**Girijananda Chowdhury University, Assam**

**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 :

1. Academic Staff College Orientation/

Refresher’s course attended during the year :

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

**PART B: ACADEMIC PERFORMANCE INDICATORS**

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

**CATEGORY:I. TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

1. **Lectures, Seminars, Tutorials, Practical, Contact Hours (give semester-wise details, where necessary)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sl no | Course/Paper | Session  ( Summer / Winter) | Level | Mode of Teaching\* | No. of classes per week allotted | No. of Classes conducted ( in total) | % of theory s / Practical classes taken as per documented record |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

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

**PROCEDURE FOR CALCULATION OF SCORE- B- I (i)**

#### Teachers are to fulfill minimum no. of classes per week in each session ( i.e. 16 Hrs for Assistant professor and 14 Hrs for Associate Professor/ Professor).

#### No. of classes per session should be 15 hours per credit for a subject. (e.g. for a subject of 3 credit, 45 no.s of classes to be done) including Lecture ,Practical, Seminar, Field work etc.

#### API Score is = ( % classes /2) for Average % of classes > =80 otherwise API Score=0

#### If a teacher has taken classes exceeding UGC norms, then 2 points will be assigned for each extra hour per week.

#### Evidences for each of the activities must be in place whenever required.

#### The classes includes PhD/ PG/UG/ Diploma/ Certificate courses.

|  |  |
| --- | --- |
| Average % of classes taken as per actual Record |  |
| No. of Extra Hours taken per week |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Maximum Score | Calculated  API Score |
| a) | Classes Taken (max 50 for 100% performance & proportionate score upto 80% performance, below which no score may be given) | 50 |  |
| b) | Teaching Load in excess of UGC norm (max score:10) | 10 |  |

1. **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 per curriculum & syllabus enrichment by providing additional resources to Students (max.score:20) | | | | API Score |
|  |

1. For each Course paper 5 marks will be allotted for each study material /handout / e-document Consulted / Prescribed/ provided to the students.
2. For each course paper 5 marks will be allotted for enriching each course syllabus during delivery.

**(iii) Use of Participatory and Innovative Teaching-Learning Methodologies, Updating of Subject Content, Course of Improvement etc.**

|  |  |  |
| --- | --- | --- |
| Sl No | Short Description | API score |
|  |  |  |
|  |  |  |
| Total Score (Max Score:20) | |  |

**PROCEDURE FOR CALCULATION OF SCORE-B- I (iii)**

|  |  |  |
| --- | --- | --- |
| Sl No | Description | Maximum scores |
| 1 | Updating courses, design of courses (5- single course) | 10 |
| 2 | Preparation of Resource material, fresh reading material, Lab Manual etc | 10 |
| 3 | 1. ICT based Teaching material -10 points/ each 2. Interactive Courses – 5 point / each 3. Participatory Learning materials – 5 points /each | 10 |
| 4 | Developing bridge course/ remedial course and counseling modules – 5 points /each | 10 |
| 5 | Developing and imparting soft skill/ Communication skill / Personality Dev. Courses – 5 point / each | 10 |
| 6 | Developing and imparting specialized Teaching learning programmes in Physical education, library, creation of music, performing and visual arts – 5 points / each |  |
| 7 | Organizing and conduction of popularization/ training courses in assisted teaching / web based learning   1. Workshop / Training course – 10 points/each 2. Popularization Programmes – 5 points each | 20 |
| Maximum score | | 20 |

**(iv)** **Examination duties assigned and performed**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl No | Type of Examination Duties | Duties Assigned | Extent to which carried out (%) | API Score |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total Score (Max: 25)** | | | |  |

**PROCEDURE FOR CALCULATION OF SCORE- I (iv)**

|  |  |  |
| --- | --- | --- |
| Sl No | Description | Maximum scores |
| 1 | University semester examination work as per duties allotted   1. Invigilation: 10 points ( 5 per each session) 2. Evaluation of answer scripts- 5 points per each paper 3. Question paper setting or moderation –5 points per each paper   ( 100%compliant) | 20 |
| 2 | University semester examination responsibilities for Internal/ Continuous evaluation works – 5 per each subject  ( 100% compliant) | 10 |
| 3 | Examination work such as coordinator , Flying duties etc ( 10 point / each session ) | 10 |
| **Maximum Aggregate** | | **25** |

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

(Please mention your contribution to any of the following)

|  |  |  |  |
| --- | --- | --- | --- |
| Sl No. | Type of Activities | Average Hrs./Week | API Score |
| i) | Extension, Co-Curricular & field-based Activities | | |
|  |  |  |  |
|  |  |  |  |
|  | 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)** |  |  |

**PROCEDURE FOR CALCULATION OF SCORE for Category-B- II (i) (ii) (iii)**

1. **Extension and co curricular related activities : -**

|  |  |  |
| --- | --- | --- |
| Sl No | Description | Maximum scores |
| 1 | Institutional Co curricular activities for students such as field studies/educational tours, Industry-implant training and placement activity – 5 points / activity | 10 |
| 2 | Positions held / leadership role played in organization linked with extension work and National Service Scheme (NSS) , NCC or any other similar activity – 10 points/ activity | 10 |
| 3 | Students and staff related socio cultural or sports programme, campus publications ( Dept level – 2 points/each , University vel- 5 points /each) | 10 |
| 4 | Community work such as values of National Integration, Secularism, democracy, socialism, humanism, peace, Scientific temper, flood or drought relief, small family norms – 5 point /each | 10 |
| Maximum Aggregate | | 20 |

1. Contribution to corporate life and management of the Institution

|  |  |  |
| --- | --- | --- |
| Sl No | Description | Maximum scores |
| 1 | Contribution to corporate life in universities trough meeting, popular lecturers , subject related events, articles in University magazines and University volumes ( 2 points each) | 10 |
| 2 | University/ Institutional Governance responsibilities like Dean, Director, Warden. Chair person, IQAC coordinator etc – 10 points/each | 10 |
| 3 | Participation in committees concerned with any aspect of departmental or institutional management such as admission committee, campus development, library committee – 5 points / each | 10 |
| 4 | Responsibility or participation in committees for student welfare, counseling and disciplines – 5 points each | 10 |
| 5 | Organisation of conference / Training – ( International – 10 points ; national / regional : 5 points /each) | 10 |
| Maximum Aggregate | | 15 |

1. Professional Development related activities :

|  |  |  |
| --- | --- | --- |
| Sl No | Description | Maximum scores |
| 1 | Membership in profession related committees at state and national level ( National – 3 point / each; at state level : 2 points / each) | 10 |
| 2 | Participation in subject association, conferences, seminars without paper presentation - 2point / activity | 10 |
| 3 | Participation in short term training course less than 1 week duration (Education technology /curriculum development/ professional development / examination reforms/ Institutional governance )– 5 point /each | 10 |
| 4 | Membership/ Participation in bodies/ committees on education and National development- 5 points / each | 10 |
| 5 | Publication of articles in newspapers, magazines or other publication, radio talks - 1 point / each | 10 |
| Maximum Aggregate | | 15 |

**Category: III. RESEARCH, PUBLICATION & ACADEMIC CONTRIBUTION**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl.**  **No.** | **Title with Page No.s** | **Journal** | **ISSN/ISBN**  **No.** | **Whether peer reviewed/Indexed (Impact factor, if any)** | **No. of Co-authors** | **Whether you are the main author** | **API Score** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

1. **Published Papers in Journals etc**
2. **Research Papers**

**B(i) Articles / Chapters published in Books**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl.**  **No.** | **Title with page no.** | **Book title, Editor & publisher** | **ISSN/**  **ISBN No.** | **Whether peer reviewed** | **No. of Co-authors** | **Whether you are the main author** | **API Score** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**B(ii) Full papers in Conference Proceedings**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl.**  **No.** | **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**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl.**  **No.** | **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** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**C. Research Projects :**

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl.**  **No.** | **Title** | **Agency** | **Period** | **Grant/ amount mobilized**  **(Rs. Lakh)** | **API Score** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**C.(iii) & (iv) Completed Projects/ consultancies**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl.**  **No.** | **Title** | **Agency** | **Period** | **Grant/amount mobilized (Rs. Lakh)** | **Whether policy document/patent as outcome** | **API Score** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**D) Research Guidance**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl.No.** | **Number enrolled** | **Thesis submitted** | **Degree awarded** | **API score** |
| **M.Phil or equivalent** |  |  |  |  |
| **Ph.D or equivalent** |  |  |  |  |

**E. TRAINING COURSES CONFERENCES / SEMINARS**

**E (i) Training Courses, teaching-learning- evaluation technology programmes, faculty Development Programme (not less than one week duration)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl.No.** | **Programme** | **Duration** | **Organized by** | **API Score** |
|  |  |  |  |  |
|  |  |  |  |  |

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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/seminars etc.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl.**  **no.** | **Title of the lecture/ Academic session** | **Title of conference/seminar** | **Organized by** | **Whether International/ national** | **API Score** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**PROCEDURE FOR CALCULATION OF SCORE- B-III (A) (B) (C) (D) (E)**

|  |  |  |
| --- | --- | --- |
| Sl No | Description | API SCORE |
| 1II (A) | Research paper published in |  |
|  | 1. Referred journals | 15 points / publication |
|  | 1. Non-referred bur recognized journals – having ISBN/ ISSN numbers | 10 points/ publication |
|  | 1. Conference Proceedings as full paper | 10 points / publication |
|  | |  |
| III (B) | Publications / Research publications in Books / Book Chapters other than referred journals |  |
|  | 1. Text or Reference Books published by International publishers with an established peer review system | 50 points / Sole author ; 10 points / chapter in edited books. |
|  | 1. Subject books by national level publishers / state and central govt. having ISBN/ ISSN numbers | 25 points/ sole author and 5 points / chapter in edited books |
|  | 1. Subject books by other local publishers with ISBN/ ISSN numbers | 15 point / sole author and 3 point/ chapter in edited books. |
|  | 1. Chapters contributed to edited knowledge based volumes published by International Publishers | 10 points / chapter |
|  | 1. Chapters contributed to edited knowledge based volumes published by National level Publishers with ISBN/ ISSN numbers | 5 points / chapter |
| III(C) (i) | Research Projects (a) Sponsored Projects carried out / ongoing |  |
|  | 1. Major Projects ( grants above Rs 30 lacs for Engg, agriculture, Veterinary, Sciences, medical Sciences / grants above Rs 5 lacs for others ) | 20 point /each project |
|  | 1. Major Projects ( grants above Rs 5- 30 lacs for Engg, agriculture, Veterinary, Sciences, medical Sciences / grants Rs 3- 5 lacs for others ) | 15 point /each project |
|  | 1. Minor Projects ( grants above Rs50, 000- 5 lacs for Engg, agriculture, Veterinary, Sciences, medical Sciences / grants Rs 25000 - 3 lacs for others ) | 10 point /each project |
| III(C) (ii) | Consultancy Projects carried out / ongoing where amount mobilized with minimum of Rs 10 lacs for Engg, agriculture, Veterinary, Sciences, medical Sciences /grants Rs 2 lacs minimum for others ) | 10 point /each project |
| III(C) (iii) | Completed Projects : Quality evaluation – Completed projects reports acceptance from funding agency | 20 point /each for Major project and 10 point / each for Minor Project |
| III(C) (iv) | Projects Outcome / Outputs – Patent / Technology Transfer / Product / Process | 30 points / each for national level output or patent / and 50 points / each for international level output |
|  |  |  |
| III (D) | RESEARCH GUIDANCE |  |
| III (D) (i) | M Phil / Masters awarded only | 3 Points / each candidate |
| III (D) (ii) | PhD Degree   1. Awarded 2. Thesis submitted points | 10 points / each awarded candidate and  7 / each for submitted candidate |
|  |  |  |
| III (E) | TRAINING COURSES AND CONFERENCE / SEMINAR / WORKSHOP PAPERS |  |
| III (E) (i) | Refresher Courses, Methodology Workshops, Training, Teaching-Learning-Evaluation Technology Programme, Soft skills development programmes, FDP  ( maximum 30 points) | 20 points/ each for Not less than 2 weeks duration and  10 points /each  One week duration |
| III (E) (ii) | Paper in conference / seminars / Workshops etc participation and presentation ( Oral / poster ) in | 1. International – 10 points / each 2. National –7.5 points / each 3. State / Regional level – 5 points / each 4. Local / University level – 3 points / each |
| III (E) (iii) | Invited Lectures / presentations for conference / symposia | 1. National Level – 5 points / each 2. International level – 10 points / each |

(IV ) **SUMMARY OF API SCORES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl.**  **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** |  |  |  |

**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)** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**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** |  |

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

Signature of faculty

With Designation, place and date

Signature of the HOD/School Chairperson/Principal

**N.B. The Annual Self- Assessment Proforma duly filled along with all enclosures, submitted for CAS promotions will be verified by the University and information filled with the IQAC.**