****

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

**-----------------Session/Year---------------------**

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

**PART-A**

**GENERAL INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name (Block letter) | **:** |  |
|  | Father’s / Mother’s name/ Husband’s Name | **:** |  |
|  | Department | **:** |  |
|  | Current Designation & Grade Pay | **:** |  |
|  | Date of last promotion | **:** |  |
|  | Address for correspondence (with pin code) | **:** |  |
|  | Permanent Address (with pin code) | **:** |  |
|  | Mobile No.Alternate Mobile No. | **:****:** |  |
|  | E-mail id | **:** |  |
|  | 1. Whether acquired any degrees or fresh academic qualifications during the year:
 | **:** |  |
|  | 1. Academic Staff College Orientation/ Refresher’s course attended during the year:
 |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the course/****summer school** | **Place** | **Duration** | **Sponsoring Agency** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**PART-B**

**ACADEMIC PERFORMANCE INDICATORS (API)**

**(Please see detailed instructions of this PBAS proforma before filling out this section)**

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

1. **Lectures, Seminars, Practical’s, Contact hours (give semester-wise details, where necessary)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sl no | Course/Paper | Level | Mode of Teaching | No of classes per week allotted | Contact Hours | No. of Classes conducted | % of classes/practical taken as per documented record |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

\*Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours (C)

|  |  |  |
| --- | --- | --- |
|  |  | API Score |
| a) | Classes Taken (max. 50 for 100% performance & proportionate score upto 80% performance, below which no score may be given |  |
| b) | Teaching load in excess of A ICTE norm ( max score : 10 ) |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SlNo. | Course/Paper | Consulted | Prescribed | Additional Resource Provided |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| API Score based on preparation and imparting of knowledge instructions as per curriculum and syllabus enrichment by providing additional resources to students **(Maximum Score : 20)** | API Score |
|  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S. No | Type of Examination Duties | Duties Assigned | Extent to which carried out (%) | API Score |
|  |  |  |  |  |
|  | **Total Score (Max: 25)** |  |  |  |

|  |  |
| --- | --- |
| (iv) | **Examination duties assigned and performed** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |

Category II: CO-CURRICULAR, EXTENSION, PROFESSIONAL, DEVELOPMENT RELATED ACTIVITIES

(Please mention your contribution to any of the following)

|  |  |  |  |
| --- | --- | --- | --- |
| Sl No. | Type of Activities | Average Hrs./Week | API Score |
| i) | **Extension, Co-Curricular & field-based Activities** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | **Total (Maximum 20)** |  |  |
| ii) | **Contribution to corporate life and management of the Institution** | Yearly/semester wise responsibilities | API Score |
|  |  |  |  |
|  | **Total ( Maximum : 15)** |  |  |
| iii) | **Professional Development Activities** |  |  |
|  |  |  |  |
|  | **Total (Maximum 15)** |  |  |
|  | **Total Score ( i+ii+iii) (Maximum 25)** |  |  |

Category: III. RESEARCH, PUBLICATION & ACADEMIC CONTRIBUTION

1. **Published Papers in Journals**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **S.N.** | **Title with Page Nos** | **Journal** | **ISSN No.** | **Whether peer reviewed/Indexed (Impact factor, if any)** | **No. of Co-authors** | **Whether you are the main author** | **API Score**  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **S.N.** | **Title with page no.** | **Details of conference Publications**  | **ISSN/ISBN NO.**  | **Whether peer reviewed** | **No. of Co-authors** | **Whether you are the main author** | **API Score**  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S.N.** | **Title with page no.** | **Details of conference Publications**  | **ISSN/ISBN NO.**  | **No. of Co-authors** | **Whether you are the main author** | **API Score**  |
|  |  |  |  |  |  |  |

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **S.N.** | **Title with page no.** | **Type of book & authorship**  | **Publisher & ISSN/ISBN NO.**  | **Whether peer reviewed** | **No. of Co-authors** | **Whether you are the main author** | **API Score**  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**C) Ongoing and completed Research Projects and Consultancies**

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.N.** | **Title** | **Agency** | **Period**  | **Grant/ amount mobilized(Rs. Lakh)** | **API Score**  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**C.(iii) & (iv) Completed Projects/ consultancies**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S.N.** | **Title** | **Agency** | **Period** | **Grant/amount mobilized** **(Rs. Lakh)** | **Whether policy document patent as outcome** | **API Score** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**D) Research Guidance**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.N.** | **Number enrolled** | **Thesis submitted** | **Degree awarded**  | **API score** |
| **M.E./M.Tech/ Master in appropriate field** |  |  |  |  |
| **Ph.D or equivalent** |  |  |  |  |
|  |  |  |  |  |

**E (i) Training Courses, teaching-learning- evaluation technology programmes, faculty Development Programme (not less than one week duration)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl.No.** | **Programme** | **Duration** | **Organized by** | **API Score** |
|  |  |  |  |  |
|  |  |  |  |  |

**E(ii) Papers presented in conferences, seminars, workshop, symposia**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl.no.** | **Title of the paper presented** | **Title conference/seminar** | **Organized by** | **Whether International/ national/state/regional college or University level** | **API Score** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**E(iii) Invited lectures/ chairman ships at National or international conference/seminars Etc.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl.no.** | **Title of the paper presented** | **Title conference/ seminar** | **Organized by** | **Whether International/ national/ state/ regional college or University level** | **API Score** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**PART - C**

**OTHER RELEVANT INFORMATION**

**Please give details of any other credential, significant contributions, award received etc. not mentioned earlier.**

|  |  |
| --- | --- |
| **Sl.no.** | **Details (mention year, value etc where relevant)** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**LIST OF ENCLOSURES (Please attach, copies of certificates, sanction orders, papers etc.,wherever necessary)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.no.** |  | **Sl.no.** |  |
| **1** |  | **8** |  |
| **2** |  | **9** |  |
| **3** |  | **10** |  |
| **4** |  | **11** |  |
| **5** |  | **12** |  |
| **6** |  | **13** |  |
| **7** |  | **14** |  |

**PART -D**

**SUMMARY OF API SCORES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl. No | Criteria | Last academic year | Total API score for assessment period | Annual average API score for assessment period |
| I | Teaching, learning and evaluation related activities |  |  |  |
| II | Co-curricular, extension and professional development related activities |  |  |  |
| **Total (I + II)** |  |  |  |
| III | Research and academic contribution |  |  |  |

I certify that the information provided is correct as per records available and documents enclosed alongwith the duly filled PBAS performa.

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

**Signature of the Incumbent**

Note: All the entries made above are checked and verified and found to be correct.

Signature of the Head of the Department

Date:

Seal: