**Annual Self-Assessment for the Performance Based Appraisal System(PBAS)**

**-----------------Session/Year---------------------**

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

**PART-A**

**GENERAL INFORMATION**

1. Name (Block letter):
2. Father’s / Mother’s name/ Husband’s name:
3. Department:
4. Current Designation & Grade Pay:
5. Date of last promotion:
6. Address for correspondence(with pin code):
7. Permanent Address (with pin code):
8. Telephone no:
9. E-mail:
10. Whether acquired any degrees or fresh academic qualifications during the year:
11. Academic Staff College Orientation/ Refresher’s course attended during the year:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the course/ summer school** | **Place** | **Duration** | **Sponsoring Agency** |
|  |  |  |  |
|  |  |  |  |

1. Date of appointment in Govt. of Assam
2. Date of joining:
3. For which position & AGP you are applying under CAS:
4. Date of eligibility for promotion:
5. Education qualification(graduation onwards):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Examination** | **Name of the University** | **Year of passing** | **Marks obtained (%)** | **Class/Grade** |
| B.E./B.TECH |  |  |  |  |
| M.TECH/M.E. |  |  |  |  |
| Other Examination, if any |  |  |  |  |

1. Research degree(s):

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree** | **Name of the University** | **Date of award** | **Title** |
| Ph.D/D.Phil |  |  |  |
| D.Sc/D.Lit |  |  |  |
| Other Examination, if any |  |  |  |

1. Details of Teaching/ Research/ Academic Experience:

|  |  |  |  |
| --- | --- | --- | --- |
| **Designation** | **Employer** | **Period of service from to** | **Scale of pay** |
|  |  |  |  |
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I declare that the particulars given above are correct to the best of my knowledge and belief.

**Signature of the Candidate**

All the entries made above are checked and verified and found to be correct.

Signature of Principal/i/c Principal:

Date:

Seal:

**PART-B**

**ACADEMIC PERFORMANCE INDICATORS (API)**

**(Please see detailed instructions of the PBAS- proforma before filling out this section as per AICTE OM no.F.No.37-3/Legal/AICTE/2012, dt.08.11.2012)**

Category I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| i) | **Lectures, Seminars, Practicals, Contact hours (give semester-wise details, where necessary)** | | | | | | |
| Sl no | Course/Paper | Level | Mode of Teaching | No of classes per week allotted | Contact Hours | No. of Classes conducted | % of classes/practical taken as per documented record |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| a) | Classes Taken (max. 50 for 100% performance & proportionate score upto 80% performance, below which no score may be given | | | | | |  |
| b) | Teaching load in excess of A ICTE norm ( max score : 10 ) | | | | | |  |
|  |  | | | | | |  |
|  |  | | | | | |  |
| \*Lecture (l), Seminar (S), Tutorial ( T), Practical (P), Contact Hours (H) | | | | | | | |
| **TOTAL API SCORE** | | | | | | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| (ii) | **Reading/Instructional material consulted and additional knowledge resources provided to students** | | | |
| Sl  No. | Course/Paper | Consulted | Prescribed | Additional Resource Provided |
|  |  |  |  |  |
|  |  |  |  |  |
| API Score based on preparation and imparting of knowledge instructions as per curriculum and syllabus enrichment by providing additional resources to students **(Maximum Score : 20)** | | | | |
| **(iii) Use of Participatory and Innovative Teaching-Learning Methodologies, Updating of Subject Content, Course of Improvement etc.** | | | | |
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|  | **Total Score ( Maximum Score:20)** | | |  |

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| (iv) | **Examination duties assigned and performed** | | | |
| S. No | Type of Examination Duties | Duties Assigned | Extent to which carried out (%) | API Score |
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|  |  |  |  |  |
|  | **Total Score (Max: 25)** | | |  |

Category II: CO-CURRICULAR, EXTENSION, PROFESSIONAL, DEVELOPMENT RELATED ACTIVITIES

(Please mention your contribution to any of the following)

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| --- | --- | --- | --- |
| Sl No. | Type of Activities | Average Hrs./Week | API Score |
| i) | **Extension, Co-Curricular & field-based Activities** | | |
|  |  |  |  |
|  |  |  |  |
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|  | **Total (Maximum 20)** |  |  |
| ii) | **Contribution to corporate life and management of the Institution** | Yearly/semester wise responsibilities | API Score |
|  |  |  |  |
|  | **Total ( Maximum : 15)** |  |  |
| iii) | **Professional Development Activities** |  |  |
|  |  |  |  |
|  | **Total (Maximum 15)** |  |  |
|  | **Total Score ( i+ii+iii) (Maximum 25)** |  |  |

Category: III. RESEARCH, PUBLICATION & ACADEMIC CONTRIBUTION

1. **Published Papers in Journals**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **S.N.** | **Title with Page Nos** | **Journal** | **ISSN No.** | **Whether peer reviewed/Indexed (Impact factor, if any)** | **No. of Co-authors** | **Whether you are the main author** | **API Score** |
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**B(i) Articles / Chapters published in Books**

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| **S.N.** | **Title with page no.** | **Details of conference Publications** | **ISSN/ISBN NO.** | **Whether peer reviewed** | **No. of Co-authors** | **Whether you are the main author** | **API Score** |
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**B(ii)Full papers in Conference Proceedings**

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| --- | --- | --- | --- | --- | --- | --- |
| **S.N.** | **Title with page no.** | **Details of conference Publications** | **ISSN/ISBN NO.** | **No. of Co-authors** | **Whether you are the main author** | **API Score** |
|  |  |  |  |  |  |  |

**B(iii) Books published as single author or as editor**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **S.N.** | **Title with page no.** | **Type of book & authorship** | **Publisher & ISSN/ISBN NO.** | **Whether peer reviewed** | **No. of Co-authors** | **Whether you are the main author** | **API Score** |
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**C) Ongoing and completed Research Projects and Consultancies**

**C.(i) & (ii) Ongoing Projects/ Consultancies**

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| --- | --- | --- | --- | --- | --- |
| **S.N.** | **Title** | **Agency** | **Period** | **Grant/ amount mobilized(Rs. Lakh)** | **API Score** |
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**C.(iii) & (iv) Completed Projects/ consultancies**

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| **S.N.** | **Title** | **Agency** | **Period** | **Grant/amount mobilized (Rs. Lakh)** | **Whether policy document patent as outcome** | **API Score** |
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**D) Research Guidance**

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| --- | --- | --- | --- | --- |
| **S.N.** | **Number enrolled** | **Thesis submitted** | **Degree awarded** | **API score** |
| **M.E./M.Tech/ Master in appropriate field** |  |  |  |  |
| **Ph.D or equivalent** |  |  |  |  |
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**E (i) Training Courses, teaching-learning- evaluation technology programmes, faculty Development Programme (not less than one week duration)**

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| **Sl.No.** | **Programme** | **Duration** | **Organized by** | **API Score** |
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**E(ii) Papers presented in conferences, seminars, workshop, symposia**

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| **Sl.no.** | **Title of the paper presented** | **Title conference/seminar** | **Organized by** | **Whether International/ national/state/regional college or University level** | **API Score** |
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**E(iii) Invited lectures/ chairman ships at National or international conference/seminars etc.**

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| **Sl.no.** | **Title of the paper presented** | **Title conference/seminar** | **Organized by** | **Whether International/ national/state/regional college or University level** | **API Score** |
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**PART:C :**

**OTHER RELEVANT INFORMATION**

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl.no.** | **Details (mention year, value etc where relevant)** | | | | |
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**LIST OF ENCLOSURES (Please attach, copies of certificates, sanction orders, papers etc., wherever necessary)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.no.** |  | **Sl.no.** |  |
| **1** |  | **8** |  |
| **2** |  | **9** |  |
| **3** |  | **10** |  |
| **4** |  | **11** |  |
| **5** |  | **12** |  |
| **6** |  | **13** |  |
| **7** |  | **14** |  |

**PART -D**

**SUMMARY OF API SCORES**

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| --- | --- | --- | --- | --- |
| **Sll. No** | **Criteria** | **Last academic year** | **Total API score for assessment period** | **Annual average API score for assessment period** |
| **I** | **Teaching, learning and evaluation related activities** |  |  |  |
| **II** | **Co-curricular, extension and professional development related activities** |  |  |  |
|  | **Total(i+ii)** |  |  |  |
| **III** | **Research and academic contribution** |  |  |  |

I certify that the information provided is correct as per records available and documents enclosed along with the duly filled PBAS performa.

Signature of incumbent Signature of the HOD Signature of the principal/

with Designation and date with date &seal i/c principal with date & seal

N.B.

**Instruction for filling up Part B of the PBAS Proforma**

Part B of the Proforma is to be filled as per AICTE OM no.F.No.37-3/Legal/AICTE/2012, dt.08.11.2012

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| **Sl No.** | **Name, designation, department & institute** | **Joining date as Lecturer** | **Date of regular appointment as Lecturer** | **Entry Qualification** | **Higher Qualification** | **institute where the degree acquired and date of BE/B. Tech/ M. Tech./ME & Ph.D. Degree awardee** | **Date of placement in Senior Scale (Stage 2)** | **Senior Scale order no.** | **Date of Placement at Selection Grade (Stage 2 to Stage 3)** | **Selection Grade order no.** | **Due date of placement in Selection Grade (Stage 4, AGP 9000/-)** | **Selection Grade (Stage 4)order no.** | **Due date of placement in Selection Grade (Stage 4, AGP 9000/-) to (Stage 5, Rs.10,000/- GP)** | **Eligibility Date** | **2 weeks STTP** | **1 week STTP** | **API** | **IPR (Y/N)** | **ACR (Y/N)** |
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**To be submitted along with required documents.**