Dean
Faculty of Social Sciences
AMU, Aligarh

A prescribed proforma for collecting information from individual teachers of different department of studies 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.

(Dr. Mohd. Rizwan Khan)

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

(Dr. Mohd. Rizwan Khan)
The Chairmen
All Departments of Studies
AMU, Aligarh

Subject:
Kindly refer to our earlier correspondence D.No. 45/NAAC dated 04.05.2013. Please find attached herewith the Proforma for individual teachers to be filled-in by them. The proforma needs to be filled and submitted within 15 days from the receipt of this letter. A soft copy of the proforma has also been forwarded on your email ID.

A hard copy of the completed proforma by individual teachers is to be submitted to the Facilitator, nominated by the Chairman of the Department concerned. A copy, however, must also be kept by the teachers individually in a file for future correspondence.

Besides, each individual teacher is also requested to keep a soft copy in record and email the same to their Chairman and the Facilitator (on the official email address of the Department).

The Facilitator of the Department is required to send the proforma duly filled in by the teachers in Soft format, collectively, through a Zip Folder as an attachment on naacamu@gmail.com.

Since, the proforma for “Evaluative Report of the Department” is predominantly based on the proforma of the individual teachers, they need to complete it very carefully and meticulously with all finer and latest details.

If required, the Chairman of the Department concerned may hold a meeting with the members of the Committee for A & A to get help and assistance in this regard.

The Facilitator will need to establish a liaison among the teachers of the Department, the Chairman, the Nodal Officers appointed by each Dean and the Office of the undersigned.

(Dr. Mohd. Rizwan Khan)

D.No. ______/NAAC

May 14, 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

(Dr. Mohd. Rizwan Khan)

Room No. 3, ‘D’ Wing, Ground Floor, Administrative Block, AMU Aligarh
1. Please keep a copy of documentary evidence to all your answers/claims.
2. Please provide information regarding Items Nos. 11-31 from session 2009-10 onwards.

PERFORMA FOR INDIVIDUAL TEACHERS

1. Name of the Teacher:
2. Temporary/Permanent/Guest Faculty/Other
3. Name of the Department:
   Faculty:
4. Courses taught (please list courses):
   (Please ✓) UG M.Phil./Ph.D. PG
   Integrated Masters; Integrated Ph. D others
5. Address for Correspondence:
6. Phone No.:
7. Email ID:
8. Date of Birth:
9. Your profile qualification, designation, area of specialization, experience and research under guidance (can attach separate sheet(s) in response of this):

<table>
<thead>
<tr>
<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 in the last 4 years</th>
</tr>
</thead>
</table>

10. Academic Qualifications:

<table>
<thead>
<tr>
<th>Exam Passed</th>
<th>Board/University</th>
<th>Subjects</th>
<th>Year</th>
<th>Division/Grade Merit etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor’s Degree(s)</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Master’s Degree(s)</td>
<td></td>
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<tr>
<td>Research Degree</td>
<td></td>
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<tr>
<td>Other Diploma/ Certificates, etc.</td>
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</tbody>
</table>

11. Ongoing projects:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>(Please ✓) Ongoing</th>
<th>Completed</th>
<th>Project Title</th>
<th>Name of the Funding Agency</th>
<th>Funding (Please ✓) National</th>
<th>International</th>
<th>Grant</th>
</tr>
</thead>
</table>

12. Any inter-institutional collaborative projects and associated grants received
(a) National collaboration
(b) International collaboration
(c) Have you generated the revenue through the consultancy of these projects? Indicate it per year (Brief description of consultancy projects undertaken by you. Indicate revenue per year).
Note: 1. Please keep a copy of documentary evidence to all your answers/claims.
2. Please provide information regarding Items Nos. 11-31 from session 2009-10 onwards.

13. Details of patents (if any), area/s of consultancy and income generated.

14. Publications:
   (a) Number of papers published in peer reviewed journals (national/international) with ISSN
   (b) Monographs
   (c) Chapters in Books
   (d) Edited Books
   (e) Books with ISBN with details of publishers
   (f) Number listed in International Database (e.g., Web of Science, Scopus, Humanities International Complete, Dare Database – International Social Sciences Directory, EBSCO Host, Cabell’s, Ulrich’s, Index Copernicus International, Gale, ISI, ERIC, DOAJ, JSTOR, Econlit, and Google Scholar etc.)
   (g) Citation Index – range/average
   (h) SNIP
   (i) SJR

15. No. of papers with more than 10 citations.

16. National/international conferences/workshops attended? Please provide details about each one of them.

<table>
<thead>
<tr>
<th>Name of the Seminar/ Conference/ Symposia/ Workshop, etc.</th>
<th>Name of the Sponsoring Agency (if known)</th>
<th>Place and Date</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

17. Awards/recognitions received at the national and international level.

18. Seminars/Conferences/Workshops organized and the source of funding (national/ international) with details of outstanding/distinguished participants.

19. Have you ever been invited or selected nationally/internationally to visit other laboratories/ institutions/industries in India and abroad (Please give details).

20. Have you availed or are availing national or international fellowship for advance studies (Please give details)?

21. Are you serving in –
   (a) National committees
   (b) International committees
   (c) Editorial Boards
   (d) any other (please specify)

22. Briefly highlight your contributions in generating new knowledge, basic or applied.
23. Innovative/Contributions in Teaching
   (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/students counseling (academic)
   (g) Any other

24. Recharging strategies (UGC-Academic Staff College, Refresher/orientation programs, workshops, training programs and similar programs):
   (a) As Participant
   (b) As Resource person

25. Student projects –
   (a) percentage of students who have done in-house projects including inter-departmental projects
   (b) percentage of students doing projects in collaboration with other universities/industry/institute

26. Name some students of your Department who have cleared International/National and state level competitive examinations such as Civil Services, Defense Services, JRF, NET, SET, GATE, IELTS, TOEFL, etc. or something like this.

27. Have you introduced any higher order skill development programmes in consonance with the national requirements as outlined by the National Skills Development Corporation and other agencies?

28. 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 and National Development
   (f) Professional Organization of Teachers.

29. (a) Membership of Professional Bodies, Societies etc.
   (b) Editor/Reviewer of Journals
30. List teaching methods/pedagogy used for different programmes

31. Extension Work/Community Services
   (a) Please give a short account of your contribution to:
      (i) Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, Manual for Self-study for Health Science Institutions 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 NCC or any other similar activity

32. Name some distinguished alumni of your Department (maximum 10).

33. Do you provide "beyond syllabus scholarly" activities to the students?

34. Do you interact with industry, research bodies and the civil society in the curriculum revision process? If so, how has the students benefitted through interactions with the stakeholders?

35. Does your Department obtain feedback from
   (a) faculty on curriculum as well as teaching-learning-evaluation? If yes how does the department utilize this feedback?
   (b) students on staff, curriculum and teaching-learning-evaluation and how does the department utilize this feedback?
   (c) alumni and employers on the programmes offered and how does the department utilize this feedback?

36. Identify one major strength, weakness, opportunity and challenge of the department

37. Your future plans/initiatives for the Department:

Place:
Date:

Signature of the Teacher:

Name of the Teacher: