

JAMIA HAMDARD, NEW DELHI-110062
Self Appraisal Proforma for Teachers under Probation
 (To be filled in after 1st year and six month thereafter.)

Name of teacher: _____ Department: _____ Faculty: _____

Designation: _____ Date of joining: _____ Reporting period _____

Date of completion of probation: _____

Sl.	Performance indicator	Points	Maximum points that could be accrued	No. of indicators	Total points
1	Courses taught to UG students	10 for each course	40		
2.	Course taught to PG students	10 for each course			
3.	Preparation of self-instructional material (SIM) for Distance Education Programmes of Jamia Hamdard	10 for each SIM			
4.	Direct guidance to M.Phil/Masters students in their project work leading to submission of dissertation	5 for each student	10		
5.	Publications in indexed journals as first or corresponding author/books as author/editor/co-editor	10 for each paper	30		
6.	Publications in indexed journals as one of the co-authors	5 for each			
7.	Publications in non-indexed journals/book chapters/full papers in conference proceedings	5 for each			
8.	Papers submitted (all types)	2 for each point			
9.	Participation in conferences/ symposium/ seminars/workshops/refresher course/orientation programme/summer school	10 for oral presentation; 5 for poster presentation; 5 for others			
10.	Holding a Ph.D. degree	10	10		
	Registered for higher degree (e.g. Ph.D.)	5			
11.	Community service (participation in health camps; vaccination drive; NSS camp as guide)	5 each	15		
12.	Contribution to campus life (Warden/Assistant Warden/Assistant DSW)	5 each			
13.	Student counseling/placement activity	5 each			
14.	Internal examinership/membership of GD or interview board/invigilation duties in examinations/admission tests	2 each	10		
15.	Introduction of Innovation in teaching methods (use of ICT/multimedia/supply of online study material to students)	5 each	5		
				TOTAL	

Each of the above information is correct to the best of my knowledge and will be supported by the documents/certificates whenever required.

Signature of teacher

Comments of Head of the Department/Dean of Faculty on general conduct/performance of the teacher. (use extra sheet, if necessary)

Head of the Department	Dean of Faculty
------------------------	-----------------

Date of submission to Registrar' Office: _____

Note: Exceptional cases scoring 90% and above may be considered for curtailment of probationary period after one year. The normal threshold for clearance of probation period would be 75% whenever attained after 1½ years of assessment. Probation can not be continued after 3 years' duration.

Explanatory note on the performance indicators in the self-appraisal proforma for teachers under probation

Factual detail using as minimum as possible space may be provided along with the proforma. There is no need to enclose any documentary proof while submitting the proforma. The same may be furnished whenever required.

Teaching, and guidance indicators

1. Courses taught to UG students: Indicate the name of course and paper along with number of students, credits, contact hours per week and total number of hours taught per semester/academic year.
2. Courses taught to PG students: Indicate the name of course and paper along with number of students, credits, contact hours per week and total number of hours taught per week semester/academic.
3. Preparation of self-instructional material (SIM) without extra payment for Distance Education Programmes of Jamia Hamdard: Name of course, date of submission and estimated involvement of time may be provided for each SIM.
4. Direct guidance to M.Phil/Masters students in their project work leading to submission of dissertation: Indicate name of each student, course, and title of thesis, name of other supervisor or co-supervisor, if any. Include completed and on-going under separate headings.

Research indicators

- 5,6. Publications in indexed journals as first or corresponding author/books as author or editor or co-editor: Provide full citation of paper including impact factor, if any. Title of books along with ISBN, name of publishers, year and names of other editors and authors may be provided. [NB: Accepted papers and papers in press may be supported by DOI No.]
7. Publications in non indexed journals/book chapters/full papers in conference proceedings: Full citation papers may be provided. Accepted papers and papers in press may also be listed.
8. Papers submitted (all types): List all the paper submitted along with title, name of journal, date of submission and copy of e-mail of acknowledgement from journal.
9. Participation in conferences/symposium/seminars/workshops/refresher course/orientation programme/summer school: List all the events with dates. If you presented a paper provide title and name of authors and wither in oral or poster session. Also indicate if you were provided any financial support from university.
10. Holding a Ph.D. degree/Registered for higher degree (e.g. Ph.D.): Provide detail of Ph.D. degree. If you are registered for higher degree indicate name of degree, names of supervisors, university and date of registration. Likely date of completion may also be indicated.

Corporate life contribution indicators

11. Community service (participation in health camps; vaccination drive; NSS camp as guide): Provide details with dates and total working days given to this activity.
12. Contribution to campus life (Warden/Assistant Warden/Assistant DSW): Provide details for each.
13. Student counseling/placement activity: Provide details with dates.
14. Internal examinership/ membership of GD or interview board/invigilation duties in examinations/admission tests: Provide details with course name, exam centre and dates. No need to mention the paper name in order to maintain confidentiality.
15. Introduction of Innovation in teaching methods (use of ICT/multimedia/supply of online study material): Indicate the type of innovation introduced, name of course, paper and number of students benefited.