

**Internal Quality Assurance Cell  
St. Xavier's College, Jaipur**

**Performance Based Appraisal System (PBAS)  
GUIDELINE FOR SCORING METHODOLOGY**



  
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## Introduction

- Academic Performance Indicator (API) Scores are developed by UGC for adoption of Performance Based Appraisal System (PBAS) for Staff Evaluation and Career Advancement Scheme (CAS)
- It is mandatory requirement for all HEIs to undergo self-evaluation of teaching staff using the API format
- PBAS is an effective tool for the assessment of Annual Performance and determination of Annual Increment for staff members

## Criteria

- The performance is assessed on various factors, broadly classified as:
  1. Category I: Teaching, Learning and Evaluation Related Activities
  2. Category II: Co-Curricular, Extension and Professional Development Related Activities
  3. Category III: Research Publications & Academic Contribution
  4. Category IV: Behavioral Skills and Values

## PART-A

### Category – I: Teaching, Learning and Evaluation Related Activities

- Maximum Scores Allocated 170
- Minimum Score Required 60

### Elements of Category - I

#### A. Teaching and Workload (Max Score: 120 & Min Score: 50)

- a. Details of papers taught and Average Weekly teaching load
- b. Teaching Methodology adopted
- c. Number of subjects taught
- d. New subjects taught
- e. Additional teaching workload
- f. Additional knowledge resource provided to students
- g. Examination duties



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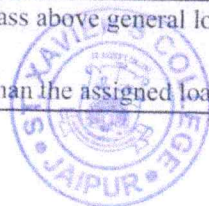
**B. Innovative Teaching Pedagogy (Max Score: 40 & Min Score: 5)**

- a. Additional teaching & designing of syllabus in add-on/ certificate/ bridge course/ workshop, etc
- b. Swayam Courses
- c. Group mentoring

**C. Student Feedback (Max Score: 10 & Min Score: 5)**

**Explanatory Notes of Category – I**

<b>I. Teaching, Learning and Evaluation Related Activities (Max Score: 120 &amp; Min Score: 50)</b>				
<b>Indicator</b>	<b>Criteria</b>	<b>Max API Score</b>	<b>Remarks</b>	
<b>A. Teaching and Workload (Max Score: 120 &amp; Min Score: 50)</b>		<b>120</b>	<b>Min Score = 50</b>	
1.1	<b>Number of weekly teaching load</b>	A. Out of total 60 points for teaching load, score for 30 points, shall be calculated as: (average teaching hours per week / 18) x 30	30	Max Score: 60; Min Score required: 50
		B. For the remaining 30 points, the score shall be based on percentage of assigned classes conducted as per table given below: a. 100 % of assigned classes taken – 30 API Score b. At least 90% - 25 c. At least 80% - 20 d. Less than 80% - 0	30	
1.2	<b>Methodology Adopted</b>	Chalk & board/ PPT	5	Max: 10; Min: 0
		Case studies & GD	5	
		Videos & Movie Screening	5	
1.3	<b>Number of Subjects Taught</b>	<ul style="list-style-type: none"> <li>• 5 points per subject for an extra subject (over and above Four)</li> <li>• Minus 5 if no. of subjects taught are less than 4</li> </ul>	10	Min four papers to be taught
1.4	<b>New Subject(s) Taught</b>	5 points for each new paper taught compared to last year	10	
1.5	<b>Extra Workload</b>	<ul style="list-style-type: none"> <li>• 2 points for each extra period of class above general load (18) without remuneration</li> <li>• Minus 10 for period(s) taken less than the assigned load</li> </ul>	10	



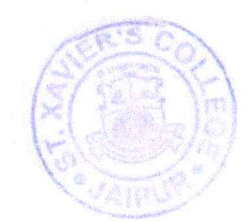
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1.6	<i>Additional Resources provided to Students</i>	Timely Uploading of Lesson Plan on ITLE	2	Max: 10; Min: 0
		Timely Uploading of Course material/ Lecture notes/reading material on ITLE	3	
		Timely Uploading of Attendance on ERP	3	
		Timely Uploading of Internal Assessment (if any)	2	
		Regular assessment through Quiz and Assignments	2	
1.7	<i>Internal/ Practical Examination Duties</i>	Paper Setting for Internal Exam/ University Practical Exam a. Up to 4 papers – 1 b. More than 4 papers - 2	2	Max: 10; Min: 0
		Evaluation of Answer Books: a. Up to 100 copies in total – 1 b. More than 100 copies - 2	2	
		Internal Examiner in University Practical Exam (exam related work): a. Up to 60 students – 2 b. More than 60 students - 3	3	
		Invigilation Duty in Internal/ Practical Exam: a. Up to 6 duties – 1 b. More than 6 duties - 2	2	
		Maintaining Practical Record of Students a. Up to 100 students – 1 b. More than 100 students - 2	2	
<b>B. Innovative Teaching Pedagogy (Max Score: 40 &amp; Min Score: 5)</b>			<b>40</b>	<b>Min Score = 5</b>
1.8	<i>Innovative Methods Adopted</i>	Additional teaching for Add-on/ Certificate/ Value Added courses, Bridge Course, Workshop, Special Lectures: a. Upto 10 hours in a session – 5 points b. Between 10-20 hours – 7 points c. More than 20 hours – 10 points	10	
		Syllabus designing and execution of Add-on/ Certificate/ Value Added/ Bridge courses – 10 points for each course	20	

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		Supervisor of Swayam Course related to a subject of your course – 2 points per course	5	Only after successful completion of course by at least 1 student
		Group Mentoring – 1 point for each group mentoring session with proper record	5	
<b>C. Student Feedback (Max Score: 10 &amp; Min Score: 5)</b>			<b>10</b>	<b>Min Score = 5</b>
1.9	<b>Student Feedback</b>	Student feedback obtained on a scale of 1 to 5 (10 for overall score >4.5; 8 for >4; 6 for >3; 5 for >2.5; 0 for 2.5 or less)	10	

### Category – II: Professional Development, Co-Curricular and Extension Activities

- Maximum Scores Allocated                      130
- Minimum Score Required                              40

#### Elements of Category - II

- A. Student/Staff related co-curricular, extension and field-based activities (Max Score: 40 & Min Score: 15)**
- a. Co-curricular Activities - Publication, remedial classes, career counselling, study/field visit, student seminar and other academic events
  - b. Extra-curricular & Extension Activities - Cultural, Sports, NSS, NCC, Social Work etc.
  - c. Staff related enrichment programs organized - conference, workshop, FDP, etc.
- B. Contribution to Department and Institution (Max Score: 70 & Min Score: 15)**
- a. Academic responsibilities
  - b. Non-academic responsibilities
  - c. Administrative responsibilities
- C. Professional Development (Max Score: 20 & Min Score: 10)** - participation in seminars, conferences, short term training courses, industrial experience, general talks, faculty development courses/RC/OC, dissemination and general articles and any other contribution

  
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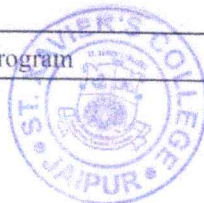
Explanatory Notes of Category – II

II: Co-Curricular, Extension and Professional Development Related Activities (Max score: 110 & Min Score: 40)				
Indicator	Criteria	Max API Score	Remarks	
A. Student/ Staff related Co-curricular, Extension, and Field-based Activities (Max Score: 40 & Min Score: 15)		40	Min Score = 15	
1.1	Co-curricular Activities	Remedial Classes taken throughout the year – 1 point per subject	5	Max: 15; Min: 5 (1 point extra for activities mentioned under UGC Quality Mandate/ IQAC Guidelines on Academic Planner)  <i>Note: In case of more than two collaborating college units, score will be shared in the ratio 2:1:1:1</i>
		<ul style="list-style-type: none"> <li>Department Academic Fest/ Event - Coordinator – 4, Member – 2 points per activity</li> <li>1/ 2 points extra for state/ national level event</li> </ul>	5	
		Department Academic Activity (Panel Discussion, GD, Invited Talk, Special Lecture, etc) - Coordinator - 2, Member - 1 point per activity	5	
		Journal/ Magazine/ Other Publication - 5 point for editor & 4 each for editorial board members of college level and 3 for department level publication	5	
		Seminar/ Symposium/ Workshop/ STTP for Students – Coordinator – 3, Member – 2 points per activity	5	
1.2	Extra-curricular & Extension Activities	<ul style="list-style-type: none"> <li>Cultural events at college level – Coordinator – 3, Member – 2 points per activity</li> <li>1/ 2 points extra for state/ national level event</li> </ul>	10	Max: 15; Min: 5 (1 point extra for activities mentioned under UGC Quality Mandate/ IQAC Guidelines on Academic Planner)  <i>Note: In case of more than two collaborating college units, score will be shared in the ratio 2:1:1:1</i>
		<ul style="list-style-type: none"> <li>Sports events at college level – Coordinator – 3, Member – 2 points per activity</li> <li>1/ 2 points extra for state/ national level event</li> </ul>	7	
		<ul style="list-style-type: none"> <li>Exchange Program/ Industry/Field visit/ NSS, NCC Camp/ Social work activities – Coordinator 3, Member - 2 points per event</li> <li>1 point each for social initiatives with neighborhood community</li> </ul>	10	
		Club activity with students – 1 point per activity	3	

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1.3	<b>Staff related Enrichment Programs</b>	International/ National Conference - Convenor - 7 points, 5 for co-convenor, 3 for Organizing Secretary and 2 for each member (3 points extra if sponsored by external agency)	10	Max: 10; Min: 0
		FDP/ Workshop/ STTP for minimum 2 days – Coordinator – 3, Member – 2 points per activity	5	
<b>B. Contribution to Department and Institution (Max Score: 50 &amp; Min Score: 15)</b>			<b>50</b>	<b>Min Score = 15</b>
1.4	<b>Academic &amp; Administrative Responsibility</b>	<i>IQAC</i> – Coordinator – 20, Asst Coordinator – 17, Member - 15	50	<i>Need to mention the tasks performed as scoring is subject to the activities performed by the unit. Up to two, min three &amp; min four activities are required for claiming 50%, 75% &amp; 100% score respectively under each unit.</i>
		<i>Head of the Department</i> – 18		
		<i>University Affairs:</i> Coordinator – 15, Asst Coordinator – 10, Member – 5		
		<i>Students' Council:</i> Coordinator – 15, Asst Coordinator – 12, Member - 10		
		<i>Special Tasks Cell:</i> Coordinator – 10, Asst Coordinator – 8, Member – 5		
		<i>Statutory &amp; other Committees:</i> Coordinator – 8, Asst Coordinator – 5, Member – 3		
		<i>Club Mentors</i> – 5 and Asst Club Mentor – 3		
<b>C. Professional Development (Max Score: 40 &amp; Min Score: 10)</b>			<b>40</b>	<b>Min Score = 10</b>
1.5	<b>Membership of Professional Bodies</b>	<ul style="list-style-type: none"> <li>State Level Body: Member – 2 points, Office Bearer – 5 points</li> <li>National Level Body: Member – 3 points, Office Bearer – 6 points</li> <li>International Level Body: Member – 5 points, Office Bearer – 10 points</li> </ul>	10	
1.6	<b>Membership of Academic Bodies</b>	<ul style="list-style-type: none"> <li>Board of Studies of Affiliating University</li> <li>Board of Studies/ Academic Council of any other private or government institution</li> </ul>	5	2 points for one membership
1.7	<b>External Event Organizer</b>	Member of an academic event organizing committee at state/national/international level – 2/5/7 points respectively	7	
1.8	<b>Participation in Short-term Training Courses</b>	Refresher Course	5	
		Orientation Course / Induction Program	3	



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		Faculty Development Program by Govt bodies or National level institutions: Minimum 5 Days - 5 points, Minimum 2 days or more – 3 points (per course)	10	2 points additional if participated as a resource person
		Training Program/ Workshops by Govt bodies or National level institutions: Minimum 5 Days - 5 points, Minimum 2 days or more – 3 points (per course)	10	2 points additional if participated as a resource person
		College level FDP/ Workshop/ Training Program – 2 points per activity	5	1 point additional if participated as a resource person
1.9	<b>Knowledge Dissemination</b>	<ul style="list-style-type: none"> <li>Article in Newspaper/ Magazines/Other publication not covered under Category III – 3 points per activity</li> <li>Radio/ Television Talk/ Any other public engagement – 2 points per activity</li> </ul>	5	

### Category – III: Research and Academic Contributions

- Maximum Scores Allocated 300
- Minimum Score Required 30

#### Elements of Category - III

##### A. Research Paper Published (Max Score: 50 & Min Score: 0)

- Category A: WoS/ Scopus/ ICI
- Category B: UGC Care
- Category C: Referred & Peer Reviewed
- Category D: Other Reputed Journal/ Proceeding with ISSN/ISBN

##### B. Publication Other than Journal Articles (Max Score: 40 & Min Score: 0)

- Book/ Chapter published by International Publisher
- Book/ Chapter published by National Publisher



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- c. Book/ Chapter published by Regional Publisher
- C. Papers Presented/ participated in Conference (Max Score: 40 & Min Score: 10)**
- D. Editor/ Reviewer of Book/ Journal (Max Score: 25 & Min Score: 0)**
- E. Research Projects (Max Score: 70 & Min Score: 0)**
  - a. Sponsored Projects
  - b. Consultancy
  - c. Project Outcome/ Output
- F. Research Guidance (Max Score: 40 & Min Score: 0)**
- G. Fellowship, Awards, and Invited Lecture (Max Score: 20 & Min Score: 0)**
- H. Development of e-content (Max Score: 15 & Min Score: 0)**

**Explanatory Notes of Category – III**

**A. Research Paper Published (Max Score: 50 & Min Score: 0)**

**Category A:** Web of Science/ Scopus/ ICI – 25; **Category B:** UGC Care – 20; **Category C:** Referred & Peer Reviewed – 15; **Category D:** Other Reputed Journal/ Proceeding with ISSN/ISBN – 10 per publication. The API for joint publications shall be calculated in the following manner: *For two authors* – equal division of total points of publication for each author; *For more than two authors* – First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total eligible points and the remaining 30% would be shared equally by all other authors.

Additional score for paper in Referred journal (over & above the calculation given above):					
Impact Factor	Less than 1	Between 1 and 2	Between 2 and 5	Between 5 and 10	Above 10
API Score	5 points	10 points	15 points	20 points	25 points

**B. Publication Other than Journal Articles (Max Score: 40 & Min Score: 0)**

Scoring is given in the table below for single author. In case of more than one author, 50% points will be for primary author and remaining points will be divided equally between all the other authors.



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Text/Reference Books published by International Publishers, with ISBN/ ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	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. The List will be intimated to UGC.	Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	Chapters in Books, published by National and International level Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.
40 per Book for Single Author (International)	20 per Book for Single Author (National)	10 per Book for Single Author (Regional)	International –15 / National – 8 / Regional - 4 per Chapter

**C. Papers Presented/ participated in Conference (Max Score: 40 & Min Score: 10)**

For paper presented/ participated in a conference: Category A: International conference – 15/ 5, Category B: National conference – 10/ 3, Category C: State Conference – 5/ 2 points respectively

**D. Editor/ Reviewer of Book/ Journal (Max Score: 25 & Min Score: 0)**

Category A: International – 25, Category B: National – 15, Category C: Regional – 10 points respectively

**E. Research Projects (Max Score: 70 & Min Score: 0)**

*a. Sponsored Projects*

Faculty of Sciences	Faculty of other than Sciences	API Score
(a) Projects with grants above Rs. 30 lakhs	Projects with grants above Rs. 5 lakhs	20 per Project
(b) Projects with grants above Rs. 5 lakhs up to Rs. 30 lakhs	Projects with grants above Rs. 3 lakhs up to Rs. 5 lakhs	15 per Project
(c) Projects with grants above Rs. 1 lakh up to Rs. 5 lakhs	Projects with grants above Rs. 1 lakh up to Rs. 3 lakhs	10 per Project

*b. Consultancy*

Faculty of Sciences	Faculty of other than Sciences	Score (Financial)	Score (Non-Financial)
Amount mobilized with a minimum of Rs.10 lakhs	Amount mobilized with a minimum of Rs. 2 lakhs	15 for every Rs.10 lakhs and Rs.2 lakhs, respectively	10 for every Rs.10 lakhs and Rs.2 lakhs, respectively

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c. Project Outcome/ Output

Faculty of Sciences	Faculty of other than Sciences	API Score
Patent / Technology transfer / Product / Process	Major Policy document prepared for international bodies like WHO/UNO/ UNESCO / UNICEF etc. Central / State Govt./ Local Bodies	<ul style="list-style-type: none"> <li>• 30 for each International / 20 for each national / 10 for state level output or patent.</li> <li>• Major policy document of international bodies – 30, Central Government – 20, State Govt.-10, Local bodies – 5</li> </ul>

F. Research Guidance (Max Score: 40 & Min Score: 0)

- I. Ph.D. Degree awarded as Supervisor/ Co-supervisor : 25/ 12 per candidate
- ii. Ph.D. Thesis submitted as Supervisor/ Co-supervisor : 20/ 10 per candidate
- iii. Ph.D. Candidate Registered as Supervisor/ Co-supervisor : 15/ 7 per candidate

G. Fellowship, Awards, and Invited Lecture (Max Score: 20 & Min Score: 0)

i. Fellowship/ Awards

Faculty of Sciences	Faculty of other than Sciences	API Score
International Award/ Fellowship from academic bodies	International Award / Fellowship from academic bodies /associations	15 per Award / 15 per Fellowship
National Award/ Fellowship from academic bodies	National Award/Fellowship from academic bodies/ associations	10 per Award / 10 per Fellowship
State/University level Award from academic bodies	State/University level Award from academic bodies/ associations	5 Per Award

ii. Invited Lectures/ papers

- a. International level : 7 per lecture
- b. National level : 5 per lecture
- c. State/University level : 3 per lecture

H. Development of e-content (Max Score: 15 & Min Score: 0) – 5 point per module/topic



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**PART-B**

**Category - IV: Behavioural Skills and Values (Superior Feedback)**

S. No	Traits
1.	Health & Personality
2	Punctuality & Regularity
3	Initiative and Drive
4	Sense of Responsibility
5	Cross Functional and Team Orientation
6	Behavior towards colleagues
7	Relationship/Attitude towards students
8	Willingness to learn
9	Temperament and manners
10	Communication skill
11	Reliability and Dependability
12	Integrity (Financial, Moral and Academic)
	Maximum Total Score/Points : 60
	Minimum total points to be obtained : 30

**Allocation of API Score**

- Behavioral traits will be rated on a 5-point scale
  1. 5-Outstanding
  2. 4-Very Good
  3. 3-Good
  4. 2-Average
  5. 1-Below Average
- Shortcoming/Weakness must be pointed out, if any, and improvement shown



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**Internal Quality Assurance Cell  
St. Xavier's College, Jaipur**

**Performance Based Appraisal System (PBAS)  
(API as per UGC Regulations 2018)**

**GENERAL INFORMATION**

1.	Name of the Faculty with Employee ID No.	
2.	Academic Year	
3.	Department & Subject	
4.	Date of Joining	
5.	Highest Qualification	
6.	Overall Score	



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**PART-A : ACADEMIC PERFORMANCE INDICATORS***(Please see detailed instructions before filling out this proforma)***CATEGORY-I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES:****(Max Score: 170 and Min Score required: 60)****A. Teaching & Workload** *(Lectures, Practical, Tutorials, Project Supervision, Field Work, Examination, Resources) - (Max Score: 120 & Min Score: 50)*

S. No.	Subject Name	Level (UG/ PG)	Method adopted	Date / Period	Allotted Hours per week	% of classes taken as per documented record	API Score (Self-evaluation)	API Score (Principal Evaluation)
1								
2								
3								
4								
5								
6								
<b>A 1.1 Total Score for Teaching Load</b> <i>(Max Score: 60)</i>								
<b>A 1.2 Methodology Adopted</b> <i>(Max Score: 10)</i>								
<b>A 1.3 Number of Subjects Taught</b> <i>(Max Score: 10)</i>								
<b>A 1.4 New Subject(s) Taught in this Academic Year</b> <i>(Max Score: 10)</i>								
<b>A 1.5 Extra Workload without Remuneration</b> <i>(Max Score: 10)</i>								

<b>A 1.6 Additional Knowledge Resources provided to students:</b> <i>(Max Score: 10)</i>				
S. No.	Mandatory resources	Y/N	API Score (Self-evaluation)	API Score (Principal Evaluation)
1	Timely Uploading of Lesson Plan on ITLE			
2	Timely Uploading of Course material/ Lecture notes/reading material on ITLE			
3	Timely Uploading of Attendance on ERP			
4	Timely Uploading of Internal Assessment (if any)			
5	Regular assessment through Quiz and Assignments			



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	<b>Total Score (Max Score: 10)</b>			
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**A 1.7 Internal/ Practical Examination Duties as per allotment (Quest paper setting, Invigilation, Evaluation/ File work): (Max Score: 10)**

S. No.	Type of Examination (Internal/Practical)	Duties Assigned	API Score (Self-evaluation)	API Score (Principal Evaluation)
1				
2				
3				
4				
<b>Total Score (Max Score: 10)</b>				

**B. Innovative Teaching (Learning/ Pedagogical Methodologies, Add-on/ Certificate Courses, Mentoring etc.) - (Max Score: 40 & Min Score: 5)**

S. No.	Subject / Course	Innovative Method adopted	Date / Period	No. of Hours spent per academic year	API Score (Self-evaluation)	API Score (Principal Evaluation)
1						
2						
3						
4						
<b>Total Score (Max Score: 40)</b>						

**C. Student Feedback Score (Max Score: 10 & Min Score: 5):**

<b>Total Score Earned for Category - I (A+B+C) :</b>	
<b>Total Max. Score for Category - I (A to C): 170</b>	
<b>Minimum score required: 60</b>	

  
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**CATEGORY II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES**

(Max Score: 130 and Min Score required: 40)


- A. Student/Staff related co-curricular, extension and field-based activities:** (i). Co-curricular activities (e.g. Publication, remedial classes, career counselling, study/field visit, student seminar and other academic events.); (ii). Extra-curricular & Extension activities (Cultural, Sports, NSS, NCC, Social Work, Exchange, etc.); (iii) Staff related enrichment programs organized (conference, workshop, FDP, etc) - *(Max Score: 40 & Min Score: 15)*

S. No.	Name & Nature of the Activity	Date / Period	Role	No of Students/ Staff Engaged	API Score (Self-evaluation)	API Score (Principal Evaluation)
<b>A 1.1 Co-curricular Activities</b>						
1						
2						
<b>A 1.2 Extra-curricular &amp; Extension Activities</b>						
3						
4						
5						
<b>A 1.3 Staff related Enrichment Programs</b>						
6						
7						
8						
<b>Total Score</b> <i>(Max Score: 40)</i>						

- B. Contribution to Department and Institution:** Participation in Academic and Administrative Committees and Responsibilities *(Max Score: 50 & Min Score: 15)*

S. No.	Name of the Responsibility	Nature (Academic/ Non-Academic)	Date / Period	Major Tasks Performed	API Score (Self-evaluation)	API Score (Principal Evaluation)
1						
2						
3						



  
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4					
<b>Total Score (Max Score: 70)</b>					

**C. Professional Development;** (such as participation short term training courses, industrial experience, general talks, faculty development courses/RC/OC, membership in academic bodies, dissemination and general articles and any other contribution) - (Max Score: 40 & Min Score: 10)

S. No.	Name of the Activity	Date / Period	Type of engagement (Participant/ Resource Person)	API Score (Self-evaluation)	API Score (Principal Evaluation)
1					
2					
3					
4					
<b>Total Score (Max Score: 20)</b>					

<b>Total Score Earned for Category - II (A+B+C) :</b>	
<b>Total Max. Score for Category - II (A to C): 130</b>	
<b>Minimum score required: 40</b>	

**CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS:**

(Max Score: 300 and Min Score required: 30)

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**A. Research papers published in** Referred Journals/ Other Reputed Journals as notified by the UGC and periodicals/ Conference proceedings as full papers having ISBN/ISSN numbers etc. (Max Score: 50 & Min Score: 0)

S. No.	Title with Page No.	Name of the Journal (Scopus/ ICI/ Web of Science)	ISSN/ ISBN No.	UGC List No.	Month / Period	Impact Factor/Peer reviewed	API Score (Self- evaluation)	API Score (Principal Evaluation)
1								
2								
3								



<b>Total Score</b> (Max Score: 50)		
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**B. Publications Other Than Journal Articles** (books, chapters in books): (Max Score: 40 & Min Score: 0)

S. No.	Title of the Book	Name of the Publisher	ISSN/ ISBN No.	International/ National/ Regional	Date / Period	Single Author/ Chapter	API Score (Self-evaluation)	API Score (Principal Evaluation)
1								
2								
3								
<b>Total Score</b> (Max Score: 40)								

**C. Papers Presented/ Participated in Conference:** (Max Score: 40 & Min Score: 10)

S. No.	Title of the Paper	Name of the Conference	Presented/ Participated	International/ National/ Regional	Date / Period	Single/ Joint Author	API Score (Self-evaluation)	API Score (Principal Evaluation)
1								
2								
3								
<b>Total Score</b> (Max Score: 40)								

**D. Editor/ Reviewer of Book/Journal:** (Max Score: 25 & Min Score: 0)

S. No.	Name of Journal/ Book	Name of the Publisher	ISSN/ ISBN No.	International/ National/ Regional	Date / Period	Editor/ Reviewer	API Score (Self-evaluation)	API Score (Principal Evaluation)
1								
2								
3								



  
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<b>Total Score</b> (Max Score: 25)		
------------------------------------	--	--

**E. RESEARCH PROJECTS:** (Max Score: 70 & Min Score: 0)

i. Sponsored Projects carried out/ongoing: (Max Score: 30)

S. No.	Category (Completed / Ongoing)	Title	Funding Agency	Grant Mobilised in Rs.	Date and Period	API Score (Self-evaluation)	API Score (Principal Evaluation)
1							
2							
<b>Total Score</b> (Max Score: 30)							

ii. Consultancy Projects carried out/ongoing (Financial/ Non-financial): (Max Score: 30)

S. No.	Category (Completed / Ongoing)	Title	Funding Agency	Financial/ Non-Financial	Date and Period	API Score (Self-evaluation)	API Score (Principal Evaluation)
1							
2							
<b>Total Score</b> (Max Score: 30)							

iii. Projects Outcome / Outputs: (Max Score: 30)

S. No.	Category of Outcome/Output	Title	Date and Period	Collaborating Body (if any)	API Score (Self-evaluation)	API Score (Principal Evaluation)
1						
2						
<b>Total Score</b> (Max Score: 30)						

*Princip*  
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**F. RESEARCH GUIDANCE:** (Max Score: 40 & Min Score: 0)

S. No.	Research Guidance	No. of Candidates (awarded/ submitted)	Date / Period	API Score (Self-evaluation)	API Score (Principal Evaluation)
1					
2					
<b>Total Score</b> (Max Score: 40)					

**G. Fellowships, Awards and Invited lectures** delivered in conferences / seminars: (Max Score: 20 & Min Score: 0)

i. Fellowships/Awards: (Max Score: 10)

S. No.	Category (Fellowship/ Award)	Title of Fellowship/ Award	International/ National/ State/ University level	Date and Period	API Score (Self-evaluation)	API Score (Principal Evaluation)
1						
2						
<b>Total Score</b> (Max Score: 10)						

ii. Invited lectures / papers: (Max Score: 10)

S. No.	Title of the Paper/ Lecture presented	Organised By	International/ National/ State/ University level	Date / Period	API Score (Self-evaluation)	API Score (Principal Evaluation)
1						
2						
<b>Total Score</b> (Max Score: 10)						

**H. Development of e-learning delivery process/material:** (Max Score: 15 & Min Score: 0)



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S. No.	Subject / Paper	e-learning Module	Date / Period	API Score (Self-evaluation)	API Score (Principal Evaluation)
1					
2					
<b>Total Score (Max Score: 15)</b>					

<b>Total Score Earned for Category - III (A+B+C+D+E+F+G+H) :</b>	
<b>Total Max. Score for Category - III (A to H): 300</b>	
<b>Minimum score required: 30</b>	


*Note: The self-assessment score should be based on objectively verifiable records*

List of Enclosures:


- 1.
- 2.

Signature of the Faculty

Signature of the IQAC Coordinator

  
**Principal**  
 Signature of the Principal  
 St. Xavier's College, Jaipur  
 Neva-Mahapura Road, Jaipur



  
**Principal**  
 St. Xavier's College, Jaipur  
 Neva-Mahapura Road, Jaipur

**ABSTRACT OF API SCORE of (Name) & (Department)**

Criteria of Evaluation	Max Score	Score obtained in self-evaluation	Score given by the Principal	Remarks
<b>I. Teaching, Learning and Evaluation Related Activities (Max Score: 170 &amp; Min Score: 60)</b>				
A. Teaching & Workload	120			
B. Innovative Teaching Pedagogy	40			
C. Student Feedback	10			
<b>II. Professional Development, Co-curricular and Extension Activities (Max Score: 130 &amp; Min Score: 40)</b>				
A. Student/ Staff related co-curricular, extension and field-based activities	40			
B. Contribution to Department and Institution	70			
C. Professional Development Activities	20			
<b>III. Research and Academic Contributions (Max Score: 300 &amp; Min Score: 30)</b>				
A. Research Papers Published in Journals	50			
B. Publications other than Journal articles (Books, chapters in Books)	40			
C. Papers Presented/ participated in Conference	40			
D. Editor/ Reviewer of Book/ Journal	25			
E. Research Projects	70			
F. Research Guidance	40			
G. Fellowships/Awards & Invited Lectures	20			
H. Development of e-learning delivery material	15			
<b>Total Score (Max: 600 &amp; Min: 130)</b>	<b>600</b>			



*(Handwritten signature)*

**Principal**  
 St. Xavier's College, Jaipur  
 Nehta-Mahap...

**Declaration by the Candidate**


I hereby declare that the above information is true to the best of my knowledge, and I hold myself responsible for any mismatch if found.

**Signature of the Faculty**

**Certification by the Principal**

I hereby certify that the substantiating evidence and information furnished by the incumbent and found it to be true.



  
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**PART (B)**

**CATEGORY-IV: BEHAVIOURAL SKILLS AND VALUES**

**SUPERIOR FEEDBACK**

S. No.	Points	Score
1	Health & Personality	
2	Punctuality & Regularity	
3	Initiative and Drive	
4	Sense of Responsibility	
5	Cross Functional and Team Orientation	
6	Behaviour towards colleagues	
7	Relationship/Attitude towards students	
8	Willingness to learn	
9	Temperament and manners	
10	Communication skill	
11	Reliability and Dependability	
12	Integrity (Financial, Moral and Academic)	
<b>Maximum Total Score/Points</b>		<b>: 60</b>
<b>Minimum total points to be obtained</b>		<b>: 30</b>

**NOTE:** Please give ratings on a 5-point scale with: 5-Excellent, 4-Very Good, 3-Good, 2-Average, 1-Below Average

- Shortcoming/Weakness pointed out, if any, and improvement shown:

Signature of the Reviewer/Principal

Full Name \_\_\_\_\_

Designation \_\_\_\_\_

Date:



*(Handwritten Signature)*

**Principal**

**St. Xavier's College, Jaipur  
Nevta-Mahapura Road, Jaipur**





Jaipur Xavier Education Association

**St. Xavier's College, Jaipur**

NEVTA - MAHAPURA ROAD, JAIPUR - 302029

**Staff Feedback Analysis Report**

Teacher Name : Yashwardhan Singh

Feedback Name : Peer Feedback 2021-22

Sr. No.	Question	Weightage (1)	Weightage (2)	Weightage (3)	Weightage (4)	Weightage (5)	Percentage	Average
1	He/she communicates clearly and respectfully with colleagues, Superiors, and students.	0	0	0	7	7	90.00	4.50
2	He/she is helpful, cooperative, and listens to the Colleagues/ Supervisors/ co-workers as necessary.	0	0	3	3	8	87.14	4.36
3	He/she works proactively, demonstrates effective leadership as necessary, and takes initiative when required.	0	0	0	4	10	94.29	4.71
4	He/she deals appropriately with confidential information.	0	0	1	5	8	90.00	4.50
5	He/she maintains certain relevance and professionalism in his/her official work and communication with others.	0	0	1	5	8	90.00	4.50
<b>Total Count</b>		0.00	0.00	5.00	24.00	41.00	90.29	4.51



  
Principal

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Que :- In my opinion, the positive aspect of the person is: (1,2,3,4,5)

- The only person in the college who stands for the justice of others. He is always extending a helping han
- 1. Extremely dedicated and hardworking.
- 1. Takes rational decisions
- He has good leadership qualities and nice individual in person and professionally as well.
- all of the above
- 3 and 5
- 3 and 5
- 2
- Dedication to the institute, hardwork, excellent knowledge base, impartial nature
- 5
- Hard Work , Smart Working, Dedicated
- Knowledgeable
- Committed to work
- All stated in 1,2,3,4 and 5 are his positive aspects.

Que :- In my opinion, the main areas for improvement of the person is: (1,2,3,4,5)

- None.
- 1
- Nothing
- Need to have less obsession of power, Need to have less biasness, Less arrogance, Need to take stand
- Nothing
- Focus on own progress, need to take some time off for work - life balance
- Nothing has to be improve.
- NA
- na
- none
- No suggestions
- Turns rude at times
- 1. Needs to know whom to help and whom not to.
- He should not take a stand for those who make use of him for their own motives. Instead of devoting his



*Faint*  
Principal  
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Nevta-Mahapura Road, Jaipur



Jaipur Xavier Education Association

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**Staff Feedback Analysis Report**

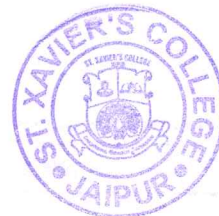
**Teacher Name :** Shikha Arora Bakshi.

**Feedback Name :** Peer Feedback 2021-22

Sr. No.	Question	Weightage (1)	Weightage (2)	Weightage (3)	Weightage (4)	Weightage (5)	Percentage	Average
1	He/she communicates clearly and respectfully with colleagues, Superiors, and students.	1	0	3	5	5	78.57	3.93
2	He/she is helpful, cooperative, and listens to the Colleagues/ Supervisors/ co-workers as necessary.	1	0	5	5	3	72.86	3.64
3	He/she works proactively, demonstrates effective leadership as necessary, and takes initiative when required.	0	2	7	2	3	68.57	3.43
4	He/she deals appropriately with confidential information.	0	2	2	5	5	78.57	3.93
5	He/she maintains certain relevance and professionalism in his/her official work and communication with others.	0	0	6	3	5	78.57	3.93
<b>Total Count</b>		2.00	4.00	23.00	20.00	21.00	75.43	3.77

  
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Que :- In my opinion, the positive aspect of the person is: (1,2,3,4,5)

- Professional attitude, Very Cooperative in nature, demonstrates effective leadership whenever required
- Hardworking
- NA
- 1. She is good at work and knowledgeable.
- 1 and 4
- 1,4 and 5
- She is very helpful.
- professionalism
- Silent worker, and dedicated.
- 1. Maam is an effective leader, she can tackle the given situations very efficiently.
- Strong personal opinions as a leader
- 5
- Active
- professional

Que :- In my opinion, the main areas for improvement of the person is: (1,2,3,4,5)

- need to be more humble
- Need to be more polite, Need to keep college interest prior to personal interest, Act less diplomatic
- NA
- missing on the team cohesiveness
- NA
- NA
- communication with colleagues
- Interact more with colleagues.
- NA
- 4
- 1. More dedication is required.
- NA
- team coordination
- nothing as such



*Janani*  
Principal  
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**Staff Feedback Analysis Report**

Teacher Name : Vaishali Singh

Feedback Name : Peer Feedback 2021-22

Sr. No.	Question	Weightage (1)	Weightage (2)	Weightage (3)	Weightage (4)	Weightage (5)	Percentage	Average
1	He/she communicates clearly and respectfully with colleagues, Superiors, and students.	0	0	2	2	4	85.00	4.25
2	He/she is helpful, cooperative, and listens to the Colleagues/ Supervisors/ co-workers as necessary.	1	0	2	0	5	80.00	4.00
3	He/she works proactively, demonstrates effective leadership as necessary, and takes initiative when required.	0	0	1	3	4	87.50	4.38
4	He/she deals appropriately with confidential information.	0	0	1	3	4	87.50	4.38
5	He/she maintains certain relevance and professionalism in his/her official work and communication with others.	0	0	1	3	4	87.50	4.38
<b>Total Count</b>		1.00	0.00	7.00	11.00	21.00	85.50	4.28



  
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Que :- In my opinion, the positive aspect of the person is: (1,2,3,4,5)

- Very Hard Working always encourages others to enhance their research skills, cooperate and understand
- 1. Very Hardworking
- hardworking
- Hard work, dedication, and silent worker.
- Helpful, Cooperative, Good Leader.
- 5
- 5
- Hard working

Que :- In my opinion, the main areas for improvement of the person is: (1,2,3,4,5)

- Need to speak less in meetings, More Professional, No need to write long Mails
- 0
- 2
- Not Any
- NA
- More communication among department
- 1. Needs to be less emotional at work.
- She should not be over-concerned for others as others never support her whenever required.



*(Signature)*  
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**St. Xavier's College, Jaipur**

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**Staff Feedback Analysis Report**

Teacher Name : Sanju Thomas

Feedback Name : Peer Feedback 2021-22

Sr. No.	Question	Weightage (1)	Weightage (2)	Weightage (3)	Weightage (4)	Weightage (5)	Percentage	Average
1	He/she communicates clearly and respectfully with colleagues, Superiors, and students.	0	2	2	4	5	78.46	3.92
2	He/she is helpful, cooperative, and listens to the Colleagues/ Supervisors/ co-workers as necessary.	0	2	1	5	5	80.00	4.00
3	He/she works proactively, demonstrates effective leadership as necessary, and takes initiative when required.	0	0	3	5	5	83.08	4.15
4	He/she deals appropriately with confidential information.	0	0	1	3	9	92.31	4.62
5	He/she maintains certain relevance and professionalism in his/her official work and communication with others.	1	0	0	6	6	84.62	4.23
<b>Total Count</b>		1.00	4.00	7.00	23.00	30.00	83.69	4.18



*Sanju*  
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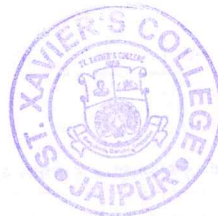
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NeVta-Mahapura Road, Jaipur

Que :- In my opinion, the positive aspect of the person is: (1,2,3,4,5)

- 2
- confidential information
- Punctuality
- 1. Hardworking
- 5 - professionalism
- Leadership quality
- 4. Sincere with his work.
- Dedicated and silent worker
- helpful
- 5
- Very Helpful Nature Very Humble Person
- communicates clearly, appropriately with confidential information,
- 5

Que :- In my opinion, the main areas for improvement of the person is: (1,2,3,4,5)

- Nothing
- effective leadership
- NA
- 3
- Not required
- Can be more polite in communication with staff.
- 1. Expect him to be little more courteous with colleagues.
- control emotion
- 1 & 2
- 1. He should be a little less humorous.
- 
- NA
- 1



  
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ST. XAVIER'S COLLEGE, JAIPUR

मूल्यांकन प्रपत्र / वार्षिक गोपनीय रिपोर्ट

वर्ष : 20\_\_ - 20\_\_

सहायक और मेंटैनेंस स्टाफ

कर्मचारी का नाम: <u>अमर अष्टादुर थापा</u>	विभाग: <u>मेंटैनेंस स्टाफ</u>																											
मूल्यांकन की तिथि: <u>20-02-2019</u>	कार्यग्रहण तिथि: <u>20-05-2018</u>																											
छुट्टियाँ	बाकी																											
<table border="1"> <tr> <th colspan="3">प्रावधान</th> <th colspan="3">ली गयी छुट्टियाँ</th> <th colspan="3"></th> </tr> <tr> <th>CL</th> <th>SL</th> <th>Other</th> <th>CL</th> <th>SL</th> <th>Other</th> <th>CL</th> <th>SL</th> <th>Other</th> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	प्रावधान			ली गयी छुट्टियाँ						CL	SL	Other	CL	SL	Other	CL	SL	Other										
प्रावधान			ली गयी छुट्टियाँ																									
CL	SL	Other	CL	SL	Other	CL	SL	Other																				

Rating Code

5 = अति उत्कृष्ट / Excellent

4 = अच्छा / Good

3 = औसत / Average

2 = न्यूनतम आवश्यकताओं को पूरा करता है / Meets minimum requirements

1 = असंतोषजनक प्रदर्शन / Unsatisfactory performance

S.no.	Parameters	Rating Codes (please circle one)					
1	इमानदारी से जूटी टाइमिंग का पालन करना	5	4	3	2	1	
2	संस्था के प्रति वफादारी	5	4	3	2	1	
3	अधिकारियों की आज्ञाओं का पालन करना	5	4	3	2	1	
4	अपने काम को निष्ठापूर्वक करना	5	4	3	2	1	
5	न्यूनतम छुट्टियाँ लेना (CL, SL, LWP - अगर लागू है)	5	4	3	2	1	
6	छुट्टियाँ लेने से पहले, इन्हें सक्षम अधिकारियों से मंजूरी / अनुमति लेना	5	4	3	2	1	
7	ज़रूरी काम को पूरा करने के लिए अतिरिक्त समय देना	5	4	3	2	1	
8	अन्य कर्मचारियों से अनावश्यक गपशप नहीं करना एवं उन्हें नहीं उकसाना	5	4	3	2	1	
9	अपनी क्षमता के अनुसार संस्था के हित में परीस्थितियों को बेहतर बनाने की पहल करना	5	4	3	2	1	
10	कॉलेज के अन्य कर्मचारियों और अन्य हितधारकों के साथ विनम्र एवं उचित व्यवहार रखना	5	4	3	2	1	
11	शारीरिक श्रम करने के लिए अच्छे स्वास्थ्य (उम्र के अनुसार) को बनाए रखना	5	4	3	2	1	
12	वर्तमान कॉलेज प्रबंधन के बारे में सकारात्मक दृष्टिकोण रखना	5	4	3	2	1	
13	कॉलेज के लाभ के लिए नए कौशल सीखना तथा अपने ज्ञान का उचित उपयोग करना	5	4	3	2	1	
14	समय को बर्बाद नहीं करना, तथा जिम्मेदारियों को पूरा करने में देरी की रणनीति नहीं अपनाना	5	4	3	2	1	
15	सभी कर्मचारियों के साथ सहयोगात्मक तरीके के साथ काम करना	5	4	3	2	1	
16	अपनी देखभाल के तहत उपकरणों की उचित रखरखाव करना	5	4	3	2	1	
17	छात्रों और अभिभावकों के साथ उचित व्यवहार प्रदर्शित करना	5	4	3	2	1	
18	बदलते परिदृश्य और संगठनात्मक आवश्यकताओं के अनुसार खुद को सक्षम बनाना	5	4	3	2	1	
19	काम करते समय मोबाइल का उपयोग करने में समय बर्बाद नहीं करना (कॉल, इत्यादि के लिए)	5	4	3	2	1	
20	काम के वक्त रिश्तेदारों या परिवार के सदस्यों के साथ सलग्न रहकर समय बर्बाद न करना	5	4	3	2	1	
कुल योग = 82		योग	60	32	-	-	-

\* सहकर्मचारी को प्रदर्शन संबंधी वेतन वृद्धि (सालाना वेतन वृद्धि) पाने के लिए न्यूनतम 60 अंक प्राप्त करना होगा।



PJ

Principal

St. Xavier's College, Jaipur  
Nevta-Mahapura Road, Jaipur



# ST. XAVIER'S COLLEGE, JAIPUR

Hathroi Fort Road, Jaipur - 302001, Rajasthan

## Non - Teaching Assessment Questionnaire

Staff Name: Rahul Gujarati Post: peon Date: 19-2-2019

Please tick (✓) the number that applies using the scale from 5 to 1.  
5 = excellent; 4 = very good; 3 = good; 2 = average; 1 = poor.

- 01. The staff is well mannered.
- 02. The staff communicates in a clear and effective way.
- 03. The staff arrives for work on time.
- 04. The staff identifies and proposes solution to the problem.
- 05. The staff is helpful and cooperative.
- 06. The staff uses time effectively.
- 07. The staff listens to the Supervisors and co-workers as necessary.
- 08. The staff is trustworthy and reliable.
- 09. The staff displays a sense of loyalty towards the institution.
- 10. The staff works without supervision as necessary.
- 11. The staff demonstrate effective leadership skills as necessary.
- 12. The staff demonstrates initiatives as necessary.
- 13. The staff responds appropriately on feedback as necessary.
- 14. The staff demonstrates appropriate knowledge of practices and policies relevant to the position.
- 15. The staff demonstrates appropriate interaction with students
- 16. The staff deals appropriately with confidential information.
- 17. The staff comes to work as a happy and joyful person.
- 18. The staff is courteous and respectful in dealing with colleagues, teachers, Superiors and students.

5	4	3	2	1
5	4	✓3	2	1
5	4	✓3	2	1
5	4	✓3	2	1
5	4	✓3	2	1
5	4	✓3	2	1
5	4	✓3	2	1
5	4	✓3	2	1
5	4	✓3	2	1
5	4	✓3	2	1
5	4	✓3	2	1
5	4	✓3	2	1
5	4	✓3	2	1
5	4	✓3	2	1
5	4	✓3	2	1
5	4	✓3	2	1
5	4	✓3	2	1
5	4	✓3	2	1
5	4	✓3	2	1

19. In my opinion, the main strength of the staff is:  
Does his errand quickly.

20. In my opinion, the main weakness of the staff is:  
He is always on his mobile phone  
always late in reporting to the college.

21. In my opinion, the staff can improve appreciably if:  
- If He has to be punctual and disciplined  
- less time on the mobile phone.

22. My overall rating of the staff is:

5	4	✓3	2	1
---	---	----	---	---

*Handwritten signature and date*  
19/2/2019



*Handwritten signature*  
Principal  
St. Xavier's College, Jaipur  
Nevta-Mahapura Road, Jaipur

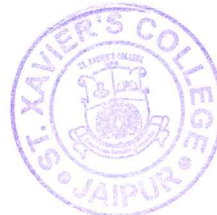



**Internal Quality Assurance Cell  
St. Xavier's College, Jaipur**

**Performance Based Appraisal System (PBAS)  
(API as per UGC Regulations)**

**GENERAL INFORMATION**

1.	Name of the Faculty with Employee ID No.	Dr Nitasha Khatri ( ID 048-2012-SXCJ-T)
2.	Academic Year	2021-2022
3.	Department & Subject	Department of Commerce, ABST( Accountancy and Business Statistics)
4.	Date of Joining	16 <sup>th</sup> July, 2012
5.	Highest Qualification	Ph.D
6.	Overall Score	390



  
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**PART-A : ACADEMIC PERFORMANCE INDICATORS***(Please see detailed instructions before filling out this proforma)***CATEGORY-I TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES:****(Max Score: 170 and Min Score required: 60)****A. Teaching & Workload** *(Lectures, Practical, Tutorials, Project Supervision, Field Work, Examination, Resources) - (Max Score: 120 & Min Score: 50)*

S. No.	Subject Name	Level (UG/ PG)	Method adopted	Date / Period	Allotted Hours per week	% of classes taken as per documented record	API Score (Self-evaluation)	API Score (Principal Evaluation)
1	Business Statistics	UG	Chalk& Board, PPT		6 hrs / week	100% classes taken		
2	Income Tax	UG	Chalk& Board, PPT		3 hrs / week	100% classes taken		
3	Cost Accountancy	UG	Chalk& Board, PPT		6 hrs / week	100% classes taken		
4	Auditing & Management Accounting	UG	Chalk& Board, PPT, Case Study		3 hrs / week	100% classes taken		
5								
6								
<b>A 1.1 Total Score for Teaching Load</b> <i>(Max Score: 60)</i>							60	
<b>A 1.2 Methodology Adopted</b> <i>(Max Score: 10)</i>							10	
<b>A 1.3 Number of Subjects Taught</b> <i>(Max Score: 10)</i>							10	
<b>A 1.4 New Subject(s) Taught in this Academic Year</b> <i>(Max Score: 10)</i>							10	
<b>A 1.5 Extra Workload without Remuneration</b> <i>(Max Score: 10)</i>							0	

**A 1.6 Additional Knowledge Resources provided to students:** *(Max Score: 10)*

S. No.	Mandatory resources	Y/N	API Score (Self-evaluation)	API Score (Principal Evaluation)
1	Timely Uploading of Lesson Plan on ITLE	Yes	2	
2	Timely Uploading of Course material/ Lecture notes/reading material on ITLE	Yes	2	
3	Timely Uploading of Attendance on ERP	Yes	3	
4	Timely Uploading of Internal Assessment (if any)	Yes	2	
5	Regular assessment through Quiz and Assignments	Yes	1	
<b>Total Score</b> <i>(Max Score: 10)</i>			10	



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A 1.7 Internal/ Practical Examination Duties as per allotment (Quest paper setting, Invigilation, Evaluation/ File work): (Max Score: 10)				
S. No.	Type of Examination (Internal/Practical)	Duties Assigned	API Score (Self-evaluation)	API Score (Principal Evaluation)
1	Internal Exam at College Level, Semester Exam at Sophia Girls College, Ajmer	Question Paper Setting at College Level also for Sophia Girls College, Ajmer	2	
2	Evaluation of Answer Books	To Evaluate Internal Exam Answer Sheets	2	
3	Internal Examiner in University Practical Exam	Worked as Coordinator & Internal Examiner in Anandam Practical Work	2	
4	Invigilation Duty in Internal Exam	Invigilation Duty in First and second internal assessment	2	
4	Maintaining Practical Record of Students	To Maintain the Record of Anandam Project work at Dept Level as well as at College Level	2	
<b>Total Score (Max Score: 10)</b>			<b>10</b>	

**B. Innovative Teaching (Learning/ Pedagogical Methodologies, Add-on/ Certificate Courses, Mentoring etc.) - (Max Score: 40 & Min Score: 5)**

S. No.	Subject / Course	Innovative Method adopted	Date / Period	No. of Hours spent per academic year	API Score (Self-evaluation)	API Score (Principal Evaluation)
1	Certificate course - Tally	Lecture, PPT, Practical		15 hours	7	
2	Syllabus designing and execution of Certificate course - Tally	Designed syllabus as per the requirement keeping in mind employability skills			20	
3.	Supervisor of Swayam Course- Cost Accountancy	Lecture, Numerical and Assignments		6 hours	2	
3	Group Mentoring	Mentor for 10 groups in Anandam project		10 hours	5	
4						
<b>Total Score (Max Score: 40)</b>					<b>34</b>	

**C. Student Feedback Score (Max Score: 10 & Min Score: 5):**

<b>Total Score Earned for Category - I (A+B+C) :</b>	<b>110+34+....= 144</b>
<b>Total Max. Score for Category - I (A to C): 170</b>	
<b>Minimum score required: 60</b>	

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**CATEGORY II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES**

(Max Score: 130 and Min Score required: 40)

- A. Student/Staff related co-curricular, extension and field-based activities; (i). Co-curricular activities (e.g. Publication, remedial classes, career counselling, study/field visit, student seminar and other academic events.); (ii). Extra-curricular & Extension activities (Cultural, Sports, NSS, NCC, Social Work, Exchange, etc.); (iii) Staff related enrichment programs organized (conference, workshop, FDP, etc) - (Max Score: 40 & Min Score: 15)

S. No.	Name & Nature of the Activity	Date / Period	Role	No of Students/ Staff Engaged	API Score (Self-evaluation)	API Score (Principal Evaluation)
<b>A 1.1 Co-curricular Activities</b>						
1	Publications- Supervised students research publications		Supervisor	9 students	5	
2	Remedial classes- For Cost Accountancy and Income Tax		Mentor	50 students	5	
3	Career Counselling- Admission career counselling		Counsellor	40 students	5	
4	Student Seminar- Organised seminar for BBA and B Com students in association with TIME institute		Organiser	120 students	5	
<b>A 1.2 Extra-curricular &amp; Extension Activities</b>						
1	Organised Anandam Day		Organiser	Entire college students	5	
<b>A 1.3 Staff related Enrichment Programs</b>						
1	Member for organising seven day FDP for staff by FEEPC Cell		Member	Entire college staff	5	
2	Member for organising Financial Literacy Programme under FEEPC Cell	23 <sup>rd</sup> April 2022	Member	Entire college staff	5	
3	Member for organising Ten Days NAAC Induction Workshop under IQAC	7 <sup>th</sup> to 17 <sup>th</sup> July 2021	Member / Resource person	Entire college staff	5	
4	Member for organising AAA Audit	28 <sup>th</sup> -29 <sup>th</sup> April 2022	Member	Entire college staff	5	
<b>Total Score (Max Score: 40)</b>					<b>40</b>	



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**B. Contribution to Department and Institution: Participation in Academic and Administrative Committees and Responsibilities (Max Score: 50 & Min Score: 15)**

S. No.	Name of the Responsibility	Nature (Academic/ Non-Academic)	Date / Period	Major Tasks Performed	API Score (Self-evaluation)	API Score (Principal Evaluation)
1	Member of IQAC	Academic	1 <sup>st</sup> July 2021 to 30 <sup>th</sup> June 2022	Active Member of all IQAC tasks.	15	
2	Member NAAC Steering Committee	Academic	1 <sup>st</sup> July 2021 to 30 <sup>th</sup> June 2022	Active Member of all IQAC tasks.	3	
3	Member Internal Auditing	Academic	1 <sup>st</sup> July 2021 to 30 <sup>th</sup> June 2022	Organised AAA Audit	3	
4	Coordinator IPR Committee	Academic	1 <sup>st</sup> July 2021 to 30 <sup>th</sup> June 2022	Organised workshop and seminar on IPR awareness for staff and students	8	
5	Staff Council- Staff Secretary	Non-Academic	1 <sup>st</sup> July 2020 to 30 <sup>th</sup> June 2022	Organised staff meetings and COVID vaccination camp	8	
6	Coordinator LSEAC	Academic	1 <sup>st</sup> July 2021 to 30 <sup>th</sup> June 2022	Initiated Morning prayer, Organised Anandam Day, Organised Employability Enhancement session for students, College Anandam Coordinator	8	
7	Member IIC	Academic	1 <sup>st</sup> July 2021 to 30 <sup>th</sup> June 2022	Organised Entrepreneurship course for B. Com Students	3	
8	Assistant Coordinator FEPC	Non-Academic	1 <sup>st</sup> July 2021 to 30 <sup>th</sup> June 2022	Organised seven day FDP for staff & Financial	5	



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				Literacy Programme		
9	Coordinator TIME College Coaching	Academic	1 <sup>st</sup> July 2020 to 30 <sup>th</sup> June 2022	Signed MOU for association with TIME and Organised various seminars	8	
<b>Total Score (Max Score: 70)</b>					<b>61</b>	

C. **Professional Development;** (such as participation short term training courses, industrial experience, general talks, faculty development courses/RC/OC, membership in academic bodies, dissemination and general articles and any other contribution) - (Max Score: 40 & Min Score: 10)

S. No.	Name of the Activity	Date / Period	Type of engagement (Participant/ Resource Person)	API Score (Self-evaluation)	API Score (Principal Evaluation)
1	Completed Arpit Refresher Course (AICTE(SWAYAM)- Shri Ram College of Commerce, Delhi	1 Dec.20-31 Mar 2022 (3 Months)	Participant	5	
2	Completed Orientation Course (Orientation Course on Faculty in Universities/Colleges/Institutes of Higher Education)- Ramanujan College, Delhi University	1-30 Sep 2021 (1 Month)	Participant	3	
3	National FDP on Aspects of Research Paper Writing	25-26 June 2021	Participant	3	
4	National Level 7 Day Online Workshop on REVISED NAAC NORMS AND PROCEDURES- St. Joseph College, (Autonomous ) Bengaluru	7-15th January 2021	Participant	3	
5	FDP on Progressive approaches on teaching, learning & research dynamics	9-15 Sep 2021	Participant	2	
6	Workshop on SAP	24 August to 1	Participant	2	



*Jainendra*  
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PBAS FORM – 2021-22/IQAC/SXCI

		September 2021			
7	NAAC Induction Workshop on NAAC Assessment and Preparedness	7 July to 17 July 2022	Participant	2	
8	Resource Person for lecture on Financial Literacy at Maharishi Arvind University, Jaipur	16 <sup>th</sup> Dec 2021	Resource Person	2	
9	Resource Person for lecture on Corporate Financing: Issues & Challenges at Business Networking International (BNI Titans) Jaipur	22 <sup>nd</sup> Dec 2021	Resource Person	2	
10					
<b>Total Score (Max Score: 20)</b>				<b>20</b>	

Total Score Earned for Category - II (A+B+C) :	40+61+20 = 121
Total Max. Score for Category - II (A to C): 130 Minimum score required: 40	

**CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS:**

(Max Score: 300 and Min Score required: 30)

Research papers published in Referred Journals/ Other Reputed Journals as notified by the UGC and periodicals/ Conference proceedings as full papers having ISBN/ISSN numbers etc. (Max Score: 50 & Min Score: 0)

S. No.	Title with Page No.	Name of the Journal (Scopus/ ICI/ Web of Science)	ISSN/ ISBN No.	UGC List No.	Month / Period	Impact Factor/Peer reviewed	API Score (Self-evaluation)	API Score (Principal Evaluation)
1	PRAGMATIC ANALYSIS OF FINANCIAL ATTITUDE AND FINANCIAL BEHAVIOUR AMONG YOUTH IN RAJASTHAN Page no 720-732	Wutan Huatan Jisuan Jishu	1001-1749	Scopus	January 2021	5.5	25	
2	A REVIEW ON FINANCIAL EDUCATION IN INDIA: A VIS A VIS STUDY	The International journal of analytical and experimental	0886-9367	Scopus UGC List no 36272	Novemb er2021	6.3	25	

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3								
<b>Total Score (Max Score: 50)</b>							50	

**A. Publications Other Than Journal Articles (books, chapters in books): (Max Score: 40 & Min Score: 0)**

S. No.	Title of the Book	Name of the Publisher	ISSN/ ISBN No.	International/ National/ Regional	Date / Period	Single Author/ Chapter	API Score (Self-evaluation)	API Score (Principal Evaluation)
1								
2								
3								
<b>Total Score (Max Score: 40)</b>								

**B. Papers Presented/ Participated in Conference: (Max Score: 40 & Min Score: 10)**

S. No.	Title of the Paper	Name of the Conference	Presented/ Participated	International/ National/ Regional	Date / Period	Single/ Joint Author	API Score (Self-evaluation)	API Score (Principal Evaluation)
1	Women Entrepreneurship in the Wake of Covid-19 Crisis: A Pragmatic Analysis of Rajasthan Women Entrepreneurs	International Conference on Dimensions of a Pandemic: The COVID 19 Crisis	Presented	International	11 <sup>th</sup> -12 <sup>th</sup> Feb 2021	Single	15	
2	A Pragmatic Impact Analysis of Covid-19 on Small Women -Led Business in Jaipur	Emerging new World Order in Post Pandemic Scenario	Presented	International	18 <sup>th</sup> -19 <sup>th</sup> Feb 2022	Single	15	
3	Aspects of Research Paper Writing	National FDP Conference	Presented	National	25 <sup>th</sup> -26 <sup>th</sup> June 2021	Single	10	
<b>Total Score (Max Score: 40)</b>							40	

**C. Editor/ Reviewer of Book/Journal: (Max Score: 25 & Min Score: 0)**

S. No.	Name of Journal/ Book	Name of the Publisher	ISSN/ ISBN No.	International/ National/ Regional	Date / Period	Editor/ Reviewer	API Score (Self-evaluation)	API Score (Principal Evaluation)
1	INTERNATIONAL RESEARCH JOURNAL OF HUMAN	ASSOCIATION OF ACADEMIC	2349 - 4085	International	1 <sup>st</sup> July 2021 to	Editor	25	



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PBAS FORM – 2021-22/IQAC/SXCJ

	RESOURCES AND SOCIAL SCIENCES (IRJHRSS)	RESEARCHERS AND FACULTIES (AARF PUBLICATIONS)			Present			
2								
3								
<b>Total Score (Max Score: 25)</b>							25	

**D. RESEARCH PROJECTS:** (Max Score: 70 & Min Score: 0)

**i. Sponsored Projects carried out/ongoing:** (Max Score: 30)

S. No.	Category (Completed / Ongoing)	Title	Funding Agency	Grant Mobilised in Rs.	Date and Period	API Score (Self-evaluation)	API Score (Principal Evaluation)
1							
2							
<b>Total Score (Max Score: 30)</b>							

**ii. Consultancy Projects carried out/ongoing (Financial/ Non-financial):** (Max Score: 30)

S. No.	Category (Completed / Ongoing)	Title	Funding Agency	Financial/ Non-Financial	Date and Period	API Score (Self-evaluation)	API Score (Principal Evaluation)
1							
2							
<b>Total Score (Max Score: 30)</b>							

**iii. Projects Outcome / Outputs:** (Max Score: 30)

S. No.	Category of Outcome/Output	Title	Date and Period	Collaborating Body (if any)	API Score (Self-evaluation)	API Score (Principal Evaluation)
1						
2						
<b>Total Score (Max Score: 30)</b>						

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**E. RESEARCH GUIDANCE:** (Max Score: 40 & Min Score: 0)

S. No.	Research Guidance	No. of Candidates (awarded/ submitted)	Date / Period	API Score (Self-evaluation)	API Score (Principal Evaluation)
1					
2					
<b>Total Score (Max Score: 40)</b>					

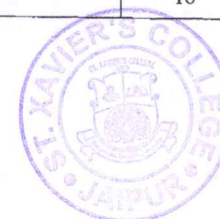
**F. Fellowships, Awards and Invited lectures delivered in conferences / seminars:** (Max Score: 20 & Min Score: 0)

i. Fellowships/Awards: (Max Score: 10)

S. No.	Category (Fellowship/ Award)	Title of Fellowship/ Award	International/ National/ State/ University level	Date and Period	API Score (Self-evaluation)	API Score (Principal Evaluation)
1						
2						
<b>Total Score (Max Score: 10)</b>						

ii. Invited lectures / papers: (Max Score: 10)

S. No.	Title of the Paper/ Lecture presented	Organised By	International/ National/ State/ University level	Date / Period	API Score (Self-evaluation)	API Score (Principal Evaluation)
1	Financial Literacy	Maharishi Arvind University, Jaipur	National	16 <sup>th</sup> Dec 2021	5	
2	Corporate Financing: Issues & Challenges	Business Networking International (BNI Titans) Jaipur	National	22 <sup>nd</sup> Dec 2021	5	
<b>Total Score (Max Score: 10)</b>					10	



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G. Development of e-learning delivery process/material: (Max Score: 15 & Min Score: 0)

S. No.	Subject / Paper	e-learning Module	Date / Period	API Score (Self-evaluation)	API Score (Principal Evaluation)
1					
2					
Total Score (Max Score: 15)					

Total Score Earned for Category - III (A+B+C+D+E+F+G+H) :	50+40+25+10= 125
Total Max. Score for Category - III (A to H): 300	
Minimum score required: 30	

Note: The self-assessment score should be based on objectively verifiable records

List of Enclosures:

- 1.
- 2.

*Nitasha*  
Signature of the Faculty

DR. NITASHA KHATRI  
Asst. Prof.  
Dept. of Commerce

*Y. Singh*  
Signature of the IQAC Coordinator  
25/6/22

*Joseph*  
Principal  
St. Xavier's College  
Hathroi Fort Road, Jaipur  
Signature of the Principal



*Joseph*  
Principal  
St. Xavier's College, Jaipur  
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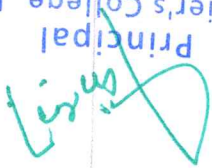
ABSTRACT OF API SCORE of (Name) & (Department)

Criteria of Evaluation	Max Score	Score obtained in self-evaluation	Score given by the Principal	Remarks
<b>I. Teaching, Learning and Evaluation Related Activities (Max Score: 170 &amp; Min Score: 60)</b>				
A. Teaching & Workload	120	110	110	
B. Innovative Teaching Pedagogy	40	34	38	
C. Student Feedback	10		8	
<b>II. Professional Development, Co-curricular and Extension Activities (Max Score: 130 &amp; Min Score: 40)</b>				
A. Student/ Staff related co-curricular, extension and field-based activities	40	40	39	
B. Contribution to Department and Institution	70	61	70	
C. Professional Development Activities	20	20	20	
<b>III. Research and Academic Contributions (Max Score: 300 &amp; Min Score: 30)</b>				
A. Research Papers Published in Journals	50	50	40	
B. Publications other than Journal articles (Books, chapters in Books)	40			
C. Papers Presented/ participated in Conference	40	40	40	
D. Editor/ Reviewer of Book/ Journal	25	25	20	
E. Research Projects	70		—	
F. Research Guidance	40		—	
G. Fellowships/Awards & Invited Lectures	20	10	10	
H. Development of e-learning delivery material	15		—	
<b>Total Score (Max: 600 &amp; Min: 130)</b>	<b>600</b>	<b>390</b>	<b>390</b>	



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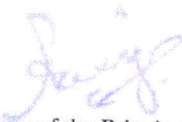
Declaration by the Candidate

I hereby declare that the above information is true to the best of my knowledge, and I hold myself responsible for any mismatch if found.

  
Signature of the Faculty

Certification by the Principal

I hereby certify that the substantiating evidence and information furnished by the incumbent and found it to be true.

  
Signature of the Principal  
Principal  
St. Xavier's College  
Hathroi Fort Road, Jaipur

**PART (B)**  
**CATEGORY-IV: BEHAVIOURAL SKILLS AND VALUES**

**SUPERIOR FEEDBACK**

S. No.	Points	Score
1	Health & Personality	5
2	Punctuality & Regularity	5
3	Initiative and Drive	5
4	Sense of Responsibility	5
5	Cross Functional and Team Orientation	5
6	Behaviour towards colleagues	5
7	Relationship/Attitude towards students	5
8	Willingness to learn	5
9	Temperament and manners	5
10	Communication skill	5
11	Reliability and Dependability	5
12	Integrity (Financial, Moral and Academic)	5
Maximum Total Score/Points		: 60
Minimum total points to be obtained		: 30

NOTE: Please give ratings on a 5-point scale with: 5-Excellent, 4-Very Good, 3-Good, 2-Average, 1-Below Average

- Shortcoming/Weakness pointed out, if any, and improvement shown:

Signature of the Reviewer/Principal  
Bathni Fort Road, Jaipur

Full Name FR. A. REX ANGELO SJ.

Designation PRINCIPAL

Date: 30.06.2022

Angelo  
Principal  
St. Xavier's College, Jaipur  
Nevta-Mahapura Road, Jaipur



Principal  
St. Xavier's College, Jaipur  
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