

**G.O. No. 1373–Edn (CS) dated 07.12.2017**

**This FORMAT for Annual Self-Assessment for the Performance Based Appraisal System (PBAS) is required to be filled up at the end of each Academic Year during the period of promotion and filled in Format along with all documents will be placed to the Screening / Selection Committee after duly approved by the IQAC and Principal/TIC/OIC of the concerned college.**

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

**Session/ Year:**

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

1. Name(Block letters) :
2. Father's/Mother'sname/ Husband'sname :
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.: Mobile No.  
Email:
8. Whetheracquiredanydegreesorfreshacademicqualificationsduringtheyear:

9. AcademicStaffCollegeOrientation/RefresherCourseattendedduringtheyear:

<b>Name ofthe Course/Summer School</b>	<b>Place</b>	<b>Duration</b>	<b>Sponsoring Agency</b>

10. Date of Appointment :

11. Date of eligibility for next Promotion:

13. Educational Qualification (Graduation onwards):

Examination	Name of the University	Year of passing	Marks obtained (%)	Class/grade
BA/B.Sc./ B.Com.				
MA/M.Sc./ M.Com.				
Other examination, if any				

14. Research Degree(s):

Degree	Name of the University	Date of Award	Title
M.Phil.			
Ph.D./D.Phil			
D.Sc./D. Lit			

15. Details of Teaching/Research/Academic Experience

Designation	Employer	Period of service From To	Scale of pay

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

**Signature of the Teacher**

All entries made above are checked and verified and found to be correct

**Signature of the Coordinator, IQAC**

Date:

Seal:

**Signature of the Principal/OC**

Date:

Seal:

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

(Please see detailed instruction of the **PBAS-I**Proforma before filling out this section)

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

**ACTIVITIES**(Period: )

**(a) Direct teaching (16/14) hours per week as applicable) including Lectures, Tutorials, 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. )

- **Lectures, Tutorials, Project Supervision and Field work.**
- Work load as per UGC Regulations 2016:

	Direct Teaching Hours per week
Assistant Professor Stage	16
Associate Professor Stage	14

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

SL. No	Types of <b>Examination Duties</b>	Actual hours spent per Academic Year	Actual Score (Actual hours spent per Academic Year ÷ 10 for all Teachers)	API Score
1	Internal Test Question Setting			
	University Question Setting			
2	Internal Examination Invigilation			
	University Examination Invigilation			
3	Assessment of Internal Examination Scripts			
5	Assessment of University Examination Scripts			

**(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) Participation./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 popular 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)

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 counseling 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.

**CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITY**(Period: )

SL. No	Type of Activity	Actual hours spent per Academic Year	Actual Score (Actual hours spent per Academic Year ÷ 10)	
<b>(a)</b>				
	i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.)		<b>Student related Extension, co-curricular and Field based Activities</b>	
	ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.)			
	iii) Extension and dissemination activities (public /popular lectures/talks/seminars			
	<b>(Max API Score : 15)</b>			
<b>(b)</b>	<b>Contribution to Corporate life and management of the 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)</b>			
	i) ) <b>Administrative Responsibility, Member-Governing Body</b> (including Dean/Principal/Chairperson/Teacher-in-charge			
	iii) Participation in Board of Studies, Academic and Administrative committees			
	<b>(Max API Score : 15)</b>			
<b>(c)</b>	Professional Development activities (such as participation in seminars activities (such as <b>participation in seminars talks</b> , lectures in refresher / faculty development courses membership of associations, dissemination and general articles and any other contribution)			
	<b>(Max API Score : 15)</b>			
	*For all categories of Teachers (Assistant/Associate) Total Score (a + b +c) <b>(Max : 45)</b>			

**CATEGORY III: RESEARCH AND ACADEMIC CONTRIBUTIONS:****III (A) Research Papers Published in**

- Refereed Journals as notified by UGC in 'List of Journals' or other reputed peer-reviewed Journal:

Sl. No.	Title with page no.	Journal	ISSN/ ISBN No.	Whether peer reviewed. Impact factor, if any	No. of Co-authors	Whether you are the main author

**III (B) Publications other than journal articles (books, chapters in books) as prescribed in UGC Regulation 2016.**

Sl. No.	Title with page no.	Book title, editor & publisher	ISSN/ISBN No. (Or, Renowned publishers) See Cat 1-4 as above for scores	Whether peer reviewed	No. of Co-author	Whether you are the main author

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

Sl. No.	Title of the Major/Minor Research Project	Sponsoring Agency	Period	Grant/ Amount mobilized (Rs.lakh)

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

Sl. No.	Title of the Consultancy Project	Sponsoring Agency	Period	Grant/ Amount mobilized (Rs.lakh)

**III (C) (iii) Projects outcome/outputs****(b) For Arts: Major Policy document prepared for International bodies**

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

Sl. No.	Title of Major Policy document prepared	Date and year of acceptance of the Major Policy documents	Name of the body for which the policy was prepared	International/ National/Central Govt./State Govt./Local Bodies.

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

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

Sl. No.	Title of the Award /Fellowship	International /National/ State /University level	Name of the ward or Fellowship awarding Academic Body	Date &Year of achievement of Award/Fellowship

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

Sl. No.	Title of the invited lecture /paper presented	Title of Conference/ Seminar with date	Organized by	Whether International/ National/State or University level

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

Sl. No.	Title of the Module	Course/Paper for which the module was prepared	Year and Date of presentation

Date:

**Signature of the Teacher**