Murshidabad Maharaja Krishnanath University, Berhampore

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

(As per West Bengal Higher Education Department (WBHED) GO No. 1343–Edn (U)/1U–41/11 (Pt) dated 07.12.2017 corresponding to UGC 2016 regulations)

Assessment Period: _____ to _____

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

PART A: GENERAL INFORMATION

1. Name (Block letters) :
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) :

   Permanent Address (with pin code) :

   Telephone No. :

   E-mail :
7. Whether acquired any degrees or fresh academic qualifications during the year:
8. Academic Staff College Orientation/ Refresher Course attended during the year:

Name of the Course/ Summer School	**Place**	**Duration**	**Sponsoring Agency**

9. Date of Appointment :
10. For which position & AGP you are applying under CAS :
11. Date of eligibility for Promotion :

12. Educational Qualification (Graduation onwards):

Examination	Name of the University	Year of passing	Marks obtained (%)	Class/ grade
BA/B.Sc./B.Com.				
MA/M.Sc./M.Com.				
Other examination, if any				

13. Research Degree(s):

Degree	Name of the University	Date of award	Title
M.Phil			
Ph.D/ D.Phil			
D.Sc./ D.Lit			

14. Details of Teaching/ Research/Academic Experience:

Designation	Employer	Period of service From To	Scale of pay

I declare that the particulars given above are correct to the best of my knowledge and belief.

Signature of the Candidate

Part B: Academic Performance Indicators (API)

(Please see detailed instruction of the **PBASI** Proforma before filling out this section)

Assessment Year: _____ to _____

CATEGORY 1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(a) Direct teaching (16/14/14 hours per week as applicable) including Lectures, Tutorials, Practical, Project Supervision and Field work

Sl. No.	Course/ Paper	Level	Mode of Teaching*	Actual hours spent per Academic Year	Actual Score (Actual hours spent per Academic Year ÷7.5 for Assistant Prof. & ÷ 7.75 for Associate Prof./Professor)	API Score
1						
2						
	Maximum API Score: **Assistant Professor Stage I: 70** **Assistant Professor Stage II: 70** **Assistant Professor Stage III:70** **Associate Professor: 60**					

* Lectures, Tutorials, Practical, Project Supervision and Field Work

- **Work load as per UGC Regulations 2016:**

Designation	Direct Teaching Hours per week
Assistant Professor	16
Associate Professor	14
Professor	14

(b) Examination duties (question paper setting, evaluation of answer scripts) as per allotment

Sl. No.	Type of Examination Duties	Actual hours spent per Academic Year	Actual Score (Actual hours spent per Academic Year ÷ 10 for all Teachers)	API Score
1				
2				
	Maximum API Score: **Assistant Professor Stage I: 20** **Assistant Professor Stage II:20** **Assistant Professor Stage III: 20** **Associate Professor: 20**			

(c) Innovative teaching learning methodologies; updating of subject content/ course, mentoring etc.

i. Updating of Courses/Curriculum Design:
ii. Participation/Innovative – Interactive courses:
iii. Particip./Innovative – Learning Modules
iv. Particip./Innovative – Case Studies prepared:
v. Use of ICT or Computer-aided methods – ppt:
vi. Use of ICT – Multi-media/Simulation etc:
vii. Dev/Teaching Remedial/Bridge Courses:
viii. Dev/Teaching Soft skill/Communication/Personality Dev:
ix. Special Programs in Phys.Edn./Library:
x. Innovative Composition/Creation in Music, Fine Arts, Perf Arts:
xi. Organizing & cond. of popul. Prog. /Teaching Web-based/E-Library/IT-asst teaching:

Sl. No.	Short Description (in terms of items) as listed above	Actual hours spent per Academic Year	Actual Score (Actual hours spent per Academic Year÷10 for all Teachers)	API Score
	Maximum API Score: **Assistant Professor Stage I: 10** **Assistant Professor Stage II: 10** **Assistant Professor Stage III:10** **Associate Professor:15**			

In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.

Minimum API Score required for promotion under CAS for CATEGORY I (to be assessed yearly):

i)	**Stage I to II**	**80/ Year**
ii)	**Stage II to III**	**80/Year**
iii)	**Stage III to IV**	**75/Year**
iv)	**Stage IV to V**	**70/Year**

CATEGORY 2: PROFESSIONAL DEVELOPMENT, CO -CURRICULAR AND EXTENSION ACTIVITIES

Sl. No.	Type of Activity	Actual hours spent per Academic Year	Actual Score (Actual hours spent per Academic Year ÷10) *	API Score
(a) Student related Extension, Co-curricular & field-based Activities				
(i)	Discipline related co-curricular activities (e.g. remedial classes, career counseling, 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			
(**Max API Score: 15**)				
(b) Contribution to Corporate life and management of the sports units and institution through participation in through participation in responsibilities (including as Principal / Director responsibilities (including as Principal / Director that require regular office hrs for its discharge)				
(i)	Administrative Responsibility (including Dean/Principal/Chairperson/Convenor/ Teacher-in-charge/ similar other duties that require regular Office hours for its discharge)			
(ii)	Participation in Board of Studies, Academic and administrative committees			
(**Max API Score: 15**)				
(c) Professional Development activities (such as participation in seminars activities (such as participation in seminars talks, lectures in refresher / faculty development courses membership of associations, dissemination and general articles and any other contribution)				
	See Annexure			
*For all categories of Teachers (Assistant/Associate/ Professor) **Total Score (a + b +c) (Max: 45)**				

Minimum API Score required for CATEGORY II (to be assessed cumulatively for assessment period)–

i)	**Stage I to II**	**50/Assessment Period**
ii)	**Stage II to III**	**50/Assessment Period**
iii)	**Stage III to IV**	**50/Assessment Period**
iv)	**Stage IV to V**	**50/Assessment Period**

CATEGORYIII: RESEARCH AND ACADEMIC CONTRIBUTIONS

Assessment Period: _____ to _____

***Minimum API scores required to be assessed cumulatively under CATEGORY III**

i)	**Stage I to II**	**20/Assessment Period**
ii)	**Stage II to III**	**50/Assessment Period**
iii)	**Stage III to IV**	**75/Assessment Period**
iv)	**Stage IV to V**	**100/Assessment Period**

III (A) Research Papers Published in

- Refereed Journals as notified by UGC– 25/publication
- Other Reputed Journals as notified by UGC-10 per publication

Sl. No.	Title with page no. and date of publication	Name of the Journal	ISSN/ISBN No.	Whether Refereed Journal/ Other Reputed Journal. Impact factor, if any	No. of Co-author	Whether you are the main author	API score

* 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.

III (B) Publications other than journal articles (books, chapters in books) as prescribed in UGC Regulation 2016.

- Text /Reference Books published by International Publisher with ISBN/ISSN number as approved by university: 30 per book for single author
- Subject Books published by National level Publisher with ISBN/ISSN number or State /Central

Govt. Publications as approved by university :20 per book for single author

- Subject Books published by other local Publisher with ISBN/ISSN number as approved by university:15 per book for single author
- Chapter in Books published by National / International level Publisher with ISBN/ISSN number as approved by university:

International -10 per chapter
National – 05 per chapter

Sl. No.	Title of the subject book with page no.	Details of Publication (Text/ Reference /Subject Books/ Chapter in Books	ISSN/ ISBN No.	Level of Publishers (International/ National/State/ Central Govt/ other local Publisher	No. of Co-author	Whether you are the main author	API score

III (C) RESEARCH PROJECTS

III (C) (i) Sponsored Projects:

a) Major Project with grants above Rs.30 lakhs (science)/above Rs.5 lakhs (Arts) - 20 per project
b) Major Project with grants Rs.05 lakhs up to Rs.30 lakhs (science)/Rs.03 lakhs up to Rs.05 lakhs (Arts) - 15per project
c) Minor Project with grants above Rs. 01 lakh up to Rs.05 lakhs (science)/Rs.01 lakh up to Rs.03lakhs (Arts) - 10 per project

Sl. No.	Title of the Major / Minor Project	Grant sanctioning Agency	Date of sanction of the project & period	Grant/ Amount mobilized (Rs. In lakh)	API score

III (C) (ii) Consultancy Projects:

Amount Mobilized with a minimum of Rs.10 lakhs (Science)/Rs. 02 lakhs (Arts)- 10 for every Rs.10 lakhs and Rs.02 lakhs

Sl. No.	Title of the Consultancy Project with sanction order No. and Date	Name of the Agency & period of approval of the sanctioned project	Date of agreement with the Agency	Grant/ Amount mobilized (Rs. lakh)	API score

III (C) (iii) Projects outcome/outputs

API scores for Science:

- Patent / Technology transfer / Product/Process (for science)-**30 for each International**
  -/20 for each National level output.

(a) For Science Patent / Technology transfer / Product/Process

Sl. No.	Details of the Patent / Technology transfer / Product/Process	Date of acceptance with year	Whether the patent/Technology/ Product/Process belongs to the applicant individually or in group	National /International	API score

API Score for Arts:

- Major Policy document prepared for International bodies like WHO/UNO/UNESCO/UNICEF etc. Central/State Government /local Bodies (for Arts)—

Major Policy document prepared for International bodies-30
Central Government-20
State Government --10
Local Bodies---05

b) For Arts: Major Policy document prepared for International bodies

Sl. No.	Title of Major Policy document prepared	Name of the body for which documents prepared	Date of acceptance of the documents by the	International/ National/ Central Govt./ State Govt./ Local Bodies.	API score

III(D) Research Guidance

API Score – (i) Ph.D. awarded/ Thesis Submitted – 15 (science) & 10 (Arts) /candidate
(ii) M. Phil Degree Awarded/Thesis Submitted –5 (for both Science & Arts)/ candidate.

Sl. No.	Number enrolled	Degree awarded	Thesis Submitted	API score
	M. Phil. or equivalent			
	Ph. D. or equivalent			

III(E) Fellowships, Awards and Invited lectures delivered in conferences/seminar

III) E.(i) Fellowship /Award:

a) International Award/Fellowship from academic bodies- 15/award & 15 / fellowship

b) National Award/Fellowship from academic bodies- 10/award & 10 / fellowship

c) State /University level Award from academic bodies- 05/award

Sl. No.	Title of the Award /Fellowship	International /National/ State /University level	Name of the Academic body awarding the Fellowship/Award	Date &Year of the achievement	API Score

III) E.(ii) Invited Lectures/papers.

a) International-7/lecture or 5/paper presented

b) National-5/lecture or 3/paper presented

c) State /University level-3 /lecture or 2/paper presented

Sl. No.	Title of the invited lecture/ Paper presented	Title of Conference/ Seminar with date	Organized by	Whether International/ National /State or University level	API score
Total*:					

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

i)	**Stage I to II**	**04/Assessment Period**
ii)	**Stage II to III**	**10/Assessment Period**
iii)	**Stage III to IV**	**15/Assessment Period**
iv)	**Stage IV to V**	**20/Assessment Period**

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

(The following Table will duly be approved by the authorized person of the concerned University nominated by the Vice Chancellor, viz. Pro-Vice Chancellor or Dean or Head of the Department.)

API score -10/ Module

Sl. No.	Title of the Module	Module prepared for Course/Paper	Date and year of delivery/presentation	Whether uploaded the e-matter in the website of the institution for all after the	API Score

***Minimum total API scores required for promotion under CATEGORY I + CATEGORY II*:**

i)	**Stage I to II**	**90/Assessment Period**
ii)	**Stage II to III**	**120/Assessment Period**
iii)	**Stage III to IV**	**150/Assessment Period**
iv)	**Stage IV to V**	**180/Assessment Period**

*** Teachers may score the balance of points from either Category II or Category III to achieve the minimum score required under Category II + III.**

IV. Summary of API scores:

	Criteria	**API Score for previous 3 / 4 / 5 / 6 academic years as applicable for specific proposed stage of promotion**						**Total API score for assessment period**	**Percentage Distribution of Weightage Points in the Expert Assessment (Applicable only for selection committee)**
I	**CATEGORY I:** Teaching, learning and evaluation related activities **(To be assessed yearly)**								
II	**CATEGORY II:** Co-curricular, extension and professional development related activity **(to be assessed cumulatively for assessment period)**								
III	**CATEGORY III:** Research and Academic Contributions **(to be assessed cumulatively for assessment period)**								
II + III	**Total API score (Category II + Category III)/ Assessment Period)**								

Signature of the incumbent with designation and date

Signature of the Coordinator, IQAC Seal with date