**Annexure- I**

**Proforma for Self Appraisal**

|  |  |  |
| --- | --- | --- |
| 1. | **College/ Institute**: |  |
| i. | Name  |  |
| ii. | Headquarters |  |
| iii. | Address |  |
| iv. | Telephone |  |
| v. | Fax |  |
| vi. | E-mail |  |
| 2. | **University**  |  |
| 3. | **State**  |  |
| 4. | **Date of establishment** |  |
| 5. | **Head of the Department**  |  |
| i. | Name  |  |
| ii. | Designation |  |
| 6. | **Dean of the college/Institute** |  |
|  | i. | Name  |  |
|  | ii. | Designation |  |

7. **Goal and objectives**:

Please give a brief statement about the goals and objectives at the time of establishment

|  |
| --- |
|  |

**8. Academic programmes:**

8.1 Programmes offered with duration:

|  |  |  |
| --- | --- | --- |
|   | Program | Duration |
| UG |  |  |
| PG |  |  |
|  |  |  |

8.2 The programmes implemented on schedule as prescribe in the prospectus/notification

 Yes No

9. Administrative structure of college: please give a flow chart of the organizational structure of the college/ Institute.

10. Staff position:

10.1 Category-wise staff strength (5 years)

|  |  |
| --- | --- |
| Category of staff | Post and percent of sanctioned strength |
| 1st year | 2nd year | 3rd  year | 4th year | 5th year |
| Faculty |  |  |  |  |  |  |  |  |  |  |
| Technical |  |  |  |  |  |  |  |  |  |  |
| Administrative |  |  |  |  |  |  |  |  |  |  |
| Supporting |  |  |  |  |  |  |  |  |  |  |

11. Faculty

11.1 Department-wise positions

|  |  |  |
| --- | --- | --- |
| Department | Number of faculty positions sanctioned(No. and percent) | Faculty position filled (No. and percent) |
|  | Professors | Assoc. Professors | Assistant Professor | Professors | Assoc. Professors | Assistant Professor |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |  |  |  |  |  |

11.2**.** Faculty Qualification

|  |  |  |  |
| --- | --- | --- | --- |
| Departments | Ph. D. | M. Sc. | Others if any (NET) |
|  | No. | % | No. | % | No. | % |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |

11.3. Whether all faculty including Research and Extension participate in teaching ?

 Yes No Comments

11.4. Faculty recruitment policy

 Advised nationally Yes No

Comments

 Prescribed norm including Yes No

 NET followed

Comments

11.5 Faculty development

1. Give brief description of the policy

(b) Indicate percentage of faculty who attended various development Programmes during last 4 years

|  |  |
| --- | --- |
| Department | Faculty development programmes |
| Refresher course/ Summer & Winter course | Study level workshop | Sabbatical leave | Workshop/Seminar/ National Symposium | International Symposium/ Foreign visit |
|  | No. of Faculty1  | %2 | No. of Faculty1 | %2 | No. of Faculty1 | %2 | No. of Faculty1 | %2 | No. of Faculty1 | %2 |
| 1 |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |  |

1. Means number of faculty participating in the programme.

2. Means percentage of the total faculty in the college.

(c) Is the faculty development experience used in the area of teaching?

Yes No

If Yes, give examples

 If Not, please provide a brief explanation

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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11.6 Faculty achievements indicate the number of faculty members who received recognition in the last 4 years

|  |  |  |  |
| --- | --- | --- | --- |
| Collegelevel | Universitylevel | Nationallevel | Internationallevel |
|  |  |  |  |

11.7 Faculty Training

Number of faculty with the highest degree received locally, nationally and internationally

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Cadre | Highest degree from same University | Highest degree from other University within the state | Highest degree from outside state University | Highest degree from Foreign University/ Institution |
| Professor |  |  |  |  |
| Assoc. Professor |  |  |  |  |
| Assistant Professor |  |  |  |  |
| Total |  |  |  |  |
| Percentage |  |  |  |  |

11.8 National and International Conferences/workshops organized

|  |  |
| --- | --- |
| Types of Conference | Number of Conference |
| Symposium | National | International |
| Seminar |  |  |
| Workshop |  |  |
| Summer Institute |  |  |
| Special lecture |  |  |
| Training |  |  |
| Other. |  |  |

12. Students and Student development

12.1 Details of Graduate and Post-graduate Programmes in the college

|  |  |  |  |
| --- | --- | --- | --- |
| Department | When started(year) | Approved seats | Actual Enrollment |
| Year of Establishment | Current year |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |

12.2 Student retention data for last 4 years

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Graduating year | Student admitted | Dropped | Appeared in final examination | Percentage passed |
|  | Programs | M | F | M | F | M | F | M | F |
|  |  | No | % | No | % | No | % | No | % | No | % | No | % | No | % | No | % |
|  | UG |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | PG |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | UG |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | PG |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | UG |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | PG |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Current  | UG |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Year | PG |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

M = Male, F = Female

12.3. Composition of students during last four years

|  |  |  |
| --- | --- | --- |
| Year | Under –Graduate | Post-Graduate |
|  | Within State | Outside state | Foreign | Within State | Outside state | Foreign |
|  | No | % | No | % | No | % | No | % | No | % | No | % |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Current year |  |  |  |  |  |  |  |  |  |  |  |  |
|  Total |  |  |  |  |  |  |  |  |  |  |  |  |

12.4 Admission Policy

a) Are student admission policies clearly defined Yes No

 and conforms to the ICFRE norms

1. Basis for Admission

|  |  |  |
| --- | --- | --- |
| Name of the Examination | UG | PG |
| Qualifying Examination (merit base) |  |  |
| Entrance Examination |  |  |
| Others if any (Specify) |  |  |

12.5. Student reservation (%)

|  |  |  |
| --- | --- | --- |
| Category | UG | PG |
| No. | % | No. | % |
| General |  |  |  |  |
| SC |  |  |  |  |
| ST |  |  |  |  |
| OBC |  |  |  |  |
| Famer’s ward |  |  |  |  |
| Others if any (Specify)  |  |  |  |  |

 12.6. **Mode of Evaluation**

|  |  |  |
| --- | --- | --- |
|  | **UG** | **PG** |
| Tests if any |  |  |
| AssignmentsTerm papers |  |  |
| Seminars |  |  |
| Field visit |  |  |
| Dissertations |  |  |
| Attachment |  |  |
| Others (Specify) |  |  |

12.7. Students involvement in forest work experience (FWE)/ Equipment Programme.

 a) Is there a separate coordinator for the programme? Yes No

 b) Is there a student feedback mechanism established ? Yes No

 If yes, provide examples of feedback received.

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12.8. Student achievements in national competitions during last 4 years

Number and percent of students from the college:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Year | JRF | SRF | IFS/SFS | Others (Specify) |
| No | % | No | % | No | % | No | % |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Current |  |  |  |  |  |  |  |  |

Note : Others, viz., competitive exams, placement in Government/Pvt. Sector/Self employment/ Research/Higher studies.

%- Means percentage of total passed out students during the year.

12.9. (a) Sports and physical Education

 Give the following details regarding status of physical education facilities

|  |  |  |  |
| --- | --- | --- | --- |
| S.No. | Games and Sports | Equipment and Infrastructure | Adequate/Inadequate |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
|  |  |  |  |

b) Participation of students in sports and games

|  |  |  |  |
| --- | --- | --- | --- |
| Name of the sport | Level of participation | Award/ recognition\* | Remarks |
| Uni | Zonal | National | International | Uni. | Zonal | National | International |  |
|  |  |  |  |  |  |  |  |  |  |

c) Does the college have a Physical Education Instructor?

 Yes No Comments

d) Students involvement in NCC:

is the NCC compulsory Yes No

If yes, percentage of students participating

e) Does the college have cultural programmes?

 Yes No

If yes, please give a brief description:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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12.10. Student Financial aid

Indicate the number of student who received financial aid during last year

|  |  |  |  |
| --- | --- | --- | --- |
| Source | Under-Graduate | Post- Graduate | Research |
|  | No | % | No | % | No | % |
| Central Govt. |  |  |  |  |  |  |
| ICFRE |  |  |  |  |  |  |
| State Govt. |  |  |  |  |  |  |
| University |  |  |  |  |  |  |
| College |  |  |  |  |  |  |
| Others |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |

12.11 Student Counseling and placement Services:

Does the college maintain student counseling and placement services?

 Yes No

If Yes, please provide year-wise data for following categories for last 4 years:

Total no of graduates out of which

a) Joined Government services

b) Joined Industries

c) Self-employed

d) Pursuing higher Education

e) Others, if any (specify)

12.12 Alumni affairs

a) Alumni association

Is there an Alumni association of the college? Yes No

b) Alumni achievements

Name the alumni holding top national and international positions

|  |  |
| --- | --- |
| Position | Number |
|  |  |

13. Academic Programmes and Curricula

13.1. Medium for Instruction English

 Hindi

 Regional languages

 Others (Specify)

13.2 Does your institution follow academic regulations Yes

Curricula and syllabi as recommended by ICFRE? No

If the answer is no, please describe the curricula followed along with the

name of the approving authority

13.3 Indicate the methods; the college uses to encourage teaching –learning process

 (Percent weightage)

13.4 a) Instructional methods UG PG

i) Conventional Classroom Instructions

ii) Special Lectures

iii) Seminar

iv) Home Assignment

v) Field work

vi) Computer aided teaching/learning

vii) Attachment

viii) Dissertation

ix) Others (Specify)

b) Instructional material

1. Are lecture schedules distributed among students in the beginning of the course?

 Yes No

ii) Is the instructional material distributed in the beginning of the course?

 Yes No

13.5 Number of seminars required for:

Masters Degree \_\_\_\_\_\_\_

Doctoral Degree \_\_\_\_\_\_\_

13.6 Student-teacher Ratio:

Give Student teacher- ratio for UG and PG courses separately, and compare this with ICFRE Norms (Theory –, Practical/Tutorial-, Project-)

|  |  |  |
| --- | --- | --- |
| Department | Under-Graduate | Post- Graduate |
| Theory | Practical/ Tutorial | Project | Theory | Practical/ Tutorial | Project |
|  |  |  |  |  |  |  |

13.7. Has the teaching programme been evaluated before ?

Yes No

If Yes, has it been evaluated by Alumni or external reviewers ? Give details

13.8. Does the Dean get feedback from Alumni about teaching programmes?

Yes No if Yes, how

If No, why?

14. Library and learning Centers

14.1. Does the college have a central library?

Yes No

If Yes, please answer the following questions:

Number of books

Number of periodicals subscribed annually \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of professional journals} National \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subscribed } International\_\_\_\_\_\_\_\_\_\_\_

14.2. Does the library have internet connectivity?

Yes No comments

14.3. List the various educational materials available in the library/media centre

|  |  |  |
| --- | --- | --- |
| Type of material | Description of material | Application |
|  |  |  |

14.4 Indicate library holdings at department level:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Department | Text books | Other books | Periodicals | Journals | Magazines |
|  |  |  |  |  |  |

14.5 Computer Centre

Is there a central computer facility in the college?

 Yes No Comments

If yes, fill the following details

|  |  |  |
| --- | --- | --- |
| No. of Terminals | Configuration | No of Supporting units |
|  |  | UPS | Printer |
|  |  |  |  |

15. Fiscal Resources

15.1. Total College Budget during last 5 years (Rs in lakhs and percent)

|  |  |
| --- | --- |
| S. No. Particulars | Year |
|  | Amount | % | Amount | % | Amount | % | Amount | % | Amount | % |
| 1. Non-Plan (State)
 |  |  |  |  |  |  |  |  |  |  |
| 1. Plan (State)
 |  |  |  |  |  |  |  |  |  |  |
| 1. Internal resources
 |  |  |  |  |  |  |  |  |  |  |
| 1. ICFRE
 |  |  |  |  |  |  |  |  |  |  |
| 1. Other (Specify)
 |  |  |  |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |  |  |  |

15.2. Library Budget during last five years (Rs. in lakhs and per cent)

a) Detail of budget

b) What percentage is library budget to the total college budget?

15.3. Department –wise annual budget during current and last year of total college budget (Rs. in lakh and per cent)

1. **Current year**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S. No. Department | Non-Plan | Plan | Internal | ICFRE | Other (Specify) |
|  | Amount  | % | Amount  | % | Amount  | % | Amount  | % | Amount  | % |
| 1 |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |  |  |  |

**B. Last Year**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S. No. Department | Non-Plan | Plan | Internal | ICFRE | Other (Specify) |
|  | Amount  | % | Amount  | % | Amount  | % | Amount  | % | Amount  | % |
| 1 |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |  |  |  |

16. Enclose the site plan of the college indicating the existing buildings, and others planned for future, and give details

|  |  |
| --- | --- |
| **Facility** | **Hectares/Sq.m.** |
| Academic buildings |  |
| Students hostels |  |
| Housing for staff |  |
| Playgrounds |  |
| Administrative buildings |  |
| Open spaces |  |
| Nurseries |  |
| Gardens and farms |  |
| Cattle sheds |  |
| Health facilities |  |
| Library |  |
| Irrigation infrastructure |  |
| others |  |

16.1. Give the following infrastructure information of Department of Forestry

|  |  |  |
| --- | --- | --- |
| S. No. | Particulars | Availability |
| No. of Units | Plinth Area (Sq. m.) | Capacity if applicable | Adequate (Yes/ No) |
| 1 | Administrative  |  |  |  |  |
| 2 | officers |  |  |  |  |
| 3 | Classrooms |  |  |  |  |
| 4 | Laboratory |  |  |  |  |
| 5 | Library |  |  |  |  |
| 6 | Housing for faculty |  |  |  |  |
| 7 | Boys Hostel |  |  |  |  |
| 8 | Girls Hostel |  |  |  |  |
| 9 | Sports Complex |  |  |  |  |
| 10 | Guest house |  |  |  |  |
| 11 | Canteen  |  |  |  |  |
| 12 | Health clinic |  |  |  |  |
| 13 | Workshop |  |  |  |  |
| 14 | Faculty club |  |  |  |  |
| 15 | Auditorium |  |  |  |  |
|  | Others (Specify) |  |  |  |  |

17. Research and Extension Education

17.1 Is there a separate Directorate of

 a) Research Yes No

 b) Extension Education Yes No

17.2 Annual budget for education, Research and Extension (Rs. In lakhs and percent)

|  |  |  |  |
| --- | --- | --- | --- |
| Budget | Resident Instruction/ Education | Research | Extension  |
| 1. Non-Plan
 |  |  |  |
| 1. Plan
 |  |  |  |
| 1. Internal
 |  |  |  |
| 1. ICFRE
 |  |  |  |
| 1. Other
 |  |  |  |
|  |  |  |  |

17.3. Faculty involvement in Research and Extension Education

|  |  |
| --- | --- |
| ParticularDepartment Wise | No. and Percent of faculty with joint responsibility |
| TRE | TR | TE | RE |
|  |  |  |  |  |

T- Teaching, R- Research, E- Extension

17.4. Name the research scheme presently in operation in the college

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.No. | Title of Project | Scheme | Duration | Amount(Rs. In Lakhs) |
|  |  |  |  |  |

17.5 Publication in last 4 Years

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Department | No. of papers published | No. of Extension publication | Practical manuals | Books(Specify) | Others |
| Research | Others |
| Total |  |  |  |  |  |  |

18. Accomplishments:

The impact statements should use quantitative indicators as far as possible and only the salient accomplishment should be provided for the following areas. This information should not exceed 10 pages.

1. **TEACHING:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. **RESEARCH:**

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1. **EXTENSION:**

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1. **Others (Specify)**

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