

JAMIA HAMDARD, NEW DELHI-110062

Self-Appraisal Proforma for Teachers under Probation

Name of teacher _____ Department _____ Faculty _____

Designation _____ Date of joining _____ Reporting period _____

Date of completion of probation _____

SNO	Performance Indicator	Details in brief (attach annexures if required)
1.	Courses taught to UG students	
2.	Courses taught to PG students	
3.	Preparation of self-instructional material (SIM)	
4.	Direct guidance to M.Phil/Masters students in their project work leading to submission of dissertation	
5.	Publications in indexed journals as first or corresponding author/books as author/editor/co-editor	
6.	Publications in indexed journals as one of the co-authors	
7.	Publications in non-indexed journals/book chapters/full papers in conference proceedings	
8.	Papers submitted (all types)	
9.	Participation in conferences/symposium/seminars/workshops/refresher course/orientation programme/summer school	
10.	Holding a Ph.D. Degree/M.D degree Registered for higher degree (e.g. Ph.D.)	
11.	Community service (participation in health camps; Vaccination drive; NSS camp as guide)	
12.	Contribution to campus life (Warden/Assistant Warden/Assistant DSW)	

13.	Student counseling/placement activity/Tabulator	
14.	Internal examination/membership of GD or interview board/invigilation duties in examinations/admission tests	
15.	Introduction of Innovation in teaching methods(use of ICT/multimedia/supply of online study material to students)	

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 Faculty

Head of the Department Comments

Punctuality/Sincerity/Integrity	
Teaching Quality	
Student Feedback	
Overall Performance of the candidate	Excellent/Very Good/Good/Satisfactory/Not Satisfactory

Final Recommendation of Head of the Department.....