# **FATIMA MATA NATIONAL COLLEGE**

# **(Autonomous)**

# **Kollam-1**

# [**www.fmnc.ac.in**](http://www.fmnc.ac.in)

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

Session/Year 2015-16

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

**PART A: GENERAL INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Name (In Block Letters | : |  |
| 2 | Father’s Name/Mother’s Name/  Husband’s Name | : |  |
| 3 | Department | : |  |
| 4 | Current Designation & Grade Pay | : |  |
| 5 | Date of last Promotion | : |  |
| 6 | Address for correspondence (with Pincode) | : |  |
| 7 | Permanent Address (with Pincode) | : |  |
|  | Telephone No. | : |  |
|  | Email | : |  |
| 8 | Whether acquired any degrees or  fresh academic qualifications during the year | : |  |
| 9 | Academic Staff College Orientation/Refresher Course attended during the year: | | |

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

**PART B : ACADEMIC PERFORMANCE INDICATORS**

(Please see detailed instruction of this PBAS proforma before filling out this section)

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

1. Lectures, Seminars, Tutorials, Practicals, Contact Hours (give Semester- wise details, where necessary)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S.No. | Course/Paper | Level | Mode of teaching\* | No. of classes per week allotted | No. of classes conducted | % of Classes/ Practicals taken as per  documented record |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

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

|  |  |  |
| --- | --- | --- |
|  |  | API Score |
| (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. : 10) |  |
|  | | Max. Score : 60 |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.No. | Course/Paper | Consulted | Prescribed | Additional Resource  provided |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| API score based on Preparation and Imparting of knowledge/  instruction as per curriculum & syllabus enrichment by providing additional resources to Students | | | | API Score |
|  |
|  | | | | Max. Score : 20 |

1. Use of Participatory and Innovative Teaching-Learning Methodologies, Updating of Subject Content, Course improvement etc.

|  |  |  |
| --- | --- | --- |
| S.No. | Short Description | API Score |
|  |  |  |
|  |  |  |
|  | Total Score (Max.: 20) |  |

1. Examination Duties assigned and Performed

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.No. | Type of  Examination Duties | Duties Assigned | Extent to which  carried out (%) | API Score |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Total Score (Max. : 25) | | | |  |

Minimum : 75 Maximum : 125 **CATEGORY: II. CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES**

Please mention your contribution to any of the following :

|  |  |  |  |
| --- | --- | --- | --- |
| S.No. | Type of Activity | Average Hrs./Week | API Score |
|  | i. Extension, Co-curricular & field based activities |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  | Total(Max. : 20) |  |
|  |  |  |  |
|  | ii. Contribution to Corporate Life  and Management of the Institution | Yearly/Semester wise responsibilities | API Score |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  | Total (Max. : 15) |  |
|  |  |  |  |
|  | iii. Professional Development Activities |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  | Total (Max : 15) |  |
|  | Total (i + ii + iii)  (Minimum : 15, Maximum : 50) | |  |

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

* 1. Published Papers in Journals

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| S.  No. | Title with page Nos. | Journal | ISSN/ ISBN No. | Whether peer reviewed.  Impact Factor, if  any | No. of Co- authors | Whether you are the main author | API  Score |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

* 1. (i) Articles/Chapters published in Books

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | Book |  | Whether peer reviewed. | No. of Co- authors | Whether |  |
| S. | Title with page | Title, | ISSN/ | you are the | API |
| No. | Nos. | Editor & | ISBN No. | main | Score |
|  |  | Publisher |  | author |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

1. Full Papers in Conference Proceedings

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S.  No. | Title with page Nos. | Details of Conference Publication | ISSN/ ISBN No. | No. of Co- authors | Whether you are the  main author | API  Score |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

1. Books Published as single Author or as Editor

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | Type of | Publisher & ISSN/ ISBN No. | Whether peer reviewed. | No. of Co- authors | Whether |  |
| S. | Title with page | Book & | you are the | API |
| No. | Nos. | Author- | main | Score |
|  |  | ship | author |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

1. C. Ongoing and Completed Research Projects and Consultancies

(c) (i & ii) Ongoing Projects/Consultancies

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S.No. | Title | Agency | Period | Grant/ Amount  Mobilized (Rs.Lakh) | API  Score |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

(c) (iii & iv) Completed Projects/Consultancies

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S.No. | Title | Agency | Period | Grant/ Amount Mobilized (Rs.Lakh) | Whether policy document/ patent as  outcome | API  Score |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

1. Research Guidance

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.No. | Number Enrolled | Thesis Submitted | Degree  awarded | API Score |
| i. M.Phil or equivalent |  |  |  |  |
| ii. Ph.D or equivalent |  |  |  |  |

1. (i) Training Courses, Teaching-Learning-Evaluation Technology Programmes, faculty development Programmes (not less than one week duration)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.No. | Programme | Duration | Organised by | API Score |
|  |  |  |  |  |
|  |  |  |  |  |

E. (ii) Papers presented in Conferences, Seminars, Workshops, Symposia

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S.No | Title of the paper presented | Title of Conference/ Seminar | Organized by | Whether International/ National/State/ Regional/College or University  level | API  Score |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

E. (iii) Invited Lectures and Chairmanships at National or International Conference/Seminar etc.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S.No | Title of the Lecture/  Academic Session | Title of Conference/ Seminar | Organized by | Whether International/ National | API  Score |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. **SUMMAY OF API SCORES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 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**

Please give details of any other credential, significant contributions, awards received etc., not mentioned earlier.

|  |  |
| --- | --- |
| S.No. | Details (Mention Year, value etc. where relevant) |
|  |  |
|  |  |
|  |  |

LIST OF ENCLOSURES : *(Please attach, copies of certificates, sanction*

*orders, papers etc., wherever necessary)*

|  |  |  |  |
| --- | --- | --- | --- |
| 1. |  | 6. |  |
| 2. |  | 7. |  |
| 3. |  | 8. |  |
| 4. |  | 9. |  |
| 5. |  | 10. |  |

I certify that the information provided is correct as per records available with the University and/or documents enclosed along with the duly filled PBAS Proforma.

Signature of the Faculty with Designation, Place & Date

Signature of HOD/ School Chairperson/

Principal

NB : The Annual Self-Assessment proforma duly filled along with all enclosures, submitted for CAS promotions will be verified by the University/College and information filed with the IQAC.

**Instructions for Filling up Part B of the PBAS Proforma**

Part B of the Proforma is based on Appendix III, Table 1 of the UGC Regulations 2010. It is to be filled out for the recently completed academic year.

The Proforma is to be filled as per these tables and self-assessment scores given. For each category, maximum scores that can be given or carried forward is indicated in the Table.

The self-assessment scores are further to be based on the indicators/activities given below. Universities may modify the detailed indicators and related scores based on their experience and requirement without changing the score requirements assigned to categories and sub-categories in Appendix III, Table 1.

NB : The self-assessment scores are subject to verification by the University/College, and by the Screening cum Verification Committee or Selection Committee as the case may be.

1. Teaching and Evaluation Related Performance
   1. a.

|  |  |
| --- | --- |
| Lectures/Practicals/Tutorials/Contact classes taken should be based on verifiable records. | Maximum Score 50 |
| No score should be assigned if a teacher has taken less than (say) 80% assigned classes. Universities may give allowance for periods of leave where alternative teaching arrangements would ordinarily be made.  Maximum score if there is 100% achievement. |  |

b.

|  |  |
| --- | --- |
| If teacher has taken classes exceeding UGC norm, then two  point to be assigned for each extra hour of classes | Maximum  Score 10 |

|  |  |
| --- | --- |
| Imparting of knowledge/instruction *vis a vis* with the  prescribed material (Text book/Manual etc.) and methodology of the curriculum (100% compliance = 20 points) | Maximum Score 20 |

* 1. Use of Participatory and Innovative Teaching-Learning Methodologies, Updating of Subject Content, Course Improvement etc.

|  |  |
| --- | --- |
| Indicators/Activities | Maximum  Score 20 |
| Updating of courses, design of curriculum, (5-single course) | 10 |
| Preparation of resource material, fresh reading materials,  Laboratory manuals etc. | 10 |
| Use of Innovative teaching-learning methodologies; use of ICT; Updated subject content and course improvement.   1. ICT Based teaching material : 10 points/each 2. Interactive Courses : 5 points/each 3. Participatory Learning modules : 5 points/each | 10 |
| Developing and imparting Remedial/Bridge Courses and  Counselling modules(Each activity : 5 points) | 10 |
| Developing and imparting soft skills/communication skills/personality development courses/modules (Each  activity : 5 points) | 10 |
| Developing and imparting specialized teaching-learning programmes in physical education, library; innovative  compositions and creations in music, performing and visual arts and other traditional areas (Each activity : 5 points) | 10 |
| Organizing and conduction of popularization programmes/training courses in computer assisted teaching/web-based learning and e-library skills to students   1. Workshop/Training course : 10 points each 2. Popularization Program : 5 points each | 10 |
| Maximum Aggregate Limit | 20 |

* 1. Examination Related Work

|  |  |
| --- | --- |
| Indicators | Maximum Score |
| College/University End Semester/Annual Examination work as per duties allotted. (Invigilation – 10 points; Evaluation of answer scripts – 5 points; Question Paper setting – 5 points).  (100% compliance = 20 points | 20 |
| College/University examination/Evaluation responsibilities for internal/continuous assessment work as allotted (100%  compliance = 10 points) | 10 |
| Examination work such as co-ordination, or flying squad duties etc. (maximum of 5 or10 depending upon Intensity of duty) (100% compliance = 10 points) | 10 |
| Maximum Aggregate Limit B (iv) | 25 |

1. Co-curricular, Extension and Profession Related Activities and Participationin the Corporate Life of the Institution.
   1. Extension and Co-curricular Related Activities

|  |  |
| --- | --- |
| Institutional Co-curricular activities for students such as field studies/educational tours, industry-implant training and  placement activity (5 point each). | 10 |
| Positions held/Leadership role played in Organization linked with Extension Work and National Service Scheme (NSS),  NCC or any other similar activity (Each activity 10 points) | 10 |
| Students and Staff Related Socio-Cultural and Sports Programmes, Campus publications (Departmental level:2  points, Institutional level :5 points) | 10 |
| Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper; flood or, drought relief, small family norms  etc. (5 points each) | 10 |
| Maximum Aggregate Limit | 20 |

* 1. Contribution to Corporate Life and Management of the Institution

|  |  |
| --- | --- |
| Contribution to Corporate life in Universities/Colleges through meetings, popular lectures, subject related events, articles in college magazine and University volumes (2 point  each) | 10 |
| Institutional Governance responsibilities like, Vice Principal,  Dean, Director, Warden, Bursar, School Chairperson, IQAC Co-ordinator (10 points each) | 10 |
| Participation in Committees concerned with anh aspect of departmental or institutional management such as admission committee, campus development, librry committee (5 point  each) | 10 |
| Responsibility for, or participation in Committees for Students Welfare, Counselling and Discipline (5 each) | 10 |
| Organization of Conference/Training: International (10  points); National/Regional (5 points). | 10 |
| Maximum Aggregate Limit | 15 |

* 1. Professional Development Related Activities

|  |  |
| --- | --- |
| Indicators / Activities | Maximum  Score |
| Membership in profession related Committees at State and National level   1. At National level : 3 points each 2. At State level : 2 points each | 10 |
| Participation in subject associations, conferences, seminars  without paper presentation (Each activity : 2 point) | 10 |
| Participation in short term training courses less than one week duration in educational technology, curriculum  development, professional development, Examination reforms, Institutional governance (Each activity : 5 points) | 10 |
| Membership/participation in Bodies/Committees on Education and National Development (5 each) | 10 |
| Publication of articles in newspapers, magazines or other  publications (not covered in category 3); radio talks etc. (1 point each) | 10 |
| Maximum Aggregate Limit | 15 |

Category: III. Research and Publications and Academic Contributions

This is to be filled as per Appendix III Table 1, Category III of the UGC Regulations 2010. Wherever the research contribution is jointly made, the API Scores should be shared between the contributors as per the formula provided in the Table 1.

1. Summary of API Scores

The summary must take into account the maximum score limits for each set of indicators as given in Appendix III, Table 1

1. Similar PBAS Proforma could be developed by the Universities for the Cadres of Librarian/Deputy Librarian/Assistant Librarian and Director of Physical Education & Sports/Deputy Director of Physical education & Sports/assistant Director of Physical Education & Sports based on the API Scoring pattern outlined in Appendix III : Tables – IV to IX of the UGC-Regulations, 2010.