**Employee Profile**

**Personal Information**

First Name

 Last Name

 Gender

 Nationality

 State

 Language Known

**Contact Information**

Office Phone No.

Mobile

Permanent Address

Address for Communication

Personal E-mail

Official E-mail

Website

**Current Position**

Designation

 Department/Section

 Date of Joining

**Work Experience**

 Position

 Organization

 Period

Nature of work (Research, Teaching, Clinical Care, Others)

**Degrees**

 Name

 Discipline

 Organization

 Year

**Professional Association Memberships**

 Organization

 Nature of membership

**Professional Licenses & Certifications**

 Name

 Organization

 License / Certification No.

 Validity Period, If any

**Overall Academic & Research Achievements**

No. of Scientific Papers

 No. of Scientific Presentations

 Books Published

 Research Projects Carried Out

 Doctoral Research Guidance

Invited talks delivered

 **Current Year Activities**

**Courses taught**

 Name of the Programme & Class

 No. & hours of Lectures Delivered

**Curriculum Development Activities**

 Name of the Curriculum

**Mentorship**

 Name of the Class

 Period of Mentorship

**Scientific Presentations**

Nature of Presentation ( *Guest Lecture/ Conference Presentation/ Keynote Address/ Invited Talk etc.*)

Title of the Paper

 Other Contributors, if any, in the in the decreasing order of contribution

 Name of the Event

 Organizer

 Period/ Date

 *Attach Abstract/ Full-text of the Paper*

**Scientific Publications-Journals**

 Title of the Paper

 Name of the Journal

 Names of contributors in the decreasing order of contribution

 Issue, Volume & Year

 DOI, *if available*

Journal Publisher

 ISSN/e-ISSN

Impact Factor / SNIP/ SJR value of the Journal, if any

*Attach Abstract/ Full-text of the Paper*

*Attach screen shot of the journal displaying metric value*

**Scientific Publications-Books**

 Title of the Book

Names of contributors in the decreasing order of contribution, in case of co-authored book

 Year of Publication

 Publisher

 ISBN

*Attach scanned copy of the cover and title pages of the book*

**Scientific Publications-Book Chapter**

 Title of the Book

Editor(s) of the Book

Title of the Chapter

Names of contributors in the decreasing order of contribution, in case of co-authored chapter

 Year of Publication

 Publisher

 ISBN

*Attach scanned copy of the cover and title pages of the book*

**Scientific Publications-Conference Proceedings**

 Title of the Proceedings

Editor(s)

Title of the Paper

Names of contributors in the decreasing order of contribution, in case of co-authored paper

 Year of Publication

 Publisher

 ISBN

*Attach scanned copy of the cover and title pages of the proceedings*

**Committees Served**

 Name of the Committee

 Role ( Member, Chairperson, Member Secretary)

 Duration of the Committee, ( From …. To ***OR*** Ongoing )

 Specific contribution to the functioning of the committee (in 50 words)

 Meetings held and attended during the period (Date, time)

*Attach OM*

**Organization of Academic Events**

Name of the Event

 Period of the Event

 Role

*Attach Proof*

**Membership in Professional Associations**

Name of the Association

Membership Type

*Attach Certificate*

**Funded Research Projects**

 Name of the Project

 Role (P.I., Co.P.I., Co.I.)

Team members with role

Funding Agency

 Amount

Duration

 Present Status

 *Attach OM*

**Doctoral Research Supervision**

 Completed (Name of the candidate, topic, part-time/full-time)

 Ongoing (Name of the candidate, topic, part-time/full-time)

New (Name of the candidate, topic, part-time/full-time)

**Postgraduate Research Supervision**

 Completed (Name of the candidate, topic)

 New/ Ongoing (Name of the candidate)

**Examination Works**

Name & Year of the Examination

 Nature of Work (Exam supervision, paper setting, evaluation)

Period, if applicable

**Other Academic Supervision Activities**

 Name of the Activity

 Role

 Period, if Applicable

**Involvement in Development of Infrastructure Facilities**

Name of the Facility

 Date of launching of the Facility

 Contribution

**Clinical Activities**

Name /Nature of the Service

 Period & Duration

**Public Education Activities**

Name of the Activity

 Role Played

 Period, if applicable

**Administrative and Other Activities**

Name of the Activity

 Role & Contribution

Period, if applicable

*Attach Proof, if any*

**Honours, Awards and Recognitions**

 Awarding Title

Awarding Body

 Date of Award

 Names of Co-awardees, if any

 *Attach Proof, if any*

**Involvement in Any Other Activity *not* Mentioned Above**

 Name of the Activity

 Period, if applicable

 Role

 *Attach Proof, if any*

**Scholarly Editorial, Peer-reviewing & Evaluation Activities**

Title of the Journal/ Scholarly Resource

 Publisher/ Organization

 Role(Peer-reviewer, Adjudicator/Chief Editor/ Editorial Board Member)

**A brief account of special accomplishments, achievements, or initiatives, if any, taken up by you in the areas of teaching, research, clinical care, public education during current year.**

**DEPARTMENT/ SECTION LEVEL**

**Academic Section**

**General Profile**

Name of the Institution

Year of Establishment

Address

Contacts for Communication

**Long term academic programmes offered & students admitted**

Name of the Programme

 Duration

 Mode of admission (Direct, Entrance exam etc.)

 No. of students admitted

 Gender

 Locale

**Total Student Strength**

Name of the Programme

 Class/Division

No. of Students

 Gender

**Academic Results**

Name of the Exam

 Number of students attended

 Overall pass

 Pass percentage

**Short-term Training / Orientation Programs Conducted (For outsiders)**

Title/Topic

 Target Audience

 No. of participants

 Period/Date

Organizing Staff

**In-house Training/ Staff Enrichment Programs (For section staff)**

 Title/Topic

 Resource Person(s)

 No. of participants

 Period/ Date

Organizing Staff

**Guest Lectures**

Title/Topic

 Target Audience

 Resource Person(s)

 No. of participants

 Period/Date

Organizing Staff

**Workshops/ Conferences/Training Programmes**

 Title/Topic

 Target Audience

 Resource Person(s)

 No. of participants

 Organizing Staff

 Period/Date

**Doctoral Research**

Name of the candidate

Department

Category (Part-time/ Full-time)

Topic

Guide

Status (New/Ongoing/Under Evaluation/Degree Awarded)

**Issuing of official documents**

Category

 No. of sets- UG

 No. of sets - PG

 No. of sets- Dip

 Remarks

**Awards/laurels to the students**

Name of student(s) & Class

 Details of awards/laurels

 Remarks

**Educational Stipend**

Programme

 Stipend per Month

**Other Financial Assistance, If Any**

Details of the students

 Details of the financial Assistance

**Major Activities/ events carried out under the aegis of the Section**

( *A brief note in not more than five sentencesabout each activity/event*)

**Eminent Visitors**