



ରମାଦେବୀ ମହିଳା ବିଶ୍ୱବିଦ୍ୟାଳୟ, ବିଦ୍ୟାବିହାର, ଭୁବନେଶ୍ୱର  
Rama Devi Women's University, VidyaVihar,  
Bhubaneswar, Odisha-751022, Ph.no-0674-2542644,  
E-mail-[registrar@rdwu.ac.in](mailto:registrar@rdwu.ac.in), Website- <https://rdwu.ac.in>

No. 5048 / Dt. 31.8.23

From

Smt. Shyamali Mohapatra, OAS  
Registrar

To

All Faculty Members,  
Rama Devi Women's University.

Sub: Submission of **CCR** for the year **2022-23** – Regarding.

Ref: This office L. No. 3792/ Dt. 26.6.23.

Madam/Sir,

With reference to the subject cited above, I am to request you to ensure the submission of CCR for the year 2022-23 in the prescribed performa through proper channel by 4<sup>th</sup> September, 2023 for taking further course of action at this end. For those who have already submitted, no further action is necessary regarding this correspondence.

Yours faithfully,

*Shapaha*  
Registrar 31/08/2023

Memo. No. 5049 Dt. 31.8.23

Copy to P.S. to VC for kind information of the Vice Chancellor.

*Shapaha*  
Registrar 31/08/2023



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Rama Devi Women's University, Vidya Vihar,  
Bhubaneswar, Odisha-751022, Ph.no-0674-2542644,  
E-mail-[registrar@rdwu.ac.in](mailto:registrar@rdwu.ac.in), Website- [www.rdwuniversity.nic.in](http://www.rdwuniversity.nic.in)

No. 2542 /Dt. 24.5.22

From

Smt. Shyamali Mohapatra, OAS (SAG)  
Registrar.

To

All Faculty Members of  
Rama Devi Women's University.

Sub: Submission of CCR for the year 2021-22

Madam/Sir,

With reference to the subject cited above, I am to request you to furnish the CCR for the year 2021-2022 in the enclosed proforma through proper channel by 10<sup>th</sup> July, 2022 for taking further course of action at this end.

Yours faithfully,

*Shapaba*  
Registrar / 24/05/2022

Memo. No. 2543 Dt. 24.5.22  
Copy to P.S. to V.C. for kind information of Vice Chancellor.

*Shapaba*  
Registrar / 24/05/2022

*Shapaba*  
10/X/2023



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Rama Devi Women's University, Vidya Vihar, Bhubaneswar  
Odisha-751022, Ph.no-0674-2542644, E-mail-[registrar@rdwu.ac.in](mailto:registrar@rdwu.ac.in)  
Website- [www.rdwuniversity.nic.in](http://www.rdwuniversity.nic.in)

No. 2668

Dt. 28.6.21

From

Smt. Shyamali Mohapatra, OAS  
Registrar

To

All faculty Members of  
Rama Devi Women's University

Sub: Submission of CCR for the year 2020-2021

Madam,

In enclosing herewith prescribed proforma of the CCR, I am to request you to furnish the CCR for the year 2020-2021 in the enclosed proforma through proper channel by 10<sup>th</sup> July, 2021 for taking further course of action at this end.

Yours faithfully,

*Shapaba*  
Registrar / 28/06/2021

Memo. No.

2669

Dt.

28.6.21

Copy to PS to the Vice Chancellor for kind information of the Vice Chancellor.

*Shapaba*  
Registrar / 28/06/2021



# RAMA DEVI WOMEN'S UNIVERSITY BHUBANESWAR

## CONFIDENTIAL REPORT FOR TEACHERS OF R.D. WOMEN'S UNIVERSITY (TO BE FILLED AT THE END OF EVERY ACADEMIC YEAR)

REPORT FOR THE YEAR/PERIOD ENDING: .....

**GENERAL INFORMATION:** (To be filled in by the office)

- (a) Name .....
- (b) Address (residential) .....
- (c) Designation .....
- (d) Department .....
- (e) Date of Appointment .....
- (i) In the Institution .....
- (ii) In the present post.....
- (f) Pay Scale .....
- (g) Present Pay .....

### PART-1

#### SELF ASSESSMENT OF THE TEACHER (To be filled in by the teacher concerned)

##### A. TEACHING:

L. Lecture  
T. Tutorial  
P. Practical

##### (a) Courses Taught:

Class	Course Title	Periods allotted per week	Periods actually taught in the year

- (i) DEGREE/DIPLOMA .....
- (ii) P.G. (M.A., M.Sc., and M.Com) .....
- (iii) M. Phil .....
- (iv) Any other .....

(b) Did you supply the Lecture Teaching Plans of the course to the students? How many? .....

If yes, give a specimen copy & mentioned it here -

(c) Did you supply the synopsis of your lectures to the students? How many? If yes, give a Specimen copy. ....

(d) Did you give a list of reading materials to your students? If yes, give the list. ....

(e) Reasons for the difference in the allotted Periods and those actually engaged. (Month-wise).....

(f) Steps taken to fill the gap in (e) above .....

(g) Internal education of students carried out

- i) Tests .....
- ii) Quizzes .....
- iii) Home Assignment .....
- iv) Any Other .....

(h) Results of the courses taught (Last Published Results)

Result of Part-I P.G. Examination.....

Result of Part-II P.G. Examination.....

Result of Part-III P.G. Examination.....

**B. INNOVATIONS IN TEACHING:**

- a) Contribution, if any to development of curriculum, give a brief description.
- b) Innovation in teaching methods, give a brief description.
- c) Innovations in laboratory experiments, if any, give a brief description.
- d) Innovations in evaluation methods.
- e) Preparations reading materials, text books, laboratory manuals etc. (give a brief description and particulars as in format below)

Title of the Work	Name of the Publisher/Printer	Date and Year of Publication	Remarks like Co-authors etc.

**C. IMPROVEMENT OF QUALIFICATIONS:**

(Refresher courses attended Summer School, Work Shops, Open University Courses/M. Phil/Ph.D)

Name of Course	Diploma/Degree	Name of the University	Subjects with Specialization	Duration Year	Marks/Grade Obtained

**D. RESEARCH WORK DONE:**

a) No. of M.Phil/Ph.D Scholar working/continuing in the year of Reporting:

Name of the Scholar	Registration Number with Date	University Name

b) No. of Scholar awarded M.Phil/Ph.D Degree -

Name of the Scholar	Title of the Thesis	Registration Number with Date	Name of the University

c) No. of research papers published -

Title of the Paper	Name of the Journal	Date & Year of Publication	Remarks Co-authors

d) Research Project in Progress -

Title of the Project	Name of the sponsoring agency	Duration	Remarks

e) Seminars, Conferences, Symposia attended -

Name of the Seminar, Conference/Symposia	Name of the Sponsoring agency	Country and date	Paper Contributed	Remarks

f) Patents taken if any, give a brief description -

f) **Membership of Professional bodies (List) -**  
1.

**E. EXTENSION WORK:**

Please give a short account of your contributions to:

- a) Service of the community in the solution of their problems -
- b) Inclusion of the values of national integration, secularism, democracy, socialism, humanism, peace and the scientific temper  
.....popular lectures  
..... popular writings  
.....Other ways
- c) Adult education, flood or drought relief and other similar activities.
- d) Positions held in organizations linked with extension work and national social services, N.S.S.
- e) Position held in N.C.C., if applicable.

**F. ADMINISTRATION:**

Please give a short account of your contribution to:

- a) Administration of the College/Department
- b) Organization of co and extracurricular activities.
- c) Residential life of students.
- d) Maintenance of student discipline.
- e) Decision making and advisory bodies of your and other Universities/academic institutions
- f) Professional Organizations of teachers

**G. ASSESSMENT:**

- a) Please state the honors conferred on you by:  
.....your student  
.....your papers  
.....Government  
.....Others

b) Did you get the curricular programme evaluated by students (Student Feedback)? If so, please give its findings.

**H. GENERAL DATA:**

- a) What in your judgement was your most important contribution?
- b) What were the major difficulties you faced?
- c) What are your suggestions for the future?

*Signature of the teacher*

**PART-II**

**(OBSERVATIONS BY THE HEAD OF DEPARTMENT/REPORTING AUTHORITY)**

- a) Verification of factual data
- b) Observations regarding academic work
- c) Observations about character, sociability and integrity of the teacher

*Signature of the Head of the Department/Reporting Authority*



**PART-III**

**REMARKS OF CHAIRMAN, PG COUNCIL/DEAN/REVIEWING AUTHORITY**

*Signature of the Chairman PG council/Dean*

**PART-IV**

**REMARKS OF VICE-CHANCELLOR/ACCEPTING AUTHORITY**

**Date:**

**Record of action taken, if any**

*Signature of the Vice Chancellor*