Teacher Information Form(TIF)

Ministry of Human Resource Development had initiated an All India Survey on Higher Education (AISHE) a few years back to prepare a sound database on a large and diverse system of Higher Education covering all the higher educational Institutions in the country. The rich data-base built from the data collected under AISHE is used in making informed policy decisions and research for development of education sector at District, State and All India levels.

From the survey 2016-17 onwards, new format is developed as part of the main Data capture Format (DCF) to collect teachers' details of all the teachers employed with the University/ Institution of Higher Education. Data from survey can be used to identify areas of strength and weakness with an Institution. It can also be used for research findings unequivocal about the connection between teacher quality and student learning. In this connection, Teacher Information Form (TIF) is designed to collect the data on each Teacher.

The Form consists of two:
Block A: Basic Information of the University/ Institution
Block B: Teachers' Information

Block A: Basic Information of the Institution

This block is designed for recording basic information of the University/ Institution.
Item 1, 2, 3 & 4: These four fields corresponds to Name of the University/Institution, Postal address, the State and the District in which the Institution is located and are pre-filled from the main DCF while downloading the TIF. Main DCF must be pre-filled before downloading the TIF.

Block B: Teachers Information

This block is designed to capture detailed information on Teaching Staff as on reference date i.e. 30th September of an academic year. The two fields, namely, "Faculty/School" and "Department/Center" are pre-filled based on information filled in the main DCF. In addition to this, a Table with Blank Faculty and Blank Department is also generated, which has been created for the purpose of recording teaching staffs including Vice-Chancellor/ Principal/ Director, which are not associated with any Faculty/Department and also for the Institution which may not have any Faculty/ Department.

Faculty and departments will be pre-filled from main DCF. For each combination of faculty and department, the details will be filled.

Column – Serial Number: In this column automatic serial number will be generated. As many number of rows will be generated as the number of teacher. A new row to record the next teachers' detail can be generated by clicking "+" sign on the left of the box.

Column 1 –Name of the Employee: This field is meant to record the complete name of the Teacher as per official records of the Institution.

Column 2 -Designation: This field is meant for recording the designation of the Teacher. The options available in drop-down menu are as below:
       (i)   Vice-Chancellor
       (ii)   Director
       (iii)   Pro-Vice-Chancellor

(iv) Principal
(v) Principal-Incharge
(vi) Professor & Equivalent
(vii) Associate Professor
(viii) Reader
(ix) Lecturer (Selection Grade)
(x) Assistant Professor
(xi) Lecturer (Senior Scale)
(xii) Lecturer
(xiii) Tutor
(xiv) Demonstrator
(xv) Part-time Teacher
(xvi) Ad-hoc Teacher
(xvii) Temporary Teacher
(xviii) Contract Teacher
(xix) Visiting Teacher
(xx) Additional Professor

There may be some posts, which are not applicable for a particular Institution. Although the list of designations as mentioned above is exhaustive, if an institution has designations with different nomenclatures, information will be recorded for its equivalent designation.

Column 3 -Gender: This field is meant to record Gender of the Teacher. The options available in drop-down menu are given below:

(i) Male
(ii) Female
(iii) Transgender

This is the first time, when there is a provision to collect information of transgender teachers employed in the institution.

Column 4 -Aadhaar Number: This field is meant for recording Aadhaar Number of Teacher. It is 12 digits numbers, issued by Unique Identification Authority of India. This field is mandatory. However, the Institutions are requested to maintain such data for future round of the surveys.

Column 5 -Date of Birth: This field is meant to record the date of birth of teacher, so that age profiles of the teachers are available. The date of birth should be recorded in the date format "DD-MMM-YYYY".
For example: if the date of birth of a teacher is 26-01-1983 then it will be recorded as 26-Jan-1983.

Column 6 -Social Category: In this field the information regarding Social category of Teacher will be selected from the options available in the drop-down menu as given below:

(i) General
(ii) Schedule Castes
(iii) Schedule Tribes
(iv) Other Backward Classes

Scheduled Castes means the Scheduled Castes notified under article 341 of the Constitutions.
Scheduled Tribes means the Scheduled Tribes notified under article 342 of the Constitution.
Other Backward Classes means the class or classes of citizens who are Socially and Educationally Backward and are so determined by the Central/ State Government.

Column 7 -Religious community: This field is meant to capture the information in respect of teachers belonging to religious communities. Six religious communities' viz. **Hindu, Muslims, Christians, Sikhs, Buddhists, Zoroastrians (Parsis), Jains and others** have been notified by the Union Government. The relevant option is to be selected from the drop-down menu.

Column 8 -PWD: This field is meant for capturing the information in respect of teachers belonging to Persons with Disability (PWD) category.
A person suffering from a disability is defined in the "Rights of Persons with Disabilities Act, 2016". As per the Act the 21 disabilities are given below:

1. Blindness
2. Low-vision
3. Leprosy Cured persons
4. Hearing Impairment (deaf and hard of hearing)
5. Locomotor Disability
6. Dwarfism
7. Intellectual Disability
8. Mental Illness
9. Autism Spectrum Disorder
10. Cerebral Palsy
11. Muscular Dystrophy
12. Chronic Neurological conditions
13. Specific Learning Disabilities
14. Multiple Sclerosis
15. Speech and Language disability
16. Thalassemia
17. Hemophilia
18. Sickle Cell disease
19. Multiple Disabilities including deafblindness
20. Acid Attack victim
21. Parkinson's disease

Persons with "benchmark disabilities" are defined as those certified to have at least 40 per cent of the disabilities specified above.

If a person belongs to aforesaid disability category then form the drop-down menu, "Yes" option will be selected. Otherwise "No" option will be selected.

Column 9 -Nature of Appointment: The field is meant to capture the nature of appointment of Teachers from the options available in the drop-down menu given below:

(i)   Regular Teacher
(ii)   Part-Time Teacher
(iii)   Ad hoc Teacher
(iv)   Temporary Teacher
(v)   Contract Teacher
(vi)   Visiting Teacher
(vii)   Deputation/Attachment

Column 10 -Selection mode: The field is meant to capture the information in respect of selection mode of Teacher. Three options are available in drop-down menu as under:

(i)   Direct
(ii) Career Advancement Scheme (CAS)
(iii) Promotion

The recruitment mode of the teacher will be selected as per the drop-down list.
Career Advancement Scheme (CAS) is a scheme of UGC to promote Teachers from a few selected Stages to higher stages. By default Direct will be selected and therefore extra pre-caution may be made to change the option to CAS, wherever applicable.

Column 11 -Date of joining the institute: The field is meant to record the date of joining of the Institution by the Teacher i.e. the joining date on which teacher joined the present institution in which he is working. The date of joining should be recorded in the date format "DD-MMM-YYYY".
For example, if the date of joining is 05-01-2016 then it will be recorded as 05-Jan-2016.

Column 12 -Date of joining teaching profession: The field is meant for capturing the information about the teachers' first appointment as a teaching professional in any institution.

Column 13 -Highest Qualification: In this field, the highest academic qualification will be recorded. The highest academic qualification is the highest academic degree acquired by the teacher from a recognized institution. Honorary degree is not to be considered. The options available in drop-down menu are:

(i)   Below Under Graduate

(ii) Under Graduate

(iii) Post Graduate

(iv) M. Phil.

(v)   Ph.D.

(vi) Post Doctorate

Column 14 – Additional/Eligibility Qualification: In this field, Additional academic qualification will be recorded. The options available in the drop-down menu are:

(i)   NET(National Eligibility Test)

(ii) SLET (State Level Eligibility Test)

(iii) Certificate

(iv) Diploma

(v)   PG Diploma

In case, if a person has achieved multiple academic qualifications then the most relevant option may be chosen based on his/ her domain area.

Column 15 –Broad Discipline Group Category: The Broad Discipline Group Category of the teacher will be selected from the drop-down menu. List is enclosed in Annexure 1.The most closure option may be selected, if any of the option is not applicable.

Column 16 –Broad Discipline Group: The Broad Discipline Group of the teacher will be selected from the drop-down menu. List is enclosed in Annexure 1.The most closure option may be selected, if any of the option is not applicable.

Column 17 -Number of years spent exclusively in other than teaching job: Record number in completed years rounded to nearest digit a teacher has been engaged in any job, other than teaching, during the teaching profession. The "job" here is defined as any economic activity which has been assigned to him/her by the Government or any authorized body and do not include any household activity or engagement in family business.

Column 18 -Job status: This column has been designed to update the status of the teacher during the next round of survey so that the details of the teacher who continues in the same Institutions are not required to be filled again. For the survey year 2016-17, only Continue and New Appointment will be applicable.

(i)   Continue

(ii)   Promoted

(iii)   Retired

(iv)   Left

(v)   Death

(vi)   Transfer

(vii)   New Appointment

Column 19 -Date of change in the job status: This column will be applicable, if other than Continue option is selected, in which case the date of happening of the event will be recorded in the Date format "DD-MMM-YYYY". For the New Appointment, the date will be any date between 1st July of the current academic session and the date of filling of the Form.

Column 20 – Email: In this field, email address of the teacher will be recorded. The email address should be recorded in the format "abc@gmail.com".

Column 21 – Mobile: This field is meant to record the mobile number of teacher. The mobile number should be recorded in the 10 digit number without prefixing 0.