

UNIVERSITY OF KERALA

Annual Self Assessment for the Performance Based Appraisal System (PBAS) PROFORMA for promotion under CAS [As per UGC Regulations (IV Amendment), 2016]

SESSION/YEAR.....
(To be completed and submitted for each assessment year)

PART A: GENERAL INFORMATION

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 Pincode)	:	
7	Permanent Address (with Pincode)	:	
	Telephone No.	:	
	Email	:	
8	Whether acquired any degrees or fresh academic qualifications during the year	:	
9	Academic Staff College Orientation/Refresher Course attended during the year:		
	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

(a) Direct Teaching (Lectures, Tutorials, Practicals, Project supervision, Field work)

S.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
(Max. 70 for 100% performance for Assistant Professor and Max. 60 for 100% performance for Associate Professor/ Professor & proportionate score upto 75% performance, below which no score may be given)	
Teaching load in excess of UGC Norms (Max.10)	
	Max. Score : 70/60

(b) Examination Duties assigned and Performed (Question paper Setting/Invigilation/Evaluation of answerscripts)

S.No.	Type of Examination Duties	Duties Assigned	Extent to which carried out (%)	API Score
Max. 20 for Asst. Professor/Asso.Professor & 10 for Professor Total Score (Max.:20/10)				

(c) Innovative Teaching-Learning Methodologies, Updating of Subject Content/Courses mentoring etc.

S.No.	Short Description	API Score
Max.10 for Asst. Professor, 15 for Asso.Professor & 20 for Professor Total Score(Max:10/15/20)		

Total under Category I	Minimum : 75; Maximum :100/95/90	
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CATEGORY: II. PROFESSIONAL DEVELOPMENT, CO-CURRICULAR & EXTENSION ACTIVITIES

S.No.	Nature of Activity	Average Hrs./Week	API Score
	a. Student related Co-curricular extension & field based activities		
	i. Discipline related co-curricular activities (eg., remedial classes, career counselling, study visit, student seminar and other events)		
	ii. Other Co-curricular activities(cultural, sports, NSS, NCC etc.)		
	iii. Extension and dissemination activities (public/popular lectures/talks/seminars etc.)		
	Total API Score(Max. : 15)		
	b. Contribution to Corporate Life and Management of the Department & Institution through participation in academic and administrative committees and responsibilities		
		Yearly/ Semester wise responsibilities	API Score
	i. Administrative responsibility (including as Dean/Principal/Chairperson/Convener/ Teacher in-charge/similar other duties that require regular office hrs. for its discharge)		
	ii. Participation in BoS, Academic & Administrative Committees		
	Total API Score (Max. : 15)		
	c. Professional Development Activities (such as participation in Seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher/faculty development courses, dissemination and general articles and any other contribution)		
		Total (Max : 15)	
		Total (a + b + c)	
		(Minimum : 15; Maximum : 45)	

CATEGORY: III. RESEARCH AND ACADEMIC CONTRIBUTIONS

III (A) Research papers published in Journals

(i) Referred Journals as notified by the UGC

S. 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	API Score

(ii) Other reputed journals as notified by the UGC

S. 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	API Score

III (B) Publications other than journal articles(Books, Chapters in Books)

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

III (C) Research Projects

(i) Sponsored Projects

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

(ii) Consultancy Projects

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

(iii) Project outcome/outputs

a. Patent/technology transfer/product/process

S.No.	Description/Patent	International/National	API Score

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

S.No.	Description/Patent	International Bodies/ Central/State Government/ Local Bodies	API Score

III (D) Research Guidance

S.No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score
i. M.Phil or equivalent (for Degree awarded only)		N A		
ii. Ph.D or equivalent				

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

(i) Fellowship/Awards

S.No.	Award/Fellowship	International/National /State or University level	Awarded by	API Score

(ii) Invited Lectures and Papers at International /National/State or University Level

S.No	Title of the Lecture/Paper & Academic Session	Title	Organized by	Whether International/ National/State or University level	API Score
Total under III(E) (i +ii)					
(Limited to 20% of the minimum fixed for Category III)					

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

S.No.	Module/Title	API Score

IV. SUMMARY OF API SCORES

	Criteria	Minimum API Required	Maximum API	Total-API Score for Assessment Period
I	Teaching, Learning and evaluation related activities			
II	Professional Development, Co-curricular & Extension activities			
III	Research and Academic Contributions			
Total II & III (Cumulative)				

PART C : OTHER RELEVANT INFORMATION

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/Chairperson/Principal

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(IV Amendment), 2016.

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 as per the UGC Regulations(IV Amendment), 2016

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.

I. Teaching, Learning and Evaluation Related activities

a. Direct Teaching

Lectures/Practicals/Tutorials/Contact classes taken should be based on verifiable records. No score should be assigned if a teacher has taken less than (say) 75% assigned classes. Universities may give allowance for periods of leave where alternative teaching arrangements would ordinarily be made. Maximum score if there is 100% achievement.	Maximum Score 70 for Asst. Professor, 60 for Asso. Professor/ Professor
If the teacher has taken classes exceeding UGC norms, then two points to be assigned for each extra hour of classes	Maximum Score 10

b. Examination duties assigned and performed

Indicators	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 co-ordination, or flying squad duties etc. (maximum of 5 or 10 depending upon Intensity of duty) (100% compliance = 10 points)	10
Maximum Aggregate Limit (b)	20 for Asst. Professor / Asso. Professor & 10 for Professor

c. Innovative Teaching-Learning Methodologies, Updating of Subject Content/Courses, mentoring etc.

Indicators/Activities	Maximum Score
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. a. ICT Based teaching material : 10 points/each b. Interactive Courses : 5 points/each c. Participatory Learning modules : 5 points/each	10
Developing and imparting Remedial/Bridge Courses and Counselling 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 a. Workshop/Training course : 10 points each b. Popularization Program : 5 points each	10
Maximum aggregate limit (c)	10 for Asst. Professor 15 for Asso. Professor & 20 for Professor.
Total under Category I (a+b+c)	Max.100/95/90

II. Professional Development, Co-curricular & Extension Activities

a. Student related Co-curricular extension and 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 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, secularism, democracy, socialism, humanism, peace, scientific temper; flood or, drought relief, small family norms etc. (5 points each)	10
Maximum Aggregate Limit (a)	15

b. Contribution to Corporate Life and Management of the Department and Institution through participation in academic and administrative committees and responsibilities

Contribution to Corporate life in Universities/Colleges through meetings, popular lectures, subject related events, articles in college magazine and University volumes (2 point each)	10
Institutional Governance responsibilities like, Vice Principal, Dean, Director, Warden, Bursar, Convener, Chairperson, IQAC Co-ordinator (10 points each)	10
Participation in Committees concerned with an aspect of departmental or institutional management such as admission committee, campus development, library committee (5 point each)	10
Responsibility for, or participation in BOS, Academic & Administrative Committees for Students Welfare, Counselling and Discipline (5 each)	10
Organization of Conference/Training: International (10 points); National/Regional (5 points).	10
Maximum Aggregate Limit (b)	15

c. Professional Development Activities

Indicators / Activities	Maximum Score
Membership in profession related Committees at State and National level a. At National level : 3 points each b. At State level : 2 points each	10
Participation in subject associations, conferences, seminars without paper presentation (Each activity : 2 point)	10
Participation in short term training courses 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, magazines or other publications (not covered in category 3); radio talks etc. (1 point each)	10
Maximum Aggregate Limit (c)	15
Total under Category II (a+b+c)	Maximum 45

Category: III. Research and Academic Contributions

This is to be filled as per Appendix III Table 1, Category III of the UGC Regulations (4th Amendment), 2016. 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

The summary must take into account the maximum score limits for each set of indicators as given in Appendix III, Table 1.