

**Category I: Academic duties and other activities of Directorate of Distance Education Teaching Staff Members**

Name of the Faculty: \_\_\_\_\_

Designation: \_\_\_\_\_

Subject: \_\_\_\_\_

Assessment Year: \_\_\_\_\_

Sl. No	Activity	Description of work done by the faculty during the Assessment year	Max Score	Score claimed	Enclosure (page no.) in support of Score claimed	Score Assessed by the Screening Committee	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.	<p><b><u>Academic duties of Directorate of Distance Education Teaching Staff as per allotment</u></b></p> <p>Structure Design, Development and Delivery of SLM: It includes writing of units, translation, content editing, copy editing and graphics designing, developing and component for distance learners, course / programme coordination, etc.</p> <p>Identification and allotment of land for the University, Coordinating in establishing RCs/SRCs, identification and activation of Study Centres/Examination Centres/Practical Centres. Consultation and coordination with Registrar/Director/COE/ and other regulating authorities and planning related activities, etc.</p>		50				

Sl. No	Activity	Description of work done by the faculty during the Assessment year	Max Score	Score claimed	Enclosure (page no.) in support of Score claimed	Score Assessed by the Screening Committee	Remarks
2.	<p><b><u>Other Teaching Academic duties in excess of the UGC / prescribed norms</u></b></p> <p>Preparation of Assignments, extension lectures, seminars and workshops. Faculty appointed as Regional Coordinators of different Regional Centres for assisting, placing order for printing / despatch of books, etc.</p>		10				
3.	<p><b><u>Preparation and Imparting of knowledge / instruction as per curriculum; syllabus enrichment by providing additional resources to students</u></b></p> <p><i>Study centre related services:</i> Guiding counsellors, training of distance education functionaries, preparing handbooks for different disciplines, arranging counselling / pre-counselling classes, preparing admission merit list, inspection of study centres, etc.</p> <p><i>Student support services:</i> HR services for student support and attending all types of queries of students, etc.</p>		20				

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4.	<p><b><u>Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.</u></b></p> <p>Developing and designing audio visual component for distance learners, course revision for improvement, etc.</p> <p>Need base survey/feedback for audio/video lessons and management of Study Centres, conduct of coordinators meetings, etc.</p>		20				
5.	<p><b><u>Examination duties (invigilation; question paper setting, evaluation / assessment of answer scripts) as per allotment.</u></b></p> <p>Observation at examination centres, paper setting, evaluation of assignments and answer scripts, etc.</p> <p>Conduction of term end Examination/ Entrance Tests, identification of observers and surprise visits during counselling/examinations, etc.</p>		25				

Total Max Score: 125  
Min. API score required: 75

**DECLARATION**

I \_\_\_\_\_ declare that the information/particulars given above are correct to the best of my knowledge and belief.

**Signature of the faculty**

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**CERTIFICATION OF DIRECTOR, DDE**

I certify that the above activities/work declared by the faculty has been actually performed/done according to the responsibility assigned to him/her from time to time as per records available in the Directorate .

**Signature of Director, DDEw**