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

12. Date of appointment in Govt. of Assam
13. Date of joining:
14. For which position & AGP you are applying under CAS:
15. Date of eligibility for promotion:
16. 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				

17. Research degree(s):

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

18. 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

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

Signature of Principal/i/c Principal:

Date:

Seal:

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.				
Total Score (Maximum Score: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)				

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)		

Category: III. RESEARCH, PUBLICATION & ACADEMIC CONTRIBUTION

(A) 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

B(i) Articles / Chapters published in Books

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

B(ii)Full papers in Conference Proceedings

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

C) Ongoing and completed Research Projects and Consultancies

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

S.N.	Title	Agency	Period	Grant/ amount mobilized(Rs. Lakh)	API Score

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

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

D) Research Guidance

S.N.	Number enrolled	Thesis submitted	Degree awarded	API score
M.E./M.Tech/ Master in appropriate field				
Ph.D or equivalent				

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, workshop, symposia

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

E(iii) Invited lectures/ chairman ships at National or international conference/seminars etc.

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

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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	

SUMMARY OF API SCORES

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

To be submitted along with required documents.

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)