



# SECAB ARS INAMDAR ARTS, SCI AND COMM COLLEGE FOR WOMEN, VIJAYAPUR

ANNUAL SELF-ASSESSMENT FOR THE PERFORMANCE BASED APPRAISAL SYSTEM

(ACADEMIC YEAR \_\_\_\_\_)

PHOTO

## PART - A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

- Full Name (in Block Letters) :- \_\_\_\_\_
- Department :- \_\_\_\_\_
- Date of Appointment, Qualification & Designation while Joining & Total Experience:-  
\_\_\_\_\_  
\_\_\_\_\_
- Current Designation & Gross Salary :-  
\_\_\_\_\_  
\_\_\_\_\_
- Date of last Promotion :- \_\_\_\_\_
- Address for correspondence :-  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Permanent Address (with Pin code) :-  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Telephone No. (Res.) :- \_\_\_\_\_ Cell. \_\_\_\_\_
- Email :- \_\_\_\_\_
- Whether acquired any degree or fresh academic qualification during current year :- \_\_\_\_\_
- Teaching Staff orientation/ Refresher course/ ISTE – AICTE Sponsored STTP / SBP/NIASA/UGC attended during current year. (Max 5 Marks)

Name of the Course	Conducting agency	Place	Duration	Date		Approving body	Marks Claimed	Marks Verified by HOD	Marks Verified by Principal/ Director
				From	To				

Co-ordinator,

Internal Quality Assurance Cell  
SECAB Accreditation's  
A.R.S.I. Arts, Sci. & Com. College  
for Women, VIJAYAPUR.



**Table - 1**  
**PART - B : TEACHING LOAD & PERFORMANCE**

**10. Teaching load & Portion Covered. (Max 15 Marks)**

No marks shall be assigned if a teacher has engaged less than 90% of the allotted classes.

Sl. No.	Subject	UG/PG (A)	Mode of Teaching & additional resources used and Innovation (B)	Units allotted (as per university) (C)	Units engaged (D)	Difference (D - C)	Marks Claimed	Marks Verified by HOD	Marks Verified by Principal/Director
Even Sem									
1									
2									
3									
4									

**Table - 2 (Please fill the table overleaf)**

Reason for difference (D - C) :- 1) \_\_\_\_\_  
 2) \_\_\_\_\_  
 How did you Compensate the Loss. :- 1) \_\_\_\_\_  
 2) \_\_\_\_\_

**11. RESULTS. (Max 20 Marks)**

Sl. No.	Subject	Number of Students						Total % of Passing	Board/University % of Passing	Marks Claimed	Marks Verified by HOD	Marks Verified by Principal/Director
		Appeared	Pass Class	II Class	I Class	FC D	University Ranks if any					
Even Sem												
1												
2												
3												
4												

Co-ordinator,

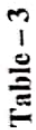
Internal Quality Assurance Cell

Principal,

*Co-ordinator,*

Internal Quality Assurance Cell  
 SECAB Association's  
 A.R.S.I Arts, Sci. & Com. College  
 for Women, VIJAYAPUR

*Principal,*  
 SECAB's A.R.S. Inamdar Arts, Science &  
 Commerce College for Women,  
 VIJAYAPUR-586109.



**DETAILS OF PORTION COVERED BY THE END OF EVERY MONTH**

[illegible]

<p> <u>600</u>          600       </p>	<p>         600       </p>
--------------------------------------------	----------------------------

Internal Quality Assurance Cell  
Sri ABAS College of Arts  
ARSI Arts, Sci & Com College  
for Women, BIJAPUR.

  
Principal,  
SECAB's A.R.S. Inamdar Arts, Science &  
Commerce College for Women  
VIJAYAPUR-586109.





12. Students feedback (Max 10 Marks)

Details of Feedback	Marks Claimed	Marks Verified by HOD	Marks Verified by Principal/Director
Below Normal (0 Marks)			
Normal (5 Marks)			
Good (8 Marks)			
Very Good (10 Marks)			

13. Teaching, learning and evaluation related activities. (Attach annexure) (Max 15 Marks) 3 marks for each activity

Sl. No.	Nature of Activity	Annexure Nos	Marks Claimed	Marks Verified by HOD	Marks Verified by Principal/Director
	Essential				
1	Lectures or other teaching duties in excess of VTU norms				
2	Preparation & imparting of knowledge / instruction as per curriculum; syllabus enrichment by providing the additional resources to students.				
3	Use of participatory & innovative teaching learning methodologies; updating of subject content, course improvement, etc.				
4	Examination duties (invigilation; Question paper setting, evaluation / assessment of answer scripts) as per allotment.				
5	What extra effort is being put to improve weak (especially, Non eligible and dropouts) and high performing students.				
Total Score					

Table – 4

**PART - C : CURRICULAR & CO-CURRICULAR ACTIVITIES OTHER THAN TEACHING**

14. Books authored. (Max 5 Marks)

Sl. No.	Title	Publisher	ISBN No.	Year of Publication	Co-Authors	Marks Claimed	Marks Verified by HOD	Marks Verified by Principal/Director

Table – 5

*Co-ordinator,*  
Internal Quality Assurance Cell  
SECAB's A.R.S. Inamdar's  
A.R.S.I. Arts, Sci. & Com. College

*Principal,*  
SECAB's A.R.S. Inamdar Arts, Science &  
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15. Research Papers Published in international / National journals / Conference. (Max 10 Marks)

Sl. No.	Title with page Nos.	Journal	ISSN	Impact factor	Paid/ Unpaid	Marks Claimed	Marks Verified by HOD	Marks Verified by Principal/ Director

Table – 6

Sl. No.	Title with page Nos.	Marks Claimed	Marks Verified by HOD	Marks Verified by Principal/ Director
	Papers Presented in International / National / State level Conference.			

17. Sponsored Research (Funded).

Research Projects (completed/ongoing). (Max 5 Marks)

Sl. No.	Title	Completed/ Ongoing	Funding Agency	Amount	Marks Claimed	Marks Verified by HOD	Marks Verified by Principal/ Director

Table – 7

(Max 10 Marks)

Sl. No.	Activity	Details	Marks Claimed	Marks Verified by HOD	Marks Verified by Principal/ Director
17	PhDs (Guided / Guiding / Registered)				
A	No. of Candidates working in SECAB (only for Guide)				
B	No. of Candidates registered through SECAB				
C	No. of Candidates outside SECAB				

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Sl. No.	Activity	Details	Marks Claimed	Marks Verified by HOD	Marks Verified by Principal / Director
18	Consultancy & Product development. (Max 10 Marks)				
19	Seminar / Conference / Workshops Organised. (Max 10 Marks)				
20	Membership of Professional bodies / academic bodies. (Max 10 Marks)				
21	Awards / Recognitions (Max 10 Marks)				

**PART - D**

Sl. No.	Activity	Details	Marks Claimed	Marks Verified by HOD	Marks Verified by Principal / Director
22	Port folios held and activities undertaken (Max 15 Marks)				
23	Details of Admissions & area Covered and no of students admitted from that area under Management quota / placements promotion activities undertaken and no of students placed in Companies with details. (Max 15 Marks)				
24	Any other activities. (Max 5 Marks)				

Note: Each staff member is required to go through institutions service rules to know the rules & regulations of institution.

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Commerce College for Women,  
VIJAYAPUR-586109.

Signature of the Staff



**Confidential Section**

**PART - E**

Confidential Report by HOD (Max 10 Marks)

Date:

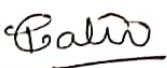
H.O.D.


Remarks by the Principal (Max 10 Marks)

Date:

Principal

Attitude & Discipline (Max 10 Marks)

  
**Co-ordinator,**  
Internal Quality Assurance Cell  
SECAB Association's  
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for Women, BIJAPUR.

  
**Principal,**  
SECAB's A.R.S. Inamdar Arts, Science &  
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Director



SECAB's ARS INAMDAR ARTS SCIENCE & COMMERCE  
COLLEGE FOR WOMEN VIJAYAPUR



Self Appraisal Report

NON TEACHING STAFF

*	Name	
*	Designation	
*	Department	
*	Date of Joining	
*	Present Salary	
*	Previous Role handled and duration	

			Max Marks	Self Evaluated Marks	Marks Verified by HOD	Principal/ Director evaluated Marks
1	Qualification		15			
2	Skills					
	a) Computer Skills		10			
	b) Drafting Skills		10			
	c) Filing Skills		10			
3	A (Main Domain) Daily Routine Work (Permanent & compulsory)					
	Nature of Work		20			
	Outcome					
4	B) Additional work (Temporary or Permanent)					
	Nature of Work		20			
	Outcome (Proof)					
C) Portfolio (Temporary or Permanent)						

Co-ordinator,  
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Principal,  
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Commerce College for Women,





5	Nature of Responsibility		20			
	Outcome (Proof)					
7	Attitude/ Discipline		10			
8	Did you take any training in last Academic year? Yes/ No (Attach Proof)		5			
9	Automation of your current work (Yes/No)		20			
Total			140			
Name						
Signature						

Note: 1) Main Domain work is compulsory.

2) Either Additional work or portfolio responsibility is compulsory.

3) Both Additional work and Portfolio responsibility is welcome.

4) Out of 150 Marks, HP: above 120, MP: 75 to 119, LP: less than 75.

Any other Information:

### Confidential Report – (10 Marks)

Date:

Director

*Catur*  
**Co-ordinator,**  
Internal Quality Assurance Cell  
SECAB Association's  
A.R.S.J. Arts, Sci. & Com. College  
for Women, BIJAPUR.

*NDA*  
**Principal,**  
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Commerce College for Women,  
VIJAYAPUR-586109.