

PERFORMANCE BASED APPRAISAL SYSTEM (PBAS)- SELF ASSESMENT PROFORMA FOR TEACHERS

SECTION - A: GENERAL

Department/College: _____

Period of Assessment:	From _____ to _____
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1.	Name in full (in capital letters) (Underline Surname)	
2.	Mobile No.	Email ID:
3.	a) Designation	
	d) Field of specialisation	
6.	Present Pay-band with Academic Grade Pay	
7.	Date of appointment to the present post	
8.	Date of birth	

SECTION - B: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Sl. No.	Nature of Activity	Maximum Score	Self-Appraisal Score	Verified Score* by Appraiser	Score by Reviewer
B.1	Lectures, tutorials, practical, contact hours undertaken as percentage of lectures allotted	50			
B.2	Extra Lectures or other teaching duties in excess of the UGC norms	10			
B.3	Preparation and Imparting of knowledge / instruction as per curriculum; syllabus enrichment by providing additional resources to students	20			
B.4	Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc	20			
B.5	Examination duties (Invigilation; question paper setting, evaluation of answer scripts) as per allotment	25			
	Total Score out of 125 (WEIGHTAGE – 25%)				

SECTION C: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

Sl. No.	Nature of Activity	Maximum Score	Self-Appraisal Score	Verified Score* by Appraiser	Score by Reviewer
C.1	Student related co-curricular, extension and field based activities (such as extension work through NSS/NCC, clubs, societies and other channels, cultural activities, subject related events, advisement and counseling)	20			
C.2	Contribution to the department and institution through participation in academic and administrative committees and responsibilities	15			

C.3	Professional Development activities (such as participation in seminars, conferences, short term, training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	15			
	Total Score out of 50 (WEIGHTAGE – 25%)				

SECTION - D: PERFORMANCE AND GENERAL ATTRIBUTES

Sr. No.	Parameters	Marks allotted by Appraiser (10 marks for each parameter)	Score by Reviewer
1.	Knowledge in the sphere of work		
2.	Quality of output		
3.	Communication Skills (Oral and written)		
4.	Initiative & adapability (resourcefulness in handling normal and unforeseen problems and willingness to take responsibilities in the new area of work)		
5.	Aptitude to work		
6.	Ability inspire and motivate		
7.	Supervisory ability		
8.	Interpersonal relations and team work		
9.	Integrity and trustworthiness		
10.	General conduct		
	Total Score out of 100 (WEIGHTAGE – 25%)		

SECTION E: RESEARCH AND ACADEMIC CONTRIBUTIONS

Sl. No.	Particulars (enclose details of each item in support of your claim as annexure)	Self-Appraisal Score	Verified Score* by Appraiser	Score by Reviewer
E.1	RESEARCH PAPERS PUBLICATION			
	i. Refereed Journals (15 / publication)			
	ii. Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers: (10 / publication)			
	iii. Conference proceedings as full papers, etc. (Abstracts not to be included) (10 / publication)			
E.2	OTHER RESEARCH PUBLICATIONS (BOOKS, CHAPTERS IN BOOKS, OTHER THAN REFEREED JOURNAL ARTICLES)			
	i. Text or Reference Books Published by International Publishers with an established peer review system			
		Sole Author (50 per publication).		
		Chapter in edited Book (10 per publication).		
	ii. Subject Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers			
		Sole Author (25 per publication).		
		Chapter in edited Book (5 per publication).		
	iii. Subject Books by other local publishers with ISBN/ISSN numbers.			

	Sole Author (15 per publication).			
	Chapter in edited Book (3 per publication).			
	iv. Chapters contributed to edited knowledge based volumes published by International Publishers (10 / chapter).			
	v. Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories (5 / chapter).			
E.3	RESEARCH PROJECTS			
	i. Completed/Ongoing Sponsored Projects			
	Major Projects amount mobilized with Grants above Rs. 30.0 Lakhs for Sciences and Rs. 5 Lakhs for Others (20 per Project).			
	Major Projects amount mobilized with Grants above Rs.5 Lakhs up to 30 Lakhs for Sciences and Rs. 3 Lakhs up to 5 Lakhs for others (15 per Project).			
	Minor Projects amount mobilized with Grants above Rs. 50,000 up to 5 Lakhs for Sciences and Rs. 25,000 up to 3 Lakhs for others (10 per Project).			
	ii. Completed/Ongoing Sponsored Projects			
	Amount mobilized with minimum Rs. 10 Lakhs for Sciences and Rs. 2 Lakhs for Others (10 per every Rs. 10 Lakhs for Science and every 2 Lakhs per others)			
	iii. Completed quality evaluation projects (20/ each major and 10/ each minor project)			
	iv. Project outcome/ outputs			
	Patent/ Technology transfer / Product / Process (30/ each for national level output or patent and 50/ each for International level) (For Science streams)			
	Major policy document of Govt. bodies at Central and State level (30/ each for national level output or patent and 50/ each for International level) (Other than Science streams)			
E.4	RESEARCH GUIDANCE			
	M. Phil. (Degree awarded only) (3 per candidate).			
	Ph. D. (Degree awarded only) (10 per candidate).			
	Ph. D. Thesis submitted (7 per candidate).			
E.5	TRAINING COURSES AND CONFERENCE/SEMINAR/WORKSHOP PAPERS			
	i. Refresher courses, Methodology workshops, Training, Teaching-Learning- Evaluation Technology Programmes, Soft Skills Development Programmes, Faculty Development Programmes (Maximum 30 points)			
	a) Duration two weeks or more (20 / each).			
	b) Duration one week (10 / each).			
	ii. Participation and Presentation of research papers (oral/poster) in Conferences/ Seminars/ workshops etc. [If a paper presented is published in the form of Proceedings, the points would accrue for the publication (III (a)) and not under presentation (III (e) (ii)).			
	a) International conference (10 / each).			
	b) National (7.5 / each).			
	c) Regional/State level (5 / each).			
	d) Local - University/college level (3 / each)			

iii. Invited lectures or presentations for Conferences/Symposia				
	a) International Level (10 / each)			
	b) National Level (5 / each)			
Total Score obtained (WEIGHTAGE – 25%)				

SECTION F: ANY OTHER ACHIEVEMENT NOT COVERED IN THE CATEGORIES LISTED ABOVE:

SUMMARY

Sr. No.	SECTION	CRITERIA	SELF APPRAISAL CLAIM	VERIFIED SCORE BY APPRAISER	SCORE BY REVIEWER
	A	GENERAL	×	×	×
	B	TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES			
	C	CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES			
	D	PERFORMANCE AND GENERAL ATTRIBUTES			
	E	RESEARCH AND ACADEMIC CONTRIBUTIONS			
		TOTAL SCORE			

Signature of the faculty with designation
Name:
Place:
Date:

Pen picture by Reporting Officer (in about 100 words) on the overall qualities of the officer including area of strength and lesser strength, extraordinary achievements and significant failures.

- Note: 1.** Faculty is required to provide complete list of publications (in refereed journals, recognized and reputable journals and periodicals mentioning names of all authors, ISSN/ISBN numbers of journals and year of publications), list of seminar/ symposia/ conference/ workshop/ refresher course/ faculty/ skill development programmes etc organized and attended, list of completed/on-going research and consultancy projects with amount and funding agency, list of Patent/Technology transfer/ Product/Process/Major Policy document of Govt. Bodies at Central/State level, list of M. Phil and PhD supervised, list of honours/awards/recognitions. Information given in the form need not be repeated.
- 2.** Faculty is required enclose documentary evidence in favour of the self appraisal score claimed in sections B, C and D. Any score claimed in these sections without documentary proof will not be considered

Signature of the Appraiser with designation

HOD/Principal/Dean/Director/Principal Secretary

Name:

Place :

Date :

Signature of the Reviewer with designation

HOD/Principal/Dean/Director/Principal Secretary

Name:

Place :

Date :