

SHRI MATHURADAS MOHOTA COLLEGE OF SCIENCE,
NAGPUR AFFILIATED TO RASHTRASANT TUKADOJI
MAHARAJ NAGPUR UNIVERSITY, NAGPUR
ANNUAL SELF APPRAISAL REPORT (ASAR)

For Academic Year :

PART A: GENERAL INFORMATION

a)	Name (in Block Letters)	:	
b)	Current Designation & Pay	:	
c)	Name of College	:	
d)	Department	:	
e)	Date & place of Birth	:	
f)	Date of Appointment	:	
g)	Which position and pay are you an applicant under CAS	:	
h)	Date of eligibility for promotion	:	
	Sex	:	
	Nationality	:	
i)	Address (with Pin code)	:	
	Permanent Address (with Pin code)	:	
	Mobile No.	:	
	Email	:	

B. Academic Qualifications (S.S.C. till post graduation)

Sr. no.	Examination Passed	Name of Board/ University	Subject	Year of Passing	Percentage of Marks Obtained	Division/Grade Merit etc.	Annexure
01							

02							
03							
04							
05							

C. Research degree / Fellowship / Research Training Program:

Degrees	Title / Tropic	University	Date of Award	Annexure

i) Post held after appointment at this Institution

Designation	Department	Date of Joining		Pay Matrix Level	Annexure
		From	To		

ii)	Period of teaching experience UG Classes (In years)	:	
iii)	Research Experience excluding Years spent in M.Phil/ Ph.D (In Years)	:	
iv)	Field of Specialization under the subject	:	

D. Orientation/Refresher Course attended

S. N.	Name of the Course/Summer School	Duration	Place	Annexure

Date

Signature of the Teacher

Appendix II**Table 1****Assessment Criteria and Methodology for College Teachers****Table 1.1: Teaching**

Activity	Courses taught	Number of classes taught	Percentage Obtained	Grade Claimed	Grade Verified	Annexure
Lectures						
Practical's						
Number of classes taught						
Total classes assigned						

Table 1.2: Involvement in the College students related activities/research activities:

S. N.	Activity	Involvement Yes / No	Grade Claimed	Grade Verified	Annexure
a)	Administrative responsibilities				
b)	Examination Duties				
c)	Student related c-co curricular, extension and field based activities such as student clubs, career counseling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community				
d)	Organizing seminars/ conferences/ workshops, other college activities.				

e)	Evidence of actively involved in guiding Ph.D. students				
f)	Conducting minor or major research project sponsored by national or international agencies				
g)	At least one single or joint publication in peer reviewed or UGC list of journals.				

Signature of Faculty

Verified and found correct:

Signature of H.O.D

Forwarded through:
IQAC Coordinator

Principal

Appendix –II

Table – 2

(Methodology for University and College Teachers for calculating Academic/Research Score)

1. Research papers in peer reviewed or UGC listed Journals

SN	Title with page nos.	Journal	ISSN/ ISBN No.	Whether peer reviewed. Impact factor, if any	No. of Co- authors	Whether you are the main author	Annexure
1							

2. Publications (Other Than Research Papers)

(a) (i) Chapter in edited Book published:

S. N.	Title of Chapter with page no.	Name of Book	ISSN/ ISBN No.	National / International publisher with name	Whether Principal author /coauthor	No. of Co- authors	Annexure

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(a) (ii) Editor of Book published:

S. N.	Title of Book with page no.	ISSN/ ISBN No.	National / International publisher with name	Whether Principal author /coauthor	No. of Co-authors	Annexure

(b) Translation works in Indian and Foreign Languages by qualified faculties:

S. N.	Title of Book/ Chapter/ Research paper with page no.	Translated title of Book/ chapter/ Research paper with ISSN/ ISBN No.	National / International publisher with name	Whether Principal author /coauthor	No. of Co-authors	Annexure

3. Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula:

(a) Development of Innovative pedagogy:

S. N.	Title of Innovative pedagogy	Sponsored Agency if any	Types of Teaching Learning Environments: Face-to-face/ Networked/ Open and distance/ Virtual / if any	Specify ICTs resources: web link : YouTube Videos- Audios/ Smart Classroom / Simulation Games/ Blogging/ Online Discussion Forums / Virtual Laboratories / Telecast / Picture / Models /Charts if any	Date of approval from authority	Date of Implementation	Annexure

(b) Design of new curricula and courses:

S. N.	Name of Programme where	Title of new curricula	Specify ICTs resources: web link / You tube link:	Date of approval from	Date of Implementation	Annexure

	curricula introduced	and courses	Audio/ Video/ Telecast / Picture / Models/Charts if any	authority		

(c) MOOCs: (i) Development of complete MOOCs in 4 quadrants:

S. N .	Name of Programme where curricula introduced	Course Credits	Title of new MOOC curricula	Specify ICTs resources: web link / YouTube link: Audio/ Video/ Telecast / Picture / Models/Charts if any	Date of approval from authority	Date of Implementation	Annexure

(c) (ii) MOOCs (developed in 4 quadrant) per module/lecture

S. N .	Name of Programme where curricula introduced	Course Credits	Title of new MOOC curricula	Specify ICTs resources: web link / YouTube link: Audio/ Video/ Telecast / Picture / Models/Charts if any	Date of approval from authority	Date of Implementation	Annexure

(c) (iii) Content writer/subject matter expert for each module of MOOCs (at least one quadrant)

S. N .	Name of Programme where curricula introduced	Course Credits	Title of new MOOC curricula	Specify ICTs resources: web link / YouTube link: Audio/ Video/ Telecast / Picture / Models/Charts if any	Date of approval from authority	Date of Implementation	Annexure

(c) (iv) Course Coordinator for MOOCs (4 credit course)

S. N.	Name of Programme & Course	Course Credits	Title of MOOC curricula	Specify ICTs resources: web link / YouTube link: Audio/ Video/ Telecast / Picture / Models/Charts if any	Date of approval from authority	Date of Implementation	Annexure

(3) (d) E-Content: (i) Development of e-Content in 4 quadrants for a complete course/e-book

S. N.	Title of E-content course / e-book with page no	Name of Programme where curricula introduced	Specify ICTs resources: web link:	Whether peer reviewed	Whether Principal author /coauthor	No. of Co-authors	Annexure

(3) (d) E-Content: (ii) e-Content (developed in 4 quadrants) per module

S. N.	Title of E-content course / e-book with page no	Name of Programme where curricula introduced	Specify ICTs resources: web link:	Whether peer reviewed	Whether Principal author /coauthor	No. of Co-authors	Annexure

(3) (d) E-Content: (iii) Contribution to development of e-content module in complete course/paper/e-book

S. N.	Title of E-content course / e-book with page no	Name of Programme where curricula introduced	Specify ICTs resources: web link:	Whether peer reviewed	Whether Principal author /coauthor	No. of Co-authors	Annexure

(3) (d) E-Content: (iv) Editor of e-content for complete course/ paper /e-book

S. N.	Title of E-content course / e-book with page no	Name of Programme where curricula introduced	Specify ICTs resources: web link:	Whether peer reviewed	Whether Principal Editor	No. of Co-editor	Annexure

4. (a) Research Guidance:

S. N.	Degree	Number Enrolled	Thesis Submitted	Degree awarded	Annexure
(i)	Ph. D.				
(ii)	PG Dissertation				
Ph. D.					
S. N.	Name of the students		Thesis Submitted	Degree awarded	Annexure
PG dissertation/project					
S. N.	Name of the students		Degree awarded		Annexure

4 (b) Research Projects/ Consultancy – Ongoing/ Completed:

S.N	Title	Agency	Period	Grant/Amount Mobilized (Rs lakh)	Annexure

5. (a) Patents:

S.N	Title of Patent	National/ International	Sponsoring agency if any	Date of Award	Patent number	Annexure

(b) Policy Document (Submitted To An International Body/ Organisation Like Uno/Unesco/World Bank /International Monetary Fund etc. or Central Government or State Government):

S.N	Title of Policy documents	Name of submitted agency	International/ national/state	Date of acceptance	Policy Document number	Annexure

(c) Awards/Fellowship:

S.N	Name of awards/ fellowship	Name of awardees/ Academic body / Association	International/ national/state	Date of Received	Annexure

6. Invited Lectures / Resource Person/ Paper Presentation In Seminars/ Conferences/Full Paper In Conference Proceedings (Paper Presented In Seminars/Conferences And Also Published As Full Paper In Conference Proceedings Will Be Counted Only Once):

Invited lectures/Resource person/paper presentations					
Sr. No.	Title of the Invited lecture/paper presentations	Title of Conference / seminar	Organized by	Whether International/ National/State/University level	Annexure

Full paper in conference proceeding:						
Sr. No.	Title with Page Number	Details of Conference Publication	Number of Co- authors	Whether you are main author	Whether International/National	Annexure

The above mentioned details are correct as per my knowledge in concerned.

Signature of the teacher

I certify that the information provided is correct as per records available with the Internal Quality Assurance cell of

_____.

Forwarded through:

IQAC Coordinator

Principal

SHRI MATHURADAS MOHOTA COLLEGE OF SCIENCE, NAGPUR
FORM OF ANNUAL CONFIDENTIAL REPORT ON TEACHERS

ANNUAL CONFIDENTIAL REPORT FOR THE

ACADEMIC YEAR _____ PERIOD FROM _____ TO _____

PART-I

(To be filled by the Teacher to be reported upon)

-
- | | |
|---|---|
| 1. Name in full | : |
| 2 Date of Birth | : |
| 3. Qualification | : |
| (a) Academic | : |
| (b) Professional/Technical | : |
| 4. Nature of appointment | : |
| (a) Regular | : |
| Contract | : |
| Adhoc | : |
| 5. Date of joining | : |
| 6. Date of appointment or promotion to the present post, with name of the post | : |
| Name of Post | : |
| (b) Date of appointment/promotion | : |
| 7. Present scale of pay | : |
| 8. Basic pay as on 1 st April of the year | : |
| 9. Total period of absence during the year | : |
| On Leave | : |
| On training | : |
| 10. State the classes being met | : |
| 11. State the subjects assigned | : |
| 12. Work load per week | : |
| 13. Indicate in detail the result of the Student taught by you in the last University examination | : |
-

14. Details of the training attended during the period under report, if any :		
Name of the Course	Name of the Institute	Period of course
15. State if any specialized work towards Improving student's achievement Undertaken If yes ,give the details :		
16. Give the list of books consulted during The period under report towards Academic professional improvement. :		
17. Any other relevant information the Teacher wishes to record :		

Date.....
Teacher

Signature of the

PART –II
(To be filled by the Reporting Officer)

1.	Length of service under Reporting Officer	:	
2.	Comment on part-I as filled by the Teacher(Bio-date and details of Service of the Teacher should be Checked with reference to his service Records)	:	
3.	Proficiency in teaching(Subject taught)	:	
4.	Give your assessment commenting Upon the following	:	
	Knowledge of subject taught	:	
	Command and fluency over	:	
	Organizing ability	:	
	(d) Class room control and confidence	:	
5.	Share of responsibility in the conduct of	:	
	(a) Extracurricular activities	:	
	(b) Remedial teaching	:	

6.	Capacity and ability to response to carry out responsibilities assigned	:	
7.	Capacity to assume higher responsibility	:	
8.	Temperament	:	
9.	Punctuality in attendance	:	
10.	Relationship with	:	
	(a) General public	:	
	(b) Colleagues	:	
	(c) Students	:	
11.	Attitude towards students (Comment On the teacher's understanding and Response to the problems of the Students and his/her effort to deal with them)	:	
12.	State, with details, if the teacher was given any assignment other than the routing assignment. If yes, state his capability to undertake the assignment.	:	
13.	State, with details, if the teacher has been punished/reprimanded/warned during the period under report.	:	
14.	State, with details, if teacher has received any commendation during the period under report.	:	
15.	State of Health	:	
16.	Integrity	:	
17.	Overall grading (Tick mark as appropriate and strike off the others)	:	Outstanding/ very good/good/ Average /Below average
(A teacher should not be graded outstanding unless exceptional qualities and performance have been noticed, ground for giving such a grading be clearly brought out)			

Signature of the reporting authority Name in full:

Place:

Designation:

PART-III
(Review by the Reviewing Authority)

1.	Length of service under Reviewing Authority	:	
2.	Do you agree with the remarks of the Reporting Authority recorded in Part-II	:	
3.	Do you have any special comment to offer?	:	

4.	Do you agree with the overall grading	:	
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Signature of the reviewing authority

Place:

Date:

Name in full:

Designation: