S. P. MANDALI'S
RAMNARAIN RUIA AUTONOMOUS COLLEGE
MATUNGA, MUMBAI- 400 019

Name of the Teacher: _____   **Department:** _____

Designation: _____   **Year:** _____

1) Personal Data

Full Name (BLOCK LETTERS)	Department	Stream	Category

Academic Level	Designation	Current Status	Date of Birth

Address (Residential)	Date of Joining the College	Date of confirmation

Whether recognized as a PG Teacher	Year of Post Graduate teacher recognition	Whether recognized as a MSc by Research	Date of recognition as a MSc by Research

Whether recognized as a Research Guide	Date of recognition as a Research Guide	Name of the University as a Research Guide	Degree for which recognized (By Papers-PG)

Degree for which recognized (By Research (PHD)	Degree for which recognized (By Research (M-Phil)	Degree for which recognized (By Research (PG)	Total Teaching Experience : UG.

Total Teaching Experience : PG.	Total Teaching Experience in this college: UG	Total Teaching Experience in this college: PG	E-Mail ID

Aadhar Card Number	PAN Card Number	Mobile Number

UGC NET/ CSIR NET	Date of Passing NET Examination	SET	Date of Passing SET Examination

Research Experience excluding years spent in M. Phil. / Ph. D. (In Years)	Fields of Specialization under the Subject / Discipline	2.e) Total Number of Registered PhD. Students	2.e.1) Total Number of Students Awarded PhD.

2.f.1) Total Number of Minor Research Project sponsored by national agencies	2.f.2) Total Number Minor Research Project sponsored by International agencies	2.f.3) Total Number of Major Research Project sponsored by national agencies	2.g.1) Total number of Major Research Project sponsored by International agencies
2.g.2) Total number of single or joint publication in peer- reviewed or UGC list of Journals	List of Enclosures: (Please attach copies of certificates and / or letters sanction orders, papers etc. wherever Necessary) -Google Drive Link		

2) **Academic Qualifications**

Degree	Year of passing	University & State	Special/ Principal Subject	Class Grade	Percentage of Marks

3) Previous experience with dates

Sr. No.	Name of College	Name of University Affiliated

Date of Joining	End Date	Designation	Remark

4) Human Resource Development

Human Resource Development Center Orientation / Refresher Course / FDP/ MOOC / One-Two week courses attended so far				
Sr. No.	Name of the Course/Summer School	Place	Duration	Sponsoring Agency/ Organizer

5) Teaching Details

Level	Class	L+P+T (Assigned)		L+P+T (Planned)		L+P+T (Taken)		L+P+T (Taken in the year)	Steps taken for the teaching of periods missed during absence or leave
		Semester I	Semester II	Semester I	Semester II	Semester I	Semester II		
UG									
PG									
Total No.									
Total Hours									

6) Teaching Summary

Sr. No.	Teaching details	Hours
1	UG-	
2	PG	
3	Assignments	
4	Field Work	
5	Group Discussion	
6	Seminars	
7	Remedial Teaching	
8	Guidance to project students	
9	Clarifying doubts within and	
	outside the class hours	
10	Counselling & Mentoring	
	Total	
	Total % of Teaching	

7) Teaching, learning and evaluation

TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES
Teaching:(Number of classes taught/total classes assigned) x100% (Classes taught includes sessions on tutorials, lab and other teaching related activities) (Teaching: Black board Teaching: ICT based Practical / Laboratory Tutorials / Assignments /Project, Field Work Group Discussion, Seminars Remedial Teaching, clarifying doubts within and outside the class hours Additional teaching to support counselling and mentoring)

Name of Activity	Actual Class spent per year	% of Teaching

8) Examination Duty-Summary

Examination and evaluation duties

Total Hours Spent per year	Total days Spent per year

9) Administrative Responsibilities-

Sr. No.	Administrative responsibilities	Details of the activity	Hrs
1	**Head**		
2	**IQAC Coordinator**		
3	**Dean**		
4	**Chairperson different committees**		
	Total		

10) Administrative Responsibilities

Administrative Responsibilities

Total Hours Spent per year	Total days Spent per year

11) Examination Duty-Details

Sr. No.	Examination Duties Details	Hrs
1.		
2.		
3.		
	Total Hrs	

Note: Examination and evaluation duties assigned by the college or attending the examination paper evaluation.

i) Question Paper Setting
ii) Invigilation/ Supervision
iii) Flying Squad
iv) CS/ ACS/ Custodian
v) CAP Director/ Assistant Director
vi) Unfair Menace Committee
vii) Grievance Committee
viii) Internal Assessment
ix) External Assessment
x) Re-valuation
xi) Result Preparation (College Level for Internal Assessment)
xii) RRC/RAC Committee M. Phil., Ph. D. Thesis evaluation / any other)

12) Student related Activities- Detail

Sr. No.	Student related Activities	Activity	Date	Place	Hrs
1	Career counselling				
2	Study visits				
3	Student seminars				
4	cultural				
5	sports				
6	NCC				
7	NSS				
8	community services				
9	Any other				
	Total				

13) Student related Activities Summary

Student related co- curricular, extension and field based activities

Total Hours Spent per year	Total days Spent per year

14) Organized Events-Details

Sr. No.	Title of the activity	Category (Webinar/ Seminar/ Conference/ Workshop/ any other)	Date	Hrs
1				
2				
	Total			

15) Organized Events-Summary

Organizing seminars/ conferences/ workshops

Total Hours Spent per year	Total days Spent per year

16) Research Papers in Peer-Review

Research Papers in Peer-Reviewed or UGC listed Journals: (Please refer points as per UGC notification)

Sr. No.	Title of paper	Journal Name	Page nos.	Vol. no Issue no.

Year of publication	ISSN/ISBN No.	Impact Factor if any	No. of Co-Authors	Whether Principal Author/ supervisor Co-supervisor	Self Score

17) Seminar Workshop Meeting-Attended

Sr. No.	Title of the activity	Category	Date	Hrs

18) Books Published details

Sr. No	Title of Book with no. of pages	Publication name with ISSN/ ISBN No.	International/ National Publisher	No. of Co-Authors	Whether Principal Author/ Co-Author	Self Score
Publications (other than Research papers) (Books, Chapters in Books) (i) Books Published with ISSN / ISBN number						

19) Chapter Edited details

Chapter in Edited Book with ISSN / ISBN

Sr. No	Title of Chapter with no. of pages	Name of Book

Publication name &ISSN/ ISBN No.	No. of Co-Authors Whether Principal Author/ Co-Author	Self Score

20) Books Edited Details

Editor of Book with ISSN / ISBN number

Sr. No	Title of Book with Page Nos.	Publication name &ISSN/ ISBN No.	International/ National Publisher	No. of Co-Authors	Whether Principal Author/ Co-Author	Self Score

21) Translation Work Details

Translation works in Indian and Foreign Languages by qualified faculties					
Sr. No.	Original Title of Chapter or Research paper / Book with Page Nos. Nos. ISSN /ISBN No.	Name Of Original Author Translated Title of Chapter or Research paper / Book with Page Nos. ISSN /ISBN No.	No. of Translated Co-Authors	Whether Principal Author /Co-Author	Self Score

22) Creation of ICT Material-Detail

Sr. No.	Title of Innovative pedagogy Sponsored Agency if any Types of Teaching-Learning Environments: Face-to-face/Networked/Open and distance/Virtual / if any	Specify ICTs resources: web link /You tube link: Audio/ Video Smart Classroom /Simulation Games/Blogging/Online Discussion Forums /Virtual Laboratories/ Telecast /Picture /Models/Charts if any	Date of approval From authority	Date of Implementation	Self-Appraisal

(Table header row above spanned by: Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula)

23) MOOCs with 4 Quadrants-Details

MOOCs (developed in 4 quadrant) per module/lecture

Sr. No	Name of Programme & Course where curricula introduced	Course Credits Title of new MOOC curricula	Specify ICTs resources: web link /You tube link: Audio/ Video/Telecast /Picture /Models/Charts if any Date of approval from authority if any	Date of Implementation	Self Score

24) Design New Curricula & Courses

Design of new curricula and courses:

Sr. No	Name of Programme where curricula introduced	Title of new curricula and courses	Specify ICTs resources: web link /You tube link: Audio/ Video/ Telecast /Picture /Models/Charts if any Date of approval from authority	Date of Implementation	Self Score

25) MOOCs-Details

MOOCs:

Sr. No	Name of Programme where curricula introduced	Course Credits	Title of new MOOC curricula	Specify ICTs resources: web link /You tube link: Audio/ Video/Telecast /Picture /Models/Charts if any Date of approval from authority if any	Date of Implementation	Self Score

26) Content Writing MOOCs

Content writer/subject matter expert for each module of MOOCs (at least one quadrant) (2 points per curricula / Course)

Sr. No	Name of Programme & Course where curricula introduced Course Credits	Title of new MOOC Content curricula	Specify ICTs resources: web link /You tube link: Audio/ Video/Telecast /Picture /Models/Charts if any	Date of approval from authority	Date of Implementation	Self Score

27) Course Coordinator MOOCs

Course coordinator for MOOC's (4 credit course)

Sr. No	Name of Programme & Course	Course Credits	Title of new MOOC curricula Specify ICTs resources: web link /You tube link :Audio/ Video/Telecast /Picture /Models/Charts if any	Date of approval from authority	Date of Implemen tation	Self Score

28) E-Content Development

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

Sr. No	Title of e-Content course/ e-book with no. of pages, ISSN / ISBN NO. if any	Name of Programme& Course to which introduced	Specify ICTs resources: web link Whether Peer reviewed	No. of Co-Authors	Whether Principal Author / Co-Author	Self Score

29) E-Content Development in 4 Quad

Content (developed in 4 quadrants) per module

Sr. No	Title of e-Content course/ e-book with no. of pages	ISSN / ISBN NO. if any	Name of Programme& Course to which introduced	Specify ICTs resources: web link Whether Peer reviewed	No. of Co-Authors	Whether Principal Author /Co-Author	Self Score

30) E-Content Contribution Details

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

Sr. No	Title of e-Content course/ e-book with no. of pages	ISSN / ISBN NO. if any	Name of Programme& Course to which introduced	Specify ICTs resources: web link Whether Peer reviewed	No. of Co-Authors	Whether Principal Author /Co-Author	Self Score

31) Editor-Econtent Details

Editor of e-content for complete course/ paper /e-book

Sr. No	Title of e-Content course/ e-book with no. of pages	ISSN / ISBN NO. if any	Name of Programme& Course to which introduced	Specify ICTs resources: web link Whether Peer reviewed	No. of Co-Authors	Whether Principal Author /Co-Author	Self Score

32) Research Score

Research Score: Research guidance:

Sr. No	(Phil. / P.G. Dissertation / Ph.D).	Number of Candidate Enrolled	No. of Thesis Submitted with dates	No. of Candidate Degree Awarded with dates	Self Score

33) Research Projects- More than 10

Research Projects Completed: More than 10 lakhs

Sr. No	Title of Project	Sponsored Agency	Date of Completion	Whether Co-PI	Grant Received(Rs.)	Self Score

34) Research Projects- Less than 10

Research Projects Completed: less than 10 lakhs

Sr. No	Title of Project	Sponsored Agency	Date of Completion	Whether Co-PI	Grant Received (Rs)	Self Score

35) Research Projects Ongoing Less

Research Projects Ongoing: Less than 10 lakhs

Sr. No	Title of Project	Sponsored Agency	Date of Completion	Whether Co-PI	Grant Received(Rs.)	Self Score

36) Consultancy Details

Consultancy

Sr.No	Title of Consultancy Project	Sponsored Agency	Date of Starting Amount Mobilized (Rs Lakh)	Self-Score

37) Patents

Patents

Sr.No	Title of patent Project	Patent Number	Sponsored Agency	Date of Award	International / National	Self Score

38) Creation of Policy Docs

*Policy Document (Submitted to an International Body/Organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)

Sr.No	Title of Policy Document	Name of Submitted Agency	International/ National / State	Policy Document Number Date of Acceptance	Self-Score

39) Awards and Fellowship Details

Awards/Fellowship:

Sr.No	Name of Award / Fellowship	Date of Received	International/ National	Name of Awardees Academic Body/ Association	Self-Score

40) Invited Resource Person Details

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)

Sr. No	Title of Presentation in Academic Session Title of Conference/ Seminar Mode of Presentation: Invited lectures /Resource Person /Paper presentation	Name of Organizer	Whether International(Abroad) /International(within Country)/ National / State/ University Level	Self-Score

41) Summary of Research Score

Details of Academic/Research Activity	Self-Appraisal score	API Score Verified	API Score Verified by committee
(1) Research Papers in Peer-Reviewed or UGC listed journals			
(2) Publications (other than Research papers			
(3) Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula			
(4) Research Guidance/Projects Completed/ Projects ongoing /Consultancy			
(5) Patents/ Policy Document / Awards/ Fellowship			
(6) Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings			
Grand Total of Table 2:			

42) Summary API Scores

Summary API Scores (Good/ Satisfactory/ Not-Satisfactory)

Overall Grading	
Teaching	
Involvement in the University	
College students related activities	
Research activities	
Academic Score	
Research Score	

43) Other Relevant information

Sr. No.	Details (Mention Year, Value etc. where relevant)

44) Evaluation by Head

PART – II

Evaluation by Head of Department / Incharge / Principal with regard to the evaluation of the overall contribution of the teacher.

i. General Observations
   i Attendance:
     a) Regularity:
     b) Punctuality:
 ii Students-teacher relationship:
 iii Colleague relationship:
 iv Class control:
  v Reading habits and other matters:
 vi Involvement in Departmental activities:

ii.

	Items	Factual verification		Evaluation				
		Correct	Exaggerated	Excellent	Very good	Good	Average	Poor
A.	General Information							
B.	Teaching							
C.	Innovations/Contribution in teaching							
D.	Academic & Professional advancement during the year							
E.	Participation in Extension work/Community service							
F.	Participation in College/ University work							
G.	Participation in Corporate Life							
H.	Distinct contribution							

Signature of H O D / Principal: _____

Name :_____

Date: /   /

45) Evaluation by Principal

PART – III
(To be filled in by the Principal)
Observations / recommendation of the Principal on the overall standing / performance of teacher in college:
Overall evaluation:

_____
_____
_____

Seal of the College:

Signature of the Principal
Date: /   /

46) Declaration Doc

I hereby declare that the information provided by me are correct and verifiable.

Date………………………….

Place…………………………

Signature & Designation of the Applicant