

**P.G.D.A.V. COLLEGE**

**(University of Delhi)**

**Nehru Nagar, Ring Road**

**New Delhi - 110065**

**Annual Performance Appraisal Report**

**(Assistant Professor stage III and above)**

**As per CAS 2018**

(To be submitted at the end of every academic year)

**Academic Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(Information provided should pertain to the *academic* referred above)

**PART-A: GENERAL INFORMATION AND ACADEMIC BACKGROUND**

1. Name (in Block Letters): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Father’s Name/Mother’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Date and Place of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Sex: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Marital Status: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Nationality: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. Current Designation and Academic Level: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. Date of Last Promotion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
10. Category (SC/ST/OBC/PWD/General): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
11. Address for Correspondence (with Pin code): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Permanent Address (with Pin code), in case different from Sl. No. 11:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Academic Qualifications:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Examination | Name of Exam | University | Year of Passing | Percentage of Marks obtained | Division/ Class/ Grade | Main Subjects |
| Graduation |  |  |  |  |  |  |
| Post-Graduation |  |  |  |  |  |  |
| Other Examinations, if any |  |  |  |  |  |  |

1. Research Degree(s)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Degrees | | Name of the University | Title of dissertation/ thesis | Date of submission | Date of Award |
| M.Phil. |  | |  |  |  |
| Ph. D. |  | |  |  |  |
| D.Sc/D.Lit |  | |  |  |  |

1. Course taught at various levels during the academic year (Name of the course giving details):

(a) Undergraduate :

(b) Postgraduate :

16.Field of Specialization under the Subject/Discipline:

17. Details of Course / Programmes / Workshop/MOOCs attended or completed.

17.1 Details of Refresher/orientation course/research methodology/ workshop/syllabus

up-gradation/teaching-learning-evaluation/technology programme / Faculty

Development Programme

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S. No. | Details | Place | Period | | Year | Sponsoring/ Organising Agency |
| From | To |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

17.2 MOOCs complete with e-certification

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| S.No. | Details of MOOC | Subject | Certification providing agency | Date of certification | Level  (UG/PG/Other) | Year | E-certification no. |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
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17.3 Contribution towards development of e-content/MOOCs in 4-quadrants

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| S.No. | Details of E-contents/MOOCs in 4-quadrants | Quadrants developed | No. of Modules | Course | Sponsoring Agency | Year | Level  (UG/PG/Other) |
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17.4 Contribution towards conduct of MOOCs

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| --- | --- | --- | --- | --- | --- | --- |
| S.No. | Details of MOOC | Subject | Sponsoring Agency | Level  (UG/PG/Other) | Year | E-certification no. |
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**PART-B: ACADEMIC PERFORMANCE ASSESSMENT**

(Please refer to “Detailed Guidelines” for completing Part-B)

**SECTION B.1:**

**TEACHING, LEARNING, EVALUATION RELATED ACTIVITIES**

1. Teaching Activity (Details of Lectures, Tutorials, Practicals and other teaching related

activities)

Grading Criteria:

1. 80% & above - Good

2. Below 80% but 70% & above – Satisfactory

3. Less than 70% - Not Satisfactory

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| S.  No. | Year/ Semester | Course/ paper | Level (PG/UG) | Teaching Mode | Lectures/ Tutorials/Practicals/ Other related activities | | % of Assigned Classes Taught |
| Classes  Assigned | Classes Taught |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Grading | |  | | | | | |

**SECTION B.2:**

**ADMINISTRATIVE SUPPORT, PARTICIPATION IN STUDENT’SCO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES, PERSONAL DEVELOPMENT RELATED TOTEACHING AND RESEARCH ACTIVITIES.**

2. Student related activities/Research Activities

Good – Involved in at least 3 activities

Satisfactory – 1-2 activities

Not-satisfactory – Not involved/undertaken any of the activities

(a) Administrative responsibilities such as Head/Dean/Director/coordinator, warden etc.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S. No. | Year | Nature of Activity | Designation | Institution/Department | Period | |
| From | To |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

(b) Examination and evaluation duties assigned by college/university or attending the examination paper evaluation.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S. No | Year | Nature of Activity | Designation | Institution/Department | Period | |
| From | To |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

(c) Student related 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 services.

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| --- | --- | --- | --- | --- | --- | --- |
| S. No | Year | Nature of Activity | Level  (PG/ UG) | Institution/Department | Period | |
| From | To |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

(d) Organising Seminars/Conferences/workshops, other college/university activities.

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| --- | --- | --- | --- | --- | --- | --- |
| S. No. | Year | Details | Place | Period | | Sponsoring/Organising Agency |
| From | To |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

(e) Evidence of actively involved in guiding Ph. D. students.

|  |  |  |  |
| --- | --- | --- | --- |
| Registered  (Ph.D.) | Thesis/Dissertation  Submitted | Year | Degree Awarded |
|  |  |  |  |

(f) Conducting minor or major project sponsored by national or international agencies.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S. No | Year | Title | Period | Major/Minor | Sponsoring/Funding Agency |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

(g) At least one single or joint publication in peer-reviewed or UGC list of Journals.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| S. No | Title of the Paper | Journal Name | Year | Vol. No. | Page No. | ISSN No. | Impact Factor | Whether SCOPUS Indexed | Authorship | Reference number of UGC-CARE list |
|  |  |  |  |  |  |  |  |  |  |  |
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Note:

Impact factor to be determined as per Thomson Reuters list

The Authorship is to be filled as follows:

* One of Two Authors
* For more than Two Authors
* First/Principle/Corresponding Author
* Joint author

**OVERALL GRADING FOR B.2**

|  |  |
| --- | --- |
| No. of Activities covered\* |  |
| Overall grading |  |

\*Note:

Number of activities can be within or across the broad categories of activities.

(Please attach supporting documents as per requirement)

**SUMMARY OF GRADING FOR THE ACADMIC YEAR**

(As per the APARs submitted by the applicant during the assessment period.)

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.** | **Activity** | **Section** | **Gradation(To be given/verified by HoD)** |
| 1. | Teaching Activity | B.1 |  |
| 2. | Student related/Research activity | B.2 |  |

**Overall Grading for the Academic Year for the Section B.1 and B.2** \* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\*Note:Overall Grading for the Academic Year is to be defined as follows

Good – Good in teaching and satisfactory or good in activity in Section B.2 or

Satisfactory – Satisfactory in teaching and good or satisfactory in activity in Section B.2 or

Not-satisfactory – If neither good nor satisfactory in overall grading.

**SECTION B.3:**

**RESEARCH AND ACADEMIC CONTRIBUTIONS**

1.Published Research Papers in Referred/Peer-Reviewed or UGC listed Journals

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| S. No. | Title of the Paper | Journal Name | Year | Vol. No. | Page No. | ISSN No. | Impact Factor | Scopus Indexed | Authorship | Reference number of UGC-CARE List |
|  |  |  |  |  |  |  |  |  |  |  |
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Note:

Impact factor to be determined as per Thomson Reuters list The Authorship is to be filled as follows:

* One of Two Authors
* For more than two Authors:
* First/Principal/Corresponding Author
* Joint Author

2. Publications (other than Research papers)

a.(i) Books authored as one of two authors! First/Principal/Corresponding Author/ Joint Author

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S. No. | Title of the Book | Authorship \* | Level of Publisher (National/International) | Publisher (with city/country & year of Publication | ISBN | Whether Refereed |
|  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |

\*The Authorship is to be filled as follows:

* One of Two Authors
* For more than two Authors:
* First/Principal/Corresponding Author
* Joint Author

a. (ii) Chapter in Edited Books

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S. No. | Title of Edited Book | Title of Chapter | Authorship\* | Publisher (with city/country & year of Publication) | ISBN | Whether Refereed |
|  |  |  |  |  |  |  |
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\*The Authorship is to be filled as follows:

* One of Two Authors
* For more than two Authors:
  + First/Principal/Corresponding Author
  + Joint Author

a.(iii) Books Edited as one of the Two Editor/First/Principal/Corresponding Editor/Joint Editor

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S. No. . | Title of Edited Book | Editorship\* | Level of Publisher(National /international) | Publisher (with city/country & year of Publication | ISBN | Whether Refereed |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

\*The Editorship is to be filled as follows:

* One of Two Editors
* For more than two Editors:
  + First/Principal/Corresponding Editors
  + Joint Editors

b. Translation works in Indian and Foreign Languages by qualified faculties.

b.(i) Chapter or Research Paper

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| S. No | Title of the Paper/Chapter | Journal/ Book Name | Year | Vol. No. | Page No. | ISSN/ISBN No. | Impact Factor | Authorship\* | Reference number of UGC – CARE List |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

\*The Authorship is to be filled as follows:

* One of Two Authors
* For more than two Authors:
  + First/Principal/Corresponding Author
  + Joint Author

b.(ii) Books Translated

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S. No. | Title of the Book | Authorship\* | Publisher (with city/country) & Year of Publication | ISBN | Whether Refereed |
|  |  |  |  |  |  |
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\*The Authorship is to be filled as follows:

* One of Two Authors
* For more than two Authors:
  + First/Principal/Corresponding Author
  + Joint Author

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. No. | Name of the Module | Subject | Stream | Organization for which it was developed | Year | Level (UG/PG/Other) | Weblink |
|  |  |  |  |  |  |  |  |
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(b) Design of new Curricula and Courses

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| --- | --- | --- | --- | --- | --- | --- |
| S. No. | Name of the Curricula/Course | Subject | Organization for which it was developed | Year | Level (UG/PG/Other) | Weblink |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
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(c) Development of MOOCs

c.1 Development of complete MOOCs in 4 quadrant for a course with credits

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| S. No. | Details of MOOC (with no. of quadrant) | Credits | Course | Subject | Organization for which it was developed | Level (UG/PG/Other) | Weblink |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

c.2 MOOCs (developed in 4 quadrant ) per module/Lecture

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| S.No. | Details of MOOC (with no. of quadrant) | Details of Module | Course | Subject | Organization for which it was developed | Level (UG/PG/Other) | Weblink |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

c.3 Content writer/subject matter expert for each module of MOOCs ( at least one quadrant)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| S. No. | Details of MOOC (with no. of quadrant) | Details of Module | Course | Subject | Organization for which it was developed | Level (UG/PG/Other) | Weblink |
|  |  |  |  |  |  |  |  |
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c.4 Course Coordinator for MOOCs ( 4 credit course )

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| S. No. | Details of MOOC (with no. of quadrant) | Credits | Course | Subject | Organization for which it was developed | Level (UG/PG/Other) | Weblink |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
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(d) Development of E-Content

d.1. Development of e-Content in 4 quadrants for a complete course/e-book

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S. No. | Details of E-Content (with no. of quadrant) | Course/E-book | Subject | Organization for which it was developed | Level (UG/PG/Other) | Weblink |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
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d.2 E-content (developed in 4 quadrants) per module

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S. No. | Details of E-Content (with no. of quadrant) | Course/E-book | Subject | Organization for which it was developed | Level (UG/PG/Other) | Weblink |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

d.3 Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| S. No. | Details of E-Content (with no. of quadrant) | Details of Module | Course | Subject | Organization for which it was developed | Level (UG/PG/Other) | Weblink |
|  |  |  |  |  |  |  |  |
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d.4 Editor of e-content for complete course/paper/e-book

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| --- | --- | --- | --- | --- | --- | --- |
| S. No. | Details of E-Content (with no. of quadrant) | Course/Paper?E-book | Subject | Organization for which it was developed | Level (UG/PG/Other) | Weblink |
|  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |

3. (a) Research Guidance.

|  |  |  |  |
| --- | --- | --- | --- |
| Level of Guidance | Registered | Thesis/Dissertation Submitted | Degree Awarded |
| Ph.D. |  |  |  |
| MPhil./P.G. Dessertation |  |  |  |

(b) Research Projects Completed

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| S. No. | Title | Status of PI\* | Duration(in months) | Period (From-to) Dates to be given | Total Grant/Funding received (Rs.) | Name of Sponsoring/Funding Agency | Outcome of the Project |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

\*Kindly indicate whether you are Sole PI/PI/Co-PI in the project

(c) Research Projects ongoing

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| S. No. | Title | Status of PI\* | Duration(in months) | Period (From-to) Dates to be given | Total Grant/Funding received (Rs.) | Name of Sponsoring/Funding Agency | Outcome of the Project |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

\*Kindly indicate whether you are Sole PI/PI/Co-PI in the project

(d) Consultancy.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S. No. | Title | Duration (in months) | Period (From-to) Dates to be given | Total Grant/Funding received (Rs.) | Name of Sponsoring/Funding Agency | Whether routed through Parent University/College |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
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5. (a) Patents

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S. No. | Title\* | Area / Subject | Date of Award | Level (International /National) | Reference Number | Sponsoring Agency |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

\*Only patents awarded are to be mentioned.

(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. No. | Title\* | Status of PI\* | Area / Subject | Date of publication /Submission | Level (International /National/State)) | Reference Number | Sponsoring Agency |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

\*Only Policy document published submitted to bodies/organization detailed above shall be considered.

(c) Awards/Fellowship

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S. No. | Name of Award/Honor\* | Area / Subject | Name of Awarding Body | Level (International /National) | Date |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

\*Entries for awards made in this section should be from post-graduation onwards only. Junior/Senior research fellowship and non-net fellowship should not be included.

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)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| S. No. | Title of Lecture/Paper | Invited Lecture/Resource Person/Paper presented | Nature of Programme\* | Details | Level\* | Date of presentation | Duration (in minutes) | Sponsoring Agency |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

\*Seminar/FDP/Conference

\*\*Level : International (Abroad)/International (within country)/National / State/University.

(Please attach supporting documents wherever required)

**PART-C OTHER RELEVENT INFORMATION**

(a) Membership/Fellowship of Learned bodies / Societies:

(b) Literary, cultural or other activities (e.g. attainment in sports etc.) in which the applicant is interested and distinctions obtained:

(c) Please give details of any other credential, significant contributions, awards received, responsibilities, etc. not mentioned earlier.

(e) Future Plans (In approximately 150 words):

LIST OF ENCLOSURES: *(Please attach self-certified copies of certificates, sanction orders, papers, etc. wherever necessary*)

1. 11.
2. 12.
3. 13.
4. 14.
5. 15.
6. 16.
7. 17.
8. 18.
9. 19.
10. 20.

**PART-D DECLARATION**

I have read the applicable guidelines, which are binding. I do hereby solemnly declare that the information given, the statements and documents uploaded with this application form are correct and true to the best of my knowledge and belief. If any information given by me in this application is found to be false or misleading, my candidature is liable to be cancelled and I may be subjected to legal/disciplinary proceedings.

Date :

Place :

Signature & Designation of the Applicant

Certified that .................................................................................. has been working as ........................................................... in this Department since ....................................

The particulars given in this application have been checked and verified from office records and documents enclosed are found to be correct.

The gradations have been varified on the basis of the performance of the applicant and the credentials/documents provided and enclosed herewith by the applicant.

Head of the Department/Centre