

ANNEXURE (B)

To G.O. No. 1343–Edn (U)/ dated 07.12.2017

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

1. Name (Block letters) :
2. Father's /Mother's name/
Husband's name :
3. Department :
4. Current Designation & Grade Pay :
5. Date of last Promotion :
- Address for correspondence(with pin code) :
7. Permanent Address :
(with pin code)
Telephone No. :
E-mail :
8. Whether acquired any degrees or fresh academic qualifications during the year:
9. Academic Staff College Orientation/ Refresher Course attended during the year:

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

10. Date of Appointment :
11. For which position & AGP you are
applying under CAS :
12. Date of eligibility for Promotion :
13. Educational Qualification :
(Graduation onwards)

13. Educational Qualification (Graduation onwards):

| Examination | Name of the University | Year of passing | Marks obtained (%) | Class/ Grade |
|--------------------------|------------------------|-----------------|--------------------|--------------|
| B.A. (Hons.) | | | | |
| M.A. | | | | |
| Other Examination if any | | | | |

14. Research Degree(s):

| Degree | Name of the University | Date of Award | Title |
|--------|------------------------|---------------|-------|
| | | | |

15. Details of Teaching/ Research/Academic Experience:

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

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)

For the year

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

CATEGORY 1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(a) 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 |
|----------------------------------------|------------------|-------|-------------------|--------------------------------------|----------------------------------------------------------------------------------------------------------------------|-----------|
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| Maximum API Score: | | | | | | |
| i) Assistant Professor Stage I: 70 | | | | | | |
| ii) Assistant Professor Stage II: 70 | | | | | | |
| iii) Assistant Professor Stage III: 70 | | | | | | |
| iv) Associate Professor: 60 | | | | | | |

*Lectures, Tutorials, Practical, Project Supervision and Field Works

*Work load as per UGC Regulations 2016:

| | Direct teaching Hours per week |
|---------------------|--------------------------------|
| Assistant Professor | 16 |
| Associate Professor | 14 |
| Professor | 14 |

(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 |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|----------------------------------------------------------------------------------|------------------|
| 1. | Setting of Question Papers | | | |
| 2. | Evaluation of Answer Scripts and Project Work Evaluation | | | |
| 3. | Invigilation Duty All End Semester Examinations in History | | | |
| 4. | Question Paper Moderation All End Semester Examinations papers in History and other Universities | | | |
| | Maximum API Score: i) Assistant Professor Stage I: 20 ii) Assistant Professor Stage II: 20 iii) Assistant Professor Stage III: 20 iv) Associate Professor: 20 | | | |

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

- (a) Updating of Courses/Curriculum Design:
- (b) Participation/Innovative – Interactive courses:
- (c) Participn./Innovative – Learning Modules
- (d) Participn./Innovative – Case Studies prepared:

- (e) Use of ICT or Computer-aided methods – ppt:
- (f) Use of ICT – Multi-media/Simulation etc:
- (g) Dev/Teaching Remedial/Bridge Courses:
- (h) Dev/Teaching Soft skill/Communication/Personality Dev:
- (i) Special Programs in Phys.Edn./Library:
- (j) Innovative Composition/Creation in Music, Fine Arts, Perf Arts:
- (k) 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 |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|---------------------------------------------------------------------------|-----------|
| 1. | Updating of Courses/ Curriculum Design i) M.A. in History ii) M. Phil Course iii) PhD Coursework | | | |
| | 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 | | | |

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.

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 II : PROFESSIONAL DEVELOPMENT, CO -
CURRICULAR AND EXTENSION ACTIVITIES**

| Sl. No. | Type of Activity | Actual hours spent per Acade mic Year | Actual Score (Actual hours spent per Acade mic Year ÷ 10)* | API Sco re |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|---------------------------------------------------------------------------------------|------------------|
| (| Student related Extension, Co-curricular & field based Activities | | | |
| a | | | | |
|) | | | | |
| | i) Discipline related co-curricular activities (e.g. remedial classes, career counselling, study visit, student seminar and other events) a) Student Seminars b) Remedial Classes c) Other co- curricular activities (cultural, Sports, NSS, NCC etc) | | | |
| | iii) Extension and | | | |

| | | | | |
|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| | dissemination activities (public/popular lectures/talks/seminars) | | | |
| | | | | |
| | | | | |
| (b) | Contribution to Corporate life and management of the sports units and institution through participation in through participation in responsibilities (including as Principal/ Director that require regular office hrs for its discharge) | | | |
| | i) Administrative | | | |
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CATEGORY III: 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 |

III (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 referred Journal/ Other Reputed Journal. Impact factor, if any | No. of Co-author | Whether you are the main author | API score |
|---------|---------------------------------------------|---------------------|---------------|------------------------------------------------------------------------|------------------|---------------------------------|-----------|
| 1 | | | | | | | |
| 2. | | | | | | | |

* 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.

III (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 |
|---------|-----------------------------------------|----------------------------------------------------------------------------|---------------|--------------------------------------------------------------------------------------------|-----------------|---------------------------------|-----------|
| | | | | | | | |

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

(b) Major Project with grants Rs.05 lakhs up to Rs.30 lakhs (science)/Rs.03 lakhs up to Rs.05 lakhs (Arts) - 15per project

(c) 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 |
|---------|-----------------------------------|--------------------------|------------------------------------------|------------------------------------|-----------|
| | | | | | |

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 |
|---------|-------------------------------------------------------------------|-------------------------------------------------------------------|-----------------------------------|------------------------------------|-----------|
| | | | | | |

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.**

(a) 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 |
|---------|--------------------------------------------------------------|------------------------------|----------------------------------------------------------------------------------------------------|-------------------------|-----|
| | | | | | |

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
 - b) Central Government-20
 - c) State Government --10
 - d) Local Bodies---05

b) 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./ State Govt./Local Bodies | API Score |
|---------|-----------------------------------------|-----------------------------------------------|--------------------------------------------|-------------------------------------------------------------------|-----------|
| | | | | | |

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 |
|---------|-----------------|----------------|------------------|-----------|
| | | | | |
| | | | | |

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

| 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 |
|---------|--------------------------------|------------------------------------------------|----------------------------------------------------------|--------------------------------|-----------|
| | | | | | |

III) E.(ii) Invited Lectures/papers.

- a) International-7/lecture or 5/paper presented
- b) National-5/lecture or 3/paper presented
- c) 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 |
|---------|-----------------------------------------------|----------------------------------------|--------------|------------------------------------------------------------|-----------|
| | | | | National | 3 |
| | | | | International | 7 or 5 ? |
| | | | | College | 2 |

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

| | | |
|------|-----------------|-----------------------|
| 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.

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 institute 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

| | 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
with designation and date

Signature of the Coordinator, IQAC
Seal with date