 **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 responsibilities1. 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/ associations1. 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 college1. 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 author15/ chapter in edited book |  |
| National Publishers:a) Number of text or reference books published: b) Number of chapters in edited books: | 30/ Sole author10/ chapter in edited book |  |
| Local Publishers:a) Number of text or reference books published: b) Number of chapters in edited books: | 20/ Sole author5/ chapter in edited book |  |
| **3** | **RESEARCH PROJECTS****Sponsored Projects carried out / ongoing.**Number of Major Projects with grantsa) Above 30 lakhs (for Faculty of Science):b) Above 5 lakhs (for others): | 30 / Project |  |
| Number of Major Projects with grantsa) 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 grantsa) 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 / Project5/ 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. | GuidingSubmittedAwarded | 3/ Candidate5/ Candidate10/ 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**