Dr.Babasaheb Ambedkar Marathwada University, Aurangabad
Vasantrao Naik Mahavidyalaya, Aurangabad

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

PART A : GENERAL INFORMATION AND ACADEMIC BACKGROUND

1.   Name (in Block Letters)   :

2.   Father's Name/Mother's Name :

3.   Department   :

4.   Current Designation & Grade Pay   :

5.   Date of last Promotion   :

6.   Which position and grade pay are you an applicant under CAS?

7.   Date of eligibility for promotion   :

8.   Date and Place of Birth   :

9.   Sex   :

10.   Marital status   :

11.   Nationality   :

12.   Indicate whether belongs to SC/ST/OBC category   :

13.   Address for correspondence (with pin code)   :

14.   Permanent Address (with pin code)   :

        Telephone No   :

Email   :

15. Academic Qualifications (Matric till post graduation):

Examinations	Name of the Board/ University	Year of Passing	Percentage Of marks Obtained	Division/ Class/Grade	Subject
High School/ Matric					
Intermediate					
B.A/B.Sc/B.Com/B.Mus.					
M.A/M.Sc/M.Com/M.Mus					
Others examination, if any					

16. Research Degree (s)

Degrees	Title	Date of award	University
M.Phil			
Ph.D/ D.Phil			
D.Sc/ D.Litt			

17. Appointments held prior to joining this institution

Designation	Name of Employer	Date of Joining		Salary With Grade	Reason of leaving
		Joining	Leaving		

18. Posts held after appointment at this institution:

		Date of actual Joining		
Designation	Department	From	To	Grade

19. Period of teaching experience: P.G. Classes (in years) [   ]

U.G.Classes (in year) [   ]

20. Research Experience excluding years spent in M.Phil/ Ph.D.(in years) [   ]

21. Fields of Specialisation under the Subject/ Discipline

   (a)..

   (b)..

   22. Academic Staff college Orientation/ refresher Course attended:

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, Practicals, Contact Hours (give semester-wise-details, where necessary)

S.No.	Course/ Paper	Level	Mode of teaching*	Hours per week allotted	% of classes 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 Up to 80% performance, below which no score may be given)	
(b)	Teaching Load in excess of UGC norm (max score:10)	

NOTE : Please include details of primary functions & responsibilities in the University such as:

Identification of academic programmes/ Feasibility studies/ management of study centres

Planning, Design and development of curriculum and learning materials in self-instructional material/editing of materials/revision of materials/translation of materials/ format script development/ production of AV materials/ Course writing, Editing, of course material /Design, development and delivery of student support/technology-mediated services Policy, Planning, Development and Execution of academic programmes/ contact- cum- counseling classes/Engaging contact-cum-counseling classes of /UG/PG/Research Programm/pre-admission Counselling

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

S.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

NOTE: Please include details of supplementary responsibilities such as

Planning, Development and Execution of policies pertaining to seminars, tutorials, practical training classes and project work/Organisation and conduct of seminars, tutorials, practical training classes and project work pertaining to different programmes Counseling and information services Participation in seminars, tutorials, practical training and project work classes pertaining to various programmes

(iii) Use of participatory and Innovative Teaching-Learning methodologies, Updating of Subject Content, Course Improvement etc.

S.No.	Short Description	API Score
	Total Score (Max Score: 20)	

Please include :

Planning, production and delivery of multimedia learning materials Organization and improving of knowledge through electronic media viz., radio, Audio, Video, T.V., Radio Conferencing and Teleconferencing and on line courses and services Design & Development of learning materials/editing/mixing of AV learning materials. Planning, Development and Delivery of Curriculum.Course assessment and Programme evaluation

(iv) Examination Duties Assigned and Performed

S.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:

S.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
Note : Please include details of research in relevant subject and system –based research in distance education

A) Published Papers in Journals

S.No.	Title with page nos.	Journal	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

S.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

(ii) Full papers in Conference Proceedings

S.No.	Title with page nos.	Details of Conference publication	ISSN/ISBN No	No. of Co-authors	Whether You are The main author	API Score

(iii) Books Published as single author or as editor

S.No.	Title with page nos.	Type of Books & Authorship	Publisher & 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

S.No.	Title	Agency	Period	Grant/ Amount Mobilized (Rs. lakh)	API Score

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

S.No.	Title	Agency	Period	Grant/ Amount Mobilized (Rs. lakh)	API Score

(D) Research Guidance

S.No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score
M.Phil or Equivalent				
Ph.D or Equivalent				

NOTE:- Journals/Books/Conferences/Projects/Consultancies/Research Guidance

(E) (i) Training Courses, Teaching-Learning-Evaluation Technology Programmes,

Faculty Development Programmes (not less than one week duration)

S.No.	Programme	Duration	Organised by	API Score

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

S.No.	Title of the paper presented	Title of Conference/ Seminar	Organised by	Whether international/ national/ state/ regional/ college or university level	API Score

E (iii) Invited Lectures and Chairmanships at national or international conference/ seminar etc.

S.No.	Title of Lecture/ Academic Session	Title of Conference/ Seminar etc	Organised by	Whether international/ national	API Score

NOTE: Please check modified Appendix – IV (a, b and c of Category – III)
IV. SUMMARY OF API SCORES

S.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 +II			
III	Research and Academic			

	Contribution			

PART C: OTHER RELEVANT INFORMATIION

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

S.No.	Details (Mention year, value etc, where relevant)

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

1.   6.

2.   7.

3.   8.

4.   9.

5.   10.

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

Signature of the faculty with
Designation, Place & Date

Signature of HOD/ School
Chairperson/ Principal

N.B: The individual PBAS Proforma duly filled along will all enclosures, submitted for CAS promotions will be duly verified by the university/ college as necessary and placed before the Screening cum Evaluation Committee or Selection Committee for Assessment/

verification.

Instructions for Filling up Part B of the PBAS Proforma

Part B of the Proforma is based on Appendix-III, Table 1 of the UGC Regulations 2010.

B (I) is based on API scoring for Category 1 of the Table. Detailed information for 2009-10 or most recent assessment year is to be provided.

B (II) is based on Category II of the Table. Detailed information for 2009-10 or most recent assessment year is to be provided.

B (III) is based on Category III of the Table. Detailed information for the entire assessment period is to be provided.

The proforma is to be filled as per these tables and self-assessment scores given. For each category, even though several avenue of activities and their API scores are given to provide choice/opportunity to the teacher, maximum limit of scores that can be given or carried forward under each category/area is indicated in the Table-1 of the UGC Regulations.

The self-assessment scores are further to be based on the indicators/activities given below. Universities 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 – 1.

NB. The self-assessment scores are subject to verification by the university/college, and by the Screening cum Verification Committee or Selection Committee as the case may be.

CATEGORY: 1. Teaching, Learning and Evaluation Related Activities (i) (a)

Lextures/Seminars/Practicals/Tutorials/Contact classes taken should be based on verifiable records. No score should be assigned if a teacher has taken less than 80% of the assigned classes. Universities may give allowance for periods of leave where alternative teaching arrangements have been made. **Maximum score of 50 if there is 100% performance.**	Max. Score: 50

(b)

If teacher has taken class exceeding UGC norm, then two points to be assigned for each extra hour of classes/credit	Max. Score: 10

(ii)

Imparting of knowledge/instruction *as per curriculum* with the prescribed material (Text book/Manual etc), syllabus enrichment by providing additional resources to students (100% compliance = 20 points)	Max. Score: 20

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

Indicators/Activities	Maximum Score
Updating of courses, design of curriculum, (5 per single course)	10
Participatory & Innovative T/L Process with materials for problem based learning, case studies, Group discussions etc., Interactive Courses: 5 points/each Participatory Learning modules: 5 points/each Case studies: 5 points/each	10
Use of ICT in T/L process with computer-aided methods like power point/ Multimedia/Simulation/Softwares etc.,	10

(Use of any one of these in addition to Chalk & Board:5 points	
Developing and imparting Remedial/Bridge Courses (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 Workshop/Training course: 10 points each Popularization program: 5 points each	10
Maximum Aggregate Limit	**20**

(iv) Examination Related Work

Indicators/Activities	Maximum Score
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	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**

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

(i) Extension and Co-curricular & field based Activities

Institutional Co-curricular activities for students such as field studies/educational tours, industry-implant training and placement activity (5 point each).	10
Positions held/Leadership role played in organization linked with Extension Work and National service Scheme (NSS), NCC, NSO or any other similar activity (Each activity 10 points)	10

Students and Staff Related Socio Cultural and Sports Programmes, campus publications (departmental level 2 points institutional level 5 points).	10
Community work such as values of National integration, Environment democracy, socialism, Human Rights, 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 point each)	10
Responsibility for, or participation in committees for Students Welfare, Counseling and Discipline (5 each)	10
Organization of Conference/Training as Chairman/Organizational Secretary/Treasurer : (a) International (10 points); national/regional (5 points) (b) as member of the organizing committee (1 point each)	10

Maximum Aggregate Limit	15

(iii) Professional Development Related Activities

Indicators/Activities	Maximum Score
Membership in profession related committees at state and national level At national level : 3 points each At site level : 2 points each	10
Participation in subject associations, conferences, seminars without paper presentation (Each activity : 2 point)	10
Participation in short tem training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, Institutional governance (5 points)	10
Membership/participation in State/Central Bodies/Committees on Education, Research and National Development (5 each)	10
Publication of articles in newspapers, magazines or other publications (not covered in category 3); radio talks; television programmes (1 points each)	10
Maximum Aggregate Limit	**15**

CATEGORY: III. Research and Publications and Academic Contributions

This is to be filled as per Appendix III Table 1, Category III of the UGC 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 1.

III.   Summary of API Scores

As stated in the UGC Regulations 2010, the API scoring will be progressively rolled out for categories I and II, beginning with assessment of one year for selection committees in 2010-2011, annual averages of two years in 2011-2012 and so on. But for Category III, scores will be computed for the entire assessment period as already indicated in the Regulations.

IV.   Similar PBAS proforma could be developed by the universities for the Cadres of Librarian/Deputy 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 Appendix III: Table – IV to IX of the UGC-Regulations, 2010.

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