

SUPPORTING DOCUMENTS

6.3.5

INSTITUTIONS PERFORMANCE APPRAISAL SYSTEM FOR TEACHING AND NON- TEACHING STAFF



Appr	aisal of Work and Conduct of Sh/Smt/Km for the period for	to of				
	PAPTIP	ERSONAL DATA				
		he lecturers/College Office)				
1.	Full Name (in capital letter)					
2.	Qualifications					
	-1	Division Academic Division				
	a) b)	Professional				
	c)	Research Degree				
3.	Date of Birth					
4.	Designation					
5.	Present scale of pay					
6.	Permanent/Quasi-Permanent/Temparary					
7.	Teaching subject for which approved/app	ointed				
8.	Date of appointment (in college Codre)					
9.	College/Colleges in which served during	the year with specific duration.				
10.	Period of absence from duty:					
10.	On leave/Training etc. during the year/per	riod under report.				
n.	Any other assignment in addition to teach	ing				
		SELF APPRAISAL				
	(Brief resume should bring out any signif	icant achievement during the period under report)				
12.	What do you think has been your most im contribution this year and why?	portant				
13.	Have you made any contribution in the armot assigned to you?	rea of work				
14.	(a) Have you complete the course as pro- for each class?	escribed				
	(b) Any special effort made to improve a	class-room				
	instructions.	Periods-Assigned Periods-Attended				



- i) Lecturer method
- ii) Question and answer
- iii) Home task
- iv) Demonstration
- v) Discussion/Seminars
- vi) Any other
- el How many class-tests did you give this year?
- f) What are the vital problems of teaching before you, in order of importance.
- g) i) What journals/periodicals do you read?
 - Did you study any new well known authors? Who are they?
- h) Which new books relating to your subject, did you read during the year?
- i) Did you introduce/recommended any new books/periodicals to students this year?
- Give details of curricular or co-curricular activities in which you participated.
- k) Give details of academic activities organised by your in the institution.

LAST YEARS ANNUAL EXAMINATION RESULTS

Class	Duration of which taught the class in column No. I 2	Total No. of Stude -nt sent	Passed 4	Percentage 5	Unit per	Varea -lons	Details of Pass Students Div. Div. Div. Compt. I II III 8	Reasons for low pass-percentage if any
1		3						
					2000			
					200			
					3			
	1000							



- Mention any significant professional or educational qualifications attained during the year.
- Ial Have you any personal library? If yes, please give details.
 - (i) How many books do you have in your library?
 - Relating to your subject
 - Misc.
 - (ii) How many journals/periodicals did you buy?
- Are you doing some Research work? If yes give a brief resume (not more than 50 words).
- 19. Have you published any research article, book? If yes, give details title, year, month, No. & Vol., edition and address.
- Did you participate in any Summer Institute/ In service Refresher Course/Conference seminar during the year, give details.
- 21. Are you office-bearer/member of any professional educational, literary or social organisation?
- Did you receive any honour, prize or award during the year? Give details.
- Are you satisfied with your present position/pay?
 If not, give reasons.
- 24. Do you want to change the profession?
- 25. Any other significant point.

Signature of Reported on Officer.

PART-III ASSESSMENT BY THE REPORTING OFFICER

Note: Assessment in this part should not be indicated by tick marking but should be clearly expressed in suitable words.

- 26. Do you agree with the resume of works as indicated by the officer in Part-II of the report and in particular regarding the special achievement, if any mentioned by the office, if not, indicate briefly the reasons for disagreeing with it and the extent of your disagreement.
- 27. STATE OF HEALTH :
 - al Physical:
 - ll Energetic
 - (ii) Poor health



- b) Mental:
 - (i) Alert
 - (II) Slow
- c) Emotional balance :
 - (i) Is he claim and retains paise?
 - (ii) Does he get provoked easily?
 - (iii) Is he able to tolerate difference of opinion?

28. INTELLIGENCE AND UNDERSTANDING:

- a) Exceptional and has clear grasp of any matter, however, complicated.
- b) Is intelligent and grasps a point correctly with remarkable speed.
- c) Just good enough
- d) Shows a barely adequate grasp
- e) Very slow and/or often misses the point.

29. QUALITY OF WORK -

- (i) Attention to details
 - Accuracy in presentation
 - Thoroughness in analysis
 - a) Most reliable and comprehensive
 - b) Considers all relevant details.
 - Is apt to be over-concerned with petty details an loses perspective.
 - d) Inclines to be superficial.
 - el Lacks knowledge and experience
- ii) Professional Judgement:
 - a) His professional judgement is consistently sound, mature and impartial
 - b) Pragmatic and realistic.
 - c) Takes a reasonable view
 - d) Unreliable superficial or erratic.
- iii) Ability in discussion and conservation:
 - a) Very effective and convincing
 - b) Good and puts across his points clearly.
 - c) Expresses adequately
 - d) Erratic, misses the point
 - el Poor

Role in co-curricular activities :

al Excellent



- b) Very good
- cl Good
- d) average
- el Poor
- v) Social adjustments:
 - a) His relationship with colleagues/students:
 - Wins and retains the highest regard of all.
 - ii) Is generally liked and respected
 - iii) Indifferent and aloof
 - iv) A difficult colleague/teacher
- vi) Study Habit:
 - He takes keen interest in studying latest books in his subject.
 - ii) Reasonable good
 - iii) Just good enough
 - iv) indifferent

30. ZEAL, DILIGENCE AND SENSE OF RESPONSIBILITY:

- Shows exceptional zeal and devotion to work and has excellent initiative.
- Is hard working and conscientious and shows adequate zeal and devotion to work and also good initiative.
- Reasonably diligent and interested in his work, with average initiative.
- d) Lacks sense of respirability and is indifferent to work.

31. ABILITY TO INSPIRE CONFIDENCE AND TO GET THE BEST OUT OF HIS STUDENTS:

- al Excellent
- bl Very good
- c) Good
- d) Average
- el Poor



22	PLINCTHALITY	AND	ATTENDANCE

33. OTHER OBSERVATIONS :

This space may be utilized for remarks which complete, corroborate or supplement that has been indicated above. This should not, however, be used for merely repeating in vague terms what has already been stated. Specific points such as special accomplishments during the period, under report and any other aspects not covered in the proforma given above which the Reporting Officer considers worth mentioning, may also be indicated here.

34. III-INTEGRITY :

- a) Nothing has come to my knowledge which casts any reflection on his integrity.
 His general reputation for honesty is good and I certify his integrity!.
- b) His reputation is of doubtful nature.
- c) He has yet to establish his reputation.

Sign	ature of the Reporting Officer
N	me in Block Letter
1	Designation
	Date

PART-IV REMARKS OF THE REVIEWING OFFICER

- 35. Length of service under the Reviewing Officer.
- 36. Do you agree with the Reopening Officer in regard to his remarks in the resume of the work done by the officer as contained in Part-II of the report? If not, indicate briefly the reasons for disagreeing with the Reporting Officer and the extent of your disagreement.
- 37. Overall assessment of performance and qualities.
- 38. Has the officer any special characteristics and/or any outstanding merits or abilities which would justify his advancement and special selection for higher appointment out of turn? If so, mention these characteristics briefly.

Signature o	of Reviewing Officer
Name in block	letters
Designation.	
Date	

Countersignature by the next higher officer with remarks, if any,

Signature of co	ountersigning Office
Name in block	letters
Designation	
Date	



SWOC

DEPARTMENT OF GEOGRAPHY(Analysis conducted by students of Geography Honors)

Strengths:

- Highly qualified teachers in the department.
- Faculty is humble, supportive and hard-working.
- Teachers are up-to date with the latest developments in the discipline.
- They encourage the students to participate in various extracurricular activities and also help them to organize various events.
- The important Environmental days are celebrated in the department which help the students to be well aware of various environmental issues.
- The class rooms are well furnished and well equipped.
- The smart boards in the classrooms enhance teaching and learning.
- The department has its own library with numerous good books on the subject which students issue for their assignments and projects.
- The computer systems of the department help the students conduct the GIS and Remote Sensing practices.
- The Geography Lab is well equipped.



Weaknesses:

- ➤ The computer systems of the department need updation and the GIS and Remote
- Sensing software installed in the systems also needs to be upgraded.
- The location of the department, in the midst of thick trees leads to poor network connection hence the internet-based exercises are difficult to conduct sometimes.
- ➤ Geography is a field based subject but due to circumstances beyond control very few field visits could be made, thus there was a lack of practical knowledge imparted.
- The department needs latest equipment and also the GISand Remote Sensing software.





Opportunities:

- Geography is a practical subject full of knowledge about the physical landscape of the world.
- It helps the students prepare for their competitive exams for higher studies in Environment.
- The students become aware about the people living in the remote areas through the field surveys which provides the students a good opportunity to interact with the local community and live among the locals.
- The questionnaire prepared for the field survey introduces the students to the research dimension of academics.
- The GIS and Remote sensing dimensions of the geography offers great employment opportunities in future too.

Challenges:

- Lack of frequent field visits hampers the practical knowledge of the students.
- The lack of up-to date systems is a great challenge for the students.
- The poor network connection sometimes poses a problem when online classes are conducted.
- The syllabus is very vast making it less comprehensive. The poor sequence of the topics in the syllabus makes it less interesting and tough.



DEPARTMENT OF BOTANY

The SWOT analysis was conducted by the students of B.Sc. IInd and IIIrd year to know about the Strengths, weaknesses, Opportunities and Challenges about the Department.





Strengths:

- Faculty balance with both new and old staff members with special reference to teaching experience is good.
- The Department has a healthy learning environment.
- Subject exposure for the students is strong because of numerous field visits.

Weaknesses:

- The department could do with additional facilities of spacious and digital labs.
- Opportunities:
- More internship programs in the related field.
- Increase in conduction of subject related workshops and seminars.
- Promote project work to make the subject more interesting, effective and interactive.

Challenges:

• To overcome less job opportunities in private sector by knowing the demands related to research.

Opportunities:

Students can be exposed to wider career opportunities in Botany through career guidance in Plant knowledge which has broad applications for preserving human life and the natural world by finding medical cures, breeding hardy crops, and saving endangered plant species.



DEPARTMENT OF COMPUTER SCIENCE

(Conducted by the students of BCA)

Strengths:

- Experienced faculty members with good teaching skills.
- ➤ Problem solving is done patiently by the teachers.
- ➤ Computer science department provides well-equipped labs with a number of computers and printers.
- The department has a Departmental library & Book bank.
- > Department also has e- learning facility.
- ➤ Many workshops and seminars are conducted in the department every year which help in enhancing knowledge.



Weaknesses:

- > Sudden decrease in the number of students joining the course.
- ➤ Labs need more maintenance.
- > Systems are prone to viruses due to which they stop functioning and it causes loss of important data.
- There are only three computers connected to the printer.

Opportunities:

> To tie -up with IT companies for greater exposure and also to create job opportunities for the students.

Challenges:

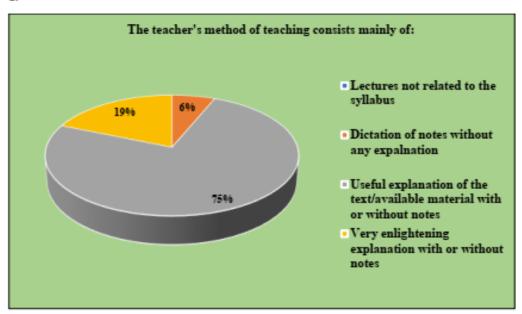
- > To upgrade to newer technologies.
- Maintenance of the computer systems at regular intervals.

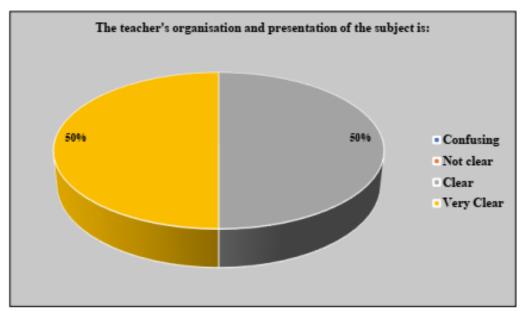


Analysis of the Teaching Assessment Questionnaire (2020-2021)

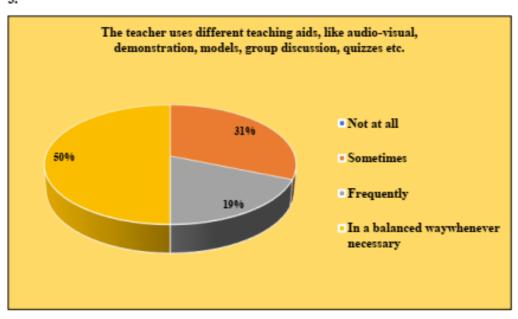
Name of the teacher: Mrs. Shivani Chauhan

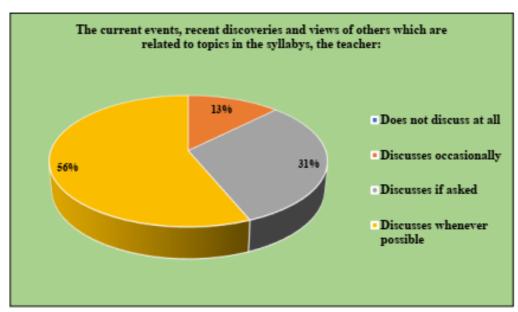
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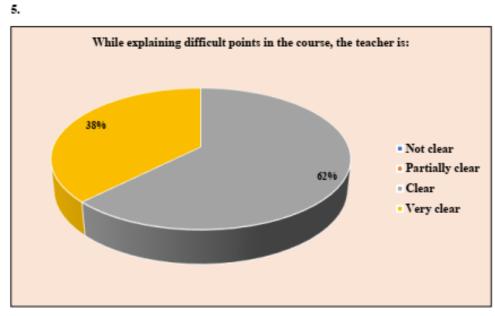


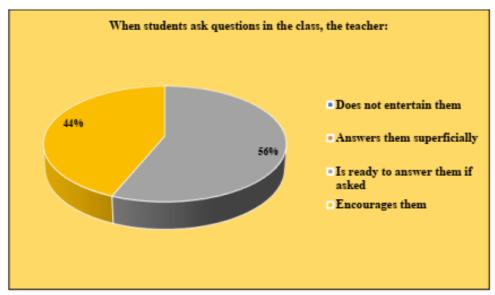




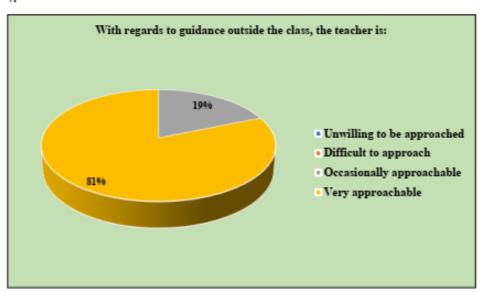


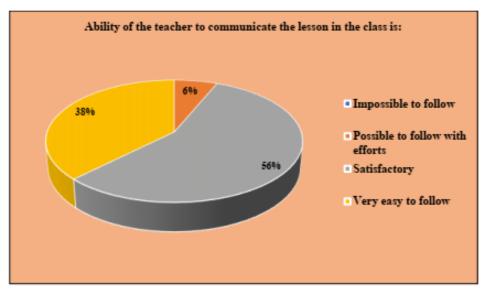




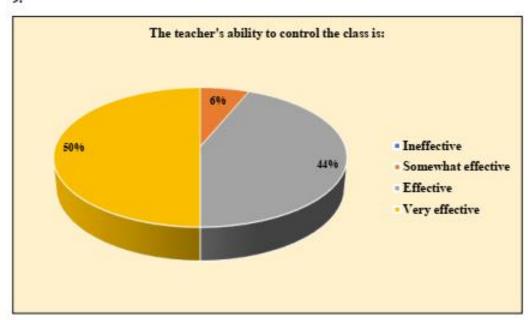


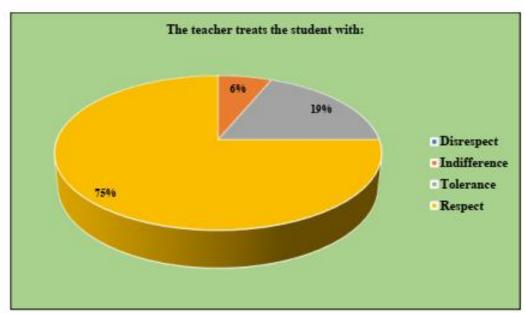




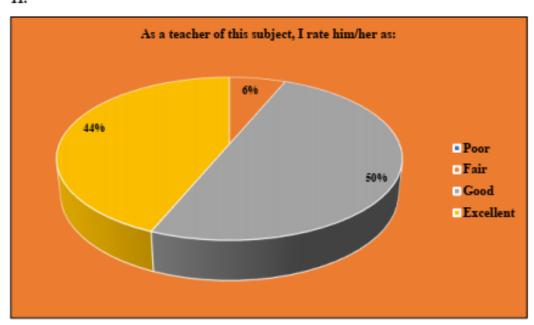


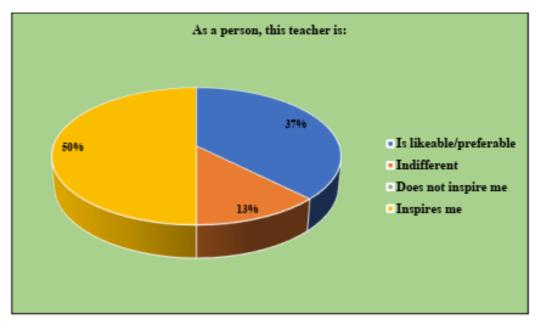








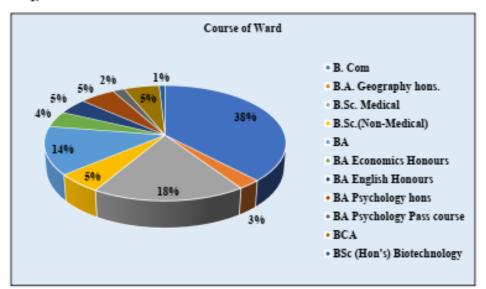


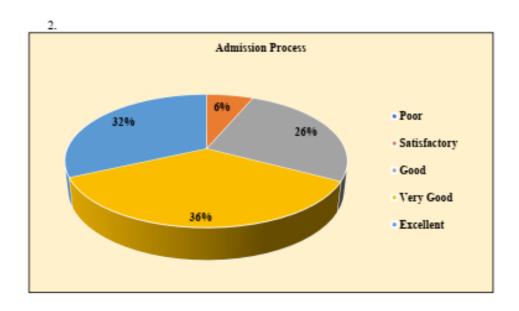




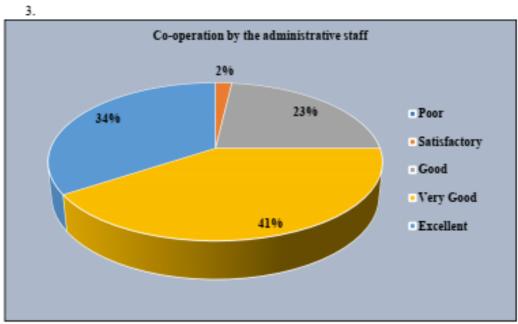
Parents Feedback Analysis 2020-2021

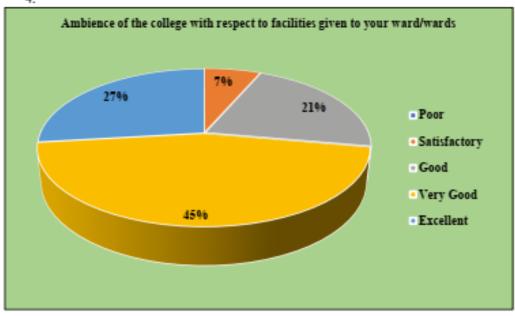
Number of Respondents: - 108



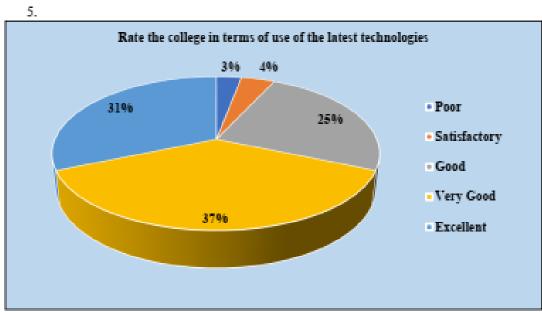




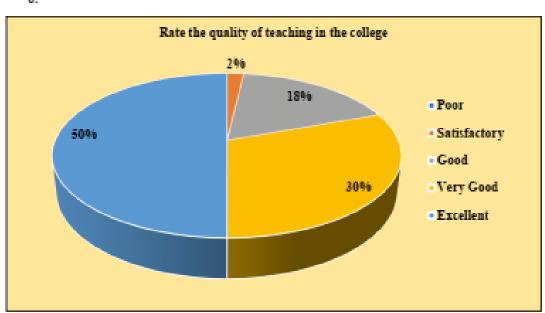




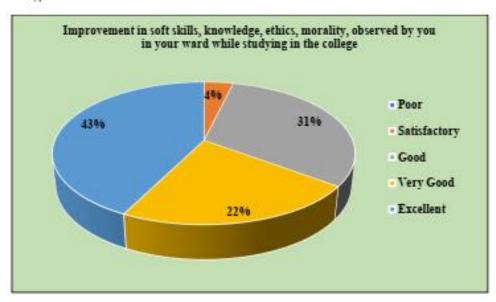


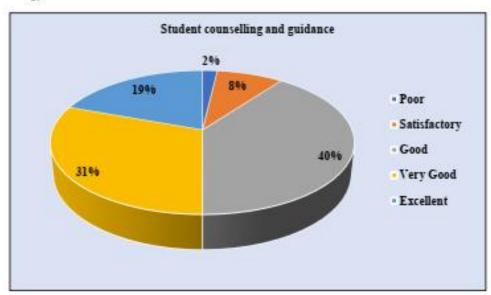


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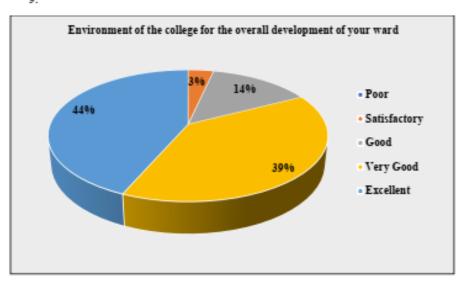


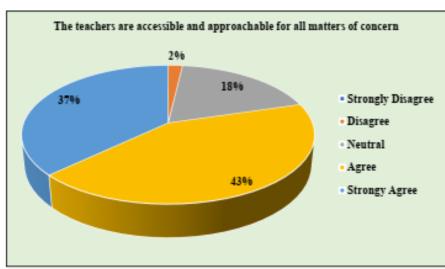




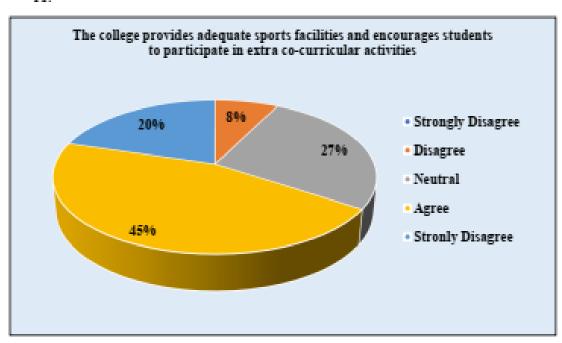














0172-4614066

No. F.No.P3 (IDY) NSS/RD/CH/2020-2021/
Government of India
Ministry of Youth Affairs & Sports
Regional Directorate of NSS
Kendriya Sadan, 4th Floor, Room No.403-406
Sector-9, Chandigarh
(chandigarh-nss@nic.in, nssrc.chd@gmail.com)

To,

Dated: 11th June, 2020

The State NSS Officer,

State NSS Cell,

Punjab, Himachal Pradesh and U.T Chandigarh

Sub: Observation of International Day of Yoga-2020-Guidelines for NSS Units-Reg.

Madam/Sir,

With reference to the subject cited above it is stated that this year's International Day of Yoga will be observed on the theme <u>YOGA @ HOME and YOGA WITH FAMILY</u>. The details of activities are enclosed which is taken from the website of Ministry of AYUSH for your ready reference.

In this connection you are requested to issue necessary instructions to all the NSS units under your jurisdiction and submit detailed one page write up descriptive report with statistical data along with good quality action photographs to this Regional Directorate on 21.06.2020 by 04:00 PM positively. Further you are requested to periodically check the Ministry of AYUSH website (https://www.ayush.gov.in/) for any update in this regard.

Encls: Guidelines

Yours faithfully,

(Harinder Kaur) Regional Director,

Copy to:

 All the Programme Coordinators (NSS), Punjab, Himachal Pradesh and U.T Chandigarh for necessary action.



MOST IMMIDIATE

F.No.6/11/2016-CDN Government of India Ministry of Youth Affairs & Sports Department of Youth Affairs (Coordination Section)

Shastri Bhawan, New Delhi Dated: 27th July, 2020

OFFICE MEMORANDUM

Subject: Instructions on celebration of Independence Day on 15th Aug, 2020-regd.

The undersigned is directed to forward herewith a copy of letter No. 2/5/2020-Public received from Ministry of Home Affairs , dated 20th July, 2020, on the above mentioned subject for information and necessary action.

Encl.: As above.

(Rajiv Kumar Singh) Under Secretary to the Govt. of India

Tel.No.: 011-23387616

To

1. US(NYKS) 2. US(NSS)

Copy to:

1. The Director General, Nehru Yuva Kendra Sangathan.

2. The Director, National Service Scheme, Directorate of NSS, Jamnagar House Hutments, New Delhi.



Guideline for NSS units in observing of International Day of Yoga-2020

IDY-2020 presents an occasion for all colleges along with all the schools to rewards of regular practice of yoga among NSS volunteers, students/employees/staffs. Every individual stands to gain from benefits in health, happiness and well-being. Each Student/Staff can play an important role in making IDY an effective national movement for health and wellness. Here are some suggested activities to reach out to all the NSS volunteers students/ employees/staffs and induct them into the blissful world of yoga:

- This year's IDY will be observed around the themes Yoga @Home and Yoga with family.
- Efforts may be taken to organize Yoga related activities such as online lectures, workshops etc. by Yoga experts, starting 1 week ahead of IDY. This would help in building up enthusiasm as we draw closer to 21st June, 2020.
- The Common Yoga Protocol shall be performed individually or with family within the confines of their homes on 21st June, 2020 from 7:00 A.M. to 7:45 A.M. followed by any suitable and customized 15-minute programme on Yoga.
- Some competitions on Yoga-theme may also be organized to create interest among the students/employees
- NSS units may arrange a live screening of Doordarshan's national telecast related to International Day of Yoga on 21st June, 2020, to foster the sense of participating in the nation-wide yoga movement.
- Banners/ Cut outs on IDY 2020 may be displayed at vantage points.
- NSS units can display Yoga Charts and standees inside their offices.
- If the NSS units are having any official newsletter, bulletin or magazine, articles and related matter about Yoga may be published.
- NSS units may encourage NSS volunteers to participate in quiz and other competitions being organized by Ministry of AYUSH. They may encourage NSS volunteers to participate in the online video contest (My Life- My Yoga) conducted by CCRYN, Ministry of AYUSH and ICCR. One can find the guidelines and competition details in the yoga portal of Ministry website.
- Organize Yoga lectures, webinars on health in association with NGOs involving Yoga experts.
- It is of utmost important that the concept of Yoga@Home be highlighted in any such communication, due to COVID-19 to avoid any miscommunication/misunderstanding which may lead to the violation of leading Gol advisories on the management of the pandemic—especially mass gatherings, social distancing norms, and use of basic protective measures such as masks and sanitizers.
- NSS units may plan long term activities related to Yoga, so that the impact of IDY-related mobilization goes on well beyond 21st June, 2020.



PARENT TEACHER ASSOCIATION

PTM: Parent Teacher Association (hereinafter called PTA) is a body consisting of members who are the parents and teachers. The main objective of the PTA is to help enrich the college environment and provide the college management with required support.

Objectives:

The objectives of the PTA are to advance the education and all-round development of the students by extending relationships between teachers, parents and others associated with the college.

Constitution of PTA:

The PTA Managing Committee will be elected democratically.

The PTA Managing Committee will consist of the following:-

- a)Chairman Principal of the school.
- b) President parent
- c) Vice President Parent
- d) Treasurer- parent
- e) Executive members-3, Parents
- f) Members -2 staff

EXPENDITU	RE	AMOUNT	TOTAL	R THE YEAR ENDED 319 INCOME	AMOUNT	TOTAL
To Salary		w	475,000.00	By Amount Received College & Society		555,500.00
To Miscellaneous Exp	enses		250.00	By Interest		127,458.00
To MSG Pack Expens	es		5,378.00			
To Bbank Charges			4.72			
To Excess of Income	Over Expen	diture	202,325.28			
		TOTAL Rs.	682,958.00		TOTAL Rs.	682,958.00
(Principal)		(Accountant)		Annexure to the Balance S for K.N.CHANDLA & C CHARTERED ACCOUNTERN: 001326N	Ю.,	
169,Block No.6 SDA Kasumpti,Shimla-17 Dated: 31st July, 202 UDIN: 21088343AAA	1009 1			(DINESH KUMAR SOO M. No. 088343	DD)	



Through Mail

No. HFW-H(COVID-19)-2019-20 -14/ State Institute of Health & Family Welfare, Parimahal, Shimla 171009.

To

The Director,

Higher Education, Directorate of Higher Education, Lalpani School Road, Lalpani, Shimla-171001

Dated: Shimla-9, the 95/05/2021

Subject: -

Regarding teaching session on COVID-19 to NSS Workers and NCC

Sir/Madam,

With regards, as per office order No. NHMHP-IDSP/1/2020-IDSP-Section-20392 dated 12.04.2021 received from worthy special Secretary(Health) to the Govt. of Himachal Pradesh, I have designated a Nodal person of all COVID-19 related training at State of Himachal Pradesh and also Health & Family Welfare Department has been assigned the responsibility to train personnel on COVID-19 of departments of Health and other than Health & FW Department.

The department of Health and Family Welfare has been directed to impart health education about COVID-19 to persons of each category. NSS and NCC cadets who are as valuable assets of society who should know about basic feature of COVID-19 and they can disseminate knowledge about COVID-19 to various section of society and also take care of themselves during various events in which they are participants.

As soon as teaching sessions as per annexure-A for them is planned for about week duration, I will be initiating you about the same.

This will be relayed through Zoom App and the link for the WEBCAST will be shared on e-mail ID parimahalshimla@mail.com before a day from the commencement of online session.

So I will request you to direct a suitable person in your department who can coordinate in disseminating above said information and also nominate at least 50 No's NSS Workers and 50 No's NCC Volunteers with their contact detail i.e. email ID and Mobile Whts. app. No. for making a group from different Districts of Himachal Pradesh on email parimahalshimla@mail.com.

Only requirement will be availability of WIFI/Mobile network along with smart mobile phone/OC/Laptop etc.

"Please coordinate for this and also treat it most urgent"

Thanking You.

Yours Sincerely,

Dr. Harsharan Kaur, Principal SIHFW, Parimahal, Shimla Nodal officer for COVID-19 Training Directorate of H & FW Deptt. H.P. Dated: Shimla-9, the

Endst. No as above.

Copy forwarded to:-1. The Secretary (Health) to the Govt. of H.P. for information Please.

The Director Health Services, H.P. for information Please.

The Mission Director, NHM, H.P. for information Please.

The Director, Medical Education and Research, Shimla for information Please.

Dr. Harsharan Kaur, Principal SIHFW, Parimahal, Shimla Nodal officer for COVID-19 Training Directorate of H & FW Deptt. H.P.



Annexure-A

Topics of ASHA Workers, NCC/NSS and Anganwadi Workers for Online Training Programme scheduled by SIHFW, Parimahal

Category	TOPICS	General Knowledge and			
		skills for assessments			
1. Multipurpose Health Care Workers 2. ASHA	Basic courses: Essentials of COVID Infection Prevention and Control COVID appropriate behavior Vaccination FAQs Essentials of COVID-19 in 2021 Spiritual tools and practices for improved Selfmanagement Advanced courses: Infection Prevention through PPE Psychological care of Patient Community Surveillance Bio Medical Waste Management Grief Counseling	Hand washing and social distancing Respiratory etiquettes – do and don'ts COVID symptoms Five safe practices to be promoted How to use a mask Surveillance protocols Identification of High-risk groups (HRGs) Tracking and reporting process of HRGs Type of contacts Contact tracing protocols Advise to contacts Addressing myths and misconceptions Recognizing stigma Norms for home quarantine/ facility isolation			
NCC cadets, NYKS and NSS	Basic courses:	Hand washing and social distancing Respiratory etiquettes – do and don'ts COVID symptoms Advisory to elderly people How to use a mask Surveillance protocols Identification of High-risk groups (HRGs) Tracking and reporting process of HRGs Type of contacts Contact tracing protocols Advise to contacts Addressing myths and misconceptions Recognizing stigma Norms for home quarantine/ facility isolation Distress call/ helpline numbers Case scenario- listing immediate priorities			

Principal, State Institute of H&FW Parimahal, Shimla-9, HP.



NOMINAL ROLL FOR EBSB ONLINE CAMP AT 12-17 APR 2021. 7 HP (I) Coy NCC Shimla NCC Gp HQ :

NCC of the Unit:

Shimla Group

Name of NCC Dte:

PHHP&CHD Dte

NCC No. & Name of ANO/CTO:

Shaveta Thakur,

Dr.Kuldeep

Sr. No	Regt No	Rank	Name of Cadet	Name of Institution	Year of Trg	Mob No. (Whats App)	E mail ID	Bank A/C No	IFSC Code and Address Bank
1	HP19SWA 304994	CDT	Anjali Kainthla	St. Bede's College Shimla	03rd	8580608368	anjali.kainthla.9@gmail.com	3930110006665	UCBA000393
2	HP20SWA 307535	CDT	Nidhi Kumari	APG Goyal Shimla University	1st	7360871122	nidhikumari851101@gmail.com	520101253286896	CORPO001588, Ground Floor, Hotal Anand Dak Bungalow Road,Begusarai Bihar- 851101
3	07550	CDT	Chetan Sharma	APG Goyal Shimla University	1st	9418092295	chetan92295@gmail.com	41710107617	HPSC0000417, Kasumpti Shimla, (HP) 171009





7 HP Ncc <7hpncc@gmail.com>

Fwd: Format of Nominal Roll EBSB Online Camp at 12-17 Apr 2021.

7 HP Ncc <7hpncc@gmail.com>
To: Prashikshan Adhikari <toshimlagp@gmail.com>

Thu, Apr 8, 2021 at 1:09 PM

Sir

- 1. Ref NCC Gp HQ email dated 06 Apr 2021.
- 2. Pl see the attached file.

Col Suneet Shankta Officer Commanding 7HP(I) Coy NCC Shimla Tele:- 0177-2633532

Nominal Roll EBSB Online 12-17 Apr 2021..xlsx

7 HP Ncc <7hpncc@gmail.com>
To: OC NCC DALHOUSIE <nccdalhousie@gmail.com>

Thu, Apr 8, 2021 at 2:40 PM

1. Pl see the attached file.

[Quoted text hidden]

Nominal Roll EBSB Online 12-17 Apr 2021..xlsx 11K

7 HP Ncc <7hpncc@gmail.com> To: deanacademics@agu.edu.in, bedescollege@gmail.com Thu, Apr 8, 2021 at 3:08 PM

Sir/Madam

- 1. It is intimated that the institutions Nominal roll EBSB online Camp at 12-17 Apr 2021 and coordinated Unit 9 HP NCC Bn Dalhousie.
- 2. It is info and necessary action pl.

Nominal Roll EBSB Online 12-17 Apr 2021..xlsx 11K