



**PREM CHAND MARKANDA S.D. COLLEGE FOR WOMEN,
JALANDHAR CITY**

Website - pcmsd.ac.in Email -info@pcmsd.ac.in
Re-accredited 'A+' grade (2nd Cycle) by NAAC Bangalore
A unique prestigious Post Graduate Institution of Northern India

ACADEMIC AUDIT OF TEACHERS

(A proforma to be filled in by teachers annually)

Year of Assessment 2024-25(1st June to 31st May 2025)

1. Basic Information

- (i) Name
- (ii) Date of Birth
- (iii) Designation
- (iv) Date of Appointment
- (v) Type of Appointment
- (vi) For how many year have you been working on the present position?
- (vii) Local Address
- (viii) Phone No. & Mobile No.
- (ix) E-mail Id
- (x) Academic Qualification

2. Teaching Workload

(a) For Odd Semester

Workload as per norms	Periods/week	Actual work done	Whether more than norms
a) Teaching UG			
b) Practical			
c) Guidance to PG students			

(b) For Even Semester

Workload as per norms	Periods/week	Actual work done	Whether more than norms
a) Teaching UG			
b) Practical			

c) Guidance to PG students			
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3. Results (ATTACH ANNEXURE- I)

a) For Odd Semester

Name of Examination	Subject Taught	No. of students sent for exams.	No. of students passed	Pass %age	University Pass %age	Any other Distinction

b) For Even Semester

Name of Examination	Subject Taught	No. of students sent for exams.	No. of students passed	Pass %age	University Pass %age	Any other Distinction

4. CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES ((Attach Proofs Annexure II)

Sr.No.	Nature of Activity	YES /NO	IF YES(Mention)
1.	College/University examination/Evaluation duties		
2.	Number of mentees to whom Counseling given		

3.	Efforts to encourage students to think in diversified ways																						
4.	Special efforts to popularize your subject																						
5.	<p>Give your pedagogical approaches</p> <table border="1" data-bbox="431 666 873 1704"> <tr><td>Class room learning</td></tr> <tr><td>Group discussion</td></tr> <tr><td>Activity Based learning</td></tr> <tr><td>Presentations</td></tr> <tr><td>Demonstrations</td></tr> <tr><td>ICT based learning</td></tr> <tr><td>Assignments</td></tr> <tr><td>E—Learning</td></tr> <tr><td>Experiential Learning</td></tr> <tr><td>Skill Based Learning</td></tr> <tr><td>Site/Industry Visits</td></tr> <tr><td>Interactive learning</td></tr> <tr><td>Role Play</td></tr> <tr><td>Seminars</td></tr> <tr><td>Workshops</td></tr> <tr><td>Conferences</td></tr> <tr><td>Quizzes</td></tr> <tr><td>Case study & Mockup</td></tr> <tr><td>Hands on Experience</td></tr> <tr><td>LMS</td></tr> </table>	Class room learning	Group discussion	Activity Based learning	Presentations	Demonstrations	ICT based learning	Assignments	E—Learning	Experiential Learning	Skill Based Learning	Site/Industry Visits	Interactive learning	Role Play	Seminars	Workshops	Conferences	Quizzes	Case study & Mockup	Hands on Experience	LMS		<p>Give the pedagogical approaches you use in teaching in bullets</p> <ul style="list-style-type: none"> •
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Group discussion																							
Activity Based learning																							
Presentations																							
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Quizzes																							
Case study & Mockup																							
Hands on Experience																							
LMS																							
6.	Distribution of handouts of notes																						
7.	Offers Guidance for communication skills, Presentation skills, technical competence improvement																						
8.	Special efforts to guide exceptionally genius students (Remedial /Bridge Course)																						

9.	Special efforts to guide student's week in studies		
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5. CATEGORY II: CO-CURRICULAR, EXTENSION AND PROFESSION RELATED ACTIVITIES (Attach Proofs in Annexure III):

Sr.No.	Nature of Activity	YES /NO	IF YES(Mention)
1.	Institutional Co-curricular activities for students such as field studies/educational tours, industry-implant training and placement activity.		
2.	Organize intra-collegiate, inter-collegiate/institute activities.		
3.	Number of Community Service, Social Orientation and other Student Mentoring Activities organized/Participated through NSS/NCC/Red Cross/Rotract Club/ NGO		
4.	Institutional Governance responsibilities like, IQAC/Nodal officer , President/Vice President, Coordinator and Member of various Academic Bodies/college bodies		
5.	Membership in social organization/committees/bodies		
6.	Delivered lectures / Keynote address at conferences / Invited for Talk		
7.	Contributed in social activities Worked for social cause-Tree Plantation, Eye-Donation, Swachta Campaign, Anti Drugs Campaign,Pulse Polio, Aids Awareness, Eco Club,		
8.	Participation in various such schemes Of Central/ State Govt./ UGC.		

6. CATEGORY – III: RESEARCH AND RELATED CONTRIBUTIONS

(Attach Proofs in Annexure IV)

A. Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs) (attach Proofs)

Name of the Project/ Endowments	Name of the Principal Investigator/Co-investigator	Department of Principal Investigator	Year of Award	Amount Sanctioned	Duration of the project	Name of the Funding Agency	Type (Government/non-Government)

B. Total number of workshops/hackathon/Seminar/conference/Guest Lecture organized by faculty(attach Proofs)

Sr. No.	Level of Workshop (International/ National/State/College)	Name of the Resource Person	Designation	Topic of Workshop/ Hackathon/ Seminar/conference	Nature (W/H/S)	Total no of participants (Faculty and Students)	Date

C. Details of workshops/Seminars/Conferences/FDP attended at international, national and state levels. (attach Proofs)

Sr. No.	Date	Title of Workshop /Seminar/Conference/FDP Topic	Nature(W/S/C/FDP)	Institution	Mode	International/ National /State levels

D. Details of papers presented in seminars/conferences (attach Proofs)

Sr. No.	Title of the paper	Level International/ National	Title of Seminar/Conference	Nature(S/ C)	Name of institution	Date	Mode (online/Offline)
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E. Details of papers published in research Journal/conference proceedings /Peer Reviewed Journals(attach Proofs)

Sr. No.	Title of the paper	Level International/National	Title/ Name of Seminar/Conference/ Research Journal	Nature (S/C/R)	Name of institution	Date of Publication	ISSN/ DOI No.	Link

F. Publication (Text books, chapters in Edited Books & Reference books) (attach Proofs)

Sr No	Title of the book	Title of Chapter in Edited Book/Reference book)	Level International /National	Name of Publisher/ Chief Editor	Year of Publication	ISSN /ISBN No.	Single Author/CoAuthor or

G. Details OF MOOC/Swayam Courses/Short Term Courses Enrolled/ Attended (attach Proofs)

Sr. No.	Name of Programm	Specialization	Level (UG/PG/OTHER)	Date of Enrolment	Duration	E-certification No	Grade

H. Details of membership of Professional bodies/academic associations (attach Proofs)

Sr. NO	Name of Professional Bodies	Nature of membership Annual/life time	Since when	Activities undertaken

7. CATEGORY – V Reading habits & Journals.

- (i) Do you have your personal library?
- (ii) Do you prefer to buy books related to your topics of interest?
- (iii) No. of books issued from the library during the year?
- (iv) Do you subscribe to journals and magazines of your subject area?

Sr. No.	Name of Journals	Nature of subscription	Previous Session	Current Session

8. No. of leaves availed during the year :(July to June)

Medical Casual Earned Any other

9. Awards won for your contribution (Attach proofs Annexure-V)

Sr. No.	Award	Purpose of area of excellence	Institution conferring award

10. Any other information not specified above.

I hereby certify that the information given in the document is correct and authentic.

Signature of teacher _____

Name _____

I. EVALUATION BY PRINCIPAL

Item	<u>Factual</u>	<u>Verification</u>	<u>Evaluation</u>				
	Correct	Exaggerated	Excellent	Very Good	Good	Average	Poor
1.	<input type="checkbox"/>						
2.	<input type="checkbox"/>						
3.	<input type="checkbox"/>						
4.	<input type="checkbox"/>						
5.	<input type="checkbox"/>						
6.	<input type="checkbox"/>						
7.	<input type="checkbox"/>						
8.	<input type="checkbox"/>						
9.	<input type="checkbox"/>						
10.	<input type="checkbox"/>						
11.	<input type="checkbox"/>						
12.	<input type="checkbox"/>						
13.	<input type="checkbox"/>						
14.	<input type="checkbox"/>						
15.	<input type="checkbox"/>						

GENERAL OBSERVATIONS

Observation of the Principal

Signature of the Principal