



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

Website – [pcmsdcollege.com](http://pcmsdcollege.com) Email – [pcmsdcollege@yahoo.com](mailto:pcmsdcollege@yahoo.com)

Re-accredited 'A+' grade (2<sup>nd</sup> 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 \_\_\_\_\_

**1. Basic Information**

- i. Name
- ii. Date of Birth
- iii. Date of Appointment
- iv. Designation
- v. Type of Appointment
- vi. Total Teaching Experience
- vii. Local Address
- viii. Mobile No
- ix. Academic Qualification

**2. Teaching Workload**

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

### 3. Results

Name of Examination	Subject Taught	No. of students appeared	No of students passed	Pass %age Self	University Pass %age	Any other Distinction

4. (A) Publication (Magazines & Journals detail out your contribution in the areas given in the boxes (enclose copies)

Newspapers

Popular Magazine

Research Journals

- (B) Publication (Text Books & References detail our your contribution in the areas given in the boxes (enclose copies)

Text Books

Reference Books

Popular Books

### 5. Research

- (1) Your independent research project

 

- (a) Completed during the years

- (b) Continued during the years

- (c) Project in the primary stage of commencement

- (2) Department level research work

 

- (a) No. of students under your guidance for PG Programme Dissertation

- (b) Any other research undertaken at the Department level

## 6. Contribution in the Administration of the Institution/Department

(1) Do you help the Principal/HOD in Management of the following activities ?

	Nature of Work
(i) Admission	<input type="text"/>
(ii) Tests & Evaluation	<input type="text"/>
(iii) Extra Mural Activities	<input type="text"/>
(iv) General Administration	<input type="text"/>
(v) Sports	<input type="text"/>
(vi) Grants, Project, Research	<input type="text"/>
(vii) Laboratory Management	<input type="text"/>
(viii) Discipline	<input type="text"/>
(ix) Academic Excellence	<input type="text"/>
(x) Any other	<input type="text"/>

(2) Innovative Teaching Techniques

	Regularly	Occasionally	Rarely
- Wall Paper	<input type="text"/>	<input type="text"/>	<input type="text"/>
- Display boards	<input type="text"/>	<input type="text"/>	<input type="text"/>
- Special display of lead event	<input type="text"/>	<input type="text"/>	<input type="text"/>
- Newspaper clips	<input type="text"/>	<input type="text"/>	<input type="text"/>
- Celebration of special day	<input type="text"/>	<input type="text"/>	<input type="text"/>
- Contests & competition	<input type="text"/>	<input type="text"/>	<input type="text"/>
- Field studies	<input type="text"/>	<input type="text"/>	<input type="text"/>
- Data collection	<input type="text"/>	<input type="text"/>	<input type="text"/>
- Creative writing	<input type="text"/>	<input type="text"/>	<input type="text"/>
- Group discussions	<input type="text"/>	<input type="text"/>	<input type="text"/>
- Use of periodicals & journals	<input type="text"/>	<input type="text"/>	<input type="text"/>
- Extension lectures	<input type="text"/>	<input type="text"/>	<input type="text"/>
- Tutorials	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Students exchange programme	<input type="text"/>	<input type="text"/>	<input type="text"/>
- Use of Audio-Video Aids	<input type="text"/>	<input type="text"/>	<input type="text"/>
- Interaction with prominent professionals	<input type="text"/>	<input type="text"/>	<input type="text"/>
- Lab activities	<input type="text"/>	<input type="text"/>	<input type="text"/>
- Seminars	<input type="text"/>	<input type="text"/>	<input type="text"/>
- Internet	<input type="text"/>	<input type="text"/>	<input type="text"/>
- Workshops	<input type="text"/>	<input type="text"/>	<input type="text"/>
- Panel discussions	<input type="text"/>	<input type="text"/>	<input type="text"/>
- Case studies	<input type="text"/>	<input type="text"/>	<input type="text"/>
- Educational Tours	<input type="text"/>	<input type="text"/>	<input type="text"/>
- Computers	<input type="text"/>	<input type="text"/>	<input type="text"/>

(3) Do you encourage students to think in diversified ways ? If yes, how ?

(4) Do you make special efforts to popularize your subject, if yes, how?

### 7. Extension Work

- |   |                      |
|---|----------------------|
| (i) Worked for any social organization  | <input type="text"/> |
| (ii) Membership of social organization  | <input type="text"/> |
| (iii) Delivered lectures  | <input type="text"/> |
| (iv) Field work & Edu. Tours  | <input type="text"/> |
| (v) Keynote address at conferences  | <input type="text"/> |
| (vi) Contributed in social activities<br>Worked for Social cause-Tree Plantation<br>Social Forestry, Wildlife, Eye-Donation<br>Pulse Polio, Aids Awareness, Eco Club<br>Female Feticide, visit to Blind Home<br>Orphanages, Lepers' home etc. given details<br>If necessary, attached extra sheet | <input type="text"/> |
| (vii) Contribution for social awakening   | <input type="text"/> |
| (viii) Organized various campus activities  | <input type="text"/> |
| (ix) Participation in various such schemes<br>Of Central/State Govt/UGC   | <input type="text"/> |

### 8. Personality Development of Students

- (i) Distribution of handouts of notes
- (ii) Undertaken various competitions in the Classroom Essay, Quiz, Presentations Seminars, Group Discussion Demonstration
- (iii) Offers guidance for communication skills, Presentation Skills, Technical competence Improvement
- (iv) Organizations intra-collegiate, inter-collegiate/institute activities.

S.No.	Nature of Activities	Level	Duration

### 9. Seminars/Conferences/Workshops

#### (A) Participation in Workshop/Seminars/Conferences

- (i) District Level
- (ii) State
- (iii) National
- (iv) International

(B) Whether such participation was sponsored by UGC/any other body/your own contribution ?

(C) Have you participated in Refresher/Orientation Programme ?

Course	Institution	Duration

(D) Organization of seminars/workshop/conferences.

Level/Deptt.	Seminar/Workshop	Type of Participation	Duration	Paper title/if any
College				
District				
State				
National				
International				

### 10. Academic excellence of genius/depressed students

(i) Do you take special efforts to guide exceptionally genius students ?

(ii) What kind of guidance you give ? Mention details

(iii) Do you undertake special coaching classes of SC/ST and depressed class students ?

(iv) Do you arrange special lectures on topics of current interest ?    
If yes, give details.

### 11. Membership

(A) Are you member of professional/academic associations ?

Name	Nature of Membership	Since When	Activities undertaken

(B) Are you member of different libraries ?

Name	Nature of Membership	Since When	Activities undertaken

**12. 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 ?

S.No	Name of Journals	Nature of Subscription	Previous Session	Current Session

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

Medical  Casual  Earned  Any other

**14. Awards won for your contribution**

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

**15. Annual Duties :**

**16. Any other information not specified above**

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

Signature of Teacher \_\_\_\_\_

Name \_\_\_\_\_

## EVALUATION BY PRINCIPAL

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

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### GENERAL OBSERVATIONS

Observation of the Principal

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