

FORM FOR ASSESSMENT OF WORK OF COLLEGE TEACHERS (A.Y. 2022-23)

I. Basic Information:

1. Name of the College: **SREE NARAYANA GURU COLLEGE OF COMMERCE**
2. Region in which situated: **URBAN**
3. Name of the Teacher: Dr./Mr./Mrs./Ms. _____
4. Designation :
5. Date of Birth :
6. Qualification of the Teacher:


Degree & Post Graduate Degree Examination	Special/Principal Subject Offered	Allied Additional/ Subordinate Subjects Offered	Class/Grade Obtained	Year of Passing	University

7. Subjects taught and faculty:

Sr.No	Class	Subjects

8. (a) Date of Joining the present College: _____
(b) Date of approval of appointment by College/University: _____
9. Teaching experience at the college level _____ years _____ months

Name of the Institutions where employed previously	Period of Service with Dates	Class taught	Subjects taught	Scale of Pay/Consolidated payment.


Principal
Sree Narayana Guru
College Of Commerce
P. L. Lokhande Marg,
Chembur, Mumbai - 400 089.



II Courses taught and work-load. Number of lectures per week

Level	Lectures	Tutorials	Practicals	Subject and papers taught
Under Graduate				
Post-Graduate				
M.Phil/Ph.D.				

III Teaching methods applied:

1. Distribution lecture synopsis:
2. Encouraging question in class
3. Announcing topics for discussion in advance
4. Holding Seminars
5. Use of audio-visual aids
6. Holding of Industry Visits, Field Visits, etc.
7. Conducting/Teaching of Certificate Courses.

IV Any other contribution in :

1. Teaching Methods:
2. Evaluation Techniques:
3. Course Development etc.

V Academic and Professional Growth (During the Last Year)


1. Research Qualification acquired: _____
2. Research Projects Undertaken: _____
3. Research papers published indicating titles and names of the journals in which published:
4. Guidance rendered to Research Scholars
5. Participation in Seminars, Workshops and Conferences:
6. Participation in Orientation Programs, refresher courses etc.
7. Faculty improvement programs:
8. Any other type of training:

VII Participation in Extra-Mural Activities

1. Extra-curricular activities, debates, cultural activities, counselling to students, forums, Union, NSS, NCC, Scouting :
2. Service to Community like Adult Education, Extension Services etc.

VIII Help rendered to College administration by membership of various committees:

(Write in brief about your committee/s performance)


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

X General observations

1. Attendance:
(a) Regularity : Excellent/Very good/Good/Poor
(b) Punctuality: Excellent/Very good/Good/Poor
2. Student-teacher relationship: Excellent/Very good/Good/Poor
3. Colleagues relationship: Excellent/Very good/Good/Poor
4. Class Control: Excellent/Very good/Good/Poor
5. Reading habits and other matters: Excellent/Very good/Good/Poor

Place: _____

Date: _____

Signature: _____

Evaluation by Program Coordinator:

Item	Factual Verification		Evaluation			
	Correct	Exaggerated	Excellent	Very Good	Average	Poor
I						
II						
III						
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VIII						
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X						

Overall Comment by the Program Coordinator: _____


Signature of Program

Coordinator

Observation of the Principal:

Date:

Signature of Principal


Principal
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FORM FOR ASSESSMENT OF WORK OF COLLEGE TEACHERS (A.Y. 2023-24)

I. Basic Information:

1. Name of the College: **SREE NARAYANA GURU COLLEGE OF COMMERCE**
2. Region in which situated: **URBAN**
3. Name of the Teacher: **Mrs.Sneha Sachin Jagadale**
4. Designation : **MA (English), SET, MBA, Pursuing PhD**
5. Date of Birth : **01/01/1987**
6. Qualification of the Teacher:

Degree & Post Graduate Degree Examination	Special/Principal Subject Offered	Allied Additional/ Subordinate Subjects Offered	Class/Grade Obtained	Year of Passing	University
BA	English	-	First Class with Distinction	2007	Shivaji University
MA	English	Stylistics & ELLT	First Class	2009	Shivaji University
MBA	HR & Finance		First Class	2014	Shivaji University
Certificate Course	Russian Language		First Class	2010	Shivaji University

7. **Courses taught and faculty:**

1)Business Communication (I and II)

2)Foundation Course (I and II)

Faculty: Commerce/FYBCOM

8. (a) **Date of Joining the present College:** 15th November 2019

(b) **Date of approval of appointment by College/University:** 5th March 2020

9. **Teaching experience at the college level :** 9 years 1 month

Name of the Institutions where employed previously	Period of Service with Dates	Class taught	Subjects taught	Scale of Pay/Consolidated payment.
N.G.Acharya & D. K.Marathe College, Chembur	7 th July 2015 to 14 th November 2019	FYBCOM, FYBA, SYBA, TYBA	1) 20 th Century British Literature 2)Literature and Gender 3) Victorian Literature 4)Literary Criticism 5) American Literature 6)Indian Literature 7)Communication Skills 8) Introduction to English Literature	17000/-



			9) Business communication	
Dr. D. Y. Patil Polytechnic, Kolhapur	July, 2010 to January, 2013	First year Diploma	1) Communication Skills 2) Development of Life Skills.	20000/-

II Courses taught and work-load. Number of lectures per week

Level	Lectures	Tutorials	Practicals	Subject and papers taught
Under Graduate	12	8	-	Business Communication & Foundation Course
Post-Graduate	NA	NA	NA	NA
M.Phil/Ph.D.	NA	NA	NA	NA

III Teaching methods applied:

- Distribution lecture synopsis:** Dictation of key points during lecture, sharing of PDF files of notes
- Encouraging question in class:** YES.
- Announcing topics for discussion in advance:**
Yes. Students were informed about topics for discussion in the last lecture. They were told to read some articles online or books so that they could participate in the discussion.
- Holding Seminars:** Online/offline seminars/workshops were organised to guide students about financial literacy, entrepreneurship etc.
- Use of audio-visual aids:** PPTs, smart boards, YouTube videos were used to make sessions more interesting.
- Holding of Industry Visits, Field Visits, etc:** YES.
- Conducting/Teaching of Certificate Courses:** YES. Conducting a certificate course in CGL Exams Preparations.

IV Any other contribution in :

- Teaching Methods:** Teaching methods such as lectures, group discussions, role playing, collaborative learning, fun based language games were used.
- Evaluation Techniques:** Questions were asked during lectures to get their feedback reflecting their understanding. Class tests as well as assignments were given to the questions.
- Course Development etc.

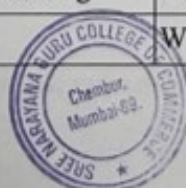
V Academic and Professional Growth (During the preceding five years)

- Research Qualification acquired: Doing PhD in disability studies.
- Research Projects Undertaken: NIL
- Research papers published indicating titles and names of the journals in which published:
- Guidance rendered to Research Scholars: NIL
- Participation in Seminars, Webinars/Workshops and Conferences:**

Sr. No	Date	Title	Type	Name of the Organiser	Level
1	26/06/2020	"Mastering the Mind"	webinar	SNGC	National



2	10/07/2020	Unpacking Gender - Domestic Violence in Lockdown	webinar	Women Development Cell and IQAC, SNGC in association with Akshara NGO	
3	26/07/2020	"Emerging Research Areas in the Field of English Language and Literature"	Webinar	IQAC & Language Club ,SNGC	National
4	30/07/2020	'Making Students Habitual for Online Learning"	Webinar	Department of English, Sadashivrao Mandlik Mahavidyalaya, Murgud (Maharashtra)	National
5	02/08/2020	Cyber Security		Department of Mathematics and Information Technology and IQAC	International
6	03/09/2020	" Mendeley: A reference management and researcher network"	Workshop	IQAC & Research Cell	National
7	22/01/2022	"Resilience and Reinvention of global economy:in the context of Covid-19"	seminar	Research cell and IQAC in association with Research Culture Society	International
8	12/02/2022	"New Education Policy 2020"	Workshop	IQAC and Department of Management Studies , SNGC	National
9	15/06/2022	"Angel Investment/VC Funding Opportunities for Early Stage Entrepreneurs"	Workshop	IIC, SNGC	State
10	9/7/2022	Financial awareness SEBI	Workshop	Career Katta, SNGC	College
11	15/7/2022	" Angel Ivestment/VC Funding Opportunities for Early Stage Entrepreneurs"	Virtual Workshop	IIC, SNGC	State
12	26/07/2022	"How to Write Research Proposals for Getting Sponsorship from Various Government and Non Government Agencies"	Workshop	Research Cell and IQAC	State
13	20/8/2022	" Innovation/Prototype Validation- Converting Innovation into a Startup"	Virtual Workshop	IIC, SNGC	State
14	24/8/2022	" Accelerators/Incubation Opportunities for Students & Faculties- Early Stage Entrepreneurs"	Virtual Workshop	IIC, SNGC	State
15	26/08/2022	" NEP, Dynamics for teaching fraternity"	Workshop	BMS, BBI & IQAC, SNGC	university
16	15/09/2022	Workshop on Financial Planning	Workshop	BAF and BFM & IQAC	
17	18/10/2022	Mutual Funds SEBI	Workshop	Career Katta	College



18	15/09/2022	Workshop on Financial Planning	Workshop	BAF and BFM Department, SNGC	
19	16/1/2023	Educator's Awareness Workshop on NEP 2020: HEIs Preparedness on ABC (Academic Bank of Credit)	Workshop	Dept. of Commerce & IQAC	university
20	24/01/2023	Review of literature	Workshop	Research cell and IQAC, SNGC	University
21	27/07/2023	" Angel Investment/VC Funding Opportunities for Early Stage Entrepreneurs"	Virtual Workshop	IIC, SNGC	State
22	27/02/2024	"Entrepreneurship and Innovation as a Career Opportunity"	Workshop	IIC, SNGC	State
23	31/03/2024	Online workshop on "Developing MOOC in four Quadrants for Swayam"	Workshop	Department of English & Languages, SOET, Sandip University	State

Research Paper Publications:

Sr. No.	Date	Title	Type	Organiser	Title of Research Paper
1	20/02/2020	One Day National Seminar On "Changes in Economic Policies in India since 2014- Implications and Challenges, a Multidisciplinary Approach"	Seminar	Research Cell & IQAC, SNGC	Critical Study of Theme of Women Empowerment in Select Poems of Audre Lorde
2	8/7/2023	International Conference on "Recent Trends, Challenges, and Issues in Social Science and Languages"	Conference	Ganpatrao Deshmukh Mahavidyala, Sangola	Unveiling the Intricacies of Ableism in Wonder by R. J. Palacio
3	16/09/2023	Latest Digital Applications in Teaching & Library Management	Conference	Library, Data Science and IT Dept and IQAC	A Study of Potentials of AI Tools in English Language Teaching
4	15/02/2024	Trends in English Language, Literature and Research	Conference	Dept of English, Willingdon College Sangali	Exploring the Spectrum: A Comprehensive Analysis of Inclusive and Exclusionary Practices in Children's Disability Literature with Reference to Manya Learns to Roar by Shruthi Rao

6. Participation in Orientation Programs, refresher courses etc.

Name of the Course	Place	Duration	Name of Organizer
Online Induction Training/Orientation for Faculty in Universities/ Colleges/Institutions of Higher Education	TLC, Ramanujan College, University of Delhi	22nd March-20th April, 2023	TLC, Ramanujan College, University of Delhi under the aegis of MINISTRY OF EDUCATION PMMMNMTT
INTER-DISCIPLINARY ONLINE TWO-WEEK REFRESHER COURSE on "Managing Online Classes & Co-creating MOOCS 10.0"	TLC, Ramanujan College, University of Delhi	13-27 December, 2021	TLC, Ramanujan College, University of Delhi under the aegis of MINISTRY OF EDUCATION PMMMNMTT

7. Faculty improvement programs:

1) Attended a State Level One Week FDP jointly organised by IQAC & Research Cell of Sree Narayana Guru College of Commerce along with Sree Narayana Guru College of Education (B.Ed) on "Research Methodology" from 21st to 26th August 2023.

8. Any other type of training:

1) Attended Regional Meet organised by the Ministry of Education's Innovation Cell in Pillai College of Engineering on 6th February 2024. The training was given regarding different IIC initiatives, their benefits and how to conduct the IIC activities.

VII Participation in Extra-curricular Activities

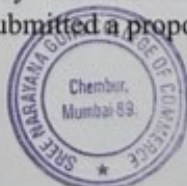
1. Debates, group discussions were conducted during Business Communication tutorials. Students were helped in resolving their problems, they were advised through the mentoring mechanism.
2. Community outreach programmes such as workshops on innovative mindset/ design thinking, competition for innovative ideas were organised for school students.

VIII Help rendered to College administration by membership of various committees:

Being in charge of Career Katta, Student Council Committee, convener of Institution's Innovation Council and a member of Placement Cell, Admission Committee and Career Counseling and Skill Development Committee. I have conducted various activities such as workshops, sessions and competitions under the committees. The details of activities conducted are as follows;

Career Katta:

Career Katta organises competitive exams lectures, lectures for entrepreneurship development, and add on certificate courses. Being Career Katta college coordinator, I organised an orientation programme to introduce all Career Katta activities to FY students. Career Sansand was formed and students helped me in canvassing the events of Career Katta. A self-help group (Bachat Gat) titled Sakhi Samrudhi had been formed to inculcate skills such as financial planning, saving and group funding. The financial literacy session was organised for girls on Women's Day and financial literacy training by Kavita Singhadiya, is going on to 100 selected students from Bcom. Submitted a proposal for CSR funding scheme.



Institution Innovation's Council (IIC): Total 12 activities related to innovation and entrepreneurship were conducted till 16th March 2024. The activities such as poster/ ppt presentation competition on business and innovative ideas, visits to incubation centers, workshops on creativity, innovation, entrepreneurship, online quiz and essay writing competition. All events aimed at developing innovation and entrepreneurial skills among students. Some students benefited as they have started their own startups. Other students learnt entrepreneurial skills which they applied in running their family business.

Students Council Committee:

The Student Council was formed and an election for General Secretary was conducted. Student Council Members were guided and encouraged to actively participate in organizing as well as execution of various college events. They also made other students aware about cleanliness and discipline to be maintained on the college premises.

Placement Cell:

I , being a member of the placement cell, have communicated all messages related to placement opportunities to TY (current and previous batches). BCom Students' data regarding placement was collected.

Admission Committee:

I helped in the admission process of FY,SY and TY BCom.

Career Counseling and Skill Development Committee:

As a member of the Career Counseling and Skill Development Committee, I have been responsible for communicating all messages regarding events organized by the committee to the students. Additionally, I have actively contributed to the organization and execution of these events.

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

- 1) Delivered a lecture on the University Level Session on "The benefits of reading E-books" organized by the Library committee of Sree Narayana Guru College of Commerce for celebrating National Reading Day on 20/06/2022.
- 2) Working as District Coordinator, Mumbai District, Career Katta, a joint venture by Dept. of Higher & Technical Education, Maharashtra and MITSC
- 3) Worked as an organising committee member of Career Katta State Level Awards Distribution Ceremony.

X General observations

1. Attendance:
(a) Regularity : **Excellent/Very good/Good/Poor**
(b) Punctuality: **Excellent/Very good/Good/Poor**
2. Student-teacher relationship: **Excellent/Very good/Good/Poor**
3. Colleagues relationship: **Excellent/Very good/Good/Poor**
4. Class Control: **Excellent/Very good/Good/Poor**
5. Reading habits and other matters: **Excellent/Very good/Good/Poor**

Place: Chembur, Mumbai

Date: 29/03/2024



Signature: [Handwritten Signature]

Evaluation by Program Coordinator:

Factual Verification			Evaluation			
Item	Correct	Exaggerated	Excellent	Very Good	Average	Poor
I						
II						
III						
IV						
V						
VI						
VII						
VIII						
IX						
X						

Overall Comment by the Program Coordinator: _____

Signature of Program Coordinator

Observation of Vice Principal (Academics)

Observation of Vice Principal (Administration)

Observation of the Principal:

(P To)

Date:

Signature of Principal



Evaluation by Program Coordinator:

Factual Verification			Evaluation			
Item	Correct	Exaggerated	Excellent	Very Good	Average	Poor
I	✓			✓		
II	✓			✓		
III	✓			✓		
IV	✓			✓		
V	✓			✓		
VI	✓			✓		
VII	✓			✓		
VIII	✓			✓		
IX	✓			✓		
X	✓			✓		

Overall Comment by the Program Coordinator: good
good faculty

Jayasree V
Signature of Program Coordinator

Observation of Vice Principal (Academics)

Good.

[Signature]

Observation of Vice Principal (Administration)

More contribution can be done in research area. Outcome of IIC and career katta is not clear.

Observation of the Principal:

Very Good

Date: 26/04/2024



[Signature]

Signature of Principal
Principal

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College of Commerce
P. L. Lokhande
Chembur, Mumbai - 400006