Annual Self –Assessment for the Performance Based Appraisal System (PBAS)

**07.12.2017 onwards**

Session/Year………………..

(To be completed and submitted at the end of each academic year)

PART A: GENERAL INFORMATION

1. Name (Block letter) :
2. Father’s/Mother’s/Husband’s Name:
3. Department:
4. Current Designation & Grade Pay:
5. Date of last Promotion:
6. Address for correspondence (With pin code):
7. Permanent Address (With pin code):

Telephone No:

E-mail:

1. Whether acquired any degrees or fresh academic qualifications during the year:
2. Academic Staff College Orientation /Refresher Course attended during the year:

|  |  |  |  |
| --- | --- | --- | --- |
| Name of the Course/Summer School | Place  | Duration  | Sponsoring Agency  |
|  |  |  |  |
|  |  |  |  |

 *Note: Furnish copies of the supporting documents.*

1. Date of Appointment :
2. For which position & AGP you are applying under CAS:
3. Date of eligibility for promotion :
4. Educational Qualification (Graduation onwards) :

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Examination**  | **Name of the University**  | **Year of passing**  | **Marks obtained**  | **Class/grade**  |
| BA/B.Sc./B.Com |  |  |  |  |
| MA/M.Scs./M.Com  |  |  |  |  |
| Other examination, if any  |  |  |  |  |

 *Note: Attach copies of the testimonials/relevant documents*

1. Research Degree (s):

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree** | **Name of the University**  | **Date of award**  | **Title**  |
| M.Phil |  |  |  |
| Ph.D/D.Phil |  |  |  |
| D.Sc./D.Lit |  |  |  |

 *Note: Attach copies of the testimonials.*

1. Details of Teaching/Research/Academic Experience:

|  |  |  |  |
| --- | --- | --- | --- |
| **Designation**  | **Employer**  | **Period of Service From To** | **Scale of Pay**  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*Note: Attach copies of relevant documents related to service.*

I declare that the particulars given above are correct to the best of my knowledge and belief.

**Signature of the Candidate**

**Part B: Academic Performance Indicators (API)**

(Please see detailed instruction of the **PBASI** Proforma before filling out this section)

**CATEGORY 1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

1. **Direct teaching (16/14/14 hours per week as applicable) including Lectures, Tutorials, Practical, Project Supervision and Field work**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Course/Paper**  | **Level**  | **Mode of Teaching\*** | **Actual hours spent per Academic Year** | **Actual Score****(Actual hours spent per Academic Year ÷ 7.5 for Assistant Prof. & ÷ 7.75 for Associate Prof./Professor)** | **API Score**  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | **Maximum API Score:**1. **Assistant Professor Stage I : 70**
2. **Assistant Professor Stage II : 70**
3. **Assistant Professor Stage III : 70**
4. **Associate Professor: 60**
 |  |  |  |

**\* Lectures, Tutorials, Practical, Project Supervision and Field Work**

**\* Workload as per UGC Regulations 2016:**

|  |  |
| --- | --- |
|  | **Direct Teaching Hours per week** |
| Assistant Professor  | 16 |
| Associate Professor  | 14 |
| Professor  | 14 |

*Note: Submit copies of class routine, certificate from head of the Department confirming teaching hours. If the applicant is H.O.D authentication may be by Dean.*

b) Examination duties (question paper setting, evaluation of answer scripts) as per allotment

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No.** | **Type of Examination Duties**  | **Actual hours spent per Academic Year**  | **Actual Score** **(Actual hours spent per Academic Year ÷ 10 for all Teachers)**  | **API Score**  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | **Maximum API Score:****i) Assistant Professor Stage I: 20****ii) Assistant Professor Stage II: 20****iii) Assistant Professor Stage** **: 20****iv)Associate Professor: 20** |  |  |  |

*Note: Examination duty hours performed must be authenticated by the Chairpersons of respective PG/UG boards of Studies for evaluation of answer scripts, scrutiny, tabulation etc and invigilation duty hours by respective H.O.Ds.*

**(c) Innovative teaching learning methodologies; updating of subject content/course, mentoring etc.**

* + 1. Updating of Courses/Curriculum Design:
		2. Participation/Innovative – Interactive courses:
		3. Participn./Innovative – Learning Modules
		4. Participn./Innovative – Case Studies prepared:
		5. Use of ICT or Computer-aided methods – ppt:
		6. Use of ICT – Multi-media/Simulation etc:
		7. Dev/Teaching Remedial/Bridge Courses:
		8. Dev/Teaching Soft skill/Communication/Personality Dev:
		9. Special Programs in Phys.Edn./Library:
		10. Innovative Composition/Creation in Music, Fine Arts, Perf Arts:
		11. Organizing & cond. of popul. Prog. /Teaching Web-based/E-Library/IT-asst teaching:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No.**  | **Short Description (in terms of items) as listed above** | **Actual hours spent per Academic Year**  | **Actual Score (Actual hours spent per Academic Year ÷ 10 for all Teachers)**  | **API Score**  |
|  |  |  |  |  |
|  | **Maximum API Score;****i) Assistant Professor Stage I: 10****ii) Assistant Professor Stage II: 10****iii) Assistant Professor Stage III: 10****iv) Associate Professor: 15** |  |  |  |

*Note: Submit authenticated copies of old and updated courses together with certificates from HOD/DEAN in case of (a), Certificate for (b) to (d), sample pdf of ppts for (e) web-link to videos for (f) Course module and related activities must be substantiated by circular, letter of appointments, routine etc. for (g) to (i), certificates from HOD/Dean for (i) and (k)*

In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counselling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.

*Note: Briefly state about your mentoring/ counselling activities below supported by documents such as departmental Notifications and similar relevant documents.*

**Minimum API Score required for promotion under CAS for CATEGORY I (to be assessed yearly):**

|  |  |  |
| --- | --- | --- |
| **i)** | **Stage I to II** | **80/ Year** |
| **ii)** | **Stage II to III** | **80/ Year** |
| **iii)** | **Stage III to IV** | **75/ Year** |
| **iv)** | **Stage IV to V** | **70/ Year** |

**CATEGORY 2: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No.** | **Type of Activity**  | **Actual hours spent per Academic Year** | **Actual Score (Actual hours spent per Academic Year ÷ 10)\*** | **API Score**  |
| **(a)** | **Student related Extension, Co-curricular & field based Activities** |
|  | i) Discipline related co-curricular activities (e.g. remedial classes, career counselling, study visit, student seminar and other events.)  |  |  |  |
|  | ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.) |  |  |  |
|  | iii) Extension and dissemination activities (public/popular lectures/talks/seminars  |  |  |  |
|  | **(Max API Score: 15)** |  |  |  |
| (b) | **Contribution to Corporate life and management of this sports units and institution through participation in through participation in responsibilities (including as Principal/Director responsibilities(including as Principal / Director that require regular office hrs for its discharge)**  |
|  | i) Administrative Responsibility (including Dean/Principal/Chairperson/Convenor/Teacher-in-charge/ similar other duties that require regular Office hours for its discharge) |  |  |  |
|  | ii) Participation in Board of Studies, Academic and Administrative committees  |  |  |  |
|  | **(Max API Score :15)** |  |  |  |
| (c) | **Professional Development activities (such as participation in seminars activities (such as participation in seminars talks, lectures in refresher/faculty development courses membership of associations, dissemination and general articles and any other**  |
|  | \*For all categories of Teachers (Assistant/Associate/Professor)Total Score (a+b+c) Max: 45) |  |  |  |

**Minimum API Score required for CATEGORY I I (to be assessed cumulatively for assessment period)–**

|  |  |  |
| --- | --- | --- |
| i) | Stage I to II | 50/ Assessment Period |
| ii) | Stage II to III  | 50/ Assessment Period  |
| iii) | Stage III to IV | 50/ Assessment Period  |
| iv) | Stage IV to V | 50/ Assessment Period  |

*Note: For (a) revenant certificates from concerned authorities testifying actual hours spent need to be furnished. , for (b) copies of the letters of appointment as members of bodies and minutes of the meeting attended need to be furnished, and for (c) certificates/ and relevant evidence of performance need to be submitted.*

**CATEGORYIII: RESEARCH AND ACADEMIC CONTRIBUTIONS**

**\*Minimum API scores required to be assessed cumulatively under CATEGORY III**

|  |  |  |
| --- | --- | --- |
| i) | Stage I to II | 20/ Assessment Period |
| ii) | Stage II to III  | 50/ Assessment Period  |
| iii) | Stage III to IV | 75/ Assessment Period  |
| iv) | Stage IV to V | 100/ Assessment Period  |

1. **(A) Research Papers Published in**
	* **Refereed Journals as notified by UGC– 25/publication**

**-Other Reputed Journals as notified by UGC-10 per publication**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Title with page no. and date of publication** | **Name of the Journal** | **ISSN/ISBN No.** | **Whether Refereed Journal/Other Reputed Journal. Impact factor, if any** | **No. of Co-author** | **Whether you are the main author**  | **API score** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

* Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 20 points: (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.
1. **(B) Publications other than journal articles (books, chapters in books) as prescribed in UGC Regulation 2016.**

∙ Text /Reference Books published by International Publisher with ISBN/ISSN number as approved

 by University: 30 per book for single author

∙ Subject Books published by National level Publisher with ISBN/ISSN number or State /Central

 Govt. Publications as approved by University: 20 per book for single author

∙ Subject Books published by other local Publisher with ISBN/ISSN number as approved by

 University: 15 per book for single author

∙ Chapter in Books published by National / International level Publisher with ISBN/ISSN number as

 approved by University:

 International – 10 per chapter

 National – 05 per chapter

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.**  | **Title of the subject book with page no.** | **Details of Publication (Text / Reference / subject Books/Chapter in Books** | **ISSN/ ISBN No.** | **Level of Publishers (International/National/State/Central Govt/other local Publisher**  | **No. of Co-author**  | **Whether you are the main author**  | **API score**  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
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**III (C) RESEARCH PROJECTS**

**III (C) (i) Sponsored Projects:**

(a) Major Project with grants above Rs.30 lakhs (science)/above Rs.5 lakhs (Arts) - 20 per project

1. Major Project with grants Rs.05 lakhs up to Rs.30 lakhs (science)/Rs.03 lakhs up to Rs.05 lakhs (Arts) - 15per project
2. Minor Project with grants above Rs. 01 lakh up to Rs.05 lakhs (science)/Rs.01 lakh up to Rs.03lakhs (Arts) - 10 per project

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. No.  | Title of the Major/Minor Project  | Grant sanctioning Agency  | Date of sanction of the project & period | Grant/Amount mobilized (Rs. Lakh) | API score  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

*Note: In case of collective projects PI must indicate the fund distribution. In all cases copies sanction letters / UC must be submitted.*

**III (C) (ii) Consultancy Projects:**

**Amount Mobilized with a minimum of Rs.10 lakhs (Science)/Rs. 02 lakhs (Arts) -** 10 for every

Rs.10 lakhs and Rs.02 lakhs

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.**  | **Title of the Consultancy Project with sanction order No. and date** | **Name of the Agency & period of approval of the sanctioned project**  | **Date of agreement with the Agency** | **Grant/Amount mobilized (Rs. Lakh)** | **API score**  |
|  |  |  |  |  |  |

*Note: The details must be authenticated by the Finance Officer.*

**III (C) (iii) Projects outcome/outputs**

**API scores for Science:**

* Patent / Technology transfer / Product/Process (for Science)-**30 for each International /20 for** **each National level output.**
1. **For Science Patent / Technology transfer / Product/Process**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.**  | **Details of the Patent/Technology transfer/Product/Process** | **Date of acceptance with year** | **Whether the patent/Technology/Product/Process belongs to the applicant individually or in group** | **National/ International** | **API score**  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

*Note: Mere applications for Patent will not be considered.*

**API Score for Arts**

∙ Major Policy document prepared for International bodies like WHO/UNO/UNESCO/UNICEF etc. Central/State Government /local Bodies (for Arts )—

 a) Major Policy document prepared for International bodies- 30

* + 1. Central Government-20
	1. State Government --10

 d) Local Bodies---05

1. **For Arts: Major Policy document prepared for International bodies**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.**  | **Title of Major Policy document prepared** | **Name of the body for which documents prepared** | **Date of acceptance of the documents by the** | **International/****National/Central Govt. /Local Bodies.** | **API score**  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

*Note: Copies of sample pages from the report together with the offer letter must be produced.*

**III (D) Research Guidance**

**API Score – (i)** Ph.D. awarded/ Thesis Submitted – 15 (science) & 10(Arts) /candidate

(ii)M. Phil Degree Awarded/Thesis Submitted –5 (for both Science & Arts)/ candidate.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No.** | **Number enrolled**  | **Degree awarded** | **Thesis Submitted** | **API score** |
|  | M. Phil. Or equivalent  |  |  |  |
|  | Ph. D. or equivalent  |  |  |  |

*Note: copies of degree award certificate/evidence of submission must be provided.*

**III (E) Fellowships, Awards and Invited lectures delivered in conferences/seminar**

**III) E. (i) Fellowship /Award:**

a) International Award/Fellowship from academic bodies- 15/award & 15 / fellowship

b) National Award/Fellowship from academic bodies- 10/award & 10 / fellowship

c) State /University level Award from academic bodies- 05/award

 *Note: Attachment of supporting documents is mandatory*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.**  | **Title of the Award/Fellowship**  | **International/National/State/University level** | **Name of the Academic body awarding the Fellowship / Award**  | **Date & Year of the achievement** | **API Score** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

*Note: Submit relevant documents.*

1. **E. (ii) Invited Lectures/papers.**
	1. International-7/lecture or 5/paper presented
	2. National-5/lecture or 3/paper presented
	3. State /University level-3 /lecture or 2/paper presented

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.**  | **Title of the invited lecture/paper presented**  | **Title of Conference/Seminar with date**  | **Organized by** | **Whether International/National /State or University level** | **API Score** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | **Total\* :** |  |  |  |  |

**\*The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period.**

*Note: Relevant certificates must be submitted.*

|  |  |  |
| --- | --- | --- |
| **i)** | **Stage I to II** | **04/ Assessment Period**  |
| **ii)** | **Stage II to III** | **10/ Assessment Period**  |
| **iii)** | **Stage III to IV** | **15/ Assessment Period**  |
| **iv)** | **Stage IV to V** | **20/ Assessment Period**  |

**III (F) Development of e-learning delivery process /material**

(The following Table will duly be approved by the authorized person of the concerned University nominated by the Vice Chancellor, viz. Pro-Vice Chancellor or Dean or Head of the Department.

*Note: Certificate from SWAYAM /MOOCS etc. coordinators may be submitted in the absence of upload ready materials. Links must be provided for uploaded materials.*

**API score -10/ Module**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Title of the Module**  | **Module prepared for Course/Paper** | **Date and year of delivery / presentation** | **Whether uploaded the e-matter in the website of the institution for all after the**  | **API Score** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

\***Minimum total API scores required for promotion under CATEGORY I + CATEGORY II\*:**

|  |  |  |
| --- | --- | --- |
| **i)** | **Stage I to II** | **90/ Assessment Period**  |
| **ii)** | **Stage II to III** | **120/ Assessment Period**  |
| **iii)** | **Stage III to IV** | **150/ Assessment Period**  |
| **iv)** | **Stage IV to V** | **180/ Assessment Period**  |

* **Teachers may score the balance of points from either Category II or Category III to**

 **achieve the minimum score required under Category II + III.**

**IV. Summary of API scores:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Criteria** | **API Score for previous 3/4/5/6 academic years as applicable for specific proposed stage of promotion** | **Total API score for assessment period**  | **Percentage Distribution of Weightage Points in the Expert Assessment (applicable only for selection committee)**  |
| **I** | **CATEGORY I:**Teaching, learning and evaluation related activities **(to be assessed yearly)** |  |  |  |  |  |  |  |  |
| **II** | **CATEGORY II:**Co-curricular, extension and professional development related activity**(to be assessed cumulatively for assessment period)** |  |  |  |
| **III** | **CATEGORY III:**Research and Academic Contributions**(to be assessed cumulatively for assessment period)** |  |
| **II+III** | **Total API score (Category II + Category III)/Assessment Period)** |  |
|  |  |  |  |  |

Signature of the incumbent Signature of the HODs/Deans

With designation and date Seal with date