

APPENDIX - II

University of Calicut

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 (in Block Letters) :
2. Father's Name/Mother'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) :
Telephone No:
Email:
8. Whether acquired any degrees or fresh academic qualifications during the
year :
9. 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

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

CATEGORY: 1. TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(i) Lectures, Seminars, Tutorials, Practicals, Contact Hours (give semester-wise details, where necessary)

Sl. No.	Course/Paper	Level	Mode of teaching*	No. of classes/ hours per week allotted	No. of classes arranged	% of classes/ practicals taken as per documented record

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

		API Score
(a)	Classes 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 UGC norm (max score:10)	

(ii) Reading/Instructional material consulted and additional knowledge resources provided to students.

Sl. No.	Course/Paper	Consulted	Prescribed	Additional Resource provided
				API Score
API score based on Preparation and imparting of knowledge / instruction as per curriculum & syllabus enrichment by providing additional resources to Students				

(max.score:20)	
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(iii) Use of Participatory and Innovative Teaching-Learning Methodologies, Updating of Subject Content, Course, Improvement etc.

Sl. No.	Short Description	API Score
	Total Score (Max 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 Score: 25)			

CATEGORY: II.CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT

RELATED ACTIVITIES

Please mention your contribution to any of the following:

Sl. 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.

Sl. 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

Sl. 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

Sl. 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

Sl. 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

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) (i) Training Courses, Teaching-Learning-Evaluation Technology Programmes, Faculty Development Programmes (not less than one week duration)

Sl. No.	Programme	Duration	Organised by	API Score

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

Sl. No	Title of the paper presented	Title of Conference / Seminar	Organised by	Whether international /national /state /regional /college	API Score

				or university level	

E (iii) Invited Lectures and Chairmanships at national or international conference / seminar etc.

Sl. No	Title of Lecture / Academic Session	Title of Conference / Seminar etc	Organised by	Whether international /national	API Score

IV. SUMMARY OF API SCORES

Sl. No	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 details of any other credential, significant contributions, awards 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)*

1	6
2	7
3	8
4	9

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 the faculty with
Designation, Place & Date

Signature of HOD/School
Chairperson/Principal

NB: The Annual Self-Assessment proforma duly filled along with all enclosures, submitted for CAS promotions will be verified by the University /college and information filed with the IQAC.

Instructions for filling up Part B of the PBAS proforma

Part B of the proforma is based on Appendix III, Table I 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 I.

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.

1. Teaching and Evaluation Related performance

(i) a

Lectures /Practicals /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 UGC 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 <i>vis a vis</i> 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 material, Laboratory manuals etc	10
Use of innovative teaching-learning methodologies; use of ICT; Updated subject content and course improvement. a. ICT Based Teaching material: 10 points /each b. Interactive Courses: 5 points /each c. Participatory Learning modules: 5 points /each	10
Developing and imparting Remedial /Bridge Courses and	10

Counseling modules (each activity : 5points)	
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 creations 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 skills to students (a)Workshop /Training course : 10 points each (b)Popularization programme : 5 points each	10
Maximum Aggregate Limit	20

(iv) Examination Related Work

Indicators	Max. Score
College /University end semester /Annual Examination work as per duties allotted. (Invigilation-10 points, Evaluation of answer scripts-5 points; Question paper setting-5points) (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 co-ordinance, 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-implant training and placement activity (5 points each)	10
Positions held /Leadership role played in organization linked with Extension Work and National service Scheme (NSS), NCC	10

or any other similar activity (Each activity 10 points)	
Students and Staff Related Socio Cultural and Sports Programmes, campus publications (departmental 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 points 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 points each)	10
Responsibility for, or participation in committees for Students Welfare, Counseling and Discipline (5 each)	10
Organisation of Conference /Training: International (10 points); national /regional (5 points)	10
Maximum Aggregate Limit	15

(iii) Professional Development Related Activities

Indicators/Activities	Max. Score
Membership in profession related committees at state and national level a. At national level : 3 points each b. At state level : 2 points each	10
Participation in subject associations, conferences, seminars without paper presentation (Each activity : 2 points)	10
Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, examination reforms, institutional	10

governance (Each activity : 5 points)	
Membership /participation in Bodies /Committees on Education and National Development (5 each)	10
Publication or articles in newspapers, magazines or other publications (not covered in category 3) ; radio talks etc. (1 point each)	10
Maximum Aggregate Limit	15

CATEGORY : 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.

IV. Similar PBAS proforma could be developed by the universities for the Cadres of Librarian / Deputy Librarian / Assistant Librarian and Director of Physical Education & Sports / Deputy Director of Physical Education & Sports / Assistant Director of Physical Education & Sports based on the API Scoring pattern outlined in Appendix III; Tables - IV to IX of the UGC-Regulations, 2010.