



लेडी श्री राम कॉलेज फॉर वुमन
(दिल्ली विश्वविद्यालय)

Lady Shri Ram College For Women

(UNIVERSITY OF DELHI)
NAAC 'A' Accredited

Lady Shri Ram College for Women

University of Delhi

Supporting Documents for 6.3.5

**Performance Appraisal for teaching and Non-teaching
Staff**

APPRAISAL OF TEACHING STAFF

Faculty Profiles–

Department	Link to Faculty Profiles
Commerce	https://lsr.edu.in/academics/departments/department-of-commerce/
Economics	https://lsr.edu.in/academics/departments/department-of-economics/
English	https://lsr.edu.in/academics/departments/department-of-english/
Hindi	https://lsr.edu.in/academics/departments/department-of-hindi/
History	https://lsr.edu.in/academics/departments/department-of-history/
Journalism	https://lsr.edu.in/academics/departments/department-of-journalism/
Mathematics	https://lsr.edu.in/academics/departments/department-of-mathematics/
Philosophy	https://lsr.edu.in/academics/departments/department-of-philosophy/
Political Science	https://lsr.edu.in/academics/departments/department-of-politicalscience/
Psychology	https://lsr.edu.in/academics/departments/department-of-psychology/
Sanskrit	https://lsr.edu.in/academics/departments/department-of-sanskrit/
Sociology	https://lsr.edu.in/academics/departments/department-of-sociology/
Statistics	https://lsr.edu.in/academics/departments/department-of-statistics/
BA Program	https://lsr.edu.in/academics/departments/b-a-programme/
Elementary Education	https://lsr.edu.in/academics/departments/department-of-elementary-education/

IQAC of the college collects data from each department about their faculty achievements:

IQAC FORMAT FOR DEPARTMENTS

Faculty achievements

1. Faculty participation in conferences and symposia

Kindly fill name of faculty member along with name, date and place of event

No. of Faculty	International level	National level	State level	Local
Attended Seminars/ Workshops				
Presented papers				
Resource Persons				

2. Faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop_____

3. Participation in Faculty / Staff Development Programmes

Faculty / Staff Development Programmes	Name of faculty who attended	Title of programme Organiser Place of conduction	Dates of the programme (starting date and ending date)	Duration (in days)
Refresher courses				
UGC – Faculty Improvement Programme				
HRD Programmes				
Orientation Programmes				
Faculty exchange Programme				
Staff training conducted by the university				
Staff training conducted by other institutions				
Summer / Winter schools, Workshops, etc.				
Short term courses				
Others				

4. Faculty who served as experts, chairpersons or resource persons:_____

Kindly provide name of faculty member along with name, date and place of event

5. Faculty who are Ph. D. Guides and no. Of students registered under them_____

6. Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year). – For each award please mention the following:

- Year of Award
- Name of full time teachers receiving award
- Designation
- Name of the award/fellowship/recognition
- Please specify if it is from college, district, University, state level, national level, or international level

7. Awards for Innovation won by Teachers/Students during the year

– For each award please mention the following:

- Title of the innovation
- Name of awardee
- Awarding agency
- Date of award
- Category

8. Details on research publications of faculty:

Kindly create a separate table for all faculty members with publications in 2019-20 (these may be created on excel and mailed along with this document)

Name of faculty member: _____

S. no	Title of Paper	Title of journal	Year,vol., issue, page nos.	Whether journal is national or internat.	Whether journal is notified on UGC website	If journal is peer reviewed or non-peer reviewed	Whether it is an e-journal	If journal is part of conference proceedings. If yes, whether the conference is national /international	Average Impact Factor (if any)	Citation Index	h-index	Institutional affiliation as mentioned in publication	Number of citations excluding self citation	Whether is journal in SCOPUS

Kindly note: the following link is helpful in finding out no. of citations per paper and the h-index of a faculty member:
<https://www.scopus.com/freelookup/form/author.uri?zone=TopNavBar&origin=sbrowse>
 An author can fill their details on the page (last name, first name, institutional affiliation) and then press search. On the page that appears next, please click on the author's name again to obtain no. Of citations per paper and overall h-index for the author.

9. Books and Chapters in edited Volumes:

Teachers are appraised, yearly by students-



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STUDENTS' FEEDBACK FORM

Name (optional): _____ Course of Study: _____

Semester: _____ Year of Graduation: _____

Kindly fill out each item candidly and honestly.

a) Faculty members are regular and punctual in taking online classes.

- 1 - Strongly Disagree
- 2 - Disagree
- 3 - Neither Agree nor Disagree
- 4 - Agree
- 5 - Strongly Agree

b) Readings/E-resources are disseminated and course is covered on time.

- 1 - Strongly Disagree
- 2 - Disagree
- 3 - Neither Agree nor Disagree
- 4 - Agree
- 5 - Strongly Agree

c) The online classes are discussion based, interactive and engaging

- 1 - Strongly Disagree
- 2 - Disagree
- 3 - Neither Agree nor Disagree
- 4 - Agree
- 5 - Strongly Agree

d) The teachers use teaching aids such as PPTs, videos, pod-casts, Ted talks during online classes

- 1 - Strongly Disagree
- 2 - Disagree
- 3 - Neither Agree nor Disagree
- 4 - Agree
- 5 - Strongly Agree

e) The teacher pays attention to students facing difficulties or doubts in academics

- 1 - Strongly Disagree
- 2 - Disagree
- 3 – Neither Agree nor Disagree
- 4 - Agree
- 5 - Strongly Agree

f) Periodic online assignments are conducted and evaluated as per schedule.

- 1 - Strongly Disagree
- 2 - Disagree
- 3 – Neither Agree nor Disagree
- 4 - Agree
- 5 - Strongly Agree

g) Feedback is provided to students on their performance in the assignments

- 1 - Strongly Disagree
- 2 - Disagree
- 3 – Neither Agree nor Disagree
- 4 - Agree
- 5 - Strongly Agree

h) Teachers provide guidance on higher courses of study and future career prospectus

- 1 - Strongly Disagree
- 2 - Disagree
- 3 – Neither Agree nor Disagree
- 4 - Agree
- 5 - Strongly Agree

i) Association activities (e.g., online talks, seminars, academic meets) are interesting, participative and good learning forums for students

- 1 - Strongly Disagree
- 2 - Disagree
- 3 – Neither Agree nor Disagree
- 4 - Agree
- 5 - Strongly Agree

j) Adequate opportunities for research are provided in the department.

- 1 - Strongly Disagree
- 2 - Disagree
- 3 – Neither Agree nor Disagree
- 4 - Agree
- 5 - Strongly Agree

Self-Appraisal of Teachers has also been started

Responses cannot be edited

Teacher Self Appraisal Form LSR 2020-21

Instructions: The objective of this form is for you to reflect on your work as a teacher in the last one year. You are requested to be candid in responding to it.

***Required**

name

Nancy Parthak

Department *

Political Science Department

Status *

Permanent

Temporary

Ad-Hoc

What are some of the good practices you have followed with respect to teaching-learning in the past one year? *

- Used student friendly modes of teaching (PPTs, videos, podcasts, documentaries etc)
- Made classes dialogic
- Provided innovative assignments
- Been accessible to my students
- Provided support to students with challenges

Any other good practise you would like to mention:

Provided them readings and notes for the classes. Have them group activities to learn better.

What are the 2 or 3 main ways in which your pedagogy has transformed in the online mode? *

I have switched to using PPTs and videos to explain my classes. I also encourage class discussions during tutorials.

What is the main challenge of online teaching for you? *

Main challenge is the inability to read the expressions of the students behind the screen. Also the increased screen time

What do you see as a potential solution to this challenge? *

Askin the students to interact in the clas sand have constant dialogue

What are the main ways in which you have contributed to the growth of College? *

- Conducting Research Projects
- Publications
- Mentoring Students
- Organizing seminars/short term courses
- Participating actively in College Committees
- Increasing forms of access and inclusivity in the College

Any other ways of contributing you would like to mention:

How do you see yourself supporting the institution in the coming year? *

- Taking on new research projects
- Designing short term courses
- Inviting distinguished speakers
- Participating in more college based activities
- Increasing my publications in journals of repute/UGC recognized journal
- Fostering practises of Inclusion in College

Any other ways you would like to mention:

How do you wish for the Institution to Support you? *

To maintain the stability and security of tenure.

The Performance Appraisal is also used for Career Advancement of the teachers who are updated about their performance at each level



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Proforma for Performance Based Appraisal System (PBAS)

As per CAS 2018

(To be submitted for consideration for promotion to Assistant Professor Stage II and Stage III)

Assessment Period July 2010-March 2015

(Information provided should pertain to the assessment 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: New Delhi
4. Sex: Female
5. Marital Status: Married
6. Nationality: Indian
7. Department:
8. Current Designation and Academic Level: Assistant Professor, PB – 3, `15600-39100 + AGP `6000
9. Date of Last Appointment/Promotion:
10. Date of eligibility:
11. Period of assessment: July 2010-March 2015
12. Category(SC/ST/OBC/PWD/General): General
13. Address for Correspondence (with Pin code):
- Telephone No.:
- Mobile No.:
14. Permanent Address (with Pin code), in case different from Sl. No. 11:

PART-B: ACADEMIC PERFORMANCE ASSESSMENT

(Please refer to "Detailed Guidelines" for completing Part B)

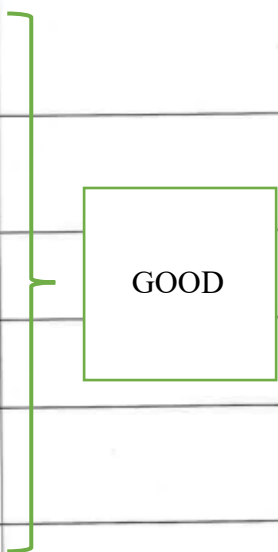
**SECTION B.1:
TEACHING, LEARNING, EVALUATION RELATED ACTIVITIES**

1. Teaching Activity (Details of Lectures, Tutorials, Practicals, and other teaching related activities)

Grading Criteria:

1. 80% & above –Good
2. Below 80% but 70% & above –Satisfactory
3. Less than 70% - NotSatisfactory

2015-16

S. No.	Year	Course/ paper	Level (PG/UG)	Teaching Mode	Grading as per Annual Performance Appraisal Report(APAR) for the assessment period for this section
1	2015-16	Introduction to psychology: theory and practicum 1 st Semester	UG	Classroom teaching, lab based teaching, Use of ICT tools	 <p>GOOD</p>
2	2015-16	GE-General Psychology 1 st Semester	UG	Classroom teaching, Use of ICT tools	
3	2015-16	Social Psychology 2 nd semester	UG	Classroom teaching, Use of ICT tools	
4	2015-16	Youth Psychology 2 nd semester	UG	Classroom teaching, Use of ICT tools	
5	2015-16	Community Psychology 5 th Semester	UG	lab based teaching, field visit, Use of ICT tools	
6	2015-16	Media Psychology 6 th Semester	UG	Classroom teaching, lab-based teaching, field visit, Use of ICT tools	

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

Gradingcriteria:

Good - Involved in at least 3 activities

Satisfactory - 1-2 activities

Not-satisfactory - Not involved / undertaken any of the activities

(a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/coordinator, Warden etc.

S.No.	Year	Nature of Activity	Designation	Institution/Department	Period	
					From	To
1	2015-16	College website content updating	Website incharge	LSR College	July 2015	June 2016
2	2015-16	NSS	Staff advisor	LSR College	August 2015	June 2016
3	2015-16	NAAC visit	Member of NAAC report writing team and organizing team	LSR College	July 2015	August 2015
4	2015-16	Psychology Department Association	Association in-charge	Psychology Department, LSR	July 2015	April 2016

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

S.No.	Year	Title	Period		Major/Minor	Sponsoring/ Funding Agency
			From	To		
1	2015-16	Innovation Research Project 'Believe in myself: Fostering healthy self-esteem in female adolescents'. (LSR 301)	Aug 2015	Nov 2016	Minor	University of Delhi (Innovation project)

S.No.	Year	Title	Period		Major/Minor	Sponsoring/ Funding Agency
			From	To		
1	2016-17	Innovation Research Project 'Believe in myself: Fostering healthy self-esteem in female adolescents'. (LSR 301)	Aug 2015	Nov 2016	Minor	University of Delhi (Innovation project)

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

S. No.	Title of the Paper	Journal Name	Year	Vol. No.	Page No.	ISSN No.	Impact Factor	Whether SCOPUS Indexed	Authorship	Reference number of UGC - CARE List
1.	Identities in conflict: A comparison of drawings of Muslim adolescents in Kashmir and Delhi	Sage Open	2016	---	DOI: 10.1177/4015623596.	21582440	0.715	Yes	Corresponding author	---

2	Factors influencing Self-esteem of Indian Female Adolescents	<i>IOSR Journal Of Humanities And Social Science (PEER REVIEWED)</i>	2016	Volume 21, Issue 7	56-63	2279-0845			Corresponding author	-
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APPRAISAL OF NON-TEACHING STAFF

- The College follows the performance appraisal procedures as per UGC norms
- Staffs performances are evaluated in every six months and reviewed by the concerned Reviewing Officer, Vice-Principal and Principal.
- A constructive feedback is shared to the staff so that they can enhance their productivity and efficiency.

Performance Appraisal forms Link for Non-Teaching Staff-

- Private Secretary/Senior Personal Assistant/Personal Assistant/Stenographer

http://www.du.ac.in/uploads/Forms/Employees_Form/17042015_PS-PA-Steno-APAR.pdf

- Senior Assistant/Assistant

http://www.du.ac.in/uploads/Forms/Employees_Form/17042015_SrAsstt-Asstt-APAR.pdf

- Section Officer

http://www.du.ac.in/uploads/Forms/Employees_Form/17042015_SO-APAR.pdf

- Professional Assistant/ Semi Professional Assistant

http://www.du.ac.in/uploads/Forms/Employees_Form/17042015_Semi-Prof-APAR.pdf

- Multi-Tasking Staff

http://www.du.ac.in/uploads/Forms/Employees_Form/17042015_MTS-APAR.pdf

- Junior Assistant

http://www.du.ac.in/uploads/Forms/Employees_Form/17042015_JrAsstt-APAR.pdf

- Joint Registrar/Deputy Registrar/Assistant Registrar/Administrative Officer

http://www.du.ac.in/uploads/Forms/Employees_Form/17042015_AR-DR-JR-APAR.pdf

- Technical Officer/Senior Technical Assistant/Technical Assistant/Statistical Assistant/Laboratory Assistant

http://www.du.ac.in/uploads/Forms/Employees_Form/17042015_TO-STA-TA-LabAsstt-APAR.pdf