



**JAMIA HAMDARD, NEW DELHI**

**SELF APPRAISAL REPORT(SAR) FOR CONTRACTUAL  
TEACHING STAFF**

**Period of Assessment:** \_\_\_\_\_

**INSTRUCTIONS:**

**1. To be filled-in by the teaching staff, duly forwarded by Dean and HoD and to be submitted to the Office of Registrar.**

**2. A soft copy of the SAR and enclosures will be required to sent to AR (Establishment) in a single PDF at [arestab.faculty@jamiahamdard.ac.in](mailto:arestab.faculty@jamiahamdard.ac.in)**

**Part-A: General Information and Academic Background**

<b>1</b>	Name (in Capital Letters - First Name/Middle Name/Surname):	
<b>2</b>	Designation:	
<b>3</b>	Employee code:	
<b>4</b>	Father's Name:	
<b>5</b>	Mother's Name:	
<b>6</b>	Name of the School/ Department/Centre:	
<b>7</b>	Date of joining in the University:	
<b>8</b>	Mobile No.:	
<b>9</b>	E-mail	

**Academic Qualifications:**

Examinations	Name of the Board/ University	Year of Passing	Percentage of marks obtained	Division/ Class/ Grade	Subject
UG					
PG					
M.Phil.					
Ph.D.					
NET/SET/NET-JRF					
Others examination, if any					

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

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

(Attach copies of certificates)

Field (s) of Specialization: \_\_\_\_\_

**Enrolled for Higher Qualification**

S.No.	Name of the program	Name of the Board/ University	Date of enrollment	Expected date of completion of program

(Attach proof)

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

<b>Name of the program</b>	<b>Duration (period, dates)</b>	<b>Name of Academic Staff College/ Human Resource Development Centre</b>

**(Attach copies of certificates)**

## Part-B: Performance Report

### 1. TEACHING PERFORMANCE

#### Teaching Activity (During Report Period)

Programme & Semester/Year	Course/Paper	Level (UG or PG)	Mode of Teaching (Lecture - L), Seminar-S), Tutorial-T), Practical-P)	Total Classes Assigned	Number of Classes taught as per documented record (contact hours per week)	Proof (Annexure No.)
<b>Remarks, if any:</b>						

Additional rows may be added, if required

#### Involvement in Student and Examination Related Activities

Sl. No.	Detail of Activities	Duration in months (if applicable)	Number of Activities undertaken	Proof of office order, letter from Registrar/CoE/Dean/HoD (Annexure No.)
1	Administrative responsibilities such as Warden or other roles in Proctor and Provost Office.			
2	Examination and evaluation duties:			
	a) Conduct of practical examination/viva voice in Jamia Hamdard			
	b) Conduct of practical examination/viva voice for other institutions			
	c) Question paper setting for Jamia Hamdard			
	d) Question paper setting for other institutions			

	e) Tabulation Duty			
	f) Invigilation Duties			
	g) Evaluation of answer book			
	h) Any other examination duties			
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, UBA and other community services.			

Additional rows may be added, if required

## 2. RESEARCH CONTRIBUTION

S. No.	Academic/Research Activity	No., wherever applicable	Proof (Annexure No.)
<b>1</b>	<b>Publication in Peer-Reviewed or UGC-listed journals without Impact Factor</b>		
	Single Author		
	Multiple Authors		
	First/Principal/Corresponding Author		
	<b>Publication in Peer-Reviewed or UGC-listed journals with Impact Factor</b>		
	Single Author		
	Multiple Authors		
	First/Principal/Corresponding Author		
<b>2</b>	<b>Books authored or edited as the lead author/editor or co-author/editor</b>		
	Book title		
	Name of all authors/editors		
	Name and address of publishers		
	ISSB and year of publication		
<b>3</b>	<b>Book chapter</b>		
	Title of chapter		
	Name of all authors		
	Name of the first and corresponding author?		
	Title of book		
	Publishers, address of the publishers, ISBN, year and page numbers		
<b>4</b>	<b>Creation of ICT-mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula</b>		
	Development of Innovative Pedagogy as a Contributor		
<b>5</b>	<b>Development of Complete MOOCs</b>		
	4 Credit Course		

	3 Credit Course		
	2 Credit Course		
	1 Credit Course		
<b>6</b>	<b>Research Guidance as Co-supervisor (on-going)</b>		
	No. of scholars		
	In Jamia Hamdard		
	In other institutions		
<b>7</b>	<b>PG/UG dissertation guidance</b>		
	No. of UG dissertation (guided)		
	No. of UG dissertation (completed)		
	No. of PG dissertation (guided)		
	No. of PG dissertation (completed)		
<b>8.</b>	<b>Attendance in conference/seminar/symposium/workshop and other such events</b>		
	Detail of event		
	Presented a paper (yes/no)		
	Only attended (yes/no)		

### **Part-C: Other Relevant Information**

Please give details of any other credential, significant contributions, awards received etc. (including membership of committees/board at other institutions/organizations) not covered above.

S. 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.

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

Signature & name of the teaching staff

Date: \_\_\_\_\_

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

**Recommendation of Dean**

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**Signature of Dean with date and Seal:**