

RAJ NARAIN COLLEGE, HAJIPUR

(A Constituent Unit of B. R. A. Bihar University, Muzaffarpur)

SELF-APPRAISAL FORM FOR TEACHING FACULTY

(The details are required from the Year 2017 onwards)

(Please attach separate sheets if necessary; include more rows in the tables as per the need)

SECTION – A:

1. Name	
2. Age	
3. Address	Office:
4. Designation	
5. Area of Specialization	
6. Qualifications including diplomas and highest degrees	

Degree/Diploma	University	State	Year

7. Rank/Prizes/Medals won at School / College / University during education

8. Details of Additional Training / Faculty Improvement / Further Study undergone				
Period		Nature of Programme	Institution	Remarks
From	To			

9. a. Date of joining this University						
b. Experience: PG Teaching Years UG Teaching Years						
10. Teaching Experience (outside the present University)						
Position held	Status		Duration		No. of Years	University/ Institution
	Permanent	Temporary	From	To		

SECTION – B:

CATEGORY I : TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

SL.NO.	Nature of Activity	Maximum Score		
		API Score allotted	Self-appraisal Score	Verified API Score
CATEGORY I (A)	ESSENTIAL			
1.	Lectures taken as percentage of lectures allocated (100% compliance = 20 points) Total number of lectures allocated: Number of lectures taken:	20		

2.	Seminars, tutorials, practicals, contact hours undertaken as percentage of those actual allocated (100% compliance = 20 points) NO. of seminars, tutorials, practicals allocated: NO. of Hours of seminars, tutorials, practicals taken:	20		
3.	Lectures or other teaching duties in excess of UGC norms per week (1 hour excess per week: one point)	10		
4.	Imparting of knowledge / instruction vis a vis with the prescribed material (Text book / Manual etc) and methodology of the curriculum (100% compliance = 20 points)	20		
5.	College/University examination duties (Question paper setting and evaluation of answer scripts) as per duties allotted (100% compliance = 10 points)	10		
6.	College/University examination/Evaluation duties for internal/continuous assessment work as allotted (100% compliance = 10 points)	10		
7.	Additional examination work such as coordination, invigilation, flying squad duties etc. (maximum of 5 or 10 depending upon intensity of duty) (100% compliance = 10 points)	10		
CATEGORY I (B)	DESIRABLE			
1.	Use of Innovative teaching – learning methodologies; use of ICT; Updated subject content and course improvement. a) Number of ICT Based Teaching material: (10 points/each) b) Number of Interactive Courses: (5 points/each) c) Number of Participatory Learning modules: (5 points/each)	10		
2.	Number of Remedial / Bridge Courses and Counseling modules developed and imparted (Each activity: 5 points)	10		
3.	Number of soft skills / communication skills / personality development courses / modules developed and imparted (Each activity: 5 points)	10		
4.	Number of specialized teaching- learning programmes in physical education, library; innovative compositions and creations in music, performing and visual arts and other traditional areas developed and imparted (Each activity: 5 points)	10		
5.	Number of popularization programmes / training courses in computer assisted teaching / web – based learning and e – library skills to students organized and conducted a) Workshop / training course: 10 points each. b) Popularization program: 5 points each	10		

CATEGORY II : CO-CURRICULAR, EXTENSION AND PROFESSION RELATED ACTIVITIES

SL.NO.	Nature of Activity	Maximum Score		
		API Score allotted	Self-appraisal Score	Verified API Score
CATEGORY II (A)	CO-CURRICULAR, EXTENSION ACTIVITIES			
1.	<p>Contribution to Corporate life in Universities / colleges through meetings, popular lectures, subject related events, articles in college magazine and university volumes.</p> <p>a) Number of ICT Based Teaching materials: (10 points each) b) Number of Interactive Courses: (5 points each) c) Number of Participatory Learning modules: (5 points each)</p>	10		
2.	<p>Institutional Co-curricular activities for students such as field studies/educational tours, industry-implant training and placement activity.</p> <p>a) Number of Field studies / Educational tour : (5 points each) b) Number of Industry – implant training : (5 points each) c) Number of Placement activity : (5 points each)</p>	10		
3.	<p>Number of Community Service, Social Orientation and other Student Mentoring Activities through NSS/NCC/NSO/other Governmental and non-Governmental channels (Each activity 5 points each)</p>	10		
4.	<p>Number of Students and staff Related Socio-Cultural and Sports Programmes (intra/inter-departmental and inter-collegiate)</p> <p>a) Intra departmental : (1 point each) b) Inter department : (2 points each) c) Inter college : (3 points each) d) Inter university : (5 points each)</p>	05		
5.	<p>Number of Professional Ethics and campus Development Activities like Institutional infrastructure projects, Co-curricular student educational programme like Environmental Education etc and value based programmes, and programmes in the TV/Radio Channels. (Each activity 1 point each)</p>	05		

CATEGORY II (B)	PROFESSION – RELATED CONTRIBUTION			
1.	Institutional Governance responsibilities like, Vice Principal, Dean, Director, Warden, Bursar, School Chairperson, IQAC coordinator and any other membership of institutional committees, Vice Principal /Dean / Director : 3 points each a) Warden / Bursar / School Chairperson / IQAC coordinator : 2 points each b) Member of syndicate / Governing council : 5 points each c) Member of Academic council / Senate : 3 points each d) Member of other college / university level committees : 1 point each			
2.	Membership in profession related committees at state and national level a) At national level: (3 points each) No. b) At state level: (2 points each) No.	10		
3.	Participation in subject associations, conferences, seminars without paper presentation (Each activity: 1 point) No.	05		
4.	Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, Institutional governance (Each activity: 5 points) No.	05		
5.	Membership of professional associations committees, Boards of Studies, editorial committees of journals / institutional publications. (Each activity: 2 points) No.	05		

CATEGORY – III: RESEARCH AND RELATED CONTRIBUTIONS

Sl.No.	APIs	Sciences	Faculties of languages Arts / Humanities / Social Sciences / Library / Physical education / Management	Max. points for University and college teacher position		
				API Score allotted	Self-appraisal Score	Verified API Score
III (a)	Research Publication (journals)	Number of articles in referred Journals with impact factor 1.0 and below 2.0	Number of articles in referred Journals which are indexed publications with Impact factor less than one	20/ publication		
		Number of articles in referred Journals with impact factor 2.1 and below 5.0	Number of articles in referred Journals with impact factor 1.0 and below 2.0	30/ publication		
		Number of articles in referred Journals with impact factor 5.1 and below 10.0	Number of articles in referred Journals with impact factor 2.0 and below 5.0	40/ publication		
		Number of articles in referred Journals with impact factor less than one	Number of articles in referred Journals which are not indexed without any impact factor	15/ publication		
		Number of articles in Vernacular & Indian language journals in all disciplines without any impact factors included in the list of journals prepared by the university and hosted in its website	Number of articles in Vernacular & Indian language journals in all disciplines without any impact factors included in the list of journals prepared by the university and hosted in its website	10/ publication		
		Number of articles non impact factor National level research papers in non-referred / journals but having ISBN/ISSN numbers and the list of journals prepared by the university and hosted in its website.	Number of National level research papers in non-referred /non journals but having ISBN/ISSN numbers and the list of journals prepared by the university and hosted in its website.	10/ publication		

		Number of full papers in conference proceedings, etc. (Abstracts not to be included)	Number of full papers in Conference proceedings, etc. (Abstracts not to be included)	(b) 10/ publication		
III (b)	Research Publications (books, in chapters in books, other than referred journal articles)	<ul style="list-style-type: none"> a) Number of Text or reference Books Published by International Publishers with an established peer review system b) Number of chapters in edited books 	<ul style="list-style-type: none"> a) Number of Text or reference Books Published by International Publishers b) Number of chapters in edited books 	50/sole author; 10 / chapter in an edited book		
		<ul style="list-style-type: none"> a) Number of Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers b) Number of chapters in edited books 	<ul style="list-style-type: none"> a) Number of Subject Books by / national level publishers/State and Central Govt. Publications with ISBN/ISSN b) Number of chapters in edited books 	25 / sole author, and 5/ chapter in edited books		
		<ul style="list-style-type: none"> a) Number of Subject Books by other local publishers with ISBN/ISSN numbers b) Number of chapters in edited books 	<ul style="list-style-type: none"> a) Number of Subjects Books by other local publishers with ISBN/ISSN numbers b) Number of chapters in edited books 	15 / sole author, and 3 / chapter in edited books		
		Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers & with numbers of national & international directories	Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers & with numbers of national & international directories	5 / Chapter		

III (C)	RESEARCH PROJECT				
III (C) (i)	Sponsored Projects carried out/ ongoing	a) Number of Major Projects amount mobilized with grants above 30.00 lakhs	Number of Major Projects amount mobilized with grants above 5.0 lakhs	20 each Project	
		b) Number of Major Projects amount mobilized with grants above 5.0 lakhs up to 30.00 lakhs	Number of Major Projects amount mobilized with minimum of Rs.4.00 lakhs up to Rs.5.00 lakhs	15 each major project	
		c) Number of Minor Projects from central / state funding agencies with grants below Rs.5.00 lakhs	Number of Minor Projects from central / state funding agencies with grants below Rs.4.00 lakhs	10 each minor project	
III (C) (ii)	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs.5.00 lakhs Amount mobilized Rs.....	Amount mobilized with minimum of Rs.1.00 lakh Amount mobilized Rs.....	10 per every Rs.5.00 lakhs and Rs.1.00 lakh respectively	
III (C) (iii)	Completed projects: Quality Evaluation	Number of Completed project Reports (Acceptance from funding agency)	Number of Completed project reports (Acceptance by funding agency)	20 / each major project and 10 each minor project	
III (C) (iv)	Projects Outcome / Outputs	Number of Patent/Technology transfer / Product/ Process	Number of Policy documents of Govt. Bodies at Central and State level	30 each output or outcome for National patents, etc / 50 each for International patents etc.,	
III (D)	RESEARCH GUIDANCE				
III (D) (i)	M.Phil	Degree awarded No. Thesis submitted No.	Degree awarded No. Thesis submitted No.	5 / each candidate 2 / each candidate	
III (D) (i)	Ph.D	Degree awarded No.	Degree awarded No.	10 / each candidate	
		Thesis submitted No.	Thesis submitted No.	7 / each candidate	

III (E)	TRAINING COURSES AND CONFERENCE / SEMINAR / WORKSHOP PAPERS					
III (E) (i)	Research Methodology/ Workshops or Conferences / Seminars & Symposia	a) Research Methodology course (not less than three weeks) / Workshops of not less than one week duration No.	a) Research Methodology course (not less than three weeks) / Workshops of not less than one week duration	20 / each event		
		b) International conference / Seminar / Symposia No.	b) National conference / Seminar / Symposia	20 / each event		
		c) National conference / Seminar / Symposia No.	c) National conference / Seminar / Symposia	10 / each event		
		d) State level / university / college level seminar / conference / symposia No.	d) State level / university / college level seminar / conference / symposia	5 / each		
III (E) (ii)	Papers in Conferences / Seminars / workshops etc.*	Participation and Presentation of research papers (oral/poster) in	Participation and Presentation of research papers (oral/poster) in			
		a) International / Foreign conference etc., No.	i) International / Foreign conference etc., No.	7.5 each		
		b) National No.	a) National No.	7.5 each		
		c) Regional / State level No.	10 regional / State level No.	5 each		
		d) Local – University / College level No.	5 Local – University / College level No.	3 each		
III (E) (ii)	Invitations for conferences/seminars/workshops/ symposia to deliver lectures / and/or	a. Number of International / Foreign Conference etc., No.	b. Number of International/ Foreign Conference etc., No.	10 / each		

	chair sessions	c. National No.	d. National No.	7.5 / each		
		e. State Level/Regional No.	f. State level / Regional No.	5 / each		
		g. University/College level Endowment lectures No.	h. University/ College level Endowment lectures No.	5 / each		
III (F)	Awards / Honours / Recognitions / Fellowship titles / Post-doctoral Research degrees like D.Sc., D.Litt., LLB etc.,					
III (F) (i)	Discipline specific Awards	a. Awards by Foreign universities / Accredited International Bodies No.	a. Awards by Foreign universities / Accredited International Bodies No.	50 / each		
		b. National: by UGC, CSIR, DST, DBT, ICAR & other Government bodies and professional Academies like Bhatnagar Award etc., No.	b. National: by UGC, CSIR, DST, DBT, ICAR & other Government bodies and professional Academies like Bhatnagar Award etc., No.	50 / each		
		c. State/university level No.	c. State/university level No.	20 / each		
		d. Regional / local No.	d. Regional / local No.	10 / each		
III (F) (ii)	Honours/ Recognitions Specify	a. Foreign countries / Governments & International bodies like UNESCO etc., No.	a. Foreign countries / Governments & International bodies like UNESCO etc., No.	50 / each		
		b. National like Padma Sri etc.,	b. National like Padma Sri etc.,	50 / each		

		c. State level / university level	c. State level / university level	20 / each		
		d. Regional / local by GO/NGOs/ Rotary/ Lions No.	d. Regional / local by GO/NGOs/ Rotary/ Lions No.	5 / each		
		e. Professional Subject Based associations No.	e. Professional Subject Based associations No.	5 / each		
III (F) (iii)	Fellowship Titles	a. Foreign universities/bodies like FRCP, FRCS etc., No.	a. Foreign universities/bodies like FRCP, FRCS etc., No.			
		b. Indian Science & other Academies like Fellow of Indian National Science Academy FNA, FNASC, FAMS etc., No.	b. Indian Academies of Languages, Arts etc., No.	50 / each		
		c. Discipline specific National level Associations	c. Discipline specific National level Associations	10 / each		
III F (iv)	Post – doctoral degrees	a. D.Sc from an university based on post – doctoral thesis	a. D.Litt from an university based on post – doctoral thesis / LLD	50 / each		

The incumbent teacher other academic staff or the candidates applying for direct recruitment shall follow the norms as circulated by the UGC/ the University while filling up this PBAS proforma and providing the self appraisal score. The self appraisal score to be given by the applicant must be based on evidences which would be verified by the screening – cum Evaluation committee / Selection committee at the appropriate level of promotion.

Signature of the faculty with
Designation, Place & Date

Forwarded by:

Principal
Raj Narain College

Raj Narain College, Hajipur
(A Constituent Unit of B. R. A. Bihar University, Muzaffarpur)
Self-Appraisal Form: Non-Teaching Staff

Permanent / Temporary Employee :

Session/ Year (Details to be provided from the year 2017 onwards) :

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. Academic Qualification Added in the current year, if any:

4. Improvement of Professional Competence:

Details regarding attending – Workshops/Training/ Any Other :

No	Training/ Workshop Details	No. of Days	Organizers/ Sponsoring Agency	Place and Date
1				
2				
3				
4				
5				

5. Participation in Corporate Life:

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

Committees	Contributions

ii. Participation in Examination Duties:

Examination	Duty Performed

6. Other Institutional Responsibilities Undertaken:

7. Job related Initiative/s Undertaken:

8. Future Plans:


(Dr. Ravi Kumar Sinha)
Principal & Chairperson, IQAC



Raj Narain College, Hajipur