



RAIDIGHI COLLEGE
IQAC
Department-wise Faculty Information Sheet
Academic Session: _____

DEPARTMENT:

Honours/General (Please tick)

PART-A: GENERAL INFORMATION~

Number of Faculty:

Name of HOD:

Name of Faculty	Designation	Highest Educational Qualification	Degree or fresh academic qualification obtained during the year (if any)	Academic Staff College OP/ RC/ STC attended in the year	Mobile number of Faculty	E-mail of Faculty

PART-B: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES ~

Name of Faculty	Direct teaching hours spent*	Invigilation duty in University Exam (hrs spent)	Internal assessment (hrs spent)	University Answer script evaluation (hrs spent)**	University Answer script scrutiny (hrs spent)**	External examiner for practical papers (hrs spent)

* including Lectures, Tutorials, Practical, Project Supervision and Field work

** hours spent should be calculated as per Govt. notification

Brief description of teaching learning methodologies used in the Department~

Methodology used (please tick)	Material/Technology used (books, ppt, demo, e-resources, notes, video, questionnaire, etc)	Comment, if any
Participation/Innovative – Interactive courses		
Participation/Innovative – Learning Modules		

Participation/Innovative – Case Studies prepared:		
Use of ICT or Computer-aided methods – ppt/simulation/multimedia etc		
Dev/Teaching Soft skill/Communication/Personality Dev:		
Organizing popular Programs		
Others: (Kindly specify)		

Co-curricular, extension and professional development related activity ~

Type of Activity	% of Faculty who contributed/ participated	Hours spent	Comment
Discipline related co-curricular activities (e.g., remedial classes, career counseling, study visit, student seminar and other events)			

Cultural competition/Cultural program			
Sports			
NSS			
Public / popular lectures/talks/seminars			
Publication of Student Wall Magazine			
Others: (Kindly specify)			

In brief, mention participation of Faculty in administrative responsibilities:

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***Please attach details of Publications, Seminars and Invited Lectures as separate annexures**

Achievement by Departmental Faculty (not mentioned above) in 2018-19

Declaration by HOD: All information given above is true to the best of my knowledge.

Full Signature of HOD with stamp and date: _____