

**Sacred Heart College (Autonomous), Tirupattur, Vellore Dist.
Personal Annual Plan for the Teaching Staff 2014 – 2015**

Name _____

Shift I / Shift II

Dept. _____

Email ID: _____

Mobile No: _____

Date of Joining Service: _____

Teaching & Innovation

1. By when do you intend to prepare the Course Plan for your subjects and give it to students? _____
 2. What are the new teaching methods you intend to use in your teaching this year?(e.g Group Discussion, Student seminars, Interactive board, Wi-fi, Video conferencing etc)
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3. Do you plan to join the online course on education technology (VCT) this year?

- a) Yes b) No c) Already completed (Year)

Knowledge Development

4. What is the average time per week, you intend to spend in the library this year? _____

5. What ICT programme you intend to attend this year?

- a) MS Office b) SPSS c) Moodle d) Latex e) Smart board usage f) Any Other _____
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6. How do you intend to update your subject knowledge this year?

- a) Refresher Prog b) Orientation Prog c) Short term courses d) Any Other
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7. What is your plan to become a member of professional bodies? (Subject Associations.....etc)

Contributions to the Department

8. How do you intend to make use of your talents (other than subject expertise) to contribute to the growth of your Department?

9. How do you intend to help academically weak students personally?

10. How do you intend to support academically brilliant students personally?

11. What are your plans to implement “the campus language – English’ in the classroom and outside?

12. Are you willing to participate in the Corporate life of the institution? Mention the portfolios you prefer to hold?

