

St. Xavier's college, Thumba

Thiruvananthapuram

Annual self assessment proforma (Based on UGC Regulations 2010)

(To be completed and submitted to IQAC along with relevant documents for the last five years at the end of each academic year)

Academic year:.....

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1	Name (In Block Letters)	:	
2	Father's Name/Mother's Name/	:	
3	Department	:	
4	Current Designation & Grade Pay	:	
5	Date of last Promotion	:	
6	Date and Place of Birth	:	
7	Sex	:	
8	Marital status	:	
9	Nationality	:	
10	Indicate whether belongs to SC/ST/OBC category	:	
11	Address for correspondence (with Pincode)	:	
12	Permanent Address (with Pincode)	:	
13	Aadar number	:	
14	PAN number	:	
	Telephone No.	:	
	Email	:	

15. Academic Qualifications (Matric till post graduation):

Examinations	Name of the Board/ University	Year of Passing	Percentage of marks obtained	Division / Class/ Grade	Subject
High School/Matric					
Intermediate					
B.A/B.Sc./B.Com/ B.Mus					
M.A/M.Sc/M.Com/ M.Mus					
Other examinations, if any					

16. Research Degree(s)

Degrees	Title	Date of Award	University
M.Phil			
Ph.D./D.Phil			
D.Sc./D.Litt.			

17. Appointments held prior to joining this Institution

Designation	Name of Employer			Salary with Grade	Reason of leaving
		Joining	Leaving		

18. Posts held after appointment at this Institution:

Designation	Department	Date of actual joining		Grade
		From	To	

19. Period of teaching experience: P.G.Classes (in years)

U.G. Classes (in years)

20. Research Experience excluding years spent in M.Phil/Ph.D (in years)

21. Fields of Specialisation under the Subject/Discipline: (a)
(b)

22. Academic Staff College Orientation/Refresher Course attended:

Name of the Course/ Summer School	Place	Duration	Sponsoring Agency

PART B : ACADEMIC PERFORMANCE

CATEGORY: 1. TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(i) Lectures, Seminars, Tutorials, Practical's, 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)

(ii) Reading/Instructional material consulted and additional knowledge resources provided to students

S.No.	Course/Paper	Consulted	Prescribed	Additional Resource provided
Preparation and Imparting of knowledge/instruction as per curriculum & syllabus enrichment by providing additional resources to Students				

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

S.No.	Short Description

(iv) Examination Duties assigned and Performed

S.No.	Type of Examination Duties	Duties Assigned	Extent to which carried out (%)

CATEGORY: II. CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

S.No.	Type of Activity	Average Hrs./Week
	i. Extension, Co-curricular & field based activities	

	ii. Contribution to Corporate Life and Management of the Institution	Yearly/Semester wise responsibilities
	iii. Professional Development Activities	

CATEGORY: III. RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

A. 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

B. (i) Articles/Chapters published in Books

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

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(ii) 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

(iii) Books Published as single Author or as Editor

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

III. C. Ongoing and Completed Research Projects and Consultancies

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

S.No.	Title	Agency	Period	Grant/ Amount Mobilized (Rs.Lakh)

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

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

D. Research Guidance

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

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

S.No.	Programme	Duration	Organised by

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

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

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 my knowledge, belief and records.

Signature of HOD.
place and date.

Signature of Faculty with designation,

Signature of IQAC Co-ordinator

Signature of Principal