GOVT. HOLKAR (MODEL AUTONOMOUS) SCIENCE COLLEGE, INDORE

(An ISO 9001:2015 & ISO 14001:2015 Certified Instituion)

SSR DOCUMENT

2017-18 TO 2021-22

CRITERION – 6

Governance, Leadership and Management

Metric No. : 6.3.1

Document Title:

Sample Annual Self-Assessment for the Performance Based Appraisal System (PBAS)

तमसो मा ज्योतिर्गमय

Annual Self-Assessment for the Performance Based Appraisal System (PBAS)

(To be completed and submitted at the end of each academic year)

Affiliated Univ./Univ. :

College/UTD Name

Session :

Part-A: General Information

Name *(in block letters)*		**Father's Name**	
Husband's Name		**Mother's Name**	
Department/Subject		**Current Designation**	
Basic Pay		**Grade Pay**	
Present Scale		**Date of getting present scale**	
Joining date of present posting		**Date of last promotion**	

Address for Correspondence		**Permanent Address** (As per service book)	
Address block-1		Address block-1	
Address block-2		Address block-2	
Village		Village	
Post Office		Post Office	
Block		Block	
City		City	
District		District	
State		State	
PIN Code		PIN Code	
Phone Number *(with STD code)*		Phone Number *(with STD code)*	
Mobile Number *(No need to prefix +091)*		e-Mail Address	

Whether acquired any degrees or fresh academic qualification during the year : Yes / No

If Yes *(Please)*:

Academic Staff College Orientation / Refresher Course attended during the current session:

SN	Name of the ASC / Summer School	Place	Course Title	Course Type	Duration		Sponsoring Agency
					From	To	

PART-B: Academic Performance Indicators
(Please read **enclosed** pdf file for detailed instructions)

CATEGORY- I: Teaching, Learning & Evaluation Related Activities

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

SN	Semester	Course / Paper	Level	Mode of Teaching (/////) *	Number of classes allotted per semester	Number of classes conducted per Semester	% of classes/practical taken as per documented record
						Average % →	

Note: Give information in different rows for each mode of teaching.

* =Lecture, =Seminar, =Tutorial, =Practical, =Contact Hours

		API Score *(To be filled only at the time of year ending)*
(a)	Classes Taken (Maximum API score **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 (Maximum Score: **10**)	

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

SN	Semester	Course / Paper	Consulted	Prescribed	Additional Resource Provided	Attach Softcopy/Hardcopy of Document
					Remark: Attachment of additional resource material is mandatory.	

	API Score *(To be filled only at the time of year ending)*
API Score based on preparation and imparting of knowledge / Instruction as per curriculum & syllabus enrichment by providing additional resources to students (Maximum API score **20**) →	

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

SN	Criteria	Short Description	Attach Softcopy of Document	Criterion-wise API score (Maximum 10 for each criterion)
1	Updating of courses, design of curriculum, (5 - single course)			
2	Preparation of resource material, fresh reading materials, Laboratory manuals etc.			
3	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			
4	Developing and imparting Remedial/Bridge Courses and Counseling modules (Each activity: 5 points)			
5	Developing and imparting soft skills/communication skills/personality development courses/modules (Each activity : 5 points)			
6	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)			
7	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			

Note: 1. **Describe your contribution against relevant criterion.**
2. **Attachment of the Hardcopy/softcopy of relevant document is mandatory.**

	API Score (To be filled only at the time of year ending)
Total API Score (Maximum 20) →	

(iv)   Examination Duties Assigned and Performed

SN	Type of Examination Duties	Duties Assigned	Extent to which carried out (%)	Criterion-wise maximum API score
1	*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).			
2	*College/University examination/Evaluation responsibilities for internal/continuous assessment work as allotted* (100% compliance = **10** points).			
3	*Examination work such as coordination, or flying squad duties etc.* (maximum of 5 or 10 depending upon intensity of duty) (100% compliance = **10** points).			
Note: 1. Describe your contribution against relevant criterion in the duties assigned column.				

	API Score
Total API Score (Maximum 25) →	

CATEGORY-II: Co-curricular, Extension, Professional Development Related Activities

Please mention your contribution to any of the following:

SN	Type of Activity	Short Description	Average Hours / Week	API Score
(i) Extension, Co-curricular & field based Activities				
1	*Institutional Co-curricular activities for students such as field studies/ educational tours, industry-implant training and placement activity (5 point each).*			(Max Points 10)
2	*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)*			(Max Points 10)
3	*Students and Staff Related Socio Cultural and Sports Programmes, Campus publications (departmental level 2 points, Institutional level 5 points).*			(Max Points 10)
4	*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)*			(Max Points 10)
Note: Describe your contribution against relevant activity.				

(i) Total (Maximum 20) →				

SN	(ii) Contribution to Corporate Life and Management of the Institution	Yearly/Semester-wise Responsibilities	API Score
1	*Contribution to Corporate life in Universities/colleges through meetings, popular lectures, subject related events, articles in college magazine and University volumes (2 point each).*		(Max Points 10)
2	*Institutional Governance responsibilities like, Vice Principal, Dean, Director, Warden, Bursar, School Chairperson, IQAC coordinator (10 points each)*		(Max Points 10)
3	*Participation in committees concerned with any aspect of departmental or institutional management such as admission committee, campus development, library committee (5 point each).*		(Max Points 10)
4	*Responsibility for, or participation in committees for Students Welfare, Counseling and Discipline (5 each)*		(Max Points 10)
5	*Organization of Conference /Training:*		
	International : (10 points)		
	National/Regional: (5 points each)		(Max Points 10)
Note: **Describe your contribution against relevant criterion.**			
		(ii) Total (Maximum 15) →	

SN	(iii) Professional Development Activities	Yearly/Semester-wise Responsibilities	API Score

1	Membership in profession related committees at state and national level
	
	    a. At national level: 3 points each
	    b. At state level: 2 points each
			(Max Points 10)

2	Participation in subject associations, conferences, seminars without paper presentation (Each activity: 2 point)		(Max Points 10)
3	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)		(Max Points 10)
4	Membership/participation in Bodies/Committees on Education and National Development (5 each).		(Max Points 10)
5	Publication of articles in newspapers, magazines or other publications (not covered in category 3); radio talks etc. (1 point each).		(Max Points 10)
Remark: Table may be used to capture the above data.			
(iii) Total (Maximum 15) →			
			API Score *(To be filled only at the time of year ending)*
Total API Score [(i)+(ii)+(iii)] (Maximum 25) →			

CATEGORY- III: Research, Publications and Academic Contributions

(A) Published Papers in Journals

SN	Title with page numbers	Name of the Journal	ISSN / ISBN number	Whether peer reviewed. Impact Factor, if any	Number of co-author	Whether you are the main author	Attach the soft/Hard copy of the Paper	API Score
Total API Score (A) →								

Note: 1. Please read the instructions for CATEGORY-III carefully.
2. Attachment/Hyperlinking of the soft/Hard copy of relevant paper is mandatory.

(B) (i) : Articles / Chapters published in Books

SN	Title with page numbers	Book title, editor & publisher	ISSN / ISBN number	Whether peer reviewed.	Number of co-author	Whether you are the main author	Attach the scanned / softcopy	API Score
Total API Score (B) (i) →								

Note: 1. Please read the instructions for CATEGORY-III carefully.
2. Attachment of the scanned / softcopy of relevant article is mandatory.

(B) (ii) Full Papers in Conference Proceedings

SN	Title with page numbers	Details of Conference Publication	ISSN / ISBN number	Number of co-author	Whether you are the main author	Attach the soft/Hard copy of the Paper	API Score
Total API Score (B) (ii) →							

Note: 1. *Please read the instructions for CATEGORY-III carefully.*
2. *Attachment of the scanned softcopy of relevant article is mandatory.*

(B) (iii) Books published as single author or as editor

SN	Title with page numbers	Type of book & Authorship	Publisher & ISSN / ISBN number	Whether peer reviewed	Number of co-authors	Whether you are the main author	Attach documentary proof	API Score
Total API Score (B) (iii) →								

Note: 1. *Please read the instructions for CATEGORY-III carefully.*
2. *Attachment of the documentary proof of relevant book is mandatory.*

(C) Ongoing and Completed Research Projects and Consultancies

C (i & ii) Ongoing Projects / Consultancies

Entry No	Title	Agency	Period	Grant Amount Mobilized (Rs in Lakhs)	Attach documentary proof	API Score
C(i)(a): Sponsored Projects carried out / Ongoing (Major Projects amount mobilized with grants above 30 lakhs) [Points: **20** per each project]						
C(i)(b): Sponsored Projects carried out / Ongoing (Major Projects amount mobilized with grants above 05 lakhs up to 30 lakhs) [Points: **15** per each project]						
C(i)(c): Sponsored Projects carried out / Ongoing (Minor Projects amount mobilized with grants above Rs 50,000 up to Rs 05 lakhs) [Points: **10** per each project]						
C(ii): Consultancy Projects carried out / Ongoing (Amount mobilized with minimum of Rs 10 lakhs) [Points: **10** per each Rs 10 lakhs and Rs 2 lakhs, respectively]						
					Sum of all API scores	
				Total API Score (C) (i) + (C) (ii) →		

Note: 1. **Please read the instructions for CATEGORY-III C(i & ii) carefully.**
2. **Attachment of the scanned document is mandatory.**

C (iii & iv) Completed Projects / Consultancies

Entry No	Title	Agency	Period	Grant Amount Mobilized (Rs in Lakhs)	Attach documentary proof	API Score
C(iii) Completed Projects: Quality Evaluation [Completed Project Report (Acceptance from funding agency)] [Points: **20** per each major project and **10** per each minor project]						
C(iv): Projects Outcome / Outputs (Patent /Technology transfer / Product / Process) [Points: **30** per each national level output or patent; **50** per each for international level]						
Total API Score (C) (iii) + (C) (iv) →						

Note: 1. Please read the instructions for CATEGORY-III C(iii & iv) carefully.
2. Attachment of the scanned document is mandatory.

(D) Research Guidance

Degree	Number Enrolled	Thesis Submitted	Degree Awarded	Attach softcopy	API Score
M. Phil. or Equivalent					(: **03** on award)
Ph.D. or Equivalent					(**10** on award & **07** on submission)
Total API Score (D) →					Sum of above API scores (integer)

Note: 1. Please read the instructions for CATEGORY-III (D) carefully.
2. Attachment of the scanned copy of the notification or relevant document is mandatory.

(E) Training Courses and Conference / Seminar / Workshop Papers

E (i) Refresher course, Methodology Workshops, Training, Teaching-Learning Evaluation Technology Programmes, Soft Skills Development Programmes, Faculty Development Programmes

SN	Programme	Duration		Organized by	Attach Participation Certificate	API Score
		From	To			
				Total API Score *(Maximum 30 points)* [E(i)] →		

Note: (i) 20 points for per each programme of not less than TWO weeks duration; and
10 points for per each programme of ONE week duration.
(ii) Please read the instructions for CATEGORY-III (E) carefully.
(iii) Attachment of the scanned copy of the relevant document is mandatory.

E (ii) Papers in Conferences / Seminars / Workshops etc.

SN	Title of the paper presented	Title of Conference / Seminar *etc.*	Organized by	Whether International / National / State / Regional / College or University level	Attach the Paper	API Score
					Total API Score [E(ii)] →	

Note: (i) 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)].

(ii) of the scanned copy of the relevant document is mandatory.

E (iii) Invited Lectures or presentations for Conferences / Symposia.

SN	Title of Lecture / Academic Session	Title of Conference / Seminar etc.	Organized by	Whether International / National	Attach the certificate / Lecture	API Score
	Total API Score [E(iii)] →					

Note: (i) Please read the instructions for CATEGORY-III carefully.
(ii) Hyperlinking of the scanned copy of the relevant document is mandatory.
Calculation formula: 10 points for each lecture at International level & 05 point for National Level.

Note: *The API for joint publication 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 point and the remaining 40% would be shared equally by all other authors.*

IV. Summary of API Scores

	Criteria	Last Academic Year (a)	Total API Score for Assessment Period (b)	Annual Average API Score for Assessment Period (c)
I	Teaching, Learning & 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.

SN	Details *(Mention Year, Value etc. where relevant)*

SN	List of attachments / enclosures: *(Please attach, copies of certificate, sanction orders, papers etc. where necessary)*

I certify that the information provided is correct as per records available with the college/university and /or documents enclosed along with the duly filled PBAS Performa.

Signature of the faculty member with Designation, Place & Date

Signature of HOD / School Chairperson / Principal

Note: The annual self-assessment Proforma duly filled along with all enclosures, submitted for CAS promotions will be verified by the university/college and information filled with the IQAC.

PART-D

Opinion of the Internal-Quality-Assurance-Cell (IQAC)

Forwarding note on the self assessment under "Performance Based Appraisal System (PBAS)" submitted by the Applicant-Officer for the session 2012-13

1	Do you disagree with any point of the self-assessment mentioned by of the applicant? If so, in which points and why? *(Mention with reason)*	
	Point-(i):	Reason:
	Point-(ii):	Reason:
	Point-(iii):	Reason:
	Point-(iv):	Reason:
	Point-(v):	Reason:
	Point-(vi):	Reason:
2	Integrity of the Applicant Officer	
3	Recommended Academic Performance Index (A.P.I.) of the applicant officer based on the overall evaluation.	

Place : ....
Date : ....

Signature

Signature

Signature

Name: ....
Desg : ....
Member - IQAC

Name: ....
Desg : ....
Member - IQAC

Name: ....
Desg : ....
Member - IQAC

Signature

Convenor
Internal Quality Assurance Cell (IQAC)

Reviewing Officer's Remark

1	Do you agree with the forwarding note of the IQAC?	
2	If not, please specify reason:	

Place : ....
Date : ....

Signature of the reviewing officer

Name : ....
Desg. : ....

Approving Officer's Remark

Signature of the Approving Officer

Place : ....
Date : ....

Name : ....
Desg. : ....