PONDICHERRY UNIVERSITY

PUDUCHERRY – 605 014.

**SELF-ASSESSMENT CUM PERFORMANCE APPRAISAL FORM FOR PERFORMANCE BASED APPRAISAL SYSTEM (PBAS) - Revised**

 (To be filled up by all Faculty member every year for Self appraisal/ Promotion under CAS)

Name and Designation of Faculty :

Department/School :

**Teaching(At Present):**

1. Details of Subjects presently handling

Programmes : UG \_\_\_\_\_\_\_\_\_\_\_\_\_

 PG \_\_\_\_\_\_\_\_\_\_\_\_\_

 M.Phil \_\_\_\_\_\_\_\_\_\_

 Ph.D \_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Aca. Year** | **Degree** | **Titles of Subjects of Teaching** |
|  |  | **Odd** | **Even** |
| UG | 1 | 1 |
|  | 2 | 2 |
|  | 3 | 3 |
|  | 4 | 4 |
|  |  |  |
| PG | 1 | 1 |
|  | 2 | 2 |
|  | 3 | 3 |
|  | 4 | 4 |
|  |  |  |
| M.Phil/ Ph.D | 1 | 1 |
|  | 2 | 2 |
|  | 3 | 3 |

**Research (At Present):**

 No. of UG/PG Projects being Guided: \_\_\_\_\_\_\_\_\_\_\_\_\_

No. of M.Phil Candidates: \_\_\_\_\_\_\_\_\_\_\_

 No. of Ph.D Candidates: \_\_\_\_\_\_\_\_\_\_\_ (FT + PT)

**Thrust Areas:**

1

2

3

**On-going Research Projects (Currently):**

1

2

3

**CATEGORY I: *Teaching, Learning and Evaluation Related Activities:***

**I A(i) Details of Lecturers, Seminars (as per UGC norms)#**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Aca.****Year****(Specify)** | **NATURE OF ACTIVITY** | **No. of hours taken****(per Academic Year)** | **Total Hours per academic year \* /10 Points** | **Score** |
|  | Lectures  |  |  |  |
| Seminars/ Case study discussions |  |
| Tutorials/ Counseling |  |
| Lab Practicals Demo and guidance Sessions |  |
|  | Lectures |  |  |  |
| Seminars/ Case study discussions |  |
| Tutorials/ Counseling |  |
| Lab Practicals Demo and guidance Sessions |  |
|  | Lectures  |  |  |  |
| Seminars/ Case study discussions |  |
| Tutorials/ Counseling |  |
| Lab Practicals Demo and guidance Sessions |  |
|  | Lectures  |  |  |  |
| Seminars/ Case study discussions |  |
| Tutorials/ Counseling |  |
| Lab Practicals Demo and guidance Sessions |  |
|  | Lectures  |  |  |  |
| Seminars/ Case study discussions |  |
| Tutorials/ Counseling |  |
| Lab Practicals Demo and guidance Sessions |  |
| **Average Score** |  |  |

***#*** *(The details provided by Faculty may be supported by Dept. Time Table, Class attendance, List of Topics of Seminar sessions, List of Practicals, No. of Students undergone Remedial coaching/ Tutorials, etc.)*

*\*Asst. Professor= 16 (h/w) x 12 w = 192 (Hrs/per sem); Asso. Professor= 14 (h/w) x 12 w = 168 (Hrs/per sem); Professor= 14 (h/w) x 12 w = 168 (Hrs/per sem); Professor & Head/ Co-ordinator = 12 (h/w) x 12 w = 144(Hrs/per sem)*

**I A (ii) Teacher Workload over and above (UGC norms)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Aca. Year** | **NATURE OF ACTIVITY** | **Equivalent Hrs. / dissertation/ thesis/ record correction. etc.** | **Total hrs. of workload per academic year / 10 Points** | **Hrs. handled****Above UGC****Norms** | **Score** |
| UG | PG | M.Phil | Ph.D | Others |
|  | No. of papers handled  |  |  |  |  |  |  |  |  |
| No. of students in each class |  |  |  |  |  |  |  |
| No. of Projects works guided |  |  |  |  |  |  |  |
| No. of Lab based/ Internship records guided |  |  |  |  |  |  |  |
| Observation notes designed |  |  |  |  |  |  |  |
| No. of Lab based experiments set up/ Demo session Conducted |  |  |  |  |  |  |  |
|  | No. of papers handled  |  |  |  |  |  |  |  |  |
| No. of students in each class |  |  |  |  |  |  |  |
| No. of Projects works guided |  |  |  |  |  |  |  |
| No. of Lab based/ Internship records guided |  |  |  |  |  |  |  |
| Observation notes designed |  |  |  |  |  |  |  |
| No. of Lab based experiments set up/ Demo session Conducted |  |  |  |  |  |  |  |
|  | No. of papers handled  |  |  |  |  |  |  |  |  |
| No. of students in each class |  |  |  |  |  |  |  |
| No. of Projects works guided |  |  |  |  |  |  |  |
| No. of Lab based/ Internship records guided |  |  |  |  |  |  |  |
| Observation notes designed |  |  |  |  |  |  |  |
| No. of Lab based experiments set up/ Demo session Conducted |  |  |  |  |  |  |  |
|  | No. of papers handled  |  |  |  |  |  |  |  |  |
| No. of students in each class |  |  |  |  |  |  |  |
| No. of Projects works guided |  |  |  |  |  |  |  |
| No. of Lab based/ Internship records guided |  |  |  |  |  |  |  |
| Observation notes designed |  |  |  |  |  |  |  |
| No. of Lab based experiments set up/ Demo session Conducted |  |  |  |  |  |  |  |
|  | No. of papers handled  |  |  |  |  |  |  |  |  |
| No. of students in each class |  |  |  |  |  |  |  |
| No. of Projects works guided |  |  |  |  |  |  |  |
| No. of Lab based/ Internship records guided |  |  |  |  |  |  |  |
| Observation notes designed |  |  |  |  |  |  |  |
| No. of Lab based experiments set up/ Demo session Conducted |  |  |  |  |  |  |  |
| **Average Score** |  |

*Note : One hour of UG teaching : 1 Hr workload, 1 Hour of PG teaching : 1 ½ Hrs of workload, 1 hr of M. Phil/ M.Tech/ Ph.D class : 2 Hrs of workload. ( If number of students are more than 40 in a class: 1 ½ times Load to be taken) Project work Guidance: 1 hr per student for all programmes.*

**I A (iii) Classroom Teaching (Including Lectures, Seminar) Preparation time**

|  |  |
| --- | --- |
| **Nature of the Activity** | **Academic Years$$** **(Total Hours per academic year/10 Points)** |
|  |  |  |  |  |
| Lesson Plans Prepared |  |  |  |  |  |
| Lecture Notes |  |  |  |  |  |
| Course Materials prepared |  |  |  |  |  |
| Suggested Readings Compiled |  |  |  |  |  |
| Web Based Resources Complied |  |  |  |  |  |
| Research papers  |  |  |  |  |  |
| Reprints of case study Materials Circulated among student  |  |  |  |  |  |
| Documentation of steps involved in conducting experiments  |  |  |  |  |  |
| field studies |  |  |  |  |  |
| Questionnaires |  |  |  |  |  |
| Lab observation records developed.  |  |  |  |  |  |
| **Score** |  |  |  |  |  |
| **Average Score** |  |  |  |  |  |

$$ Same as actual teaching hours as per attendance register

**I B Tutorials and Practicals**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Aca.****Year****(Specify)** | **NATURE OF ACTIVITY** | **No. of hours taken****(actual as per attendance register)** | **Total Hours per academic year /10 Points** | **Score** |
|  | Tutorials |  |  |  |
| Practicals |  |
|  | Tutorials |  |  |  |
| Practicals |  |
|  | Tutorials |  |  |  |
| Practicals |  |
|  | Tutorials |  |  |  |
| Practicals |  |
|  | Tutorials |  |  |  |
| Practicals |  |
| **Average Score** |  |

**I C : Outside Classroom interaction with students**

|  |  |
| --- | --- |
| **Details of the Activity** | **Academic Years (Max 0.5 of hour in I –A)\*\*****(Total Hours per academic year/10 Points)** |
|  |  |  |  |  |
| Use of ICT in regular classes - New Soft core courses floated |  |  |  |  |  |
| Latest development incorporated in the syllabus  |  |  |  |  |  |
| Course Material developed for subjects taught |  |  |  |  |  |
| Group discussion/ Quiz / Case studies/ Role Plays/ Interactive Sessions developed  |  |  |  |  |  |
| Teaching through E-Resources  |  |  |  |  |  |
| Discussion on recent Scientific Innovation  |  |  |  |  |  |
| Handling of Remedial Classes  |  |  |  |  |  |
| Teaching workload related to evening courses |  |  |  |  |  |
| Field/ Industrial/Scientific institute visits |  |  |  |  |  |
| **Score** |  |
| \*\* *0.5* x *actual teaching hours as per attendance register for the academic year* |
| **SUB TOTAL 1 (I A (i)+(ii)+(iii)+ I B + I C) : Score = Hours /10 (Max Score = 100)** |  |

1. **Research Supervision (Including Master’s thesis):**

|  |  |
| --- | --- |
| **Nature of the Activity** | **Academic Years****(Max. 1 hr. per student per working week)** **(Total Hours per academic year)** |
|  |  |  |  |  |
| P.G. Project Work Guidance  |  |  |  |  |  |
| M.Phil Guidance |  |  |  |  |  |
| Ph.D. Guidance |  |  |  |  |  |
| **Score** |  |
| **SUB TOTAL 2: Score = Hours /10 (Max Score = 30)** |  |

|  |  |  |
| --- | --- | --- |
| **3A** | **Nature of Activity (in hours)** | **Actual hours (Hours per academic year)** |
|  |  |  |  |  |
| Question Paper Setting, moderation and related work  |  |  |  |  |  |
| **Score** |  |
|  | **Nature of Activity (in hours)** | **Actual hours (Hours per academic year)** |
|  |  |  |  |  |
| **3B** | Invigilation/supervision and related examination duties |  |  |  |  |  |
| **Score** |  |
|  | **Nature of Activity (in hours)** | **Hours per academic year****(**Maximum 20 minutes per script**)** |
|  |  |  |  |  |
| **3C** | Evaluation/assessment of answer scripts and assignments related to internal assessment, external and revaluation  |  |  |  |  |  |
| **Score** |  |
| **SUB TOTAL 3: Score = Hours /10 (Max Score = 20)** |  |

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| **4A** | **Nature of Activity**  | **Assessment** (Evidence to be provided. Scores to be finalized by the screening committee) |
| **Outstanding (10)** | **Very Good (7)** | **Good****(5)** | **Average****(3)** | **Modest****(1)** |
| Teaching innovation including preparation of innovative course, use of innovative methodologies for teaching including bilingual/multilingual teaching  |  |  |  |  |  |
| **Score** |  |

|  |  |  |
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|  | **Nature of Activity**  | **Assessment** (Evidence to be provided. Scores to be finalized by the screening committee) |
| **Outstanding (10)** | **Very Good (7)** | **Good****(5)** | **Average****(3)** | **Modest****(1)** |
| **4B** | Preparation of new teaching learning material including translation, bridge material, study pack or similar additional resource for students |  |  |  |  |  |
| **Score** |  |

|  |  |  |
| --- | --- | --- |
|  | **Nature of Activity**  | **Performance and summary feedback to attached****(**2 points per course – Max. 10 points) |
|  |  |  |  |  |
| **4C** | Use of students feedback on the quality of classroom teaching and students interaction collected by IQA cell |  |  |  |  |  |
| **Score** |  |
| **SUB TOTAL 4: (Max Score = 30)** |  |
| **GRAND TOTAL (Sub Total 1 + 2 + 3 + 4 = 180)** |  |

**\*\*Minimum score required for promotion: at least 100 out of maximum of 180 from category I)**

**CATEGORY II: *Co- Curricular/Extension/Professional Development***

|  |  |  |
| --- | --- | --- |
| **5A** | **Nature of Activity**  | **Assessment** (Evidence to be provided. Scores to be finalized by the screening committee) |
| **Outstanding (10)** | **Very Good (7)** | **Good****(5)** | **Average****(3)** | **Modest****(1)** |
| **Discipline related co-curricular activities** (e.g. field work, study visit, student seminar, events , career counselling, placement activity etc.) |  |  |  |  |  |
| **Score** |  |
|  | **Nature of Activity**  | **Assessment** (Evidence to be provided. Scores to be finalized by the screening committee) |
| **Outstanding (10)** | **Very Good (7)** | **Good****(5)** | **Average****(3)** | **Modest****(1)** |
| **5B** | **Other co-curricular activities** (cultural, sports, NSS, NCC, involvement in student welfare activity and P.G./Research scholar forum etc.) |  |  |  |  |  |
| **Score** |  |

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| --- | --- | --- |
|  | **Nature of Activity**  | **Assessment** (Evidence to be provided. Scores to be finalized by the screening committee) |
| **Outstanding (10)** | **Very Good (7)** | **Good****(5)** | **Average****(3)** | **Modest****(1)** |
| **5C** | **Extension and dissemination activities** (public lectures, talks, seminars, popular writings not covered under III) |  |  |  |  |  |
| **Score** |  |
| **SUB-TOTAL (5A + 5B + 5C): (Max Score = 30)** |  |

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| --- | --- | --- |
|  | **Nature of the Activity** | **Academic Years** **(Assessment: Actual hours spent) (Hours per academic year)** |
|  |  |  |  |  |
| **6A** | **Administrative Responsibility** Dean, Principal, Chairperson, Convenor, Admission work, Acting as faculty advisor, Co-ordinator of Refresher course in Academic Staff College |  |  |  |  |  |
|  | **Score** |  |
|  | **Nature of the Activity** | **Academic Years** **(Assessment: Actual hours spent) (Hours per academic year)** |
|  |  |  |  |  |
| **6B** | Participation in Board of Studies, Academic and Administrative committees |  |  |  |  |  |
|  | **Score** |  |
|  | **SUB TOTAL 6 (6A + 6B): Score = Hours /10 (Max Score = 30)** |  |
|  | **Nature of Activity**  | **Assessment** (Evidence to be provided. Scores to be finalized by the screening committee) |
| **Outstanding (10)** | **Very Good (7)** | **Good****(5)** | **Average****(3)** | **Modest****(1)** |
| **7** | Overall contribution to the collective/corporate life of the institution (including 5, 6 and any other contribution including alumni related activities)  |  |  |  |  |  |
| **Score** |  |
| **SUB-TOTAL 7: (Max Score = 10)** |  |
| **SUB-TOTAL (5+6+7)=70****Minimum score required for promotion under Category II: at least 20 out of maximum of 70**  |  |
| **GRAND TOTAL (1 to 7) : out of 250**  |  |

**Minimum score required for promotion: 150 out of total of 250 from Category I and Category II**

**AMENDED CATEGORY - III: Research / Academic Contribution**

(Enclose a copy of all publications & Proof for academic contributions etc.)

**III A : Details of Research papers published (Attach photocopies a proof)**

**1. Refereed Journals\***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Title of the Article** | **Author** | **Co-Authors** | **Name of the journal Vol. No. & pp** | **International / National** | **Impact Factor as on 2010** | **No. of points (for office use)** | **Total points** |
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 Note: Indexed journal (5 points), refereed journal (15 points), paper with impact factor 1-2 (10 points), 2-5

(15 points), 5-10 (25 points). 60% to the first author and remaining 40% will be shared equally by co-authors

**2. Non-refereed journals with ISSN / ISBN**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Title of the Article** | **Author** | **Co-Author(s)** | **Name of the journal Vol. No. & pp** | **International / National** | **ISBN/ ISSN** | **No. of points (for office use)** | **Total point** |
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Note: 10 points per publication – 60% of points to first author, and remaining 40% will be equally shared by co-authors.

**3. Full paper published in the proceedings of Conference / Seminars / Symposia, etc**

|  |  |  |  |  |  |  |  |
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| **Title of the Article** | **Author** | **Co-Author(s)** | **Name of the Programme** | **Organiser** | **Date** | **ISBN/ ISSN if any** | **Total****Point**  |
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Note: 10 points per publication – 60% of points to first author, and remaining 40% will be equally shared by co-authors.

**III B Research publications (Attach proof)**

**1. Text or reference books by international publisher**

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| --- | --- | --- | --- | --- | --- |
| **Title of the Book** | **Author** | **Co-Author(s)** | **Name of the Publisher / Month, Year** | **ISBN/ ISSN** | **Total** **Points**  |
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 Note:[ i). 50 points per book sole authorship and

 ii). 60% of points to first author and remaining 40% will be equally shared by co-authors ]

**2. Subject books by National level publishers / State and Central Govt. publications with ISBN / ISSN Number**

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| --- | --- | --- | --- | --- | --- |
| **Title of the Book** | **Author** | **Co-Author(s)** | **Name of the Publisher / Month, Year** | **ISBN/ ISSN** | **Total Points**  |
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Note:[ i). 25 points per sole authorship and

 ii). 60% of points to first author and remaining 40% will be equally shared by co-authors ]

**3. Subject books by other local publishers with ISBN / ISSN numbers**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Title of the Book** | **Author** | **Co-Author(s)** | **Name of the Publisher / Month, Year** | **ISBN/ ISSN** | **Total Points**  |
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Note:[ i). 15 points per sole authorship and

 ii). 60% of points to first author and remaining 40% will be equally shared by co-authors ]

**4. Chapters contributed to edited vol. published by international publishers**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Title of the Book** | **Name of the Editor** | **Chapter contributed** | **Author / Co-Author** | **Name of the Publisher**  | **ISBN/ ISSN** | **Total** **Points**  |
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Note:[ i). 10 points per chapter and

 ii). 60% of points to first author and remaining 40% will be equally shared by co-authors ]

**5. Chapters in knowledge based volumes by national level publishers with ISBN / ISSN and with numbers of national and international directories**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Title of the Book** | **Name of the Editor** | **Chapter contributed** | **Author / Co-Author** | **Name of the Publisher**  | **ISBN/ ISSN** | **Total** **Points**  |
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Note:[ i). 5 points per chapter and

 ii). 60% of points to first author and remaining 40% will be equally shared by co-authors ]

**III. C: Details of Research Projects** (Attach proof)

**1 Major / Minor Research Projects**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Title of the Project** | **Funding Agency** | **Grant sanctioned** | **Duration** | **Project Status completed / on-going** | **Project Type: Research/ Consultancy/ Action Research** | **Policy Document** | **Total points**  |
|  |  |  | **From** | **To** |  |  |  |  |
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Note:[ **(i)**. Major projects of over 30 lakhs in science / engineering and above 5 lakhs in social science and languages will get 20 points **(ii)**Projects of 30-5 lakhs in science / engineering and 5-3 lakhs in social science, etc. will get 15 points **(iii)** Minorprojects of 5 lakhs – Rs.50,000 in science / engineering and

3 lakhs – Rs.25,000 in social science, etc. will get 10 points **(iv)** Consultancy mobilized for more than

10 lakhs in science and engineering and 2 lakhs in social science, etc. will get 10 points (v)Completed Project quality Evaluation. Completed Project Report (Accepted from funding Agency) 20 points for major Project and 10 points for minor project and (vi)patent and technology transfer in science and engineering and major policy document in social science 30 each for national and 50 points for each international ]

**III. D. Research Guidance** (Attach proof)

**1. Details of Ph.Ds Awarded / submitted**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of the Scholar** | **Title of the Thesis** | **Submitted** | **Awarded** | **Name of the University** | **Month and Year** | **Total** **Points**  |
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Note:[ (i). 10 points / each candidates awarded and (ii) 7 points for Ph.D submitted ]

**2. Details of M.Phil awarded**

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| --- | --- | --- | --- | --- |
| **Name of the Scholar** | **Title of the Thesis** | **Name of the University** | **Month and Year** | **Total** **Points**  |
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[ 3 points / each candidates ]

**III. E. 1. Training courses and conferences / Seminars / Workshop attended**

|  |  |  |  |
| --- | --- | --- | --- |
| **Event** | **Organiser / Place** | **Period / Duration** | **Total** **Points**  |
| Refresher Courses / Training programmes |  |  |  |
| Methodology workshop |  |  |  |
| Conferences / Seminars / Workshops |  |  |  |
| Teaching-learning-evaluation programme |  |  |  |
| Soft skill development |  |  |  |
| Faculty Development programme |  |  |  |

 **[** (i) more than 2 weeks duration – 20 points and (ii) one week duration - 10 points each] Max: 30Points

**2. Details of papers presented in Seminars / Conferences, etc.,\*\* which are not covered under Category III A.** (Attach proofs)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Title of the Article** | **Author** | **Co-Author(s)** | **Name of the Programme** | **Organiser** | **Date** | **Level: International/ National/ Regional/ Local** | **Total** **Points** |
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Note: **[** (i) International 10 points each (ii) National 7.5 points each (iii) Regional / State level – 5 points each and (iv) Local – 3 points each ]

**3.6 Details of invited lectures / presentations in Conferences / Seminars, etc.**

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| **Name of the Programme** | **Organiser of the programme** | **Level: International/ National** | **Topic** | **Date** | **Total Points** |
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[ (i) 10 points for International and (ii) 5 points for National event ]

Note –I \*Wherever relevant to any specific discipline, the API score for papers in refereed journal would be augmented as follows: (i) indexed journals – 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 25 points.

\*\*If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III(a)) and not under presentation (III(e)(ii)).

Notes.

1. Subject-wise list of journals, periodicals and publishers under categories IIIA and B are hosted in the University website subject to up-gradation/amendment as and when required
2. The API for joint publications will have to be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teachers, the First/Principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.
3. The parameters listed in table of Category-III (Research and Academic contributions) shall have following capping in relation to the total API score claimed by the candidates :

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl.No | Particulars | API Score claimed | Capping | Admissible score with reference to Capping |
| III(A) | Research Papers (Journals, etc)  |  | 30% |  |
| III(B) | Research Publications (Books, etc) |  | 25% |  |
| III(C) | Research Projects |  | 20% |  |
| III(D) | Research Guidance |  | 10% |  |
| III(E) | Training Courses and Conf/Seminar, etc |  | 15% |  |
| Total  |  | 100% |  |

**Declaration**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby declare that the particulars furnished above are true to my knowledge.

Place:

Date:

SIGNATURE OF THE FACULTY

Signature of HOD/Dean