



**PERFORMANCE BASED APPRAISAL SYSTEM (PBAS) FOR PROMOTION UNDER
CAREER ADVANCEMENT SCHEME AS PER AICTE REGULATIONS 2010
(To be submitted in 10 sets along with all enclosures)**

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1.	Name (in Block letters) :
2.	Father's Name / Mother's Name 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) :
8.	Whether acquired any degree or fresh academic qualifications during the year :
9.	Academic Staff College Orientation 1 Refresher Course attended during the year :

Name of the Course/ Summer School	Place	Duration	Sponsoring Agency

PART B: ACADEMIC PERFORMANCE INDICATORS

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

**CATEGORY-I
TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

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

Sl. No.	Course/Paper	Level	Mode of teaching *	No. of classes per week allotted	No. of classes conducted	% of classes/ practicals 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 AICTE norm (max score : 10)	
(c)	Reading / International material consulted and additional knowledge resources provided to students	

Sl No.	Course Paper	Consulted	Prescribed	Additional Resource Provided
API score based on Preparation and imparting of knowledge / instruction as per curriculum & syllabus enrichment by providing additional resources to students (max. Score : 20)				API Score

(III)	Use of Participatory and Innovative Teaching-Learning Methodologies, Updating of Subject Content, Course Improvement , etc.			
Sl No.	Short Description			API Score
	Total Score (max Score 20)			
(IV)	<u>Examination Duties Assigned and Performed</u>			
Sl. No.	Type of Examination Duties	Duties Assigned	Extent to which carried out (%)	API Score
Total Score (max.: 25)				

CATEGORY II

CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

Please mention your contribution to any of the following :

Sl. No.	Type of Activity	Average Hrs./Week	API Score
	(i) Extension, Co-curricular & field based activities		

	Total (max.: 20)		
	(ii) Contribution to Corporate Life and Management of the Institution	Yearly / Semester wise responsibilities	API Score
	Total (max.: 15)		
	(iii) Professional Development Activities		
	Total (max.: 15)		
	Total Score (i + ii +iii) (max. : 25)		

**CATEGORY III
(RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS)**

A) Published Papers in Journals

Sl. No.	Title with page Nos.	Journals	ISSN/ ISBN No.	Whether peer reviewed, impact factor, If any	No. of Co-authors	Whether you are the main author	API Score

B(i) Articles/Chapters published in Books

Sl. No.	Title with page Nos.	Book title Editor & publisher	ISSN/ ISBN No.	Whether peer reviewed	No. of Co-authors	Whether you are the main author	API Score

<u>(ii) Full Papers in Conference Proceedings</u>						
Sl. No.	Title with page Nos.	Details of Conference publications	ISSN/ ISBN No.	No. of Co-authors	Whether you are the main author	API Score

<u>(iii) Books Published as single author or as editor</u>							
Sl. No.	Title with page Nos.	Type of Book & authorship	Publisher of ISSN/ ISBN No.	Whether peer reviewed	No. of Co-authors	Whether you are the main author	API Score

iii (C) Ongoing and Completed Research Projects and Consultancies

(c) (i & ii) Ongoing Projects/Consultancies

Sl. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	API Score

(c) (iii & iv) Completed Projects/Consultancies

Sl. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	Whether policy Documents / patent as outcome	API Score

(D) Research Guidance

Sl. No.	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 Programmes (not less than one week duration)

SL No	Programme	Duration	Organized by	API Score

(E) (ii) Papers presented in Conferences Seminars, Workshops, Symposia

SL No	Title of the paper presented	Title of conference/ Seminar	Organized by	Whether international/ national/State/ regional/ College or University level	API Score

E(iii) Invited Lectures and Chairmanships at national or International conferences/seminar, etc.

SL No	Title of Lecture /Academic Session	Title of conference / Seminar etc	Organized by	Whether international / national	API Score

IV. SUMMARY OF API SCORES

SL No	Criteria	Last Academic Year	Total-API Score for Assessment Period	Annual Av. API Score for Assessment Period
I.	Teaching, Learning and Evaluation related activities			
II.	Co-curricular. Extension, Professional development, etc.			
	Total (I + II)			
III.	Research and Academic Contribution			

PART C: OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contributions, awards, 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.		6.	
2.		7.	
3.		8.	

I certify that the information provided is correct as per records available with the University and/or documents enclosed along with the duly filed PBAS proforma

Signature of the faculty with

Designation, Place & Date

Signature of HOD/School

Chairperson/Principal

N.B. The Annual Self—Assessment proforma duly filled along with all enclosures, submitted for CAS promotions will be verified by the University/College and information filed with the IQAC.

Instructions for Filing up Part B of the PBAS Proforma

Part B of the Proforma is based on the AICTE Regulations 2010. It is to be filled out for the recently completed academic year.

The proforma is to be filled as per these tables and self-assessment scores given. For each Category, maximum scores that can be given or carried forward is indicated in the Table.

The self-assessment scores are further to be based on the indicators/activities given below.

University may modify the detailed indicators and related scores based on their experience and requirement without changing the score requirements assigned to categories and sub-categories in Appendix III, Table I.

N.B. : The self-assessment scores are subject to verification by the University and by the Screening cum Verification Committee or Selection Committee as the case may be.

I Teaching and Evaluation Related Performance :			
		Indicators/Activities	Maximum Score
	i)	a). Lectures/ Practical's /Tutorials/contact classes taken should be based on verifiable records. No score should be assigned if a teacher has taken less than (say) 80% assigned classes. University may give allowance for periods of leave where alternative teaching arrangements would ordinarily be made. Maximum score if there is 100% achievements	50
		b) If teacher has taken classes exceeding AICTE norm, then two point to be assigned for each extra hour of classes	10
	ii)	Imparting of knowledge/instruction vis-a-vis with the prescribed material (Text book / Manual . etc.) and methodology of the curriculum (100% compliance = 20 points)	20
	iii)	Use of Participatory and Innovative Teaching-Teaming Methodologies, Updating of Subject Content, Course Improvement, etc.	
		Updating of courses, design of curriculum. (5-single course)	10
		Preparation of resource material, fresh reading materials, Laboratory manuals, etc.	10
		Use of innovative teaching-learning methodologies; use of ICT/updated subject content and course improvement.	10
	a)	ICT Based Teaching material:10points/each	
	b)	Interactive Courses : 5 points/each	
	c)	Participatory/Learning modules ; 5 points/each	
		Developing and imparting Remedial/Bridge Courses and Counseling modules (Each activity . 5 points)	10
		Developing and imparting soft skills/communication skills/personality development courses/modules (Each activity : 5 points)	10
		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)	10
		Organizing and conduction of popularization programmes/ training courses in computer assisted teaching/web-based learning and e-library skills to students	10
	a)	Workshop/Training course: 10 points each	
	b)	Popularization program : 5 points each	
		Maximum Aggregate Limit	20

	iv)	Examination Related Work	
		University and 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)	20
		College/University examination/Evaluation responsibilities for internal/continuous assessment work as allotted (100% compliance -10 points)	10
		Examination work such as coordination or flying squad duties, etc. (maximum of 5 or 10 depending upon intensity of duty) (100% compliance = 10 points)	10
		Maximum Aggregate Limit B (iv)	25
II	Co-curricular, Extension and Profession Related Activities and Participation in the Corporate Life of the Institution		
	(i)	Extension and Co-curricular Related Activities	
		Institutional Co-curricular activities for students such as field studies/educational tours, Industry-imparting training and placement activity (05 points each)	10
		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)	10
		Students and Staff Related Socio-Cultural and Sports Programmes, campus publications (department level 2 points, institutional level 5 points).	10
		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)	10
		Maximum Aggregate Limit	20
	(ii)	Contribution to Corporate Life and Management of the Institution	
		Contribution to Corporate life in Universities/Colleges through meetings, popular lectures, subject related events, articles in College magazine and University volumes (2 points each) .	10
		Institutional Governance responsibilities like, Vice Principal, Dean, Director, Warden, Bursar, School Chairperson, IQAC coordinator (10 points each)	10
		Participation in committees concerned with any aspect of departmental or institutional management such as admission committee, campus development, library committee (5 points each).	10
		Responsibility for or participation in committees for Students Welfare.	10

		Counseling and Discipline (5 each)	
		Organization of Conference/Training; International (10 points); national/regional (5 points)	10
		Maximum Aggregate Limit	15
	(iii)	Professional Development Related Activities	
		Membership in profession related committees at state and national level	10
	a)	At national level :3 points each	
	b)	At state level : 2 points each	
		Participation in subject associations conferences, seminars without paper presentation (Each activity: 2 point)	10
		Participation in short term training course less than one week duration in educational technology, curriculum development, professional development, Examination reforms, Institutional governance (Each activity: 5 points)	10
		Membership/participation in Bodies/ Committees on Education and National Development (5 each)	10
		Publication of articles in newspapers magazine or other publications (not covered in category 3); radio talks, etc. (1 point each).	10
		Maximum Aggregate Limit	15
III RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS			
	This is to be filled as per the AICTE Regulations 2010. Wherever the research contribution is jointly made, the API scores should be shared between the contributors as per the formula provided in the Table I.		
	iii	Summary of API Scores	
	The summary must take into account the maximum score limits for each set of indicators		
	iv	Similar PBAS proforma could be developed by the University for the Cadres of Librarian/Deputy Librarian/Assistant Librarian/ Assistant Librarian and Director of Physical Education & Sports/Deputy Director of Physical Education & Sports / Assistant Director of Physical Education & Sports based on the API Scoring pattern outlined in AICTE Regulations 2010.	
