*Avinashilingam*
**Institute for Home Science and Higher Education for Women**
*University*
(Estd. u/s 3 of UGC Act 1956)
Coimbatore - 641 043, Tamil Nadu, India
(Deemed University under Category 'A' by MHRD)
*Re-accredited with 'A' Grade by NAAC*

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

**Year (………………………)**
**(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 : 

3.  Department : 

4.  Date of Joining in the University : 

5.  Current Designation/ : 
    Academic Grade Pay

6.  Date of last promotion under CAS : 

7.  Date and Place of Birth : 

8.  Sex : 

9.  Marital Status : 

10.  Nationality : 

11.  Indicate whether belongs to SC/ST/OBC / UR Category : 

12.  Address for correspondence
     (with Pin code) : 

13.  Permanent Address (with Pin code) : 

     Telephone No. :                                    : Mobile No.
     E-mail         :

14. Whether acquired any degrees or
    fresh academic qualification during          :
    the year (Attach University's Permission letter)

15. Academic Staff College Orientation/
    Refresher Course attended during the year

| Name of the course / Summer School | Sponsoring Agency | Place | Duration | |
|---|---|---|---|---|
| | | | From | To |
| | | | | |

## **Teaching (At Present):**

1. Details of Subjects presently handling  Programmes :
   U.G.,          _____
   P.G.,          _____
   M.Phil., _____
   Ph.D.,      _____

| Aca. Year | Degree | Title of Course papers Taught | |
|---|---|---|---|
| | | **Odd Semester** | **Even Semester** |
| **Year (** | UG | | |
| | | | |
| | | | |
| | | | |
| | PG | | |
| | | | |
| | | | |
| | | | |
| | M.Phil. | | |
| | | | |
| | | | |
| | Ph.D. | | |
| | | | |
| | | | |
| | | | - |
| | | | - |

**.3.**

**Research (At Present):**

No. of UG Projects being guided: _____ No. of  M.Phil Candidates: _____

No. of PG Projects being guided: _____ No. of Ph.D Candidates:    _____ (FT + PT)


**On-going Research Projects (Currently):**

| Sl.No. | Title of the Project | Agencies | out-lay | Date of Start | Date of Closure |
|---|---|---|---|---|---|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |


**Research Project proposed**

| Sl.No | Title | Agencies | out-lay | Status |
|---|---|---|---|---|
| 1 | | | | |
| 2 | | | | |

**CATEGORY I: Teaching, Learning and Evaluation Related Actions:**

**1.1. Details of Lectures, Seminars, Tutorials, Practicals handled**

| Aca. Year | Semester | No. of hours allotted for | | No. of hours taken (per Sem.) | No. of days Leave taken* | No. of extra classes taken |
|---|---|---|---|---|---|---|
| Year ( ) | Odd | Lectures | | | | |
| | | Seminars/ Case study discussions | | | | |
| | | Tutorials/ Counselling | | | | |
| | | Lab Practicals, Demo and guidance Sessions | | | | |
| | | UG/PG Project work guidance | | | | |
| | Even | Lectures | | | | |
| | | Seminars/ Case study discussions | | | | |
| | | Tutorials/ Counselling | | | | |
| | | Lab Practicals, Demo and guidance Sessions | | | | |
| | | UG Project work guidance | | | | |
| | | PG Project work guidance | | | | |

**1.2 Details of contribution in imparting syllabus-oriented knowledge (like preparation of Instruction Manual / Lecture Notes / Learning materials / etc.)**

| Nature of the Activity (Details may be given) | Yes/No |
|---|---|
| Lecture Notes/ Course Materials prepared | |
| Suggested Readings Compiled | |
| Web Based Resources Complied | |
| Research papers and Reprints of case study Materials Circulated among student | |
| Documentation of steps involved in conducting experiments/ field studies/ Questionnaires/ Lab observation records, developed. | |

**1.3 Participatory and innovative teaching, learning methodologies, updation of subject content, course improvement, etc.**

| Details of the Activity (Details may be given) | Yes / No |
|---|---|
| Use of ICT in regular classes –Use of OHP, LCD, Visualizer, Interactive Board etc | |
| Course Material developed for subjects taught | |
| Group discussion/ Quiz / Case discussion/ Role Plays/ Interactive Sessions developed | |
| Teaching through E-Resources / E-journals | |
| Discussion on recent Scientific Innovation | |

**1.4 Details of examination-related duties discharged:**

| Sem. | Nature of Duty (in hours) | Mention No. |
|---|---|---|
| Odd | Answer Sheet Evaluation including internal assessment test | |
| | Question Paper Setting | |
| | Invigilation Duty (No. of Sessions) | |
| | Evaluation of UG Project work | |
| | Evaluation of PG Dissertation work | |
| | Evaluation of M.Phil dissertation | |
| | Evaluation of Ph.D thesis | |
| Even | Answer Sheet Evaluation including internal assessment test | |
| | Question Paper Setting | |
| | Invigilation Duty | |
| | Evaluation of UG Project work | |
| | Evaluation of PG Dissertation work | |
| | Evaluation of M.Phil dissertation | |
| | Evaluation of Ph.D thesis | |

**CATEGORY – II: Co- Curricular, Extension and Professional Development related Activity**

**2.1  Student-based Co-curricular activities Nature of Duty (in hours)**
**[Provide details wherever necessary]**

| Nature of Duty (in hours) | |
|---|---|
| NCC Coordinator/Programme Officer/Asst.Prog.Officer | |
| NSS Liason officer/Coordinator | |
| Extension and Field activities through NCC/ NSS/ | |
| Field based extension activities involving students | |
| Extension activities involving students through NGOs/ Science/ Technology clubs, Association | |
| Association in Leadership Camps/ Students Counselling activities/ Soft skill training/ Remedial Coaching/ UGC NET Coaching classes | |
| Lab to field experiments involving students/internship. industry training/incharge | |
| Field based activities organized for professional development of students | |
| Conduct of survey on social problems involving students | |
| Association with conduct of Cultural activities involving students | |
| Association in Student Film Clubs / Cultural Clubs/ Poet Clubs/ Yoga or Dance Clubs | |
| Counseling session for drug abuse/ mental depression / homesick students | |
| Association in Anti raging/ Anti drugs/ Aids Awareness Campaigns/ Blood donation/ Eye donation Campaigns | |
| Student and staff related sports programmes | |
| Study/Educational /Industrial visits | |
| Any Other related activity | |

**2.2 Contribution to Corporate Life in the Institution**

| Type of Activity | Position held / Contribution made |
|---|---|
| | |
| Syndicate / Senate / Academic Council / Finance Committee / Research Advisory Committee | |
| Board of Studies | |
| HOD | |
| Discipline Committee | |
| Sports Committee | |
| University Students advisory Board | |
| Cultural Committee | |
| Board of Examiners | |
| Inspection Committee | |
| Member of affiliated College Board | |
| University Hostel Advisory Board | |
| Warden / Dy. Warden / Resident Warden | |
| Organization of Refresher Course / Training Programme/ Short-term courses | |
| Association with Day-care Centre | |
| Association in University Sports/ Yoga/ Gym | |
| Association with University FM Radio | |
| Association with University Environment Protection Group | |
| Other academic or Institutional responsibilities if any (e.g Chief/ Deputy Superintendent of Exams, Chairman/ Member Question Paper Board/ Membership in other committees | |

**2.3. Professional Development Activities [Provide details wherever necessary]**

| Type of Activity* | Number of Events/ Participated/Organised as member/convener/coordinator |
|---|---|
| International Seminar | |
| National Seminar | |
| International Conference / Workshops | |
| National Conferences/ Workshops | |
| International Training Courses | |
| National Training Courses | |
| Talks / Lectures | |
| Membership in National Associations/ Professional bodies/ Advisory/ Planning Committees | |
| Membership in International Associations/ Professional bodies/ Advisory/ Planning Committees | |
| General / Popular Articles published (Nos.) | |
| Journal referring/ peer reviewing/ editorial board | |
| Jury/ Chairman of a Tech. Session in a conference | |
| Membership in National Committees including selection Committee, advisory committees, etc. | |
| **Total(Maximum aggregate limited to 15)** | |
| **No. of Points** | |

**CATEGORY - III: Research / Academic Contribution**

**3.1 Details of Research papers published**

**3.1.1 Referred Journals (2011-2012) with ISSN**:

| S.No | Paper Details | ISSN no | Impact Factor [Thompson Reuters ] |
|------|---------------|---------|-----------------------------------|
| | **Template:**<br><br>1.Author Surname, Author Initial. Title. *Publication Title* Volume number, Pages Year Published) | | |
| | | | |

   2.  **1.2 Non-referred journals with ISSN:**

| S.No | Paper Details | ISSN no |
|------|---------------|---------|
| | **Template:**<br><br>1.Author Surname, Author Initial. Title. *Publication Title* Volume number, Pages Year Published) | |
| | | |

**3.1.3 Full paper published in the proceedings of Conference / Seminars / Symposia, etc**

| S.No | Paper Details | ISSN no |
|------|---------------|---------|
| | **Template:**<br><br>1.Author Surname, Author Initial. Title. *Publication Title* Volume number, Pages Year Published) | |
| | | |

## 3. 2  Book publications

### 3.2.1  Text or reference books by international publisher

| S.No | Book Details | ISBN no |
|------|--------------|---------|
| | **Template:**<br><br>Author name, "*Title of Published Book,* edn. City of Publisher, Publisher name, year, page no..<br>Use *et al.* when three or more names are given | |
| | | |

### 3.2.2.Subject books by National level publishers / State and Central Govt. publications with ISBN / ISSN Number

| S.No | Book Details | ISBN no |
|------|--------------|---------|
| | **Template:**<br><br>Author name, "*Title of Published Book,* edn. City of Publisher, Publisher name, year, page no..<br>Use *et al.* when three or more names are given | |
| | | |

### 3.2.3  Subject books by other local publishers with ISBN / ISSN numbers

| S.No | Book Details | ISBN no |
|------|--------------|---------|
| | **Template:**<br><br>Author name, "*Title of Published Book,* edn. City of Publisher, Publisher name, year, page no..<br>Use *et al.* when three or more names are given | |
| | | |

**3.2.4  Chapters contributed to edited volumes published by international publishers**

| S.No | Book Details | ISBN no |
|---|---|---|
| | **Template:**<br><br>Author name, "Title of chapter in the book," *Title of Published Book,* edn. City of Publisher, Publisher name, year, page no..<br><br>Use *et al.* when three or more names are given | |
| | | |

**3.2.5  Chapters in national level publishers with ISBN / ISSN**

| S.No | Book Details | ISBN no |
|---|---|---|
| | **Template:**<br><br>Author name, "Title of chapter in the book," *Title of Published Book,* edn. City of Publisher, Publisher name, year, page no..<br><br>Use *et al.* when three or more names are given | |
| | | |

**3. 3  Details of Research Projects**

**3.3.1 Major / Minor Research Projects on going:**

| Title of the Project | Funding Agency | Grant sanctioned | Duration | | Project Status on-going | Project Type: Research/ Consultancy/ Action Research |
|---|---|---|---|---|---|---|
| | | | From | To | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

**3.3.2 Major / Minor Research Projects Completed:**

| Title of the Project | Funding Agency | Grant sanctioned | Duration | | Project Status on-going | Project Type: Research/ Consultancy/ Action Research |
|---|---|---|---|---|---|---|
| | | | From | To | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

## 3. 4  Research Guidance

**3.4.1 Details of Ph.Ds Awarded / submitted [during the year]**

| Name of the Scholar | Title of the Thesis | Submitted | Awarded | Month and Year |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

**3.4.2 Details of M.Phil awarded [during the year]**

| Name of the Scholar | Title of the Thesis | Month and Year | No. of points |
|---|---|---|---|
| | | | |
| | | | |
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| | | | |

**3.5 Training courses and conferences / Seminars / Workshop attended during the year:**

| | | | |
|---|---|---|---|
| Refresher Courses / Training programmes | | | |
| Methodology workshop | | | |
| Teaching-learning-evaluation programme | | | |
| Soft skill development | | | |
| Faculty Development programme | | | |

**3.6  Details of papers abstracted in Seminars / Conferences, etc.**

| Title of the Article | Author | Co-Author(s) | Name of the Programme | Organizer | Date | Level: International/ National/ Regional/ Local |
|---|---|---|---|---|---|---|
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**3.7  Details of invited lectures / presentations in Conferences / Seminars, etc.**

| Name of the Programme | Organiser of the programme | Level: International/ National | Topic | Date |
|---|---|---|---|---|
| | | | | |
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**3.10. Details of Travel grant/Publication grant availed from UGC or other agencies**

**3.11. Awards/Achievements**

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

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

**Signature of the faculty with**

**Designation, Place & Date**

**Signature of HOD**                                         **Signature of the Dean**