

**Proforma
for
Lifting of Probation
of Associate Professors and Professors**

ignou



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
MAIDAN GARHI, NEW DELHI-110068**

Proforma for Annual Performance Appraisal Report (APAR)

[Associate Professor and Professor]

(To be submitted for complete One Year from date of Joining)

PERIOD FROM _____ TO _____

(INFORMATION PROVIDED SHOULD PERTAIN TO THE *PERIOD* 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. Gender:
5. Marital Status:
6. Nationality:
7. Department:
8. Current Designation and Academic Level:
9. Date of Appointment:
(Please enclose copy of appointment) (Annexure No..)
10. Category (SC/ST/OBC/PWD/General):
11. Address for Correspondence (with Pincode):
Address: _____

Telephone No: _____
Mobile No: _____
12. Permanent Address (with Pin code), in case different from Sl.No.11:

13. 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						

14. Research Degree(s)

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

15. Field of Specialization under the Subject/Discipline:

16. Courses taught/coordinated at various levels (Postgraduate/Undergraduate/Diploma/Certificate) during the period (Name the course(s) giving details) (excluding research degree programme) :

Sl. No.	Name of the Course taught/coordinated	Level (Undergraduate/ Postgraduate)

Annexure No.

17. Details of Course/Programmes/Workshop/MOOCs attended or completed, as under:

17.1 Details of refresher/orientation course/research methodology/workshop/syllabus up-gradation/teaching –learning-evaluation/technology programmes/Faculty Development Programme

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

17.2 MOOCs completed with e-certification

S. No.	Details of MOOC	Subject	Certification providing agency	Date of certification	Level (UG/PG/ Other)	E-certification no.

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)

17.4 Contribution towards conduct of MOOCs

S. No.	Details of MOOC	Subject	Sponsoring agency	Level (UG/PG/ Other)	E-certification no.

PART-B: ACADEMIC PERFORMANCE ASSESSMENT

**SECTION B.1:
TEACHING, LEARNING RELATED ACTIVITIES**

1. Teaching Activity (preparation of Course material, Planning, Designing, Development, Maintenance and Monitoring of academic programmes and courses in the Open and Distance Learning system including faculty development programmes and teaching of M.Phil/Ph.D. and guidance of research students, etc.)

1.1 Details of Course Planning & Designing activities

S. No.	Name of Course	Level (PG/UG/ Diploma/ Certificate)	Activity undertaken

Annexure No.

1.2 Details of Course Development activities

S. No.	Name of Course	Level (PG/UG/ Diploma/ Certificate)	Activity undertaken

Annexure No.

1.3 Details of Activities related to Revision of Programmes/courses, Development of e-resources

S. No.	Name of Course	Level (PG/UG/ Diploma/ Certificate)	Activity undertaken

Annexure No.

1.4 Details of Programme/Course Coordination and Course Maintenance

S. No.	Name of Course	Level (PG/UG/ Diploma/ Certificate)	Activity undertaken

Annexure No.

1.5 Details of Academic Support to Students

S. No.	Name of Course	Level (PG/UG/ Diploma/ Certificate)	Activity undertaken

Annexure No.

SECTION B.2**ADMINISTRATIVE SUPPORT, PARTICIPATION IN STUDENT'S CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES, PERSONAL DEVELOPMENT RELATED TO TEACHING AND RESEARCH ACTIVITIES.**

2. Student related activities/ Research Activities

(a) Administrative responsibilities such as Chairperson/ Director/Head/ Programme Coordinator, Course Coordinator, Discipline/School Council Coordinator, Research Programme Coordinator/ Membership of Statutory or high level Committees.

S. No.	Nature of Activity	Designation	Institution/ School/ Division/ Centre etc.	Period	
				From	To

Annexure No.

(b) Examination related work such as Setting of Question papers; moderation of question papers; invigilation/observer/flying squad duties, evaluation of answer scripts, evaluation of project proposals/ reports and practicals.

S. No.	Nature of Activity	Designation	Institution/ School/ Division/ Centre etc.	Period	
				From	To

Annexure No.

(c) Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and student support services.

S. No.	Nature of Activity	Level (PG/UG/ Diploma/ Certificate)	Institution/ School/ Division/ Centre etc.	Period	
				From	To

Annexure No.

(d) Organising seminars/ conferences/workshops, other University activities.

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

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

Details	Status of PhD students (during the period)		
	Registered	Thesis/ Dissertation submitted	Degree Awarded
Name of student			

Annexure No.

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

S. No.	Title of Research Project	Period		Major/ Minor	Sponsoring/ Funding Agency
		From	To		

Annexure No.

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

S. No.	Title of the Paper	Journal Name & ISSN No.	Year	Vol. No.	Page No.	Impact Factor	Authorship (single/joint/ no. of authors)	Whether peer reviewed	Reference number of UGC - CARE List

Annexure No.

(Please attach supporting documents as per requirement)

**SECTION B.3:
 RESEARCH AND ACADEMIC CONTRIBUTIONS**
1. Published Research Papers in Refereed/ Peer-Reviewed or UGC listed Journals

S. No.	Title of the Paper	Journal Name & ISSN No.	Year	Vol. No.	Page No.	Impact Factor	Authorship (single/joint/ no. of authors)	Whether peer reviewed

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

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

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

S. No.	Title of the Book	Editorship*	Level of Publisher (National / International)	Publisher (with city/ country) & Year of Publication	ISBN	Whether Refereed

b. Translation works in Indian and Foreign Languages by qualified faculties.
b.(i) Chapter or Research Paper

S. No.	Title of the Research	Journal/ Book Name with	Year	Vol. No.	Page No.	Authorship*	Whether Peer	Reference number of UGC -

	Paper/ Chapter	ISSN/ISBN No.					Reviewed	CARE List

b.(ii) Books Translated

S. No.	Title of the Book	Authorship*	Publisher (with city/ country) & Year of Publication	ISBN	Whether Refereed

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

(b) Design of new Curricula and Courses

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

(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

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

(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

d.2. E-content (developed in 4 quadrants) per module

S. No.	Details of E-Content	Module	Subject	Organization for which it	Level (UG/PG/Other)	Weblink

	(with no. of quadrant)			was developed		

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

d.4. Editor of e-content for complete course/paper/e-book

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

3. (a) Research Guidance

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

(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

indly indicate, whether you are Sole PI/PI/Co-PI in the project

(c) Research Projects ongoing

S.No.	Title	Status	Duration	Period	Total	Name of	Outcome

		of PI*	(in months)	(From-to) Dates to be given	Grant/Funding received (Rs.)	Sponsoring/ Funding Agency	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

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*	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

* In respect of fellowships entries in this section should be from post graduation (PDF etc) 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 Lecutre/ Resource Person/ Paper presented	Nature of Programme *	Detail s	Level* *	Date of presentation	Duratio n (in minutes)	Sponsorin g Agency

*Seminar/FDP/Conference

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

(Please attach supporting documents wherever required)

PART-C: OTHER RELEVANT 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 distinctionsobtained:

(c) Please give details of any other credential, significant contributions, awardsreceived, responsibilities, etc. not mentionedearlier.

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

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

S. No.	Annexure No.	Detail of Annexure	Serial Number of Section referred

PART D - DECLARATION

I have read the applicable guidelines, which are binding. I do hereby solemnly declare that the information given, the statements made 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 disciplinary proceedings.

Date:

Place:

Signature & Designation of the Applicant

VERIFICATION

(verification should be done by the Discipline Group in the meeting convened on the specific agenda and be signed by the Seniormost faculty member on the behalf of the Discipline)

Certified thathas 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.

Signature of Seniormost Teacher

AUTHENTICATION
(by the Director of the School)

Signature of the Director
of the School

Date :