

**UTTARAKHAND GOVERNMENT
HIGHER EDUCATION DEPARTMENT**

ANNUAL PERFORMANCE BASED APPRAISAL

(with API scores based on PBAS as per UGC Regulations 2010)

(FOR ASSISTANT PROFESSORS/ASSOCIATE PROFESSORS/PROFESSOR)

Name of the College/Department/Office

Appraisal of work and conduct of Dr. /Shri/Smt/Kumari
Submitted for the year

**PART-I
PERSONAL DATA**

(To be filled up by the Assistant Professor/Associate Professor/Professor)

1. Full Name (in Capital letter)
2. Father/ Mother name
3. Employee Code
4. Subject for which Appointed
5. Date of appointment
6. Current Designation
7. Present Pay Band with Grade Pay
8. Date of Promotion (if any, during past one year)
9. Which Position and grade pay are you an applicant under CAS
10. Date of eligibility for promotion under CAS
11. Qualification:
12. Date of Birth In words

D	D	M	M	Y	Y	Y	Y

13. Any other major assignment in addition to
Teaching. (e.g. Officiating Principal, etc.)
.....
.....

14. Residential Address (With Pin code)
.....
.....
.....

15. Land line telephone No. Mobile No.
Email:

16. Service Record

Sr. No.	Post	Pay Scale/Pay Band & Grade Pay	Duration			Department/ College/Office
			From	To	Total Number of Years, Months & Days	
(1)	(2)	(3)	(4)	(5)	(6)	(7)

**PART-II : SECTION –I
(SELF APPRAISAL)**

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

17. What do you has been your most important contribution this year anyway?

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

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19. (a) Weekly time table (whole Academic year):-

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

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

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

Sr. No.	Class	Number of assignments given to students	Number of class tests given to students	Refer the verifiable record available in the College/ Department

(d) Give details of Academic Activities organised in the College/ 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 EXAMINATION 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.

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- ii) Academic Staff College/Orientation/ Refresher Course/ Summer School attended during the year:

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

22. Are you doing any Research work? if “YES” provide following details.

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

23. Did you receive any honour, prize or award during the year? if “YES” give details.

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24. Are you satisfied with your present position/ pay?
If not, do you want to change the profession? Give Reasons.

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25. Any Other significant point which is not covered above

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PART-II : SECTION-II

ANNUAL SELF-ASSESSMENT FOR THE PERFORMANCE BASED APPRAISAL SYSTEM

(PBAS) FOR THE SESSION/ YEAR.....

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

Part- A : Academic Performance Indicators

(Please see detailed instructions of this PBAS Proforma before filling out this section)

26. 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	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
(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)	
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(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

(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 : 20)	

(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)			

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

Please mention your contribution to any of the following:

S.No.	Type of Activity	Average Hours/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)		

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

NOTE 1 :- This is to be filled as per Table- I, Category- III of the Regulations
Wherever the research contribution is jointly made, the API scores should be shared between the contributors as per the formula provided in the NOTES of Table-1.

NOTE 2 :- The minimum API Score required by teacher from this category is different for different levels of promotion. The self-assessment score will be based on verifiable criteria and will be finalized by the screening cum evaluation committee.

NOTE 3 :- The minimum API Score is provided in Table 2 (A) & 2 (B)

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-author	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-author	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-author	Whether you are the main author	API Score

(iii) Books Published as single/co-author or as editor

S.No	Title with Page nos.	Type of Book & Authors hip	Publisher & ISSN/ ISBN No.	Whether peer reviewed.	No. of Co-author	Whether you are the main author	API Score

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)	Whether policy document/patent as outcome	API Score

D(i) & (ii) Research Guidance

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

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

29. SUMMARY OF API SCORES

	Criteria	Last Academic Year	Total- API Score for Assessment Period
I	Teaching, Learning and Evaluation related activities. Total Max. Score = 125; Min. Score required =75		
II	Co-curricular, Extension, Professional development etc. Total Max. Score = 50; Min. Score required =15		
	Total I+II Min. Total Annual Score under categories I&II = 100		
III	Research and Academic Contribution For stage 1 to stage 2 : min. 5 & 10 /year , For stage 2 to stage 3 : min. 10&20/ year , For stage 3 to 4 : min. 15&30 / year , For stage 4 to 5 : min. 20&40 / year for College & University respectively and For Stage 5 to 6 : min. 50 for University only (where stages 1,2,3,4,5&6 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000, 10000 & 12,000 respectively)		

30. PART B : OTHER RELEVANT INFORMATION

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

S.No.	

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

- | | |
|----------|-----------|
| 1 | 6 |
| 2 | 7 |
| 3 | 8 |
| 4 | 9 |
| 5 | 10 |
| 6 | |

I certify that the information mentioned by the teacher in the self appraisal (section I&II) above is correct and all the relevant records, documents are available and maintained properly in the office. It is specifically mentioned that I have personally verified the information recorded at serial number 19 (a) to 19 (d) and 20 of Part- II (Section- I), is complete and correct as per office record. I am fully satisfied with the reporting of the teacher.

Place :
Date :

.....
Signature of Principal (In case of College)
/Reporting Officer (In case of University)
Name of the Principal/ Reporting Officer

.....

In case of the Principal/Reporting Officer is not satisfied with the reporting by the teacher in the self appraisal and thus not willing to certify (as mentioned above), then Principal/ Reporting Officer must record below the reasons in writing for not certifying the reported self appraisal information as mentioned in PART- II (serial number 17 to serial number 30).

**Place :
Date :**

.....
**Signature of Principal (In case of College)
/Reporting Officer (In case of University)
Name of the Principal/ Reporting Officer**
.....

N.B: The Annual Self- Assessment Proforma duly filled along with all enclosures, submitted for CAS promotions will be verified by the Principal (In case of College) & Head of the Concerned Department (In case of University).

**PART- III
(SECTION -I)**

ASSESSMENT OF PRINCIPAL/ REPORTING OFFICER

Note: Assessment in this part should not be indicated by tick marking but should be clearly expressed in suitable words.

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

32. 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 calm and retains poise?
 - (ii) Does he get provoked easily?
 - (iii) Is he able to tolerate difference of Opinion?

33. INTELLIGENCE AND UNDERSTANDING :

- (a) Exceptional, has clear grasp of any matter
- (b) Intelligent and grasps a point correctly
- (c) Just good enough.

34. QUALITY OF WORK :

(i) ATTENTION TO DETAILS:

- Accuracy in presentation
- Thoroughness in analysis

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

(ii) ABILITY IN DISCUSSION AND CONVERSATION:

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

35. ZEAL, DILIGENCE AND SENSE OF RESPONSIBILITY:

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

36. ABILITY TO INSPIRE CONFIDENCE AND TO GET BEST OUT OF HIS STUDENTS:

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

37. (a) PUNCTUALITY AND ATTENDENCE :

(b) Period of absence from duty of the teacher :

- i) Period of EL (if any) during the year (with dates)
- ii) Period of all other leave except casual leave (excluding EL)(with dates)
- iii) Period of willful absence (if any) (with dates)

38. OTHER OBSERVATIONS :

(This space may be utilized for remarks which completes, corroborates, or

supplements 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 Principal/Reporting Officer considers worth mentioning may also be indicated here)

39. INTEGRITY :

- (a) Nothing has come to my knowledge which casts any reflection on his/her integrity. His/Her general reputation for honest is good and I certify his integrity.
- (b) His reputation is of doubtful nature.
- (c) He has yet to establish his reputation

40. Any other Information

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.....
.....

**Signature of Principal (In case of College)/
Reporting Officer (In case of University)
Name in Block letter.....
Designation**

**Date :
Place :**

PART-III

**(Section-II: API Score Evaluation)
ASSESSMENT OF PRINCIPAL/ REPORTING OFFICER**

41. CATEGORY-I (of PART-II SECTION-II, Part-A)

Criteria Serial Number	Criteria Heading	Max. Score	API Score reported in self appraisal by the teacher.	REMARKS Principal/ Reporting Officer will clearly “agree” or “dis-agree” With the API Score reported in self appraisal by the teacher in PART-II (Section-II), also mentioned in the previous column.		
				If Agreed Principal/Reporting Officer must reproduce the score reported by the teacher in the previous column as self assessment/ appraisal.	If Dis-agreed Mention Reasons Also mention API Score of the teacher as assessed by the Principal/ Reporting Officer after due verification of documentary record.	
26 (i) a	Classes Taken (max. 50 for 100% performance & proportionate score up to 80% performance, below which no score may be given)	50				
26 (i) b	Teaching load in excess of UGC norm	10				
26 (ii)	Imparting of knowledge/ instruction as per curriculum and syllabus enrichment by providing additional resources to students.	20				
26 (iii)	Use of participatory and innovative teaching learning methodologies, Updating of Subject content, course improvement etc.	20				
26 (iv)	Examination duties assigned and preformed.	25				
	Total Max. Score (Minimum API Score	125				

required is 75)					
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42. CATEGORY-II (of PART-II SECTION-II, Part-A)

Criteria Serial Number	Criteria Heading	Max. Score	API Score reported in self appraisal by the teacher.	REMARKS		
				Principal/ Reporting Officer will clearly “agree” or “dis-agree”		
				If Agreed Principal/ Reporting Officer must reproduce the score reported by the teacher in the previous column as self assessment/ appraisal.	Dis-agree	
					Mention Reasons	Also mention API Score of the teacher as assessed by the Principal/ Reporting Officer after due verification of documentary record.
27 (i)	Extension, Co-curricular & Field based Activities	20				
27 (ii)	Contribution to Corporate life and Management of the Institution.	15				
27 (iii)	Professional Development Activities	15				
	Total Max. Score = (Max. 50) (Minimum API Score required is 15)	50				

43. CATEGORY-III (of PART-II SECTION-II, Part-A)

Criteria Serial Number	Criteria Heading	Criteria Head details	Max. Score	API Score reported in self appraisal by the teacher.	REMARKS Principal/Reporting Officer will clearly “agree” or “dis-agree” With the API Score reported in PART-II (Section-II), also mentioned in the previous column.		
					Agree No API Score to be assessed by the Principal/Reporting Officer (Simply write agree)	Dis-agree Mention Reasons Also Mention API Score of the teacher as assessed by the Principal/Reporting Officer after due verification of documentary record.	
28 A	Research Papers published in	Refereed Journals	15/ publication				
		Non- refereed but recognized and reputed journals and periodicals having ISBN/ISSN numbers	10/ publication				
28 B (i)	Articles/ Chapters published in Books	Chapters contributed to edited knowledge based volumes published by International publishers.	10/ chapter				
		Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories.	5/ chapter				

28 B (ii)	Full Paper in conference proceedings	Conference proceedings as full papers etc. (Abstracts not to be included)	10/ publication				
28 B (iii)	Books published as single/co-author or as editor	Text or Reference Books published by international publishers with as established peer review system.	50/sole author, 10/chapter in an edited book.				
		Subject books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers	25/sole author and 5/chapter in edited books.				
		Subject books by Other local publishers with ISBN/ISSN numbers	15/sole author and 3/chapter in edited books.				
28 C (i)	Sponsored projects carried out/ongoing	Major Projects amount mobilised with grants above Rs. 30 lakhs for science and above Rs. 5 lakhs for arts/humanities /social sciences.	20/each project				
		Major Projects amount mobilised with grants above Rs. 5 lakhs upto Rs. 30 lakhs for science and Rs. 3 lakhs upto Rs. 5 lakhs for arts/humanities /social sciences.	15/each project				
		Minor Projects (Amount mobilised with grants above Rs. 50,000 upto Rs. 5 lakhs for science and Rs.25000 upto Rs. 3 lakhs for arts/humanities /social sciences.)	10/each project				

28 C (ii)	Consultancy Projects carried out/ongoing	Amount mobilised with minimum of Rs. 10 lakh for science and Rs. 2 lakhs for arts/ humanities /social sciences.	10/every Rs. 10 lakhs and Rs. 2 lakhs respectively				
28 C (iii)	Completed Projects quality evaluation	Completed Project Report (Acceptance from funding agency)	20/each major project and 10/each minor project.				
28 C (iv)	Projects Outcome /Outputs	Patent/Technolog y transfer/Product /Process	30/each national level output or patent and 50 each for international level.				
28 D (i)	Research Guidance M.Phil	Degree awarded only	3/each candidate				
28 D (ii)	Research Guidance Ph.D	Degree awarded	10/each candidate				
		Thesis Submitted	7/each candidate				
28 E (i)	TRAINING COURSES AND CONFERENCE / SEMINAR /WORKSHOP 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 two weeks	20/each				
		(b) One week duration	10/each				

28 E (ii)	TRAINING COURSES AND CONFERENCE/ SEMINAR/ WORKSHOP PAPERS, Papers in Conferences /Seminars/Workshops etc Participation and presentation of research papers (oral/posters)	(a) International Conference	10/each				
		(b) National	7.5/each				
		(c) Regional/ State Level	5/each				
		(d) Local- University /College level	3/each				
28 E (ii)	TRAINING COURSES AND CONFERENCE/ SEMINAR/ WORKSHOP PAPERS, Invited lectures or presentations for conference/ symposia	International	10/each				
		National level	5/each				
Total							

Notes:

- Wherever relevant to any specific discipline, the API score in refereed journal would be augmented as follows: (i) indexed journals – 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 25 points.
- If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication A and not under presentation E (ii).
- It is incumbent on the concerned University/Directorate of Higher Education to prepare and publicize subject-wise lists of journals, periodicals and publishers under categories A and B. Till such time, screening cum selection committee will assess and verify the categorization and score of publications.
- The API for joint publications will have to be calculated in the following manner. Of the total score for the relevant category of publication by the concerned teacher, the first/Principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.

44. SUMMARY OF API SCORES BY PRINCIPAL/REPORTING OFFICER

	Criteria	Last Academic Year`	Total-API Score for Assessment Period Reported in self appraisal	Total-API Score Reported by the Principal/Reporting Officer (total of agreed score + total score assessed by Principal/ Reporting Officer after disagreeing)
I	Teaching, Learning and Evaluation related activities. Total Max. Score = 125; Min. Score required =75			
II	Co-curricular, Extension, Professional development etc. Total Max. Score = 50; Min. Score required =15			
	Total I+II (Min. Total Annual Score required under categories I&II = 100)			
III	Research and Academic Contribution For stage 1 to stage 2 : min. 5 & 10 /year , For stage 2 to stage 3 : min. 10&20/ year , For stage 3 to 4 : min. 15&30 / year , For stage 4 to 5 : min. 20&40 / year for College & University respectively and For Stage 5 to 6 : min. 50 for University only (where stages 1,2,3,4,5&6 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000, 10000 & 12,000 respectively)			

N.B. The Self- assessment score will be based on verifiable criteria and will be finalized by the screening cum evaluation Committee.

45. OVERALL ASSESSMENT OF PART-III

Name of Teacher
 Designation
 Subject for which approved
 Employee code

The remarks are being made on the basis of self appraisal reported by the teacher in PART-III: Section –I and subsequent assessment recorded by me in PART-III: Section-II. I certify that I am fully aware of the reporting made by the teacher in self appraisal as well as the certifications made by me in PART-B (of PART-II: Section-II), and have genuinely assessed it will full attention on every aspect that has been reported. In my assessment the overall grading of the teacher is.....(Below Average/ Average/ Good/ Very Good/ Excellent)

Signature of Principal/ Reporting Officer
Name in Block letter.....
Designation
Date

PART IV

46. REVIEWING REMARKS OF THE SCREENING CUM EVALUATION COMMITTEE

On API score of the Teacher after **Screening and Evaluation** of the Self Appraisal (under PART – II Sec. –I & Sec. II) as well as Assessment of Principal/Reporting Officer (Under PART-III Sec.-I & Sec.-II)

Teacher Name..... Designation.....Employee Code.....Subject for which appointed Present Basic Pay.....Present AGP.....Date from which the present AGP has been awarded.....
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FINAL SUMMARY OF API SCORE AFTER SCREENING AND EVALUATION

	Criteria	Last Academic Year	Total-API Score for Assessment Period Reported in self appraisal by the teacher	Total-API Score Reported by the Principal /Reporting Officer	Total-API Score for Assessment Period By Screening cum Evaluation Committee
I	Teaching, Learning and Evaluation related activities. Total Max. Score = 125; Min. Score required =75				
II	Co-curricular, Extension, Professional development etc. Total Max. Score = 50; Min. Score required =15				
	Total I+II Min. Total Annual Score required under categories I&II = 100				
III	Research and Academic Contribution For stage 1 to stage 2 : min. 5 & 10 /year , For stage 2 to stage 3 : min. 10&20/ year , For stage 3 to 4 : min. 15&30 / year , For stage 4 to 5 : min. 20&40 / year for College & University respectively and For Stage 5 to 6 : min. 50 for University only (where stages 1,2,3,4,5&6 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000, 10000 & 12,000 respectively)				

Overall Performance in Percentage

Note:-

1. Any performance of the teacher in category I+II with API score as **175** (the Maximum allowed) and the score in category III is **at least 20** in case of colleges **and 40** in case of universities **more** than the minimum required (at the stage of Grade Pay, the concerned teacher is getting) shall be considered as **PERFORMANCE MORE THAN 100%**
2. Any performance of the teacher in category I +II with API score as **175** (the Maximum allowed) and the score in category III is **at least 10 to 19** in case of colleges **and 20 to 39** in case of universities **more** than the minimum required (at the stage of Grade Pay, the concerned teacher is

- getting) shall be considered as **PERFORMANCE 100%**
3. Any performance of the teacher in category I+II with API scores as **100** (the Minimum required) and score in category III is **also the minimum** as required to be achieved (at the stage of Grade Pay the teacher concerned is getting) shall be considered as **PERFORMANCE 60%**
 4. Any performance of the teacher with API score which is **more than** what is mentioned in **Note 3** above but **less than** what is mentioned in **Note 2** above shall be considered as **PERFORMANCE more than 60%**
 5. Any performance of the teacher with API score is **less than** what is mentioned in Note 3 above shall be considered as **PERFORMANCE less than 60%**
 6. **The Performance % will be recorded as mentioned below:**

(i) PERFORMANCE is less than 60%	(iv) PERFORMANCE is 100%
(ii) PERFORMANCE is 60%	(v) PERFORMANCE is more than 100%
(iii) PERFORMANCE is more than 60%	
- The overall performance of the teacher ispercent

Report of Screening–cum-Evaluation Committee:

REMARKS

- 1) The API score of the teacher in category I, II & III**QUALIFIES/FAILS TO QUALIFY** the minimum standard of UGC regulation 2010
- 2) The Committee..... **(AGREE/ DO NOT AGREE)**
 With the Self Assessment Report (in PART – II Sec.II by the Teacher)
 (If “do not agree” reasons may be recorded below)

- 3) The Assessment Report mentioned in (in PART-III Sec.-II) by the Principal/Reporting Officer has been considered and the Committee..... **(AGREE/ DO NOT AGREE)**
 with the remarks of the Principal/Reporting Officer (If “do not agree” reasons may be recorded below)

4) The overall performance of the teacher: The overall performance of the teacher is.....
 Percent (As per performance criteria on previous page)
 The Screening cum Evaluation Committee with remarks mentioned above, holds the opinion
 that as per this screening and assessment report for the academic year....., the
 teacher is ELIGIBLE / NOT ELIGIBLE for promotion for the post of
/ placement in next higher grade pay.....
subject to the fulfillment of all eligibility conditions mentioned in UGC regulations (THE GAZETTE OF INDIA, SEPTEMBER 18, 2010) as well as all other Govt. norms and
 conditions.

Name and Designation of the Committee Member	Signature of the Committee Member
1.	
2.	
3.	
4.	
5.	
6.	

**Signature of the Chairperson of the Committee
 (with Stamp)**

Name :
Designation :
Date :

Instructions for filling up Part A of the PBAS Performa
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The Proforma is to be filled as per provisions of Regulations. For each category, maximum scores that can be given is indicated in the respective Tables.

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

N.B The self assessment scores are subject to verification by the College/Department, and by the Screening cum Evaluation Committee.

Category I. Teaching and Evaluation Related Performances.

26 (i) (a)

Lectures/Practical's/Tutorials/ Contract 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/Colleges may be give allowance for periods of leave where alternative teaching arrangements have been made. Maximum score of 50 for 100 % achievement	Max. Score: 50
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26 (b)

If teacher has taken classes exceeding UGC norm, then two point to be assigned for each extra hour of classes.	Max Score: 10
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26 (ii)

Imparting of knowledge/instructions 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
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26 (iii) Use of Participatory and Innovative Teaching-Learning Methodologies, Updating of subject Content, Courses Improvement etc.

Indicators/Activities	Maximum Score
Updating of Courses, design of curriculum, (5-per single course)	10
Participatory & Innovative T/L process with material for problem based learning, case studies, Group discussions etc. a. Interactive Courses: 5 point /each. b. Participatory Learning modules: 5 point/each. c. Case studies: 5 point/each	10
Use of ICT in T/L process with computer-aided methods like PowerPoint/ Multimedia/Simulation/Softwares etc., (Use of any one of these in addition to Chalk & Board : 5 points)	10
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 creation in music, performing and visual arts and other traditional areas (Each activity: 5 points)	10

Organising and conduction of popularisation programmes/training courses in computer assisted teaching/web-based learning and e-library skills to students. (g) Workshop/Training course: 10 points each (h) Popularisation program: 5 points each.	10
Maximum Aggregate Limit	20

26 (iv) Examination Related Work:

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 coordination, or flying squad etc. (maximum of 5 or 10 depending upon intensity of duty) (100% compliance =10 points)	10
Maximum Aggregate Limit	25

Category II: Co-curricular, Extension and Professional Related Activities and Participation in the Corporate Life of the Institution.

27 (i) Extension and Co-curricular Related 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 organisation 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 publication (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

27 (ii)Contribution to Corporate Life and Management of the Institution

Contribution to Corporate life in Universities/Colleges through meeting, 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, School Chairperson, IQAC coordinator (10 point 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 committee for Student Welfare,	10

Counselling and Discipline (5 point each)	
Organisation of Conference/ Training (a) as Chairman/Organisational Secretary/Treasure: International (10 points); National/ regional (5 points) (b) as member of the organizing Committee (1 point each)	10
Maximum Aggregate limit	15

27 (iii) Professional Development Related Activities.

Indicators/Activities	Maximum Score
Membership in profession related committee 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 points)	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 State/Central Bodies/Committees on Education and National Development (5 point each)	10
Publication of articles in newspapers, magazines or other publication (not covered in category 3); radio talks, television programmes etc. (1 points each)	10
Maximum Aggregate limit	15

CATEGORY: III Research and Publication and Academic Contributions

This is to be filled as per Table -1, Category III of the Regulations.

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

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