



SHILLONG COLLEGE, SHILLONG

ANNUAL SELF APPRAISAL REPORT (ASAR) OF TEACHERS FOR THE ACADEMIC YEAR -----

(The ASAR must be filled up by all the teachers and submitted to Coordinator, IQAC, every year latest by 30th September. No documents need be attached with this form, i.e. ASAR. Information supplied by the teachers will be accepted. In case of any discrepancy, the teacher will be asked to produce the documents. However, supporting documents must be attached when teachers are applying for placement and filling up the API form.)

PART A: GENERAL INFORMATION

1. Name of the Faculty:

2. Father/Mother/Husband's Name:

3. Department:

4. Date of Joining:

5. Current Designation and Grade Pay:

6. Date of Last Promotion:

7. Address for Correspondence:

8. Permanent Address:

9. Contact Number:

10. e-mail:

11. Whether acquired any degree or fresh academic qualification during the year (give details):

PART B: ACADEMIC AND PROFESSIONAL PERFORMANCE INDICATORS

A. Teaching

(a) Classes Taught

Class	Periods		
	Assigned per week **L/ T / P	Taught in the year L/ T / P	Teaching of periods missed during absence or leave
	1	2	3
i) U.G.			
ii) Any other			

** L=Lecture T=Tutorial P=Practical

b) Regularity and Punctuality

c) Details of course teaching plan, synopses of lecturers, and reading lists supplied to students

d) Details of participation in the following:

(i) Academic programmes in the College, other than teaching:

(ii) Paper Setting (College/University)

(iii) Conduct of Examinations (College/University)

(iv) Evaluation (College/University)

B. Details of Innovations / Contribution in Teaching, during the year:

a) Design of curriculum

b) Teaching methods

c) Laboratory experiments

d) Evaluation methods

e) Preparation of resource material including books, reading materials, laboratory manuals etc.

f) Remedial Teaching / Student Counseling (academic)

g) Any other

C. Improvement of Professional Competence:

Details regarding (provide name of the course/seminar, etc. and the date(s))

(a) Refresher courses/orientation attended:

(b) Resource person in workshops/seminars/symposia:

(c) Participation in summer schools/workshops/seminars/symposia etc.:

(d) Open university courses:

(e) M.Phil., Ph.D.:

(f) Participation in any other programme related to professional development:

D. Research Contributions:

a) Any major research project:

b) Any minor research project:

c) Any College level research project:

d) Any student associated with the research project(s):

e) No. of research papers published (please enclose list):

c) Research Projects:

Title of the Project	Name of the funding agency	Duration

d) Details of Seminars, Conferences, Symposia organized:

f) Membership of Professional Bodies, Editorship of Journals etc.

E. PUBLICATIONS:

(a) Number of Research Papers published:

(b) Number of ISBN publications (give details):

(b) Number of Books/Journals edited (provide the names):

(c) No. of articles/other materials published in Books/Journals/magazines/any other publications (give details):

E. Extension Work/Community Service

a) Please give a short account of your contribution to:

i) Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.:

ii) National Literacy Mission

b) Positions held/Leadership role played in organizations linked with Extension work and National Service Scheme (NSS) or any other similar activity.

F. Participation in Corporate Life:

Please give a short account of your contribution to:

a) College/University/Institution

b) Co-curricular activities

c) Enrichment of campus life (hostels, sports, games, cultural activities)

d) Students welfare and Discipline

e) Membership/Participation in Bodies/Committees on Education & National Development

f) Professional Organizations of Teachers

g) Position held any other organisation of public welfare:

G. Assessment

a) Steps taken by you for the evaluation of the course programme taught

b) How does your extra-curricular/community participation benefit your professional development?

c) How does your extra-curricular/community participation benefit your institution?

H. General Data

Give a brief assessment of your performance indicating

(a) Achievements:

(b) Difficulties faced:

(c) Suggestions for improvement:

I certify that the information provided is correct as per records available with the College and/or documents enclosed along with this duly filled ASAR proforma.

Date:

(Signature of the Teacher)