

NAVODAYA EDUCATION TRUST® RAICHUR

SELF APPRAISAL FORM

NAME :

DESIGNATION:

INSTITUTE :

DEPARTMENT:

1.DATE OF JOINING:

2.DATE OF LAST INCREMENT:

3.APOINTMENT HOLD DURING THE

YEAR WITH DESIGNATION AND SALARY:

4.QUALIFICATIONS ACQUIRED DURING THE YEAR:

5.PARTICIPATION IN SEMINARS,CONFERENCES AND

OTHER SCIENTIFIC FORUMS:

Number of publications till last year:	Number of publications in the current year:	Total number of publication:

CDE programmes attended :

6.SPECIAL ASIGNMENTS :

7.NEW METHODS/PROCESS USED IF ANY IN

ACCOMPLISHING THE WORK:

8.CURRENT CHANGES IN;

a)ADDRESS:

b)PHONE NO. :

9.LEAVE AVAILED BY YOU DURING THE YEAR:

CL's: _____ EL's: _____ RH's: _____ OD: _____ CPL: _____
LOP's: _____ AB's: _____ TOTAL: _____ dys.

DATE :

SIGNATURE:

FOR USE BY PRINCIPAL / OFFICE

DATE:

SIGNATURE:

MANAGEMENT

REMARKS:

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

Tenure:

PART A: GENERAL INFORMATION

Name (in Block Letters)	
Father's Name/ Mother's Name/ Souse Name	
Department/ Institution	
Designation	
Date of Last Promotion	
Pay details PB(AGP) Basic Salary	
Address for correspondence (with Pincode)	
Permanent Address (with Pincode)	
Mobile No.	
Intercom No.	
Email ID	

Whether acquired any degrees or fresh academic qualifications during the year:

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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

PART B: ACADEMIC PERFORMANCE
(Please see detailed instructions of this PBAS proforma before filling out this section)

CATEGORY: I. TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

[illegible][illegible]

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

* Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours (C)		API Score
(a)	Class 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 CHARUSAT norm (max score: 10) However, this shall be considered if extra remuneration is not claimed.	

(b)	However, this shall be considered as claimed.	
(II) Reading/	Instructional material consulted and additional knowledge resources provided to students	Additional Resource

[illegible][illegible]

API Score

Additional Resource to Students (Annexure-III)	
(III) Use of Participatory and Innovative Teaching-Learning Methodologies, Updating of Subject Content Course Improvement etc.	

Sr. No.	Short Description	API Score
	Total Score (Max Score :20)	

(IV) Examination Duties Assigned and Performed*

Sr. No	Type of Examination Duties	Duties Assigned	Extent to which carried out (%)	API Score
	Total Score (Max: 25)			

*However, this shall be considered only if exam remuneration is not less than Rs. 10000/-

*However, this shall be considered only if exam remuneration is not claimed.

CATEGORY: II.

CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

Please mention your contribution to any of the following:

Sr. No	Type of Activity	Average Hrs./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)		

CATEGORY: III. RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

A) Published Papers in Journals

Sr. No.	Title with page nos.	Journal	ISSN/ ISBN No	Whether peer reviewed. Impact factor, if any	No. of co-authors	Whether you are the main author	API Score

B (I) Articles / Chapters published in Books

Sr. 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

(II) Full Papers in Conference Proceedings

Sr. No.	Title with page nos.	Details of Conference Publication	ISSN/ ISBN No	No. of co-authors	Whether you are the main author	API Score

(III) Books Published as single author or as editor

Sr. No.	Title with page nos.	Type of Book & Authorship	Publisher & ISSN & ISBN No	Whether peer reviewed.	No. of co-authors	Whether you are the main author	API Score

III C.) Ongoing and Completed Research Projects and Consultancies**(c) (I & II) Ongoing Projects / Consultancies**

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

(c) (III& IV) Completed Projects / Consultancies

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

(D) Research Guidance

Sr. 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 Programs, Faculty Development Programs (not less than one week duration)

Sr. No.	Program	Duration	Organized by	API Score

(E) (II) Papers presented in Conferences, Seminars, Workshops, Symposia

Sr. 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.

Sr. No.	Title of Lecture/Academic Session	Title of Conference/Seminar etc.	Organized by	Whether International/national	API Score

IV. SUMMARY OF API SCORES

	Criteria	Last Academic Year	Total – API Score for Assessment Period	Annual Av. API Score for Assessment Period
I	Teaching, Learning and Evaluation related activities			
II	Co-curricular, Extension, Professional development etc.			
	Total I + II			
III	Research and Academic Contribution			

PART C: OTHER RELEVANT INFORMATION

Please give detail of any other credential, significant contributions, earlier.

awards received etc. not mentioned

Sr. 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	

(1) Describe your 3 strengths and 3 constraints below:

Strengths	Constraints which require to be addressed

Suggestions for improvement in the academic programme and for functioning of Department / Institute:

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

Name:

Designation :

Signature:

Date :

Feedback by HOD:

Check one of the five ratings for each of the following factor:

Criteria

	Excellent	Good	Fair
(1) Potential as a Teacher			
(2) Potential as a Researcher			
(3) Potential as an Administrator			
(4) Knowledge of job. (Familiarity with subject matters, teaching methodologies, various rules, regulations, etc)			
(5) Leadership and Ability to get things done. (Ability to perform and achieve on assigned task)			
(6) Attitude & Sociability (Sense of Team work, friendliness with others)			
(7) Communication skills in English. (Vocabulary, correct grammar, correct speech and error free goal-oriented writing)			
(8) Health			
(9) Commitment towards Profession (Honesty, Sincerity and Hard work)			

Other Feedback:

Signature of HOD

Remarks of Principal:

Signature of Principal

Instruction 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 2010. It is to be filled out for the recently completed academic year.

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 given below. Universities may modify the detailed indicators and related scores based on their experience and requirement without changing the score requirements assigned to categories and sub-categories in Appendix III, Table 1.

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 and Evaluation Related Performance

(I) a

Lectures/Practical/Tutorials/Contact classes taken should be based on verifiable records. No score should be assigned if a teacher has taken less than (say) 80 % 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.	Max Score: 50
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b.

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

Imparting of knowledge/ instruction vis a vis with the prescribed material (Text book / Manual etc.) and methodology of the curriculum (100% compliance= 20 points)	Max Score: 20
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(III) Use of Participatory and Innovative Teaching-Learning Methodologies, Updating of Subject Content, Course Improvement 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: 10points/each b. Interactive Courses : 5 Points/each c. Participatory Learning modules: 5 Points/each	10
Developing and imparting Remedial/Bridge Courses and Counseling 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 creation 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 skill to students (a) Workshop/Training course: 10 point each (b) Popularization program: 5 point each	10
Maximum Aggregate Limit	20

(iv) Examination Related Work

Indicators	Max. Score
College/University end semester I Annual Examination work as per duties allotted. 20 (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 duties etc. (maximum of 5 or 10 depending upon intensity of duty) (100% compliance= 10 points)	10
Maximum Aggregate Limit B (iv)	25

II: Co-curricular, Extension and Profession related Activities and Participation in the Corporate Life of the Institution

(i) Extension and Co-curricular Related Activities

Institutional Co-curricular activities for students such as field studies/educational tours, industry-plant 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 (department 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	20

(II) Contribution to Corporate Life and Management of the institution

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, School Chairperson, IQAC coordinator (10 points 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 committees for Students Welfare, Counseling and Discipline (5 each)	10
Organization of Conference /Training: International (10 points); National/regional (5 points).	10
Maximum Aggregate Limit	15

(III) Professional Development Related Activities

Indicators / Activities	Maximum Score
Membership in profession related committees at state and national level a. At national level : 3 points each b. At site 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. (1point each).	10
Maximum Aggregate Limit	15

CATEGORY I: III. Research and Publications and Academic Contributions

This is to be filled as per Appendix III Table 1, Category III of the UGC Regulations 2010. 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