

PONDICHERRY UNIVERSITY

PUDUCHERRY – 605 014.

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

(To be filled up by the Applicant for Direct Recruitment)

PBAS Pro-forma for Recruitment to the post of _____**in the Department of _____**

(To be filled up by the candidate who are applying for the post of Associate Professor and above)

Part A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (in Block Letters) :
2. Father's Name/Mother's Name :
3. Department :
4. Current Designation & Grade Pay :
5. Date and Place of Birth :
6. Sex :
7. Marital status :
8. Nationality :
9. Indicate whether belongs to SC/ST/OBC category :
10. Address for correspondence (with Pincode) :

11. Permanent address (with Pincode)

Telephone No:

Mobile:

Email:

12. Academic Qualifications (Matric till post graduation):

Examinations	Name of the Bord/University	Year of Passing	Percentage of marks obtained	Division/ Class/ Grade	Subject
High School/ Matric					
Higher Secondary					
B.A./B.Sc./B.Com/ B.Mus					
M.A./M.Sc./M.Com /M.Mus					
Other examination, if any					

13. Research Degree(s):

Degrees	Title	Date of award	University
M.Phil.			
Ph.D./D.Phil.			
D.Sc./D.Litt.			

14. Appointments held:

Designation	Name of Employer	Date of joining		Salary with Grade	Reason of leaving
		Joining	Leaving		

15. Period of teaching experience: PG classes (in years) : UG Classes (in years)

16. Research Experience excluding years spent as a Teacher or doing M.Phil./Ph.D. (in years)

17. Field of Specialization under the Subject/Discipline

(a) ...

(b)

(b) ...

18. Academic Staff College Orientation/Refresher Course attended:

Name of the Course / Summer School	Place	Duration	Sponsoring Agency

PART B: ACADEMIC PERFORMANCE INDICATORS

(Please see detailed instructions of this PBAS pro-forma before filling up this section)

1. CATEGORY I: Teaching, Learning and Evaluation Related Actions:

1.1. Details of Lecturers, Seminars, Tutorials, Practicals handled#

Weight-age 50 points out of 125 points

Aca. Year (Specify)	Semester	No. of hours allotted for		No. of hours taken (per Sem.)	No. of days Leave taken*	No. of extra classes taken	Total Workload handled (percentage of work load to work allotted)
2009-10	Odd	Lectures					
		Seminars/ Case study discussions					
		Tutorials/ Counseling					
		Lab Practicals Demo and guidance Sessions					
		UG/PG Project work guidance					
		M.Phil/ Ph.D Guidance					
	Even	Lectures					
		Seminars/ Case study discussions					
		Tutorials/ Counseling					
		Lab Practicals Demo and guidance Sessions					
		UG/PG Project work guidance					
		M.Phil/ Ph.D Guidance					
No of Points (office use)							

(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.)

* (Leave include CLs, ELs, SCL, OD, Duty Leave, Medical Leave, etc.)

- Performance index will be calculated giving due weightage to the student's feed-back based on punctuality coverage of syllabus, quality of teaching, depth of knowledge, regularly conducting test & performance of students etc.

1.2 Teacher Workload Calculation (to ascertain workload as per UGC Norms):

Weight-age 10 points out of 125 points

Aca. Year	Semester		Equivalent Hrs. / dissertation/ thesis/ record correction. etc.					Total hrs. of workload	Hrs. handled Above UGC Norms
			UG	PG	M.Phil	Ph.D	Others		
2009-10	Odd	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							
	Even	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 Points (office use)									

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.

1.3 Details of contribution in imparting syllabus-oriented knowledge (like preparation of Instruction Manual / Lecture Notes / Learning materials / etc.) (Attach proofs)

Weight-age 20 points out of 125 points

Nature of the Activity (Mention Yes/No)	2009-10
Lesson Plans Prepared	
Lecture Notes/ Course Materials prepared	
Suggested Readings Compiled	
Web Based Resources Complied	
Research papers and Reprints of case study Materials Circulated among student	
Documentation of steps involved in conducting experiments/ field studies/ Questionnaires/ Lab observation records, developed.	
No. of Points (office use)	

1.4 Participatory and innovative teaching, learning methodologies, updation of subject content, course improvement, etc. (Attach proofs)

Weight-age 20 points out of 125 points

Details of the Activity (Mention Yes / No)	2009-10
Use of ICT in regular classes	
New Soft core courses floated	
Latest development incorporated in the syllabus	
Course Material developed for subjects thought	
Group discussion/ Quiz / Case discussion/ Role Plays/ Interactive Sessions developed	
Teaching through E-Resources / E-journals	
Discussion on recent Scientific Innovation	
No. of Points (office use)	

1.5 Details of examination-related duties discharged: (Attach proofs)

Weight-age 25 points out of 125 points

Sem.	Nature of Duty (in hours)	2009-10
Odd	Answer Sheet Evaluation including internal assessment test (No. of subjects)	
	Question Paper Setting (No. of Subjects)	
	Invigilation Duty (No. of Sessions)	
	Evaluation of UG Project work	
	Evaluation of PG Dissertation work	
	Evaluation of M.Phil dissertation (Nos.)	
	Evaluation of Ph.D thesis (Nos.)	
Even	Answer Sheet Evaluation including internal assessment test (No. of subjects)	
	Question Paper Setting (No. of Subjects)	
	Invigilation Duty (No. of Sessions)	
	Evaluation of UG Project work	
	Evaluation of PG Dissertation work	
	Evaluation of M.Phil dissertation (Nos.)	
	Evaluation of Ph.D thesis (Nos.)	
No. of Points (office use)		

CATEGORY – II: CO- Curricular, Extension and Professional Development related Activity

2.1 Student-based Co-curricular activities Nature of Duty (in hours)

Weight-age 20 points out of 50 points

Nature of Duty (in hours)	2009-10
a. NCC Co-ordination	
b. NSS Co-ordination	
c. Extension and Field activities through NCC/ NSS	
d. Field based extension activities involving students	
e. Extension activities involving students through NGOs/ Science/ Technology clubs, Association	
f. Association in Leadership Camps/ Students Counselling activities/ Soft skill training/ Remedial Coaching/ UGC NET Coaching classes	
g. Lab to field experiments involving students	
h. Field based activities organized for professional development of students	
i. Conduct of survey on social problems involving students	
j. Association with conduct of Cultural activities involving students	
k. Association in Student Film Clubs / Cultural Clubs/ Poet Clubs/ Yoga or Dance Clubs	
l. Counseling session for drug abuse/ mental depression / homesick students	
m. Association in Anti raging/ Anti drugs/ Aids Awareness Campaigns/ Blood donation/ Eye donation Campaigns	
No. of Points (office use)	

2.2 Contribution to Corporate Life

Weight-age 15 points out of 50 points

Type of Activity	Position held / Contribution made
	2009-10
Syndicate / Senate / Academic Council / Finance Committee / Research Advisory Committee	
Board of Studies	
HOD	
Discipline Committee	
Sports Committee	
University Students advisory Board	
Cultural Committee	
Board of Examiners	
Inspection Committee	
Member of affiliated College Board	
University Hostel Advisory Board	
Warden / Dy. Warden / Resident Warden	
Director / Coordinator / Programme Officer of DDE Courses/ DDE Exams/ Other DDE related works	

Type of Activity	Position held / Contribution made
	2009-10
Organization of Refresher Course / Training Programme / Short-term courses	
Association with Day-care Centre	
Association in University Sports/ Yoga/ Gym	
Association with University FM Radio	
Association with University Environment Protection Group	
Other academic or Institutional responsibilities if any (e.g Chief/ Deputy Superintendent of Exams, Chairman/ Member Question Paper Board/ Membership in other committees	
No. of Points (office use)	

2.3 Professional Development Activities

Type of Activity*	Number of Events/ Participation/ Membership
	2009-10
International Seminar	
National Seminar	
International Conference / Workshops	
National Conferences/ Workshops	
International Training Courses	
National Training Courses	
Talks / Lectures	
Membership in National Associations/ Professional bodies/ Advisory/ Planning Committees	
Membership in International Associations/ Professional bodies/ Advisory/ Planning Committees	
General / Popular Articles published (Nos.)	
Journal referring/ peer reviewing/ editorial board	
Jury/ Chairman of a Tech. Session in a conference	
Membership in National Committees including selection Committee, advisory committees, etc.	
No. of Points (office use)	

Seminars / Conferences / Training Programmes

- a. International : 2
- b. National : 1
- i) Talks / Lectures : 2
- ii) Membership in Association
 - a. International : 2
 - b. National : 1
- iii) General / Popular articles : 1
- iv) Journal referring / peer
reviewing / editorial board : 2 per activity
- v) Jury/ Chairman of a Tech.
session in a conference : 1 per conference
- vi) Membership in National Committees
including selection committee,
advisory committees, etc. : 2 per committee

CATEGORY - III: Research / Academic Contribution

3.1 Details of Research papers published (Attach photocopies a proof)

3.1.1 Refereed Journals (throughout the career)

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

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

3.1.2 Non-refereed journals with ISSN / ISBN (throughout the career)

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 points

Note: 10 points per publication – 60% of points to first author, and remaining 40% will be equally shared by co-authors.

3.1.3 Full paper published in the proceedings of Conference / Seminars / Symposia, etc (throughout the career)

Title of the Article	Author	Co-Author(s)	Name of the Programme	Organiser	Date	ISBN/ISSN if any

Note: 10 points per publication – 60% of points to first author, and remaining 40% will be equally shared by co-authors.

3.2 Research publications (Attach proofs)

3.2.1 Text or reference books by international publisher (throughout the career)

Title of the Book	Author	Co-Author(s)	Name of the Publisher / Month, Year	ISBN/ ISSN

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]

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

Title of the Book	Author	Co-Author(s)	Name of the Publisher / Month, Year	ISBN/ ISSN

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]

3.2.3 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

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]

3.2.4 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

Note:[i). 10 points per chapter and
ii). 60% of points to first author and remaining 40% will be equally shared by co-authors]

3.2.5 Chapters in 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

Note:[i). 5 points per chapter and
ii). 60% of points to first author and remaining 40% will be equally shared by co-authors]

3.3 Details of Research Projects (Attach proofs)

3.3.1 Major / Minor Research Projects (throughout the career)

Title of the Project	Funding Agency	Grant sanctioned	Duration		Project Status completed / on-going	Project Type: Research/ Consultancy/ Action Research	Policy Document
			From	To			

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) Major projects 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 and (v)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]

3.4 Research Guidance (Attach proofs)

3.4.1 Details of Ph.Ds Awarded / submitted

Name of the Scholar	Title of the Thesis	Submitted	Awarded	Name of the University	Month and Year

Note:[(i). 10 points / each candidates awarded and (ii) 7 points for Ph.Dsubmitted]

3.4.2 Details of M.Phil awarded

Name of the Scholar	Title of the Thesis	Name of the University	Month and Year

[3 points / each candidates]

3.5 Training courses and conferences / Seminars / Workshop attended

Event	Organiser / Place	Period / Duration
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]

3.6 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	Points

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.

Name of the Programme	Organiser of the programme	Level: International/ National	Topic	Date	Points

[(i) 10 points for International and (ii) 5 points for National event]

Declaration

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

Place:

Date:

SIGNATURE OF THE APPLICANT