ARKA JAIN UNIVERSITY, JHARKHAND

(For Assistant Professor / Associate Professor / Professor)

Format for

Self-Assessment for the Performance Based Appraisal System (PBAS) for Academic Performance Index (API) as per UGC 2016 Regulations, [4th Amendment]

(For Assistant Professor / Associate Professor / Professor)

Version 1.0

ARKA JAIN UNIVERSITY, JHARKHAND

(For Assistant Professor / Associate Professor / Professor)

Self-Assessment for the Performance Based Appraisal System (PBAS) for Academic Performance Index (API) as per UGC 2016 Regulations, [4th Amendment]

((For Assistant Professor / Associate Professor / Professor)

Session/Year ……

(To be completed and submitted at the end of each academic year)

PART A: GENERAL INFORMATION

1	Name (In Block Letters)	:	
2	Father's Name/Mother's Name/ Husband's Name	:	
3	Date of Joining (as full time employee)		
4	Department	:	
5	Current Designation & Academic Grade Pay	:	
6	Name of the reporting official		
6	Date of last Promotion	:	
7	Address for Correspondence (with Pincode)	:	
8	Permanent Address (with Pincode)	:	
9	Telephone No.		
10	Email		
11	Whether acquired any degree or fresh academic qualifications during the year	:	
12	Period of Teaching Experience		PG Classes: UG Classes:
13	Indicate whether belong to SC / ST / OBC category		

13. Appointments held prior to join this university:

Designation	Name of the employer	Date of Joining	Date of Leaving	Salary with Grade	Reason of Leaving

14. Post held after appointment to this university

Designation	Department	Date of Joining	Date of Release	Grade

:

15. Research Experience (Excluding years spent in M.Phil / P.HD) in Years: _____

16. Have you availed maternity benefits during the assessment year? Please give details

PART-II
(SELF APPRAISAL)

(Brief report should bring out any significant achievement during the period under report)

1. **What has been your most important contribution this year anyway?**

2. **Have you made any contributions in the area of work not assigned to you?**

3. (a) Class Room Engagement (whole academic year):-

Sr. No	Class	Name of Department	Numbers of Lectures allocated (per Subject)	Total Lectures actually delivered during session)	Percentage of Syllabus completed for each class/course
Total Periods					

(b) Any special effort made to improve class room instructions.

(c) How many assignments and class tests did you give this year?

Sl.No	Class	Subjects	Number of assignments given to students	Number of class tests given to students	Refer the verifiable records available in the University /Department

(d) Give details of Academic Activities organized in the University/Department:

Title of the activity	Brief Detail of activity

(e) Which new books relating to your subject did you read during the year?

…….

(Must attach a brief extract of about 50 words on the value content of the book).

(f) What are the vital problems of teaching before you, in order of importance?

20. DETAIL OF LAST YEAR ANNUAL EXAMNINATION RESULTS:

Class	Duration for which taught	Total No of students appeared	Passed	Pass Percentage	Details of Pass Students				Reasons for Low Percentage If any
					Div I	Div II	Div III	Failed	
1	2	3	4	5	6	7	8	9	10

21 (i) whether acquired any degree or fresh academic /professional qualifications during the year? If "Yes" mention the name of the degree, year of passing, institution from which passed etc.

(ii) Academic Staff University/Orientation/Refresher Course/ Summer School attended during the year:

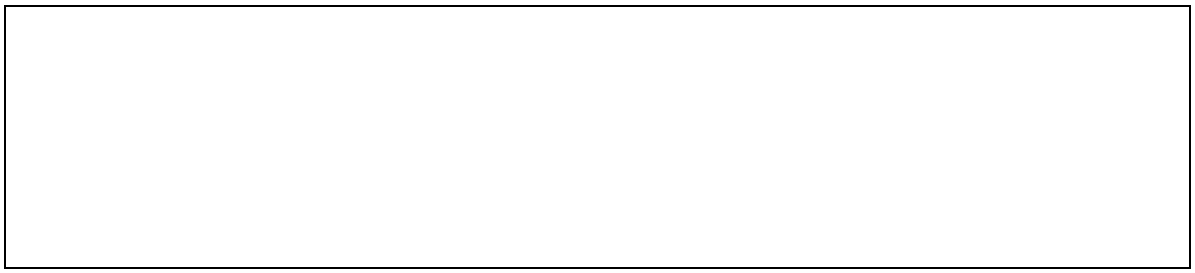
Name of the Summer University/Refresher/Orientation Course with sponsoring Agency	**Place of Summer University/ASC where the course was attended**	**Duration of University Course**	**RC/OC No with title.**

22. Are you doing any Research work? If "YES" provide details.

	Name of University/Institution Registered with	Nature of Project Minor/Major/Doctoral/Post Doctoral	Present Status of Research work/Project

23. Did you receive any honor, prize or award during the year? If "Yes" give details.

25. Any other significant point which is not covered above:



PART C: ACADEMIC PERFORMANCE INDICATORS

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

CATEGORY: 1. TEACHING, LEARNING, EVALUATION, STUDENT FEEDBACK & ATTENDANCE RELATED ACTIVITIES (Total Score 125 – Minimum 75, Max – 125)

(i) Lectures, Seminars, Tutorials, Practical's, Contact Hours (give Semester-wise details, where necessary)

Sl.No.	Course/Paper	Level	Mode of teaching*	No. of classes per 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. 35 for 100% performance & proportionate score upto 80% performance, below which no score may be given)	
(b)	Teaching Load in excess of UGC norm (Max. : 5) **If teacher has engaged classes exceeding university norm, then 2.5 points to be assigned for each extra hour of classes/ Credit** Classes – • Coaching for Advanced and slow learners, • for imparting extra skill (classes for value added course) • for value & environmental education • for competitive examination etc.,	
(c)	**Student Feedback (Total Score Max – 10)** 10 if 90% or more | 7 if 75 % or more | 5 if 60 % or more | 0 if less than 60%	
(d)	**Result (Total Score Max – 10)** 10 if 95% or more | 7.5 if 85 % or more | 5 if 75% or more | 0 if less than 75%	
		Max. Score : 60

(ii) Reading/Instructional material consulted and additional knowledge resources provided to students (evidence to be submitted) – Max score 15

Indicative activities:

- Collection of news paper articles / Magazines articles relevant to subject of study & attempt to integrate the same in the lecture plan
- Development of class room discussion items
- Consult additional knowledge resources and share with students as additional reading materials

Outstanding = 15 | Very Good = 12 | Good = 8 | Average = 5 | Modest = 1

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				API Score
				Max. Score : 15

(iii) **Use of Participatory and Innovative Teaching-Learning Methodologies, Updating of Subject Content, Course improvement etc.** Total Score (Max.: 15)

Sl.No.	Short Description	API Score
	Updating courses, design of curriculum , Preparation of study materials, Support to department / University by taking a new subjects of other stream, new subjects which has close proximity to your domain **Indicative activities:** 1. Contribution in design of curriculum through proper channels like BOS, assistance to BOS members, Assistance to program coordinators / HODs 2. Contributions as a member of syllabus-Subcommittee/BOS/Faculty/ Academic Council 3. Development of Laboratory manuals, Development of new manuals 4. Use of ICT 5. Development of case study 6. Adoption of new learning methodology: - Role Play - Group Discussion - Student's Seminar	**10 points** Outstanding = 10 Very Good = 7 Good = 5 Average = 3 Modest = 1
	Developing and imparting Remedial Bridge Courses and counseling Modules Remedial /Bridge Courses for Socially Backward Students Minority Students, Below Poverty Line Students, Under Privileged Students,	**5 Points** Outstanding = 5

	Repeater Students, Otherwise abled Students etc. **Developing and imparting soft skills/ Communication Skill/ personality** development courses/models Good Manners, Time Management, Event management, Confidence Building, Decision Making, Rationality, Innovation, Presence of mind, Sharpness, Creativity, Planning, Imagination, Foresight, Scientific Approach etc.)	Very Good = 4 Good = 3 Average = 2 Modest = 1

(iv) Examination Duties assigned and Performed (Max 25)

Sl.No.	Type of Examination Duties	Duties Assigned	Extent to which carried out (%)	API Score
	Invigilation			7.5 points
	Evaluation of Answer scripts			7.5 points
	Question Paper Setting			5 Points
	Reevaluation & Redressal			2.5 Points
	• External Assessment • Assessment Re Evaluation			2.5 Points
			Total Score (Max. : 25)	

**Marks to be allotted by Examination Department

v) Leave Management (Total Score Max 10)

10 if 90% or more | 7.5 if 75 % or more | 5 if 60 % or more | 0 if less than 60%

(While assigning the grades frequency of planned leave and unplanned leave will be taken into consideration, in case, leave habit is biased towards unplanned leave; low score may be given even if overall score falls under higher bracket)

Sl.No.	Duration	Attendance %	API Score

Example Leave Available – 15 Days, You have consumed

- **15 days of leave – You will fall under the bracket of 90% or more**
- **18 days of leave – which is 20% more than leave available to you, so you fall under 75% or more category**

PART III - CATEGORY: II.

CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

Please mention your contribution to any of the following:

S.No.	Type of Activity	API Score
	i. Extension, Co-curricular & field based activities (i) Development related co-curricular activities • Field work & Field Studies • College tour organized by college(Excursion / Study tour) • Career counseling as part of admission process • Career counseling session for final year students • Organizing Quiz, debate, elocution, Essay competition (on subject) • Exhibition • Subject / faculty day celebration • Survey conduction • Subject association activity - **Evidence to be provided** (ii) **Other co curricular** activities (Cultural, Sports, NSS, NCC , any other clubs) • Active contribution to University level, Department level Fest • Head of / member of Different Type of clubs, Taking initiative of starting a new club and formulate and implement plans for the growth of club activity, Nurture it by taking full ownership of this • Member of University level Magazine / Department level magazine publishing team • Member of NSS / ROTRACT club (iii) **Extension and Dissemination** activities : Positions held / Leadership role played in organization linked with Extension work • Public lectures delivered (Related to subject) • Talks delivered in a programme as chief guest • Seminars in public interest • General awareness activities • Organizing subject related event like lecturer on special topics • Placement officer	20 Outstanding = 20 | Very Good = 15 | Good = 10 | Average = 5 | Modest = 1
	Contribution to Corporate Life and Management of the University Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities. **(i) Administrative responsibili**ty (including as Dean / Principal / Chairperson / Convener / Program Coordinator, Teacher-in-charge/similar other duties that require regular office hrs for its discharge **(Points to be given based on actual performance in the given the responsibility)**	15 Outstanding = 15 | Very Good = 12 | Good = 8 | Average = 5 | Modest = 1

	(ii) Participation in Board of Studies, Academic Council and Administrative Committees **Like SDC Cell, WGRC, Admission Committee, Library Committee, UCRC, DRC, Exam Board etc.)** **(iii) Organization of conference, Training (Points to be given depending upon the type of conference – Regional , National, nternational)**	
	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)	15 Outstanding = 15 | Very Good = 12 | Good = 8 | Average = 5 | Modest = 1
	Total Score (Minimum – 15, Max 50)	50

VERIFIABLE DOCUMENTS (1) Academic Dairy (2) Bio Metric Generated Slips (3) Attendance sheets (4) Certification by HOD / Principal (5) Supporting Documents (6) Attendance Registers

PART III – CATEGORY III

RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API scores required for teachers from this category are different for different levels of promotion in universities and colleges. The self-assessment score shall be based on verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professor to higher grades and Selection Committee for the promotion of Assistant Professor to Associate Professor and Associate Professor to Professor and for direct recruitment of Associate Professor and Professor

Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 20 points: (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

A. Paper Publication

(i) Published paper in Referred Journals* (15 points per publication)

Sl.No.	Title with page Nos.	Journal	ISSN / ISBN No.	Whether peer reviewed. Impact Factor, if any	No. of Co-authors(40% weightage)	Whether you are the main author(60 % weightage)	API Score

- Whether relevant to any specific discipline, the API score for paper in referred journal would be augmented as follows:
- Indexed journal – by 5 points
- Paper with impact factor between 1 and 2 by 10 points
- Paper with impact factor between 2 and 5 by 15 points
- Papers with impact factor between 5 and 10 by 25 points

(ii) Non referred but recognized , indexed and reputed journals and periodicals having ISSN/ISBN no (10 points per publications)

Sl.No.	Title with page Nos.	Journal	ISSN / ISBN No.	Whether peer reviewed. Impact Factor, if any	No. of Co-authors(40% weightage)	Whether you are the main author(60 % weightage)	API Score

(iii) Full Papers in Conference Proceedings - Abstracts not included) 10 publications

Sl.No.	Title with page Nos.	Details of Conference Publication	ISSN / ISBN No.	No. of Co-authors	Whether you are the main author	API Score

B. (i) Articles / Chapters published in Books (Sole Author 15 points, Chapter in Edited Books – 03 points per publication)

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

(iii) Books Published as single Author or as Editor

Sl.No.	Title with page Nos.	Type of Book & Author-	Publisher & ISSN / ISBN No.	Whether peer reviewed.	No. of Co-authors	Whether you are the main	API Score

		ship				**author**	
	1. Text or Reference books published by International publishers with established peer review system. 50 sole author/ 10 chapters in an edited book. **2**. Subject books by National Level publisher/ State & central Govt. Publications with ISBN/ISSN numbers (25 sole authors and 5 chapters in edited books). **3**.Subject books by other local publishers with ISBN/ISSN numbers (15 sole author & 3 chapter I edited books)						

C. Ongoing and Completed Research Projects and Consultancies

(I) Ongoing Projects / Consultancies

1. Major projects amount mobilsed with grants above Rs 30 Lakh for Science & Rs 5 Lakhs for Arts/ Humanities/ Social Sciences.(20 each project)
2. Major projects amount mobilized with grants above Rs 5 Lakhs upto Rs 30 Lakhs for Science & Rs 3 Lakhs upto Rs 5 lakhs for arts/Humanities/ Social Sciences (15 each project).
3. Minot Projects amount mobilized with grants above Rs 50,000 upto Rs 5 Lakhs for Science and Rs 25,000 upto Rs 3 Lakhs for arts/humanities/Social Sciences)10 points each.

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

(ii) Completed Projects / Consultancies

1. Quality Evaluation Completed Project Report (acceptance from funding agency) 20 each major project and 10 each minor project.
2. Project Outcome/Outputs-Patent/Technology transfer/product/process (30 each national level output or patent and 50 each for international level.)

(Amount mobilized with minimum Rs.10 lakhs for Engineering/ sciences & minimum of Rs.2 lakhs for others, 10 points for every Rs 10 lakhs & Rs. 2 lakhs. respectively)

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

D. Research Guidance

1.Degree awarded only (3 each candidate) for M.Phil
2.10 each candidate for Ph.D.
3.Thesis submitted -7 each candidate

Sl.No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score
i. M.Phil or equivalent				
ii. Ph.D or equivalent				

E. (i) Training Courses, Teaching-Learning-Evaluation Technology Programmes, faculty development Programmes (not less than one week duration)

These includes- conference, seminar, workshops papers refresher courses, methodology, workshops, training, teacher learning evaluation technology Programmes, soft skills development programmes, Faculty development Programmes.(Max 30 points)
A).Not less than 2 weeks (20 /each)
B). One week duration (10 each)
.

Sl.No.	Programme	Duration	Organized by	API Score

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

Papers in conferences/seminars/workshops etc. Participation and presentation of research papers (oral posters) International conference-10 each
National-7.5 each | Regional State Level- 5 each | Local University/college level-3 each

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 Conference/Seminar etc.

Invited lectures or presentations for conference/symposia-International 10 each
National level-5 each

Sl.No.	Title of the Lecture/ Academic Session	Title of Conference/ Seminar	Organized by	Whether International/ National	API Score

The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period

(F) Development of e-learning delivery process/material 10 per module

Development of e-learning delivery process/material 10 per module

PART-IV

Assessment to Be Filled By Reporting Officer Only

1. **Do you agree with the brief of work as mentioned in Part-II & III of the report. If not, indicate briefly the reasons for disagreeing with it and the extent of your disagreement.**

2. **STAGE OF HEALTH**:

(a) Physical:

I. Energetic
II. Major Ailment, if any

(b) Mental:

I. Alert
II. Ailment, if any?

(c) Emotional Balance:

I. Is he /she calm and retains poise?
II. Does he get provoked easily?
III. Is he able to tolerate difference of Opinion?

3. **INTELLIGENCE AND UNDERSTANDING** :

I. Exceptional, has clear grasp of any matter
II. Intelligent and grasps a point correctly
III. Just good enough

4. **QUALITY OF WORK**

(i) ATTENTION TO DETAILS

---Accuracy in presentation
---Thoroughness in analysis

(a) A Most reliable and comprehensive
(b) Considers all relevant details
(c) Just good enough

5. ABILITY IN DISCUSSION AND CONVERSATION

(a) Very effective and convincing
(b) Good and puts across his/her points clearly
(c) Just good enough

6. ZEAL, DILIGENCE AND SENSE OF RESPONSIBILTY:

(a) Shows exceptional zeal and devotion with excellent initiative
(b) Hard working and conscientious
(c) Reasonably diligent with negative initiative

7. ABILITY TO INSPIRE CONFIDENCE AND TO GET BEST OUT OF THE STUDENTS:

(a) Very Good
(b) Good
(c) Average

8. PUNCTUALITY AND ATTENDANCE :

(b) Punctuality in attending the class (Timely start and finishing the class)
(c) Period of EL (if any) during the year (with dates)……
(d) Period of all other leave except casual leave (excluding EL) (with dates)…….
(e) Period of willful absence (if any) (with dates)
……..

9. OTHER OBSERVATIONS (This space may be utilized for remarks which completes, corroborates, or that has been indicated above. This should not however be used for merely repeating in vague terms what has already been stated. Specific points such as special accomplishment during the period under report and any other aspects not covered in the proforma given above which the Reporting Officer considers worth mentioning may also be indicated here).

_____

_____

_____

_____

_____

10. INTEGRITY :

(a) Nothing has come to my knowledge which casts any reflection on his /her integrity. His /Her general reputation for honesty is good and I certify his integrity.

(b) His / Her reputation is of doubtful nature.

(c) He/ She has yet to establish his/her reputation……..

11. Any other information:

……
……
……
……
……

Reporting Officer (University)

Name in Block Letter……

Designation ……

PART V

IV. SUMMARY OF API SCORES

	Criteria	Total-API Score for Assessment Period	Last Academic Year	Self Assessment Score	Reporting Officer Score	Screening Committee Score
I	Teaching, Learning and evaluation, Attendance, Result related activities	Total Max Score – 125, Minimum Score Required = 75				
II	Co-curricular, Extension, Professional development etc.	Total Max Score – 50, Minimum Score Required = 15				
		Total I + II (Minimum Score Required = 100)				
III	Research and Academic Contribution	For Stage 1 to Stage 2: Min 10 per year, For Stage 2 to Stage 3: Min 20 per year, for stage 3 to 4: min 30/year, for Stage 4 to Stage 5 : Min 40 / year and for stage 5 to 6 : Min 50 (where stages 1,2,3,4,5 & 6 correspond to scales with AGP of 6000, 7000, 8000, 9000 , 10000 & 12000 respectively				

SUMMARY OF CATEGORY: III Details

Details	By Candidate	Reporting Officer Score	Screening Committee Score
Total A)			
Total B)			
Total C)			
Total D)			
Total E)			
Total F)			
Grand Total			