OFFICE OF THE CONVENER OF THE
COMMITTEE FOR ASSESSMENT &
ACCREDITATION OF THE UNIVERSITY
BY NAAC
ALIGARH MUSLIM UNIVERSITY, ALIGARH

Dr. M. Rizwan Khan
Convener

D.No. 101 /NAAC

May 28, 2013

Dean
Faculty of Social Science
AMU, Aligarh

A prescribed proforma for collecting information from individual departments of different faculties for NAAC has to be delivered to the concerned Chairmen. I seek your kind cooperation for the distribution of the said proforma to the Chairmen of Departments falling under your Faculty.

The packet containing the proforma in multiple copies along with a letter to the Chairmen is enclosed herewith. Kindly arrange for its delivery from your end to concerned Chairmen.

(Minhaj Ahmad Khan) 29/5/13
Deputy Registrar

D.No. 101 /NAAC

May 28, 2013

Copy to:
1. Assistant Registrar to Vice Chancellor Secretariat for Information
2. Assistant Registrar to Pro Vice Chancellor Secretariat for Information
3. Prof. Saleem Akhtar, Chairman, Committee for A & A, Dean, Faculty of Law

(Minhaj Ahmad Khan) 29/5/13
Deputy Registrar

Chairman, Department of Studies,
Faculty of Social Sciences, AMU

Dean

Room No. 3, 'D' Wing, Ground Floor, Administrative Block, AMU Aligarh
All Chairmen
Departments of Studies
AMU, Aligarh

Subject: Request to ensure the submission of "Proforma for Individual Teachers" and Completion of "Evaluative Report of Departments"

It is hoped that all the teachers of your Department have received the "Proforma of Individual Teachers" and they are either about to submit or have submitted the completed proforma. As you know that the soft copy of the "Proforma of Individual Teachers" were made available on your official mail ID and also on the AMU website by clicking the link http://www.amu.ac.in/naac.jsp?did=10069&iid=Performa. Please ensure the timely submission of the proforma by the teachers to the facilitator, nominated by you, in your Department.

Once the teachers submit the hard and soft copy of the proforma, the facilitator needs to do the following:

1. Send a zip folder of the proforma submitted by individual teachers on naacamu@gmail.com. The zip folder should be named after the department to which it belongs.

2. Pool the information provided by individual teachers. The facilitator may create a spreadsheet by using the "Proforma of Individual Teachers" so that all information regarding each item can be collectively seen at one place.

3. Compile the attached proforma, called "Evaluative Report of the Department". The facilitators will need to pool the information/data provided by individual teachers in order to complete the attached proforma for the Department.

Since the "Evaluative Report of the Departments" is one of the three major documents to be submitted to NAAC and to be assessed critically by the Peer Review Team (from NAAC) along with the documentary evidences of our claims, it is requested to complete the attached "Proforma" very meticulously with all care.

Note: Kindly send the attached proforma ("Evaluative Report of the Department") latest by 15th June 2013.

(Minhal Ahmad Khan)
Deputy Registrar

Copy to:
1. Assistant Registrar to Pro Vice Chancellor Secretariat for Information
2. Prof. Saleem Akhtar, Chairman, Committee for A & A, Dean, Faculty of Law

Room No. 3, 'D' Wing, Ground Floor, Administrative Block, AMU Aligarh
### Evaluative Report of the Department

1. Name of the Department
2. Year of establishment
3. Is the Department part of a School/Faculty of the university?
4. Names of programmes offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., D.Sc., D.Litt., etc.)
5. Interdisciplinary programmes and departments involved
6. Courses in collaboration with other universities, industries, foreign institutions, etc.
7. Details of programmes discontinued, if any, with reasons
8. Examination System: Annual/Semester/Trimester/Choice Based Credit System
9. Participation of the department in the courses offered by other departments
10. Number of teaching posts sanctioned, filled and actual (Professors/Associate Professors/Asst. Professors/others)

<table>
<thead>
<tr>
<th></th>
<th>Sanctioned</th>
<th>Filled</th>
<th>Actual (including CAS &amp; MPS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor</td>
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<td></td>
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<tr>
<td>Associate Professors</td>
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<td></td>
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<tr>
<td>Asst. Professors</td>
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<td></td>
<td></td>
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<tr>
<td>Others</td>
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<td></td>
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</tbody>
</table>

11. Faculty profile with name, qualification, designation, area of specialization, experience and research under guidance

<table>
<thead>
<tr>
<th>Name</th>
<th>Qualification</th>
<th>Designation</th>
<th>Specialization</th>
<th>No. of Years of Experience</th>
<th>No. of Ph.D./M.Phil. students guided for the last 4 years</th>
</tr>
</thead>
</table>

12. List of senior Visiting Fellows, adjunct faculty, emeritus professors
13. Percentage of classes taken by temporary faculty – programme-wise information
14. Programme-wise Student Teacher Ratio
15. Number of academic support staff (technical) and administrative staff: sanctioned, filled and actual
16. Research thrust areas as recognized by major funding agencies
17. Number of faculty with ongoing projects from
   (i) national
   (ii) international funding agencies and
   (iii) Total grants received
       Give the names of the funding agencies, project title and grants received project-wise.
18. Inter-institutional collaborative projects and associated grants received
   (i) National collaboration
   (ii) International collaboration
19. Departmental projects funded by DST-FIST; UGC-SAP/CAS, DPE; DBT, ICSSR, AICTE, etc.; total grants received.

20. Research facility / centre with
   - state recognition
   - national recognition
   - international recognition

21. Special research laboratories sponsored by / created by industry or corporate bodies

22. Publications:
   - Number of papers published in peer reviewed journals (national / international)
   - Monographs
   - Chapters in Books
   - Edited Books
   - Books with ISBN with details of publishers
   - Number listed in International Database (For e.g. Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
   - Citation Index – range / average
   - SNIP
   - SJR
   - Impact Factor – range / average
   - h-index

23. Details of patents and income generated

24. Areas of consultancy and income generated

25. Faculty selected nationally / internationally to visit other laboratories / institutions / industries in India and abroad

26. Faculty serving in
   (i) National committees
   (ii) International committees
   (iii) Editorial Boards
   (iv) any other (please specify)

27. Faculty recharging strategies (UGC, ASC, Refresher / orientation programs, workshops, training programs and similar programs).

28. Student projects
   - percentage of students who have done in-house projects including inter-departmental projects
29. Awards/recognitions received at the national and international level by
   - Faculty
   - Doctoral/post doctoral fellows
   - Students

30. Seminars/Conferences/Workshops organized and the source of funding (national/international) with details of outstanding participants, if any.

31. Code of ethics for research followed by the departments

32. Student profile programme-wise:

<table>
<thead>
<tr>
<th>Name of the Programme (refer to question no. 4)</th>
<th>Applications received</th>
<th>Selected</th>
<th>Pass percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>Male</td>
<td>Female</td>
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<td>Male</td>
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<td></td>
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<td>Male</td>
<td>Female</td>
</tr>
</tbody>
</table>

33. Diversity of students

<table>
<thead>
<tr>
<th>Name of the Programme (refer to question no. 4)</th>
<th>% of students from the same university</th>
<th>% of students from other universities within the State</th>
<th>% of students from universities outside the State</th>
<th>% of students from other countries</th>
</tr>
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34. How many students have cleared Civil Services and Defence Services examinations, NET, SET, GATE and other competitive examinations? Give details category-wise.

35. Student progression

<table>
<thead>
<tr>
<th>Student progression</th>
<th>Percentage against enrolled</th>
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<tbody>
<tr>
<td>UG to PG</td>
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<tr>
<td>PG to M.Phil.</td>
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<tr>
<td>PG to Ph.D.</td>
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<tr>
<td>Ph.D. to Post-Doctor</td>
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<tr>
<td>Employed</td>
<td></td>
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</tbody>
</table>
  • Campus selection  |                             |
  • Other than campus recruitment |     |
| Entrepreneurs       |                             |
36. Diversity of staff

<table>
<thead>
<tr>
<th>Percentage of faculty who are graduates</th>
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<tbody>
<tr>
<td>of the same university</td>
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<tr>
<td>from other universities within the State</td>
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<tr>
<td>from universities from other States</td>
</tr>
<tr>
<td>from universities outside the country</td>
</tr>
</tbody>
</table>

37. Number of faculty who were awarded M.Phil., Ph.D., D.Sc. and D.Litt. during the assessment period

38. Present details of departmental infrastructural facilities with regard to
   (i) Library
   (ii) Internet facilities for staff and students
   (iii) Total number of class rooms
   (iv) Class rooms with ICT facility
   (v) Students’ laboratories
   (vi) Research laboratories

39. List of doctoral, post-doctoral students and Research Associates
   (i) from the host institution/university
   (ii) from other institutions/universities

40. Number of post graduate students getting financial assistance from the university.

41. Was any need assessment exercise undertaken before the development of new programme(s)? If so, highlight the methodology.

42. Does the department obtain feedback from
   (i) faculty on curriculum as well as teaching-learning-evaluation? If yes, how does the department utilize the feedback?
   (ii) students on staff, curriculum and teaching-learning-evaluation and how does the department utilize the feedback?
   (iii) alumni and employers on the programmes offered and how does the department utilize the feedback?

43. List the distinguished alumni of the department (maximum 10)

44. Give details of student enrichment programmes (special lectures / workshops / seminar) involving external experts.

45. List the teaching methods adopted by the faculty for different programmes.

46. How does the department ensure that programme objectives are constantly met and learning outcomes are monitored?

47. Highlight the participation of students and faculty in extension activities.
48. Give details of "beyond syllabus scholarly activities" of the department.

49. State whether the programme/department is accredited/graded by other agencies? Yes, give details.

50. Briefly highlight the contributions of the department in generating new knowledge, basic or applied.

51. Detail five major Strengths, Weaknesses, Opportunities and Challenges (SWOC) of the department.

52. Future plans of the department.