

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

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

Affiliated Univ./Univ. :

College/UTD Name

Session :

## Part-A: General Information

Name <i>(in block letters)</i>		Father's Name	
Husband's Name		Mother's Name	
Department/Subject		Current Designation	
Basic Pay		Grade Pay	
Present Scale		Date of getting present scale	
Joining date of present posting		Date of last promotion	

Address for Correspondence		Permanent Address (As per service book)	
Address block-1		Address block-1	
Address block-2		Address block-2	
Village		Village	
Post Office		Post Office	
Block		Block	
City		City	
District		District	
State		State	
PIN Code		PIN Code	
Phone Number <i>(with STD code)</i>		Phone Number <i>(with STD code)</i>	
Mobile Number <i>(No need to prefix +091)</i>		e-Mail Address	

Whether acquired any degrees or fresh academic qualification during the year :      Yes / No

If Yes (Please):

Academic Staff College Orientation / Refresher Course attended during the current session:

SN	Name of the ASC / Summer School	Place	Course Title	Course Type	Duration		Sponsoring Agency
					From	To	

## PART-B: Academic Performance Indicators

(Please read enclosed pdf file for detailed instructions)

### CATEGORY- I: Teaching, Learning & Evaluation Related Activities

- (i) Lectures, Seminars, Tutorials, Practical, Contact Hours (give semester-wise details, where necessary)

SN	Semester	Course / Paper	Level	Mode of Teaching (////) *	Number of classes allotted per semester	Number of classes conducted per Semester	% of classes/practical taken as per documented record
<b>Average % →</b>							

**Note:** Give information in different rows for each mode of teaching.

\* =Lecture, =Seminar, =Tutorial, =Practical, =Contact Hours

		<b>API Score</b> (To be filled only at the time of year ending)
(a)	<b>Classes Taken</b> (Maximum API score 50 for 100% performance & proportionate score up to 80% performance, below which no score may be given)	
(b)	<b>Teaching Load in excess of UGC norm</b> (Maximum Score: 10)	

- (ii) Reading/Instructional material consulted and additional knowledge resources provided to students

SN	Semester	Course / Paper	Consulted	Prescribed	Additional Resource Provided	Attach Softcopy/Hardcopy of Document
<i>Remark: Attachment of additional resource material is mandatory.</i>						
<b>API Score based on preparation and imparting of knowledge / instruction as per curriculum &amp; syllabus enrichment by providing additional resources to students (Maximum API score 20) →</b>						<b>API Score</b> (To be filled only at the time of year ending)

(iii) Use of Participatory and Innovative Teaching- Learning Methodologies, Updating of Subject Content, Course improvement etc.

SN	Criteria	Short Description	Attach Softcopy of Document	Criterion-wise API score (Maximum 10 for each criterion)
1	Updating of courses, design of curriculum, (5 - single course)			
2	Preparation of resource material, fresh reading materials, Laboratory manuals etc.			
3	Use of Innovative teaching-learning methodologies; use of ICT; Updated subject content and course improvement. a. ICT Based Teaching material: 10 points/each b. Interactive Courses: 5 points/each c. Participatory Learning modules: 5 points/each			
4	Developing and imparting Remedial/Bridge Courses and Counseling modules (Each activity: 5 points)			
5	Developing and imparting soft skills/communication skills/personality development courses/modules (Each activity : 5 points)			
6	Developing and imparting specialized teaching-learning programmes in physical education, library; innovative compositions and creations in music, performing and visual arts and other traditional areas (Each activity: 5 points)			
7	Organizing and conduction of popularization programmes/training courses in computer assisted teaching/web-based learning and e-library skills to students (a) Workshop / Training course : 10 points each (b) Popularization program : 5 points each			
<p>Note: 1. Describe your contribution against relevant criterion. 2. Attachment of the Hardcopy/softcopy of relevant document is mandatory.</p>				
				<b>API Score</b> (To be filled only at the time of year ending)
<b>Total API Score (Maximum 20) →</b>				

**(iv) Examination Duties Assigned and Performed**

SN	Type of Examination Duties	Duties Assigned	Extent to which carried out (%)	Criterion-wise maximum API score
1	<i>College/University end semester / Annual Examination work as per duties allotted. (Invigilation - 10 points; Evaluation of answer scripts - 5 points; Question paper setting - 5 points). (100% compliance = 20 points).</i>			
2	<i>College/University examination/Evaluation responsibilities for internal/continuous assessment work as allotted (100% compliance = 10 points).</i>			
3	<i>Examination work such as coordination, or flying squad duties etc. (maximum of 5 or 10 depending upon intensity of duty) (100% compliance = 10 points).</i>			
<b>Note: 1. Describe your contribution against relevant criterion in the duties assigned column.</b>				
			<b>API Score</b>	
<b>Total API Score (Maximum 25) →</b>				

**CATEGORY-II: Co-curricular, Extension, Professional Development Related Activities**

Please mention your contribution to any of the following:

SN	Type of Activity	Short Description	Average Hours / Week	API Score
<b>(i) Extension, Co-curricular &amp; field based Activities</b>				
1	<i>Institutional Co-curricular activities for students such as field studies/ educational tours, industry-implant training and placement activity (5 point each).</i>			(Max Points 10)
2	<i>Positions held/Leadership role played in organization linked with Extension Work and National service Scheme (NSS), NCC or any other similar activity (Each activity 10 points)</i>			(Max Points 10)
3	<i>Students and Staff Related Socio Cultural and Sports Programmes, Campus publications (departmental level 2 points, Institutional level 5 points).</i>			(Max Points 10)
4	<i>Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper; flood or, drought relief, small family norms etc. (5 points each)</i>			(Max Points 10)
<b>Note: Describe your contribution against relevant activity.</b>				
<b>(i) Total (Maximum 20) →</b>				

SN	(ii) Contribution to Corporate Life and Management of the Institution	Yearly/Semester-wise Responsibilities	API Score
1	<i>Contribution to Corporate life in Universities/colleges through meetings, popular lectures, subject related events, articles in college magazine and University volumes (2 point each).</i>		(Max Points 10)
2	<i>Institutional Governance responsibilities like, Vice Principal, Dean, Director, Warden, Bursar, School Chairperson, IQAC coordinator (10 points each)</i>		(Max Points 10)
3	<i>Participation in committees concerned with any aspect of departmental or institutional management such as admission committee, campus development, library committee (5 point each).</i>		(Max Points 10)
4	<i>Responsibility for, or participation in committees for Students Welfare, Counseling and Discipline (5 each)</i>		(Max Points 10)
5	<b>Organization of Conference /Training:</b>		
	<i>International : (10 points)</i>		(Max Points 10)
	<i>National/Regional: (5 points each)</i>		
<b>Note: Describe your contribution against relevant criterion.</b>			
<b>(ii) Total (Maximum 15) →</b>			

SN	(iii) Professional Development Activities	Yearly/Semester-wise Responsibilities	API Score
1	<b>Membership in profession related committees at state and national level</b> <i>a. At national level: 3 points each</i> <i>b. At state level: 2 points each</i>		(Max Points10)
2	<b>Participation in subject associations, conferences, seminars without paper presentation</b> <i>(Each activity: 2 point)</i>		(Max Points10)
3	<b>Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, Institutional governance (Each activity: 5 points)</b>		(Max Points10)
4	<b>Membership/participation in Bodies/Committees on Education and National Development (5 each).</b>		(Max Points10)
5	<b>Publication of articles in newspapers, magazines or other publications (not covered in category 3); radio talks etc. (1 point each).</b>		(Max Points10)
<b>Remark: Table may be used to capture the above data.</b>			
<b>(iii) Total (Maximum 15) →</b>			
<b>Total API Score [(i)+(ii)+(iii)] (Maximum 25) →</b>			<b>API Score</b> <i>(To be filled only at the time of year ending)</i>

**CATEGORY- III: Research, Publications and Academic Contributions**

**(A) Published Papers in Journals**

SN	Title with page numbers	Name of the Journal	ISSN / ISBN number	Whether peer reviewed. Impact Factor, if any	Number of co-author	Whether you are the main author	Attach the soft/Hard copy of the Paper	API Score
<b>Total API Score (A) →</b>								
<p><i>Note: 1. Please read the instructions for CATEGORY-III carefully. 2.Attachment/Hyperlinking of the soft/Hard copy of relevant paper is mandatory.</i></p>								

**(B) (i) : Articles / Chapters published in Books**

SN	Title with page numbers	Book title, editor & publisher	ISSN / ISBN number	Whether peer reviewed.	Number of co-author	Whether you are the main author	Attach the scanned / softcopy	API Score
<b>Total API Score (B) (i) →</b>								
<p><i>Note: 1. Please read the instructions for CATEGORY-III carefully. 2. Attachment of the scanned / softcopy of relevant article is mandatory.</i></p>								

**(B) (ii) Full Papers in Conference Proceedings**

SN	Title with page numbers	Details of Conference Publication	ISSN / ISBN number	Number of co-author	Whether you are the main author	Attach the soft/Hard copy of the Paper	API Score
<b>Total API Score (B) (ii) →</b>							
<i>Note: 1. Please read the instructions for CATEGORY-III carefully. 2. Attachment of the scanned softcopy of relevant article is mandatory.</i>							

**(B) (iii) Books published as single author or as editor**

SN	Title with page numbers	Type of book & Authorship	Publisher & ISSN / ISBN number	Whether peer reviewed	Number of co-authors	Whether you are the main author	Attach documentary proof	API Score
<b>Total API Score (B) (iii) →</b>								
<i>Note: 1. Please read the instructions for CATEGORY-III carefully. 2. Attachment of the documentary proof of relevant book is mandatory.</i>								

**(C) Ongoing and Completed Research Projects and Consultancies**

**C (i & ii) Ongoing Projects / Consultancies**

Entry No	Title	Agency	Period	Grant Amount Mobilized (Rs in Lakhs)	Attach documentary proof	API Score
<i>C(i)(a): Sponsored Projects carried out / Ongoing (Major Projects amount mobilized with grants above 30 lakhs)</i> <i>[Points: 20 per each project]</i>						
<i>C(i)(b): Sponsored Projects carried out / Ongoing (Major Projects amount mobilized with grants above 05 lakhs up to 30 lakhs)</i> <i>[Points: 15 per each project]</i>						
<i>C(i)(c): Sponsored Projects carried out / Ongoing (Minor Projects amount mobilized with grants above Rs 50,000 up to Rs 05 lakhs)</i> <i>[Points: 10 per each project]</i>						
<i>C(ii): Consultancy Projects carried out / Ongoing (Amount mobilized with minimum of Rs 10 lakhs and Rs 2 lakhs, respectively)</i>						
					Sum of all API scores	
<b>Total API Score (C) (i) + (C) (ii) →</b>						
<b>Note: 1. Please read the instructions for CATEGORY-III C(i &amp; ii) carefully. 2. Attachment of the scanned document is mandatory.</b>						

### C (iii & iv) Completed Projects / Consultancies

Entry No	Title	Agency	Period	Grant Amount Mobilized (Rs in Lakhs)	Attach documentary proof	API Score
<b>C(iii) Completed Projects: Quality Evaluation</b> {Completed Project Report (Acceptance from funding agency)}						
[Points: 20 per each major project and 10 per each minor project]						
<b>C(iv): Projects Outcome / Outputs</b> (Patent /Technology transfer / Product / Process)						
[Points: 30 per each national level output or patent; 50 per each for international level]						
<b>Total API Score (C) (iii) + (C) (iv) →</b>						
<b>Note: 1. Please read the instructions for CATEGORY-III C(iii &amp; iv) carefully.</b> <b>2. Attachment of the scanned document is mandatory.</b>						

### (D) Research Guidance

Degree	Number Enrolled	Thesis Submitted	Degree Awarded	Attach softcopy	API Score
<b>M. Phil. or Equivalent</b>					(: 03 on award)
<b>Ph.D. or Equivalent</b>					(10 on award & 07 on submission)
<b>Total API Score (D) →</b>					Sum of above API scores (Integer)
<b>Note: 1. Please read the instructions for CATEGORY-III (D) carefully.</b> <b>2. Attachment of the scanned copy of the notification or relevant document is mandatory.</b>					

**(E) Training Courses and Conference / Seminar / Workshop Papers**

**E (i) Refresher course, Methodology Workshops, Training, Teaching-Learning Evaluation Technology Programmes, Soft Skills Development Programmes, Faculty Development Programmes**

SN	Programme	Duration		Organized by	Attach Participation Certificate	API Score
		From	To			
<b>Total API Score (Maximum 30 points) [E(i)] →</b>						
<p><b>Note:</b> (i) 20 points for per each programme of not less than TWO weeks duration; and 10 points for per each programme of ONE week duration.            (ii) Please read the instructions for CATEGORY-III (E) carefully.            (iii) Attachment of the scanned copy of the relevant document is mandatory.</p>						

**E (ii) Papers in Conferences / Seminars / Workshops etc.**

SN	Title of the paper presented	Title of Conference / Seminar etc.	Organized by	Whether International / National / State / Regional / College or University level	Attach the Paper	API Score
<b>Total API Score [E(ii)] →</b>						
<p><b>Note:</b> (i) If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication [III (A)] and not under presentation [III (E) (ii)].            (ii) of the scanned copy of the relevant document is mandatory.</p>						

**E (iii) Invited Lectures or presentations for Conferences / Symposia.**

SN	Title of Lecture / Academic Session	Title of Conference / Seminar etc.	Organized by	Whether International / National	Attach the certificate / Lecture	API Score
<b>Total API Score [E(iii)] →</b>						
<p><b>Note: (i) Please read the instructions for CATEGORY-III carefully.</b>  <b>(ii) Hyperlinking of the scanned copy of the relevant document is mandatory.</b></p>						
<p><i>Calculation formula: 10 points for each lecture at International level &amp; 05 point for National Level.</i></p>						

**Note:** The API for joint publication will have to be calculated in the following manner: **Of the total score for the relevant category of publication by the concerned teacher, the first/Principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60% of the total point and the remaining 40% would be shared equally by all other authors.**

**IV. Summary of API Scores**

Criteria		Last Academic Year (a)	Total API Score for Assessment Period (b)	Annual Average API Score for Assessment Period (c)
I	Teaching, Learning & Evaluation related Activities			
II	Co-curricular, Extension, Professional development etc.			
<b>Total (I+II):</b>				
III	Research and Academic contribution			



**PART-D**

**Opinion of the Internal-Quality-Assurance-Cell (IQAC)**

Forwarding note on the self assessment under "Performance Based Appraisal System (PBAS)" submitted by the Applicant-Officer for the session 2012-13

1	Do you disagree with any point of the self-assessment mentioned by of the applicant? If so, in which points and why? <i>(Mention with reason)</i>	
	Point-(i):	Reason:
	Point-(ii):	Reason:
	Point-(iii):	Reason:
	Point-(iv):	Reason:
	Point-(v):	Reason:
	Point-(vi):	Reason:
2	Integrity of the Applicant Officer	
3	Recommended Academic Performance Index (A.P.I.) of the applicant officer based on the overall evaluation.	

Place : .....  
Date : .....

Signature

Name: .....  
Desg : .....  
Member - IQAC

Signature

Name: .....  
Desg : .....  
Member - IQAC

Signature

Name: .....  
Desg : .....  
Member - IQAC

Signature

Convenor  
Internal Quality Assurance Cell (IQAC)

**Reviewing Officer's Remark**

1	Do you agree with the forwarding note of the IQAC?	
2	If not, please specify reason:	

Place : .....

Date : .....

Signature of the reviewing officer

Name : .....

Desg. : .....

**Approving Officer's Remark**

Place : .....

Date : .....

Signature of the Approving Officer

Name : .....

Desg. : .....