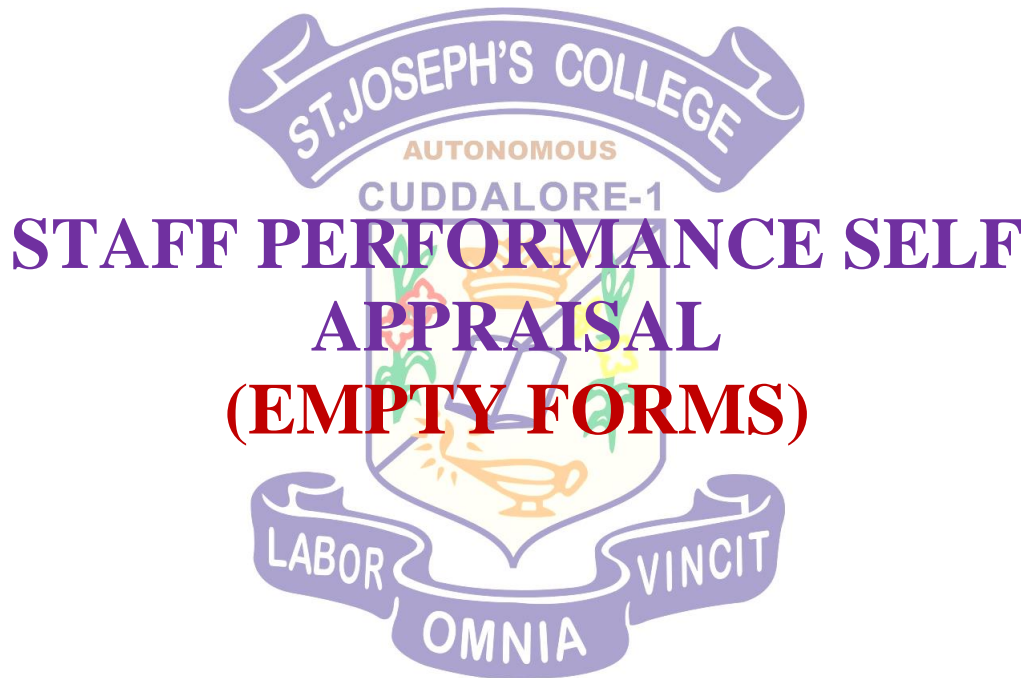




St. Joseph's College of Arts & Science (Autonomous)
Cuddalore – 607 001, Tamil Nadu.

E-mail : joseco127998@gmail.com
Website: www.sjctnc.edu.in



**ST. JOSEPH'S COLLEGE OF ARTS & SCIENCE (AUTONOMOUS)
CUDDALORE - 607 001**

PERFORMANCE BASED SELF-APPRAISAL FOR TEACHERS

(PLEASE READ THE INSTRUCTIONS CAREFULLY BEFORE FILLING-UP THE FORMAT)

INSTRUCTIONS

1. Give score correctly, based on facts and evidences.
2. **ALL SCORING SHOULD BE SUPPORTED WITH OBJECTIVELY VERIFIABLE DOCUMENTS**; otherwise the marks will not be considered for final tabulation.
3. If necessary, please provide descriptive details in the remarks column.
4. You may use additional sheets if required. In case, you are providing descriptive details elsewhere, please specify the category and the serial number of the indicator.
5. In each category, there are several indicators. You may give marks to each indicator.
6. All indicators are pertaining to the academic year 2018-2019 only.
7. Marks scored will be recorded in Staff Service Register.
8. In each category, there is a maximum and a minimum score. The score requirement will vary based on years of experience of the faculty and Departments with M.Phil./PhD. Programmes and without M.Phil./PhD. Programmes will be treated separately.
9. If you require further clarifications, please contact the Manager.
10. Please return the filled-up format along with necessary documents to the Manager **on or before 15-04-2019**, failing which you will be disqualified from the appraisal.

Secretary

PART - I

GENERAL INFORMATION

1.	Name	
2.	Department	
3.	Current designation	
4.	Date of joining the college	
5.	Your qualification at the time of joining	
6.	Whether acquired any degree or fresh academic qualifications in the specified period	
7.	If yes, give details	
8.	Have you cleared NET/SLET/Ph. D (or other equivalentents)	
9.	If yes, year of obtaining the degree	
10.	Mobile No.	
11.	Email ID	
12.	Employee ID No. (to be filled by the office)	

Signature with Date

PART - II
ACADEMIC PERFORMANCE INDICATORS

Category - I

Teaching, Learning and Evaluation related Activities

	Details	Score for Each Indicator	Self-Assessment Score	Details of Verifiable Records Submitted	Remarks
1.	Lectures/Seminars/Practical/Tutorials/Contact classes taken. <i>(No score should be assigned if a teacher has taken less than 80% of the assigned classes. Maximum score is 10, if there is 100% performance).</i>	Max. Score - 10			
2.	Preparation & Updation of notes	Max. Score - 20			
2.1	Preparation and Updation of notes: <i>(Sample notes shall be provided)</i>	5			
2.2	Using college library <i>(How many days in a month you visit college library / How many books borrowed)</i>	5			
2.3	Using INFLIBNET	5			
2.4	Personal Subscription of Journal	5			
3.	Teaching Methods	Max. Score - 25			
3.1	Power Point presentations/Multi Media <i>(Provide CD)</i>	5			
3.2	E-content developed (PDF / PPT / Videos Uploaded)	5			
3.3	Role Play / Story telling/Anecdotes <i>(Date & class)</i>	5			
3.4	Discussion <i>(Date, class & Topic)</i>	5			
3.5	Case Studies <i>(Submit copies)</i>	5			
4.	Mentoring	Max. Score - 20			
4.1	Special classes (for all the students) <i>(Give details)</i>	5			
4.2	Remedial classes (for weak students) <i>(Give details)</i>	5			
4.3	Personal attention towards weak / irregular students <i>(Give details)</i>	5			
4.4	Discussion with parents <i>(Give details - class / Name of the students)</i>	5			

5.	Results (Take the average percentage of pass in all your subjects and score the marks. However, please provide the percentage of pass in all the subjects and classes you teach in detail)	Max. Score - 10			
5.1	80-100	10			
5.2	60-79	8			
5.3	40-59	5			
5.4	<39	0			
6.	Exam Related Work	Max. Score - 15			
6.1	Invigilation (CIA duties, No. of duties x 2, Max. 10 Marks)	2			
6.2	Valuation of answer scripts (Semester) (Give details)	5			

TOTAL SCORE OBTAINED			
Maximum Score			100
Minimum Score Required			40
Grade-D(Not Qualified)			<40
Grade-C			40-60
Grade-B			61-80
Grade-A			81-100

Signature with Date

Category - II

Co-curricular, Extension and Professional Development Related Activities

	Details	Score for Each Indicator	Maximum Score	Self-Assessment Score	Details of Verifiable Records Submitted	Remarks
1.	Extension and Co-curricular & Field-Based Activities & Contribution to the Life and Management of the College		100			
1.1	Students and staff related socio-cultural and sports programmes / Contribution to corporate life in college through meetings, subject related events	5	10			
1.2	Campus publications (departmental level or college level) / Publication of articles in newspapers, magazines or other publications, radio/TV talk, etc.	5 marks per publication activity	10			
1.3	Committees/individual responsibilities or initiatives concerned with any aspect of departmental or college management such as campus development, students' welfare organizations, etc.	5	10			
1.4	Responsibility for or participation /individual initiatives for student welfare	5	10			
1.5	International conference/ training (Convenor/Organizing secretary)	15	15			
1.6	International conference/ training (member of the Organizing Committee)	10	10			
1.7	National/regional conference/ training (Convenor/Organizing secretary)	10	10			
1.8	National/regional conference/ training (member of the Organizing Committee)	5	5			
1.9	Extension activities carried out (a) (Minimum 5 days, need not be continuous) Or For In-charges of VSL and Other Supporting services	5	20			
	(b) Extension activities carried out (Minimum 5 days, need not be continuous) For others	10	20			
2.	Professional Development Related Activities		100			
2.1	Course co-ordinator in Diploma programmes	20	20			
2.2	Course co-ordinator in certificate programmes	10	10			
2.3	Membership in profession related committees (Academic / Non-academic) at district, state and national level / University level	5	10			

2.4	Invited talk / Guest lecture delivered in other institutions	10	20			
2.5	Chair person in Seminar Conferences organised by other institutions	10	10			
2.6	Awards received within the institution	5	5			
2.7	Awards given by other academic institutions / NGOs	10	10			
2.8	Awards given by Government agencies	15	15			
TOTAL SCORE OBTAINED						
Maximum Score						200
Minimum Score Required						50
Grade-D(Not Qualified)						< 50
Grade-C						51 - 100
Grade-B						101 - 150
Grade-A						151 - 200

Signature with Date

Category- III

Research & Academic Contributions

	Details	Score for Each Indicator	Maximum Score	Self-Assessment Score	Details of Verifiable Records Submitted	Remarks
1.	Research Guidance		50			
1.1	Ph. D (Degree Awarded only)	10 marks per candidate	20			
1.2	M. Phil (Degree Awarded only)	5 marks per candidate	10			
1.3	PG Projects	3 marks per candidate	6			
1.4	UG Projects	2 marks per candidate	4			
1.5	Part of any research activities / projects of the department (not funded)	5	10			
2.	Publications		110			
2.1	Research papers published in Journals with Impact Factor (Clarivate) / Scopus indexed	20 marks per publication	40			
2.2	Research papers published in Refereed / UGC listed Journals	15 marks per publication	30			
2.3	Research papers published in proceedings having ISBN/ISSN numbers	10 marks per publication	20			
2.4	Publications of books with ISBN No.	10 marks per publication	10			
2.5	Publications of chapter in books with ISBN No.	5 marks per publication	5			
2.6	Preparation of study material	5 marks per publication	5			
3.	Participation in Workshops/Conferences		70			
3.1	Participation in subject associations, conferences, seminars with paper presentation (Self)	10 marks per paper presentation	20			
3.2	Participation in subject associations, conferences, seminars, workshops without paper presentation	5 marks per participation	10			
3.3	Participation in refresher courses, methodology workshops, training programmes, faculty development programmes, and any similar programs either in college or outside (Less than 5 days - 5 marks; More than 5 days - 10 marks)	5/10	10			

3.4 (a) Or	Research Collaboration with external agencies / Consultancy (Remunerative through College account)	15	30			
3.4 (b)	Consultancy (Non – Remunerative)	10	20			
3.5	Funded Projects (As investigator)	Intramural 10 Marks; External funding 20 Marks	20			
TOTAL SCORE OBTAINED						
Maximum Score						250
Minimum Score Required						60
Grade-D (Not Qualified)						<60
Grade-C						61-120
Grade-B						121-180
Grade-A						181-250

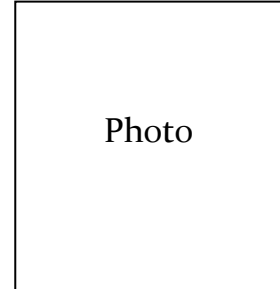
Signature with Date

Any other relevant information you would like to provide related to academic, research and extra-curricular activities.

**ST. JOSEPH'S COLLEGE OF ARTS & SCIENCE (Autonomous)
CUDDALORE-1**

PERFORMANCE BASED SELF-APPRAISAL FOR TEACHERS

(PLEASE READ THE INSTRUCTIONS CAREFULLY BEFORE FILLING-UP THE FORMAT)



INSTRUCTIONS

1. Give score correctly, based on facts and evidences.
2. **ALL SCORING SHOULD BE SUPPORTED WITH OBJECTIVELY VERIFIABLE DOCUMENTS**; otherwise, the marks will not be considered for final tabulation.
3. If necessary, use additional sheets in case, you are providing descriptive details elsewhere, please specify the category and the serial number of the indicator.
4. In each category, there are several indicators. You may give marks to each indicator.
5. In each category, there is a maximum and a minimum score.
6. All indicators are pertaining to the academic year 2023-2024 only.
7. Marks scored will be recorded in Staff Service Register.
8. If you require further clarifications, please contact Fr. Dean.
9. Please return the filled-up format along with necessary documents to the Dean Office **on or before 06-05-2024** failing which you will be disqualified from the appraisal.

Secretary

PART - I

GENERAL INFORMATION

1.	Name	
2.	Department	
3.	Designation	
4.	Date of joining the college	
5.	Your qualification at the time of joining	
6.	Whether acquired any degree or fresh academic qualifications after joining the college	
7.	If yes, give details	
8.	Have you cleared NET/SLET/Ph.D. (or other equivalents)	
9.	If yes, year of obtaining the degree	
10.	Mobile No.	
11.	Email ID	
12.	Employee ID No.	
13.	No. of Papers published	
14.	Citation Index	
15.	h-Index	
16.	i-10 index	

17.	Books / Chapters published	
18.	Awards if any (2021-2022)	
19.	Scopus ID	
20.	ORCID	
21.	Researcher ID	
22.	Google Scholar ID	
23.	Reviewer in journals (Mention if any)	
24.	Any other talents (Yoga, Games, Typing (Tamil & English), Video making, Keyboard (Music) etc.,	

Posts held / holding after appointment in this institution:

Responsibility / Post	Date: DD/MM/YYYY	
	From	To

Orientation (OC) / Refresher (RC) / Short-term Courses (STC) / FDPs attended (Online, Offline or Hybrid)

Title of the Course	Course(s) Attended OC / RC / STC / FDP	Name of Organizer and Place	Duration	
			From	To

Signature with Date

PART - II
ACADEMIC PERFORMANCE INDICATORS

Category - I

Teaching, Learning and Evaluation related Activities

	Details	Score for Each Indicator	Maximum Score	Self-Assessment Score	Details of Verifiable Records Submitted	Remarks
1.	Lectures/Seminars/Practical/Tutorials/Contact classes taken. <i>(No score should be assigned if a teacher has taken less than 80% of the assigned classes. Maximum score is 15, if there is 100% performance).</i>		15			
2.	Preparation & Updation of notes		30			
2.1	Preparation of notes: Using text books <i>(Sample notes shall be provided)</i>	5				
2.2	Other resource books <i>(Names of books referred shall be provided)</i>	5				
2.3	Internet (College Library) <i>(Inflibnet/SAJ/IndianJournal.com/tamil.vu.org)</i>	5				
2.4	Using college library <i>(How many days in a month you visit college library)</i>	5				
2.5	Using other libraries <i>(Name of libraries you visit)</i>	5				
2.6	Updation of notes every semester <i>(Explain)</i>	5				
3.	Teaching Methods		55			
3.1	Chalk & Talk <i>(Explain)</i>	5				
3.2	Power Point presentations/Multi Media <i>(Provide CD)</i>	5				
3.3	Seminars <i>(Date & class)</i>	5				
3.4	Role Play <i>(Date & class)</i>	5				
3.5	Discussion <i>(Date & class)</i>	5				
3.6	Workshops <i>(Date & class)</i>	5				
3.7	Case Studies <i>(Submit copies)</i>	5				
3.8	Bridge Courses <i>(Give details)</i>	5				
3.9	Innovation in Teaching / Learning introduced / adopted	5				
3.10	E-content for existing courses / Contents for MOOCs developed	5				
3.11	Other forms (specify)	5				
4.	Classroom Management		20			
4.1	Discipline <i>(Give details)</i>	5				
4.2	Story telling/Anecdotes <i>(Give details)</i>	5				

4.3	Interaction/participation by students (Give details)	5				
4.4	Any other activities to create interest among students (Give details)	5				
5.	Mentoring		15			
5.1	Special classes/remedial classes for slow learners (Give details)	5				
5.2	Personal attention (Give details)	5				
5.3	Discussion with parents (Give details)	5				
6.	Exam Related Work (Both Semester & CIA)		20			
6.1	Invigilation (Give details)	5				
6.2	Valuation of answer scripts / CIA / Semester Exam (Give details)	5				
6.3	Quiz through ERP Online exam / Hybrid (Give details)	5				
6.4	Any other duties related to examination (Give details)	5				
6.5						
6.6						
7.						
7.1						
7.2						
7.3						
7.4						
TOTAL SCORE OBTAINED						
Maximum Score						155
Minimum Score Required						60
Grade-E (Not Qualified)						<60
Grade-D						61-74
Grade-C						75-90
Grade-B						91-129
Grade-A						>135

Signature with Date

Category - II

Co-curricular, Extension and Professional Development Related Activities

	Details	Score for Each Indicator	Maximum Score	Self-Assessment Score	Details of Verifiable Records Submitted	Remarks
1.	Extension and Co-curricular & Field-Based Activities & Contribution to the Life and Management of the College		20			
1.1	Students and staff related socio-cultural and sports programmes, Department publications, Internship, field visit (departmental level or college level).	5				
1.2	Contribution to corporate life in college through meetings, subject related events, articles in college magazine, etc.	5				
1.3	Committees/individual responsibilities or initiatives concerned with any aspect of departmental or college management such as college magazine, sports & games committee, campus development, library committee, students' welfare organizations, etc. / SLP (NSS, NCC, ... Coordinator in other clubs)	5				
1.4	Responsibility for or participation in committees/individual initiatives for student welfare, counselling and discipline.	5				
	International conference / training programme (Convenor/Organizing secretary/ other responsibility)	10	20			
1.5	National/regional conference / training programme (Convenor/Organizing secretary/ other responsibility)	5	15			
	International conference / training programme (member of the Organizing Committee/ other responsibility)	5	15			
1.6	National/regional conference / training programme (member of the Organizing Committee/ other responsibility)	5	10			
1.7	Coordinator in diploma courses / certificate courses / value added courses	5	10			
1.8	Teaching Faculty in diploma courses / certificate courses / value added courses	5	10			
2.	Professional Development Related Activities					
2.1	Membership in profession related committees at district, state and national level	5	10			
TOTAL SCORE OBTAINED						
Maximum Score						110
Minimum Score Required						44
Grade-E (Not Qualified)						<44
Grade-D						45-54
Grade-C						55-66
Grade-B						67-88
Grade-A						>89

Signature with Date

Category- III
Research & Academic Contributions

	Details	Score for Each Indicator	Maximum Score	Self-Assessment Score	Details of Verifiable Records Submitted	Remarks
1.	Research Guidance		39			
1.1	Ph. D (Degree Awarded)	7 marks per candidate	14			
1.2	Ph. D (Thesis Submitted)	5 marks per candidate	10			
1.3	Guide for sponsored student project	5 marks per Candidate	5			
1.4	Part of any research activities/community projects of the department	5 marks per project	10			
2.	Publications and Contributions		215			
2.1	Research papers published in Refereed with Impact Factor Journals	20 marks per publication	40			
2.2	Research papers published in Refereed Journals (Indexed in Scopus, WoS, UGC Care I & II)	15 marks per publication	30			
2.3	Research papers published in Non-Refereed and St. Joseph's Journal of Humanities and Science	5 marks per publication	20			
2.4	Publication of articles in newspapers, magazines or other publications, radio/TV talk, etc.	5 marks per publication	15			
2.5	Publications of books/study materials, etc.	5 marks per publication	15			
2.6	Patents Published	10 marks per Patent	20			
2.7	Invited Lectures / Resource Person	5 marks per Event	10			
2.8	Member in BOS / Academic Council in other Autonomous Colleges / Universities	5 marks per Role	10			
2.9	Question Paper setter in other Autonomous Colleges / Universities	5 marks per Role	10			
2.10	Ph.D. External Examiner in other Autonomous Colleges / Universities	5 marks per Role	10			
2.11	Awards / Fellowship	5 marks per Event	10			
2.12	Projects (Intramural / External)	5 marks per Project	10			
2.13	No. of MoU's Contributed / Outcome	5 marks per MoU	10			
2.14	No. of ML and CL taken (0 days - 5 marks, 1 - 5 days - 3 marks, 6 - 10 days - 1 mark >10 - 0 marks)		5			

3.	Participation in Workshops/Conferences		55			
3.1	Participation in subject associations, conferences, seminars, workshops with paper presentation (External)	5 marks per paper presentation	15			
3.2	Participation in subject associations, conferences, seminars, workshops without paper presentation (External)	5 marks per participation	15			
3.3	Participation (online, offline & hybrid) in a) refresher courses, b) Research methodology workshops / training programmes, c) NPTEL (4-8 week course) d) soft skills development programmes, e) Any faculty development programmes.	5 marks per item (a, b, c, d, e)	25			
TOTAL SCORE OBTAINED						
Maximum Score						309
Minimum Score Required						65
Grade-E (Not Qualified)						<65
Grade-D						66-100
Grade-C						101-150
Grade-B						151-250
Grade-A						>250

Signature with Date

Any other relevant information you would like to provide related to academic, research and extra-curricular activities.

List of Paper Publications in UGC / Scopus / Web of Science after appointment in our Institution: Publications made during this academic year 2023-2024 need not be repeated here.