 **JAMAL MOHAMED COLLEGE (AUTONOMOUS)**

**TIRUCHIRAPPALLI – 620 020**

**INTERNAL QUALITY ASSURANCE CELL**

**SELF-APPRAISAL OF TEACHING STAFF**

**(For the period: 1st June 2022 – 31st May 2023)**

**GENERAL INFORMATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1 | Name (in block letters) | Dr./ Mr./ Ms. | | | |
| 2 | Date of Birth |  | | Age |  |
| 3 | Academic Qualifications |  | | | |
| 4 | Designation |  | | | |
| 5 | Department |  | | | |
| 6 | Date of Appointment  (in JMC) |  | Employee ID No. | |  |
| 7 | Area of Specialization |  | | | |
| 8 | Teaching Experience (in JMC) |  | | | |
| 9 | Email ID |  | | Mobile No. |  |
| 10 | Aadhaar Number |  | | PAN |  |

**CATEGORY-I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.** | **Nature of Activity** | **Maximum Score** | |
| **API Score Allotted** | **Self-Appraisal Score** |
| 1 | 1. Lectures/ Practical Classes taken/ conducted as percentage of those actual allocated. (100% compliance = 50 points) (Less than 50% - nil)  |  |  |  |  | | --- | --- | --- | --- | | **Odd semester** | | | | | **Total number of Hours allocated:** | | | | | Lecture |  | Practical |  | | **Total number of hours taken as per the teaching plan** | | | | | Lecture |  | Practical |  | | **Even semester** | | | | | **Total number of Hours allocated:** | | | | | Lecture |  | Practical |  | | **Total number of hours taken as per the teaching plan** | | | | | Lecture |  | Practical |  | | 50 |  |
| 2 | Number of ICT teaching (subject related) material / e-content developed using Moodle / any other Learning Management System (LMS)/ Lecture notes (Pdf format) Lab Manual/ SOP: (Prepared as per current syllabus regulations – one time only)  Any three activities (5 Points each) | 15 |  |
| 3 | 1. Autonomous Examination duties (inside the college): Additional chief superintendent/ Camp officer (5 Points each) 2. Autonomous Examination duties (inside the college): Question paper setting, invigilation, evaluation of answer scripts, flying squad as per allotment (3 Points each) 3. Board of Studies Chairman – Curriculum (University Level) (5 Points)   Any three activities | 15 |  |
|  | **TOTAL SCORE (CATEGORY-I)** | --- |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No.** | **Nature of Activity** | **Maximum Score** | | |
| **API Score Allotted** | | **Self-Appraisal Score** |
| 1 | Participation in administrative committees / responsibilities.   1. Principal (200 points) 2. Vice Principal (150 points) 3. Additional Vice Principal (100 points) 4. Dean/ Director/ Bursar/ COE (50 points each) | -- | |  |
| 1. HOD/ Coordinator/ Registrar of Attendance/ Dy. Warden Women Hostel   (25 points each)   1. Confidential Work at the Office of the Principal (25 points each) 2. Deputy Controller/ Assistant Controller/ Deputy Coordinator/ Deputy Warden/ IQAC Core committee member (15 Points each) 3. Member of Senate/ Member of Syndicate / Governing Council (10 Points each) 4. IQAC Documentation incharge/ Campus Maintenance/ Secretary and Treasurer – Staff Association & Baithumal (10 points each) 5. Member of Board of Studies / Member of various committees (Our College and Other Colleges) / Sub Warden (5 points each) |
| 2 | Departmental administrative responsibilities   1. Class Teacher 2. Mentor 3. IQAC microcell member 4. Web incharge 5. ERP incharge 6. CIA test incharge 7. Placement officer 8. Member-CDC 9. Library incharge 10. Vice-President of Association 11. Course Coordinator for special programmes offered 12. DBT Coordinator   (3 points each): | -- | |  |
| 3 | Institutional co-curricular activities for students (field studies, educational tours, remedial classes, handling Moral and Deeniyath classes (5 points each): | 10 | |  |
| 4 | Involvement in extra-curricular activities such as NSS, NCC and other Part-V Extension activities, EDC (5 points each): | 10 | |  |
| 5 | Membership in professional bodies/ associations   1. International level (5 points): 2. National level (3 points each): 3. State level (2 points each): | 10 | |  |
| 6 | 1.Convener / organizing secretary in seminars / workshops/ conferences/ FDP (with financial support from funding agencies)   1. International level event (10 points each): 2. National level event (5 points each): 3. Others (3 points each):   2.Convener / organizing secretary in seminars / workshops/ conferences/ FDP  (Self-funded)   1. International level event (5 points each): 2. National level event (3 points each): 3. Others (2 points each):   3.Member-organizing committee in seminars/ workshops inside the college   1. International/ National level event (3 points):   4. Member – Organizing committee in seminars/ workshops/ conference outside the college (5 points each):  No. of Activities: | | 10 |  |
| 7 | Number of Soft skills development modules designed (5 points):  (One time only) | | 5 |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 8 | Faculty development programmes (FDP) attended.  (Minimum five days) | No. of Online FDP: | 5/ Each programme |  |
| No. of Offline FDP: | 10/ Each programme |
| 9 | Number of online courses completed (Minimum Two weeks): | | 5/ Each Course |  |
| 10 | Soft skills programmes/ Training programs on institutional governance attended: | | 5/ Each Event |  |
| 11 | Resource persons in symposiums, special lectures, department association meeting, Chairperson in Symposium/ Student Conclave  (Outside the college – each 5 Points, Inside the college – each 3 Points): | | 10 |  |
| 12 | Programmes in the TV/ Radio Channels, articles contributed in newspapers and magazines. No. of activities (5 Points each): | | 10 |  |
| 13 | Number of Award for Extension activities (Award issued by Government/ Registered NGO only) | | | |
| (a) International level: | | 30/Award |  |
| (b) National level: | | 20/ Award |  |
| (c) State / University level: | | 10/ Award |  |
| (d) College level: | | 5/ Award |  |
|  | **TOTAL SCORE (CATEGORY-II)** | | --- |  |

**CATEGORY-III: RESEARCH AND RELATED CONTRIBUTIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.** | **Nature of Contribution** | **Maximum Score** | |
| **API Score Allotted** | **Self-Appraisal Score** |
| **1** | **RESEARCH PUBLICATIONS**   1. Number of Publications in Refereed Journals:   \*indexed by Web of Science / Scopus | 30/ Publication |  |
| 1. Number of Publications in Refereed Journals:   \* indexed by Indian Citation Index | 20/ Publication |  |
| 1. Number of Publications in other Refereed Journals:   \* (Approved by the UGC only) | 10/ Publication |  |
| 1. Number of Publications in other Refereed Journals:   \*ISSN/ ISBN | 5/ Publication |  |
| **2** | **BOOK PUBLICATIONS WITH ISBN**  International Publishers:  a) Number of text or reference books published:  b) Number of chapters in edited books: | 40/ Sole author  15/ chapter in edited book |  |
| National Publishers:  a) Number of text or reference books published:  b) Number of chapters in edited books: | 30/ Sole author  10/ chapter in edited book |  |
| Local Publishers:  a) Number of text or reference books published:  b) Number of chapters in edited books: | 20/ Sole author  5/ chapter in edited book |  |
| **3** | **RESEARCH PROJECTS**  **Sponsored Projects carried out / ongoing.**  Number of Major Projects with grants  a) Above 30 lakhs (for Faculty of Science):  b) Above 5 lakhs (for others): | 30 / Project |  |
| Number of Major Projects with grants  a) Above 5 lakhs and up to 30 lakhs (for Faculty of Science):  b) Above 3 lakhs and up to 5 lakhs (for others): | 20 / Project |  |
| Number of Minor Projects with grants  a) Above 1 lakh and up to 5 lakhs (for Faculty of Science):  b) Above 1 lakh and up to 3 lakhs (for others): | 10/ Project |  |
| Number of Seed Money Projects (Sponsored by the college)   1. Staff Projects with awarded/ completed: 2. Students project guided: | 10 / Project  5/ Project |  |
| Number of students project guided with grants | 5/ Project |  |
| **Consultancy Activities**  Revenue generated: Rs. 25,000/- and above (10 points)  Revenue generated: Rs. 10,000/- to Rs. 24000/- (5 points)  Revenue generated: Less than Rs. 10,000/- (3 points) | 10 |  |
|  | **Projects Outcome / Outputs**  Number of Patents Filed and Published:  (10 points for International level, 5 points for National level)  Number of Patents granted:  (20 points for International level, 10 points for National level)  Number of Copy rights filed:  (20 points for International level, 10 points for National level) | --- |  |
| **\***The API for joint publications/ authored (Paper/ Book) will have to be calculated in the following manner:   * For the publication/ authored made by two authors – the total points would be equally shared by both the authors (50-50). * For publication/ authored made by more than two authors – the first/Principal author and the corresponding author/supervisor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors. | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **4** | **PROJECT/ RESEARCH GUIDANCE / EVALUATION** | | | | | | | | |
| **S. No** | **Degree** | | **Number of Candidates**  **Guiding/**  **Submitted/ Awarded** | | **Maximum Score** | | | | |
| **API Score** | | | **Self-Appraisal Score** | |
| i | M.Phil. | |  | | 5/ Candidate | | |  | |
| ii | Ph.D. | | Guiding  Submitted  Awarded | | 3/ Candidate  5/ Candidate  10/ Candidate | | |  | |
| iii | Doctoral Committee Member # (Excluding your candidate) | | | | 5/ Candidate | | |  | |
| iv | External Examiner for Ph.D. Viva Voce Examination | | | | 5/ Candidate | | |  | |
| v | **Reviewer in journal (Approved by the UGC only)** | | | | | | | | |
| 1. Member of editorial committees of journals: | | | | 5/ Journal | | |  | |
| 1. Number of Articles reviewed in Refereed Journals indexed by Web of Science / Scopus: | | | | 10/Publication | | |  | |
| 1. Number of Articles reviewed in Refereed Journals indexed by Indian Citation Index: | | | | 5/ Publication | | |  | |
| 1. Number of Articles reviewed in other Refereed Journals: | | | | 3/ Publication | | |  | |
| **# appointed during the year 2022-2023 only** | | | | | | | | | |
| **5** | **PARTICIPATION IN WORKSHOPS / CONFERENCES / SEMINARS** | | | | | | | | |
| **S. No.** | **Event** | **Number of Events** | | | | **Maximum Score** | | | |
| **API Score** | | | **Self-Appraisal Score** |
| i | Research Related  Workshops | (a) Not less than five days: | | | | 20/ Each Event | | |  |
| (b) Less than five days: | | | | 10/ Each Event | | |  |
| ii | Paper Presentation in Conferences/ Seminars outside the college | (a) International level: | | | | 15/ Each Event | | |  |
| (b) National level: | | | | 10/ Each Event | | |  |
| (c) State level: | | | | 5/ Each Event | | |  |
| iii | Paper Presentation in Conferences/ Seminars inside the college | (a) International level: | | | | 10/ Each Event | | |  |
| (b) National level: | | | | 5/ Each Event | | |  |
| (c) State level: | | | | 3/ Each Event | | |  |
| iv | Participation in Conferences / Seminars without paper presentation outside the college | (a) International level: | | | | 5/ Each Event | | |  |
| (b) National level: | | | | 3/ Each Event | | |  |
| (c) State level: | | | | 2/ Each Event | | |  |
| v | Resource Persons in Conferences / Seminars/ Workshops outside the college | (a) International level: | | | | 15/ Each Event | | |  |
| (b) National level: | | | | 10/ Each Event | | |  |
| (c) State / College level: | | | | 5/ Each Event | | |  |
| vi | Chairperson in Conferences/ Seminars outside the college | (a) International level: | | | | 15/ Each Event | | |  |
| (b) National level: | | | | 10/ Each Event | | |  |
| (c) State / College level: | | | | 5/ Each Event | | |  |
| **6** | **ACADEMIC / RESEARCH AWARDS / FELLOWSHIPS** | | | | | | | | |
| **Number of Awards / Fellowships** | | | **API Score** | | | **Self-Appraisal Score** | | |
| (a) International level: | | | 40/ Award | | |  | | |
| (b) National level: | | | 30/ Award | | |  | | |
| (c) State / University level: | | | 20/ Award | | |  | | |
| (d) College level: | | | 10/ Award | | |  | | |
|  | **TOTAL SCORE (CATEGORY-III)** | | | --- | | |  | | |

**OVERALL SELF-APPRAISAL SCORE**

|  |  |
| --- | --- |
| **Self-Appraisal Score for Categories-I** |  |
| **Self-Appraisal Score for Categories-II** |  |
| **Self-Appraisal Score for Categories-III** |  |
| **Total Self-Appraisal Score** |  |

**SIGNATURE OF THE STAFF MEMBER SIGNATURE OF THE HOD**

**PRINCIPAL**