**Internal Quality Assurance Cell**

**Khagarijan College**

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

**Session: 2023-2024**

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

**PART A: GENERAL INFORMATION**

1. Name (in block letters) :
2. Father’s Name :
3. Department :
4. Education Qualification :
5. Current Designation & Grade Pay :
6. Date of Last Promotion :
7. Address for Correspondence :
8. Permanent Address :
9. Date and Place of Birth :
10. Sex :
11. Marital Status :
12. Nationality :
13. Category :
14. Contact No. :
15. Mail Id :
16. Whether acquired any degrees or fresh academic qualifications during the year:
17. Academic Staff College Orientation/Refresher Course attended during the year :

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the course** | **Place** | **Duration** | **Sponsoring Agency** |
|  |  |  |  |

**PART B: ACADEMIC PERFORMANCE**

**Category I: Teaching, Learning and Evaluation Related Activities**

1. Lectures, Seminars, Tutorials, Practical, Contact Hours (Give Semester Wise details)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl.No.** | **Course/Paper** | **Level** | **Mode of Teaching** | **No of class per week allotted**  | **No of classes/Practicals taken as per documented record**  |
|  |  |  |  |  |  |

* **Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours (C )**

|  |  |  |
| --- | --- | --- |
| Sl.No |  |  |
| (a) | Classes taken (Max 50 for 100% performance & proportionate score upto 80% performance, below which no score may be given) |  |
| (b) | Teaching Load in excess of UGC norm (Max score: 10) |  |

1. **Reading/Instructional material consulted and additional knowledge resources provided to students**

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| --- | --- | --- | --- | --- |
| Sl.No.  | Course/Paper | Consulted  | Prescribed  | Additional Resource Provided |
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|  |  |  |  |  |
| API score based on Preparation and imparting of knowledge/instruction as per circulation & syllabus enrichment by providing additional resources to students (Max score: 20) | API Score |
|  |

1. **Use of Participatory and Innovative Teaching Learning Methodologies, updating of subject content, course improvement etc**.

|  |  |  |
| --- | --- | --- |
| Sl.No | Short Description  | API Score |
| 01 |  |  |
| **Total Score (Max Score: 20)** |  |

1. **Examination Duties Assigned and Performed:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl.No.**  | **Type of Examination Duties** | **Duties Assigned**  | **Extent to which carried out (%)** | **API Score** |
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|  | **Total Score (Max: 50)**  |  |  |  |

**CATEGORY II: CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.No.** | **Type of Activities**  | **Average Hrs/Week** | **API Score** |
|  | 1. Extension, Co-Curricular & Field based activities (Max Score: 20)
 |  |  |
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|  | 1. Contribution to Corporate Life and Management of the Institution

Max Score: 15  | Yearly/Semester Wise Responsibilities | API Score |
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|  |  |  |  |
|  | 1. Professional Development Activities

Max Score: 15 |  |  |
|  | **Total Score: (I+II+III) (Max: 25)**  |  |  |

**CATEGORY III: RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS**

1. **Published Papers in Journals:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No** | **Title with Page No** | **Journal** | **ISSN/ISBN** | **UGC Care/Scopus** | **No of Co-author** | **Whether main author** | **API Score** |
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1. **(i) Articles/Chapters Published in Books**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No** | **Title with Page No** | **Book Title, Editor & Publiher** | **ISSN/ISBN** | **Whether Peer Reviewed**  | **No of Co-author**  | **Whether main author** | **API Score** |
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**(ii) Papers in conference Proceedings**

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| --- | --- | --- | --- | --- | --- | --- |
| **Sl. No** | **Title with Page No** | **Details of Conference Publication** | **ISSN/ISBN No** | **No of co-author**  | **Whether main author** | **API Score** |
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1. **Books published as author or as editor**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No** | **Title with Page No** | **Type of Books & Authorship** | **ISSN/ISBN****Publisher** | **Whether Peer Reviewed**  | **No of Co-author**  | **Whether main author** | **API Score** |
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**(C) Ongoing and completed research project and consultancies**

**(C) (I&II) Ongoing Projects/Consultancies**

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| --- | --- | --- | --- | --- | --- | --- |
| **Sl.No** | **Title** | **Agency** | **Period** | **Grant/Amount Mobilized (Rs in Lakh)** | **Whether policy document/patent as outcome** | **API Score** |
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**(C ) (iii & iv) Completed Projects/Consultancies**

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| **Sl.No** | **Title** | **Agency** | **Period** | **Grant/Amount Mobilized (Rs in Lakh)** | **Whether policy document/patent as outcome** | **API Score** |
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 **(D) Research Guidance**

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| --- | --- | --- | --- | --- |
| **Sl.No** | **Number enrolled**  | **Thesis submitted**  | **Degree Awarded**  | **API Score** |
| M.Phil or Equivalent  |  |  |  |  |
| Ph.D, or Equivalent |  |  |  |  |

(**E) (i) Training Courses, Teaching-Learning-Evaluation Technology Programmes, Faculty Development Programme (Not less than one Week duration)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl.No** | **Programme** | **Duration** | **Organised by** | **API Score** |
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**(E) (ii) Papers presented in conferences, Seminars, Workshops, Symposia**

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| --- | --- | --- | --- | --- | --- |
| **Sl.No** | **Title of Paper presented**  | **Title of Conferences/Seminar etc.**  | **Organised by** | **Whether international/National**  | **API Score** |
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**(E) (III) Invited Lectures and Chairmanships at national or international conference/ seminar etc.**

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| --- | --- | --- | --- | --- | --- |
| **Sl.No** | **Title of Lecture/Academic Session** | **Title of Conferences/Seminar etc.**  | **Organised by** | **Whether international/National**  | **API Score** |
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IV**. SUMMARY OF API SCORES**

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| --- | --- | --- | --- | --- |
| **Sl.No.** | **Criteria** | **Last Academic Year**  | **Total-API Score for Assessment period**  | **Annual Av. API Score for Assessment Period** |
| I | Teaching Learning and Evaluation related activities |  |  |  |
| II | Co-Curricular, Extension Professional Development etc. |  |  |  |
|  | **Total (I+II)**  |  |  |  |
| III  | Research and Academic Contribution |  |  |  |

**PART C: OTHER RELEVANT INFORMATION**

|  |  |
| --- | --- |
| **Sl.No** | **Details (Mention Year, Value etc. where relevant)** |
|  |  |
|  |  |

**LIST OF ENCLOSURES: (**please attach copies of certificates, sanction orders, papers etc wherever necessary)