

# UNIVERSITY FOR DELHI

## PROFORMA FOR ANNUAL SELF ASSESSMENT

Period of Assessment (Year/Semester) From..... To.....

### (1). GENERAL INFORMATION

1. Name :
2. Department :
3. Date of Birth :
4. Pay Scale :
5. Designation :
6. Present Basic Pay :
7. Date of appointment :

(i) In the teaching Profession (Affiliated College/University).

(ii) In the Institution .....

(iii) In the present post .....

### 8. Teaching and Relate: Academic Activity

iA) (Meant for teachers other than those in the School of Correspondence Course and Continuing Education.

(i) Class/Course Taught

Class	Course Caught (Title)	Periods per week		
		Lecturers	Tutorials	Practicals

ii) Information about engagement or classes for on ch courses (in the year/Semester)

Class	Total periods Engaged during the year			Stops taken for the compensation of teaching loss
	Lecturer	Tutorials	Practicals	

**iiB) MEANT ONLY FOR TEACHERS BELONGING TO THE SCHOOL OF CORRESPONDENCE COURSES AND CONTINUING EDUCATION.**

**i) COURSES FOR WHICH READING MATERIALS WERE NEWLY WRITTEN**

B.A./B.COM. (PASS)/B.COM (HONS.)/B.A. (HONS.)/M.A./M.COM.

**ii) READING MATERIALS EDITED**

B.A./B.COM. (PASS)/B.COM (HONS.)/B.A. (HONS.)/M.A./M.COM.

**iii) READING MATERIALS TRANSLATED**

B.A./B.COM. (PASS)/B.COM (HONS.)/B.A. (HONS.)/M.A./M.COM.

**Note: Please give paperwise details of the Reading Materials.**

**iv) STUDENT RESPONSE SHEETS CORRECTED**

B.A./B.COM. (PASS)/B.COM (HONS.)/B.A. (HONS.)/M.A./M.COM.

**v) COURSES TAUGHT AT THE PERSONAL CONTACT PROGRAMME**

B.A./B.COM. (PASS)/B.COM (HONS.)/B.A. (HONS.)/M.A./M.COM.

**Note: Please indicate the total number of personal contact classes taken during the year on weekdays.**

**vi) AUDIO/VIDEO CASSETTES PREPARED**

B.A./B.COM. (PASS)/B.COM (HONS.)/B.A. (HONS.)/M.A./M.COM.

- (2). Details of research guidance/professional consultancy, if any.
- (3). Details of source material (book/journals, etc.) consulted by the teacher for the courses taught.
- (4). Details of method employed by the teacher for the organization of teaching (including preparation of reading lists, reference bibliography, question bank transparencies, etc.).
- (5). Details of published research papers, books, monographs, reviews, chapter(s) in books, translations, Creative writing, innovation in curriculums etc. during the year/semesters.
- (6).
  - (a) Participation in Conference, Seminars, Workshops during the year /semester.
  - (b) Details of papers presented or position held (e.g. Resource Person, Director/Chair Person).
  - (c) Participation in Summer Institutes Refresher/Reorientation Course during the year/Semester.
- (7). Any other information regarding academic activities not covered above.

### **C. UPGRADING OR KNOWLEDGE AND/OR SKILLS**

- (a) A short description of the teacher's work relating to research for a degree.
  - i. M.Phil.
  - ii. Ph.D.
  - iii. Others
- (b) A short description of the teacher work relating to
  - i. Research project(s) (Mention, any support received).
  - ii. Supervision of students engaged in research/project.
  - iii. Acton research with or without student's participation.

### **D. EXTENSION WORK/COMMUNITY SERVICE**

Please give short account of your contribution to community and extension services (specify position held, if any, in organisation, linked with Extension work and National Services Scheme (NSS) or N.C.C. or any other activity.

## **E. ADMINISTRATION**

**A short account of the teacher's contribution to:**

- i) Administration of the College/Department/University.**
- ii) Organisation of Co-curricular activities.**
- iii) Students Welfare and Discipline.**
- iv) Decision making and advisory bodies of the College/University.**

## **F. EVALUATION/PARTICIPATION IN EXAMINATION**

**Give short details of participation in the following:**

- i) University Evaluation**
- ii) Assessment of Home Assignments.**
- iii) Paper setting**
- iv) Evaluation of Dissertations, etc.**
- v) Internal Evaluation**

## **G. GENERAL**

- a) Major difficulties faced by the teacher during his/her work.**
- b) Suggestion for improvements.**

**Department:**

**Signature of the teacher**

**Date:**

**VERIFICATION OF THE HEAD OF THE INSTITUTION/DEPARTMENT**