**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

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Annual Self-Assessment for the Performance Based Appraisal System (PBAS)

Session/ Year…………………………

(To be completed and submitted at the end of each academic year)

**PART A: GENERAL INFORMATION**

1. **Name (Block letter):**
2. **Father’s/Mother’s/Husband’s Name:**
3. **Department:**
4. **Current Designation & Grade Pay:**
5. **Date of last Promotion:**
6. **Address for Correspondence (with pin code):**
7. **Permanent Address (with pin code):**

**Telephone No:**

**E-mail:**

1. **Whether acquired any degrees or fresh academic qualifications during the year:**
2. **Academic Staff College Orientation/ Refresher Course attended during the year:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the Course/Summer School** | **Place** | **Duration** | **Sponsoring Agency** |
|  |  |  |  |
|  |  |  |  |

**Note: Furnish copies of the supporting documents.**

1. **Date of Appointment:**
2. **For which position & AGP you are applying under CAS:**
3. **Date of eligibility for promotion:**
4. **Educational Qualification (Graduation onwards):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Examination** | **Name of the University** | **Year of passing** | **Marks obtained** | **Class/grade** |
| BA/B.SC/B.COM |  |  |  |  |
| MA/M.SC/M.COM |  |  |  |  |
| Other examination, if any |  |  |  |  |

**Note: Attach copies of the testimonials/relevant documents.**

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1. Research Degree (s):

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree** | **Name of the University** | **Date of Award** | **Title** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Note: Attach copies of the testimonials.**

1. Details of Teaching/Research/Academic Experience:

|  |  |  |  |
| --- | --- | --- | --- |
| **Designation** | **Employer** | **Period of Service**  **From To** | **Scale of Pay** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Note: Attach copies of relevant documents related to services.**

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

**Signature of the Candidate**

**CATEGORY 1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

1. **Direct teaching (16/14/12 hours per week as applicable) including Lectures, Tutorials, Practical, Project Supervision and Field work**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SL.NO.** | **Course/Paper** | **Level** | **Mode of Teaching** | **Actual hours spent per Academic Year** |
|  |  |  |  |  |
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|  |  |
| --- | --- |
|  | **Direct Teaching Hours per week** |
| Assistant Professor | 16 |
| Associate Professor | 14 |
| Professor | 14 |

**Note: Submit copies of class routine, certificate from head of the Department confirming teaching hours. If the applicant is H.O.D authentication may be by Dean.**

1. Examination duties (question paper setting, evaluation of answer scripts) as per allotment

|  |  |  |
| --- | --- | --- |
| **SL.NO.** | **Type of Examination Duties** | **Actual hours spent per Academic Year** |
|  |  |  |
|  |  |  |

**Note: Examination duty hours performed must be authenticated by the Chairpersons of respective PG/UG boards of studies for evaluation of answer scripts, scrutiny, tabulation etc and invigilation duty hours by respective H.O.Ds.**

1. **Innovative teaching learning methodologies; updating of subject content/course, mentoring etc.**
2. Updating of Courses/Curriculum Design:
3. Participation/Innovative – Interactive courses:
4. Participn./Innovative – Learning Modules:
5. Participn./Innovative – Case Studies prepared:
6. Use of ICT or Computer- aided methods – ppt:
7. Use of ICT – Multi- media/Simulation etc:
8. Dev/Teaching Remedial/Bridge Courses:
9. Dev/Teaching Soft skill/Communication/personality Dev:
10. Special Programs in Phys.Edn./Library:
11. Innovative Composition/Creation in Music, Fine Arts, Perf Arts:
12. Organizing & cond. Of popul. Prog. /Teaching Web-based/E-Library/IT-asst teaching:

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**CATEGORY 2: PROFESSIONAL DEVELOPMENT, CO- CURRICULAR AND**

**EXTENSION ACTIVITIES**

|  |  |  |
| --- | --- | --- |
| **SL.NO.** | **Type of Activity** | **Actual hours spent per Academic year** |
| **(a)** | **Student related Extension, Co-curricular & field based Activities** | |
| i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.) |  |
| ii) Other co-curricular activities (Cultural, sports, NSS, NCC etc.) |  |
| iii)Extension and dissemination activities (public/popular lectures/talks/seminars |  |
| **(b)** | **Contribution to Corporate life and management of this sports units and institution through participation in through participation in responsibilities(including as principal/Director responsibilities (including as Principal/Director that require regular office hrs for its discharge)** | |
| i)Administrative Responsibility (including Dean/Principal/Chairperson/Convener/Teacher-in-charge/Similar other duties that require regular Office hours for its discharge) |  |
| ii)Participation in Board of Studies, Academic and Administrative committees |  |
| **(c)** | **Professional Development activities (such as participation in seminars activities (such as participation in seminars talks, lectures in refresher/faculty development courses membership of associations, dissemination and general articles and any other** | |

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**CATEGORY III: RESEARCH AND ACADEMIC CONTRIBUTIONS**

**III (A) Research Papers Published in**

* **Refereed Journals as notified by UGC**
* **Other Reputed Journals as notified by UGC**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SL.NO.** | **Title with page no. and date of publication** | **Name of the Journal** | **ISSN/ISBN No.** | **Whether Refereed Journal/other Reputed journal.**  **Impact factor, if any** | **No. of Co- author** | **Whether you are the main author** |
|  |  |  |  |  |  |  |
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**III (B) Publications other than journal articles (books, chapters in books) as prescribed in UGC Regulation, 2016.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SL. No.** | **Title of the Subject book with page no.** | **Details of publication (Text/ Reference/ Subject Books/ Chapter in Books)** | **ISSN/ISSBN No.** | **Level of publishers( International/National/State/Central Govt./Other local publisher)** | **No. of Co- author** | **Whether you are the main author** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**III (C) RESEARCH PROJECTS**

**III (C) (i) Sponsored Projects:**

1. **Major Project with grants above Rs. 30 Lakhs (science)/above Rs. 5 Lakhs (Arts)**
2. **Major Project with grants Rs. 05 Lakhs up to Rs. 30 Lakhs (Science)/ up to Rs. 05 Lakhs (Arts)**

**( c) Minor Project with grants above Rs. 01 Lakh up to Rs. 05 Lakhs (Science)/Rs. 01 Lakh up to Rs. 03 Lakhs (Arts)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No.** | **Title of the Major/Minor Project** | **Grant sanctioning Agency** | **Date of Sanction of the project & period** | **Grant/Amount mobilized (Rs. Lakh)** |
|  |  |  |  |  |
|  |  |  |  |  |

**Note: In case of collective projects PI must indicate the fund distribution. In all cases copies sanction letters / UC must be submitted.**

**III (C) (ii) Consultancy Projects:**

**Amount mobilized with a minimum of Rs. 10 Lakhs (Science0/Rs. 02 Lakhs (Arts**)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No.** | **Title of the Consultancy Project with sanction order no. and date** | **Name of the Agency & period of approval of the sanctioned project** | **Date of agreement with the Agency** | **Grant/Amount mobilized (Rs. Lakh)** |
|  |  |  |  |  |

**Note: The details must be authenticated by the Finance Officer**

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**III (C) (iii) Projects outcome/outputs**

* **Patent/ Technology transfer/ Product/ Process (for science)**

1. **For Science Patent/ Technology transfer/ Product/ Process**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No.** | **Details of the Patent/Technology transfer/Product/Process** | **Date of acceptance with year** | **Whether the patent/Technology/Product/Process belongs to the applicant individually or in group** | **National/International** |
|  |  |  |  |  |
|  |  |  |  |  |

**Note: Mere applications for Patent will not be considered.**

1. **For Arts: Major Policy document prepared for International bodies.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No** | **Title of Major Policy document prepared** | **Name of the Body for which documents prepared** | **Date of acceptance of the documents by the** | **International/National/Central Govt. /Local Bodies.** |
|  |  |  |  |  |
|  |  |  |  |  |

**Note: Copies of sample pages from the report together with the offer letter must be produced.**

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**III (D) Research Guidance**

**(i) M. Phil Thesis Submitted (Number):**

**(ii) M. Phil Degree Awarded (Number):**

**(iii) Ph.D. Thesis Submitted (Number):**

**(iv) Ph.D. Thesis Awarded (Number):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No.** | **Number enrolled** | **Degree awarded** | **Thesis Submitted** |
|  | **M. Phil. Or Equivalent** |  |  |
|  | **Ph.D. or Equivalent** |  |  |

**Note: Copies of degree award certificate/evidence of submission must be provided.**

**III (E) Fellowships, Awards and Invited lectures delivered in Conferences/Seminar**

**III E. (i) Fellowship/Award:**

1. **International Award/Fellowship from academic bodies.**
2. **National Award/Fellowship from academic bodies.**
3. **State /University level Award from academic bodies.**

**Note: Attachment of supporting documents is mandatory**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No.** | **Title of the Award/fellowship** | **International/National/State/University level** | **Name of the academic body awarding the Fellowship/ Award** | **Date & Year of the achievement** |
|  |  |  |  |  |
|  |  |  |  |  |

**Note: Submit relevant documents.**

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**III E. (ii) Invited Lectures/Papers.**

1. **International**
2. **National**
3. **State/University level**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No** | **Title of the Invited lecture/paper presented** | **Title of Conference/Seminar with date** | **Organized by** | **Whether International/National/State or University level** |
|  |  |  |  |  |
|  |  |  |  |  |
|  | **Total\* :** |  |  |  |

**Note: Relevant certificates must be submitted.**

**Signature of the incumbent Signature of the HODs/ Deans**

**With designation and date Seal with date**