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| **JAMIA HAMDARD, NEW DELHI**  **Internal Quality Assurance Cell (IQAC)** | |
| **ANNAUL SELF APPRAISAL REPORT(ASAR) PERFORMA FOR TEACHERS** | |
| **For session:** 20 \_\_\_\_\_\_ to 20 \_\_\_\_\_\_ (June 01 to May 31) | |
| **To be filled-in by the teachers and submitted on or before October 31 of the year to the IQAC Office duly forwarded by the HoD/Dean** | |
| **INSTRUCTIONS:** | |
| **a)** | As per the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education, 2018 Clause 6.0.VII.B. Assessment Process - Step 1. The college/university teachers shall submit to college/university an Annual Self-Appraisal Report (ASAR) in the prescribed Proforma to be designed based on Tables 1 to 5 of Appendix II. The report should be submitted at the end of every academic year, within the stipulated time. The teacher will provide documentary evidence for the claims made in the ASAR, which is to be verified by the HOD/Teacher- in-charge and Dean. |
| **b)** | The details must be filled in the soft copy of the form available at the IQAC web page of Jamia Hamdard. The form can be downloaded, filled and saved with the Name of the Teacher\_Designation\_School Name\_Academic Year (for example- Sania Ahmad\_Assistant Professor\_SCLS\_2021-22). |
| **c)** | Email the saved copy of Annual Self-Appraisal Proforma to **iqac@jamiahamdard.ac.in** by the deadline as notified by Jamia Hamdard |
| **d)** | Once the filling of form is completed, a printout of the same may be taken on A4 sheets. Printout of the proforma along with attachments forwarded through the Head/In-charge and Dean may be submitted to the Assistant Registrar (Establishment) by the due date as notified. Establishment Section will accept the proforma only after it has been certified by the IQAC that soft copy has been received by it. |

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| **Part-A: General Information and Academic Background** | | | | |
| 1 | Name (in Block Letters - First Name/Middle Name/Surname): |  | | |
| 2 | Employee code: |  | | |
| 3 | Name of the School/ Department/Centre: |  | | |
| 4 | Date of joining in the University: |  | | |
| 5 | Date of last promotion: |  | | |
| 6 | Current Designation & Level (in Pay Matrix): |  | | |
| 7 | Date and Place of Birth: |  | | |
| 8 | State of Domicile: |  | | |
| 9 | Declared Hometown |  | | |
| 10 | Permanent Address (with Pin Code): |  | | |
| 11 | Use of ICT infrastructure (such as PC, Printer, Scanner, Laptop, LCD projector, LAN connection). | PC, Laptop |  |  |
| LAN |  |  |
| Scanner, Printer |  |  |
| Any other |  |  |
| Mobile No. |  | | |
| E-mail (In case of more than one separate by ;) |  | | |

Latest Photo

**12. Academic Qualifications:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Qualification** | **Name of the Board/ University** | **Year of Passing** | **Percentage of marks obtained** | **Division/ Class/ Grade** | **Subject(s)** |
| **Highest Qualification** |  |  |  |  |  |
| **NET/SET/NET-JRF** |  |  |  |  |  |
| **Any Other Degree** |  |  |  |  |  |

**13. Additional Qualifications obtained during the Report Period:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Examinations** | **Name of the Board/ University** | **Year of Passing** | **Percentage of marks obtained** | **Division/ Class/ Grade** | **Subject** |
|  |  |  |  |  |  |

**14. Details of Orientation Programs, Refresher Course etc. attended as specified in UGC Regulations 2018:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of the Course** | **Place** | **Duration in week/days and dates** | **Name and Address of Academic Staff College/Human Resource Development Centre** | **Sponsoring Agency** |
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**15. Detail of publications (only those published during the Report Period)**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl.** | **Nature of publication (Book/review/**  **research paper etc.)** | **Detail/Authors name, title, name of journal, year, volume, page no. (list all authors as appeared in publication)** | **Role in publication**  **(writer/editor/**  **first (sole) author/co-author/**  **corresponding author** | **Name of publishers in case of book** | **ISSN of journal/**  **ISBN of book** | **Impact factor, in case of journal publication** | **In case of journal publication whether the journal is in the UGC-CARE list? (Yes/No)** |
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**16. Any other relevant information:**

**Signature**

**Date­­­**

**COUNTERSIGNED**

**Dean/Head of the Department**

**(Office Stamp)**

**Part-B: Contribution to Teaching and Research**

**TABLE-1**

**1: Teaching Activity (During Report Period)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Year** | **Course/Paper** | **Level (UG or PG)** | **Mode of Teaching \*** | **Total Classes Assigned** | **Number of Classes taught as per documented record #** | **% Classes Taken** | **Grading** | **Proof**  **(Annexure No.)** |
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| **\*** Lecture (L), Seminar (S), Tutorial (T), Practical (P) # Contact Hours (C)  80% & above – Good  Below 80% but 70% & above - Satisfactory  Less than 70% - Not satisfactory  **\*** Attach copy of Timetable issued by Dean/HoD | | | | | | | | |

**2: Involvement in the University and Students-Related Activities/Research Activities (during report period)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.No.** | **Detail of Activities** | **Period** | **Number of Activities during Report**  **Period** | **Grading** | **Proofs**  **(Annexure No.)** |
| 1 | Administrative responsibilities such as Head/Chairperson/ Dean/ Director/ Coordinator, Warden etc. |  |  |  |  |
| 2 | Examination and evaluation duties assigned by the University or attending the examination paper evaluation |  |  |  |  |
| 3 | Student related co-curricular, extension and field-based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services. |  |  |  |  |
| 4 | Organizing seminars/ conferences/ workshops, other college/university activities. |  |  |  |  |
| 5 | Evidence of being actively involved in guiding Ph.D. students. |  |  |  |  |
| 6 | Conducting minor or major research project (s) sponsored by national or international agencies. |  |  |  |  |
| 7 | Single or joint author publication in peer- reviewed or UGC-CARE list of Journals as per UGC norms. |  |  |  |  |
| Good - Involved in at least 3 activities  Satisfactory - 1-2 activities  Not-satisfactory - Not involved / undertaken any of the activities  **Note:** Number of activities can be within or across the broad categories of activities | | | | | |

**TABLE-2 (ACADEMIC/RESEARCH SCORE)**

**(Assessment must be based on evidence produced by the teacher)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S. No.** | **Academic/Research Activity** | **Score as Per UGC Regulations: Faculty of Sciences, Engineering, Agriculture, Medical, Veterinary Sciences** | **Score as Per UGC Regulations: Faculty of Languages, Humanities, Arts, Social Sciences, Library, Education, Physical Education, Commerce Management & other related disciplines** | **Enter Quantity/**  **Parameter** | **Obtained Score** | **Proof**  **(Annexure No.)** |
| 1. **Research Papers in Peer-Reviewed or UGC-listed (But Not Refereed) Journals without Impact Factor** | | | | | | |
|  | Single Author | 08 | 10 |  |  |  |
|  | Two Authors | 5.6 | 7 |  |  |  |
|  | First/Principal/Corresponding  Author (More than 2 Authors) | 5.6 | 7 |  |  |  |
|  | Joint Author (More than 2 Authors) | 2.4 | 3 |  |  |  |
|  | **Research Papers in Peer-Reviewed or UGC-listed ( Refereed ) Journals without Impact Factor** | | | | | |
|  | Single Author | 13 | 15 |  |  |  |
|  | Two Authors | 9.1 | 10.5 |  |  |  |
|  | First/Principal/Corresponding Author  (More than 2 Authors) | 9.1 | 10.5 |  |  |  |
|  | Joint Author (More than 2 Authors) | 3.9 | 4.5 |  |  |  |
|  | **Research Papers in Peer-Reviewed or UGC-listed with Impact Factor less than 1** | | | | | |
|  | Single Author | 18 | 20 |  |  |  |
|  | Two Authors | 12.6 | 14 |  |  |  |
|  | First/Principal/Corresponding Author  (More than 2 Authors) | 12.6 | 14 |  |  |  |
|  | Joint Author (More than 2 Authors) | 5.4 | 6 |  |  |  |
|  | **Research Papers in Peer-Reviewed or UGC-listed with Impact Factor between 1 and 2 (Include 1 not 2)** | | | | | |
|  | Single Author | 23 | 25 |  |  |  |
|  | Two Authors | 16.1 | 17.5 |  |  |  |
|  | First/Principal/Corresponding Author  (More than 2 Authors) | 16.1 | 17.5 |  |  |  |
|  | Joint Author (More than 2 Authors) | 6.9 | 7.5 |  |  |  |
|  | **Research Papers in Peer-Reviewed or UGC listed with Impact Factor between 2 and 5 (Include 2**  **not 5)** | | | | | |
|  | Single Author | 28 | 30 |  |  |  |
|  | Two Authors | 19.6 | 21 |  |  |  |
|  | First/Principal/Corresponding Author  (More than 2 Authors) | 19.6 | 21 |  |  |  |
|  | Joint Author (More than 2 Authors) | 8.4 | 9 |  |  |  |
|  | **Research Papers in Peer-Reviewed or UGC listed with Impact Factor between 5 and 10 (Include 5**  **not 10)** | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Single Author | 33 | 35 |  |  |  |
|  | Two Authors | 23.1 | 24.5 |  |  |  |
|  | First/Principal/Corresponding Author  (More than 2 Authors) | 23.1 | 24.5 |  |  |  |
|  | Joint Author (More than 2 Authors) | 9.9 | 10.5 |  |  |  |
|  | **Research Papers in Peer-Reviewed or UGC listed with Impact Factor > 10 (Include 10)** | | | | | |
|  | Single Author | 38 | 40 |  |  |  |
|  | Two Authors | 26.6 | 28 |  |  |  |
|  | First/Principal/Corresponding Author  (More than 2 Authors) | 26.6 | 28 |  |  |  |
|  | Joint Author (More than 2 Authors) | 11.4 | 12 |  |  |  |
|  | **Sub Total (Part 1)** | | | | | |
| 2 (a) | **Books Authored** | | | | | |
|  | Published by International Publishers | 12 | 12 |  |  |  |
|  | Published by National Publishers | 10 | 10 |  |  |  |
|  | Publication of Chapter in Edited  Books | 5 | 5 |  |  |  |
|  | **Editor of Book by International Publishers** | | | | | |
|  | Editor of Book by International  Publishers | 10 | 10 |  |  |  |
|  | Editor of Book by National  Publishers | 8 | 8 |  |  |  |
| 2 (b) | **Translation Works in Indian and Foreign languages** | | | | | |
|  | Chapter or Research Paper | 3 | 3 |  |  |  |
|  | Translation Work of Book | 8 | 8 |  |  |  |
|  | **Sub Total (Part 2)** | | | | | |
| **3** | **Creation of ICT-mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula** | | | | | |
| **3 (a)** | Development of Innovative  pedagogy; Contributor / Contributors | 5 | 5 |  |  |  |
| **3 (b)** | **Design of New Curricula and Courses (ICT Based)** | | | | | |
|  | Contributor / Contributors | 2 | 2 |  |  |  |
| **3 (c)** | **Development of Complete MOOC's in 4 Quadrant (4 Credit Course)** | | | | | |
|  | 4 Credit Course | 20 | 20 |  |  |  |
|  | 3 Credit Course | 15 | 15 |  |  |  |
|  | 2 Credit Course | 10 | 10 |  |  |  |
|  | 1 Credit Course | 5 | 5 |  |  |  |
|  | **MOOCs (developed in 4 quadrant) per module / lecture** | | | | | |
|  | Module / Lecture Creator (Per  Module) | 5 | 5 |  |  |  |
|  | **Content writer/subject matter expert for each module of MOOCs (at least one quadrant)** | | | | | |
|  | Content Writer / Subject Matter  Expert (Per Module) | 2 | 2 |  |  |  |
|  | **Course Coordinator for MOOCs** | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | 4 Credit Course | 8 | 8 |  |  |  |
|  | 3 Credit Course | 6 | 6 |  |  |  |
|  | 2 Credit Course | 4 | 4 |  |  |  |
|  | 1 Credit Course | 2 | 2 |  |  |  |
| **3 (d)** | **Development of E-Content in 4 quadrants for a Complete Course / E-Book** | | | | | |
|  | E-Content in 4 quadrants for a  Complete Course / E-Book | 12 | 12 |  |  |  |
|  | **E-Content (developed in 4 quadrants) per module** | | | | | |
|  | Module(s) | 5 | 5 |  |  |  |
|  | **Contribution to development of E-Content module in Complete Course / Paper / E-Book (at least**  **one quadrant)** | | | | | |
|  | Contributor | 2 | 2 |  |  |  |
|  | **Editor of E-Content for Complete Course / Paper / E-Book** | | | | | |
|  | Editor | 10 | 10 |  |  |  |
| **Sub Total (Part 3)** | | | | | | |
| **4 (a)** | **Research Guidance** | | | | | |
|  | **Ph.D. Guidance (Degree Awarded)** | | | | | |
|  | Ph.D. Guidance (Awarded) (Single  Supervisor) | 10 | 10 |  |  |  |
|  | Ph.D. Guidance (Awarded)  (Supervisor in Joint Guidance) | 7 | 7 |  |  |  |
|  | Ph.D. Guidance (Awarded) (Co-  Supervisor in Joint Guidance) | 7 | 7 |  |  |  |
|  | **Ph.D. Guidance (Thesis Submitted)** | | | | | |
|  | Ph.D. Guidance (Submitted) (Single  Supervisor) | 5 | 5 |  |  |  |
|  | Ph.D. Guidance (Submitted) (  Supervisor in Joint Guidance) | 3.5 | 3.5 |  |  |  |
|  | Ph.D. Guidance (Submitted) ( Co-  Supervisor in Joint Guidance) | 3.5 | 3.5 |  |  |  |
|  | **M.Phil./P.G Dissertation Guidance** | | | | | |
|  | M.Phil./P.G Dissertation (Single  Supervisor) | 2 | 2 |  |  |  |
|  | M.Phil./P.G Dissertation (Supervisor  in Joint Guidance) | 1.4 | 1.4 |  |  |  |
|  | M.Phil./P.G Dissertation (Co-  Supervisor in Joint Guidance) | 1.4 | 1.4 |  |  |  |
| **4 (b)** | **Research Project Completed (More than 10 Lakhs)** | | | | | |
|  | Sole Investigator | 10 | 10 |  |  |  |
|  | Principal Investigator in Joint Project | 5 | 5 |  |  |  |
|  | Co-investigator in Joint Project | 5 | 5 |  |  |  |
|  | **Research Project Completed (Less than 10 Lakhs)** | | | | | |
|  | Sole Investigator | 5 | 5 |  |  |  |
|  | Principal Investigator in Joint Project | 2.5 | 2.5 |  |  |  |
|  | Co-investigator in Joint Project | 2.5 | 2.5 |  |  |  |
| **4 (c)** | **Research Project Ongoing (More than 10 Lakhs)** | | | | | |
|  | Sole Investigator | 5 | 5 |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Principal Investigator in Joint Project | 2.5 | 2.5 |  |  |  |
|  | Co-investigator in Joint Project | 2.5 | 2.5 |  |  |  |
|  | **Research Project Ongoing (Less than 10 Lakhs)** | | | | | |
|  | Sole Investigator | 2 | 2 |  |  |  |
|  | Principal Investigator in Joint Project | 1 | 1 |  |  |  |
|  | Co-investigator in Joint Project | 1 | 1 |  |  |  |
| **4 (d)** | **Consultancy** | | | | | |
|  | Consultancy | 3 | 3 |  |  |  |
| **Sub Total (Part 4)** | | | | | | |
| **5 (a) Patent** | | | | | | |
|  | International | 10 | 10 |  |  |  |
|  | National | 7 | 7 |  |  |  |
| **5 (b)** | **Policy Document (International Body/Organization/Central Govt. or State Govt.)** | | | | | |
|  | International | 10 | 10 |  |  |  |
|  | National | 7 | 7 |  |  |  |
|  | State | 4 | 4 |  |  |  |
| **5 (c)** | **Awards / Fellowship** | | | | | |
|  | International | 7 | 7 |  |  |  |
|  | National | 5 | 5 |  |  |  |
| **Sub Total (Part 5)** | | | | | | |
| **6** | **Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in**  **Conference** | | | | | |
|  | International (Abroad) | 7 | 7 |  |  |  |
|  | International (Within Country) | 5 | 5 |  |  |  |
|  | National | 3 | 3 |  |  |  |
|  | State University | 2 | 2 |  |  |  |
| **Sub Total (Part 6)** | | | | | | |
|  | **Total Score without Capping** |  | | | | |
|  | **Total Score of 5(b) + 6** |  | | | | |
|  | **Capped Score of 5(b) + 6 (30 % of**  **Total Score** |  | | | | |
|  | **Total Score with Capping,**  **(wherever applicable)** |  | | | | |
|  | | | | | | |
|  | **FINAL OBTAINED SCORE (API)** |  | | | | |

**Summary of Grading Criteria and Academic and Research Scores:**

|  |  |
| --- | --- |
| **Categories of activity** | **Grade/Score** |
| Activity 1: Teaching |  |
| Activity 2: Involvement in the students related activities/research activities |  |
| Total of Activity 1 and Activity 2 |  |
| Table 2: Academic and Research Score (after  applying cap, wherever applicable) |  |

**Part-C: Other Relevant Information**

Please give details of any other credential, significant contributions, awards received etc. not mentioned in Table 2. (Including Membership of Committees/Board at other Institutions/Organizations)

|  |  |
| --- | --- |
| Sr. No. | Details (Mention Year, Value etc. wherever applicable) |
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**List of Enclosures:** Attach copies of all relevant certificates, sanction orders, papers, and notifications etc to substantiate your claims. Please put your signatures on all pages of this Performa and documents attached.

**Self-Declaration**

I hereby declare that the information/documents provided by me are correct and verifiable.

Signature & Name of the Faculty Member

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| --- |
| Date: |
| Place: |
|  |

**Verified and signed by HoD/In-charge and/or Dean with date:**

|  |  |
| --- | --- |
| **Date of submission to IQAC by e-mail:** |  |
| **Acknowledgement by the IQAC** |  |
| **Signature and Seal with Date:** |  |
| **Acknowledgement by the Establishment Section (Hard copy)** |  |
| **Signature/date/seal** |  |