



# DON BOSCO COLLEGE

## KOHIMA

CL. 665 (S), Ziekezou, Kohima - Meluri Rd, Kohima, Nagaland 797063

Affiliated to Nagaland University, NAAC Accredited

8798748153, 6009730949 (O) 9436283185 (Principal)

[www.dbc kohima.ac.in](http://www.dbc kohima.ac.in) Email: [donboscolleggekohima@gmail.com](mailto:donboscolleggekohima@gmail.com)

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

#### 1. General Information

a	Name	NUTSOLU SWURO
b	Temporary/Permanent/Guest Faculty/Other	PERMANENT
c	Department	POLITICAL SCIENCE
d	Courses taught	B.A (POLITICAL SCIENCE)
e	Address (Residential)	THEMEZIE, KOHIMA
f	Address (Permanent)	CHOZUBA VILLAGE, PHEK
g	Phone No	9089032544
h	Email id	Nutsoluswuro8080@gmail.com
j	Date of appointment	01/07/2021
k	Qualification	MA (NET)
l	Area of Specialization (if MPhil or PhD holder)	

#### 2. Teaching

a. Classes taught during the Academic Year:2022-2023

Class	Periods	
1 <sup>st</sup> and 3 <sup>rd</sup> semester 2 <sup>nd</sup> and 4 <sup>th</sup> semester	Assigned per Week (13 classes)  (Lecture/ Practical/ Tutorial)	Steps taken for the teaching of periods missed during absence or leave  -Substitute teacher conduct class test/self-study.  - current affairs booklet were given to the students to study

i) UG/ PG (B.A./BSc/ B.Com/BBA/MA)	L:UG/BA P:NIL T:NIL	
iii) Any other		

**b. Total leave taken from 1<sup>st</sup> July, 2022 to 30<sup>th</sup> 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: 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 plan was done in the logbook

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

**i. College Education**

--

**ii. Question Paper Setting**

Even semester and Odd semester- CIA Question paper, Model Question paper

**iii. Assessment of assignments**

1. Content
2. Format
3. References
4. Originality

**iv. Assessment of Presentations**

1. Content
2. Time management

- 3. Clarity of speech
- 4. Overall presentation

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

Guide and assess 1 field project

vi. Conduct of Examination Invigilation, Scrutiny and Moderation

Done invigilation for CIA, Model and NU examination for both even and odd semester

vii. Evaluation of Answer Scripts / Dissertation, etc

Evaluation of CIA, Model exam and NU exam Scripts.

viii. Mentoring

Twice an academic year.

ix. Any other

NIL

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

a. Design of curriculum:

NIL

b. Teaching methods:

PPT, Lecture, Group Discussion, reflective session, peer teaching and learning

c. Laboratory experiments:

NIL

d. Evaluation methods:

Assignment, CIA, Model exam, Presentation, Class Test.

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

Refers to books as recommended by NU  
 Related books from the library  
 Internet sources

- f. Remedial Teaching / Student Counselling (academic)

Conducted extra classes and give extra assignment and class test to the slow learner students

- 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					
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-weeks certificate course on Proficiency in English Phonetics	Virtual Linguistic Academy		Kohima	12 Dec to 17 Jan, 2023
ii	One day state level workshop on Intellectual property Rights for Accelerating Creativity and Innovation	NASTEC in collaboration with TIFAC		Kohima	24 <sup>th</sup> April, 2023
iii	2-day national Seminar on Traditional Tribal Technology in India: northeast in Focus	Don Bosco College Kohima	ICSSR	Kohima	12-13 May, 2023

iv					
v					

**5. Research Contributions: NIL**

**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:**

1. Programme in-charge of Gratitude Day
---

2. Contributed to exam conducted both by the college and university by invigilating and evaluating paper.
3. Contributed during college Euphoria, department activity

**b. Co-curricular activities:**

Conducted extension activities as NSS Programme officer

**c. Extension Activity / Community Service**

Visit to KRIPPA Foundation, Tabitha Enabling Academy

**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:**

Programme Officer of College NSS Unit 4,

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

Contributed in College Euphoria

**f. Students' welfare and discipline:**

Member of DBCK Discipline Committee

**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?

The department analyzed the feedback and tried to work on where improvement is needed.

- 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 collect feedback, and analyzed it and report the same to the IQAC

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

Conduct class work, written test and 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 have given my immense contribution with regard to teaching-learning aspect, but my contribution towards research remains limited.

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

*Mudoti Swati S*  
6/05/2024

**(Name and Signature of the Teacher with date)**



# DON BOSCO COLLEGE

KOHIMA

CL 665 (S), Ziekezou, Kohima - Meluri Rd, Kohima, Nagaland 797003

Affiliated to Nagaland University, NAAC Accredited

8798748153, 6009730949 (O) 9436283185 (Principal)

www.dbockohima.ac.in Email: donboscollegekohima@gmail.com

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

### 1. General Information

a	Name	Dr. Imtinaro Longkuma
b	Temporary/Permanent/Guest Faculty/Other	Permanent Faculty
c	Department	Education
d	Courses taught	BA Education 3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup> & 6 <sup>th</sup> Sem.
e	Address (Residential)	High School Area, Kohima - House No. 446-797001
f	Address (Permanent)	Dimapur. House No. 36, Lungwiram 797113
g	Phone No	9436403685
h	Email id	imtinaro@gmail.com.
j	Date of appointment	May 2017
k	Qualification	MA, Ph.D, NET
l	Area of Specialization (if MPhil or PhD holder)	Women Education

### 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 (odd) P: 13 (Even) T:	Substitute Teacher
iii) Any other		



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

Casual leave	01 days	Medical leave	days
Duty leave	08 days	Loss of pay leave	02 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):

- Lesson plans made in Log Book

e. Details of participation in the following:

i. College Education

ii. Question Paper Setting

Internal (College) + External (University Exams)

iii. Assessment of assignments

Criteria:- Content, Format, References, originality.

iv. Assessment of Presentations

Criteria:- Content, Language, confidence/clarity.

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

- Field Project for B.A 5<sup>th</sup> semester.  
- Educational Tour BA 5<sup>th</sup> semester (1 week)

vi. Conduct of Examination Invigilation, Scrutiny and Moderation

Exam question paper Moderation for both odd and Even Semester Examination, Nagaland University

vii. Evaluation of Answer Scripts / Dissertation, etc

- Internal College Exam Assessment and
- External university Exam.

viii. Mentoring

Twice in an academic year

ix. Any other

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

a. Design of curriculum:

Contributed to NU for CBCS of FYUGP as board member

b. Teaching methods:

Lecture, Demonstration and use of ICT etc.

c. Laboratory experiments:

-

d. Evaluation methods:

As per university norms (Assignments, IA, Tests)

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

Library and Internet Resources.

- f. Remedial Teaching / Student Counselling (academic)

Test, Study hour after class, re-teach.

- 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	IPR workshop	NASTEC GON, Kohima	GON	Kohima	24/4/23
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:

HOD,
------

**b. Co-curricular activities:**

Various programmes related to College & Department

**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):**

College Euphoria

**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.  
• Provides feedback to University whenever needed.

- 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  
• Process as per IQAC requirements.

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

Test, Re-test, Quiz.


## 9. General Data

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

Contributed to my best.

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)

 22/4/24 Dr. Imtinara Longkumec.



# DON BOSCO COLLEGE

## KOHIMA

Cl. 665 (S), Ziekezou, Kohima - Meluri Rd, Kohima, Nagaland 797003

Affiliated to Nagaland University, NAAC Accredited

8798748153, 6009730949 (O) 9436283185 (Principal)

[www.dbc Kohima.ac.in](http://www.dbc Kohima.ac.in) Email: [donboscocollegekohima@gmail.com](mailto:donboscocollegekohima@gmail.com)

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

#### 1. General Information

a	Name	Dr. Velhou Koza
b	Temporary/Permanent/Guest Faculty/Other	Permanent
c	Department	Sociology
d	Courses taught	SOC/H/C-1, SOC/H/C-2, SOC/H/C-3, SOC/H/C-4, SOC-401
e	Address (Residential)	Agri Farm Colony, Ward No. 17, Kohima
f	Address (Permanent)	Khezhakeno Village, P. O Pfutsero, Phek District, Nagaland. Pin 797107
g	Phone No	8730084355
h	Email id	<a href="mailto:kozavelhou22@gmail.com">kozavelhou22@gmail.com</a>
j	Date of appointment	01-07-2015
k	Qualification	M.A Ph.D
l	Area of Specialization (if MPhil or PhD holder)	Substance Abuse

#### 2. Teaching

##### a. Classes taught during the Academic Year:

Class	Periods	
Odd Sem. BA 1 <sup>st</sup> sem. Even Sem. BA. 2 <sup>nd</sup> & 4 <sup>th</sup> Sem.	Odd sem. 12 Classes Even sem. 13 Classes	Notes and PPT provided to a substitute teacher to assist the class so that topic for the planned for the day could be covered.
i) UG/ PG (B.A./BSc/ B.Com/BBA/MA)	L: UG, B.A P: Nil T: Nil	
iii) Any other	None	

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

Casual leave	3 days	Medical leave	0 days
Duty leave	7 days	Loss of pay leave	6 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):

Lesson plan for the respective semester is done in the Staff Log Book. Plan to

1. Sociology books by C. N Shankar Rao
2. Introduction to Sociology by Manisha Britto
3. Indian Society; Images and Realities by Mohinder Slariya and Abhishant Slariya

e. Details of participation in the following:

i. Question Paper Setting

Odd Semester 2 CIA Question Paper, 2 Model Exam Question Paper  
Even Semester 3 CIA Question Paper, 3 Model Exam Question Paper

ii. Assessment of assignments

1. Cover Page
2. Content
3. Work Citation
4. Originality

iii. Assessment of Presentations

1. Content
2. Originality
3. Language
4. Confidence

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

Conducted students field projects. Guided the students on educational study tour, in December 2022.

v. Conduct of Examination Invigilation, Scrutiny and Moderation

1. Done invigilation for CIA and Model Examination conducted by the college.
2. Invigilated the Odd and Even Semester Examination conducted by Nagaland University, 2022 -2023



vi. Evaluation of Answer Scripts / Dissertation, etc

1. Evaluated the CIA and Model Exam scripts conducted by the college.
2. Evaluated the answer scripts of sociology papers during the odd and even semester examination conducted by Nagaland University during 2022 -2023

vii. Mentoring

Mentoring session held twice in a semester for the students for different semester of DBCK

viii. Any other

Set questions for BA 1<sup>st</sup> semester, CBCS on papers SOC/H/C-1 and SOC/H/GE-1/DSC-1, Nagaland University Semester Exam held in November 2023.

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

a. Design of curriculum:

Nil

b. Teaching methods:

Lecturing, PPT, Class Test and Home Work

c. Laboratory experiments:

Nil

d. Evaluation methods:

CIA, Class Test and Model Exam scripts manually evaluated.

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

1. Refer the essential readings prescribed by the Nagaland University
2. Library books
3. Internet sources

f. Remedial Teaching / Student Counselling (academic)

Remedial programmes held for the weak students;

1. Extra study time
2. Previous question paper reference

g. Any other

None

#### 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
ii					
iii					

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 at National Seminar	Department of History DBCK in collaboration with Department of History and Archeology NU Kohima, Naga Scholars Association Kohima Unit and Nagaland International Research Centre	ICSSR	DBCK	12-13 May 2023
ii					

#### 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	Prevention of Substance Abuse in Nagaland in the book "Sociologically Imagining Beyond Boundaries" published in 2023	National	978-93-81662-56-4		
Books without ISBN					

Chapters in books with ISBN					
-----------------------------	--	--	--	--	--

**b. Research projects taken up:**

Title of the Project	Name of the funding agency	Duration	Amount
Nil	Nil	Nil	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:**

Research related activities in the College;

1. Conducted the College Research Days
2. Presented paper in the College Research Day
3. Conducted NIRC Quarterly Lectures (Don Bosco College, Kohima in collaboration with Nagaland International Research Centre)
4. Contributed on the test, exams conducted by the college, evaluated scripts of the semester exam conducted by the Nagaland University.

**b. Co-curricular activities:**

Conducted Department of Sociology, DBCK related co-curricular activities; Invited Talk

**c. Extension Activity / Community Service**

Co-ordinated in the NIRC Quarterly Lectures and Annual Lecture (Don Bosco College, Kohima in collaboration with Nagaland International Research Centre)

**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:**

Convener of Research and Development Cell, DBCK, linked with the extension activities; DBCK with Nagaland International Research Centre (NIRC) Quarterly and Annual Lectures

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?

Conduct the feedback analysis and make necessary improvement for the welfare of the department and the college. The department tries to improve the areas where the suggestions has been mentioned on the 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. The department forward the feedback to IQAC.

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

1. Conduct Oral Test
2. Class and Homework

### 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 have rendered my duties and contributed to the teaching and learning aspects.  
Needed more time to contribute in the research related work.

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

Dr. Velhou Koza .....  


(Name and Signature of the Teacher with date)



# DON BOSCO COLLEGE KOHIMA

Cl. 665 (S), Ziekerou, Kohima - Meluri Rd, Kohima, Nagaland 797003  
Affiliated to Nagaland University, NAAC Accredited  
8798748153, 6009730949 (C) 9436283185 (Principal)  
[www.dbskohima.ac.in](http://www.dbskohima.ac.in) Email: [douboscocollegekohima@gmail.com](mailto:douboscocollegekohima@gmail.com)

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

### I. General Information

a	Name	Dr. Khikeya Semy
b	Temporary/Permanent/Guest Faculty/Other	Permanent
c	Department	Botany
d	Courses taught	BCC-02, BCC-03, BCC-04, BSEC-06
e	Address (Residential)	Bayavii colony, Kohima: 797001, Nagaland.
f	Address (Permanent)	Bayavii colony, Kohima: 797001, Nagaland.
g	Phone No	7085912927
h	Email id	khikeyasemy@gmail.com
i	Date of appointment	1/7/2022
k	Qualification	M.A., Ph.D.
l	Area of Specialization (if MPhil or PhD holder)	Pollution studies, Ecotoxicology, coal waste, Ecology, Phytodiversity, Environmental quality, etc.

### 2. Teaching

ii. 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: 6 P: 4 T: 0	
iii) Any other		

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

Casual leave	0 days	Medical leave	4 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: 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):

Lesson Plan was done in Log Book

1. Studies in Botany
2. A textbook of Fungi
3. Plant pathology

e. Details of participation in the following:

i. Question Paper Setting

Even semester 4 CIA Question Papers, 4 Model Exam Question Papers  
Odd Semester 3 CIA Question Papers, 3 Model Exam Question Papers

ii. Assessment of assignments

Total 150 Assignments

1. Content
2. Format
3. Work citation
4. Authenticity
5. Originality

iii. Assessment of Presentations

Total 50 Presentations

1. Content
2. Relation to topic
3. Overall Presentation

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

Total 7 Students Field Projects

1. Content
2. Authenticity
3. Originality
4. Overall Presentation

v. Conduct of Examination Invigilation, Scrutiny and Moderation

Done Invigilation for CIA, Model Exam and NU Exams in both the Odd and Even Semester conducted by the College and Nagaland University

vi. Evaluation of Answer Scripts / Dissertation, etc

Total 500 Scripts

1. Evaluation of CIA and Model Exam papers conducted by the college
2. Evaluation of the scripts of the NU exams

vii. Mentoring

Twice an Academic Year

viii. Any other

Nil

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

a. Design of curriculum:

Nil



**b. Teaching methods:**

1. Lecture
2. PowerPoint Presentation
3. Peer Teaching and Learning
4. Group Discussion

**c. Laboratory experiments:**

Nil

**d. Evaluation methods:**

1. Assignment
2. CIA
3. Model Exam
4. Oral/Class Test

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

1. Refers to the books for the paper as recommended by the University
2. Related books from the Library
3. Internet sources
4. Online Articles

**f. Remedial Teaching / Student Counselling (academic)**

1. Giving Impositions to the students
2. Extra Study Time

**g. Any other**

Nil

**4. Improvement of Professional Competence:**

a. Details of refresher courses/orientation/ participation in summer school/ FDPs/ Training Programme 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 State Level workshop on Intellectual Property Rights (IPR) for Accelerating Creativity and Innovation	Nagaland Science and Technology council (NASTECC), Department of Science & Technology, Government of Nagaland, in collaboration with Technology Information, Forecasting, Assessment Council (TIFAC), Department of Science & Technology, Government of India	Govt. Of Nagaland	Capital Convention Center Kohima	24 <sup>th</sup> 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 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	1. Estimation of Water Quality of Dikhu River of Nagaland Through a Combination of Water Quality Index and Principal Component Analysis Techniques	International	2405-6103	UGC/Scopus
	2. Changes in plant diversity and community attributes of coal mine-affected forest in relation to a community reserve forest of Nagaland, Northeast India	International	2661-8982	UGC/Web of Science
	3. Monitoring the dynamics of acid mine drainage affected stream surface water hydrochemistry at Jaintia Hills, Meghalaya, India	International	1614-7499	UGC/Web of Science
	4. Changes in Soil and Weather Variables at Different Plantation Forests in Nagaland, India	International	2250-1746	UGC/Web of Science
	5. Studies of high altitude algae from some water bodies of Dzükou valley, Eastern Himalaya	International	0971-765X	UGC/Web of Science/Scopus
	6. Gregarious Flowering of <i>Bambusa jaintiana</i> Majumdar in Mokokchung district, Nagaland, India	International	2321-094X	UGC
	7. Seasonal Variation of Soil Quality in a Semi-deciduous Northern Tropical Forest of Nagaland, India	International	1559-0291	UGC/ Web of Science
	8. Qualitative Soil Assessment of Coal Mine Disturbed and Undisturbed Tropical Forest in Nagaland, India	International	2250-1746	UGC/ Web of Science
	9. Seasonal monitoring of algal diversity and spatiotemporal	International	2363-5045	UGC/ Scopus

	variation in water properties of Simsang river at South Garo Hills, Meghalaya, India				
Non-reviewed journals					
E-journals					
Conference proceedings					
Books with ISBN					
Books without ISBN					
Chapters in books with ISBN	<p>1. Ethnobotanical Study of Medicinal Herbs Used by the Naga Tribes of Eastern Himalayas</p> <p>2. Correlation studies among the water physico- chemical properties of Tsurang river, Nagaland</p>	<p>International</p> <p>National</p>	<p>978-3-031-28780-0</p> <p>978-9390692576</p>		

b. Research projects taken up:

Title of the Project	Name of the funding agency	Duration	Amount
Nil	Nil	Nil	Nil

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

<p>1. Life member of the 'Indian Ecological Society', Membership No.: 568. Dated: 4<sup>th</sup> June, 2022.</p> <p>2. Life member of the 'International Society of Environmental Botanists'. Dated: 24<sup>th</sup> May, 2023.</p>
---

6. Participation in Corporate Life:

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

a. College/University/Institution:

<p>1. NSS Programme Officer</p> <p>2. Panel of Judge in Fresher's Day.</p>
--

3. Contributed during Euphoria
4. Conducted Departmental Activity
5. Conducted an IPR Workshop
6. Contributed to the exams conducted by both the college and University by setting papers, invigilating and evaluating the scripts
7. Contributed to research in the college by presenting and publishing research paper.

**b. Co-curricular activities:**

1. Was given in-charge for various events for Euphoria
2. Conducted departmental activity
3. Conducted programme on IPR
4. Conducted programme on NSS

**c. Extension Activity / Community Service**

1. NSS program

**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. NSS program officer

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

Contributed in conducting the Euphoria

**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?

Yes

1. The department analyzed the feedback and tried to work on where improvement is needed.

- 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.

1. The department took the feedback, analyzed the feedback and made a action taken report and submitted it to IQAC.

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

In order to evaluate the students I did the following tactics

1. Conduct Quiz in the class
2. Conduct class written test and oral test
3. Gave the students class-work and home-work

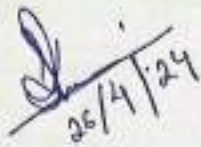
**9. General Data**

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

I have given my immense contribution when it comes to teaching and learning aspects including research work.

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

Dr. Khikaya  
Sany

  
26/4/24

(Name and Signature of the Teacher with date)



# DON BOSCO COLLEGE

## KOHIMA

CL. 665 (S), Ziekezou, Kohima - Meluri Rd, Kohima, Nagaland 797003  
 Affiliated to Nagaland University, NAAC Accredited  
 8798748153, 6009730949 (O) 9436283185 (Principal)  
[www.dbc.kohima.ac.in](http://www.dbc.kohima.ac.in) Email: [donboscollegkohima@gmail.com](mailto:donboscollegkohima@gmail.com)

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

#### 1. General Information

a	Name	Dr. Pinky Sagolsem
b	Temporary/Permanent/Guest Faculty/Other	Permanent
c	Department	English
d	Courses taught	ENG C-1, ENGLISH-1, ENGLISH-2, ELENG 501(a)
e	Address (Residential)	DBS Staff Quarter, DBS Junction, Kohima, Pin 797001, Nagaland.
f	Address (Permanent)	Haobam Marak, Keisham Leikai, Imphal West, Pin-795001, Manipur.
g	Phone No	9612300916
h	Email id	pinkysagolsem35@gmail.com
j	Date of appointment	1/7/2015
k	Qualification	M.A., M.Phil & Ph.D.
l	Area of Specialization (if MPhil or PhD holder)	ELT

#### 2. Teaching

##### a. Classes taught during the Academic Year:

Class	Periods	
Odd Sem- B.A 1 <sup>st</sup> and 5 <sup>th</sup> Sem Even Sem- B.A 2 <sup>nd</sup> and 6 <sup>th</sup> Sem	Odd Sem-12 classes Even Sem-13 classes	PPT given to teacher who is going for the substitute class so that the students can read and the topic is also covered.



i) UG/ PG (B.A./BSc/ B.Com/BBA/MA)	L: UG/ B.A P: NA T:NA	
iii) Any other		

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

Casual leave	0 days	Medical leave	0 days
Duty leave	2 days	Loss of pay leave	0 days
Commutated leave	0 days	Others (specify)	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):

<p>Lesson Plan was done in Log Book</p> <ol style="list-style-type: none"> <li>1. The Natyasastra by Kapila Vatsyayan</li> <li>2. English Communication by Vasantharan</li> <li>3. Indian Classical Literature by Pranjal Protim Borah</li> <li>4. A History of Sanskrit Literature A. Burriedate Kiuth</li> </ol>
--

e. Details of participation in the following:

i. Question Paper Setting

<p>Even semester 4 CIA Question Papers, 4 Model Exam Question Papers Odd Semester 3 CIA Question Papers, 3 Model Exam Question Papers</p>
---

ii. Assessment of assignments

<p>Total 600 Assignments</p> <ol style="list-style-type: none"> <li>1. Content</li> <li>2. Format</li> <li>3. Work citation</li> <li>4. Authenticity</li> <li>5. Originality</li> </ol>
---

iii. Assessment of Presentations

Total 120 Presentations

1. Content
2. Language
3. Overall Presentation

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

Total 12 Students Field Projects

1. Content
2. Authenticity
3. Originality
4. Overall Presentation

v. Conduct of Examination Invigilation, Scrutiny and Moderation

Done Invigilation for CIA, Model Exam and NU Exams in both the Odd and Even Semester conducted by the College and Nagaland University

vi. Evaluation of Answer Scripts / Dissertation, etc

Total 1000 Scripts

1. Evaluation of CIA and Model Exam papers conducted by the college
2. Evaluation of the scripts of the NU exams

vii. Mentoring

Twice an Academic Year

viii. Any other

University Question Paper Moderation, Set Questions for NU University Exam, Set Question Paper for other Autonomous College, Set question for other university (Not NU) exams

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

**a. Design of curriculum:**

Nil

**b. Teaching methods:**

1. Lecture
2. PowerPoint Presentation
3. Peer Teaching and Learning
4. Group Discussion

**c. Laboratory experiments:**

NA

**d. Evaluation methods:**

1. Assignment
2. CIA
3. Model Exam
4. Oral/Class Test

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

1. Refers to the books for the paper as recommended by the University
2. Related books from the Library
3. Internet sources
4. Online Articles

**f. Remedial Teaching / Student Counselling (academic)**

1. Giving Impositions to the students
2. Extra Study Time

**g. Any other**

In order to make the teaching learning in class movie adaptation of the novels and dramas are shown in the class. Class discussions were done from time to time for participatory learning.

**4. Improvement of Professional Competence:**

**a. Details of refresher courses/orientation/ participation in summer school/ FDPs/ Training Programme 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	Disaster Risk Reduction in Academia	National Institute of Disaster Management, Ministry of Home Affairs, Govt. of India in collaboration with Department of Teacher Education Nagaland University (A Central University) Kohima Campus.	Govt. of India	Kohima	13 March 2023 to 15 March 2023
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 National Seminar on Traditional Tribal Technology in India: Northeast	Indian Council of Social Science Research (ICSSR)	ICSSR	Kohima	12 <sup>th</sup> -13 <sup>th</sup> May, 2023
ii	one day State Level workshop on Intellectual Property Rights (IPR) for Accelerating Creativity and Innovation	Nagaland Science and Technology council (NASTEC), Department of Science &	Govt. Of Nagaland	Capital Convention Center Kohima	24 <sup>th</sup> April, 2023

		Technology, Government of Nagaland, in collaboration with Technology Information, Forecasting, Assessment Council (TIFAC), Department of Science & Technology, Government of India			
iii	Two-Day National Seminar on Post-Colonial Indian Fiction and Social Consciousness with Reference to Northeast Writing in English	Department of English, Don Bosco College (Autonomous), Maram	Maulana Abul Kalam Azad Institute of Asian Studies, Kolkata	Maram, Manipur	25th to 26th August, 2022
iv	Day Workshop on Basic Concepts of Morphology	Dept. of English	Don Bosco College	Don Bosco College	1 <sup>st</sup> September 2022
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	Two-Day National Seminar on Post-Colonial Indian Fiction and Social Consciousness with Reference to Northeast Writing in English	National	978-93-82606-86-5	---	---

**b. Research projects taken up:**

Title of the Project	Name of the funding agency	Duration	Amount
Nil	Nil	Nil	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:**

1. I have conducted Fresher's Day.
2. Been an in-charge for First Aid
3. Contributed during Euphoria
4. Conducted Departmental Activity
5. Conducted a Workshop
6. Contributed to the exams conducted by both the college and University by setting papers, invigilating and evaluating the scripts
7. Contributed to research in the college by presenting and publishing research paper.

**b. Co-curricular activities:**

1. Was given in-charge for various events for Euphoria
2. Conducted departmental activity
3. Conducted programme on awareness on First Aid

**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:

First Aid In-charge

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

Contributed in conducting the Euphoria

- f. Students' welfare and discipline:

A member of Discipline Committee

- 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?

Yes

1. The dept analyzed the feedback and tried to work on where improvement is needed.
2. Given suggestions to Dept. of English Nagaland University to modify the

units for certain courses.

- 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.

1. The department took the feedback, analyzed the feedback and made a action taken report and submitted it to IQAC.

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

In order to evaluate the students I did the following tactics

1. Conduct Quiz in the class
2. Conduct class written test and oral test
3. Gave the students class-work and home-work

#### 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 have given my immense contribution when it comes to teaching and learning aspect. but I was unable to get time for my research purpose as the syllabus has changed so I was caught up reading the texts for teaching.

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

Dr. Pinky Sagokhem

(Name and Signature of the Teacher with date)





# DON BOSCO COLLEGE KOHIMA

CL. 665 (S), Ziekezou, Kohima - Meluri Rd, Kohima, Nagaland 797003  
 Affiliated to Nagaland University, NAAC Accredited  
 8798748153, 6009730949 (O) 9436283185 (Principal)  
 www.dbskohima.ac.in Email: donboscocollegekohima@gmail.com

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

### 1. General Information

a	Name	DR. LANUKUMLA AO
b	Temporary/Permanent/Guest Faculty/Other	PERMANENT
c	Department	HISTORY
d	Courses taught	HIS/SE-303; HIS-501, HIS-503
e	Address (Residential)	LERIE COLONY, KOHIMA
f	Address (Permanent)	LERIE COLONY, KOHIMA
g	Phone No	+919856792514
h	Email id	akumlalengchar978@gmail.com
j	Date of appointment	16-01-2017
k	Qualification	M.A. & Ph.D
l	Area of Specialization (if MPhil or PhD holder)	Environment History and Tribal Studies

### 2. Teaching

#### a. Classes taught during the Academic Year:

Class	Periods	
Odd Sem - B.A 1 <sup>st</sup> and 5 <sup>th</sup> Sem Even Sem - B.A 2 <sup>nd</sup> and 6 <sup>th</sup> Sem	Assigned per Week (Lecture/ Practical/ Tutorial) Odd Sem - 12 classes Even Sem - 13 classes	Steps taken for the teaching of periods missed during absence or leave
i) UG/ PG (B.A./BSc/ B.Com/BBA/MA)	L: UG/BA P: T:	
iii) Any other		

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

Casual leave	2 days	Medical leave	days
Duty leave	5 days	Loss of pay leave	1 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):

Lesson Plan was done in Log Book

1. Social Background of Indian Nationalism by A.R. Desai
2. Modern India by S. Sarkar
3. Contemporary Europe Since 1870 by C. Hayes
4. Modern Europe (1452-1789) by Khurana
5. A History of Museology by Bruno Brunton Soares
6. A Companion of Museum Studies by Sharon Macdonald

e. Details of participation in the following:

i. Question Paper Setting

Even Semester 4 CIA Questions Papers, 4 Model Exam Questions Papers  
Odd Semester 3 CIA Question Papers, 3 Model Exam Questions Papers

ii. Assessment of assignments

Total 916 Assignments

1. Content
2. Format
3. Work Citation
4. Authenticity
5. Originality

iii. Assessment of Presentations

Total 179 Presentations

1. Content
2. Language
3. Overall Presentation

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

Total 179 Field Projects

1. Content
2. Authenticity
3. Originality
4. Overall Presentation

v. Conduct of Examination Invigilation, Scrutiny and Moderation

Done Invigilation for CIA, Model Exam and university Exam in both the odd and Even Semester Conducted by the College and Nagaland University

vi. Evaluation of Answer Scripts / Dissertation, etc

Total 1000 Scripts -  
1. Evaluation of CIA and Model Exam papers conducted by the College  
2. Evaluation of the scripts of the University Exams

vii. Mentoring

Twice an Academic Year

viii. Any other

University Question Paper Moderation; Framed FYUGP syllabus

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

a. Design of curriculum:

Framed FYUGP syllabus (History), Nagaland University

b. Teaching methods:

1. Lecture 2. Power Point Presentation 3. Probe Questions  
4. Peer Teaching and Learning 5. Group Discussion

c. Laboratory experiments:

NA

d. Evaluation methods:

1. Assignments 2. CIA 3. Model Exam  
4. Oral / Class Test

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

1. Refer to the books for the papers as recommended by the University  
2. Related books from the Library  
3. Internet Sources  
4. Online Articles

f. Remedial Teaching / Student Counselling (academic)

1. Giving Impositions to the Students
2. Extra Study Time - After Class

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	2023. Short Term Course on "Understanding Heritage, Museum and Archives"	Department of History & Archaeology Nagaland University	Nagaland University	Kohima	14 <sup>th</sup> - 15 <sup>th</sup> September
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	2023. Organised National Seminar on "Traditional Tribal Technology in India: Northeast In Focus"	Department of History, DACK	ICSSR, New Delhi	Don Bosco College Kohima	12 <sup>th</sup> - 13 <sup>th</sup> May
ii	2022. 41 <sup>st</sup> Annual Conference of North East India History Association (NEIHA)	NEIHA	Tura Christian College	Tura, Meghalaya	10 <sup>th</sup> - 12 <sup>th</sup> November

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
----------------------------	-----------------------------	---------------	------------------	-------------------

		State/Local	Number	Scopus/ Web of Science
Peer reviewed journals				
Non-reviewed journals				
E-journals				
Conference proceedings	2023. Cultural Dynamics of Zutho : In Changing Times	National	ISSN 2349-7537	UGC Approved List of Journals No. 42520
Books with ISBN				
Books without ISBN				
Chapters in books with ISBN	2022. Sacked Grove: The culture Heritage of Nagaland	National	ISBN 9781023424477	

b. Research projects taken up:

Title of the Project	Name of the funding agency	Duration	Amount
Kaleidoscopia of Folklore : The Naga Chapter	Special Fund, State Government, Nagaland		2 Lakhs

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

North East India History Association (NEIHA)

6. Participation in Corporate Life:

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

a. College/University/Institution:

1. Contributed during Euphoria
2. Conducted Departmental Activities
3. Conducted Workshop
4. Contributed to the exams conducted by both the college and university by setting question papers, invigilation and evaluating the scripts
5. Contributed to research in the college by presenting and publishing research papers

b. Co-curricular activities:

1. Incharge for various events for college Euphoria
2. Conducted Departmental Activities

c. Extension Activity / Community Service

2022. Resource Person, One Day Awareness Programme on the Concept of Latest Soft Toys, Nagaland Women Vocational Training Institute, Nagaland, Dimapur.

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:

Co-ordinator, Sexual Harassment Cell, DBCK

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

Contributed in College Euphonia

f. Students' welfare and discipline:

NIL

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

2023. to date. Member. Board of Studies (BOS), Department of History & Archaeology, Nagaland University.

2023. Member. Moderation Board, for Under-Graduates, Nagaland University.

2023. Special Inviter, Board of Under-Graduates Studies (BUGS) to frame FYUGP syllabus, Nagaland University.

2023. Member. Doctoral Committee (Ph.D), St. Joseph University, Nagaland Dimapur.

2023. External Expert, Faculty Recruitment, Department of History, St. Joseph's College (Autonomous), Jakhama.

2022. Executive member. North East India History Association (NEIHA) to date

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,  
The Dept. analysed the Feedback and tried to work on where improvement is required.  
Given suggestions to Board of Studies (BOS), Nagaland University

- 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 Dept. took the feedback, analysed the feedback and made action taken report; Submitted to IQAC

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

In order to evaluate the students the following tactics were taken up: 1. Conduct Quiz in the Class 2. Conduct Class Written test & oral test  
3. Gave the students Class-work and home-work

### 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) Effective input with well prepared PPTS for all the papers  
b) Insufficient classes for some paper  
c) To have efficient strategies in managing works

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

Okum  
22/06/2023

DR. LANUKUMLA AO  
(Name and Signature of the Teacher with date)



# DON BOSCO COLLEGE

## KOHIMA

Cl. 665 (S), Ziekezou, Kohima - Meluri Rd, Kohima, Nagaland 797003

Affiliated to Nagaland University, NAAC Accredited

8798748153, 6009730949 (O) 9436283185 (Principal)

[www.dbc Kohima.ac.in](http://www.dbc Kohima.ac.in) Email: [donboscocollegekohima@gmail.com](mailto:donboscocollegekohima@gmail.com)

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

#### 1. General Information

a	Name	Savitonu Pucho
b	Temporary/Permanent/Guest Faculty/Other	Premanent Faculty
c	Department	Commerce
d	Courses taught	Cost Accounting BC -303, Auditing BC - 304, Advance Cost and Management Accounting BCAF-04, Corporate Law BC-C4
e	Address (Residential)	Lower PWD, Kohima
f	Address (Permanent)	Lower PWD, Kohima
g	Phone No	9774265605
h	Email id	Savipucho00282@gmail.com
j	Date of appointment	1 <sup>st</sup> July, 2022
k	Qualification	M.com , NET
l	Area of Specialization (if MPhil or PhD holder)	

#### 2. Teaching

##### a. Classes taught during the Academic Year:

Class	Periods	
Odd Semester – B.Com 3 <sup>rd</sup> Semester	Odd Semester = 14 classes	Topics (PPT) and practical problems are given to the substitute teacher so that students can read, practised the problem to enhanced their problem-solving ability that was completed in the previous classes.
Even Semester- B.com 4 <sup>th</sup> and 2 <sup>nd</sup> Semester	Even semester = 14 classes	



i) UG/ PG (B.A./BSc/ B.Com/BBA/MA)	L:UG/B.COM P: NIL T:NIL	
iii) Any other		

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

Casual leave	9 days	Medical leave	0 days
Duty leave	1 day	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):

Lesson plan was done in Log Book :-

- 1) Cost Accounting – S.P. Jain and K.L. Narang
- 2) Auditing - Ravinder Kumar and Virender Sharma
- 3) Corporate Law – Dr. Harleen Kaur

e. Details of participation in the following:

i. Question Paper Setting

Odd Semester 2 CIA Question Papers, 2 Model Exam Question Papers
Even Semester 2 CIA Question Papers, 2 Model Exam Question Papers

ii. Assessment of assignments

Total 30 assignments
1) Content
2) Format
3) Authenticity
4) Originality

iii. Assessment of Presentations

Total 30 Presentation

- 1) Content
- 2) Language
- 3) Overall Presentation

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

Nil

v. Conduct of Examination Invigilation, Scrutiny and Moderation

Done Invigilation for CIA, Model Exam and NU Exams in both the ODD and EVEN Semester conducted by the college and Nagaland University

vi. Evaluation of Answer Scripts / Dissertation, etc

Total 30 Scripts

- 1) Evaluation of CIA and Model Exam Papers conducted by the College
- 2) Evaluation of the scripts of the NU Exams

vii. Mentoring

Twice an Academic Year

viii. Any other

Nil

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

a. Design of curriculum:

Nil

b. Teaching methods:

Demonstration, Lecturing, PPT, Homework, Class-work and Home-work

c. Laboratory experiments:

Nil

**d. Evaluation methods:**

- i) Assignment
- ii) PowerPoint Presentation
- iii) CIA
- iv) Model
- v) Oral/Class Test

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

- 1) Refers to the books for the paper as recommended by the University
- 2) Internet Sources
- 3) Online Articles

**f. Remedial Teaching / Student Counselling (academic)**

Class Test from the Previous Year Question Papers, CIA Question Paper, Assignment, Extra Study Time

**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				
ii	Nil				
iii	Nil				
iv	Nil				
v	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	Two Days National Seminar on Traditional Tribal Technology in India : Northeast	Indian Council of Social Research (ICSSR)	ICSSR	Don Bosco College, Kohima	12 <sup>th</sup> -13 <sup>th</sup> May, 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/ State/Local	ISSN/ ISBN Number	UGC CARELIST/ Scopus/ Web of Science	Citation Index
Peer reviewed journals	Nil				
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
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:**

- 1) Conducted Departmental Activity
- 2) Conducted a workshop
- 3) Contributed during Euphoria
- 4) Contributed to the exams conducted by both the college and University by invigilating and evaluating scripts

**b. Co-curricular activities:**

Conducted Departmental Activities

**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):**

Contributed in conducting the Euphoria

**f. Students' welfare and discipline:**

A Member of Discipline Committee

**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?

Yes

The Department analyzed the feedback and tried to work on where improvement is needed

- 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 took the feedback ,analyzed the feedback and made a section taken report and submitted it to IQAC

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

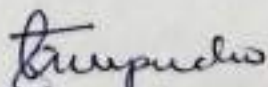
- 1) Conducted Oral & Written Test
- 2) Gave the students class-work and home-work

**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 have given my immense contribution in teaching and learning aspect, but was unable to pursue further studies due to the changed in syllabus so I was caught up reading the texts for teaching.

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

  
23/4/24

Savitonu Pucho

(Name and Signature of the Teacher with date)