

Self Appraisal Form For Teaching and Non Teaching Staff

Dasmesh Girls College Chak Alla Baksh Mukerian

Self-Appraisal Form:

Non-Teaching Staff

Permanent / Temporary Employee

Session

1. General Information

A	Name	
B	Address (Residential)	
C	Address(Permanent)	
D	Mobile Number	
E	Email address	
F	Designation	
G	Department	
H	Date of Birth	
I	Date of Joining in this Institution	
J	Work Experience (Total) (This Institution + Other Institutions)	

2. Job Description / Nature of Job: _____

3. Participation in Corporate Life:

i. Details of the work undertaken in College Committees/ Other Tasks

Committees	Contribution

ii. Participation in Examination Duties:

Examination	Duty Performed

6. Other Institutional Responsibilities Undertaken

7. Job related Initiative/s Undertaken _____

8. Future Plans _ _____

DASMESH GIRLS COLLEGE, CHAK ALLA BAKSH, MUKERIAN
(Affiliated to Panjab University, Chandigarh)

Accredited by NAAC With Grade A)

Annual Self-Assessment Performa (Teachers)

SESSION/YEAR _____

(To be completed and submitted at the end of each year)

PART A: GENERAL INFORMATION

01	Name (in BLOCK Letters)	:	
02	Father's/ Mother's Name/Husband Name	:	
03	Department	:	
04	Educational Qualification	:	
05	Current Designation and Academic Grade Pay	:	
06	Date of first Joining	:	
07	Address for correspondence (with Pin code)	:	
08	Permanent Address	:	
09	Telephone No./ Mobile No.	:	
10	Email ID:	:	

11. Whether acquired any degree or fresh academic qualification during the year: _____

12. If yes, specify the name of degree/ diploma, etc. _____

13	Research Degree (s) :					
	Degrees	Title	Date of Award	University		
	M. Phil.					
	Ph.D./ D.Phil.					
	D.Sc./ D.Litt.					
14	Particulars of NET/JRF/SLET/GATE etc					
	Name of the Test	Name of the test conducting body	Month and year	Roll No.	Subject	Score, where applicable

15	Service Record							
	Sr. No.	Post/ Designation	Name of Employer	Date of		Pay Scale/ Pay Band & AGP	Reason of leaving	Major Achievement
				Joining	Leaving			

16. Academic Staff College Orientation/ Refresher Course Training Courses, Faculty Development Programmes (not less than one week duration) attended during the year:

Name of the Course/Summer School	Place	Duration	Sponsoring Agency

17	Period of teaching experience	:	
	a) P.G. Classes (in years)	:	
	b) U.G. Classes (in years)	:	
21	Research Experience excluding years spent in M.Phil./Ph.D. (in years)	:	
22	Fields of Specialization under the Subject/ Discipline (if any)	:	

PART B: Academic Performance Indicators

**CATEGORY I : TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES AND THEIR API SCORE
RESPECTIVELY (for Stage-1, 2 & 3).**

Lectures,Seminars,Tutorials,Practical's Contact Hours(give semester-wise

Sr.No	Course /Paper	Mode of Teaching	No.of Class Allotted (per week)

Category	Nature of Activities	Session	
I	a. Direct Teaching		
	b. Examination duties (question paper setting, Invigilation, evaluation of answer scripts) as per allotment		
	c. Innovative Teaching – learning methodologies, updating of subject contents/courses, mentoring etc.		

CATEGORY II : PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES

Sr.No	Type of Activity	Average Hours/week

CATEGORY: III RESEARCH, PUBLICATION AND ACADEMIC CONTRIBUTIONS

Category - III Research and Academic Contributions							
III (A) : Research papers (Journals, etc)							
Sr. No.	Title with page no.	Journal	Year	ISSN/ISBN No.	Whether peer reviewed Impact factor, if any	No. of Co-authors (Excluding you)	Whether you are the main author
III B (i) Articles/Chapters Published in Books							
S.N	Title with page no.	Book Title. editor & publisher	ISSN/ISBN No.	Whether peer reviewed	No. of Co-authors (Excluding you)	Whether you are the main author	

III(D) (i) & (ii) Research Guidance				
S.N	Number Enrolled	Thesis Submitted	Degree Awarded	
III(E) (i) Fellowship Awards and invited lectures delivered in conferences / seminars				
S.N.	Title & Year			
	International Award	Fellowship from Academic Bodies	Associations	
III (E) (ii) Invited Lectures / Papers				
S.N.	Title of the Paper Presented / Invited Lectures	Title of Conference/ Seminar	Organized by	Whether international/National/State/Regional/ College or University level
The score under this sub-category shall be restricted to 20% of the minimum fixed for Category-III for any assessment period.				
III (F) Development of e-learning delivery process/material				

	S.N.	e-learning delivery process developed	e-learning material developed

Note : Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 20 points; (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

The parameters listed in table of category-III (Research and Academic contributions) in relation to the total API score claimed by the candidates: -

	Sub- Category	Total
	III (A) : Research papers (Journals, etc)	
	III (B) : Articles/Chapters Published in Books	
	III (C) : Research Projects	
	III (D) : Research Guidance	
	III (E) : Fellowship Awards and invited lectures delivered in conferences / seminars	
	III (F) : Development of e-learning delivery process/material	
	Total	

Signature of faculty.....

Name.....

Designation.....

