



Ref. No. :

Date :

(One consolidated report along with up-to-date progress of points' achievement [Action Taken Report (ATR)] from the department to be submitted to Registrar's office through the Director of Schools after completion of every 6 months)

**HALF-YEARLY SELF APPRAISAL REPORT OF,
DEPARTMENT OF
UNDER THE SCHOOL OF**

1. General Information –

- (A) Name & Designation :
(B) Department :
(C) Mob No., if any :
(D) e-mail id :
2. Date of re-appointment : 01/06/2021
3. Date of Review of Service (half-yearly):
4. Report of Satisfactory service :
From concerned HoD, if any
5. Recommendation the Director:
of concerned Director, if any
6. Academic qualification/up-gradation, if any –
(a) NET/SET/GATE, if any :
(b) M Phil, if any : Awarded/Submitted/Registered
(c) Ph D Status : Awarded/Submitted/Registered
(d) Name of Univ. from which Ph D
obtained/registered (delete whichever
is not applicable) :
(e) Title :
(f) Date of Award/Submission/
Registration :
7. Class Records (attached class routine)–
(i) Total number of classes allotted as per last six months in the class routine(online/offline):
(ii) Total number of classes taken in the last six months session(online/offline):
(iii) Number of classes that fall within the last six months' approved leave:
(Please give details)
8. Attendance in the Institute –
(i) Total number of days the Institute was open in the last six months session(online/offline):
(ii) Number of days the applicant was present in the Institute during that period(online/offline):



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(iii) Number of days the applicant availed approved leave, (please give details):

9. Examination works –

- (i) Total number of assignments offered to the applicant by the Controller's Dept. regarding examination related works including invigilation duties Assigned by the department in the last six months academic session:
- (ii) Number of assignments performed by the applicant:

10. Project/Research Scheme handled, if any –

Title of the Project/Scheme	Name of the Funding Agency	Minor/Major Project	Date of initiation and duration

11. Research Publications/Text/Reference Books written, if any (please give details):

12.(a) No. of student's project/thesis guided: BE/ME/M Tech/Ph D :

(b) Research guidance (separate sheets may be attached):

	Name of the students supervised	Title of the work/thesis	Single/Joint
(i) M Phil/ME/M Tech			
(ii) Ph D			
(iii) Any other			

(c) No. of students admitted to Ph D Degree:

13.(a) Name of the paper(s) presented in the National and/or International Seminar(s)/Symposia/Workshop –

Name of Paper	Name of the Conference	Venue	Date

(b) Workshop/Seminar/Symposia/Conference/Short Term Course/QIP attended(online/offline):

Name of the Workshop/Seminar/Symposia/ Conf/Short Term Course	Organized by	Venue	Date



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Sl	Type of Activity	List of activities	Yearly min points to be achieved	Points achieved in 6 months
TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES (to earn minimum 100 points in every year and 300 points in 3 year period)				
1 (a)	Direct Teaching	Classes taught includes sessions on tutorials, lab and other teaching related activities etc (Record to be maintained through academic/lesson plan and verified through HoD/Students records (ERP))	70	
1 (b)	Assessment activities	Question paper setting, Invigilation, evaluation of answer scripts etc (Records to be verified through DC)	20	
1 (c)	Innovative Teaching	learning methodologies, updating of subject contents/courses, mentoring etc (Records to be verified through content available in ERP/University portal/publications)	10	
PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES (to earn minimum 20 points in every year and 60 points in 3 year period)				
2 (a)	Student related co-curricular, extension and field based activities:	(i) Discipline related co-curricular activities (e.g. seminar and other events.) (ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.) (iii) Extension and dissemination activities (public /popular lectures/talks/ seminars etc.)	10	
2 (b)	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees	i) Administrative responsibility (including as Dean / Principal / Chairperson / Convener / Teacher-in charge/similar other duties that require regular office hrs for its discharge) ii) Participation in Board of Studies, Academic and Administrative Committees	5	
2 (c)	Professional Development activities	Participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refreshers/faculty development courses, dissemination and general articles and any other contribution	5	
Research & Consultancy Activities (to earn minimum 10 points in every year and 40 points in 3 year period)				
3	Research & Consultancy	Activities as applicable in UGC/DHE orders/notifications	10	



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14. (a) Name the inviting Institution/University where you have delivered Lecture(s) in the Seminar/Symposium/Workshop(online/offline) :
- (b) Name the Seminar(s)/Symposia/Workshop(s) where you have chaired any session(online/offline):
15. Contribution to Institutional/Corporate Life:
(such as responsibilities undertaken in University activities other than departmental activities)
16. Additional responsibilities undertaken :
17. Provide information with supporting documents about your involvement/participation in the following –
- (a) Extension work, field activities, Social Service, Institutional/Corporate life; Administrative activities;
Articles published in edited volume :
- (b) Articles published in the proceedings of any Conf.:
- (c) Referring of article(s)/research/edited work volume; Seminar/Symposia/Workshop organized; fellowship Received within/outside the country; achieved Post-doctoral Distinction/honour, etc :
- (d) Any other relevant information, if any:

Category-wise points table:

Category	Assistant Prof (Stage I)		Assistant Prof (Stage II)		Assistant Prof (Stage III)	
	Yearly	3 years	Yearly	3 years	Yearly	3 years
Teaching etc	100	300	100	300	100	300
Professional Dev etc	20	60	25	75	30	90
Research etc	10	40	15	45	20	60
Minimum Total	130	400	140	420	150	450

I do hereby declare that all the statements made above are true to the best of my knowledge and belief.

Date:

Signature of the Assistant Professor

Recorded and necessary action taken for non achievers

Head of the Department/Director/Controlling Officer