



Prahladrai Dalmia Lions College of Commerce & Economics

Sunder Nagar, Malad (West) , Mumbai, 400 064

SELF APPRAISAL FORM – TEACHING STAFF

A. General Information

Sr. No.	Particulars	
1	Name (in BLOCK letters)	POONAM S UPADHYAY
2.	Father's Name/Mother's Name	MOTI TIWARI
3.	Department/Subject applied for	HINDI
4.	Current Designation Pay Band & Grade Pay	Asst. Teacher , 59000
5.	Date of last promotion	-
6.	Which position and grade pay are you an applicant under CAS?	Asst teacher and 0
7.	Date of eligibility for promotion	
8.	Date and Place of Birth	18/11/1975, Mumbai
9.	Sex	FEMALE
10.	Marital Status	MARRIED
11.	Nationality	INDIAN
12.	Indicate whether belongs in SC/ST/OBC category	NA
13.	Address for correspondence (with pin code)	SAME AS BELOW
14.	Permanent Address (with pin code)	1702/A , STELLA CHANDAK , SV RD, UDYOG NAGAR , GOREGAON WEST . MUMBAI -400104
14(a).	Telephone No.	9869995069
14(b).	Email	Poonamsu18@gmail.com

B. Academic Qualifications

DI /F- SAPP/GEN-TJC /00

Examinations	Name of the Board/University	Year of Passing	Percentage of marks obtained	Division/ Class/ Grade	Subject
High School/Metric/ S.S.C.	Maharashtra state board of secondary and higher secondary education	1991	53.85%	Second class	All compulsory subjects.
Intermediate / (10+2)	Maharashtra state board of secondary and higher secondary education	1994	55%	Second class	Arts
B.A.	SNDT university	1997	57.5%	Second class	Economics
M.A.	1- SNDT university 2-Purvanchal university	1-1999 2-2011	1-50.25% 2-59.1%	1-second class 2-second class	1-economics 2-hindi
Other examination, If any. B.ED	SAMPOORNANAD SANSKRIT UNIVERSITY	2000		Second class	Economics

C. Research Degrees:

Degrees	Title	Date of award	University
M.Phil.			
Ph.D./D.Phil.			
D.Sc./D.Litt.			

D. Record of academic service prior to this institution

Designation	Nature of appointment (Regular / Temporary/ Ad-Hoc / Fixed tenure)	Name of Employer	Date of		Salary with Grade	Reason of leaving
			Joining	Leaving		
1. Principal	Regular	Poonam upadhyay	15 th June 2009	30 th may 2011	14000	Unaided school
2.						

E. Record of academic service in this institution:

Designation	Nature of appointment (Regular / Temporary/ Ad-Hoc / Fixed tenure)	Name of Employer	Date of Joining	Salary with Grade
Asst teacher	Regular	Poonam Upadhyay	10 th June 2012	49000

F. Teaching

a) Classes Taught

Classes Taught	Classes assigned per week		Taught to the class		Steps taken for the teaching of periods missed during absence of leave
	L	T/P	L	T/P	
fyjc	-	-	-	-	

syjc	15	-	-	2	Taken extra lectures

- I. FYJC _____
 II. SYJC ___15___
 III. Any other: _____

b) Regularity and punctuality: _____ Always regular and punctual . Completion of task _____

c) Details of course teaching plan synopsis of lectures, and reading lists applied to students: _____ According to Maharashtra state board prescribed

d) Details of participation in the following: (Please attach proofs)

i) Board Evaluation: Examiner for hindi

ii) Internal Evaluation: FYJC and SYJC oral exams

iii) Paper Setting: __ FYJC AND SYJC _____

iv) Assessment of Home assignment, etc: Home assignment and book assessment.

v) Conduct of Examination: FYJC- Unit test ,Term end , oral , annual

SYJC – preliminary , term end , oral

vi) Evaluation, etc.: FYJC and SYJC paper and assignment evaluation.

Details of Innovations/Contribution in teaching during the year:

a) Design of the curriculum:

b) Teaching methods : _____

c) Laboratory experiments: _____

d) Evaluation method: _____

e) Preparing of resource material including books reading materials, laboratory manuals etc:

f) Remedial teaching / Student counseling (Academic):

g) Details of E content Creation :

h) Any other:

a) **No. of research papers published (enclose copy of publication) :**

Sr. No.	Nature of publication (Book Review / Research Paper etc.)	List of author/s as it appear in the publication	Name of the Book & the publishers / Journal, Issue no. and year of publication, page nos.	ISSN / ISBN number	Impact factor (in case of journal)
1.					
2.					

b) **Books Published :**

Sr. No.	Title with page nos.	Type of Book & Authorship	Publisher & ISSN/ISBN No.	Whether University approved	No. of co-authors	Whether you are the main author
1.						
2.						

c) **Papers presented in Conferences, Seminars, Workshops, Symposia**

Sr. No.	Title of the Paper presented	Title of Conference/ Seminar	Date of the event	Organized by	Whether international/ national/state/ regional college or university level
1.					

2.					
3.					

d) Details of seminars, Conferences, and Symposium organized:

Sr. No.	Name of Programme	Duration	Organized by
1.			
2.			
3.			

e) Invited for Lectures /Chairmanships / Resource persons at international / national / state / University / local conference/seminar etc.

Sr. No.	Title of lecture/ Academic Session	Title of Conference/ Seminar etc	Date of the Event	Organized by	Whether International/ National / State
1.					
2.					

f) Membership of professional Bodies / Editor of Journal etc:

GE Extension work/ Community Service:

- a) Please give a short account of your contribution to :
 - i. Community work such as values of national integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.:
 - ii. National Literacy Mission:
- b) Positions held/leadership role played in organization linked with extensions work and national services scheme (NSS), or NCC or any other similar activity.:

H. Participation in corporate life: Please give a short account of your contribution to :

- a) College/university/institution:
- b) Co-curricular Activities:

- c) Enrichment of campus life (hostels, sports, games, cultural activities):
- d) Students Welfare and Discipline:
- e) Membership/ Participation in Bodies/Committees on Education and Nation Development:
- f) Professional Organizations of Teachers:

I. Assessment:

- a) Steps taken by you for the evaluation of the course /programme taught.
Class test , oral test , written exam , interactive sessions .

General Data:

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

Achievement : Improvement in result

Difficulties faced : Lack of infrastructure

Suggestions: To provide electronic equipment like smart board and microphone.



Signature of the Teacher

Observations to be recorded by the Vice Principal

1. Observations on the factual date supplied by the teacher. _____

2. Professional competence evinced.

3. Punctuality and regularity _____

4. Participation in the department work _____

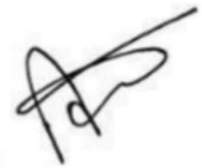
5. Relation with colleagues.

6. Relation with Students.

7. Feedback by Students

8. Overall assessment of work and conduct (with reasons in brief) Excellent/ Very Good/ Fair bad/ Very bas.

Date.....22/01/22...



Signature of Vice Principal

J. Remarks of the principal:

Date.....22/01/22.....



Signature of the Principal