



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. |

Latest Photo

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 ;)			

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

15. Detail of publications (only those published during the Report Period)

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)

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.)

* Lecture (L), Seminar (S), Tutorial (T), Practical (P)
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.				
<p>Good - Involved in at least 3 activities</p> <p>Satisfactory - 1-2 activities</p> <p>Not-satisfactory - Not involved / undertaken any of the activities</p> <p>Note: Number of activities can be within or across the broad categories of activities</p>					

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)

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

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	