

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):

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

16. Research Degree(s):

Degree	Title	Date of Award	University

17. Appointments held prior to joining this institution

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

18. Posts held after appointment at this institution

Designation	Department	Date of actual Joining		Grade
		From	To	

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:

Name of the Course / Summer School	Place	Duration	Sponsoring Agency

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 a. 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 per Week	% of Classes/ Pract. taken as per documented record
01.						
02.						
03.						
04.						
05.						
06.						
07.						
08.						
TOTAL						
Max.70 for 100% performance for Assistant Professor & 60 for 100% performance for Associate Professor and Professor. (Proportionate score up to 80% performance, below which no score may be given). (Department Time table/Statement of class engaged by teacher attested by Principal or HOD)					API Score	

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

I b. Teaching in Excess of UGC norms

Sl. No	Course/Paper	Level	Mode of teaching*	No. of additional classes taken in Hrs.	API Score
01.					
02.					
03.					
04.					

05.					
02 points /Hr. Maximum 10 Points. (Statement of class engaged by teacher attested by Principal or HOD)					API Score

II. 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.20 for 100% performance for Assistant Professor Associate Professor & 10 for Professor. (Statement of duty engaged by teacher attested by Principal or Chief Superintendent or duty certificates issued by University).				Total API Score

III. Use of Innovative Teaching-Learning Methodologies, Updating of Subject Content, Course improvement, Mentoring etc.

Sl. No	Short Description	API Score
	Updating of Courses/Design of Curriculum	
	Preparation of Resource materials such as reading materials, laboratory manuals etc.	
	Participatory teaching learning activities	
	Developing/Imparting/Implementing of Bridge courses, Soft Skill classes, Personality development modules etc.	
	Mentoring	
Total		
Each activity 05 Points. Max.10 for for Assistant Professor, 15 for Associate Professor & 20 for Professor. (Documents Certified by Principal/HOD/Coordinator).		Total API Score

Total API for Category I : Maximum: 100, Minimum: 80 for Assistant Professor, 75 for Associate Professor & 70 for Professor

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

I . Student related co-curricular, extension and field based activities

Sl. No	Type of Activity	Average Hrs./Week	API Score
i. Discipline related co-curricular activities (remedial classes, career counselling, study visit, student seminar and other events)			
01			
02			
03			
04			
			Total
Each activity 05 Points. Maximum 10 Points			API SCORE
ii. Other co-curricular activities (Cultural, Sports, NSS, NCC etc.)			
01			
02			
03			
04			
			Total
Each activity 05 Points. Maximum 10 Points			API SCORE
iii. Extension and dissemination activities (Public/Popular lectures/talks/seminars etc.)			
01			
02			
03			
04			
			Total
Each activity 05 Points. Maximum 10 Points			API SCORE

Maximum API Score (i+ii+iii) : 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
i. Administrative responsibility (Dean/Principal/Chairperson/Convenor/Head of the Department/teacher-in-charge/similar other duties that require regular office Hrs. for its discharge)			
01			
02			
03			
04			
			Total
Each activity 05 Points. Maximum 10 Points			API SCORE
ii. Participation in Board of studies, Various Academic and Administrative committee (Both			

in University and College)		
01		
02		
03		
04		
		Total
Each activity 05 Points. Maximum 10 Points		API SCORE

Maximum API Score (i+ii) : 15

III . Professional Development Activities

Sl. No	Type of Activity	Average Hrs./Week	API Score
i. Organization of Seminars/Conferences etc.			
01			
02			
03			
04			
		Total	
Chairman/Organizing Secretary/Convenor :International : 10, National : 07, State/Regional : 05 Member in Organizing Committee : International : 05, National : 03, State/Regional : 02 Maximum 10 Points			API SCORE
ii. Participation Subject Associations/Seminars/Conferences etc. without paper presentation			
01			
02			
03			
04			
		Total	
Each activity 02 Points. Maximum 10 Points			API SCORE
iii. Membership in Profession Related Committees/Bodies			
01			
02			
03			
04			
		Total	
International : 05, National : 03, State : 02 Maximum 10 Points			API SCORE
iv. Participation in Short Term Training Courses less than one week duration			
01			
02			
03			
04			
		Total	

Each Activity 05 Points Maximum 10 Points		API SCORE
v. Industrial experience/Popular talks/lectures in refresher or faculty development courses/dissemination and general articles etc.		
01		
02		
03		
04		
05		
		Total
Each Activity 02 Points Maximum 10 Points		API SCORE

Maximum API Score (i+ii+iii_iv+v) : 15

Total API for Category II : Maximum: 45

CATEGORY: III. RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

III. Published Papers in Journals

III A1. Research Publications in Referred Journals

Sl. No.	Title with page Nos.	Journal	Sl.No. in UGC list	ISSN/ ISBN	Whether peer reviewed. Impact Factor, if any	No. of Co-authors	Whether you are the main author
Total							
25 Points per publication The first and principal/corresponding author would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.						API Score	

III A2. Research Publications in other Reputed Journals

Sl. No.	Title with page Nos.	Journal	Sl.No. in UGC list	ISSN/ ISBN	Whether peer reviewed. Impact Factor, if any	No. of Co-authors	Whether you are the main author
Total							
10 Points per publication The first and principal/corresponding author would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.						API Score	

III B. Publications other than Journal Articles

III B1 Articles/Chapters published in Books/Full papers in Seminar Proceedings

Sl. No.	Title with Page Nos.	Book, Title, Editor & Publisher	ISSN/ISBN No.	No. of Co-authors	Whether you are the main Author	API Score
Total						
International : 10 Points/Chapter, National : 05/Chapter					API Score	

III B2 Reference/Subject books published by International/National/Local publishers as approved by University.

Sl. No.	Title with Page Nos.	Book, Title, Editor & Publisher	ISSN/ISBN No.	No. of Co-authors	Whether you are the main Author	API Score
Total						
International : 30 Points, National : 20 & Local : 15 per book for Single Author					API Score	

III C. Research Projects

III C1. Sponsored Projects

Sl. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	API Score
Total					
Major Projects : 20 Points (> 30 Lakhs for Science and 05 Lakhs for Arts) Major Projects : 15 Points (> 05 Lakhs &< 30 Lakhs for Science and > 05 Lakhs & < 03 Lakhs for Arts) Minor Projects : 10 Points (< 05 Lakhs for Science and < 03 Lakhs for Arts)					API Score

III C2. Consultancy Projects

Sl. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	API Score
Total					
10 Points for every 10 Lakhs for science and 02 Lakhs for Arts					API Score

III C3. Project outcome/outputs

a. Patent/technology transfer/product/process

Sl. No.	Description/Patent	International/National	API Score
Total			
International : 30 Points/Patent or output National : 20 Points /Patent or output			API Score

b. Major Policy document prepared for International Bodies/Central/State Government/Local Bodies

Sl. No.	Description/Patent	International Bodies/ Central/State Government/ Local Bodies	API Score
Total			
International : 30 Points/Document; National : 20 Points / Document State Govt. : 20 Points / Document; Local bodies : 05 Points/ Document		API Score	

III D. Research Guidance

Category	Number Enrolled	Thesis Submitted	Degree Awarded	API Score
i. Ph.D or equivalent				
ii. M.Phil or equivalent		NA		
iii. PG		NA		
iv. UG		NA		
Total				
Ph. D (Degree Awarded) : 15 Points; Ph. D (Thesis Submitted) : 10 Points M. Phil : 05 Points; PG : 03 Points /Student (Maximum / Year)UG : 02 Points/Group (Min. 05 Students) (Maximum / Year)			API Score	

III E. Fellowships, Awards and Invited Lectures delivered in Conference/Seminars

III E1. Fellowships/Awards

Sl. No	Award/Fellowship	International/National /State or University level	Awarded by	API Score
Total				
International : 15/Award or Fellowship; National : 10/Award or Fellowship; State : 05/Award			API Score	

III E2. Invited Lectures and Papers at International /National/State or University Level

Sl. No.	Title of the Lecture/ Paper/ Academic Session	Title	Organized by	Whether International/ National/State or University Level	API Score
Total					
International : 07/Lecture & 05/Paper presented National : 05/Lecture & 03/Paper presented State/University : 03/Lecture & 02/Paper presented *The Score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period.				API Score	

III F. Development of e-learning delivery process/material.

Sl. No.	Title of Module/Material/Extension Talk	API Score
	Total	
	10 Points per Module Online process like MOODLE, MOOC, LMS, Submission of assignments, ppt, notes, handouts etc. through online groups such as Google, YouTube etc.	API Score

Total API for Category III :

IV. SUMMAY OF API SCORES

Session/Year :

Criteria		API Scored	Minimum API Required	Maximum API
I	Teaching, Learning and Evaluation related activates			
II	Co-curricular, Extension, Professional development etc.			
III	Research and Academic contribution			
	Total II + III			

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)

01.	
02.	
03.	
04.	
05.	
06.	
07..	
08.	
09.	

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.

