



ST. JOSEPH'S COLLEGE

JAKHAMA

(Autonomous status granted by UGC notification No.F.22-1(AC) Dtd.11th Oct.2018)

P.B. No. 39, Kohima, Nagaland – 797 001

0370-2231009 (O), 2233022, Fax: 2231022

www.stjosephjakhama.ac.in Email: stjosephc@gmail.com

NAAC Grade A (CGPA: 3.12)



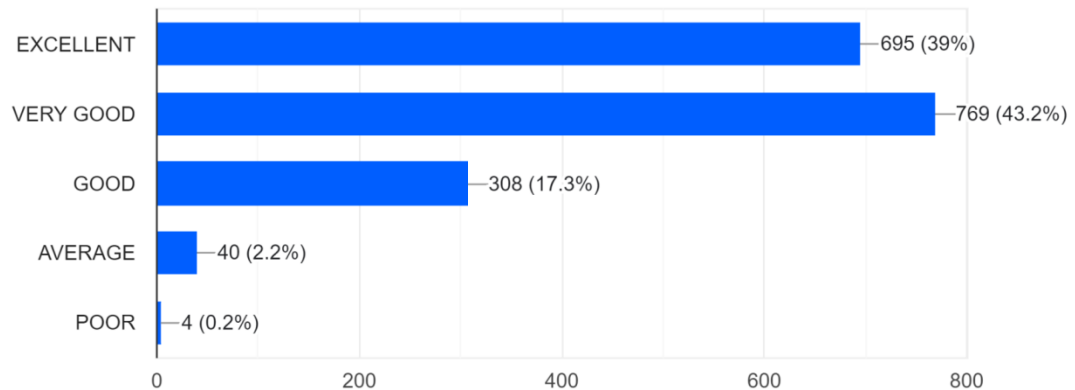
FEEDBACK FORM FOR EVALUATION BY STUDENTS

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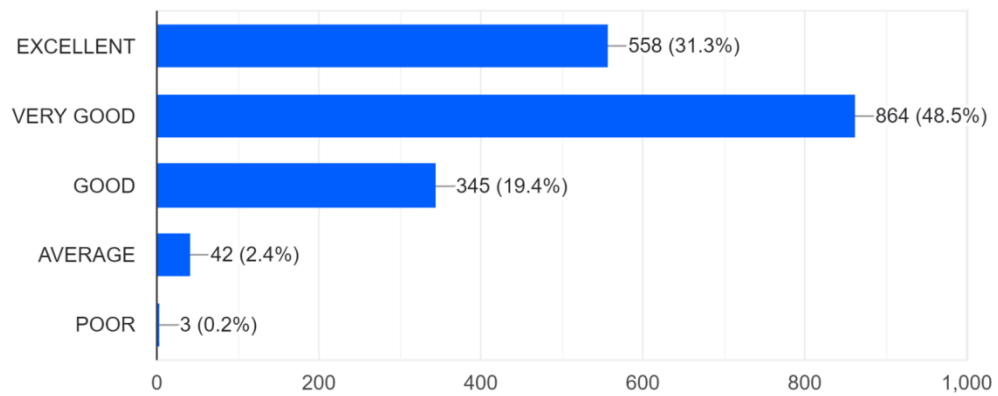
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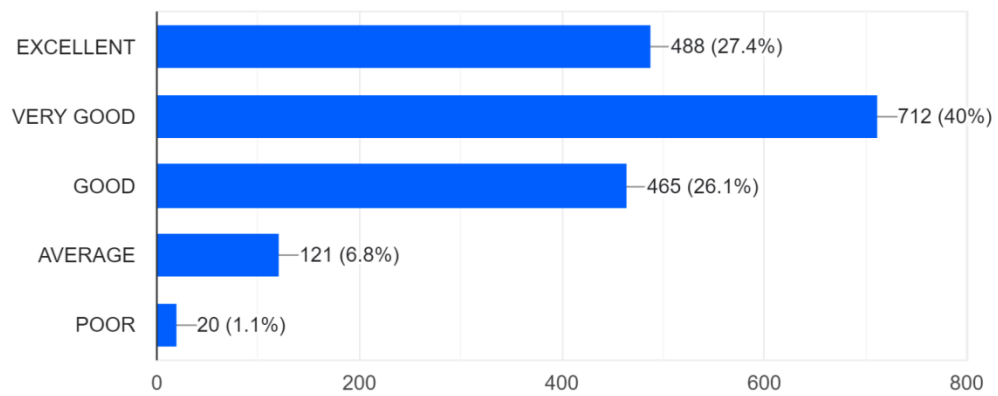
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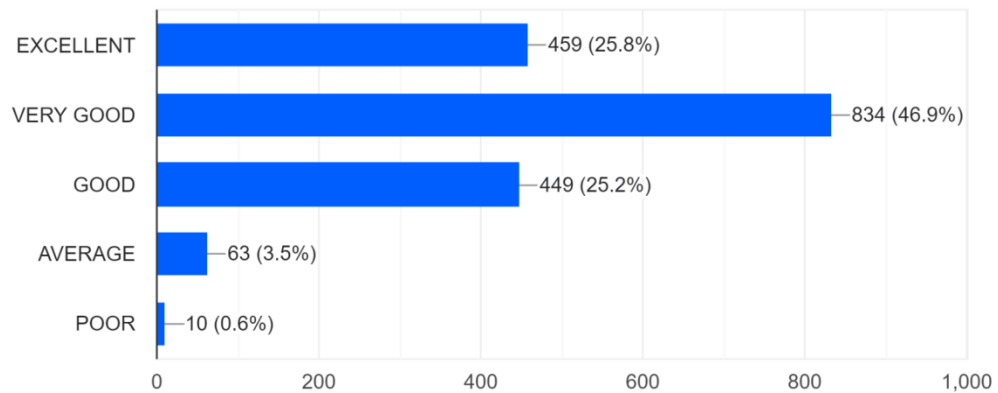
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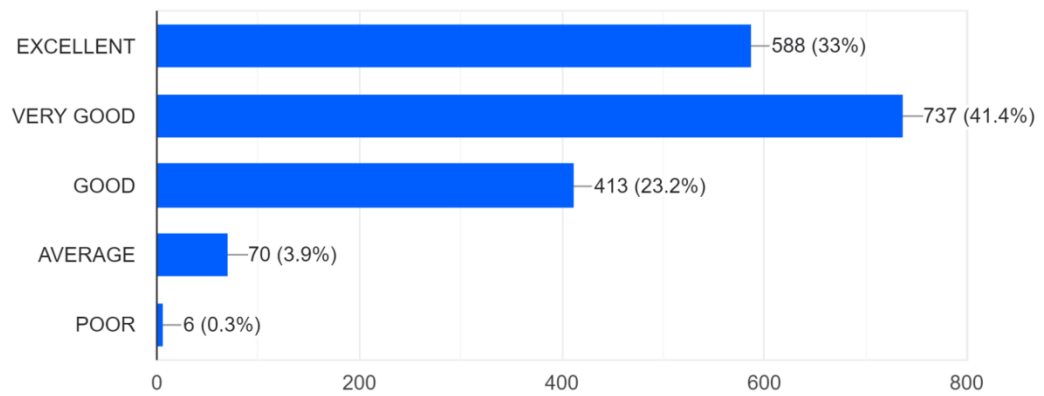
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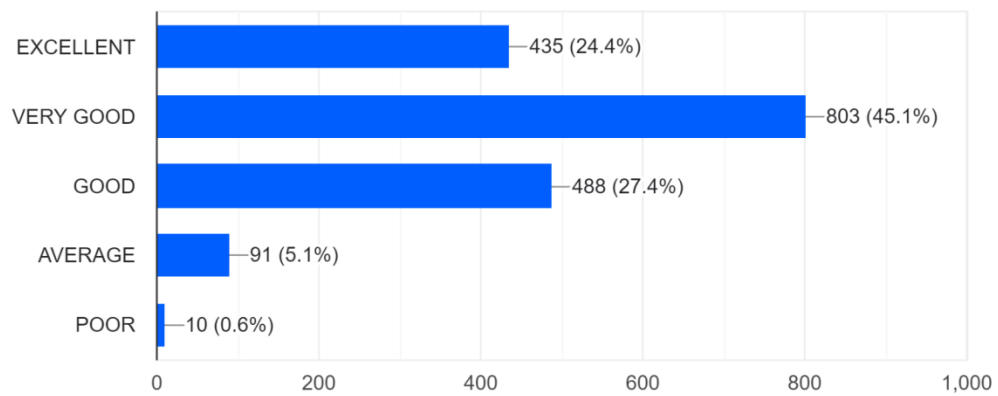
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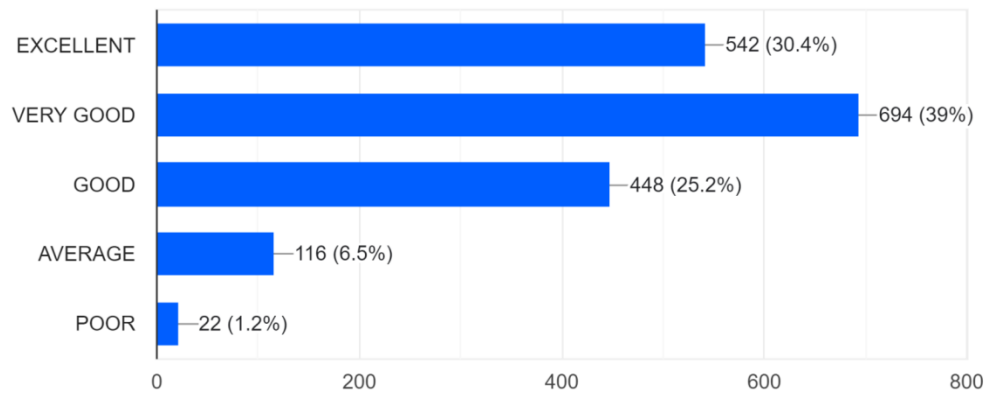
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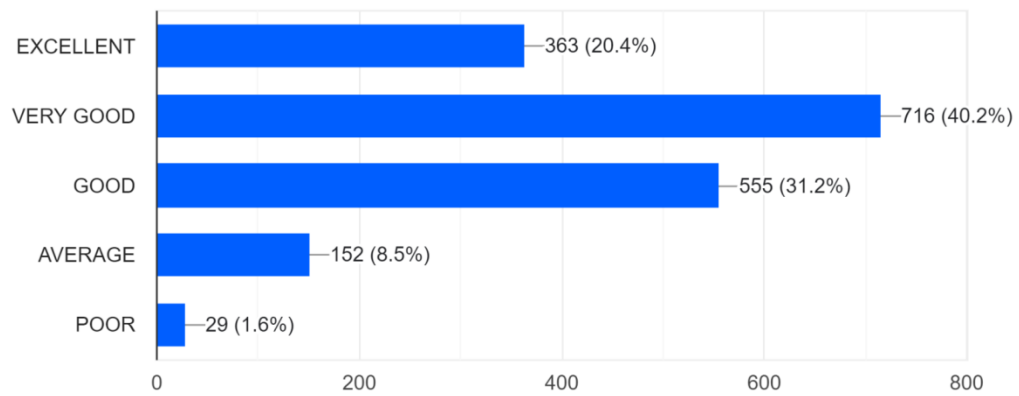
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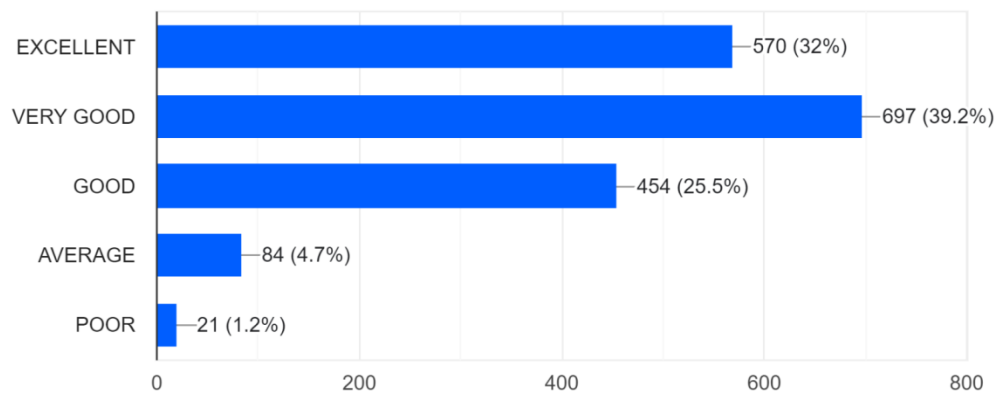
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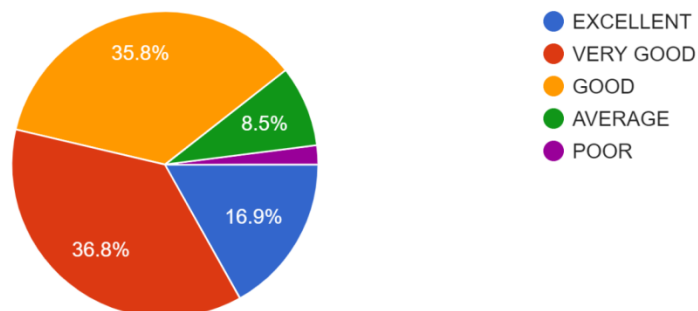
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TEACHING-LEARNING PROCESS

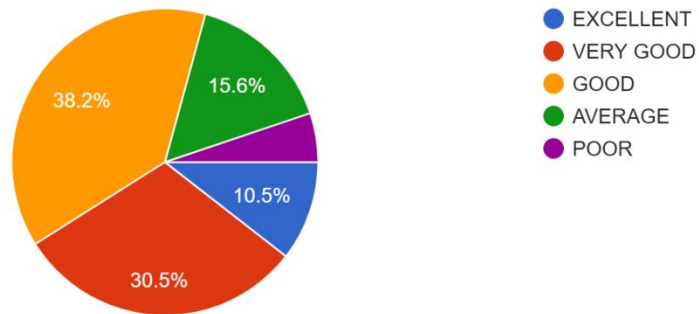
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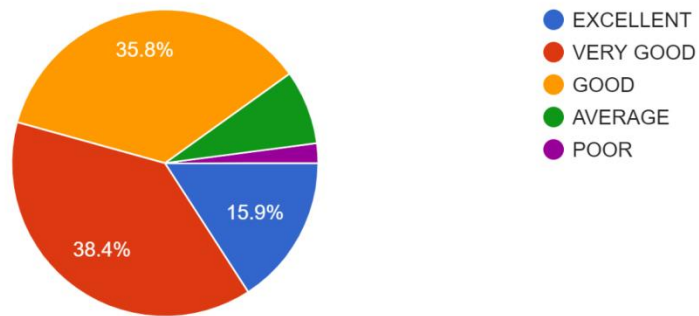
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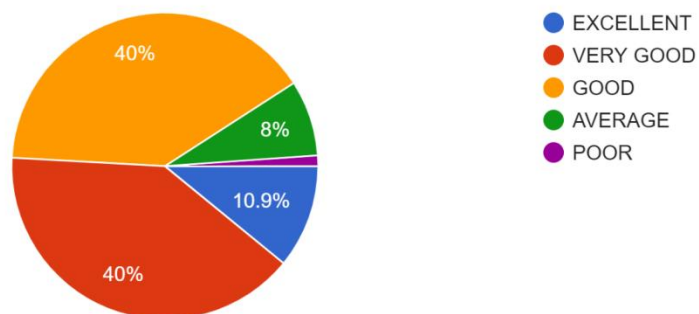
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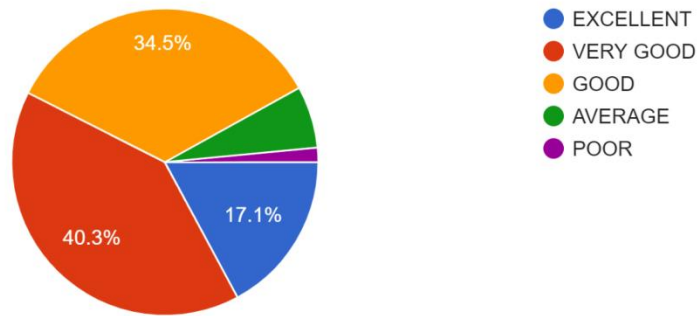
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14. Maintenance of transparency in evaluation process

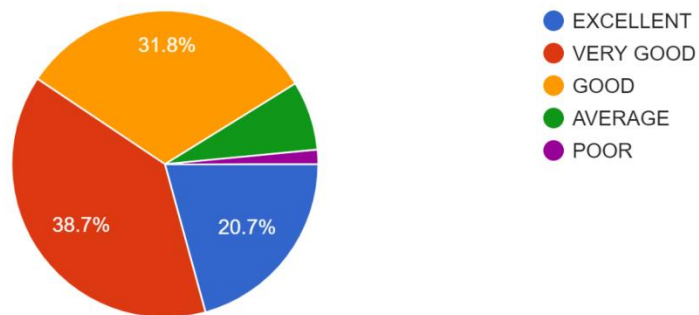
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LIBRARY, SPORTS & OTHERS

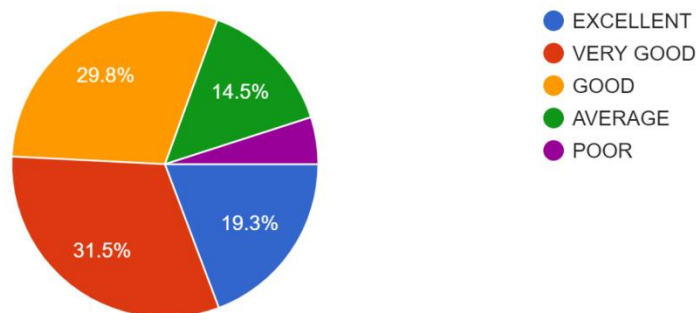
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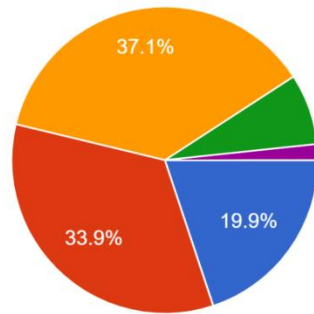
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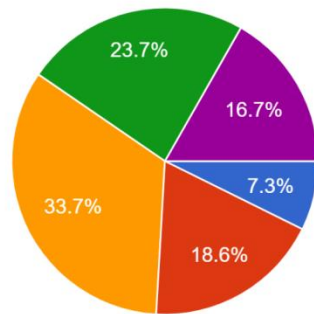
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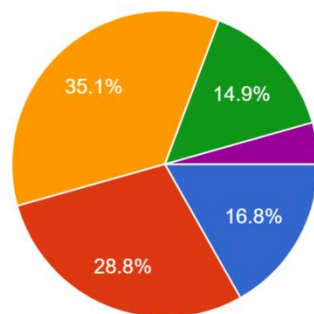
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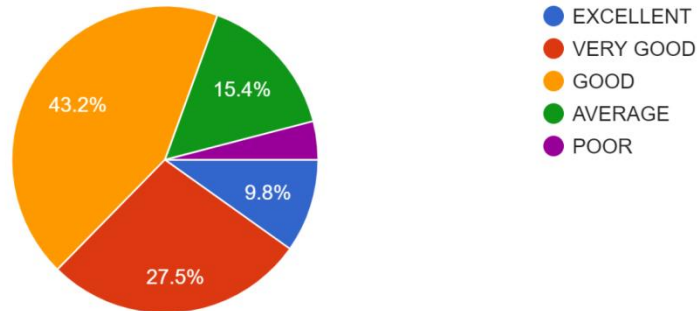
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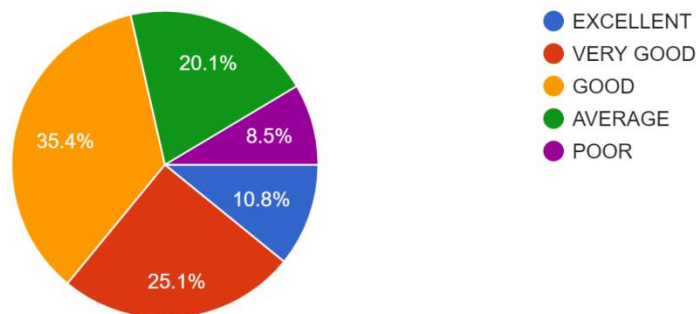
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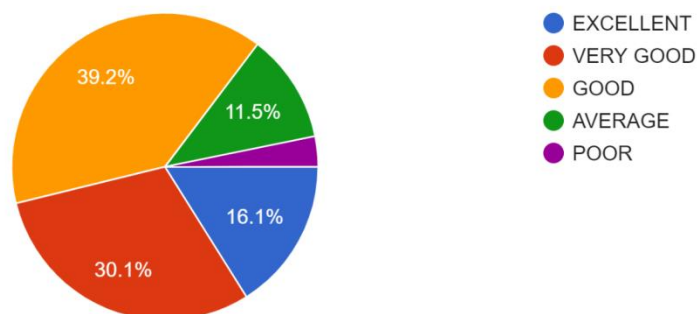
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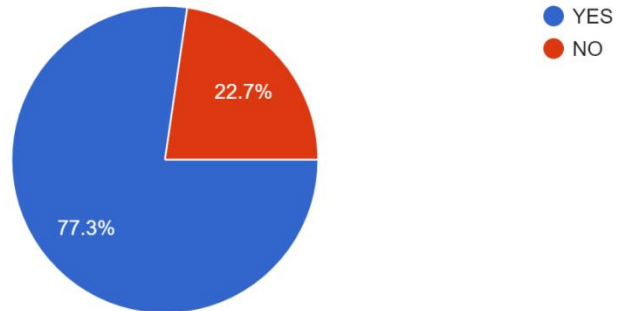
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1,438 responses



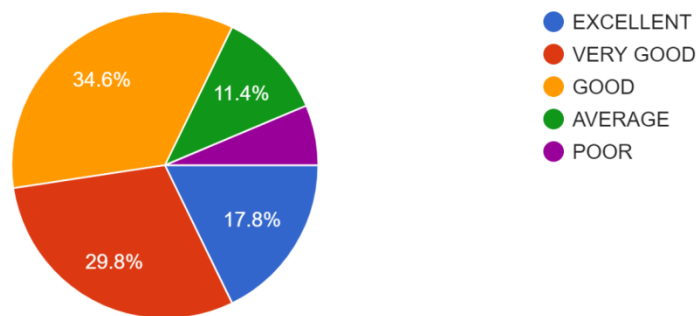
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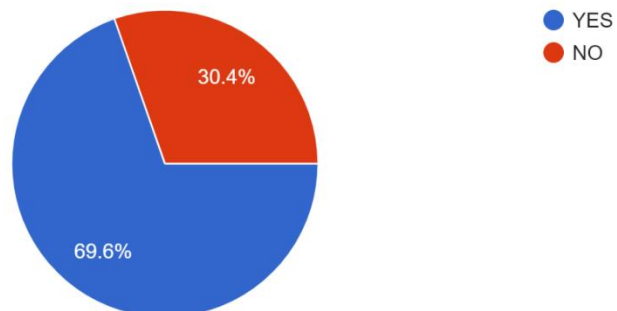
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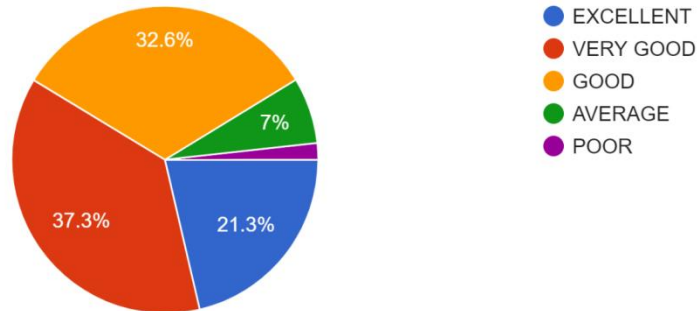
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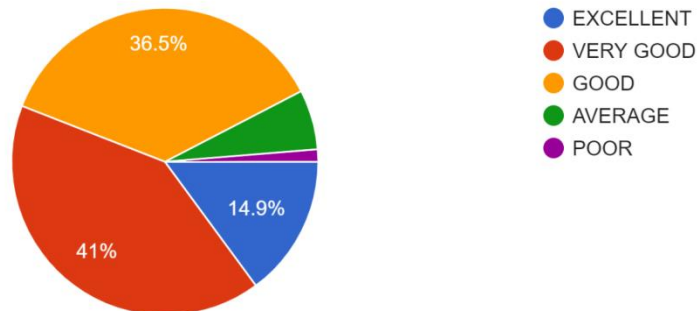
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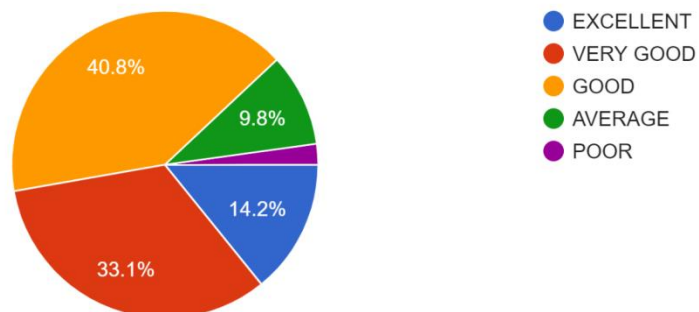
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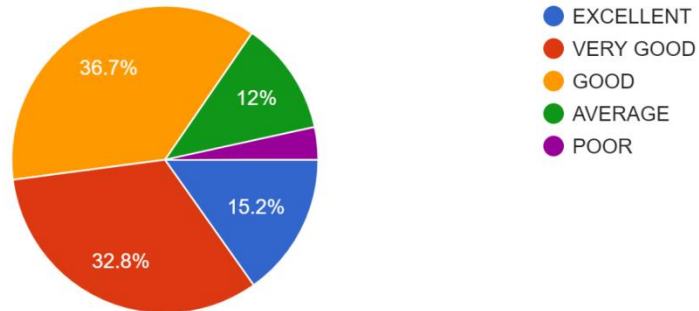
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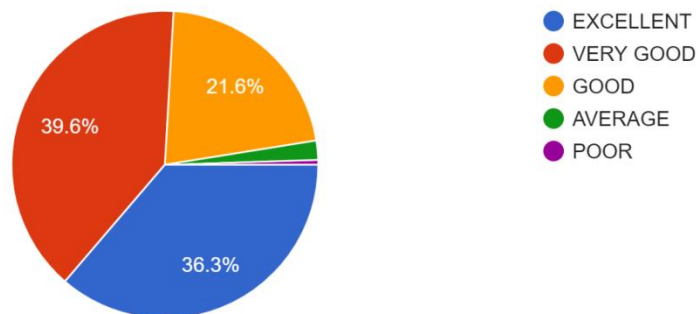
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THANK YOU FOR YOUR VALUABLE FEEDBACKS AND INPUTS



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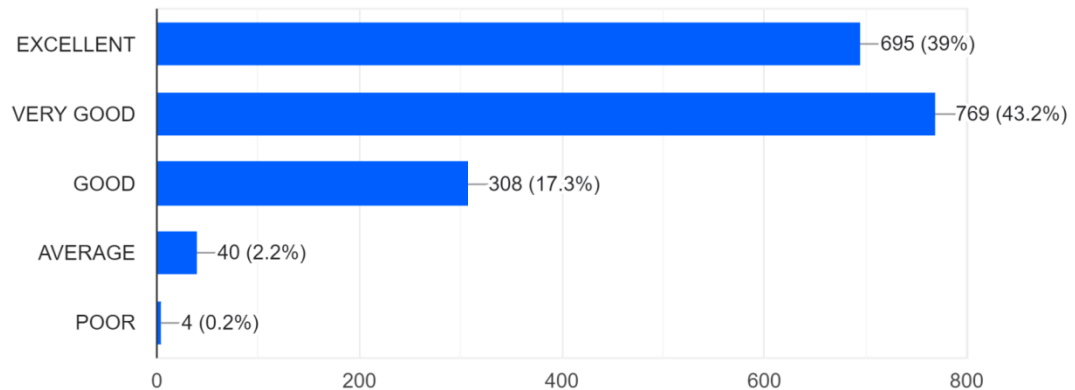
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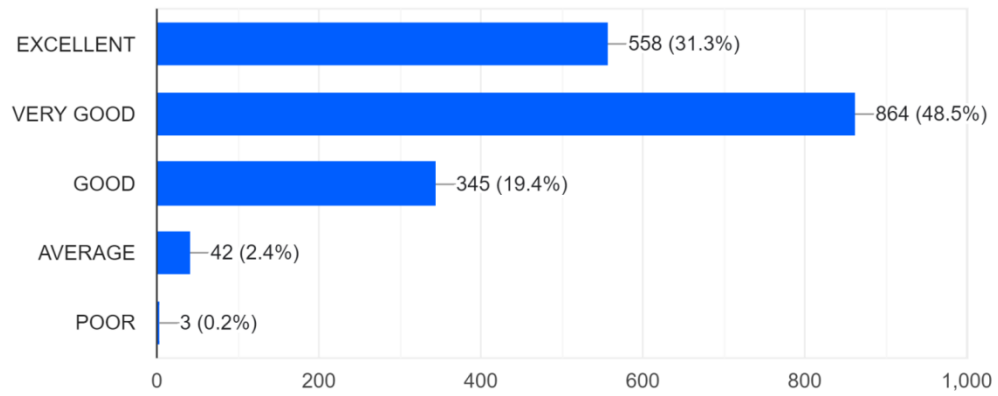
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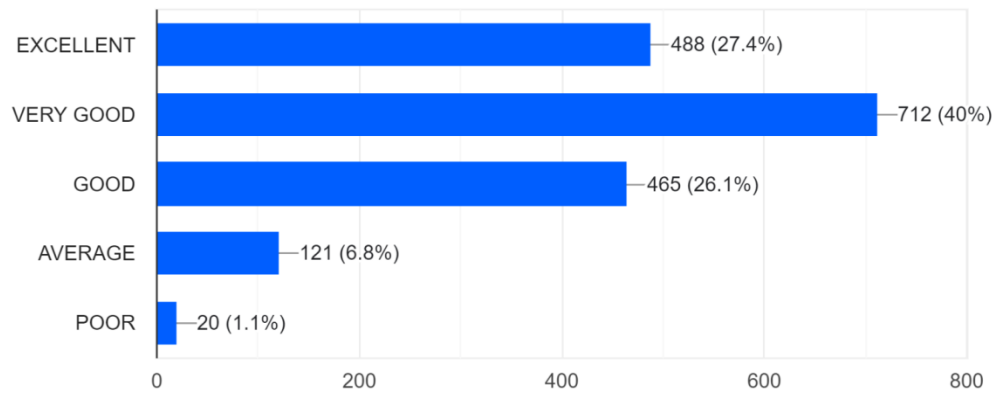
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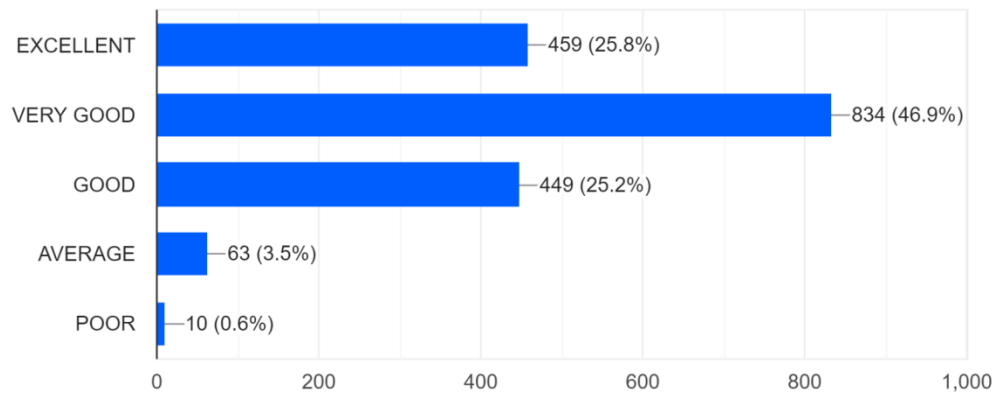
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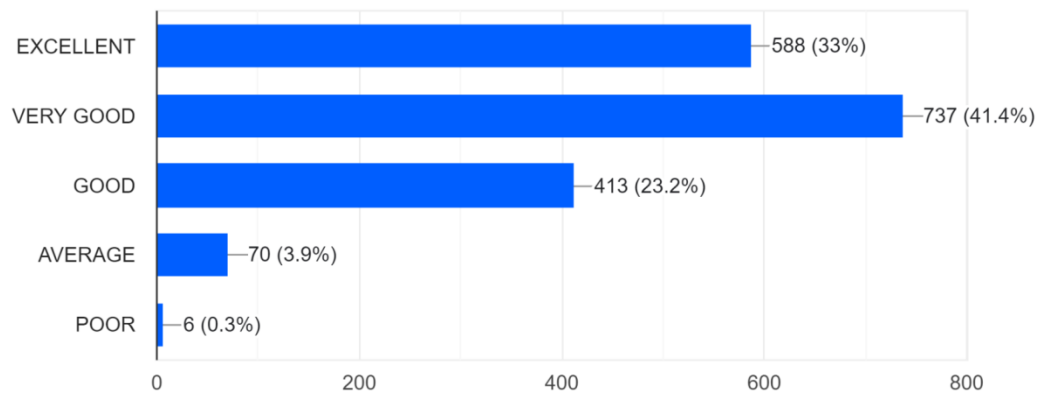
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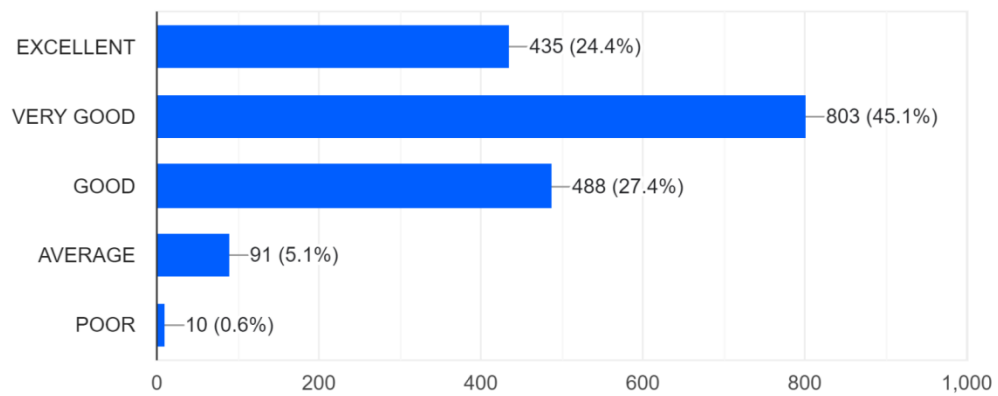
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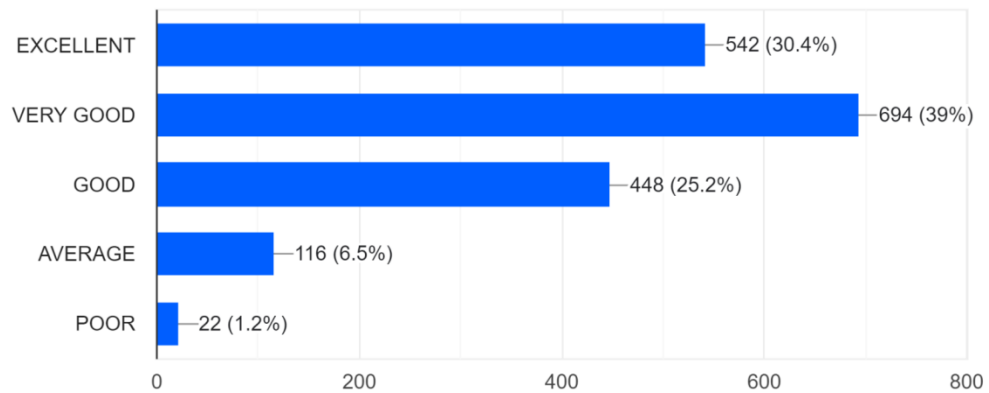
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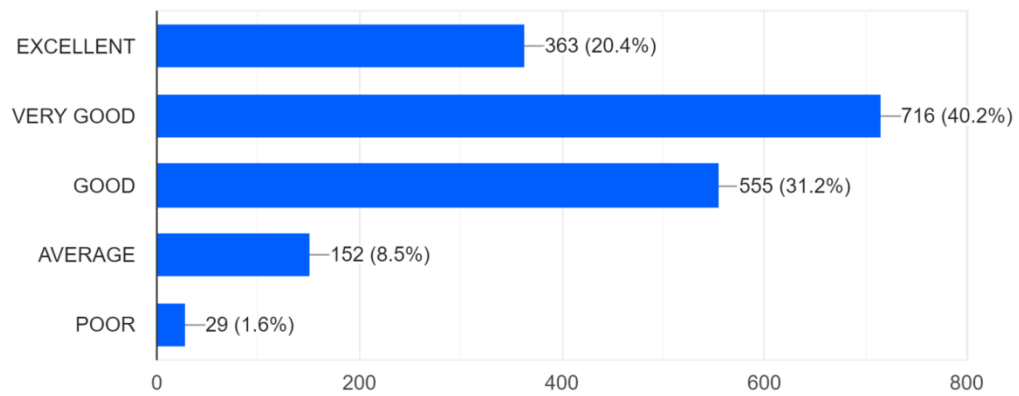
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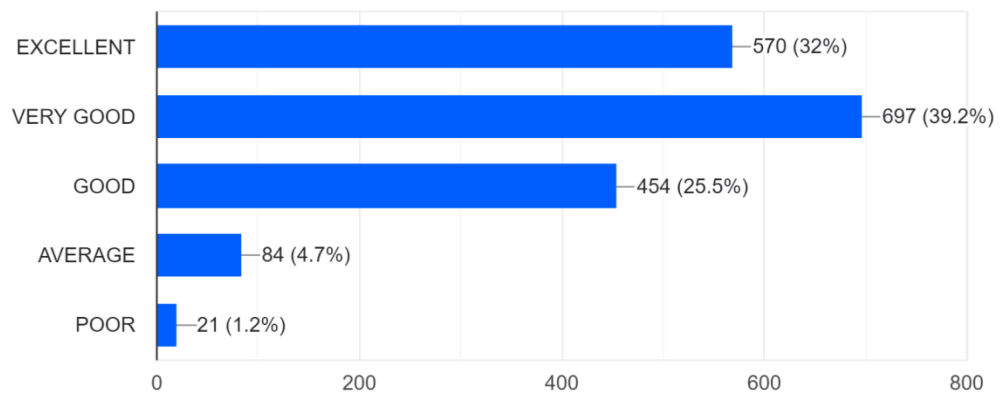
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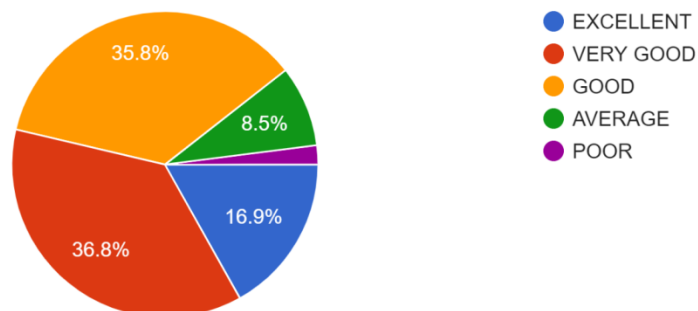
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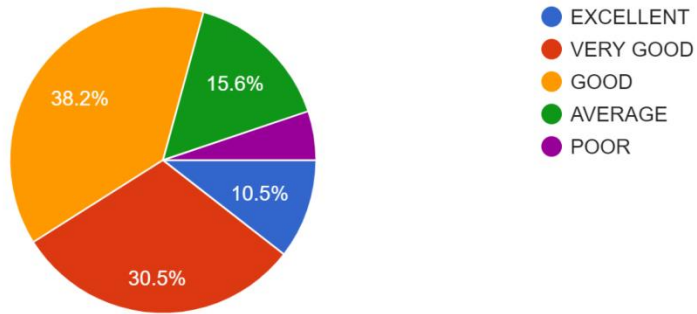
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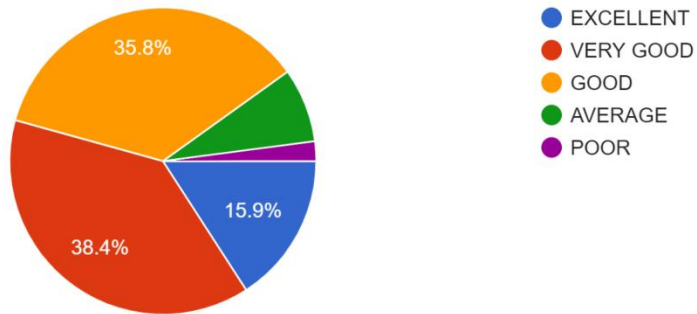
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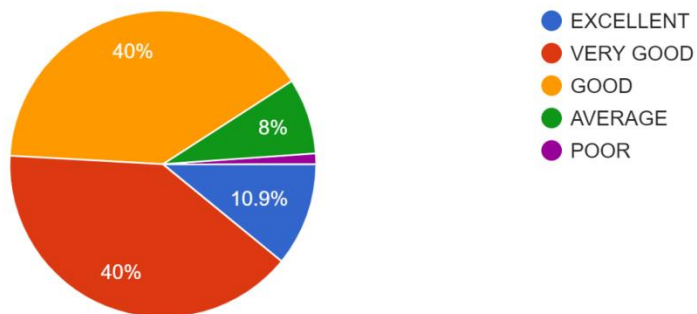
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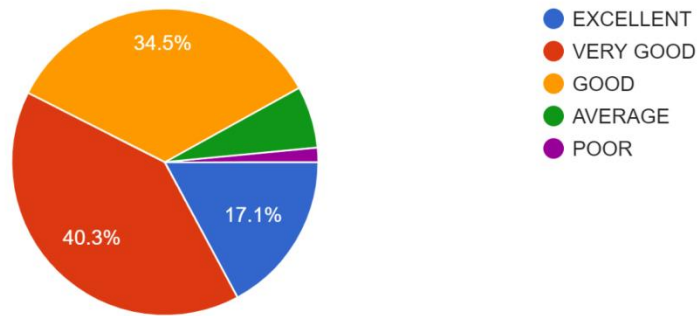
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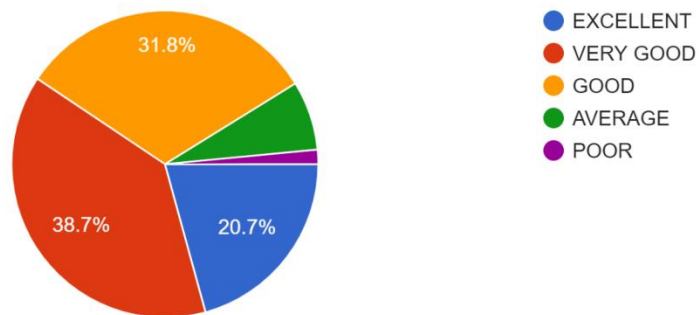
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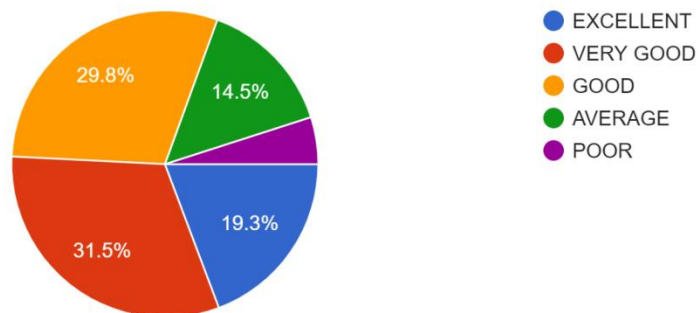
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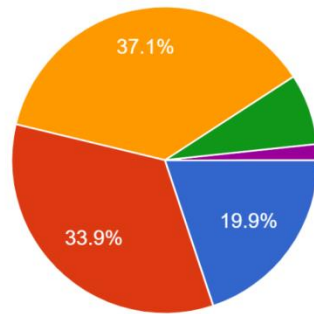
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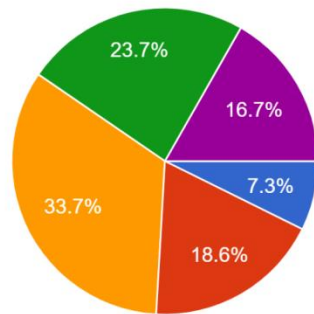
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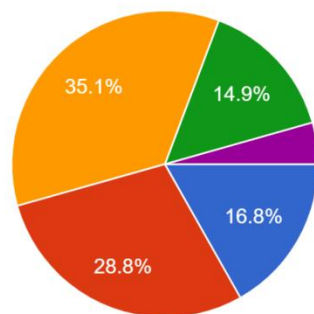
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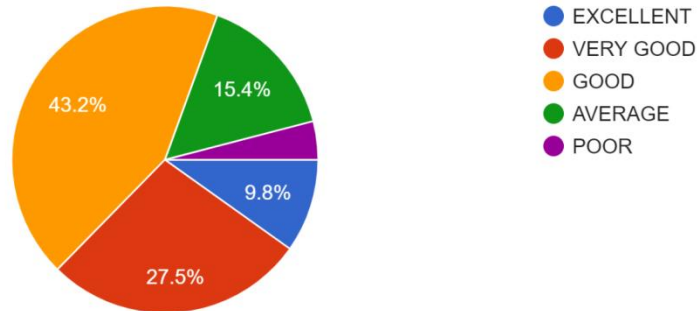
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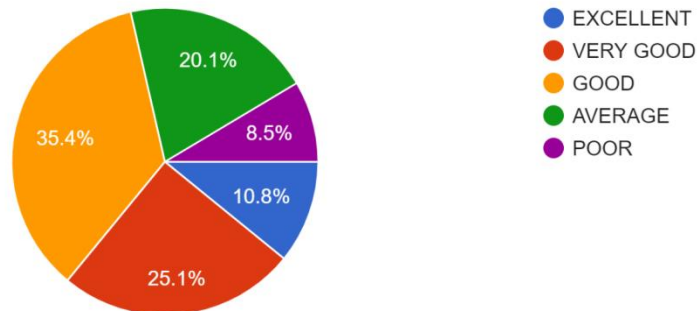
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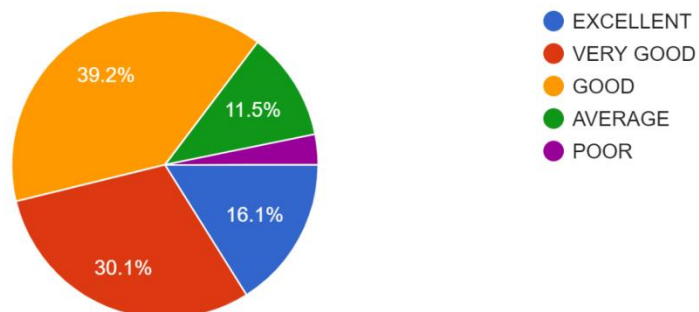
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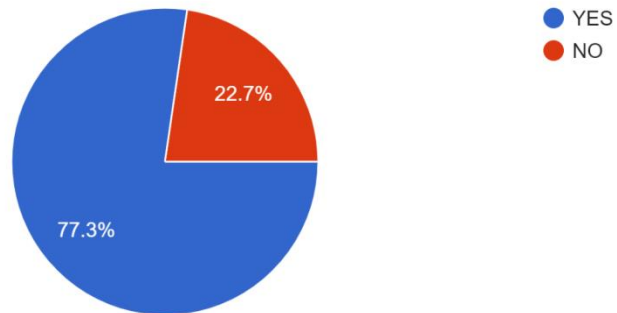
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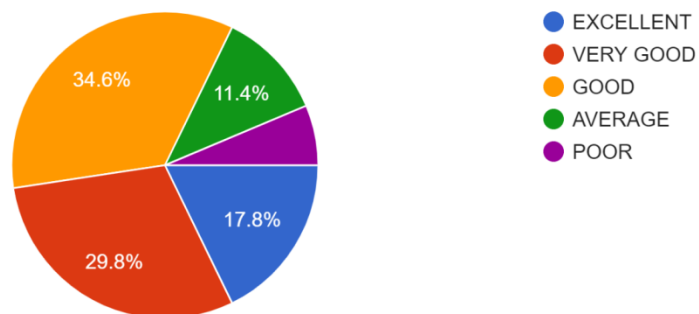
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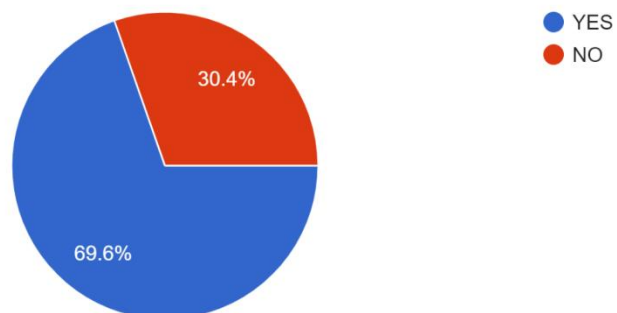
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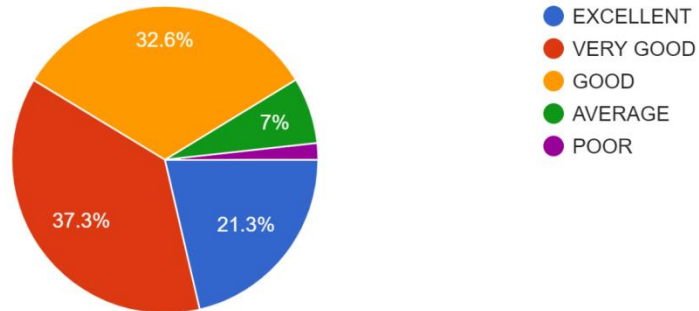
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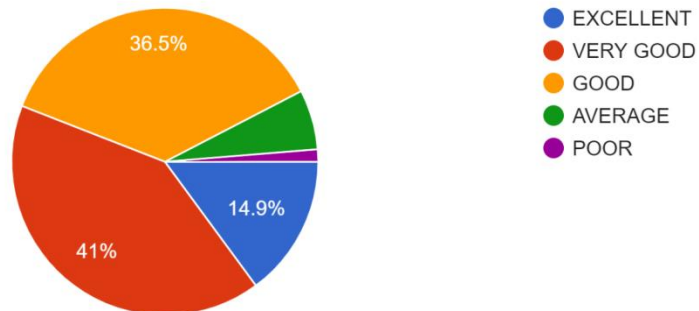
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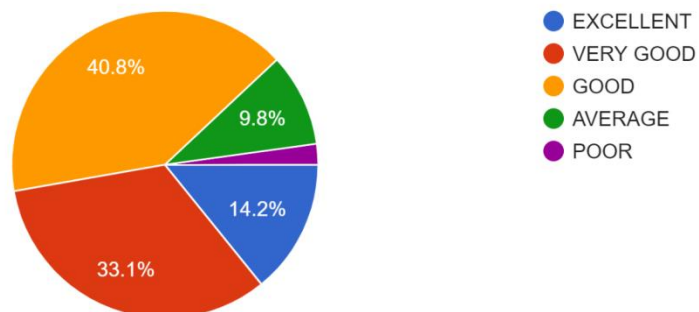
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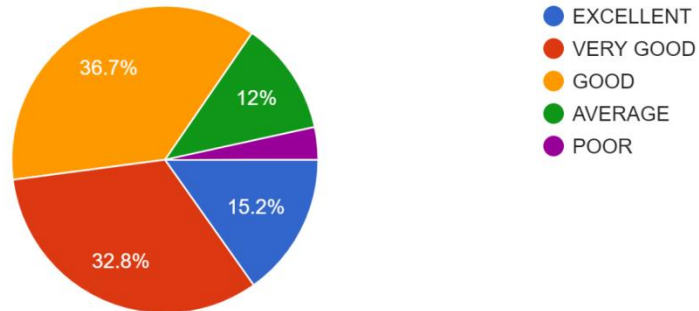
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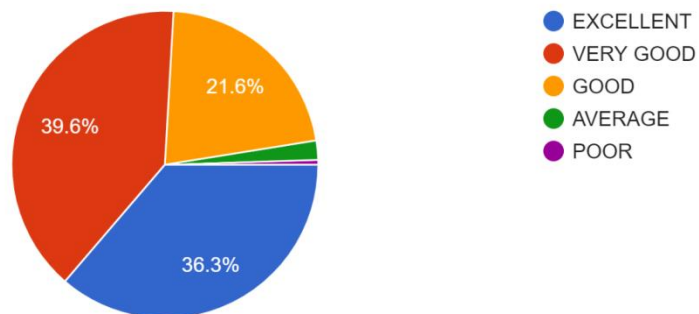
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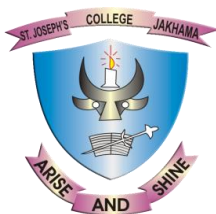


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NAAC Grade A (CGPA: 3.12)

YEAR END PERFORMANCE SELF APPRAISAL PROFORMA OF TEACHERS FOR THE ACADEMIC YEAR JULY 2022 – JUNE 2023

1. General Information

a	Name	Kethovino Catherine Kulnu
b	Temporary/Permanent/Guest Faculty/Other	Permanent
c	Department	History
d	Courses taught	HSC 1.1 -History of India I HSC 3.2- Rise of Modern West I HSC 4.2- Rise of Modern West II HSG 4.5-History of India (1707-1950) HSD 5.4- History of Modern East Asia I (1840-1945) HSC 6.1-History of India VI (1857-1950)
e	Address (Residential)	Lerie Colony, Kohima
f	Address (Permanent)	Jakhama Village, Kohima
g	Phone No	9615505953
h	Email id	kulnucatherine@gmail.com
j	Date of appointment	1 st June, 2016
k	Qualification	MA
l	Area of Specialization (if MPhil or PhD holder)	

2. Teaching

a. Classes taught during the Academic Year:

Class	Periods
	Assigned per Week (Lecture/ Practical/ Tutorial)
	Steps taken for the teaching of periods missed during absence or leave

i) UG/ PG (B.A./BSc/ B.Com/BBA/MA)	L: 15 P: T: 3	Extra classes were taken on the free periods of the students and also in the classes of those teachers who have completed their syllabus early
iii) Any other	<ul style="list-style-type: none"> • Choir I/C • Mentoring • Tutorial 	

b. Total leave taken from 1st July, 2022 to 30th June, 2023

Casual leave	7 days	Medical leave	2days
Duty leave	-	Loss of pay leave	-
Commutated leave	-	Others (specify)	-
Half-pay leave	-		

c. Regularity and Punctuality: **Good**
(Strike out or delete what is not applicable)

d. Explain briefly how you planned your teaching for the year, mentioning a few reading lists provided to students (especially books/articles outside compulsory reading):

<ul style="list-style-type: none"> • Start with an introduction to the meaning of the topics of each unit • Used visual aid like Laptops and PPT as a means to enhance their knowledge • Provide students with more experience in learning by showing them some sample stone tools to touch, feel and learn. • Globe was also made use to let the students get to know better their geography • Shows them movies as a supporting document for them to visualize and understand their topics such as., a documentary on Martin Luther. • MCQ's will be given to the students to study and later conduct oral test. • Provide print out study materials to the students
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e. Details of participation in the following:

i. College Education

<p>I teach the UG Section. The courses taught includes: -</p> <ol style="list-style-type: none"> 1. HSC 1.1 -History of India I 2. HSC 3.2- Rise of Modern West I 3. HSC 4.2- Rise of Modern West II 4. HSG 4.5-History of India (1707-1950) 5. HSD 5.4- History of Modern East Asia I (1840-1945) 6. HSC 6.1-History of India VI (1857-1950)
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i. Question Paper Setting

Question papers were set for the following courses in the internal assessments, Class-test, mid-term and end semester exams as well.

- 1. HSC 1.1 -History of India I**
- 2. HSC 3.2- Rise of Modern West I**
- 3. HSC 4.2- Rise of Modern West II**
- 4. HSG 4.5-History of India (1707-1950)**
- 5. HSD 5.4- History of Modern East Asia I (1840-1945)**
- 6. HSC 6.1-History of India VI (1857-1950)**

i. Assessment of assignments

- Assignments were given to the students as per the syllabus of each class and paper allocation.**
- Group Assignments and Individual Assignments were also given to the students and they will be assessed accordingly**
- Typed assignment was encouraged**
- Oral Test will be conducted on the given MCQ's**

ii. Assessment of Presentations

- Use of PPT, black board etc., was encouraged to enable them to motivate themselves and their classmates for better learning**
- Individual Presentation was conducted to check the growth of the students and widen their horizon of learning and also to enhance their confidence to stand out of their comfort zone**

iii. Conduct and Assessment of Field Projects/ Educational Study Tour

- Students were asked to carry around mobile fones or cameras to capture the different important historical sites.**
- They have to carry a book and a pen which is mandatory, to write the important activities or events they went through in the process of study**
- After returning back they were asked to make detail report of the tour and the things they learned from the tour.**

iv. Conduct of Examination Invigilation, Scrutiny and Moderation

- Invigilation was done in the Class test, Mid-term and End Semester Exams**
- Invigilation was done on all the exams as per the exam duty routine made by the college**
- Scrutiny of papers was done as per the appointments made by the college in the exams**

v. Evaluation of Answer Scripts / Dissertation, etc

Evaluation of papers was done in the different assessments- Class-test, mid-term and end semester exams on the following courses.

- 1. HSC 1.1 -History of India I**
- 2. HSC 3.2- Rise of Modern West I**

3. HSC 4.2- Rise of Modern West II
4. HSG 4.5-History of India (1707-1950)
5. HSD 5.4- History of Modern East Asia I (1840-1945)
6. HSC 6.1-History of India VI (1857-1950)

i. Mentoring

- No of students mentored during the period was 53, 6th Semester 'E'
- Students will be asked to stay back for mentoring in the ratio of 1:1
- Listens to them and give them necessary counselling and guide

ii. Any other

-

7. Details of Innovations in / Contribution to Teaching Process, during the year:

a. Design of curriculum:

NEP 2020 Syllabus

First Semester

HSC 1.1: History of India I

HSC 1.2: Social Formations and Cultural Patterns of the Ancient World

HSM 1: History of India (Earliest Times up to 300 CE)

MDC 1: Environmental Studies

AEC 1: English Communication

HSS 1: Archives and Museums

VAC 1: Constitutional Values

Second Semester

HSC 2.1: History of India II

HSC 2.2: Social Formations and Cultural Patterns of the Medieval World

HSM 2: History of India (c. 300- 1206)

MDC 2: Life Science

AEC 2: Basic Functional English

HSS 2: Understanding Heritage

VAC 2: Consumer Rights

b. Teaching methods:

- **Class Room Teaching – use of PPT, Globe and Stone Tools**

c. Laboratory experiments:

-

d. Evaluation methods:

Evaluation of papers was done in the different assessments- Class-test, mid-term and end semester exams on the following courses.

1. HSC 1.1 -History of India I
2. HSC 3.2- Rise of Modern West I
3. HSC 4.2- Rise of Modern West II
4. HSG 4.5-History of India (1707-1950)
5. HSD 5.4- History of Modern East Asia I (1840-1945)
6. HSC 6.1-History of India VI (1857-1950)

- a. Preparation of resource material including books, reading materials, laboratory manuals etc.

- b. Remedial Teaching / Student Counselling (academic)

- **Initiated some of the remedial classes for the weak students by personally teaching them in my free classes in the mentoring rooms that were provided**

- c. Any other

- **Taught and Conducted a special number of the College Choir for the Graduation Day on 22nd August ,2022**
- **Organised an Inter-Collegiate Street Show for the first time in Nagaland in collaboration with TaFMA, Government of Nagaland on 29th October, 2022**

2. Improvement of Professional Competence:

- a. Details of refresher courses/orientation/ participation in summer school/ FDPs etc., attended/ organized including open university courses/ M.Phil., Ph.D. during the academic year 2022-2023:

No	Name of the Programme	Organiser's Detail	Sponsor's Detail	Place	Date
i	Capacity Building Program in Nexus of Core Personal-Group Values and Effective Teaching	IQAC SJC(A)	SJC(A)	SJC(A) Auditorium	12 Nov, 2022
ii	Orientation on Revised SSR Manual and Quality Benchmarks	IQAC SJC(A)	SJC(A)	Conference Hall ,P.G. Block SJC(A)	27 April, 2023

iii	Two Days National Seminar on 75 Years of India's Achievements :Ideas and Resolve	IQAC SJC(A)	ICCSR	SJC(A) Confere e Hall 1	14 & 15 April, 2023
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b. Details of College/ State/ National/ International Seminar/ Conference/ Workshop etc., attended/organised during the academic year 2022-2023:

No	Name of the Seminar/ Conference/ Workshop, etc.	Organiser's Detail	Sponsor's Detail	Place	Date
i	Capacity Building Program in Nexus of Core Personal-Group Values and Effective Teaching	IQAC SJC(A)	SJC(A)	SJC(A) Audi torium	12 Nov, 2022
ii	Orientation on Revised SSR Manual and Quality Benchmarks	IQAC SJC(A)	SJC(A)	Confer ence Hall ,P.G. Block SJC(A)	27 April, 2023
iii	Two Days National Seminar on 75 Years of India's Achievements: Ideas and Resolve	IQAC SJC(A)	ICCSR	SJC(A) Confer ence Hall 1	14 & 15 April, 2023

3. Research Contributions

a. Number of books/ research papers published/ presented at seminars/ conferences etc during the Academic Year 202-2023:

	Title of the Paper/Chapter	International/ National/ State/Local	ISSN/ ISBN Number	UGC CARELIST/ Scopus/ Web of Science	Citation Index
Peer reviewed journals					
Non-reviewed journals					
E-journals					
Conference proceedings					
Books with ISBN					
Books without ISBN					
Chapters in books with ISBN					

b. Research projects taken up:

Title of the Project	Name of the funding agency	Duration	Amount

c. Membership of Professional Bodies, Editorship of Journals etc, during the year:

--

4. Participation in Corporate Life:

Please give a short account of your contribution, during the year, to:

a. College/University/Institution:

- Served as a Choir Director and looked after the activities performed in the different events of the College.
- Taught and Conducted a special number of the College Choir for the Graduation Day on 22nd August ,2022
- Organised an Inter-Collegiate Street Show for the first time in Nagaland in collaboration with TaFMA, Government of Nagaland on 29th October, 2022

b. Co-curricular activities:

- Participated in the different activities of the department
- Taught and Conducted a special number of the College Choir for the Graduation Day on 22nd August ,2022
- Organised an Inter-Collegiate Street Show for the first time in Nagaland in collaboration with TaFMA, Government of Nagaland on 29th October, 2022

c. Extension Activity / Community Service

- Taught and Conducted a special number of the College Choir for the Graduation Day on 22nd August ,2022
- Organised an Inter-Collegiate Street Show for the first time in Nagaland in collaboration with TaFMA, Government of Nagaland on 29th October, 2022

d. Positions held/ leadership role played in organisations/associations etc., linked with extension work and National Service Scheme (NSS), or NCC or any other similar activity:

- Held the position as a Sports Club Director from 2016 – 2019
- Held the position as a Choir Director from 2019 till date

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

--

f. Students' welfare and discipline:

- **Mentoring is one of the most important aspects for the development of the students by listening to their problems, analyse and give necessary guidance**
- **Tutorial Class is another important area where students will be able to clear their doubts on any part of their syllabus taken**
- **Getting to know the students better through the process of mentoring and tutorial enables me to understand the students and tackle their problems accordingly.**

g. Membership/Participation in Bodies/Committees on Education and National Development:

Part of NEP 2020 Syllabus framing

h. Professional Organizations of Teachers

-

5. Awards/ Recognitions received at the State/National and International level:

-

6. Teaching Learning Evaluation:

- a. Does your department obtain feedback from faculty on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

Yes.

The department usually conduct meetings and takes into account the suggestions put forward by the management and also by each individual faculty of the department and make necessary changes when required.

- b. Does your department obtain feedback from students on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

No

- c. Steps taken by you, during the year, for the evaluation of the programme/ course taught:

- **For the evaluation of the courses taught there were different types of activities for Internal Assessments in the form of Class Test, Presentations, Assignments and also one compulsory Mid–Term Exam.**
- **One End Semester Exam at the end of each semester is conducted.**

7. General Data

Give a brief assessment of your performance during the year, indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement:

- **During the year**

- **(a) Achievements:**

I have learned and accomplished a lot of things like.,

1. Taught and Conducted a special number of the College Choir for the Graduation Day on 22nd August ,2022

2. Organised an Inter-Collegiate Street Show for the first time in Nagaland in collaboration with TaFMA, Government of Nagaland on 29th October, 2022.

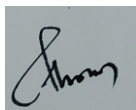
- **(b) Difficulties faced:**

- I had a hard time managing my classes and completing the syllabus on time due to my tight schedule because of the various activities conducted in the college and elsewhere and also the extracurricular activities have really taken a lot of my time and efforts.

- **(c) Suggestions for improvement:**

- I suggest if co-curricular activities could be minimized so as to enhance the quality of education in the field of academic.
- More orientation courses for research will be appreciated as I don't possess any idea of research activities
- Motivations will be appreciated to enhance our interest for better teaching

I hereby declare that the information given above is true to the best of my knowledge and belief.



20/06/2023

(Ms KETHOVINO CATHERINE KULNU)

(Name and Signature of the Teacher with date)



DST. JOSEPH'S COLLEGE

JAKHAMA

P.B. No. 39, Kohima, Nagaland – 797 001

(Autonomous status granted by UGC notification No.F.22-1/2017 (AC) Dtd.11th Oct.2018)

0370-2231009 (O), 2233022 (Principal), 9436437544 (M)

www.stjosephjakhama.ac.in Email: stjosephc@gmail.com

NAAC Grade A (CGPA: 3.12)

YEAR END PERFORMANCE SELF APPRAISAL PROFORMA OF TEACHERS FOR THE ACADEMIC YEAR JULY 2022 – JUNE 2023

1. General Information

a	Name	Diezelhounuo Tepa
b	Temporary/Permanent/Guest Faculty/Other	Temporary
c	Department	Chemistry
d	Courses taught	B.Sc Chemistry
e	Address (Residential)	New Reserve, Phesa Basa
f	Address (Permanent)	New Reserve, Phesa Basa
g	Phone No	7005910165
h	Email id	diezelhounuo@gmail.com
j	Date of appointment	15/07/2022
k	Qualification	M.Sc
l	Area of Specialization (if MPhil or PhD holder)	

2. Teaching

a. Classes taught during the Academic Year:

Class	Periods	
	Assigned per Week (Lecture/ Practical/ Tutorial)	Steps taken for the teaching of periods missed during absence or leave
i) UG/ PG (B.A./BSc/ B. Com /BBA/MA)	L: 09 P: 04 T:	<ul style="list-style-type: none">• Revision on the previous topics covered• Clarification of doubts• Conduction of class tests

iii) Any other		
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b. Total leave taken from 1st July, 2022 to 30th June, 2023

Casual leave	01 days	Medical leave	days
Duty leave	02 days	Loss of pay leave	days
Commutated leave	days	Others (specify)	days
Half-pay leave	days		

c. Regularity and Punctuality: Good

d. Explain briefly how you planned your teaching for the year, mentioning a few reading lists provided to students (especially books/articles outside compulsory reading):

<ul style="list-style-type: none"> • Identifying the learning objectives of my lessons and to be well equipped with my lessons. • Acquiring required materials, informations and ideas to present to the students. • To include classwork and assignments as a bonus activity for students. • To assess students through class tests after the completion of every lesson. • To manage my time for every lesson and build in extra time for discussions and clearing of doubts. • Given below are some suggested readings provided to the students: <ul style="list-style-type: none"> ➤ Fundamentals of organic chemistry, Mc Murry ➤ Stereochemistry of Organic Compounds, Finar I. L. ➤ Quantitative Organic Analysis, Pearson. ➤ Concise Inorganic Chemistry, Lee J.D. ➤ Physical Chemistry, Barrow G.M.
--

e. Details of participation in the following:

i. College Education

<p>Teaching the UG which includes 1st, 2nd, 4th and 5th semesters for the courses below:</p> <p>1st semester- Inorganic-1 and Organic-1 (CHG 1.4)</p> <p>2nd semester- Organic Chemistry-I (CHC 2.1)</p> <p>2nd semester – Physical-I and Organic-II (CHG 2.4)</p> <p>4th semester- Fuel Chemistry (CHS 4.4)</p> <p>5th semester- Organic Chemistry- V (CHC 5.1)</p>

ii. Question Paper Setting

Internal question is set for 50 marks while the end semester questions for 70 marks for all the 5 papers viz., Inorganic-1 and Organic-1 (CHG 1.4), Organic Chemistry-I (CHC 2.1), Physical-I and Organic-II (CHG 2.4), Fuel Chemistry (CHS 4.4) and Organic Chemistry- V (CHC 5.1)

iii. Assessment of assignments

Students are made to write assignments with regard to problem solving and completion of reactions and certain theories extracted from the syllabus. The assignments are evaluated based on how far the student has progressed in answering the problems. The writing assignments are evaluated based on the structure, the content of the message, their research and their level of understanding, the way they present their assignment.

iv. Assessment of Presentations

Students are given certain topics from the syllabus and present using power point and classroom essentials.

The students are assessed based on the clarity and coherent of the content, thoroughness of the ideas presented and the analysis, design of the slides, effective use of facts and details.

v. Conduct and Assessment of Field Projects/ Educational Study Tour

vi. Conduct of Examination Invigilation, Scrutiny and Moderation

- Go to the assigned classroom, ensure proper seat allotments for the students.
- Implement the exam rules and regulations and remaining watchful throughout the examination duration.
- Record attendance, check the particulars of the students and sign their papers.
- Delivering and collecting of scripts conscientiously before and after exam.

- Responding to queries from students immediately and assisting them as per their needs.

vii. Evaluation of Answer Scripts / Dissertation, etc

The answer scripts are corrected for various courses and semesters and after the correction, marks are allotted based on the construction of answers, clarity of concept and their level of understanding. The marks are then entered in the mark lists along with the students roll no and their script no. The scripts are signed by the examiner and handed to the exam branch.

viii. Mentoring

16 students from 3rd semester Chemistry department had been mentored by me and the methods used for mentoring are listed below:

- Asked the students to list their personal details, qualities, noted them down and picked out the prime factors and had detail discussion concluding the session promptly.
- Asked the students about the difficulties faced in the college and studies and discussed ways for improvement.
- Talked about their interests, understand their goals and gave them guidance and support.

ix. Any other

3. Details of Innovations in / Contribution to Teaching Process, during the year:

a. Design of curriculum:

b. Teaching methods:

c. Laboratory experiments:

d. Evaluation methods:

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

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f. Remedial Teaching / Student Counselling (academic)

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g. Any other

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4. Improvement of Professional Competence:

a. Details of refresher courses/orientation/ participation in summer school/ FDPs etc., attended/ organized including open university courses/ M.Phil., Ph.D. during the academic year 2022-2023:

No	Name of the Programme	Organiser's Detail	Sponsor's Detail	Place	Date
i	Capacity Building Program on NEXUS of core personal-group value and effective teaching	IQAC, St. Joseph's College (A) Jakhama.		St. Joseph's College (A) Jakhama.	12 th Nov 2022
ii	Professional Building programme on value and team building	IQAC, St. Joseph's College (A) Jakhama.		St. Joseph's College (A) Jakhama.	14 th Nov 2022
iii	Orientation on Revised SSR Manual and Quality Benchmarks	IQAC, St. Joseph's College (A) Jakhama.		St. Joseph's College (A) Jakhama	27 th April 2023

b. Details of College/ State/ National/ International Seminar/ Conference/ Workshop etc., attended/organised during the academic year 2022-2023:

No	Name of the Seminar/ Conference/ Workshop, etc.	Organiser's Detail	Sponsor's Detail	Place	Date
i	One day workshop on "Teaching-Learning Process: Objective cum Outcome based educational Approach."	IQAC, St. Joseph's College (A) Jakhama.	If you got sponsors hip/ financial assistanc	St. Joseph's College (A)	7 th July 2022

			e from the college or any other institutions/ organisations	Jakhamma	
ii					
iii					
iv					
v					

5. Research Contributions

a. Number of books/ research papers published/ presented at seminars/ conferences etc during the Academic Year 202-2023:

	Title of the Paper/Chapter	International/ National/ State/Local	ISSN/ ISBN Number	UGC CARELIST/ Scopus/ Web of Science	Citation Index
Peer reviewed journals					
Non-reviewed journals					
E-journals					
Conference proceedings					
Books with ISBN					
Books without ISBN					
Chapters in books with ISBN					

b. Research projects taken up:

Title of the Project	Name of the funding agency	Duration	Amount

c. Membership of Professional Bodies, Editorship of Journals etc, during the year:

6. Participation in Corporate Life:

Please give a short account of your contribution, during the year, to:

a. College/University/Institution:

b. Co-curricular activities:

c. Extension Activity / Community Service

d. Positions held/ leadership role played in organisations/associations etc., linked with extension work and National Service Scheme (NSS), or NCC or any other similar activity:

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

f. Students' welfare and discipline:

g. Membership/Participation in Bodies/Committees on Education and National Development:

h. Professional Organizations of Teachers

7. Awards/ Recognitions received at the State/National and International level:

8. Teaching Learning Evaluation:

- a. Does your department obtain feedback from faculty on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

Yes, the Department of Chemistry obtain feedback from faculty on curriculum as well as well as teaching learning process.

Following are the discussions done for the improvement of the Teaching Learning Evaluation:

- **Discussions on syllabus:**

The faculty members organizes a meeting on the syllabus and HOD takes note on courses content, whether as to add new topics or reduce some contents. The revision of syllabus is done only when official notifications and permissions are granted from the respective authority once in every 3 years cycle.

- **Conduct of practical classes and exams effectively:**

The faculty members often meet to discuss the requirements of the chemicals and equipments. It is to make sure that basic needs of every practical classes are made. Based on the feedbacks, chemicals and other requirements are obtained without fail. Discussions on effective conduct of practical classes and exams are made to make sure that every student gets the maximum learning on the practical classes.

- **Diagnostic assessment of the student's performance and progression throughout the semester:**

Assessment of students is done frequently by the respective department teachers. It is done to make sure that no student of every capacity is left behind. Every student is monitored by the teachers continuously throughout the semester. Fast learners are encouraged and taught to excel while slow learners are given extra classes or remedial classes.

- b. Does your department obtain feedback from students on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

Yes, the Department of Chemistry obtains feedbacks from the students on curriculum as well as the teaching learning process.

Following are the section of survey done by the students on curriculum and the department:

- **Conduct of practical classes and exams and the equipments available:**

Students feedback are taken once in a semester to comprehend and improve the mode of conduct of practical classes and exams. They are also made to give feedbacks on the equipments available in the laboratory whether they are satisfactorily available or the need to procure them. Based on the feedbacks the department obtains all requirements or improves the Teaching Learning Process of the practical classes and the exams conducted.

- **Course content:**

Students feedback being one of the most vital aspects of progress in the department is made to give feedback on the syllabus and course content. To display and suggest whether they are upto date and satisfactory in the Teaching Learning Process. This is noted by the teachers and followed up in the syllabus next syllabus revision.

- **Good practices:**

Feedbacks on the good practices are taken by the department. Some of the important feedbacks received from the students and need for continuation are professional programs like Career Guidance and Extension Lecture.

c. Steps taken by you, during the year, for the evaluation of the programme/ course taught:

Took initiative on the given assignment

Understand the subject given

Proper and detailed lesson plan on the given subject

Thorough preparation and revision on the subject before presenting the lessons to the students

Have group discussion at the end of lessons and clear doubts

9. General Data

Give a brief assessment of your performance during the year, indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement:

Below are my achievements during the year:

- Professional development
- Developed concepts and skills and implemented in subject areas
- Accepted the challenges encountered and worked together with my colleagues
- Students' progression in course of time

Difficulties faced:

- Experiencing different learning preferences
- Difficulty in managing my time when days are packed with activities around planning my lessons, conducting tests, attending both theory and practical classes.

Some suggestions for improvement:

- Organize programs and activities that would encourage students to learn beyond classroom.
- Having a friendly and yet professional relationship with the students as sometimes being on good terms helps the students improve their academic and extra-curricular performance.

I hereby declare that the information given above is true to the best of my knowledge and belief.

DIEZELHOUNUO TEPA



(Name and Signature of the Teacher with date)



ST. JOSEPH'S COLLEGE

JAKHAMA

P.B. No. 39, Kohima, Nagaland – 797 001

(Autonomous status granted by UGC notification No.F.22-1/2017 (AC) Dtd.11th Oct.2018)

0370-2231009 (O), 2233022 (Principal), 9436437544 (M)

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NAAC Grade A (CGPA: 3.12)

YEAR END PERFORMANCE SELF APPRAISAL PROFORMA OF TEACHERS FOR THE ACADEMIC YEAR JULY 2022 – JUNE 2023

1. General Information

a	Name	Wedeu Mero
b	Temporary/Permanent/Guest Faculty/Other	Permanent
c	Department	English
d	Courses taught	English Literature from Chaucer to Marlowe, , Modern Drama
e	Address (Residential)	New Minister Hills, Kohima.
f	Address (Permanent)	Lekromi Village, Phek District.
g	Phone No	9612347761
h	Email id	wedeumero@gmail.com
j	Date of appointment	6-06-2016
k	Qualification	MA, Ph.D Research Scholar
l	Area of Specialization (if MPhil or PhD holder)	

2. Teaching

a. Classes taught during the Academic Year:

Class	Periods	
	Assigned per Week (Lecture/ Practical/ Tutorial)	Steps taken for the teaching of periods missed during absence or leave
i) 1 st and 3rd	L: 10 P: T:2	*Informed the Department Teachers *Assigned the students to Library

iii) Any other		
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b. Total leave taken from 1st July, 2022 to 30th June, 2023

Casual leave	10 days	Medical leave	days
Duty leave	days	Loss of pay leave	days
Commutated leave	days	Others (specify)	days
Half-pay leave	days		

c. Regularity and Punctuality: Very Good

d. Explain briefly how you planned your teaching for the year, mentioning a few reading lists provided to students (especially books/articles outside compulsory reading):

--

e. Details of participation in the following:

i. College Education

Teaching PG students of 1 st and 3 rd semester on Literature from Chaucer to Marlowe and Modern Drama.
--

ii. Question Paper Setting

Internal questions paper, ESE questions paper of MEGC 1.1 and MEGC 3.1.

iii. Assessment of assignments

Assessment of 89 students assignments

iv. Assessment of Presentations

Assessment of 89 students presentations

v. Conduct and Assessment of Field Projects/ Educational Study Tour

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vi. Conduct of Examination Invigilation, Scrutiny and Moderation

Examination invigilation of both Internal and ESE. Appointed as a scrutiny of answers scripts of the students and questions paper of the exam.

vii. Evaluation of Answer Scripts / Dissertation, etc

Evaluated answer scripts of Internal and ESE examinations. The department is yet to take up the dissertation paper.

viii. Mentoring

Mentored 19 students of PG 3rd semester.

ix. Any other

3. Details of Innovations in / Contribution to Teaching Process, during the year:

a. Design of curriculum:

Member of Department Board of Studies

b. Teaching methods:

I conduct various means of teaching learning process. Some of the methods I used are: Lecture, Technology, Group, Individual and Inquiry based learning.

c. Laboratory experiments:

There is no specific laboratory experiments for the department.

d. Evaluation methods:

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

f. Remedial Teaching / Student Counselling (academic)

Taught two students having backlog in their previous semesters

g. Any other

--

4. Improvement of Professional Competence:

a. Details of refresher courses/orientation/ participation in summer school/ FDPs etc., attended/ organized including open university courses/ M.Phil., Ph.D. during the academic year 2022-2023:

No	Name of the Programme	Organiser's Detail	Sponsor's Detail	Place	Date
i					
ii					
iii					
iv					
v					

b. Details of College/ State/ National/ International Seminar/ Conference/ Workshop etc., attended/organised during the academic year 2022-2023:

No	Name of the Seminar/ Conference/ Workshop, etc.	Organiser's Detail	Sponsor's Detail	Place	Date
i	One Day Workshop on "Teaching-Learning Process: Objective cum Outcome based Educational Approach" a Faculty Development Programme (FDP).	Organized by IQAC, St. Joseph's College (Autonomous)		SJCA, Jakhama	7 th July 2022
ii	One Day Seminar on "Blended Mode of Learning".				7 th May 2022.
iii	International Multi-disciplinary e-conference on "Changing Narratives in the Learning Curves Peri- Pandemic", 2022.				
iv					
v					

5. Research Contributions

a. Number of books/ research papers published/ presented at seminars/ conferences etc during the Academic Year 202-2023:

		International/ National/	ISSN/ ISBN	UGC CARELIST/	Citation Index

		State/Local	Number	Scopus/ Web of Science	
	Presented a paper on the International Webinar “An Eco-cultural Study of Flora and Fauna in Easterine Kire’s <i>When the River Sleeps</i> ”, 2022.	International webinar			
Peer reviewed journals					
Non-reviewed journals					
E-journals					
Conference proceedings					
Books with ISBN					
Books without ISBN					
Chapters in books with ISBN					

b. Research projects taken up:

Title of the Project	Name of the funding agency	Duration	Amount

c. Membership of Professional Bodies, Editorship of Journals etc, during the year:

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6. Participation in Corporate Life:

Please give a short account of your contribution, during the year, to:

a. College/University/Institution:

Served as media coordinator, member in Alumni association

b. Co-curricular activities:

Participated in various department activities, women's forum

c. Extension Activity / Community Service

d. Positions held/ leadership role played in organisations/associations etc., linked with extension work and National Service Scheme (NSS), or NCC or any other similar activity:

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

f. Students' welfare and discipline:

g. Membership/Participation in Bodies/Committees on Education and National Development:

h. Professional Organizations of Teachers

7. Awards/ Recognitions received at the State/National and International level:

8. Teaching Learning Evaluation:

- a.** Does your department obtain feedback from faculty on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

As a department, there is no particular feedback from faculty but this conducted by the college

- b.** Does your department obtain feedback from students on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

There is a feedback from students on curriculum as well as teaching learning process, conducted by the college. It enhance the teachers to effectively look for the betterment of oneself by being more corrective in performing the duties.

- c.** Steps taken by you, during the year, for the evaluation of the programme/ course taught:

Diligent, Responsive, Positive outlook, Sincere

9. General Data

Give a brief assessment of your performance during the year, indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement:

I take utmost pride in seeing the achievements of the 3rd semester students in having no backlog during their last ESE exam.
More participation in the department and college activities.
To make sure my students achieved their academics and go with pride to take challenges in life.

I hereby declare that the information given above is true to the best of my knowledge and belief.

(Name and Signature of the Teacher with date)

Wedeu Mero



ST. JOSEPH'S COLLEGE

JAKHAMA

P.B. No. 39, Kohima, Nagaland – 797 001

(Autonomous status granted by UGC notification No.F.22-1/2017 (AC) Dtd.11th Oct.2018)

0370-2231009 (O), 2233022 (Principal), 9436437544 (M)

www.stjosephjakhama.ac.in Email: stjosephc@gmail.com

NAAC Grade A (CGPA: 3.12)

YEAR END PERFORMANCE SELF APPRAISAL PROFORMA OF TEACHERS FOR THE ACADEMIC YEAR JULY 2022 – JUNE 2023

1. General Information

a	Name	THEJANUO FIDELIA
b	Temporary/Permanent/Guest Faculty/Other	PERMANENT
c	Department	COMMERCE
d	Courses taught	UG COMMERCE
e	Address (Residential)	PEZIELIETSIE, KOHIMA TOWN
f	Address (Permanent)	T. KHEL, KOHIMA VILLAGE
g	Phone No	9863186750
h	Email id	thejanuofidelia@gmail.com
j	Date of appointment	5 th April, 2005
k	Qualification	M.COM, NET(COMMERCE)
l	Area of Specialization (if MPhil or PhD holder)	-N.A-

2. Teaching

a. Classes taught during the Academic Year:

Class	Periods	
	Assigned per Week (Lecture/ Practical/ Tutorial)	Steps taken for the teaching of periods missed during absence or leave
i) UG/(B.Com)	L: 12 P: 0 T: 2	Taking up extra classes when any teacher is on leave.

iii) Any other	Saturday remedial class for weak students.(27/8/22 & 1/11/22 & 3/11/22)	
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b. Total leave taken from 1st July, 2022 to 30th June, 2023

Casual leave	3 Days	Medical leave	0 Days
Duty leave	0 Days	Loss of pay leave	0 Days
Commutated leave	0 Days	Others (specify)	0 Days
Half-pay leave	0 Days		

c. Regularity and Punctuality: Very good.

d. Explain briefly how you planned your teaching for the year, mentioning a few reading lists provided to students (especially books/articles outside compulsory reading):

Prepare lesson plan for the subjects taught.

e. Details of participation in the following:

i. College Education

1st Semester B.Com- Financial Accounting I
 2nd Semester B.Com- Business Communication
 4th Semester B.Com- Entrepreneurship
 5th Semester B.Com- Banking & Insurance
 6th Semester B.Com- Advance Cost & Management Accounting

ii. Question Paper Setting

- BCOM – Business Communication/ 1st Semester/ Autumn - 2022/ Mid Semester Test/ AEC 1.1*
- BCOM – Business Communication/ 1st Semester/ Autumn - 2022/ ESE/ AEC 1.1*
- BCOM – Financial Accounting/ 1st Semester/ Autumn - 2022/ Mid Semester Test/ AEC 1.1*
- BCOM – Financial Accounting/ 1st Semester/ Autumn - 2022/ ESE/ AEC 1.1*
- BCom – Business Communication/ 2nd Semester/Spring - 2023/ Mid Semester Test/ COA 2.3*
- BCOM – Business Communication/ 2nd Semester/Spring - 2023/ End Semester Exam/ COA 2.3*
- B.COM-Entrepreneurship/4th Semester/Spring - 2023/ Mid Semester Test/ COS-4.4*
- SJC-Autonomous /Spring 2022/ UG/ BCom/4th Semester/ ESE/ COS 4.4*

9. *BCOM –Banking & Insurance/ Autumn – 2022/ Mid Semester Test/ COC 5.3*
10. *BCOM –Banking & Insurance/ Autumn – 2022/ End Semester Examination/ COC 5.3*
11. *BCOM – Advance Cost & Management Accounting/ 1st Semester/ Spring - 2023/ Mid semester Test/ AEC 1.1*
12. *BCOM – Advance Cost & Management Accounting / 1st Semester/ Spring - 2023/ ESE/AEC 1.1*

iii. Assessment of assignments

- 1st Semester B.Com- Financial Accounting I(List of Indian Accounting Standards, Problems on Journal Entries, Ledger Accounts and Final Accounting)
- 2nd Semester B.Com- Business Communication (Words often Confused in English, words often misspelled in English and common errors in English)
- 4th Semester B.Com- Entrepreneurship (search for a new business idea from your locality and write a project report for a new start up business)
- 5th Semester B.Com- Banking & Insurance (explain the different types of banks in India stating their features.)
- 6th Semester B.Com- Advance Cost & Management Accounting (problems on preparation of Cost Sheet)

iv. Assessment of Presentations

- 1st Semester B.Com- Financial Accounting I- Assessment is done on the Complete list of Indian Accounting Standards and solution of the Journal entries, Ledger Accounts and Final Accounting.
- 2nd Semester B.Com- Business Communication- Viva is conducted for 10 marks on Words often Confused in English, words often misspelled in English and common errors in English.
- 4th Semester B.Com- Entrepreneurship- students are assessed based on originality and feasibility of their presentation on new business idea from their locality and written project report for a new start up business.
- 5th Semester B.Com- Banking & Insurance- assessment id done on the completeness of the different types of banks in India stating their features.
- 6th Semester B.Com- Advance Cost & Management Accounting- assessment is done on the solution to problems on preparation of Cost Sheet.

v. Conduct and Assessment of Field Projects/ Educational Study Tour

Conduct:- Field trip to Nagaland Tool Room and Training Centre, Dimapur, Nagaland on 11/11/2022

Assessment- students were made to write a report of their interaction and experience with the local visit.

Questionnaire provided:

1. What motivated you to start your own enterprise?
2. What inspired you in the selection of your business idea?
3. What was your initial capital?
4. Did you get any assistance from any financial institutions and the Government?
5. Do you face any problems in running your enterprise?
6. Will you motivate the young generation to enter into entrepreneurship?
7. Any other questions which the students feel appropriate to ask.

vi. Conduct of Examination Invigilation, Scrutiny and Moderation

1. *BCOM – Business Communication/ 1st Semester/ Autumn - 2022/ Mid Semester Test/ AEC 1.1*
2. *BCOM – Business Communication/ 1st Semester/ Autumn - 2022/ ESE/ AEC 1.1*
3. *BCOM – Financial Accounting/ 1st Semester/ Autumn - 2022/ Mid Semester Test/ AEC 1.1*
4. *BCOM – Financial Accounting/ 1st Semester/ Autumn - 2022/ ESE/ AEC 1.1*
5. *Bcom – Business Communication/ 2nd Semester/Spring - 2023/ Mid Semester Test/ COA 2.3*
6. *BCOM – Business Communication/ 2nd Semester/Spring - 2023/ End Semester Exam/ COA 2.3*
7. *B.COM-Entrepreneurship/4thSemester/Spring - 2023/ Mid Semester Test/ COS-4.4*
8. *SJC-Autonomous /Spring 2022/ UG/ BCom/4th Semester/ ESE/ COS 4.4*
9. *BCOM –Banking & Insurance/ Autumn – 2022/ Mid Semester Test/ COC 5.3*
10. *BCOM –Banking & Insurance/ Autumn – 2022/ End Semester Examination/ COC 5.3*
11. *BCOM – Advance Cost & Management Accounting/ 1st Semester/ Spring - 2023/ Mid semester Test/ AEC 1.1*
12. *BCOM – Advance Cost & Management Accounting / 1st Semester/ Spring - 2023/ ESE/ AEC 1.1*

vii. Evaluation of Answer Scripts / Dissertation, etc

1. *BCOM – Business Communication/ 1st Semester/ Autumn - 2022/ Mid Semester Test/ AEC 1.1*
2. *BCOM – Business Communication/ 1st Semester/ Autumn - 2022/ ESE/ AEC 1.1*
3. *BCOM – Financial Accounting/ 1st Semester/ Autumn - 2022/ Mid Semester Test/ AEC 1.1*
4. *BCOM – Financial Accounting/ 1st Semester/ Autumn - 2022/ ESE/ AEC 1.1*
5. *Bcom – Business Communication/ 2nd Semester/Spring - 2023/ Mid Semester*

Test/ COA 2.3

6. *BCOM – Business Communication/ 2nd Semester/Spring - 2023/ End Semester Exam/ COA 2.3*
7. *B.COM-Entrepreneurship/4thSemester/Spring - 2023/ Mid Semester Test/ COS-4.4*
8. *SJC-Autonomous /Spring 2022/ UG/ BCom/4th Semester/ ESE/ COS 4.4*
9. *BCOM –Banking & Insurance/ Autumn – 2022/ Mid Semester Test/ COC 5.3*
10. *BCOM –Banking & Insurance/ Autumn – 2022/ End Semester Examination/ COC 5.3*
11. *BCOM – Advance Cost & Management Accounting/ 1st Semester/ Spring - 2023/ Mid semester Test/ AEC 1.1*
12. *BCOM – Advance Cost & Management Accounting / 1st Semester/ Spring - 2023/ ESE/ AEC 1.1*

viii. Mentoring

Mentoring was done on a face to face interactive session for each student. The number of students semester wise is as follows:

- 1st Semester B.Com- 17 students
- 2nd Semester B.Com- 17 students
- 3rd Semester B.Com- 21 students
- 4th Semester B.Com- 21 students
- 5th Semester B.Com- 18 students
- 6th Semester B.Com- 18 students

ix. Any other

- Three Students successfully completed the selection procedures and examination for BPO recruitment in South Indian Bank on 02/06/2023.
- Actively participated in BOS meeting for Department of Commerce, on 19/06/2023 and 16/06/2023.

3. Details of Innovations in / Contribution to Teaching Process, during the year:

a. Design of curriculum:

Preparation of CBCS Syllabus for:-

- 1st Semester B.Com- Financial Accounting I (100 Marks)
- 2nd Semester B.Com- Business Communication(50 Marks)
- 4th Semester B.Com- Entrepreneurship (100 Marks)
- 5th Semester B.Com- Banking & Insurance (100 Marks)
- 6th Semester B.Com- Advance Cost & Management Accounting (100 Marks)

Preparation of NEP 2020 (FYUGP) Syllabus for:

- 1st Semester B.Com- Financial Accounting I (100 Marks/4 Credits/60 Lectures)
- 1st Semester B.Com- Business Communication(50 Marks/2 Credits/30 Lectures)
- 2nd Semester B.Com- Financial Accounting II (100 Marks/4 Credits/ 60 Lectures)

b. Teaching methods:

- Lecture Method
- PPT
- Visual Aids
- Viva-voce
- Examination
- Group presentation
- Interview with local entrepreneurs
- Field trip to local businesses
- Assignments
- Home-works

c. Laboratory experiments:

-NA-

d. Evaluation methods:

Qualitative and Quantitative Methods of Evaluation.

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

Preparation of resource materials based on CBCS Syllabus for:-

- 1st Semester B.Com- Financial Accounting I (100 Marks)
- 2nd Semester B.Com- Business Communication(50 Marks)
- 4th Semester B.Com- Entrepreneurship (100 Marks)
- 5th Semester B.Com- Banking & Insurance (100 Marks)
- 6th Semester B.Com- Advance Cost & Management Accounting (100 Marks)

f. Remedial Teaching / Student Counselling (academic)

g. Any other

4. Improvement of Professional Competence:

a. Details of refresher courses/orientation/ participation in summer school/ FDPs etc., attended/ organized including open university courses/ M.Phil., Ph.D. during the academic year 2022-2023:

No	Name of the Programme	Organiser's Detail	Sponsor's Detail	Place	Date
I					
Ii					
Iii					
Iv					
V					

b. Details of College/ State/ National/ International Seminar/ Conference/ Workshop etc., attended/organised during the academic year 2022-2023:

No	Name of the Seminar/ Conference/ Workshop, etc.	Organiser's Detail	Sponsor's Detail	Place	Date
I					
Ii					
Iii					
Iv					
V					

5. Research Contributions

a. Number of books/ research papers published/ presented at seminars/ conferences etc during the Academic Year 202-2023:

	Title of the Paper/Chapter	International/ National/ State/Local	ISSN/ ISBN Number	UGC CARELIST/ Scopus/	Citation Index

				Web of Science	
Peer reviewed journals					
Non-reviewed journals					
E-journals					
Conference proceedings					
Books with ISBN					
Books without ISBN					
Chapters in books with ISBN					

b. Research projects taken up:

Title of the Project	Name of the funding agency	Duration	Amount
-N.A-			

c. Membership of Professional Bodies, Editorship of Journals etc, during the year:

-N.A-

6. Participation in Corporate Life:

Please give a short account of your contribution, during the year, to:

a. College/University/Institution:

<ul style="list-style-type: none"> • COLLEGE: • Class Supervisor for 6th Semester Batch of 2023 • Director, Career Guidance & Placement Cell, St. Joseph's College (A), Jakhama. • Member, Discipline Committee, St. Joseph's College (A), Jakhama. • Member Secretary, Academic Council, St. Joseph's College (A), Jakhama. • Member NAAC Co- Ordination Committee, St. Joseph's College (A), Jakhama. • In-charge of SSR Criterion VI, NAAC Co- Ordination Committee, St.
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Joseph's College (A), Jakhama.

UNIVERSITY:

- Executive Member Nagaland University Alumni Association.(2022- Till Date)

INSTITUTION:

- Director, Career Guidance & Placement Cell, St. Joseph's College (A), Jakhama.
- Member, Discipline Committee, St. Joseph's College (A), Jakhama.
- Member Secretary, Academic Council, St. Joseph's College (A), Jakhama.
- Member NAAC Co- Ordination Committee, St. Joseph's College (A), Jakhama.
- In-charge of SSR Criterion VI, NAAC Co- Ordination Committee, St. Joseph's College (A), Jakhama.

b. Co-curricular activities:

- Team player no.03 for Alumni Association Basketball team during Silver Jubilee celebration on 18/11/2022
- Attended CATC-35 ALL NAGALAND GIRLS BN NCC KOHIMA Closing ceremony as an invitee at the college Indoor Stadium on 3rd July'2022 at 5.00p.m.
- Attended Freshers' Day on 30th July' 2022 at the College Indoor Stadium.
- Attended 32nd Graduation Day on 22nd August' 2022 at the College Indoor Stadium.
- Attended Freshers' Day of Department of Commerce on 5th September' 2022 at Hall No. 7.
- Resource person for Pickle making on 10th September' 2022 for Skill Development for Commerce students.
- Organised Seminar on Career in Banking Sector and Investment Opportunity in collaboration with Career Guidance & Placement Cell, Department of Commerce and SBI, Secretariate Branch. Venue: College Indoor Stadium, Date: 20th October' 2022
- Attended Alumni Association Silver Jubilee Celebration organizing Committee Meeting on 24th October at Hotel Cresendo, Kohima.
- Organised a Career Guidance program for Competitive Exams in

collaboration with Vedhik IAS Academy on 16th November'2022 for all the final year students of the College.

- Attended farewell program for Sir, Veto V. Zhimo on 17th November'2022.
- Attended Silver Jubilee Celebration of Alumni Adssociation of the college on 18th November'2022.
- Attended program on AUDIT AWARENESS WEEK. Organized by the Office of the Principal Accountant General on 23rd November'2022.
- Attended Academic Council Meeting on 29th November'2022 via Google Meet: hvy-iiuq-swv
- Organised FIFA Football Final get-together for interested staff member residing at Staff Quarter Building No.5 on 18th December'2022.
- Attended the Film shooting of “ Pataal Log” at Kohima Arts College and played the role of hospital patient attendant on 29th December'2022.
- Speaker, inaugural Function, Super Six Cricket Tournament. Organised by the department of Commerce, St. Joseph's College (A), Jakhama, Nagaland. Dated: 13/02/2023
- Cooking incharge for Commerce Day on 21st February'2023
- Participation in G20 Summit celebration at Kohima Capital Town Hall on 04/04/2023
- Organised a program on “Career Guidance with Liamtra” on 24th March'2023.
- Organised a career guidance program for classroom visit by PIBM resource person on 20th April'2023.
- Organised a career guidance program in collaboration with Mahendras, Educational PVT. Ltd. Mr. Sanjay Medhi as the resource person on 25th April'2023.
- Attended farewell program for Miss Kevisino on 18th May'2023.
- Participation in Farwell program of out-going students on 20/05/2023.
- Attended Academic Council Meeting on 30th June'2023 via Google Meet: vig-ugdh-teq.

c. Extension Activity / Community Service

Provide Remedial classes for weak students. (27/8/22 & 1/11/22 & 3/11/22)

d. Positions held/ leadership role played in organisations/associations etc., linked with extension work and National Service Scheme (NSS), or NCC or any other similar activity:

- Member, Organizing Committee for Silver Jubilee Celebration of Alumni Association, St. Joseph's College (Autonomous), Jakhama, Nagaland.
- Director, Career Guidance & Placement Cell, St. Joseph's College (A), Jakhama.
- Member, Discipline Committee, St. Joseph's College (A), Jakhama.
- Member Secretary, Academic Council, St. Joseph's College (A), Jakhama.
- Member NAAC Co- Ordination Committee, St. Joseph's College (A), Jakhama.
- In-charge of SSR Criterion VI, NAAC Co- Ordination Committee, St. Joseph's College (A), Jakhama.

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

- In-charge for Arm Wrestling during Sports Week' 2022.
- Speaker, inaugural Function, Super Six Cricket Tournament. Organised by the department of Commerce, St. Joseph's College (A), Jakhama, Nagaland. Dated: 13/02/2023

f. Students' welfare and discipline:

- Coordinator for Discipline Committee, Department of Commerce, St. Joseph's College (A), Jakhama.
- Member, Discipline Committee for Freshers Day' 2022.
- Member, Discipline Committee for Graduation Day' 2022.
- Member, Discipline Committee for Spring Fest' 2023.

g. Membership/Participation in Bodies/Committees on Education and National Development:

- Member Board of Under Graduate Studies, Department of commerce, St. Joseph's College (A), Jakhama.
- Member Secretary, Academic Council, St. Joseph's College (A), Jakhama.

h. Professional Organizations of Teachers

- Member All Nagaland Private College Teachers Association.

7. Awards/ Recognitions received at the State/National and International level:

-N.A-

8. Teaching Learning Evaluation:

- a. Does your department obtain feedback from faculty on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

Yes, Verbal feedback.

Necessary remedial course of actions are taken as per the need after due deliberation.

- b. Does your department obtain feedback from students on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

Yes, Students are asked to fill in a students' satisfaction form each year. Necessary actions are taken as per the need.

- c. Steps taken by you, during the year, for the evaluation of the programme/ course taught:

Feedbacks are collected time to time from students, on the topics taught as well as on the teaching aids used for teaching.

9. General Data

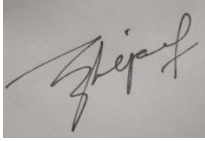
Give a brief assessment of your performance during the year, indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement:

(a) **Achievements:** successfully taught all the subjects assigned under my care and mentorship provided to students.

(b) **Difficulties faced:** some of the students were lacking the basic knowledge of accounting as they were from the Corona Batch while some were from Science backgrounds.

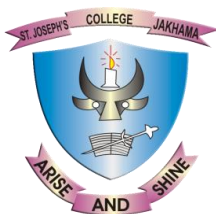
(c) **Suggestions for improvement:** conducting a simple entrance test prior to admission will enable in the selection of students who have the potential of pursuing their education under Commerce Department of the College.

I hereby declare that the information given above is true to the best of my knowledge and belief.

A square image containing a handwritten signature in black ink. The signature is cursive and appears to read 'Thejanuo Fidelia'.

(THEJANUO FIDELIA)

Dated:



ST. JOSEPH'S COLLEGE

JAKHAMA

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www.stjosephjakhama.ac.in Email: stjosephc@gmail.com

NAAC Grade A (CGPA: 3.12)

YEAR END PERFORMANCE SELF APPRAISAL PROFORMA OF TEACHERS FOR THE ACADEMIC YEAR JULY 2022 – JUNE 2023

1. General Information

a	Name	K. ALIBO ACHUMI
b	Temporary/Permanent/Guest Faculty/Other	Permanent
c	Department	Sociology
d	Courses taught	
e	Address (Residential)	Forest colony Kohima
f	Address (Permanent)	Walford Colony, Dimapur
g	Phone No	8837481165
h	Email id	lilyalibo.achumi@gmail.com
j	Date of appointment	16 th March 2009
k	Qualification	MA, NET, B.Ed
l	Area of Specialization (if MPhil or PhD holder)	

2. Teaching

a. Classes taught during the Academic Year:

Class	Periods	
	Assigned per Week (Lecture/ Practical/ Tutorial)	Steps taken for the teaching of periods missed during absence or leave
i) UG/ PG (B.A./BSc/ B.Com/BBA/MA)	L: 28 classes P: T:	Assigned Class work
iii) Any other		

Skilled Papers- Class test/short video project/ Literature Review. (5+ 10 marks)

iv. Assessment of Presentations

Out of 10 marks mark were divide according to

- 5 Marks- Class Presentation (PPT Slide), material content and execution in the class by the groups.
 - 2 Marks- Questions asked to other groups
 - 2 Marks- Questions that were answered by the group when asked
 - 1 mark – discipline
- * Students who were absent during the presentation of their respective group were given Zero marks even though they were present in other group's presentation.
- * Students who were present during their group presentation but were absent on other group's presentation were cut 2 marks for each day of absence.
- * Each group chooses 2 to 3 presenters and appoints 1 coordinator of the group. The coordinator will randomly call out the roll nos. of the group members to answer the question asked by other group. This is to ensure that all come prepared for the exercise.

v. Conduct and Assessment of Field Projects/ Educational Study Tour

After the workshop, the students of 4th semester are divided into groups and are asked to submit the topic of interest for the video they want to make on, as a part of the field project for the paper SOS 4.4 Techniques of Ethnographic film Making and are assessed accordingly after they submit the video.

vi. Conduct of Examination Invigilation, Scrutiny and Moderation

- For every Mid and End Semester Exams 6-10 duties are performed. Strict code of ethical conduct is carried out to ensure all fairness and minimize malpractice. Minimal Interaction between the teachers, strict vigilance and observation is maintained.
- Performs Moderation as Chief Examiner for most of the exams.

vii. Evaluation of Answer Scripts / Dissertation, etc

I I	SOC 2.1 Social Change	SOM 2 Gend er and Viole nce	Life Scie nce	IL-2 Basic Functional English	SOS 2.4 Rea ding , Writ ing and Reas onin g for Soci olog y		VAC-2 Consumer Right	22	
	SOC 2.2 Sociology of India-II								

b. Teaching methods:

Lecture Method
PPT presentation
Group discussion
Practical Exercise

c. Laboratory experiments:

d. Evaluation methods:

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

f. Remedial Teaching / Student Counselling (academic)

g. Any other

4. Improvement of Professional Competence:

a. Details of refresher courses/orientation/ participation in summer school/ FDPs etc., attended/ organized including open university courses/ M.Phil., Ph.D. during the academic year 2022-2023:

No	Name of the Programme	Organiser's Detail	Sponsor's Detail	Place	Date
i	Attended a two days Workshop on "Teaching –Learning Process: Objective cum Outcome based Educational Approach"	Internal Quality Assurance Cell, St Joseph's College (Autonomous),	St. Joseph's College (Autonomous)	Jakham a.	8 th -9 th April 2022
ii					
iii					
iv					
v					

b. Details of College/ State/ National/ International Seminar/ Conference/ Workshop etc., attended/organised during the academic year 2022-2023:

No	Name of the Seminar/ Conference/ Workshop, etc.	Organiser's Detail	Sponsor's Detail	Place	Date
i					
ii					
iii					
iv					
v					

5. Research Contributions

a. Number of books/ research papers published/ presented at seminars/ conferences etc during the Academic Year 202-2023:

	Title of the Paper/Chapter	International/ National/ State/Local	ISSN/ ISBN Number	UGC CARELIST/ Scopus/ Web of Science	Citation Index
Peer reviewed journals					
Non-reviewed journals					
E-journals					

Conference proceedings					
Books with ISBN					
Books without ISBN					
Chapters in books with ISBN					

b. Research projects taken up:

Title of the Project	Name of the funding agency	Duration	Amount

c. Membership of Professional Bodies, Editorship of Journals etc, during the year:

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6. Participation in Corporate Life:

Please give a short account of your contribution, during the year, to:

a. College/University/Institution:

- | |
|--|
| <ul style="list-style-type: none"> • Coordinator of the department of Sociology (2019-2022) • HOD (July 2022- till date) • Director Cultural Committee |
|--|

b. Co-curricular activities:

- | |
|--|
| <ul style="list-style-type: none"> • Manages all the important events in the calendar year hosted by the College except Departments and Spring Fest. Duties such as- Searching and Contacting Chief Guest and Guest Speakers, Shopping for gifts for guest, decoration materials and foods for special guest, conduct audition for the students participating in the programs, designs and print out the order of programmes for the occasions for Graduation Day, Fresher's Day, Cultural Day Etc. • Professional Wedding Planner |
|--|

c. Extension Activity / Community Service

Sociology Gives Back- a charitable event organised annually in collaboration with PG 4th Semester and UG 6th Semester.

- d.** Positions held/ leadership role played in organisations/associations etc., linked with extension work and National Service Scheme (NSS), or NCC or any other similar activity:

Director- Cultural Committee

- e.** Enrichment of campus life (hostels, sports, games, cultural activities):

Judge for

1. Spoken Word Competition organized by Department of Commerce and NSACS Kohima
2. Debate Competition Eureka Fest
3. Mr and Miss Sociologist
4. Mr and Miss Convergence audition
5. Painting competition Spring fest

- f.** Students' welfare and discipline:

- Organised crowd funding for a poor Kuki refugee student of 1st Semester of the department and provides her with basic requirements, also contributed money towards ailing students and during the times of death.
- Students are levied fine a minimal amount of Rs. 50 for bunking the class and for coming to the class with improper uniforms. The students are also asked to contribute a book to the department Library if caught eating Gutkas and pan, a repeat offenders of coming to the class late.
- Personal one on one mentoring and counseling are also given to the students for bad behaviours in the class, for low grades and mentally and emotionally disturbed students.

- g.** Membership/Participation in Bodies/Committees on Education and National Development:

- h.** Professional Organizations of Teachers

7. Awards/ Recognitions received at the State/National and International level:

8. Teaching Learning Evaluation:

- a. Does your department obtain feedback from faculty on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

Yes, students are given a Google form to fill up and rate the teachers. Each faculty is given the ratings he/she scores given by the students and also points of strength and weakness are made know to them to improve in the areas they lack behind by the teacher in charge of Feedback.

- b. Does your department obtain feedback from students on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

Yes, we try to improve on the areas we are lacking.

- c. Steps taken by you, during the year, for the evaluation of the programme/ course taught:

Weak students are identified and given remedial classes

9. General Data

Give a brief assessment of your performance during the year, indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement:

- Successfully completed the plan of action and target planned out by the department for the session.
 - Needs more FDP
 - More flexibility in class periods and hours are needed to make more room for research activities for the teachers.

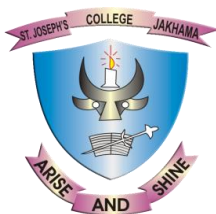
I hereby declare that the information given above is true to the best of my knowledge and belief.



Handwritten signature and date: 9/2/24

K. ALIBO ACHUMI

(Name and Signature of the Teacher with date)



ST. JOSEPH'S COLLEGE

JAKHAMA

P.B. No. 39, Kohima, Nagaland – 797 001

(Autonomous status granted by UGC notification No.F.22-1/2017 (AC) Dtd.11th Oct.2018)

0370-2231009 (O), 2233022 (Principal), 9436437544 (M)

www.stjosephjakhama.ac.in Email: stjosephc@gmail.com

NAAC Grade A (CGPA: 3.12)

YEAR END PERFORMANCE SELF APPRAISAL PROFORMA OF TEACHERS FOR THE ACADEMIC YEAR JULY 2022 – JUNE 2023

1. General Information

a	Name	Imkongyala Sekhose
b	Temporary/Permanent/Guest Faculty/Other	Permanent Faculty
c	Department	Botany
d	Courses taught	ESA 1.1 :Environmental Studies ESA1.2: Environmental Studies
e	Address (Residential)	Kenuozou Colony, Kohima
f	Address (Permanent)	Kenuozou Colony, Kohima
g	Phone No	8259095341
h	Email id	tayavaren@gmail.com
j	Date of appointment	1 st June 2016
k	Qualification	M.Sc. Ecology & Environmental Science, NET
l	Area of Specialization (if MPhil or PhD holder)	

2. Teaching

a. Classes taught during the Academic Year:

Class	Periods
	Assigned per Week (Lecture/ Practical/ Tutorial)
	Steps taken for the teaching of periods missed during absence or leave

i) UG/ PG (B.A./BSc/ B.Com/BBA/MA)	L: 16 P: T:	
iii) Any other	Value Education class per week: 1	

b. Total leave taken from 1st July, 2022 to 30th June, 2023

Casual leave	8 days	Medical leave	days
Duty leave	days	Loss of pay leave	days
Commutated leave	days	Others (specify)	days
Half-pay leave	days		

c. Regularity and Punctuality: Satisfactory

d. Explain briefly how you planned your teaching for the year, mentioning a few reading lists provided to students (especially books/articles outside compulsory reading):

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e. Details of participation in the following:

i. College Education

<p>1. Taught UG for the following courses: ESA 1.1 : Environmental Studies ESA 1.2 : Environmental Studies</p> <p>2. Contributed in framing course syllabus</p> <p>3. Evaluated the students with examination, presentations, project works etc</p>

ii. Question Paper Setting

<p>Set Mid- Term and End Semester Examination question papers of the college on the following courses for the academic year:</p> <p>1. Environmental Studies (ESA 1.1)</p> <p>2. Environmental Studies (ESA 1.2)</p>
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iii. Assessment of assignments

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iv. Assessment of Presentations

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v. Conduct and Assessment of Field Projects/ Educational Study Tour

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vi. Conduct of Examination Invigilation, Scrutiny and Moderation

Invigilation:

1. Mid-Term Examination, September, 2022
2. End Semester Examination, December, 2022
3. Mid- Term Examination, March, 2023
4. End Semester Examination, May, 2023

vii. Evaluation of Answer Scripts / Dissertation, etc

Participated in evaluation of answer scripts of the following paper:

- ESA 1.1 : Environmental Studies (B.Com 1st Semester)
- ESA1.2 : Environmental Studies (BA & BSc 2nd Semester)

viii. Mentoring

--

ix. Any other

--

3. Details of Innovations in / Contribution to Teaching Process, during the year:

a. Design of curriculum:

Framed the syllabus of Environmental Studies of the NEP 2020 curriculum

b. Teaching methods:

1. Chalk and Board
2. Discussions

c. Laboratory experiments:

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d. Evaluation methods:

Project works

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

1. Essential readings are given to the students in the class. 2. Textbooks are made available in the library or students have their own personal copies.

f. Remedial Teaching / Student Counselling (academic)

--

g. Any other

--

4. Improvement of Professional Competence:

a. Details of refresher courses/orientation/ participation in summer school/ FDPs etc., attended/ organized including open university courses/ M.Phil., Ph.D. during the academic year 2022-2023:

No	Name of the Programme	Organiser's Detail	Sponsor's Detail	Place	Date
i	Capacity Building Program on Nexus of Core Personal- Group Values and Effective Teaching	IQAC	SJC(A)	SJC(A) Auditorium	12 th November, 2022
ii	Orientation on Revised SSR Manual and Quality Benchmarks	IQAC	SJC(A)	Conference Hall, Post-Graduate Block, SJS(A)	27 th April, 2023

iii					
iv					
v					

b. Details of College/ State/ National/ International Seminar/ Conference/ Workshop etc., attended/organised during the academic year 2022-2023:

No	Name of the Seminar/ Conference/ Workshop, etc.	Organiser's Detail	Sponsor's Detail	Place	Date
i					
ii					
iii					
iv					
v					

5. Research Contributions

a. Number of books/ research papers published/ presented at seminars/ conferences etc during the Academic Year 202-2023:

	Title of the Paper/Chapter	International/ National/ State/Local	ISSN/ ISBN Number	UGC CARELIST/ Scopus/ Web of Science	Citation Index
Peer reviewed journals					
Non-reviewed journals					
E-journals					
Conference proceedings					
Books with ISBN					
Books without ISBN					
Chapters in books with ISBN					

b. Research projects taken up:

Title of the Project	Name of the funding agency	Duration	Amount

c. Membership of Professional Bodies, Editorship of Journals etc, during the year:

6. Participation in Corporate Life:

Please give a short account of your contribution, during the year, to:

a. College/University/Institution:

Director, Eco Club Committee

b. Co-curricular activities:

c. Extension Activity / Community Service

d. Positions held/ leadership role played in organisations/associations etc., linked with extension work and National Service Scheme (NSS), or NCC or any other similar activity:

Director, Ecoclub Committee, SJC(A)

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

f. Students' welfare and discipline:

g. Membership/Participation in Bodies/Committees on Education and National Development:

h. Professional Organizations of Teachers

7. Awards/ Recognitions received at the State/National and International level:

8. Teaching Learning Evaluation:

- a. Does your department obtain feedback from faculty on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

- b. Does your department obtain feedback from students on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

- c. Steps taken by you, during the year, for the evaluation of the programme/ course taught:

1. Written Examinations
 2. Class tests
 3. Assignments
 4. Project works

9. General Data

Give a brief assessment of your performance during the year, indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement:

ACHIEVEMENTS:

1. Successfully imparted quality education to my students.
2. Attended a workshop on Capacity Building Program on Nexus of Core Personal – Group Values and Effective Teaching.
3. Attended an Orientation Program on Revised SSR Manual and Quality Benchmarks.
4. Successfully framed the NEP 202 Environmental Studies syllabus for the 1st and 2nd semester.

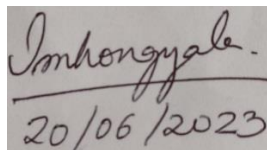
DIFFICULTIES:

1. Managing student – teacher ratio

SUGGESTIONS FOR IMPROVEMENT:

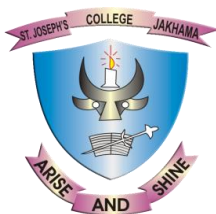
1. More active participation in seminars, workshop, refresher course.

I hereby declare that the information given above is true to the best of my knowledge and belief.

A rectangular box containing a handwritten signature "Imkongyala." above a horizontal line, and the date "20/06/2023" written below the line.

Imkongyala Sekhose

(Name and Signature of the Teacher with date)



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NAAC Grade A (CGPA: 3.12)

YEAR END PERFORMANCE SELF APPRAISAL PROFORMA OF TEACHERS FOR THE ACADEMIC YEAR JULY 2022 – JUNE 2023

1. General Information

A	Name	Y.LUMCHIO PATTON
B	Temporary/Permanent/Guest Faculty/Other	PERMANENT
C	Department	SOCIOLOGY
D	Courses taught	SOC 5.1 Sociological Thinkers-1 SOC 1.2 Sociology of India-1 SOC 3.2 Sociology of Religion SOC 4.3 Social Stratification SOC 6.1 Sociological Thinkers-11
E	Address (Residential)	KITZUBOZOU COLONY
F	Address (Permanent)	LIO-LONGIDANG VILLAGE
G	Phone No	9612942524
H	Email id	Lumchiopatton654@gmail.com
J	Date of appointment	04-8-2014
K	Qualification	MA SOCIOLOGY (NET)
L	Area of Specialization (if MPhil or PhD holder)	

2. Teaching

a. Classes taught during the Academic Year: JULY 2022 – JUNE 2023

Class UG	Periods	
1 st Sem. 3 rd Sem. 5 th Sem. 4 th Sem. 6 th Sem.	15/12 classes per Week. (Lecture) 1/2 Tutorial per Week.	Steps taken for the teaching of periods missed during absence or leave Library/ Class Work

i) UG	L: P: T:	
iii) Any other	No.	

b. Total leave taken from 1st July, 2022 to 30th June, 2023

Casual leave	9 days	Medical leave	
Duty leave		Loss of pay leave	
Commutated leave		Others (specify)	
Half-pay leave			

c. Regularity and Punctuality: Very good

d. Explain briefly how you planned your teaching for the year, mentioning a few reading lists provided to students (especially books/articles outside compulsory reading):

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e. Details of participation in the following:

i. College Education

UG 1st Sem. 3rd Sem. 5th Sem. 4th Sem. 5th Sem. SOC 5.1 Sociological Thinkers-1 SOC 1.2 Sociology of India-1 SOC 3.2 Sociology of Religion SOC 4.3 Social Stratification SOC 6.1 Sociological Thinkers-11

ii. Question Paper Setting

UG 1st Sem. 3rd Sem. 5th Sem. 4th Sem. 5th Sem. SOC 5.1 Sociological Thinkers-1 SOC 1.2 Sociology of India-1 SOC 3.2 Sociology of Religion SOC 4.3 Social Stratification SOC 6.1 Sociological Thinkers-11

iii. Assessment of assignments

Students were given Assignment for ten Marks with regard to internal assessment each Semester from the Course given below and dateline were given for submission respectively.

UG 1st Sem. 3rd Sem. 5th Sem. 4th Sem. 5th Sem.

SOC 5.1 Sociological Thinkers-1

SOC 1.2 Sociology of India-1

SOC 3.2 Sociology of Religion

SOC 4.3 Social Stratification

SOC 6.1 Sociological Thinkers-11

iv. Assessment of Presentations

Each class the Students were divided into 5 to 6 groups where Topics were given based on the concerned papers for ten marks and let them do the presentation. From each groups at list 5 to 6 students are expected to participate and after the presentation is done the concerned teacher and the students from any other groups clarify their doubts from the group presenter. Basing on their participation and answering the questions which are asked by the students marks are being allocated and the absentees for the day are not allocated any marks.

v. Conduct and Assessment of Field Projects/ Educational Study Tour

vi. Conduct of Examination Invigilation, Scrutiny and Moderation

Each Semester exam usually all the teachers are called for the Invigilation. For the Scrutiny one or two teachers were called from each Department where most of the time I was being called for Scrutiny and Moderation.

vii. Evaluation of Answer Scripts.

Evaluation of Answer Scripts have been done for the Courses and Semester given below:

SOC 5.1 Sociological Thinkers-1

SOC 1.2 Sociology of India-1

SOC 3.2 Sociology of Religion

SOC 4.3 Social Stratification

SOC 6.1 Sociological Thinkers-11

UG 1st Sem. 3rd Sem. 5th Sem. 4th Sem. 5th Sem.

viii. Mentoring

1st Semester Roll No. 23SOC0980-1078=100 Students

Since we cannot mentor all the students practically due to time constraints each class the weak and irregular students are listed out and called for mentoring during free periods almost every day.

ix. Any other

No

3. Details of Innovations in / Contribution to Teaching Process, during the year:

a. Design of curriculum:

By default we are all members of the Department Board of Studies, include the syllabus of the NEP 2020 curriculum (1st & 2nd Semester only for 2022-2023) etc

b. Teaching methods:

No

c. Laboratory experiments:

No

d. Evaluation methods:

No

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

Reading materials were provided for the Courses and the Semesters given below:

<p>SOC 5.1 Sociological Thinkers-1</p> <p>SOC 1.2 Sociology of India-1</p> <p>SOC 3.2 Sociology of Religion</p> <p>SOC 4.3 Social Stratification</p> <p>SOC 6.1 Sociological Thinkers-11</p> <p>UG 1st Sem. 3rd Sem. 5th Sem. 4th Sem. 5th Sem.</p>
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f. Remedial Teaching / Student Counselling (academic)

No

g. Any other

No

4. Improvement of Professional Competence:

a. Details of refresher courses/orientation/ participation in summer school/ FDPs etc., attended/ organized including open university courses/ M.Phil., Ph.D. during the academic year 2022-2023:

No	Name of the Programme	Organiser's Detail	Sponsor's Detail	Place	Date
I	FDP Conducted by college				
Ii	Professional Building programme organised by the College				
Iii	Orientation on Revised SSR Manual				

b. Details of College/ State/ National/ International Seminar/ Conference/ Workshop etc., attended/organised during the academic year 2022-2023:

No	Name of the Seminar/ Conference/ Workshop, etc.	Organiser's Detail	Sponsor's Detail	Place	Date
I			If you got sponsorship/ financial assistance from the college or any other institutions/		

			organisations		
Ii					
Iii					
Iv					
V					

5. Research Contributions

a. Number of books/ research papers published/ presented at seminars/ conferences etc during the Academic Year 202-2023:

	Title of the Paper/Chapter	International/ National/ State/Local	ISSN/ ISBN Number	UGC CARELIST/ Scopus/ Web of Science	Citation Index
Peer reviewed journals					
Non-reviewed journals					
E-journals					
Conference proceedings					
Books with ISBN					
Books without ISBN					
Chapters in books with ISBN					

b. Research projects taken up:

Title of the Project	Name of the funding agency	Duration	Amount

c. Membership of Professional Bodies, Editorship of Journals etc, during the year:

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6. Participation in Corporate Life:

Please give a short account of your contribution, during the year, to:

a. College/University/Institution:

No

b. Co-curricular activities:

Director Magazine Committee and Director Mentoring for UG Dept. of Sociology

c. Extension Activity / Community Service

No

d. Positions held/ leadership role played in organisations/associations etc., linked with extension work and National Service Scheme (NSS), or NCC or any other similar activity:

No

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

As a judge in the cultural activities organized by the Dept. of Sociology

f. Students' welfare and discipline:

Give details how you contribute towards the welfare of your students and how you maintain the discipline of the students etc

g. Membership/Participation in Bodies/Committees on Education and National Development:

No.

h. Professional Organizations of Teachers

No.

7. Awards/ Recognitions received at the State/National and International level:

No.

8. Teaching Learning Evaluation:

- a. Does your department obtain feedback from faculty on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

- b. Does your department obtain feedback from students on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

Yes. The Department of Sociology obtained feedback from students with regard to teaching learning process. Students were sent some questionnaire to evaluate their teachers and based on their evaluation the teachers do correct themselves from their weakness.

- c. Steps taken by you, during the year, for the evaluation of the programme/ course taught:

9. General Data

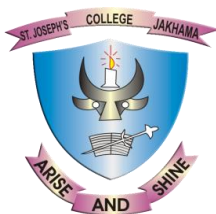
Give a brief assessment of your performance during the year, indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement:

I hereby declare that the information given above is true to the best of my knowledge and belief.



Y. Lumchio Patton

Date: 28th June 2023



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NAAC Grade A (CGPA: 3.12)

YEAR END PERFORMANCE SELF APPRAISAL PROFORMA OF TEACHERS FOR THE ACADEMIC YEAR JULY 2022 – JUNE 2023

1. General Information

a	Name	Reimaya Muinao
b	Temporary/Permanent/Guest Faculty/Other	Permanent
c	Department	History
d	Courses taught	M.A History
e	Address (Residential)	New Minister's Hill, Kohima
f	Address (Permanent)	Hongmahn Village, Senapati District, Manipur-795114
g	Phone No	8730820645
h	Email id	reimuinaoleo@gmail.com
j	Date of appointment	July 4, 2014
k	Qualification	M.A., M.Phil.
l	Area of Specialization (if MPhil or PhD holder)	Arenas of WWII in Manipur

2. Teaching

a. Classes taught during the Academic Year:

Class	Periods	
I, II, III and IV	Assigned per Week (Lecture/ Practical/ Tutorial)	Steps taken for the teaching of periods missed during absence or leave
i) PG MA	L: 10 P: T:03	

iii) Any other		
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b. Total leave taken from 1st July, 2022 to 30th June, 2023

Casual leave	12 days	Medical leave	days
Duty leave	days	Loss of pay leave	2 days
Commutated leave	days	Others (specify)	days
Half-pay leave	days		

c. Regularity and Punctuality: Good/

d. Explain briefly how you planned your teaching for the year, mentioning a few reading lists provided to students (especially books/articles outside compulsory reading):

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e. Details of participation in the following:

i. College Education

I am currently teaching MA History Students. 1 st , 2 nd , 3 rd and 4 th Semesters are all included in my students list.
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ii. Question Paper Setting

- | |
|--|
| <ol style="list-style-type: none"> 1. Historiography and Research Methodology 2. History of Medieval History 3. World Civilisations 4. Introduction to Archaeology and Museology 5. History of Europe (1453-1789) |
|--|

These are the Names of the Question Papers I Set for the Examination Branch

iii. Assessment of assignments

There are 3 types of Internal Assessments undertaken to evaluate the students.
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- | |
|---|
| <ol style="list-style-type: none"> 1. Presentation: The student will be given a topic from the syllabus and they will have to give a short presentation (lecture) on what/how they understood the topic. They will have to refer to at least 3 books to do this presentation. Their knowledge on the subject/topic will be tested by being asked questions by his/her classmates and the teacher. |
|---|

2. **Assignment: The students will be given** assignments to research on a topic picked from the syllabus. They must refer to 5 books or more in order to do this research. The assignment format is given beforehand and this accuracy will be thoroughly checked.
3. **Class Tests:** This type of assessment is also used to assess students in the initial period of the semester. This tests enables us to evaluate ourselves on how the students are following our lectures.

iv. Assessment of Presentations

4. **Presentation:** The student will be given a topic from the syllabus and they will have to give a short presentation (lecture) on what/how they understood the topic. They will have to refer to at least 3 books to do this presentation. Their knowledge on the subject/topic will be tested by being asked questions by his/her classmates and the teacher.

v. Conduct and Assessment of Field Projects/ Educational Study Tour

1. Field trip to Khonoma (2021)
2. Field Trip to Makhel (2022)
3. Educational tour to Guwahati and Meghalaya (2022)
4. Field trip to Khonoma (2023)

Field trip reports are a must for all the students that went along. The amount of attention paid by the students to these historical sites will be recorded in their reports and this can be used in the details they give in the report. Marks can be allotted based on the accuracy and attention to details produced by the students.

vi. Conduct of Examination Invigilation, Scrutiny and Moderation

Invigilation duties are part and parcel of being a teacher in this institution. All the teachers are assigned this duty by the management. Invigilation duty is for 3 hours but the Teacher must be Present 30 minutes before the exam time. The teacher is also responsible for collecting the papers and packing the answer scripts in the right format. Any discrepancies will be held responsible by the invigilators of the exam hall.

The Moderation of the papers are usually done by the HoD/ Dept.Co-ordinators. This

process is done when all the answer scripts have been submitted after being checked and scrutinized by the concerned teachers.

vii. Evaluation of Answer Scripts / Dissertation, etc

These are the names of Papers I've Evaluated.

1. Historiography and Research Methodology
2. History of Medieval History
3. World Civilisations
4. Introduction to Archaeology and Museology
5. History of Europe (1453-1789)

viii. Mentoring

21MHIS076	AKUMMENBA JAMIR
21MHIS077	ALOZU KATH
21MHIS078	ATILO KATH
21MHIS079	AVA MOVI
21MHIS080	AVISHUTHO NYUTHE
21MHIS081	BESOTHRONGJUBA R CHANG
21MHIS082	CHEMPE L KHIAMNIUNGAN
21MHIS084	E LOPENO TSOPOE
21MHIS086	HANATHONGKOI KHIAMNIUNGAN
21MHIS087	KALIMI P SWU
21MHIS088	KETHELO WAZAH
21MHIS090	KHESHEMEW P
21MHIS091	METSOSÜL KENNAO
21MHIS092	NEPE TESA KONYAK

These are names of Students I've mentored in the year 2022-23. Some of the methods and techniques used are: 1. Personal private discussions regarding their experience in SJC. 2. Question on how they are coping up with the Semester. 3. Questionnaires. 4. Suggestions from the students on how to teach more effectively.

ix. Any other

3. Details of Innovations in / Contribution to Teaching Process, during the year:

a. Design of curriculum:

Semester: I	
Course Title: History of India I	
Course Code: HSC 1.1	
Course Objectives:	
The Course intends to provide an extensive survey of early Indian history and familiarise students with the tools of studying ancient Indian history. The purpose of this paper is also to introduce the students to development of India from the Pre-historical to Proto-historical period with emphasis on socio-economic, technology and beliefs and practices.	
Course Specific Outcomes:	
Sl. No.	On completing the course, the student will be able to:
CSO 1	Comprehend Indian history in a basic framework and will also understand that helps in reconstructing ancient Indian history.
CSO 2	Analyze the prehistoric culture of the Palaeolithic and Mesolithic Ages and related to technology, subsistence patterns and art.
CSO 3	Explore the importance of Neolithic and Chalcolithic Cultures as catalysts for Urbanization and Civilization.
CSO 4	Obtain a broad understanding of the Harappan Civilization with regard to its character.
CSO 5	Understand the general features of the Harappan Civilization and the decline
Course Content:	
I. Reconstructing Ancient Indian History: 18 Marks (10 Lectures)	
(a) The Indian Subcontinent: Landscapes and Environments	
(b) Sources and Tools of Historical Reconstruction	
II. Pre-Historic Hunter-Gatherers: 20 Marks (12 Lectures)	
(a) Palaeolithic Cultures: Sequence and Distribution; Tool Technology; Subsistence Patterns; Art	
(b) Mesolithic Culture: Regional and Chronological Distribution; Tool Technology; Economy; Art	
III. Emergence of Neolithic and Chalcolithic Cultures: 20 Marks (12 Lectures)	
(a) Regional and Chronological Distribution of the Neolithic and Chalcolithic Cultures	
(b) Economy; Tool Technology	
IV. Harappan Urbanism: 21 Marks (13 Lectures)	
(a) Origins; Settlement Patterns and Town Planning	
(b) Agrarian Base; Craft Productions and Trade	
V. Dominant Features of Harappan Civilization: 21 Marks (13 Lectures)	
(a) Social and Political Organization; Religious Beliefs and Practices	
(b) The Problem of Urban Decline	
Learning Outcomes:	

The students will be able to:

1. Understand the impact of Indian landscape and environment in shaping its history.
2. Identify the different sources available for reconstructing Ancient Indian History.
3. Have a clear idea about the significance of tool technology, economy and art of the Palaeolithic, Mesolithic, Neolithic and Chalcolithic cultures in India.
4. Analyse and distinguish the regional patterns and characteristics of different important prehistoric sites in India.
5. Discuss the beginning and implication of food production and domestication of animals.
6. Describe the various features of Harappan Urbanisation.
7. Analyse the factors responsible for the origin and decline of the Harappan Civilization.

SUGGESTED READINGS

1. R.S. Sharma, India's Ancient Past, Oxford University Press, New Delhi, 2007
2. D. N. Jha, Early India: A Concise History, Manohar Publishers and Distributors, New Delhi, 2004
3. Upinder Singh, A History of Ancient and Early Medieval India: From the Stone Age to the 12th Century, Pearson, 2008.
4. V. K. Jain, Prehistory and Protohistory of India- An Appraisal (Palaeolithic-Non-Harappan Chalcolithic Cultures), D. K. Printworld (P) Ltd., 2006
5. Bridget and F. Raymond Allchin, The Rise of Civilization in India and Pakistan, 1983.
6. A. L. Basham, The Wonder that Was India, Picador India, 1971
7. D. K. Chakrabarti, The Archaeology of Ancient Indian Cities, 1997
8. D. K. Chakrabarti, The Oxford Companion to Indian Archaeology, New Delhi, 2006.
9. D. P. Agrawal, The Archaeology of India, Aakar Books, 1985
10. Romila Thapar, Early India from the Beginnings to 1300, London, 2002.
11. Irfan Habib, A People's History-Vol. -1, Pre History, 2001, -Vol.-2, Indus Civilization: Including Other Copper Age Cultures and the History of Language Change till 155 B.C., 2002
12. Rohit Majumdar, Ancient Indian History: 7000 BCE to Islamic Settlement, Sage Publications, 2021

Course Title: Social Formations and Cultural Patterns of the Ancient World

Course Code: HSC 1.2

Course Objectives:

This paper is designed to make the students understand the complex processes in which mankind has evolved culturally and technologically from earliest times till the advent and culmination of civilization. It also aims to explore the social, political and economic development of ancient human past.

Course Specific Outcomes:

Sl. No.	On completing the course, the student will be able to:
CSO 1	Gain a comprehensive understanding of the socio-economic, political and religious aspects of the Bronze Age civilizations with special emphasis on Mesopotamia.
CSO 2	Assess and evaluate the process of transition from the Bronze Age to Iron Age with focus on the Minoan and Mycenaean civilization.
CSO 3	Understand the life of nomadic groups in West Asia and assess how iron technology

	complex technological and economic changes.	
CSO 4	Study and understand the political developments of Athens and Sparta in ancient Greece gaining an overview of the Greek culture.	
CSO 5	Obtain a broad knowledge of the economy, trade and urbanization process in the slave so ancient Greece.	

Course Content:

I. Bronze Age Civilizations with Reference to Mesopotamia (Sumerian Civilization): 21 Marks (13 Lectures)

- (a) Surplus Production, Craft Specialization and Elements of Urbanization
- (b) Social Structure
- (c) State Organization
- (d) Religious Beliefs and Practices

II. Transition from Bronze Age to Iron Age with Reference to: 18 Marks (10 Lectures)

- (a) Minoan Civilization
- (b) Mycenaean Civilization

III. Nomadic Pastoralism and Advent of Iron: 21 Marks (13 Lectures)

- (a) Concept of Pastoralism; Nomadic Groups in West Asia
- (b) Spread of Iron Technology and Complex Technological and Economic Changes

IV. Polis in Ancient Greece: 20 Marks (12 Lectures)

- (a) Athenian Democracy
- (b) State Structure in Sparta
- (c) Greek Culture: Art, Architecture and Literature

V. Slave Society in Ancient Greece: 20 Marks (12 Lectures)

- (a) Nature of Slavery in Athens and Sparta
- (b) Agrarian Economy
- (c) Urbanization and Trade

Learning Outcomes:

On completion of the course, the students will learn the process of state formation, emergence of social stratification and urbanism in the early Bronze Age Civilization. The students will obtain knowledge on impact of specific ecological conditions on different trajectories of growth, higher population density and social complexity, the emergence of the city and newer crafts and trade and the unfolding of cultural patterns in the early civilization. The students will also learn the rise of nomadic groups in West Asia and move towards state formation with the advent of Iron technology. They will understand the main historical developments in ancient Greece, the subject of slavery in its varied dimensions in the ancient Greece and understand historically the concept of freedom and bondage.

SUGGESTED READINGS

1. Burns and Ralph, World Civilizations, Volume I, W. W. Norton & Company, New York, 1991
- 2 V. Gordon Childe, What Happened in History, Aakar Books, New Delhi, 2016
3. Rakesh Kumar, Ancient and Medieval World: From Evolution of Humans to the Crisis of Feudalism, Sage Publication, 2018
4. G. Clark, World Prehistory: A New Perspective, Cambridge University Press, 3rd Ed., New York, 1977
5. Amar Farooqui, Early Social Formations, 22nd Ed., Manak Publications, New

Delhi

6. R. J. Wenke, Patterns in Prehistory, 5th Ed., OUP, 2006
7. Jacquetta Hawkes, First Civilizations, Penguin Books, 1977
8. William J. Duiker and Jackson J Spielvogel, The Essence of World History, Thompson Learning Inc.
9. Glyn Daniel, A Short History of Archaeology, Thames and Hudson Ltd., London, 1981
10. Chris Harman, A People's History of the World, Orient Longman, 1999
11. Chris Scarre, Brian M. Fagan and Charles Golden, Ancient Civilizations, Routledge, 2021
12. William H. Stiebing Jr. and Susan N. Helft, Ancient Near Eastern History and Culture, Routledge, 2023
13. Marc Van De Mieroop, A History of the Ancient Near East c. 3000-323 BC, Wiley Blackwell, 3rd Ed., 2016
14. Joshua Cole & Carol Symes, Western Civilizations, 2 Vols., W. W. Norton & Company, Inc., 20th Ed., 2020

Course Title: Archives and Museums

Course Code: HSS 1

Course Objectives:

This course introduces students to the institutions that house and maintain documentary, visual and material remains of the past. Museums and archives are among the most important such repositories and this course explains their significance and how they work. Students will be encouraged to undertake collection, documentation and exhibition of such materials in their localities and colleges. Visit to National Archives and National Museum are an integral part of the course.

Course Specific Outcomes:

Sl. No.	On completing the course, the student will be able to:
CSO 1	Define archive and museum, trace their history with special reference to India collection policies, ethics and procedures.
CSO 2	Appreciate museum documentation and study the roles of Curator and documentation.
CSO 3	Classify types of museums and to understand different ways of museum presentation.

Course Content:

I. Introduction: 15 Marks (8 Lectures)

- (a) Definition and History of Archives and Museums with Special Reference to India
- (b) Collection Policies, Ethics and Procedures

II. Museum Documentation: 17 Marks (10 Lectures)

- (a) Accessioning, Indexing, Cataloguing, Digital Documentation, De-accessioning
- (b) Roles of Curator and Conservator

III. Museum Types, Presentation and Exhibition: 18 Marks (12 Lectures)

- (a) Types according to Administration and Collection
- (b) Different Means of Presentation and Exhibition

Learning Outcomes:

On completion of the course, students will learn the institutions that house and maintain documentary, visual and material remains of the past. Museums and archives are among the most important such repositories and this course will make students understand collection policies, ethics and procedures, museum documentation, roles of Curator and Conservator in museum documentation, types of museums, museum presentation, exhibition and their significance.

SUGGESTED READINGS

1. Saloni Mathur, *India By Design: Colonial History and Cultural Display*, University of California, 2007
2. Sengupta, S., *Experiencing History through Archives*, Delhi, Munshiram Manoharlal, 2004
3. Kathpalia, Y. P., *Conservation and Restoration of Archive Materials*, UNESCO, 1973
4. Choudhary, R.D., *Museums of India and their Maladies*, Calcutta, Agam Kala, 1988
5. Nair, S.M, *Bio-Deterioration of Museum Materials*, 2011
6. Agrawal, O.P., *Essentials of Conservation and Museology*, Delhi
7. V. Jeyaraj, *Museology: Heritage Management*, 2005
8. Mahua Chakrabarti, *Museums of India*, National Book Trust, 2016
9. S.P.Gupta and Mohit Srivastava: *Modern Museum Management*, New Delhi, 2010
10. Guha, Thakurta, Tapati, *Monuments, Objects, Histories: Institution of Art in Colonial India*, New York, 2004.

Course Title: History of India (Earliest Times up to 300 CE)

Course Code: HSM 1

Course Objectives:

This course explores various stages and processes of Indian history from prehistoric period to early historic centuries. It also aims to study the process of assimilations of people and ruling houses from outside the Indian subcontinent into the mainstream.

Course Specific Outcomes:

Sl. No.	On completing the course, the student will be able to:
CSO 1	Analyze the evidence of sources that helps in reconstructing ancient Indian knowledge on the pre-historic cultures of India.
CSO 2	Get a broad understanding of early India from Harappan to Vedic times.
CSO 3	Trace the formation of states (Mahajanapadas), emergence and growth of development of Sangam literature.
CSO 4	Study the rise of new religions in the 6 th century BCE with reference to Jain
CSO 5	Understand the political aspects of the Post-Maurya period.

Course Content:

I. Reconstructing Ancient Indian History: 18 Marks (10 Lectures)

- (a) Sources: Archaeological; Literary; Foreign Accounts
- (b) Prehistory: Palaeolithic, Mesolithic and Neolithic Cultures

II. Harappan Civilization and Vedic Period: 23 Marks (15 Lectures)

- (a) Harappan Civilization: Dominant Features and Decline
- (b) The Vedic Period: Polity, Society, Economy and Religion

III. Cultures in Transition (c. 600 BCE to 300 CE): 21 Marks (13 Lectures)

- (a) The Rise of the Mahajanapadas; Magadha's Supremacy
- (b) Alexander's Invasion
- (c) Maurya Empire: Political History; Administration
- (d) Sangam Literature

IV. Rise of New Religions during the 6th Century BCE: 20 Marks (12 Lectures)

- (a) Jainism: Doctrines, Spread and Contributions
- (b) Buddhism: Doctrines, Spread and Contributions

V. Post-Maurya Times: 18 Marks (10 Lectures)

- (a) Indo-Greeks; Shakas; Kushanas
- (b) Satavahanas

Learning Outcomes:

On completion of the course, the students will acquire knowledge about the various stages and processes of Indian history from prehistoric period to early historic centuries. The students will obtain broad knowledge on the pre-historic cultures, the Harappan and Vedic period and the emergence of territorial states in India. Students will also acquire understanding of the rise of new religions in India and the process of assimilations of people and ruling houses from outside the Indian subcontinent into the mainstream.

SUGGESTED READINGS

1. Upinder Singh, History of Ancient and Early Medieval India, From the Stone Age to the 12th Century, Pearson, 2008
2. R.S Sharma, India's Ancient Past, Oxford University Press, New Delhi, 2005
3. A. L. Basham, The Wonder that was India, Picador India, 1971
4. D. K. Chakrabarti, Archaeology of Ancient Indian Cities, OUP India, 1997
5. Romila Thapar, Early India: From the Beginnings to 1300, London, 2002
6. D. N. Jha, Ancient India in Historical Outline, Manohar Publishers, 1998
7. D. D. Kosambi, Culture and Civilization of Ancient India in Historical Outline, Vikas Publishing House Pvt. Ltd., 1997
8. R. S. Sharma, Aspects of Political Ideas and Institutions in Ancient India, 1991
9. Romila Thapar, Ashoka and the Decline of the Mauryas, 1997
10. G. Yazdani, Early History of Deccan; Aspects of Political Ideas and Institutions in Ancient India, 1991
11. Irfan Habib, A People's History-Vol. 1, Pre History, 2001, Vol. 2, Indus Civilization: Including Other Copper Age Cultures and the History of Language Change till 155 B.C., 2002
12. D. N. Jha, Early India: A Concise History (From the Beginning to the twelfth century), Manohar Publishers and Distributors, New Delhi, 2004

Semester: II**Course Title: History of India II****Course Code: HSC 2.1****Course Objectives:**

The course is aimed at familiarizing the students about the transition from proto-historical to early medieval phase highlighting major changes that shaped the character of the Indian civilization. It also intends to underline the important developments in the arena of economy, society and culture.

Course Specific Outcomes:

Sl. No.	On completing the course, the student will be able to:
CSO 1	Form a comparative overview of the polity, society, economy and religious of the Vedic culture from Early Vedic Age to Later Vedic Age.
CSO 2	Review the historical process of the rise of Mahajanapadas, the Mauryan Empire and of the post-Mauryan period.
CSO 3	Understand the expansion of economy and social stratification of ancient India.
CSO 4	Evaluate the political development of the Guptas and post-Gupta kingdoms.
CSO 5	Assess and appreciate the religious, philosophical and cultural development of the Gupta period.

medieval period.

Course Content:

I. Cultures in Transition up to Circa 600 BCE in North India: 20 Marks (12 Lectures)

- (a) The Aryan Question; Settlement Patterns
- (b) Technological and Economic Developments
- (c) Social Stratification
- (d) Political Organization; Religious Philosophy and Practices

II. Changing Political Formations (c.600 BCE- c.300 CE): 21 Marks (13 Lectures)

- (a) The Mahajanapadas; Monarchies and Ganas/Sanghas
- (b) The Mauryan Empire: Political Structure; Ashoka's Dhamma
- (c) Post-Mauryan Polities with special Reference to the Kushanas and the Satavahanas

III. Economy and Society (c.600 BCE-c.300 CE): 18 Marks (10 Lectures)

- (a) Expansion of Agrarian Economy and Production Relations
- (b) Urban Growth; Craft Production and Trade in North India
- (c) Social Stratification: Class, Varna, Jati, Untouchability, Gender, Marriage and Property Relations

IV. Towards Early Medieval India (c. 4th Century CE- 750 CE): 20 Marks (12 Lectures)

- (a) The Guptas: Political Development; Administrative set-up; Agrarian Expansion; Urban Patterns; Literary Development
- (b) The Nature of Polities: The Pallavas of Kanchipuram; The Western Chalukyas of Vatapi; The Pushyabhutis

V. Religion, Philosophy and Cultural Developments (c. 600 BCE- 750 CE): 21 Marks (13 Lectures)

- (a) Shramanic Traditions with special reference to Buddhism and Jainism
- (b) A Brief Survey of Tamil Literature
- (c) Art and Architecture: Maurya; Post-Maurya; Gupta; Post-Gupta

Learning Outcomes:

On completion of the course, the students will understand the aspects of society, economy, polity and religious practices that are reflected in the Early Vedic and Later Vedic texts. Students will learn the developments related to the introduction of Iron in early societies leading to urbanism and the processes and the stages of development of various types of state systems like monarchy, republican and centralized states as well as the formation of large empires. The course will enable the students to outline the key features of the Mauryan and the post-Mauryan period. They will also learn the changes in the varna/caste systems and changing nature of gender relations and property rights, the major political developments of the Gupta and the post-Gupta period and the major currents of developments in the cultural spheres.

SUGGESTED READINGS

1. Upinder Singh, A History of Ancient and Early Medieval India; From the Stone Age to the 12th century, Pearson, 2009
2. R. S. Sharma, India's Ancient Past, Oxford University Press, 2007
3. D. N. Jha, Early India: A Concise History (From the Beginning to the twelfth century), Manohar Publishers and Distributors, New Delhi, 2004
4. K. A. Nilakanta Sastri, A History of South India from Prehistoric Times to the Fall of Vijayanagar, Oxford India, Delhi, 1995
5. Romila Thapar, Early India (From the Origins to AD 1300), Oxford India, New Delhi, 1992
6. Hermann Kulke and Dietmar Rothermund, A History of India, Routledge, 2017

7. R. S. Sharma, Aspects of Political Ideas and Institutions in Ancient India, Motilal Banarsidass Publishers, 2015
8. B. D. Chattopadhyaya, The Making of Early Medieval India, Oxford India, 2nd Ed., 2012
9. D. N. Jha, Ancient India in Historical Outline, Manohar, New Delhi, 2019
10. Rohit Majumdar, Ancient Indian History: 7000 BCE to Islamic Settlement, Sage Publications, 2021
11. Munaf Thakkar, History of Post Gupta Dynasties, Peridot, Delhi, 2022
12. Chitta Ranjan Satapathy, History of India: From the Earliest Times to 1206, Kalyani Publishers, Ludhiana, 2019
13. K. A. Nilakanta Sastri, Age of the Nandas and Mauryas, Motilal Banarsidass Publishers, 1996

Course Title: Social Formations and Cultural Patterns of the Medieval World

Course Code: HSC 2.2

Course Objectives:

This course aims to incorporate a deep understanding of the political, social, cultural and religious aspect of the Roman Civilization and the medieval European society. Students will also acquire knowledge of the political and religious developments in the Central Islamic lands.

Course Specific Outcomes:

Sl. No.	On completing the course, the student will be able to:
CSO 1	Understand the background of the pre-Roman Empire and the evolution of
CSO 2	Gain a comprehensive insight of the social, cultural and religious develop responsible for the decline of the Roman Empire.
CSO 3	Examine the socio-economic pattern of Feudal Europe and understand the crisis of feudalism.
CSO 4	Trace the development of Christianity in Medieval World and achieve a br schism and the impact of Crusades.
CSO 5	Study and understand the political developments in the Central Islamic lar of Muslim empires while also acquiring knowledge of the origins of Sharia

Course Content:

I. Pre-Roman Empire: 21 Marks (13 Lectures)

- (a) Society; Polity; Economy
- (b) Evolution of Roman Empire

II. Roman Empire: (27 BCE- CE 395): 20 Marks (12 Lectures)

- (a) Socio-Religious Development
- (b) Cultural Growth
- (c) Crisis of the Roman Empire

III. Feudal Age (7th-14th Centuries CE): 20 Marks (12 Lectures)

- (a) Feudalism: Meaning and Features
- (b) Agriculture; Growth of Urbanization
- (c) Feudal Society
- (d) Crisis of feudalism.

IV. Christendom: 19 Marks (11 Lectures)

- (a) Rise and Spread of Christianity
- (b) Early Schism
- (c) The Crusades

V. Central Islamic Lands: 20 Marks (12 Lectures)

- (a) Rise of Islam
- (b) Caliphal State
- (c) The origins of Sharia and Sufism

Learning Outcomes:

On the completion of the course, the students will be able to know the background, society, polity, economy and religious development of the Medieval World. This course will develop students on a comprehensive understanding of the history of Roman Empire, feudal society and religious development of Christianity and Islam. It will also enhance the students to recognize and understand the holistic approach to medieval world.

SUGGESTED READINGS

1. Perry Anderson, Passages from Antiquity to Feudalism, Verso Publisher, 2013
2. Marc Bloch, Feudal Society, 2 Vols., Aakar Books, 2017
3. Georges Duby, The Early Growth of the European Economy, Cornell University Press, 1978
4. P. Garnsey and R. Saller, The Roman Empire: Economy, Society and Culture, University of California Press, 2014
5. Rakesh Kumar, Ancient and Medieval World: From Evolution of Humans to the Crisis of Feudalism, Sage Publication, 2018
6. Meenakshi Phukan, Rise of the Modern West: Social and Economic History of Early Modern Europe, Macmillan India Limited, 2007
7. Amar Farooqui, Early Social Formations, Manak Publication, 2019
8. J. E. Swain, A History of World Civilizations, S. Chand & Company, 2000
9. Joshua Cole & Carol Symes, Western Civilizations, 2 Vols., W. W. Norton & Company, Inc., 20th Ed, 2020
10. R. H. C Davas, A History of Medieval Europe from Constantine to Saint Louis, Surjeet Publications, 2004
11. Noble, Straus, Oshein, Neuschel, Cohen, Roberts, Fuchs, Western Civilization: The Continuing Experiment, Houghton Mifflin Company, 2005
12. H. G. Wells, The Outline of History- Plain History of Life, Surjeet Publication, 2007
13. A. T. Philips, Concise History of the World, Rockhouse & Sons (Private) Ltd. Madras, 1956

Course Title: Understanding Heritage

Course Code: HSS 2

Course Objectives:

This course will enable students to understand the different facets of heritage and their significance. It highlights the legal and institutional frameworks for heritage protection in India and also the challenges facing it. The implications of the rapidly changing interface between heritage and history will also be examined. The course will be strongly project-based and will require visits to sites and monuments.

Course Specific Outcomes:

Sl. No.	On completing the course, the student will be able to:
CSO 1	Understand heritage and identify its different facets and get acquainted archaeological sites and art treasures.
CSO 2	Examine the challenges faced in the preservation of tangible and intangible knowledge of the various legislations for the protection of heritage.
CSO 3	Explore and evaluate the relationship between heritage sites, cultural her impact on heritage.

Course Content:

I. Defining Heritage: 18 Marks (12 Lectures)

(a) Meaning of Antiquity, Archaeological Site

(b) Tangible Heritage, Intangible Heritage and Art Treasure

II. Challenges Facing Tangible and Intangible Heritage: 17 Marks (10 Lectures)

(a) Development and Antiquity Smuggling

(b) Conflict (to be examined through specific case studies)

III. Heritage and Travel: 15 Marks (8 Lectures)

(a) Viewing Heritage Sites

(b) Cultural Heritage

(c) Tourism and its Impact

Learning outcomes:

After the completion of the course, students will be able to know about the richness of the Indian culture and heritage. They will be able to understand the basic concepts, terms and definitions associated with the different aspects of socio-cultural life, customs and traditions. The course will also educate the students on various aspects related to UNESCO and Indian government policies towards conservations and protection of heritage. Through practical field-project based, the students will know more about the importance of the need to protect and conserve heritage.

SUGGESTED READINGS

1. David Lowenthal, *Possessed By the Past: The Heritage Crusade and the Spoils of History*, Cambridge, 2010
2. Layton, R. P. Stone and J. Thomas, *Destruction and Conservation of Cultural Property*, London, Routledge, 2001
3. Lahiri, N., *Marshaling the Past - Ancient India and its Modern Histories*, Ranikhet, Permanent Black, 2012, Chapters 4 and 5.
4. S.S. Biswas, *Protecting the Cultural Heritage (National Legislations and International Conventions)*, New Delhi, INTACH, 1999
5. Robert Layton, Peter G. Stone and Julian Thomas, *Destruction and Conservation of Cultural Property*
6. Yudhishtir Raj Isar, *The Challenge to our Cultural Heritage: Why Preserve the Past?*, Smithsonian Institution Press, 1986
7. Acts, Charters and Conventions are available on the UNESCO and ASI websites (www.unesco.org; www.asi.nic.in)
8. Agrawal, O.P., *Essentials of Conservation and Museology*, Delhi, 2006
9. Chainani, S., *Heritage and Environment*, Mumbai, Urban Design Research Institute, 2000

Course Title: History of India (c. 300-1206)

Course Code: HSM 2

Course Objectives:

This paper aims to give a historical overview of major polities that emerged and made their mark during this period both in the northern and southern India. It also encapsulates economic, social and cultural history that this period exhibits, demonstrates and reflects. It offers an insight into the significant transition from the early historic to the early medieval period of Indian history.

Course Specific Outcomes:

Sl. No.	On completing the course, the student will be able to:
CSO 1	Evaluate the development of the Guptas and their significance.
CSO 2	Have an overview on the political development of early medieval dynasties
CSO 3	Understand the various perspectives of south Indian history focusing on the
CSO 4	Trace and understand the rise of the Rashtrakutas, Palas and Pratiharas and power.
CSO 5	Develop an understanding of the emergence of important Rajput states and Muslim invasion of India.

Course Content:

I. The Rise and Growth of the Guptas: 23 Marks (15 Lectures)

- (a) Administrative Structure
- (b) Society and Economy
- (c) Art, Literature, Science and Technology
- (d) Disintegration of the Empire

II. Early Medieval Indian Polities: 18 Marks (10 Lectures)

- (a) Harshavardhana and the Pushyabhutis
- (b) The Pallavas of Kanchipuram
- (c) The Western Chalukyas of Vatapi

III. South India with Reference to Imperial Cholas: 18 Marks (10 Lectures)

- (a) Political History and Administrative Structure
- (b) Social Organization
- (c) Economic Set up
- (d) Cultural Development

IV. Evolution of Political Structures: 20 Marks (12 Lectures)

- (a) The Rashtrakutas of Manyakheta
- (b) The Palas of Eastern India
- (c) The Gurjara-Pratiharas of Western India
- (d) The Tripartite Struggle

V. Struggle for Power in Northern India: 21 Marks (13 Lectures)

- (a) Emergence of Rajput States
- (b) Arab Invasion of Sindh
- (c) Establishment of Delhi Sultanate

Learning Outcomes:

The students will be able to:

1. Examine the rise and growth of the Gupta Empire and also the developments that took place during their reign in the field of administration, society, economy and culture.
2. Trace the political development of the Early Medieval Indian states with reference to the Pushyabhutis, the Pallavas and the Western Chalukyas.
3. Analyse the political, social, economic and cultural developments of the Imperial Cholas.
4. Understand the factors responsible for the Tripartite Struggle and also the political development of its participants- the Gurjara Pratiharas, the Palas and the Rashtrakutas.
5. Gain a comprehensive understanding of the rise of the Rajput states.
6. Acquire an integrated knowledge about the Arab Invasion of India.
7. Assess the political issues in early medieval India that led to the coming of the Turks to India and the eventual establishment of the Delhi Sultanate.

SUGGESTED READINGS

1. Upinder Singh, History of Ancient and Early Medieval India, From the Stone Age to the 12th Century, Pearson, 2009
2. B. D. Chattopadhyaya, Making of Early Medieval India, Oxford India, New Delhi, 2nd Ed., 2012
3. Romila Thapar, History of Early India; From the Origins to AD 1300, Penguin Books, 2007
4. M. Habib and K.A. Nizami, A Comprehensive History of India, Volume V, People's Publishing House, New Delhi, 1992
5. Tapan Ray Chaudhary and Irfan Habib (ed.), The Cambridge Economic History of India, Vol. I, Orient Longman Ltd., 1984
6. R. S. Sharma, Indian Feudalism (circa 300 - 1200), Macmillan, 3rd Edition, 2006
7. R.S Sharma, India's Ancient Past, Oxford University Press, 2020
8. Satish Chandra, A History of Medieval India, Vol.I, Har- Anand Publications,

New Delhi, 2000

9. Upinder Singh, Rethinking Early Medieval India: A Reader, Oxford University Press, 2012

10. D. N. Jha, Early India: A Concise History (From the Beginning to the twelfth century), Manohar Publishers and Distributors, New Delhi, 2004

11. Munaf Thakkar, History of Post-Gupta Dynasties, Peridot Literary Books, 2022

12. Rohit Majumdar, Ancient Indian History, 7000 BCE to Islamic Settlement, SAGE Publications, 2021

b. Teaching methods:

1. Lecture
2. PPT system
3. Online classes for tutorials

c. Laboratory experiments:

d. Evaluation methods:

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

f. Remedial Teaching / Student Counselling (academic)

Online classes for tutorials. At the end of the semester classes, during the study break (usually the first 2 days of the study break) online classes on Google Meet platform is hosted by me in order to clear up doubts.

g. Any other

4. Improvement of Professional Competence:

a. Details of refresher courses/orientation/ participation in summer school/ FDPs etc., attended/ organized including open university courses/ M.Phil., Ph.D. during the academic year 2022-2023:

No	Name of the Programme	Organiser's Detail	Sponsor's Detail	Place	Date
i					
ii					
iii					
iv					
v					

b. Details of College/ State/ National/ International Seminar/ Conference/ Workshop etc., attended/organised during the academic year 2022-2023:

No	Name of the Seminar/ Conference/ Workshop, etc.	Organiser's Detail	Sponsor's Detail	Place	Date
i	Two-Day Workshop, Teaching-Learning Process, FDP	IQAC		St. Joseph's College	9th April 2022
ii	Seminar: Blended Learning Mode	Dept. Of English, SJC		SJC(A)	7 th May 2022
iii					
iv					
v					

5. Research Contributions

a. Number of books/ research papers published/ presented at seminars/ conferences etc during the Academic Year 202-2023:

	Title of the Paper/Chapter	International/ National/ State/Local	ISSN/ ISBN Number	UGC CARELIST/ Scopus/ Web of Science	Citation Index
Peer reviewed journals					
Non-reviewed journals					
E-journals					
Conference proceedings					
Books with ISBN					
Books without ISBN					

Chapters in books with ISBN					
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b. Research projects taken up:

Title of the Project	Name of the funding agency	Duration	Amount

c. Membership of Professional Bodies, Editorship of Journals etc, during the year:

--

6. Participation in Corporate Life:

Please give a short account of your contribution, during the year, to:

a. College/University/Institution:

<ol style="list-style-type: none"> 1. Co-ordinator of the Dept. of History. 2. One of Spring Fest Directors

b. Co-curricular activities:

--

c. Extension Activity / Community Service

--

d. Positions held/ leadership role played in organisations/associations etc., linked with extension work and National Service Scheme (NSS), or NCC or any other similar activity:

--

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

--

f. Students' welfare and discipline:

g. Membership/Participation in Bodies/Committees on Education and National Development:

h. Professional Organizations of Teachers

7. Awards/ Recognitions received at the State/National and International level:

8. Teaching Learning Evaluation:

a. Does your department obtain feedback from faculty on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

b. Does your department obtain feedback from students on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

c. Steps taken by you, during the year, for the evaluation of the programme/ course taught:


At the end of every semester, I asked the students to write an essay of the Paper/Subject that was taught to them. Using this as a yardstick, I appraise myself and the students.

9. General Data

Give a brief assessment of your performance during the year, indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement:

I hereby declare that the information given above is true to the best of my knowledge and belief.

Reimaya Muinao



(Name and Signature of the Teacher with date)



ST. JOSEPH'S COLLEGE

JAKHAMA

P.B. No. 39, Kohima, Nagaland – 797 001

(Autonomous status granted by UGC notification No.F.22-1/2017 (AC) Dtd.11th Oct.2018)

0370-2231009 (O), 2233022 (Principal), 9436437544 (M)

www.stjosephjakhama.ac.in Email: stjosephc@gmail.com

NAAC Grade A (CGPA: 3.12)

YEAR END PERFORMANCE SELF APPRAISAL PROFORMA OF TEACHERS FOR THE ACADEMIC YEAR JULY 2022 – JUNE 2023

1. General Information

a	Name	MOATEMSU
b	Temporary/Permanent/Guest Faculty/Other	Permanent
c	Department	Commerce
d	Courses taught	Undergraduate
e	Address (Residential)	Lower AG Colony, Kohima
f	Address (Permanent)	Pudunamei Village, Senapati, Manipur
g	Phone No	8974518994
h	Email id	moatemsu_mao@yahoo.in
j	Date of appointment	29th March, 2011
k	Qualification	M Phil., NET (commerce)
l	Area of Specialization (if MPhil or PhD holder)	Marketing

2. Teaching

a. Classes taught during the Academic Year:

Class	Periods	
	Assigned per Week (Lecture/ Practical/ Tutorial)	Steps taken for the teaching of periods missed during absence or leave
i) UG B.Com	L:16 P: Nil T: 2	NA
iii) Any other	-	-

b. Total leave taken from 1st July, 2022 to 30th June, 2023

Casual leave	0 days	Medical leave	0 days
Duty leave	0 days	Loss of pay leave	0 days
Commutated leave	0 days	Others (specify)	0 days
Half-pay leave	0 days		

c. Regularity and Punctuality: Good

d. Explain briefly how you planned your teaching for the year, mentioning a few reading lists provided to students (especially books/articles outside compulsory reading):

Collect relevant books and reading materials from the internet on the course.
Compare all the available materials on a particular topic and select the most appropriate one.
Thereafter, prepare a lesson plan on weekly basis.

e. Details of participation in the following:

i. College Education

During the academic session July, 2022 to June, 2023, the following courses for undergraduate were taught:

- a. 1st semester B.Com : Financial Accounting (COG 1.4)
- b. 2nd semester B.Com: Corporate Accounting (COC 2.1)
- c. 3rd semester B.Com Management Principles and Application (COC 3.3)
- d. 4th semester B.Com Principles of Marketing (COC 4.3)
- e. 5th semester B.Com Financial Markets, Institutions and Financial Services (COD 5.4)
- f. 6th semester B.Com Business Research Methods and Project work (COD 6.4)

ii. Question Paper Setting

A. Set Question paper of the following End Semester Examinations during the academic session July, 2022 to June, 2023:

1. End Semester Exam., Autumn 2022
 - a. Financial Accounting (COG 1.4)
 - b. Management Principles and Application (COC 3.3)
 - c. Financial Markets, Institutions and Financial Services (COD 5.4)
2. End Semester Exam., Spring, 2023
 - a. Corporate Accounting – COC 2.1
 - b. Principles of Marketing - COC 4.3
 - c. Business Research Methods and Project work - COD 6.4

B. Set Question paper of the following Mid Semester Test during the academic

session July, 2022 to June, 2023:

1. Mid Semester Test, Autumn 2022
 - a. Financial Accounting (COG 1.4)
 - b. Management Principles and Application (COC 3.3)
 - c. Financial Markets, Institutions and Financial Services (COD 5.4)
2. Mid Semester Test, Spring, 2023
 - a. Principles of Marketing - COC 4.3
 - b. Business Research Methods and Project work - COD 6.4

iii. Assessment of assignments

Assignment is an integral part of the Institution's continuous internal assessment. The students were given the choice to select any topic from the syllabus at the beginning of the academic session. The submitted assignments were assessed based on the contents, the style of presentation, timely submission and numbers of books referred.

During the academic session July, 2022 to Dec., 2022, assignments for the following courses were assessed:

- a. Financial Accounting (COG 1.4)
- b. Management Principles and Application (COC 3.3)
- c. Financial Markets, Institutions and Financial Services (COD 5.4)

During the academic session January, 2023 to June, 2023, assignments for the following courses were assessed:

- a. Corporate Accounting – COC 2.1
- b. Principles of Marketing - COC 4.3
- c. Business Research Methods and Project work - COD 6.4

iv. Assessment of Presentations

Presentation forms a part of the Institution's continuous internal assessment. The students were given the choice to select any topic from the syllabus at the beginning of the academic session. The presentation by the students usually starts after the assignments were submitted. The presentations were assessed based on the content, confidence and clarity of expression.

During the academic session July, 2022 to Dec., 2022, presentation by the students for the following courses were assessed:

- a. Financial Accounting (COG 1.4)
- b. Management Principles and Application (COC 3.3)
- c. Financial Markets, Institutions and Financial Services (COD 5.4)

During the academic session January, 2023 to June, 2023, presentation by the students for the following courses were assessed:

- a. Corporate Accounting – COC 2.1
- b. Principles of Marketing - COC 4.3
- c. Business Research Methods and Project work - COD 6.4

v. Conduct and Assessment of Field Projects/ Educational Study Tour

Nil

vi. Conduct of Examination Invigilation, Scrutiny and Moderation

During the academic session July, 2022 to June, 2023, called for Invigilation were received the following Exams:

1. End Semester Exam., Autumn 2022.
2. End Semester Exam., Spring, 2023

While Called for the Scrutiny of B.Com. answer scripts for the ESE, June 2023 was received.

vii. Evaluation of Answer Scripts / Dissertation, etc

1. For the End Semester Exam., Autumn 2022, the following papers were evaluated:

- a. Financial Accounting (COG 1.4)
- b. Management Principles and Application (COC 3.3)
- c. Financial Markets, Institutions and Financial Services (COD 5.4)

2. For the End Semester Exam., Spring, 2023., the following papers were evaluated:

- a. Business Research Methods and Project work (COD 6.4)

viii. Mentoring

With regard to mentoring for the academic session July 2022-June 2023, the following students were placed under my care:

- a. 1st Semester B.Com. students -17 students
- b. 2nd Semester B.Com. students -17 students
- c. 3rd semester B.Com. students- 21 students
- d. 4th semester B.Com. students- 21 students
- e. 5th semester B.Com. students- 20 students
- f. 6th semester B.Com. students- 20 students

ix. Any other

-

3. Details of Innovations in / Contribution to Teaching Process, during the year:

- a. Design of curriculum:

During the academic session July, 2022 to June, 2023, I was a member of the Broad of Studies for designing curriculum of NEP, 2020 (FYUGP) syllabus.

b. Teaching methods:

-

c. Laboratory experiments:

-

d. Evaluation methods:

-

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

-

f. Remedial Teaching / Student Counselling (academic)

-

g. Any other

-

4. Improvement of Professional Competence:

a. Details of refresher courses/orientation/ participation in summer school/ FDPs etc., attended/ organized including open university courses/ M.Phil., Ph.D. during the academic year 2022-2023: NIL

No	Name of the Programme	Organiser's Detail	Sponsor's Detail	Place	Date
i					
ii					
iii					
iv					
v					

b. Details of College/ State/ National/ International Seminar/ Conference/ Workshop etc., attended/organised during the academic year 2022-2023: NIL

No	Name of the Seminar/ Conference/ Workshop, etc.	Organiser's Detail	Sponsor's Detail	Place	Date
----	---	--------------------	------------------	-------	------

i					
ii					
iii					
iv					
v					

5. Research Contributions

a. Number of books/ research papers published/ presented at seminars/ conferences etc during the Academic Year 202-2023: **NIL**

	Title of the Paper/Chapter	International/ National/ State/Local	ISSN/ ISBN Number	UGC CARELIST/ Scopus/ Web of Science	Citation Index
Peer reviewed journals	-				
Non-reviewed journals	-				
E-journals	-				
Conference proceedings	-				
Books with ISBN	-				
Books without ISBN	-				
Chapters in books with ISBN	-				

b. Research projects taken up: **NIL**

Title of the Project	Name of the funding agency	Duration	Amount

c. Membership of Professional Bodies, Editorship of Journals etc, during the year: **NIL**

--

6. Participation in Corporate Life:

Please give a short account of your contribution, during the year, to:

a. College/University/Institution:

The following were ways and mean through which contribution were made to the College during the academic session July, 2022 to June, 2023. Served as the subject teacher the following courses in undergraduate level

- a. Financial Accounting (COG 1.4) for 1st semester B.Com :
- b. Corporate Accounting (COC 2.1) for 2nd semester B.Com:
- c. Management Principles and Application (COC 3.3) for 3rd semester B.Com
- d Principles of Marketing (COC 4.3) for 4th semester B.Com
- e. Financial Markets, Institutions and Financial Services (COD 5.4) for 5th semester B.Com
- f. Business Research Methods and Project work (COD 6.4) for 6th semester B.Com
- g. Director of E-Waste Club
- h. Member of Cultural Committee of the College
- i. In-charge for Arena of Mind

b. Co-curricular activities:

- a. Organised Awareness Programme Cum E-Waste Bin Installation by E-Waste Club, SJC(A) in Collaboration With e-Circle on 12th September, 2022.
- b. Was part of the team to organised Cultural Day on 4th November, 2022.

c. Extension Activity / Community Service

-

d. Positions held/ leadership role played in organisations/associations etc., linked with extension work and National Service Scheme (NSS), or NCC or any other similar activity:

- a. Director of E-Waste Club
- b. Member of Cultural Committee of the College
- c. In-charge for Arena of Mind

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

-

f. Students' welfare and discipline:

-

- g. Membership/Participation in Bodies/Committees on Education and National Development:**

-

- h. Professional Organizations of Teachers**

-

7. Awards/ Recognitions received at the State/National and International level: NIL

-

8. Teaching Learning Evaluation:

- a.** Does your department obtain feedback from faculty on curriculum as well as teaching learning process? If yes, how does the department make effective use of it?

Yes, the faculty members of the Department give verbal feedbacks regarding the curriculum. They counsel each another and discuss about the need, relevant of a particular course.

- b.** Does your department obtain feedback from students on curriculum as well as teaching learning process? If yes, how does the department make effective use of it?

The students were asked to fill a student feedback which is in the form of a questionnaire are given at the end of each semester.

- c.** Steps taken by you, during the year, for the evaluation of the programme/ course taught:

The students were asked to comment on the methods used in teaching and the areas where improvement is desired.

9. General Data

Give a brief assessment of your performance during the year, indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement:

Achievements: Successful in making most of the students understand the subject matters which are taught.

Difficulties faced: Could not able to attract the attention of all the students.

Suggestions for improvements: Would like to attend some of the refresher courses/orientation in near future. Would like to use more of teaching tools to increase and retain the interest on the subject matters.

I hereby declare that the information given above is true to the best of my knowledge and belief.



(MOATEMSU)

Dated: 29-06-2023



ST. JOSEPH'S COLLEGE

JAKHAMA

P.B. No. 39, Kohima, Nagaland – 797 001

(Autonomous status granted by UGC notification No.F.22-1/2017 (AC) Dtd.11th Oct.2018)

0370-2231009 (O), 2233022 (Principal), 9436437544 (M)

www.stjosephjakhama.ac.in Email: stjosephc@gmail.com

NAAC Grade A (CGPA: 3.12)

YEAR END PERFORMANCE SELF APPRAISAL PROFORMA OF TEACHERS FOR THE ACADEMIC YEAR JULY 2022 – JUNE 2023

1. General Information

a	Name	MOATEMSU
b	Temporary/Permanent/Guest Faculty/Other	Permanent
c	Department	Commerce
d	Courses taught	Undergraduate
e	Address (Residential)	Lower AG Colony, Kohima
f	Address (Permanent)	Pudunamei Village, Senapati, Manipur
g	Phone No	8974518994
h	Email id	moatemsu_mao@yahoo.in
j	Date of appointment	29th March, 2011
k	Qualification	M Phil., NET (commerce)
l	Area of Specialization (if MPhil or PhD holder)	Marketing

2. Teaching

a. Classes taught during the Academic Year:

Class	Periods	
	Assigned per Week (Lecture/ Practical/ Tutorial)	Steps taken for the teaching of periods missed during absence or leave
i) UG B.Com	L:16 P: Nil T: 2	NA
iii) Any other	-	-

b. Total leave taken from 1st July, 2022 to 30th June, 2023

Casual leave	0 days	Medical leave	0 days
Duty leave	0 days	Loss of pay leave	0 days
Commutated leave	0 days	Others (specify)	0 days
Half-pay leave	0 days		

c. Regularity and Punctuality: Good

d. Explain briefly how you planned your teaching for the year, mentioning a few reading lists provided to students (especially books/articles outside compulsory reading):

Collect relevant books and reading materials from the internet on the course.
Compare all the available materials on a particular topic and select the most appropriate one.
Thereafter, prepare a lesson plan on weekly basis.

e. Details of participation in the following:

i. College Education

During the academic session July, 2022 to June, 2023, the following courses for undergraduate were taught:

- a. 1st semester B.Com : Financial Accounting (COG 1.4)
- b. 2nd semester B.Com: Corporate Accounting (COC 2.1)
- c. 3rd semester B.Com Management Principles and Application (COC 3.3)
- d. 4th semester B.Com Principles of Marketing (COC 4.3)
- e. 5th semester B.Com Financial Markets, Institutions and Financial Services (COD 5.4)
- f. 6th semester B.Com Business Research Methods and Project work (COD 6.4)

ii. Question Paper Setting

A. Set Question paper of the following End Semester Examinations during the academic session July, 2022 to June, 2023:

1. End Semester Exam., Autumn 2022
 - a. Financial Accounting (COG 1.4)
 - b. Management Principles and Application (COC 3.3)
 - c. Financial Markets, Institutions and Financial Services (COD 5.4)
2. End Semester Exam., Spring, 2023
 - a. Corporate Accounting – COC 2.1
 - b. Principles of Marketing - COC 4.3
 - c. Business Research Methods and Project work - COD 6.4

B. Set Question paper of the following Mid Semester Test during the academic

session July, 2022 to June, 2023:

1. Mid Semester Test, Autumn 2022
 - a. Financial Accounting (COG 1.4)
 - b. Management Principles and Application (COC 3.3)
 - c. Financial Markets, Institutions and Financial Services (COD 5.4)
2. Mid Semester Test, Spring, 2023
 - a. Principles of Marketing - COC 4.3
 - b. Business Research Methods and Project work - COD 6.4

iii. Assessment of assignments

Assignment is an integral part of the Institution's continuous internal assessment. The students were given the choice to select any topic from the syllabus at the beginning of the academic session. The submitted assignments were assessed based on the contents, the style of presentation, timely submission and numbers of books referred.

During the academic session July, 2022 to Dec., 2022, assignments for the following courses were assessed:

- a. Financial Accounting (COG 1.4)
- b. Management Principles and Application (COC 3.3)
- c. Financial Markets, Institutions and Financial Services (COD 5.4)

During the academic session January, 2023 to June, 2023, assignments for the following courses were assessed:

- a. Corporate Accounting – COC 2.1
- b. Principles of Marketing - COC 4.3
- c. Business Research Methods and Project work - COD 6.4

iv. Assessment of Presentations

Presentation forms a part of the Institution's continuous internal assessment. The students were given the choice to select any topic from the syllabus at the beginning of the academic session. The presentation by the students usually starts after the assignments were submitted. The presentations were assessed based on the content, confidence and clarity of expression.

During the academic session July, 2022 to Dec., 2022, presentation by the students for the following courses were assessed:

- a. Financial Accounting (COG 1.4)
- b. Management Principles and Application (COC 3.3)
- c. Financial Markets, Institutions and Financial Services (COD 5.4)

During the academic session January, 2023 to June, 2023, presentation by the students for the following courses were assessed:

- a. Corporate Accounting – COC 2.1
- b. Principles of Marketing - COC 4.3
- c. Business Research Methods and Project work - COD 6.4

v. Conduct and Assessment of Field Projects/ Educational Study Tour

Nil

vi. Conduct of Examination Invigilation, Scrutiny and Moderation

During the academic session July, 2022 to June, 2023, called for Invigilation were received the following Exams:

1. End Semester Exam., Autumn 2022.
2. End Semester Exam., Spring, 2023

While Called for the Scrutiny of B.Com. answer scripts for the ESE, June 2023 was received.

vii. Evaluation of Answer Scripts / Dissertation, etc

1. For the End Semester Exam., Autumn 2022, the following papers were evaluated:

- a. Financial Accounting (COG 1.4)
- b. Management Principles and Application (COC 3.3)
- c. Financial Markets, Institutions and Financial Services (COD 5.4)

2. For the End Semester Exam., Spring, 2023., the following papers were evaluated:

- a. Business Research Methods and Project work (COD 6.4)

viii. Mentoring

With regard to mentoring for the academic session July 2022-June 2023, the following students were placed under my care:

- a. 1st Semester B.Com. students -17 students
- b. 2nd Semester B.Com. students -17 students
- c. 3rd semester B.Com. students- 21 students
- d. 4th semester B.Com. students- 21 students
- e. 5th semester B.Com. students- 20 students
- f. 6th semester B.Com. students- 20 students

ix. Any other

-

3. Details of Innovations in / Contribution to Teaching Process, during the year:

- a. Design of curriculum:

During the academic session July, 2022 to June, 2023, I was a member of the Broad of Studies for designing curriculum of NEP, 2020 (FYUGP) syllabus.

b. Teaching methods:

-

c. Laboratory experiments:

-

d. Evaluation methods:

-

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

-

f. Remedial Teaching / Student Counselling (academic)

-

g. Any other

-

4. Improvement of Professional Competence:

a. Details of refresher courses/orientation/ participation in summer school/ FDPs etc., attended/ organized including open university courses/ M.Phil., Ph.D. during the academic year 2022-2023: NIL

No	Name of the Programme	Organiser's Detail	Sponsor's Detail	Place	Date
i					
ii					
iii					
iv					
v					

b. Details of College/ State/ National/ International Seminar/ Conference/ Workshop etc., attended/organised during the academic year 2022-2023: NIL

No	Name of the Seminar/ Conference/ Workshop, etc.	Organiser's Detail	Sponsor's Detail	Place	Date
----	---	--------------------	------------------	-------	------

i					
ii					
iii					
iv					
v					

5. Research Contributions

a. Number of books/ research papers published/ presented at seminars/ conferences etc during the Academic Year 202-2023: NIL

	Title of the Paper/Chapter	International/ National/ State/Local	ISSN/ ISBN Number	UGC CARELIST/ Scopus/ Web of Science	Citation Index
Peer reviewed journals	-				
Non-reviewed journals	-				
E-journals	-				
Conference proceedings	-				
Books with ISBN	-				
Books without ISBN	-				
Chapters in books with ISBN	-				

b. Research projects taken up: NIL

Title of the Project	Name of the funding agency	Duration	Amount

c. Membership of Professional Bodies, Editorship of Journals etc, during the year: NIL

--

6. Participation in Corporate Life:

Please give a short account of your contribution, during the year, to:

a. College/University/Institution:

The following were ways and mean through which contribution were made to the College during the academic session July, 2022 to June, 2023. Served as the subject teacher the following courses in undergraduate level

- a. Financial Accounting (COG 1.4) for 1st semester B.Com :
- b. Corporate Accounting (COC 2.1) for 2nd semester B.Com:
- c. Management Principles and Application (COC 3.3) for 3rd semester B.Com
- d Principles of Marketing (COC 4.3) for 4th semester B.Com
- e. Financial Markets, Institutions and Financial Services (COD 5.4) for 5th semester B.Com
- f. Business Research Methods and Project work (COD 6.4) for 6th semester B.Com
- g. Director of E-Waste Club
- h. Member of Cultural Committee of the College
- i. In-charge for Arena of Mind

b. Co-curricular activities:

- a. Organised Awareness Programme Cum E-Waste Bin Installation by E-Waste Club, SJC(A) in Collaboration With e-Circle on 12th September, 2022.
- b. Was part of the team to organised Cultural Day on 4th November, 2022.

c. Extension Activity / Community Service

-

d. Positions held/ leadership role played in organisations/associations etc., linked with extension work and National Service Scheme (NSS), or NCC or any other similar activity:

- a. Director of E-Waste Club
- b. Member of Cultural Committee of the College
- c. In-charge for Arena of Mind

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

-

f. Students' welfare and discipline:

-

- g. Membership/Participation in Bodies/Committees on Education and National Development:**

-

- h. Professional Organizations of Teachers**

-

7. Awards/ Recognitions received at the State/National and International level: NIL

-

8. Teaching Learning Evaluation:

- a.** Does your department obtain feedback from faculty on curriculum as well as teaching learning process? If yes, how does the department make effective use of it?

Yes, the faculty members of the Department give verbal feedbacks regarding the curriculum. They counsel each another and discuss about the need, relevant of a particular course.

- b.** Does your department obtain feedback from students on curriculum as well as teaching learning process? If yes, how does the department make effective use of it?

The students were asked to fill a student feedback which is in the form of a questionnaire are given at the end of each semester.

- c.** Steps taken by you, during the year, for the evaluation of the programme/ course taught:

The students were asked to comment on the methods used in teaching and the areas where improvement is desired.

9. General Data

Give a brief assessment of your performance during the year, indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement:

Achievements: Successful in making most of the students understand the subject matters which are taught.

Difficulties faced: Could not able to attract the attention of all the students.

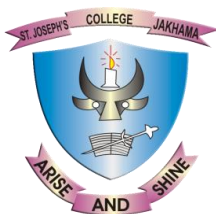
Suggestions for improvements: Would like to attend some of the refresher courses/orientation in near future. Would like to use more of teaching tools to increase and retain the interest on the subject matters.

I hereby declare that the information given above is true to the best of my knowledge and belief.



(MOATEMSU)

Dated: 29-06-2023



ST. JOSEPH'S COLLEGE

JAKHAMA

P.B. No. 39, Kohima, Nagaland – 797 001

(Autonomous status granted by UGC notification No.F.22-1/2017 (AC) Dtd.11th Oct.2018)

0370-2231009 (O), 2233022 (Principal), 9436437544 (M)

www.stjosephjakhama.ac.in Email: stjosephc@gmail.com

NAAC Grade A (CGPA: 3.12)

YEAR END PERFORMANCE SELF APPRAISAL PROFORMA OF TEACHERS FOR THE ACADEMIC YEAR JULY 2022 – JUNE 2023

1. General Information

a	Name	MOATANGIT LONGKUMER
b	Temporary/Permanent/Guest Faculty/Other	PERMANENT
c	Department	COMMERCE
d	Courses taught	UG COMMERCE
e	Address (Residential)	UPPER CHANDMARI COLONY, KOHIMA, NAGALAND
f	Address (Permanent)	SUN RISE WARD CHANGTONGYA TOWN, MOKOKCHUNG.
g	Phone No	8974345360
h	Email id	Long_lkr@yahoo.co.in
j	Date of appointment	1 st JULY, 2013
k	Qualification	M.COM, NET
l	Area of Specialization (if MPhil or PhD holder)	-N.A-

2. Teaching

a. Classes taught during the Academic Year:

Class	Periods	
	Assigned per Week (Lecture/ Practical/ Tutorial)	Steps taken for the teaching of periods missed during absence or leave

i) UG (B.Com)	L: 10 P: 5 T: 1	Taking up extra classes when any teacher is on leave.
iii) Any other		

b. Total leave taken from 1st July, 2022 to 30th June, 2023

Casual leave	4 days	Medical leave	days
Duty leave	days	Loss of pay leave	days
Commutated leave	days	Others (specify)	days
Half-pay leave	days		

c. Regularity and Punctuality: Very good

d. Explain briefly how you planned your teaching for the year, mentioning a few reading lists provided to students (especially books/articles outside compulsory reading):

Prepare lesson plan for the subjects taught.

e. Details of participation in the following:

i. College Education

Under graduate faculty in commerce Department
 3rd Semester B.Com- Income Tax law and Practice.
 4th Semester B.Com- Business Mathematics and Computer Applications.
 6th Semester B.Com- Indirect Taxes

ii. Question Paper Setting

- B.COM / 3rd Semester/Autumn - 2022/ Mid Semester Test/ COC 3.2/ Income Tax law and Practice*
- B.COM/ 3rd Semester/Autumn - 2022/ Mid Semester Test/ COG 3.5/ Income Tax law and Practice*
- B.COM/ 3rd Semester/Autumn - 2022/ End Semester Examinations/ COC 3.2/ Income Tax law and Practice*
- B.COM/ 3rd Semester/Autumn - 2022/ End Semester Examinations/ COG 3.5/ Income Tax law and Practice*
- B.Com – BMCA / 4th Semester /Spring - 2023/ Mid Semester Test/ COC 4.2/ Business Mathematics And Computer Applications*
- B.Com – Indirect Tax Law/ 6th Semester/Spring - 2023/ Mid Semester Test/ COC 6.2/ Indirect Tax Law*
- B.Com – BMCA / 4th Semester/Spring - 2023/ End Semester Examinations/ COC 4.2/ Business Mathematics And Computer Applications*
- B.Com – Indirect Tax Law / 6th Semester/Spring - 2023/ End Semester Examinations/ COC 6.2/ Indirect Tax Law*

iii. Assessment of assignments

- 3rd Semester B.Com- Income Tax law and Practice. (Power and Functions of Central Board of Direct Taxes)
- 4th Semester B.Com- Business Mathematics and Computer Applications. (Conduct Computer practical exams)
- 6th Semester B.Com- Indirect Taxes (Customs Act 1962 and Custom Ports in India)

iv. Assessment of Presentations

- 3rd Semester B.Com- Income Tax law and Practice - Each student were given a topic to prepare from the subject and present it in the class using PPT
- 6th Semester B.Com- Indirect Taxes - Each student were given a topic to prepare from the subject and present it in the class using PPT

v. Conduct and Assessment of Field Projects/ Educational Study Tour

N/A

vi. Conduct of Examination Invigilation, Scrutiny and Moderation

- Assigned invigilation duty for both mid-semester Examination and End semester Examination.
- Appointed as a moderator for End semester Examination Autumn 2022 and Spring 2023

vii. Evaluation of Answer Scripts / Dissertation, etc

1. *B.COM / 3rd Semester/Autumn - 2022/ Mid Semester Test/ COC 3.2/ Income Tax law and Practice*
2. *B.COM/ 3rd Semester/Autumn - 2022/ Mid Semester Test/ COG 3.5/ Income Tax law and Practice*
3. *B.COM/ 3rd Semester/Autumn - 2022/ End Semester Examinations/ COC 3.2/ Income Tax law and Practice*
4. *B.COM/ 3rd Semester/Autumn - 2022/ End Semester Examinations/ COG 3.5/ Income Tax law and Practice*
5. *B.Com – BMCA / 4th Semester /Spring - 2023/ Mid Semester Test/ COC 4.2/ Business Mathematics And Computer Applications*
6. *B.Com – Indirect Tax Law/ 6th Semester/Spring - 2023/ Mid Semester Test/ COC 6.2/ Indirect Tax Law*
7. *B.Com – BMCA / 4th Semester/Spring - 2023/ End Semester Examinations/*

COC 4.2/ Business Mathematics And Computer Applications

8. *B.Com – Indirect Tax Law / 6th Semester/Spring - 2023/ End Semester Examinations/ COC 6.2/ Indirect Tax Law*

viii. Mentoring

Mentoring was done on a face to face interactive session for each student. The number of students per semester wise is as follows:

- 1st Semester B.Com- 20 students
- 2nd Semester B.Com- 20 students
- 3rd Semester B.Com- 23 students
- 4th Semester B.Com- 23 students
- 5th Semester B.Com- 19 students
- 6th Semester B.Com- 19 students

ix. Any other

N/A

3. Details of Innovations in / Contribution to Teaching Process, during the year:

a. Design of curriculum:

Chairperson of Board of studies and overall supervisor of curriculum design for Department of Commerce.

b. Teaching methods:

- Lecture Method
- Peer Teaching
- Problem Solving method
- PPT
- Visual Aids
- Viva-voce
- Examination
- Group Discussion
- Assignments
- Home-works
- Supervising and guiding project work

c. Laboratory experiments:

N/A

d. Evaluation methods:

Qualitative and Quantitative Methods of Evaluation.

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

Prepared and provided reading materials to students under CBCS syllabus

- 3rd Semester B.Com- Income Tax law and Practice
- 6th Semester B.Com- Indirect Taxes

f. Remedial Teaching / Student Counselling (academic)

Personal Counseling and Guidance were given to all the students in need bases specially to outgoing students.

g. Any other

4. Improvement of Professional Competence:

a. Details of refresher courses/orientation/ participation in summer school/ FDPs etc., attended/ organized including open university courses/ M.Phil., Ph.D. during the academic year 2022-2023:

No	Name of the Programme	Organiser's Detail	Sponsor's Detail	Place	Date
i					
ii					
iii					
iv					
v					

b. Details of College/ State/ National/ International Seminar/ Conference/ Workshop etc., attended/organised during the academic year 2022-2023:

No	Name of the Seminar/ Conference/ Workshop, etc.	Organiser's Detail	Sponsor's Detail	Place	Date
i					
ii					

iii					
iv					
v					

5. Research Contributions

a. Number of books/ research papers published/ presented at seminars/ conferences etc during the Academic Year 202-2023:

	Title of the Paper/Chapter	International/ National/ State/Local	ISSN/ ISBN Number	UGC CARELIST/ Scopus/ Web of Science	Citation Index
Peer reviewed journals					
Non-reviewed journals					
E-journals					
Conference proceedings					
Books with ISBN					
Books without ISBN					
Chapters in books with ISBN					

b. Research projects taken up:

Title of the Project	Name of the funding agency	Duration	Amount

c. Membership of Professional Bodies, Editorship of Journals etc, during the year:

N/A

6. Participation in Corporate Life:

Please give a short account of your contribution, during the year, to:

a. College/University/Institution:

1. HoD Department of Commerce, St. Joseph's College (A), Jakhama.
2. Vice President Alumni Association, St. Joseph's College (A), Jakhama.
3. Nodal Officer Red Ribbon Club, St. Joseph's College (A), Jakhama.
4. Member, Academic Council, St. Joseph's College (A), Jakhama.
5. Chairperson, Board of studies, Department of Commerce, St. Joseph's College (A), Jakhama.

b. Co-curricular activities:

- Attended Freshers' Day on 30th July' 2022 at the College Indoor Stadium.
- Organised International Youth Day by Nagaland State AIDS Control Society in Collaboration with Red Ribbon Club, Department of Business Administration and Department of Commerce with the theme "Intergenerational Solidarity: Creating a World for All Ages – HIV Free". On 12th August 2022
- Attended 32nd Graduation Day on 22nd August' 2022 at the College Indoor Stadium.
- Attended Freshers' Day of Department of Commerce on 5th September' 2022 at Hall No. 7.
- Organised one-day skill development workshop on 10th September' 2022 for Commerce students.
- Participated/attended in 13th Convergence Fest organized by Department of Business Administration on 30th September, 2022
- Department of Commerce in collaboration with Young Indians YUVA club SJC(A) organized a "One-Day Entrepreneurial and Financial Literacy Interactive Session with the Young Naga Entrepreneurs and Business Startups" under the theme "Influencing Young Minds" on 13th October 2022
- Organised Seminar on Career in Banking Sector and Investment Opportunity in collaboration with Career Guidance & Placement Cell, Department of Commerce and SBI, Secretariate Branch. Venue: College Indoor Stadium, Date: 20th October' 2022
- Attended Alumni Association Silver Jubilee Celebration organizing Committee Meeting on 24th October at Hotel Cresendo, Kohima.
- Attended farewell program for Sir, Veto V. Zhimo on 17th November'2022.
- Attended Silver Jubilee Celebration of Alumni Adssociation of the college on 18th November'2022.
- Attended Academic Council Meeting on 29th November'2022 via Google

Meet

- Organised two-day workshop on “Research Methodology” for 6th semester B.com on 24th & 25th January, 2023
- Organised a seminar on Digital Marketing at college indoor stadium by The Department of Commerce in collaboration with Business Administration and Economics Department on 7th Feb 2023
- Organised 5th Annual open Super Six Cricket Tournament from 13th Feb 2023 to 18th Feb 2023, at St. Joseph’s College (A), Jakhama, Nagaland
- Organised Commerce Day on 21st February’ 2023
- Organized a two day Seminar on “Financial Education” for the 6th Semester B.com Students
- Organised a career guidance program for 6th semester student by The Department of Commerce on 20th April’ 2023.
- Attended farewell program for Miss Kevisino on 18th May’2023.
- Participation in Farwell program of out-going students on 20/05/2023.
- Attended Academic Council Meeting on 30th June’2023 via Google Meet

c. Extension Activity / Community Service

N/A

d. Positions held/ leadership role played in organisations/associations etc., linked with extension work and National Service Scheme (NSS), or NCC or any other similar activity:

- Vice President Alumni Association, St. Joseph’s College (A), Jakhama.
- Nodal Officer Red Ribbon Club, St. Joseph’s College (A), Jakhama.
- Member, Academic Council, St. Joseph’s College (A), Jakhama.
- Chairperson, Board of studies, Department of Commerce, St. Joseph’s College (A), Jakhama.

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

- In-charge for Volleyball during Sports Week’ 2022.
- Appointed a Match official (Umpire) during 5th Annual open Super Six Cricket Tournament organized by Department of Commerce, St. Joseph’s College (A), Jakhama, Nagaland from 13th Feb 2023 to 18th Feb 2023.
- Judge for beat contest audition during spring fest 2022

f. Students' welfare and discipline:

- Give Personal Counseling and Guidance
- Organised different programmes for the welfare of the students.

g. Membership/Participation in Bodies/Committees on Education and National Development:

- Chairperson Board of Under Graduate Studies, Department of commerce, St. Joseph's College (A), Jakhama.
- Member Academic Council, St. Joseph's College (A), Jakhama.

h. Professional Organizations of Teachers

7. Awards/ Recognitions received at the State/National and International level:

8. Teaching Learning Evaluation:

- a.** Does your department obtain feedback from faculty on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

Yes, Verbal feedback.

Necessary remedial course of actions are taken as per the need after due deliberation.

- b.** Does your department obtain feedback from students on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

Yes, Students are asked to fill in a students' satisfaction form each year. Necessary actions are taken as per the need.

- c.** Steps taken by you, during the year, for the evaluation of the programme/ course taught:

Feedbacks are collected time to time from students, on the topics taught as well as on the teaching aids used for teaching.

9. General Data

Give a brief assessment of your performance during the year, indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement:

Achievements: successfully taught all the subjects assigned under my care and mentorship provided to students.

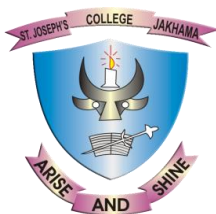
Difficulties faced: faced some difficulties to teach generic elective class since most of the students were from other discipline and they lack in basic knowledge of commerce subject.

Suggestions for improvement: conducting a simple entrance test prior to admission will enable in the selection of students who have the potential of pursuing their education under Commerce Department of the College.

I hereby declare that the information given above is true to the best of my knowledge and belief.



(MOATANGIT LONGKUMER)



ST. JOSEPH'S COLLEGE

JAKHAMA

P.B. No. 39, Kohima, Nagaland – 797 001

(Autonomous status granted by UGC notification No.F.22-1/2017 (AC) Dtd.11th Oct.2018)

0370-2231009 (O), 2233022 (Principal), 9436437544 (M)

www.stjosephjakhama.ac.in Email: stjosephc@gmail.com

NAAC Grade A (CGPA: 3.12)

YEAR END PERFORMANCE SELF APPRAISAL PROFORMA OF TEACHERS FOR THE ACADEMIC YEAR JULY 2022 – JUNE 2023

1. General Information

A	Name	R Hingba Paul
B	Temporary/Permanent/Guest Faculty/Other	Permanent Faculty
C	Department	Political Science
D	Courses taught	Political Science
E	Address (Residential)	St. Josephs' College (Autonomous), Jakhama, Kohima, Nagaland
F	Address (Permanent)	Maram Khullen, PO Maram Bazar, Senapati District, Manipur
G	Phone No	9612047759
H	Email id	rhingpau22@gmail.com
J	Date of appointment	05/02/2015
K	Qualification	MA, M. Phil, NET
L	Area of Specialization (if MPhil or PhD holder)	“Study of Political Development of Manipur from 1990 – 2000”.

2. Teaching

a. Classes taught during the Academic Year:

Class	Periods	
UG (Political Science)	Assigned per Week (Lecture/ Practical/ Tutorial)	Steps taken for the teaching of periods missed during absence or leave
i) UG/ PG (B.A./BSc/ B.Com/BBA/MA)	L: 15 P: NA T: 1+	Regular Classes, Special Classes & Extended Tutorials Requirement on basis.

iii) Any other		Extended Tutorials base on students' request, requirements & few classes for slow/non attentive learners.
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b. Total leave taken from 1st July, 2022 to 30th June, 2023

Casual leave	8	Days	Medical leave	2	days
Duty leave	2	Days	Loss of pay leave		days
Commutated leave		Days	Others (specify)		days
Half-pay leave		Days			

c. Regularity and Punctuality: Good.

(Strike out or delete what is not applicable)

d. Explain briefly how you planned your teaching for the year, mentioning a few reading lists provided to students (especially books/articles outside compulsory reading):

- Lecture using PPT projector & notes taking hand in hand, Green board, Chalk writing added with Examples & explanations.
- Step by step from Introduction of the subject to Interactive demonstrative Units completion and final brief oral review.
- Followed by class test, Evaluations & Test Questions Oral Review.
- Added by College conducts of the Midterm Test & End Semesters Examinations & evaluations.
- Projects assignment & Presentations/Semi-Viva.

Sources of Readings for all the subjects taught:

Self possessed subject books academic and Competitive Exams sources of books.

Lend library books academic & non academic.

News papers, magazines, journal, gazettes.

Online sources, video sources, television etc.

Suggested Readings for the paper "Political theory; Concepts & Debates" (PSC 2.1):

1. Riley, Jonathan (2008). 'Liberty' in Mckinnon, Catriona (ed.) Issues in Political Theory, New York: Oxford University Press, pp. 103-119.
2. Knowles, Dudley (2001). Political Philosophy. London: Routledge, pp. 69-132.
3. Swift, Adam (2001). Political Philosophy: A Beginners Guide for Student's and Politicians. Cambridge: Polity Press, pp. 51-88.
4. Carter, Ian (2003). 'Liberty', in Bellamy, Richard and Mason, Andrew (eds.).

- Political Concepts. Manchester: Manchester University Press, pp. 4-15.
5. Sethi, Aarti (2008). 'Freedom of Speech and the Question of Censorship', in Bhargava, Rajeev and Acharya, Ashok. (eds.) Political Theory: An Introduction. New Delhi: Pearson Longman, pp. 308-319.
 6. Casal, Paula & William, Andrew. (2008). 'Equality', in McKinnon, Catriona. (ed.) Issues in Political Theory. New York: Oxford University Press, pp. 149-165.
 7. Acharya, Ashok (2008). 'Affirmative Action', in Bhargava, Rajeev and Acharya, Ashok. (eds.) Political Theory: An Introduction. New Delhi: Pearson Longman, pp. 298-307.
 8. Menon, Krishna (2008). 'Justice', in Bhargava, Rajeev and Acharya, Ashok. (eds.) Political Theory: An Introduction. New Delhi: Pearson Longman, pp. 74-86.
 9. Wolf, Jonathan (2008). 'Social Justice', in McKinnon, Catriona. (ed.) Issues in Political Theory. New York: Oxford University Press, pp. 172-187.
 10. McKinnon, Catriona (ed.) (2008). Issues in Political Theory. New York: Oxford University Press, pp. 289-305.
 11. Bedau, Hugo Adam. (2003). 'Capital Punishment', in LaFollette, Hugh (ed.). The Oxford Handbook of Practical Ethics. New York: Oxford University Press, pp. 705-733.
 12. Seglow, Jonathan. (2003). 'Multiculturalism' in Bellamy, Richard and Mason, Andrew (eds.). Political Concepts. Manchester: Manchester University Press, pp. 156-168.
 13. Tulkdar, P.S. (2008). 'Rights' in Bhargava, Rajeev and Acharya, Ashok. (eds.) Political Theory: An Introduction. New Delhi: Pearson Longman, pp. 88-104.
 14. Menlowe, M.A. (1993). 'Political Obligations', in Bellamy Richard.(ed.) Theories and Concepts of Politics. New York: Manchester University Press, pp. 174-194.
 15. Amoah, Jewel. (2007). 'The World on Her Shoulders: The Rights of the Girl-Child in the Context of Culture & Identity', in Essex Human Rights Review, 4(2), pp. 1-23.
 16. Working Group on the Girl Child (2007). A Girl's Right to Live: Female Foeticide and Girl Infanticide, available on http://www.crin.org/docs/Girl's_infanticide_CSW_2007.txt
 17. Hyums, Keith. (2008). 'Political Authority and Obligation', in Mckinnon, Catriona. (ed.) Issues in Political Theory, New York: Oxford University Press, pp. 9-26
 18. Martin, Rex. (2003). 'Political Obligation', in Bellamy, Richard and Mason, Andrew. (eds.) Political Concepts, Manchester: Manchester University Press, pp. 41-51.
 19. Campbell, Tom. (2008). 'Human Rights' in Mckinnon, Catriona. (ed.) Issues in Political Theory. New York: Oxford University Press, pp. 194-210.

Suggested Readings for the paper "Introduction to International Relations" (PSC 3.3):

1. M. Nicholson, (2002) International Relations: A Concise Introduction, New

- York: Palgrave, pp. 1-4. R.
2. Jackson and G. Sorensen, (2007) *Introduction to International Relations: Theories and Approches*, 3rd Edition, Oxford: Oxford University Press, pp. 2-7
 3. S. Joshua. Goldstein and J. Pevehouse, (2007) *International Relations*, New York: Pearson Longman, pp. 29-35
 4. C. Brown and K. Ainley, (2009) *Understanding International Relations*, Basingstoke: Palgrave, pp. 1-16.
 5. K. Mingst and J. Snyder, (2011) *Essential Readings in International Relations*, New York: W.W. Norton and Company, pp. 1-15.
 6. M. Smith and R. Little, (eds) (2000) 'Introduction', in *Perspectives on World Politics*, New York: Routledge, 2000, 1991, pp. 1-17.
 7. J. Baylis and S. Smith (eds), (2008) *The Globalization of World Politics: An Introduction to International Relations*, New York: Oxford University Press, pp. 1-6.
 8. R. Mansbach and K. Taylor, (2008) *Introduction to Global Politics*, New York: Routledge, pp. 2-32.
 9. Rumki Basu, (ed)(2012) *International Politics: Concepts, Theories and Issues* New Delhi, Sage.
 10. R. Mansbach and K. Taylor, (2012) *Introduction to Global Politics*, New York: Routledge, pp. 33-68.
 11. K. Mingst, (2011) *Essentials of International Relations*, New York: W.W. Norton and Company, pp. 16-63.
 12. P. Viotti and M. Kauppi, (2007) *International Relations and World Politics: Security, Economy, Identity*, Pearson Education, pp. 40-85.
 13. J Goldstein and J. Pevehouse, (2007) *International Relations*, New York: Pearson Longman, pp. 50-69.
 14. E. Hobsbawm, (1995) *Age of Extremes: The Short Twentieth Century 1914-1991*, Vikings.
 15. S. Lawson, (2003) *International Relations*, Cambridge: Polity Press, pp. 21-60.
 16. J. Singer, (1961) 'The International System: Theoretical Essays', *World Politics*, Vol. 14(1), pp. 77-92.
 17. B. Buzan, (1995) 'The Level of Analysis Problem in International Relations Reconsidered,' in K. Booth and S. Smith, (eds), *International Relations Theory Today*, Pennsylvania: The Pennsylvania State University Press, pp. 198-216.
 18. J. Goldstein and J. Pevehouse, (2007) *International Relations*, New York: Pearson Longman, pp. 35-49.
 19. E. Carr, (1981) *The Twenty Years Crisis, 1919-1939: An Introduction to the Study of International Relations*, London: Macmillan, pp. 63-94.
 20. H. Morgenthau, (2007) 'Six Principles of Political Realism', in R. Art and R. Jervis, *International Politics*, 8th Edition, New York: Pearson Longman, pp. 7-14.
 21. T. Dunne and B. Schmidt, (2008) 'Realism', in J. Baylis and S. Smith (eds), *The Globalization of World Politics: An Introduction to International Relations*, New York: Oxford University Press, pp. 90-107.
 22. K. Waltz, (2007) 'The Anarchic Structure of World Politics', in R. Art and R. Jervis, *International Politics*, 8th Edition, New York: Pearson Longman, pp. 29-49.
 23. I. Wallerstein, (2000) 'The Rise and Future Demise of World Capitalist System: Concepts for Comparative Analysis', in Michael Smith and Richard Little (eds), *Perspectives on World Politics*, New York: Routledge, pp. 305-317.
 24. J. Galtung, (2000) 'A Structural Theory of Imperialism', in M. Smith and R. Little, (eds), *Perspectives on World Politics*, New York: Routledge, pp. 292-304.

25. M. Nicholson (2002, *International Relations: A Concise Introduction*, New York: Palgrave, pp. 120-122.
26. N. Jayal and P. Mehta (eds), (2010) *The Oxford Companion to Politics in India*, Oxford University Press: New Delhi,

Suggested Readings for the Paper “United Nations” PSM 3:

1. Goldstein, J. and Pevehouse, J.C. (2006) *International relations*. 6th edn. New Delhi: Pearson, pp. 265-282.
2. Taylor, P. and Groom, A.J.R. (eds.) (2000) *The United Nations at the millennium*. London: Continuum, pp. 1-20.
3. Gareis, S.B. and Varwick, J. (2005) *The United Nations: an introduction*. Basingstoke: Palgrave, pp. 1-40.
4. Gowan, P. (2010) ‘US: UN’, in Gowan, P. ‘A calculus of power: grand strategy in the twentyfirst century. London: Verso, pp. 47-71.
5. Baylis, J. and Smith, S. (eds.) (2008) *The globalization of world politics. an introduction to international relations*. 4th edn. Oxford: Oxford University Press, pp. 405-422.
6. Thakur, R. (1998) ‘Introduction’, in Thakur, R. (eds.) *Past imperfect, future uncertain: The UN at Fifty*. London: Macmillan, pp. 1-14.
7. Basu, Rumki (2014) *United Nations: Structure and Functions of an international organization*, New Delhi, Sterling Publishers
8. Gareis, S.B. and Varwick, J. (2005) *The United Nations: An introduction*. Basingstoke: Palgrave, pp. 15-21.
9. United Nations Environment Programme [UNEP], United Nations High Commissioner for Refugees [UNHCR]
10. Taylor, P. and Groom, A.J.R. (eds.) (2000) *The United Nations at the millennium*. London: Continuum, pp. 21-141.
11. Moore, J.A. Jr. and Pubantz, J. (2008) *The new United Nations*. Delhi: Pearson Education, pp. 119-135.
12. Peace Keeping, Peace Making and Enforcement, Peace Building and Responsibility to Protect Nambiar, S. (1995) ‘UN peace-keeping operations’, in Kumar, S. (eds.) *The United Nations at fifty*. New Delhi, UBS, pp. 77-94.
13. Whittaker, D.J. (1997) ‘Peacekeeping’, in *United Nations in the contemporary world*. London: Routledge, pp. 45-56.
14. Sangal, P.S. (1986) ‘UN, peace, disarmament and development’, in Saxena, J.N. et.al. *United Nations for a better world*. New Delhi: Lancers, pp.109-114.
15. Baxi, U. (1986) ‘Crimes against the right to development’, in Saxena, J.N. et.al. *United Nations for a better world*. New Delhi: Lancers, pp.240-248.
16. Ghali, B.B. (1995) *An agenda for peace*. New York: UN, pp.5-38.
17. United Nations Department of Public Information. (2008) *The United Nations Today*. New York: UN.
18. Goldstein, J.S. (2003) *International relations*. 3rd edn. Delhi: Pearson Education, pp 43-51.
19. Roberts, A. and Kingsbury, B. (eds.) (1994) *United Nations, Divided World*. 2nd edn. Oxford: Clarendon Press, pp. 420-436.

Suggested Readings for the “Paper Peace & Conflict Resolutions” (PSS 4):

1. *International Conflict Resolution: Sources of War: International and Domestic Issues and Trends*
2. Kriesberg, Louis, *Constructive Conflicts: From Escalation to Resolution*, Rowman & Littlefield, Maryland, 1998, pp. 58-150

3. Zartman, William (ed.), *Collapsed States: The Disintegration and Restoration of Legitimate Authority*, Reiner, Boulder, 1995, pp. 1-14 and 267-273
4. *International Conflict Resolution Theory: Models developed by Johan Galtung, Joseph Montville, Morton Deutsch, William Zartman, Levy Jack*
5. Levy, Jack, "Contending Theories of International Conflict: A Levels-of-Analysis Approach" in Crocker et al, *Managing Global Chaos*, USIP, 1995, pp. 3-24
6. Waltz, Kenneth N., "Structural Causes and Economic Effects," Richard Betts (ed), *Conflict After the Cold War*, Boston: Simon & Schuster, 1994.
7. *Conflict resolution: Back ground of Various Peace Movements and Concepts, Principles used to resolve conflict*
8. Galtung, Johan, *There Are Alternatives: Four Roads to Peace and Security*, Nottingham, Spokesman, 1984, pp. 162-205
9. Galtung, Johan, *Peace by Peaceful Means: Peace and conflict, Development and Civilization*, Sage, London, 1996, pp. 9-114
10. Kelman, Herbert C., "Interactive Problem Solving", in Fisher, Ronald J. (ed.) *Interactive Conflict Resolution*, Syracuse University Press, 1997, pp. 56-74
11. Kritz, Neil J., "The Rule of Law in the Post-conflict Phase: Building a Stable Peace", in Crocker et al, *Managing Global Chaos*, USIP, 1996, pp. 587-606
12. Saunders, Harold H., *A Public Peace Process: Sustained Dialogue to Transform Racial and Ethnic Conflicts*, New York, 1999, pp. 1-80
13. Deutsch, Morton, *The Resolution of Conflict: Constructive and Destructive Processes*, New Haven, Yale University Press, 1973, pp. 1-123

Suggested Readings for the Paper “Indian Political Thought I” (PSC 5.2):

1. B. Parekh, (1986) ‘Some Reflections on the Hindu Tradition of Political Thought’, in T. Pantham, and K. Deutsch (eds.), *Political Thought in Modern India*, New Delhi: Sage Publications, pp. 17- 31.
2. M. Shakir, (1986) ‘Dynamics of Muslim Political Thought’, in T. Pantham, and K. Deutsch (eds.), *Political Thought in Modern India*, New Delhi: Sage Publications, pp. 142- 160
3. G. Pandey, (1978) *Sraman Tradition: Its History and Contribution to Indian Culture*, Ahmedabad: L. D. Institute of Indology, pp. 52-73. 51
4. V. Mehta, (1992) ‘The Cosmic Vision: Manu’, in *Foundations of Indian Political Thought*, Delhi: Manohar, pp. 23- 39.
5. R. Sharma, (1991) ‘Varna in Relation to Law and Politics (c 600 BC-AD 500)’, in *Aspects of Political Ideas and Institutions in Ancient India*, Delhi: Motilal Banarsidass, pp. 233- 251.
6. P. Olivelle, (2006) ‘Introduction’, in *Manu’s Code of Law: A Critical Edition and Translation of the Manava –Dharmasastra*, Delhi: Oxford University Press, pp. 3- 50.
7. Kautilya, (1997) ‘The Elements of Sovereignty’ in R. Kangle (ed. and trns.), *Arthashastra of Kautilya*, New Delhi: Motilal Publishers, pp. 511- 514.
8. Mehta, (1992) ‘The Pragmatic Vision: Kautilya and His Successor’, in *Foundations of Indian Political Thought*, Delhi: Manohar, pp. 88- 109.
9. R. Kangle, (1997) *Arthashastra of Kautilya-Part-III: A Study*, Delhi: Motilal Banarsidass, rpt., pp. 116- 142.
10. A. Fazl, (1873) *The Ain-i Akbari* (translated by H. Blochmann), Calcutta: G. H. Rouse, pp. 47- 57.
11. V. Mehta, (1992) ‘The Imperial Vision: Barni and Fazal’, in *Foundations of Indian Political Thought*, Delhi: Manohar, pp. 134- 156.
12. Kabir: *Syncreticism Essential Readings: Kabir*. (2002) *The Bijak of Kabir*, (translated by L. Hess and S. Singh), Delhi: Oxford University Press, No. 30, 97, pp.

50- 51 & 69- 70.

13. Mehta, (1992) *Foundation of Indian Political Thought*, Delhi: Manohar, pp. 157-183.

14. G. Omvedt, (2008) 'Kabir and Ravidas, Envisioning Begumpura', in *Seeking Begumpura: The Social Vision of Anti Caste Intellectual*, Delhi: Navayana, pp. 91-107.

15. B. Parekh, (1986) 'Some Reflections on the Hindu Tradition of Political Thought', in T. Pantham, and K. Deutsch (eds.), *Political Thought in Modern India*, New Delhi: Sage Publications, pp. 17- 31.

16. A. Altekar, (1958) 'The Kingship', in *State and Government in Ancient India*, 3rd edition, Delhi: MotilalBanarsidass, pp. 75-108.

17. M. Shakir, (1986) 'Dynamics of Muslim Political Thought', in T. Pantham, and K. Deutsch (eds.), *Political Thought in Modern India*, New Delhi: Sage Publications, pp. 142- 160

18. G. Pandey, (1978) *Sraman Tradition: Its History and Contribution to Indian Culture*, Ahmedabad: L. D. Institute of Indology, pp. 52-73.

19. S. Saberwal, (2008) 'Medieval Legacy', in *Spirals of Contention*, New Delhi: Routledge, pp.131

e. Details of participation in the following:

i. College Education

Class room teachings of subjects' specifics.

Value Education classes.

In-charges in Clubs & Associations, Volleyball Club & Games & Sports Club.

Class Carrier & Guidance & Orientation.

Active participation in College Games & Sports Activities Initiatives & Competitions.

ii. Question Paper Setting

Class test for Internal Marking, Mid Term & End Semesters Examinations.

iii. Assessment of assignments

Assigned Subject project work to student on varied syllabus topics fragmented.

Political Science Skill Enhancement Course "Peace & Conflict Resolution" 4th Semesters Section "H".

Political Science Honors "Political Theory: Ideas, Concepts & Debates" 2nd Semesters Sections "G".

Generic Elective for other Major Optional Paper "Political Theory: Ideas, Concepts & Debates" 2nd Semesters Sections "H".

Political Science Honors "Indian Political Thought" 5th Semester Section "G".

Political Science Honors "International Relations & World History" 3rd Semesters

Section “H”.

Generic Elective for other Major Optional Paper “United Nations” Section “H”.

iv. Assessment of Presentations

Break up Semi-Viva or groups presentations made by students shared on the given Assignment project work: (11 to 15 students in a group, 3 minute each maximum).

Political Science Skill Enhancement Course “Peace & Conflict Resolution” 4th Semesters Section “H”.

Political Science Honors “Political Theory: Ideas, Concepts & Debates” 2nd Semesters Sections “G”.

Generic Elective for other Major Optional Paper “Political Theory: Ideas, Concepts & Debates” 2nd Semesters Sections “H”.

Political Science Honors “Indian Political Thought” 5th Semester Section “G”.

Political Science Honors “International Relations & World History” 3rd Semesters Section “H”.

Generic Elective for other Minor Optional Paper “United Nations” Section “H”.

v. Conduct and Assessment of Field Projects/ Educational Study Tour

Department of Political Science UG, the Third Semester students of section ‘H’ organized a High Court & District magistrate Visit to Shillong from 7th September to 10th September 2023.

The Total Numbering of Students 77, of which 33 were girls and 44 boys.

Guided by department lectures:

Mr. Hingba Paul Assistant Professor &

Mr. Renthungo Humtsoe Assistant Professor.

vi. Conduct of Examination Invigilation, Scrutiny and Moderation

Class test, midterm test & End Semesters Examinations.

Invigilation as per duties allocated for both the End Semesters.

Scrutiny as per College appointment for both the End Semesters.

vii. Evaluation of Answer Scripts / Dissertation, etc

Class test, midterm test, project works, end semesters examination for all the taken classes & Reevaluation of answer scripts.

viii. Mentoring

Section of Political Science 2nd Semesters Section 'H' Numbering 80 students.
Extended to non allocated student on approaches.

ix. Any other

Departmental Awareness Programmes.
Departmental Mani-Parliament.
Departmental Pol-Expo.
Interdepartmental Sports.
Social services and other activities Small kitchen gardening, occasional campus & drainage cleaning, Grass cutting around the residents etc.

3. Details of Innovations in / Contribution to Teaching Process, during the year:

a. Design of curriculum:

NEP 2020 Curriculum Designing Jointly by concerning teaching subjects teachers & department teachers:
International Relations & World History for Third Semesters.
United Nations for GE Third Semesters.
Indian Political Thought for Fifth Semesters.
Political Theory: Concepts & Debates for Second Semesters.
Peace & Conflict Resolutions for Third Semesters.

b. Teaching methods:

Lecture using PPT and note taking
Green board & chalk writing
Interactive demonstration & discussions
Continuous and comprehensive Oral and Writing Test.
Presentations on assignment topics
Test & oral reviews on questions.
Exposure trips for Practical and Observational learning.

c. Laboratory experiments:

NA

d. Evaluation methods:

Qualitative and quantitative evaluations.
Random sample evaluations.
Continuous and comprehensive evaluations.
Creative and spontaneous Evaluations.

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

Self possessed subject books academic and Competitive Exams sources of books.
Lend library books academic & non academic.
News papers, magazines, journal, gazettes.
Online sources, video sources, television etc.

f. Remedial Teaching / Student Counselling (academic)

Regular Once in a week.
Random Forceful Remedial Classes for slow learners.
Extended students turn up for help and counseling.

g. Any other

Rare class room Carrier guidance.
Class Room & outside Discipline guidance.
Smart test writing guidance.
Smart studying guidance.
College Games & Sports Activities Initiatives and Clubs and associations initiatives.
Tournament Participation & Guidance and assistance.
Confidence Building Exercises.
Value based education guidance.

4. Improvement of Professional Competence:

a. Details of refresher courses/orientation/ participation in summer school/ FDPs etc., attended/ organized including open university courses/ M.Phil., Ph.D. during the academic year 2022-2023:

No	Name of the Programme	Organiser's Detail	Sponsor's Detail	Place	Date
I	PGDHE Undertaking	IGNOU			

b. Details of College/ State/ National/ International Seminar/ Conference/ Workshop etc., attended/organised during the academic year 2022-2023:

No	Name of the Seminar/ Conference/ Workshop, etc.	Organiser's Detail	Sponsor's Detail	Place	Date
I					

5. Research Contributions

a. Number of books/ research papers published/ presented at seminars/ conferences etc during the Academic Year 2022-2023:

	Title of the Paper/Chapter	International/ National/ State/Local	ISSN/ ISBN Number	UGC CARELIST/ Scopus/ Web of Science	Citation Index
Peer reviewed journals					
Non-reviewed journals					
E-journals					
Conference proceedings					
Books with ISBN					
Books without ISBN					
Chapters in books with ISBN					

b. Research projects taken up:

Title of the Project	Name of the funding agency	Duration	Amount

c. Membership of Professional Bodies, Editorship of Journals etc, during the year:

--

6. Participation in Corporate Life:

Please give a short account of your contribution, during the year, to:

a. College/University/Institution:

--

b. Co-curricular activities:

Games & Sports:
Annual College Week.
Inter-Collegiate meet.
Games & Sports In-charges.
Volleyball Club.
Properties Keeping.

c. Extension Activity / Community Service

Admission Guidance.
General Information assistance.
Third party contacts for supplies.

d. Positions held/ leadership role played in organisations/associations etc., linked with extension work and National Service Scheme (NSS), or NCC or any other similar activity:

In-charge Volleyball.
In-charge Games & Sports.
In-charge Tour to Court Visit Shillong.

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

Monitoring of Games & Sports events:
General Games & Sports.
Volleyball Club.

f. Students' welfare and discipline:

Class Supervisor.
Subject teacher.
Mentor & Counselor.

g. Membership/Participation in Bodies/Committees on Education and National Development:

--

h. Professional Organizations of Teachers

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7. Awards/ Recognitions received at the State/National and International level:

--

8. Teaching Learning Evaluation:

- a.** Does your department obtain feedback from faculty on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

Yes: Personal. Initial suggestions in teaching & Learning process. Qualitative & Quantitative evaluation. Random & Continuous Evaluations. Mid & end feedback evaluation. Helps in practical real teaching & learning Processes.

- b.** Does your department obtain feedback from students on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

Repeated: Yes, as above.

- c.** Steps taken by you, during the year, for the evaluation of the programme/ course taught:

Pre planned teaching & result. Words and topics specified teachings & Doubt Clarifications Note taking and listening two ways teaching & learning. Doubts clarifications and explanations. Review and exemplified teachings. Re review and revision teachings.

9. General Data

Give a brief assessment of your performance during the year, indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement:

A) Achievements:

Regularity of Classes.

Timely able on the allocated and assigned task by the College.

Timely completing of syllabus.

Timely Review of the Units.

Timely conduct of Class tests.

Timely evaluation of Answers Scripts

Number of student with distinction & passed in the Subjects.

Ability to initiate both academic & Co-Curricular activities hand in hand.

B) Difficulties faced:

Huge Class room enrollment.

Huge number evaluation of examination papers.

Qualitative Evaluation of Answers Scripts.

C) Suggestion for Improvement:

Balanced Teacher Students classes room ratio.

Class Rooms Projector working monitoring.

Pre-Planned long term activities and programmes.

Open and Positive resolution with positive criticism & acceptance.

Inclusive seminars, workshops, conference and academic programmes of the College.

Monitoring of compass workable Internet net or WI-FI and running of Internet Tower when main current is disturbed.

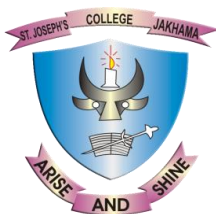
I hereby declare that the information given above is true to the best of my knowledge and belief.

R Hingba Paul.



23/06/2023

(Name and Signature of the Teacher with date)



ST. JOSEPH'S COLLEGE

JAKHAMA

P.B. No. 39, Kohima, Nagaland – 797 001

(Autonomous status granted by UGC notification No.F.22-1/2017 (AC) Dtd.11th Oct.2018)

0370-2231009 (O), 2233022 (Principal), 9436437544 (M)

www.stjosephjakhama.ac.in Email: stjosephc@gmail.com

NAAC Grade A (CGPA: 3.12)

YEAR END PERFORMANCE SELF APPRAISAL PROFORMA OF TEACHERS FOR THE ACADEMIC YEAR JULY 2022 – JUNE 2023

1. General Information

a	Name	Melekho Chuzho
b	Temporary/Permanent/Guest Faculty/Other	Temporary
c	Department	Physics
d	Courses taught	Bachelor of Science (Physics)
e	Address (Residential)	Upper Agri Colony, Kohima
f	Address (Permanent)	Thipuzu Village Phek Nagaland
g	Phone No	7005692827
h	Email id	melekhochuzho@gmail.com
j	Date of appointment	20 July 2020
k	Qualification	M.Sc (Physics)
l	Area of Specialization (if MPhil or PhD holder)	

2. Teaching

a. Classes taught during the Academic Year:

Class	Periods	
	Assigned per Week (Lecture/ Practical/ Tutorial)	Steps taken for the teaching of periods missed during absence or leave

i) UG/ PG (B.A./BSc/ B.Com/BBA/MA)	L: July 2022 to December 2022 (12 hours) Jan 2023 to July 2023 (12 hours) P: July 2022 to December 2022 (4 hours) Jan 2023 to July 2023 (4 hours) T: 1 hour	1. Take other teachers class when they are on leave. 2. Assignments.
iii) Any other		

b. Total leave taken from 1st July, 2022 to 30th June, 2023

Casual leave	4 days	Medical leave	2 days
Duty leave	2 days	Loss of pay leave	days
Commutated leave	days	Others (specify)	days
Half-pay leave	days		

c. Regularity and Punctuality: Good
(Strike out or delete what is not applicable)

d. Explain briefly how you planned your teaching for the year, mentioning a few reading lists provided to students (especially books/articles outside compulsory reading):

- | |
|---|
| <ul style="list-style-type: none"> a) Start by knowing what needs to be covered for the semester according to the curriculum. b) Choose main books that cover the essential material for each unit and for each paper that was allocated for the semester. c) Organize and prepare notes for each topic and papers of each Paper that is assigned for the upcoming semester to manage teaching effectively. d) Create assessments like tests, presentation or assignment that align with what students are learning. e) Adjust plans based on students' performance, needs and requirement. f) Adjust plans according to the current circumstances. |
|---|

e. Details of participation in the following:

i. College Education

Teaching B.Sc Physics from July 2022-June 2023

1. Electricity and Magnetism PHC 2.1
2. Electricity and Magnetism PHC 2.1 (P)
3. Mathematical Physics II PHC 3.1
4. Mathematical Physics II PHC 3.1 (P)
5. Mathematical Physics III PHC 4.1
6. Mathematical Physics III PHC 4.1 (P)
7. Solid State Physics PHC 5.2
8. Solid State Physics PHC 5.2 (P)

ii. Question Paper Setting

Setting question papers for both Midterm and End Semester Exam for both odd and even semesters from July 2022- June 2023. The list of papers both for theory and practical are 6 theory papers and 2 practical papers.

1. Electricity and Magnetism PHC 2.1
2. Electricity and Magnetism PHC 2.1 (P)
3. Mathematical Physics II PHC 3.1
4. Mathematical Physics II PHC 3.1 (P)
5. Mathematical Physics III PHC 4.1
6. Mathematical Physics III PHC 4.1 (P)
7. Solid State Physics PHC 5.2
8. Solid State Physics PHC 5.2 (P)

iii. Assessment of assignments

For the internal assessment, I give assignments to each student selecting topics from the syllabus content. Out of 30 internal marks, I give assignments for 5 marks and 5 marks for presentation. Accordingly, they are awarded marks and this assignment is given to all the papers I have taught for each semester.

1. Electricity and Magnetism PHC 2.1
2. Mathematical Physics II PHC 3.1
3. Mathematical Physics III PHC 4.1
4. Solid State Physics PHC 5.2

iv. Assessment of Presentations

For the internal assessment, I assign specific topics from the syllabus to each student and award marks based on their presentation.

1. Electricity and Magnetism PHC 2.1
2. Mathematical Physics II PHC 3.1
3. Mathematical Physics III PHC 4.1
4. Solid State Physics PHC 5.2

v. Conduct and Assessment of Field Projects/ Educational Study Tour

Conducted exposure trip to Doyang Hydro Project, Wokha, Nagaland for the 4th Semester students.

vi. Conduct of Examination Invigilation, Scrutiny and Moderation

For Mid Term and End Semester Exam, I had Examination invigilation duties(Both theory and practical exams) and Moderation for both Even and odd semester for the year July 2022 to June 2023 i.e two Mid-term exams, two practical exams and two End semester exams.

vii. Evaluation of Answer Scripts / Dissertation, etc

I have evaluated the Answer Scripts for both Mid-term and End Semester Exams (Both theory and Practical).

List of papers which I have evaluated are listed below:

1. Electricity and Magnetism PHC 2.1
2. Electricity and Magnetism PHC 2.1 (P)
3. Mathematical Physics II PHC 3.1
4. Mathematical Physics II PHC 3.1 (P)
5. Mathematical Physics III PHC 4.1
6. Mathematical Physics III PHC 4.1 (P)
7. Solid State Physics PHC 5.2
8. Solid State Physics PHC 5.2 (P)

viii. Mentoring

I mentor for the 3rd semester and 4th semester students.

ix. Any other

3. Details of Innovations in / Contribution to Teaching Process, during the year:

a. Design of curriculum:

Contributed in the construction of the FYUGP (NEP 2020) based syllabus for the 1st and 2nd semester of the department of Physics to be implemented from July 2023-24 batch.

b. Teaching methods:

--

c. Laboratory experiments:

--

d. Evaluation methods:

--

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

--

f. Remedial Teaching / Student Counselling (academic)

--

g. Any other

--

4. Improvement of Professional Competence:

a. Details of refresher courses/orientation/ participation in summer school/ FDPs etc., attended/ organized including open university courses/ M.Phil., Ph.D. during the academic year 2022-2023:

No	Name of the Programme	Organiser's Detail	Sponsor's Detail	Place	Date
i					
ii					
iii					
iv					
v					

b. Details of College/ State/ National/ International Seminar/ Conference/ Workshop etc., attended/organised during the academic year 2022-2023:

No	Name of the Seminar/ Conference/ Workshop, etc.	Organiser's Detail	Sponsor's Detail	Place	Date
i					
ii					
iii					
iv					

5. Research Contributions

a. Number of books/ research papers published/ presented at seminars/ conferences etc during the Academic Year 202-2023:

	Title of the Paper/Chapter	International/ National/ State/Local	ISSN/ ISBN Number	UGC CARELIST/ Scopus/ Web of Science	Citation Index
Peer reviewed journals					
Non-reviewed journals					
E-journals					
Conference proceedings					
Books with ISBN					
Books without ISBN					
Chapters in books with ISBN					

b. Research projects taken up:

Title of the Project	Name of the funding agency	Duration	Amount

c. Membership of Professional Bodies, Editorship of Journals etc, during the year:

--

6. Participation in Corporate Life:

Please give a short account of your contribution, during the year, to:

a. College/University/Institution:

--

b. Co-curricular activities:

- a.** Organized 6th Eureka Science fest from 5th to 6th August 2022 in collaboration with all the Science Departments in the college Campus.
- b.** Organized an extension lecture by inviting Mr. Imlisunep, Asst. Professor, Dept of Physics, Kohima Science College for the 5th semester students, on 25th October 2022, in conference hall number 1(Arts block) on the topic “Calculus of variation”.
- c.** Organized “International day of women and girls in science” on 11th February, 2023 in conference hall no.1(Arts block) for the female science students and teachers.
- d.** Organized an interactive career oriented program for the B.Sc Physics students on 17th February , 2023.
- e.** Contributed in collecting and compiling data’s along with the teachers and students of the department in collaboration with Mathematics Department for the Green Energy Audit report between the period from 20th Feb to 4th March, 2023 for the college campus.
- f.** Organized “Scientifica Mentibus” an Inter-Departmental Science Model Competition in collaboration with all the science departments on 26th April, 2023 in the College Basketball Court, SJC(A).

c. Extension Activity / Community Service

Organized extension program on “Physics Model Demo” to St. Mary’s Cathedral Higher Secondary School and Baptist Higher Secondary School, Kohima on 30th August, 2022

- d.** Positions held/ leadership role played in organisations/associations etc., linked with extension work and National Service Scheme (NSS), or NCC or any other similar activity:

- e.** Enrichment of campus life (hostels, sports, games, cultural activities):

Helped in Basketball during college week

- f.** Students’ welfare and discipline:

g. Membership/Participation in Bodies/Committees on Education and National Development:

h. Professional Organizations of Teachers

7. Awards/ Recognitions received at the State/National and International level:

8. Teaching Learning Evaluation:

a. Does your department obtain feedback from faculty on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

No

b. Does your department obtain feedback from students on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

No

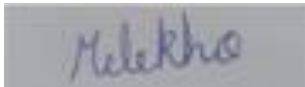
c. Steps taken by you, during the year, for the evaluation of the programme/ course taught:

- Assignments
- Class test
- Presentation
- Group activity

9. General Data

Give a brief assessment of your performance during the year, indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement:

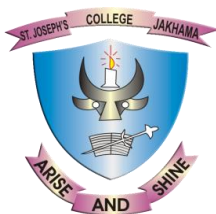
I hereby declare that the information given above is true to the best of my knowledge and belief.

A rectangular box containing a handwritten signature in blue ink that reads "Melekho".

(Name and Signature of the Teacher with date)

Melekho Chuzho

10 June 2023



ST. JOSEPH'S COLLEGE

JAKHAMA

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NAAC Grade A (CGPA: 3.12)

YEAR END PERFORMANCE SELF APPRAISAL PROFORMA OF TEACHERS FOR THE ACADEMIC YEAR JULY 2022 – JUNE 2023

1. General Information

a	Name	Madovi David
b	Temporary/Permanent/Guest Faculty/Other	Permanent
c	Department	Chemistry
d	Courses taught	3 rd Semester (CHC 3.3 Physical Chemistry) 5 th Semester (CHD 5.3 Analytical Methods in Chemistry). 4 th Semester(CHC 4.1 Inorganic Chemistry) 6 th Semester (CHC 6.1 Inorganic Chemistry)
e	Address (Residential)	Upper-Agri Colony Ward No.17 Kohima
f	Address (Permanent)	Tungjoy Rikhubumai Village
g	Phone No	7628843415
h	Email id	madovidavid10@gmail.com
j	Date of appointment	01/06/16
k	Qualification	M.Sc, B.Ed
l	Area of Specialization (if MPhil or PhD holder)	

2. Teaching

a. Classes taught during the Academic Year:

Class	Periods
3 rd Semester (July-Dec)	7
5 th Semster (July-Dec)	7
4 th Semster (Jan-June)	5
6 th Semester (Jan-June)	9

	Assigned per Week (Lecture/ Practical/ Tutorial)	Steps taken for the teaching of periods missed during absence or leave
i) UG/ PG :UG (B.A./BSc/ B.Com/BBA/MA): B.Sc.	L:10 P:4 T:	Class works are given on days of absence or leave. Notes are also given prior to the day of class and it is explained and doubts are cleared in the next class. If necessary extra classes are also taken to cover the topics left out.
iii) Any other		

b. Total leave taken from 1st July, 2022 to 30th June, 2023

Casual leave	7 Days	Medical leave	days
Duty leave	3 Days	Loss of pay leave	days
Commutated leave	Days	Others (specify)	days
Half-pay leave	Days		

**c. Regularity and Punctuality: Very good/ Good/ Satisfactory/ Unsatisfactory
(Strike out or delete what is not applicable)**

**d. Explain briefly how you planned your teaching for the year, mentioning a few
reading lists provided to students (especially books/articles outside compulsory
reading):**

I set out my objectives and plan out for the lessons. I carefully go through the syllabus and make sure to make good notes. I also make plans on how to take classes i.e. theory explanation, board explanation, Assignments, usage of 3D models, LCD, etc.

Some of the books I provided and recommend are Inorganic Textbook of Ajai Kumar, Bioinorganic Chemistry by Ajai Kumar, web link Z-Library for e-books, soft copies.

e. Details of participation in the following:

i. College Education

I teach in the UG section. The courses I taught during the academic session of 2022-23 for B.Sc. Chemistry Honors was 3rd, 5th Semesters 2022 and 4th, 6th semesters 2023.

The courses I taught are:

3rd Semester: CHC 3.3, Physical Chemistry III

5th Semester: CHD 5.3, Analytical Methods in chemistry

4th Semester: CHC 4.1, Inorganic Chemistry III

6th Semester: CHC 6.1, Inorganic Chemistry IV

ii. Question Paper Setting

Following are the Question paper setting done for B.Sc. Chemistry Honors and the respective semesters:

- **3rd Semester:** Mid-term Exam and End Semester Exam.
Code & Name of the Paper: CHC 3.3, Physical Chemistry III.
- **5th Semester:** Mid-Term Exam and End Semester Exam.
Code & Name of the Paper: CHD 5.3, Analytical Methods in Chemistry.
- **4th Semester:** Mid-Term Exam and End Semester Exam.
Code & Name of the Paper: CHC 4.1, Inorganic Chemistry III.
- **6th Semester:** Mid-Term Exam and End Semester Exam.
Code and Name of the Paper: CHC 6.1, Inorganic Chemistry IV.

iii. Assessment of assignments

Minimum of 2 Assignments are done for a subject in a Semester.

1 Assignment for class works to solve some numerical problems or other problems for Progression and to know how much the students are learning in the class and the other for internal assessment carrying marks. Every student is divided into groups and given different topics to study, write and submit a hardcopy. A minimum of 25 days are given to finish the latter type of Assignment, marks are allotted as per the quality of Assignment. 2 for each semester in 3rd and 5th odd semesters and 2 each in 4th and 6th semesters.

Following are the Subject with code for which Assignment were given to the students:

-CHC 3.3, Physical Chemistry III.

-CHD 5.3, Analytical Methods in Chemistry.

-CHC 4.1: Inorganic Chemistry III.

CHC 6.1, Inorganic Chemistry IV.

iv. Assessment of Presentations

--

v. Conduct and Assessment of Field Projects/ Educational Study Tour

--

vi. Conduct of Examination Invigilation, Scrutiny and Moderation

Invigilation duties were done both for Theory (Mid-Term Exams and End Semester Exams) and Practical exams (ESE). The exams on which I have done my duties as an Invigilator in Theory and Practical Exams are as :

Odd semesters: **3rd and 5th, 2022** and Even semesters: **4th and 6th, 2023**.

I have also performed my duty as a Moderator being the HOD of the Chemistry department and helped in the process of result making to the best of my ability. The papers of moderation done by me are:

- **3rd Semester:** Mid-term Exam and End Semester Exam.
Code & Name of the Paper: CHC 3.3, Physical Chemistry III.
- **5th Semester:** Mid-Term Exam and End Semester Exam.
Code & Name of the Paper: CHD 5.3, Analytical Methods in Chemistry.
- **4th Semester:** Mid-Term Exam and End Semester Exam.
Code & Name of the Paper: CHC 4.1, Inorganic Chemistry III.
- **6th Semester:** Mid-Term Exam and End Semester Exam.
Code and Name of the Paper: CHC 6.1, Inorganic Chemistry IV.

vii. Evaluation of Answer Scripts / Dissertation, etc

I have done the Evaluation of Answer Scripts in the odd semesters: 3rd and 5th 2022, and Even semesters: 4th and 6th 2023 for Mid-term, Practicals and End Semester Exams. The process of Evaluation is done in utmost discretion. Answer scripts are checked with all honesty and marks are allotted based on the quality and content of the Answer notes. The papers which I have evaluated are;

- **3rd Semester:** Mid-term Exam and End Semester Exam.
Code & Name of the Paper: CHC 3.3, Physical Chemistry III.
- **5th Semester:** Mid-Term Exam and End Semester Exam.

Code & Name of the Paper: CHD 5.3, Analytical Methods in Chemistry.

- **4th Semester:** Mid-Term Exam and End Semester Exam.

Code & Name of the Paper: CHC 4.1, Inorganic Chemistry III.

- **6th Semester:** Mid-Term Exam and End Semester Exam.

Code and Name of the Paper: CHC 6.1, Inorganic Chemistry IV.

I have also guided 11 students in Project work where 25 marks were set for presentation and Viva and 75 marks were allotted for the works done and hardcopy. I The students were divided into five groups consisting of 2 each and one group of 1 student. The Title of the Project work is “**Study of Water Quality in the Southern Angami Village Areas i.e. Kigwema, Khuzama, Jakhama, Piphema and Viswema village**” and water sources from Agri colony and D-Khel, Kohima village of Kohima Town. Water was brought from 2 sources each from every mentioned village and they were thoroughly studied using the instruments and chemicals present in the Chemistry Laboratories. Altogether 15 parameters were studied and analyzed. Students submitted a hardcopy, and did presentation and Viva on their respective project works. Marks were allotted based on the quality of their Works and Presentations.

viii. Mentoring

I have had the privilege of being a Mentor for 27 students of B.Sc.6th semester 2023. I have taken the mentoring classes 1 by 1 and made sure to let the students know that all confidentiality is maintained in the Mentoring process.

Some of the methods and areas where mentoring was taken are :

Student’s background, present place of stay for the college studies and the environment that they are facing, Studies related issues, health issues both mental and physical (if any), leaderships or other unions if they are involved, teaching and learning process, any other issues related to studies etc. are all discussed in the mentoring meeting.

They were also monitored throughout their stay in the college.

ix. Any other

3. Details of Innovations in / Contribution to Teaching Process, during the year:

a. Design of curriculum:

b. Teaching methods:

--

c. Laboratory experiments:

I have contributed to the Laboratory experiments as a Teacher of the students for the following courses:

- **3rd Semester:** CHC 3.3, Physical Chemistry III.
- **5th Semester:** CHD 5.3, Analytical Methods in Chemistry.
- **4th Semester :** CHC 4.1, Inorganic Chemistry III.
- **6th Semester:** CHC 6.1, Inorganic Chemistry IV.

d. Evaluation methods:

--

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

The following are the resource books and references I have made to make Notes and Resource materials for the students: Textbooks, E-books, Video references from Experts, Laboratory copies, Journals and Articles.

f. Remedial Teaching / Student Counselling (academic)

Number of Remedial classes taken: 02

Following are the details of the Remedial Classes:

-Date of Remedial class: 23/03/23

-Duration of Remedial class: 1 hour

- Student roll numbers: 20CHEM099,20CHEM102,20CHEM083,20CHEM091
- Topic taken: π -Acceptor behavior of CO.

-Date of Remedial class: 21/04/23

-Duration of Remedial class: 1 hour

- Student roll numbers: 20CHEM099,20CHEM102,20CHEM083,20CHEM091
- Topics taken: Interfering Acid radicals, S_N1 and S_N2

g. Any other

--

4. Improvement of Professional Competence:

a. Details of refresher courses/orientation/ participation in summer school/ FDPs etc., attended/ organized including open university courses/ M.Phil., Ph.D. during the academic year 2022-2023:

No	Name of the Programme	Organiser's Detail	Sponsor's Detail	Place	Date
I	Capacity Building Program on NEXUS of Core personal-Group Value and effective Teaching	IQAC, St. Joseph's college (A), Jakhama		St. Joseph's college (A), Jakhama	12 th NOV 2022
ii	Professional Building program on value and team building	IQAC, St. Joseph's college (A), Jakhama		St. Joseph's college (A), Jakhama	14 th Nov 2022
iii	Orientation on revised SSR Manual and Quality Benchmarks	IQAC, St. Joseph's college (A), Jakhama		St. Joseph's college (A), Jakhama	27 th April 2022
Iv					
V					

b. Details of College/ State/ National/ International Seminar/ Conference/ Workshop etc., attended/organised during the academic year 2022-2023:

No	Name of the Seminar/ Conference/ Workshop, etc.	Organiser's Detail	Sponsor's Detail	Place	Date
I	One-Day workshop on "Teaching-Learning Process: Objectives cum Outcome based	IQAC, St. Joseph's college (A), Jakhama		St. Joseph's college (A), Jakhama	7 th July 2022
ii					
iii					
Iv					
V					

5. Research Contributions

a. Number of books/ research papers published/ presented at seminars/ conferences etc during the Academic Year 202-2023:

	Title of the Paper/Chapter	International/ National/ State/Local	ISSN/ ISBN Number	UGC CARELIST/ Scopus/ Web of Science	Citation Index

Peer reviewed journals					
Non-reviewed journals					
E-journals					
Conference proceedings					
Books with ISBN					
Books without ISBN					
Chapters in books with ISBN					

b. Research projects taken up:

Title of the Project	Name of the funding agency	Duration	Amount

c. Membership of Professional Bodies, Editorship of Journals etc, during the year:

--

6. Participation in Corporate Life:

Please give a short account of your contribution, during the year, to:

a. College/University/Institution:

I have been serving the Department of Chemistry as the Head of the Department.

I am also a member of the Internal Quality Assurance Cell.

b. Co-curricular activities:

I also performed my duty and gave my service to the college as a Football coach of Men Football team SJC (A). Our team participated in the St. Joseph trophy held and organized in St. Joseph University, Dimapur from 13th-15th October 22' where we were runners-up among the 14 college participating teams.

We also played in the inter-college trophy organized by St. Joseph's college (A), Jakahama and emerged as the Champions among the 8 participating college teams from 3rd-4th February 2023.

c. Extension Activity / Community Service

--

d. Positions held/ leadership role played in organisations/associations etc., linked with extension work and National Service Scheme (NSS), or NCC or any other similar activity:

I have held the position of Football Coach of the Men's Football Team of St. Joseph's college (A).

Our team participated in the St. Joseph trophy held and organized in St. Joseph University, Dimapur from 13th-15th October 22' where we were runners-up among the 14 college participating teams.

We also played in the inter-college trophy organized by St. Joseph's college (A), Jakahama and emerged as the Champions among the 8 participating college teams from 3rd-4th February 2023.

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

--

f. Students' welfare and discipline:

I have tried to understand the need and the difficulties that they are undergoing both in the studies and personal life and helped build confidence. I have also helped them to work hard in their studies despite the difficulties faced by them.

I have also helped them to choose their life goals and on which direction to pursue after their B.Sc. studies. To develop as an educated honest citizens of the society.

Some of the ways in which I try to maintain discipline as an HOD and a Teacher in my student's life are as:

- Full uniform daily.
- No usage of Mobile phones and other gadgets in the class and corridors.
- No usage of intoxicants.
- No entry in the laboratory without the Lab coats.
- Punctuality and no entry of attendance for late comers without genuine reasons.
- Submission of Assignments and class works on time.

- g. Membership/Participation in Bodies/Committees on Education and National Development:

- h. Professional Organizations of Teachers

7. Awards/ Recognitions received at the State/National and International level:

8. Teaching Learning Evaluation:

- a. Does your department obtain feedback from faculty on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

The Department of chemistry conducts a feedback on curriculum by the Faculty members. Following are the discussions done for the improvement of the Teaching Learning Evaluation:

- **Discussion on Syllabus:**

The Faculty members organizes a meeting on the syllabus and HOD takes note on courses content, whether as to add new topics or reduce some course contents. The revision of syllabus is done only when official notifications and permissions are granted from the Respective Authority once in every 3 years cycle.

- **Conduct of Practical classes and Exams effectively:**

The Faculty members often meet to discuss about the requirements of the Chemicals and equipments. It is to made sure that basic needs of every practical classes are made. Based on the feedbacks chemicals and other requirements are obtained without fail. Discussions on effective conduct of Practical Classes and Exams are made to make sure that every student gets the maximum learning on the practical classes.

- **Diagnostic Assessment of the Student's Performance and Progression throughout the semester:**

Assessment of Students is done frequently by the Respective Department Teachers. It is done to make sure that no Student of every capacity is left behind. Every Student is monitored by the Teachers continuously throughout the semester. Fast learners are encouraged and taught to excel while slow learners are given extra classes or remedial classes.

- b. Does your department obtain feedback from students on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

The Department of Chemistry Conducts a feedback on curriculum and the Department by the students. Following are the section of survey done on by the students on Curriculum and the Department:

- **Conduct of Practical classes and Exams and the Equipments available:**
Students feedback are taken once in a semester to comprehend and improve the mode of conduct of Practical classes and exams. They are also made to give feedback on the equipments available in the Laboratory whether they are satisfactorily available or the need to procure them. Based on the feedbacks the department obtains all requirements or improves the Teaching Learning process of the Practical classes and Exams Conducted.
- **Course Content:**
Student feedback being one of the most vital aspects of progress in the department is made to give feedback on the syllabus and course content. To display and suggest whether they are upto date and satisfactory in the Teaching Learning Process. This are noted by the Teachers and followed up in the syllabus next syllabus revision.
- **Good Practices:**
Feedbacks on the good practices are taken by the department. Some of the important feedbacks received from the students and need for continuations are professional programs like Career Guidance and Extension Lectures.

- c. Steps taken by you, during the year, for the evaluation of the programme/ course taught:

Some of the steps taken by me for the evaluation of the program/ course taught are:
Teaching through the board, conduct of class tests, group discussion, Problem solving, Teaching individually to the slow learners for every topic that they find difficult to understand.

9. General Data

Give a brief assessment of your performance during the year, indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement:

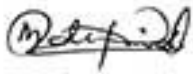
Some of the achievements, (b) difficulties faced and (c) suggestions for

improvement:

-Finishing the academic year as a Teacher and an HOD with my Respective colleagues is indeed an achievement.

-Being a Football coach and winning trophies with my fellow students as indeed an achievement.

I hereby declare that the information given above is true to the best of my knowledge and belief.



Mr.Madovi David

Date: 09/02/24

(Name and Signature of the Teacher with date)



ST. JOSEPH'S COLLEGE

JAKHAMA

P.B. No. 39, Kohima, Nagaland – 797 001

(Autonomous status granted by UGC notification No.F.22-1/2017 (AC) Dtd.11th Oct.2018)

0370-2231009 (O), 2233022 (Principal), 9436437544 (M)

www.stjosephjakhama.ac.in Email: stjosephc@gmail.com

NAAC Grade A (CGPA: 3.12)

YEAR END PERFORMANCE SELF APPRAISAL PROFORMA OF TEACHERS FOR THE ACADEMIC YEAR JULY 2022 – JUNE 2023

1. General Information

a	Name	K. Zubemo Humtsoe
b	Temporary/Permanent/Guest Faculty/Other	Permanent
c	Department	Business Administration
d	Courses taught	BBA
e	Address (Residential)	Agri Colony, Kohima, Nagaland
f	Address (Permanent)	New Colony, Wokha Town, Nagaland
g	Phone No	8974406081
h	Email id	zubehunt@gmail.com
j	Date of appointment	06/12/2012
k	Qualification	MBA, NET
l	Area of Specialization (if MPhil or PhD holder)	

2. Teaching

a. Classes taught during the Academic Year:

Class	Periods	
	Assigned per Week (Lecture/ Practical/ Tutorial)	Steps taken for the teaching of periods missed during absence or leave
i) UG/ PG (B.A./BSc/ B.Com/BBA/MA)	L: 15 P: T: 2	Adjusted and took up any free period available.
iii) Any other		

b. Total leave taken from 1st July, 2022 to 30th June, 2023

Casual leave	4 days	Medical leave	4 days
Duty leave	2 days	Loss of pay leave	0 days
Commutated leave	0 days	Others (specify)	0 days
Half-pay leave	0 days		

c. Regularity and Punctuality: Good
(Strike out or delete what is not applicable)

d. Explain briefly how you planned your teaching for the year, mentioning a few reading lists provided to students (especially books/articles outside compulsory reading):

Lesson plans were prepared for all the papers before the academic sessions begun

e. Details of participation in the following:

i. College Education

I was officially assigned to teach UG BBA.

Taught the following semesters and courses:

1. BBA 1st Semester: Fundamentals of Management & Organisational Behaviour (BAC 1.1)
2. B.Com 3rd Semester (Generic Elective): Entrepreneurship Development (BAG 3.5)
3. BBA 4th Semester: Human Resource Management (BAC 4.2)
4. BBA 6th Semester: Strategic Management (BAC 6.1) and Summer Internship (BAS 6.3)

ii. Question Paper Setting

I was officially appointed by the Controller of Examination, SJC (A), to set questions for the following courses both for Mid Term Exam and End Semester Exam:

1. BBA 1st Semester: Fundamentals of Management & Organisational Behaviour (BAC 1.1)
2. B.Com 3rd Semester (Generic Elective): Entrepreneurship Development (BAG 3.5)
3. BBA 4th Semester: Human Resource Management (BAC 4.2)
4. BBA 6th Semester: Strategic Management (BAC 6.1)

iii. Assessment of assignments

Details of assignment given to the students (semester wise) and subject wise:-

1. BBA 1st Semester for course “Fundamentals of Management & Organisational Behaviour (BAC 1.1)”: Assignment topic- ‘*Search for three companies doing click business or bricks or mortar business or brick/mortar and click business. Provide brief history about the companies. Area of business/industry, business location, products/services produced/offered, key people, etc.*’, a written assignment assessed on ten marks.

2. B.Com 3rd Semester (Generic Elective) for course “Entrepreneurship Development (BAG 3.5)”: Assignment topic- ‘*Three innovative products of different companies across the globe*’, a written assignment assessed on ten marks

3. BBA 4th Semester: for course “Human Resource Management (BAC 4.2)”: Assignment topic- ‘*Global layoff of employees*’, a written assignment assessed on ten marks

4. BBA 6th Semester for course “Strategic Management (BAC 6.1)”: Assignment topic- ‘*Choose two popular business organisations in the world. Find out the strategies that they have been using and find out the reason behind the use of such strategies*’, a written assignment assessed on ten marks

iv. Assessment of Presentations

--

v. Conduct and Assessment of Field Projects/ Educational Study Tour

1. Organized ‘Industrial Visit’ to Supreme Compan, Guwahati, Assam, for the BBA 4th Semester (2021-2024 batch) from March 17 to March 20, 2023.

2. Organized ‘Industrial Visit’ to Emaimi Ltd plant at Pacharia, Guwahati, Assam, for the BBA 2nd Semester (2022-2025 batch) from April 28 to May 1, 2023.

vi. Conduct of Examination Invigilation, Scrutiny and Moderation

1. Examination invigilation: Officially appointed as invigilator for the two Midterm Examinations and two End Semester Examinations.

2. Moderation:

(i) Question paper moderation:- Officially appointed to moderate the

question papers for both Midterm Examinations and End Semester Examinations.

(ii) Marks Moderation: Officially appointed to moderate the marks for both Midterm Examinations and End Semester Examinations.

vii. Evaluation of Answer Scripts / Dissertation, etc

Officially appointed to the answer scripts for the following courses/papers:-

1. Fundamentals of Management & Organisational Behaviour (BAC 1.1)
2. Entrepreneurship Development (BAG 3.5)
3. Human Resource Management (BAC 4.2)
4. Strategic Management (BAC 6.1)

viii. Mentoring

Officially assigned to mentor 81 students (1st, 3rd & 5th, 2nd, 4th & 6th Semesters).

One-on-One Mentoring method was used.

ix. Any other

N/A

3. Details of Innovations in / Contribution to Teaching Process, during the year:

a. Design of curriculum:

Actively involved/engaged in drafting the NEP 2020 curriculum and syllabi for BBA 1st and 2nd semesters as the Chairman of the Board of Studies, Dept. of Business Administration, SJC (A), Jakhama. (Ref. official meeting of the BoS on 13th June 2023).

b. Teaching methods:

N/A

c. Laboratory experiments:

N/A

d. Evaluation methods:

N/A

- e. Preparation of resource material including books, reading materials, laboratory manuals etc.

N/A

- f. Remedial Teaching / Student Counselling (academic)

N/A

- g. Any other

N/A

4. Improvement of Professional Competence:

- a. Details of refresher courses/orientation/ participation in summer school/ FDPs etc., attended/ organized including open university courses/ M.Phil., Ph.D. during the academic year 2022-2023:

No	Name of the Programme	Organiser's Detail	Sponsor's Detail	Place	Date
i	Capacity building programme on Nexus of core personal-group values and effective teaching	IQAC, SJC (A)		SJC (A) Auditorium	12 th November, 2022
ii	Orientation on SSR Manual and Quality Benchmarks	IQAC, SJC (A)		PG Conference Hall, SJC(A)	27 th April, 2023
iii					
iv					
v					

- b. Details of College/ State/ National/ International Seminar/ Conference/ Workshop etc., attended/organised during the academic year 2022-2023:

No	Name of the Seminar/ Conference/ Workshop, etc.	Organiser's Detail	Sponsor's Detail	Place	Date
i					
ii					
iii					
iv					
v					

5. Research Contributions

a. Number of books/ research papers published/ presented at seminars/ conferences etc during the Academic Year 202-2023:

	Title of the Paper/Chapter	International/ National/ State/Local	ISSN/ ISBN Number	UGC CARELIST/ Scopus/ Web of Science	Citation Index
Peer reviewed journals					
Non-reviewed journals					
E-journals					
Conference proceedings					
Books with ISBN					
Books without ISBN					
Chapters in books with ISBN					

b. Research projects taken up:

Title of the Project	Name of the funding agency	Duration	Amount

c. Membership of Professional Bodies, Editorship of Journals etc, during the year:

N/A

6. Participation in Corporate Life:

Please give a short account of your contribution, during the year, to:

a. College/University/Institution:

1. Serving as the Director, Department of Business Administration, SJC (A).
2. Serving as Director of Spring Fest.
3. Member of the Academic Council, SJC (A), Jakhama.
4. Chairman, Board of Studies, Dept. of Business Administration, SJC (A).

5. Organised motivational talk session for the BBA 5th semester class (2020-2023 Batch) on 29th July, 2022.
6. Conducted an Intra-Departmental Business Quiz Competition on September 2, 2022.
7. Organized a “talk and interactive session on aspects of IT in business” for the BBA 5th Semester (2020-2023 batch) students on 27th November, 2022.
8. Attended the 4th Academic Council meeting held online on 29th November, 2022.
9. Organised ‘Studentpreneur awareness program’ on 6th February, 2023.,in collaboration with Young Indians (YI) Nagaland chapter, supported by CII, Startup Nagaland and Educentre.
10. Organized 10 hours financial education workshop for the BBA 6th semester from 6th Feb. to 10th Feb. 2023. The workshop was an initiative of NISM (National Institute of Securities Market).
11. Organised a seminar on ‘Digital Marketing’ in collaboration with the Dept. of Commerce, SJC (A), Jakhama, on 7th February, 2023.
12. Organized ‘Academic Counselling’ for the BBA 6th Semester (2020-2023 Batch) on February 23, 2023.
13. Organised a meeting of the Board of Studies of the Dept. on 13th June, 2023, and instrumental in framing the NEP 2020 curriculum and syllabi for the BBA 1st and 2nd Semesters.
14. Attended the Academic Council meeting held online on 30th June, 2023.
15. Attended and participated in all the Staff meetings organised by the College Management Board.
16. Organised and chaired several meeting in the Department.

b. Co-curricular activities:

1. Actively involved in organising the 9th Spring Fest, 2023.
2. Actively involved in organising the 13th Convergence Fest 2022, of the Department of Business Administration, SJC (A).
3. Organised the International Youth Day in collaboration with NSACS (Nagaland State AIDS Control Society) on 12th August, 2022, at the College.

c. Extension Activity / Community Service

1. Organised Social extension program at Govt. Primary School, Zhodi Colony, Jakhama

on 17th May, 2023.

d. Positions held/ leadership role played in organisations/associations etc., linked with extension work and National Service Scheme (NSS), or NCC or any other similar activity:

N/A

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

1. Attended the College Sports Week.
2. Attended the 9th Spring Fest 2023 at SJC (A).

f. Students' welfare and discipline:

1. Organised several meetings with the faculties of the department to commit time and resources for the well being of the students.
2. Had several round of meetings with the students' representative (class wise) and student's leaders of the Department to listen to their concerns and discussed on feasible approaches.
3. Engaged the faculties of the department in maintaining discipline. Took initiative and implemented consistent maintenance of attendance log book to keep track of student's attendance.

g. Membership/Participation in Bodies/Committees on Education and National Development:

N/A

h. Professional Organizations of Teachers

N/A

7. Awards/ Recognitions received at the State/National and International level:

N/A

8. Teaching Learning Evaluation:

a. Does your department obtain feedback from faculty on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

Yes.

- b. Does your department obtain feedback from students on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

- c. Steps taken by you, during the year, for the evaluation of the programme/ course taught:


9. General Data

Give a brief assessment of your performance during the year, indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement:

The student's survey report was satisfactory. Students' performance both in the class room assessments and written exams were satisfactory.

I hereby declare that the information given above is true to the best of my knowledge and belief.

K. Zubemo Humtsoe



30/06/2023

(Name and Signature of the Teacher with date)



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NAAC Grade A (CGPA: 3.12)

YEAR END PERFORMANCE SELF APPRAISAL PROFORMA OF TEACHERS FOR THE ACADEMIC YEAR JULY 2022 – JUNE 2023

1. General Information

a	Name	Gaanpatrei Kamei
b	Temporary/Permanent/Guest Faculty/Other	Other
c	Department	Economics
d	Courses taught	Microeconomics-1, Microeconomics-2, International Economics, Public Economics
e	Address (Residential)	St. Joseph's College (A) Jakhama Teacher's quarter, Zhodi Colony
f	Address (Permanent)	Namkaolong – 1, L. Khunou, Khoupum, Noney District, Manipur
g	Phone No	811893862/7005822981
h	Email id	gaankamei1432@gmail.com
j	Date of appointment	15 th February 2022
k	Qualification	M.A., NET
l	Area of Specialization (if MPhil or PhD holder)	

2. Teaching

a. Classes taught during the Academic Year:

Class	Periods	
	Assigned per Week (Lecture/ Practical/ Tutorial)	Steps taken for the teaching of periods missed during absence or leave

i) UG/ PG (B.A./BSc/ B.Com/BBA/MA)	L: 14 P: T: 2	Tutorials
iii) Any other		

b. Total leave taken from 1st July, 2022 to 30th June, 2023

Casual leave	9 days	Medical leave	2 days
Duty leave	days	Loss of pay leave	days
Commutated leave	days	Others (specify)	days
Half-pay leave	days		

c. Regularity and Punctuality: Very good

d. Explain briefly how you planned your teaching for the year, mentioning a few reading lists provided to students (especially books/articles outside compulsory reading):

<p>Prepared my PPTs taking the source from EPGpathshala, Economic discussion and Xerox materials handouts, Baumol, W.J. (1985): <i>Economic Theory and Operations Analysis</i>, PrenticeHall.</p> <p>Henderson, J. and R.A. Quandt (1984): <i>Microeconomic Theory</i>, McGraw Hill, Tokyo.</p> <p>Koutsoyiannis, A. (1980): <i>Microeconomic Theory</i>, MacMillan.</p> <p>Lancaster, K. (1972): <i>Consumer Demand: A New Approach</i>, CUP, NY.</p> <p>Layard, P.R.G. and A.A. Walters (1978): <i>Microeconomic Theory</i>, McGraw Hill, NY.</p>

e. Details of participation in the following:

i. College Education

I taught the PG students of both second year and final year. The course includes Microeconomics-2 and Public Economics.

ii. Question Paper Setting

I have set question papers for both internal and end semester examination for the

course, Microeconomics-2, and Public Economics.

iii. Assessment of assignments

I have evaluated the assignments for the course Microeconomics-2, and Public Economics and it was evaluated out of 10 marks.

iv. Assessment of Presentations

I have evaluated the presentation for the course Microeconomics-1 and Public Economics and it was evaluated out of 10 marks as part of the Internal marks assessment.

v. Conduct and Assessment of Field Projects/ Educational Study Tour

vi. Conduct of Examination Invigilation, Scrutiny and Moderation

Invigilated the Mid Semester Test and End Semester Examination and was also appointed for Scrutiny and Moderation.

vii. Evaluation of Answer Scripts / Dissertation, etc

Evaluated the answers scripts for the course Microeconomics-2, and Public Economics.

viii. Mentoring

I have mentored 10 students

ix. Any other

3. Details of Innovations in / Contribution to Teaching Process, during the year:

a. Design of curriculum:

Member of BOS, in framing the syllabus of NEP 2020.

b. Teaching methods:

--

c. Laboratory experiments:

--

d. Evaluation methods:

--

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

--

f. Remedial Teaching / Student Counselling (academic)

Student counselling

g. Any other

--

4. Improvement of Professional Competence:

a. Details of refresher courses/orientation/ participation in summer school/ FDPs etc., attended/ organized including open university courses/ M.Phil., Ph.D. during the academic year 2022-2023:

No	Name of the Programme	Organiser's Detail	Sponsor's Detail	Place	Date
i	FDP	IQAC, St. Joseph's College(A) Jakhama		College	07/07/2022
ii	Professional Programme Building	IQAC, St. Joseph's College(A) Jakhama		College	12/11/2022
iii	Orientation on Revised SSR Manual	IQAC, St. Joseph's College(A) Jakhama		College	27/04/2022
iv					
v					

b. Details of College/ State/ National/ International Seminar/ Conference/ Workshop etc., attended/organised during the academic year 2022-2023:

No	Name of the Seminar/ Conference/ Workshop, etc.	Organiser's Detail	Sponsor's Detail	Place	Date
i					
ii					
iii					
iv					
v					

5. Research Contributions

a. Number of books/ research papers published/ presented at seminars/ conferences etc during the Academic Year 202-2023:

	Title of the Paper/Chapter	International/ National/ State/Local	ISSN/ ISBN Number	UGC CARELIST/ Scopus/ Web of Science	Citation Index
Peer reviewed journals					
Non-reviewed journals					
E-journals					
Conference proceedings					
Books with ISBN					
Books without ISBN					
Chapters in books with ISBN					

b. Research projects taken up:

Title of the Project	Name of the funding agency	Duration	Amount

c. Membership of Professional Bodies, Editorship of Journals etc, during the year:

--

6. Participation in Corporate Life:

Please give a short account of your contribution, during the year, to:

a. College/University/Institution:

Coordinator of the Department of Economics, Director of Art Club

b. Co-curricular activities:

Organised an Arts exhibition on Mental Health Awareness in the college by Art Club,
Organised an Inter-Collegiate Sports at St. Joseph's College (A) Jakhama, organized
an annual college week for the college.

c. Extension Activity / Community Service

d. Positions held/ leadership role played in organisations/associations etc., linked with extension work and National Service Scheme (NSS), or NCC or any other similar activity:

Staff Director of Art Club

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

Invited as the judge for the extempore speech competition in the college Men's Hostel.
Got invited as the judge for the Social Engineer Fest to judge the documentary videos
competition.

f. Students' welfare and discipline:

g. Membership/Participation in Bodies/Committees on Education and National Development:

h. Professional Organizations of Teachers

7. Awards/ Recognitions received at the State/National and International level:

8. Teaching Learning Evaluation:

- a.** Does your department obtain feedback from faculty on curriculum as well as teaching learning process? If yes, how does the department make effective use of it?

- b.** Does your department obtain feedback from students on curriculum as well as teaching learning process? If yes, how does the department make effective use of it?

- c.** Steps taken by you, during the year, for the evaluation of the programme/ course taught:

9. General Data

Give a brief assessment of your performance during the year, indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement:

Successfully completed the course syllabus on time with some revisions of certain topics, syllabus was little vast.

I hereby declare that the information given above is true to the best of my knowledge and belief.

Gaanpatrei Kamei



19/08/2023

(Name and Signature of the Teacher with date)



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NAAC Grade A (CGPA: 3.12)

YEAR END PERFORMANCE SELF APPRAISAL PROFORMA OF TEACHERS FOR THE ACADEMIC YEAR JULY 2022 – JUNE 2023

1. General Information

a	Name	E. Lawrence
b	Temporary/Permanent/Guest Faculty/Other	Contract
c	Department	History
d	Courses taught	HSC 2.2; Social formations and cultural patterns of the Medieval World. HSC 3.3; History of the Northeast India HSS 3.4; Understanding Heritage HSC 4.1: History of India IV(1206-1707) HSD 5.3: History of the United States of America I.
e	Address (Residential)	St. Joseph's College (A) Jakhama
f	Address (Permanent)	Bakie Village, Senapati District Manipur-795007
g	Phone No	8259957735
h	Email id	Always.elam@gmail.com
j	Date of appointment	12 th September 2022
k	Qualification	M.A, NET, B.Ed,
l	Area of Specialization (if MPhil or PhD holder)	

2. Teaching

a. Classes taught during the Academic Year:

Class	Periods

	Assigned per Week (Lecture/ Practical/ Tutorial)	Steps taken for the teaching of periods missed during absence or leave
i) UG B.A.	L:15 P:0 T: 1	Takes extra class to complete the class if required.
iii) Any other		

b. Total leave taken from 1st July, 2022 to 30th June, 2023

Casual leave	7 days	Medical leave	0 days
Duty leave	0 days	Loss of pay leave	0 days
Commutated leave	0 days	Others (specify)	0 days
Half-pay leave	0 days		

c. Regularity and Punctuality: Good

d. Explain briefly how you planned your teaching for the year, mentioning a few reading lists provided to students (especially books/articles outside compulsory reading):

After the lesson plan is being prepared, attempts were always made to complete the course in time framed. Suggested readings and teacher personal notes are supplemented along with class lectures.

e. Details of participation in the following:

i. College Education

Taught for undergraduate B.A History for 2nd, 3rd, 4th and 5th semester.

ii. Question Paper Setting

Set questions for HSC 2.2, HSC 3.3, HSS 3.4, HSC 4.1, HSD 5.3 for the End Semester Exam.

iii. Assessment of assignments

Assessed 500 assignments for 2nd semester F, 3rd Semester E, 3rd semester F, 4th

semester E and 5th Semester F.

iv. Assessment of Presentations

Assessed 500 copies of assignment for 2nd, 3rd, 4th and 5th semesters.

v. Conduct and Assessment of Field Projects/ Educational Study Tour

Conducted field-based project for the 3rd semester students to Willong Khullen, senapati district Manipur, in the month of October 2022.

vi. Conduct of Examination Invigilation, Scrutiny and Moderation

Performed the duty of invigilation for the End Semester Exam.

vii. Evaluation of Answer Scripts / Dissertation, etc

Evaluated the mid semester and end semester exam answer scripts for HSC 2.2, HSC 3.3, HSS 3.3, HSC 4.1, HSD 5.3

viii. Mentoring

Mentored 60 students

ix. Any other

3. Details of Innovations in / Contribution to Teaching Process, during the year:

a. Design of curriculum:

Participated as a member of Board of Studies for the Department of History for framing the NEP 2020 Curriculum (1st & 2nd Semesters)

b. Teaching methods:

Lecture cum discussion supported with power point presentation.

c. Laboratory experiments:

d. Evaluation methods:

Assess the quality of arguments, reasoning, knowledge and ethics in writing.

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

Reads essential and suggested text books along with the help from internet

f. Remedial Teaching / Student Counselling (academic)

Taken remedial class for HSC 3.3 (3rd sem F) and HSC 4.1 (4th sem E).

g. Any other

4. Improvement of Professional Competence:

a. Details of refresher courses/orientation/ participation in summer school/ FDPs etc., attended/ organized including open university courses/ M.Phil., Ph.D. during the academic year 2022-2023:

No	Name of the Programme	Organiser's Detail	Sponsor's Detail	Place	Date
i					
ii					
iii					
iv					
v					

b. Details of College/ State/ National/ International Seminar/ Conference/ Workshop etc., attended/organised during the academic year 2022-2023:

No	Name of the Seminar/ Conference/ Workshop, etc.	Organiser's Detail	Sponsor's Detail	Place	Date
i					
ii					
iii					
iv					
v					

5. Research Contributions

a. Number of books/ research papers published/ presented at seminars/ conferences etc during the Academic Year 202-2023:

	Title of the Paper/Chapter	International/ National/ State/Local	ISSN/ ISBN Number	UGC CARELIST/ Scopus/ Web of Science	Citation Index
Peer reviewed journals					
Non-reviewed journals					
E-journals					
Conference proceedings					
Books with ISBN					
Books without ISBN					
Chapters in books with ISBN					

b. Research projects taken up:

Title of the Project	Name of the funding agency	Duration	Amount

c. Membership of Professional Bodies, Editorship of Journals etc, during the year:

--

6. Participation in Corporate Life:

Please give a short account of your contribution, during the year, to:

a. College/University/Institution:

--

b. Co-curricular activities:

Participated in the 3 rd Historia Fest.
--

c. Extension Activity / Community Service

d. Positions held/ leadership role played in organisations/associations etc., linked with extension work and National Service Scheme (NSS), or NCC or any other similar activity:

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

f. Students' welfare and discipline:

Check student's regularity in class and motivate moral code of conduct.

g. Membership/Participation in Bodies/Committees on Education and National Development:

h. Professional Organizations of Teachers

7. Awards/ Recognitions received at the State/National and International level:

8. Teaching Learning Evaluation:

a. Does your department obtain feedback from faculty on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

b. Does your department obtain feedback from students on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

Yes. Head of the Department informed the faculty members in person and make suggestion for improvement if required.

- c. Steps taken by you, during the year, for the evaluation of the programme/ course taught:

Conducts class test and gives home assignment

9. General Data

Give a brief assessment of your performance during the year, indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement:

I was regular for my duty during the academic session of July 2022-June 2023. I consistently put efforts to improve myself in teaching-learning process. Handling a big number of classes is sometime difficult for quality assessment of the students.

I hereby declare that the information given above is true to the best of my knowledge and belief.



10/06/23

E. Lawrence



ST. JOSEPH'S COLLEGE

JAKHAMA

P.B. No. 39, Kohima, Nagaland – 797 001

(Autonomous status granted by UGC notification No.F.22-1/2017 (AC) Dtd.11th Oct.2018)

0370-2231009 (O), 2233022 (Principal), 9436437544 (M)

www.stjosephjakhama.ac.in Email: stjosephc@gmail.com

NAAC Grade A (CGPA: 3.12)

YEAR END PERFORMANCE SELF APPRAISAL PROFORMA OF TEACHERS FOR THE ACADEMIC YEAR JULY 2022 – JUNE 2023

1. General Information

a	Name	Dr. Sr. Laly Varghese
b	Temporary/Permanent/Guest Faculty/Other	Temporary
c	Department	English
d	Courses taught	Under Graduate Course
e	Address (Residential)	St.Joseph Adoration convent, C/o St. Joseph's College Jakhama, Nagaland, 797001
f	Address (Permanent)	SABS provincial House, Chumukedima, Nagaland
g	Phone No	8921188359/8974101588
h	Email id	sabsanita68@gmail.com
j	Date of appointment	22/ 7/2022
k	Qualification	MA In English MA in History,B.Ed P.hD
l	Area of Specialization (if MPhil or PhD holder)	P.hD in English

2. Teaching

a. Classes taught during the Academic Year:

Class	Periods

	Assigned per Week (Lecture/ Practical/ Tutorial)	Steps taken for the teaching of periods missed during absence or leave
UG 4 th Semester 2 nd Semester 3 rd Semester 1 st Semester (B.A./BSc/ B.Com/BBA/MA)	L:13 P:Nil T: Nil	Assigned for home work and class work
iii) Any other		

b. Total leave taken from 1st July, 2022 to 30th June, 2023

Casual leave	10days	Medical leave	days
Duty leave	days	Loss of pay leave	days
Commutated leave	days	Others (specify)	days
Half-pay leave	days		

c. Regularity and Punctuality: Good

d. (Strike out or delete what is not applicable)

e. Explain briefly how you planned your teaching for the year, mentioning a few reading lists provided to students (especially books/articles outside compulsory reading):

I prepared with power point presentation and lectures.
Prepared a book for the students.
Asked the students to read some of the works of Romantic literatures, American Literature and other some novels.

f. Details of participation in the following:

i. College Education

I attended Seminars and workshops arranged by the college.

ii. Question Paper Setting

Yes . I prepared the question setting assigned by the examination branch.

iii. Assessment of assignments

Yes, I have done to the students during the course of the semester.

iv. Assessment of Presentations

Yes, during the course of the semester many presentations were done for the students.

v. Conduct and Assessment of Field Projects/ Educational Study Tour

Nil

vi. Conduct of Examination Invigilation, Scrutiny and Moderation

Yes, I have joined for conducting examination, invigilation and scrutiny.

vii. Evaluation of Answer Scripts / Dissertation, etc

Yes. I have evaluated the answer script of the students.

viii. Mentoring

Yes.

ix. Any other

Counseling the weak and problematic students.

3. Details of Innovations in / Contribution to Teaching Process, during the year:

a. Design of curriculum:

Yes.

b. Teaching methods:

PPT, Lecture method , Group Discussions , Presentation,

c. Laboratory experiments:

Nil.

d. Evaluation methods:

Class Test, Oral test and Presentation

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

Yes

f. Remedial Teaching / Student Counselling (academic)

Yes

g. Any other

4. Improvement of Professional Competence:

a. Details of refresher courses/orientation/ participation in summer school/ FDPs etc., attended/ organized including open university courses/ M.Phil., Ph.D. during the academic year 2022-2023:

No	Name of the Programme	Organiser's Detail	Sponsor's Detail	Place	Date
i					
ii					
iii					
iv					
v					

b. Details of College/ State/ National/ International Seminar/ Conference/ Workshop etc., attended/organised during the academic year 2022-2023:

No	Name of the Seminar/ Conference/ Workshop, etc.	Organiser's Detail	Sponsor's Detail	Place	Date
i	Three Days National Seminar	Joseph's College(Autonomous),Jakhama	ICPR), New Delhi and (ICSSR-NERC),Shillong	Joseph's College(Autonomous)	29 th -31 st January, 2023
ii	Two Days National Seminar,		ICSSR, New	Joseph's College(Auto	14 th & 15

			Delhi	nomous),Jakhama	2023
Iii	Two Days National Seminar		ICSSR , NEW DELHI	Department of Economics, St. Joseph's College (Autonomous) Jakhama,	10 -11 th 2023
Iv					
V					

5. Research Contributions

a. Number of books/ research papers published/ presented at seminars/ conferences etc during the Academic Year 202-2023:

	Title of the Paper/Chapter	International/ National/ State/Local	ISSN/ ISBN Number	UGC CARELIST/ Scopus/ Web of Science	Citation Index
Peer reviewed journal(Impressions)	Portrayal of Mother-Son Relationships in Toni Morrison's Novel <i>Sula</i>	Local	ISSN - 22784624 Volume 7- 2022-2023		29 th -31 st January 2023
Non-reviewed journals					
E-journals					
Conference proceedings					
Books with ISBN					
Books without ISBN					
Chapters in books with ISBN					

b. Research projects taken up:

Title of the Project	Name of the funding agency	Duration	Amount

c. Membership of Professional Bodies, Editorship of Journals etc, during the year:

6. Participation in Corporate Life:

Please give a short account of your contribution, during the year, to:

a. College/University/Institution:

b. Co-curricular activities:

Jesus Youth

c. Extension Activity / Community Service

Visiting the neighbouring hostels , rented houses where our students are staying and the students homes.

d. Positions held/ leadership role played in organisations/associations etc., linked with extension work and National Service Scheme (NSS), or NCC or any other similar activity:

Jesus Youth programmes

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

Hostels activities,
Sports,
Games,
Cultural activities,

f. Students' welfare and discipline:

Yes

g. Membership/Participation in Bodies/Committees on Education and National Development:

h. Professional Organizations of Teachers

7. Awards/ Recognitions received at the State/National and International level:

8. Teaching Learning Evaluation:

a. Does your department obtain feedback from faculty on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

Yes.

b. Does your department obtain feedback from students on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

Yes

c. Steps taken by you, during the year, for the evaluation of the programme/ course taught:

Extra time is spend in order to prepare the lessons well before teaching.

Courses attended.

Assessed the students and feed backs are collected from the students.

9. General Data

Give a brief assessment of your performance during the year, indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement:

Good.

I hereby declare that the information given above is true to the best of my knowledge and belief.

Dr. Sr.Laly Varghese

Laly Varghese

12/2/2023

(Name and Signature of the Teacher with date)



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www.stjosephjakhama.ac.in Email: stjosephc@gmail.com

NAAC Grade A (CGPA: 3.12)

YEAR END PERFORMANCE SELF APPRAISAL PROFORMA OF TEACHERS FOR THE ACADEMIC YEAR JULY 2022 – JUNE 2023

1. General Information

a	Name	Dr. Sr. Laly Varghese
b	Temporary/Permanent/Guest Faculty/Other	Temporary
c	Department	English
d	Courses taught	Under Graduate Course
e	Address (Residential)	St.Joseph Adoration convent, C/o St. Joseph's College Jakhama, Nagaland, 797001
f	Address (Permanent)	SABS provincial House, Chumukedima, Nagaland
g	Phone No	8921188359/8974101588
h	Email id	sabsanita68@gmail.com
j	Date of appointment	22/ 7/2022
k	Qualification	MA In English MA in History,B.Ed P.hD
l	Area of Specialization (if MPhil or PhD holder)	P.hD in English

2. Teaching

a. Classes taught during the Academic Year:

Class	Periods

	Assigned per Week (Lecture/ Practical/ Tutorial)	Steps taken for the teaching of periods missed during absence or leave
UG 4 th Semester 2 nd Semester 3 rd Semester 1 st Semester (B.A./BSc/ B.Com/BBA/MA)	L:13 P:Nil T: Nil	Assigned for home work and class work
iii) Any other		

b. Total leave taken from 1st July, 2022 to 30th June, 2023

Casual leave	10days	Medical leave	days
Duty leave	days	Loss of pay leave	days
Commutated leave	days	Others (specify)	days
Half-pay leave	days		

c. Regularity and Punctuality: Good

d. (Strike out or delete what is not applicable)

e. Explain briefly how you planned your teaching for the year, mentioning a few reading lists provided to students (especially books/articles outside compulsory reading):

I prepared with power point presentation and lectures.
Prepared a book for the students.
Asked the students to read some of the works of Romantic literatures, American Literature and other some novels.

f. Details of participation in the following:

i. College Education

I attended Seminars and workshops arranged by the college.

ii. Question Paper Setting

Yes . I prepared the question setting assigned by the examination branch.

iii. Assessment of assignments

Yes, I have done to the students during the course of the semester.

iv. Assessment of Presentations

Yes, during the course of the semester many presentations were done for the students.

v. Conduct and Assessment of Field Projects/ Educational Study Tour

Nil

vi. Conduct of Examination Invigilation, Scrutiny and Moderation

Yes, I have joined for conducting examination, invigilation and scrutiny.

vii. Evaluation of Answer Scripts / Dissertation, etc

Yes. I have evaluated the answer script of the students.

viii. Mentoring

Yes.

ix. Any other

Counseling the weak and problematic students.

3. Details of Innovations in / Contribution to Teaching Process, during the year:

a. Design of curriculum:

Yes.

b. Teaching methods:

PPT, Lecture method , Group Discussions , Presentation,

c. Laboratory experiments:

Nil.

d. Evaluation methods:

Class Test, Oral test and Presentation

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

Yes

f. Remedial Teaching / Student Counselling (academic)

Yes

g. Any other

4. Improvement of Professional Competence:

a. Details of refresher courses/orientation/ participation in summer school/ FDPs etc., attended/ organized including open university courses/ M.Phil., Ph.D. during the academic year 2022-2023:

No	Name of the Programme	Organiser's Detail	Sponsor's Detail	Place	Date
i					
ii					
iii					
iv					
v					

b. Details of College/ State/ National/ International Seminar/ Conference/ Workshop etc., attended/organised during the academic year 2022-2023:

No	Name of the Seminar/ Conference/ Workshop, etc.	Organiser's Detail	Sponsor's Detail	Place	Date
i	Three Days National Seminar	Joseph's College(Autonomous),Jakhama	ICPR), New Delhi and (ICSSR-NERC),Shillong	Joseph's College(Autonomous)	29 th -31 st January, 2023
ii	Two Days National Seminar,		ICSSR, New	Joseph's College(Auto	14 th & 15

			Delhi	nomous),Jakhama	2023
Iii	Two Days National Seminar		ICSSR , NEW DELHI	Department of Economics, St. Joseph's College (Autonomous) Jakhama,	10 -11 th 2023
Iv					
V					

5. Research Contributions

a. Number of books/ research papers published/ presented at seminars/ conferences etc during the Academic Year 202-2023:

	Title of the Paper/Chapter	International/ National/ State/Local	ISSN/ ISBN Number	UGC CARELIST/ Scopus/ Web of Science	Citation Index
Peer reviewed journal(Impressions)	Portrayal of Mother-Son Relationships in Toni Morrison's Novel <i>Sula</i>	Local	ISSN - 22784624 Volume 7- 2022-2023		29 th -31 st January 2023
Non-reviewed journals					
E-journals					
Conference proceedings					
Books with ISBN					
Books without ISBN					
Chapters in books with ISBN					

b. Research projects taken up:

Title of the Project	Name of the funding agency	Duration	Amount

c. Membership of Professional Bodies, Editorship of Journals etc, during the year:

6. Participation in Corporate Life:

Please give a short account of your contribution, during the year, to:

a. College/University/Institution:

b. Co-curricular activities:

Jesus Youth

c. Extension Activity / Community Service

Visiting the neighbouring hostels , rented houses where our students are staying and the students homes.

d. Positions held/ leadership role played in organisations/associations etc., linked with extension work and National Service Scheme (NSS), or NCC or any other similar activity:

Jesus Youth programmes

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

Hostels activities,
Sports,
Games,
Cultural activities,

f. Students' welfare and discipline:

Yes

g. Membership/Participation in Bodies/Committees on Education and National Development:

h. Professional Organizations of Teachers

7. Awards/ Recognitions received at the State/National and International level:

8. Teaching Learning Evaluation:

a. Does your department obtain feedback from faculty on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

Yes.

b. Does your department obtain feedback from students on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

Yes

c. Steps taken by you, during the year, for the evaluation of the programme/ course taught:

Extra time is spend in order to prepare the lessons well before teaching.

Courses attended.

Assessed the students and feed backs are collected from the students.

9. General Data

Give a brief assessment of your performance during the year, indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement:

Good.

I hereby declare that the information given above is true to the best of my knowledge and belief.

Dr. Sr.Laly Varghese

Laly Varghese

12/2/2023

(Name and Signature of the Teacher with date)



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www.stjosephjakhama.ac.in Email: stjosephc@gmail.com

NAAC Grade A (CGPA: 3.12)

YEAR END PERFORMANCE SELF APPRAISAL PROFORMA OF TEACHERS FOR THE ACADEMIC YEAR JULY 2022 – JUNE 2023

1. General Information

a	Name	Dr. Saju Mathew
b	Temporary/Permanent/Guest Faculty/Other	Permanent
c	Department	Economics
d	Courses taught	BA Economics
e	Address (Residential)	Dr. Saju Mathew, St. Joseph's College (A), Jakhama, Kohima, Nagaland. 797001
f	Address (Permanent)	Dr. Saju Mathew, Madayankal House, Thodanal P.O., Kottayam Dt., Kerala
g	Phone No	9436070071
h	Email id	sajumathew22@gmail.com
j	Date of appointment	12/02/ 2002
k	Qualification	MA. M.Com. Ph.D
l	Area of Specialization (if MPhil or PhD holder)	Development Econommics

2. Teaching

a. Classes taught during the Academic Year:

Class	Periods	
	Assigned per Week (Lecture/ Practical/ Tutorial)	Steps taken for the teaching of periods missed during absence or leave

i) UG/ PG (B.A./BSc/ B.Com/BBA/MA)	L:16 P: T:1	
iii) Any other		

b. Total leave taken from 1st July, 2022 to 30th June, 2023

Casual leave	9- days	Medical leave	0- days
Duty leave	0- days	Loss of pay leave	0-days
Commutated leave	0-days	Others (specify)	0-days
Half-pay leave	0-days		

c. Regularity and Punctuality: Very good

d. Explain briefly how you planned your teaching for the year, mentioning a few reading lists provided to students (especially books/articles outside compulsory reading):

As per the syllabus I prepare the study materials of all the subjects and give to the class Representatives one printed copy of it. The class representatives take the xerox copy of it and distribute to all the students before that unit is taught. Students are also encouraged to refer the library books and make additions to the study materials provided to them or to make their own study materials if they can.

e. Details of participation in the following:

i. College Education

I happily take up the responsibility entrusted to me by the college authority and perform it my full capacity.

ii. Question Paper Setting

I was taking 3 papers each in odd semester and even semester and both the semesters I was involved in the preparation of the question papers for the paper I was teaching as per the demand from the exam section. As a senior faculty of the department, I was also called for the moderation of the question papers of the department.

iii. Assessment of assignments

As part of the internal assessment, individual assignments are given to the students

based on the syllabus. Students submit the assignment before the stipulated date and those assignments are checked and assigned marks according to their performance.

iv. Assessment of Presentations

As part of the internal assessment students are also given the option to choose to presentation or class test. Students who opt for the presentation maximum 5 minutes are assigned to do the presentation which is followed by the one or two question from the part of the students. In some classes group presentation is also given in which each group will be assigned a particular topic and the group can decide how many persons will present the paper by dividing into different sections based on the topic. During the presentation all the members of the group should be present and during the discussion or question time the members who did not present will be answering the question to ensure everyone's participation. Marks are allotted as per their involvement in the presentation.

v. Conduct and Assessment of Field Projects/ Educational Study Tour

Educational study tour or industrial visit are organized by the department every year and teachers accompany the students turn by turn. During the present academic year another two teachers were given the responsibility for the same.

vi. Conduct of Examination Invigilation, Scrutiny and Moderation

During the internal and end semester examination, as a senior faculty in the college, I was assigned with the duty of overall in-charge for coordinating the exam, since 2006, along with the principal and vice principals and some other teachers. I was called by the controller of exams for the scrutiny of the marks of BA Economics UG students in the last two semesters and I could render my service whenever I am called for it. I also joined with the HoD for the moderation of the BA Economics undergraduate question paper.

vii. Evaluation of Answer Scripts / Dissertation, etc

I was actively involved in the evaluation of the answer scripts. Last academic year I

was given three papers each in both semesters to evaluate and I could successfully do it. In addition to it in the last even semester I was also involved in the re-valuation of the answer scripts.

viii. Mentoring

I do mentor of the students of the class I Supervise. I meet individually a few students who need special attention and meet rest of the students in small groups to listen to them and to clarify their doubts about the higher studies and to guide them and to clarify anything they want to clarify.

ix. Any other

I am involved in the preparation of the NAAC assessment self-study report. I have taken charge to collect the data and prepare the report of the Criterion

3. Details of Innovations in / Contribution to Teaching Process, during the year:

a. Design of curriculum:

I was actively involved in the preparation of the new syllabus for the undergraduate course under NEP. I was also a member of the Board of Studies meeting to finalize the syllabus.

b. Teaching methods:

Along with the lecture methods, power point presentation, seminar presentation, group presentations, assignments, group discussions, brainstorming sessions etc. used in teaching.

c. Laboratory experiments:

Since it is BA economics Laboratory is not used for teaching purpose but every year one batch of students are taken out for the industrial visit or study tour to get practical experiments and different teachers take in- charge turn by turn or on optional basis.

d. Evaluation methods:

For the continuous evaluation of the students as part of internal assessment, students are given assignments, group presentations, individual presentations, and class test. For the comprehensive evaluation of the students at the end semester written test is

used.

- e. Preparation of resource material including books, reading materials, laboratory manuals etc.

Study material is prepared for all the subjects I was teaching as per the syllabus and distributed to students as the study notes

- f. Remedial Teaching / Student Counselling (academic)

Students are informed to meet me any time in the college for clarification of any topics or for any guidance.

- g. Any other

I am actively involved in all the activities of the department in addition to teaching

4. Improvement of Professional Competence:

- a. Details of refresher courses/orientation/ participation in summer school/ FDPs etc., attended/ organized including open university courses/ M.Phil., Ph.D. during the academic year 2022-2023:

No	Name of the Programme	Organiser's Detail	Sponsor's Detail	Place	Date
i	UGC- Refresher Course in Social Sciences	HRDC of the University of Hyderabad	UGC	HRDC of the University of Hyderabad	4 th July to 16 th July, 2022
ii	Short Term Course on Soft Skills Development	HRDC of the University of Calicut	UGC	HRDC of the University of Calicut	16 th February 2023 to 22 nd February, 2023.
iii					
iv					
v					

- b. Details of College/ State/ National/ International Seminar/ Conference/ Workshop etc., attended/organised during the academic year 2022-2023:

No	Name of the Seminar/ Conference/ Workshop, etc.	Organiser's Detail	Sponsor's Detail	Place	Date
i	Presented a paper on the topic "India's Engagement with its Neighbours: The need for Economic Stability" in the National	IQAC of St. Joseph's College (A), Jakhama, Kohima, Nagaland	ICSSR New Delhi	St. Joseph's College (A),	14 th - 15 th April, 2023.

	Seminar on 75Years of India's Achievements: Ideas and Resolve organized by the IQAC, SJC, Jakhama			Jakha ma, Kohim a, Nagal and	
ii					
iii					
iv					
v					

5. Research Contributions

a. Number of books/ research papers published/ presented at seminars/ conferences etc during the Academic Year 202-2023:

	Title of the Paper/Chapter	International/ National/ State/Local	ISSN/ ISBN Number	UGC CARELIST/ Scopus/ Web of Science	Citation Index
Peer reviewed journals					
Non-reviewed journals					
E-journals					
Conference proceedings					
Books with ISBN					
Books without ISBN					
Chapters in books with ISBN					

b. Research projects taken up:

Title of the Project	Name of the funding agency	Duration	Amount

c. Membership of Professional Bodies, Editorship of Journals etc, during the year:

6. Participation in Corporate Life:

Please give a short account of your contribution, during the year, to:

a. College/University/Institution:

I was actively involved in preparing the syllabus for the UG Economics under NEP. I also involved in the question paper, evaluation of answer script, and scrutiny of the marks. I was appointed by the principal as the Assistant Centre Supervisor for the Conduct of Combined Staff Recruitment Examination (CSRE) 2022, conducted by Nagaland Staff Selection Board (NSSB) held in St. Joseph's College Jakhama on 11th November, 2022 and for the Conduct of Nagaland Civil Service Preliminary Examination (NCSPE) 2022 conducted by Nagaland Public Service Commission (NPSC) in St. Joseph's College, Jakhama on 26th November, 2022.

b. Co-curricular activities:

I helped the in the conduct of sports and track and field event in the college by taking up the responsibility of marking the tracks and marking for the shotput and Javelin draws.

c. Extension Activity / Community Service

Students from the department visited the orphanage in Kohima and even though could not accompany them but gave guidance and advice.

d. Positions held/ leadership role played in organisations/associations etc., linked with extension work and National Service Scheme (NSS), or NCC or any other similar activity:

I was one of the in charges of Athletics in the college.

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

Actively involved in the conduct the college sports activities during the college week in helping the sports committee in marking the tracks for running and the lines for Javelin, shotput and discuss throw.

f. Students' welfare and discipline:

Actively involved in the maintenance of discipline of the students especially of the students from the department. I was the class supervisor of 3rd semester in the odd semester and 6th semester in even semester.

g. Membership/Participation in Bodies/Committees on Education and National Development:

Member of the finance committee and exam committee in the college.

h. Professional Organizations of Teachers

Member of Nagaland Economic Association

7. Awards/ Recognitions received at the State/National and International level:

8. Teaching Learning Evaluation:

a. Does your department obtain feedback from faculty on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

No

b. Does your department obtain feedback from students on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

c. Steps taken by you, during the year, for the evaluation of the programme/ course taught:

Students are evaluated continuously as part of internal evaluation by giving assignment, presentations, and class test. I was also involved in the evaluation of the answer script of the End semester examination of the students.

9. General Data

Give a brief assessment of your performance during the year, indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement:

I will take more efforts to improve further, especially in the case of publication and participation in seminars, FDP etc.

I hereby declare that the information given above is true to the best of my knowledge and belief.



**Dr. Saju Mathew
Assistant Professor
Department of Economics
St. Joseph's College (A)
Jakhama, Kohima
Nagaland**

12th February, 2024



ST. JOSEPH'S COLLEGE

JAKHAMA

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www.stjosephjakhama.ac.in Email: stjosephc@gmail.com

NAAC Grade A (CGPA: 3.12)

YEAR END PERFORMANCE SELF APPRAISAL PROFORMA OF TEACHERS FOR THE ACADEMIC YEAR JULY 2022 – JUNE 2023

1. General Information

a	Name	Dr. Mhonthung Yanthan
b	Temporary/Permanent/Guest Faculty/Other	Permanent
c	Department	Political Science
d	Courses taught	MPSC 1.1, MPSC
e	Address (Residential)	H. No. 55, Lerie Colony, Kohima
f	Address (Permanent)	Sunglup Village, Wokha
g	Phone No	8415068275
h	Email id	mhonthung10@gmail.com
j	Date of appointment	1 st April 2008
k	Qualification	Ph.D
l	Area of Specialization (if MPhil or PhD holder)	Students and Youth Politics

2. Teaching

a. Classes taught during the Academic Year:

Class	Periods	
	Assigned per Week (Lecture/ Practical/ Tutorial)	Steps taken for the teaching of periods missed during absence or leave
i) PG (MA)	L:14 P: T:2	
iii) Any other		

b. Total leave taken from 1st July, 2022 to 30th June, 2023

Casual leave	10 days	Medical leave	0 days
Duty leave	3 days	Loss of pay leave	0 days
Commutated leave	0 days	Others (specify)	days
Half-pay leave	1 days		

c. Regularity and Punctuality: **Very good**
(Strike out or delete what is not applicable)

d. Explain briefly how you planned your teaching for the year, mentioning a few reading lists provided to students (especially books/articles outside compulsory reading):

Some of the books/articles shared to students outside compulsory reading are listed below;

1. Nsungbemo Ezung (2021). *Indo-Naga Political Conflict: Rewriting the post-colonial India of Nation*, Whetstone Publication, Dimapur.
2. Shashi Tharoor (2018). *The Paradoxical Prime Minister: Narendra Modi and His India*, Aleph Book Company.
3. Jelle J.P. Wouters (2018). "Performing Democracy in Nagaland: Past Politics and Present Politics", *Economic and Political Weekly*.

e. Details of participation in the following:

i. College Education

You can write about whether you are teaching UG/PG, the semesters you teach and the courses you teach etc

I teach PG (MA) students. Details of the course and semester as given below;

1. MPSC 1.1: Western Political Thought (1st Semester)
2. MPSC 2.4: Indian Politics and Government (2nd Semester)
3. MPSC 3.3: India and the World (3rd Semester)
4. MPSC 4.4: Processes and Institutions in North East India (4th Semester)
5. MPST 2.5: Political Science: Ideas and Concepts (2nd Semester)

ii. Question Paper Setting

Details of setting Internal and End Semester Questions, including the number of courses, name of the courses etc.,

Appointed as question setter for both Internal and End Semester (June 2022-July

2023)

6. MPSC 1.1: Western Political Thought
7. MPSC 2.4: Indian Politics and Government
8. MPSC 3.3: India and the World
9. MPSC 4.4: Processes and Institutions in North East India
- 10. MPST 2.5: Political Science: Ideas and Concepts**

iii. Assessment of assignments

Details of Assignments you give to students and evaluating the assignment etc

Assignments details given to the students as given below;

1. Book Review: Plato “The Republic”, Machiavelli “The Prince”, Kautilya’s “Arthashastra” etc.,
2. Literature Review on select topics

iv. Assessment of Presentations

Details of Presentations you give to students and how you evaluate the presentation etc.,

Evaluation criteria for students’ presentation:

1. Time management
2. Relevance of topic
3. Presentation Skills
4. Originality of Content
5. Authentic references
6. Analysis of Current Situation
7. Creative suggestions recommendation for improvement
8. New Ideas brought out

v. Conduct and Assessment of Field Projects/ Educational Study Tour

Write the details of your department/ course field work and educational study tour you were part of and how you assess the field/ tour report of the students etc.,

Escorted the Students (MA 3rd Semester) for Study tour to Guwahati High Court and IIT. Evaluated their tour reports.

Escorted the students (2nd Semester) to field trip to Kezakheno Village and evaluated their field report.

vi. Conduct of Examination Invigilation, Scrutiny and Moderation

Write about the invigilation duties and if you were also called to perform the duty of scrutiny or moderation etc.,

Performed Mid-Term Exam and End Semester Exam 2022 and 2023 duties as assigned by the college. Carried out questions moderation for both Mid-Term Exam and End Semester Exam 2022 and 2023.

vii. Evaluation of Answer Scripts / Dissertation, etc

Write about the courses and semester for which you have evaluated. And if you are an internal or external evaluator/expert of any dissertation etc.,

Courses taught and evaluated during 2022-2023;

1. MPSC 1.1: Western Political Thought (1st Semester)
2. MPSC 2.4: Indian Politics and Government (2nd Semester)
3. MPSC 3.3: India and the World (3rd Semester)
4. MPSC 4.4: Processes and Institutions in North East India (4th Semester)
5. MPST 2.5: Political Science: Ideas and Concepts (2nd Semester)

No dissertation

viii. Mentoring

Give the details of number of students you mentored, for which semesters and methods used by you for mentoring etc.,

Number of students mentored 2022-2023

1st Semester: 18 students

3rd Semester: 17 Students

Methods: Used the format provided by the department

ix. Any other

Give the details about setting question papers for other colleges/ universities, external examiner, external expert for dissertation/ research etc, external

examiner of answer scripts for other colleges/ universities etc..

NA

3. Details of Innovations in / Contribution to Teaching Process, during the year:

a. Design of curriculum:

By default, we are all members of the Department Board of Studies, include the syllabus of the NEP 2020 curriculum (1st & 2nd Semester only for 2022-2023) etc.,

Participated in the BOS (Attached the syllabus of the NEP 2020)

b. Teaching methods:

Give the details if you have suggested any new method of teaching and is included in your department/college teaching method etc

NA

c. Laboratory experiments:

Give the details if you have made any contributions towards laboratory/practical experiments etc

NA

d. Evaluation methods:

Give the details if you have made any contributions towards new and innovative Evaluation methods etc.,

NA

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

Prepared reading material for two courses:

Indian Government and Politics &

Western Political Thought

f. Remedial Teaching / Student Counselling (academic)

Give the details if you have taken any remedial classes for the students and have

<p>guided students for their higher studies or career etc</p> <p>NA</p>
--

g. Any other

--

4. Improvement of Professional Competence:

a. Details of refresher courses/orientation/ participation in summer school/ FDPs etc., attended/ organized including open university courses/ M.Phil., Ph.D. during the academic year 2022-2023:

No	Name of the Programme	Organiser's Detail	Sponsor's Detail	Place	Date
i	FDP Conducted by college	NA	NA	NA	NA
ii	Professional Building programme organised by the College				
iii	Orientation on Revised SSR Manual				
iv	Any other programmes (*The above i, ii & iii was organised for all the faculties so if you have attended you can include it)		If you got sponsor'ship/ financial assistance from the college or any other institutions/ organisations		
v	Attended UGC- Sponsored Refresher Course in Political Science	HRDC-NEHU	UGC	Online	15-10-23 to 18-10-23
	Attended UGC-Sponsored Short-Term Course in Physical Education- A Solution to Stress Management.	HRDC-NEHU	UGC	Online	19-25 July, 2022

b. Details of College/ State/ National/ International Seminar/ Conference/ Workshop etc., attended/organised during the academic year 2022-2023:

No	Name of the Seminar/ Conference/ Workshop, etc.	Organiser's Detail	Sponsor's Detail	Place	Date
i			If you got sponsors		

			hip/ financial assistanc e from the college or any other institutio ns/ organisati ons		
ii	Presented paper at the 15th International Conference the topic: “India’s Citizenship Politics: Re-Enacting Partition’s Tragedy”. (Co-Author)	International Conference on Humanities, Psychology and Social Sciences,		Berlin Germany,	17-19 March 2023
iii	Presented paper at ICSSR Sponsored Two Days National Seminar on the topic: “Impediments to entrepreneurship start-ups in Nagaland: An institutional perspective”.	St. Joseph’s College (Autonomous), Jakhama	ICSSR	St. Joseph’s College (Autonomous), Jakhama	11-12 November 2023,
iv					
v					

5. Research Contributions

a. Number of books/ research papers published/ presented at seminars/ conferences etc during the Academic Year 2022-2023:

	Title of the Paper/Chapter	International/ National/ State/Local	ISSN/ ISBN Number	UGC CARELIST/ Scopus/ Web of Science	Citation Index
Peer reviewed journals					
Non-reviewed journals					
E-journals					
Conference					

proceedings					
Books with ISBN	<i>Political Attitudes and Political Participation of Students' in Nagaland</i>	National	ISBN 978-93-91333-32-70		
Books without ISBN					
Chapters in books with ISBN	1. "Social Factors Influencing Naga Students Political Participation".	National	ISBN:978-93-94224-03-02)		
	2. "Challenges of Academic Leadership in Nagaland: A growing Imperative in Higher Education System".	National	(ISBN:978-81-957405-0-5)		

b. Research projects taken up:

Title of the Project	Name of the funding agency	Duration	Amount
NA			

c. Membership of Professional Bodies, Editorship of Journals etc, during the year:

NA

6. Participation in Corporate Life:

Please give a short account of your contribution, during the year, to:

a. College/University/Institution:

HoDs/ Coordinators/ Staff Directors. Mention the Details. Also mention if you are part of any college/ university organization/ committee member etc

NA

b. Co-curricular activities:

Write the details if you have organised/ participated in Department/ Clubs and Associations activities in the college or outside etc.,

Teacher In charge: Innovators Club

c. Extension Activity / Community Service

Write the details of your participating or have organised Department/ Clubs and Associations Extension Activity / Community Service in the college or outside etc

NA

d. Positions held/ leadership role played in organisations/associations etc., linked with extension work and National Service Scheme (NSS), or NCC or any other similar activity:

Apart from NSS and NCC, Staff directors of various Clubs and Associations are also included. Kindly write the details etc

NA

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

Give the details if you have contributed to any of the above maybe as a resource person, giving a talk, judge etc.,

NA

f. Students' welfare and discipline:

Give details how you contribute towards the welfare of your students and how you maintain the discipline of the students etc.,

NA

g. Membership/Participation in Bodies/Committees on Education and National Development:

Write the details of your membership in the various academic bodies in the

college and other educational institutions (eg. BUGS member in NU etc)

NA

h. Professional Organizations of Teachers

Give the details if you are a member or participate in any professional organization of teachers (within the college and outside) etc

NA

7. Awards/ Recognitions received at the State/National and International level:

NA

8. Teaching Learning Evaluation:

- a.** Does your department obtain feedback from faculty on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

NA

- b.** Does your department obtain feedback from students on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

NA

- c.** Steps taken by you, during the year, for the evaluation of the programme/ course taught:

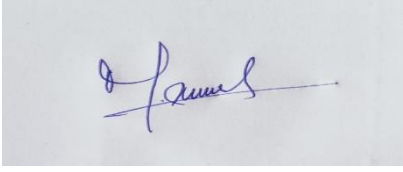
NA

9. General Data

Give a brief assessment of your performance during the year, indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement:

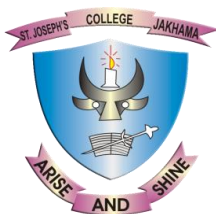
I hereby declare that the information given above is true to the best of my knowledge and belief.

(Name and Signature of the Teacher with date)

A rectangular image showing a handwritten signature in blue ink on a light-colored background. The signature is cursive and appears to read 'Dr. Mhonthung Yanthan'.

Dr. Mhonthung Yanthan

12th February 2024



ST. JOSEPH'S COLLEGE

JAKHAMA

P.B. No. 39, Kohima, Nagaland – 797 001

(Autonomous status granted by UGC notification No.F.22-1/2017 (AC) Dtd.11th Oct.2018)

0370-2231009 (O), 2233022 (Principal), 9436437544 (M)

www.stjosephjakhama.ac.in Email: stjosephc@gmail.com

NAAC Grade A (CGPA: 3.12)

YEAR END PERFORMANCE SELF APPRAISAL PROFORMA OF TEACHERS FOR THE ACADEMIC YEAR JULY 2022 – JUNE 2023

1. General Information

a	Name	Hormila G Zingkhai
b	Temporary/Permanent/Guest Faculty/Other	Permanent
c	Department	Sociology
d	Courses taught	M. A (Sociology) 1 st Semester: Sociology of India (MSOC 1.2) 2 nd Semester: Modern Sociological Theories (MSOC 2.1) 3 rd Semester: Economic Sociology (MSOC 3.2) 4 th Semester: Environmental Sociology (MSOC 4.2)
e	Address (Residential)	Staff Quarter No.5, SJC(A), Jakhama
f	Address (Permanent)	Viola Colony, Dimapur, Nagaland
g	Phone No	9862709775
h	Email id	hgzingkhai@gmail.com
j	Date of appointment	31st May, 2017
k	Qualification	Ph.D, NET (JRF & SRF)
l	Area of Specialization (if MPhil or PhD holder)	Environmental Sociology

2. Teaching

a. Classes taught during the Academic Year:

CLASS	PERIODS	
	Assigned per Week (Lecture/ Practical/ Tutorial)	Steps taken for the teaching of periods missed during absence or leave
i) PG (MA Sociology)	L: 10 P: NA T: 2	1. Students were given syllabus based texts/ articles assigned to review. 2. Students were assigned with the task of visiting the library to read any book/articles of their choice and submit a write-up of the same. 3. When leave is taken when the exam is approaching students were given the time to utilise it as study period. 4. Adjusted and took up free periods available.
iii) Any other	Mentoring Classes and Remedial Classes were also undertaken	

b. Total leave taken from 1st July, 2022 to 30th June, 2023

Casual leave	4 days	Medical leave	NA
Duty leave	NA	Loss of pay leave	NA
Commutated leave	NA	Others (specify)	NA
Half-pay leave	NA		

c. Regularity and Punctuality: ~~Very good~~/ Good/ ~~Satisfactory~~/ ~~Unsatisfactory~~ (Strike out or delete what is not applicable)

d. Explain briefly how you planned your teaching for the year, mentioning a few reading lists provided to students (especially books/articles outside compulsory reading):

Lesson Plans are made according to the classes allotted and also based on the college academic year plan. The number of lecture classes and tentative date for tests, presentation, group discussions and assignment submissions are also shared with the students. In addition, to assess the progress of the students mentoring classes are conducted and during free time remedial classes are conducted for those students

who has backlogs, students who are not performing well or having difficulties in catching up with the classes.

Some of the Essential Readings provided to students are:

1. Dhanagare, D.N. 1999. *Themes and Perspectives in Indian Sociology*. New Delhi: Rawat Publications.
2. Deshpande, Satish. 2003. *Contemporary India: Sociological Perspectives*. New Delhi: Penguin Books.
3. Dube, S. C. 1990. *Indian Society*. New Delhi: National Book Trust.
4. Guha, R. 1998. *A Subaltern Studies Reader*. New Delhi: Oxford University Press.
5. Srinivas, M.N. 2002. *Collected Essays*. New Delhi: Oxford University Press.
6. Alexander, Jeffrey C. (Ed.). 1985. *Neo-functionalism*. London: Sage.
7. Bourdieu, Pierre. 1990. *In Other Words: Essays Towards a Reflexive Sociology*.
8. Merton, Robert K. 1998. *Social Theory and Social Structure*. New York: Free Press.
9. Ritzer, George. (Ed.). 2007. *The Blackwell Encyclopedia of Sociology*. Oxford: Blackwell.
10. Baran, P. 1957. *The Political Economy of Growth*. NY: Monthly Review Press.
11. Durkheim, É. 1997. *The Division of Labour in society*. New York: Free Press.
12. Marx, K. 1974. *Capital* (Vol. I). Moscow: Progress Publishers.
13. Mauss, M. 2006. *The Gift*. London: Routledge.
14. Polanyi, K. 2001. *The Great Transformation*. Boston: Beacon Press.
15. Smelser, N. J. and R. Swedberg. 2005. *The handbook of economic sociology*. Princeton, NJ: Princeton University Press.
16. Trigilia, C. 2002. *Economic sociology: State, market, and society in modern capitalism*. Oxford, UK: Basil Blackwell.
17. Bell, M.M. 2009. *An Invitation to Environmental Sociology*. New Delhi: Pine Forge Press.
18. Dunlap R.E. and W. Michelson. 2008. *Handbook of Environmental Sociology*. Jaipur: Rawat Publications.
19. Gadgil, M. and R. Guha. 1996. *Ecology and Equity: The Use and Abuse of Nature in contemporary India*. New Delhi: Oxford University Press.
20. Guha, R. 1994. *Social Ecology*. Bombay: Oxford University Press.
21. Hannigan, J. 2006. *Environmental Sociology*. Oxford: Routledge.
22. Shiva, V. 1988. *Staying alive: Women, Ecology, and Development*. New Delhi: Kali for Women.

e. Details of participation in the following:

i. College Education

1. Officially assigned to teach MA (Sociology). The following Semesters and Courses were taught during the Academic Year 2022-2023:
 - i. M.A 1st Semester: Sociology of India (MSOC 1.2)
 - ii. M.A 2nd Semester: Modern Sociological Theories (MSOC 2.1)
 - iii. M.A 3rd Semester: Economic Sociology (MSOC 3.2)
 - iv. M.A 4th Semester: Environmental Sociology (MSOC 4.2)
2. Teaching –learning methods like presentation, group discussion, peer group learning, Q &A sessions etc. are conducted.
3. Collaborating with the department faculties for the students learning outcome, discipline and planning for departmental activities etc.

ii. Question Paper Setting

Question Papers for both Mid Semester Examination and End Semester Examination were set for the following semesters and courses:

1. Spring Semester 2022

- a. M.A 1st Semester: Sociology of India (MSOC 1.2)
- b. M.A 3rd Semester: Economic Sociology (MSOC 3.2)

2. Autumn Semester 2023

- a. M.A 2nd Semester: Modern Sociological Theories (MSOC 2.1)
- b. M.A 4th Semester: Environmental Sociology (MSOC 4.2)

iii. Assessment of assignments

As part of the teaching –learning process, assignments were given to the students on the following topics and were graded as per their written assignments.

1. Spring Semester 2022

- a. M.A 1st Semester: Sociology of India (MSOC 1.2): Students were assigned the topic “ *Communalism in Secular India*”
- b. M.A 3rd Semester: Economic Sociology (MSOC 3.2): Students were assigned the topic “ *Welfare System in India*”

2. Autumn Semester 2023

- a. M.A 2nd Semester: Modern Sociological Theories (MSOC 2.1): Students were assigned the topic “ *Critical Examination of how Dramaturgy help us to*

understand better the link between individual social actors and the larger social Processes”

- b. M.A 4th Semester: Environmental Sociology (MSOC 4.2): Students were assigned the topic “*Nagaland Vision 2030: Clean Water and Sanitation-Prospects and Challenges*”

vi. Assessment of Presentations

Presentations in the class were conducted to provide a platform to the students to learn how give a good presentation and also to bolster their confidence. The topics for the presentation were based on bridging between what they have learnt in the classroom and how they can apply it to understand and gain knowledge about the society. The following presentations were conducted in the Academic Year 2022-2023:

- i. **M.A 3rd Semester: Economic Sociology (MSOC 3.2):** Students were divided into 10 Groups and group presentation was conducted. The details of the groups are as follow:

Group 1: Angami-Naga Economy: Transition from Traditional to Modern Contemporary Economy

Group 2: Ao-Naga Economy: Transition from Traditional to Modern Contemporary Economy

Group 3: Sumi-Naga Economy: Transition from Traditional to Modern Contemporary Economy

Group 4: Chakhesang-Naga Economy: Transition from Traditional to Modern Contemporary Economy

Group 5: Lotha-Naga Economy: Transition from Traditional to Modern Contemporary Economy

Group 6: Sangtam-Naga Economy: Transition from Traditional to Modern Contemporary Economy

Group 7: Chang-Naga Economy: Transition from Traditional to Modern Contemporary Economy

Group 8: Konyak-Naga Economy: Transition from Traditional to Modern Contemporary Economy

Group 9: Rengma-Naga Economy: Transition from Traditional to Modern Contemporary Economy

Group 10: Zeliang-Naga Economy: Transition from Traditional to Modern Contemporary Economy

The students were graded based on the following criteria- Knowledge of the Topic, Clarity in Presenting the topic, Content and Organisation, Presentation Skills and Team Work.

ii. M.A 4th Semester: Environmental Sociology (MSOC 4.2): Students were divided into 7 Groups and group presentation was conducted. The details of the groups are as follow:

Group 1: Environmental Management vis-a-vis Tradition and Culture of the Angami-Nagas

Group 2: Environmental Management vis-a-vis Tradition and Culture of the Ao-Nagas

Group 3: Environmental Management vis-a-vis Tradition and Culture of the Sumi-Nagas

Group 4: Environmental Management vis-a-vis Tradition and Culture of the Lotha -Nagas

Group 5: Environmental Management vis-a-vis Tradition and Culture of the Chakhesang -Nagas

Group 6: Environmental Management vis-a-vis Tradition and Culture of the Konyak-Nagas

Group 7: Environmental Management vis-a-vis Tradition and Culture of the Rengma-Nagas

The students were graded based on the following criteria- Knowledge of the Topic Time Management, Presentation Skill, Team Work and Q & A.

v. Conduct and Assessment of Field Projects/ Educational Study Tour

Nil

vi. Conduct of Examination Invigilation, Scrutiny and Moderation

Invigilated for the Mid Semester Examinations and End Semester Examinations as per the official assignment from the college Examination Branch.

vii. Evaluation of Answer Scripts / Dissertation, etc

Evaluated the answer scripts for the following semesters and courses of the Mid Semester and End Semester Examinations:

1. Spring Semester 2022

a. M.A 1st Semester: Sociology of India (MSOC 1.2):

b. M.A 3rd Semester: Economic Sociology (MSOC 3.2)

2. Autumn Semester 2023

a. M.A 2nd Semester: Modern Sociological Theories (MSOC 2.1)

b. M.A 4th Semester: Environmental Sociology (MSOC 4.2)

viii. Mentoring

The department assigned students from M.A 1st, 2nd, 3rd & 4th Semesters for mentoring. Group mentoring as well as one-to-one mentoring of the assigned students were done.

ix. Any other

NA

3. Details of Innovations in / Contribution to Teaching Process, during the year:

a. Design of curriculum:

As a member of the Department of Sociology, Board of Studies, contributions were made towards the framing of the NEP 2020 FYUP Curriculum and Syllabi for UG (Sociology) 1st and 2nd semesters.

b. Teaching methods:

NA

c. Laboratory experiments:

NA

d. Evaluation methods:

NA

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

NA

f. Remedial Teaching / Student Counselling (academic)

NA

g. Any other

NA

4. Improvement of Professional Competence:

a. Details of refresher courses/orientation/ participation in summer school/ FDPs etc., attended/ organized including open university courses/ M.Phil., Ph.D. during the academic year 2022-2023:

No	Name of the Programme	Organiser's Detail	Sponsor's Detail	Place	Date
i	Organised Faculty Development on <i>"Teaching Learning Process: Objective cum Outcome based Educational Approach"</i>	IQAC, SJC(A)		SJC (A), Conference Hall No.1	7 th July, 2022
ii	Organised Professional Development Programme on <i>"Nexus of Core Personal-Group Values and Effective Teaching"</i>	IQAC, SJC(A)		SJC (A) Auditorium	12 th November 2022
iii	Organised Professional Development Programme on <i>"Values and Team Building"</i>	IQAC, SJC(A)		SJC (A), Conference Hall No.1	14 th November 2022
iv	Organised an Orientation on <i>"Revised SSR Manual and Quality Benchmarks"</i>	IQAC, SJC(A)		SJC (A), PG Conference Hall	27 th April, 2023

b. Details of College/ State/ National/ International Seminar/ Conference/ Workshop etc., attended/organised during the academic year 2022-2023:

No	Name of the Seminar/ Conference/ Workshop, etc.	Organiser's Detail	Sponsor's Detail	Place	Date
i	Organised a Seminar & Plantation Drive on <i>"Rhododendron and Sustainable Tourism"</i>	IQAC, SJC (A) in collaboration with Botanical Survey of India, Kolkata		SJC (A) Indoor Stadium	8 th August, 2022
ii	Organised Awareness Programme on <i>"Cyber Security & Emerging Technologies"</i>	IQAC, SJC (A) in collaboration with National Institute of Electronics & Information Technology, GON, Kohima		SJC (A) Indoor Stadium	23 rd – 24 th August, 2022
iii	Organised One day Physiotherapy Awareness Campaign cum Health Check-up on the theme <i>"Osteoarthritis : A Global Problem"</i>	IQAC, SJC (A) in collaboration with Indian Association of Physiotherapists Nagaland Branch, Kohima Unit		SJC (A), Conference Hall No.1	8 th September 2022
iv	Organised an <i>"Interaction with International Wrestlers"</i>	IQAC, SJC (A) in collaboration with Fit India Club, SJC (A)		SJC (A), Conference Hall No.1	23 rd October 2022

v	Organised an Input Session on “ <i>Technique of Counselling</i> ”	IQAC, SJC (A) in collaboration with Diploma Course in School Counselling, State Council of Education and Research Training, Kohima		SJC (A), Conference Hall No.1	27 th October, 2022
vi	Organised a Workshop on “ <i>Effective English Communication Skills</i> ”	IQAC, SJC (A)		Arts Block SJC (A)	7 th - 10 th November 2022
vii	Organised a Workshop on “ <i>Accelerating Business Communication</i> ”	IQAC, SJC (A)		Science Block, SJC (A)	14 th November 2022
viii	Organised a National Seminar on “ <i>75 Years of India’s Achievements: Ideas and Resolve</i> ”	IQAC, SJC (A) in collaboration with Indian Council of Social Science Research (ICSSR), New Delhi		SJC (A), Conference Hall No.1	14 th -15 th April, 2023

5. Research Contributions

- a. Number of books/ research papers published/ presented at seminars/ conferences etc during the Academic Year 2022-2023:

	Title of the Paper/Chapter	International/ National/ State/Local	ISSN/ ISBN Number	UGC CARELIST/ Scopus/ Web of Science	Citation Index
Peer reviewed journals	NA				
Non-reviewed journals	NA				
E-journals	NA				
Conference proceedings	NA				
Books with ISBN	NA				
Books without ISBN	NA				
Chapters in books with ISBN	NA				

b. Research projects taken up:

Title of the Project	Name of the funding agency	Duration	Amount
NA			

c. Membership of Professional Bodies, Editorship of Journals etc, during the year:

- Life Member of Indian Sociological Society

6. Participation in Corporate Life:

Please give a short account of your contribution, during the year, to:

a. College/University/Institution:

- IQAC Coordinator
- Member, Board of Studies, Department of Sociology, SJC (A)
- Faculty Director for Feedback, Department of Sociology, SJC(A)
- Member, College Journal, SJC (A)
- Member, Evaluation Committee, SJC (A)
- Member, Academic Audit Committee, SJC (A)
- Member, Research Advisory Committee, SJC (A)
- Staff Director, Prize Distribution Committee, SJC (A)

b. Co-curricular activities:

Engaged in coordination of the different academic and co-curricular activities of the department and the college.

c. Extension Activity / Community Service

Engaged in collaborating with the departments, clubs and associations of the college in the conduct of extension activities and community services.

d. Positions held/ leadership role played in organisations/associations etc., linked with extension work and National Service Scheme (NSS), or NCC or any other similar activity:

Staff Director: Prize Distribution Committee

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

Engaged in coordination and participated in different activities of the college such as College Sports week, Cultural Day of the college, Spring Fest and different fest days of the departments etc. Mentioned below are some of the activities engaged in:

1. Supervises and organise distribution of prize during Prize Distribution Day, College Sports week and Graduation Day
2. Overall in-charge and judge of the photography competition on the theme “Bringing into the Fold Our Differences and Oneness” during the department’s 6th Social Engineer’s Fiesta 2023

f. Students’ welfare and discipline:

As a faculty member of the Department of Sociology, contributes to the best welfare of the students which is a priority for the department. Likewise, the department as a whole coordinates together to maintain the discipline of the students.

g. Membership/Participation in Bodies/Committees on Education and National Development:

- Member, Board of Studies, Department of Sociology, SJC(A)
- Faculty Director for Feedback, Department of Sociology, SJC(A)
- Member, Evaluation Committee, SJC (A)
- Member, Academic Audit Committee, SJC (A)
- Member, Research Advisory Committee, SJC (A)

h. Professional Organizations of Teachers

Participates in the Staff meetings and activities for the welfare of the staff.

7. Awards/ Recognitions received at the State/National and International level:

NA

8. Teaching Learning Evaluation:

- a. Does your department obtain feedback from faculty on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

- Yes. The department holds discussion/meeting to discuss about the curriculum and the teaching-learning methods and process as and when it is required. The HoD and the Coordinator also shares the information from the management regarding the curriculum, evaluation and teaching-learning processes.

b. Does your department obtain feedback from students on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

- Yes
- The feedback director shares the details of the feedback collected and shares with all the faculties their respective individual feedback, after which a discussion/meeting is held to discuss upon in which areas the department is performing well and in which areas the department can improve

c. Steps taken by you, during the year, for the evaluation of the programme/ course taught:

1. Class tests
2. presentation,
3. group discussions and
4. Assignment
5. Q&A Session

9. General Data

Give a brief assessment of your performance during the year, indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement:

Need to balance and focus on research activities.

I hereby declare that the information given above is true to the best of my knowledge and belief.

DR. HORMILA G ZINGKHAI
(Name and Signature of the Teacher with date)



ST. JOSEPH'S COLLEGE

JAKHAMA

P.B. No. 39, Kohima, Nagaland – 797 001

(Autonomous status granted by UGC notification No.F.22-1/2017 (AC) Dtd.11th Oct.2018)

0370-2231009 (O), 2233022 (Principal), 9436437544 (M)

www.stjosephjakhama.ac.in Email: stjosephc@gmail.com

NAAC Grade A (CGPA: 3.12)

YEAR END PERFORMANCE SELF APPRAISAL PROFORMA OF TEACHERS FOR THE ACADEMIC YEAR JULY 2022 – JUNE 2023

1. General Information

a	Name	Dr. Aosunep
b	Temporary/Permanent/Guest Faculty/Other	Permanent
c	Department	Political Science
d	Courses taught	<ol style="list-style-type: none">1. MPSC 1.2- International Relations2. MPST 1.5- Human Rights and Indian Constitution3. MPSC 2.3- Comparative Politics4. MPST- Political Science: Ideas and Concepts5. MPSC 3.2- Foundation of Social Science Research6. MPSC 4.2- Indian Administration
e	Address (Residential)	Lower Chandmari, Kohima
f	Address (Permanent)	Chuchuyimlang Town, P.O. Chuchuyimlang, Mokokchung, Nagaland
g	Phone No	8730943378
h	Email id	ksnpjmir9@gmail.com
j	Date of appointment	25-06-2019
k	Qualification	M.A; M.phil, PhD
l	Area of Specialization (if MPhil or PhD holder)	International Relations, Indian Government and Politics & Comparative Politics

2. Teaching

a. Classes taught during the Academic Year:

Class	Periods	
	Assigned per Week (Lecture/ Practical/ Tutorial)	Steps taken for the teaching of periods missed during absence or leave
i) UG/ PG (B.A./BSc/ B.Com/BBA/MA)	L: 14 P: T: 2	
iii) Any other		

b. Total leave taken from 1st July, 2022 to 30th June, 2023

Casual leave	10 days	Medical leave	days
Duty leave	6 days	Loss of pay leave	4 days
Commutated leave	days	Others (specify)	days
Half-pay leave	days		

c. Regularity and Punctuality: Good

d. Explain briefly how you planned your teaching for the year, mentioning a few reading lists provided to students (especially books/articles outside compulsory reading):

--

e. Details of participation in the following:

i. College Education

PG. 1st, 2 nd , 3 rd & 4 th Semesters.

ii. Question Paper Setting

<ol style="list-style-type: none"> 1. MPSC 1.2- International Relations 2. MPST 1.5- Human Rights and Indian Constitution 3. MPSC 2.3- Comparative Politics 4. MPST- Political Science: Ideas and Concepts 5. MPSC 3.2- Foundation of Social Science Research 6. MPSC 4.2- Indian Administration
--

i. Assessment of assignments

Instructed the students to write assignment on a particular topic from syllabus and allow them to present the same topic in PPT. Accordingly, marks were allotted according to the contents in the assignment and also according to the performance of students in the PPT.

ii. Assessment of Presentations

As part of internal assessment of students, the students were given a topic from the syllabus and presented in form of PPT. The students were assessed in 3 categories, contents, confidence level and overall presentation.

iii. Conduct and Assessment of Field Projects/ Educational Study Tour

Accompanied around 50 students of M.A. final year students to Khonoma, a historical village as part of their academic exercise. The students were instructed to write an assignment based on the field trip, and accordingly marks were allotted based on the contents in the assignment.

iv. Conduct of Examination Invigilation, Scrutiny and Moderation

Write about the invigilation duties and if you were also called to perform the duty of scrutiny or moderation etc.

v. Evaluation of Answer Scripts / Dissertation, etc

1. MPSC 1.2- International Relations
2. MPST 1.5- Human Rights and Indian Constitution
3. MPSC 2.3- Comparative Politics
4. MPST- Political Science: Ideas and Concepts
5. MPSC 3.2- Foundation of Social Science Research
6. MPSC 4.2- Indian Administration

i. Mentoring

Mentored 14 students of 1st Semester and 13 students of 3rd semester. Sat and discussed with each and every student, and heard their grievances and problems and accordingly discussed and deliberated the matters with the students.

ii. Any other

1. Set End Semester question paper for M.A Political Science 1st Semester, Don Bosco College (A), Maram, Senapati, Manipur. Course Code: MPSC 302; Name of the Paper: International Relations
2. Set End Semester question paper for B.A. 5th Semester, Political Science, North East Christian University, Dimapur. Course Code: UG-POLI-502; Name of the Paper: Indian Political Thought- II: Modern

7. Details of Innovations in / Contribution to Teaching Process, during the year:

a. Design of curriculum:

Participated in the BOS meeting and contributed in the design of 2 (two) papers viz., PSC 7.2- Research Methodology & PSC 8.2- International Law.

b. Teaching methods:

Give the details if you have suggested any new method of teaching and is included in your department/college teaching method etc

c. Laboratory experiments:

Give the details if you have made any contributions towards laboratory/practical experiments etc

d. Evaluation methods:

Give the details if you have made any contributions towards new and innovative Evaluation methods etc

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

f. Remedial Teaching / Student Counselling (academic)

Give the details if you have taken any remedial classes for the students and have guided students for their higher studies or career etc

g. Any other

8. Improvement of Professional Competence:

a. Details of refresher courses/orientation/ participation in summer school/ FDPs etc., attended/ organized including open university courses/ M.Phil., Ph.D. during the academic year 2022-2023:

No	Name of the Programme	Organiser's Detail	Sponsor's Detail	Place	Date
i	FDP Conducted by college				
ii	Professional Building programme organised by the College				
iii	Orientation on Revised SSR Manual				
iv	Any other programmes (*The above i, ii & iii was organised for all the faculties so if you have attended you can include it)		If you got sponsorship/ financial assistance from the college or any other institutions/ organisations		
v					

b. Details of College/ State/ National/ International Seminar/ Conference/ Workshop etc., attended/organised during the academic year 2022-2023:

No	Name of the Seminar/ Conference/ Workshop, etc.	Organiser's Detail	Sponsor's Detail	Place	Date
i	<ul style="list-style-type: none"> Organized a National Seminar as co-organizer and participated as the moderator of panel discussion in the aforementioned seminar on 23rd- 24th February, 2023. 		If you got sponsorship/ financial assistance from the college or any other institutions/ organisations	St. Joseph's College (A), Jakhama, Kohima, Nagaland	23 rd -24 th February, 2023.
ii	<ul style="list-style-type: none"> Organized a panel discussion on "Oppositionless Government in 	Naga Scholars Association (Kohima		Kohima College, Kohim	24 th June, 2023

	Nagaland” in the capacity of Jt. Secy of Naga Scholars Association (Kohima Unit) and participated as the moderator in the discussion on 24 th June, 2023.	Unit)		a, Nagal and	
iii					
iv					
v					

9. Research Contributions

a. Number of books/ research papers published/ presented at seminars/ conferences etc during the Academic Year 202-2023:

	Title of the Paper/Chapter	International/ National/ State/Local	ISSN/ ISBN Number	UGC CARELIST/ Scopus/ Web of Science	Citation Index
Peer reviewed journals					
Non-reviewed journals					
E-journals					
Conference proceedings					
Books with ISBN					
Books without ISBN					
Chapters in books with ISBN	Urban Local Bodies Election in Nagaland: The Politicisation for Women Participation	State	978-93-81662-56-4		

b. Research projects taken up:

Title of the Project	Name of the funding agency	Duration	Amount

c. Membership of Professional Bodies, Editorship of Journals etc, during the year:

--

10. Participation in Corporate Life:

Please give a short account of your contribution, during the year, to:

a. College/University/Institution:

HoDs/ Coordinators/ Staff Directors. Mention the Details. Also mention if you are part of any college/ university organisation/ committee member etc

b. Co-curricular activities:

Write the details if you have organised/ participated in Department/ Clubs and Associations activities in the college or outside etc

c. Extension Activity / Community Service

Write the details of your participating or have organised Department/ Clubs and Associations Extension Activity / Community Service in the college or outside etc
--

d. Positions held/ leadership role played in organisations/associations etc., linked with extension work and National Service Scheme (NSS), or NCC or any other similar activity:

Apart from NSS and NCC, Staff directors of various Clubs and Associations are also included. Kindly write the details etc
--

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

Give the details if you have contributed to any of the above maybe as a resource person, giving a talk, judge etc
--

f. Students' welfare and discipline:

Give details how you contribute towards the welfare of your students and how you maintain the discipline of the students etc

g. Membership/Participation in Bodies/Committees on Education and National Development:

Write the details of your membership in the various academic bodies in the

college and other educational institutions (eg. BUGS member in NU etc)

h. Professional Organizations of Teachers

Give the details if you are a member or participate in any professional organisation of teachers (within the college and outside) etc

11. Awards/ Recognitions received at the State/National and International level:

12. Teaching Learning Evaluation:

a. Does your department obtain feedback from faculty on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

b. Does your department obtain feedback from students on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

c. Steps taken by you, during the year, for the evaluation of the programme/ course taught:

13. General Data

Give a brief assessment of your performance during the year, indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement:

I hereby declare that the information given above is true to the best of my knowledge and belief.



27/06/2023

Dr. Aosunep

(Name and Signature of the Teacher with date)



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NAAC Grade A (CGPA: 3.12)

YEAR END PERFORMANCE SELF APPRAISAL PROFORMA OF TEACHERS FOR THE ACADEMIC YEAR JULY 2022 – JUNE 2023

1. General Information

a	Name	Dr. Kezhangunuo Kelio
b	Temporary/Permanent/Guest Faculty/Other	Permanent
c	Department	Political Science
d	Courses taught	1 st semester- Modern Political Ideologies 2 nd semester- Contemporary Political Issues 3 rd semester- Women and Politics 4 th semesters- Globalization and its Impact in India and Pressure Groups and Social Movements
e	Address (Residential)	Zhodi Colony, Jakhama
f	Address (Permanent)	Zhodi Colony, Jakhama
g	Phone No	8131849337
h	Email id	Kezhangunuo.kelio@gmail.com
j	Date of appointment	1 st March, 2021
k	Qualification	PhD
l	Area of Specialization (if MPhil or PhD holder)	Customary Laws

2. Teaching

a. Classes taught during the Academic Year:

Class	Periods	
	Assigned per Week (Lecture/ Practical/ Tutorial)	Steps taken for the teaching of periods missed during absence/ leave
i) PG/MA	L: 15 (odd) & 9 (even semesters) T: 2	
iii) Any other		

b. Total leave taken from 1st July, 2022 to 30th June, 2023

Casual leave	6 days	Medical leave	
Duty leave		Loss of pay leave	90 days
Commutated leave		Others (specify)	
Half-pay leave			

c. Regularity and Punctuality: Good

d. Explain briefly how you planned your teaching for the year, mentioning a few reading lists provided to students (especially books/articles outside compulsory reading):

Apart from explaining the different topics students were divided into different groups basing on the paper e.g. Liberals, neo-liberals etc. and each group worked together and gave group presentation.

Students were encouraged to make use of library hour.

Some books recommended to the students:

- i. The Origins of Totalitarianism by Hannah Arendt
- ii. The Communist Manifesto by Karl Marx and Friedrich Engels
- iii. Political Theory: An Introduction by Rajeev Bhargava
- iv. Globalization of the World Politics by John Baylis, Patricia Owens and Steve Smith
- v. Gazetteer of India Nagaland by Nagaland district Gazetteers Unit

e. Details of participation in the following:

i. College Education

- i. PG, 1st semester- Modern Political Ideologies
- ii. 2nd semester - Contemporary Political Issues
- iii. 3rd semester- Women and Politics
- iv. 4th semesters- Globalization and its Impact in India and Pressure Groups and Social Movements

ii. Question Paper Setting

Internal Question –

- i. 1st semester- Modern Political Ideologies
- ii. 2nd semester - Contemporary Political Issues
- iii. 3rd semester- Women and Politics
- iv. 4th semesters- Globalization and its Impact in India and Pressure Groups and

Social Movements

- v. End Semester Question –
- vi. 1st semester- Modern Political Ideologies
- vii. 2nd semester- Contemporary Political Issues
- viii. 3rd semester- Women and Politics
- ix. 4th semesters- Globalization and its Impact in India and Pressure Groups and Social Movements

iii. Assessment of assignments

Assignments given basing on the paper

Assignments are evaluated on different criteria - the format given to the student, the knowledge of the students on the given topic and the references given by the students

iv. Assessment of Presentations

Students give presentation with PPT

Presentations are evaluated on different criteria - the knowledge on the topic of their presentation, clarity, how students responds to questions, how students prepare their slides

v. Conduct and Assessment of Field Projects/ Educational Study Tour

Nil

vi. Conduct of Examination Invigilation, Scrutiny and Moderation

- i. Invigilated both internal and end semester exam
- ii. Scrutiny of papers, December 2022

vii. Evaluation of Answer Scripts / Dissertation, etc

- i. Evaluated scripts for 1st semester- Modern Political
- ii. 3rd semester- Women and Politics

viii. Mentoring

- i. Mentored 14 students in 1st and 2nd semester
- ii. Mentored 13 students in 3rd and 4th semester

ix. Any other

Nil

3. Details of Innovations in / Contribution to Teaching Process, during the year:

a. Design of curriculum:

Nil

b. Teaching methods:

Nil

c. Laboratory experiments:

Nil

d. Evaluation methods:

Nil

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

Nil

f. Remedial Teaching / Student Counselling (academic)

Nil

g. Any other

Nil

4. Improvement of Professional Competence:

a. Details of refresher courses/orientation/ participation in summer school/ FDPs etc., attended/ organized including open university courses/ M.Phil., Ph.D. during the academic year 2022-2023:

No	Name of the Programme	Organiser's Detail	Sponsor's Detail	Place	Date
i	Nil	Nil	Nil	Nil	Nil

b. Details of College/ State/ National/ International Seminar/ Conference/ Workshop etc., attended/organised during the academic year 2022-2023:

No	Name of the Seminar/ Conference/ Workshop, etc.	Organiser's Detail	Sponsor's Detail	Place	Date
i	Nil	Nil	Nil	Nil	Nil

5. Research Contributions

a. Number of books/ research papers published/ presented at seminars/ conferences etc during the Academic Year 202-2023:

	Title of the Paper/Chapter	International/National/State/Local	ISSN/ISBN Number	UGC CARELIST/Scopus/ Web of Science	Citation Index
Peer reviewed journals	Nil				
Non-reviewed journals	Nil				
E-journals	Nil				
Conference proceedings	Nil				
Books with ISBN	Nil				
Books without ISBN	Nil				
Chapters in books with ISBN	Nil				

b. Research projects taken up:

Title of the Project	Name of the funding agency	Duration	Amount
Nil			

c. Membership of Professional Bodies, Editorship of Journals etc, during the year:

Nil

6. Participation in Corporate Life:

Please give a short account of your contribution, during the year, to:

a. College/University/Institution:

Nil

b. Co-curricular activities:

- i. Department panel discussion
- ii. Pol Expo
- iii. Mini Parliament
- iv. Young Indian career guidance

c. Extension Activity / Community Service

Nil

d. Positions held/ leadership role played in organisations/associations etc., linked with extension work and National Service Scheme (NSS), or NCC or any other similar activity:

- Staff director of Young Indian

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

Nil

f. Students' welfare and discipline:

Nil

g. Membership/Participation in Bodies/Committees on Education and National Development:

Nil

h. Professional Organizations of Teachers

Nil

7. Awards/ Recognitions received at the State/National and International level:

Nil

8. Teaching Learning Evaluation:

- a. Does your department obtain feedback from faculty on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

Nil

- b. Does your department obtain feedback from students on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

Nil

- c. Steps taken by you, during the year, for the evaluation of the programme/
course taught:


Nil

9. General Data

Give a brief assessment of your performance during the year, indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement:

Except for teaching I could not be too active in other activities due my pregnancy. In the Even Semester (2023), I have also gone for maternity leave.

I hereby declare that the information given above is true to the best of my knowledge and belief.


30/06/2023

Dr. Kezhangunuo Kelio

Dated – 30th June 2023

(Name and Signature of the Teacher with date)



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NAAC Grade A (CGPA: 3.12)

YEAR END PERFORMANCE SELF APPRAISAL PROFORMA OF TEACHERS FOR THE ACADEMIC YEAR JULY 2022 – JUNE 2023

1. General Information

a	Name	TUSONULU LOHE
b	Temporary/Permanent/Guest Faculty/Other	TEMPORARY
c	Department	MATHEMATICS
d	Courses taught	BSC MATHEMATICS
e	Address (Residential)	STAFF QUARTERS 1, ZHODI COLONY
f	Address (Permanent)	MISSION COLONY, PFUTSERO
g	Phone No	8413997019
h	Email id	tusonulu5@gmail.com
j	Date of appointment	11 July 2022
k	Qualification	MSC
l	Area of Specialization (if MPhil or PhD holder)	—

2. Teaching

a. Classes taught during the Academic Year:

Class	Periods	
	Assigned per Week (Lecture/ Practical/ Tutorial)	Steps taken for the teaching of periods missed during absence or leave
i) UG/ PG (B.A./BSc/ B.Com/BBA/MA)	L: 14 P: 2 T: 1	<ul style="list-style-type: none"> Arrange proxy classes
iii) Any other		

b. Total leave taken from 1st July, 2022 to 30th June, 2023

Casual leave	0 days	Medical leave	0 days
Duty leave	0 days	Loss of pay leave	0 days
Commutated leave	0 days	Others (specify)	days
Half-pay leave	0 days		

c. Regularity and Punctuality: Satisfactory

d. Explain briefly how you planned your teaching for the year, mentioning a few reading lists provided to students (especially books/articles outside compulsory reading):

- Go through the syllabus based on the subjects to be taught
- Find good standard books and beginners books for references
- Find some challenging problems and applications in the current situations
- Challenge the students to do 2-3 problem solving sometimes/everyday based on Aptitude/JAM/NET questions
- Give tests/assignments/presentations to see how they are progressing with the concepts and studies

e. Details of participation in the following:

i. College Education

Teaching B. Sc Mathematics [all the semesters]

1. MTC 1.2 – ALGEBRA
2. MTG 2.5 – DIFFERENTIAL EQUATIONS
3. MTG 2.5 (P) – DIFFERENTIAL EQUATIONS
4. MTC 3.2 - GROUP THEORY I
5. MTG 3.5 - PDE AND SYSTEMS OF ODE
6. MTG 3.5(P) – PDE AND SYSTEMS OF ODE
7. MTS 4.4 – GRAPH THEORY
8. MTC 6.1 – METRIC SPACES AND COMPLEX ANALYSIS

ii. Question Paper Setting

1. MTC 1.2 – ALGEBRA
2. MTG 2.5 – DIFFERENTIAL EQUATIONS
3. MTG 2.5 (P) – DIFFERENTIAL EQUATIONS
4. MTC 3.2 - GROUP THEORY I
5. MTG 3.5 - PDE AND SYSTEMS OF ODE
6. MTG 3.5(P) – PDE AND SYSTEMS OF ODE
7. MTS 4.4 – GRAPH THEORY
8. MTC 6.1 – METRIC SPACES AND COMPLEX ANALYSIS

iii. Assessment of assignments

Details of Assignments:

- Some based on the topic taught in the class, to assess and see if they have understood the concept
- Some given from prerequisites topics for them to learn the topic to be discussed
- Some based on real world applications and history of the topic

Evaluation of Assignments:

- Deadline [i.e. reduction of marks after the deadline]
- Marks awarded to the right answers
- Additional of marks if they can solve more problems as per the extra questions

iv. Assessment of Presentations

Details of presentation topics:

- Problems based on the topics taught in the class [i.e. each students given different problems]
 - Different topics [given its Historical background, definitions, properties, examples and real world applications]
 - Given some sets of questions from standard textbooks

Evaluation of presentations:

Marks awarded

- Accordingly on how well they presented.
- Depending on how well they can answer the questions asked by the teacher and also their classmates.

- Depending how much number of problems they can solve and/or explain it to the class

v. Conduct and Assessment of Field Projects/ Educational Study Tour

None

vi. Conduct of Examination Invigilation, Scrutiny and Moderation

- Invigilator for both the two semesters. [Mid-Term and End Semester Examination]
- Scrutiny for the End Semester Examination during the odd semester.

vii. Evaluation of Answer Scripts / Dissertation, etc

Papers Evaluated (Internal evaluator):

1. MTC 1.2 – ALGEBRA
2. MTG 2.5 – DIFFERENTIAL EQUATIONS
3. MTG 2.5 (P) – DIFFERENTIAL EQUATIONS
4. MTC 3.2 - GROUP THEORY I
5. MTG 3.5 - PDE AND SYSTEMS OF ODE
6. MTG 3.5(P) – PDE AND SYSTEMS OF ODE
7. MTS 4.4 – GRAPH THEORY
8. MTC 6.1 – METRIC SPACES AND COMPLEX ANALYSIS

viii. Mentoring

No. of students mentored: 15 [1st and 2nd semester]

Methods used for mentoring:

- Active listening
- Open questions
- Ask for their suggestions on how they would want a classroom teaching or improvements
- Career based
- Problems based ...

ix. Any other

None

3. Details of Innovations in / Contribution to Teaching Process, during the year:

a. Design of curriculum:

- Syllabus of the NEP 2020 curriculum (For 1st and 2nd semesters)

b. Teaching methods:

c. Laboratory experiments:

d. Evaluation methods:

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

f. Remedial Teaching / Student Counselling (academic)

Remedial Classes given to two students [6th semester]

g. Any other

4. Improvement of Professional Competence:

a. Details of refresher courses/orientation/ participation in summer school/ FDPs etc., attended/ organized including open university courses/ M.Phil., Ph.D. during the academic year 2022-2023:

No	Name of the Programme	Organiser's Detail	Sponsor's Detail	Place	Date
i		Internal Quality			

	“ Teaching- Learning Process: Objective cum Outcome based Educational Approach”	Assurance Cell(IQAC),S t. Joseph’s College(A), Jakhama		Conference Hall, SJC (A)	7 th July, 2022
ii					
iii					
iv					
v					

b. Details of College/ State/ National/ International Seminar/ Conference/ Workshop etc., attended/organised during the academic year 2022-2023:

No	Name of the Seminar/ Conference/ Workshop, etc.	Organiser’s Detail	Sponsor’s Detail	Place	Date
i					
ii					
iii					
iv					
v					

5. Research Contributions

a. Number of books/ research papers published/ presented at seminars/ conferences etc during the Academic Year 202-2023:

	Title of the Paper/Chapter	International/ National/ State/Local	ISSN/ ISBN Number	UGC CARELIST/ Scopus/ Web of Science	Citation Index
Peer reviewed journals					
Non-reviewed journals					
E-journals					
Conference proceedings					
Books with ISBN					
Books without ISBN					
Chapters in books with ISBN					

b. Research projects taken up:

Title of the Project	Name of the funding	Duration	Amount
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	agency		

c. Membership of Professional Bodies, Editorship of Journals etc, during the year:

--

6. Participation in Corporate Life:

Please give a short account of your contribution, during the year, to:

a. College/University/Institution:

Staff Director for Cultural

b. Co-curricular activities:

- Organized 6th Eureka Science fest from 5th to 6th August 2022 in collaboration with all the Science Department in the college Campus.
- Organized an extension lecture by inviting Ms. Jane Roseline Yimchunger, Asst. Professor, Dept of Mathematics, Kohima Science College for the 3rd and 5th semester students, on 27th and 28th October 2022, in the department on the paper Abstract Algebra mainly based on “Groups and Rings”.
- Organized “All Nagaland State Level Math Quiz Competition” for class 10 students on 12th November 2022 at the college Indoor Stadium.
- Organized a seminar on “Career opportunities after B.Sc Mathematics” in the college Auditorium on 16th Feb, 2023
- Contributed in collecting and compiling data along with the teachers and students of the department in collaboration with Physics Department for the Green Energy Audit report between the periods from 20th Feb to 4th March 2023 for the college campus.
- Organized “Scientifica Mentibus” an Inter-Departmental Science Model Competition in collaboration with all the science department on 29th April 2023 at the College Basketball Court, SJC(A).
- Organized a motivational talk for all the students of mathematics department on the “Overview of Application of Mathematics”, on 26th April 2023, speaker- Rev. Dr. Fr. Gigi Thomas in the Science Block, SJC(A).

c. Extension Activity / Community Service

d. Positions held/ leadership role played in organisations/associations etc., linked with extension work and National Service Scheme (NSS), or NCC or any other similar activity:

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

- Motivational Speaker at the 36th Fresher's meet cum social gathering of the Chakhesang Students' Union, SJC(A), held on 29th October 2022 at the State Academy Hall, Kohima.
- Judge in the category of Photography Competition during the 5th Education Day, SJC(A), held on 14th November 2022 at the College Indoor Stadium.
- Judge for the Inter-Departmental Science Model Competition, SJC(A), held on 29th April 2023 at the College Basketball Court.

f. Students' welfare and discipline:

g. Membership/Participation in Bodies/Committees on Education and National Development:

h. Professional Organizations of Teachers

7. Awards/ Recognitions received at the State/National and International level:

8. Teaching Learning Evaluation:

- a. Does your department obtain feedback from faculty on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

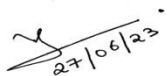
- b. Does your department obtain feedback from students on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

- c. Steps taken by you, during the year, for the evaluation of the programme/ course taught:

9. General Data

Give a brief assessment of your performance during the year, indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement:

I hereby declare that the information given above is true to the best of my knowledge and belief.



Handwritten signature and date: 27/06/23

TUSONULU LOHE

(Name and Signature of the Teacher with date)



ST. JOSEPH'S COLLEGE

JAKHAMA

P.B. No. 39, Kohima, Nagaland – 797 001

(Autonomous status granted by UGC notification No.F.22-1/2017 (AC) Dtd.11th Oct.2018)

0370-2231009 (O), 2233022 (Principal), 9436437544 (M)

www.stjosephjakhama.ac.in Email: stjosephc@gmail.com

NAAC Grade A (CGPA: 3.12)

YEAR END PERFORMANCE SELF APPRAISAL PROFORMA OF TEACHERS FOR THE ACADEMIC YEAR JULY 2022 – JUNE 2023

1. General Information

a	Name	Nzano Kikon
b	Temporary/Permanent/Guest Faculty/Other	Permanent
c	Department	History
d	Courses taught	HSG 1.4, HSC 3.3, HSC 4.3, HSD 6.4
e	Address (Residential)	Kenuozou, Kohima, near Mount Hermon Hr. Secondary School, Kohima
f	Address (Permanent)	Duncan Bosti, Dimapur
g	Phone No	7005431414
h	Email id	nzakikon@gmail.com
j	Date of appointment	29 th March, 2011
k	Qualification	M. A, NET
l	Area of Specialization (if MPhil or PhD holder)	

2. Teaching

a. Classes taught during the Academic Year: 2022-2023

Class	Periods	
UG	Assigned per Week (Lecture/ Practical/ Tutorial)	Steps taken for the teaching of periods missed during absence or leave
i) UG/ PG (B.A./BSc/ B.Com/BBA/MA)	L: 10 P: T: 1	Students are informed to visit library. Notes are dictated inside the classroom by proxy teacher or class representatives.

iii) Any other		
----------------	--	--

b. Total leave taken from 1st July, 2022 to 30th June, 2023

Casual leave	2 days	Medical leave	0 days
Duty leave	6 days	Loss of pay leave	0 days
Commuted leave	0 days	Others (specify)	0 days
Half-pay leave	0 days		

c. Regularity and Punctuality: Good

d. Explain briefly how you planned your teaching for the year, mentioning a few reading lists provided to students (especially books/articles outside compulsory reading):

Topics and units to be covered are planned weekly and reading materials are provided after the completion of every unit. Some of the books suggested are:

1. Sharma, R S. (2007). India's Ancient Past. New Delhi: Oxford University Press
2. Jha, D. N. (2004). Early India: A Concise History. New Delhi: Manohar Publishers and Distributors
3. Singh, Upinder. (2008). A History of Ancient and Early Medieval India: From the Stone Age to the 12th Century. Pearson
4. Jain, V. K. (2006). Prehistory and Protohistory of India- An Appraisal (Palaeolithic-Non-Harappan Chalcolithic Cultures). D. K. Printworld (P) Ltd.
5. Thapar, Romila (2002). Early India from the Beginnings to 1300. London
6. Barpujari, H. K. (1963). Assam in the Days of the Company, 1826-1858. Lawyer's Book Stall
7. Goswami, Priyam (2012). The History of Assam: From Yandaboo to Partition, 1826-1947. Orient BlackSwan.
8. Chaube, S. K. (2012). Hill Politics in North-East India. Orient BlackSwan
9. Gait, Edward (2003). History of Assam. Surjeet Publications
10. Bhuyan, Arun (2000). Nationalist Upsurge in Assam. Government of Assam
11. Barpujari, H. K. Problem of the Hill Tribes: North East India, Vol. I-III
12. Venuh, Neivetso (2005). British Colonization and Restructuring Naga Polity. New Delhi: Mittal Publication
13. Aosenba (2001). The Naga Resistance Movement; Prospects of Peace and Armed Conflict. New Delhi: Regency Publication
14. Achumi, Piketo (2012). British Policy and Administration in Nagaland (1881-1947). New Delhi: Scholar Publishing House
15. Elwin, Verrier (1969). The Nagas in the Nineteenth Century. Oxford University Press
16. Horam, M. (1975). Naga Polity. B. R. Publishing Corporation
17. Alemchiba, M. (2017). A Brief Historical Account of Nagaland. Kohima: Naga Institute of Culture
18. Sema, Hokishe (1986). Emergence of Nagaland. Vikas Publishing House
19. Sarao, K. T. S. (2017). Modern History of Japan (1868-1953). Delhi: Surjeet Publications

20. Singh, A. K. (1993). History of Far East in Modern Times. Delhi: Surjeet Publications
 21. Seth, Michael J. (2009). A Concise History of Modern Korea. Rowman and Littlefield
 22. Cummings, Bruce (1992). Korea's place in the Sun: Modern History. W.W. Norton and Co.

e. Details of participation in the following:

i. College Education

Following courses are taken in UG 1st Semester, 3rd Semester, 4th Semester and 6th Semester:
 1st Semester: HSG 1.4: History of India (Earliest times upto 300 CE)
 3rd Semester: HSC 3.3: History of North East India (1822-1972)
 4th Semester: HSC 4.3: Political History of the Nagas
 6th Semester: HSD 6.4: History of Modern East Asia II (1868-1945)

ii. Question Paper Setting

HSG 1.4, History of India (Earliest times upto 300 CE) for End Semester Examination, Autumn 2022
 HSC 3.3, History of North East India (1822-1972) for Mid Semester Test and End Semester Examination, Autumn 2022
 HSC 4.3, Political History of the Nagas for End Semester Examination, Spring 2023
 HSD 6.4, History of Modern East Asia II (1868-1945) for Mid Semester Test and End Semester Examination Spring 2023

iii. Assessment of assignments

Assignments are given to students for every paper for 10 Marks. The topics are divided among the students according to roll numbers to work out and submit on assigned dates.

iv. Assessment of Presentations

Group presentations are given to enhance teaching-learning. Presentations are done using PPT. Queries and doubts are addressed by the group after the presentation.

v. Conduct and Assessment of Field Projects/ Educational Study Tour

1. 29th October, 2022- Went for study tour to Willong Khullen, Manipur along with 62 students of BA 3rd Semester, Section E & F

2. 18th March 2023- Went for field trip to State Museum, Kohima and Khonoma Village along with 186 students of BA 4th Semester, Section E & F

3. 6th-9th April, 2023- Went for study tour to Shillong, Meghalaya along with 54 students of BA 6th Semester.

vi. Conduct of Examination Invigilation, Scrutiny and Moderation

1. Invigilated for Mid Semester Test and End Semester Examination of Autumn Semester, 2022

2. Invigilated for Mid Semester Test and End Semester Examination of Spring Semester, 2023

3. Moderation of Question Papers for both Mid Semester Test and End Semester Examination of Autumn Semester, 2022

4. Moderation of Question Papers for both Mid Semester Test and End Semester Examination of Spring Semester, 2023

5. Moderation of Internal Assessment Marks and End Semester Examination Marks of Autumn Semester, 2022

6. Moderation of Internal Assessment Marks and End Semester Examination Marks of Spring Semester, 2023

vii. Evaluation of Answer Scripts / Dissertation, etc

Evaluated answer scripts for:

HSG 1.4 for BA 1st Semester

HSC 3.3 for BA 3rd Semester

HSC 4.3 for BA 4th Semester

HSD 6.4 for BA 6th Semester

viii. Mentoring

From July 2022-June 2023, I mentored a total of 86 students of BA 1st & 2nd Sem E (22HIS0530-22HIS0575) and BA 1st & 2nd Sem F {(22HIS0651-22HIS0687), 21HIS0359, 410, 495}

Students are mentored during Mentoring class. Individual as well as group mentoring are done throughout the academic year.

ix. Any other

3. Details of Innovations in / Contribution to Teaching Process, during the year:

a. Design of curriculum:

Member of the Board of Studies meeting held on 14th June, 2023 for framing of NEP 2020 Syllabus for 1st and 2nd Semesters.

b. Teaching methods:

c. Laboratory experiments:

d. Evaluation methods:

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

Prepared reading materials for the following papers:

HSG 1.4 for BA 1st Semester

HSC 3.3 for BA 3rd Semester

HSC 4.3 for BA 4th Semester

HSD 6.4 for BA 6th Semester

f. Remedial Teaching / Student Counselling (academic)

Remedial teachings were conducted for 10 students.

g. Any other

4. Improvement of Professional Competence:

a. Details of refresher courses/orientation/ participation in summer school/ FDPs etc., attended/ organized including open university courses/ M.Phil., Ph.D. during the academic year 2022-2023:

No	Name of the Programme	Organiser's Detail	Sponsor's Detail	Place	Date
I	FDP on Teaching-Learning Process:	IQAC, SJC (A)		Jakhama, Nagaland	7 th July, 2022

	Objective cum Outcome based Educational Approach				
Ii	Capacity Building Program on Nexus of Core Personal-Group Values and Effective Teaching	IQAC, SJC (A)		Jakhama, Nagaland	12 th Nov. 2022
Iii	Orientation on Revised SSR Manual and Quality Benchmarks	IQAC, SJC (A)		Jakhama, Nagaland	27 th April, 2023
Iv					
V					

b. Details of College/ State/ National/ International Seminar/ Conference/ Workshop etc., attended/organised during the academic year 2022-2023:

No	Name of the Seminar/ Conference/ Workshop, etc.	Organiser's Detail	Sponsor's Detail	Place	Date
I	One Day National Webinar on SWAYAM & MOOCs	NEHU, Shillong			23 rd June 2023
Ii	National Seminar on "75 Years of India's Achievements: Ideas and Resolve"	IQAC, St. Joseph's College (Autonomous)	ICSSR, New Delhi	Jakhama, Nagaland	14 th & 15 th April, 2023
Iii					
Iv					
V					

5. Research Contributions

a. Number of books/ research papers published/ presented at seminars/ conferences etc during the Academic Year 2022-2023:

	Title of the Paper/Chapter	International/ National/ State/Local	ISSN/ ISBN Number	UGC CARELIST/ Scopus/ Web of Science	Citation Index
Peer reviewed journals					
Non-reviewed journals					
E-journals					
Conference proceedings	Presented paper on "Breaking Gender Barriers through				

	Education: A Historical Perspective” during National Seminar on “75 years of India’s Achievements: Ideas and Resolve” organized by IQAC, St. Joseph’s College (Autonomous), Jakhama dated 14 th - 15 th April, 2023.				
Books with ISBN					
Books without ISBN					
Chapters in books with ISBN					

b. Research projects taken up:

Title of the Project	Name of the funding agency	Duration	Amount

c. Membership of Professional Bodies, Editorship of Journals etc, during the year:

--

6. Participation in Corporate Life:

Please give a short account of your contribution, during the year, to:

a. College/University/Institution:

Head of the Department Staff Director of Students’ Council Board of Undergraduate Studies (BUGS) member of History & Archaeology, Nagaland University
--

b. Co-curricular activities:

--

c. Extension Activity / Community Service

- d.** Positions held/ leadership role played in organisations/associations etc., linked with extension work and National Service Scheme (NSS), or NCC or any other similar activity:

Staff Director of Students' Council

- e.** Enrichment of campus life (hostels, sports, games, cultural activities):

- f.** Students' welfare and discipline:

- g.** Membership/Participation in Bodies/Committees on Education and National Development:

BUGS member in History & Archaeology, Nagaland University

- h.** Professional Organizations of Teachers

7. Awards/ Recognitions received at the State/National and International level:

8. Teaching Learning Evaluation:

- a.** Does your department obtain feedback from faculty on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

No

- b.** Does your department obtain feedback from students on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

No

- c.** Steps taken by you, during the year, for the evaluation of the programme/ course taught:

Regular class tests are conducted and assignments are given to assess the students.
Group presentations are arranged to enhance learning.

9. General Data

Give a brief assessment of your performance during the year, indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement:

(a) Achievements:

1. Successfully completed the academic year 2022-2023 by imparting quality education and assisting the students in their personal growth.
2. Successful in framing the BA History NEP syllabus for 1st and 2nd Semesters.
3. Attended workshops and seminars.
4. Presented paper on “Breaking Gender Barriers through Education: A Historical Perspective” during National Seminar on “75 years of India’s Achievements: Ideas and Resolve” organized by IQAC, St. Joseph’s College (Autonomous), Jakhama

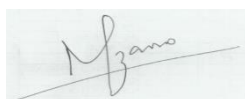
(b) Difficulties Faced:

1. Balancing teaching, co-curricular activities and administrative responsibilities
2. Managing huge number of students

(C) Suggestions for Improvements:

1. To invest more time on research and publications
2. To attend more workshops and seminars

I hereby declare that the information given above is true to the best of my knowledge and belief.



13/02/2024

Nzano Kikon

(Name and Signature of the Teacher with date)



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www.stjosephjakhama.ac.in Email: stjosephc@gmail.com

NAAC Grade A (CGPA: 3.12)

YEAR END PERFORMANCE SELF APPRAISAL PROFORMA OF TEACHERS FOR THE ACADEMIC YEAR JULY 2022 – JUNE 2023

1. General Information

a	Name	Dr. Khriemenuo Pusa
b	Temporary/Permanent/Guest Faculty/Other	Permanent
c	Department	Economics
d	Courses taught	MA
e	Address (Residential)	R. Khel Viswema Village, Kohima
f	Address (Permanent)	R. Khel Viswema Village, Kohima
g	Phone No	8974518629
h	Email id	noeline087@gmail.com
j	Date of appointment	11/6/2017
k	Qualification	Ph. D
l	Area of Specialization (if MPhil or PhD holder)	Agriculture Economics

2. Teaching

a. Classes taught during the Academic Year:

Class	Periods	
	Assigned per Week (Lecture/ Practical/ Tutorial)	Steps taken for the teaching of periods missed during absence or leave
i) UG/ PG (B.A./BSc/ B.Com/BBA/MA)	L: 12 P: T: 3	Sent the students to library or give them assignment.
iii) Any other		

b. Total leave taken from 1st July, 2022 to 30th June, 2023

Casual leave	3 days	Medical leave	5 Months
Duty leave	days	Loss of pay leave	2 Months
Commutated leave	days	Others (specify)	days
Half-pay leave	days		

c. Regularity and Punctuality: Good

d. Explain briefly how you planned your teaching for the year, mentioning a few reading lists provided to students (especially books/articles outside compulsory reading):

Use PPT and white board as a teaching tool. Cover two units before Mid-term test and the other two units before End Semester Exam.

The following reading list were provided to the students:

1. Macroeconomics, H.L. Ahuja
2. Foundations of Behavioural Research, Fred N. Kerlinger

e. Details of participation in the following:

i. College Education

PG

1st Semester: Macroeconomics I

2nd Semester: Macroeconomics II

3rd Semester: Research Methodology

4th Semester: Indian Economy

ii. Question Paper Setting

Question paper set for Mid-term Test and End Semester Exam for

1st Semester: Macroeconomics I

3rd Semester: Research Methodology

iii. Assessment of assignments

One topic each is given to the students as assignment for 10 marks.

Marks are allotted on the basis of the content, clarity and referencing style.

iv. Assessment of Presentations

Each student is made to give presentation on their assignment topic.
Presentation is for 10 marks, which is evaluated on the basis of PPT prepared, clarity of presentation, content and questions answered by the respondents.

v. Conduct and Assessment of Field Projects/ Educational Study Tour

Nil

vi. Conduct of Examination Invigilation, Scrutiny and Moderation

Invigilation: 4 days
Moderation: 1 day

vii. Evaluation of Answer Scripts / Dissertation, etc

Evaluated the answer scripts of
1st Semester: Macroeconomics I
3rd Semester: Research Methodology

viii. Mentoring

Mentored 9 students of 3rd Semester MA Economics, one student at a time.

ix. Any other

Nil

3. Details of Innovations in / Contribution to Teaching Process, during the year:

a. Design of curriculum:

Member Board of Studies, Department of Economics.

b. Teaching methods:

Nil

c. Laboratory experiments:

Nil

d. Evaluation methods:

Nil

- e. Preparation of resource material including books, reading materials, laboratory manuals etc.

Nil

- f. Remedial Teaching / Student Counselling (academic)

Encouraged the students to clear JRF and go for Ph. D and competitive exams.

- g. Any other

Nil

4. Improvement of Professional Competence:

- a. Details of refresher courses/orientation/ participation in summer school/ FDPs etc., attended/ organized including open university courses/ M.Phil., Ph.D. during the academic year 2022-2023:

No	Name of the Programme	Organiser's Detail	Sponsor's Detail	Place	Date
I	Faculty Development Programme	IQAC, St. Joseph's College (Autonomous) Jakhama, Nagaland		SJC (A) Conference Hall No.1	7 th July 2022
Ii					
Iii					
Iv					
V					

- b. Details of College/ State/ National/ International Seminar/ Conference/ Workshop etc., attended/organised during the academic year 2022-2023:

No	Name of the Seminar/ Conference/ Workshop, etc.	Organiser's Detail	Sponsor's Detail	Place	Date
I					
Ii					
Iii					
Iv					
V					

5. Research Contributions

a. Number of books/ research papers published/ presented at seminars/ conferences etc during the Academic Year 202-2023:

	Title of the Paper/Chapter	International/ National/ State/Local	ISSN/ ISBN Number	UGC CARELIST/ Scopus/ Web of Science	Citation Index
Peer reviewed journals					
Non-reviewed journals					
E-journals	The Future of Work: AI, Automation, and the Changing Dynamics of Developed Economies	World Journal of Advanced Research and Reviews	2581-9615, DOI: 10.30574/wjarr.2023.18.3.1086		
Conference proceedings					
Books with ISBN					
Books without ISBN					
Chapters in books with ISBN					

b. Research projects taken up:

Title of the Project	Name of the funding agency	Duration	Amount

c. Membership of Professional Bodies, Editorship of Journals etc, during the year:

--

6. Participation in Corporate Life:

Please give a short account of your contribution, during the year, to:

a. College/University/Institution:

**Coordinator of Economics Department
Statistical Secretary, Alumni Association**

b. Co-curricular activities:

**Organized Interdisciplinary Debate Competition for PG students of the College on 7th Oct. 2022.
Organized the Alumni Silver Jubilee in the College on 18th Nov. 2022.**

c. Extension Activity / Community Service

Nil

d. Positions held/ leadership role played in organisations/associations etc., linked with extension work and National Service Scheme (NSS), or NCC or any other similar activity:

Nil

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

Nil

f. Students' welfare and discipline:

I acknowledge them during children's day and also keep track on their academic performance and give them necessary support.

g. Membership/Participation in Bodies/Committees on Education and National Development:

Members of Research Advisory Committee

h. Professional Organizations of Teachers

Nil

7. Awards/ Recognitions received at the State/National and International level:

Nil

8. Teaching Learning Evaluation:

- a. Does your department obtain feedback from faculty on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

Yes. Make necessary corrections and improvements on the syllabus and present it before the Board of Studies.

- b. Does your department obtain feedback from students on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

Yes. Make necessary corrections and improvements on the syllabus and present it before the Board of Studies.

- c. Steps taken by you, during the year, for the evaluation of the programme/ course taught:

Assignments, Dissertations, Presentation and class test.

9. General Data

Give a brief assessment of your performance during the year, indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement:

- A. Successful guide the students for research proposal.
- B. Time constraints guiding students for research, limited books in PG library.
- C. Enhance the quantity of books in PG Library.

I hereby declare that the information given above is true to the best of my knowledge and belief.



30/6/2023

Dr. KHRIEMENUO PUSA

(Name and Signature of the Teacher with date)



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NAAC Grade A (CGPA: 3.12)

YEAR END PERFORMANCE SELF APPRAISAL PROFORMA OF TEACHERS FOR THE ACADEMIC YEAR JULY 2022 – JUNE 2023

1. General Information

a	Name	Debolina Mukherjee
b	Temporary/Permanent/Guest Faculty/Other	Permanent
c	Department	English
d	Courses taught	Literature and Film I (MEGT 1.5), Postcolonial Literatures in English I (MEGC 3.3), Fiction II (Nineteenth Century) (MEGC 2.3), Literature and Film II (MEGT 2.5), Modern Prose (MEGC 4.2)
e	Address (Residential)	Jakhama, Nagaland
f	Address (Permanent)	Dimapur, Nagaland
g	Phone No	9856518659
h	Email id	debbymukherjee15@gmail.com
j	Date of appointment	1 September, 2019
k	Qualification	MA, NET
l	Area of Specialization (if MPhil or PhD holder)	

2. Teaching

a. Classes taught during the Academic Year:

Class	Periods	
	Assigned per Week (Lecture/ Practical/ Tutorial)	Steps taken for the teaching of periods missed during absence or leave

i) UG/ PG (B.A./BSc/ B.Com/BBA/MA)	L: 9 hours (July – Dec 2022), 14 hours (Jan – Jun 2023) P: NIL T: 2 hours (July – Dec 2022), 2 hours (Jan – Jun 2023)	Students were given assignments and articles to review during periods of absence. Class adjustments were also made with other faculty members of the department during periods of absence or leave
iii) Any other	NIL	

b. Total leave taken from 1st July, 2022 to 30th June, 2023

Casual leave	12 days	Medical leave	days
Duty leave	days	Loss of pay leave	days
Commutated leave	days	Others (specify)	days
Half-pay leave	days		

c. Regularity and Punctuality: ~~Very good/ Good/ Satisfactory/ Unsatisfactory~~
(Strike out or delete what is not applicable)

d. Explain briefly how you planned your teaching for the year, mentioning a few reading lists provided to students (especially books/articles outside compulsory reading):

For the academic year July 2022 to June 2023, lesson plans were made for the entire semester. The first two units were completed before the mid-term exams and the remaining two units completed after the mid-term exams. Apart from class room teachings, films and documentaries were shown to supplement the lectures and lessons discussed in the class. Quizzes, debates and discussions were also conducted to encourage student's participation and learning. Class tests, paper presentations, assignment writing and viva were activities conducted in the class after the completion of each unit to assess the progress and level of understanding of the students.

The list of a few selected books/ articles outside compulsory reading are listed below:

i. "A Deconstructive Reading of Satyajit Ray's *Pather Panchali* (Song of the Little Road)" by C.G. Shyamala. *The Indian Review of World Literature*, ISSN:0974-097X, VOL.12 NO II July – December, 2016.

ii. "Revenge, Masculinity and Glorification of Violence in *The Godfather*" by Abhilash B.S. *International Journal of Social Science and Humanities Research*, ISSN 2348-3156, Vol.3, Issue 2, pp(6-12), April – June 2015.

- iii. “Reflections on the poetry of *Wuthering Heights*” by Stevie Davies. Bronte Society Transactions, Taylor & Francis Group, 1998.
- iv. Edward Said’s *Orientalism* and the Study of the Self and the Other in Orwell’s *Burmese Days* S.R. Moosaviana, et al. Studies in Literature and Language, ISSN 1923-1555, Vol 2. No 1, 2011, pp. 103-113.

e. Details of participation in the following:

i. College Education

Teaching MA English Post Graduate (1st year and 2nd year) students. The students from the departments of Economics, History, Political Science and Sociology are also taught one paper each in the 1st and 2nd semester CBCT paper. One paper is taught to the 1st semester students, viz., Literature and Film I (MEGT 1.5), two papers are taught to the 2nd semester students, viz., Fiction II (Nineteenth Century) (MEGC 2.3) and Literature and Film II (MEGT 2.5), one paper is taught to the 3rd semesters, viz., Postcolonial Literatures in English I (MEGC 3.3) and one paper is taught to the fourth semester students, viz., Modern Prose (MEGC 4.2).

ii. Question Paper Setting

Question papers, both **Mid Term** and **End semester** exams were set for the following papers:

July 2022 to December 2022: Literature and Film I (MEGT 1.5), Postcolonial Literatures in English I (MEGC 3.3).

January 2023 to June 2023: Fiction II (Nineteenth Century) (MEGC 2.3), Literature and Film II (MEGT 1.5), Modern Prose (MEGC 4.2).

iii. Assessment of assignments

Assignments were given to the students for the following papers:

i. Postcolonial Literatures in English I (MEGC 3.3)

ii. Fiction II (Nineteenth Century) (MEGC 2.3)

The students were made to use MLA 9th Edition Referencing style to write their assignments. The assignments were evaluated on the basis of the contents of their writing and the proper use of MLA 9th edition referencing style.

iv. Assessment of Presentations

The students were asked to make presentations of their assignments. The evaluation

criteria for the presentations were knowledge, contents, confidence and presence of mind. The presentations were followed by a Q&A session.

v. Conduct and Assessment of Field Projects/ Educational Study Tour

NONE

vi. Conduct of Examination Invigilation, Scrutiny and Moderation

Invigilation duties were assigned for Mid Term and End Semester exams for the academic session July 2022 to June 2023.
Scrutiny duty was assigned for July to June 2022 academic session.

vii. Evaluation of Answer Scripts / Dissertation, etc

Evaluation of class tests, assignments, paper presentations, Mid Term exams and End Semester Exams were made for the following papers:
July 2022 to December 2022: Literature and Film I (MEGT 1.5), Postcolonial Literatures in English I (MEGC 3.3).
January 2023 to June 2023: Fiction II (Nineteenth Century) (MEGC 2.3), Literature and Film II (MEGT 1.5), Modern Prose (MEGC 4.2).

viii. Mentoring

Total no of students assigned for mentoring during the academic session :
July 2022 to December 2023: 26 students
January 2023 to June 2023: 27 students

ix. Any other

None

3. Details of Innovations in / Contribution to Teaching Process, during the year:

a. Design of curriculum:

Member of the Board of Studies (BoS), Department of English for NEP syllabus

b. Teaching methods:

The following teaching methods were mostly used during the academic session July 2022 to June 2023:

- i. Lecture-based teaching
- ii. Power point presentations for teaching
- iii. use of films and documentaries
- iv. Group discussion
- v. Articles and book reviews

c. Laboratory experiments:

NONE

d. Evaluation methods:

NONE

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

NONE

f. Remedial Teaching / Student Counselling (academic)

NONE

g. Any other

NO

4. Improvement of Professional Competence:

a. Details of refresher courses/orientation/ participation in summer school/ FDPs etc., attended/ organized including open university courses/ M.Phil., Ph.D. during the academic year 2022-2023:

No	Name of the Programme	Organiser's Detail	Sponsor's Detail	Place	Date
i	Faculty Development Programme	IQAC, St, Joseph's College (A), Jakhama		St, Joseph's College (A), Jakhama	7 th July 2022
ii	Capacity Building Programme	IQAC, St, Joseph's College (A), Jakhama		St, Joseph's College (A), Jakhama	12 th Nov, 2022.
iii					
iv					
v					

b. Details of College/ State/ National/ International Seminar/ Conference/ Workshop etc., attended/organised during the academic year 2022-2023:

No	Name of the Seminar/ Conference/ Workshop, etc.	Organiser's Detail	Sponsor's Detail	Place	Date
i	National Seminar on 75 Years of India's Achievements: Ideas and Resolve	IQAC, St, Joseph's College (A), Jakhama	ICSSR	St, Joseph's College (A), Jakhama	14 th and 15 th April, 2023
ii					
iii					
iv					
v					

5. Research Contributions

a. Number of books/ research papers published/ presented at seminars/ conferences etc during the Academic Year 202-2023:

	Title of the Paper/Chapter	International/ National/ State/Local	ISSN/ ISBN Number	UGC CARELIST/ Scopus/ Web of Science	Citation Index
Peer reviewed journals	NIL				
Non-reviewed journals	NIL				
E-journals	NIL				
Conference proceedings	NIL				
Books with ISBN	NIL				
Books without ISBN	NIL				
Chapters in books with ISBN	NIL				

b. Research projects taken up:

Title of the Project	Name of the funding agency	Duration	Amount

NIL			
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c. Membership of Professional Bodies, Editorship of Journals etc, during the year:

NIL

6. Participation in Corporate Life:

Please give a short account of your contribution, during the year, to:

a. College/University/Institution:

Member of Arena of Mind

b. Co-curricular activities:

NIL

c. Extension Activity / Community Service

NIL

d. Positions held/ leadership role played in organisations/associations etc., linked with extension work and National Service Scheme (NSS), or NCC or any other similar activity:

N/A

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

NIL

f. Students' welfare and discipline:

NIL

g. Membership/Participation in Bodies/Committees on Education and National Development:

NIL

h. Professional Organizations of Teachers

NIL

7. Awards/ Recognitions received at the State/National and International level:

NIL

8. Teaching Learning Evaluation:

- a. Does your department obtain feedback from faculty on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

NO

- b. Does your department obtain feedback from students on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

NO

- c. Steps taken by you, during the year, for the evaluation of the programme/ course taught:

9. General Data

Give a brief assessment of your performance during the year, indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement:

I hereby declare that the information given above is true to the best of my knowledge and belief.

Debolina Mukherjee



June 23, 2023

(Name and Signature of the Teacher with date)



ST. JOSEPH'S COLLEGE

JAKHAMA

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(Autonomous status granted by UGC notification No.F.22-1/2017 (AC) Dtd.11th Oct.2018)

0370-2231009 (O), 2233022 (Principal), 9436437544 (M)

www.stjosephjakhama.ac.in Email: stjosephc@gmail.com

NAAC Grade A (CGPA: 3.12)

YEAR END PERFORMANCE SELF APPRAISAL PROFORMA OF TEACHERS FOR THE ACADEMIC YEAR JULY 2022 – JUNE 2023

1. General Information

a	Name	Loreni Yanthan
b	Temporary/Permanent/Guest Faculty/Other	Permanent
c	Department	Economics
d	Courses taught	1)Microeconomics ii) macroeconomics iii) international trade iv) money and financial markets
e	Address (Residential)	Paramedical, Kohima
f	Address (Permanent)	Lakhuti Village, Wokha District
g	Phone No	9612830771
h	Email id	naomiyanthan@gmail.com
j	Date of appointment	17/2/2010
k	Qualification	MA, TET, B.Ed
l	Area of Specialization (if MPhil or PhD holder)	

2. Teaching

a. Classes taught during the Academic Year:

Class	Periods	
BA 1 st sem.	4	Steps taken for the teaching of periods missed during absence or leave:
BA 3 rd sem.	5	
BA 4 th sem.	5	
BA 2 nd sem.	4	
BA 4 th sem.	5	
BA 6 th sem.	5	

Total	14 classes in a week for one semester	Extra classes or adjustment with other Teachers
-------	---------------------------------------	---

b. Total leave taken from 1st July, 2022 to 30th June, 2023

Casual leave	10 days	Medical leave	days
Duty leave	1 day	Loss of pay leave	days
Commutated leave	days	Others (specify)	days
Half-pay leave	days		

c. Regularity and Punctuality: Good

d. Explain briefly how you planned your teaching for the year, mentioning a few reading lists provided to students (especially books/articles outside compulsory reading):

Apart from the reading lists provided in the syllabus, separate notes are also provided.

e. Details of participation in the following:

i. College Education

I teach all the six semesters (Under Graduate students)

ii. Question Paper Setting

Yes, both internal and external assessment. ECC 1.1, ECC 2.1., ECC 3.1, ECC 4.2, ECD 5.3 and ECD 6.4

iii. Assessment of assignments

Allot marks between 1-10

iv. Assessment of Presentations

Allot marks between 1-10

v. Conduct and Assessment of Field Projects/ Educational Study Tour

Educational Study Tour- 2th to 28th October 2023

vi. Conduct of Examination Invigilation, Scrutiny and Moderation

Invigilation, Scrutiny and Moderation

vii. Evaluation of Answer Scripts / Dissertation, etc

Evaluate answer Scripts and moderation.

viii. Mentoring

yes

ix. Any other

3. Details of Innovations in / Contribution to Teaching Process, during the year:

a. Design of curriculum:

yes

b. Teaching methods:

Classroom teaching with PPT

c. Laboratory experiments:

d. Evaluation methods:

Written exam

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

reading materials

f. Remedial Teaching / Student Counselling (academic)

yes

g. Any other

mentoring

4. Improvement of Professional Competence:

a. Details of refresher courses/orientation/ participation in summer school/ FDPs etc., attended/ organized including open university courses/ M.Phil., Ph.D. during the academic year 2022-2023:

No	Name of the Programme	Organiser's Detail	Sponsor's Detail	Place	Date
i	Professional development programme on "implementation of NEP-2020 for University and College Teachers"	IGNOU	Staff Training and Research Institute of Distance Education	New Delhi	Nov, 18-26, 2022
ii					
iii					
iv					
v					

b. Details of College/ State/ National/ International Seminar/ Conference/ Workshop etc., attended/organised during the academic year 2022-2023:

No	Name of the Seminar/ Conference/ Workshop, etc.	Organiser's Detail	Sponsor's Detail	Place	Date
i					
ii					
iii					
iv					
v					

5. Research Contributions

a. Number of books/ research papers published/ presented at seminars/ conferences etc during the Academic Year 202-2023:

	Title of the Paper/Chapter	International/ National/ State/Local	ISSN/ ISBN Number	UGC CARELIST/ Scopus/ Web of Science	Citation Index
Peer reviewed journals	The power of the unseen hands: unravelling the contributions of women in shaping nations.	International international	2582-8185 2456-4184		

	Tech-tonic Shifts: Exploring the Impact of Technology on the Indian Economy				
Non-reviewed journals					
E-journals					
Conference proceedings					
Books with ISBN					
Books without ISBN					
Chapters in books with ISBN					

b. Research projects taken up:

Title of the Project	Name of the funding agency	Duration	Amount

c. Membership of Professional Bodies, Editorship of Journals etc, during the year:

Naga Scholars Association (NSA) and Nagaland Economic Association (NEA)

6. Participation in Corporate Life:

Please give a short account of your contribution, during the year, to:

a. College/University/Institution:

b. Co-curricular activities:

c. Extension Activity / Community Service

d. Positions held/ leadership role played in organisations/associations etc., linked with extension work and National Service Scheme (NSS), or NCC or any other similar activity:

Nodal officer of Red Ribbon Club

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

f. Students' welfare and discipline:

g. Membership/Participation in Bodies/Committees on Education and National Development:

Member in NSA and NEA

h. Professional Organizations of Teachers

7. Awards/ Recognitions received at the State/National and International level:

8. Teaching Learning Evaluation:

a. Does your department obtain feedback from faculty on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

The Department try its best to incorporate the suggestions.

b. Does your department obtain feedback from students on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

No

c. Steps taken by you, during the year, for the evaluation of the programme/ course taught:

Assignments, class tests, presentations and common written exam

9. General Data

Give a brief assessment of your performance during the year, indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement:

- a) Achievements: published a joint article in peer reviewed journal
- b) Difficulties faced: evaluating answer scripts of more than 100 students during End Semester Exams in 5 days.
- c) Suggestions for improvement: give more time on research articles

I hereby declare that the information given above is true to the best of my knowledge and belief.



1/6/23

Loreni Yanthan

Department of Economics

St. Joseph's College (A), Jakhama

Nagaland

(Name and Signature of the Teacher with date)



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NAAC Grade A (CGPA: 3.12)

YEAR END PERFORMANCE SELF APPRAISAL PROFORMA OF TEACHERS FOR THE ACADEMIC YEAR JULY 2022 – JUNE 2023

1. General Information

a	Name	Bendangsangla
b	Temporary/Permanent/Guest Faculty/Other	Permanent
c	Department	Zoology
d	Courses taught	ZOC 1.1, ZOC 2.1, ZOC 3.1 and ZOC 4.2
e	Address (Residential)	Staff Quarter, St. Joseph's College, Jakhama.
F	Address (Permanent)	Lengrijan, Near kuda-mill P.O. Box No.5, Dimapur, Nagaland. Pin- 797113
g	Phone No	9862252114
h	Email id	bendangwabang@gmail.com
J	Date of appointment	1 st June 2016
k	Qualification	M.sc Zoology
L	Area of Specialization (if MPhil or PhD holder)	

2. Teaching

a. Classes taught during the Academic Year:

Class	Periods
	Assigned per Week (Lecture/ Practical/ Tutorial)
	Steps taken for the teaching of periods missed during absence or leave

i) UG (BSc)	L:10 P:4 T: 1	Students are either assigned to write assignments by visiting library/ they are given study materials during missed periods
iii) Any other		

b. Total leave taken from 1st July, 2022 to 30th June, 2023

Casual leave	7days	Medical leave	1 day
Duty leave	Days	Loss of pay leave	days
Commutated leave	Days	Others (specify)	days
Half-pay leave	Days		

c. Regularity and Punctuality: Good

d. Explain briefly how you planned your teaching for the year, mentioning a few reading lists provided to students (especially books/articles outside compulsory reading):

--

e. Details of participation in the following:

i. College Education

Teaching Under Graduate Students. B.sc 1 st Semester- ZOC 1.1 (T&P). B.sc 2 nd Semester-ZOC 2.1 (T&P), Mentoring B.sc 3 rd Semester- ZOC 3.1 (T&P), Mentoring B.sc 4 th Semester ZOC 4.1 (P), ZOC 4.2 (T&P)
--

ii. Question Paper Setting

<u>FOR INTERNAL</u>	<u>FOR EXTERNAL</u>
B.sc 1 st Semester- ZOC 1.1 (T).	B.sc 1 st Semester- ZOC 1.1 (T&P).
B.sc 2 nd Semester-ZOC 2.1 (T)	B.sc 2 nd Semester-ZOC 2.1 (T&P)
B.sc 3 rd Semester- ZOC 3.1(T)	B.sc 3 rd Semester- ZOC 3.1 (T&P)
B.sc 4 th Semester- ZOC 4.2 (T)	B.sc 4 th Semester- ZOC 4.1 (P), B.sc 4 th Semester- ZOC 4.2 (T&P)

iii. Assessment of assignments

Assignment is given to Students for 10 marks.

ZOC 1.1- Nutrition and Reproduction in Protists

ZOC 2.1- Excretion and locomotion in Annelida

ZOC 3.1- Origin of Tetrapoda

ZOC 4.2- Cardiac output and its Regulations.

iv. Assessment of Presentations

Presentation is taken for 10 marks and according to how they present marks distribution is given.

v. Conduct and Assessment of Field Projects/ Educational Study Tour

vi. Conduct of Examination Invigilation, Scrutiny and Moderation

Invigilation duties we get during Internal and External Examination.

vii. Evaluation of Answer Scripts / Dissertation, etc

Evaluation of answer scripts for B.sc ZOC 1.1 (T&P), ZOC 2.1 (T&P), ZOC 3.1 (T&P), ZOC 4.1 (P), ZOC 4.2 (T&P)

viii. Mentoring

B.sc 2nd semester- 16 Students

B.sc 3rd semester- 23 Students

ix. Any other

Question Paper setting was done for Kohima Science college, Jotsoma.

ZOC 1.11- NON-CHORDATES-I: PROTOZOANS TO PSEUDOCOELOMATES

ZOC 4.11- COMPARATIVE ANATOMY OF VERTEBRATES

ZOD 6.21- IMMUNOLOGY

3. Details of Innovations in / Contribution to Teaching Process, during the year:

a. Design of curriculum:

I was a member of the Department Board of Studies for framing the syllabus of NEP 2020 curriculum for B.sc 1st and 2nd semester Zoology.

b. Teaching methods:

c. Laboratory experiments:

d. Evaluation methods:

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

f. Remedial Teaching / Student Counselling (academic)

Remedial classes for ZOC-3.3 (Fundamentals of Biochemistry) was taken for four students.

g. Any other

4. Improvement of Professional Competence:

a. Details of refresher courses/orientation/ participation in summer school/ FDPs etc., attended/ organized including open university courses/ M.Phil., Ph.D. during the academic year 2022-2023:

No	Name of the Programme	Organiser's Detail	Sponsor's Detail	Place	Date
I	Capacity building programme on Nexus of core personal- Group values and Effective Teaching	IQAC, St. Joseph's College Jakhama.		SJC Auditorium	12 th November 2022

Ii	Orientation on Revised SSR Manual and Quality Benchmarks	IQAC, St. Joseph's College Jakhama		PG Conference Hall	27 th April 2023
Iii					
Iv					
V					

b. Details of College/ State/ National/ International Seminar/ Conference/ Workshop etc., attended/organised during the academic year 2022-2023:

No	Name of the Seminar/ Conference/ Workshop, etc.	Organiser's Detail	Sponsor's Detail	Place	Date
I	Capacity Building Programme on Nexus of core personal-Group values and Effective teaching	IQAC, St. Joseph's College (Autonomous), Jakhama		SJC Auditorium	12 th November, 2022
Ii					
Iii					
Iv					
V					

5. Research Contributions

a. Number of books/ research papers published/ presented at seminars/ conferences etc during the Academic Year 202-2023:

	Title of the Paper/Chapter	International/ National/ State/Local	ISSN/ ISBN Number	UGC CARELIST/ Scopus/ Web of Science	Citation Index
Peer reviewed journals					
Non-reviewed journals					
E-journals					
Conference proceedings					
Books with ISBN					
Books without ISBN					
Chapters in books with ISBN					

b. Research projects taken up:

Title of the Project	Name of the funding agency	Duration	Amount

c. Membership of Professional Bodies, Editorship of Journals etc, during the year:

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6. Participation in Corporate Life:

Please give a short account of your contribution, during the year, to:

a. College/University/Institution:

Prize Distribution committee and A member of Dissecting monitoring committee of Zoology department.
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b. Co-curricular activities:

--

c. Extension Activity / Community Service

--

d. Positions held/ leadership role played in organisations/associations etc., linked with extension work and National Service Scheme (NSS), or NCC or any other similar activity:

--

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

--

f. Students' welfare and discipline:

--

g. Membership/Participation in Bodies/Committees on Education and National Development:

h. Professional Organizations of Teachers

7. Awards/ Recognitions received at the State/National and International level:

8. Teaching Learning Evaluation:

a. Does your department obtain feedback from faculty on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

b. Does your department obtain feedback from students on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

c. Steps taken by you, during the year, for the evaluation of the programme/ course taught:

9. General Data

Give a brief assessment of your performance during the year, indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement:

I hereby declare that the information given above is true to the best of my knowledge and belief.

Bendangsangla



(Name and Signature of the Teacher with date)



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NAAC Grade A (CGPA: 3.12)

YEAR END PERFORMANCE SELF APPRAISAL PROFORMA OF TEACHERS FOR THE ACADEMIC YEAR JULY 2022 – JUNE 2023

1. General Information

a	Name	Toshiwapang T Lemtur
b	Temporary/Permanent/Guest Faculty/Other	Other (Probation Period)
c	Department	Mathematics
d	Courses taught	B.Sc Mathematics
e	Address (Residential)	New Secretariat Road, Phezoucha, Kohima
f	Address (Permanent)	New Secretariat Road, Phezoucha, Kohima
g	Phone No	9612575278
h	Email id	toshiwapang@gmail.com
j	Date of appointment	20 th July, 2020
k	Qualification	M.Sc., CSIR NET
l	Area of Specialization (if MPhil or PhD holder)	

2. Teaching

a. Classes taught during the Academic Year:

Class	Periods
	Assigned per Week (Lecture/ Practical/ Tutorial)
	Steps taken for the teaching of periods missed during absence or leave

i) UG/ PG (B.A./BSc/ B.Com/BBA/MA)	L: July 2022 to December 2022 (15 hours) Jan 2023 to July 2023 (15 hours) P: July 2022 to December 2022 (2 hours) T: 1 hour per week	1. Adjust it with the other teachers who are free to take up the classes. 2. Offer assignments or schedule extra lectures/sessions.
iii) Any other		

b. Total leave taken from 1st July, 2022 to 30th June, 2023

Casual leave	6 Days	Medical leave	Days
Duty leave	Days	Loss of pay leave	Days
Commutated leave	Days	Others (specify)	Days
Half-pay leave	Days		

c. Regularity and Punctuality: Satisfactory

d. Explain briefly how you planned your teaching for the year, mentioning a few reading lists provided to students (especially books/articles outside compulsory reading):

<p>a) Start by knowing what needs to be covered for the semester according to the curriculum.</p> <p>b) Choose main books that covers the essential material for each unit and for each paper that I was allocated for the semester.</p> <p>c) Organize and prepare notes for each topic and papers of each Paper that is assigned to me for the upcoming semester to manage teaching effectively.</p> <p>d) Create assessments like tests, presentation or assignment that align with what students are learning.</p> <p>e) Change plans based on how students are doing and their needs and requirement and also according to what's happening in the current time.</p>

e. Details of participation in the following:

i. College Education

<p>Teaching B.sc Mathematics from July 2022-June 2023</p> <ol style="list-style-type: none"> 1. MTG 1.4 (CALCULUS) 2. MTC 3.1 (THEORY OF REAL FUNCTION) 3. MTC 5.1 (MULTIVARIATE CALCULUS)

4. MTG 1.4 (CALCULUS) (P)
5. MTC 2.1 (REAL ANALYSIS)
6. MTC 4.1 (NUMERICAL METHODS)
7. MTD 6.4 (MECHANICS)

ii. Question Paper Setting

Setting question papers for both Midterm and End Semester Exam for both odd and even semesters from July 2022- June 2023. The list of papers both for theory and practical are 6 theory papers and 1 practical paper.

1. MTG 1.4 (CALCULUS)
2. MTC 3.1 (THEORY OF REAL FUNCTION)
3. MTC 5.1 (MULTIVARIATE CALCULUS)
4. MTG 1.4 (CALCULUS) (P)
5. MTC 2.1 (REAL ANALYSIS)
6. MTC 4.1 (NUMERICAL METHODS)
7. MTD 6.4 (MECHANICS)

iii. Assessment of assignments

For the internal assessment I give assignments to each students selecting topics or some workout problems from the topics discussed in class lecture according to the syllabus content. Out of 30 internal Marks I give assignments for 10 marks and assess their work by checking what they have done through their submission of the assignment on a said specific deadline. Accordingly, they are awarded marks and this assignment is given to all the papers I have taught for each semester.

1. MTG 1.4 (CALCULUS)
2. MTC 3.1 (THEORY OF REAL FUNCTION)
3. MTC 5.1 (MULTIVARIATE CALCULUS)
4. MTC 2.1 (REAL ANALYSIS)
5. MTC 4.1 (NUMERICAL METHODS)
6. MTD 6.4 (MECHANICS)

iv. Assessment of Presentations

For the internal assessment I asked the students of 5th and 6th semester to do a presentation by dividing them into groups of two or three students and assigning them specific topics from the syllabus. And award marks based on their presentation.

1. MTC 5.1 (MULTIVARIATE CALCULUS)
2. MTD 6.4 (MECHANICS)

v. Conduct and Assessment of Field Projects/ Educational Study Tour

None

vi. Conduct of Examination Invigilation, Scrutiny and Moderation

For Mid Term and End Semester Exam I had Examination invigilation duties (Both theory and practical exams) and Moderation for both Even and odd semester for the year July 2022 to June 2023 i.e two Mid-term exams, two practical exams and two End semester exams.

vii. Evaluation of Answer Scripts / Dissertation, etc

I have evaluated the Answer Scripts for both Mid-term and End Semester Exams (Both theory and Practical).

List of papers for which I have evaluated for the 1st, 2nd, 3rd, 4th, 5th and 6th semesters are listed below.

1. MTG 1.4 (CALCULUS)
2. MTC 3.1 (THEORY OF REAL FUNCTION)
3. MTC 5.1 (MULTIVARIATE CALCULUS)
4. MTG 1.4 (CALCULUS) (P)
5. MTC 2.1 (REAL ANALYSIS)
6. MTC 4.1 (NUMERICAL METHODS)
7. MTD 6.4 (MECHANICS)

viii. Mentoring

None

ix. Any other

None

3. Details of Innovations in / Contribution to Teaching Process, during the year:

a. Design of curriculum:

Contributed in the construction of the FYUGP (NEP 2020) based syllabus for the 1st and 2nd semester of the department of Mathematics to be implemented from July 2023-24 batch. The curriculum and paper contents.

b. Teaching methods:

c. Laboratory experiments:

d. Evaluation methods:

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

f. Remedial Teaching / Student Counselling (academic)

g. Any other

4. Improvement of Professional Competence:

a. Details of refresher courses/orientation/ participation in summer school/ FDPs etc., attended/ organized including open university courses/ M.Phil., Ph.D. during the academic year 2022-2023:

No	Name of the Programme	Organiser's Detail	Sponsor's Detail	Place	Date
I	Faculty Development Programme	St. Joseph's College (A), Jakhama		Conference Hall, SJC (A)	8 th and 9 th April 2022
Ii	Two- weeks Advanced Training in Mathematics Schools, IST, on Polynomials	Department of Mathematics, Manipur University	National Centre For Mathematics (A Joint Centre of IIT Bombay and TIFR, Mumbai)	Department of Mathematics, Manipur University	From 28 th Nov to 10 th Dec 2022
Iii					
Iv					
V					

b. Details of College/ State/ National/ International Seminar/ Conference/ Workshop etc., attended/organised during the academic year 2022-2023:

No	Name of the Seminar/ Conference/ Workshop, etc.	Organiser's Detail	Sponsor's Detail	Place	Date
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I	Career opportunities after B.Sc Mathematics	Department of Mathematics		College Auditorium, SJC(A)	16 th Feb, 2023
Ii					
Iii					
Iv					
V					

5. Research Contributions

a. Number of books/ research papers published/ presented at seminars/ conferences etc during the Academic Year 202-2023:

	Title of the Paper/Chapter	International/ National/ State/Local	ISSN/ ISBN Number	UGC CARELIST/ Scopus/ Web of Science	Citation Index
Peer reviewed journals					
Non-reviewed journals					
E-journals					
Conference proceedings					
Books with ISBN					
Books without ISBN					
Chapters in books with ISBN					

b. Research projects taken up:

Title of the Project	Name of the funding agency	Duration	Amount

c. Membership of Professional Bodies, Editorship of Journals etc, during the year:

--

6. Participation in Corporate Life:

Please give a short account of your contribution, during the year, to:

a. College/University/Institution:

- a.** HOD, Department of Mathematics
- b.** Staff Director for Badminton Club
- c.** Staff Director for Athletic
- d.** Member of IQAC, SJC(A)
- e.** Member of Academic Audit Committee, SJC(A)

f. Co-curricular activities:

- a.** Organized 6th Eureka Science fest from 5th to 6th August 2022 in collaboration with all the Science Department in the college Campus.
- b.** Academic visit to the Dept of Mathematics, Manipur University during the One Week Mathematical Olympiad Camp on 30th Sept and 1st Oct 2022
- c.** Organized an extension lecture by inviting Ms. Jane Roseline Yimchunger, Asst. Professor, Dept of Mathematics, Kohima Science College for the 3rd and 5th semester students, on 27th and 28th October 2022, in the department on the topic “Group Theory”.
- d.** Organized “All Nagaland State Level Math Quiz Competition” for class 10 students on 12th November 2022 in the college campus.
- e.** Organized a seminar on “Career opportunities after B.Sc Mathematics in the college Auditorium on 16th Fed, 2023
- f.** Contributed in collecting and compiling data’s along with the teachers and students of the department in collaboration with Physics Department for the Green Energy Audit report between the period from 20th Feb to 4th March 2023 for the college campus.
- g.** Organized “Scientifica Mentibus” an Inter-Departmental Science Model Competition in collaboration with all the science department on 26th April 2023 in the College Basketball Court, SJC(A).
- h.** Organized a motivational talk for all the students of mathematics department on the “Overview of Application of Mathematics”, on 26th April 2023, speaker- Dr.Fr.Rev.Gigi Thomas in the Science Block, SJC(A).

i. Extension Activity / Community Service

- a.** Organized an extension lecture by inviting Ms. Jane Roseline Yimchunger, Asst. Professor, Dept of Mathematics, Kohima Science College for the 3rd and 5th semester students, on 27th and 28th October 2022, in the department on the topic “Group Theory”.

- b.** Positions held/ leadership role played in organisations/associations etc., linked with extension work and National Service Scheme (NSS), or NCC or any other similar activity:

None

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

Helped in conducting the Table Tennis and Badminton tournament during Sports week and also Open Badminton tournament organized by Badminton club.

- d.** Students' welfare and discipline:

Encourage an open-door policy where students feel comfortable approaching me with any concerns or issues affecting their academic performance. Clearly outline expectations regarding attendance, participation, deadlines and behavior in the classroom. Foster a culture of respect and civility in the classroom. Offer academic support through office hours and provide constructive feedback on assignments and assessments to help students improve their performance.

- e.** Membership/Participation in Bodies/Committees on Education and National Development:

- a.** Member of IQAC, SJC(A)
b. Member of Academic Audit Committee, SJC(A)

- f.** Professional Organizations of Teachers

None

7. Awards/ Recognitions received at the State/National and International level:

None

8. Teaching Learning Evaluation:

- a.** Does your department obtain feedback from faculty on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

- b.** Does your department obtain feedback from students on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

- c.** Steps taken by you, during the year, for the evaluation of the programme/ course taught:

- a.** Class test
 - b.** Assignments
 - c.** Presentation
 - d.** Working out problems session in class room.

9. General Data


Give a brief assessment of your performance during the year, indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement:

- (a) Successful in framing the FYUGP (NEP 2020) for the 1st and 2nd semester of B.Sc Mathematics. Attended Two- weeks Advanced Training in Mathematics Schools, IST, on Polynomials.
 - (b) Sometimes it's a little difficult to balance teaching responsibility, administrative duties, catering to individual learners and personal commitments.
 - (c) Attending more workshops, seminar, FDP, Refresher courses and learn more teaching strategies and techniques.

I hereby declare that the information given above is true to the best of my knowledge and belief.

(Name and Signature of the Teacher with date)

Toshiwapang T Lemtur



13 June 2023



ST. JOSEPH'S COLLEGE

JAKHAMA

P.B. No. 39, Kohima, Nagaland – 797 001

(Autonomous status granted by UGC notification No.F.22-1/2017 (AC) Dtd.11th Oct.2018)

0370-2231009 (O), 2233022 (Principal), 9436437544 (M)

www.stjosephjakhama.ac.in Email: stjosephc@gmail.com

NAAC Grade A (CGPA: 3.12)

YEAR END PERFORMANCE SELF APPRAISAL PROFORMA OF TEACHERS FOR THE ACADEMIC YEAR JULY 2022 – JUNE 2023

1. General Information

a	Name	TEMSUKUMZUK PONGEN
b	Temporary/Permanent/Guest Faculty/Other	PERMANENT
c	Department	COMMERCE
d	Courses taught	
e	Address (Residential)	STAFF QUARTER NO. 5. FLAT NO 13 ZHODI COLONY, JAKHA TOWN KOHIMA, NAGALAND
f	Address (Permanent)	LONNGMISA VILLAGE MOKOKCHUNG, NAGALAND
g	Phone No	+918119049897
h	Email id	pongentemsu@yahoo.in
j	Date of appointment	01/06/2016
k	Qualification	M.COM (NET)
l	Area of Specialization (if MPhil or PhD holder)	NA

2. Teaching

a. Classes taught during the Academic Year:

Class	Periods	
	Assigned per Week (Lecture/ Practical/ Tutorial)	Steps taken for the teaching of periods missed during absence or leave

i) UG/ PG (B.A./BSc/ B.Com/BBA/MA)	L: 10 P: 5 T: 3	
iii) Any other		

b. Total leave taken from 1st July, 2022 to 30th June, 2023

Casual leave	6 days	Medical leave	day
Duty leave	days	Loss of pay leave	days
Commutated leave	days	Others (specify)	days
Half-pay leave	days		

c. Regularity and Punctuality: Very good

d. Explain briefly how you planned your teaching for the year, mentioning a few reading lists provided to students (especially books/articles outside compulsory reading):

Firstly, decided on a carefully planned lesson plan with the topics to be covered in estimated number of lectures. Got equipped with necessary teaching aids necessary during lectures and practical. Recommendation of digital sources of materials and videos available over the internet.

e. Details of participation in the following:

i. College Education

Involved in teaching the B.Com courses for the Under Graduate programs. Taught various papers in second, third, fourth, fifth and sixth semester the following papers: Cost Accounting, E-Commerce, Human Resource Management, Organisational Behaviour, Auditing, Fundamentals of Financial Management and guiding for field projects.

ii. Question Paper Setting

Set question papers for the courses being taught for both internal tests and End Semester Exams. The following questions were set for the following papers: Cost Accounting, E-Commerce, Human Resource Management, Organisational

Behaviour, Auditing and Fundamentals of Financial Management

iii. Assessment of assignments

Undertaken evaluation and assessment for the following papers for the under graduate programs: Cost Accounting, E-Commerce, Human Resource Management, Organisational Behaviour, Auditing and Fundamentals of Financial Management.

iv. Assessment of Presentations

Assessments for presentations from all students were taken for all the papers in all the semesters. Internal marks are also given to students based on their presentation on various topics related to their paper.

v. Conduct and Assessment of Field Projects/ Educational Study Tour

Department of Commerce conducts field trips and study tours for the students within and outside Nagaland. The students are asked to interact with entrepreneurs and learn firsthand knowledge directly from them. Conducted field projects for specific papers like cost accounting and E-commerce as well. Students are assessed and allotted marks based on their findings and presentations of data.

vi. Conduct of Examination Invigilation, Scrutiny and Moderation

Regularly provide services for all the invigilation duties during exams and after exams whenever tests and exams are being conducted. Provided services for scrutiny of papers after the conduct of exams.

vii. Evaluation of Answer Scripts / Dissertation, etc

Evaluation of answer scripts are done for paper in second semester: Cost Accounting (Minor paper/ GE), for Third semesters: E-Commerce and Human Resource Management, Fourth Semesters: Cost Accounting and Fifth Semesters: Fundamentals of Financial Management.

viii. Mentoring

Undertakes the role of a mentor for students averaging sixty in number every

semester. Mentoring is taken in small groups initially and proceeds to one on one mentoring method at the later stages. Interactive session is conducted with the mentees about their personal and mental health, background check is done individually as well as the family background. Initiates conversation on problems and challenges the mentees face everyday and try to provide them with feedbacks, remedies and counseling as per their individual needs.

ix. Any other

3. Details of Innovations in / Contribution to Teaching Process, during the year:

a. Design of curriculum:

Was a member of the Board of studies for the new curriculum of NEP 2020. Assisted in framing syllabus for papers such as Cost Accounting and E-Commerce, Organisational Behavior for first and second semesters undergraduate program.

b. Teaching methods:

Teaching learning takes place with the use of ICT tools like power point presentations for lectures, videos and other aids and personal attention given for solving practical problems.

c. Laboratory experiments:

NA

d. Evaluation methods:

NA

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

For the preparation of resource material, personal books, books from department as well as college library, various sources from digital libraries and other materials from the net has been used.

f. Remedial Teaching / Student Counselling (academic)

For those students that are unable to grasp certain topics, remedial classes are

conducted to clarify the doubts. Also students are being guided on the careers paths they might want to opt after their graduations for both exams for employment and for further studies like MBA, CA etc.

g. Any other

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4. Improvement of Professional Competence:

a. Details of refresher courses/orientation/ participation in summer school/ FDPs etc., attended/ organized including open university courses/ M.Phil., Ph.D. during the academic year 2022-2023:

No	Name of the Programme	Organiser's Detail	Sponsor's Detail	Place	Date
i	Teaching Learning Process: Objectives cum Outcome based Educational Approach	IQAC, St. Joseph's College (Autonomous)	St. Joseph's College (Autonomous), Jakhama	St. Joseph's College (Autonomous), Jakhama	7 th July 2022
ii					
iii					
iv					
v					

b. Details of College/ State/ National/ International Seminar/ Conference/ Workshop etc., attended/organised during the academic year 2022-2023:

No	Name of the Seminar/ Conference/ Workshop, etc.	Organiser's Detail	Sponsor's Detail	Place	Date
i	75 years of India's Achievements: Ideas and Resolve	IQAC, St. Joseph's College (Autonomous)	ICSSR	St. Joseph's College (Autonomous), Jakhama	14 th & 15 th April 2023
ii					
iii					
iv					
v					

5. Research Contributions

a. Number of books/ research papers published/ presented at seminars/ conferences etc during the Academic Year 202-2023:

	Title of the Paper/Chapter	International/ National/ State/Local	ISSN/ ISBN Number	UGC CARELIST/ Scopus/ Web of Science	Citation Index
Peer reviewed journals					
Non-reviewed journals					
E-journals					
Conference proceedings					
Books with ISBN					
Books without ISBN					
Chapters in books with ISBN					

b. Research projects taken up:

Title of the Project	Name of the funding agency	Duration	Amount

c. Membership of Professional Bodies, Editorship of Journals etc, during the year:

--

6. Participation in Corporate Life:

Please give a short account of your contribution, during the year, to:

a. College/University/Institution:

Staff Director for Youthnet SJC (A) Staff Director for Young Indian Club SJC (A) Staff Director for College Cricket Club SJC (A)
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b. Co-curricular activities:

Organised Skill Development for the Department of Commerce Organised open Super Six Cricket Torunament in the college
--

Co-judge for Mr. Kohima for the year 2023

c. Extension Activity / Community Service

d. Positions held/ leadership role played in organisations/associations etc., linked with extension work and National Service Scheme (NSS), or NCC or any other similar activity:

Staff Director for Youthnet SJC (A)
Staff Director for Young Indian Club SJC (A)
Staff Director for College Cricket Club SJC (A)

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

f. Students' welfare and discipline:

Students are always being monitored and mentored about developing various traits in their behavior, about discipline and punctuality, conducting themselves as a student within and outside the campus.

g. Membership/Participation in Bodies/Committees on Education and National Development:

h. Professional Organizations of Teachers

7. Awards/ Recognitions received at the State/National and International level:

8. Teaching Learning Evaluation:

- a. Does your department obtain feedback from faculty on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

Yes, Verbal feedbacks are taken from time to time. Necessary remedial courses of actions are taken as per the need after due deliberation.

- b. Does your department obtain feedback from students on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

Yes. Students are asked to fill in a students' satisfaction form each year. Necessary remedial courses of actions are taken as per the need.

- c. Steps taken by you, during the year, for the evaluation of the programme/ course taught:

Feedbacks are collected from students from time to time on the topics taught and the methods and teaching aids used for teaching.

9. General Data

Give a brief assessment of your performance during the year, indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement:

- A) Achievements – Did fairly good in accomplishing and completing tasks and responsibilities that were assigned
- B) Difficulties faced – challenges with the transition from CBCS system to the New Education policy and the restructuring process and syllabi related to it.
- C) Suggestions for improvement – Needs to participate in more FDPs and orientation programmes.

I hereby declare that the information given above is true to the best of my knowledge and belief.



28-06-2023

Tamsukumzuk Pongen

Asst. Professor, Dept. Of Commerce

St. Joseph's College (Autonomous) Jakhama



ST. JOSEPH'S COLLEGE

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NAAC Grade A (CGPA: 3.12)

YEAR END PERFORMANCE SELF APPRAISAL PROFORMA OF TEACHERS FOR THE ACADEMIC YEAR JULY 2022 – JUNE 2023

1. General Information

a	Name	Sentilong Longchar
b	Temporary/Permanent/Guest Faculty/Other	Permanent
c	Department	History
d	Courses taught	i. History of Modern East Asia I (1840-1945) HSD 5.4 ii. History of India III (750-1206) HSC 3.1 iii. Rise of the Modern West I HSC 3.2 iv. History of Modern East Asia II (1868-1945) HSD 6.4 v. Political History of the Nagas HSC 4.3 vi. History of India (1707-1950) HSG 4.5
e	Address (Residential)	Lower Jail colony, ward 19, H.no 62, Kohima
f	Address (Permanent)	Lower Jail colony, ward 19, H.no 62, Kohima
g	Phone No	9089441574
h	Email id	longcharalong0@gmail.com
j	Date of appointment	06/06/2018
k	Qualification	M.A., M.Phil
l	Area of Specialization (if MPhil or PhD holder)	Modern History

2. Teaching

a. Classes taught during the Academic Year:

Class	Periods	
UG	Assigned per Week (Lecture/ Practical/ Tutorial)	Steps taken for the teaching of periods missed during absence or leave
i) UG/ PG (B.A./BSc/ B.Com/BBA/MA)	L:15 P: T:2	i. Class works ii. Reading materials to study in class iii. Library class
iii) Any other		

b. Total leave taken from 1st July, 2022 to 30th June, 2023

Casual leave	6 1/2 days	Medical leave	5 days
Duty leave	5 days	Loss of pay leave	days
Commutated leave	days	Others (specify)	days
Half-pay leave	days		

c. Regularity and Punctuality: Good

d. Explain briefly how you planned your teaching for the year, mentioning a few reading lists provided to students (especially books/articles outside compulsory reading):

<p>Lesson Plan, PPT, reading materials</p> <ol style="list-style-type: none"> i. Singh, Upinder (2008). A History of Ancient and Early Medieval India: From the Stone Age to the 12th Century. Pearson ii. Thapar, Romila . History of Early India; From the Origins to AD 1300. New Delhi: Oxford India iii. Sharma, R.S.(2005). India's Ancient Past. Oxford University Press. iv. Chandra, Satish .A History of Medieval India, Vol.I. Har- Anand Publications v. Phukan, Meenaxi (2012). Rise of the Modern West: Social and Economic History of Early Modern Europe. Trinity Press Pvt. Ltd. vi. Hale, J. R. (2005). Renaissance Europe, 1480-1520, USA: Blackwell Publishers
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- vii. Rao, B. V. (2018). History of Europe (1450-1815). Sterling Publications
- viii. Khurana, K. L. (2012). World History (1453-1966 AD). Lakshmi Narain Agarwal
- ix. Singh, A. K. (1993). History of Far East in Modern Times. Surjeet Publications
- x. Sarao, K. T. S (2017). Modern History of China (1840-1949). Surjeet Publications
- xi. Peffer, Nathaniel (1994). The Far East: A Modern History. The University of Michigan Press
- xii. Vinacke, Harold M. (2011). A History of the Far East in Modern Times. Delhi: Surjeet Publications
- xiii. Dubey, Prakash Kumar (2017). History of China and Japan. New Delhi: Dominant Publishers and Distributors Pvt. Ltd.
- xiv. Seth, Michael J. (2009). A Concise History of Modern Korea. Rowman and Littlefield
- xv. Pyle, Kenneth B. (1981). The Making of Modern Japan. Delhi: Surjeet Publications
- xvi. Chandra, Bipan (2004). Rise and Growth of Economic Nationalism in India. New Delhi: Anamika Publishers
- xvii. Bandyopadhyay, Sekher (2004). From Plassey to Partition: A History of Modern India. New Delhi: Orient Longman
- xviii. Desai, A. R. (1948). Social Background of Indian Nationalism. Bombay: Popular Prakashan
- xix. Chandra, Satish (2020). Medieval India, Vol. II. Orient Blackswan
- xx. Mahajan, V.D. (1990). Modern Indian History: From 1707 to the Present Day. S. Chand & Company Ltd.
- xxi. Venuh, Neivetso (2005). British Colonization and Restructuring Naga Polity. New Delhi: Mittal Publication
- xxii. Achumi, Piketo (2012). British Policy and Administration in Nagaland (1881-1947). New Delhi: Scholar Publishing House
- xxiii. Elwin, Verrier (1969). The Nagas in the Nineteenth Century. Oxford

University Press

xxiv. Horam, M. (1975). Naga Polity. B. R. Publishing Corporation

xxv. Alemchiba, M. (2017). A Brief Historical Account of Nagaland. Kohima: Naga Institute of Culture

xxvi. Sema, Hokishe (1986). Emergence of Nagaland. Vikas Publishing House

e. Details of participation in the following:

i. College Education

Under Graduate 3rd Semester, 4th Semester, 5th Semester & 6th Semester

ii. Question Paper Setting

i. HSC 3.2 Rise of the Modern West I (Mid Term and End Semester Exam)

ii. HSC 3.1 History of India III (750-1206) (End Semester Exam)

iii. HSC 4.3 Political History of the Nagas (Mid Term and End Semester Exam)

iv. HSG 4.5 History of India (1707-1950) (Mid Term and End Semester Exam)

v. HSD 5.4 History of Modern East Asia I (1840-1945) (Mid Term and End Semester Exam)

vi. HSD 6.4 History of Modern East Asia II (1868-1945) (Mid Term Exam)

iii. Assessment of assignments

Allocation of syllabus based topics and evaluation of their assignments based on their knowledge on the assigned topics and methodology.

iv. Assessment of Presentations

Presentation topics were assigned to students in groups for powerpoint presentations. Students were evaluated based on their research knowledge, presentation skills, clarity of speech, confidence and their defense in research questions.

v. Conduct and Assessment of Field Projects/ Educational Study Tour

i. A field trip was organized by the department of History. A total of 186 students of B.A. 4th Semesters (Section E &F) visited the State Museum, Kohima and Khonoma Village on 18th March, 2023.

ii. A study tour to Shillong, Meghalaya was organized by the department of History for the BA 6th Semester students on 6th - 9th April, 2023. A total of 54 students

turned up for the study tour.

The Students were made to write a report and reports were evaluated by giving marks.

vi. Conduct of Examination Invigilation, Scrutiny and Moderation

- i. Invigilated the Mid-term exam of 1st, 3rd and 5th Semesters of September, 2022 and End Semester Exam, December, 2022.
- ii. Invigilated the Mid-term exam of 2nd, 4th and 6th Semesters of March, 2023 and End Semester Exam, May 2023.

vii. Evaluation of Answer Scripts / Dissertation, etc

Evaluated the answers scripts of 3rd, 4th and 5th semesters.

viii. Mentoring

- i. Mentored 70 students of 4th Semester E
- ii. Mentored the students in groups of 5.
- iii. Checked their performance, attendance and advised the students on how to be responsible students.

ix. Any other

3. Details of Innovations in / Contribution to Teaching Process, during the year:

a. Design of curriculum:

- i. Member of the Board of Studies in farming the NEP Syllabus 2022-2023 on 14th June, 2023 for 1st and 2nd Semesters of History department.

b. Teaching methods:

PPT
Board and Chalk
Group discussion

c. Laboratory experiments:

--

d. Evaluation methods:

i. Assignments
ii. Class presentations
iii. Class Test and
iv. Exams

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

Suggested reading books and articles and provided reading materials and e-books.
--

f. Remedial Teaching / Student Counselling (academic)

Conducted Remedial classes, re-tests, assigned assignments for the weak students and revision of syllabus.
--

g. Any other

--

4. Improvement of Professional Competence:

a. Details of refresher courses/orientation/ participation in summer school/ FDPs etc., attended/ organized including open university courses/ M.Phil., Ph.D. during the academic year 2022-2023:

No	Name of the Programme	Organiser's Detail	Sponsor's Detail	Place	Date
i	Capacity building program on Nexus of core personal-group values and effective teaching	IQAC	SJC (A)	SJC (A) Auditorium	12 th Nov, 2022
ii	Orientation on Revised SSR Manual and Quality Benchmarks	IQAC	SJC (A)	SJC (A) Auditorium	27 th April, 2023
iii					
iv					
v					

b. Details of College/ State/ National/ International Seminar/ Conference/ Workshop etc., attended/organised during the academic year 2022-2023:

No	Name of the Seminar/ Conference/ Workshop, etc.	Organiser's Detail	Sponsor's Detail	Place	Date
i	75 Years of India's Independence: Ideas and Resolve	IQAC	ICSSR	SJC (A) Auditorium	14-15 April 2023
ii					
iii					
iv					
v					

5. Research Contributions

a. Number of books/ research papers published/ presented at seminars/ conferences etc during the Academic Year 202-2023:

	Title of the Paper/Chapter	International/ National/ State/Local	ISSN/ ISBN Number	UGC CARELIST/ Scopus/ Web of Science	Citation Index
Peer reviewed journals					
Non-reviewed journals					
E-journals					
Conference proceedings	Presented paper on "Cultural Identity of the Chang Nagas" organized by IQAC, SJC (A) on "75 years of India's Achievements: Ideas and Resolve"	National			
Books with ISBN					
Books without ISBN					
Chapters in books with ISBN					

b. Research projects taken up:

Title of the Project	Name of the funding agency	Duration	Amount

c. Membership of Professional Bodies, Editorship of Journals etc, during the year:

--

6. Participation in Corporate Life:

Please give a short account of your contribution, during the year, to:

a. College/University/Institution:

- | |
|--|
| <ul style="list-style-type: none">i. Director of Games and Sports Committee, SJC (A)ii. Director of Model United Nations, SJC (A) |
|--|

b. Co-curricular activities:

--

c. Extension Activity / Community Service

--

d. Positions held/ leadership role played in organisations/associations etc., linked with extension work and National Service Scheme (NSS), or NCC or any other similar activity:

- | |
|--|
| <ul style="list-style-type: none">i. Staff Directors of Games and Sports, SJC(A)ii. Staff Directors of Model United Nations, SJC(A) |
|--|

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

--

f. Students' welfare and discipline:

- | |
|--|
| <ul style="list-style-type: none">i. Encouraged the students to do better in life.ii. Motivated the students to come out of their comfort zone and take up new challenges.iii. Appreciated the students for their efforts and success.iv. Advised and corrected the students whenever deemed necessary. |
|--|

- g.** Membership/Participation in Bodies/Committees on Education and National Development:

Member of Board of Studies in the department of history.

- h.** Professional Organizations of Teachers

7. Awards/ Recognitions received at the State/National and International level:

8. Teaching Learning Evaluation:

- a.** Does your department obtain feedback from faculty on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

No

- b.** Does your department obtain feedback from students on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

No

- c.** Steps taken by you, during the year, for the evaluation of the programme/ course taught:

- i. Class Test
- ii. Assignments
- iii. Power Point Presentation
- iv. Written Examination
- v. Group discussion, etc.

9. General Data

Give a brief assessment of your performance during the year, indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement:

- a.** Achievements:

- i. Attended a workshops 'Capacity building program on Nexus of core personal-group values and effective teaching' and 'Orientation on Revised SSR Manual and

Quality Benchmarks’.

- ii. Successfully framed the BA History 1st and 2nd Semester syllabi according to the NEP 2020 guidelines.
- iii. Successfully imparted quality education to the students.

b. Difficulties faced:

- i. Faced difficulties in balancing responsibilities, publication and research obligations, duties and personal commitments.
- ii. Faced difficulties in attaining the students individually due to the number of intake in the classroom.

c. Suggestions for improvement:

- (i) To invest more time in research and publication.
- (ii) More participation in workshops, faculty development programs, seminars.

To be acquainted with new teaching methods, technologies, classroom managements techniques, etc.

I hereby declare that the information given above is true to the best of my knowledge and belief.



22/06/2023

Sentilong Longchar



ST. JOSEPH'S COLLEGE

JAKHAMA

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www.stjosephjakhama.ac.in Email: stjosephc@gmail.com

NAAC Grade A (CGPA: 3.12)

YEAR END PERFORMANCE SELF APPRAISAL PROFORMA OF TEACHERS FOR THE ACADEMIC YEAR JULY 2022 – JUNE 2023

1. General Information

a	Name	Lungkungam Leo Panmei
b	Temporary/Permanent/Guest Faculty/Other	Probation
c	Department	Department of Business Administration
d	Courses taught	<ul style="list-style-type: none">➤ 1st Semester; Business Accounting➤ 4th Semester; Financial management➤ 5th Semester; Legal Aspects of Business➤ 5th Semester; Distribution and Supply Chain Management➤ 2nd Semester (B.Com); Ethics and Corporate Responsibility➤ 2nd Semester; Environmental Studies.
e	Address (Residential)	St. Joseph's College (A), Zakhama, Campus
f	Address (Permanent)	Oinamlong, Tamenglong, Manipur
g	Phone No	8787883750
h	Email id	panmeileo@gmail.com
j	Date of appointment	1 July, 2021
k	Qualification	M.Com Net
l	Area of Specialization (if MPhil or PhD holder)	N/A

2. Teaching

a. Classes taught during the Academic Year:

Class	Periods	
	Assigned per Week (Lecture/ Practical/ Tutorial)	Steps taken for the teaching of periods missed during absence or leave
i) UG B.Com &BBA	L: 14 P: T: 2	Planning ahead for the absence or leave. Putting extra efforts to recover the periods missed by taking extra classes whenever the other teachers are absent.
iii) Any other		

b. Total leave taken from 1st July, 2022 to 30th June, 2023

Casual leave	2 days	Medical leave	
Duty leave		Loss of pay leave	
Commutated leave		Others (specify)	
Half-pay leave			

c. Regularity and Punctuality: Very good

d. Explain briefly how you planned your teaching for the year, mentioning a few reading lists provided to students (especially books/articles outside compulsory reading):

Made a lesson plan for all the courses and gathered the reference books and eBooks from the college library.

The lesson plan are made in this way

- Identifying the course objectives
- Plan the course specific objectives
- Plan to assess students understanding (Learning outcomes)
- Plan to sequence the lesson in an engaging and meaningful manner
- Create a realistic timeline (lecture hours)
- Plan for lesson closure

Prepared a soft copy (PDF) study materials for all the courses Viz. Business Accounting, Financial management, Legal Aspects of Business, Distribution and Supply Chain Management and Ethics and Corporate Responsibility, Environmental Studies. Students are

also given PPT slides for their study references.

e. Details of participation in the following:

i. College Education

Teaching in Under Graduate in the Department of Business Administration for the Semesters i, ii, iv & v

ii. Question Paper Setting

Set the question papers for both the Internal and End Semester Examinations.

There are five number of courses namely,

- **1st Semester, Business Accounting**
- **4th Semester, Financial management**
- **5th Semester, Legal Aspects of Business**
- **5th Semester, Distribution and Supply Chain Management and**
- **2nd Semester (B.Com), Ethics and Corporate Responsibility.**

iii. Assessment of assignments

There are four different types of assignments given for the students

- 1. PPT Presentation:** *The evaluation criteria for PPT Presentation is base on the Content, Subject Analysis, Innovative Ideas (creativity), inclusion of audio and video effects, Articulation and Conveyance of thoughts, Time Management, Conclusion and references.*
- 2. Handwritten Assignment:** *The evaluation is base on Overall Clarity, Understanding of Issues, Analytic Ability, formation of Idea, Grammar and Spelling, Use of Resources, Clear Conclusion, Bibliography / reference.*
- 3. Written Test:** *The evaluation criteria for written test is base on the knowledge, understanding and analytical ability of the students.*
- 4. Filed work:** *The evaluation is base on field work site, supporting documents, content of the report, punctuality in submission of the assignment, references.*

iv. Assessment of Presentations

The students are divided into 13/14/15 groups, each group consist of 4 students. The topics for the presentation are taken from the syllabus. The marks are awarded individually for the student irrespective of their group base on the performance in the presentation.

The evaluation criteria for PPT Presentation is base on the

- **Content validity**
- **Understanding level**
- **Subject Analysis**
- **Innovative Ideas (creativity)**
- **Inclusion of audio and video effects**
- **Articulation and Conveyance of thoughts**
- **Time Management**
- **Conclusion and**
- **References.**

v. **Conduct and Assessment of Field Projects/ Educational Study Tour**

The department organized Industrial Tour for the students every year. The students are asked to write the report base on their experiences and learning with supporting documents (Photograph). The marks will be included in the internal assessment.

The summer internship was taken up by every student for one month as a part of academic course. After which they have to write project reports as a part of research on the organization they worked. The evaluation of the Summer Internship project will be base on their project writing and presentation.

vi. **Conduct of Examination Invigilation, Scrutiny and Moderation**

Attended as an invigilator for the end semester exams Nov-Dec 2022 and End Semester Examination May-June 2023 conducted by St. Joseph's College (A) Jakhama.

Scrutinizer for the End Semester Examinations May-June 2023 conducted by St. Joseph's College (A) Jakhama.

vii. **Evaluation of Answer Scripts / Dissertation, etc**

Evaluation of Answer Scripts as an internal evaluator

1st semester: Business Accounting

2nd Semester (B.Com) Ethics and Corporate Social Responsibility

2nd semester: Environmental Studies

4th Semester: Financial Management

5th semester: Legal Aspects of Business

5th Semester: Distribution And Supply Chain Management

viii. Mentoring

The total number of students that I mentored are 43 students out of which

15 students from 1st Semester BBA

14 students from 3rd Semester BBA

14 Students from 5th Semester BBA

The methods used in mentoring are one-to-one mentoring and group mentoring.

The students are mentored on

- **Academic success**
- **Career Awareness**
- **Self Confidence**
- **Adjustment in the society etc.**

ix. Any other

3. Details of Innovations in / Contribution to Teaching Process, during the year:

a. Design of curriculum:

Member of the Department Board of Studies.

Set the syllabus of the NEP 2020 curriculum for 1st & 2nd Semester.

Name of the courses are

- **Business Accounting for 1st Semester**
- **Legal Aspects of Business for 2nd Semester**

b. Teaching methods:

c. Laboratory experiments:

d. Evaluation methods:

- e. Preparation of resource material including books, reading materials, laboratory manuals etc.

Prepared Study Materials in soft copy (PDF) for all the courses for the student to refer.

The study materials are provided for the following courses

1st semester: Business Accounting

2nd Semester (B.Com) Ethics and Corporate Social Responsibility

2nd semester: Environmental Studies

4th Semester: Financial Management

5th semester: Legal Aspects of Business

5th Semester: Distribution And Supply Chain Management

- f. Remedial Teaching / Student Counselling (academic)

The remedial classes are given for the weak students. Most of the remedial classes are for the papers Business Accounting and Financial Management practical problems. The classes are given during free period or whenever the other teachers are on leave.

The students are also guided for their higher education or career during the time of mentoring.

- g. Any other

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4. Improvement of Professional Competence:

- a. Details of refresher courses/orientation/ participation in summer school/ FDPs etc., attended/ organized including open university courses/ M.Phil., Ph.D. during the academic year 2022-2023:

No	Name of the Programme	Organiser's Detail	Sponsor's Detail	Place	Date
i	One day workshop on “ Teaching Learning Process: Objective cum Outcome based Educational Approach”, a Faculty Development Programme, Organised by on	Internal Quality Assurance Cell St. Joseph's College (Autonomous) Zakhama, Nagaland		St. Joseph's College (Autonomous) Zakhama, Nagaland	7th July, 2022

ii	Two-day workshop on Transformative and Enhancement of Quality in Higher Education Institutions: Perspective of NEP 2020. Organised by held on	Internal Quality Assurance Cell St. Joseph's College (Autonomous) Zakhama, Nagaland	NAAC	St. Joseph's College (Autonomous) Zakhama, Nagaland	10 th - 11 th July, 2023
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b. Details of College/ State/ National/ International Seminar/ Conference/ Workshop etc., attended/organised during the academic year 2022-2023:

No	Name of the Seminar/ Conference/ Workshop, etc.	Organiser's Detail	Sponsor's Detail	Place	Date
i	Seminar on "Blended Mode of Learning"	Department of English in collaboration with Internal Quality Assurance Cell St. Joseph's College (Autonomous) Zakhama, Nagaland		St. Joseph's College (Autonomous) Zakhama, Nagaland	7 th May 2022
ii	Workshop on "Teaching Learning Process: Objective cum Outcome based Educational Approach", Organised by on	Internal Quality Assurance Cell St. Joseph's College (Autonomous) Zakhama, Nagaland		St. Joseph's College (Autonomous) Zakhama, Nagaland	7 th July, 2022
iii	Two-day workshop on Transformative and Enhancement of Quality in Higher Education Institutions: Perspective of NEP 2020. Organised by held on	Internal Quality Assurance Cell St. Joseph's College (Autonomous) Zakhama, Nagaland	NAAC	St. Joseph's College (Autonomous) Zakhama, Nagaland	10 th - 11 th July, 2023

5. Research Contributions

a. Number of books/ research papers published/ presented at seminars/ conferences etc during the Academic Year 202-2023:

	Title of the Paper/Chapter	International/ National/	ISSN/ ISBN	UGC CARELIST/	Citation Index
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		State/Local	Number	Scopus/ Web of Science	
Peer reviewed journals					
Non-reviewed journals					
E-journals					
Conference proceedings					
Books with ISBN					
Books without ISBN					
Chapters in books with ISBN					

b. Research projects taken up:

Title of the Project	Name of the funding agency	Duration	Amount

c. Membership of Professional Bodies, Editorship of Journals etc, during the year:

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6. Participation in Corporate Life:

Please give a short account of your contribution, during the year, to:

a. College/University/Institution:

Staff director of <ul style="list-style-type: none"> ➤ Fit India Youth Club ➤ College Volleyball Club ➤ Jesus Youth Movement

b. Co-curricular activities:

<ul style="list-style-type: none"> ➤ Organized and participated in 13th Convergence Fest on 30th Sept. 2022 by
--

the Department of Business Administration.

- **Participated as staff director in Inter-Collegiate Sports Meet held in St. Joseph's College (A), Jakhama on 3rd Feb, 2023.**
- **Organized Annual Inter Department Volleyball Tournament in St. Josephs College Zakhama**
- **Fit India Youth Club organised five days workshop on Fitness and Sports Training (Date: 8th – 12th August, 2022) resource person: Mr. Adolie Kere Fitness Coach and Fitness Management (LNUPE) Gwalior, M.P**
- **On 23rd October 2022 a programme under interaction with the Internaltional wrestlers was organised by internal quality assurance cell (IQAC) St.Joseph's College(a) Jakhama And Fit India Youth Club in collaboration with the Elite Entertainment Enterprise (3e)**
- **Aerobic Zumba dance was organised by the Fit India Youth Club On 27 October 2022 under the guidance of Mr.Avisa Chase (Aerobics Fitness Instructor).**

c. Extension Activity / Community Service

Write the details of your participating or have organised Department/ Clubs and Associations Extension Activity / Community Service in the college or outside etc

d. Positions held/ leadership role played in organisations/associations etc., linked with extension work and National Service Scheme (NSS), or NCC or any other similar activity:

Staff director of

1. Fit India Youth Club

- *Fit India Youth Club organised five days workshop on Fitness and Sports Training (Date: 8th – 12th August, 2022) resource person: Mr. Adolie Kere Fitness Coach and Fitness Management (LNUPE) Gwalior, M.P*
- *On 23rd October 2022 a programme under interaction with the Internaltional wrestlers was organised by internal quality assurance cell (IQAC) St.Joseph's College(a) Jakhama And Fit India Youth Club in collaboration with the Elite Entertainment Enterprise (3e)*
- *Aerobic Zumba dance was organised by the Fit India Youth Club On 27 October 2022 under the guidance of Mr.Avisa Chase (Aerobics Fitness Instructor).*

2. College Volleyball Club:

- *Organized Annual Inter Department Volleyball Tournament in St. Josephs College Zakhama.*

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

f. Students' welfare and discipline:

Contribution towards the welfare and discipline of the students are

- Ensure that students can maintain open communication between teachers and students.
- Provide a safe learning environment by setting clear rules and expectations.
- Create an environment in which everyone treats each other with respect, is allowed to be sad or angry and adopts a pensive and listening attitude.
- Provide opportunities for students to share their stories, feelings and opinions, while respecting their privacy.
- Create a climate where students can admit their mistakes without being held accountable.
- Provide students with the opportunity to improve their skills and knowledge through feedback and guidance.
- Give students the space to change their learning environment in a constructive and positive way.

g. Membership/Participation in Bodies/Committees on Education and National Development:

h. Professional Organizations of Teachers

7. Awards/ Recognitions received at the State/National and International level:

8. Teaching Learning Evaluation:

- a. Does your department obtain feedback from faculty on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

b. Does your department obtain feedback from students on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

c. Steps taken by you, during the year, for the evaluation of the programme/ course taught:

9. General Data

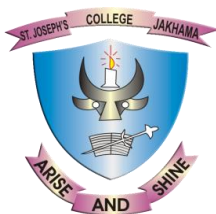
Give a brief assessment of your performance during the year, indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement:

I hereby declare that the information given above is true to the best of my knowledge and belief.

Lungkungam Leo Panmei



28/06/2023



ST. JOSEPH'S COLLEGE

JAKHAMA

P.B. No. 39, Kohima, Nagaland – 797 001

(Autonomous status granted by UGC notification No.F.22-1/2017 (AC) Dtd.11th Oct.2018)

0370-2231009 (O), 2233022 (Principal), 9436437544 (M)

www.stjosephjakhama.ac.in Email: stjosephc@gmail.com

NAAC Grade A (CGPA: 3.12)

YEAR END PERFORMANCE SELF APPRAISAL PROFORMA OF TEACHERS FOR THE ACADEMIC YEAR JULY 2022 – JUNE 2023

1. General Information

a	Name	Antidong Jamir
b	Temporary/Permanent/Guest Faculty/Other	Other
c	Department	Physics
d	Courses taught	B.Sc. Physics
e	Address (Residential)	Agrifarm colony Kohima
f	Address (Permanent)	Kumlong ward Mokokchung
g	Phone No	9612647030
h	Email id	tidongjamir@gmail.com
j	Date of appointment	15-01-2020
k	Qualification	M.Sc. Physics
l	Area of Specialization (if MPhil or PhD holder)	

2. Teaching

a. Classes taught during the Academic Year:

Class	Periods	
	Assigned per Week (Lecture/ Practical/ Tutorial)	Steps taken for the teaching of periods missed during absence or leave

i) UG/ PG (B.A./BSc/ B.Com/BBA/MA)	L: Jul-Dec, 2022 (12) Jan-Jun, 2023(9) P: Jul-Dec, 2022 (2) Jan-Jun, 2023 (4) T: 2 hours per week	
iii) Any other	Mentoring was also taken 1 hour per week	

b. Total leave taken from 1st July, 2022 to 30th June, 2023

Casual leave	2 days	Medical leave	1 days
Duty leave	2 days	Loss of pay leave	0 days
Commutated leave	0 days	Others (specify)	0 days
Half-pay leave	0 days		

c. Regularity and Punctuality: Satisfactory

d. Explain briefly how you planned your teaching for the year, mentioning a few reading lists provided to students (especially books/articles outside compulsory reading):

I meticulously planned my teaching for the year by outlining the learning objectives, structuring the syllabus, and selecting appropriate teaching materials. I aimed to create a cohesive, curriculum that beamed students' understanding from foundational principles to advanced topics. For Physics, I provided students with a reading list that included textbooks such as "University Physics" by Young and Freedman for Classical Mechanics, "Introduction to Electrodynamics" by Griffiths for electrodynamics, "The Art of Electronics" by Paul Horowitz and Winfield Hill for electronics, "Mathematical Methods in Physical Sciences" by Mary L. Boas for Mathematical Physics and "Modern Physics" by Kenneth S. Krane for Modern Physics, etc. These texts are supplemented with additional readings, research papers, and resources tailored to each topic to provide a comprehensive understanding of the subject matter. Additionally I Integrated various teaching methods such as lectures, discussions, laboratory experiments and problem-solving sessions to cater to diverse learning styles and enhance student engagement and comprehension.

e. Details of participation in the following:

i. College Education

I am teaching faculty in Physics Department engaging the UG students. I have taught papers like Mathematical Physics, Electronics(both Digital and Analog), Modern Physics, Astrophysics, Electricity and Magnetism, Mechanics, Nuclear Physics, etc. I have engaged with students of all the semesters.

ii. Question Paper Setting

Yes, I have participated in question paper setting. Following are some of the papers I have set in the academic session July, 2022-June, 2023.

1. Mathematical Physics-! (Both internal examination and End Semester Examination)
2. Digital Systems and Applications (Both internal examination and End Semester Examination)
3. Electric Circuit and Network (Both internal examination and End Semester Examination)
4. Elements of Modern Physics (Both internal examination and End Semester Examination)
5. Astronomy and Astrophysics (Both internal examination and End Semester Examination)

iii. Assessment of assignments

Assignments were given to the students on various topics based on the papers I was engaging with them. This was done to assess their learning outcomes and also their understanding in the subject. The assessment was done with marking out of 10 which was added to their internal marks at the end.

iv. Assessment of Presentations

The Students were given topics to present in the class. The assessment was done to see the student's clarity and understanding on the subject/topic provided to them. This assessment was conducted for students to speak and present confidently which directly helps and fulfil the overall development of student's personality. This was also assessed out of 10 which was added to their internal at the end.

v. Conduct and Assessment of Field Projects/ Educational Study Tour

During the given academic session, the students of 6th semester was taken to

Center of Plasma Physics-Institute of Plasma Research (CPP-IPR), Sonapur, Assam for an exposure trip. The trip was undertaken to help the students get real time exposure and experience in the field of Plasma research. The students and also the teachers got the opportunity to interact with skilled and proficient professors and researchers and learn about the subject and the various opportunities and areas to explore in the field of research in plasma.

vi. Conduct of Examination Invigilation, Scrutiny and Moderation

In the given academic session, I was a part in the conduct of examination as an invigilation and question paper moderator in the college. I was also called to be the an external examiner for non-theory examination (Practical) by the Department of Physics, Kohima Science College (Autonomous), Jotsoma on the 3rd and 4th of April, 2023.

vii. Evaluation of Answer Scripts / Dissertation, etc

The Answer scripts of the mentioned papers were evaluated for the various semesters in the academic session June, 2022-July, 2023.

1. Mathematical Physics-I (1st semester)
2. Digital Systems and Applications (3rd semester)
3. Electric Circuit and Network (3rd semester)
4. Elements of Modern Physics (4th semester)
5. Astronomy and Astrophysics (6th semester)

viii. Mentoring

Mentoring is a crucial part in education and also in the curriculum designed by the department. Mentoring was provided to the 1st semester (odd semester) and the 6th students (even semester) 1 hour every week. A total of 41 (20 1st semester students and 21 6th semester students) students were mentored in the academic session.

ix. Any other

I was called to be the an external examiner for non-theory examination (Practical) by the Department of Physics, Kohima Science College (Autonomous), Jotsoma on the 3rd and 4th of April, 2023.

3. Details of Innovations in / Contribution to Teaching Process, during the year:

a. Design of curriculum:

1. Department Board of Studies (BoS)

b. Teaching methods:

c. Laboratory experiments:

d. Evaluation methods:

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

f. Remedial Teaching / Student Counselling (academic)

g. Any other

4. Improvement of Professional Competence:

a. Details of refresher courses/orientation/ participation in summer school/ FDPs etc., attended/ organized including open university courses/ M.Phil., Ph.D. during the academic year 2022-2023:

No	Name of the Programme	Organiser's Detail	Sponsor's Detail	Place	Date
i	Faculty Development Programme	St. Joseph's College (Autonomous)		College Campus	8 th - 9 th April, 2022
ii	Orientation on Revised SSR Manual	IQAC, St. Joseph's College		PG conference	27 th April, 2023

		(Autonomous)		Hall	
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b. Details of College/ State/ National/ International Seminar/ Conference/ Workshop etc., attended/organised during the academic year 2022-2023:

= None

5. Research Contributions

None

a. Research projects taken up: None

b. Membership of Professional Bodies, Editorship of Journals etc, during the year:

Member of BoS, Kohima Science College (Autonomous), Jotsoma

6. Participation in Corporate Life:

Please give a short account of your contribution, during the year, to:

a. College/University/Institution:

1. **Staff Director (Table-Tennis Club)**

b. Co-curricular activities:

The Table tennis Club organized an inter-departmental table tennis tournament

c. Extension Activity / Community Service

I was invited to be one of the resource person in one day Career Guidance Cum Counselling Seminar organized by the Post Graduate Teachers, SJC(A), Jakhama in collaboration with Government High School, Kigwema on the 14th of October,2022 at Government High School, Kigwema Campus.

d. Positions held/ leadership role played in organisations/associations etc., linked with extension work and National Service Scheme (NSS), or NCC or any other similar activity:

1. Staff Director of Table-Tennis Club

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

No

f. Students' welfare and discipline:

1. Creating a supportive and inclusive learning environment where students feel comfortable expressing themselves and seeking assistance when needed.
2. Providing academic support through office hours, tutoring sessions, and constructive feedback on assignments to help students succeed academically.
3. Mentoring students by providing guidance on academic and career-related matters and help them navigate their educational journey.
4. Advocating for students' needs and concerns by representing their interests to the department.

g. Membership/Participation in Bodies/Committees on Education and National Development:

1. Department Board of Studies (BoS)
2. Member of Board of Studies (BoS), Kohima Science College (Autonomous), Jotsoma.

h. Professional Organizations of Teachers

No

7. Awards/ Recognitions received at the State/National and International level:

No

8. Teaching Learning Evaluation:

- a.** Does your department obtain feedback from faculty on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

No

- b.** Does your department obtain feedback from students on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

No

- c. Steps taken by you, during the year, for the evaluation of the programme/ course taught:

With the sensitization of the faculties during the FDP organized by the College, the department sat together to clearly define the learning outcomes and objectives of the curriculum provided by the department.

9. General Data

Give a brief assessment of your performance during the year, indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement:

Achievements

1. Successfully developed and delivered engaging lectures, fostering students interest and participation in the subject matter.
2. Revised positive feedback (Conducted by the college) from the students regarding clarity of instructions, availability of assistance, and effectiveness in conveying complex concepts.
3. Actively participated in departmental activities, serving on committees, participating in curriculum development and mentoring students.

Difficulties faced

1. Addressing the diverse learning needs and backgrounds of students in the classroom.
2. Navigating challenges related to limited resources or support for various activities.
3. Balancing teaching, service responsibilities while maintaining a healthy work-life balance.

Suggestion for improvement

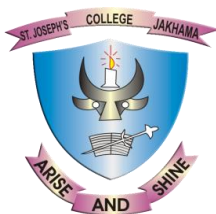
1. Seek professional development opportunities to enhance time management skills and refine strategies for managing competing priorities.
2. Advocate for increased support and resources for research activities within the department or institution.
3. Explore innovative teaching methods and technologies to better accommodate diverse learning styles and enhance student engagements.
4. Implement strategies for more effectively managing workload and prioritizing tasks to ensure a more balanced approach to teaching and service.

I hereby declare that the information given above is true to the best of my knowledge and belief.

Antidong Jamir

A handwritten signature in black ink, appearing to be 'AJ' or similar initials, written over a horizontal line.

23-06-2023



ST. JOSEPH'S COLLEGE

JAKHAMA

P.B. No. 39, Kohima, Nagaland – 797 001

(Autonomous status granted by UGC notification No.F.22-1/2017 (AC) Dtd.11th Oct.2018)

0370-2231009 (O), 2233022 (Principal), 9436437544 (M)

www.stjosephjakhama.ac.in Email: stjosephc@gmail.com

NAAC Grade A (CGPA: 3.12)

YEAR END PERFORMANCE SELF APPRAISAL PROFORMA OF TEACHERS FOR THE ACADEMIC YEAR JULY 2022 – JUNE 2023

1. General Information

a	Name	MHASHEVOLU RHAKHO
b	Temporary/Permanent/Guest Faculty/Other	Temporary
c	Department	Botany
d	Courses taught	Botany
e	Address (Residential)	Chuchoru Colony- Jakhama
f	Address (Permanent)	Lozaphuhu Village-Phek
g	Phone No	8259993623
h	Email id	Rhakhomhase11@gmail.com
j	Date of appointment	11 th July 2022
k	Qualification	M.Sc (NET)
l	Area of Specialization (if MPhil or PhD holder)	N/A

2. Teaching

a. Classes taught during the Academic Year:

Class: B.sc 1 st , 2 nd and 4 th	Periods	
	Assigned per Week (Lecture/ Practical/ Tutorial)	Steps taken for the teaching of periods missed during absence or leave
i) UG/ PG (BSc)	L: 16 P: 4 hours T: 0	Assignments and Class test.
iii) Any other		

b. Total leave taken from 1st July, 2022 to 30th June, 2023

Casual leave	0 days	Medical leave	0 days
Duty leave	3 days	Loss of pay leave	0 days
Commutated leave	0 days	Others (specify)	0 days
Half-pay leave	0 days		

c. Regularity and Punctuality: **Good**

d. Explain briefly how you planned your teaching for the year, mentioning a few reading lists provided to students (especially books/articles outside compulsory reading):

Collect relevant books and reading materials from the Library Refer internet websites. Compare the materials and choose the most appropriate one and prepare study materials for the topics. Thereafter, the lesson plan is done for weekly basis.

1. Notes material,
2. Study in Botany_ Vol I and Vol II by D Mitra and S.K Chowdhuri.
3. College Botany.
4. Internet websites related to the topics.

e. Details of participation in the following:

i. College Education

During the academic session July, 2022 to June, 2023, the following courses for undergraduate were taught:

- a. 1st semester B.Sc: **Phycology and Microbiology (BTC 1.1)**
- b. 1st semester B.Sc: **Plant Ecology and Taxonomy (BTG 1.4)**
- c. 2nd semester B.Sc: **Archegoniates and Paleobotany (BTC 2.2)**
- c. 2rd semester B.Sc: **Plant Anatomy and Embryology (BTG 2.4)**
- d. 4th semester B.Sc: **Plant Ecology and Phytogeography (BTC 4.2)**

ii. Question Paper Setting

A. Set Question paper of the following End Semester Examinations during the academic session July, 2022 to June, 2023:

1. End Semester Exam., Autumn 2022

- a. 1st semester B.Sc: **Phycology and Microbiology (BTC 1.1)**
- b. 1st semester B.Sc: **Plant Ecology and Taxonomy (BTG 1.4)**

2. End Semester Exam., Spring, 2023

- a. 2nd semester B.Sc: **Archegoniates and Paleobotany (BTC 2.2)**
 - b. 2nd semester B.Sc: **Plant Anatomy and Embryology (BTG 2.4)**
 - c. 4th semester B.Sc: **Plant Ecology and Phytogeography (BTC 4.2)**
- B. Set Question papers of the following papers for Mid Semester Test and Practical Exam during the academic session July, 2022 to June, 2023**
- a. 1st semester B.Sc: **Phycology and Microbiology (BTC 1.1)**
 - b. 1st semester B.Sc: **Plant Ecology and Taxonomy (BTG 1.4)**
 - c. 2nd semester B.Sc: **Archegoniates and Paleobotany (BTC 2.2)**
 - d. 2nd semester B.Sc: **Plant Anatomy and Embryology (BTG 2.4)**
 - e. 4th semester B.Sc: **Plant Ecology and Phytogeography (BTC 4.2)**

iii. Assessment of assignments

Assignments are an essential part of overall academic life for continuous assessment in college. For the internal marks assessments, students were given the topics to work on it by referring related books and other internet sources at the starting of the semester. The submitted assignments are assessed based on the style and presentation, contents related to topics, numbers of books referred, timely submission.

During the academic session July, 2022 to Dec., 2022, assignments for the following courses were assessed:

- a. 1st semester B.Sc: **Phycology and Microbiology (BTC 1.1)**
- b. 1st semester B.Sc: **Plant Ecology and Taxonomy (BTG 1.4)**

During the academic session January, 2023 to June, 2023, assignments for the following courses were assessed:

- a. 2nd semester B.Sc: **Archegoniates and Paleobotany (BTC 2.2)**
- b. 2nd semester B.Sc: **Plant Anatomy and Embryology (BTG 2.4)**
- c. 4th semester B.Sc: **Plant Ecology and Phytogeography (BTC 4.2)**

iv. Assessment of Presentations

Presentation also forms an integral part of the internal assessment to develop different practical skills and increase their knowledge base significantly, where the students present the topics on they have submitted as an assignment.

The Presentations were assessed based on the Presentation skill including confidence and clarity, contents related to the topics, the style of presentation, student's understanding of their topics, timely presentation.

During the academic session July, 2022 to Dec., 2022, presentation by the students for the following courses were assessed:

a. 1st semester B.Sc: **Phycology and Microbiology (BTC 1.1)**

b. 1st semester B.Sc: **Plant Ecology and Taxonomy (BTG 1.4)**

During the academic session January, 2023 to June, 2023, presentations for the following courses were assessed:

a. 2nd semester B.Sc: **Archegoniates and Paleobotany (BTC 2.2)**

b. 2nd semester B.Sc: **Plant Anatomy and Embryology (BTG 2.4)**

c. 4th semester B.Sc: **Plant Ecology and Phytogeography (BTC 4.2)**

v. Conduct and Assessment of Field Projects/ Educational Study Tour

Educational study tours are conducted for the partial fulfilment of the syllabus to enhance classroom learning by making real world connections. It also enhances teamwork, social skills, encourages independent learning, promotes creativity and critical thinking and deepens their understanding of a subject.

The study tour was conducted for 2nd semester as well as 4th semester where the students were taken to Guwahati and Shillong from 6th-11th April, 2023, for exposure and learning.

The Study Tour assessment is made based on the reports submitted by the individual students about the trip. The reports are then assessed based on timely submission, presentation style, related contents and events detail.

During the academic session January, 2023 to June, 2023, assignments for the following courses were assessed:

a. 2nd semester B.Sc: **Archegoniates and Paleobotany (BTC 2.2)**

b. 4th semester B.Sc: **Plant Ecology and Phytogeography (BTC 4.2)**

vi. Conduct of Examination Invigilation, Scrutiny and Moderation

During the academic session July, 2022 to June, 2023, Invigilation calls were received for the following exams:

1. Mid Semester Exam, 2022

2. End Semester Exam, Autumn 2022.

3. Mid Semester Exam, 2023.

4. End Semester Exam., Spring, 2023

vii. Evaluation of Answer Scripts / Dissertation, etc

- . For the Mid Semester as well as End Semester Exam., Autumn 2022, the following papers were evaluated:
- a. 1st semester B.Sc: **Phycology and Microbiology (BTC 1.1)**
 - b. 1st semester B.Sc: **Plant Ecology and Taxonomy (BTG 1.4)**
2. For the Mid Semester as well as End Semester Exam., Spring, 2023., the following papers were evaluated:
- a. 2nd semester B.Sc: **Archegoniates and Paleobotany (BTC 2.2)**
 - b. 2rd semester B.Sc: **Plant Anatomy and Embryology (BTG 2.4)**
 - c. 4th semester B.Sc: **Plant Ecology and Phytogeography (BTC 4.2)**

viii. Mentoring

For the academic year, June 2022 to July 2023, a total of 14 students from B.sc 1st and 3rd Semester were placed under my care for mentoring.

ix. Any other

Lecture on Plant Tissue Culture- Methodology of Micropropagation, Scope and Recent Development as Resource person

3. Details of Innovations in / Contribution to Teaching Process, during the year:

a. Design of curriculum:

During the academic session July, 2022 to June, 2023, I took part in designing curriculum of NEP, 2020 (FYUGP) syllabus as member of the Broad of Studies.

b. Teaching methods:

- Power Point Presentation
- White Board
- Real time observation of plant specimens in the syllabus.
- Discussion/debates on topics.
- Quiz

c. Laboratory experiments:

During the academic session July, 2022 to June, 2023, I taught students on various plants specimens and microbes using permanent slide as well as temporary slides.

- Techniques on Dissection of plant parts and used of microscope.
- pH test of soil and water

- Study of herbaceous vegetation in the college campus by species area curve method.
- Quantitative analysis of herbaceous vegetation in the college campus for density, abundance, frequency and comparison with Raunkiaer's Frequency distribution Law
- Bulk density and porosity of soil
- Herbarium preparation.
- Chemical analysis of soil.

d. Evaluation methods:

The students are evaluated based on their performance, skills, regularity and punctuality of submitting their assignments and practical records, knowledge, ability to comprehend and mastery.

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

The reading materials for all units are provided to the students in soft copy as well as hard copy. Books and internet websites related to the topics are given for further references.

The laboratory manual is prepared and given to the students to perform the experiment.

f. Remedial Teaching / Student Counselling (academic)

During the academic session July, 2022 to June, 2023, remedial classes were given to some students are lagging behind. Class test and Retest were also being conducted and explained personally to enable them to understand the topic.

g. Any other

NA

4. Improvement of Professional Competence:

a. Details of refresher courses/orientation/ participation in summer school/ FDPs etc., attended/ organized including open university courses/ M.Phil., Ph.D. during the academic year 2022-2023:

No	Name of the Programme	Organiser's	Sponsor's	Place	Date
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		Detail	Detail		
i	Teaching-Learning Process: Objective cum Outcome based Educational Approach	Internal Quality assurance Cell (IQAC), SJC (A), Jakhama	SJC (A), Jakhama	SJC (A), Jakhama	7 th July, 2022
ii					
iii					
iv					
v					

b. Details of College/ State/ National/ International Seminar/ Conference/ Workshop etc., attended/organised during the academic year 2022-2023:

No	Name of the Seminar/ Conference/ Workshop, etc.	Organiser's Detail	Sponsor's Detail	Place	Date
i	Attended National Seminar on Recent Advances in Herbal Drug Research in reference to Ayurveda and Pharmacovigilance of ASU&H Drugs.	Regional Ayurveda Research	CCRAS, Ministry of AYUSH, Government of India.	Hotel Saramati, Dimapur, Nagaland	4 th March, 2023
ii	Organiser team- Winter internship on Mushroom Spawn Preparation	Department of Botany, SJC (A)	SJC (A), Jakhama	SJC (A), Jakhama	12 th -13 th December, 2022
iii	Training Program on "Plant Tissue Culture"	Guwahati Biotech Park	NECTAR	Micro-Propagation facility of Biotech park, Guwahati	22 th -24 th March, 2023
iv	Organiser team- Career exploration and Awareness	Department of Botany	SJC (A)	College Auditorium	18 th Feb, 2023
v	Attended Seminar on "Rhododendron and Sustainable Tourism:	Botanical Survey of India	SJC (A)	SJC (A), Indoor Stadium	8 th August, 2022

5. Research Contributions

a. Number of books/ research papers published/ presented at seminars/ conferences etc during the Academic Year 202-2023:

	Title of the Paper/Chapter	International	ISSN/	UGC	Citation
--	----------------------------	---------------	-------	-----	----------

		I/National/ State/Local	ISBN Number	CARELIS T/ Scopus/ Web of Science	Index
Peer reviewed journals	NA				
Non-reviewed journals	NA				
E-journals	NA				
Conference proceedings	NA				
Books with ISBN	NA				
Books without ISBN	NA				
Chapters in books with ISBN	NA				

b. Research projects taken up:

Title of the Project	Name of the funding agency	Duration	Amount
NA			

c. Membership of Professional Bodies, Editorship of Journals etc, during the year:

NA

6. Participation in Corporate Life:

Please give a short account of your contribution, during the year, to:

a. College/University/Institution:

<p>1. Served as a subject teacher for the following Undergraduate Courses which includes theory as well as Practical:</p> <ul style="list-style-type: none"> - Phycology and Microbiology (BTC 1.1) - Plant Ecology and Taxonomy (BTG 1.4) - Archegoniates and Paleobotany (BTC 2.2) - Plant Anatomy and Embryology (BTG 2.4)) - Plant Ecology and Phytogeography (BTC 4.2)

2. Wrote an article on “**Magnificent Cosmos**” under **Arena of Mind**, published on 29th October, 2022((The Morung Express)

b. Co-curricular activities:

- Incharge for Mr and Miss Eureka at 6th Eureka Science Fest held on 5th &-6th August, 2022
- Part of International day of Women and Girls in Science (11th Feb, 2023)

c. Extension Activity / Community Service

NA

d. Positions held/ leadership role played in organisations/associations etc., linked with extension work and National Service Scheme (NSS), or NCC or any other similar activity:

NA

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

Supervised and conduct sports events during the college week, Cultural day and also participated actively in College events like Spring Fest and other Departmental activities.

f. Students’ welfare and discipline:

- Communicate the expectation from students about their classroom behaviour or etiquette, being responsible related to academic or other college activities/works/task assigned to them at the start of the semester.
- Keep the clear boundaries for behavioural management and treat fairly for any disciplinary issues.
- Establish a positive interaction and encourages students to take responsibility for their own actions by written or verbal apology along with some assigned task for their well being.
- Mentor-Mentee mechanism for a better relationship to understand the reasons faced by students individually that leads to the misconduct.

g. Membership/Participation in Bodies/Committees on Education and National Development:

Member of the Broad of Studies in framing curriculum of NEP, 2020 (FYUGP) syllabus of SJC (A), Jakhama.

h. Professional Organizations of Teachers

NA

7. Awards/ Recognitions received at the State/National and International level:

NA

8. Teaching Learning Evaluation:

- a.** Does your department obtain feedback from faculty on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

Yes, the faculty members of the Department discuss the curriculum and give feedbacks in regards to assessments, syllabus, well-beings of students and topics relevant to particular course.

- b.** Does your department obtain feedback from students on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

Student feedbacks are collected in the form of a questionnaire.

- c.** Steps taken by you, during the year, for the evaluation of the programme/ course taught:

The students were asked to evaluate and comment on on the programmes as well as teaching methodology verbally as well as in written-form which can enhance the teaching methodology to meet the students' needs.

9. General Data

Give a brief assessment of your performance during the year, indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement:

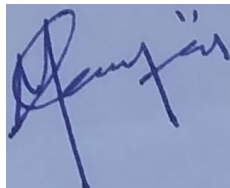
a. Achievement: Able to make the students in general, understand the course being taught and also able to build the relationship where they can share their personal thoughts.

b. Difficulties faced: Unable to reach out to each students personally.

c. Suggestions for improvement: More participation in Seminars, workshops, refresher

courses/orientation, hands-on training to update with Advance science technology and research, more productive teaching-learning techniques.

I hereby declare that the information given above is true to the best of my knowledge and belief.

A handwritten signature in blue ink, appearing to read 'Mhashevolu Rhakho', is displayed on a light blue background.

Date: 18th June, 2023

Name: Mhashevolu Rhakho (Department of Botany)



ST. JOSEPH'S COLLEGE

JAKHAMA

P.B. No. 39, Kohima, Nagaland – 797 001

(Autonomous status granted by UGC notification No.F.22-1/2017 (AC) Dtd.11th Oct.2018)

0370-2231009 (O), 2233022 (Principal), 9436437544 (M)

www.stjosephjakhama.ac.in Email: stjosephc@gmail.com

NAAC Grade A (CGPA: 3.12)

YEAR END PERFORMANCE SELF APPRAISAL PROFORMA OF TEACHERS FOR THE ACADEMIC YEAR JULY 2022 – JUNE 2023

1. General Information

a	Name	V. Salomy
b	Temporary/Permanent/Guest Faculty/Other	Temporary
c	Department	English Department
d	Courses taught	Under Graduate courses
e	Address (Residential)	Carmel Study House St. Joseph's College Autonomous Jakhama, Kohima Pin code 797001
f	Address (Permanent)	Liyai Khullen PO Tadubi, Senapati dist. Manipur-795104
g	Phone No	6909825303
h	Email id	Salomyveitsii@gmail.com
j	Date of appointment	15 th January 2020
k	Qualification	MA, B.Ed
l	Area of Specialization (if MPhil or PhD holder)	

2. Teaching

a. Classes taught during the Academic Year:

Class	Periods

6 th semester	Assigned per Week 14 (Lecture/ Practical/ Tutorial)	Steps taken for the teaching of periods missed during absence or leave Assigned homework
5 th semester		
3 rd semester		
2 nd semester		
1 st semester		
i) UG (B.A./BSc	L: 13 P: T: --9	
iii) Any other		

b. Total leave taken from 1st July, 2022 to 30th June, 2023

Casual leave	7	Medical leave	7
Duty leave	-	Loss of pay leave	
Commutated leave	-	Others (specify)	days
Half-pay leave	-		

c. Regularity and Punctuality: Good/
(Strike out or delete what is not applicable)

d. Explain briefly how you planned your teaching for the year, mentioning a few reading lists provided to students (especially books/articles outside compulsory reading):

- | |
|--|
| <ul style="list-style-type: none"> • Students were provided with materials which was necessary for the class. • Extra articles were provided to enhance their knowledge. |
|--|

e. Details of participation in the following:

i. College Education

--

ii. Question Paper Setting

Assigned by the Examination Branch for each semester
--

iii. Assessment of assignments

Assignments were corrected on time and well documented
--

iv. Assessment of Presentations

Yes, presentation was done by the student and students were assessed.

v. Conduct and Assessment of Field Projects/ Educational Study Tour

Conducted field projects for GE students.

Students visited the polluted sites and written reports on the basis of their observation.

vi. Conduct of Examination Invigilation, Scrutiny and Moderation

Yes, every semester examination invigilation took part actively scrutiny too was given for a period of two semesters.

vii. Evaluation of Answer Scripts / Dissertation, etc

For both odd and even semester Evaluation of answer scripts were done.

viii. Mentoring

Yes, every semester 40 students were mentored

ix. Any other

Eight students were given counselling

3. Details of Innovations in / Contribution to Teaching Process, during the year:

a. Design of curriculum:

PPT presentation
Class group activities

b. Teaching methods:

PPT, Lecture method, group discussion, presentation

c. Laboratory experiments:

d. Evaluation methods:

Exam, class test, oral test, group presentation

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

Yes

f. Remedial Teaching / Student Counselling (academic)

Remedial teaching

Academic counselling of 5th semester and 6th semester students were done on the basis of their need.

g. Any other

4. Improvement of Professional Competence:

a. Details of refresher courses/orientation/ participation in summer school/ FDPs etc., attended/ organized including open university courses/ M.Phil., Ph.D. during the academic year 2022-2023:

No	Name of the Programme	Organiser's Detail	Sponsor's Detail	Place	Date
i					
ii					
iii					
iv					
v					

b. Details of College/ State/ National/ International Seminar/ Conference/ Workshop etc., attended/organised during the academic year 2022-2023:

No	Name of the Seminar/ Conference/ Workshop, etc.	Organiser's Detail	Sponsor's Detail	Place	Date
i	Certificate of Participation "Blended Model of Learning"	St. Joseph's College (A) Jakhama	IQAC	Jakhama, Nagaland	7 th May 2022
ii	Certificate of Participation National Seminar- "Teaching Learning Process"	St. Joseph's College (A) Jakhama	IQAC	Jakhama, Nagaland	7 th July 2022
iii					
iv					

v					
---	--	--	--	--	--

5. Research Contributions

a. Number of books/ research papers published/ presented at seminars/ conferences etc during the Academic Year 202-2023:

	Title of the Paper/Chapter	International/ National/ State/Local	ISSN/ ISBN Number	UGC CARELIST/ Scopus/ Web of Science	Citation Index
Peer reviewed journals					
Non-reviewed journals					
E-journals					
Conference proceedings					
Books with ISBN					
Books without ISBN					
Chapters in books with ISBN					

b. Research projects taken up:

Title of the Project	Name of the funding agency	Duration	Amount

c. Membership of Professional Bodies, Editorship of Journals etc, during the year:

--

6. Participation in Corporate Life:

Please give a short account of your contribution, during the year, to:

a. College/University/Institution:

--

b. Co-curricular activities:

c. Extension Activity / Community Service

d. Positions held/ leadership role played in organisations/associations etc., linked with extension work and National Service Scheme (NSS), or NCC or any other similar activity:

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

Hostel activities.
Cultural activities.
GREF workers children and families

f. Students' welfare and discipline:

Yes

g. Membership/Participation in Bodies/Committees on Education and National Development:

h. Professional Organizations of Teachers

7. Awards/ Recognitions received at the State/National and International level:

8. Teaching Learning Evaluation:

- a. Does your department obtain feedback from faculty on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

Yes

- b. Does your department obtain feedback from students on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

Yes

- c. Steps taken by you, during the year, for the evaluation of the programme/ course taught:

Preparation of the syllabus, course, assessed the Students and feedback from students

9. General Data

Give a brief assessment of your performance during the year, indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement:

I hereby declare that the information given above is true to the best of my knowledge and belief.

(Name and Signature of the Teacher with date)



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NAAC Grade A (CGPA: 3.12)

YEAR END PERFORMANCE SELF APPRAISAL PROFORMA OF TEACHERS FOR THE ACADEMIC YEAR JULY 2022 – JUNE 2023

1. General Information

a	Name	Sunitha Benedicta D Souza
b	Temporary/Permanent/Guest Faculty/Other	Temporary
c	Department	English Department
d	Courses taught	Under Graduate courses
e	Address (Residential)	Convent of Jesus and Mary St. Joseph's College Ave Maria Hostel Jahakama, Kohima Pin code 797001
f	Address (Permanent)	Convent of Jesus and Mary Provincial House Bangala Sahib Marg New Delhi 11001
g	Phone No	7085472207
h	Email id	sunitharjm@gmail.com
j	Date of appointment	4 th September 2022
k	Qualification	MA, B.Ed
l	Area of Specialization (if MPhil or PhD holder)	-

2. Teaching

a. Classes taught during the Academic Year:

Class	Periods	
5 th semester 3 rd semester 1 st semester 4 th semester 4 th semester	Assigned per Week 14 (Lecture / Tutorial)	Steps taken for the teaching of periods missed during absence or leave Assigned homework
i) UG (B.A./BSc	L: 13 P:--- T:---- 9	
iii) Any other		

b. Total leave taken from 1st July, 2022 to 30th June, 2023

Casual leave	8	Medical leave	8
Duty leave	-	5	
Commutated leave	-		days
Half-pay leave	-		

c. Regularity and Punctuality: Good/

d. (Strike out or delete what is not applicable)

e. Explain briefly how you planned your teaching for the year, mentioning a few reading lists provided to students (especially books/articles outside compulsory reading):

- Students were provided with material which was necessary for the class.
- Extra articles were provided to enhance their knowledge
- Prepared a text book for the benefit of the students with the important themes

f. Details of participation in the following:

i. College Education

--

ii. Question Paper Setting

Assigned by the Examination Branch for each semester

iii. Assessment of assignments

Assignments were corrected on time and well documented

iv. Assessment of Presentations

Yes, presentation was done by the student and students were assessed.

v. Conduct and Assessment of Field Projects/ Educational Study Tour

Conducted filed projects for GE students.

Students visited orphanage and written reports on the bases of their experience.

vi. Conduct of Examination Invigilation, Scrutiny and Moderation

Yes, every semester examination invigilation took part actively scrutiny and moderation too were given for a period of one semester.

vii. Evaluation of Answer Scripts / Dissertation, etc

For both odd and even semester Evaluation of Answer scripts were done.

viii. Mentoring

Yes every semester 40 students were mentored.

ix. Any other

Six students were given counselling

3. Details of Innovations in / Contribution to Teaching Process, during the year:

a. Design of curriculum:

PPT presentation

Class group activities

Film show both for both odd and even semester

b. Teaching methods:

PPT, Lecture method, group discussion, presentation

c. Laboratory experiments:

-

d. Evaluation methods:

Exam, class test, oral test, group presentation

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

Yes.

f. Remedial Teaching / Student Counselling (academic)

Remedial Teaching

Academic counselling of 5th semester and 6th semester students were done on the bases of their need.

g. Any other

Students were also introduced to planting to take care of nature.

4. Improvement of Professional Competence:

a. Details of refresher courses/orientation/ participation in summer school/ FDPs etc., attended/ organized including open university courses/ M.Phil., Ph.D. during the academic year 2022-2023:

No	Name of the Programme	Organiser's Detail	Sponsor's Detail	Place	Date
i					
ii					
iii					
iv					
v					

b. Details of College/ State/ National/ International Seminar/ Conference/ Workshop etc., attended/organised during the academic year 2022-2023:

No	Name of the Seminar/ Conference/ Workshop, etc.	Organiser's Detail	Sponsor's Detail	Place	Date
i	Certificate of Participation	St. Josph's	IQSC	Jakhama	7 th

	“Bended Mode of Learning”	College (A) Jakhama		Nagaland	May 202 2
ii	Certificate of Participation National Seminar- “Teaching Learning Process”	St. Joseph’s College (A) Jakhama	IQSC	Jakhama Nagaland	7 th July 202 2
iii					
iv					
v					

5. Research Contributions

a. Number of books/ research papers published/ presented at seminars/ conferences etc during the Academic Year 2022-2023:

	Title of the Paper/Chapter	International/ National/ State/Local	ISSN/ ISBN Number	UGC CARELIST/ Scopus/ Web of Science	Citation Index
Peer reviewed journals					
Non-reviewed journals					
E-journals					
Conference proceedings					
Books with ISBN					
Books without ISBN	British Romantic Literature	Local			
Chapters in books with ISBN					

b. Research projects taken up:

Title of the Project	Name of the funding agency	Duration	Amount

c. Membership of Professional Bodies, Editorship of Journals etc, during the year:

--

6. Participation in Corporate Life:

Please give a short account of your contribution, during the year, to:

a. College/University/Institution:

b. Co-curricular activities:

Carrer Guidance cell/ Placement cell

c. Extension Activity / Community Service

Outreach program to the orphanage
Planting of plants

d. Positions held/ leadership role played in organisations/associations etc., linked with extension work and National Service Scheme (NSS), or NCC or any other similar activity:

Carrer Guidance and Placement Cell

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

Hostel activities.
Cultural activities
Outreach program to orphanage/ GREF workers children

f. Students' welfare and discipline:

Yes.

g. Membership/Participation in Bodies/Committees on Education and National Development:

h. Professional Organizations of Teachers

7. Awards/ Recognitions received at the State/National and International level:

8. Teaching Learning Evaluation:

- a. Does your department obtain feedback from faculty on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

Yes.

- b. Does your department obtain feedback from students on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

Yes.

- c. Steps taken by you, during the year, for the evaluation of the programme/ course taught:

Preparation of the syllabus, course, assessed the students and feedback from students

9. General Data

Give a brief assessment of your performance during the year, indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement:

I hereby declare that the information given above is true to the best of my knowledge and belief.

(Name and Signature of the Teacher with date)



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NAAC Grade A (CGPA: 3.12)

YEAR END PERFORMANCE SELF APPRAISAL PROFORMA OF TEACHERS FOR THE ACADEMIC YEAR JULY 2022 – JUNE 2023

1. General Information

a	Name	THEJANEINUO CHADI
b	Temporary/Permanent/Guest Faculty/Other	PERMANENT
c	Department	SOCIOLOGY
d	Courses taught	Constitutional Values, Sociology of India-II, Political Sociology, Economic Sociology, Population and Society and Urban Sociology.
e	Address (Residential)	Middle bayavii Hill colony near NBCC office , Kohima ,Nagaland.
f	Address (Permanent)	Nerhema Model village
g	Phone No	8794228465
h	Email id	thejaneichadi@gmail.com
j	Date of appointment	12 th September 2021
k	Qualification	MA,Net
l	Area of Specialization (if MPhil or PhD holder)	-

2. Teaching

a. Classes taught during the Academic Year:

Class	Periods
	Assigned per Week (Lecture/ Practical/ Tutorial)
	Steps taken for the teaching of periods missed during absence or leave

i) UG B.A.	L:13-15 classes P:- T:1-2	Extra classes
iii) Any other	-	-

b. Total leave taken from 1st July, 2022 to 30th June, 2023

Casual leave	6 days	Medical leave	- days
Duty leave	3 days	Loss of pay leave	- days
Commutated leave	- days	Others (specify)	- days
Half-pay leave	- days		

c. Regularity and Punctuality: Very good/ Good/ Satisfactory.

d. Explain briefly how you planned your teaching for the year, mentioning a few reading lists provided to students (especially books/articles outside compulsory reading):

A teaching plan is a document that outlines our goals for teaching a particular subject or topic. It helps one to organize their thoughts and ideas making it much easier to prepare for the classes.

My first step is by knowing the objectives like what the students will learn from this lesson. Second step is regarding the time frame like how long to take for each learning objective to accomplish. Third, by choosing the appropriate materials, books or articles for them. And lastly, evaluate the lesson taught how it went. And since there's no such thing as perfect lesson plan so we can still make changes and improve in it.

e. Details of participation in the following:

i. College Education

UG. 1st semester (VAC-Constitutional Values), 2nd Semester (Sociology of India-II), 3rd Semester (Political Sociology), 4th Semester (Economic Sociology and Population and Society) and 5th Semester (Urban Sociology).

ii. Question Paper Setting

(For the Internal Assessment, 3 MCQ's will be given carrying 1 mark each, 5 Short notes out of it the students will have to answer any 3 carrying 3 marks each, 4 Nor too short nor too lengthy notes out of it students have to answer any 2 carrying 5

marks each and 2 essay type questions will be given and students will answer one question carrying 8 marks each. So total marks with all the choices is 54. The minimum marks allotted for testing the different skills - Knowledge/ Understanding/Application will be 15 marks, and the maximum will be 24 Marks). Provide the keys of the objectives at the end of the Question paper).

(For the End semester, 4 MCQ's will be given carrying 1 mark each, 6 Short notes out of it the students will have to answer any 4 carrying 3 marks each, 6 Nor too short nor too lengthy questions out of it students have to answer any 4 carrying 6 marks each and 5 essay questions and students have to answer any 3 carrying 10 marks each. So the total marks with all the choices is 108,.The minimum marks allotted for testing the different skills – knowledge/understanding/application will be 30 marks and the maximum will be 40 marks).

No of courses- 5 Question paper.

Courses name-Sociology of India –II, Political Sociology, Economic Sociology, Population and Society and Urban Sociology.

iii. Assessment of assignments

Divide the groups into 5-6, topics to be given to students and will evaluate according to it.

iv. Assessment of Presentations

Divide them into 5-6 groups, each students will be presented and rest if they didn't present questions will be asked to them.

v. Conduct and Assessment of Field Projects/ Educational Study Tour

Sociology department.(Field trip to Shillong Mawlynnong cleanest village)To study about this village and they will write a report and will evaluate accordingly.

vi. Conduct of Examination Invigilation, Scrutiny and Moderation

(Examination Invigilators-The invigilators shall report for duty at least 20 minutes before the examination. To check properly the hall no and the subjects allotted to the particular class before going to the hall assigned. No mobiles will be permitted for students as well as invigilators in the examination hall. To always sign with date in the Answer Booklets. If the answer script is found missing ,the teacher in-charge of the hall will be held responsible.)

(Duty of Scrutiny –To check the marks allotment. To count the marks and see if there's any errors in it.)

vii. Evaluation of Answer Scripts / Dissertation, etc

Yes, 1st Semester Constitutional Values, 2nd Sociology of India-II, 3rd Political Sociology, 4th semester Economic Sociology, Population and Society and 5th Urban Sociology.

viii. Mentoring

Yes, I have mentored 30 students from 5th Semester and 25 Students from 3rd semester. The methods used for mentoring is Traditional one-to-one mentoring, Active Listening and Using Open-Ended questions.

ix. Any other

-

3. Details of Innovations in / Contribution to Teaching Process, during the year:

a. Design of curriculum:

SOC 1.1: INTRODUCTION TO SOCIOLOGY

SOCIOLOGY AS A DISCIPLINE (20 Marks, 12 Lectures) a. Meaning of Sociology. b. Origin of Sociology. c. Scope and significance of Sociology. 2. SOCIOLOGY AND OTHER SOCIAL SCIENCES (18 Marks, 10 Lectures) a. Sociology and Economics. b. Sociology and History. c. Sociology and Political Science. 3. BASIC CONCEPT (20 Marks, 12 Lectures) a. Society, Community, Institution. b. Norms and Values, Folkways and Mores, Status and Roles. c. Culture: Definition, meaning, functions and Cultural lag. 4. SOCIAL CHANGE (20 Marks, 12 Lectures) a. Meaning and Nature. b. Types of Social Change. c. Factors of Social Change. 5. SOCIAL INSTITUTION (22 Marks, 14 Lectures) a. Family. b. Marriage. c. Kinship.

SOC 1.2: SOCIOLOGY OF INDIA – I

INDIA: AN OBJECT OF KNOWLEDGE (22 Marks, 14 Lectures) a. The Colonial Discourse b. The Nationalist Discourse c. The Subaltern Critique 2. CASTE (20 Marks, 12 Lectures) a. Concepts and Characteristics b. Origin of Caste c. Caste Mobility 3. INDIAN SOCIAL INSTITUTIONS (18 Marks, 12 Lectures) a. Family b. Religion c. Polity 4. TRIBE (18 Marks, 10 Lectures) a. Concept, Definition and characteristics. b. Problems and Issues of Tribal people in India. c. Approaches to tribal development. Assimilation /Isolation/Integration. 5. INDIAN SOCIETY (22

Marks, 12 Lectures) a. Agrarian Classes b. Industry: Types of Industries in India. c. Labour Union.

SOC 2.1: SOCIAL CHANGE

Concept of Social Change (20 marks, 12 lectures) a. Meaning b. Characteristics c. Classifications 2. Factors of Social Change (20 marks, 12 lectures) a. Technological b. Cultural c. Ideological 3. Theories of Social Change (20 marks, 12 lectures) a. Linear: Spencer b. Cyclical: Pareto c. Conflict: Marx 4. Aspects of Social change (20 marks, 12 lectures) a. Exogenous and Endogenous b. Acceptance and resistance c. Factors affecting the rate and direction of change 5. Emerging Trend (20 marks, 12 lectures) a. Sanskritization b. Modernization c. Globalization.

SOC 2.2: SOCIOLOGY OF INDIA – II

Ideas of India (20 marks, 12 lectures) a. Gandhi; Non-Violence b. Jyotiba Phule: The Bahujan Approach c. Indological Approaches 2. Resistance (20 marks, 12 lectures) a. Dalit Movement b. Ethnic movements c. Environmental Protests 3. Movements (20 marks, 12 lectures) a. Women's Movement b. Telengana Movement c. Naxalbari Movement 4. Change (20 marks, 12 lectures) a. Urbanization b. Occupational Shift c. Change in the Role and Status of women 5. Challenges to Civilization, State and Society (20 marks, 12 lectures) a. Development Induced Displacement a. Communalism b. Unemployment

SOG 1.4: INDIAN SOCIETY: IMAGES AND REALITIES

1: Ideas of India (25 Marks, 12 Lectures) a. Civilization b. Nation c. Society 2: Communities (20 Marks, 12 Lectures) a. Villages b. Towns c. Region 3: Processes (25 Marks, 12 Lectures) a. Caste b. Class c. Ethnicity 4: Institution (15 Marks, 12 Lectures) a. Kinship b. Religion c. Economy 5: Contemporary Issues (15 Mark, 12 Lectures) a. Caste Conflict b. Development Disparities c. Religious communalism.

SOG 2.4: GENDER AND VIOLENCE

GENDER BASED VIOLENCE (22 Marks- 14 Lectures) a. Definition and Meaning b. Types of Gender Based Violence c. Gender Based Violence; A Human Right Violence 2. STRUCTURAL VIOLENCE (20 Marks- 12 Lectures) a. Caste, Gender and Violence b. Domestic and Familial Violence c. Dowry Violence 3. SITUATED VIOLENCE (18 Marks- 10 Lectures) a. Gender and Conflict Situation b. Violence, Harassment and the Workplace c. Types of Sexual Violence/ Cyber Bullying 4. FACTORS OF GENDER VIOLENCE (18 Marks- 10 Lectures) a. Patriarchy b.

Cultural c. Media 5. RESPONSE TO VIOLENCE (12 Marks- 14 Lectures) a. Constitutional Provisions and National Legislation and Policy b. Service Providers - Women and Children Helplines c. Non-state Agencies -NGOs, Civil Society,

SKILL ENHANCEMENT COURSE SOS 1.6: TECHNIQUE OF ETHNOGRAPHIC FILMMAKING Introduction to Anthropological Filmmaking. (15 marks, 12 Lectures) • Anthropology and Filmmaking: The Text and the Image • Different Modes of Filmmaking 2. The Filmmaker and the Filmed: Ethics. (10 Marks, 6 lecture) 3. Understanding Multiple Shots and Camera Movement. (15 Marks, 12 Lectures) 4. Final Film Projects (10 Marks) C OURSE CONTENTS AND ITINERARY 1. I n t r o d u c t i o n to Anthropological Filmmaking: [Week 1-3]

Rouch, Jean, „Conversation between Jean Rouch and Professor Enrico Fulchignoni,“ In trans. Steven Feld, *Cine-Ethnography*. University of Minnesota Press, 2003. Pp.147-187 Hastrup, Kirsten. „Anthropological Visions: Some Notes on Visual and Textual Authority“ In *Film as Ethnography*. Peter Ian Crawford, and David Turton, eds. Manchester and New York: Manchester University Press, 1993. Pp.8–25.

Suggested Screening of Film Scenes/Sequences, *Trance and Dance in Bali* by Margaret Mead and Gregory Bateson, 22mins. Nichols, Bill. „What types of Documentary are there?“ In *Introduction to Documentary*. Bloomington: Indiana University Press, 2001. Pp. 99-137. Suggested Screening of Film Scenes/Sequences: *Etre et Avoitby* Nicholas Philibert’s, 105 mins, 2002; *New Boys* by David MacDougall, 100 mins, 2003; *Dilli- Mumbai-Dilli* by Saba Dewan, 63 mins, 2006; *Bowling for Columbine* by Roger Moore, 120 mins, 2002. Suggested topics for technical discussion - Understanding the Camera – still, moving, digital, analog; Shot Vs Scene; Image Vs Sound; Camera angles; How to store your data?; How to take care of equipment? Practical Work for Week 1/2 - Familiarise yourself with your camera. Use your still camera to click photos of the same objects from different angles. 2. Filmmaker and the Filmed: Relationship and understanding ‘ethics’.

[Weeks 4-6] 2.0.1 Spiegel, Pauline, „The Case of the Well-Mannered Guest“ in *The Independent Film and Video Monthly* April 1984. Pp.15-17 MacDougall, „Whose Story is it?“ In *Visual Anthropology Review*, Volume 7, Issue 2, Pp. 2–10, September 1991 Suggested topics for discussion: Dimensions of relationship between the filmmaker and the filmed - Gender, Class, Ethnicity. By this point, students should start thinking about topics and groups for their final film. Practical Work for Week 4-5: Assignment on Observation Mode; Choose your partners and make filmmaking teams; Make one shot of something of your interest. Not more than 2 mins. Fixed frame, without movement. No speech/dialogues. Tripod is optional.

Camera type is optional, as long as the resolution allows viewing on a classroom projector. Viewing of assignments and discussions. 3. Understanding the use of Camera in Anthropology: [Week7-9] 5.0.1 El Guindi, Fadwa. „For God“s Sake Margaret“ In Visual Anthropology: Essential Method and Theory, Walnut Creek, CA: Alta Mira, 2004. Pp. 61-82 5.0.2. Suggested Screening of Film Scenes/Sequences: Diyas, Judith MacDougall, 56 mins, 1997/2000. 5.0.3 Suggested topics for technical discussion – Small and big cameras, tripod and hand held cameras, Understanding light; F i l m m a k e r’s Dilemma – where to place the camera?; Filmmaking – Working Single or in a Team? Practical Work for Week 5 – Camera mounting on tripod; handheld camera practices. 4. Final Film Projects [Weeks10-12] Film length limited to 5 - 8mins. Viewing of projects and discussion. Note: This course will require a special budget for the purchase/hiring of equipment and for honorarium to technical resource persons.

Course SOS 2.6: Reading, Writing and Reasoning for Sociology

Introduction: The virtues of repetition [Week 1] (8 Marks, 6 lectures) 2. Techniques for reading academic texts [Weeks2–7] (15 Marks, 10 lectures) Grasping the whole: How to get an overview Divide and conquer: Taking texts apart Getting outside help: Recruiting extra resources 3. How to begin writing academic prose [Weeks8–13] (15 Marks, 10 lectures) Building a structure: What do you want to say? Working with blocks: Sections, paras, sentences Borrowing material: Paraphrasing, quoting, citing 4. Final sessions: peer reviewing [Week14] (12 Marks, 4 lectures) COURSE CONTENTS AND ITINERARY 1. Introduction: The virtues of repetition [Week1] Academic reading and writing is really all about re-reading and rewriting – about repeatedly reworking a text until some provisional goal is achieved. Assignment, Day 1: Read a short (1-2 pages) academic text of moderate difficulty and summarize it in one paragraph (3-4 sentences). (This is without prior guidance by the instructor). Assignment, Day 2: Re-read the same text and re-write the summary after a brief discussion of content (does the summary contain most of the most important points made in the text?) Assignment, Day 3: Re-read the same text and re-write the summary again after a brief discussion of FORM (is the summary well structured, clear and effective?) 2. Techniques for reading academic texts [Weeks2–7] a. Grasping the whole: How to get an overview Titles as the shortest summary of a text Good and bad titles Section headings (where present) Introductions and Conclusions Identifying important passages and sentences b. Divide and conquer: Taking texts

apart Beginning, middle and conclusion – stages of argument The architecture of arguments: main, subsidiary, minor Everything is not equally important: Distribution of emphasis c. Getting outside help: Recruiting extra resources Isolating words & terms: Dictionaries, Encyclopedias Contextualising texts with quick background research Productive ways of asking for help from teachers/tutors 3. Techniques for writing academic prose [Weeks8–13] a. Building a structure: What do you want to say? Beginning, middle and conclusion – stages of argument The architecture of arguments: main, minor Everything is not equally important: Distribution of emphasis b. Working with blocks: Sections, Paragraphs, Sentences How many sections? Job descriptions for each section Paragraphs as key building blocks of academic prose Sentences and punctuation; length, balance, continuity c. Borrowing material: Paraphrasing, Quoting, Citing The difference between paraphrasing and plagiarism Quotations: When? Why? How? Citation styles Productive ways of asking for help from teachers/tutors 4. Final sessions: peer reviewing [Week14] The ability to judge and evaluate is a crucial skill, particularly when applied to oneself. Students will practice evaluating each other's work throughout the semester, but the last week can be formalized and stepped up into a more elaborate exercise. Assignment, Day 1: The whole class does an individualized, two-part composite reading and writing exercise designed by the instructor based on semester long experience of student abilities and interests. Assignment, Day 2: The reading part of the individual assignment is randomly distributed for students to evaluate and comment on their colleagues' work. The instructor moderates discussion of strengths and weaknesses, highlighting techniques for recognizing quality (or its lack). Assignment, Day 3: The writing part of the assignment is similarly distributed and evaluated through interactive, moderated discussion. Note: Through this course, students should learn how to recognize good or bad writing and should be equipped with the elementary techniques for „repairing“ bad or damaged prose. The course will be preceded by a workshop for teachers. Short extracts for class exercises will be culled from classic and contemporary social science texts of varying levels of difficulty and of different genres and styles. The actual set of texts will be decided at the preparatory workshop. Examples could include: Essential Readings: 1. Keynes, John Maynard (1936) the general theory of employment, interest and money, Palgrave Macmillan, United Kingdom 2. Parsons, Talcott (1951): The social system, Glencoe III, Free Press 3. Douglas, Mary (1986) How institutions think, Syracuse University Press, Syracuse, New York. RomilaThapar (2004) Somanatha: The many voices of history, Penguin Books, India 4. Sunil Khilnani (1997) The idea of India, Penguin Books. 5. Louis

Dumont (1980) *Homo Hierarchicus*, University of Chicago Press. 6. Bailey, S. (2005). *Academic Writing*. London: Routledge 7. Becker, Howard Saul and Pamela Richards. *Writing For Social Scientists*. Chicago: University of Chicago Press, 2007 8. Creme, P. and Lea, M. (2006). *Writing at University*. Berkshire: Open University Press 9. Dillard, A. (1995). *The writing life*. New York, NY: Harper Perennial 10. Fairbairn, G. and Fairbairn, S. (2010). *Reading at University*. Buckingham: Open University Press. 11. Graff, Gerald, (2014) "They Say / I Say" – The Moves That Matter in Academic Writing 3e , New York: W. W. Norton & Company 12. Johnson, William A. Et. Al. *The Sociology Student Writer's Manual*. New Jersey: Prentice Hall, 2000. 13. Thomson, A. Et. Al. *Critical Reasoning*. London: Routledge. 2001

Teaching Learning Process: Reading, Writing and reasoning for sociology classroom by definition has to be interactive, participatory and practice intensive that places huge emphasis on peer learning. The students need to appreciate the virtues of grasping as well as creating structure while at the same time learning to innovate and improvise. Hence the teaching learning tries to generate similar tension. Teaching involves sessions of active reading that breaks the habitual reading that seeks word to word absorption. Exercises of translating, applying, analysing, synthesizing and evaluating concepts encountered in academic texts and practice of comprehension, summary writing, and studying texts for their central argument would be integral to the class room. Teaching also involves teaching rhetoric, ethics and aesthetics of writing through the use of both specialized texts on writing as well as social science texts. Reading and writing are ultimately taught as modes of reasoning. Virtues of patience and attention to detail are taught through making students produce multiple drafts with variations of intent, content and emphasis on the same theme, and also training them to revise and teaching them to produce better drafts. Assessment Methods: Class participation, Class exercises, take home assignments, Class assignments, tasks of essay.

b. Teaching methods:

Lecture-based learning and Group learning.

c. Laboratory experiments:

-

d. Evaluation methods:

-

- e. Preparation of resource material including books, reading materials, laboratory manuals etc.

-

- f. Remedial Teaching / Student Counselling (academic)

Yes, I have done remedial classes for 13 students from 3rd Semester. (Kevisetuo, Khruvi, Dovehu, Tekhingliba, Tsathingla, Tsalila, Dovelii, Neikuozhali, Tokali, Shi i9gengunuo, Sentimenla, Mulusu, Keheireudibe).

- g. Any other

-

4. Improvement of Professional Competence:

- a. Details of refresher courses/orientation/ participation in summer school/ FDPs etc., attended/ organized including open university courses/ M.Phil., Ph.D. during the academic year 2022-2023:

No	Name of the Programme	Organiser's Detail	Sponsor's Detail	Place	Date
I	Capacity building programme on NEXUS OF CORE PERSONAL-GROUP VALUES AND EFFECTIVE TEACHING	IAQC, St. Joseph's College Autonomous, Jakhama		JAKHAM	12 TH NOVEMBER 2023
ii	PROFESSIONAL DEVELOPMENT PROGRAMME ON VALUES AND TEAM BUILDING	IQAC, St. Joseph's College Autonomous, Jakhama		JAKHAM	14 TH NOVEMBER 2022
iii	REVISED SSR MANUAL AND BENCHMARKS QUALITY	IQAC, of St. Joseph's College Autonomous, Jakhama		JAKHAM	27 TH APRIL 2023
iv					
V					

- b. Details of College/ State/ National/ International Seminar/ Conference/ Workshop etc., attended/organised during the academic year 2022-2023:

No	Name of the Seminar/ Conference/ Workshop, etc.	Organiser's Detail	Sponsor's Detail	Place	Date
I	Sustainable Development in India: Prospects and challenges	Department of Economics ST.JOSEPH'S COLLEGE(AUTONOMOUS) JAKHAMA, KOHIMA, NAGALAND	ICSSR	JAKHAMA	10-11 th NOVEMBER 2023
ii	TRANSFORMATIVE AND ENHANCEMENT OF QUALITY IN HIGHER EDUCATIONAL INSTITUTIONS:PERSPECTIVE OF NEP 2020	Internal Quality Assurance Cell ST.JOSEPH'S COLLEGE(AUTONOMOUS) JAKHAMA, KOHIMA, NAGALAND	NAAC	JAKHAMA	10 TH - 11 TH JULY 2023
Iii					
Iv					
V					

5. Research Contributions

a. Number of books/ research papers published/ presented at seminars/ conferences etc during the Academic Year 2022-2023:

	Title of the Paper/Chapter	International/ National/ State/Local	ISSN/ ISBN Number	UGC CARELIST/ Scopus/ Web of Science	Citation Index
Peer reviewed journals	-				
Non-reviewed journals	-				
E-journals	-				
Conference proceedings	-				
Books with ISBN	-				

Books without ISBN	-				
Chapters in books with ISBN	-				

b. Research projects taken up:

Title of the Project	Name of the funding agency	Duration	Amount
-			

c. Membership of Professional Bodies, Editorship of Journals etc, during the year:

-

6. Participation in Corporate Life:

Please give a short account of your contribution, during the year, to:

a. College/University/Institution:

Art Club staff Director.

b. Co-curricular activities:

<p>Participated in the Art Exhibition on 'International day of the girl child' organized by the Art Club of St.Joseph's College Autonomous,Jakhama.</p> <p>Participated in the 6th Social Engineer's Fiesta organized by the Department of Sociology , St.Joseph's College Autonomous,Jakhama.</p>

c. Extension Activity / Community Service

<p>Art Club photo exhibition on 'International Day of the girl Child'.</p> <p>Department of Sociology, St.Joseph's College Autonomous,Jakhama organized a charity drive and visited Jo Foundation School alongwith the 5th Semester and Ma students.</p>

d. Positions held/ leadership role played in organisations/associations etc., linked with extension work and National Service Scheme (NSS), or NCC or any other similar activity:

-

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

The judging panel of the Up-cycle Fashion competition at the 6th Social Engineer's Fiesta under the theme 'Celebrating Diversity: Sharing our Identities and our stories' held on 18th October 2023.

f. Students' welfare and discipline:

Plan and organize, Resolve the issues from the beginning, reward good behavior and be fair.

g. Membership/Participation in Bodies/Committees on Education and National Development:

-

h. Professional Organizations of Teachers

-

7. Awards/ Recognitions received at the State/National and International level:

-

8. Teaching Learning Evaluation:

a. Does your department obtain feedback from faculty on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

Yes, Feedback is a compelling influence on learner achievement. So when teachers seek or at least are open to what learners know, what they understand, what they make errors, when they have misconceptions when they are not engaged then teaching and learning can be synchronized. Feedback to teachers also makes learning visible. So effective feedback assists the learner to even reflect more on their learning and their learning strategies so that they can make oneself and from learners to practitioners.

- b. Does your department obtain feedback from students on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

-

- c. Steps taken by you, during the year, for the evaluation of the programme/ course taught:

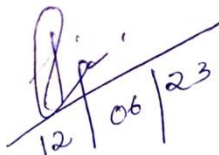
The course evaluation was done through a group of students by oral discussions.

9. General Data

Give a brief assessment of your performance during the year, indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement:

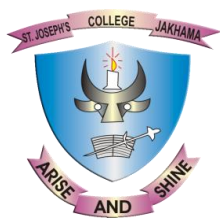
Since I was the Class supervisor for the 3rd and 4th semester students for two consecutive semester, I've done my best to make a difference in the lives of my students. My students have improved well even in their academics and have also become so responsible and smart as well. I'm immensely proud of my students, and I look forward to continuing to grow together for the duration of the college as well.

I hereby declare that the information given above is true to the best of my knowledge and belief.



THEJANEINUO CHADI

(Name and Signature of the Teacher with date)



ST. JOSEPH'S COLLEGE

JAKHAMA

P.B. No. 39, Kohima, Nagaland – 797 001

(Autonomous status granted by UGC notification No.F.22-1/2017 (AC) Dtd.11th Oct.2018)

0370-2231009 (O), 2233022 (Principal), 9436437544 (M)

www.stjosephjakhama.ac.in Email: stjosephc@gmail.com

NAAC Grade A (CGPA: 3.12)

YEAR END PERFORMANCE SELF APPRAISAL PROFORMA OF TEACHERS FOR THE ACADEMIC YEAR JULY 2022 – JUNE 2023

1. General Information

A	Name	Zuchanbeni Lapon
B	Temporary/Permanent/Guest Faculty/Other	Permanent
C	Department	History
D	Courses taught	Social Formations and Cultural Patterns of the Ancient World (HSC 1.2) History of India (1206-1707) (HSG 3.5) History of India V (1707-1857) (HSC 5.1) History of India II (HSC 2.1) History of India IV (1206-1707) (HSC 4.1)
E	Address (Residential)	Paramedical Colony, Kohima
F	Address (Permanent)	Paramedical Colony, Kohima
G	Phone No	9615672200
H	Email id	Ajanolapon@gmail.com
J	Date of appointment	1 st June, 2016
K	Qualification	MA
L	Area of Specialization (if MPhil or PhD holder)	

2. Teaching

a. Classes taught during the Academic Year:

Class	Periods

UG (BA)	Assigned per Week (Lecture/ Practical/ Tutorial)	Steps taken for the teaching of periods missed during absence or leave
i) UG/ PG (B.A./BSc/ B.Com/BBA/MA)	L: 15 P: T: 2	1. Assigned class works. 2. Send materials to study and make notes.
iii) Any other		

b. Total leave taken from 1st July, 2022 to 30th June, 2023

Casual leave	5 days	Medical leave	days
Duty leave	4 days	Loss of pay leave	days
Commutated leave	days	Others (specify)	days
Half-pay leave	days		

c. Regularity and Punctuality: Good

d. Explain briefly how you planned your teaching for the year, mentioning a few reading lists provided to students (especially books/articles outside compulsory reading):

<p>Lesson Plan, Power Point Presentations, Notes, Reading materials, etc.</p> <ol style="list-style-type: none"> 1. Sharma, R S. (2007). India's Ancient Past. New Delhi: Oxford University Press 2. Jha, D. N. (2004). Early India: A Concise History. New Delhi: Manohar Publishers and Distributors 3. Singh, Upinder (2008). A History of Ancient and Early Medieval India: From the Stone Age to the 12th Century. Pearson 4. Burns and Ralph, (1991). World Civilizations, Volume I, New York: W. W. Norton & Company 5. Thapar, Romila (1992). Early India (From the Origins to AD 1300). New Delhi: Oxford India 6. Childe, V. Gordon (2016). What Happened in History. New Delhi: Aakar Books 7. Kumar, Rakesh (2018). Ancient and Medieval World: From Evolution of Humans to the Crisis of Feudalism. Sage Publication 8. Clark, G. (1977). World Prehistory: A New Perspective. New York: Cambridge University
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Press

9. Farooqui, Amar. Early Social Formations, 22nd Ed., New Delhi: Manak Publications
10. Habib, Irfan (1999). The Agrarian System of Mughal India (1556-1707). New Delhi: Oxford India
11. Loyi, Dr. Jommi (2022). History of Medieval India, Vol. II. Meerut: Balaji Publishers
12. Tripathi, R.P. (2011). The Rise and Fall of the Mughal Empire, Vol. I & II. Delhi: Surjeet Publications
13. Raychaudary, S. C. (2009). History of India, A Detailed Study of Political, Economic, Social and Cultural Aspects From Earliest Times to 1526 AD. Surjeet Publications
14. Chandra, Satish (2010). Medieval India Volume I and II. Har-Anand Publications
15. Sarkar, Jadunath (2008). The Fall of the Mughal Empire 2, 1754-1771. N Chandra, Bipan (2004). Rise and Growth of Economic Nationalism in India. New Delhi: Anamika Publishers
16. Bandyopadhyay Sekher (2004). From Plassey to Partition: A History of Modern India. New Delhi: Orient Longman
17. Chandra, Bipan (1979). Nationalism and Colonialism in Modern India. New Delhi: Orient Longman
18. Chandra, Bipan (2019). History of Modern India. Orient Blackswan
19. Chandra, Bipan, Panikkar, K.N., Mukherjee, Mridula, Mahajan, Sucheta and Mukherjee, Aditya (2000). India's Struggle for Independence. New Delhi: Penguin Books
20. Desai, A. R. (1948). Social Background of Indian Nationalism. Bombay: Popular Prakashanew Delhi: Orient Blackswan Private Ltd.
21. Sarkar, Sumit (1983). Modern India, 1885-1947. New Delhi: Macmillan

e. Details of participation in the following:

i. College Education

Under Graduate (1st Semester, 2nd Semester, 3rd Semester, 4th Semester, 5th Semester)

ii. Question Paper Setting

1. HSC 2.1 History of India II (Mid Term and End Semester)
2. HSC 4.1 History of India IV (1206-1707) (Mid Term)

3. HSG 3.5 History of India (1206-1707) (Mid Term and End Semester)
4. HSC 5.1 History of India V (1707-1857) (Mid Term and End Semester)

iii. Assessment of assignments

Different topics were assigned from the syllabus to the students and evaluated them by giving numbers.

iv. Assessment of Presentations

Different topics were given to the students for presenting in the class using Power Point Presentation and Green Board and Chalk.

Students were evaluated based on their knowledge on the given topic, clarity of speech, their confidence.

v. Conduct and Assessment of Field Projects/ Educational Study Tour

1. Took 63 students of BA 3rd Semester Section E&F to Willong Khullen on 29th October, 2022.
2. A field trip was organized by the department (History Department) for the students and took 186 students of BA 4th Semester section E&F to State Museum, Kohima and Khonoma Village on 18th March, 2023.
3. Took 54 students of BA 6th Semester to Shillong on 6th - 9th April, 2023.

The Students were made to write a report and reports were evaluated by giving marks.

vi. Conduct of Examination Invigilation, Scrutiny and Moderation

1. Invigilated the Mid-term exam of 1st, 3rd and 5th Semesters of September, 2022 and End Semester Exam, December, 2022.
2. Invigilated the Mid-term exam of 2nd, 4th and 6th Semesters of March, 2023 and End Semester Exam, May 2023.
3. Called for moderation of question papers of End Semester Examination May-June 2023 of 2nd, 4th and 6th Semesters.

vii. Evaluation of Answer Scripts / Dissertation, etc.

Evaluated answer scripts of 1st, 2nd, 3rd, 4th and 5th Semesters.

viii. Mentoring

- (i) Mentored 64 students of 1st and 2nd semesters.
- (ii) Mentored the students individually, checked their performance, attendance, advised the students about punctuality, discipline and studies, etc.

ix. Any other

3. Details of Innovations in / Contribution to Teaching Process, during the year:

a. Design of curriculum:

Member of the Board of Studies in framing the NEP Syllabus 2022-2023 on 14th June, 2023 for 1st and 2nd Semesters of History department.

b. Teaching methods:

c. Laboratory experiments:

d. Evaluation methods:

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

Prepared notes for the students for reading materials by referring books and articles, suggested reading books and articles and provided reading materials, notes and e-books.

f. Remedial Teaching / Student Counselling (academic)

Conducted remedial classes, class test, assigned assignments, etc. for the weak students and revision classes were conducted for the students.

g. Any other

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4. Improvement of Professional Competence:

a. Details of refresher courses/orientation/ participation in summer school/ FDPs etc., attended/ organized including open university courses/ M.Phil., Ph.D. during the academic year 2022-2023:

No	Name of the Programme	Organiser's Detail	Sponsor's Detail	Place	Date
i	Capacity building program on Nexus of core personal-group values and effective teaching	IQAC	SJC (A)	SJC (A) Auditorium	12 th Nov, 2022
ii	Orientation on Revised SSR Manual and Quality Benchmarks	IQAC	SJC (A)	PG Conference Hall SJC (A)	27 th April, 2023
iii					
iv					

b. Details of College/ State/ National/ International Seminar/ Conference/ Workshop etc., attended/organised during the academic year 2022-2023:

No	Name of the Seminar/ Conference/ Workshop, etc.	Organiser's Detail	Sponsor's Detail	Place	Date
i					
ii					
iii					
iv					
v					

5. Research Contributions

a. Number of books/ research papers published/ presented at seminars/ conferences etc during the Academic Year 202-2023:

	Title of the Paper/Chapter	International/ National/ State/Local	ISSN/ ISBN Number	UGC CARELIST/ Scopus/ Web of Science	Citation Index
Peer reviewed journals					
Non-reviewed journals					
E-journals					

Conference proceedings					
Books with ISBN					
Books without ISBN					
Chapters in books with ISBN					

b. Research projects taken up:

Title of the Project	Name of the funding agency	Duration	Amount

c. **Membership of Professional Bodies, Editorship of Journals etc, during the year:**

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6. Participation in Corporate Life:

Please give a short account of your contribution, during the year, to:

a. College/University/Institution:

Director of Games and Sports Committee
--

b. Co-curricular activities:

--

c. Extension Activity / Community Service

--

d. Positions held/ leadership role played in organisations/associations etc., linked with extension work and National Service Scheme (NSS), or NCC or any other similar activity:

Director of Games and Sports Committee in the college.
--

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

f. Students' welfare and discipline:

1. Established a supportive and respectful relationship with the students in the classroom and in the college.
 2. Addressed disciplinary issues fairly.
 3. Appreciated and acknowledge the students for their contribution, success and achievements.

g. Membership/Participation in Bodies/Committees on Education and National Development:

Member of Board of Studies in the department of history.

h. Professional Organizations of Teachers

7. Awards/ Recognitions received at the State/National and International level:

8. Teaching Learning Evaluation:

- a. Does your department obtain feedback from faculty on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

No

- b. Does your department obtain feedback from students on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

No

- c. Steps taken by you, during the year, for the evaluation of the programme/ course taught:

1. Class Test
 2. Assignments

3. Power Point Presentation
4. Written Examination
5. Group discussion, etc.

9. General Data

Give a brief assessment of your performance during the year, indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement:

a. Achievements:

- (i) Attended a workshops ‘Capacity building program on Nexus of core personal-group values and effective teaching’ and ‘Orientation on Revised SSR Manual and Quality Benchmarks’.
- (ii) Successfully framed the BA History 1st and 2nd Semester syllabi according to the NEP 2020 guidelines.
- (iii) Successfully imparted quality education to the students.

b. Difficulties faced:

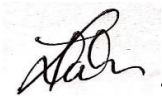
- (i) Faced difficulties in balancing responsibilities, publication and research obligations, duties and personal commitments.
- (ii) Faced difficulties in attaining the students individually due to the number of intake in the classroom.

c. Suggestions for improvement:

- (i) To invest more time in research and publication.
- (ii) More participation in workshops, faculty development programs, seminars.
- (iii) To be acquainted with new teaching methods, technologies, classroom managements techniques, etc.

I hereby declare that the information given above is true to the best of my knowledge and belief.

Zuchanbeni Lapon



26/06/2023



ST. JOSEPH'S COLLEGE

JAKHAMA

P.B. No. 39, Kohima, Nagaland – 797 001

(Autonomous status granted by UGC notification No.F.22-1/2017 (AC) Dtd.11th Oct.2018)

0370-2231009 (O), 2233022 (Principal), 9436437544 (M)

www.stjosephjakhama.ac.in Email: stjosephc@gmail.com

NAAC Grade A (CGPA: 3.12)

YEAR END PERFORMANCE SELF APPRAISAL PROFORMA OF TEACHERS FOR THE ACADEMIC YEAR JULY 2022 – JUNE 2023

1. General Information

a	Name	ZAYIENUO TETSO
b	Temporary/Permanent/Guest Faculty/Other	PROBATION
c	Department	COMMERCE
d	Courses taught	UG COMMERCE
e	Address (Residential)	LOWER PWD COLONY KOHIMA
f	Address (Permanent)	JAKHAMA VILLAGE
g	Phone No	7642919698\9383085897
h	Email id	zayienuo@gmail.com
j	Date of appointment	18 th July 2022
k	Qualification	M.com, NET.
l	Area of Specialization (if MPhil or PhD holder)	-NA-

2. Teaching

a. Classes taught during the Academic Year:

Class	Periods	
	Assigned per Week (Lecture/ Practical/ Tutorial)	Steps taken for the teaching of periods missed during absence or leave
i) UG/ PG (B.A./BSc/ B. Com/BBA/MA)	L: 12 P: T: 2	
iii) Any other		

b. Total leave taken from 1st July, 2022 to 30th June, 2023

Casual leave	7 days	Medical leave	days
Duty leave	days	Loss of pay leave	days
Commutated leave	days	Others (specify)	days
Half-pay leave	days		

c. Regularity and Punctuality: Good

d. Explain briefly how you planned your teaching for the year, mentioning a few reading lists provided to students (especially books/articles outside compulsory reading):

Specifying the learning objectives, how relevant it is to the daily activity as well as how to execute it in future. Syllabus are first checked and lesson plans are made on weekly basis.

Banking theory law and practice, Dr S Gurusamy
Commercial Law, Sen Mitra
Business environment Dr V.C. Sinha

e. Details of participation in the following:

i. College Education

Teaching UG Department of commerce.

ii. Question Paper Setting

Corporate law (internal and ESE) COC 2.2
Auditing and corporate governance (internal and ESE) COC 6.1
Banking and Insurance (internal and ESE) COG 4.5
Business Law (internal and ESE) COC 1.2
Basic Accounting (internal and ESE) COM 1
Business statistics (internal and ESE) COC 5.1

iii. Assessment of assignments

Assignment is given on topics relevant to the subject, they are assessed on how they have done their research on the study, and design.

--

iv. Assessment of Presentations

Students are divided into group (6 members) where they are assigned with a topic for presentation. Group coordination, research of their topic is assessed.

v. Conduct and Assessment of Field Projects/ Educational Study Tour

Based on the subject students are taken for field study and educational tour where they get first-hand knowledge of the subject.
--

vi. Conduct of Examination Invigilation, Scrutiny and Moderation

Invigilation of the students during internal and final exam.
--

vii. Evaluation of Answer Scripts / Dissertation, etc

Corporate law (internal and ESE) COC 2.2 Auditing and corporate governance (internal and ESE) COC 6.1 Banking and Insurance (internal and ESE) COG 4.5 Business Law (internal and ESE) COC 1.2 Basic Accounting (internal and ESE) COM 1 Business statistics (internal and ESE) COC 5.1
--

viii. Mentoring

Mentoring of students through one-on-one interaction hearing out their struggles and experience of life. 1 st b.com: 16 students 2 nd b.com: 20 students 3 rd b.com: 19 students
--

ix. Any other

-NA-

3. Details of Innovations in / Contribution to Teaching Process, during the year:

a. Design of curriculum:

Preparation on NEP 2020 (FYUGP) syllabus for:

1st semester Business Law (100 marks)
2nd semester Corporate Law (100 marks)

b. Teaching methods:

- Lecture Method
- PPT
- Group presentation
- Assignments
- Examination

c. Laboratory experiments:

-NA-

d. Evaluation methods:

Qualitative and quantitative methods of evaluation.

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

f. Remedial Teaching / Student Counselling (academic)

Personal counselling and guidance given to 6 students

g. Any other

-NA-

4. Improvement of Professional Competence:

a. Details of refresher courses/orientation/ participation in summer school/ FDPs etc., attended/ organized including open university courses/ M.Phil., Ph.D. during the academic year 2022-2023:

No	Name of the Programme	Organiser's Detail	Sponsor's Detail	Place	Date
i	FDP Conducted by college				

ii	Professional Building programme organised by the College				
iii	Orientation on Revised SSR Manual				
iv	Any other programmes				
v					

b. Details of College/ State/ National/ International Seminar/ Conference/ Workshop etc., attended/organised during the academic year 2022-2023:

No	Name of the Seminar/ Conference/ Workshop, etc.	Organiser's Detail	Sponsor's Detail	Place	Date
i			If you got sponsorship/ financial assistance from the college or any other institutions/ organisations		
ii					
iii					
iv					
v					

5. Research Contributions

a. Number of books/ research papers published/ presented at seminars/ conferences etc during the Academic Year 202-2023:

	Title of the Paper/Chapter	International/ National/ State/Local	ISSN/ ISBN Number	UGC CARELIST/ Scopus/ Web of Science	Citation Index
Peer reviewed journals					
Non-reviewed journals					
E-journals					

Conference proceedings					
Books with ISBN					
Books without ISBN					
Chapters in books with ISBN					

b. Research projects taken up:

Title of the Project	Name of the funding agency	Duration	Amount
-NA-			

c. Membership of Professional Bodies, Editorship of Journals etc, during the year:

-NA-

6. Participation in Corporate Life:

Please give a short account of your contribution, during the year, to:

a. College/University/Institution:

<ul style="list-style-type: none"> • Class supervisor 2nd b.com • Department library in charge

b. Co-curricular activities:

<ul style="list-style-type: none"> • Attended Fresher's Day on 30th July 2022 at the college indoor stadium • Attended 32nd Graduation Day on 22nd August 2022 at the college indoor stadium. • Attended silver jubilee celebration of Alumni Association of the college on 18th November 2022. • Participation in G20 Summit celebration at Kohima cultural hall on 4th April 2023 • Attended Faculty farewell and final year students B.com farewell on 20th May 2023.

c. Extension Activity / Community Service

-NA-

d. Positions held/ leadership role played in organisations/associations etc., linked with extension work and National Service Scheme (NSS), or NCC or any other similar activity:

-NA-

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

-NA-

f. Students' welfare and discipline:

- Monitoring weak students.
- Counselling the mentally weak students.
- Promoting and encouraging healthy life to the students.

g. Membership/Participation in Bodies/Committees on Education and National Development:

-NA-

h. Professional Organizations of Teachers

-NA-

7. Awards/ Recognitions received at the State/National and International level:

-NA-

8. Teaching Learning Evaluation:

a. Does your department obtain feedback from faculty on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

Yes, verbal feedbacks are taken from time to time. Necessary remedial courses are taken as per the need after due deliberation.

b. Does your department obtain feedback from students on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

Yes, students are asked to fill in a student's satisfaction from each year. Necessary remedial courses of action are taken as per the need.

c. Steps taken by you, during the year, for the evaluation of the programme/ course taught:

Feedbacks are collected from the students from time to time on the topics taught and the methods of teaching aids are used for teaching.

9. General Data

Give a brief assessment of your performance during the year, indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement:

- a) Achievements: successfully completed all the syllabus and subjects assigned to me.
- b) Difficulties faced: some of the students lack basic knowledge which was a big challenge to carry forward with the topics.
- c) Suggestions for improvement: conducting entrance test prior to admission will enable in the selection of potential candidates.

I hereby declare that the information given above is true to the best of my knowledge and belief.

Zayienu

ZAYIENUO TETSO

Dated: 11th February 2024



ST. JOSEPH'S COLLEGE

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NAAC Grade A (CGPA: 3.12)

YEAR END PERFORMANCE SELF APPRAISAL PROFORMA OF TEACHERS FOR THE ACADEMIC YEAR JULY 2022 –JUNE 2023

1. General Information

a	Name	Thejano
b	Temporary/Permanent/Guest Faculty/Other	Permanent
c	Department	Physics
d	Courses taught	B.Sc Physics
e	Address (Residential)	Building No.5 St. Joseph's College Staff Quarter , Jakhama
f	Address (Permanent)	Kezoma Village Kohima, Nagaland
g	Phone No	8729879263
h	Email id	thejanothami@gmail.com
j	Date of appointment	14 th June ,2018
k	Qualification	M.Sc,B.Ed
l	Area of Specialization (if MPhil or PhD holder)	

2. Teaching

a. Classes taught during the Academic Year:

Class	Periods	
	Assigned per Week (Lecture/ Practical/ Tutorial)	Steps taken for the teaching of periods missed during absence or leave

i) UG (BSc)	L: July 2022 to December 2022 (13 hours) Jan 2023 to July 2023 (14 hours) P: July 2022 to December 2022 (2 hours) Jan 2023 to July 2023 (2 hours) T: 1 hour per week	1. Adjust it with the other teachers who are free to take up the classes. 2. Offer assignments .
iii) Any other		

b. Total leave taken from 1st July, 2022 to 30th June, 2023

Casual leave	19 Days	Medical leave	Days
Duty leave	Days	Loss of pay leave	Days
Commutated leave	Days	Others (specify)	Days
Half-pay leave	Days		

c. Regularity and Punctuality: Satisfactory

d. Explain briefly how you planned your teaching for the year, mentioning a few reading lists provided to students (especially books/articles outside compulsory reading):

<p>a) Start by knowing what needs to be covered for the semester according to the curriculum.</p> <p>b) Choose main books that cover the essential material for each unit and for each paper that I was allocated for the semester.</p> <p>c) Organize and prepare notes for each topic and papers of each Paper that is assigned to me for the upcoming semester to manage teaching effectively.</p> <p>d) Create assessments like tests, presentation or assignment that align with what students are learning.</p> <p>e) Change plans based on how students are doing and their needs and requirement and also according to what's happening in the current time.</p>
--

e. Details of participation in the following:

i. College Education

Teaching B.sc Physics from July 2022-June 2023

1. Waves and Optics PHC 2.2
2. Waves and Optics PHC 2.2 (P)
3. Classical Dynamics PHD 6.3
4. Mechanics PHC 1.2
5. Mechanics PHC 1.2(P)
6. Nuclear and Particle Physics PHD 5.4

ii. Question Paper Setting

Setting question papers for both Midterm and End Semester Exam for both odd and even semesters from July 2022- June 2023. The list of papers both for theory and practical are 6 theory papers and 2 practical papers.

1. Waves and Optics PHC 2.2
2. Waves and Optics PHC 2.2 (P)
3. Classical Dynamics PHD 6.3
4. Mechanics PHC 1.2
5. Mechanics PHC 1.2(P)
6. Nuclear and Particle Physics PHD 5.4

iii. Assessment of assignments

For the internal assessment, I give assignments to each student selecting topics from the syllabus content. Out of 30 internal marks, I give assignments for 10 marks (5 marks for assessment of hard copy submitted by the students and 5 marks for presentation of the topic in front of their classmates). Accordingly, they are awarded marks and this assignment is given to all the papers I have taught for each semester.

1. Waves and Optics PHC 2.2
2. Classical Dynamics PHD 6.3
3. Mechanics PHC 1.2
4. Nuclear and Particle Physics PHD 5.4

iv. Assessment of Presentations

For the internal assessment, I assign specific topics from the syllabus to each student and award marks based on their presentation.

1. Waves and Optics PHC 2.2
2. Classical Dynamics PHD 6.3
3. Mechanics PHC 1.2
4. Nuclear and Particle Physics PHD 5.4

v. Conduct and Assessment of Field Projects/ Educational Study Tour

Conducted exposure trip to Centre for Plasma Physics-Institute for Plasma

Research, Sonapur ,Assam for the fifth semester students.

vi. Conduct of Examination Invigilation, Scrutiny and Moderation

For Mid Term and End Semester Exam, I had Examination invigilation duties(Both theory and practical exams) and Moderation for both Even and odd semester for the year July 2022 to June 2023 i.e two Mid-term exams, two practical exams and two End semester exams.

vii. Evaluation of Answer Scripts / Dissertation, etc

I have evaluated the Answer Scripts for both Mid-term and End Semester Exams (Both theory and Practical).

List of papers which I have evaluated are listed below:

1. Waves and Optics PHC 2.2
2. Waves and Optics PHC 2.2 (P)
3. Classical Dynamics PHD 6.3
4. Mechanics PHC 1.2
5. Mechanics PHC 1.2(P)
6. Nuclear and Particle Physics PHD 5.4

viii. Mentoring

None

ix. Any other

None

3. Details of Innovations in / Contribution to Teaching Process, during the year:

a. Design of curriculum:

Contributed in the construction of the FYUGP (NEP 2020) based syllabus for the 1st and 2nd semester of the department of Physics to be implemented from July 2023-24 batch.

b. Teaching methods:

c. Laboratory experiments:

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d. Evaluation methods:

--

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

--

f. Remedial Teaching / Student Counselling (academic)

--

g. Any other

--

4. Improvement of Professional Competence:

a. Details of refresher courses/orientation/ participation in summer school/ FDPs etc., attended/ organized including open university courses/ M.Phil., Ph.D. during the academic year 2022-2023:

No	Name of the Programme	Organiser's Detail	Sponsor's Detail	Place	Date
i	Faculty Development Programme	St. Joseph's College (A), Jakhama		Conference Hall, SJC (A)	8 th and 9 th April 2022
ii					
iii					
iv					
v					

b. Details of College/ State/ National/ International Seminar/ Conference/ Workshop etc., attended/organised during the academic year 2022-2023:

No	Name of the Seminar/ Conference/ Workshop, etc.	Organiser's Detail	Sponsor's Detail	Place	Date
I					
II					
iii					

Iv					
V					

5. Research Contributions

a. Number of books/ research papers published/ presented at seminars/ conferences etc during the Academic Year 202-2023:

	Title of the Paper/Chapter	International/ National/ State/Local	ISSN/ ISBN Number	UGC CARELIST/ Scopus/ Web of Science	Citation Index
Peer reviewed journals					
Non-reviewed journals					
E-journals					
Conference proceedings					
Books with ISBN					
Books without ISBN					
Chapters in books with ISBN					

b. Research projects taken up:

Title of the Project	Name of the funding agency	Duration	Amount

c. Membership of Professional Bodies, Editorship of Journals etc, during the year:

--

6. Participation in Corporate Life:

Please give a short account of your contribution, during the year, to:

a. College/University/Institution:

a. HOD, Department of Physics.

- b.** Staff Director for Jesus Youth.
- c.** Member of IQAC, SJC(A)
- d.** Member of Academic Audit Committee, SJC(A)

e. Co-curricular activities:

- a.** Organized 6th Eureka Science fest from 5th to 6th August 2022 in collaboration with all the Science Departments in the college Campus.
- b.** Organized an extension lecture by inviting Mr. Imlisunep, Asst. Professor, Dept of Physics, Kohima Science College for the 5th semester students, on 25th October 2022, in conference hall number 1 (Arts block) on the topic “Calculus of variation”.
- c.** Organized “International day of women and girls in science” on 11th February, 2023 in conference hall no.1 (Arts block) for the female science students and teachers.
- d.** Organized an interactive career oriented program for the B.Sc Physics students on 17th February, 2023.
- e.** Contributed in collecting and compiling data’s along with the teachers and students of the department in collaboration with Mathematics Department for the Green Energy Audit report between the period from 20th Feb to 4th March, 2023 for the college campus.
- f.** Organized “Scientifica Mentibus” an Inter-Departmental Science Model Competition in collaboration with all the science departments on 26th April, 2023 in the College Basketball Court, SJC(A).

g. Extension Activity / Community Service

- a.** Organized extension program on “Physics Model Demo” to St. Mary’s Cathedral Higher Secondary School and Baptist Higher Secondary School, Kohima on 30th August, 2022.

b. Positions held/ leadership role played in organisations/associations etc., linked with extension work and National Service Scheme (NSS), or NCC or any other similar activity:

None

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

Helped in conducting the arm wrestling during Sports week.

d. Students' welfare and discipline:

Encourage the students to do well in their studies and also be punctual to the college.

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

a. Member of IQAC, SJC(A)

b. Member of Academic Audit Committee, SJC(A)

f. Professional Organizations of Teachers

None

7. Awards/ Recognitions received at the State/National and International level:

None

8. Teaching Learning Evaluation:

a. Does your department obtain feedback from faculty on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

No

b. Does your department obtain feedback from students on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

No

c. Steps taken by you, during the year, for the evaluation of the programme/ course taught:

1. Class test

2. Assignments

3. Presentations

9. General Data

Give a brief assessment of your performance during the year, indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement:

Faced difficulty in completing the syllabus.

I hereby declare that the information given above is true to the best of my knowledge and belief.



Thejano

10th June, 2023



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NAAC Grade A (CGPA: 3.12)

YEAR END PERFORMANCE SELF APPRAISAL PROFORMA OF TEACHERS FOR THE ACADEMIC YEAR JULY 2022 – JUNE 2023

1. General Information

a	Name	SAKUREPLA
b	Temporary/Permanent/Guest Faculty/Other	OTHER
c	Department	PHYSICS
d	Courses taught	BSc Physics
e	Address (Residential)	New Ministers' hill kohima
f	Address (Permanent)	Ungma village Mokokchung Nagaland
g	Phone No	9862849318
h	Email id	Sakurepla1996@gmail.com
j	Date of appointment	21 st September 2021
k	Qualification	M.Sc, CSIR-NET
l	Area of Specialization (if MPhil or PhD holder)	

2. Teaching

a. Classes taught during the Academic Year:

Class	Periods	
	Assigned per Week (Lecture/ Practical/ Tutorial)	Steps taken for the teaching of periods missed during absence or leave

i) UG/ PG (B.A./BSc/ B.Com/BBA/MA)	L: July 2022 to December 2022(14 hours per week) Jan 2023 to July 2023 (14hrs per week) P:July 2022 to December 2022(2hrs per week) Jan 2023 to July 2023 (2hrs per week) T: 1 hour per week	1. Adjust with other teachers who are free to take up classes. 2. Offer alternative assignment.
iii) Any other		

b. Total leave taken from 1st July, 2022 to 30th June, 2023

Casual leave	days	Medical leave	days
Duty leave	days	Loss of pay leave	days
Commutated leave	days	Others (specify)	days
Half-pay leave	days		

c. Regularity and Punctuality: Satisfactory

d. Explain briefly how you planned your teaching for the year, mentioning a few reading lists provided to students (especially books/articles outside compulsory reading):

<ol style="list-style-type: none"> 1. Familiarize with the syllabi of the assigned paper. 2. Designed or set objective and goal to be achieved with students over the course of the semester. 3. Choose main book that cover the essential material for each unit and for each paper that I was allocated for the semester. 4. Change plan based on how students are doing and their needs and requirement.

e. Details of participation in the following:

i. College Education

<p>Teaching BSc Physics from July 2022- June 2023</p> <ol style="list-style-type: none"> 1. PHG 3.5 Thermal and statistical physics 2. PHG 3.5 Thermal and statistical physics(P) 3. PHD 5.3 Advanced mathematical physics 4. PHG 4.5 Elements of modern physics
--

5. PHG 4.5 Elements of modern physics(P)

6. PHC 6.1 Electromagnetic theory

ii. Question Paper Setting

Setting question paper for both midterm and end semester exam for odd and even semester from July 2022-June 2023. The list of papers for theory and practical's are listed below

1. PHG 3.5 Thermal and statistical physics

2. PHG 3.5 Thermal and statistical physics(P)

3. PHD 5.3 Advanced mathematical physics

4. PHG 4.5 Elements of modern physics

5. PHG 4.5 Elements of modern physics(P)

6. PHC 6.1 Electromagnetic theory

iii. Assessment of assignments

For the internal assessment assignment are given to each student on selected topic from the syllabus. Out of 30 internal marks, I gave assignment for 10 marks and accordingly they are awarded marks. Assignment is given to all the papers that are teaching for each semester.

iv. Assessment of Presentations

For the internal assessment, specific topic are assigned from the syllabus to the students and award marks based on their presentation.

v. Conduct and Assessment of Field Projects/ Educational Study Tour

vi. Conduct of Examination Invigilation, Scrutiny and Moderation

I did examination invigilation duty for midterm and end semester examination on both even and odd semester in practical and theory; Scrutiny once during the period on the month of December 2022

vii. Evaluation of Answer Scripts / Dissertation, etc

I have evaluated the answer script for both midterm and end semester exam i.e., theory and practical below are the given paper that I evaluated during the session july 2022 To June 2023:

1. PHG 3.5 Thermal and statistical physics
2. PHG 3.5 Thermal and statistical physics(P)
3. PHD 5.3 Advanced mathematical physics
4. PHG 4.5 Elements of modern physics
5. PHG 4.5 Elements of modern physics(P)
6. PHC 6.1 Electromagnetic theory

viii. Mentoring

For the session July 2022 to June 2023 mentoring was done as listed

1. July 2022 to December 2022 – 5th semester
2. January 2023 to June 2023- 2nd semester

ix. Any other

3. Details of Innovations in / Contribution to Teaching Process, during the year:

a. Design of curriculum:

b. Teaching methods:

c. Laboratory experiments:

d. Evaluation methods:

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

f. Remedial Teaching / Student Counselling (academic)

--

g. Any other

--

4. Improvement of Professional Competence:

a. Details of refresher courses/orientation/ participation in summer school/ FDPs etc., attended/ organized including open university courses/ M.Phil., Ph.D. during the academic year 2022-2023:

No	Name of the Programme	Organiser's Detail	Sponsor's Detail	Place	Date
i	Faculty Development Programme	St. Joseph's College (A), Jakhama		Conference Hall, SJC (A)	8 th and 9 th April 2022
ii					
iii					
iv					
v					

b. Details of College/ State/ National/ International Seminar/ Conference/ Workshop etc., attended/organised during the academic year 2022-2023:

No	Name of the Seminar/ Conference/ Workshop, etc.	Organiser's Detail	Sponsor's Detail	Place	Date
i					
ii					
iii					
iv					
v					

5. Research Contributions

a. Number of books/ research papers published/ presented at seminars/ conferences etc during the Academic Year 202-2023:

	Title of the Paper/Chapter	International/ National/ State/Local	ISSN/ ISBN Number	UGC CARELIST/ Scopus/ Web of	Citation Index

				Science	
Peer reviewed journals					
Non-reviewed journals					
E-journals					
Conference proceedings					
Books with ISBN					
Books without ISBN					
Chapters in books with ISBN					

b. Research projects taken up:

Title of the Project	Name of the funding agency	Duration	Amount

c. Membership of Professional Bodies, Editorship of Journals etc, during the year:

--

6. Participation in Corporate Life:

Please give a short account of your contribution, during the year, to:

a. College/University/Institution:

Staff director for Table tennis
--

b. Co-curricular activities:

<p>1. Organized 6th Eureka Science fest from 5th to 6th August 2022 in collaboration with all the Science Departments in the college Campus.</p> <p>2. Organized “Scientifica Mentibus” an Inter-Departmental Science Model Competition in collaboration with all the science departments on 26th April, 2023 in the College Basketball Court, SJC (A).</p>

c. Extension Activity / Community Service

Organized extension program on “Physics Model Demo” to St. Mary’s Cathedral Higher Secondary School and Baptist Higher Secondary School, Kohima on 30th August, 2022.

- d.** Positions held/ leadership role played in organisations/associations etc., linked with extension work and National Service Scheme (NSS), or NCC or any other similar activity:

- e.** Enrichment of campus life (hostels, sports, games, cultural activities):

Helped in conducting the table tennis during Sports week

- f.** Students’ welfare and discipline:

- g.** Membership/Participation in Bodies/Committees on Education and National Development:

- h.** Professional Organizations of Teachers

7. Awards/ Recognitions received at the State/National and International level:

8. Teaching Learning Evaluation:

- a.** Does your department obtain feedback from faculty on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

- b.** Does your department obtain feedback from students on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

c. Steps taken by you, during the year, for the evaluation of the programme/ course taught:

1. class test
 2. assignment
 3. presentation

9. General Data

Give a brief assessment of your performance during the year, indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement:

Difficulties in completing the syllabus

I hereby declare that the information given above is true to the best of my knowledge and belief.



(Name and Signature of the Teacher with date)



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JAKHAMA

P.B. No. 39, Kohima, Nagaland – 797 001

(Autonomous status granted by UGC notification No.F.22-1/2017 (AC) Dtd.11th Oct.2018)

0370-2231009 (O), 2233022 (Principal), 9436437544 (M)

www.stjosephjakhama.ac.in Email: stjosephc@gmail.com

NAAC Grade A (CGPA: 3.12)

YEAR END PERFORMANCE SELF APPRAISAL PROFORMA OF TEACHERS FOR THE ACADEMIC YEAR JULY 2022 – JUNE 2023

1. General Information

a	Name	Neito U Mero
b	Temporary/Permanent/Guest Faculty/Other	Temporary
c	Department	Economics
d	Courses taught	BA Economics
e	Address (Residential)	Staff Quarter 1, Zhodi Colony, Jakhama
f	Address (Permanent)	Zhipa Colony, Pfutsero Town, Phek - 797107
g	Phone No	9581424907
h	Email id	neitoimero@gmail.com
j	Date of appointment	1 st February 2021
k	Qualification	M.Phil, NET
l	Area of Specialization (if MPhil or PhD holder)	Natural Resource Economics

2. Teaching

a. Classes taught during the Academic Year:

Class	Periods	
	Assigned per Week (Lecture/ Practical/ Tutorial)	Steps taken for the teaching of periods missed during absence or leave
i) UG/ PG (B.A./BSc/ B.Com/BBA/MA)	L: 16 P: 0 T: 2	Extra classes are taken.

iii) Any other		
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b. Total leave taken from 1st July, 2022 to 30th June, 2023

Casual leave	10	days	Medical leave		days
Duty leave		days	Loss of pay leave	8	days
Commutated leave		days	Others (specify)		days
Half-pay leave		days			

c. Regularity and Punctuality: Satisfactory

d. Explain briefly how you planned your teaching for the year, mentioning a few reading lists provided to students (especially books/articles outside compulsory reading):

- Based on the curriculum requirements, clear learning objectives for each unit are set.
- Conduct extension lectures, discussions, group activities, and multimedia presentations.
- Learning materials are organized and made accessible to students.
- Various forms of assessments, including tests, assignments and presentations, are conducted to evaluate student learning.

e. Details of participation in the following:

i. College Education

Teaching Undergraduates BA Economics.
 Courses taught:

1. ECC 1.2 - Mathematical Methods for Economics – I
2. ECC 2.2 - Mathematical Methods for Economics – II
3. ECC 3.3 - Statistical Methods for Economics
4. ECC 4.3 - Econometrics
5. ECC 5.1 - Indian Economy – I
6. ECD 5.3 - Money and Financial Markets

i. Question Paper Setting

1. ECC 1.2 - Mathematical Methods for Economics – I

2. ECC 2.2 - Mathematical Methods for Economics – II
3. ECC 3.3 - SME - Statistical Methods for Economics
4. ECC 4.3 - Econometrics
5. ECC 5.1 - Indian Economy – I
6. ECD 5.3 - Money and Financial Markets

ii. Assessment of assignments

Assignments are designed in accordance with the course syllabus to assess students' ability to apply the concepts learned

iii. Assessment of Presentations

Presentations, whether individual or group-based, are evaluated on the clarity with which students convey their understanding of the assigned topics. Marks are awarded based on the accuracy and coherence of their responses to questions raised during the presentations.

iv. Conduct and Assessment of Field Projects/ Educational Study Tour

None

v. Conduct of Examination Invigilation, Scrutiny and Moderation

Fulfilled invigilation responsibilities over the course of two semesters.

vi. Evaluation of Answer Scripts / Dissertation, etc

Answer Scripts evaluated for the courses:

1. ECC 1.2 - Mathematical Methods for Economics – I
2. ECC 2.2 - Mathematical Methods for Economics – II
3. ECC 3.3 - SME - Statistical Methods for Economics
4. ECC 4.3 - Econometrics
5. ECC 5.1 - Indian Economy – I
6. ECD 5.3 - Money and Financial Markets

vii. Mentoring

Yes.

viii. Any other

7. Details of Innovations in / Contribution to Teaching Process, during the year:

a. Design of curriculum:

Framed the syllabi for both the 1st and 2nd semesters (Mathematical Methods for Economics- I and Statistical Methods for Economics) in alignment with the curriculum guidelines of the National Education Policy (NEP) 2020.

b. Teaching methods:

c. Laboratory experiments:

d. Evaluation methods:

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

f. Remedial Teaching / Student Counselling (academic)

Remedial classes were given two times.

g. Any other

8. Improvement of Professional Competence:

a. Details of refresher courses/orientation/ participation in summer school/ FDPs etc., attended/ organized including open university courses/ M.Phil., Ph.D. during the academic year 2022-2023:

No	Name of the Programme	Organiser's Detail	Sponsor's Detail	Place	Date
i	Teaching – Learning Process Objective cum Outcome-based Educational Approach	IQAC, St. Josephs's College (A), Jakhama		SJC(A)	7 th July, 2022
ii					
iii					
iv					
v					

b. Details of College/ State/ National/ International Seminar/ Conference/ Workshop etc., attended/organised during the academic year 2022-2023:

No	Name of the Seminar/ Conference/ Workshop, etc.	Organiser's Detail	Sponsor's Detail	Place	Date
i					
ii					
iii					
iv					
v					

9. Research Contributions

a. Number of books/ research papers published/ presented at seminars/ conferences etc during the Academic Year 202-2023:

	Title of the Paper/Chapter	International/ National/ State/Local	ISSN/ ISBN Number	UGC CARELIST/ Scopus/ Web of Science	Citation Index
Peer reviewed journals					
Non-reviewed journals					
E-journals					
Conference proceedings					
Books with ISBN					
Books without ISBN					

Chapters in books with ISBN					
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b. Research projects taken up:

Title of the Project	Name of the funding agency	Duration	Amount

c. Membership of Professional Bodies, Editorship of Journals etc, during the year:

10. Participation in Corporate Life:

Please give a short account of your contribution, during the year, to:

a. College/University/Institution:

b. Co-curricular activities:

c. Extension Activity / Community Service

d. Positions held/ leadership role played in organisations/associations etc., linked with extension work and National Service Scheme (NSS), or NCC or any other similar activity:

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

f. Students' welfare and discipline:

- g.** Membership/Participation in Bodies/Committees on Education and National Development:

- h.** Professional Organizations of Teachers

11. Awards/ Recognitions received at the State/National and International level:

12. Teaching Learning Evaluation:

- a.** Does your department obtain feedback from faculty on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

- b.** Does your department obtain feedback from students on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

- c.** Steps taken by you, during the year, for the evaluation of the programme/ course taught:

13. General Data

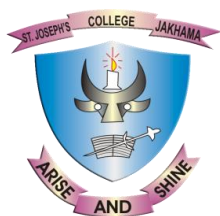
Give a brief assessment of your performance during the year, indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement:

I hereby declare that the information given above is true to the best of my knowledge and belief.

(Name and Signature of the Teacher with date)

Neito U Mero
25/6/23

NEITO U MERO



ST. JOSEPH'S COLLEGE

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NAAC Grade A (CGPA: 3.12)

YEAR END PERFORMANCE SELF APPRAISAL PROFORMA OF TEACHERS FOR THE ACADEMIC YEAR JULY 2022 – JUNE 2023

1. General Information

a	Name	Lucy Kamei
b	Temporary/Permanent/Guest Faculty/Other	Permanent Faculty
c	Department	History
d	Courses taught	HSC 1.1: History of India I HSC 1.2: Social Formations and Cultural Patterns of the Ancient World HSC 2.1: History of India II HSG 2.4: History of India (c. 300-1206) HSS 4.4: Archives and Museums HSC 5.1: History of India V (1707-1857)
e	Address (Residential)	House No. 53, Sector B, Meriema Village, Kohima, Nagaland
f	Address (Permanent)	House No. 53, Sector B, Meriema Village, Kohima, Nagaland
g	Phone No	8794364524
h	Email id	lucibee007@gmail.com
j	Date of appointment	1 st July 2014
k	Qualification	M.A. History, NET
l	Area of Specialization (if MPhil or PhD holder)	

2. Teaching

a. Classes taught during the Academic Year:

Class	Periods	
	Assigned per Week (Lecture/ Practical/ Tutorial)	Steps taken for the teaching of periods missed during absence or leave
i) UG (B.A.)	L: 15 P: T: 2	<ol style="list-style-type: none"> 1. I sent study materials to be delivered to the students through teachers who will be going to the class in my stead. 2. I take extra classes to make up for the missed classes.
iii) Any other	Mentoring class per week- 1 Value Education class per week- 1	<ol style="list-style-type: none"> 1. Discussions were made with the mentees about how to improve their performance in class. 2. Discussions about environmental consciousness, personal development, character development etc were made during the Value Education periods.

b. Total leave taken from 1st July, 2022 to 30th June, 2023

Casual leave	8 days	Medical leave	days
Duty leave	5 days	Loss of pay leave	days
Commutated leave	days	Others (specify)	days
Half-pay leave	days		

- c. Regularity and Punctuality: Satisfactory
- d.
- e. Explain briefly how you planned your teaching for the year, mentioning a few reading lists provided to students (especially books/articles outside compulsory reading):

I prepare my classes thoroughly and use power point to supplement my teaching in class. I also make sure that I refer at least three to four books for each topic that I prepare. I take care in preparing my classes in such a way that it is easily understood and comprehensible by both the advanced as well as weaker students in the class.

Following are the list of books that I provide to the students for reference-

1. Sharma, R.S. (2007). India's Ancient Past. New Delhi: Oxford University Press
2. Jha, D. N. (2004). Early India: A Concise History. New Delhi: Manohar Publishers and Distributors
3. Singh, Upinder. (2008). A History of Ancient and Early Medieval India: From the Stone Age to the 12th Century. Pearson
4. Jain, V. K. (2006). Prehistory and Protohistory of India- An Appraisal (Palaeolithic-Non-Harappan Chalcolithic Cultures). D. K. Printworld (P) Ltd.
5. Basham, A. L. (1971). The Wonder that Was India. Picador India
6. Chakrabarti, D. K. (2006). The Oxford Companion to Indian Archaeology. New Delhi
7. Thapar, Romila (2002). Early India from the Beginnings to 1300. London
8. Majumdar, Rohit (2021). Ancient Indian History: 7000 BCE to Islamic Settlement, Sage Publications
9. Burns and Ralph, (1991). World Civilizations, Volume I., New York: W. W. Norton & Company
10. Kumar, Rakesh (2018). Ancient and Medieval World: From Evolution of Humans to the Crisis of Feudalism. Sage Publication
11. Clark, G. (1977). World Prehistory: A New Perspective. New York: Cambridge University Press
12. Farooqui, Amar. Early Social Formations, 22nd Ed., New Delhi: Manak Publications
13. Scarre, Chris, Fagan, Brian M. and Golden, Charles (2021). Ancient Civilizations. Routledge
14. Mahua, Chakrabarti (2016). Museums of India, National Book Trust.
15. Jha, D.N. (1998). Ancient India in Historical Outline. Manohar Publishers.
16. Chandra, Bipan (2004). Rise and Growth of Economic Nationalism in India. New

Delhi: Anamika Publishers

17. Bandyopadhyay Sekher (2004). From Plassey to Partition: A History of Modern India. New Delhi: Orient Longman

18. Chandra, Bipan (2019). History of Modern India. Orient Blackswan

19. Chandra, Bipan, Panikkar, K.N., Mukherjee, Mridula, Mahajan, Sucheta and Mukherjee, Aditya (2000). India's Struggle for Independence. New Delhi: Penguin Books

20. Desai, A. R. (1948). Social Background of Indian Nationalism. Bombay: Popular Prakashan

f. Details of participation in the following:

i. College Education

1. Taught UG for the following courses:

- HSC 1.1: History of India I (BA 1st Semester)
- HSC 1.2: Social Formations and Cultural Patterns of the Ancient World (BA 1st Semester)
- HSC 2.1: History of India II (BA 2nd Semester)
- HSG 2.4: History of India (c. 300-1206) (BA 2nd Semester)
- HSS 4.4: Archives and Museums (BA 4th semester)
- HSC 5.1: History of India V (1707-1857) (BA 5th Semester)

2. Contributed in framing course syllabus

3. Took every class with power point presentations for clarity and better understanding

4. Evaluated the students with tests, examinations, presentations, assignments, project works etc

ii. Question Paper Setting

Set Mid-Term and End Semester Examination question papers of the college on the following courses for the academic year:

1. History of India I (HSC 1.1)
2. Social Formations and Cultural patterns of the Ancient World (HSC 1.2)
3. History of India (c. 300 -1206) (HSG2.4)
4. Archives and Museums (HSS 4.4)

iii. Assessment of assignments

I assign topics which I have already covered in the classroom for their written assignments. The instructions about the correct format, goals and grading criteria of the assignment is verbally explained in the class and is also sent in the class WhatsApp group for the convenience of the students who were absent. I assess the assignments based on their understanding of the topic, ability to analyse and reason, writing skill and the resourceful usage of books, materials and sources. The assignments carry 10 marks and has to submitted on time.

iv. Assessment of Presentations

Presentations were conducted for the students with the purpose of enhancing their teamwork, ability to use available sources for reconstruction of facts, analytical skill and resourcefulness. The students were divided into groups and were made to take up any topic of their choice. Assessments will be done on the basis of the clear understanding of the topic, eloquence, articulation and their contribution as a group. Marks of 10 is provided for the presentation.

v. Conduct and Assessment of Field Projects/ Educational Study Tour

- On 29th October, 2022, 63 students were taken on a field trip to Willong Khullen to visit the mysterious collection of monoliths in the village. Students were made to prepare report on their visit.
- On, students were taken on a trip to the State Museum and also the State Archives in Kohima. Later, the students were also taken to Khonoma Village where they visited important sites of historical significance. Students were made to prepare report on their visit.

vi. Conduct of Examination Invigilation, Scrutiny and Moderation

Invigilation:

1. Mid-Term Examination, September, 2022
2. End Semester Examination, December, 2022
3. Mid-Term Examination, March, 2023
4. End Semester Examination, May, 2023

Scrutiny:

1. End Semester Examination, December 2022
2. End Semester Examination, June 2023

vii. Evaluation of Answer Scripts / Dissertation, etc

Participated in evaluation of answer scripts of the following paper:

- HSC 1.1: History of India I (BA 1st Semester)
- HSC 1.2: Social Formations and Cultural Patterns of the Ancient World (BA 1st Semester)
- HSC 2.1: History of India II (BA 2nd Semester)
- HSG 2.4: History of India (c. 300-1206) (BA 2nd Semester)
- HSS 4.4: Archives and Museums (BA 4th semester)
- HSC 5.1: History of India V (1707-1857) (BA 5th Semester)

viii. Mentoring

Mentored a total of 36 students.

ix. Any other

3. Details of Innovations in / Contribution to Teaching Process, during the year:

a. Design of curriculum:

Member of Board of Studies (Department of History) for framing the syllabi of 1st and 2nd semesters of the NEP 2020 curriculum

b. Teaching methods:

1. Chalk and Board
2. Power Point Slides
3. Discussions

c. Laboratory experiments:

d. Evaluation methods:

Class Discussions, Class Tests, Power Point Presentations, Assignments.

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

1. Essential reading are given to the students in the class
2. PDF books and materials are provided

f. Remedial Teaching / Student Counselling (academic)

1. Remedial classes are conducted for students who are struggling with certain topics.
2. Tests are also conducted to help and prepare them academically.

g. Any other

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4. Improvement of Professional Competence:

a. Details of refresher courses/orientation/ participation in summer school/ FDPs etc., attended/ organized including open university courses/ M.Phil., Ph.D. during the academic year 2022-2023:

No	Name of the Programme	Organiser's Detail	Sponsor's Detail	Place	Date
i	Capacity Building Program on Nexus of Core Personal-Group Values and Effective Teaching	IQAC	SJC(A)	SJC(A) Auditorium	12 th November, 2022
ii	Orientation on Revised SSR Manual and Quality Benchmarks	IQAC	SJC(A)	Conference Hall, Post-Graduate Block, SJC(A)	27 th April, 2023
iii					
iv					
v					

b. Details of College/ State/ National/ International Seminar/ Conference/ Workshop etc., attended/organised during the academic year 2022-2023:

No	Name of the Seminar/ Conference/ Workshop, etc.	Organiser's Detail	Sponsor's Detail	Place	Date
i	National seminar on "75 Years of India's Achievements: Ideas and Resolve"	IQAC, SJC(A)	ICSSR, New Delhi	SJC(A)	14 th and 15 th April, 2023
ii					
iii					
iv					
v					

5. Research Contributions

a. Number of books/ research papers published/ presented at seminars/ conferences etc during the Academic Year 202-2023:

	Title of the Paper/Chapter	International/ National/ State/Local	ISSN/ ISBN Number	UGC CARELIST/ Scopus/ Web of Science	Citation Index
Peer reviewed journals					
Non-reviewed journals					
E-journals					
Conference proceedings	Presented a paper on "Breaking Gender Barriers through Education: A Historical Perspective" during National seminar on "75 Years of India's Achievements: Ideas and Resolve" organised by IQAC, SJC(A), dated 14 th and 15 th April, 2023				
Books with ISBN					
Books without ISBN					
Chapters in books with ISBN					

b. Research projects taken up:

Title of the Project	Name of the funding agency	Duration	Amount

c. Membership of Professional Bodies, Editorship of Journals etc, during the year:

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6. Participation in Corporate Life:

Please give a short account of your contribution, during the year, to:

a. College/University/Institution:

Director, Games and Sports Committee Director, College Magazine Committee
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b. Co-curricular activities:

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c. Extension Activity / Community Service

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d. Positions held/ leadership role played in organisations/associations etc., linked with extension work and National Service Scheme (NSS), or NCC or any other similar activity:

1. Director, College Magazine Committee, SJC(A) 2. Director, Games and Sports Committee, SJC(A)
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e. Enrichment of campus life (hostels, sports, games, cultural activities):

I am actively involved in the collecting, compiling and editing processes of the College Magazine Committee and have also guided and supervised students involved in the said work. As a director of the Games and Sports Committee, I have actively supervised and participated in the College Sports Week as well as other sports events in which the college is involved. I have also rendered full support and participation in the events organized by the college such as Spring Fest, Cultural day etc.

f. Students' welfare and discipline:

1. Actively supported students' activities and rendered my supervision whenever required.
2. Maintained healthy and supportive relationship with the students.
3. Established good control of the class during class hours.
4. Had been very prompt and fair in disciplinary matters.

g. Membership/Participation in Bodies/Committees on Education and National Development:

Member of the Board of Studies, Department of History, SJC(A)

h. Professional Organizations of Teachers

7. Awards/ Recognitions received at the State/National and International level:

8. Teaching Learning Evaluation:

- a.** Does your department obtain feedback from faculty on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

- b.** Does your department obtain feedback from students on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

c. Steps taken by you, during the year, for the evaluation of the programme/ course taught:

1. Oral Tests
2. Assignments
3. Power Point Presentations
4. Written Examinations
5. Class Tests
6. Group discussions

9. General Data

Give a brief assessment of your performance during the year, indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement:

ACHIEVEMENTS:

1. Successfully imparted quality education to my students.
2. Attended a workshop on Capacity Building Program on Nexus of Core Personal-Group Values and Effective Teaching
3. Attended an Orientation Program on Revised SSR Manual and Quality Benchmarks
4. Successfully framed the NEP 2020 History syllabus for the 1st and 2nd semesters.
5. Presented a paper titled “Breaking Gender Barriers through Education: A Historical Perspective” during National seminar on “75 Years of India’s Achievements: Ideas and Resolve” organised by IQAC, SJC(A), dated 14th and 15th April, 2023.
6. Served as a rapporteur at one of the sessions at ICSSR sponsored National Seminar on 75 Years of India’s Achievements: Ideas and Resolve organised by IQAC, SJC(A), dated 14th and 15th April, 2023.

DIFFICULTIES FACED:

1. Managing student- teacher ratio resulting in lack of individual attention.
2. Balancing teaching responsibilities, research obligations and personal commitments.

SUGGESTIONS FOR IMPROVEMENT:

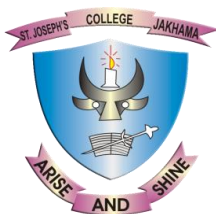
1. Invest time in research and publications.
2. More active participation in seminars, workshops and faculty development programs.

I hereby declare that the information given above is true to the best of my knowledge and belief.



(MS. LUCY KAMEI)

DATED: 26/06/2023



ST. JOSEPH'S COLLEGE

JAKHAMA

P.B. No. 39, Kohima, Nagaland – 797 001

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NAAC Grade A (CGPA: 3.12)

YEAR END PERFORMANCE SELF APPRAISAL PROFORMA OF TEACHERS FOR THE ACADEMIC YEAR JULY 2022 – JUNE 2023

1. General Information

a	Name	Khriekesanuo Metha
b	Temporary/Permanent/Guest Faculty/Other	Permanent
c	Department	Sociology
d	Courses taught	
e	Address (Residential)	D'Block Sector-C, House No: 08, Kohima: Nagaland
f	Address (Permanent)	Chiechama Village
g	Phone No	9774786990
h	Email id	Khriekesanuometha789@gmail.com
j	Date of appointment	11 th July, 2022
k	Qualification	M.A, Ph.D Scholar
l	Area of Specialization (if MPhil or PhD holder)	Gender studies, Naga Customary Law and Property Inheritance

2. Teaching

a. Classes taught during the Academic Year:

Class	Periods	
	Assigned per Week (Lecture/ Practical/ Tutorial)	Steps taken for the teaching of periods missed during absence or leave
i) UG/ PG (B.A./BSc/ B.Com/BBA/MA)	L: 28 classes P: T: 3 classes	Took extra classes by adjusting with teachers who have completed their syllabus.

iii) Any other		
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b. Total leave taken from 1st July, 2022 to 30th June, 2023

Casual leave	9 days	Medical leave	0 days
Duty leave	5 days	Loss of pay leave	0 days
Commutated leave	0 days	Others (specify)	0 days
Half-pay leave	0 days		

c. Regularity and Punctuality: Good

d. Explain briefly how you planned your teaching for the year, mentioning a few reading lists provided to students (especially books/articles outside compulsory reading):

Firstly, the students of 3rd semester (SOS 3.4: Reading, Writing and Reasoning for Sociology) were divided into four groups, where each group was made to choose a book. The students were then taught how to go about with doing book an article reviews.

Secondly, all the students were made to do a class activity by reading an article and giving a brief critical review of the article.

- Gilhodes, C. (1922). *The Kachins: Religion and Customs*. New Delhi: Mittal Publications.
- Metha, Khriekesanuo (2022). “*Role and Status of Angami Naga Women in the Pre-Colonial Period*”. in IOSR International Journal of Humanities and Social Science (IOSR-JHSS), Vol. 27, Issue: 6, Series 1(June. 2022), e-ISSN: 2279-0837, P-ISSN: 2279-0845, Pp: 60-63, www.iosrjournals.org.
- Shiku, Inato Yekheto (2016). *A Re-Discovery and Re-building of Naga Cultural Values: an Analytical Approach with Special Reference to Maori as a Colonised and Minority Group of People in New Zealand*. New Delhi: Regency Publications, a Division of Astral International Pvt. Ltd.
- Tinyi, Venusa (2017), *Rethinking Human Rights from a Naga Perspective*. In Longkumer Lanusashi & Toshimenla Jamir (Eds.), *Human rights in Nagaland: Emerging Paradigms*. Dimapur, Nagaland: Heritage Publishing House.
- Yano, Vitso & Rekha Pande (2012). *Women’s Role in Religious Practices of Angami Naga Society*. In Shahida Murtaza (Ed.), *Understanding Women’s Issues- A Feminist Standpoint*. Deutschland (pp. 67-95). Germany: Lap Lambert Academic Publishing.

e. Details of participation in the following:

i. College Education

UG- 1st, 2nd, 3rd,4th, 5th and 6th Semester

ii. Question Paper Setting

Set question papers for Mid Semester and End Semester for:

1st Semester: Indian Society: Images and Realities (SOG 1.4)

3rd Semester: Reading, Writing and Reasoning for Sociology (SOS 3.4)

5th Semester: Social Research Methods I (SOC 5.2)

iii. Assessment of assignments:

Core Paper: Assignment (10 marks) + Individual/group presentation (10 marks)

Skill Paper: Assignment (10 marks) + story writing (5 Marks)

iv. Assessment of Presentations:

5 Marks- for group or individual PPT content and presentation.

5 marks for group coordination and questions answered.

v. Conduct and Assessment of Field Projects/ Educational Study Tour:

- 27th to 30th October, 2023- The Department of Sociology took the 5th Semester students on an educational field trip to Shillong. The educational trip was undertaken for the paper- “Environmental Sociology” with the objective to visit the cleanest village in Asia- Mawlynong village and the cleanest river in Asia-Dawki.
- 17th to 20th March, 2023- The Department of Sociology took the 6th semester students to Ramsapara village, Assam (Cleanest village in Assam) on a field trip. The educational trip was undertaken for the paper- “Social Research Methods-I” with the objective to visit and observe the cleanest village. The students were divide into two groups, each group had to submit a report after the field trip based on their observation on how the village members contributed to the keeping the village clean and green.

vi. Conduct of Examination Invigilation, Scrutiny and Moderation:

- For every Mid-Semester Exam 5-6 days and End Semester Exams 8-10 days exam duty. Strict vigilance and observation is maintained to ensure fairness and minimize malpractices in the exam hall by the students.
- Scrutiny of exam papers during the End Semester Exams for both sessions: Looking for any mark/s counting and entry anomalies.

vii. Evaluation of Answer Scripts / Dissertation, etc

<p>Evaluated answer scripts for Mid and End Semester Exams for:</p> <p>1st Semester: Indian Society: Images and Realities (SOG 1.4)</p> <p>2nd Semester: Social Change (SOC 2.1)</p> <p>3rd Semester: Reading, Writing and Reasoning for Sociology (SOS 3.4)</p> <p>4th Semester: Sociology of Kinship (SOC 4.2)</p> <p>5th Semester: Social Research Methods I (SOC 5.2)</p> <p>6th Semester: Sociological Research Methods II (SOC 6.2)</p>

viii. Mentoring

Mentored 90 student of 4 th and 5 th semester

ix. Any other

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3. Details of Innovations in / Contribution to Teaching Process, during the year:

a. Design of curriculum:

Se m	Discipli ne Specific Core	Inter- Disciplina ry Minor (2 nd Major) IDM-1	Multi - Discip linary cours e	Ability Enhancement Course (AEC)	Skill Enhanc ement Course (SEC)	Internshi p/Appren ticeship/ Project/C ommunity Outreach	Value Added Course (VAC)	Total Credits
	(4 Credits)	(4 Credits)	(4 Credits)	(2 Credits)	(2 Credits)	(2 Credits)	(2 Credits)	
I	SOC 1.1 Introd uction to Sociol ogy	SOM 1 Indian Societie s: Images and Realitie s	EV S	IL -1 English Communi cation	SOS 1.4 Techn iques of Ethno graphi c Film Makin g		VAC-1 Constitit ional Values	22
	SOC 1.2 Sociol ogy of India-							

	I							
II	SOC 2.1 Social Change	SOM 2 Gender and Violence	Life Science	IL-2 Basic Functional English	SOS 2.4 Reading, Writing and Reasoning for Sociology		VAC-2 Consumer Right	22
	SOC 2.2 Sociology of India-II							

b. Teaching methods:

Lecture method, PPT presentation and group discussion.

c. Laboratory experiments:

d. Evaluation methods:

Asking questions after every lecture and clarifying doubts.

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

Books, online articles and journals.

f. Remedial Teaching / Student Counselling (academic)

Remedial classes for below average and also above average students.

g. Any other

4. Improvement of Professional Competence:

a. Details of refresher courses/orientation/ participation in summer school/ FDPs etc., attended/ organized including open university courses/ M.Phil., Ph.D. during the academic year 2022-2023:

No	Name of the Programme	Organiser's Detail	Sponsor's Detail	Place	Date
i					
ii					
iii					
iv					
v					

b. Details of College/ State/ National/ International Seminar/ Conference/ Workshop etc., attended/organised during the academic year 2022-2023:

No	Name of the Seminar/ Conference/ Workshop, etc.	Organiser's Detail	Sponsor's Detail	Place	Date
i	Two-Days Workshop on: “Transformative and Enhancement of Quality in Higher Educational Institutions: Perspective of NEP 2020”	Internal Quality Assurance Cell, St. Joseph's College (Autonomous) Jakhama, Nagaland	NAAC Sponsored Two-Day Workshop	St. Joseph's College (Autonomous) Jakhama, Nagaland	10 th -11 th July, 2023
ii					
iii					
iv					
v					

5. Research Contributions

a. Number of books/ research papers published/ presented at seminars/ conferences etc during the Academic Year 2022-2023:

	Title of the Paper/Chapter	International/ National/ State/Local	ISSN/ ISBN Number	UGC CARELIST/ Scopus/ Web of Science	Citation Index
Peer reviewed journals	<ul style="list-style-type: none"> “Role and Status of Angami Naga Women in the Pre-Colonial Period”. Pp: 60-63 “Properties of Unmarried Angami Naga Women”. Pp: 731-733. 	International		UGC CARELIST	www.iosrjournals.org www.ijert.org
Non-reviewed journals					
E-journals					

Conference proceedings					
Books with ISBN					
Books without ISBN					
Chapters in books with ISBN	Chapter- 8: “Traditional System of Marriage among the Angamis of Chiechama Village”	Local	978-93-93396-31-0		

b. Research projects taken up:

Title of the Project	Name of the funding agency	Duration	Amount

c. Membership of Professional Bodies, Editorship of Journals etc, during the year:

--

6. Participation in Corporate Life:

Please give a short account of your contribution, during the year, to:

a. College/University/Institution:

<ul style="list-style-type: none"> • Member of College Prize Distribution Committee.

b. Co-curricular activities:

--

c. Extension Activity / Community Service

<p>Sociology Gives Back- a charitable event organised annually in collaboration with PG 4th Semester and UG 6th Semester.</p>
--

- d.** Positions held/ leadership role played in organisations/associations etc., linked with extension work and National Service Scheme (NSS), or NCC or any other similar activity:

- e.** Enrichment of campus life (hostels, sports, games, cultural activities):

- f.** Students' welfare and discipline:

- g.** Membership/Participation in Bodies/Committees on Education and National Development:

- h.** Professional Organizations of Teachers

7. Awards/ Recognitions received at the State/National and International level:

8. Teaching Learning Evaluation:

- a.** Does your department obtain feedback from faculty on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

Yes, students are given a Google form to fill up and rate the teachers. Each faculty is given the ratings he/she scores given by the students and also points of strength and weakness are made know to them to improve in the areas they lack behind by the teacher in charge of Feedback.

- b.** Does your department obtain feedback from students on curriculum as well as teaching learning process? If yes, how does the department make effective use of it?

Yes, by working on the areas what we are lacking behind through the feedbacks given by the students.

- c. Steps taken by you, during the year, for the evaluation of the programme/ course taught:

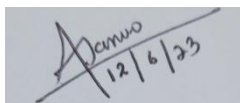
Every semester, the weak students are identified and given remedial classes.

9. General Data

Give a brief assessment of your performance during the year, indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement:

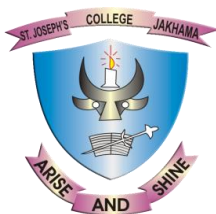
- Successfully completed the plan of action and target planned out by the department for the session.
- Work on article/book publication.

I hereby declare that the information given above is true to the best of my knowledge and belief.

A handwritten signature in blue ink, appearing to read 'A. Metha', is written over a date '12/6/23'. The signature and date are written on a light-colored background.

Ms. Khriekesanuo Metha

(Name and Signature of the Teacher with date)



ST. JOSEPH'S COLLEGE

JAKHAMA

P.B. No. 39, Kohima, Nagaland – 797 001

(Autonomous status granted by UGC notification No.F.22-1/2017 (AC) Dtd.11th Oct.2018)

0370-2231009 (O), 2233022 (Principal), 9436437544 (M)

www.stjosephjakhama.ac.in Email: stjosephc@gmail.com

NAAC Grade A (CGPA: 3.12)

YEAR END PERFORMANCE SELF APPRAISAL PROFORMA OF TEACHERS FOR THE ACADEMIC YEAR JULY 2022 – JUNE 2023

1. General Information

a	Name	Khriebuno Nagi
b	Temporary/Permanent/Guest Faculty/Other	Permanent
c	Department	English
d	Courses taught	<ul style="list-style-type: none">• EGC 1.1 – Introduction to the Study of English Literature• EGC 1.2 – European Classical Literature• AEC 1.3 – English Communication• EGC 3.3 - British Poetry and Drama 17th and 18th Centuries• EGC 4.2 – British Romantic Literature• EGC 6.1-Naga Writings in English: Poetry and Fiction• EGD 6.4 – Literary Theory
e	Address (Residential)	Jotsoma Village, Kohima
f	Address (Permanent)	Jotsoma Village, Kohima
g	Phone No	9436432971
h	Email id	khriebunonagi179@gmail.com
j	Date of appointment	1 st June, 2016
k	Qualification	MA English
l	Area of Specialization (if MPhil or PhD holder)	

2. Teaching

a. Classes taught during the Academic Year:

Class	Periods

	Assigned per Week (Lecture/ Practical/ Tutorial)	Steps taken for the teaching of periods missed during absence or leave
i) UG/ PG (B.A./BSc/ B.Com/BBA/MA)	L: 15 P : T: 3	<ul style="list-style-type: none"> • Coordinate with the teachers who covered my classes during my absence or leave. • Extra classes were taken on the free periods.
iii) Any other	<ul style="list-style-type: none"> • Women's Forum I/C • Mentoring • Tutorial 	

b. Total leave taken from 1st July, 2022 to 30th June, 2023

Casual leave	8 days	Medical leave	-
Duty leave	-	Loss of pay leave	-
Commutated leave	-	Others (specify)	-
Half-pay leave	-		

c. Regularity and Punctuality: **Good**
(Strike out or delete what is not applicable)

d. Explain briefly how you planned your teaching for the year, mentioning a few reading lists provided to students (especially books/articles outside compulsory reading):

- **Give an introduction to the topics of each unit**
- **After the completion of each unit assignments were given**
- **Class group discussion**
- **Give book references**

e. Details of participation in the following:

i. College Education

UG Section. The courses taught includes: -

- **EGC 1.1 – Introduction to the Study of English Literature**
- **EGC 1.2 – European Classical Literature**
- **AEC 1.3 – English Communication**
- **EGC 3.3 - British Poetry and Drama 17th and 18th Centuries**
- **EGC 4.2 – British Romantic Literature**
- **EGC 6.1-Naga Writings in English: Poetry and Fiction**
- **EGD 6.4 – Literary Theory**

i. Question Paper Setting

Question papers were set for the following courses in the internal assessments, Class-test, mid-term and end semester exams as well.

- **EGC 1.1 – Introduction to the Study of English Literature**
- **EGC 1.2 – European Classical Literature**
- **AEC 1.3 – English Communication**
- **EGC 3.3 - British Poetry and Drama 17th and 18th Centuries**
- **EGC 4.2 – British Romantic Literature**
- **EGC 6.1-Naga Writings in English: Poetry and Fiction**
- **EGD 6.4 – Literary Theory**

i. Assessment of assignments

- **Assignments were given to the students as per the syllabus**
- **Group Assignments and Individual Assignments were also given to the students and they will be assessed accordingly**
- **MCQ'S Written Test**

ii. Assessment of Presentations

- **Use of black board**
- **Individual Presentation was conducted**

iii. Conduct and Assessment of Field Projects/ Educational Study Tour

-

iv. Conduct of Examination Invigilation, Scrutiny and Moderation

- **Invigilation was done in the Class test, Mid-term and End Semester Exams**
- **Invigilation was done on all the exams as per the exam duty routine made by the college**
- **Scrutiny of papers was done as per the appointments made by the college in the exams**

v. Evaluation of Answer Scripts / Dissertation, etc

Evaluation of papers was done in the different assessments- Class-test, mid-term and end semester exams on the following courses.

- **EGC 1.1 – Introduction to the Study of English Literature**
- **EGC 1.2 – European Classical Literature**
- **AEC 1.3 – English Communication**
- **EGC 3.3 - British Poetry and Drama 17th and 18th Centuries**
- **EGC 4.2 – British Romantic Literature**
- **EGC 6.1-Naga Writings in English: Poetry and Fiction**
- **EGD 6.4 – Literary Theory**

i. Mentoring

- **No of students mentored: 70, 1st Semester 'D'**
- **Students will be asked to stay back for mentoring in the ratio of 1:1**
- **Listens to them and give them necessary counselling and guide**

ii. Any other

-

• **Details of Innovations in / Contribution to Teaching Process, during the year:**

a. Design of curriculum:

NEP 2020 Syllabus

• **First Semester**

- **EGC-1(4) : Introduction to the Study of English Literature**
- **EGC-2(4) : History of English Literature-I**
- **EGC-3(4) : British Poetry and Drama: 14th -17th Centuries**
- **GE – 1 (4) : Academic Writing and Composition**
- **AEC – 1 (2) :English Communication**
- **EVS- 1**
- **SEC (2) Soft Skills – I**
- **VAC-1 (2)**

Second Semester

- **EGC-4(4) : History of English Literature – II**
- **EGC-5(4) :British Poetry and Drama 17th and 18th Centuries**
- **EGC-6(4) : European Classical Literature**
- **GE – 2 (4) :Media and Communication Skills**
- **AEC – 1 (2) :English Communication**
- **SEC – 2 (2) Soft Skills – II**
- **VAC-2 (2)**

a. Teaching methods:

- **Class Room Lecture**
- **Interactive Lecture**
- **Discussion-Based Learning**

b. Laboratory experiments:

-

c. Evaluation methods:

Evaluation of papers was done in the different assessments- Class-test, mid-term and end semester exams on the following courses.

- EGC 1.1 – Introduction to the Study of English Literature
- EGC 1.2 – European Classical Literature
- AEC 1.3 – English Communication
- EGC 3.3 - British Poetry and Drama 17th and 18th Centuries
- EGC 4.2 – British Romantic Literature
- EGC 6.1-Naga Writings in English: Poetry and Fiction
- EGD 6.4 – Literary Theory

- a. Preparation of resource material including books, reading materials, laboratory manuals etc.

- b. Remedial Teaching / Student Counselling (academic)

- Some remedial classes for the weak students

- c. Any other

Women’s Forum:

- Collaboration with Novaturient Management and Talent Foresight “House of Grooming” & TS Academy of Design on 18th October 2022
- Organized International Women’s Day on 8th March ,2023
- Outreach Programme on 13th May ,2023

2. Improvement of Professional Competence:

- a. Details of refresher courses/orientation/ participation in summer school/ FDPs etc., attended/ organized including open university courses/ M.Phil., Ph.D. during the academic year 2022-2023:

No	Name of the Programme	Organiser’s Detail	Sponsor’s Detail	Place	Date
i	Capacity Building Program in Nexus of Core Personal-Group Values and Effective Teaching	IQAC SJC(A)	SJC(A)	SJC(A) Auditorium	12 Nov, 2022
ii	Orientation on Revised SSR Manual and Quality Benchmarks	IQAC SJC(A)	SJC(A)	Conference Hall ,P.G. Block SJC(A)	27 April, 2023

- b. Details of College/ State/ National/ International Seminar/ Conference/ Workshop etc., attended/organised during the academic year 2022-2023:

No	Name of the Seminar/ Conference/ Workshop, etc.	Organiser's Detail	Sponsor's Detail	Place	Date
i	Capacity Building Program in Nexus of Core Personal-Group Values and Effective Teaching	IQAC SJC(A)	SJC(A)	SJC(A) Auditorium	12 Nov, 2022
ii	Orientation on Revised SSR Manual and Quality Benchmarks	IQAC SJC(A)	SJC(A)	Conference Hall ,P.G. Block SJC(A)	27 April, 2023

3. Research Contributions

a. Number of books/ research papers published/ presented at seminars/ conferences etc during the Academic Year 202-2023:

	Title of the Paper/Chapter	International/ National/ State/Local	ISSN/ ISBN Number	UGC CARELIST/ Scopus/ Web of Science	Citation Index
Peer reviewed journals					
Non-reviewed journals					
E-journals					
Conference proceedings					
Books with ISBN					
Books without ISBN					
Chapters in books with ISBN					

b. Research projects taken up:

Title of the Project	Name of the funding agency	Duration	Amount

c. Membership of Professional Bodies, Editorship of Journals etc, during the year:

4. Participation in Corporate Life:

Please give a short account of your contribution, during the year, to:

a. College/University/Institution:

- **Served as a Women’s Forum Director and looked after the different activities**
 - **Collaboration with Novaturient Management and Talent Foresight “House of Grooming” & TS Academy of Design on 18th October 2022**
 - **Organized International Women’s Day on 8th March ,2023**
 - **Outreach Programme on 13th May ,2023**

b. Co-curricular activities:

- **Participated in the different activities of the department**
 - **Collaboration with Novaturient Management and Talent Foresight “House of Grooming” & TS Academy of Design on 18th October 2022**
 - **Organized International Women’s Day on 8th March ,2023**
 - **Outreach Programme on 13th May ,2023**

c. Extension Activity / Community Service

- **Collaboration with Novaturient Management and Talent Foresight “House of Grooming” & TS Academy of Design on 18th October 2022**
 - **Organized International Women’s Day on 8th March ,2023**
 - **Outreach Programme on 13th May ,2023**

d. Positions held/ leadership role played in organisations/associations etc., linked with extension work and National Service Scheme (NSS), or NCC or any other similar activity:

- **Women’s Forum Director**
 - **Innovator’s Club**

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

f. Students’ welfare and discipline:

- **Mentoring**
 - **Tutorial Class**

g. Membership/Participation in Bodies/Committees on Education and National Development:

Part of NEP 2020 Syllabus framing

h. Professional Organizations of Teachers

-

5. Awards/ Recognitions received at the State/National and International level:

-

6. Teaching Learning Evaluation:

- a.** Does your department obtain feedback from faculty on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

Yes.
The department usually conduct meetings and takes into account the suggestions put forward by the management and also by each individual faculty of the department and make necessary changes when required.

- b.** Does your department obtain feedback from students on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

No

- c.** Steps taken by you, during the year, for the evaluation of the programme/ course taught:

- **For the evaluation of the courses: Class Test, Presentations, Assignments and also one compulsory Mid–Term Exam.**
- **End Semester Exam at the end of each semester**

7. General Data

Give a brief assessment of your performance during the year, indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement:

- **During the year**
(a) Achievements:
 - **Collaboration with Novaturient Management and Talent Foresight “House of Grooming” & TS Academy of Design on 18th October 2022**
 - **Organized International Women’s Day on 8th March ,2023**
 - **Outreach Programme on 13th May ,2023**
- **(b) Difficulties faced:**
 - **No difficulties faced so far**
- **(c) Suggestions for improvement:**
 - **Orientation courses for research**
 - **Encouragements will be appreciated**

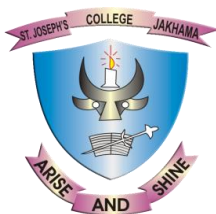
I hereby declare that the information given above is true to the best of my knowledge and belief.

A small, square, grayscale image containing a handwritten signature in blue ink. The signature is stylized and appears to be the name 'K. N.' or similar.

20/06/2023

(Ms KHRIEBUNO NAGI)

(Name and Signature of the Teacher with date)



ST. JOSEPH'S COLLEGE

JAKHAMA

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(Autonomous status granted by UGC notification No.F.22-1/2017 (AC) Dtd.11th Oct.2018)

0370-2231009 (O), 2233022 (Principal), 9436437544 (M)

www.stjosephjakhama.ac.in Email: stjosephc@gmail.com

NAAC Grade A (CGPA: 3.12)

YEAR END PERFORMANCE SELF APPRAISAL PROFORMA OF TEACHERS FOR THE ACADEMIC YEAR JULY 2022 – JUNE 2023

1. General Information

a	Name	Ketsovinu Kharutso
b	Temporary/Permanent/Guest Faculty/Other	Permanent
c	Department	Sociology
d	Courses taught	Gender and Violence SOC 2.4 Reading Ethnographies SOD 6.4
e	Address (Residential)	Zhodi colony, Jakhama Village, Kohima 797005
f	Address (Permanent)	Zhodi colony, Jakhama village, Kohima 797005
g	Phone No	9383150832
h	Email id	ketsovinuk@gmail.com
j	Date of appointment	23/1/2023
k	Qualification	MA, NET
l	Area of Specialization (if MPhil or PhD holder)	

2. Teaching

a. Classes taught during the Academic Year:

Class	Periods
	Assigned per Week (Lecture/ Practical/ Tutorial)
	Steps taken for the teaching of periods missed during absence or leave

i) UG/ PG (B.A./BSc/ B. Com/BBA/MA)	L: 15 P: T:	Took extra classes
iii) Any other		

b. Total leave taken from 1st July, 2022 to 30th June, 2023

Casual leave	4 days	Medical leave	0
Duty leave	0	Loss of pay leave	0
Commutated leave	0	Others (specify)	0
Half-pay leave	0		

c. Regularity and Punctuality: Good

d. Explain briefly how you planned your teaching for the year, mentioning a few reading lists provided to students (especially books/articles outside compulsory reading):

<ul style="list-style-type: none"> Chowdry, Prem (1997). "Enforcing Cultural Codes: Gender and Violence in Northern India", Economic and political Weekly, May 10-16, 1997, Vol. 32, No. 19(May 10-16, 1997), pp.1019-1028 https://www.jstor.org/stable/4405393 Kannabiran, Vasnath and Kannabiran, Kalpana (1991). "Caste and Gender: Understanding Dynamics of Power and violence" Economic and Political Weekly, Sep.14. 1991. Vol.26, No.37 (Sep. 14. 1991), pp2130-2133 https://www.jstor.org/stable/41626993

e. Details of participation in the following:

i. College Education

Under graduate – 2 nd and 6 th semester

ii. Question Paper Setting

Set question papers for Mid semester and End Semester for 2 nd semester: Gender and violence SOG 2.4 6 th semester: Reading Ethnographies SOD 6.4

iii. Assessment of assignments

Core paper- Class Test/ Assignment/Group presentation. Any two (10+ 10 marks)
--

iv. Assessment of Presentations

Out of 10 marks

- 5 Marks- Group/individual presentation, relevant content, engaging delivery and interaction with their classmates by the groups.
- 3 Marks- Question asked to other groups.
- 2 Question when answered by the group when asked.

v. Conduct and Assessment of Field Projects/ Educational Study Tour

- **17-20 March 2023** -Took the 6th semester students on a field trip to Rangsapara Village the cleanest village in Assam. The students were divided into two groups, each group were assigned to submit a report after the field trip.

vi. Conduct of Examination Invigilation, Scrutiny and Moderation

- For every Mid and end Semester Examination 8-10 days exam duties are performed. Strict vigilance and Observation is maintained to ensure fairness and minimized malpractice in the exam hall by the students.

vii. Evaluation of Answer Scripts / Dissertation, etc

Evaluated Answer scripts for Mid and End semester Exam for

- 2nd semester: SOG 2.4 Gender and Violence
- 6th semester: SOD 6.4 Reading Ethnographies

viii. Mentoring

Mentored 82 students of 2nd semester

ix. Any other

3. Details of Innovations in / Contribution to Teaching Process, during the year:

a. Design of curriculum:

S	Discipline	Inter-	Mul	Ability	Skill	Intern	Value	Tot
e	Specific	Discip	ti-	Enhanc	Enh	ship/A	Added	al

Sl. No.	Core Course (DSC-1 -DSC-4)	Primary Major (2 nd Major) IDM-1	Disciplinary course MDC-1	Elementary Course (AEC)	Advanced Course (SEC)	Apprenticeship/ Project/Community Outreach	Course (VAC)	Credits
	(4 Credits)	(4 Credits)	(4 Credits)	(2 Credits)	(2 Credits)	(2 Credits)	(2 Credits)	
I	SOC 1.1 Introduction to Sociology	SOM 1 Indian Societies: Images and Realities	EV S	IL -1 English Communication	SOS 1.4 Techniques of Ethnographic Film Making		VAC-1 Constitutional Values	22
	SOC 1.2 Sociology of India-I							
II	SOC 2.1 Social Change	SOM 2 Gender and Violence	Life Science	IL-2 Basic Functional English	SOS 2.4 Reading, Writing and Reasoning for Sociology		VAC-2 Consumer Right	22
	SOC 2.2 Sociology of India-II							

b. Teaching methods:

Lecture Method PPT presentation Group discussion
--

c. Laboratory experiments:

--

d. Evaluation methods:

- | |
|---|
| <ul style="list-style-type: none">• Asking question after every lecture• Clarifying doubts |
|---|

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

- | |
|--|
| <ul style="list-style-type: none">• Books, Online articles and Journals. |
|--|

f. Remedial Teaching / Student Counselling (academic)

- | |
|---|
| <ul style="list-style-type: none">• Remedial Classes for below average students.• Remedial classes for above average students. |
|---|

g. Any other

--

4. Improvement of Professional Competence:

a. Details of refresher courses/orientation/ participation in summer school/ FDPs etc., attended/ organized including open university courses/ M.Phil., Ph.D. during the academic year 2022-2023:

No	Name of the Programme	Organiser's Detail	Sponsor's Detail	Place	Date
i					
ii					
iii					
iv					
v					

b. Details of College/ State/ National/ International Seminar/ Conference/ Workshop etc., attended/organised during the academic year 2022-2023:

No	Name of the Seminar/ Conference/ Workshop, etc.	Organiser's Detail	Sponsor's Detail	Place	Date
i	Attended a two days' Workshop on "Transformative and Enhancement of Quality in Higher Educational	Internal Quality Assurance Cell, St Joseph's	NAAC sponsored two days workshop	Jakhama	10 th and 11 th July 2023

	Institutions: Perspectives of NEP 2020”.	College (Autonomous)			
ii					
iii					
iv					
v					

5. Research Contributions

a. Number of books/ research papers published/ presented at seminars/ conferences etc during the Academic Year 202-2023:

	Title of the Paper/Chapter	International/ National/ State/Local	ISSN/ ISBN Number	UGC CARELIST/ Scopus/ Web of Science	Citation Index
Peer reviewed journals					
Non-reviewed journals					
E-journals					
Conference proceedings					
Books with ISBN					
Books without ISBN					
Chapters in books with ISBN					

b. Research projects taken up:

Title of the Project	Name of the funding agency	Duration	Amount

c. Membership of Professional Bodies, Editorship of Journals etc, during the year:

--

6. Participation in Corporate Life:

Please give a short account of your contribution, during the year, to:

a. College/University/Institution:

- **Director- Art Club**

b. Co-curricular activities:

c. Extension Activity / Community Service

- **Sociology Gives Back**- a charitable event organised annually in collaboration with PG 4th Semester and UG 6th Semester.

d. Positions held/ leadership role played in organisations/associations etc., linked with extension work and National Service Scheme (NSS), or NCC or any other similar activity:

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

f. Students' welfare and discipline:

g. Membership/Participation in Bodies/Committees on Education and National Development:

h. Professional Organizations of Teachers

7. Awards/ Recognitions received at the State/National and International level:

8. Teaching Learning Evaluation:

- a. Does your department obtain feedback from faculty on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

Yes, students are given a Google form to fill up and rate the teachers. Each faculty is given the ratings he/she scores given by the students and also points of strength and weakness are made know to them to improve in the areas they lack behind by the teacher in charge of Feedback.

- b. Does your department obtain feedback from students on curriculum as well as well as teaching learning process? If yes, how does the department make effective use of it?

Yes, by working on the areas we are lacking behind through the feedbacks received by the students.

- c. Steps taken by you, during the year, for the evaluation of the programme/ course taught:

Weak students are identified and given remedial classes.

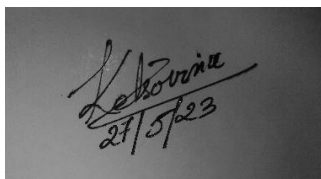
9. General Data

Give a brief assessment of your performance during the year, indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement:

- Successfully completed the plan of action and target planned out by the department for the session.
- Work on article/Book publications.

I hereby declare that the information given above is true to the best of my knowledge and belief.

Ketsovinu Kharutso



(Name and Signature of the Teacher with date)



ST. JOSEPH'S COLLEGE

JAKHAMA

P.B. No. 39, Kohima, Nagaland – 797 001

(Autonomous status granted by UGC notification No.F.22-1/2017 (AC) Dtd.11th Oct.2018)

0370-2231009 (O), 2233022 (Principal), 9436437544 (M)

www.stjosephjakhama.ac.in Email: stjosephc@gmail.com

NAAC Grade A (CGPA: 3.12)

YEAR END PERFORMANCE SELF APPRAISAL PROFORMA OF OFFICE STAFF FOR THE ACADEMIC YEAR JULY 2022 – JUNE 2023

1. General Information

a	Name	ABONUD KHIEYA
b	Designation	OFFICE ASST.
c	Qualification	B.A. HONOURS
d	Date of appointment	1 APRIL, 2011
e	Address (Residential)	ZHODI COLONY, JAKHAMA
d	Address (Permanent)	ZHODI COLONY, JAKHAMA
e	Phone No	8732884365
f	Email id	abonudk@gmail.com

2. Describe the essential functions and job responsibility of your position.

MAINTAINING STUDENTS DOCUMENTS

3. Total leave taken from 1st July, 2022 to 30th June, 2023

Casual leave	5 days	Medical leave	days
Duty leave	days	Loss of pay leave	days
Commutated leave	days	Others (specify)	days
Half-pay leave	days		

4. Regularity and Punctuality: ~~Very good~~ / Good / [✓]Satisfactory / Unsatisfactory (Strike out or delete what is not applicable)

5. Programmes attended for Professional Development

Sl. No	Name of the Programme	Organiser's Detail	Place	Date
1.	PROFESSIONAL DEVELOPMENT ON VALUES AND TEAM BUILDING	IRAC	ST. JOSEPH'S COLLEGE, JAKHAMA	14 th NOV, 2022

6. Training Undergone for Capacity Building/ Professional Skill Development

Sl. No	Name of the Training Programme	Organiser's Detail	Place	Date

7. Mention any activities / job responsibility undertaken by you apart from your own job responsibility.


8. Awards/ Recognitions received at the State/National and International level:

9. General Data

Give a brief assessment of your performance during the year, indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement:

I hereby declare that the information given above is true to the best of my knowledge and belief.

ABONUO KHIEYA

 7/2/23

(Name and Signature of the Staff with date)



ST. JOSEPH'S COLLEGE

JAKHAMA

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(Autonomous status granted by UGC notification No.F.22-1/2017 (AC) Dtd.11th Oct.2018)

0370-2231009 (O), 2233022 (Principal), 9436437544 (M)

www.stjosephjakhama.ac.in Email: stjosephc@gmail.com

NAAC Grade A (CGPA: 3.12)

YEAR END PERFORMANCE SELF APPRAISAL PROFORMA OF OFFICE STAFF FOR THE ACADEMIC YEAR JULY 2022 – JUNE 2023

1. General Information

a	Name	S. KAMPU HAOKIP
b	Designation	ASST. LIBRARIAN
c	Qualification	MLISc, NET
d	Date of appointment	09/02/2015
e	Address (Residential)	ST. JOSEPH'S STAFF QUARTER
d	Address (Permanent)	GIANGIJIANG, SAIKUL, KANGIPOKPI, MANIPUR
e	Phone No	8974777090
f	Email id	skampuhaokip@yahoo.com

2. Describe the essential functions and job responsibility of your position.

LIBRARY MANAGEMENT

3. Total leave taken from 1st July, 2022 to 30th June, 2023

Casual leave	1	days	Medical leave		days
Duty leave		days	Loss of pay leave		days
Commutated leave		days	Others (specify)		days
Half-pay leave		days			

4. Regularity and Punctuality: Very good/ Good/ Satisfactory/ Unsatisfactory (Strike out or delete what is not applicable)

5. Programmes attended for Professional Development

Sl. No	Name of the Programme	Organiser's Detail	Place	Date

6. Training Undergone for Capacity Building/ Professional Skill Development

Sl. No	Name of the Training Programme	Organiser's Detail	Place	Date

7. Mention any activities / job responsibility undertaken by you apart from your own job responsibility.

IGNOU COUNSELOR

8. Awards/ Recognitions received at the State/National and International level:

9. General Data

Give a brief assessment of your performance during the year, indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement:

I hereby declare that the information given above is true to the best of my knowledge and belief.


15/06/23

(Name and Signature of the Staff with date)



ST. JOSEPH'S COLLEGE

JAKHAMA

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0370-2231009 (O), 2233022 (Principal), 9436437544 (M)

www.stjosephjakhama.ac.in Email: stjosephc@gmail.com

NAAC Grade A (CGPA: 3.12)

YEAR END PERFORMANCE SELF APPRAISAL PROFORMA OF OFFICE STAFF FOR THE ACADEMIC YEAR JULY 2022 – JUNE 2023

1. General Information

a	Name	KEVI CHRISTOPHER PAPHINO
b	Designation	PHYSICAL EDUCATION INSTRUCTOR
c	Qualification	M.P.ED
d	Date of appointment	25 OCTOBER 2021
e	Address (Residential)	NAGABAZAAR COLONY KOHIMA
d	Address (Permanent)	NAGABAZAAR COLONY KOHIMA
e	Phone No	6003656768
f	Email id	KEVICHRISTOPHER05@GMAIL.COM

2. Describe the essential functions and job responsibility of your position.

To look after the overall games and sports held in the college.

3. Total leave taken from 1st July, 2022 to 30th June, 2023

Casual leave	3days	Medical leave	days
Duty leave	10days	Loss of pay leave	days
Commutated leave	days	Others (specify)	days
Half-pay leave	days		

4. Regularity and Punctuality: Satisfactory

5. Programmes attended for Professional Development

Sl. No	Name of the Programme	Organiser's Detail	Place	Date
1.	PROFESSIONAL DEVELOPMENT ON VALUES AND TEAM BUILDING	IQAC, ST. JOSEPH'S COLLEGE JAKHAMA	ST. JOSEPH'S COLLEGE JAKHAMA	14.11.2022
2.				

6. Training Undergone for Capacity Building/ Professional Skill Development

Sl. No	Name of the Training Programme	Organiser's Detail	Place	Date

7. Mention any activities / job responsibility undertaken by you apart from your own job responsibility.

To help in the office work when my assistance is needed.

8. Awards/ Recognitions received at the State/National and International level:

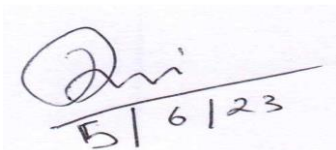
Awarded first position in basketball at the Nagaland Olympic 2023

9. General Data

Give a brief assessment of your performance during the year, indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement:

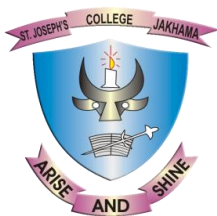
- a. 1. Was able to host inter-college tournament and participate in the inter-college tournament
2. Improve and enhance the student skills in the field of games and sports.

I hereby declare that the information given above is true to the best of my knowledge and belief.



Kevi Christopher Paphino

(Name and Signature of the Staff with date)



ST. JOSEPH'S COLLEGE

JAKHAMA

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0370-2231009 (O), 2233022 (Principal), 9436437544 (M)

www.stjosephjakhama.ac.in Email: stjosephc@gmail.com

NAAC Grade A (CGPA: 3.12)

YEAR END PERFORMANCE SELF APPRAISAL PROFORMA OF OFFICE STAFF FOR THE ACADEMIC YEAR JULY 2022 – JUNE 2023

1. General Information

a	Name	MEDOPHREZO METHODEUS DZÜVICHÜ
b	Designation	SUPERINTENDENT
c	Qualification	B.SC, DCAN
d	Date of appointment	27TH JUNE 2022
e	Address (Residential)	ST.JOSEPH'S COLLEGE STAFF QUARTER, ZHODI COLONY.
d	Address (Permanent)	L.KHEL KOHIMA VILLAGE
e	Phone No	6009051872
f	Email id	MEDOVICHMETHODIUS@GMAIL.COM

2. Describe the essential functions and job responsibility of your position.

- To pass messages and information from the Management Board to the other office staff.
- Assists the Management Board daily in all Office related works.
- Maintain the records and statistics of the employees and students.
- Takes care of correspondence of all UGC, MHRD, NER, NAAC, Department of Higher Education, various Govt. departments, Private, Organizations, NGOs etc. and update, report and submit the required and necessary documents as and when asked.
- Takes care of various statistics and data related matters for submission to University/UGC/central and state Govt., and other organizations/forum/associations where the college is a member and upload the same in the website.
- Prepares all categories of letters, Appointment Letter, Termination Letter, Extension of Service, Regularization of Service, Character Certificate/Certificate of Conduct, Experience Certificate, Salary Statement, Non Objection Certificate, Bona fide Letter, and Recommendation Letter for Students, Salary statement, and any other letter to be signed by the Principal of the College.
- Maintains record of all the documents and correspondences and submit the same to IQAC.
- Assists in the Admission processes of the College.
- Assist PS to Vice Principal (Academic Affairs) in the allotment of Roll Numbers for Freshers and Division into sections.
- Assist PS to Vice Principal (Academic Affairs) in the Preparation of seat

arrangement, invigilation for College/University Exams.

- Follow up the UGC/State Govt's Grant-in-aid related proposals and utilization certificates.
- Preparation of all the Official letters and records for submission to the University/UGC and Governments.
- Maintenance and data entry of students' profile in the Campusvault (software).
- Maintains enrolment statement, Exam Roll Sheets and Attendance sheets for Regular and Backlog.
- Registration and renewal of NU Affiliation and various correspondences with Nagaland University.
- Assist IQAC in taking Students Satisfaction Survey (SSS) and other feedback surveys.
- Provide required documents and information and assist IQAC in submitting the directives from UGC/NAAC, Government and any other departments.
- Supervise End Semester Examinations.

3. Total leave taken from 1st July, 2022 to 30th June, 2023

Casual leave	7 days	Medical leave	days
Duty leave	3 days	Loss of pay leave	days
Commutated leave	days	Others (specify)	days
Half-pay leave	days		

4. Regularity and Punctuality: Satisfactory

5. Programmes attended for Professional Development

Sl. No	Name of the Programme	Organiser's Detail	Place	Date
1.	A STATE LEVEL WORKSHOP FOR NON-TEACHING STAFF	IQAC, DIMAPUR GOVT. COLLEGE AD IQAC, UNITY COLLEGE, DIMAPUR	DIMAPUR GOVT. COLLEGE	16.05.2023
2.	PROFESSIONAL DEVELOPMENT ON VALUES AND TEAM BUILDING	IQAC, ST. JOSEPH'S COLLEGE JAKHAMA	ST. JOSEPH'S COLLEGE JAKHAMA	14.11.2022

6. Training Undergone for Capacity Building/ Professional Skill Development

Sl. No	Name of the Training Programme	Organiser's Detail	Place	Date

7. Mention any activities / job responsibility undertaken by you apart from your own job responsibility.

8. Awards/ Recognitions received at the State/National and International level:

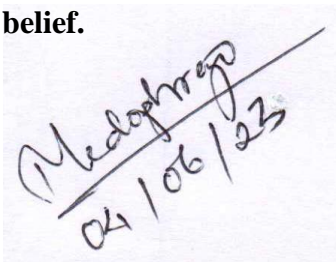
9. General Data

Give a brief assessment of your performance during the year, indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement:

a. Manage to complete all the important task assigned on time.

b.

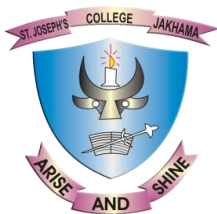
I hereby declare that the information given above is true to the best of my knowledge and belief.



Handwritten signature: Medophrezo
Date: 04/06/23

MEDOPHREZO METHODEUS DZÜVICHÜ

(Name and Signature of the Staff with date)



ST. JOSEPH'S COLLEGE

JAKHAMA

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0370-2231009 (O), 2233022 (Principal), 9436437544 (M)

www.stjosephjakhama.ac.in Email: stjosephc@gmail.com

NAAC Grade A (CGPA: 3.12)

YEAR END PERFORMANCE SELF APPRAISAL PROFORMA OF OFFICE STAFF FOR THE ACADEMIC YEAR JULY 2022 – JUNE 2023

1. General Information

a	Name	VINGOTOLE KISO
b	Designation	PS to Principal
c	Qualification	B.A, DCA, DGCP
d	Date of appointment	12 th June 2018
e	Address (Residential)	SJC Staff Quarter Number 1
d	Address (Permanent)	Kidima Village
e	Phone No	9366433179
f	Email id	vingotolekiso@gmail.com

2. Describe the essential functions and job responsibility of your position.

- 1) Be appointed by the Principal.
- 2) Continue to hold office post, provide he/she is considered to be efficient, conscientious and diligent in the execution of the job assigned.
- 3) Be responsible to the Principal and Management Board in the daily management of the College.
- 4) Be responsible to maintain the office files and records in the Principal's office.
- 5) Shall remind and provide the necessary information to the Principal about the upcoming programmes, meetings and events of the College mentioned in the College Calendar and Handbook and pre-planned programmes in the College.
- 6) Be responsible to maintain the respectability/decorum/etiquette of the office of the Principal.
- 7) In consultation with the Principal take note of the meetings, consultation programmes, training and works related to academic teaching-learning process and any other works related to the College.
- 8) Carry out the works and responsibilities entrusted by the Principal.
- 9) Drafting of letters, invitations and reply to correspondences.
- 10) Install and delete Biometric for the Teaching and Non-teaching staff (Arts Block, Science Blok and PG Block).
- 11) Maintain custody of all the gadgets such as Laptop, HDMI cable and other accessories used and kept in the Office of the Principal.
- 12) Download and Print Daily Staff Attendance for all the blocks (Arts Block, Science Block and PG Block) and submit to the Vice Principal (Academic Affairs).

- 13) Download and Print Daily Staff Attendance for all the blocks (Arts Block, Science Block and PG Block) and submit to the Vice Principal (Academic Affairs).
- 14) Assist the Principal in the Office related works of the Principal.
- 15) Assist IQAC during the time of Teachers Assessment, Students Satisfaction Survey (SSS), and other Feedback surveys.
- 16) Assist in the organization of Academic Council and Governing Body meetings.
- 17) Assist in the preparation of necessary letters and arrangement of Staff Recruitment Interviews and maintain the reports of Interviews.
- 18) Arrange attendance and maintain the attendance register of all the meetings related to the College.
- 19) Check (daily) various emails of the College and print a copy for the Principal.
- 20) Print all the job applications (teaching and non-teaching) and submit to the Principal.
- 21) Filing and maintenance of File Cabins in the Principal's Office.
- 22) Maintain Staff Original documents and personal files.
- 23) Maintain Original documents of the College in the office of the Principal.
- 24) Maintain visitor's log-book in the Principal's office.
- 25) Put on the notice board of the Principal, the upcoming events/programmes of the College.
- 26) Receive and dispatch Registered posts, parcels and correspondences.
- 27) Make Xerox copies and send to IQAC for documentation.
- 28) Maintain copies of Information/announcement given to the staff and students.
- 29) Display on the Notice Boards advertisements and information.
- 30) Capture photos (geotag) of every event and maintain record.
- 31) Maintain record of all the emails of the College.
- 32) Maintain Staff list with name, department, mobile number and email.
- 33) Maintain contact list (name, mobile number and email) of Academic Council, Governing Body and Office Bearers of Alumni Association.

3. Total leave taken from 1st July, 2022 to 30th June, 2023

Casual leave	2 days	Medical leave	days
Duty leave	days	Loss of pay leave	days
Commutated leave	days	Others (specify)	days
Half-pay leave	days		

4. Regularity and Punctuality: Very good/ Good/ Satisfactory/ Unsatisfactory
(Strike out or delete what is not applicable)

5. Programmes attended for Professional Development

Sl. No	Name of the Programme	Organiser's Detail	Place	Date
1	Professional Development Programme	IQAC, St. Joseph's College (Autonomous), Jakhama.	Jakhama, Nagaland	14/11/2023

6. Training Undergone for Capacity Building/ Professional Skill Development

Sl. No	Name of the Training Programme	Organiser's Detail	Place	Date

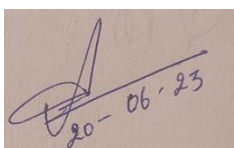
7. Mention any activities / job responsibility undertaken by you apart from your own job responsibility.

8. Awards/ Recognitions received at the State/National and International level:

9. General Data

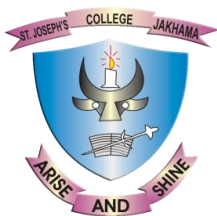
Give a brief assessment of your performance during the year, indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement:

I hereby declare that the information given above is true to the best of my knowledge and belief.

A handwritten signature in blue ink on a light brown background, with the date '20-06-23' written below it.

VINGOTOLE KISO

(Name and Signature of the Staff with date)



ST. JOSEPH'S COLLEGE

JAKHAMA

P.B. No. 39, Kohima, Nagaland – 797 001

(Autonomous status granted by UGC notification No.F.22-1/2017 (AC) Dtd.11th Oct.2018)

0370-2231009 (O), 2233022 (Principal), 9436437544 (M)

www.stjosephjakhama.ac.in Email: stjosephc@gmail.com

NAAC Grade A (CGPA: 3.12)

YEAR END PERFORMANCE SELF APPRAISAL PROFORMA OF OFFICE STAFF FOR THE ACADEMIC YEAR JULY 2022 – JUNE 2023

1. General Information

a	Name	Munuvolu Tsutso
b	Designation	Coordinator Diploma and Certificate Courses
c	Qualification	Master of Social Work (MSW)
d	Date of appointment	18 th July 2022
e	Address (Residential)	Chüchorü Colony, Jakhama
d	Address (Permanent)	4 th Mile, Naga United Village, Chumukedima, Dimapur
e	Phone No	8794992080
f	Email id	avoluvese19@gmail.com

2. Describe the essential functions and job responsibility of your position.

<ol style="list-style-type: none">1. Responsible in Preparing the brochure and Admission forms for Diploma and Certificate Courses. Also to display advertisement and informations in the notice board.2. Distribute the Flyer and Brochure of the Courses provided in every Classes and share a copy in their WhatsApp group by their class supervisors.3. Responsible in collecting admission form, registration form, admission fee and necessary documents for Diploma and Certificate Courses.4. Responsible for arranging the resource Persons and Course Instructor.5. Prepare remuneration for the resource persons and Course Instructor.6. Maintain Files and Documents and record for Diploma and Certificate courses.7. Coordinate and assist activities conducted by the students of Diploma and Certificate Courses.8. Assist IQAC during the time of Teacher Assessment, Students Satisfactory Survey (SSS), and other Feedback Surveys.9. Assist the Office staffs for office works (when needed).10. Carry out the works and responsibilities entrusted by the Principal.

3. Total leave taken from 1st July, 2022 to 30th June, 2023

Casual leave	2 days	Medical leave	days
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Duty leave	1 days	Loss of pay leave	days
Commutated leave	days	Others (specify)	days
Half-pay leave	days		

4. **Regularity and Punctuality:** Good

5. **Programmes attended for Professional Development**

Sl. No	Name of the Programme	Organiser's Detail	Place	Date

6. **Training Undergone for Capacity Building/ Professional Skill Development**

Sl. No	Name of the Training Programme	Organiser's Detail	Place	Date

7. **Mention any activities / job responsibility undertaken by you apart from your own job responsibility.**

8. **Awards/ Recognitions received at the State/National and International level:**

9. **General Data**

Give a brief assessment of your performance during the year, indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement:

I hereby declare that the information given above is true to the best of my knowledge and belief.



Munuvolu Tsutso



ST. JOSEPH'S COLLEGE

JAKHAMA

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NAAC Grade A (CGPA: 3.12)

YEAR END PERFORMANCE SELF APPRAISAL PROFORMA OF OFFICE STAFF FOR THE ACADEMIC YEAR JULY 2022 – JUNE 2023

1. General Information

a	Name	Kevisenu Khieya
b	Designation	Accountant
c	Qualification	M.Com
d	Date of appointment	01-04-2015
e	Address (Residential)	Jakhama Village, Kohima Nagaland-797001
d	Address (Permanent)	Jakhama Village, Kohima Nagaland-797001
e	Phone No	9612336998
f	Email id	gkhieya@gmail.com

2. Describe the essential functions and job responsibility of your position.

<ul style="list-style-type: none">- Maintains all the financial matters & records of the College- Takes care of Salary, EPF, allowances /remunerations of the employees- Prepares & maintains the monthly account statements- Maintaining and updating the Staff Service Register- Assist in the admission process and fee collections- All the bank related works- Preparation of Annual Budget in consultation with the Administrator- Correspondence with the Chartered Accountant (CA) of the college- Correspondence with Bishop's House, Accounts Office
--

3. Total leave taken from 1st July, 2022 to 30th June, 2023

Casual leave	10 days	Medical leave	days
Duty leave	1 day	Loss of pay leave	days
Commutated leave	days	Others (specify)	days
Half-pay leave	days		

4. Regularity and Punctuality: Good

5. Programmes attended for Professional Development

Sl. No	Name of the Programme	Organiser's Detail	Place	Date
1.	Professional Development Programme on Values and Team Building	IQAC, St. Joseph's College(A), Jakhama	Conference Hall No.1, SJC(A), Jakhama	14 th November 2022

6. Training Undergone for Capacity Building/ Professional Skill Development

Sl. No	Name of the Training Programme	Organiser's Detail	Place	Date

7. Mention any activities / job responsibility undertaken by you apart from your own job responsibility.

8. Awards/ Recognitions received at the State/National and International level:

9. General Data

Give a brief assessment of your performance during the year, indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement:

I hereby declare that the information given above is true to the best of my knowledge and belief.

Kevisenu Khieya

Kevisenu

08-06-2023

(Name and Signature of the Staff with date)

ST. JOSEPH'S COLLEGE (AUTONOMOUS)

JAKHAMA, NAGALAND



★ SERVICE RULES ★

Website: <http://stjosephjakhama.ac.in>
E-mail: stjosephc@gmail.com

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Ref. No. SJC/SERVICE-RULES/1/2021

Dated: 04/12/2021

**SERVICE RULES
(First Amendment)**

APPROVED AND PUBLISHED

BY

AUTHORITY

Jakhama - Kohima - Nagaland

(the 4th December, 2021)

- 21.15 A non regularised staff cannot avail additional benefits such as gratuity, short term loans, teacher Promotion Assessment, annual increment(s) and award of Certificate of Recognition. An employee can avail the benefit of gratuity only after completion of five (5) years of continuous service (Ref. Gratuity Act, 1972).
- 21.16 The salary/pay scale of Grade IV staff shall be according to the job specification and not according to the academic qualification, specialization or year of experience.
- 21.17 If an employee fails to report for duty for more than five (5) working days, the Management Board has the full right to withhold the salary of the employee.
- 21.18 A regularized employee may avail medical/health insurance through the College. The monthly payment of medical/health insurance shall be deducted from the salary.
- 21.19 The Gross Pay Scale structure of an employee with Probationary Appointment and Regularised Appointment shall be divided under the following categories: Basic, DA (Dearness Allowance), Gratuity, HRA (House Rent Allowance), EPF (only for Regularised employee).
- 21.20 An increment of 3% of the basic shall be realized in favour of all teaching staff and office staff with probationary appointment.
- 21.21 A teaching staff who is serving in the College and completes Ph.d studies can avail 3% increment of pay from the amount existing (difference of pay) between NET pay scale and Ph.d pay scale provided he/she produces Ph.d certificate. This increment can be availed from the month provided he/she submits Ph.d certificate before the 15th (date) of the month. A teacher who joins the College with Ph.d cannot avail this incentive.

EMPLOYEE WITH PROBATIONARY APPOINTMENT

BASIC	DA (Dearness Allowance)	HRA (8% of Basic)	GRATUITY (50% of Basic/12 Months)	INSURANCE	PROFESSIONAL TAX	TOTAL GROSS
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EMPLOYEE WITH REGULAR APPOINTMENT

BASIC	DA (Dearness Allowance)	HRA (8% of Basic)	EPF (13.15% of Basic)	GRATUITY (50% of Basic/12 Months)	INSURANCE	PROFESSIONAL TAX	TOTAL GROSS
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- 21.22 An increment of 3% of the basic shall be realized in favour of all teaching staff and office staff with probationary appointment.
- 21.23 A teaching staff who is serving in the College and completes Ph.D studies can avail 3% increment of pay from the amount existing (difference of pay) between NET pay scale and Ph.D pay scale provided he/she produces Ph.D certificate. This increment can be availed from the month provided he/she submits Ph.D certificate before the 15th (date) of the month. A teacher who joins the College with Ph.D cannot avail this incentive.

22. INCENTIVES

- 22.1 A double increment (*one increment in addition to the yearly increment*) may be awarded, as per prescribed norms, to an employee selected by a committee appointed by the Governing Body.
- 22.2 A regularised employee may avail encashment of un-availed casual leave at the end of the academic year. However, the Management Board has the full power and right to hold back/revoke encashment of un-availed casual leave as and when situation demands to do so. The provision of encashment of un-availed casual leave is a gesture of appreciation and encouragement from the Management for the employees and no employee can take it as rightful claim.
- 22.3 The provision of encashment of un-availed casual leave is

applicable only if the employees are physically present in the College for duty.

- 22.4 The Management Board shall from time to time decide staff bus fare affordable by staff.
- 22.5 As and when required, the Management Board may depute employee(s) to attend courses, training programmes, seminars, conferences, workshops and exchange programmes. To this end the College shall meet the financial expenses.
- 22.6 Interest free short term loan up to a maximum of Rs. 1, 00,000/- (one lakh) may be granted to regularized employees for justifiable purposes, repayable within twelve months. The employee shall refund the loan by deduction from the monthly salary or make full refund within twelve months. Failure to refund the loan within twelve months shall incur interest according to the prevalent rate.
- 22.7 The provision for short term loan can be availed only by regularised employee.
- 22.8 A staff cannot claim short term loan every year. There should be at least 12 months gap to avail short term loan.
- 22.9 Promotion under Career Advancement Scheme (CAS) with increase in basic pay/number of increments shall be decided by the Management Board for eligible teachers.
- 22.10 The Management Board shall from time to time decide the amount for financial incentive.
- 22.11 Financial incentives for staff who publishes research articles with DOI number in peer/reviewed journals under UGC Care List or contribute research/scientific article in publish books and journals with ISBN/ISSN number. However, a staff cannot claim double encashment for the same article which had been used for seminar presentation and publication. Financial incentives shall be given only for publication of a book, contribution in a book or article in peer/reviewed/UGC Care list journals.
- 22.12 A Ph.D teacher shall not claim financial incentives for the Articles he/she had submitted to the University where he/she studied as part of requirement for completion of Ph.D studies.

No financial incentives shall be granted for such Articles and Publications.

- 22.13 To avail financial incentives, one has to produce proof in hard copy with all the details of publication(s). In the case of paper presentation, provide details of the paper presentation mentioning the nature of seminar and whether the paper presented at the seminar/conference has been published. Mention the publication of paper presentation if published in edited book. The College will not give financial incentive to any staff for being resource person at various seminars, conferences, workshops or webinars.
- 22.14 Financial incentives shall be different for single author and co-authors.
- 22.15 Financial incentives shall be considered necessary only for the primary (main) author of the article, publication or presentation.
- 22.16 Financial incentives must to be claimed within a period of three months of publication after which no financial incentives shall be granted.
- 22.17 Financial incentives shall not be considered if the article is not published in peer reviewed journals under UGC Care List.
- 22.18 Financial incentives shall not be considered if the article or publication is without affiliation to St. Joseph's College, Jakhama.
- 22.18 For the event of Department Jubilee celebration, the Management Board shall decide upon certain amount of financial assistance, not exceeding Rs. 20,000 (twenty thousand) for the celebration of the occasion.
- 22.19 The practice of giving financial incentive for publication of articles and books is purely a good will gesture from the Management and it can be revoked as and when it is felt necessary.

23. NORMS FOR DOUBLE INCREMENT

- 23.1 A regularized employee is eligible for double increment if he/she has attained a level of excellence as a teacher according to the assessment of Management Board.

- 23.2 Excellence as a teacher refers to the following areas.
- (a) Concern and commitment to students and enthusiasm and creativity in teaching.
 - (b) Efficiency and effectiveness as a teacher: preparation of classes, organization of subject matter, presentation, use of teaching materials and aids, ability to make students understand, and ability to motivate students.
 - (c) Organization, involvement and participation in various extra-curricular activities of the college.
 - (d) Influence and good rapport with students outside the class room and encouraging student participation in various College activities.
 - (e) Team building among one's colleagues and healthy interaction with other staff members and the management.
 - (f) Good knowledge in the academic field.
 - (g) Any outstanding achievement in the academic field.
- 23.3 Achievement of a level of excellence by a teacher will be decided through a process of evaluation which will include feedback from the students, feedback from the staff and feedback from the management. The final evaluation will be done by a committee appointed by the principal consisting of students and the staff. The decision of the Management will be final.

24. DUTIES AND RESPONSIBILITIES OF EMPLOYEES

- 24.1 Supervision and control over all employees shall be vested in the Head of Institution, who will allot duties and responsibilities, both curricular and extra-curricular, for the efficient management of the Institution, the maintenance of discipline and overall development of the students.
- 24.2 An employee shall not join or continue to be a member of an association, the objective or activities of which are prejudicial and detrimental to the objectives of the institution, public order or morality, as also the interests of the Catholic Church and its Institutions.

- 24.3 No employee shall engage himself/herself in gainful (profitable) employment without permission of the Head of Institution.
- 24.4 It is not permitted for an employee to take any document in full or partial from the IQAC without prior permission from the Principal.
- 24.5 No employee has the right to claim remuneration for extra time called for administrative work.
- 24.6 No employee shall take undue advantage of the facilities provided for administration of the institution for personal work.
- 24.7 Teaching staff with SLET/NET/Ph.D degrees are subject to interchangeable duties. The Management Board shall make interchangeable duties for staff for both Under Graduate and Post Graduate classes as and when required.
- 24.8 Every employee shall diligently carry out the duties and responsibilities as stated in the job description.

25. APPLICATION FOR CHANGE OF POST

- 25.1 An employee may apply for a change of post/designation in the Institution. He/she shall obtain No Objection Certificate from Principal.
- 25.2 The Principal in consultation with the Management Board shall be the sole authority to decide the change of post/designation.
- 25.3 Once the Principal gives the decision to the request of change of post, it is mandatory for the applicant to accept the change of post.
- 25.4 If the applicant does not accept the decision for change of post/designation given by the Principal, then the applicant shall be terminated from the job which he/she had been holding without any further appeal.

26. HIGHER STUDIES

- 26.1 Study leave is intended for pursuing higher studies leading to Ph.D degree in the subject taught by the teacher.

- 26.2 Only those who are working in the College with regularized appointment are eligible for study leave.
- 26.3 A study leave for Ph.D Course work for six (6) months may be granted only to teachers with regularized appointment who have served the college for a minimum of 3 years. Such teachers will be paid three (3) months only full salary during six months leave period. He/she will not be paid for the remaining 3 months of the leave period.
- 26.4 The leave for Ph.D course work will not be extended under any circumstance.
- 26.5 A non regularized teacher/staff may avail study leave without pay for M.Phil or Ph.D course work.
- 26.6 A regularized teacher/staff may avail study leave for M.Phil but without payment of salary.
- 26.7 A study leave for Ph.D field work and Defence of Thesis paper shall be granted for a period not exceeding one year, and shall not be extended under any circumstance.
- 26.8 If a research scholar employed in the College wishes to take study leave for Ph.D field work and Defence of Thesis paper, he/she may sign bond/MoU with the College and avail financial help.
- 26.9 As a rule, only one teacher from a Department will be granted study leave at a time. Preference will be given according to seniority.
- 26.10 Only those who are registered for Ph.D programme in a recognized university or Institution are eligible for study leave.
- 26.11 Application for study leave should be submitted at least six months before the leave commences. The following documents should be submitted with the application.
- (a) Proof of admission or proof of registration to the Ph.D programme.
- (b) A letter from the Research committee/guide of the thesis that the candidate will be able to complete the Dissertation during the period of the study leave.
- 26.12 A teacher and research scholar who has completed five years (with regularised appointment), but less than eight years of

service in the College shall be eligible to draw 50% of normal salary during the period of study leave subject to Article 26.8. However, if he/she is awarded any scholarship/stipend of any kind from any source, he/she will not be eligible to draw any salary during the period of study leave.

- 26.13 A teacher and research scholar who has completed eight or more years of service in the College shall be eligible to draw full pay during the period of study leave subject to Article 26.8. However, if he/she is awarded any scholarship/stipend of any kind from any source, he/she will not be eligible to draw any salary during the period of study leave.
- 26.14 A teacher and research scholar who draws full or partial pay must execute a bond to the effect that he/she will serve the College for a period of at least five years after completion of study leave. If the teacher/research scholar concerned fails to honour the bond, he/she shall refund, with interest (according to the prevailing interest rate of the bank), all the money received from the College during the period of the study leave. In any case the College shall have the right to recover the amount due before the employee leaves the College. The Original Certificates of the research scholar/teacher on study leave will be kept in the College.

27. WORKING HOURS AND ATTENDANCE

TEACHING STAFF

- 27.1 The teaching staff shall sign in on arrival and sign out at departure.
- 27.2 The normal working hour of teaching staff is from **8:30 am to 2:40 pm.**
- 27.3 A teaching staff is expected to be available for at least 6 hours in the institution for at least five days a week for conducting classes, holding tutorials, guiding research or carrying out any other academic and curricular or extra-curricular activities provided to him/her by the College.
- 27.4 Information about late arrival or early departure is to be

provided to the Vice Principal (Academic Affairs) and Dean of Science and to be recorded in the Movement Register.

- 27.5 A teaching staff shall engage in all the hours/periods of direct teaching. He/she is expected to take 16 hours of class a week.
- 27.6 A teaching staff is expected to engage in remedial classes, mentoring, and organization of extra-curricular activities to help the students.
- 27.7 The Management Board may arrange/organize classes, works, and any other engagements on Saturdays as and when it is required.
- 27.8 The Management Board may ask any teaching staff to help in the administration of the College as and when it is required.

NON-TEACHING STAFF

- 27.9 The non-staff shall sign in on arrival and sign out at departure.
- 27.10 The working hours for non-teaching shall be:
 - (a) Monday to Friday:
8:30 a.m to 4:00 p.m with a break of 45 minutes
 - (b) Saturday
8:30 a.m to 12:30 p.m
- 27.11 Taking into consideration the local situation, office staff may take leave on alternative Saturday in rotation to attend to their private work.
- 27.12 During examination days, days of admission, days of common celebrations and on any occasion wherein the presence of the non-teaching staff is required, the office will remain open the whole day and they will be required to perform their duties.
- 27.13 The non-teaching staff are expected to help in the administration of the College as and when the need arises.

28. HOLIDAY

- 28.1 Holidays to be observed during the Academic Year shall be mentioned in the Academic Calendar and Handbook.
- 28.2 As a private and autonomous College, the Management Board

of the College shall decide the specific holidays to be observed albeit state and national holidays observed by the government.

- 28.3 The Management Board shall be vested with power to declare holiday not mentioned in the Academic Calendar or cancel any holiday mentioned in the Academic Calendar if situations and circumstances demand it.
- 28.4 If the Academic Calendar does not mention holiday for a particular occasion (religious feasts, birthdays, days of state and national importance, etc.) then it is not a holiday.
- 28.5 The College shall follow the guidelines of the Diocese of Kohima, directives from the President of the College and Commission for Education, Diocese of Kohima.
- 28.6 No holiday shall be declared after the College Week, Freshers' Day, Graduation Day or Spring Fest unless decided otherwise by the Management Board/Head of the Institution.

29. CASUAL LEAVE

- 29.1 Leave means authorized absence from duty.
- 29.2 An employee with provision for casual leave can avail only one casual leave in a month and the leave should not exceed 3 days.
- 29.3 An employee is not allowed to take casual leave during the exam days. If leave is unavoidable during exam days, then it shall be considered as leave without pay.
- 29.4 If any staff/employee is absent for duty without any prior information or leave application, it would be considered as leave without pay for all consecutive days of absence.
- 29.5 An employee cannot take leave on duty for his/her personal works/studies/exams etc. Leave on duty is applicable only if the employee takes leave to carry out works for the College/administrative work authorized by the Principal.
- 29.6 Leave shall be considered half day leave if any employee takes leave after two hours of sign in. Two half day leaves shall be counted as one casual leave.

- 29.7 All leave must be asked for in writing/prescribed form and in advance, except in unforeseen/unprecedented circumstances. Even in such circumstances an application must be submitted to the College Office through the Vice Principal (Academic Affairs) on the first day after absence, mentioning the reason for the absence and the number of days of leave taken.
- 29.8 If the casual leaves are exhausted then the number of days absent shall be considered as leave without pay.
- 29.9 Any leave that is not sanctioned by the Head of Institution will be considered as leave without pay.
- 29.10 In computing the cut in pay, the salary of the month of the employee concerned will be divided by 30 and multiplied by the number of days including the intervening Sundays and holidays on which the employee was absent from duty, irrespective of the number of calendar days in that month.
- 29.11 A member of the teaching staff with probation appointment or regularized appointment is eligible to all the holidays notified in the academic calendar of the College. However, if the Head of the Institution asks a teaching staff to come to the Institution on a holiday to attend a meeting or for any other purpose connected with the institution/administration, the teacher is bound to come notwithstanding the fact that it is a holiday.
- 29.12 Members of the non-teaching staff are in the category of non-vacation staff and the vacation of the College do not apply to them. However, they are entitled to one full month's (30 days inclusive of Sundays and intervening holidays) leave as vacation. This can be availed only with the sanction of the Head of Institution. This is normally available only to those who have completed one full year of service in the Institution.
- 29.13 All regularized employees are entitled to 10 days casual leave in a calendar year.
- 29.14 Casual leave cannot be accumulated. However, if an employee has not taken casual leave then the College may grant incentive of article 22.2.
- 29.15 Any employee who is entitled to avail medical leave or casual leave may take leave for 3 days at a time.

- 29.16 Any employee absent on the first day and last day of working day shall be considered as leave without pay even if information or leave application is tendered.
- 29.17 Every two late arrivals for duty if without valid reason or two half day leaves shall be considered as one day casual leave.
- 29.18 All regularized employees are entitled to 15 days medical leave with half pay in a completed year of service supported by the Doctor's and medical bills. For example, if anyone takes 10 days medical leave then 5 days pay will be deducted from his/her salary. In case of 'Serious Illness,' a written application may be made to the Management Board for sympathetic consideration. For computing medical leave, all intervening Sundays and holidays are counted, not however, the vacation of the Institution, unless the medical leave is prefixed or affixed to such vacation, in which case, the whole period including the Institution's vacation shall be treated as medical leave.
- 29.19 Maternity leave up to 90 days with full pay can be availed by a teaching and non-teaching staff. An additional of 60 days of maternity leave without pay may be availed but no extension of leave shall be granted after availing 60 days of leave without pay. Maternity leave shall be granted only for the first and second child. Maternity leave is inclusive of intervening Saturdays, Sundays and holidays, and begins from the date of delivery or the commencement of the leave, whichever is earlier.
- 29.20 If a staff takes maternity leave or other granted leave for more than thirty (30) days, then availed casual leave shall be reduced according to the number of leave days taken. A thirty (30) days leave will reduce one casual leave.
- 29.21 Paternity leave up to seven (7) days with full pay for the first and second child can be availed by a teaching and non-teaching staff.
- 29.22 An employee with temporary/contract appointment is not entitled for salary in case unprecedented closure of the College takes place.

- 29.23 An employee should be present on the first and last working days of the semester to get the benefit of the holiday pay. However, an employee is not entitled to get the benefit of holiday pay if he/she resigns from the job within 30 days after the holiday. If he/she resigns before the completion of 30 days after a holiday, then he/she shall refund the holiday pay.
- 29.24 A staff on probation is entitled to casual leave but not medical leave.
- 29.25 Employees with temporary appointment, part time job or contractual appointment are not entitled for any leave except casual leave in proportion to the duration of their service.
- 29.26 A staff on leave for Higher Studies is not eligible for encashment of any leave.
- 29.27 Governing Body reserves to itself the right to grant special leave with or without pay on suitable grounds.
- 29.28 No staff member can claim leave as a matter of right. When exigencies of service require, discretion to refuse or revoke leave of any description is reserved by the Head of Institution who is empowered to grant it.

30. OFFICE-ORDER

In order to strengthen matters concerning: digital data security, data documentation, online data transaction, and operation & maintenance of Information & Communication Technology (ICT) in the College, all the concern staff of St. Joseph's College are to strictly adhere to the following directives:

- 30.1 Electronic communication (Emails & Fax) having been given a legal recognition for transaction of information by the IT (Amendment) Act, 2008, any official outgoing mail from the College should have prior approval of the higher authorities in file. The Official Email ID of the College <stjosephc@gmail.com> shall be used only for an official matters relating to the College and shall not be used for any other personal/individual purpose.

- 30.2 Data first produced in the performance of this Service Rules, any claim, including but not limited to, copyright subsisting in Scientific and technical articles based on or containing and published in academic, technical or professional journals, symposia proceedings or similar works in draft or final form belong to St. Joseph's College and staff may not use, make reference to or establish, without prior written approval from the College authority.
- 30.3 All outgoing and incoming activities of emails/fax shall be duly entered into a Logbook before it is sent or after it is received.
- 30.4 Use of any kinds of external storage device like Pen/Thumb drive, External HDD, CD/DVD ROMs in the College Computer is limited only to authorised personnel and staff of the College, for official matters only.
- 30.5 All official data in the main desktop computer shall be backed-up regularly (at least once in a month) to avoid important data loss due to computer malfunctions and/or system crash.
- 30.6 All College staff must maintain each folder in the main desktop computer (subject matter wise) and synchronise official documents in their respective laptops to these folders. These has to be regularly updated (at least twice in a month) to ensure all official documents are accessible as and when required, and also to maintain security of the documents. All document update activity shall be monitored, and hence, concern staff must enter details into a log book when any updating is done.
- 30.7 All the staff must maintain a high degree of confidentiality in respect of all official documents and data - both electronic and print.
- 30.8 In order to secure the systems from VIRUS attack, all the computers (both desktops and laptops) must have a valid Anti-Virus/Internet security software installed in the systems. This has to be regularly upgraded every year with a new license.
- 30.9 On termination of the service or end of service from the College, the staff must immediately deliver to the College all