

**UNIVERSITY OF KERALA****Annual Self-Assessment for the Performance Based Appraisal System (PBAS)****Session/Year :****(To be completed and submitted at the end of each academic Year/Session)****PART A: GENERAL INFORMATION**

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):**

<b>Examinations</b>	<b>Name of the Board/ University</b>	<b>Year of Passing</b>	<b>% of Marks obtained</b>	<b>Division/ Class/ Grade</b>	<b>Subject</b>

**16. Research Degree(s):**

<b>Degree</b>	<b>Title</b>	<b>Date of Award</b>	<b>University</b>

**17. Appointments held prior to joining this institution**

<b>Designation</b>	<b>Name of employer</b>	<b>Date of</b>		<b>Salary With Grade</b>	<b>Reason of leaving</b>
		<b>Joining</b>	<b>Leaving</b>		

**18. Posts held after appointment at this institution**

<b>Designation</b>	<b>Department</b>	<b>Date of actual Joining</b>		<b>Grade</b>
		<b>From</b>	<b>To</b>	

19. Period of teaching experience :

:

20. Research Experience excluding years spend in M.Phil / Ph.D (in years) :

21. Field of specialization under the Subject/Discipline :

22. Academic Staff College Orientation/Refresher Course attended:

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

**PART B: ACADEMIC PERFORMANCE INDICATORS**

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

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

**(i) Lectures, Seminars, Tutorials, Practicals, 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 taken as per documented record
01.						
02.						
03.						
04.						
05.						
06.						
07.						
08.						
<b>TOTAL</b>						
Sl. No	Short Description					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:10)					
(Department Time table/Statement of class engaged by teacher attested by Principal or HOD)					<b>Total API Score</b>	

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

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

Sl.No	Course/Paper	Consulted	Prescribed	Additional Resource provided
01.				
02.				
03.				
04.				
05.				

06.				
07.				
08.				
API Score based on Preparation and Imparting of Knowledge/ instruction as per curriculum & syllabus enrichment by providing additional resources to students (Maximum Score:20).				<b>API Score</b>

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

Sl. No	Short Description	API Score
	Total	
05 Points for each activity. Max: 20 (Statement of duty engaged by teacher attested by Principal or HOD).		<b>API Score</b>

**(iv) Examination Duties assigned and Performed**

Sl.No	Type of Examination Duties	Duties assigned	Extent to which carried out (%)	API Score
1.	University Exam	Invigilation		
		Valuation		
		Evaluation of Practicals/Project		
		Convenor/Member in Anti Vigilance Squad.		
2.	Internal Examination	Invigilation		
		Valuation of answer scripts		
		Question Paper Setting		
			Total	
Each activity 05 Points. Max. Score : 25 (Statement of duty engaged by teacher attested by Principal or Chief Superintendent or duty certificates issued by University).			<b>Total API Score</b>	

**Total API for Category I : Minimum: 80; Maximum: 125**

**Total API Score Category I =**

**CATEGORY: II. CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT  
RELATED ACTIVITIES**

**I . Extension, co-curricular and field based activities**

Sl. No	Type of Activity	Average Hrs./Week	API Score
<b>i. Institutional co-curricular activities for students (Field study, educational tours, Industry-implant training, Placement activity and other events)</b>			
01			
02			
03			
04			
			Total
Each activity 05 Points. Maximum 10 Points		<b>API Score</b>	
<b>ii. Position held/Leadership role played in organization linked with Extension Work (Cultural, Sports, NSS, NCC or similar activity)</b>			
01			
02			
03			
04			
05			
			Total
Each activity 05 Points. Maximum 10 Points		<b>API Score</b>	
<b>iii. Student and Staff related Socio Cultural and Sports Programmes, Campus Publications</b>			
01			
02			
03			
04			
05			
			Total
Each activity 05 Points. Campus Publications: Institutional level 05 points & Dept. level 02 points Maximum 10 Points		<b>API Score</b>	
<b>iv. Community Work (National Integration, Environmental democracy, Human Rights, Peace, Scientific temper, Flood or drought relief, Small family norms etc)</b>			
01			
02			
03			
04			
05			
			Total
Each activity 05 Points. Maximum 10 Points		<b>API Score</b>	

**Maximum API Score (i+ii+iii+iv) : 15**

**II . Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities**

Sl. No	Type of Activity	Average Hrs./Week	API Score
<b>i. Contribution to Corporate life in Universities/Colleges (Meetings, Popular lectures, Subject related events, articles in college magazine and University volumes)</b>			
01			
02			
03			
Total			
Each activity 02 Points. Maximum 10 Points		<b>API SCORE</b>	
<b>ii. Institutional Governance responsibilities (Vice Principal, Dean, Director, Warden, Bursar, School Chairperson, IQAC Coordinator/Member et.)</b>			
01			
02			
03			
Total			
Each activity 05 Points. Maximum 10 Points		<b>API Score</b>	
<b>iii. Participation in Committees concerned with any aspect of departmental or institutional management (Admission Committee, Campus Development, Library Committee etc.)</b>			
01			
02			
03			
04			
Total			
Each activity 05 Points. Maximum 10 Points		<b>API Score</b>	
<b>iv. Responsibility for, or participation in committees for students welfare, Counseling and Discipline</b>			
01			
02			
03			
Total			
Each activity 05 Points. Maximum 10 Points		<b>API Score</b>	
<b>v. Organization of Conference/Training etc. as Chairman/Organization Secretary/Convenor/Treasurer</b>			
01			
02			
03			
Total			
Chairman/Organization Secretary/Convenor/Treasurer: International - 10 Points, National/Regional - 05 Points Member in Organizing Committee – 01 Points Maximum 10 Points		<b>API Score</b>	

**Maximum API Score (i+ii+iii+iv+v) : 15**

### III . Professional Development Activities

Sl. No	Type of Activity	Average Hrs./Week	API Score
<b>i. Membership in Profession Related Committees/Bodies</b>			
01			
02			
03			
Total			
International : 05, National : 03, State : 02 Maximum 10 Points		<b>API Score</b>	
<b>ii. Participation Subject Associations/Seminars/Conferences etc. without paper presentation</b>			
01			
02			
03			
Total			
Each activity 02 Points. Maximum 10 Points		<b>API Score</b>	
<b>iii. Participation in Short Term Training Courses less than one week duration</b>			
01			
02			
03			
Total			
Each Activity 05 Points Maximum 10 Points		<b>API Score</b>	
<b>iv. Membership /Participation in State/Central Bodies/Committees in Education, Research and National Development</b>			
01			
02			
03			
Total			
Each Activity 05 Points Maximum 10 Points		<b>API SCORE</b>	
<b>v. Publication in Newspapers, Magazines or other publications (not covered in Category III), Radio talks, Television Programmes</b>			
01			
02			
03			
Total			
Each Activity 01 Points Maximum 10 Points		<b>API SCORE</b>	

**Maximum API Score (i+ii+iii\_iv+v) : 15**

**Total API for Category II : Maximum: 45**

**Total API Score Category II =**

**CATEGORY: III. RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS**

**A1. Research Papers in Refereed Journals**

Sl. No.	Title with page Nos	Journal	UGC/University/ISSN/ISBN No	Whether peer reviewed, Impact Factor, if any	No. of Co-authors	Whether you are the main Author	API Score
Total							
15 Points per publication The first/principal author would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors						<b>API Score</b>	

**A2. Research Papers in Non-Refereed and other Reputed Journals**

Sl. No.	Title with page Nos	Journal	UGC/University/ISSN/ISBN No	Whether peer reviewed, Impact Factor, if any	No. of Co-authors	Whether you are the main Author	API Score
Total							
10 Points per publication The first/principal author would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors						<b>API Score</b>	

**A3. Full Papers in Conference Proceedings**

Sl. No.	Title with Page Nos.	Details of Conference publication	No. of Co-authors	Whether you are the main Author	API Score
Total					
10 Points per publication The first/principal author would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors				<b>API Score</b>	

**B1. Reference/Subject books published by International/National/Local publishers**

Sl. No.	Title	Book, Title, Editor & Publisher	ISSN/ISBN No.	No. of Co-authors	Whether you are the main Author	API Score
Total						
International : 50 Points, National : 25 & Local : 15 per book for Single					<b>API Score</b>	



Author. In the Case of multiple authors, scores should be shared equally by all authors.		
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**B2. Articles/Chapters in books published by International/National/Local publishers**

Sl. No.	Title	Book, Title, Editor & Publisher	ISSN/ISBN No.	No. of Co-authors	Whether you are the main Author	API Score
Total						
International : 10 Points, National : 05 & Local : 03 per chapter for Single Author. In the Case of multiple authors, scores should be shared equally by all authors.					API Score	

**C1. Ongoing and Completed Research Projects**

Sl. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	API Score	
Total						
Major Projects : 20 Points (Above 05 Lakhs) Major Projects : 15 Points (> 04 Lakhs & < 05 Lakhs) Minor Projects : 10 Points Below 04 Lakhs)					API Score	

**C2. Consultancy Projects**

Sl. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	API Score	
Total						
10 Points for every 05 Lakhs & 02 Points per 01 Lakh					API Score	

**C3. Project outcome/output**

Sl. No.	Description/Patent	International/National	API Score
Total			
International : 50 Points/Patent or output National : 30 Points /Patent or output		API Score	

### D1. Research Guidance

Category	Number Enrolled	Thesis Submitted	Degree Awarded	API Score
i. Ph.D or equivalent				
ii. M.Phil or equivalent		NA		
Total				
Ph. D (Degree Awarded) : 10 Points; Ph. D (Thesis Submitted) : 07 Points M. Phil : 03 Points			API Score	

**E1. Research Methodology / Training / Teaching-Learning-Evaluation Technology Programmes / Coaching/ Faculty development Programmes (not less than three week duration).**

Sl. No.	Programme	Duration	Organized by	API Score
Total API Score				

**E2. 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
Total					
International : 10/Paper presented National : 7.5/Paper presented State/University : 05/Paper presented				API Score	

**E3. Invited Lectures and Chairmanships at National or International Conference/Seminar etc**

Sl.No.	Title of the Lecture/ Academic Session	Title of Conference/ Seminar	Organized by	Whether International/ National/State/Regional/ College or University Level	API Score
Total					
International : 10/Lecture National : 7.5/Lecture State/University : 05/Lecture				API Score	

**Total API Score Category III =**

#### IV. SUMMAY OF API SCORES

**Session/Year :**

<b>Criteria</b>		<b>API Scored</b>	<b>Minimum API Required</b>	<b>Maximum API</b>
I	Teaching, Learning and Evaluation related activates			
II	Co-curricular, Extension, Professional development etc.			
	Total II + III			
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.

<b>Sl. No.</b>	<b>Details (Mention Year, Value etc. where relevant)</b>

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

<b>01.</b>	
<b>02.</b>	
<b>03.</b>	
<b>04.</b>	
<b>05.</b>	
<b>06.</b>	
<b>07..</b>	
<b>08.</b>	
<b>09.</b>	

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**

NB: 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.

