



RR Bawa DAV College For Girls, Batala-143505 (Pb.)

Re-accredited with 'A' grade by NAAC, Bangalore
'CPE' College with Potential for Excellence : Status conferred by UGC

Self Assessment Proforma for College Assistant/Associate Professor/Librarians

(to be filled in every year towards the close of Academic Session)

Year of Assessment 2020-21

1. Particulars

- i) Name of the Lecturer : Dr. Hardeep Kaur
- ii) Qualification of the Lecturer : M.Com, Ph.D.
- iii) Subject of Faculty : Commerce
- iv) Designation : Asst. Professor
- v) Date of Birth : 24-12-1976
- vi) Date of Joining at this College on probation : 07.01.2015
- vii) Teaching experience at this College as on 30.06.21 : Years 06 Months 05 Days 23

2. Course taught and Workload : Title of course taught

- Lecturer : Tutorial Practicals
Precept orals
- i) Undergraduate : B.Com Sem I, II, III, IV, V, VI
- ii) Post-Graduate : M.Com Sem I, II, III, IV
- iii) M.Phil : NIL

3. Teaching Methods Applied Name and describe new teaching methods used if any besides lectures methods i.e.

- i) Distribution lecture, Synopsis & Bibliography : Yes
- ii) Encouraging Questions in class : Yes
- iii) Announcing topics for discussion in advance. : Yes
- iv) Holding Seminars : Yes
- v) Use of Audio, Visual aids : Yes

4. Contribution to COHSSIP Scheme if it exists in the college through UIP

5. Any other contribution

- i) Teaching methods : Conducting Seminars, Quiz, Case Studies
- ii) Evaluation Techniques : Offline and Online
- iii) Course Development etc. : Drafted the Syllabus of 4ST under UGC Scitaskill

6. Academic and professional Growth during the year

- i) Research Qualification acquired : —
- ii) Research Project Undertaken : —
- iii) Research Papers published indicating Titles and names of Journals in which Published : 02 Paper Accepted for Publication in International Journal.
- iv) Guidance rendered to Research Scholars : Guided to prepare Project Report to M.Com
- v) Participation in seminars, workshops and conferences during the year : 25 Webinars, Conferences + Workshops
- vi) Participation in orientation programs refresher course etc. : RC on Research Methodology for Social Science & Commerce [15.03.2021 to 27.03.21]
- vii) Any other type of training : —

Participation in Extra Mural Activity

- 1) Extra curricular activities Debates, Cultural Counseling to Students, Planning Forum, Union, NSS, Scouting etc.
- 2) Service to community Adult Education Extension Service etc.
- 3) Help in the college administration by membership of various committees such as Discipline Committee, Admission Committee, Students Welfare Committee etc.
- 4) Were you allotted any examination work such as conduct evaluation by the university board
- 5) Did you perform the duty given by the university board
- 6) Number of Lectures delivered class-wise
- 7) Any other information about his contribution (not conveyed above) relevant to proper assessment of activities.

Co-ordinator of Youth Welfare Dept.

Co-ordinator of Sector Skill Exchange of Examination ^{Conveyed} of Plan Dept
 Incharge of P.Y Farewell
 Incharge of Time Table Commerce
 Co-ordinator of UGC
 Co-ordinator of NIRF
 Incharge of Isha Festival
 Incharge of 3rd Criterion of IQAC
 Yes Member of Research Committee

Yes.

M Com Sen I 54	B Com Sen V 92
M Com Sen II 80	B Com Sen IV 47
B Com Sen III 113	B Com Sen II 53
B Com Sen III 102	M Com Sen IV 52

Evaluation by the Principal of the College :-

Item	Factual Verification		Evaluation			
	Correct	Exaggerate	Excellent	Very Good	Good	Poor
1) Particulars	✓			✓		
2) Course taught and workload	✓			✓		
3) Teaching methods applied	✓		✓			
4) Contribution to COHSSIP scheme if it exists in the college through UIP	✓			✓		
5) Any other contribution	✓			✓		
6) Academic & Professional growth during the year	✓			✓		
7) Participation in Extra Mural Activity	✓				✓	
8) Help in the college administration by membership of various committees	✓			✓		
9) General Observation	Very Good					

Overall observation of the Principal

Prabir Prasad

Signature of the Principal with seal & Date

Signature of the Teacher Hareesh Kumar

Name Dr. Hareesh Kumar

Designation Assistant/Associate Prof. in Commerce
 RR Bawa DAV College for Girls, Batala

Date: 01-07-2021



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Self Assessment Proforma for College Assistant/Associate Professor/Librarians

(to be filled in every year towards the close of Academic Session)

Year of Assessment 2020-21

1. Particulars
 - i) Name of the Lecturer : Dr. MEENAKSHI DUGGAL
 - ii) Qualification of the Lecturer : MA (Eco.), Ph.D
 - iii) Subject of Faculty : ECONOMICS
 - iv) Designation : ASSOCIATE PROF.
 - v) Date of Birth : 15-09-1970
 - vi) Date of Joining at this College on probation : 20-07-1995
 - vii) Teaching experience at this College as on 30.06.21 : Years 25 Months 11 Days 10
2. Course taught and Workload : Title of course taught

Lecturer : Tutorial/Practicals
Precept orals

 - i) Undergraduate : MICRO, MACRO, INDIAN ECO., DEV. ECO., Q.T. I & PUB. FINANCE
 - ii) Post-Graduate : HISTORY OF ECO. THOUGHT, PUNJAB ECO. MANAGERIAL ECO.
 - iii) M.Phil : -x-
3. Teaching Methods Applied
Name and describe new teaching methods used if any besides lectures methods i.e.
 - i) Distribution lecture, Synopsis & Bibliography : ✓
 - ii) Encouraging Questions in class : ✓
 - iii) Announcing topics for discussion in advance. : ✓
 - iv) Holding Seminars : ✓
 - v) Use of Audio, Visual aids : ✓
4. Contribution to COHSSIP Scheme if it exists in the college through UIP : -
5. Any other contribution
 - i) Teaching methods : ONLINE TEACHING via PPTs, videos, audio files;
 - ii) Evaluation Techniques : ASSIGNMENTS via online mode,
 - iii) Course Development etc. : -
6. Academic and professional Growth during the year
 - i) Research Qualification acquired : Completed my Doctorate in Economics (Sept. 2020)
 - ii) Research Project Undertaken : -x-
 - iii) Research Papers published indicating Titles and names of Journals in which Published : SCOPUS - (01) Low Fertility Trap; A Threat to India's Agile Workforce; Int. Journal of Eco. Policy in Em. Emerging economies IJEPPE - SCOPUS index
 - iv) Guidance rendered to Research Scholars : -N.A.-
 - v) Participation in seminars, workshops and conferences during the year : International (03); National (11) webinars.
 - vi) Participation in orientation programs refresher course etc. : 03 (Faculty Dev. Prog.) with Grade
 - vii) Any other type of training : (03) Certificate Courses through COURSEERA
University of Pennsylvania - MICRO ECONOMICS (-02)
Michigan University - Higher Education (01)

7. Participation in Extra Mural Activity

- i) Extra curricular activities Debates, Cultural, Counseling to Students, Planning Forum, Union, NSS, Scouting etc.
- ii) Service to community Adult Education Extension Service etc.

Planning Forum, Editor
Economic Forum, Convener

8. i) Help in the college administration by membership of various committees such as Discipline Committee, Admission Committee, Students Welfare Committee etc.

CPE (Co-ordinator); Dean, Student Welfare Co-ordinator; Placements; Fee concession Incharge Newsletter-34;

9. i) Were you allotted any examination work such as conduct/evaluation by the university/board

Member-IBAC; NAAC, UGC (core); Task force; Research Com; Building Com, Purchase Com., SDC, SMA Com, FDP, Admission Councelling.; Syllabus Com. Yes; Deputy Controller. Exam Dec/ Mar -2021. held in March/April & July/Aug (delayed due to COVID-19)

ii) Did you perform the duty given by the university/board

Yes.

10. Number of Lectures delivered class-wise

BSc/BA-I & II [166] MA - (84)
BSc/BA-III & IV [166] Mcom (56)
BSc/BA-V & VI [167]

11. Any other information about his contribution (not conveyed above) relevant to proper assessment of activities.

Attended 11 National and 4 international seminars. Life member of Indian Economic Association

Doctorate from Lovely Professional University, Phyllwara. The impact of socio ec. & demographic differentials on Demographic Dividend of Punjab.

Evaluation by the Principal of the College :-

Item	Factual Verification		Evaluation			
	Correct	Exaggerate	Excellent	Very Good	Good	Poor
1) Particulars	✓			✓		
2) Course taught and workload	✓			✓		
3) Teaching methods applied	✓				✓	
4) Contribution to COHSSIP scheme if it exists in the college through UIP	✓				✓	
5) Any other contribution	✓				✓	
6) Academic & Professional growth during the year	✓				✓	
7) Participation in Extra Mural Activity	✓				✓	
8) Help in the college administration by membership of various committees	✓				✓	
9) General Observation					Good	



Overall observation of the Principal

Signature of the Principal with seal & Date

Signature of the Teacher 

Name MEENAKSHI DUGGAL

Designation Assistant/Associate Prof. in ECO.

RR Bawa DAV College for Girls, Batala

Date: 16-8-2021



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Self Assessment Proforma for College Assistant/Associate Professor/Librarians

(to be filled in every year towards the close of Academic Session)

Year of Assessment 2021-22

1. Particulars

- i) Name of the Lecturer : Dr. (Mrs-) Lucky Sharma
- ii) Qualification of the Lecturer : PhD
- iii) Subject of Faculty : Punjabi
- iv) Designation : Associate Professor
- v) Date of Birth : 25-1-73
- vi) Date of Joining at this College on probation : 25-7-1996
- vii) Teaching experience at this College as on 30.06.21 : Years 26 Months ___ Days ___

2. Course taught and Workload

- Title of course taught : BA/BSc/BCom I, II, III
- Lecturer : Tutorial/Practicals MA I, II
- Precept orals : Workload (4x6 = 24 Periods Per Week)
- i) Undergraduate : _____
- ii) Post-Graduate : _____
- iii) M.Phil : _____

3. Teaching Methods Applied

Name and describe new teaching methods used if any besides lectures methods i.e.

- i) Distribution lecture, Synopsis & Bibliography : yes
- ii) Encouraging Questions in class : yes
- iii) Announcing topics for discussion in advance. : yes
- iv) Holding Seminars : yes
- v) Use of Audio, Visual aids : yes

4. Contribution to COHSSIP Scheme if it exists in the college through UIP

Quiz, Lectures & Assignments

5. Any other contribution

- i) Teaching methods : class tests
- ii) Evaluation Techniques : Addition of New topics for General
- iii) Course Development etc. : Awareness of students

6. Academic and professional Growth during the year

- i) Research Qualification acquired : Nil
- ii) Research Project Undertaken : Nil
- iii) Research Papers published indicating Titles and names of Journals in which Published : _____
- iv) Guidance rendered to Research Scholars : Not Applicable
- v) Participation in seminars, workshops and conferences during the year : yes

vi) Participation in orientation programs refresher course etc.

yes. Programme (Senior) Organised.

vii) Any other type of training

Attended 7 days Leadership Programme (Senior) Organised. by HRD online... Page 2/P.T.O by GNSU, ASY from 6/1/21 to 12/1/21

Podcast of Namai
 Parohat Incharge
 Incharge Litera Items, Dean
 Student Welfare, Religious
 Committee, Canteen & Men Committee
 Member
 Regular organiser of College Navan
 of Alumni Meet
 Dean Student Welfare, fee Concession
 Committee, Placement Cell, Admission
 & counselling Committee
 Yes.
 Yes.
 BA III = 102
 BA III Ele 99
 M.A I 84
 MA II-71
 Organised 'Shiksha Punj Milan
 Samaroh' on 12/3/22 as per
 instructions of Punjab Government

Evaluation by the Principal of the College :-

Item	Factual Verification		Evaluation			
	Correct	Exaggerate	Excellent	Very Good	Good	Poor
1) Particulars	✓		✓			
2) Course taught and workload	✓			✓		
3) Teaching methods applied				✓		
4) Contribution to COHSSIP scheme if it exists in the college through UIP	✓			NA		
5) Any other contribution	✓				✓	
6) Academic & Professional growth during the year	✓			✓		
7) Participation in Extra Mural Activity	✓			✓		
8) Help in the college administration by membership of various committees	✓		✓			
9) General Observation	Excellent		Satisfactory			

Overall observation of the Principal

Signature of the Principal with seal & Date



Signature of the Teacher

Name LUCKY SHARMA

Designation Assistant/Associate Prof. in PUNJABI

RR Bawa DAV College for Girls, Batala

Date: 25/6/2022



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Self Assessment Proforma for College Assistant/Associate Professor/Librarians

(to be filled in every year towards the close of Academic Session)

Year of Assessment 2022-23

1. Particulars	
i) Name of the Lecturer	: <u>Vinay Kumar</u>
ii) Qualification of the Lecturer	: <u>MSc(CS), UGC-NET</u>
iii) Subject of Faculty	: <u>Computer Science</u>
iv) Designation	: <u>Asst. Professor</u>
v) Date of Birth	: <u>02-June-1981</u>
vi) Date of Joining at this College on probation	: <u>27/07/2010</u>
vii) Teaching experience at this College as on 30.06.23	: Years <u>12</u> Months <u>11</u> Days <u>4</u>
2. Course taught and Workload	: Title of course taught
Lecturer	: Tutorial/Practicals Precept orals
i) Undergraduate	: <u>webTech, C, C++</u>
ii) Post-Graduate	: <u>Python, microprocessors</u>
iii) M.Phil	: <u>—</u>
3. Teaching Methods Applied	
Name and describe new teaching methods used if any besides lectures methods i.e.	
i) Distribution lecture, Synopsis & Bibliography	: <u>MOOD'S</u>
ii) Encouraging Questions in class	: <u>yes</u>
iii) Announcing topics for discussion in advance.	: <u>yes</u>
iv) Holding Seminars	: <u>yes</u>
v) Use of Audio, Visual aids	: <u>yes</u>
4. Contribution to COHSSIP Scheme if it exists in the college through UIP	: <u>X</u>
5. Any other contribution	
i) Teaching methods	: <u>lecture, PPT, etc</u>
ii) Evaluation Techniques	: <u>Quiz, exam, GD</u>
iii) Course Development etc.	: <u>—</u>
6. Academic and professional Growth during the year	
i) Research Qualification acquired	: <u>—</u>
ii) Research Project Undertaken	: <u>—</u>
iii) Research Papers published indicating Titles and names of Journals in which Published	: <u>—</u>
iv) Guidance rendered to Research Scholars	: <u>—</u>
v) Participation in seminars, workshops and conferences during the year	: <u>in FDP organised by College</u>
vi) Participation in orientation programs refresher course etc.	: <u>—</u>
vii) Any other type of training	: <u>—</u>

- 7. Participation in Extra Mural Activity
 - i) Extra curricular activities Debates, Cultural, Counseling to Students, Planning Forum, Union, NSS, Scouting etc. : Participate as adm. son in NSS
 - ii) Service to community Adult Education Extension Service etc. : As per NSS
- 8. i) Help in the college administration by membership of various committees such as Discipline Committee, Admission Committee, Students Welfare Committee etc. : NAAC, IOAC, website, Discipline, A&A, Admission publication (yes)
- 9. i) Were you allotted any examination work such as conduct/evaluation by the university/board : Practical exam by University
- ii) Did you perform the duty given by the university/board : Yes
- 10. Number of Lectures delivered class-wise : 6 per week.
- 11. Any other information about his contribution (not conveyed above) relevant to proper assessment of activities. : Develop. learn app for college

Evaluation by the Principal of the College :-

Item	Factual Verification		Evaluation			
	Correct	Exaggerate	Excellent	Very Good	Good	Poor
1) Particulars	✓			✓		
2) Course taught and workload	✓			✓		
3) Teaching methods applied	✓			✓		
4) Contribution to COHSSIP scheme if it exists in the college through UIP	✓			✓		
5) Any other contribution	✓			✓		
6) Academic & Professional growth during the year	✓			✓		
7) Participation in Extra Mural Activity	✓			✓		
8) Help in the college administration by membership of various committees	✓		✓			
9) General Observation	Good		V. Good			

Overall observation of the teacher : V. Good

Signature of the Principal with seal & Date : [Signature]
 30/07/23

Signature of the Teacher : [Signature]
 Name : VINAY KUMAR
 Designation : Asst. Assoc. Prof. in Computer Science
RR Bawa DA College for Girls, Batala
 Date : 16/07/23



RR Bawa DAV College for Girls, Batala

Annual Confidential Report Proforma for Employee

Period of Report : 2022-23

Report regarding the following work:

a) Name : **Smt. Nirmal Devi**

b) Designation : **Clerk**

Reporting Officer : **Office Superintendent – Sh. Veekesh Kumar**

Description of Parameter	Comments of Reporting Authority
Work and Conduct	Good
Handwriting	Good
Ability, Intelligence and Keeness	Ordinary
Knowledge of Rules and regulations	Ordinary
Efficiency in work	Good
Relation with fellow employee	Good
Punctual Attendance	Punctual
Honesty and Integrity	Good
Draw back in working, if any	-
Recommendation for Promotion	As per norms
Special remarks	

Overall performance (that *Good*)

Signature of Reporting Officer
Sh. Veekesh Kumar
Office Superintendent

Sh. Veekesh Kumar
Principal
Countersigned by Principal
Batala-143505 (Pb.)



RR Bawa DAV College for Girls, Batala

Annual Confidential Report Proforma for Employee

Period of Report : 2021-22

Report regarding the following work:

- a) Name : Sh. Veekesh Kumar
b) Designation : Office Superintendent

Reporting Officer : Principal – Dr. Ekta Khosla

Description of Parameter	Comments of Reporting Authority
Work and Conduct	Good
Handwriting	Good
Ability, Intelligence and Keeness	Excellent
Knowledge of Rules and regulations	Excellent
Efficiency in work	Excellent
Relation with fellow employee	Good
Punctual Attendance	Yes, Good
Honesty and Integrity	V. Good
Draw back in working, if any	—
Recommendation for Promotion	Recommended
Special remarks	

Overall performance (that Services are Satisfactory)


Signature of Reporting Officer
Principal



ਆਰ.ਆਰ. ਬਾਵਾ ਡੀ.ਏ.ਵੀ. ਕਾਲਜ ਫਾਰ ਗਰਲਜ਼, ਬਟਾਲਾ
ਕਰਮਚਾਰੀਆਂ ਦੇ ਕੰਮ ਬਾਰੇ ਗੁਪਤ ਰਪੋਟ ਲਈ ਫਾਰਮ

ਰਪੋਟ ਦਾ ਸਮਾਂ : 2020-21

ਨਿਮਨ ਦੇ ਕੰਮ ਸਬੰਧੀ ਰਪੋਟ :

ੳ) ਨਾਂ : ਸ਼੍ਰੀ ਬਚਨ ਲਾਲ

ਅ) ਅਹੁਦਾ : ਕਲਰਕ

ਰਪੋਟ ਅਧਿਕਾਰੀ : ਆਫਿਸ ਸੁਪਰਡੈਂਟ - ਸ਼੍ਰੀ ਧਰਮ ਪਾਲ

ਵੇਰਵਾ	ਰਪੋਟ ਕਰਤਾ
ਮੋਹਨਤ ਅਤੇ ਨੋਕ ਨੀਅਤੀ	ਮੋਹਨਤੀ ਹੈ
ਲਿਖਾਈ ਅਤੇ ਸਫਾਈ	ਸੁੰਦਰ ਹੈ
ਸਮਰਥਾ ਅਤੇ ਸੂਝ ਬੂਝ	ਸੂਝਵਾਨ ਹੈ
ਨਿਯਮਾਂ ਅਤੇ ਹੁਕਮਾਂ, ਵਿਸ਼ੇਸ਼ ਕਰਕੇ ਲੇਖੇ ਦੀ ਜਾਣਕਾਰੀ	ਨਿਯਮਾਂ ਦੀ ਜਾਣਕਾਰੀ ਹੈ
ਕੰਮ ਭੁਗਤਾਉਣ ਵਿਚ ਚੁਸਤੀ	ਚੁਸਤ ਹੈ
ਚੱਜ ਆਚਾਰ ਅਤੇ ਦੂਜਿਆਂ ਨਾਲ ਮਿਲ ਕੇ ਕੰਮ ਕਰਨ ਦੀ ਸਮਰਥਾ	ਦੂਜਿਆਂ ਨਾਲ ਮਿਲ ਕੇ ਕੰਮ ਕਰਨ ਦੇ ਸਮਰੱਥ ਹੈ
ਸਮੇਂ ਦੀ ਪਾਬੰਦੀ ਅਤੇ ਬਕਾਇਦਗੀ	ਸਮੇਂ ਦਾ ਪਾਬੰਧ ਹੈ
ਇਮਾਨਦਾਰੀ ਦੀ ਸੁਹਰਤ	ਇਮਾਨਦਾਰ ਹੈ
ਨੁਕਸ, ਜੇ ਕੋਈ ਹੋਣ	ਕੋਈ ਨਹੀਂ
ਤਰੱਕੀ ਲਿਖੀ ਯੋਗਤਾ (ਇਸ ਖਾਨੇ ਵਿੱਚ ਇਹ ਵੀ ਦਰਸਾਇਆ ਜਾਵੇ ਕਿ ਕੀ ਕਰਮਚਾਰੀ ਨੇ ਆਪਣੇ ਫਰਜ਼ ਤਸੱਲੀਬਖਸ਼ ਤੌਰ ਤੇ ਨਿਭਾਏ ਹਨ)	ਵਾਰੀ ਸਿਰ, ਰੂਲਾਂ ਅਨੁਸਾਰ
ਵਿਸ਼ੇਸ਼ ਸੂਚੀ	ਅੱਛਾ (Good)

ਦਰਜਾਬੰਦੀ (ਕਿ ਅੱਛੇ ਦਰਜੇ ਦਾ ਹੈ)

ਰਪੋਟ ਅਧਿਕਾਰੀ ਦੇ ਹਸਤਾਖਰ
ਆਫਿਸ ਸੁਪਰਡੈਂਟ

Dharam Pal
Office Superintendent
RR Bawa DAV College for Girls
Batala-143505 (Punjab)

ਪ੍ਰਿੰਸੀਪਲ - ਹਸਤਾਖਰ
ਪ੍ਰਿੰਸੀਪਲ
Principal
RR Bawa DAV College for Girls
Batala-143505 Punjab