**GOVERNMENT OF MIZORAM**

**HIGHER & TECHNICAL EDUCATION DEPARTMENT**

**…**

**Annual Self-Assessment for**

**the Performance Based Appraisal System (PBAS)**

**Session/Year: \_\_\_\_\_\_\_\_\_\_**

**(To be completed and submitted at the end of each academic year. Instruction for filling-up the proforma is appended)**

**PART A: GENERAL INFORMATION**

1. **Name (in Block Letters) :**
2. **Father’s Name :**
3. **Department :**
4. **Current Designation & Grade Pay :**
5. **Date of last Promotion :**
6. **Address for Correspondence :**

**(with Pin code)**

1. **Permanent Address (with Pin code) :**

**Telephone No :**

**Email :**

1. **Whether acquired any degree or fresh academic qualifications during the year:**
2. **Academic Staff College Orientation/Refresher course attended during the year:**

| **Name of the Course/ Summer School** | **Place** | **Duration** | **Sponsoring**  **Agency** |
| --- | --- | --- | --- |
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**PART B: ACADEMIC PERFORMANCE INDICATORS**

**CATEGORY – 1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

* 1. **Lecturers, Seminars, Tutorials, Practical’s, Contact Hours ( give semester-wise details, where necessary)**

| **Sl. No** | **Course/Paper** | **Level** | **Mode of teaching** | **Hours**  **per week allotted** | **% of classes taken as per documented record** |
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\* Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact classes (C)

| **Sl. No** | **Activity** | **API Score** |
| --- | --- | --- |
| 1.1 | Classes Taken (max 50 marks for 100% Performance & proportionate score upto 80% performance, below which no score may be given |  |
| 1.2 | Teaching Load in excess of UGC norm (max score : 10) |  |

**(1.3) Reading/ Instructional material consulted and additional knowledge resources provided to students)**

| **Sl. No** | **Course/Paper** | **Consulted** | **Prescribed** | **Additional Resource provided** |
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| API score based on preparation and imparting of knowledge/instruction as per curriculum & syllabus enrichment by providing additional resources to students (max: 20) | | | | **API Score** |

**(1.4) Use of Participatory and Innovative Teaching-Learning Methodologies, Updating of Subjects Contents, Course Improvements etc.**

| **Sl.**  **No** | **Short Description** | **API Score** |
| --- | --- | --- |
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|  |  |  |
|  | **Total Score (Max Score: 20)** |  |

**(1.5) Examination Duties Assigned and Performed**

| **Sl. No** | **Type of Examination Duties** | **Duties Assigned** | **Extent to which carried out (%)** | **API Score** |
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|  | **Total Score (Max: 25)** |  |  |  |

**CATEGORY-II: CO-CURRICULAR, EXTENSION, PROFESSIONAL, DEVELOPMENT RELATED ACTIVITIES**

**II. Please mention your contribution to the following:**

| **Sl. No** | **Type of Activity** | **Average Hrs/ Week** | **API Score** |
| --- | --- | --- | --- |
|  | **(11.1) Student related Co-Curricular, extension & field based activities** |  |  |
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|  | **Total (Max: 20)** |  |  |

|  | **(II.2) Contribution to Corporate Life and management of the Institution through committees** | **Yearly/Semester wise responsibilities** | **API Score** |
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|  | **Total (Max: 15)** |  |  |
|  | **(II.3) Professional Development Activities** | **Yearly/Semester wise responsibilities** |  |
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|  | **Total (Max: 15)** |  |  |
|  | **Total Score (II.1 to II.3) (Max: 50)** |  |  |

**CATEGORY-III: RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS**

**III.A (i-ii) Papers published in the Referred Journals/Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers**

| **Sl. No** | **Title with page nos.** | **Name of the Journal** | **ISSN/ISBN No** | **Whether peer reviewed? Impact Factor, if any** | **No. of co-author (s)** | **Whether you are the main author** | **API Score** |
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**III.A.(iii) Full Papers published in Conference Proceedings etc.(Abstracts not to be included):-**

| **Sl. No** | **Title with page nos** | **Details of Conference Publication** | **ISSN/ISBN No** | **No. of co-authors** | **Whether main/co author** | **API Score** |
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**III.B. (i-iii) Text/Reference Books Published or Edited/Proceedings of Seminar etc. Edited**

| **Sl. No** | **Title with page nos.** | **Type of Books/ Proceedings & Author/Editor** | **Publisher & ISSN/ISBN No** | **Whether Peer reviewed** | **Co-author(s)/Co-editors, if any** | **Whether you are the main author** | **API Score** |
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**III.B. (iv - v) Chapters contributed to edited knowledge based volumes**

| **Sl. No** | **Title with page nos.** | **Book Title, editor & Publisher** | **ISSN/ISBN No** | **Whether Peer reviewed** | **No. of Co-author** | **Whether you are the main author** | **API Score** |
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**III C. (i-iv) Ongoing and Completed Research Projects and Consultancies/Patent/ Technology transfer/ Product/Process (for Sciences) Major Policy document of Govt. Bodies**

| **Sl. No** | **Title** | **Funding Agency** | **Period** | **Amount** | **Whether policy document/patent outcome?** | **API Score** |
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**III.D. (i-iii) Research Guidance**

| **Sl. No** | **Number Enrolled** | **Thesis Submitted** | **Degree awarded** | **Supervisor/Jt. Supervisor** | **API Score** |
| --- | --- | --- | --- | --- | --- |
| **M.Phil or equivalent** |  |  |  |  |  |
| **Ph.D or equivalent** |  |  |  |  |  |

**III.E. (i) Refresher courses, Methodology workshops, Training, Teaching-Learning –Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes *attended and organized* (Max. 30 points)**

| **Sl. No.** | **Programme** | **Duration** | **Organised by** | **API Score** |
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**III.E.(ii) Participation and Presentation of papers (oral/poster) in Conferences/Seminars/Workshops etc. [If a paper presented is publish in the form of Proceedings, the points would accrue forpublication (III (a) and not under presentation (III (E) (ii) ]**

| **Sl. No** | **Title of the Paper presented** | **Title of Conference/Seminar etc** | **Organized by** | **Whether international/national/state/regional/college or university level** | **API Score** |
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**III. E. (iii) Invited lectures or presentations in Conferences/Seminar/Training Courses/Refresher Courses/Orientation Courses**

| **Sl. No** | **Title of Lecture/Academic Session** | **Title of Conference/ Seminar etc** | **Organized by** | **Whether International/national/ regional/local** | **API Score** |
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**IV. SUMMARY OF THE API SCORES**

| **Sl. No** | **Criteria** | **Last Academic Year** | **Total – API Score for Assessment Period** | **Annual Average API Score for Assessment Period** |
| --- | --- | --- | --- | --- |
| **I** | **Teaching, learning and Evaluation related acativities** |  |  |  |
| **II** | **Co-curricular, Extension, Professional Development related activities** |  |  |  |
|  | **Total I+II** |  |  |  |
| **III** | **Research and Academic Contributions** |  |  |  |

**PART C: OTHER RELEVANT INFORMATION**

**Please give details of any other credential, significant contributions not mentioned earlier.**

| **Sl. No** | **Details (Mention Year, value etc, where ever relevant)** |
| --- | --- |
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**LIST OF ENCLOSURES: (***Please attach, copies of certificates, sanction orders, papers etc. wherever necessary***)**

1. **6**
2. **7**
3. **8**
4. **9**
5. **10**

**I certify that the information provided is correct as per records documents enclosed along with the duly filled PBAS proforma**

**Signature of the faculty with**

**Designation, Place & date**

**I certify that the information provided is correct as per records available with the documents enclosed along with the duly filled PBAS proforma.**

**Signature of HOD/Dean/Principal**

**NB. The individual PBAS proforma duly filled along with all enclosures, submitted for CAS promotions will be duly verified by the University/College as necessary and placed before the Screening cum Evaluation Committee or Selection Committee for assessment/verification.**

**GOVERNMENT OF MIZORAM**

**HIGER AND TECHNICAL EDUCATION DEPARTMENT**

***Name of the College***

**PBAS Proforma for Promoting under CAS**

**PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND**

**(Instruction for filling-up of the proforma is appended)**

1. **Name (in block Letters) :**
2. **Father’s/Mother’s/Husband’s Name :**
3. **Date and Place of Birth and Nationality :**
4. **Sex and Marital Status :**
5. **Whether belongs to SC/ST/OBC category :**
6. **Name of department with contact details :**
7. **Current Designation & Grade Pay :**
8. **Designation and grade pay for which :**

**Application under CAS is submitted**

1. **Date of eligibility for promotion :**
2. **Date of last promotion :**
3. **Academic Qualification (Matriculation till post graduation):**

| **Examination** | **Name of the Board/**  **University** | **Year of Passing** | **% of Marks obtained** | **Division /class/ Grade** | **Subjects(s)** |
| --- | --- | --- | --- | --- | --- |
| **High School/ Matric** |  |  |  |  |  |
| **Intermediate/PUC** |  |  |  |  |  |
| **B.A./B.Sc./B.Com/** |  |  |  |  |  |
| **M.A./M.Sc./M.Com/** |  |  |  |  |  |
| **Others examination, if any** |  |  |  |  |  |

1. **Research Degree (s)**

| **Name of the Course/ Summer School** | **Place** | **Duration** | **Sponsoring**  **Agency** |
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1. **Appointments held prior to joining this institution**

| **Designation** | **Name of the Employer** | **Date of Joining** | **Date of Leaving** | **Pay Band with AGP** | **Reason for leaving** |
| --- | --- | --- | --- | --- | --- |
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1. **Post held after appointments at this institution**

|  |  | **Date of actual joining** | |  |
| --- | --- | --- | --- | --- |
| **Designation** | **Department** | **From** | **To** | **Pay Band with AGP** |
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1. **Teaching experience: P.G. Classes: \_\_\_\_\_\_\_\_\_\_ Years; U.G. Classes: \_\_\_\_\_\_\_\_\_ Years**
2. **Research experience excluding years spent in M.Phil/Ph.D. : \_\_\_\_\_\_\_\_\_\_\_\_Years**
3. **Field of Specialization under the Subject/Discipline**

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

**PART B: ACADEMIC PERFORMANCE INDICATORS**

**(Please see details instructions to this PBAS proforma before filling out this section)**

**CATEGORY-I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

**1.1 Lecturers, Seminars, Tutorials, Practicals, Contact Hours (give semester-wise details, where necessary)**

| **Sl. No** | **Course/Paper** | **Level** | **Mode of Teaching** | **Hours per week allotted** | **% of classes taken as per documented record** |
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**\* Lecturer (L), Seminar (S), Tutorial (T), Practical (P), Contact classes (C)**

| **Sl. No** | **Activity** | **API Score** |
| --- | --- | --- |
| 1.1 | Classes taken (Max 50 marks for 100% performance & proportionate score up to 80% performance, below which no score may be given |  |
| 1.2 | Teaching Load in excess of UGC norm (max score: 10) |  |

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

| **Sl. No** | **Course/Paper** | **Consulted** | **Prescribed** | **Additional Resource provided** |
| --- | --- | --- | --- | --- |
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|  |  |  |  |  |
| API Score based on preparation and imparting of knowledge/instruction as per curriculum & syllabus enrichment by providing additional resources to students (max: 20) | | | | **API Score** |

**(1.4) Use of Participatory and Innovative Teaching-Learning Methodologies, Updating of Subject Contents, Course Improvement etc.**

| **Sl. No** | **Short Description** | **API Score** |
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|  | **Total Score (Max Score: 20)** |  |

**(1.5) Examination Duties Assigned and Performed**

| **Sl. No** | **Type of Examination Duties** | **Duties Assigned** | **Extent to which carried out (%)** | **API Score** |
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|  | **Total Score (Max: 25)** |  |  |  |

**CATEGORY-II: CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES**

**II. Please mention your contribution to the following:**

| **Sl. No** | **Type of Activity** | **Average Hrs/Week** | **API Score** |
| --- | --- | --- | --- |
|  | **(II.1) Student related Co-Curricular, extension & field based activities** |  |  |
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|  | **Total (Max:20)** |  |  |

|  | **(II.2) Contribution to Corporate Life and management of the Institution through committees** | **Yearly/Semester wise responsibilities** | **API Score** |
| --- | --- | --- | --- |
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|  | **Total (Max:15)** |  |  |
|  | **(II.3) Professional development Activities** | **Yearly/Semester wise responsibilities** | **API Score** |
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|  | **Total (Max:15)** |  |  |
|  | **Total Score (II.1 to II.3) (Max: 50)** |  |  |

**CATEGORY-III: RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS**

**III.A. (i-ii) Papers published in the refereed Journals/non – refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.**

| **Sl. No** | **Title with page nos.** | **Name of the Journal** | **ISSN/ISBN No** | **Whether peer reviewed? Impact Factor, if any** | **No. of co-author (s)** | **Whether you are the main author** | **API Score** |
| --- | --- | --- | --- | --- | --- | --- | --- |
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**III.A. (iii) Full Papers published in Conference Proceedings etc.(Abstracts not to be included)**

| **Sl. No** | **Title with page nos** | **Details of Conference Publication** | **ISSN/ISBN No** | **No. of co-authors** | **Whether main/co-author** | **API Score** |
| --- | --- | --- | --- | --- | --- | --- |
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**III.B. (i-iii) Text/Reference /subject Books Authored or Proceedings of Seminar/ journals etc**

| **Sl. No** | **Title with page nos** | **Type of Book/ Proceeding & Author/Editor** | **Publisher & ISSN/ISBN No** | **Whether peer reviewed** | **Co-authors/Co-editors, if any** | **Whether you are the main author** | **API Score** |
| --- | --- | --- | --- | --- | --- | --- | --- |
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**III.B. (iv - v) Chapters contributed to edited knowledge based volumes.**

| **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** |
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**III.C. (i-iv) Ongoing and Completed Research Projects and Consultancies/Patent/Technology transfer/Product/Process (for Sciences) Major Policy document of Govt. Bodies**

| **Sl. No** | **Title** | **Funding Agency** | **Period** | **Amount** | **Whether policy document/patent outcome** | **API Score** |
| --- | --- | --- | --- | --- | --- | --- |
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**III.D. Research Guidance**

| **Sl. No** | **Number Enrolled** | **Thesis Submitted** | **Degree awarded** | **Supervisor/Jt. Supervisor** | **API Score** |
| --- | --- | --- | --- | --- | --- |
| **M.Phil or equivalent** |  |  |  |  |  |
| **Ph.D or equivalent** |  |  |  |  |  |

**III.E. (i) Refresher Courses, Methodology Workshops, training, teaching- learning-evaluation technology Programmes, Soft Skills Development Programme, Faculty development programmes, attended and organized (max. 30 points)**

| **Sl. No** | **Programme** | **Duration** | **Organised by** | **API Score** |
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**III.E. (ii) Participation and Presentation of 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)]**

| **Sl. No** | **Title of the Paper presented** | **Title of Conference/Seminar** | **Organised by** | **Whether international/natural/**  **state/regional/college**  **or university level** | **API Score** |
| --- | --- | --- | --- | --- | --- |
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**III.E. (iii) Invited Lecturers or presentations in conferences/ Seminars/ training courses/ refresher courses/ orientation courses.**

| **Sl. No** | **Title of Lecturer/**  **Academic Session** | **Title of Conference/**  **Seminar** | **Organised by** | **Whether international/national regional /local** | **API Score** |
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**IV. SUMMARY OF THE API SCORES**

| **Sl. 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, Professional Development related activities** |  |  |  |
|  | **Total I+II** |  |  |  |
| **III** | **Research and Academic Contributions** |  |  |  |

**PART C: OTHER RELEVANT INFORMATION**

**Please give details of nay other credential, significant contribution not mentioned earlier.**

| **Sl. No** | **Details (Mention Year, Value etc. Where ever relevant)** |
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**LIST OF ENCLOSURES: (***Please attach, copies of certificates, sanction orders, papers etc. wherever necessary)*

1. **6**
2. **7**
3. **8**
4. **9**
5. **10**

**I certify that the information provided is correct as per records documents enclosed along with the duly filled PBAS proforma**

**Signature of the faculty with**

**Designation, Place & date**

**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 Principal**

**NB. The individual PBAS proforma duly filled along with all enclosures, submitted for CAS promotions will be duly verified by College as necessary and placed before the Screening-cum-Evaluation Committee or Selection Committee for assessment/verification.**

***Annexure I***

**GOVERNMENT OF MIZORAM**

**HIGHER AND TECHNICAL EDUCATION DEPARTMENT**

**PERFORMANCE BASED APPRAISAL SYSTEM (PBAS) PROFOMA FOR CAREER ADVANCEMENT SCHEME (CAS)**

**PROMOTIONS OF TEACHERS BASED ON THE ACADEIC PERFORMANCE INDICATORS (API)**

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

| Sl. No | Nature of Activity | Maximum Score |
| --- | --- | --- |
| 1.1 | Lectures, seminars, tutorials, practical, contact hours undertaken as percentage of lectures allotted | 50 |
| 1.2 | Lectures or other teaching duties in excess of the UGC norms | 10 |
| 1.3 | Preparation and Imparting of knowledge ,instruction as per curriculum, syllabus enrichment by providing additional resources to students | 20 |
| 1.4 | Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc | 20 |
| 1.5 | Examination duties (Invigilation, question paper setting, evaluation of answer scripts) as per allotment | 25 |
|  | Total Score | 125 |
|  | Minimum API Score Required | 75 |

CATEGORY II : CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

| Sl No | **Nature of Activity** | Maximum Score |
| --- | --- | --- |
| 11.1 | Student related co-curricular, extension and field based activities (such as extension work through NSS/NCC and other channels , cultural activities, subject related events, advise and counseling) | 20 |
| 11.2 | Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities | 15 |
| 11.3 | Professional Development activities (participation in short-term courses, talks, lectures, membership of Associations, dissemination of knowledge through general articles and activities not covered in Category III below) | 15 |
|  | Total Score | 50 |
|  | Minimum API Score Required | 15 |

CATEGORY – III : RESEARCH AND ACADEMIC CONTRIBUTIONS

| Sl No | Particulars (enclose details of each item in support of your claim as annexure) |
| --- | --- |
| **III.A** | 1. Refereed Journals : **15 per publications** 2. Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers : **10 per publication** 3. Conference proceedings as full papers, etc (Abstract not to be included) : **10 per publication** |
| **III.B** | Other Research Publications (Books, Chapters in books, other than refereed journal articles)   1. Text or Reference Books Published by International Publishers with an established peer review system 2. Sole Author/Editor : **50 per book** 3. Chapter in an edited book : **10 per chapter** 4. Subject Books/Journals by National level publishers/state and Central Govt. Publications with ISBN/ISSN numbers 5. Sole Author/Editor : **25 per Book** 6. Chapter in edited book : **5 per chapter** 7. Subject Books/Journals by other local publishers with ISBN/ISSN numbers 8. Sole Author/Editor : **15 per book** 9. Chapter in edited book : **3 per chapter** 10. Chapters contributed to edited knowledge based volumes published by International Publishers : **10 per chapter** 11. Chapter in knowledge based volumes by Indian /National level publishers with ISBN/ISSN numbers and with national and international directories :   **5 per chapter** |
| **III.C** | RESEARCH PROJECTS   1. Sponsored Projects carried out/on-going   a} Major Projects with grants >Rs 30 lakhs for Science and Engineering and Rs 5 lakhs for others : **20 per Projects to PI and 10 per project to Co-PI**  b) Major Project with grants above Rs 5 lakhs upto 30 lakhs for Science and Engineering and above Rs 3 lakhs upto Rs 5 lakhs for others : **15 per Project to PI and 8 per project to Co-PI**  c) Minor Project with grants above Rs 50,000 upto Rs 5 lakhs for Sciences and Engineering above Rs 25,000 upto Rs 3 lakhs for others : **10 per Project**  ii. Consultancy Projects carried out/on-going :  Grants mobilized with a minimum of Rs 10 lakhs for Sciences and Engineering  and a minimum of Rs 2 lakhs for others : **10 per project**  iii.Completed Projects : Quality Evaluation : Completed project reports (accepted  by funding agency) : 20 per major project to PI & 10 per major Project to Co PI  and 10 per minor project  iv.Projects Outcome/Output : Patent/Technology transfer/Product/Process (for  Sciences and Engineering) and Major Policy document of Govt. Bodies  at Central/State level for others)   1. International Level : 50 per outcome/output 2. National level : 30 per outcome/output |
| **III.D** | RESEARCH GUIDANCE   1. M Phil. (Degree awarded only) 3 per candidate 2. Ph. D (Degree awarded only) 10 per candidate 3. Ph. D Thesis submitted 7 per candidate |
| **III. E** | TRAINING COURSES AND CONFERENCE/SEMINAR/WORKSHOP PAPERS   1. Refresher courses, Methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes *attended and organized* (**Max. 30 points)**   a)Duration not more than two weeks : 20 per course for Convener/Coordinator and 10 for Co-convener/Co-coordinator  b)One week duration : 10 per course  ii. Participation and Presentation of papers (oral/post 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)   1. International Conference : 10 per participation and presentation 2. National : 7.5 per participation and presentation 3. Regional/State level : 5 per participation and presentation 4. Local-University/College level : 3 per participation and presentation   iii.Invited lectures or presentations in Conferences/Seminars/  Training Courses/Refresher Courses/Orientation Courses   1. International Level : 10 per lecture 2. National Level : 5 per lecture |

**Notes :**

1. Wherever relevant to any specific discipline, the API score for paper 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.
2. 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)
3. 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 teacher, 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.