TEZPUR UNIVERSITY

(Established by an Act of Parliament in 1994)

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 and Grade Pay :

5. Date of 1st appointment   :

6. Date of last promotion / appointment :

7. Address for correspondence (with PIN code) :

8. Permanent address (with PIN code)   :

    Telephone No:

    Email:

9. Whether acquired any degrees or fresh academic qualifications during the year:

10.   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 Performa before filling out this section)

CATEGORY: 1. TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

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

Sl. No	Course / Paper code / title	Level	Mode of teaching *	No.of classes per week allotted	No. of Classes conducted	% of classes /Practicals taken as per documented record	API Score Claimed	Verified API Score

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

		API Score claimed	Verified 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

S.No.	Course/ Paper	Consulted	Prescribed	Additional Resource provided

	API Score claimed	Verified 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)		

(iii) Use of Participatory and Innovative Teaching- Learning Methodologies, Updating of Subject content, Course improvement etc.

S.No.	Short Description	API Score claimed	Verified API Score
	Total Score (Max. Score:20)		

(iv)Examination Duties Assigned and Performed

S.No.	Types of Examination Duties	Duties Assigned	Extent to which carried out (%)	API Score claimed	Verified API Score
	Total Score (Max:25)				

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

(Please mention your contribution to any of the following):

S.No.	Type of Activity	Average Hrs/week	API Score claimed	Verified 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 claimed	Verified 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

S.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 claimed	Verified API Score

B(i)) Articles/ Chapters published in Books

S. No.	Title with Page nos.	Book Title, editor & publisher	ISSN/ISBN No.	Whether peer review-ed	No. of co-authors	Whether you are the main author	API Score claimed	Verified API Score

ii) Full Papers in Conference Proceedings

S. No	Title with Page no.	Details of Conference Publication	ISSN/ ISBN No.	No. of co-authors	Whether you are the main author	API Score claimed	Verified API Score

iii) Books Published as single author or as editor

S. No	Title with Page no.	Type of Book & Authorship	Publisher & ISSN/ ISBN No.	Whether peer reviewed	No. of co-authors	Whether you are the main author	API Score claimed	Verified API Score

C). Ongoing and Completed Research Projects and Consultancies
(i & ii) Ongoing Projects / Consultancies

S. No	Title	Agency	Period	Grant/ Amount Mobilized (Rs. in Lakh)	API Score claimed	Verified API Score

(iii & iv) Completed Projects / Consultancies

S.No	Title	Agency	Period	Grant/ Amount Mobilized (Rs Lakh)	Whether policy document/ patent as outcome	API Score claimed	Verified API Score

(D) Research Guidance

	Number Enrolled	Thesis Submitted	Degree awarded	API Score claimed	Verified 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)

S.No.	Programme	Duration	Organised by	API Score claimed	Verified API score

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

S.No.	Title of the paper presented	Title of the Conference/Seminar	Organised by	Whether International/National/State/Regional/College or University level	API Score claimed	Verified API score

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

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

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*   *The API Score claim of each of the sub-categories in the Category-III (Research and Publications and Academic Contributions) will have the following cap to calculate the total API score claimed*

Sub Category	Cap as % of API cumulative score in application
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 Conference/Seminar etc.	*15%*

IV. SUMMARY OF API SCORES (to be submitted year wise)

	Criteria	Last Academic Year	Total API Score claimed for the Assessment Period	Verified 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.

S.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.

5.   10.

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 Performa

Signature of the faculty member
with Designation, Place & Date

Forwarding note of the Head of the Department/Dean of the School:

Signature of HOD/DoS

Verification Report of the IQAC

Signature of the Director, IQAC

Instructions for Filling up Part B of the PBAS Performa

Part B of the Performa 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 Performa 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 1.

NB. The self-assessment scores are subject to verification by the university/co I lege, and by the Screening cum Verification Committee or Selection Committee as the case may be.

I. 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

b.

If teacher has taken classes exceeding UGC norm, then two point to be assigned for each extra hour of classes	Max. Score: 10

(ii)

Imparting of knowledge / instruction *vis a vis* with the prescribed material (Text book / Manual etc) and methodology of the curriculum (100% compliance = 20 points)	Max Score: 20

(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 materials, Laboratory manuals etc.	10
Use of Innovative teaching-learning methodologies; use of ICT; Updated subject content and course improvement. a. ICT Based Teaching material:10points/each b. Interactive Courses: 5 points/each c. Participatory Learning modules: 5 points/each	10
Developing and imparting Remedial/Bridge Courses and Counseling modules (Each activity: 5 points)	10
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 program : 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 - 5 points). (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 coordination, 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 point each).	10
Positions held/Leadership role played in organization linked with Extension Work and National service Scheme (NSS), NCC or any other similar activity (Each activity 10 points)	10
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 point each).	10
Institutional Governance responsibilities like, Vice Principal, Dean, Director, Warden, Bursar, School Chairperson, 1QAC 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 point 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	Maximum Score
Membership in profession related committees at state and national level a. At national level: 3 points each b. At site level: 2 points each Participation in subject associations, conferences, seminars without paper presentation(Each activity: 2 point)	10

Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, Institutional governance (Each activity: 5 points)	10
Membership/participation in Bodies/C6mmittees on Education and National Development (5 each).	10
Publication of 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 Performa 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.

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Brief Explanation: Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API score required by teachers from this category is different for different levels of promotion and between university and colleges. The self-assessment score will be based on verifiable criteria and will be finalized by the screening/selection committee.

S.N.	APIs	Engineering/Agriculture/ Veterinary Science/Sciences/Medical Sciences	Faculties of Languages/ Arts / Humanities/Social Sciences/Library/Physical Education/ Management	Max. points for University and college teacher position
III (A)	Research Papers* (Published in Journals)	Refereed Journals*	Refereed Journals *	15 / Publication
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ ISSN numbers.	Non-refereed but recognized and reputable journals and periodicals, having ISBN/ ISSN numbers.	10 / Publication
		Conference proceedings as full papers, etc. (Abstracts not to be included)	Conference proceedings as full papers, etc. (Abstracts not to be included)	10 / Publication
III (B)	Research Publications (books, chapters in books, other than refereed journal articles)	Text or Reference Books Published by International Publishers with an established peer review system	Text or Reference Books Published by International Publishers with an established peer review system	50 /sole author; 10 /chapter in an edited book
		Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers.	Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers.	25 /sole author, and 5/ chapter in edited books
		Subject Books by Other local publishers with ISBN/ISSN numbers.	Subject Books by Other local publishers with ISBN/ISSN numbers.	15 / sole author, and 3 / chapter in edited books
		Chapters contributed to edited knowledge based volumes published by International Publishers	Chapters contributed to edited knowledge based volumes published by International Publishers	10 /Chapter
		Chapters in knowledge based Volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	5 / Chapter

III C	Research Projects			
III C (i)	**Sponsored Projects carried out/ ongoing**	(a) Major Projects amount mobilized with grants above 30.0 lakhs	Major Projects amount mobilized with grants above 5.0 lakhs	20 /each Project
		(b) Major Projects amount mobilized with grants above 5.0 lakhs up to 30.00 lakhs	Major Projects Amount mobilized with minimum of Rs. 3.00 lakhs up to Rs. 5.00 lakhs	15 /each Project
		(c) Minor Projects (Amount mobilized with grants above Rs. 50,000 up to Rs. 5 lakh)	Minor Projects (Amount mobilized with grants above Rs. 25,000 up to Rs. 3 lakh)	10/each Project
III C (ii)	**Consultancy Projects carried out / ongoing**	Amount mobilized with minimum of Rs.10.00 lakh	Amount mobilized with minimum of Rs.2.00 lakhs	10 per every Rs.10.0 lakhs and Rs.2.0 lakhs, respectively
III C (iii)	**Completed projects : Quality Evaluation**	Completed project Report (Acceptance from funding agency)	Completed project report (Accepted by funding agency)	20 /each major project and 10 / each minor project
III C (iv)	**Projects Outcome / Outputs**	Patent/Technology transfer/ Product/Process	Major Policy document of Govt. Bodies at Central and State level	30 / each national level output or patent / 50 /each for International level
III D	Research Guidance			
III D ii)	**M.Phil**	Degree awarded only	Degree awarded only	3 Points for each candidate
III D (ii)	**Ph.D**	Degree awarded only	Degree awarded only	10 Points for each candidate
		Thesis submitted	Thesis submitted	7 Points for each candidate
III E	TRAINING COURSES AND CONFERENCE /SEMINAR/WORKSHOP PAPERS			
III E (i)	Refresher courses, Methodology workshops, Training, Teaching- Learning- Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max: 30 points)	(a) Not less than two weeks duration	(a) Not less than two weeks duration	20 points each
		(b) One week duration	(b) One week duration	10 points each

III E (ii)	Papers in Conference/ Seminars/ workshops etc.**	Participation and Presentation of research papers (oral/poster) in	Participation and Presentation of research papers (oral/poster) in	
		a) International Conference	a) International Conference	10 Points each
		b) National	b) National	7.5 Points each
		c) Regional/State level	c) Regional/State level	5 Points each
		d) Local –University/College level	d) Local –University/ College level	3 Points each
III E (iv)	Invited lectures or presentations for conferences/ / symposia	(a) International	(a) International	10 Points each
		(b) National level	(b) National level	5 Points each

*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.

** 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)).

NOTE

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.