

Collegiate Education Department Kerala Annual Performance Assessment Report

(As per UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, Regulations, 2018)

Self Appraisal Report for the Academic Year

PEN No.

Part-A: General Information and Academic Background

1. Name (in Block Letters) :
2. Father's /Mother's Name :
3. Date of Birth :
4. Gender :
5. Name of the College & Department :

6. Date of Entry in present service :
7. Date of Declaration of Probation :
8. Current Designation :
9. Present Basic pay with Scale of pay :
10. Date of Last Promotion, if any :
11. Indicate whether belongs to (SC/ST/
OBC/ Minority/ Differently Abled) :
12. Address for correspondence (with Pin
Code) with Mobile No. and E-mail :

13. Permanent Address (with Pin Code) :

14. Academic Qualifications

<i>Examinations</i>	<i>Name of the Board/University</i>	<i>Year of Passing</i>	<i>% of marks obtained</i>	<i>Division/ Class/ Grade</i>	<i>Subject</i>
Graduation					
Post Graduation					
NET					

15. Research Degrees

<i>Degree</i>	<i>Title of Thesis/ Dissertation</i>	<i>Date of Award with Reg. No.</i>	<i>Discipline/ Subject</i>	<i>University</i>
M.Phil.				
Ph.D.				
Any other*				

*Professional qualification such as M. Tech., etc.

16. Orientation & Refresher/Research Methodology/Short Term Course attended

<i>Name of the Course</i>	<i>Duration and Date</i>	<i>Name of the Centre conducting the Course</i>	<i>Sponsoring Agency</i>

17. Seminars/ Training programmes attended:

<i>Name of the Course</i>	<i>Duration and Date</i>	<i>Name of the Centre conducting the Course</i>	<i>Sponsoring Agency</i>

Part – B: Assessment Criteria and Methodology

(Applicants are required to refer to the relevant provisions of UGC Regulations, 2018 relating to Career Advancement Scheme (CAS) and the Guidelines issued by DCE before filling this section)

Activity 1: Teaching/ Attendance

<i>Year</i>	<i>Mode of Teaching</i>	<i>Total Classes Assigned</i>	<i>No. of Classes taught as per documented record</i>	$\frac{\text{No. of classes taught}}{\text{Total No. of classes assigned}} \times 100\%$

Activity 2: Involvement in Students Related Activities/ Research Activities

(Refer Annexure II, Table 1; Table 2 for Physical Education of DCE guidelines)

- (a) Administrative responsibilities :
- (b) Examination and evaluation duties :
- (c) Student related co-curricular, extension and field based activities :
- (d) Organizing seminars/ conferences/ workshops, other college/ university activities :
- (e) Research Guidance Activities :
- (f) Major/ Minor Projects :
- (g) Publications :
- (h) Organizing Intra College sports competition/State/ National/Inter university/Inter college level competitions :
- (i) Institution participating in external sports :

competitions

- (j) Up gradation of sports and physical training : infrastructure with scientific and technological inputs.

Part-C: Other Relevant Information

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

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

(Attach documentary proof in support of the information provided by you in this proforma)

I hereby declare that the information/documents provided by me are correct and verifiable, and I have carefully read the relevant provisions relating to placement/promotion under Career Advancement Scheme (CAS) contained in UGC Regulations, 2018 as amended from time to time.

Signature of Applicant :

Name and Designation :

Place :

Date :

Certified that Mr./Ms./Dr..... has been working asin the department since The particulars given in this application have been checked and verified from the office records and are found to be correct.

Head of the Department

Place :

Date :

Remarks of the Principal on Punctuality and Conduct of the Applicant

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.....

Principal

Place :

Date :

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17. Seminars/ Training programmes attended:

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Part – B: Assessment Criteria and Methodology

(Applicants are required to refer to the relevant provisions of UGC Regulations, 2018 relating to Career Advancement Scheme (CAS) and the Guidelines issued by DCE before filling this section)

Category I – Teaching, Learning and Evaluation related activities[#]

(For faculty other than physical education)

(Refer Annexure II, Table 3(a) of DCE Guidelines)

(a) Direct Teaching

<i>Mode of Teaching</i>	<i>Level</i>	<i>Total Classes Assigned</i>	<i>No. of Classes taught as per documented record</i>	<i>Extent to which carried out (%) = $\frac{\text{No. of classes taught}}{\text{Total No. of classes assigned}} \times 100\%$</i>

(b) Examination duties (question paper setting, Invigilation, evaluation of answerscripts) as per allotment

<i>Nature of Examination Duty</i>	<i>No of Duties Assigned</i>	<i>Extent to which carried out (%)</i>

(c) Innovative Teaching - learning methodologies, updating of subject contents/ courses, mentoring etc.

<i>Nature of activity</i>	<i>Extent to which carried out (%)</i>

[#] Delete this section if not applicable

Category I – Teaching, Training, Coaching, Sports person development and Sports management activities[#] (For physical education faculty)

(Refer Annexure II, Table 3(a) of DCE Guidelines)

(a) Lecture cum practice based athlete / sports classes, seminars undertaken as per allotted

hours /organizing and conducting coaching camps / sports person development / training programmes

<i>Nature of activity</i>	<i>Total Assigned</i>	<i>Total undertaken</i>	<i>Extent to which carried out (%)</i>

Identifying Sports talents and Mentoring sports excellence among students

<i>Nature of activity</i>	<i>Extent to which carried out (%)</i>

Development and maintenance of play fields, purchase and maintenance of other sports facilities

<i>Nature of activity</i>	<i>Extent to which carried out (%)</i>

- (b) Management of Physical Education & Sports Program for students (planning, executing and evaluating the policies in physical education & Sports)

<i>Nature of activity</i>	<i>Extent to which carried out (%)</i>

Organizing and conducting sports and games competitions at the International / National/ State/ Inter University/ Inter Zonal Levels

<i>Nature of activity</i>	<i>Extent to which carried out (%)</i>

- (c) Upgradation of scientific and technological knowledge in Physical Education and Sports

<i>Nature of activity</i>	<i>Extent to which carried out (%)</i>

Extending services, sports facilities and training on holidays to the institutions and organizations

<i>Nature of activity</i>	<i>Extent to which carried out (%)</i>

[#] Delete this section if not applicable

Category II – Professional Development, Co-curricular and Extension Activities

(Refer Annexure II, Table 3(b) of DCE Guidelines)

- (a) Student related co-curricular, extension and field based activities :
- (b) Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities. :
- (c) Professional development Activities :

Category III – Research and Academic Contributions

(Refer Annexure II, Table 3(c) of DCE Guidelines)

III.a.(i) 1. Research Papers Published in Refereed Journals as notified by UGC

<i>Sl. No</i>	<i>Name of Authors and Title of the paper</i>	<i>Name of Journal and details of Vol., No., Year, Page</i>	<i>Sl. No. in UGC list</i>	<i>ISSN/ ISBN No.</i>	<i>Whether Peer reviewed, Impact factor if any</i>	<i>Whether you are the Principal (Main or 1st) author/ Corresponding author or Co-author</i>	<i>No of Co-authors</i>

III.a.(i) 2. Research Papers Published in Other Reputed Journals as notified by UGC

<i>Sl. No</i>	<i>Name of Authors and Title of the paper</i>	<i>Name of Journal and details of Vol., No., Year, Page</i>	<i>Sl. No. in UGC list</i>	<i>ISSN/ ISBN No.</i>	<i>Whether Peer reviewed, Impact factor if any</i>	<i>Whether you are the Principal (Main or 1st) author/ Corresponding author or Co-author</i>	<i>No of Co-authors</i>

Research Publications (books, chapters in books, other than refereed journal articles)

Text/Reference, Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website

<i>Sl. No.</i>	<i>Title of Book and Nature of authorship (Author/ Editor)</i>	<i>Type of Book and Publisher</i>	<i>ISSN/ ISBN No.</i>	<i>Whether Peer reviewed</i>	<i>Whether you are the Main author</i>	<i>No of Co-authors</i>

Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt. Publications as approved by the University and posted on its website.

<i>Sl. No.</i>	<i>Title of Book and Nature of authorship (Author/ Editor)</i>	<i>Type of Book and Publisher</i>	<i>ISSN/ ISBN No.</i>	<i>Whether Peer reviewed</i>	<i>Whether you are the Main author</i>	<i>No of Co-authors</i>

Subject Books, published by Other local publishers, with ISBN/ISSN number

<i>Sl. No.</i>	<i>Title of Book and Nature of authorship (Author/ Editor)</i>	<i>Type of Book and Publisher</i>	<i>ISSN/ ISBN No.</i>	<i>Whether Peer reviewed</i>	<i>Whether you are the Main author</i>	<i>No of Co-authors</i>

Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website.

<i>Sl. No.</i>	<i>Title of chapter with Page No.</i>	<i>Book Title, Editor and Publisher</i>	<i>ISSN/ ISBN</i>	<i>Whether Peer</i>	<i>Whether you are</i>	<i>No of Co-authors</i>
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			No.	reviewed	the Main author	

Research Projects

Sponsored Projects(Major Projects, Minor Projects)

Sl. No.	Title	Agency	Period	Grant/ Amount mobilized in Lakhs

Consultancy Projects

Sl. No.	Title	Agency	Period	Grant/ Amount mobilized in Lakhs

III.c.2.Project outcome/ outputs

III.c.2.1.Patent/technology transfer/product/process

Sl. No.	Description/ Patent	International/ National

III.c.2.2.Major Policy document prepared for International Bodies/ Central/State Government/ Local Bodies

Sl. No.	Description	International/ Central/ State Govt./ Local bodies

III (d) Research Guidance

Sl.No.	Item	Number Enrolled	Thesis submitted	Degrees awarded
III.d.1	M.Phil or equivalent (for degree awarded only)			
III.d.2.	Ph.D.			
III.d.3	Ph.D. (Ongoing)			
III.d.4	PhD Thesis Evaluation			
III.d.5	PG Projects			
III.d.6	UG Projects			

III (e) Fellowships, Awards and Invited Lectures delivered in Conference/Seminars

Fellowships/ Awards

Sl.No.	Nature of the award/ Fellowship	Whether International, National/ State/ Regional/ University level	Academic body/ Association giving the award/fellowship

Invited lectures / papers (Oral/Poster)

Sl. No.	Title of paper presented	Name of Conference Seminar and by whom Organized	Nature (Invited lecture/ Papers)	Whether International, National/ State/ Regional/ University level

III.f. Development of e-learning delivery process/material

Sl. No.	Module/ Title

Part-C: Other Relevant Information

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Head of the Department

Place :

Date :

Remarks of the Principal on Punctuality and Conduct of the Applicant

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Principal

Place :

Date :