv) Any other			

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(dddd) Regularity and Punctuality – Regular and Punctual

(eeee) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students -yes

(ffff) Details of participation in the following

(cxxi) University Education

(cxxii) Internal Evaluation – conducted Internal evaluation for Internal Assessment

(cxxiii) Paper Setting- Paper setting for internal evaluation

(cxxiv) Assessment of Home assignments -

(cxxv) Conduct of Examinations-Conducted examinations(skill tests and Presentations as apart of internal evaluation)

(cxxvi) Evaluation of Dissertation etc

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

mmmmm) Design of curriculum –contributed towards BOS2016

nnnnn) Teaching methods-chalk and talk, lecture, relevant videos

ooooo) Laboratory experiments - NA

ppppp) Evaluation methods –Internal evaluation (Skill Test, Oral Presentation and Internal Assessment –written)

qqqqq) Preparation of resource material including book, reading materials, laboratory manuals etc.

rrrrr) Remedial Teaching / Student Counseling (Academic) -

sssss) Any other

VVVVVVVV. *Improvement of professional Competence :*

(gg) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.-NA

WWWWWWW. *Research Contributions :*

nnnnn) Number of students (M.Phil., / Ph.D.)

At the beginning of the year	Registered during the year	Completed during
------------------------------	----------------------------	------------------

			the year
M.Phil.			
Ph.D.			

ooooo) No. of research papers published (please enclose list)

The Maiden's Journey: A study of portrayal of the single Female characters in Children's Literature	Gitam University- School of Technology , Hyderabad
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ppppp) Research Projects

Titles of the project	Name of the funding agency	Duration

qqqqq) Details of Seminars, Conferences, Symposia organised

Name of the Seminar/ Conference/ Symposia Workshop / Refresher / Orientation etc.	Name of the Sponsoring Agency	Place and Date
Spoken Word-Poetry Workshop	La Fiesta, Department of English, St Francis College for Women	Hyderabad, 2017

rrrrr) Patents taken, if any, give a brief description

sssss) Membership of Professional Bodies, Editorship of Journals etc.

XXXXXXXX. Extension Work/Community Service

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

41. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.

42. National Literacy Mission

oo) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

YYYYYYYY. *Participation in Corporate Life :*

Please give a short account of your contribution to :

ooooo) College / University / Institution - Co-ordinator of the Prospectus Committee
ppppp) Co-curricular activities
qqqqq) Enrichment of campus life
(hostels, sports, games, cultural activities) Co-Ordinator La Fiesta -2017-18, Committee,

rrrrr) Students welfare and Discipline

sssss) Membership / Participation in Bodies/Committees on Educational and National Development

ttttt) Professional Organizations of Teachers

ZZZZZZZZ. Assessment

u) Steps taken by you for the evaluation of the course programme taught
Assessments(written, oral and presentations)

AAAAAAAAA. General Data

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

The year 2017-18 had been fruitful in terms of teaching learning procedure. Along with the U.G courses it was particularly interesting to teach the P.G Courses.. No major difficulties were faced during the year.

Majumdar

Teacher)

Saswati

(Signature of the

BBBBBBBBB. ** Verification of factual data*

KKKKKK. General Information

LLLLLL. Teaching

MMMMMM. Details of Innovations / Contribution in teaching, during the year
NNNNNN. Improvement of Professional competence
OOOOOO. Research contributions
PPPPPP. Extension work / community service
QQQQQQ. Participation in Corporate Life



(Signature of the Person authorized*)

* By a person to be nominated by Principal / Vice Chancellor

Format – 2

**PERFORMANCE APPRAISAL REPORT
FOR SELF APPRAISAL OF TEACHER
2017-2018**

CCCCCCCC. *General Information*

xxxxxxx) Name : **Dr.Mallika Shetty**

yyyyyyy) Date of Birth : **21st May 1972**

zzzzzzz) Address (Residential) : **Flat No.101,Malineni Towers,Road No.4 , Old
Bowenpally,Secunderabad. Ph.No.9848519360**

aaaaaaaa) Designation : **Head,Dept.of BMS**

bbbbbbbbb) Department : **Bachelor of Management Studies**

ccccccc) Area of Specialization : **Marketing and Entrepreneurship**

ddddddd) Date of Appointment

xli. In the Institution : **June 2003**

xlii. In the present post : **June 2003**

eeeeeeee) Honors Conferred : **NA**

DDDDDDDDDD. Teaching

(gggg) Classes Taught

Class	Periods		
	Assigned per week **L T/P (22)	Taught in the year L T/P (2)	Steps taken for the teaching of periods missed during absence or leave
ffffff) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc. ii) PG (M.A. /M.Sc. etc.) iii) M.Phil iv) Any other	18 hours per week (14 + 4)	540 teaching hours per year (420+120)	No cases of long leave.

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(hhhh) Regularity and Punctuality : Regular and Punctual

(iiii) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students

*** Teaching plan drawn out in the academic diary**

*** Synopsis of lectures in the form of ppt's forwarded to the class mail id**

*** Reading lists as specified in the syllabus copies /extra reading sent to the class mail id**

(jjjj) Details of participation in the following

(cxxvii) University Education - Yes

(cxxviii) Internal Evaluation -Yes

(cxxix) Paper Setting -Yes

(cxxx) Assessment of Home assignments -Yes

(cxxxix) Conduct of Examinations -Yes, Internal examinations

(cxxxii) Evaluation of Dissertation etc.-Yes

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

ttttt) Design of curriculum -**Yes**
uuuuu) Teaching methods -**Yes**
vvvvv) Laboratory experiments -**No**
wwwww) Evaluation methods -**Yes**
xxxxx) Preparation of resource material including book, reading materials,
laboratory manuals etc.-No
yyyyy) Remedial Teaching / Student Counseling (Academic)-**No**
zzzzz) Any other -**No**

FFFFFFF. Improvement of professional Competence :

(hh) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

GGGGGGGG. Research Contributions :

ttttt) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.		NA	
Ph.D.		NA	

uuuuu) No. of research papers published (please enclose list)

vvvvv) Research Projects

Titles of the project	Name of the funding agency	Duration
NA	NA	

wwwww) Details of Seminars, Conferences, Symposia organised :

Name of the Seminar/ Conference/ Symposia Workshop	Name of the Sponsoring Agency	Place and Date
---	-------------------------------	----------------

/ Refresher / Orientation etc.		
National Seminar on Emerging Trends in Women Entrepreneurship ,Business & Management – Issues and Challenges	TSCHE (Telangana State Council of Higher Education) The American Corner , St.Francis College for Women ,Hyderabad	19 -23 March ,2018 Dept. of Management Studies St.Francis College for Women,Hyderabad

xxxxx) Patents taken, if any, give a brief description :**NA**

yyyyy) Membership of Professional Bodies, Editorship of Journals etc.:**NA**

HHHHHHHHH. Extension Work/Community Service

pp) Please give a short account of your contribution to : **NA**

43. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.

44. National Literacy Mission :NA

qq) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.:**NA**

IIIIIIII. Participation in Corporate Life : NA

Please give a short account of your contribution to :

uuuuu) College / University / Institution :

*** Discharging duties as the Head of the Department**

*** Guiding department members draw up lesson plan , teaching plan and plan activities that complement teaching**

*** Help in drafting question papers**

*** As a member of committees constituted by the management contribute towards that specific area of work**

*** Contribute to evaluation of syllabus and revision if needed**

vvvvv) Co-curricular activities - NA

wwwww) Enrichment of campus life -NA
(hostels, sports, games, cultural activities)

xxxxx) Students welfare and Discipline - Yes

yyyyy) Membership / Participation in Bodies/Committees on Educational and National Development-NA

zzzzz) Professional Organizations of Teachers -NA

JJJJJJJJ. Assessment

v) Steps taken by you for the evaluation of the course programme taught

*** Take a feed back from students**

*** Discuss the same with department members**

*** Implement corrective measures**

KKKKKKKKKK. General Data

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

I have been able to discover my professional competencies through the several responsibilities entrusted on me. I have been able to complete my PhD with the support of the college and my own determination. I have always tried to innovate in class room teaching making the discussion relevant to the current trends within a given concept.

There have been no major difficulties personally but as a college would surely want to see more of a professional and consistent approach in handling routine issues. Also hope for the college to develop better networking with state government institutions that guide colleges as well as the UG

Mallika Shetty

(Signature of the Teacher)

LLLLLLLLL. * Verification of factual data

RRRRRR. General Information

SSSSSS. Teaching

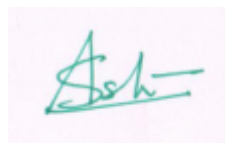
TTTTTT. Details of Innovations / Contribution in teaching, during the year

UUUUUU. Improvement of Professional competence

VVVVVV. Research contributions

WWWWWW. Extension work / community service

XXXXXX. Participation in Corporate Life



(Signature of the Person authorized*)

* By a person to be nominated by Principal / Vice Chancellor

:

Format – 2

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER

MMMMMMMMM. General Information

gggggggg) Name : Shalini Rachel

hhhhhhhh) Date of Birth : 11-07-1991

iiiiiii) Address (Residential): H.No. 37-118/5, Sri colony, R.K. Puram post,
Neredmet Cross roads, Secunderabad,, 500056

jjjjjjj) Ph.No: 9640474965

kkkkkkkk) Designation: Assistant Professor

lllllll) Department : Biotechnology

mmmmmmm) Area of Specialization: Microbiology, Biochemical techniques

nnnnnnnn) Date of Appointment

xlili. In the Institution: 8th June, 2015

xliv. In the present post : 10th June, 2016

oooooooo) Honors Conferred

NNNNNNNNN. Teaching

(kkkk) Classes Taught

Class	Periods		
	Assigned per week **L T/P (23)	Taught in the year L T/P (2)	Steps taken for the teaching of periods missed during absence or leave
pppppppp) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc. ii) PG (M.A. /M.Sc. etc.) iii) M.Phil iv) Any other	B.Sc: 21hrs Odd semester Theory: Final years: 3hrs Practicals: 6 batches x 3hrs = 18hrs Even semester: 21hrs Theory: First years: 3 hrs Final years: 3 hrs Practicals: 5 batches X 3hrs = 15hrs	Theory: First year: 35hrs Final years:79 hrs Practicals: 339 hrs	Theory classes were taken during the free hours of students, Practical classes were taken by co incharge faculty

*(to be filled at the end of every academic year)

****L=Lecture T=Tutorial P=Practical**

(III) Regularity and Punctuality

(mmmm) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students :

- Students were informed regarding the books to refer for each topic.
- Notes were provided for few important topics.
- Teachings aids such as OHP's, Powerpoints were shared to students as reference for better understanding.
- Assignments were given for certain important topics and evaluated, suggestions were given to students accordingly.

(nnnn) Details of participation in the following

(cxxxiii) University Education : No

(cxxxiv) Internal Evaluation : Yes (Continuous internal assessments)

(cxxxv) Paper Setting: Yes (Continuous internal assessments, semester end practical examinations)

(cxxxvi) Assessment of Home assignments : Yes

(cxxxvii) Conduct of Examinations: Yes (Skill based tests, semester end practical examinations)

(cxxxviii) Evaluation of Dissertation etc. Yes, for final year students

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

aaaaaa) Design of curriculum

bbbbbb) Teaching methods: OHP transparencies, Powerpoint presentations, Video animations, Live demonstration

cccccc) Laboratory experiments : Hands on experience, live demonstration

dddddd) Evaluation methods : Skill based tests, Home Assignments

eeeeee) Preparation of resource material including book, reading materials, laboratory manuals etc.

- Notes were prepared for critical topics, powerpoint presentations, OHP transparencies made for lectures were shared to the students for reference.

ffffff) Remedial Teaching / Student Counseling (Academic)

gggggg) Any other

PPPPPPPPP. Improvement of professional Competence :

(ii) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

- Pursuing distance education in M.A. Education with IGNOU (Indira Gandhi National Open university)
- Participated and Won the Best paper presentation award in “international conference on science and technology engineering, mathematics (STEM) education and faculty development.
- Participated in RBPT training and workshop organised by the college.
- Attended one day seminar on the topic, Future of Chitosans, Nanobio3 Project, organized by HCU, Hyderabad.

QQQQQQQQQ. Research Contributions :

zzzzz) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

aaaaa)No. of research papers published (please enclose list): 4

bbbbbb) Research Projects

Titles of the project	Name of the funding agency	Duration

cccccc) Details of Seminars, Conferences, Symposia organised

dddddd) Patents taken, if any, give a brief description

eeeeee) Membership of Professional Bodies, Editorship of Journals etc.

RRRRRRRRR. Extension Work/Community Service

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

45. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.

46. National Literacy Mission

ss) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

SSSSSSSSS. Participation in Corporate Life :

Please give a short account of your contribution to :

aaaaaa) College / University / Institution
 bbbbbb) Co-curricular activities :
 ccccc) Participated in curricular activities organized by various clubs of the college
 such as FACE club, Women'Cell
 dddddd) Enrichment of campus life (hostels, sports, games, cultural activities):
 eeeee) Participated and Won first place in sports such as Badminton and Throw ball
 organized by the college for the staff.
 fffff) Students welfare and Discipline
 gggggg) Membership / Participation in Bodies/Committees on Educational and
 National Development
 hhhhhh) Professional Organizations of Teachers

TTTTTTTTT. Assessment

w) Steps taken by you for the evaluation of the course programme taught
 Lesson plans for teaching was made at the beginning of every semester and the same
 was followed for teaching. Any discrepancies were adjusted by taking extra classes. A
 couple of classes were reserved for revision before the continuous internal
 assessments and semester end examinations. Class tests were conducted and
 assignments were given on a regular basis to assess the understanding of students
 regarding the topics taught.

UUUUUUUUU. General Data

State brief assessment of your performance indicating

(a) Achievements:

Students were able to follow the topics taught both during theory and practicals such as
 microbiology, biochemistry, stem cells, transplantation etc.. and relate them with their
 daily life incidences. This increased their interest in the subject.

(b) Difficulties faced:

(c) Suggestions for improvement:

(Signature of the
 Teacher)

VVVVVVVVV. * Verification of factual data

YYYYYY. General Information

ZZZZZZ. Teaching

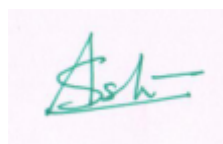
AAAAAAA. Details of Innovations / Contribution in teaching, during the year

BBBBBBB. Improvement of Professional competence

CCCCCCC. Research contributions

DDDDDDD. Extension work / community service

EEEEEEE. Participation in Corporate Life



(Signature of the Person authorized*)

* By a person to be nominated by Principal / Vice Chancellor

Format – 2

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER

A. General Information

- a) Name T SHOUNI NIVEDITHA
- b) Date of Birth 10-05-1990
- c) Address (Residential) 4-7-8/80, Bharath Nagar, Kowkooor, Secunderabad - 10
Ph.No. 8125141175
- d) Designation: Assistant Professor
- e) Department: Biotechnology
- f) Area of Specialization: Biotechnology
- g) Date of Appointment 1-07-2013
 - i. In the Institution 1-07-2013
 - ii. In the present post 1-07-2015
- h) Honors Conferred

B. Teaching

(a) Classes Taught

Class	Periods		
	Assigned per week **L T/P (1)	Taught in the year L T/P	Steps taken for the teaching of periods missed during absence or leave

		(2)	
i) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc.)	Odd semester-20hrs Theory- 08hrs Practical - 4x3=12hrs Even Semester-21hrs Theory- 06hrs Practical - 4x3=12hrs Forensic science - 03	Theory: 198 Practical:243	Theory: Took extra class, adjusted the classes missed with the other faculty dealing with the same paper. Practical:The co-faculty had taken the practical class.
ii) PG (M.A. /M.Sc. etc.)			
iii) M.Phil			
iv) Any other			

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality Yes

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students Yes

(d) Details of participation in the following

(i) University Education

(ii) Internal Evaluation Yes, Internal Assessment, practical exam.

(iii) Paper Setting Yes, Semester practical exam, open elective-External paper

(iv) Assessment of Home assignments Yes

(v) Conduct of Examinations Yes, semester practical exam.

(vi) Evaluation of Dissertation etc. Yes, evaluation of project.

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

a) Design of curriculum No

b) Teaching methods Animations, PPTs, chalk and talk

c) Laboratory experiments: Yes, monitoring the students while practicals, live demonstration.

- d) Evaluation methods Skill test, assignment
- e) Preparation of resource material including book, reading materials, laboratory manuals etc. No
- f) Remedial Teaching / Student Counseling (Academic) No
- g) Any other

D. Improvement of professional Competence :

- (a) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.
 - Participated in one day seminar on the topic," Future of Chitosans, Nanobio3 Project", organized by HCU, Hyderabad on September 20th 2017
 - Participated in "International conference of Science Technology engineering and mathematics (STEM) education and faculty development" and presented a poster on "MTHFR GENE VARIANT(C677T) AS A RISK FACTOR FOR NEURAL TUBE DEFECTS" held during 6th November 2017 to 11th November 2017 at St. Francis College for Women, Begumpet.

E. Research Contributions :

- a) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

- b) No. of research papers published (please enclose list)

- c) Research Projects

Titles of the project	Name of the funding agency	Duration

- d) Details of Seminars, Conferences, Symposia organised
Organized an International conference on STEM along with the other Science departments.

- e) Patents taken, if any, give a brief description
- f) Membership of Professional Bodies, Editorship of Journals etc.

F. Extension Work/Community Service

- a) Please give a short account of your contribution to :
 - 1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.
 - 2. National Literacy Mission
- b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

G. *Participation in Corporate Life :*

Please give a short account of your contribution to :

- a) College / University / Institution
- b) Co-curricular activities
- c) Enrichment of campus life
(hostels, sports, games, cultural activities)
- d) Students welfare and Discipline
- e) Membership / Participation in Bodies/Committees on Educational and National Development
- f) Professional Organizations of Teachers

H. Assessment

- a) Steps taken by you for the evaluation of the course programme taught

A teaching plan for the course taught was made at the beginning of the semester and was followed. Classes missed was covered up by taking an extra class for the same. Quiz, regular assignments, seminars and tests were conducted in the class to analyse the progress of the students.

I. General Data

Achievement:

Students were able to understand the courses taught to them and were able to correlate them with the day to day advances made in the field of Biotechnology. They were also able to easily answer the questions in various M.Sc entrance exams.

Difficulties faced:

Students are not able to maintain a healthy balance between their academics and non academic events because of which they are missing their classes.

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

Teacher)

(Signature of the

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

Format – 2

**PERFORMANCE APPRAISAL REPORT
FOR SELF APPRAISAL OF TEACHER**

WWWWWWWWW. General Information

qqqqqqqq) Name K. Shree Jyothi

rrrrrrrr) Date of Birth 13-04-1973

ssssssss) Address (Residential) C-603,Amsri Central Court, Old Lancer Lines,
Secunderabad - 500025
Ph.No. 8978694000

tttttttt) Designation Assistant Professor

uuuuuuuu) Department Commerce

vvvvvvvv) Area of Specialization Finance

wwwwwww) Date of Appointment
xlv. In the Institution 2-07-2012

xlvi. In the present post

xxxxxxx) Honors Conferred

XXXXXXXXXX. Teaching

(oooo) Classes Taught

Class	Periods		
	Assigned per week **L T/P	Taught in the year L T/P	Steps taken for the teaching of periods missed during absence or leave
	(24)	(2)	
yyyyyyyy) UG (B.com) III yr	5	5	Extra class taken
ii) PG (M.Com) I yr	5	5	Extra classes taken as the subject demanded more classes
M.Com) II yr	5	6	
iii) M.Phil			
iv) Any other			

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(pppp) Regularity and Punctuality 100%

(qqqq) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students **Yes**

(rrrr) Details of participation in the following

(cxxxix) University Education Yes

(cxl) Internal Evaluation Yes (Internal Evaluation of Supplementary and PG Internal Evaluation)

(cxli) Paper Setting Yes (Paper setting for BMS, Bcom International Finance and other PG supplementary papers)

(cxlii) Assessment of Home assignments Yes (Students were given skill tests like Technical analysis and simulation methods which were evaluated)

(cxliii) Conduct of Examinations Yes (Internal Assessment conducted and have given the students the firsthand experience of the external examination)

(cxliv) Evaluation of Dissertation etc. Yes(11 projects of Mcom II years have been evaluated)

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

- hhhhh) Design of curriculum :
- iiiiii) Teaching methods : Teaching finance subjects with excel applications used in the industry for example historical simulation, monte carlo simulation, stock analysis, mutual fund analysis
- jjjjjj) Laboratory experiments : Taught advanced risk management techniques in Excel
- kkkkkk) Evaluation methods: Innovative skill tests are given to the students which they can apply in the practical situations which help them to be ready for the market.
- Bcom- Stock analysis using Fundamental and technical analysis (one stock per student)
- Mcom I – Innovative instruments analysis in Financial Markets
Housing Finance Institution performance (one institution per student)
- Mcom II – Risk assessment of an organization using questionnaire (one company per student)
- Value at Risk calculation in Excel for a company stock. (one stock per student)
- Statistical and Technical Analysis of Forex (one currency pair per student)
- lllll) Preparation of resource material including book, reading materials, laboratory manuals etc.
- Prepared detailed material for subjects handled.
- mmmmmm) Remedial Teaching / Student Counseling (Academic)
- nnnnnn) Any other (outreach for Mcom I yr students was organized for 30 hours in old age home, orphanage, Thanks giving cards to banks etc.)

ZZZZZZZZ. Improvement of professional Competence :

- (jj) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

Seminars/workshops attended	Date/Year
Capacity Building Program on Commodity Derivatives Market organized by Department of Management Studies, Sree Vidyaniketan Institute of Management, Tirupathi	20th April 2018
Two week FDP on Research Methodology using Excel, SPSS and R Programming at Department of Management, University of Hyderabad	20 November to 3 rd December, 2017
3 rd International Conference Global Insurance: Practices & Outlook, Department of Commerce, Osmania University, Hyderabad, Telangana,	29 th to 31 st , July 2017

AAAAAAAA. Research Contributions :

- ffffff) Number of students (M.Phil., / Ph.D.)

At the beginning of the year	Registered during the year	Completed during the year
M.Phil.		
Ph.D.		

- gggggg) No. of research papers published (please enclose list)

1. One paper titled “**Indian Commodity Markets: A Thematic Review of Existing Literature**” published in the International Journal of Applied Business and Economic Research Volume 15, Number 5, 2017, ISSN: 0972-7302.(Scopus Indexed)

hhhhh) Research Projects

Titles of the project	Name of the funding agency	Duration

iiiiii) Details of Seminars, Conferences, Symposia organised

jjjjjj) Patents taken, if any, give a brief description

kkkkkk) Membership of Professional Bodies, Editorship of Journals etc.

BBBBBBBBBB. Extension Work/Community Service

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

47. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.

48. National Literacy Mission

uu) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

CCCCCCCCC. *Participation in Corporate Life :*

Please give a short account of your contribution to :

iiiiii) College / University / Institution

jjjjjj) Co-curricular activities

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

lllll) Students welfare and Discipline

mmmmm) Membership / Participation in Bodies/Committees on Educational and National Development

nnnnn) Professional Organizations of Teachers

DDDDDDDDDD. Assessment

x) Steps taken by you for the evaluation of the course programme taught

EEEEEEEEEE. General Data

State brief assessment of your performance indicating

(a) achievements - successfully completed syllabus on time, projects guided by me were appreciated by the companies. The assignments given by me were included in resume and students were preferred by the interviewers and questioned in the interview regarding these and were very happy (this is the feedback given by the passed out students. For example Himanshi agarwal placed in S&P Capital IQ was interviewed based on FRM assignment and got job immediately)

(b) difficulties faced -

(c) Suggestions for improvement.

Teacher)

(Signature of the

FFFFFFFFF. * Verification of factual data

FFFFFFF. General Information

GGGGGGG. Teaching

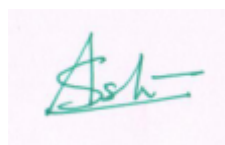
HHHHHHH. Details of Innovations / Contribution in teaching, during the year

IIIIII. Improvement of Professional competence

JJJJJJ. Research contributions

KKKKKKK. Extension work / community service

LLLLLLL. Participation in Corporate Life



(Signature of the Person authorized*)

* By a person to be nominated by Principal / Vice Chancellor

Format – 2

**PERFORMANCE APPRAISAL REPORT
FOR SELF APPRAISAL OF TEACHER (2017-18)**

GGGGGGGGGG. General Information

zzzzzzzz) Name :Y.SuryaVardhani

aaaaaaaa) Date of Birth :06/12/1981

bbbbbbbbb) Address (Residential) :MatrixMajestic ,Flat No:402 ,A-Block,Shaili
Gardens,Yapral Ph.No: 9866203452.

cccccccc) Designation:Asst.Professor

dddddddd) Department:Mathematics

eeeeeeee) Area of Specialization:M.Sc(Pure Mathematics)

fffffffff) Date of Appointment :

xlvi. In the Institution:15/06/2005

xlvi. In the present post :Permanant

ggggggggg) Honors Conferred :Has Been Invited as Judge For Paper and Poster
Presentations at RBVRR College as a part of their Mathematics day Celebraions
“GNANA”.

HHHHHHHHHH. Teaching

(ssss) Classes Taught

Class	Periods		
	Assigned per week **L T/P (25)	Taught in the year L T/P (2)	Steps taken for the teaching of periods missed during absence or leave
hhhhhhhh) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc. ii) PG (M.A. /M.Sc. etc.) iii) M.Phil iv) Any other	ODD:23,EVEN:23	2017-18	

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(tttt) Regularity and Punctuality :Yes

(uuuu) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students :Syllabus is given at the starting day,slow learners will be given bridge course

(vvvv) Details of participation in the following

(cxlv) University Education

(cxlvi) Internal Evaluation :Regular B.Sc (Setting Of Supplementary Papers),Internal Practical and assessment Papers are set.

(cxlvii) Paper Setting:Supplementary Theory as well as Practical Question papers

(cxlviii) Assessment of Home assignments Work is assigned to students based on that marks are allotted:

(cxlix) Conduct of Examinations:Internal And External Theory as well as Practicals,External Practical Examiner for Bhavans College as well as RBVRR College
(cl)Evaluation of Dissertation etc.:Students Projects were evaluated Internally according to the criteria based .

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

oooooo) Design of curriculum
pppppp) Teaching methods: Chalk and Board, Software Testing
qqqqqq) Laboratory experiments :Matlab,Sage Software
rrrrrr) Evaluation methods :Skill test is taken theorectically as well as practically,Presentations Of PPTs.
ssssss) Preparation of resource material including book, reading materials, laboratory manuals etc.
tttttt) Remedial Teaching / Student Counseling (Academic):Help slow learners by attending to their needs in that particular topic or syllabus concerned.
uuuuuu) Any other :

JJJJJJJJJ. Improvement of professional Competence :

(kk) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

- Attended 3 day Workshop on RBPT at Bhavans College,Sainikpuri from Jan 17th -19th ,.

KKKKKKKKKK. Research Contributions :

IIIIII) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

mmmmmm) No. of research papers published (please enclose list)

nnnnnn) Research Projects

Titles of the project	Name of the funding agency	Duration

oooooo) Details of Seminars, Conferences, Symposia organised

pppppp) Patents taken, if any, give a brief description

qqqqqq) Membership of Professional Bodies, Editorship of Journals etc.

LLLLLLLLLL. Extension Work/Community Service

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

49. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.

50. National Literacy Mission

ww) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

MMMMMMMMMM. *Participation in Corporate Life :*

Please give a short account of your contribution to :

oooooo) College / University / Institution : Member Of Exam Branch

pppppp) Co-curricular activities

qqqqqq) Enrichment of campus life : Part of Farewell Programme for dance organized.
(hostels, sports, games, cultural activities)

rrrrrr) Students welfare and Discipline

ssssss) Membership / Participation in Bodies/Committees on Educational and National Development

ttttt) Professional Organizations of Teachers: Member of Indian Science congress

NNNNNNNNNN. Assessment

y) Steps taken by you for the evaluation of the course programme taught: Slow Learners are taken Care off by giving special attention to them, lot of improvement had been through.

OOOOOOOOOO. General Data

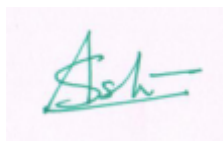
State brief assessment of your performance indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement.

Y.Suryavardhani
(Signature of the

Teacher)

PPPPPPPPPP. * Verification of factual data

MMMMMMM. General Information
NNNNNNN. Teaching
OOOOOOO. Details of Innovations / Contribution in teaching, during the year
PPPPPPP. Improvement of Professional competence
QQQQQQQ. Research contributions
RRRRRRR. Extension work / community service
SSSSSSS. Participation in Corporate Life



(Signature of the Person authorized*)

* By a person to be nominated by Principal / Vice Chancellor

Format – 2

**PERFORMANCE APPRAISAL REPORT
FOR SELF APPRAISAL OF TEACHER
2017 - 2018**

QQQQQQQQQQ. General Information

iiiiiii) Name: **Swetha Rachel Deshbandhu**

jjjjjjjj) Date of Birth: **12-02-1988**

kkkkkkkkk) Address (Residential):

3-6-286/11, RKS Apts,

Hyderguda,

Hyderabad - 500029.

Ph.No. **9885154282**

lllllllll) Designation: **Lecturer**

mmmmmmmmm) Department: **Languages**

nnnnnnnnn) Area of Specialization: **French**

ooooooooo) Date of Appointment:

xlix. In the Institution: **27-06-2012**

l. In the present post: **01-07-2015**

ppppppppp) Honors Conferred: **NA**

RRRRRRRRRR. Teaching

(www) Classes Taught

Class	Periods		
	Assigned per week **L T/P (26)	Taught in the year L T/P (2)	Steps taken for the teaching of periods missed during absence or leave
qqqqqqqqq) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc. ii) PG (M.A. /M.Sc. etc.) iii) M.Phil iv) Any other	20	180+180=360	Worksheets given to students for practice which would be discussed in the following class

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(xxxx) Regularity and Punctuality: **Being a discipline-centric person, I give high regard to being punctual and regular to all my classes. I encourage my students to do the same.**

(yyyy) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students:

The teaching plan is prepared according to the academic calendar of the institution. Syllabus and teaching hours are evenly distributed across the semester followed by reinforcement exercises through work sheets, continuous assessments and internal assessments. Synopses of lectures are available to students. Teaching of the themes of each unit of the syllabus is done by supplying the student with current day reading material.

(zzzz) Details of participation in the following

(cli) University Education: **NA**

(clii) Internal Evaluation: **I have been an internal evaluator for exams in the college.**

(cliii) Paper Setting: **I have set semester and supplementary question papers for two autonomous colleges in Hyderabad.**

(cliv) Assessment of Home assignments: **The students are given assignments to gauge their understanding of a topic taught in class which are then evaluated and presented in class by the student to allow fellow students to benefit from the same.**

(clv) Conduct of Examinations: **Conducted class tests and skill tests for the students each semester. I have invigilated for both internal and external examinations held by the college.**

(clvi) Evaluation of Dissertation etc.: **NA**

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

vvvvvv) Design of curriculum: **The entire curriculum was designed according to the revised CBCS structure suggested by UGC. The textbook followed by the Osmania University has been introduced in the college.**

wwwwww) Teaching methods: **Chalk and board method, communicative and interactive approach, use of role plays and simulative games which allow students to learn through the enactment of real life situations.**

xxxxxx) Laboratory experiments: **NA**

yyyyyy) Evaluation methods: **Written tests, viva, presentations, skill tests**

zzzzzz) Preparation of resource material including book, reading materials, laboratory manuals etc.: **NA**

aaaaaaa) Remedial Teaching / Student Counseling (Academic):

Slow learners and poor performers are identified and special coaching is given to these students. I have conducted remedial classes for many students equipping them with effective teaching to clear their backlog exams.

bbbbbbb) Any other

Learning of the language is encouraged by conducting activities such as collage making and participating in quizzes based on French culture and language. Students are encouraged to discover the language and immerse in the culture.

TTTTTTTTTTT. *Improvement of professional Competence :*

(II) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

Attended seminar on Personality Development Seminar organised by St. Francis College for Women.

UUUUUUUUUU. *Research Contributions : NA*

rrrrrr) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

ssssss) No. of research papers published (please enclose list)

tttttt) Research Projects

Titles of the project	Name of the funding agency	Duration

uuuuuu) Details of Seminars, Conferences, Symposia organised

vvvvvv) Patents taken, if any, give a brief description

wwwwww) Membership of Professional Bodies, Editorship of Journals etc.

VVVVVVVVVV. Extension Work/Community Service

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

51. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.

Contributor and participant in a Hyderabad based NGO – Youngistaan Foundation.

52. National Literacy Mission: *NA*

yy) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

WWWWWWWWWW. *Participation in Corporate Life :*

Please give a short account of your contribution to:

uuuuuu) College / University / Institution

My contribution to the college since the past six years in the role of French language lecturer has been to impart knowledge of a foreign language, allowing the students to discover not just a new language but also, a new culture and society. Being an able, dynamic lecturer in my field I enable the students appreciate the language through the pedagogical activities and make it as a successful choice even for the future students.

vvvvvv) Co-curricular activities

Enabling the students learn more about the French language through the organisation of guest lectures and workshops where the students were made to understand the impact of the language in the current job market as well as how they could gain an international diploma in French with what they have studied in the college.

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

Various competitions have been organised by the department like quizzes where the students get to discover and learn more about the French language and culture.

xxxxxx) Students welfare and Discipline

As a class teacher, I have been able to help and counsel students who are going through a stressful time. Some students who I have taught come to me to seek my counsel to make important decisions regarding their college life and higher education. I have conducted remedial classes for many students equipping them to effective ways to clear their backlog exams.

yyyyyy) Membership / Participation in Bodies/Committees on Educational and National Development
NA

zzzzzz) Professional Organizations of Teachers
NA

XXXXXXXXXXXX. Assessment

z) Steps taken by you for the evaluation of the course program taught

The evaluation of the course taught is done by internal assessments, viva, skill tests and presentations.

YYYYYYYYYYYY. General Data

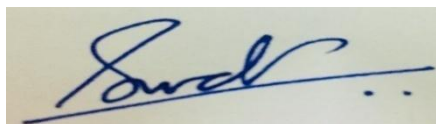
State brief assessment of your performance indicating (a) achievements (b) difficulties faced and (c) suggestions for improvement.

(a) **I have been able to impart my knowledge of the French language to the students successfully through my dynamic teaching which has been commended and appreciated by my students. I have also been instrumental in their discovery of the French culture. Through my teaching of a foreign language, they have been given another viable career option. Some students have been able to obtain an international diploma in French through the Ministry of National Education, France.**

(b) **High strength in classrooms may become an impediment to provide effective teaching. Given that certain students are unruly and discourteous in their disposition towards learning the language causes immense hindrance to the students who are motivated to learn and the class in general. Lack of discipline in submitting assignments on time disturbs the rhythm of the curriculum.**

(c) **Discipline being a core aspect of growth has to be emphasized and inculcated in the student by the institution. Formal reprimands, memos and suspensions**

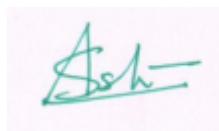
should be given to students who lack discipline and do not adhere to the rules of the institution to improve overall development.



(Signature of the Teacher)

ZZZZZZZZZZ. * *Verification of factual data*

TTTTTTT.	General Information
UUUUUUU.	Teaching
VVVVVVV.	Details of Innovations / Contribution in teaching, during the year
WWWWWWW.	Improvement of Professional competence
XXXXXXXX.	Research contributions
YYYYYYY.	Extension work / community service
ZZZZZZZ.	Participation in Corporate Life



(Signature of the Person authorized*)

* By a person to be nominated by Principal / Vice Chancellor

Format – 2

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER

AAAAAAAAAAAA. *General Information*

rrrrrrrrr) Name : Vanilakshmi.V

sssssssss) Date of Birth :30-5-1978

ttttttttt) Address (Residential) : #406,Devi Jayana Apartments, Opp RRB, Keshav
Nagar Colony,Mettuguda,Secunderabad-500 017 Ph.No: 040 27824393

uuuuuuuuuu) Designation : Asst. Professor

vvvvvvvvvv) Department :Electronics

wwwwwwwww) Area of Specialization : Applied Electronics

xxxxxxxxxxx) Date of Appointment

li. In the Institution : 8-6-2015

lii. In the present post :8-6-2015

yyyyyyyyyy) Honors Conferred

BBBBBBBBBBBB. Teaching

(aaaaa)Classes Taught

Class	Periods		
	Assigned per week **L T/P (27)	Taught in the year L T/P (2)	Steps taken for the teaching of periods missed during absence or leave
zzzzzzzzzz) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc. ii) PG (M.A. /M.Sc. etc.) iii) M.Phil iv) Any other	Odd Sem (5/15) Even Sem(5/15)	Odd Sem(68 /154) Even Sem(68/153)	*Adjusted the time table with other lecturer. *Taken extra classes. *Given Library assignment .

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(bbbbb) Regularity and Punctuality : Taken Care

(ccccc)Details of course teaching plan, synopses of lecturers, and reading lists supplied to students

- Units have been distributed evenly across the Semester.
- Reading list has been given from the syllabus based on the topic.

(ddddd) Details of participation in the following

(clvii) University Education

(clviii) Internal Evaluation

(clix)Paper Setting : Practical - March 2018,Oct 2017

(clx) Assessment of Home assignments

(clxi)Conduct of Examinations : External Examiner (Practical): April 2018

(clxii) Evaluation of Dissertation etc.

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

- ccccccc) Design of curriculum
ddddddd) Teaching methods : Chalk & Talk, OHP & PPT
eeeeeee) Laboratory experiments
ffffff) Evaluation methods
ggggggg) Preparation of resource material including book, reading materials, laboratory manuals etc.
hhhhhhh) Remedial Teaching / Student Counseling (Academic) : Organized Remedial classes.
iiiiiii) Any other

DDDDDDDDDDDD. Improvement of professional Competence :

- (mm) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

TITLE	Organized By:	Place & Date
International Conference on Science Technology Engineering & Mathematics(STEM)	Faculty of Science , St.Francis College for Women,Begumpet,Hyderabad	St.Francis College for Women, Begumpet, Hyderabad Nov11th –Nov 16th 2018, (6 days)
Workshop on “Research Based Pedagogical Tools(RBPT)”	Workshop on “Research Based Pedagogical Tools(RBPT)”	St.Francis College for Women,Begumpet,Hyderabad April 3rd & 4th ,2018

EEEEEEEEEEEE. Research Contributions :

- xxxxxxx) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

yyyyyy) No. of research papers published (please enclose list)

zzzzzz) Research Projects

Titles of the project	Name of the funding agency	Duration

aaaaaaa) Details of Seminars, Conferences, Symposia organised

bbbbbbb) Patents taken, if any, give a brief description

ccccccc) Membership of Professional Bodies, Editorship of Journals etc.

FFFFFFFFFFFF. Extension Work/Community Service

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

53. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.

54. National Literacy Mission

aaa) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

GGGGGGGGGGGG. Participation in Corporate Life :

Please give a short account of your contribution to :

aaaaaaa) College / University / Institution

bbbbbbb) Co-curricular activities : Organized within the Dept.

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

ddddddd) Students welfare and Discipline

eeeeeee) Membership / Participation in Bodies/Committees on Educational and National Development

ffffff) Professional Organizations of Teachers

HHHHHHHHHHHH. Assessment

aa) Steps taken by you for the evaluation of the course programme taught : Quiz,Puzzles, JAM, Poster presentation etc

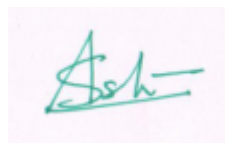
IIIIIIIIII. General Data

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

(Signature of the
Teacher)

JJJJJJJJJJ. * Verification of factual data

AAAAAAAAA.	General Information
BBBBBBBBB.	Teaching
CCCCCCCCC.	Details of Innovations / Contribution in teaching, during the year
DDDDDDDDD.	Improvement of Professional competence
EEEEEEEEEE.	Research contributions
FFFFFFFFF.	Extension work / community service
GGGGGGGGG.	Participation in Corporate Life



(Signature of the Person authorized*)

* By a person to be nominated by Principal / Vice Chancellor

Format – 2

**PERFORMANCE APPRAISAL REPORT
FOR SELF APPRAISAL OF TEACHER**

KKKKKKKKKKKK. General Information

aaaaaaaaa) Name : Dr.Ch.Yugandhar

bbbbbbbbbbb) Date of Birth :02-03-1970

Address (Residential) : #104,Sri Rama Enclave,Chappal Bazar ,kachiguda,Hyderabad-27

Ph.No.:9849651251

ccccccccc) Designation : Head

dddddddddd) Department : Department of statistics

eeeeeeeeeee) Area of Specialization :

fffffffffff) Date of Appointment

liii. In the Institution : 03 August 2011

liv. In the present post : 01 March 2014

ggggggggggg) Honors Conferred

LLLLLLLLLLLL. Teaching

(eeeeee) Classes Taught

Class	Periods		
	Assigned per week **L T/P (28)	Taught in the year L T/P (2)	Steps taken for the teaching of periods missed during absence or leave
hhhhhhhhh) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc. ii) PG (M.A. /M.Sc. etc.) iii) M.Phil iv) Any other	7;9	14;20	

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(fffff) Regularity and Punctuality

(ggggg) Details of course teaching plan, synopses of lecturers, and reading lists
supplied to students

(hhhhh) Details of participation in the following

(clxiii) University Education :NA

(clxiv) Internal Evaluation : YES

(clxv) Paper Setting : yES

(clxvi) Assessment of Home assignments :YEs

(clxvii) Conduct of Examinations : YES

(clxviii) Evaluation of Dissertation etc. YEs

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

jjjjjjj) Design of curriculum :YES

kkkkkkk) Teaching methods : PPTs , Using statistical Packages

lllllll) Laboratory experiments : Students use SPSS package for the projects

mmmmmmm) Evaluation methods : Internal Assessment and Continuous Assessment undertaken

nnnnnnn) Preparation of resource material including book, reading materials, laboratory manuals etc.:No

ooooooo) Remedial Teaching / Student Counseling (Academic) : Done regularly

ppppppp) Any other

NNNNNNNNNN. Improvement of professional Competence :

(nn) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

Name of the Seminar/ Conference/ Symposia Workshop / Refresher / Orientation etc.	Name of the Sponsoring Agency	Place and Date
1.Two day workshop on R- software and Data sciences	St.francis college for women	20,21 ,January 2017 Department of Statistics,OU

2.International conference on STEM education and faculty development	St.Francis college for women	6-11 November 2017 St.Francis college
3.one day national seminar on"Library resources for Teaching and Research- opportunities and challenges.	St.Francis college for women	30th November 2017 St.Francis college

OOOOOOOOOOO. Research Contributions :

ddddddd) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

eeeeeee) No. of research papers published (please enclose list)

ffffff) Research Projects

Titles of the project	Name of the funding agency	Duration

ggggggg) Details of Seminars, Conferences, Symposia organised

hhhhhhh) Patents taken, if any, give a brief description

iiiiiii) Membership of Professional Bodies, Editorship of Journals etc.

PPPPPPPPPP. Extension Work/Community Service

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

55. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.

56. National Literacy Mission

ccc) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

QQQQQQQQQQQ. Participation in Corporate Life :

Please give a short account of your contribution to :

ggggggg) College / University / Institution

hhhhhhh) Co-curricular activities

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

jjjjjjj) Students welfare and Discipline

kkkkkkk) Membership / Participation in Bodies/Committees on Educational and National Development

External examiner for Various autonomous colleges

lllllll) Professional Organizations of Teachers

RRRRRRRRRRR. Assessment

bb) Steps taken by you for the evaluation of the course programme taught

SSSSSSSSSSS. General Data

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

- Student progression to higher studies is good
- Department is not stabilized due to frequent change of faculty.
- Difficult to find the staff.
- Regular Departmental meetings
- conducted study tours to students

(Signature of the
Teacher)

TTTTTTTTTTTT. * Verification of factual data

HHHHHHHH. General Information

IIIIII. Teaching

JJJJJJJ. Details of Innovations / Contribution in teaching, during the year

KKKKKKKK. Improvement of Professional competence

LLLLLLLL. Research contributions

MMMMMMMM. Extension work / community service

NNNNNNNN. Participation in Corporate Life

A handwritten signature in blue ink, appearing to be 'Ash', with a horizontal line extending from the end of the signature.

(Signature of the Person authorized*)

* By a person to be nominated by Principal / Vice Chancellor

Format – 2

**PERFORMANCE APPRAISAL REPORT
FOR SELF APPRAISAL OF TEACHER**

A. General Information

- a) Name : Dr. Sr. Sujatha Yeruva
- b) Date of Birth : 26-07-1976
- c) Address (Residential): St. Francis Convent, Umanagar, Begumpet, Hyderabad-16.
Ph.No. : +91 8056349349
- d) Designation : Asst. Professor, Head Department of Computer Science, IT Admin
- e) Department : Department of Computer Science
- f) Area of Specialization : Social Network Analysis, Data Mining, Big Data, Networks
- g) Date of Appointment
 - i. In the Institution : 12-06-2003
 - ii. In the present post : 12-06-2003
- 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
i) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc.)			
ii) PG (M.A. /M.Sc. etc.)	15 Hrs	540	

iii) M.Phil			
iv) Any other			

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality : Yes

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students : Yes

(d) Details of participation in the following

(i) University Education : Nil

(ii) Internal Evaluation : Ug/ PG Semester End Regular and supplementary internal evaluator

(iii) Paper Setting : UG/PG Semester End Regular and Supplementary Papers set

(iv) Assessment of Home assignments :

(v) Conduct of Examinations : Ug/ PG Semester End Regular and supplementary internal exams conducted

(vi) Evaluation of Dissertation etc. : UG/ PG Project dissertation evaluated as an internal

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

- a) Design of curriculum : Designed the UG/PG Curriculum for St. Francis college
- b) Teaching methods: Chalk and board, Using Power Point Slides using LCD, Group discussions, quiz, debat, seminars, projects, Lecture
- c) Laboratory experiments : Hands on practicals in computer labs.
- d) Evaluation methods : Online / Offline
- e) Preparation of resource material including book : Prepared reading materials / lab manuals
reading materials, laboratory manuals etc.
- f) Remedial Teaching / Student Counseling (Academic) : For slow learners
- g) Any other : Automated Exam Branch and Administrated campus ERP

D. Improvement of professional Competence :

- (a) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

E. Research Contributions :

- a) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.	Bharathiar University, Coimbatore	2013	2017

b) No. of research papers published (please enclose list) : List attached

c) Research Projects

Titles of the project	Name of the funding agency	Duration

d) Details of Seminars, Conferences, Symposia organized : List attached

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

f) Membership of Professional Bodies, Editorship of Journals etc. : Nil

F. Extension Work/Community Service

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

1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc. : As the PG coordinator went with PG students as part of the outreach program to a poor children school and taught them for 30 hrs.
2. National Literacy Mission : Nil

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: As webadmin I have maintained the college website, As an IT Admin, I have contributed in automation of the exam branch and maintained the ERP for admissions of the college, attendance and other activities of students and administered the faculty data.
- b) Co-curricular activities : Nil
- c) Enrichment of campus life (hostels, sports, games, cultural activities) : Was part of the inaugural of Divyavani channel with students who contributed for culture program.

- d) Students welfare and Discipline : Addressed attendance and other grievances of the students in the campus.
- e) Membership / Participation in Bodies/Committees on Educational and National Development: Member of Management, Governing Body, Academic Council.
- f) Professional Organizations of Teachers: Nil

H. Assessment

- a) Steps taken by you for the evaluation of the course program taught

I. General Data

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

Teacher)

Sr.Sujatha
(Signature of the

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

Format – 2

**PERFORMANCE APPRAISAL REPORT
FOR SELF APPRAISAL OF TEACHER**

A. General Information

- a) Name Kavitha B
- b) Date of Birth 08/06/1973
- c) Address (Residential) H.No.17-74/1,N.V.Nagar, N.Lallaguda,Sec-bad-17
Ph.No.9393003871
- d) Designation Asst.Professor
- e) Department Comp,Science
- f) Area of Specialization Computer Science
- g) Date of Appointment 15/06/1998
- i. In the Institution 15/06/1998
- ii. In the present post 15/06/1998
- 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
i) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc.	22 6/15	180/250	Took extra classes

ii) PG (M.A. /M.Sc. etc.)			
iii) M.Phil			
iv) Any other			

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students

(d) Details of participation in the following

(i) University Education

(ii) Internal Evaluation

(iii) Paper Setting—other colleges in Hyderabad

(iv) Assessment of Home assignments --manually

(v) Conduct of Examinations—writing skills, presentation skills, practical skills

(vi) Evaluation of Dissertation etc.

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

a) Design of curriculum

b) Teaching methods

c) Laboratory experiments

d) Evaluation methods

e) Preparation of resource material including book, reading materials, laboratory manuals etc.

f) Remedial Teaching / Student Counseling (Academic)

g) Any other

D. *Improvement of professional Competence :*

(a) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

E. *Research Contributions :*

a) Number of students (M.Phil., / Ph.D.)

At the beginning of the year	Registered during the year	Completed during the
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		year
M.Phil.		
Ph.D.		

b) No. of research papers published (please enclose list)

c) Research Projects

Titles of the project	Name of the funding agency	Duration

d) Details of Seminars, Conferences, Symposia organised

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

f) Membership of Professional Bodies, Editorship of Journals etc.

F. Extension Work/Community Service—social outreach to under privileged government school

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

1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.

2. National Literacy Mission

b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

G. *Participation in Corporate Life :*

Please give a short account of your contribution to :

a) College / University / Institution

b) Co-curricular activities

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

d) Students welfare and Discipline

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

f) Professional Organizations of Teachers

H. Assessment

a) Steps taken by you for the evaluation of the course programme taught—seminars, chapter-wise test, quiz, assignments

I. General Data

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

Kavitha

(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

Format – 2

**PERFORMANCE APPRAISAL REPORT
FOR SELF APPRAISAL OF TEACHER
2017-2018**

K. General Information

- j) Name Ms. Latha Subramanian
- k) Date of Birth 20-07-1969
- l) Address (Residential) 12-2-417/67 SRI HARI VASAMU, Sharada Nagar, Hyderabad
Ph.No.040-23538928,9866850647
- m) Designation Asst.Prof, HOD
- n) Department Commerce
- o) Area of Specialization Commerce
- p) Date of Appointment
- iii. In the Institution 22-06-1992
- iv. In the present post 22-06-1992
- q) Honors Conferred .

L. Teaching

(e) Classes Taught

Class	Periods		
	Assigned per week **L T/P	Taught in the year L T/P	Steps taken for the teaching of periods missed during absence or leave
	(2)	(2)	
r) UG (B.A./B.Sc. etc. pass)B.Com (B.A/ B.Sc. etc.	15 Projects-6 students	130	
ii) PG M.Com (M.A. /M.Sc. etc.)	Internship for PG-2 Groups		
iii) M.Phil			

iv) Any other			
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*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(f) Regularity and Punctuality Regular and Punctual

(g) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students YES

(h) Details of participation in the following

(vii) University Education NA

(viii) Internal Evaluation YES

(ix) Paper Setting YES

(x) Assessment of Home assignments YES

(xi) Conduct of Examinations YES

(xii) Evaluation of Dissertation etc. YES

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

d) Design of curriculum YES

e) Teaching methods YES

f) Laboratory experiments

g) Evaluation methods

h) Preparation of resource material including book, reading materials, laboratory manuals etc.

i) Remedial Teaching / Student Counseling (Academic) Helping weak students outside the class

j) Any other

N. Improvement of professional Competence :

(b) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

O. Research Contributions :

g) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

h) No. of research papers published (please enclose list Research Projects

Titles of the project	Name of the funding agency	Duration

i) Details of Seminars, Conferences, Symposia organised

j) Patents taken, if any, give a brief description

k) Membership of Professional Bodies, Editorship of Journals etc.

P. Extension Work/Community Service

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

3. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.

4. National Literacy Mission

d) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

Q. Participation in Corporate Life :

Please give a short account of your contribution to :

g) College / University / Institution

h) Co-curricular activities

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

j) Students welfare and Discipline

k) Membership / Participation in Bodies/Committees on Educational and National Development

l) Professional Organizations of Teachers

R. Assessment

b) Steps taken by you for the evaluation of the course programme taught: Conduct a SWOT Analysis to know myself.

S. General Data

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

SUBRAMANIAN

LATHA

Teacher)

(Signature of the

T. * *Verification of factual data*

H. General Information

I. Teaching

J. Details of Innovations / Contribution in teaching, during the year

K. Improvement of Professional competence

L. Research contributions

M. Extension work / community service

N. Participation in Corporate Life



(Signature of the Person authorized*)

* By a person to be nominated by Principal / Vice Chancellor

Format – 2

**PERFORMANCE APPRAISAL REPORT
FOR SELF APPRAISAL OF TEACHER**

A. General Information

- a) Name : Dr. Sr. Sujatha Yeruva
- b) Date of Birth : 26-07-1976
- c) Address (Residential): St. Francis Convent, Umanagar, Begumpet, Hyderabad-16.
Ph.No. : +91 8056349349
- d) Designation : Asst. Professor, Head Department of Computer Science, IT Admin
- e) Department : Department of Computer Science
- f) Area of Specialization : Social Network Analysis, Data Mining, Big Data, Networks
- g) Date of Appointment
 - i. In the Institution : 12-06-2003
 - ii. In the present post : 12-06-2003
- 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
i) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc.)			
ii) PG (M.A. /M.Sc. etc.)	15 Hrs	540	

iii) M.Phil			
iv) Any other			

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality : Yes

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students : Yes

(d) Details of participation in the following

(i) University Education : Nil

(ii) Internal Evaluation : Ug/ PG Semester End Regular and supplementary internal evaluator

(iii) Paper Setting : UG/PG Semester End Regular and Supplementary Papers set

(iv) Assessment of Home assignments :

(v) Conduct of Examinations : Ug/ PG Semester End Regular and supplementary internal exams conducted

(vi) Evaluation of Dissertation etc. : UG/ PG Project dissertation evaluated as an internal

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

- a) Design of curriculum : Designed the UG/PG Curriculum for St. Francis college
- b) Teaching methods: Chalk and board, Using Power Point Slides using LCD, Group discussions, quiz, debat, seminars, projects, Lecture
- c) Laboratory experiments : Hands on practicals in computer labs.
- d) Evaluation methods : Online / Offline
- e) Preparation of resource material including book : Prepared reading materials / lab manuals
reading materials, laboratory manuals etc.
- f) Remedial Teaching / Student Counseling (Academic) : For slow learners
- g) Any other : Automated Exam Branch and Administrated campus ERP

D. Improvement of professional Competence :

- (a) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

E. Research Contributions :

- a) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.	Bharathiar University, Coimbatore	2013	2017

b) No. of research papers published (please enclose list) : List attached

c) Research Projects

Titles of the project	Name of the funding agency	Duration

d) Details of Seminars, Conferences, Symposia organized : List attached

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

f) Membership of Professional Bodies, Editorship of Journals etc. : Nil

F. Extension Work/Community Service

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

1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc. : As the PG coordinator went with PG students as part of the outreach program to a poor children school and taught them for 30 hrs.
2. National Literacy Mission : Nil

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: As webadmin I have maintained the college website, As an IT Admin, I have contributed in automation of the exam branch and maintained the ERP for admissions of the college, attendance and other activities of students and administered the faculty data.
- b) Co-curricular activities : Nil
- c) Enrichment of campus life (hostels, sports, games, cultural activities) : Was part of the inaugural of Divyavani channel with students who contributed for culture program.

- d) Students welfare and Discipline : Addressed attendance and other grievances of the students in the campus.
- e) Membership / Participation in Bodies/Committees on Educational and National Development: Member of Management, Governing Body, Academic Council.
- f) Professional Organizations of Teachers: Nil

H. Assessment

- a) Steps taken by you for the evaluation of the course program taught

I. General Data

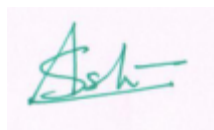
State brief assessment of your performance indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement.

Teacher)

Sr.Sujatha
(Signature of the

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

Format – 2

**PERFORMANCE APPRAISAL REPORT
FOR SELF APPRAISAL OF TEACHER**

A. General Information

- a) Name Kavitha B
- b) Date of Birth 08/06/1973
- c) Address (Residential) H.No.17-74/1,N.V.Nagar, N.Lallaguda,Sec-bad-17
Ph.No.9393003871
- d) Designation Asst.Professor
- e) Department Comp,Science
- f) Area of Specialization Computer Science
- g) Date of Appointment 15/06/1998
- i. In the Institution 15/06/1998
- ii. In the present post 15/06/1998
- 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
i) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc.	22 6/15	180/250	Took extra classes

ii) PG (M.A. /M.Sc. etc.)			
iii) M.Phil			
iv) Any other			

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students

(d) Details of participation in the following

(i) University Education

(ii) Internal Evaluation

(iii) Paper Setting—other colleges in Hyderabad

(iv) Assessment of Home assignments --manually

(v) Conduct of Examinations—writing skills, presentation skills, practical skills

(vi) Evaluation of Dissertation etc.

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

a) Design of curriculum

b) Teaching methods

c) Laboratory experiments

d) Evaluation methods

e) Preparation of resource material including book, reading materials, laboratory manuals etc.

f) Remedial Teaching / Student Counseling (Academic)

g) Any other

D. *Improvement of professional Competence :*

(a) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

E. *Research Contributions :*

a) Number of students (M.Phil., / Ph.D.)

At the beginning of the year	Registered during the year	Completed during the
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		year
M.Phil.		
Ph.D.		

b) No. of research papers published (please enclose list)

c) Research Projects

Titles of the project	Name of the funding agency	Duration

d) Details of Seminars, Conferences, Symposia organised

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

f) Membership of Professional Bodies, Editorship of Journals etc.

F. Extension Work/Community Service—social outreach to under privileged government school

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

1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.

2. National Literacy Mission

b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

G. *Participation in Corporate Life :*

Please give a short account of your contribution to :

a) College / University / Institution

b) Co-curricular activities

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

d) Students welfare and Discipline

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

f) Professional Organizations of Teachers

H. Assessment

a) Steps taken by you for the evaluation of the course programme taught—seminars, chapter-wise test, quiz, assignments

I. General Data

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

Kavitha

(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

Format – 2

**PERFORMANCE APPRAISAL REPORT
FOR SELF APPRAISAL OF TEACHER
2017-2018**

K. General Information

- j) Name Ms. Latha Subramanian
- k) Date of Birth 20-07-1969
- l) Address (Residential) 12-2-417/67 SRI HARI VASAMU, Sharada Nagar, Hyderabad
Ph.No.040-23538928,9866850647
- m) Designation Asst.Prof, HOD
- n) Department Commerce
- o) Area of Specialization Commerce
- p) Date of Appointment
- iii. In the Institution 22-06-1992
- iv. In the present post 22-06-1992
- q) Honors Conferred .

L. Teaching

(e) Classes Taught

Class	Periods		
	Assigned per week **L T/P	Taught in the year L T/P	Steps taken for the teaching of periods missed during absence or leave
	(2)	(2)	
r) UG (B.A./B.Sc. etc. pass)B.Com (B.A/ B.Sc. etc.	15 Projects-6 students	130	
ii) PG M.Com (M.A. /M.Sc. etc.)	Internship for PG-2 Groups		
iii) M.Phil			

iv) Any other			
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*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(f) Regularity and Punctuality Regular and Punctual

(g) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students YES

(h) Details of participation in the following

(vii) University Education NA

(viii) Internal Evaluation YES

(ix) Paper Setting YES

(x) Assessment of Home assignments YES

(xi) Conduct of Examinations YES

(xii) Evaluation of Dissertation etc. YES

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

d) Design of curriculum YES

e) Teaching methods YES

f) Laboratory experiments

g) Evaluation methods

h) Preparation of resource material including book, reading materials, laboratory manuals etc.

i) Remedial Teaching / Student Counseling (Academic) Helping weak students outside the class

j) Any other

N. Improvement of professional Competence :

(b) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

O. Research Contributions :

g) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

h) No. of research papers published (please enclose list Research Projects

Titles of the project	Name of the funding agency	Duration

i) Details of Seminars, Conferences, Symposia organised

j) Patents taken, if any, give a brief description

k) Membership of Professional Bodies, Editorship of Journals etc.

P. Extension Work/Community Service

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

3. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.

4. National Literacy Mission

d) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

Q. Participation in Corporate Life :

Please give a short account of your contribution to :

g) College / University / Institution

h) Co-curricular activities

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

j) Students welfare and Discipline

k) Membership / Participation in Bodies/Committees on Educational and National Development

l) Professional Organizations of Teachers

R. Assessment

b) Steps taken by you for the evaluation of the course programme taught: Conduct a SWOT Analysis to know myself.

S. General Data

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

SUBRAMANIAN

LATHA

Teacher)

(Signature of the

T. * *Verification of factual data*

H. General Information

I. Teaching

J. Details of Innovations / Contribution in teaching, during the year

K. Improvement of Professional competence

L. Research contributions

M. Extension work / community service

N. Participation in Corporate Life



(Signature of the Person authorized*)

* By a person to be nominated by Principal / Vice Chancellor

Format – 2

**PERFORMANCE APPRAISAL REPORT
FOR SELF APPRAISAL OF TEACHER
2017-2018**

A. General Information

- a) Name : Arsheen Tabassum
- b) Date of Birth : 10/3/1984
- c) Address (Residential) H:NO- 42-521 , Anjaya nagar, Jagathgiri gutta.
Ph.No.: 9494240798
- d) Designation : Assistant professor
- e) Department : Microbiology
- f) Area of Specialization : Microbiology
- g) Date of Appointment
 - i. In the Institution: 16/6/2007
 - ii. In the present post : 16/6/2007
- 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
i) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc.	L- 4 T/P - 2/12	L-100 P-25 T-12	Conducted special classes

ii) PG (M.A. /M.Sc. etc.)	L - 2	L - 45	
iii) M.Phil		-	
iv) Any other	-		

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality yes

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students - yes

(d) Details of participation in the following

(i) University Education

(ii) Internal Evaluation -yes

(iii) Paper Setting -yes

(iv) Assessment of Home assignments -yes

(v) Conduct of Examinations -yes

(vi) Evaluation of Dissertation etc.-

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

a) Design of curriculum : yes

b) Teaching methods: Chalk and Board, OHP, LCD

c) Laboratory experiments

d) Evaluation methods : Seminars, Poster presentations, Group discussions,

Assignments

e) Preparation of resource material including book, reading materials, laboratory manuals etc.

f) Remedial Teaching / Student Counseling (Academic) -yes

g) Any other

D. Improvement of professional Competence :

- (a) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

Name of the Seminar/ Conference/ Symposia Workshop / Refresher / Orientation etc.	Name of the Sponsoring Agency	Place and Date
6 days International Conference on Science Technology Engineering and Mathematics (STEM) Education and Faculty Development, St Francis College for Women Two Day National workshop on “Bioinformatics”.	In collaboration with American Corner, Hyderabad	6th - 11th November 2017 Hyderabad St. Xaviers College Mapusa, Goa 24 th and 25 th January, 2018

E. Research Contributions :

a) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.	-		
Ph.D.	-		

b) No. of research papers published (please enclose list) –Annexure-1

c) Research Projects

Titles of the project	Name of the funding agency	Duration

d) Details of Seminars, Conferences, Symposia organised

Name of the Seminar/ Conference/ Symposia Workshop / Refresher / Orientation etc.	Name of the Sponsoring Agency	Place and Date
6 days International Conference on Science Technology Engineering and Mathematics (STEM) Education and Faculty Development, St Francis College for Women	In collaboration with American Corner, Hyderabad	6th - 11th November 2017 Hyderabad

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

f) Membership of Professional Bodies, Editorship of Journals etc.

F. Extension Work/Community Service

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

1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.

- Visit to old age home and donated grocery
-

2. National Literacy Mission

b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

G. *Participation in Corporate Life :*

Please give a short account of your contribution to :

a) College / University / Institution : class teacher

b) Co-curricular activities

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

- Won Gold medal in Throw ball and Silver medal in Badminton , conducted by sports department , St. Francis college for women

d) Students welfare and Discipline

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

f) Professional Organizations of Teachers

H. Assessment

a) Steps taken by you for the evaluation of the course programme taught

I. General Data

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

Arsheen Tabassum
(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

Annexure -1

Paper publications :

1. “Novel antimicrobial agent against drug resistant bacteria isolated from diabetic wound samples” in proceedings of International Conference on Science Technology Engineering and Mathematics (STEM) Education and Faculty Development, on 6th - 11th november 2017 at St Francis College for Women, Hyderabad. ISSN:978 - 93 - 86659 - 16 – 3.

Format – 2

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER 2017-18

A. General Information

- a) Name Saritha.O.T
- b) Date of Birth 06-03-1976
- c) Address (Residential) -11,Cyber-E-Park, Manikonda,Hyderabad
Ph.No. 9440613173
- d) Designation Assistant Professor
- e) Department Environmental Studies
- f) Area of Specialization Waste management
- g) Date of Appointment
- i. In the Institution 5-6-2011
- ii. In the present post 5-6-2013
- 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
i) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc.	21		
ii) PG (M.A. /M.Sc. etc.)			
iii) M.Phil			
iv) Any other			

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality: Maintained

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students

(d) Details of participation in the following

(i) University Education: NIL

(ii) Internal Evaluation: YES

(iii) Paper Setting: YES, set paper for internal and external exams for environmental studies

(iv) Assessment of Home assignments: Yes

(v) Conduct of Examinations: Yes

(vi) Evaluation of Dissertation etc.: NA

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

- a) Design of curriculum: Conducted BOS of environmental studies introduced topics which are relevant in current scenario
- b) Teaching methods: discussion, debate, biodiversity walk, case studies, chalk and board
- c) Laboratory experiments: Nil
- d) Evaluation methods: hands on projects given as internal assessment
- e) Preparation of resource material including book, reading materials, laboratory manuals etc.: Yes
- f) Remedial Teaching / Student Counseling (Academic) : Yes
- g) Any other: Nil

D. Improvement of professional Competence :

(α) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

05th June 2017: National conference on “Sustainable Environment in Response to Climate Change”

09th July 2017: GMERF-Dr.Vijay Rao on First Respondent, and Ms.Haripriya on Call Ambulance

6th to 09th Nov 2017: Attended International conference STEM conducted by science Dept

16th & 17th Nov 2017: Attended seminar on Personality Devpt by Father Vijay

26th and 27th Nov 2017: Attended 13th International Permaculture Convergence in Hyderabad.

E. Research Contributions :

a) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			

Ph.D.			
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b) No. of research papers published (please enclose list)

c) Research Projects

Titles of the project	Name of the funding agency	Duration

d) Details of Seminars, Conferences, Symposia organised

21st July 2017: Workshop on climate change by Mr.N.S.Prasad

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

f) Membership of Professional Bodies, Editorship of Journals etc.

F. Extension Work/Community Service

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

1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.: Nil

2. National Literacy Mission: Nil

b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity:

Co-ordinator of Prakriti club, Nature club of the college.

G. Participation in Corporate Life :

Please give a short account of your contribution to :

a) College / University / Institution :

Bringing environmental consciousness among staff and students, make the campus more environmental friendly

b) Co-curricular activities:

Participated in spectrum glee, Coordinated nature fest-Avani, Participated in various competitions conducted in college, Celebrated Vanmahotsav

c) Enrichment of campus life

(hostels, sports, games, cultural activities) Nil

d) Students welfare and Discipline: Yes

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

f) Professional Organizations of Teachers

H. Assessment

a) Steps taken by you for the evaluation of the course programme taught

I. General Data

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

a) initiated solid waste management

coordinated Prakriti club activities

coordinated trekking to Kondamadugu

Coordinated Avani fest-Nature fest and promoted the idea of sustainable living and zero waste event through the fest.

Was part of Swacch Pakwada in the college

Initiated herbal garden in the college.

Initiated butterfly garden in the college

(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

Format – 2

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER

A. General Information

- a) Name : Savithri
- b) Date of Birth : 25-04-1980
- c) Address (Residential): Flat No:303,Manasa Residency Reddy Colony Venkatapuram Secunderabad
Ph.No. : 9966004417
- d) Designation : Asst. Professor
- e) Department : Computer Science
- f) Area of Specialization : Computers
- g) Date of Appointment
- i. In the Institution : 12-06-2010
- ii. In the present post : 12-06-2010
- 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
i) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc.	21 hrs	756	
ii) PG (M.A. /M.Sc. etc.)			
iii) M.Phil.			
iv) Any other			

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality : Yes

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students : Yes

(d) Details of participation in the following

(i) University Education : Nil

(ii) Internal Evaluation : Evaluated the papers taught

(iii) Paper Setting : Internal supplementary paper set, Practical paper set

(iv) Assessment of Home assignments : Evaluated and shared feedback with students

(v) Conduct of Examinations: skilltest, theory, practicals

(vi) Evaluation of Dissertation etc. : Guided and evaluated

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

a) Design of curriculum : Designed for BSc, BSc(Honors), BCom, BVoc

b) Teaching methods: Power Point slides using LCD, chalk and board, seminars, Lecture

c) Laboratory experiments : Sample code will be exemplified and students will be given list of programs to execute

d) Evaluation methods: Skill Tests, Class Tests, Seminars, Assignments, Online Exam, Mini project

e) Preparation of resource material including book, reading materials, laboratory manuals etc.: Books n websites referred and shared with students online

f) Remedial Teaching / Student Counseling (Academic): Given for slow learners using mentor mentee.

g) Any other : --

D. Improvement of professional Competence :

(a) Details regarding refresher courses / orientation attended participation in summer schools, workshops, seminars etc including open university courses / M.Phil., Ph.D.

E. Research Contributions :

a) Number of students (M.Phil. / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

b) No. of research papers published (please enclose list) : Nil

c) Research Projects

Titles of the project	Name of the funding agency	Duration

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d) Details of Seminars, Conferences, Symposia organized : Nil

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

f) Membership of Professional Bodies, Editorship of Journals etc. : Nil

F. Extension Work/Community Service

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

1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc. : Yes
2. National Literacy Mission : No

b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity. : No

G. Participation in Corporate Life :

Please give a short account of your contribution to:

- a) College / University / Institution: coordinator of spectrum club.
- b) Co-curricular activities : Nil
- c) Enrichment of campus life : Nil
(Hostels, sports, games, cultural activities)
- d) Students welfare and Discipline: Addressed attendance and other grievances of the students in the campus.
- e) Membership / Participation in Bodies/Committees on Educational and National Development: Nil
- f) Professional Organizations of Teachers: Nil

H. Assessment

a) Steps taken by you for the evaluation of the course program taught

I. General Data

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

(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

Format – 2

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER

A. General Information

- a) Name : Dr. Sr. Sujatha Yeruva
- b) Date of Birth : 26-07-1976
- c) Address (Residential): St. Francis Convent, Umanagar, Begumpet, Hyderabad-16.
Ph.No. : +91 8056349349
- d) Designation : Asst. Professor, Head Department of Computer Science, IT Admin
- e) Department : Department of Computer Science
- f) Area of Specialization : Social Network Analysis, Data Mining, Big Data, Networks
- g) Date of Appointment
- i. In the Institution : 12-06-2003
- ii. In the present post : 12-06-2003
- 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
i) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc.	15 Hrs	540	
ii) PG (M.A. /M.Sc. etc.)			
iii) M.Phil			
iv) Any other			

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality : Yes

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students : Yes

(d) Details of participation in the following

(i) University Education : Nil

(ii) Internal Evaluation : Ug/ PG Semester End Regular and supplementary internal evaluator

(iii) Paper Setting : UG/PG Semester End Regular and Supplementary Papers set

(iv) Assessment of Home assignments :

(v) Conduct of Examinations : Ug/ PG Semester End Regular and supplementary internal exams conducted

(vi) Evaluation of Dissertation etc. : UG/ PG Project dissertation evaluated as an internal

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

- a) Design of curriculum : Designed the UG/PG Curriculum for St. Francis college
- b) Teaching methods: Chalk and board, Using Power Point Slides using LCD, Group discussions, quiz, debat, seminars, projects, Lecture
- c) Laboratory experiments : Hands on practicals in computer labs.
- d) Evaluation methods : Online / Offline
- e) Preparation of resource material including book : Prepared reading materials / lab manuals reading materials, laboratory manuals etc.
- f) Remedial Teaching / Student Counseling (Academic) : For slow learners
- g) Any other : Automated Exam Branch and Administrated campus ERP

D. Improvement of professional Competence :

- (a) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

E. Research Contributions :

- a) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.	Bharathiar University, Coimbatore	2013	2017

- b) No. of research papers published (please enclose list) : List attached

- c) Research Projects

Titles of the project	Name of the funding agency	Duration
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d) Details of Seminars, Conferences, Symposia organized : List attached

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

f) Membership of Professional Bodies, Editorship of Journals etc. : Nil

F. Extension Work/Community Service

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

1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc. : As the PG coordinator went with PG students as part of the outreach program to a poor children school and taught them for 30 hrs.

2. National Literacy Mission : Nil

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: As webadmin I have maintained the college website, As an IT Admin, I have contributed in automation of the exam branch and maintained the ERP for admissions of the college, attendance and other activities of students and administered the faculty data.

b) Co-curricular activities : Nil

c) Enrichment of campus life

(hostels, sports, games, cultural activities) : Was part of the inaugural of Divyavani channel with students who contributed for culture program.

d) Students welfare and Discipline : Addressed attendance and other grievances of the students in the campus.

e) Membership / Participation in Bodies/Committees on Educational and National Development: Member of Management, Governing Body, Academic Council.

f) Professional Organizations of Teachers: Nil

H. Assessment

a) Steps taken by you for the evaluation of the course program taught

I. General Data

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

Sr.Sujatha
(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

Format – 2

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER

A. General Information

- a) Name V.Gayatri
- b) Date of Birth 07/06/1982
- c) Address (Residential) H.No:23/B,S.R.Nagar,Hyderabad. Ph.No. 9704103888
- d) Designation Assistant Professor
- e) Department Microbiology
- f) Area of Specialization Microbiology
- g) Date of Appointment 16/06/2007
- i. In the Institution same as above
- ii. In the present post same as above
- 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
i) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc.			
ii) PG (M.A. /M.Sc. etc.)	4h(II yr) 2h(I yr) +12h(P)		Compensated after college hours and on Saturdays as special classes
iii) M.Phil	+1h Project		
iv) Any other			

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality : Regular and punctual

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students

(d) Details of participation in the following

(i) University Education: Yes O.U PG papers evaluation

(ii) Internal Evaluation : PG II year Nanobiotechnology and Food fermentation technology papers

(iii) Paper Setting : For OE (CHCM)

(iv) Assessment of Home assignments : Yes

(v) Conduct of Examinations : Yes

(vi) Evaluation of Dissertation etc. : Yes PG students projects.

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

a) Design of curriculum : Yes according to CBCS course structure (Food Fermentation Technology and Nanobiotechnology)

b) Teaching methods :

- LCD (Power point presentations)
- Surfing information through internet
- Biological animations
- Hands on experience during practicals
- Demonstration methods
- Workshops
- Seminars

c) Laboratory experiments : New experiments are introduced in the papers mentioned .

d) Evaluation methods : Skill based methods, JAM, Quiz.

e) Preparation of resource material including book, reading materials, laboratory manuals etc.

f) Remedial Teaching / Student Counseling (Academic) : Yes

g) Any other

D. Improvement of professional Competence :

(a) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

1. Participated in the National seminar on "Frontiers in Microbial Biotechnology" on 22nd and 23rd February, 2017 organized by Department of Microbiology, O.U, Hyderabad.

2. Ms. Gayatri.V participated in Two Day National Level Conference on "Developing A culture of Quality Implementing and Sustaining Approaches to Quality in Higher Education" organized by Internal Quality Assurance Cell on 3rd and 4th March, 2017.

3. Participated in First responder training on Basic Life Saving skills from GMERF on 9th June, 2017.

4. Ms. V. Gayatri participated in the Nano3Bio dissemination event entitled “The Future of Chotosans” held on 20th September, 2017 organized by Department of Plant Sciences, School of Life sciences, UoH, India.

5. Ms. V. Gayatri participated in International conference on STEM organized by Faculty of Science from November 3th -11th, 2017.

E. Research Contributions :

a) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

b) No. of research papers published (please enclose list):

1. Gayatri Y. Shailaja Raj M. and B. Vijayalakshmi (2017). Biosorption of lead by *Bacillus licheniformis* isolated from E-waste landfill, Hyderabad, Telangana, India. International Journal of Bioassays 6.02: 5240-5244

c) Research Projects

Titles of the project	Name of the funding agency	Duration
Biosorption of metals released from E-waste using mixed species of microbial mats	UGC	2 years

d) Details of Seminars, Conferences, Symposia organised

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

f) Membership of Professional Bodies, Editorship of Journals etc.

- **Annual member of Association of Microbiologists of India.**

F. Extension Work/Community Service

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

1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.

○ **Visit to slums**

○ **Visit to old age home and donated sewing machine**

2. National Literacy Mission

- b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

G. Participation in Corporate Life :

Please give a short account of your contribution to :

- a) College / University / Institution :
- Member of Cultural committee
 - Member of Facebook committee
- b) Co-curricular activities :
- c) Enrichment of campus life : **Participated in Farewell programme, Library day celebrations** (hostels, sports, games, cultural activities)
- d) Students welfare and Discipline
- e) Membership / Participation in Bodies/Committees on Educational and National Development
- f) Professional Organizations of Teachers

H. Assessment

- a) Steps taken by you for the evaluation of the course programme taught
Focused on building up of self thinking capacity, creativity and application of the concepts learnt by the students.


I. General Data

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

(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

Format – 2

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER 2017-2018

A. General Information

- a) Name Ms. Latha Subramanian
- b) Date of Birth 20-07-1969
- c) Address (Residential) 12-2-417/67 SRI HARI VASAMU, Sharada Nagar, Hyderabad
Ph.No.040-23538928,9866850647
- d) Designation Asst.Prof, HOD
- e) Department Commerce
- f) Area of Specialization Commerce
- g) Date of Appointment
- i. In the Institution 22-06-1992
- ii. In the present post 22-06-1992
- 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
i) UG (B.A./B.Sc. etc. pass)B.Com (B.A/ B.Sc. etc.	15 Projects-6 students	130	
ii) PG M.Com (M.A. /M.Sc. etc.)	Internship for PG-2 Groups		
iii) M.Phil			
iv) Any other			

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality Regular and Punctual

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students YES

(d) Details of participation in the following

(i) University Education NA

(ii) Internal Evaluation YES

(iii) Paper Setting YES

(iv) Assessment of Home assignments YES

(v) Conduct of Examinations YES

(vi) Evaluation of Dissertation etc. YES

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

a) Design of curriculum YES

b) Teaching methods YES

c) Laboratory experiments

d) Evaluation methods

e) Preparation of resource material including book, reading materials, laboratory manuals etc.

f) Remedial Teaching / Student Counseling (Academic) Helping weak students outside the class

g) Any other

D. Improvement of professional Competence :

(a) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

E. Research Contributions :

a) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

b) No. of research papers published (please enclose list Research Projects)

Titles of the project	Name of the funding agency	Duration

c) Details of Seminars, Conferences, Symposia organised

- d) Patents taken, if any, give a brief description
- e) Membership of Professional Bodies, Editorship of Journals etc.

F. Extension Work/Community Service

- a) Please give a short account of your contribution to :
 - 1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.
 - 2. National Literacy Mission
- b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

G. *Participation in Corporate Life :*

Please give a short account of your contribution to :

- a) College / University / Institution
- b) Co-curricular activities
- c) Enrichment of campus life
(hostels, sports, games, cultural activities)
- d) Students welfare and Discipline
- e) Membership / Participation in Bodies/Committees on Educational and National Development
- f) Professional Organizations of Teachers

H. Assessment

- a) Steps taken by you for the evaluation of the course programme taught: Conduct a SWOT Analysis to know myself.

I. General Data

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

LATHA SUBRAMANIAN
(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

Format – 2

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER 2017-18

A. General Information

- a) Name P. Renuka
- b) Date of Birth 10-Oct-1977
- c) Address (Residential) H.No: 4426, Road No. 14, New MIG Phase-II, Vidyuth Nagar, BHEL, Hyderabad-502032, Phone: 9491055057
- d) Designation Lecturer
- e) Department Computer Science
- f) Area of Specialization Computer Science
- g) Date of Appointment 08-Jun-2015
- i. In the Institution St.Francis College for Women
- ii. In the present post Lecturer
- 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
i) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc.	14	14	Extra classes
ii) PG (M.A. /M.Sc. etc.)	7	7	Extra classes
iii) M.Phil			
iv) Any other			

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

- (b) Regularity and Punctuality : Yes
- (c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students :
Syllabus, Reading material, PPTs, MCQ are shared
- (d) Details of participation in the following
- (i) University Education : Yes
- (ii) Internal Evaluation : Yes
- (iii) Paper Setting : Yes
- (iv) Assessment of Home assignments : Yes
- (v) Conduct of Examinations : Yes
- (vi) Evaluation of Dissertation etc. : Yes

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

- a) Design of curriculum : Computers Papers for BSc
- b) Teaching methods : Chalk and Board, PPT, Lectures, Group Discussions, Debates, Seminars, Role Plays, Assignments
- c) Laboratory experiments : Programs, Small Projects
- d) Evaluation methods Assignments, Skill Tests, Mini Projects, Online Tests, Seminars, Group Discussions, Role Plays
- e) Preparation of resource material including book, reading materials, laboratory manuals etc.: Yes
- f) Remedial Teaching / Student Counseling (Academic) : Yes
- g) Any other

D. Improvement of professional Competence :

- (a) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

E. Research Contributions :

- a) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

- b) No. of research papers published (please enclose list)

- c) Research Projects

Titles of the project	Name of the funding agency	Duration

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- d) Details of Seminars, Conferences, Symposia organised
- e) Patents taken, if any, give a brief description
- f) Membership of Professional Bodies, Editorship of Journals etc.

F. Extension Work/Community Service

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

1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc. : Flood Relief

2. National Literacy Mission

- b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

G. *Participation in Corporate Life :*

Please give a short account of your contribution to :

- a) College / University / Institution :

- b) Co-curricular activities

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

- d) Students welfare and Discipline

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

- f) Professional Organizations of Teachers

H. Assessment

- a) Steps taken by you for the evaluation of the course programme : Assignments, Skill Tests, Mini Projects, Online Tests, Seminars, Group Discussions, Role Plays.

I. General Data

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

(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

Format – 2

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER

A. General Information

- a) Name Parsi Kalpana
- b) Date of Birth 10/08/1978
- c) Address (Residential) Flat no 103, Door no: 1-1-79/d/1 & d/2, signet avenue, rtc x roads,
Hyderabad-500020 Ph.No. 9849000165
- d) Designation Asst Professor
- e) Department Computer Science
- f) Area of Specialization Computer Science
- g) Date of Appointment
 - i. In the Institution 1st July 2014
 - ii. In the present post 1st July 2016
- h) Honors Conferred MCA,MTECH(CSE),APSET

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
i) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc.) ii) PG (M.A. /M.Sc. etc.) iii) M.Phil iv) Any other	12 T+6 P		1. Swapped classes with other co faculty whenever possible 2. Took Extra Classes wherever necessary

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality Yes

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students Yes

(d) Details of participation in the following

(i) University Education No

(e) Internal Evaluation Yes

(f) Paper Setting Yes

(ii) Assessment of Home assignments Yes

(iii) Conduct of Examinations Yes

(iv) Evaluation of Dissertation etc. No

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

a) Design of curriculum Yes

b) Teaching methods Yes

c) Laboratory experiments Yes

d) Evaluation methods Yes

e) Preparation of resource material including book, reading materials, laboratory manuals etc. Yes

f) Remedial Teaching / Student Counseling (Academic) No

g) Any other No

D. Improvement of professional Competence :

(a) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D. Yes

E. Research Contributions :

a) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

b) No. of research papers published (please enclose list)

c) Research Projects

Titles of the project	Name of the funding agency	Duration

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- d) Details of Seminars, Conferences, Symposia organized No
- e) Patents taken, if any, give a brief description No
- f) Membership of Professional Bodies, Editorship of Journals etc. No

Extension Work/Community Service Yes

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

1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.

Was Coordinator of Outreach Programme for MSC Computer science students.

As part of it students volunteered the services at St. Philomena High School, Bhoiguda, Hyderabad. They trained 6th to 9th standard students about the Computers, Ms Office Tools, Internet and Multimedia Technologies.

2. National Literacy Mission NA

- b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity. NA

F. *Participation in Corporate Life :*

Please give a short account of your contribution to :

- a) College / University / Institution Yes
- b) Co-curricular activities Yes
- c) Enrichment of campus life No
(hostels, sports, games, cultural activities)
- d) Students welfare and Discipline No
- e) Membership / Participation in Bodies/Committees on Educational and National Development No
- f) Professional Organizations of Teachers No

G. Assessment

- a) Steps taken by you for the evaluation of the course programme taught- Skill test, Seminars, Assignments

H. General Data

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

Parsi Kalpana
(Signature of the Teacher)

I. * 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

Format – 2

**PERFORMANCE APPRAISAL REPORT
FOR SELF APPRAISAL OF TEACHER
For the year 2017-2018**

A. General Information

- a) Name : **B. Jyothi**
- b) Date of Birth : 01-05-1976
- c) Address (Residential): Flat No. 304, Sadguna Apartment, Bhrahmanwadi, Begumpet, Hyd-16. Ph.No. : 7981540946
- E-Mail: jyothi@sfc.ac.in
- d) Designation : Assistant Professor
- e) Department : Computer Science
- f) Area of Specialization : Computer Sc.- Programming, Web Designing, Multimedia
- g) Date of Appointment:
- i. In the Institution : 01/08/2003
 - ii. In the present post : 02/7/2007
 - iii. Honors Conferred : Honored by Village Sarpanch for doing service through NSS.

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
a) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc. ii) PG (M.A. /M.Sc. etc.) iii) M.Phil iv) Any other	B.Sc, BMS, Bsc(CAP), B.Com 18 Hours per week (L & P) & NSS P.O (Unit III)	540 hours	Planned the schedule much ahead to do on time.

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality : **YES, Regular & very Punctual**

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students

(d) Details of participation in the following

(i) University Education -

(ii) Internal Evaluation : **Yes**

(iii) Paper Setting : **Yes** ((Internal supplementary paper set, Practical paper set, External Supplementary papers set)

(iv) Assessment of Home assignments : **Yes** (Evaluated and shared feedback with students)

(v) Conduct of Examinations : **Yes** (skill tests, theory exams, Lab practical exam, GD, Assigned work to think and develop skills)

(vi) Evaluation of Dissertation etc. : **Yes (Guided & Evaluated)**

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

a) Design of curriculum : **Yes**, Designed for BSc, Bsc(CAP), BSc(Honors), BCom, BVoc & BMS

b) Teaching methods:

Lecture method - Class room on Board including graphs, tables, charts

Use of OHP

Recitation oral questions asking in the class

Online Material, links

Using Cloud Technology Via **Google, MOODLE**

FOSS(Spoken tutorial)

Lecture-demonstration by other faculty

Guest Lecture-speakers from outside

Presentations using LCD

Presentation by students,, Student reports by individuals or group,

Debate,

Search engines and meta-search engines,

Quiz (online & offline),

Simulations,

Crossword puzzles, Games, Logical Reasoning Questionnaire method,

Supplementary material, Display boards,

Through Educational tour, Field trips, camps,

Multimedia resources (Audio& Video), Use of announcements via audio system,

Display boards

Journals and eJournals, e-Mails, through various media,

e-Learning (lessons / courses), e-dictionaries,

WhatsApp, mobile-sms, mms, Facebook, chat, Search,

Animation, Use of recordings,

Articles, Web quests

Role playing- skit etc, Story or **experiences sharing,**

Virtual teaching,
Mock tests,
Exhibits, through CLUBs like SPECTRUM,
By conducting Workshops, Seminars,
Projects Templates & Sample projects.

Technology and usage of ICTs : **Yes** (Presentations using LCD, Online Material, links via Cloud, Mobile, Via MOODLE, FOSS(Spoken tutorial, Audio Video Presentations, providing through Web content, providing URLs, Using Website for class, e-Mail)

c) Laboratory experiments : **Yes** (Lab practical, Simulation methods, Virtual methods.

d) Evaluation methods : Quiz, Seminars, Assignment, Puzzles, Tests, G.D.,
Articles (with help of display board & online), Tests, Mini projects.

e) Preparation of resource material
Including books, reading materials, Laboratory manuals etc. : **Yes**

f) Remedial Teaching / Student Counseling (Academic) : **Yes**, Given for slow learners using mentor mentee, Counseled the students for the situations they faced.

g) Any Other : **Yes** ICT training for Staff (Teaching & Non-Teaching)
MsOffice, Multimedia- Photoshop etc.

Moodle (Cloud)

D. Improvement of professional Competence :

(a) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

- Cisco CCNA Module 1 and 2
- GMERF - Global Medical Education and Research Foundation. Dr. Vijay Rao conducted a session on First Responder Training on Basic Life Saving skills. GMERF with St. Francis College, on 9th June 2017.
- International Conference on STEM Education and Faculty Development from 6th – 11th November 2017

E. Research Contributions :

a) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

b) No. of research papers published (please enclose list)

c) Research Projects

Titles of the project	Name of the funding agency	Duration

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d) Details of Seminars, Conferences, Symposia organised

Conferences/Seminars/Symposia	Venue	Date
Global Medical Education & Research Foundation	ST. Francis College For Women	9th June 2017
International Conference on Science Technology & Mathematics (STEM) Education and faculty Development	ST. Francis College For Women	Nov 6th-11th 2017

e) Patents taken, if any, give a brief description - No

f) Membership of Professional Bodies, Editorship of Journals etc. -

F. Extension Work/Community Service

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

1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc. Visited Orphanages/Schools, took part in Swach Bharat activities.

Worked as National Service Scheme(NSS) Unit III Programme Officer.

2. National Literacy Mission : **Yes (Volunteer in Teach for India)**

b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

Worked as National Service Scheme(NSS) Unit III Programme Officer.

G. Participation in Corporate Life :

Please give a short account of your contribution to :

a) College / University / Institution:

- Worked as member & coordinator in **Exam branch Committee** where preparation of college exams schedule include time table of the exams invigilation turns for the faculty (for Both internal s & External exams).
- **Women's Cell**
- **Remedial classes Instructor.**
- **NSS Unit III – Programme Officer** .(2014-15, 2015-16, 2017-18)
- Follow the protocol
- **Counseling** during Admission
- Hospitality, accompanying students in educational tour.

b) Co-curricular Activities: Took part in Spectrum, Natale, Library day etc.

I encourage and involve the students to take active participation in Co-curricular activities as they help to develop skills .

For the overall development of the students, along with classroom teaching, supplements with co-curricular activities like cultural, moral, emotional etc.

To help in the holistic growth as well as to develop the various domains of life& facets of **personality development**.

To help in intellectual development, to face competitiveness, excellence, quality achievements, improve creativeness and create enthusiasm many co curricular activities will be organized in the college.

- c) Enrichment of campus life : **Yes** (It's my responsibility to fulfill)
(hostels, sports, games, cultural activities)
- d) Students welfare and Discipline : **Yes**
- e) Membership / Participation in Bodies/Committees on Educational and National Development: **Yes**
(as committee member in the SFC)
- f) Professional Organizations of Teachers

H. Assessment

- a) Steps taken by you for the evaluation of the course programme taught : Regular feedback from the students and interacting with them.

I. General Data

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

a) Achievements: Awarded for selfless service as NSS P.O and for Active participation.

(b) Difficulties faced:

(c) Suggestions for improvement: For completion of any task, instead of giving a shorter duration and extending, initially to give appropriate time.

B. Jyothi
(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

Format – 2

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER (2017 – 18)

A. General Information

- a) Name : **Ms. Kavitha Bhadran**
- b) Date of Birth : 10th January 1988
- c) Address (Residential) : Flat No.101, Plot No. 144, K.P Homes,
S.P Colony, Trimulgherry Cross roads, Secunderabad – 15 Ph.No.
9052277131
- d) Designation : Asst. Professor, Department of Botany
- e) Department : Department of Botany
- f) Area of Specialization : Plant Biotechnology
- g) Date of Appointment
- i. In the Institution : 5 June 2015
- ii. In the present post : 5 June 2015
- 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
i) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc.)	6 ; 12 3 (EVS)	12; 30 6	Extra classes taken whenever missed
ii) PG (M.A. /M.Sc. etc.)	NA		
iii) M.Phil	NA		

iv) Any other			
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*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality : Maintained

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students

(d) Details of participation in the following

(i) University Education : No

(ii) Internal Evaluation : Yes

(iii) Paper Setting : Yes

(iv) Assessment of Home assignments : Yes

(v) Conduct of Examinations : Yes

(vi) Evaluation of Dissertation etc. : Yes

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

- a) Design of curriculum : More skill based topics incorporated
- b) Teaching methods : Nature Walk and videos of topics that require 3D effect
- c) Laboratory experiments : Apart from those included in the syllabus students are encouraged to small ones like identification of bacterium in curd, naming of pulses in home use etc.
- d) Evaluation methods : JAM, Quiz, group discussion, Subjective, Objective, Class Questions, Reasoning
- e) Preparation of resource material including book, reading materials, laboratory manuals etc. : Nil
- f) Remedial Teaching / Student Counseling (Academic) : Done on a regular basis
- g) Any other

D. Improvement of professional Competence :

Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

6th – 11th November 2017

International Conference on STEM Education and Faculty Development

7th and 8th December 2017

Two day National Conference on Plant Science Research: Current Status and Future Challenges organized by Department of Botany, University College for Women, Koti.

3rd and 4th April 2018

Attended a two day workshop on RBPT at St. Francis College

E. Research Contributions :

a) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

b) No. of research papers published (please enclose list)

c) Research Projects

Titles of the project	Name of the funding agency	Duration

d) Details of Seminars, Conferences, Symposia organised

24th July 2017

Guest Lecture and Workshop on Bonsai preparation by Mr.Govindharaj of Eashwari Nursery, Hyderabad

21st July 2017

Climate Change Workshop by Mr.N.S.Prasad, Climate Change Communicator, UNFCCC (United Nations Framework Convention on Climate Change) Climate Policy Observer from Civil Society

28th July 2017

Butterfly park – Creation and Relevance by Mr.Shaikh Hussain, Senior Research Fellow, Laboratory for the Conservation of Endangered Species, CCMB, and Mr.B.Naresh , Research Associate, ANGRAU

5th August 2017 and 19th August 2017

Workshop on Crop Techniques, Culinary Skills and Animal Husbandry at Active Farms in ESCI

8th November 2017

International Conference on STEM Education and Faculty Development. The department conducted a half day session on Ethnobotany - Survey, Conservation and Application ,Flora and Ethnobotany of Telangana, Prof.T. Pullaiah, Department of Botany, Sri Krishnadevaraya University, Anantapur.

7th and 8th December 2017

Presented poster on “Study on ex-situ conservation and organic cultivation practices – A case study on St. Francis Campus Begumpet” at National Conference on Plant Science and Research; Current status and future challenges organized by Department of Botany, OUCW, Koti.

22nd February 2018

Career counseling for the final year students

e) Patents taken, if any, give a brief description : None

f) Membership of Professional Bodies, Editorship of Journals etc.

F. Extension Work/Community Service

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

1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.

Financial Contribution to Flood relief.

- In the residing community, contributing time in cleanliness drives, organic farming and health camps, contributing financially in housing schemes and grocery for the poor.
- In the institution participating in the National Festival day celebration, contributing financially in the flood relief fund.

2. National Literacy Mission

- Literacy capacity building for the domestic help and her children.

b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity. : -

G. Participation in Corporate Life :

Please give a short account of your contribution to :

a) College / University / Institution :

Adhering to the rules

Discipline

Admission time assistance

Consultancy on experimental projects

Hospitality, Travel, Mementos

Assisting the Head of the Department of Environmental Studies in conducting the Inter – collegiate Nature Fest.

b) Co-curricular activities :

- Motivating students to participate in various activities of both academic and non academic.
- Active participation in any sports or faculty related events in college.

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

d) Students welfare and Discipline

- In charge of discipline of the First floor.
- Personal and academic guidance for the holistic upliftment.

- Students from B.Sc III A (BZC) won the first prize for their demo exhibit on ‘Solid Waste Management held during GLEE 2017

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

f) Professional Organizations of Teachers

H. Assessment

a) Steps taken by you for the evaluation of the course programme taught

- Examinations
- Career guidance sessions
- Feedback

I. General Data

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

- Completed Post Graduate Diploma in Environment And Sustainable Development from IGNOU (PGDESD)
- Feedback mechanism in place by the management
- Regular departmental meetings and grievance redressal
- Relevance of plants in primary health care

(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

Format – 2

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER

A. General Information

- a) Name Kavitha B
- b) Date of Birth 08/06/1973
- c) Address (Residential) H.No.17-74/1,N.V.Nagar, N.Lallaguda,Sec-bad-17
Ph.No.9393003871
- d) Designation Asst.Professor
- e) Department Comp,Science
- f) Area of Specialization Computer Science
- g) Date of Appointment 15/06/1998
- i. In the Institution 15/06/1998
- ii. In the present post 15/06/1998
- 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
i) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc.)	22 6/15	180/250	Took extra classes
ii) PG (M.A. /M.Sc. etc.)			
iii) M.Phil			
iv) Any other			

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

- (b) Regularity and Punctuality
- (c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students
- (d) Details of participation in the following
 - (i) University Education
 - (ii) Internal Evaluation
 - (iii) Paper Setting—other colleges in Hyderabad
 - (iv) Assessment of Home assignments --manually
 - (v) Conduct of Examinations—writing skills, presentation skills, practical skills
 - (vi) Evaluation of Dissertation etc.

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

- a) Design of curriculum
- b) Teaching methods
- c) Laboratory experiments
- d) Evaluation methods
- e) Preparation of resource material including book, reading materials, laboratory manuals etc.
- f) Remedial Teaching / Student Counseling (Academic)
- g) Any other

D. *Improvement of professional Competence :*

- (a) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

E. *Research Contributions :*

- a) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

- b) No. of research papers published (please enclose list)
- c) Research Projects

Titles of the project	Name of the funding agency	Duration

- d) Details of Seminars, Conferences, Symposia organised
- e) Patents taken, if any, give a brief description
- f) Membership of Professional Bodies, Editorship of Journals etc.

F. Extension Work/Community Service—social outreach to under privileged government school

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

1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.

2. National Literacy Mission

b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

G. *Participation in Corporate Life :*

Please give a short account of your contribution to :

a) College / University / Institution

b) Co-curricular activities

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

d) Students welfare and Discipline

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

f) Professional Organizations of Teachers

H. Assessment

a) Steps taken by you for the evaluation of the course programme taught—seminars, chapter-wise test, quiz, assignments

I. General Data

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

Kavitha

(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

Format – 2

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER 2017-18

A. General Information

- a) Name :Sibyala Malathi Varma
- b) Date of Birth :12/05/1980
- c) Address (Residential) Shimla 4E, Hill County, Nizampet-500090
Ph.No. 9030014556
- d) Designation : Assistant Professor
- e) Department :Biochemistry
- f) Area of Specialization: Biochemistry
- g) Date of Appointment : 8/06/2015
- i. In the Institution:8/06/15
- ii. In the present post 8/06/15
- h) Honors Conferred :Nil

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
i) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc.	22		1.Exchange classes with other subject faculty.
ii) PG (M.A. /M.Sc. etc.)	Nil		
iii) M.Phil	Nil		
iv) Any other	Pre-Med 4		

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality : These both are always given high importance.

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students :

1. syllabus is dictated to students line by line.
2. At the end of each lecture reference ppt/video and reference text books are given to students.
3. At the end of each module important questions are given.

(d) Details of participation in the following

(i) University Education : Nil

(ii) Internal Evaluation : Yes

(iii) Paper Setting : Yes

(iv) Assessment of Home assignments : Yes

(v) Conduct of Examinations : Yes

(vi) Evaluation of Dissertation etc.: Yes

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

- a) Design of curriculum : Yes
- b) Teaching methods. : Powerpoint / Videos/along with basic chalk board teaching.
- c) Laboratory experiments : Yes
- d) Evaluation methods : Rubric
- e) Preparation of resource material including book, reading materials, laboratory manuals etc.: Yes
- f) Remedial Teaching / Student Counseling (Academic) : Yes, some students have been benefitted
- g) Any other :

D. Improvement of professional Competence :

- (a) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D
 1. Attended a week Plant Tissue Culture workshop at EPTRI, Gachibowli.
 2. Attended 3day workshop on RBPT(research based pedagogical tools) in Bhavan's College, Sainikpuri funded by MHRD and IISER, Pune.

E. Research Contributions :

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		
Ph.D.	Nil		

b) No. of research papers published (please enclose list)

c) Research Projects

Titles of the project	Name of the funding agency	Duration
Nil		

d) Details of Seminars, Conferences, Symposia organised : Nil

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

f) Membership of Professional Bodies, Editorship of Journals etc. : Nil

F. Extension Work/Community Service

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

1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc. : Nil

2. National Literacy Mission

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 : Cooperation and help to the health centre.

b) Co-curricular activities : Nil

c) Enrichment of campus life
(hostels, sports, games, cultural activities) : Active participation in cultural events in college

d) Students welfare and Discipline : Been a responsible class teacher

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

f) Professional Organizations of Teachers : Staff union member

H. Assessment

a) Steps taken by you for the evaluation of the course programme taught:
Internal assessment and skill based assessment

I. General Data

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

1. I continuously try to improve day by day with my experience of teaching in the college.

2. My main motto is always to ignite the spark in my students and inculcate the interest to learn more and more.

By the end of year, the response of my students itself is my greatest achievement.

3. Teaching Biochemistry for medical students was a challenge. Teaching Biochemistry in medical perspective in detail needed lots of preparation and it was successfully done to the best of my capabilities.

S.Malathi Varma

(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

Format – 2

**PERFORMANCE APPRAISAL REPORT
FOR SELF APPRAISAL OF TEACHER (2016-2017)**

A. General Information

- a) Name : Margaret Francis
- b) Date of Birth : 18th September 1965
- c) Address (Residential) Ph.No. 9959569429
- d) Designation: Assistant Professor ; Social Management
- e) Department : Social Sciences
- f) Area of Specialization: Social Work - Generic
- g) Date of Appointment : 02 August 1995
 - i. In the Institution: 02-08-1995
 - ii. In the present post : 12.06.2007
- 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
i) UG (B.A./B.Sc. etc. pass)	BA - I Fundamental of Social Management	60 hrs	

ii) PG (M.A. /M.Sc. etc.) iii) M.Phil iv) Any other	Open Electives Semester III Social Entrepreneurship 3hrs	30 hrs	
	BA- V Paper 4(a) Social Welfare Policy, Planning & Development	55	
	BA - V Paper 4(b) Research Dissertation	60 hrs	
	B.A. – IV Semester IV Social Research and Statistics– 6 hrs	60 hrs	
	B.A. VI– Initiation & Management of NGO 5 hrs	55 hrs	
	BA VI – Social Management Field Work Practicum – 3hrs	40 hrs	
	Semester IV Project Management 3 hrs	34 hrs	

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality – The college instills this decorum in all Faculty members & Students.

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students –
- Teaching Diaries Maintained. This is attested by the Principal for HOD's periodically.

(d) Details of participation in the following

(i) University Education - Nil

(ii) Internal Evaluation - Yes

(iii) Paper Setting - Yes

(iv) Assessment of Home assignments - Yes

(v) Conduct of Examinations – Continuous Assessments, Class Test, Presentations etc

(vi) Evaluation of Dissertation etc. - Yes

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

a) Design of curriculum –

Training curricula are being redesigned in the context of new standards of competence for social managers—the Professional Capabilities Framework (PCF). Students are equipped and qualified to address an extensive range of human problems, presenting major challenges to educators. The Curricula is designed keeping the current and contemporary realities in mind.

b) Teaching methods –

Apart from Chalk and Talk method and conventional methods have also used the following innovative methods of teaching: Student Engagement Mechanisms- where students are given case studies in a team of 5 they discuss and generate a new finding and present the same before the large class. Stimulating games and activities are also conducted to build the team spirit and leadership with the learning domain.

c) Laboratory experiments

For Social Management Students the Society is the biggest laboratory. Students were taken for Observation visits to various grass-root and administrative NGO's within and outside Hyderabad. The List of NGO's visited in this current year is enclosed herewith:

Evaluation methods

Internal Evaluation: Internal Assessment 20 Marks (Compulsory 1 hour test)

Continuous Assessment 20 Marks (Breakdown given below)
 Assignments/Project Work for 10 marks (2 assignments of 5 marks each)
 Skill Test 10 marks (2 tests conducted)

- d) Preparation of resource material including book, reading materials, laboratory manuals etc. – **Yes** (A good amount of time goes into this process) Power Point Presentations are prepared, learning handouts are distributed and shared on college onedu.com app for students access and availability
- e) Remedial Teaching / Student Counseling (Academic) –
 5% of the total students in the subject are slow learners. Such students were given personalized guidance and coaching especially in Research and Statistics Paper.
- f) Any other

D. Improvement of professional Competence :

- (a) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

Seminar Title	Organizing Institution	DD/MM/YYYY
A Two Day Orientation on “Gender Sensitization”	JNTU, Kukatpally- Hyderabad	03 rd & 04 th June 2016
Women Empowerment a Kenyan Project	St. Franis College for Women, Begumpet	24 th Jan 2017
A Two Day National Seminar on “Culture and Civilization Among Tribes in Contemporary India”	Sanskriti – Institute for Dravidian Culture & Research, Habsiguda, Hyderabad	26 th & 27 th Jan 2017

E. Research Contributions :

- a) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.	-	-	-
Ph.D.	-	-	-

- b) No. of research papers published (please enclose list) Nil

c) Research Projects

Titles of the project	Name of the funding agency	Duration

d) Details of Seminars, Conferences, Symposia organized :

e) Patents taken, if any, give a brief description - Nil

f) Membership of Professional Bodies, Editorship of Journals etc. -

F. Extension Work/Community Service

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

1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.

1.a The Department of Social Management has an Outreach Extension Project Titled: **Safal Jeevan – The Girl Child Labor Project**. Supported by UGC under CPE scheme. The project was initiated in 2015 and presently in the third phase of its involvement. This year 25 Girl Child Laborers were identified from slums of the city and provided with many inputs such as soft skills program, art and craft learning opportunities, leadership and motivational programs. Around 15 girls were provided with bridge gap school facilities in collaboration with local NGO's identified from the respective slums.

1.b The Department has initiated a Scheme titled **“Ignite- A KG to PG Program”** where 2 Orphan Girl Children were identified from a slum and Financially & Materially supported with their Education program from KG onwards. This Program was initiated in the year 2015 and successfully carried out for the 4th consecutive year. A Cheque of Rs. 25,000/- is given annually to the care takers of these children. These children are mentored and supervised by Sisters of Charity, sister institution of the college. The funds for this scheme are generated through conduct of Food Fest and other literary events.

2. National Literacy Mission

- b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

G. *Participation in Corporate Life :*

Please give a short account of your contribution to:

- a) College / University / Institution: Mantle the responsibilities & activities entrusted by the management at College Level.

As IQAC Coordinator organized A Two Day National Level Seminar on **“Developing a Culture of Quality – Implementing & Sustaining Approaches to Quality in Higher Education”** on 03rd & 04th March 2017, sponsored by UGC - NAAC. Around 40 outstation Participants attended the seminar.

- b) Co-curricular activities: SMILE Club is the departmental club through which many cultural, literary and academic activities are organized and conducted by the Department.
- c) Enrichment of campus life
(hostels, sports, games, cultural activities)
- d) Students welfare and Discipline
- e) Membership / Participation in Bodies/Committees on Educational and National Development
- f) Professional Organizations of Teachers

H. Assessment

- a) Steps taken by you for the evaluation of the course program taught:
Periodical meetings with experts in the discipline. Industry-Department Interface is also conducted to see the contemporary needs and demands and in accordance the program get modified.

I. General Data

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

Achievements: Published the proceedings of the National Level Conference on **“Developing a Culture of Quality & Sustaining Approaches to Quality in Higher Education”** with support from **Hikey Media Publishers with ISBN®&*-93-82570-96-7**

(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

Format – 2

**PERFORMANCE APPRAISAL REPORT
FOR SELF APPRAISAL OF TEACHER
2017-2018**

A. General Information

- a) Name: Ms. X. Stella Martina
- b) Date of Birth :30/01/1986
- c) Address (Residential) 25-89/8/1, East Anand Bagh, Hyderabad-500047

Ph No: 998928890

- d) Designation: Assistant Professor
- e) Department: English Language and Literature
- f) Area of Specialization: English Language and Literature
- g) Date of Appointment:1/9/2009
 - i. In the Institution: Since 1/9/2009
 - ii. In the present post: Asst 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
i) UG (B.A./B. Sc/Bcom/BVoc, etc. pass)	19 classes along with 2 lab classes (1 st , 2 nd 3 rd years)	Communication Skills in English and English Literature	Compensated by taking extra classes if required only
ii) PG		English Foundation	

(M.A. /M.Sc. etc.)	2 classes	Course	
iii) M.Phil			
iv) Any other 1.Premed Course	5 classes	Medical Communication	

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality: Yes

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students: Yes

(d) Details of participation in the following

(i) University Education

(ii) Internal Evaluation: Yes (IAs and Project guidance)

(iii) Paper Setting: Yes (For supplementary exams for the students of St. Francis College for Women, Begumpet)

(iv) Assessment of Home assignments: Yes

(v) Conduct of Examinations: Yes (Practical conducted in English Language Lab, GD's, Job interviews etc)

(vi) Evaluation of Dissertation etc.: Yes.

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

a) Design of curriculum: Yes. (Feb,2011; Feb 2014; Feb 2016- CBCS)

b) Teaching methods: Chalk and talk, lecture, discussion and interaction, activity based etc.

c) Laboratory experiments: Yes (English Lab- Phonetics)

d) Evaluation methods: Yes – internal and external (oral and written)

e) Preparation of resource material including book, reading materials, laboratory manuals etc.: Yes (shared with students).

f) Remedial Teaching / Student Counseling (Academic): Yes

g) Any other

D. Improvement of professional Competence:

Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc. including open university courses / M.Phil., Ph.D.

- Participated in the conference cum workshop “Teaching and researching American Literacy and cultural studies “at the school of humanities, The University of Hyderabad (US Consulate), March 18-20, 2013.
- Completed 20 hours of advanced trauma awareness and care facilitator training conducted in Hyderabad by Transform 4 Life (Australia) from 26-27 February, 2016.
- Participated in a one-day national seminar on “The future of English Literature in Academics ’on February 3rd, 2012 organized by the dept of English Language and Literature at St. Francis College for Women, Begumpet.
- Participated in UGC sponsored National Seminar on recognizing holistic learning for quality enhancement integrating curriculum with co-curriculum by St. Francis College for Women, Begumpet on Feb 8th and 9th, 2013.
- Participated in national seminar on making the English Classroom in India more inclusive on Jan 6-7, 2014 organized by the dept of English, Nizam College (OU), SAP (DRIS)
- Participated in national seminar on quality enhancement -role of higher education leadership in [preparing next generation leaders towards institutional development on 6th and 7th Feb, 2015 organized by the Internal Quality assurance cell (IQAC) by St. Francis College for Women, Begumpet.
- Participated in two-day NAAC sponsored national level conference on developing a culture of quality: implementing and sustaining approaches to quality in higher education organized by the IQAC on 3rd and 4th March, 2017.
- Participated in Relationship 101, a workshop on healthy relationships led by MS. Naomi A, founder of Advot Project, USA, organized by the US consulate general, Hyderabad on August 1, 2017.
- Participated in two-day national level seminar sponsored by UGC-SERO & TSCHE -dept of English, PG college, Secunderabad, OU on resistance and rebellion in Dalit and African and American Literatures on April 12th and 13th, 2017.
- Participated in a One Day Seminar on NAAC organized by IQAC, St. Francis College for Women, Begumpet on 13 Aug, 2018.
- Participated in a One Day National Seminar, held in St Francis College for Women – Hyderabad, on “Library Resources for Teaching and Research – Opportunities and Challenges” on 30th Nov, 2018.
- Participated at the International Seminar at Andhra University Vizag on Negotiating Socio-Cultural Spaces: Rethinking the Dynamics of Gender on Nov 8th and 9th (2018-19).
- Participated in the International Seminar on Contemporary South Asian Literature: Gender and Environment (Jan 8th & 9th, 2018-19) organized by the dept of English, St. Theresa’s college, Elluru.

E. *Research Contributions:*

a) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

b) No. of research papers published (please enclose list): One (one more publication in the progress)

c) Research Projects

Titles of the project	Name of the funding agency	Duration
1. Presented a paper titled 'Portrayal of Women in Bollywood with Disabilities' at an International Seminar, Andhra University, Vizag on Negotiating Socio-Cultural Spaces: Rethinking the Dynamics of Gender on Nov 8 th and 9 th (2018-19). (Publication in the process)	Andhra University, Vizag	Nov 8 th and 9 th , 2018
2. Presented and published a paper titled "A thematic study on the plight of Indian immigrants in Kiran Desai's <i>The Inheritance of Loss</i> ", at an International Seminar on Contemporary South Asian Literature: Gender and Environment (Jan 8 th & 9 th , 2018-19) organized by the Dept of English, St. Theresa's college, Elluru. (Published in the International Journal of Research, ISBN No.2236-6124 Impact factor 5.7.)	St. Theresa's College, Elluru	Jan 8 th and 9 th , 2019

c) Details of Seminars, Conferences, Symposia organized:

--Organized a one-day national seminar on "The future of English Literature in Academics" on February 3rd, 2012 by the Dept of English Language and Literature at St. Francis College for Women, Begumpet.

--Organized a guest lecture on Business Communication for BCom I H, IC and other professional courses in June 20th, 2018 and the guest speaker was Ms. Catherine Xavier of ISB, Hyderabad at St. Francis College for Women, Begumpet

d) Patents taken, if any, give a brief description

e) Membership of Professional Bodies, Editorship of Journals etc.:

F. Extension Work/Community Service

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

1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.
 - (As a class teacher accompanied students of BA III O for a visit to the Home for the aged, Bhoiguda as a part of the social outreach programme on December 5th, 2019)
 - Contributed cash and kind for the flood relief victims which occurred in Kerala state last December, 2018)
2. National Literacy Mission

b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity- Position held as Dean Student Affairs (Arts)-2015-2017.

G. Participation in Corporate Life:

Please give a short account of your contribution to:

a) College / University / Institution

St Francis College, Begumpet

- Actively involved in designing the Curriculum/Syllabus: English language and Literature
- Contributed to BOSin 2011, 2014, 2016(CBCS)
- Dean Student Affairs (UG)- 2015 to 2017
- Member of the exam committee
- Certificate writing committee (BA stream) for two years
- In charge in the finance committee for the Expression inter collegiate fest (Hunar-2015)
- Member of the Alumni Association
- Member and coordinator for specific event which occurs every academic year (Natale committee)
- Member of the La fiesta club

- Maintains Dept Library and Minutes
 - Sub-committee member for NAAC team (Criteria IV) this year.
 - Was reporter for one day national seminar conducted by the college (Library committee)
 - Member of the Women's cell committee (2018-2019)
- b) Co-curricular activities: Organized cultural events for the freshers day, retirement, silver and golden jubilee celebrations for the staff, farewell etc as Dean Student Affairs; as a Women cell committee member organized (International Men's Day Celebration, Women's day celebration) etc.
- c) Enrichment of campus life
(hostels, sports, games, cultural activities)- Cultural activities were organized in the college for most of the events as Dean Student Affairs.
- d) Students welfare and Discipline: Yes
- e) Membership / Participation in Bodies/Committees on Educational and National Development
- f) Professional Organizations of Teachers

H. Assessment

- a) Steps taken by you for the evaluation of the course programme taught: Continuous feedback and practice.

I. General Data

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

Achievements: Being in an organizing committee as Dean Student Affairs(UG), and been a member of various committee like exam branch, certificate writing committee, prospectus committee, women cell committee, part of various departmental and Arts (expressions) club has helped me to organize, explore student's talent and capability in various aspects so as to bring in a sense of competence, a sense of leadership qualities in them etc. I have delightfully engaging myself as a dedicated and hardworking Professor, as a class teacher and work assigned whenever with utmost dedication and sincerity. Always worked for the growth of the institution in terms of professional life, was able to balance academics as well as in cultural activities organized by me along with the teammates.

Regular assessment is been taken so as to evaluate the course programme in each class and subject wise to ensure they fare well in exams and to develop their hands-on experience in their specified subject.

Difficulties: Students from corporate colleges were weak in communicating properly in terms of language-based skills and the need to guide them so as to improve academically.

Suggestions for improvement: Discipline is the utmost priority to be maintained by the students, usage of cell phone can be minimalized as it causes distraction among students. Information sharing among colleagues should be encouraged etc.

(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

Format – 2**PERFORMANCE APPRAISAL REPORT
FOR SELF APPRAISAL OF TEACHER****A. General Information**

- a) Name : Nikita Bengani
- b) Date of Birth : 03/08/1996
- c) Address (Residential) : H. No. 5-3-33, Plot no. 13, Jeera
compound, R.P. Road, Secunderabad, 500003

Ph.No.: 9032975201

- d) Designation: Asst. Professor
- e) Department : Mathematics
- f) Area of Specialization: Pure Mathematics
- g) Date of Appointment
- i) In the Institution: 8th June 2015
- ii) In the present post : 8th June 2015
- h) Honors Conferred : Class teacher for MSc II

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
i) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc.	ODD -18, Even – 18	2017-18	
ii) PG (M.A. /M.Sc. etc.)			
iii) M.Phil			
iv) Any other			

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality : yes

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students :- yes

(d) Details of participation in the following

(i) University Education

(ii) Internal Evaluation :- M.Sc Mathematics .

(iii) Paper Setting :- supplementary papers of PG in 2017-18

(iv) Assessment of Home assignments :- yes

(v) Conduct of Examinations:- yes

(vi) Evaluation of Dissertation etc. :- yes

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

a) Design of curriculum :- for cbcs in 2017-18

b) Teaching methods :- chalk and duster, ppt , seminars, OHP

c) Laboratory experiments :- Mathematica

d) Evaluation methods :- Skill tests, assignments, PPT, Seminars

e) Preparation of resource material including book, reading materials, laboratory manuals etc. :- ----
Remedial Teaching / Student Counseling (Academic) :- ---

f) Any other : ---

D. Improvement of professional Competence :

(a) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

E. Research Contributions :

a) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

b) No. of research papers published (please enclose list)

c) Research Projects

Titles of the project	Name of the funding agency	Duration

- d) Details of Seminars, Conferences, Symposia organized
- e) Patents taken, if any, give a brief description
- f) Membership of Professional Bodies, Editorship of Journals etc :-

F. Extension Work/Community Service

- a) Please give a short account of your contribution to :
 - 1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc. :
 - 2. National Literacy Mission

Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity: **NSS PO for PG**

G. *Participation in Corporate Life :*

Please give a short account of your contribution to :

- a) College / University / Institution :- worked towards betterment of the college like taking care of the academics of the students as well as their development as good people through counselling.
- b) Co-curricular activities :-
- c) Enrichment of campus life :- (hostels, sports, games, cultural activities)
- d) Students welfare and Discipline :- trying to inculcate discipline in the students through motivational activities like counselling and also making them attend college prayer regularly.
- e) Membership / Participation in Bodies/Committees on Educational and National Development :-
- f) Professional Organizations of Teachers

H. Assessment

- a) Steps taken by you for the evaluation of the course programme taught

I. General Data

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

Nikita Bengani

(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

A handwritten signature in green ink, appearing to be 'Ash', is centered on a light pink rectangular background.

(Signature of the Person authorized*)

* By a person to be nominated by Principal / Vice Chancellor

Format – 2

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER

A. General Information

- a) Name Padmasree
- b) Date of Birth 4 June 1971
- c) Address (Residential) Flat No 105, Vijetha Sapphire, Saleemnagar colony ,
Malakpet, Hyderabad, 500036
Ph.No. 9848979900
- d) Designation Lecturer (Head of Department)
- e) Department Computer Science
- f) Area of Specialization Programming, Databases
- g) Date of Appointment
- i. In the Institution July 1 2003
- ii. In the present post June 7 2014
- 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
i) UG B.Sc (SE)	16	16 per week	Extra classes
ii) PG M.Sc (C.Sc)			
iii) M.Phil			
iv) Any other			

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students
Provided at the beginning of each semester

(d) Details of participation in the following

- | | |
|--------------------------------------|------------------|
| (i) University Education | NA |
| (ii) Internal Evaluation | Yes |
| (iii) Paper Setting | Yes |
| (iv) Assessment of Home assignments | Yes |
| (v) Conduct of Examinations | Yes |
| (vi) Evaluation of Dissertation etc. | Student Projects |

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

- Design of curriculum - yes
- Teaching methods - chalk and board, ppt, group discussions
- Laboratory experiments- regularly conducted
- Evaluation methods - assignments, written tests, quiz, presentations, seminars
- Preparation of resource material including book, reading materials, laboratory manuals etc. - yes
- Remedial Teaching / Student Counseling (Academic) - yes
- Any other

D. Improvement of professional Competence :

- Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

E. Research Contributions :

- Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

- No. of research papers published (please enclose list)

- Research Projects

Titles of the project	Name of the funding agency	Duration

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- d) Details of Seminars, Conferences, Symposia organised
- e) Patents taken, if any, give a brief description
- f) Membership of Professional Bodies, Editorship of Journals etc.

F. Extension Work/Community Service

- a) Please give a short account of your contribution to :
 - 1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.
 - 2. National Literacy Mission
- b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

G. *Participation in Corporate Life :*

Please give a short account of your contribution to :

- a) College / University / Institution - Program the college examination results
- b) Co-curricular activities
- c) Enrichment of campus life
(hostels, sports, games, cultural activities)
- d) Students welfare and Discipline
- e) Membership / Participation in Bodies/Committees on Educational and National Development
- f) Professional Organizations of Teachers

H. Assessment

- a) Steps taken by you for the evaluation of the course programme taught - student feedback , peer and self assessment

I. General Data

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

Continuous learning of academic and personal skills is highly gratifying

Padmasree
(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

Format – 2

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER

A. General Information

- a) Name-Ms.Rajeshwari
- b) Date of Birth-03/12/1979
- c) Address (Residential) H:No12-2-417/73.Sharadanagar Colony,Gudimalkapur.
Ph.No.9948669199
- d) Designation-Lecturer
- e) Department –Computer Science
- f) Area of Specialization-Computer Science and Engineering
- g) Date of Appointment
 - i. In the Institution-16/06/2016
 - ii. In the present post-01/08/2018
- 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
i) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc.)	BSC -7 BSC(CAP)-7	2017-18 -----170 2017-18-----170	Give practical assignments or compensating class
ii) PG (M.A. /M.Sc. etc.)	-	-	-
iii) M.Phil			
iv) Any other			

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality Yes

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students -Yes

(d) Details of participation in the following

(i) University Education

(ii) Internal Evaluation -Yes

(iii) Paper Setting-Yes

(iv) Assessment of Home assignments-Yes

(v) Conduct of Examinations-Yes

(vi) Evaluation of Dissertation etc.

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

a) Design of curriculum-Yes

b) Teaching methods-using board and projector, interactive sessions

c) Laboratory experiments-on Computer system

d) Evaluation methods-Assignments, seminars, written exam

e) Preparation of resource material including book, reading materials, laboratory manuals etc.

f) Remedial Teaching / Student Counseling (Academic) -yes

g) Any other

D. Improvement of professional Competence :

(a) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.seminars

E. Research Contributions :

a) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

b) No. of research papers published (please enclose list)

c) Research Projects

Titles of the project	Name of the funding agency	Duration

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d) Details of Seminars, Conferences, Symposia organized

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

f) Membership of Professional Bodies, Editorship of Journals etc.

F. Extension Work/Community Service

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

1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.

2. National Literacy Mission

b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

G. *Participation in Corporate Life :*

Please give a short account of your contribution to :

a) College / University / Institution

b) Co-curricular activities

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

d) Students welfare and Discipline

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

f) Professional Organizations of Teachers

H. Assessment

a) Steps taken by you for the evaluation of the course programme taught
Written exam, Assignments, Seminars etc

I. General Data

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

(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

Format – 2

**PERFORMANCE APPRAISAL REPORT
FOR SELF APPRAISAL OF TEACHER(2017-18)**

A. General Information

- a) Name : K. Ramanjana
- b) Date of Birth : 16-02-1978
- c) Address (Residential): H.No.:18-87, Road No. 6, Hanumanpet, Malkajgiri.
Ph.No.: 9949103838
- d) Designation: Assistant Professor
- e) Department : Mathematics
- f) Area of Specialization: Applied Mathematics
- g) Date of Appointment
 - i. In the Institution: 15th July, 2013.
 - ii. In the present post : 15th July, 2013.
- h) Honors Conferred : Spectrum Coordinator(2014-2016), NSS PO (2016-2019).

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
i) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc.	ODD -18, Even – 19	2017-18	
ii) PG (M.A. /M.Sc. etc.)			
iii) M.Phil			

iv) Any other			
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*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality :

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students

(d) Details of participation in the following

(i) University Education

(ii) Internal Evaluation yes, B.Sc. B.Com IA papers, Open elective

(iii) Paper Setting Supplementary papers of B.Sc, B.Com theory and practical papers

(iv) Assessment of Home assignments yes

(v) Conduct of Examinations yes

(vi) Evaluation of Dissertation etc.-

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

- a) Design of curriculum
- b) Teaching methods: Chalk and Duster, and also Mathematica
- c) Laboratory experiments Mathematica, Sage, Geogebra.
- d) Evaluation methods : Skill Test, PPTs, Assignments.
- e) Preparation of resource material including book, reading materials, laboratory manuals etc.
- f) Remedial Teaching / Student Counseling (Academic) :
- g) Any other

D. Improvement of professional Competence :

- (a) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.
 - 1) Attended 2 day workshop at Andha Mahila Sabha, OU Campus, Hyderabad.
 - 2) Attended seminar on Optimization and Artificial Intelligence at Aurora Degree college, Hyderabad.

E. Research Contributions :

- a) Number of students (M.Phil., / Ph.D.)

At the beginning of the year	Registered during the year	Completed during the year
M.Phil.		

Ph.D.			
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b) No. of research papers published (please enclose list)

c) Research Projects

Titles of the project	Name of the funding agency	Duration

d) Details of Seminars, Conferences, Symposia organized

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

f) Membership of Professional Bodies, Editorship of Journals etc.

F. Extension Work/Community Service

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

1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.
2. National Literacy Mission

b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity: NSS Programme Officer (2016-19)

G. Participation in Corporate Life :

Please give a short account of your contribution to:

- a) College / University / Institution
- b) Co-curricular activities
- c) Enrichment of campus life
(hostels, sports, games, cultural activities)
- d) Students welfare and Discipline
- e) Membership / Participation in Bodies/Committees on Educational and National Development
- f) Professional Organizations of Teachers :- Member in Indian Science Congress Association

H. Assessment

a) Steps taken by you for the evaluation of the course programme taught

I. General Data

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

K. Ramanjana
(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

Format – 2

**PERFORMANCE APPRAISAL REPORT
FOR SELF APPRAISAL OF TEACHER**

A. General Information

- a) Name : Rekha R Jaichander
- b) Date of Birth : 16-03-1972
- c) Address (Residential) : Flat no. 301, Aarthi towers, Lokayuktha Colony, Saidabad
Ph.No.: 8919903261
- d) Designation: Asst. Professor, PG Coordinator, Mathematics
- e) Department : Mathematics
- f) Area of Specialization: M.Sc. Tech.(Mathematics),
- g) Date of Appointment
- i. In the Institution: 15th June, 1995.
- ii. In the present post : 26-06-1996.
- h) Honors Conferred : Class teacher for MSc I

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
i) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc.)	ODD -18, Even – 18	2017-18	
ii) PG (M.A. /M.Sc. etc.)			
iii) M.Phil			
iv) Any other			

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality : yes

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students :- yes

(d) Details of participation in the following

- (i) University Education
- (ii) Internal Evaluation :- M.Sc Mathematics .
- (iii) Paper Setting :- supplementary papers of PG in 2017-18
- (iv) Assessment of Home assignments :- yes
- (v) Conduct of Examinations:- yes
- (vi) Evaluation of Dissertation etc. :- yes

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

- a) Design of curriculum :- for cbcs in 2017-18
- b) Teaching methods :- chalk and duster, ppt , seminars, OHP
- c) Laboratory experiments :- Mathematica
- d) Evaluation methods :- Skill tests, assignments, PPT, Seminars
- e) Preparation of resource material including book, reading materials, laboratory manuals etc. :- ----
Remedial Teaching / Student Counseling (Academic) :- ---
- f) Any other : ---

D. Improvement of professional Competence :

- (a) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

E. Research Contributions :

- a) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

- b) No. of research papers published (please enclose list)

- c) Research Projects

Titles of the project	Name of the funding agency	Duration

- d) Details of Seminars, Conferences, Symposia organized
- e) Patents taken, if any, give a brief description
- f) Membership of Professional Bodies, Editorship of Journals etc :-

F. Extension Work/Community Service

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

1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc. :

Accompanied MSc Mathematics-I in their Community Outreach Programme at St. Andrew's School ,
Somajiguda

2. National Literacy Mission

- b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

G. *Participation in Corporate Life :*

Please give a short account of your contribution to :

- a) College / University / Institution :- worked towards betterment of the college like taking care of the academics of the students as well as their development as good people through counselling.
- b) Co-curricular activities :-
- c) Enrichment of campus life :- (hostels, sports, games, cultural activities)
- d) Students welfare and Discipline :- trying to inculcate discipline in the students through motivational activities like counselling and also making them attend college prayer regularly.
- e) Membership / Participation in Bodies/Committees on Educational and National Development :-
Member of Academic Council, Compilation of academic Calender
- f) Professional Organizations of Teachers

H. Assessment

- a) Steps taken by you for the evaluation of the course programme taught

I. General Data

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

Rekha R. J

(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

NAAC for Quality and Excellence in Higher Education

Format – 2

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER 2017-18

A. General Information

- a) Name: Rooman Deb
- b) Date of Birth : 15-02-79
- c) Address (Residential): E-403,JVTH,Lower Tank Bund,Hyd-80
Ph.No.: 9959005009
- d) Designation: Asst.Professor
- e) Department : History
- f) Area of Specialization
- g) Date of Appointment
- i. In the Institution:
- (i) Jun 2002 – Mar 2003 , St Francis College – Part Time
 - (ii) Jun 2003 – Mar 2006 , St Francis College – Contract
 - (ii) Jun 2013 – Mar 2014, St Francis College – Part Time
 - (iii) Oct 2015 – Jun 2017, St Francis College – Contract/part time
- ii. In the present post : 01/07/17 till date. St Francis College - Permanent
- h) Honors Conferred - Nil

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
i) UG (B.A./B.Sc/B.Com. etc. pass)	17 hrs -lecture (odd sem) 15 hrs-lecture (even sem)	2017-18	Gathering reading material library references

ii) PG (M.A. /M.Sc. etc.)	----	---	---
iii) M.Phil	---	---	---
iv) Any other	---	---	---

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality (i) Regular in discharging all duties and responsibility

(ii) Punctual in attending College and Taking Classes

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students

Course Teaching Plan is prepared and promulgated at the beginning of Semester ,synopsis provided with reference to module course title ,objectives and the Students are regularly provided Reading and Reference List for the prescribed course and subjects.

(d) Details of participation in the following

- (i) University Education - NA
- (ii) Internal Evaluation - Internal Evaluation of Students is regularly conducted for B.A History I/II Year course
- (iii) Paper Setting - Internal Paper Setting for I/II Year B.A History and Sem end for IHC Course
- Supplementary and End Semester Paper for IHC Course
- (iv) Assessment of Home assignments - Undertaken regularly to assess student's grasp of the discipline.
- (v) Conduct of Examinations - Perform Invigilation duties during Examination and Evaluation
- (vi) Evaluation of Dissertation – NA

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

- a) Design of curriculum - NA
- b) Teaching methods - Encourage interactive, practical reasoning of real time related issues vis-à-vis subject learned in classroom
- c) Laboratory experiments - NA
- d) Evaluation methods - Internal Assessment and Continuous Assessment undertaken
- e) Preparation of resource material including book, reading materials, laboratory manuals – NA
- f) Remedial Teaching / Student Counseling (Academic) – Provide counselling specific to individual student requirements.
- g) Any other - NA

D. Improvement of professional Competence :

- (a) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

Name of the Seminar/ Conference/ Symposia Workshop / Refresher / Orientation etc.	Name of the Sponsoring Agency	Place and Date
1. International Seminar on First World War : Indian Context	ICHR	St. Aloysius College Mangalore 5 & 6 Jan 2018
2. Why should we study History – National Seminar		St Ann's College for Women, Mehdipatnam, 11 Jan 2018

E. Research Contributions :

- a) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

- b) No. of research papers published (please enclose list)

- c) Research Projects

Titles of the project	Name of the funding agency	Duration

- d) Details of Seminars, Conferences, Symposia organised

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

- e) Patents taken, if any, give a brief description - NA

- f) Membership of Professional Bodies, Editorship of Journals etc. - Nil

F. Extension Work/Community Service -

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

1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.
2. National Literacy Mission
- b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

Appointed NSS PO in 2017 in the institution which provided ample opportunities for community service, work for social empowerment, health, environment, sanitation, child and women related issues. Conducted Special NSS Annual Camps for students as part of Village Development

G. Participation in Corporate Life :

Please give a short account of your contribution to :

- a) College / University / Institution : Member of various Committees in College(Women Cell and currently serving as NSS PO)
- b) Co-curricular activities
- c) Enrichment of campus life
(hostels, sports, games, cultural activities)
- d) Students welfare and Discipline : Provide regular informal counselling to students and maintain regular discipline in class room
- e) Membership / Participation in Bodies/Committees on Educational and National Development
- f) Professional Organizations of Teachers :

H. Assessment

- a) Steps taken by you for the evaluation of the course programme taught : Periodical discussions with HoD regarding evaluation of Course Programs

I. General Data

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

- (i) Conducted Stay Camps and Educational Field Trips for Students including to Villages, and Goa
- (ii) Conducted various activities as NSS PO including Haritha Haram, Swachhta Campaign, Health Awareness etc

(Rooman Deb)
Signature of 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

Format – 2

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER

A. General Information

- a) Name D. Rupali
- b) Date of Birth 12-06-1978
- c) Address (Residential) Plot no 10-466/4/5A, Sree Tirumala Residency, PVN Colony, Malkajgiri, Hyderabad
Ph.No.9866524501
- d) Designation Asst.Prof
- e) Department Public Administration
- f) Area of Specialization -
- g) Date of Appointment 12-06-2012
- i. In the Institution St.Francis Degree College for Women, Begumpet, Hyderabad
- ii. In the present post Head, Department of Public Administration
- 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
i) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc.	B.A 25 Hrs – Lecture	2017-2018	Library hr Reference Books Gathering reading material
ii) PG (M.A. /M.Sc. etc.)	-----	-----	-----
iii) M.Phil	-----	-----	-----
iv) Any other			

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

- (b) Regularity and Punctuality Regular in discharging all duties and responsibility
Punctual in attending College and taking Classes

- (c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students
Course Teaching Plan: Even and Odd Semester Syllabus is divided into modules which are planned according to the number of teaching days in the month and a periodic planning is done to complete the syllabus on time
Synopsis of Lecture: For every topic Introduction, Definition, Meaning, Content, Criticism, Suggestion & Conclusion is given to the students
Reading list: For every topic Reference Books, Journals are given to the students

- (d) Details of participation in the following

- (i) University Education NA
- (i) Internal Evaluation - Internal Evaluation of Students is regularly conducted for B.A Public Administration 1st 2nd and 3rd year students
- (ii) Paper Setting: Internal Paper Setting for 1st 2nd & 3rd Year Public Administration Students
External Paper Setting for B.A for 1st 2nd & 3rd Year Public Administration Students for different Government & Affiliated Colleges
- (iii) Assessment of Home assignments: Continuously assessed students by giving them Project work, Scrap Books were maintained with latest news confined to the discipline, Students presentation, Class test etc...
- (iv) Conduct of Examinations: CA & IA Paper Setting and Invigilation;
End Semester Invigilation Duty
- (v) Evaluation of Dissertation etc. NA

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

- a) Design of curriculum: We changed the syllabus according to CBCS Pattern and modified accordingly in the year 2016- 2017
- b) Teaching methods: Lecture Method using chalk & Board, Power Point Presentation, encourage two way interactive communication between student and teacher, Practical reasoning of real time related issues etc...
- c) Laboratory experiments NA
- d) Evaluation methods: Internal Assessment and Continuous Assessment Undertaken
- e) Preparation of resource material including book, reading materials, laboratory manuals etc.NA
- f) Remedial Teaching / Student Counseling (Academic) Guidance is given to slow learners and below average students with easy reference books and study material
Provide counseling specific to individual student requirements.
- g) Any other -NA

D. Improvement of professional Competence :

- (a) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

Name of the Seminar/ Conference/ Symposia Workshop / Refresher / Orientation etc.	Name of the Sponsoring Agency	Place and Date
1)Attended Annual Departmental conference followed by workshop on Choice Based Credit Systems Implementation – A Review	Department of Public Administration, Osmania University, Hyderabad	1)3 rd August 2018 at Department of Public Administration, O.U

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(b)

E. Research Contributions :

a) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.	-	-	-
Ph.D.	-	-	-

b) No. of research papers published (please enclose list) -

c) Research Projects

Titles of the project	Name of the funding agency	Duration
-	-	-

d) Details of Seminars, Conferences, Symposia organised

e)

- f) Patents taken, if any, give a brief description: NA
- g) Membership of Professional Bodies, Editorship of Journals etc. NIL

F. Extension Work/Community Service

- a) Please give a short account of your contribution to :
 - 1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc. ---
 - 2. National Literacy Mission ----
- b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.----

G. *Participation in Corporate Life :*

Please give a short account of your contribution to :

- a) College / University / Institution
 - Member of women's cell
 - Member of academic planning and development
- b) Co-curricular activities
- c) Enrichment of campus life
(hostels, sports, games, cultural activities)
- d) Students welfare and Discipline
Assigned to maintain discipline during the assembly
- e) Membership / Participation in Bodies/Committees on Educational and National Development
- f) Professional Organizations of Teachers

H. Assessment

- a) Steps taken by you for the evaluation of the course programme taught
Updated syllabus as per university norms in the year 2016-2017

I. General Data

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

Achievements: As there is an enormous growth in the student's strength, the Department has grown from single member Department to two full time member Department
The large student strength also allows us to conduct and excel in various academic activities

Difficulties Faced: There is severe shortage of reference books in the Departmental Library
Due to large strength, there is disproportionate student to faculty ratio which sometimes impacts the faculty in lecture deliverance. Whenever students are taken on field trips there is a issue with large number of strength due to which at times organizations refuse permission for field visits.

Suggestions for improvement: There is severe shortage of reference books in the Departmental Library which is affecting the students and faculty alike hence, there is a need to have more books in the Departmental Library

D.RUPALI
(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

Format – 2

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER -2017-18

A. General Information

- a) Name : DEVY.K
- b) Date of Birth :4/6/1977
- c) Address (Residential) : #42,PCB colony Phase II,Subash Nagar ,Trimilgiri,Secunderabad
Ph.No.:9703431125
- d) Designation:Asst.Professor
- e) Department :Physics
- f) Area of Specialization: General physics
- g) Date of Appointment
- i. In the Institution: 1/7/2008
- ii. In the present post
- h) Honors Conferred :Dean of students affairs, sciences

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
i) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc.	L -4 P - 15	120 360	Special classes taken
ii) PG (M.A. /M.Sc. etc.)			
iii) M.Phil			
iv) Any other			

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality :regular and punctual

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students

(d) Details of participation in the following

(i) University Education :

(ii) Internal Evaluation : yes

(iii)Paper Setting: Yes

(iv)Assessment of Home assignments :yes

(v) Conduct of Examinations : Yes

(vi)Evaluation of Dissertation etc.

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

a) Design of curriculum : yes

b) Teaching methods: chalk and board, LCD, OHP

c) Laboratory experiments:

d) Evaluation methods : Assignments, Seminar, Written tests

e) Preparation of resource material including book, reading materials, laboratory manuals etc.

f) Remedial Teaching / Student Counseling (Academic)

g) Any other

D. Improvement of professional Competence :

(a) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.:

Participated and presented a paper in the International Conference conducted by Loyola college –Chennai 7 th and 8 th February -2018.

Participated in the International Conference On Science Technology Engineering & Mathematics Education & Faculty Development Organised by St. Francis College November 2017

E. Research Contributions :

a) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

b) No. of research papers published (please enclose list)

c) Research Projects

Titles of the project	Name of the funding agency	Duration

- d) Details of Seminars, Conferences, Symposia organised
- e) Patents taken, if any, give a brief description
- f) Membership of Professional Bodies, Editorship of Journals etc.

F. Extension Work/Community Service

- a) Please give a short account of your contribution to :
 - 1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.
 - 2. National Literacy Mission
- b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

G. *Participation in Corporate Life :*

Please give a short account of your contribution to :

- a) College / University / Institution : As Dean of Students Affairs for Sciences , addressed the problems faced by the Students.
- b) Co-curricular activities
- c) Enrichment of campus life
(hostels, sports, games, cultural activities)
- d) Students welfare and Discipline
- e) Membership / Participation in Bodies/Committees on Educational and National Development
- f) Professional Organizations of Teachers

H. Assessment

- a) Steps taken by you for the evaluation of the course programme taught

I. General Data

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

Devy.k
(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

A handwritten signature in green ink, appearing to be 'Ash', is centered on a light pink rectangular background.

(Signature of the Person authorized*)

* By a person to be nominated by Principal / Vice Chancellor

Format – 2

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER –(2017-18)

A. General Information

- a) Name Saswati Majumdar
- b) Date of Birth June 12, 1981
- c) Address (Residential) 301- Nitya Enclave, Srinagar Colony, Hyd 73
Ph.No. 8008299827
- d) Designation Assistant Professor
- e) Department English
- f) Area of Specialization T.S Eliot, Gender Studies, American Literature
- g) Date of Appointment
- i. In the Institution June 2008
- ii. In the present post 2011
- 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
i) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc.	16 hours of L		Extra classes were taken in case the students missed their classes.
ii) PG (M.A. /M.Sc. etc.)	2 classes per week		
iii) M.Phil			
iv) Any other			

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality – Regular and Punctual

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students -yes

(d) Details of participation in the following

(i) University Education

(ii) Internal Evaluation – conducted Internal evaluation for Internal Assessment

(iii) Paper Setting- Paper setting for internal evaluation

(iv) Assessment of Home assignments -

(v) Conduct of Examinations-Conducted examinations(skill tests and Presentations as apart of internal evaluation)

(vi) Evaluation of Dissertation etc

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

- Design of curriculum –contributed towards BOS2016
- Teaching methods-chalk and talk, lecture, relevant videos
- Laboratory experiments - NA
- Evaluation methods –Internal evaluation (Skill Test, Oral Presentation and Internal Assessment – written)
- Preparation of resource material including book, reading materials, laboratory manuals etc.
- Remedial Teaching / Student Counseling (Academic) -
- Any other

D. Improvement of professional Competence :

- Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.-NA

E. Research Contributions :

- Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

- No. of research papers published (please enclose list)

The Maiden's Journey: A study of portrayal of the single Female characters in Children's Literature	Gitam University- School of Technology , Hyderabad
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c) Research Projects

Titles of the project	Name of the funding agency	Duration

d) Details of Seminars, Conferences, Symposia organised

Name of the Seminar/ Conference/ Symposia Workshop / Refresher / Orientation etc.	Name of the Sponsoring Agency	Place and Date
Spoken Word-Poetry Workshop	La Fiesta, Department of English, St Francis College for Women	Hyderabad, 2017

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

f) Membership of Professional Bodies, Editorship of Journals etc.

F. Extension Work/Community Service

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

1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.
2. National Literacy Mission

b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

G. Participation in Corporate Life :

Please give a short account of your contribution to :

- a) College / University / Institution - Co-ordinator of the Prospectus Committee
- b) Co-curricular activities
- c) Enrichment of campus life
(hostels, sports, games, cultural activities) Co -Ordinator La Fiesta -2017-18, Committee,
- d) Students welfare and Discipline

- e) Membership / Participation in Bodies/Committees on Educational and National Development
- f) Professional Organizations of Teachers

H. Assessment

- a) Steps taken by you for the evaluation of the course programme taught
- Assessments(written, oral and presentations)

I. General Data

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

The year 2017-18 had been fruitful in terms of teaching learning procedure. Along with the U.G courses it was particularly interesting to teach the P.G Courses.. No major difficulties were faced during the year.

Saswati Majumdar
(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

Format – 2

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER 2017-2018

A. General Information

- a) Name : **Dr.Mallika Shetty**
- b) Date of Birth : **21st May 1972**
- c) Address (Residential) : **Flat No.101,Malineni Towers,Road No.4 , Old Bowenpally,Secunderabad. Ph.No.9848519360**
- d) Designation : **Head,Dept.of BMS**
- e) Department : **Bachelor of Management Studies**
- f) Area of Specialization : **Marketing and Entrepreneurship**
- g) Date of Appointment
- i. In the Institution : **June 2003**
- ii. In the present post : **June 2003**
- h) Honors Conferred : **NA**

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
i) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc.	18 hours per week (14 + 4)	540 teaching hours per year (420+120)	No cases of long leave.
ii) PG (M.A. /M.Sc. etc.)			
iii) M.Phil			
iv) Any other			

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality : Regular and Punctual

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students

*** Teaching plan drawn out in the academic diary**

*** Synopsis of lectures in the form of ppt's forwarded to the class mail id**

*** Reading lists as specified in the syllabus copies /extra reading sent to the class mail id**

(d) Details of participation in the following

(i) University Education - Yes

(ii) Internal Evaluation -Yes

(iii) Paper Setting -Yes

(iv) Assessment of Home assignments -Yes

(v) Conduct of Examinations -Yes, Internal examinations

(vi) Evaluation of Dissertation etc.-Yes

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

a) Design of curriculum -Yes

b) Teaching methods -Yes

c) Laboratory experiments -No

d) Evaluation methods -Yes

e) Preparation of resource material including book, reading materials, laboratory manuals etc.-No

f) Remedial Teaching / Student Counseling (Academic)-No

g) Any other -No

D. Improvement of professional Competence :

(a) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

E. Research Contributions :

a) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.		NA	
Ph.D.		NA	

b) No. of research papers published (please enclose list)

c) Research Projects

Titles of the project	Name of the funding agency	Duration
NA	NA	

d) Details of Seminars, Conferences, Symposia organised :

Name of the Seminar/ Conference/ Symposia Workshop / Refresher / Orientation etc.	Name of the Sponsoring Agency	Place and Date
National Seminar on Emerging Trends in Women Entrepreneurship ,Business & Management – Issues and Challenges	TSCHE (Telangana State Council of Higher Education) The American Corner , St.Francis College for Women ,Hyderabad	19 -23 March ,2018 Dept. of Management Studies St.Francis College for Women,Hyderabad

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

f) Membership of Professional Bodies, Editorship of Journals etc.:NA

F. Extension Work/Community Servicea) Please give a short account of your contribution to : **NA**

1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.

2. National Literacy Mission :NA

b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.:NA

G. Participation in Corporate Life : NA

Please give a short account of your contribution to :

a) College / University / Institution :

*** Discharging duties as the Head of the Department**

*** Guiding department members draw up lesson plan , teaching plan and plan activities that complement teaching**

*** Help in drafting question papers**

*** As a member of committees constituted by the management contribute towards that specific area of work**

*** Contribute to evaluation of syllabus and revision if needed**

b) Co-curricular activities - NA

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

d) Students welfare and Discipline - Yes

e) Membership / Participation in Bodies/Committees on Educational and National Development-NA

f) Professional Organizations of Teachers -NA

H. Assessment

a) Steps taken by you for the evaluation of the course programme taught

*** Take a feed back from students**

*** Discuss the same with department members**

*** Implement corrective measures**

I. General Data

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

I have been able to discover my professional competencies through the several responsibilities entrusted on me. I have been able to complete my PhD with the support of the college and my own determination. I have always tried to innovate in class room teaching making the discussion relevant to the current trends within a given concept.


There have been no major difficulties personally but as a college would surely want to see more of a professional and consistent approach in handling routine issues. Also hope for the college to develop better networking with state government institutions that guide colleges as well as the UG

Mallika Shetty

(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

A handwritten signature in green ink, appearing to be 'Ash', is centered on a light pink rectangular background.

(Signature of the Person authorized*)

* By a person to be nominated by Principal / Vice Chancellor

:

Format – 2

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER

A. General Information

- a) Name : Shalini Rachel
- b) Date of Birth :11-07-1991
- c) Address (Residential): H.No. 37-118/5, Sri colony, R.K. Puram post, Neredmet Cross roads, Secunderabad,, 500056
- d) Ph.No: 9640474965
- e) Designation: Assistant Professor
- f) Department : Biotechnology
- g) Area of Specialization: Microbiology, Biochemical techniques
- h) Date of Appointment
- i. In the Institution: 8th June, 2015
- ii. In the present post : 10th June, 2016
- i) 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
j) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc.	B.Sc: 21hrs Odd semester Theory: Final years: 3hrs Practicals: 6 batches x 3hrs = 18hrs Even semester: 21hrs Theory: First years: 3 hrs Final years: 3 hrs Practicals: 5 batches X	Theory: First year: 35hrs Final years:79 hrs Practicals: 339 hrs	Theory classes were taken during the free hours of students, Practical classes were taken by co incharge faculty

	3hrs = 15hrs		
ii) PG (M.A. /M.Sc. etc.)			
iii) M.Phil			
iv) Any other			

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students :

- Students were informed regarding the books to refer for each topic.
- Notes were provided for few important topics.
- Teachings aids such as OHP's, Powerpoints were shared to students as reference for better understanding.
- Assignments were given for certain important topics and evaluated, suggestions were given to students accordingly.

(d) Details of participation in the following

(i) University Education : No

(ii) Internal Evaluation : Yes (Continuous internal assessments)

(iii) Paper Setting: Yes (Continuous internal assessments, semester end practical examinations)

(iv) Assessment of Home assignments : Yes

(v) Conduct of Examinations: Yes (Skill based tests, semester end practical examinations)

(vi) Evaluation of Dissertation etc. Yes, for final year students

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

- Design of curriculum
- Teaching methods: OHP transparencies, Powerpoint presentations, Video animations, Live demonstration
- Laboratory experiments : Hands on experience, live demonstration
- Evaluation methods : Skill based tests, Home Assignments
- Preparation of resource material including book, reading materials, laboratory manuals etc.
 - Notes were prepared for critical topics, powerpoint presentations, OHP transparencies made for lectures were shared to the students for reference.
- Remedial Teaching / Student Counseling (Academic)
- Any other

D. Improvement of professional Competence :

(a) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

- Pursuing distance education in M.A. Education with IGNOU (Indira Gandhi National Open university)
- Participated and Won the Best paper presentation award in “international conference on science and technology engineering, mathematics (STEM) education and faculty development.
- Participated in RBPT training and workshop organized by the college.
- Attended one day seminar on the topic, Future of Chitosans, Nanobio3 Project, organized by HCU, Hyderabad.

E. Research Contributions :

a) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

b) No. of research papers published (please enclose list): 4

c) Research Projects

Titles of the project	Name of the funding agency	Duration

d) Details of Seminars, Conferences, Symposia organised

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

f) Membership of Professional Bodies, Editorship of Journals etc.

F. Extension Work/Community Service

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

1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.
2. National Literacy Mission

b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

G. Participation in Corporate Life :

Please give a short account of your contribution to :

- College / University / Institution
- Co-curricular activities :
- Participated in curricular activities organized by various clubs of the college such as FACE club, Women'Cell
- Enrichment of campus life (hostels, sports, games, cultural activities):
- Participated and Won first place in sports such as Badminton and Throw ball organized by the college for the staff.
- Students welfare and Discipline
- Membership / Participation in Bodies/Committees on Educational and National Development
- Professional Organizations of Teachers

H. Assessment

a) Steps taken by you for the evaluation of the course programme taught

Lesson plans for teaching was made at the beginning of every semester and the same was followed for teaching. Any discrepancies were adjusted by taking extra classes. A couple of classes were reserved for revision before the continuous internal assessments and semester end examinations. Class tests were conducted and assignments were given on a regular basis to assess the understanding of students regarding the topics taught.

I. General Data

State brief assessment of your performance indicating

(a) Achievements:

Students were able to follow the topics taught both during theory and practicals such as microbiology, biochemistry, stem cells, transplantation etc.. and relate them with their daily life incidences. This increased their interest in the subject.

(b) Difficulties faced:

(c) Suggestions for improvement:

(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

Format – 2

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER

A. General Information

- a) Name : Dr. R. Shiny
- b) Date of Birth : 14th March, 1979
- c) Address (Residential) Ph.No. 9440284987
- d) Designation: Assistant Professor ; M. Com (Applied Finance) Coordinator
- e) Department : Commerce
- f) Area of Specialization: Finance and HRM
- g) Date of Appointment : 18-07-2003
 - i. In the Institution: 18-07-2003
 - ii. In the present post : 10-07-2014
- 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
i) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc.	B.Com (C) – Semester I entrepreneurship development -3hrs	22	

ii) PG (M.A. /M.Sc. etc.) iii) M.Phil iv) Any other	B.Com (P) – Semester VI FPM- I-5hrs	50	
	M. Com (Applied Finance) I Semester I Financial management -5hrs	40	
	M. Com (Applied Finance) II Semester III Security Analysis and Portfolio management -5hrs	41	
	M. Com (Applied Finance) I Semester I Internship -2hrs	20	
	M. Com (Applied Finance) I Semester II Investment management -5hrs	48	
	M. Com (Applied Finance) II Semester IV Wealth management -5hrs	41	
	M. Com (Applied Finance) II Semester IV Project -3hrs	20	

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students

(d) Details of participation in the following

- (i) University Education
- (ii) Internal Evaluation
- (iii) Paper Setting
- (iv) Assessment of Home assignments
- (v) Conduct of Examinations
- (vi) Evaluation of Dissertation etc.

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

- a) Design of curriculum
- b) Teaching methods
- c) Laboratory experiments
- d) Evaluation methods
- e) Preparation of resource material including book, reading materials, laboratory manuals etc.
- f) Remedial Teaching / Student Counseling (Academic)
- g) Any other

D. Improvement of professional Competence :

- (a) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

Seminar Title	Organizing Institution	DD/MM/YYYY
FDP on Financial modeling using Microsoft excel	School of Management Studies , university of Hyderabad	6 th to 8 th April, 2018
3 rd International Conference Global Insurance: Practices & Outlook	Department Of Commerce, Osmania University, Hyderabad, Telangana, India	29 th to 31 st , July 2017

E. Research Contributions :

- a) Number of students (M.Phil., / Ph.D.)

At the beginning of the year	Registered during the year	Completed during the year
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M.Phil.			
Ph.D.			

b) No. of research papers published (please enclose list)

FDP on Financial modeling using Microsoft excel	School of Management Studies , university of Hyderabad	6th to 8th April, 2018
3rd International Conference Global Insurance: Practices & Outlook	Department Of Commerce, Osmania University, Hyderabad, Telangana, India	29th to 31st, July 2017

c) Research Projects

Titles of the project	Name of the funding agency	Duration
<i>“FACTORS INFLUENCING THE EFFECTIVENESS OF THE TELECOM REGULATOR IN INDIA”.</i>	UGC	2 years

d) Details of Seminars, Conferences, Symposia organised

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

f) Membership of Professional Bodies, Editorship of Journals etc.

LIFE MEMBER OF **“INDIAN COMMERCE ASSOCIATION”**

F. Extension Work/Community Service

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

1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.
2. National Literacy Mission

b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

G. *Participation in Corporate Life :*

Please give a short account of your contribution to :

- a) College / University / Institution
- b) Co-curricular activities
- c) Enrichment of campus life
(hostels, sports, games, cultural activities)
- d) Students welfare and Discipline
- e) Membership / Participation in Bodies/Committees on Educational and National Development
- f) Professional Organizations of Teachers

H. Assessment

- a) Steps taken by you for the evaluation of the course programme taught

I. General Data

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

(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

Format – 2

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER

A. General Information

- a) Name T SHOUNI NIVEDITHA
- b) Date of Birth 10-05-1990
- c) Address (Residential) 4-7-8/80, Bharath Nagar, Kowkooor, Secunderabad - 10
Ph.No. 8125141175
- d) Designation: Assistant Professor
- e) Department: Biotechnology
- f) Area of Specialization: Biotechnology
- g) Date of Appointment 1-07-2013
- i. In the Institution 1-07-2013
- ii. In the present post 1-07-2015
- 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
i) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc.)	Odd semester-20hrs Theory- 08hrs Practical - 4x3=12hrs Even Semester-21hrs Theory- 06hrs Practical - 4x3=12hrs Forensic science - 03	Theory: 198 Practical:243	Theory: Took extra class, adjusted the classes missed with the other faculty dealing with the same paper.
ii) PG (M.A. /M.Sc. etc.)			Practical:The co- faculty had taken the practical class.
iii) M.Phil			
iv) Any other			

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality Yes

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students Yes

(d) Details of participation in the following

(i) University Education

(ii) Internal Evaluation Yes, Internal Assessment, practical exam.

(iii) Paper Setting Yes, Semester practical exam, open elective-External paper

(iv) Assessment of Home assignments Yes

(v) Conduct of Examinations Yes, semester practical exam.

(vi) Evaluation of Dissertation etc. Yes, evaluation of project.

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

- Design of curriculum No
- Teaching methods Animations, PPTs, chalk and talk
- Laboratory experiments: Yes, monitoring the students while practicals, live demonstration.
- Evaluation methods Skill test, assignment
- Preparation of resource material including book, reading materials, laboratory manuals etc. No
- Remedial Teaching / Student Counseling (Academic) No
- Any other

D. Improvement of professional Competence :

- Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.
 - Participated in one day seminar on the topic, "Future of Chitosans, Nanobio3 Project", organized by HCU, Hyderabad on September 20th 2017
 - Participated in "International conference of Science Technology engineering and mathematics (STEM) education and faculty development" and presented a poster on "MTHFR GENE VARIANT(C677T) AS A RISK FACTOR FOR NEURAL TUBE DEFECTS" held during 6th November 2017 to 11th November 2017 at St. Francis College for Women, Begumpet.

E. Research Contributions :

- Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

b) No. of research papers published (please enclose list)

c) Research Projects

Titles of the project	Name of the funding agency	Duration

d) Details of Seminars, Conferences, Symposia organised

Organized an International conference on STEM along with the other Science departments.

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

f) Membership of Professional Bodies, Editorship of Journals etc.

F. Extension Work/Community Service

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

1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.

2. National Literacy Mission

b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

G. Participation in Corporate Life :

Please give a short account of your contribution to :

a) College / University / Institution

b) Co-curricular activities

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

d) Students welfare and Discipline

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

f) Professional Organizations of Teachers

H. Assessment

a) Steps taken by you for the evaluation of the course programme taught

A teaching plan for the course taught was made at the beginning of the semester and was followed. Classes missed was covered up by taking an extra class for the same. Quiz, regular assignments, seminars and tests were conducted in the class to analyse the progress of the students.

I. General Data

Achievement:

Students were able to understand the courses taught to them and were able to correlate them with the day to day advances made in the field of Biotechnology. They were also able to easily answer the questions in various M.Sc entrance exams.

Difficulties faced:

Students are not able to maintain a healthy balance between their academics and non academic events because of which they are missing their classes.

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

(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

Format – 2

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER

A. General Information

- a) Name K. Shree Jyothi
- b) Date of Birth 13-04-1973
- c) Address (Residential) C-603,Amsri Central Court, Old Lancer Lines, Secunderabad - 500025
Ph.No. 8978694000
- d) Designation Assistant Professor
- e) Department Commerce
- f) Area of Specialization Finance
- g) Date of Appointment
- i. In the Institution 2-07-2012
- ii. In the present post
- 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
i) UG (B.com) III yr	5	5	Extra class taken
ii) PG (M.Com) I yr	5	5	Extra classes taken as the subject demanded more classes
M.Com) II yr	5	6	
iii) M.Phil			
iv) Any other			

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality 100%

- (c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students **Yes**
- (d) Details of participation in the following
- (i) University Education **Yes**
 - (ii) Internal Evaluation **Yes (Internal Evaluation of Supplementary and PG Internal Evaluation)**
 - (iii) Paper Setting **Yes (Paper setting for BMS, Bcom International Finance and other PG supplementary papers)**
 - (iv) Assessment of Home assignments **Yes (Students were given skill tests like Technical analysis and simulation methods which were evaluated)**
 - (v) Conduct of Examinations **Yes (Internal Assessment conducted and have given the students the firsthand experience of the external examination)**
 - (vi) Evaluation of Dissertation etc. **Yes (11 projects of Mcom II years have been evaluated)**

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

- a) Design of curriculum :
- b) Teaching methods : Teaching finance subjects with excel applications used in the industry for example historical simulation, monte carlo simulation, stock analysis, mutual fund analysis
- c) Laboratory experiments : Taught advanced risk management techniques in Excel
- d) Evaluation methods: Innovative skill tests are given to the students which they can apply in the practical situations which help them to be ready for the market.
Bcom- Stock analysis using Fundamental and technical analysis (one stock per student)
Mcom I – Innovative instruments analysis in Financial Markets
Housing Finance Institution performance (one institution per student)
Mcom II – Risk assessment of an organization using questionnaire (one company per student)
Value at Risk calculation in Excel for a company stock. (one stock per student)
Statistical and Technical Analysis of Forex (one currency pair per student)
- e) Preparation of resource material including book, reading materials, laboratory manuals etc.
Prepared detailed material for subjects handled.
- f) Remedial Teaching / Student Counseling (Academic)
- g) Any other (outreach for Mcom I yr students was organized for 30 hours in old age home, orphanage, Thanks giving cards to banks etc.)

D. Improvement of professional Competence :

- (a) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

Seminars/workshops attended	Date/Year
Capacity Building Program on Commodity Derivatives Market organized by Department of Management Studies, Sree Vidyaniketan Institute of Management, Tirupathi	20th April 2018
Two week FDP on Research Methodology using Excel, SPSS and R Programming at Department of Management, University of Hyderabad	20 November to 3 rd December, 2017
3 rd International Conference Global Insurance: Practices & Outlook, Department of Commerce, Osmania University, Hyderabad, Telangana,	29 th to 31 st , July 2017

E. Research Contributions :

a) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

b) No. of research papers published (please enclose list)

1. One paper titled “**Indian Commodity Markets: A Thematic Review of Existing Literature**” published in the International Journal of Applied Business and Economic Research Volume 15, Number 5, 2017, ISSN: 0972-7302.(Scopus Indexed)

c) Research Projects

Titles of the project	Name of the funding agency	Duration

d) Details of Seminars, Conferences, Symposia organised

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

f) Membership of Professional Bodies, Editorship of Journals etc.

F. Extension Work/Community Service

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

1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.
2. National Literacy Mission

b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

G. Participation in Corporate Life :

Please give a short account of your contribution to :

- a) College / University / Institution
- b) Co-curricular activities
- c) Enrichment of campus life
(hostels, sports, games, cultural activities)
- d) Students welfare and Discipline
- e) Membership / Participation in Bodies/Committees on Educational and National Development
- f) Professional Organizations of Teachers

H. Assessment

- a) Steps taken by you for the evaluation of the course programme taught

I. General Data

State brief assessment of your performance indicating

(a) achievements - successfully completed syllabus on time, projects guided by me were appreciated by the companies. The assignments given by me were included in resume and students were preferred by the interviewers and questioned in the interview regarding these and were very happy (this is the feedback given by the passed out students. For example Himanshi agarwal placed in S&P Capital IQ was interviewed based on FRM assignment and got job immediately)

(b) difficulties faced -

(c) Suggestions for improvement.

(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

Format – 2

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER (2017-18)

A. General Information

- a) Name :Y.SuryaVardhani
- b) Date of Birth :06/12/1981
- c) Address (Residential) :MatrixMajestic ,Flat No:402 ,A-Block,Shaili Gardens,Yapral
Ph.No: 9866203452.
- d) Designation:Asst.Professor
- e) Department:Mathematics
- f) Area of Specialization:M.Sc(Pure Mathematics)
- g) Date of Appointment :
- i. In the Institution:15/06/2005
- ii. In the present post :Permanant
- h) Honors Conferred :Has Been Invited as Judge For Paper and Poster Presentations at RBVRR College as a part of their Mathematics day Celebraions “GNANA”.

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
i) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc.	ODD:23,EVEN:23	2017-18	
ii) PG (M.A. /M.Sc. etc.)			
iii) M.Phil			
iv) Any other			

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality :Yes

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students :Syllabus is given at the starting day,slow learners will be given bridge course

(d) Details of participation in the following

(i) University Education

(ii) Internal Evaluation :Regular B.Sc (Setting Of Supplementary Papers),Internal Practical and assessment Papers are set.

(iii)Paper Setting:Supplementary Theory as well as Practical Question papers

(iv)Assessment of Home assignments Work is assigned to students based on that marks are allotted:

(v) Conduct of Examinations:Internal And External Theory as well as Practicals,External Practical Examiner for Bhavans College as well as RBVRR College

(vi)Evaluation of Dissertation etc.:Students Projects were evaluated Internally according to the criteria based .

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

- Design of curriculum
- Teaching methods: Chalk and Board, Software Testing
- Laboratory experiments :Matlab,Sage Software
- Evaluation methods :Skill test is taken theoretically as well as practically,Presentations Of PPTs.
- Preparation of resource material including book, reading materials, laboratory manuals etc.
- Remedial Teaching / Student Counseling (Academic):Help slow learners by attending to their needs in that particular topic or syllabus concerned.
- Any other :

D. Improvement of professional Competence :

- Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.
 - Attended 3 day Workshop on RBPT at Bhavans College,Sainikpuri from Jan 17th - 19th ,.

E. Research Contributions :

- Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

- No. of research papers published (please enclose list)

- Research Projects

Titles of the project	Name of the funding agency	Duration

- d) Details of Seminars, Conferences, Symposia organised
- e) Patents taken, if any, give a brief description
- f) Membership of Professional Bodies, Editorship of Journals etc.

F. Extension Work/Community Service

- a) Please give a short account of your contribution to :
 - 1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.
 - 2. National Literacy Mission
- b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

G. Participation in Corporate Life :

Please give a short account of your contribution to :

- a) College / University / Institution : Member Of Exam Branch
- b) Co-curricular activities
- c) Enrichment of campus life : Part of Farewell Programme for dance organized. (hostels, sports, games, cultural activities)
- d) Students welfare and Discipline
- e) Membership / Participation in Bodies/Committees on Educational and National Development
- f) Professional Organizations of Teachers: Member of Indian Science congress

H. Assessment

- a) Steps taken by you for the evaluation of the course programme taught: Slow Learners are taken Care off by giving special attention to them, lot of improvement had been through.

I. General Data

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

Y.Suryavardhani
(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

A handwritten signature in green ink, appearing to be 'Ash', is centered on a light pink rectangular background.

(Signature of the Person authorized*)

* By a person to be nominated by Principal / Vice Chancellor

Format – 2

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER

A. General Information

- a) Name : Bulusu Sushma
- b) Date of Birth : 24/07/1973
- c) Address (Residential) 27-10-4/1/1 Krupa Complex, Neredmet Hyderabad 500056
Ph.No. 9618583678
- d) Designation: Lecturer
- e) Department : Electronics
- f) Area of Specialization: Electronics
- g) Date of Appointment 10-11-2010
- i. In the Institution 10-11-2010
- ii. In the present post 10-11-2010
- 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
i) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc.	L /P 22	L/P :572	Special classes are taken
ii) PG (M.A. /M.Sc. etc.)			
iii) M.Phil			
iv) Any other			

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality

Very Regular and Punctual

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students
yes

(d) Details of participation in the following

(i) University Education

No

(ii) Internal Evaluation

Yes

(iii) Paper Setting

Yes

(iv) Assessment of Home assignments

Yes

(v) Conduct of Examinations

Yes

(vi) Evaluation of Dissertation etc.

No

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

a) Design of curriculum Yes

b) Teaching methods: Lectures , Audio Visuals, Seminars, Puzzles

c) Laboratory experiments :Yes

d) Evaluation methods : Taken by the college

e) Preparation of resource material including book, reading materials, laboratory manuals etc. Yes

f) Remedial Teaching / Student Counseling (Academic) Yes

g) Any other

D. Improvement of professional Competence :

(a) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

E. Research Contributions :

a) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

b) No. of research papers published (please enclose list)

c) Research Projects

Titles of the project	Name of the funding agency	Duration

d) Details of Seminars, Conferences, Symposia organised

- e) Patents taken, if any, give a brief description
- f) Membership of Professional Bodies, Editorship of Journals etc.

F. Extension Work/Community Service

- a) Please give a short account of your contribution to :
 - 1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.
 - 2. National Literacy Mission
- b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

G. *Participation in Corporate Life :*

Please give a short account of your contribution to :

- a) College / University / Institution
- b) Co-curricular activities
- c) Enrichment of campus life
(hostels, sports, games, cultural activities)
- d) Students welfare and Discipline
- e) Membership / Participation in Bodies/Committees on Educational and National Development
- f) Professional Organizations of Teachers

H. Assessment

- a) Steps taken by you for the evaluation of the course programme taught

I. General Data

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

(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

Format – 2

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER 2017 - 2018

A. General Informationa) Name: **Swetha Rachel Deshbandhu**b) Date of Birth: **12-02-1988**

c) Address (Residential):

3-6-286/11, RKS Apts,**Hyderguda,****Hyderabad - 500029.**Ph.No. **9885154282**d) Designation: **Lecturer**e) Department: **Languages**f) Area of Specialization: **French**

g) Date of Appointment:

i. In the Institution: **27-06-2012**ii. In the present post: **01-07-2015**h) Honors Conferred: **NA****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
i) UG (B.A./B.Sc. etc. pass)	20	180+180=360	Worksheets given to students for practice which would be

(B.A/ B.Sc. etc. ii) PG (M.A. /M.Sc. etc.) iii) M.Phil iv) Any other			discussed in the following class
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*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality: **Being a discipline-centric person, I give high regard to being punctual and regular to all my classes. I encourage my students to do the same.**

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students:

The teaching plan is prepared according to the academic calendar of the institution. Syllabus and teaching hours are evenly distributed across the semester followed by reinforcement exercises through work sheets, continuous assessments and internal assessments. Synopses of lectures are available to students. Teaching of the themes of each unit of the syllabus is done by supplying the student with current day reading material.

(d) Details of participation in the following

(i) University Education: **NA**

(ii) Internal Evaluation: **I have been an internal evaluator for exams in the college.**

(iii) Paper Setting: **I have set semester and supplementary question papers for two autonomous colleges in Hyderabad.**

(iv) Assessment of Home assignments: **The students are given assignments to gauge their understanding of a topic taught in class which are then evaluated and presented in class by the student to allow fellow students to benefit from the same.**

(v) Conduct of Examinations: **Conducted class tests and skill tests for the students each semester. I have invigilated for both internal and external examinations held by the college.**

(vi) Evaluation of Dissertation etc.: **NA**

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

a) Design of curriculum: **The entire curriculum was designed according to the revised CBCS structure suggested by UGC. The textbook followed by the Osmania University has been introduced in the college.**

b) Teaching methods: **Chalk and board method, communicative and interactive approach, use of role plays and simulative games which allow students to learn through the enactment of real life situations.**

- c) Laboratory experiments: **NA**
- d) Evaluation methods: **Written tests, viva, presentations, skill tests**
- e) Preparation of resource material including book, reading materials, laboratory manuals etc.: **NA**
- f) Remedial Teaching / Student Counseling (Academic):

Slow learners and poor performers are identified and special coaching is given to these students. I have conducted remedial classes for many students equipping them with effective teaching to clear their backlog exams.

- g) Any other

Learning of the language is encouraged by conducting activities such as collage making and participating in quizzes based on French culture and language. Students are encouraged to discover the language and immerse in the culture.

D. Improvement of professional Competence :

- (a) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

Attended seminar on Personality Development Seminar organised by St. Francis College for Women.

E. Research Contributions : NA

- a) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

- b) No. of research papers published (please enclose list)

- c) Research Projects

Titles of the project	Name of the funding agency	Duration

- d) Details of Seminars, Conferences, Symposia organised
- e) Patents taken, if any, give a brief description
- f) Membership of Professional Bodies, Editorship of Journals etc.

F. Extension Work/Community Service

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

1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.

Contributor and participant in a Hyderabad based NGO – Youngistaan Foundation.

2. National Literacy Mission: *NA*

- b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

G. Participation in Corporate Life :

Please give a short account of your contribution to:

a) College / University / Institution

My contribution to the college since the past six years in the role of French language lecturer has been to impart knowledge of a foreign language, allowing the students to discover not just a new language but also, a new culture and society. Being an able, dynamic lecturer in my field I enable the students appreciate the language through the pedagogical activities and make it as a successful choice even for the future students.

b) Co-curricular activities

Enabling the students learn more about the French language through the organisation of guest lectures and workshops where the students were made to understand the impact of the language in the current job market as well as how they could gain an international diploma in French with what they have studied in the college.

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

Various competitions have been organised by the department like quizzes where the students get to discover and learn more about the French language and culture.

d) Students welfare and Discipline

As a class teacher, I have been able to help and counsel students who are going through a stressful time. Some students who I have taught come to me to seek my counsel to make important decisions regarding their college life and higher education. I have conducted remedial classes for many students equipping them to effective ways to clear their backlog exams.

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

f) Professional Organizations of Teachers

NA

H. Assessment

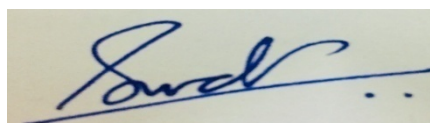
- a) Steps taken by you for the evaluation of the course program taught

The evaluation of the course taught is done by internal assessments, viva, skill tests and presentations.

I. General Data

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


- (a) **I have been able to impart my knowledge of the French language to the students successfully through my dynamic teaching which has been commended and appreciated by my students. I have also been instrumental in their discovery of the French culture. Through my teaching of a foreign language, they have been given another viable career option. Some students have been able to obtain an international diploma in French through the Ministry of National Education, France.**
- (b) **High strength in classrooms may become an impediment to provide effective teaching. Given that certain students are unruly and discourteous in their disposition towards learning the language causes immense hindrance to the students who are motivated to learn and the class in general. Lack of discipline in submitting assignments on time disturbs the rhythm of the curriculum.**
- (c) **Discipline being a core aspect of growth has to be emphasized and inculcated in the student by the institution. Formal reprimands, memos and suspensions should be given to students who lack discipline and do not adhere to the rules of the institution to improve overall development.**



(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

Format – 2

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER

A. General Information

- a) Name Dr. T. Uma
- b) Date of Birth 14.06.1965
- c) Address (Residential) Flat 408, Sai Srinivasam Apartments, Retreat Colony, Old Alwal, Secunderabad 10
Ph.No. 9849802918
- d) Designation Associate Prof. & Head
- e) Department: History
- f) Area of Specialization Modern Indian History
- g) Date of Appointment
 - i. In the Institution 1.07.1990
 - ii. In the present post 24.03.2000
- h) Honors Conferred: Telangana State Meritorious Award for Best Teacher - 2016

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
i) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc.	16	-	NA
ii) PG (M.A. /M.Sc. etc.)			
iii) M.Phil			
iv) Any other			

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students : At the beginning of the year the students are given an overview of the syllabus for the entire semester. The syllabus is dictated to the students and the exhaustive list of reading material is given to them. Besides the college library the students also have access to the Department library.

(d) Details of participation in the following

(i) University Education: Taught history to the students of 1st year and III year

(ii) Internal Evaluation: conducted continuous assessment for 20 marks spread over the semester and a centralized internal written evaluation exam for 20 marks. The continuous evaluation includes skill test, seminar presentation, group projects field trip reports.

(iii) Paper Setting: set the question papers for internal evaluation. Also, examiner for two other autonomous colleges in the city

(iv) Assessment of Home assignments: the students have the option to submit written or typed home assignment over a topic that is assigned to them. When the submit it a few questions are asked from the written material to know if the student understood what she wrote. Marks are allotted for both the written material and the oral explanation given by the student.

(v) Conduct of Examinations: conducted class tests and invigilated for internal and external examinations of the college.

(vi) Evaluation of Dissertation etc. NA

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

- a) Design of curriculum: The curriculum was changed to suit the revised CBCS structure suggested by UGC was followed
- b) Teaching methods: Chalk and Board, Discussions, Debate, Field trips and Quiz
- c) Laboratory experiments - NA
- d) Evaluation methods: Written tests, viva, term paper, skill test and seminar presentation
- e) Preparation of resource material including book – Wrote a book on Telangana History for General Studies.
- f) Remedial Teaching / Student Counseling (Academic) Slow learners and poor performers are identified and informal counseling and special coaching is given to them.
- g) Any other -Regular field trips are conducted annually to historical sites. All important historical events are remembered and celebrated.

D. Improvement of professional Competence:

- (a) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D - Completed all the above mentioned already.

E. Research Contributions :

a) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.	NA		
Ph.D.	NA		

b) No. of research papers published (please enclose list)

Presented a paper titled, India's involvement in World War I and its impact at the International Conference on I world War – Indian Context at Aloysius college, Mangalore, 4 & 5th January, 2018

c) Research Projects

Titles of the project	Name of the funding agency	Duration
Inter religious marriages – Challenges faced by couples	IDCR, Chennai	1 year

d) Details of Seminars, Conferences, Symposia organised –

“UNDERSTANDING GENDER EQUALITY: WHY DO WOMEN EARN LESS THAN MEN? By Mr. Chakravarthy, a management graduate from Columbia University	Quest Hour club in association with the South Asian Students for Liberty organization	On January 18, 2018, St. Francis college for Women
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e) Patents taken, if any, give a brief description - -

f) Membership of Professional Bodies, Editorship of Journals etc.

F. Extension Work/Community Service

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

1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.

Coordinator of the 15 day Swachat Pakhwada programme conducted by the college on the initiative of the Union Government.

2. National Literacy Mission

- b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

G. Participation in Corporate Life :

Please give a short account of your contribution to :

- a) College / University / Institution - As part of Planning and Evaluation committee, IQAC committee, Finance Committee and Governing body had the opportunity to contribute to various aspects of planning and implementation to enrich college life As the Dean of Academics of the college was involved in every aspect of college life and interacted extensively with students.
- b) Co-curricular Activities
 - C.Sahara of B.A I won 'EXPRESS' a feature writing competition associated with media partner 'INDIAN EXPRESS'
 - Inter-college competitions hosted by student - The Quest Hour Club organized an intra college online essay competition on September 25, 2017, (for Gandhi Jayanti which comes on October 2 every year). Students from different streams of the college had participated in this essay competition. The topic of the essay was "HOW DO MAHATMA GANDHI'S NON VIOLENT METHODS COMPARE TO 21ST CENTURY'S LEADERSHIP STYLES?" The winner and runners up were awarded prizes in October first week, in the college
- c) Enrichment of Campus Life
 1. Took the students to Ananda Buddha Vihar along with the Head of the Department Dr. Uma Joseph, on AUGUST 5, 2017, at Mahendragiri hills in Sec – bad. The Buddha Vihar is Buddhist complex consisting of a Buddhist temple, a library, meditation halls and cultural space. It can be said that it is a place where "SILENCE IS MUSIC". The students took a look at the Buddhist lifestyle of the monks and had a great learning experience.
 2. Celebrating 70 years of Independence, the Quest Hour Club organized a Patriotic song competition on August 11, 2017. This event was held in the Capitanio Hall of the college and the whole Social Science Dept was a part of this event.
- d) Students Welfare and Discipline

Utmost care is taken to ensure students are punctual to class . Students who are consistently good are rewarded to encourage others to do the same. The slow learners are encouraged and attached to high performers to encourage them to mentor these students . It has helped the students considerably.

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

Member of Planning and Evaluation committee, Finance committee, Governing Body, Alumnae committee, IQAC committee

f) Professional Organization of Teachers. - Member of TACTA

F. (a) Membership of Professional Bodies, Societies etc.

South India History Congress and AIACHE

(b) Editorship of Journals -

H.

I. Assessment

- a) Steps taken by you for the evaluation of the course programme taught: Formal and informal Feedback is taken from students

J. General Data

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

There were no major difficulties faced. Only students who come from a different stream were finding it difficult to cope with the subject.
Special attention was given to them and they were brought into the main stream.

Uma T
(Signature of the Teacher)

K. * *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

Format – 2

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER

A. General Information

- a) Name : Vanilakshmi.V
- b) Date of Birth :30-5-1978
- c) Address (Residential) : #406,Devi Jayana Apartments, Opp RRB, Keshav Nagar
Colony,Mettuguda,Secunderabad-500 017 Ph.No: 040 27824393
- d) Designation : Asst. Professor
- e) Department :Electronics
- f) Area of Specialization : Applied Electronics
- g) Date of Appointment
- i. In the Institution : 8-6-2015
- ii. In the present post :8-6-2015
- 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
i) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc.	Odd Sem (5/15) Even Sem(5/15)	Odd Sem(68 /154) Even Sem(68/153)	*Adjusted the time table with other lecturer.
ii) PG (M.A. /M.Sc. etc.)			*Taken extra classes.
iii) M.Phil			*Given Library assignment .
iv) Any other			

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality : Taken Care

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students

- Units have been distributed evenly across the Semester.
- Reading list has been given from the syllabus based on the topic.

(d) Details of participation in the following

(i) University Education

(ii) Internal Evaluation

(iii) Paper Setting : Practical - March 2018, Oct 2017

(iv) Assessment of Home assignments

(v) Conduct of Examinations : External Examiner (Practical): April 2018

(vi) Evaluation of Dissertation etc.

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

- Design of curriculum
- Teaching methods : Chalk & Talk, OHP & PPT
- Laboratory experiments
- Evaluation methods
- Preparation of resource material including book, reading materials, laboratory manuals etc.
- Remedial Teaching / Student Counseling (Academic) : Organized Remedial classes.
- Any other

D. Improvement of professional Competence :

- (a) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

TITLE	Organized By:	Place & Date
International Conference on Science Technology Engineering & Mathematics (STEM)	Faculty of Science , St. Francis College for Women, Begumpet, Hyderabad	St. Francis College for Women, Begumpet, Hyderabad Nov 11 th – Nov 16 th 2018, (6 days)
Workshop on “Research Based Pedagogical Tools (RBPT)”	Workshop on “Research Based Pedagogical Tools (RBPT)”	St. Francis College for Women, Begumpet, Hyderabad April 3 rd & 4 th , 2018

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E. Research Contributions :

a) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

b) No. of research papers published (please enclose list)

c) Research Projects

Titles of the project	Name of the funding agency	Duration

d) Details of Seminars, Conferences, Symposia organised

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

f) Membership of Professional Bodies, Editorship of Journals etc.

F. Extension Work/Community Service

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

1. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.
2. National Literacy Mission

b) Positions held / Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

G. Participation in Corporate Life :

Please give a short account of your contribution to :

- a) College / University / Institution
- b) Co-curricular activities : Organized within the Dept.
- c) Enrichment of campus life
(hostels, sports, games, cultural activities)

- d) Students welfare and Discipline
- e) Membership / Participation in Bodies/Committees on Educational and National Development
- f) Professional Organizations of Teachers

H. Assessment

- a) Steps taken by you for the evaluation of the course programme taught : Quiz,Puzzles, JAM, Poster presentation etc

I. General Data

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

(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

Format – 2

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHER

A. General Information

- a) Name : Dr.Ch.Yugandhar
- b) Date of Birth :02-03-1970
Address (Residential) : #104,Sri Rama Enclave,Chappal Bazar ,kachiguda,Hyderabad-27
Ph.No.:9849651251
- c) Designation : Head
- d) Department : Department of statistics
- e) Area of Specialization :
- f) Date of Appointment
- i. In the Institution : 03 August 2011
- ii. In the present post : 01 March 2014
- g) 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
h) UG (B.A./B.Sc. etc. pass) (B.A/ B.Sc. etc.	7;9	14;20	
ii) PG (M.A. /M.Sc. etc.)			
iii) M.Phil			
iv) Any other			

*(to be filled at the end of every academic year)

**L=Lecture T=Tutorial P=Practical

(b) Regularity and Punctuality

(c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students

(d) Details of participation in the following

(i) University Education :NA

(ii) Internal Evaluation : YES

(iii) Paper Setting : yES

(iv) Assessment of Home assignments : YEs

(v) Conduct of Examinations : YES

(vi) Evaluation of Dissertation etc. YEs

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

a) Design of curriculum :YES

b) Teaching methods : PPTs , Using statistical Packages

c) Laboratory experiments : Students use SPSS package for the projects

d) Evaluation methods : Internal Assessment and Continuous Assessment undertaken

e) Preparation of resource material including book, reading materials, laboratory manuals etc.:No

f) Remedial Teaching / Student Counseling (Academic) : Done regularly

g) Any other

D. Improvement of professional Competence :

(a) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars etc including open university courses / M.Phil, Ph.D.

Name of the Seminar/ Conference/ Symposia Workshop / Refresher / Orientation etc.	Name of the Sponsoring Agency	Place and Date
1.Two day workshop on R- software and Data sciences	St.francis college for women	20,21 ,January 2017 Department of Statistics,OU

2.International conference on STEM education and faculty development	St.Francis college for women	6-11 November 2017 St.Francis college
3.one day national seminar on "Library resources for Teaching and Research- opportunities and challenges.	St.Francis college for women	30th November 2017 St.Francis college

E. Research Contributions :

a) Number of students (M.Phil., / Ph.D.)

At the beginning of the year		Registered during the year	Completed during the year
M.Phil.			
Ph.D.			

b) No. of research papers published (please enclose list)

c) Research Projects

Titles of the project	Name of the funding agency	Duration

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

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- c) Enrichment of campus life
(hostels, sports, games, cultural activities)
- d) Students welfare and Discipline
- e) Membership / Participation in Bodies/Committees on Educational and National Development

External examiner for Various autonomous colleges

- f) Professional Organizations of Teachers

H. Assessment

- a) Steps taken by you for the evaluation of the course programme taught

I. General Data

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

- Student progression to higher studies is good
- Department is not stabilized due to frequent change of faculty.
- Difficult to find the staff.
- Regular Departmental meetings
- conducted study tours to students

(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