

ANNUAL SELF ASSESSMENT FOR ACADEMIC PERFORMANCE INDEX (API)

ACADEMIC YEAR: 2020 - 2021

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

- Objectives:**
- 1) To be aware of Self Appraisal
 - 2) To learn filling up Self-Appraisal forms
 - 3) To evaluate and document one's own performance
 - 4) To facilitate Career advancement of teachers

Concept:

Teachers are well familiar with assessment and evaluation of students. Self appraisal helps to figure out what teacher's strengths and weaknesses are. It allows one to take an honest look at oneself. It is a process of self evaluation to determine the level of self-efficiency. It is a part of continuing professional development or career advancement. It has been suggested as an indicator of CAS. As per UGC regulations 2010 on minimum qualifications for appointment of teachers and other academic staff in universities and colleges it is mandatory for all universities and colleges to prepare Performance Based Appraisal in the prescribed format for applying to any teaching post or career advancement.

THE INDIVIDUAL PERFORMANCE BASED APPRAISAL SYSTEM (PBAS)

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name(in block letters) :
2. Father's/Mother's Name:
3. Department:
4. Name of the College: **SHREE JAYENDRAPURI ARTS AND SCIENCE COLLEGE, BHARUCH**
5. Current Designation: **ASSISTANT PROFESSOR**
6. Current Pay band & Grade pay: **37400 – 9000 – 67000 (PB – 4)**
7. Date of last promotion: **01 – 07 - 2008**
8. Position to which to be promoted:
9. Pay band expected & Grade pay:
10. Date of eligibility for promotion:
11. Date & place of birth:
12. Sex:
13. Marital Status:
14. Nationality: **INDIAN**
15. Category to which you belong:
16. Address for the correspondence: **SHREE JAYENDRAPURI ARTS & SCIENCE COLLEGE, BHARUCH – 392 001**
17. Permanent Address:
18. Contact Numbers: **(O) 02642249802 (R)**
(M)
19. E mail id:

20. Academic Qualifications (SSC to Post Graduation):

Examination	Name of the Board/University	Year of Passing	% of marks obtained	Division/Class/Grade	Subjects
SSC					
HSC					
B.A./B.Sc					
M.A./M.Sc					
Any Other					

21. Research Degrees:

Name of the Degree	Title of the Thesis	Date of award as per University notification	Name of the University
M. Phil			
Ph. D			
D.Sc/D. Litt			
Any Other			

22. Appointments held prior to joining this institution:

Designation	Name of the Employer	Date of Joining	Date of Leaving	Pay band with Grade pay	Reason of leaving

23. Posts held after appointment to this institution:

Designation	Department	From	To	Pay band with grade pay (present)

24. Period of Teaching experience:

Name of the Institution	Position held with pay scale/Pay Band with Grade pay	Ad- hoc/ Temporary/ Permanent	From	To	Total Experience (as on May, 2010)		
					Years	Months	Days

25. Total teaching experience (in years): *Years*

P.G. Classes (in years): *Years*

U.G. Classes (in years): *Years*

26. Research experience excluding years spent for M.Phil/Ph.D.: - *Years*

27. Field of specialization under the subject/discipline if any:

(a)

(b)

28. Academic Staff College Orientation/Refresher courses attended:

Name of the Course	Name of the Academic Staff College	Name of the University	Duration	Sponsoring agency (if any)
Orientation Programme				UGC
Refresher Course				UGC
Refresher Course				UGC
Refresher Course				UGC

29. Training & Capacity building workshops attended:

Name of the Training Programme	Place where held	Name of the Organizing body	Duration

PART B: - ACADEMIC PERFORMANCE INDICATORS

CATEGORY-I TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(Maximum Total Score 125, Minimum API required 75)

(i) Lectures, Practicals, Contact hours (Semester-wise/Annual details)

(Maximum Score 50)

Sr. No	Name of the Course/Paper taught	Credit weight age of the Course	Mode of Teaching*	Lectures/ Tutorials/Practicals		Hours per Week allotted	% of class taken as per documented record	API Score
				Allotted	Undertaken			
1								
2								
3								
4								
5								
6								
7								
8								

*L= Lecture ALM= Active learning methodology P= Practical GD= Group discussions
S= Seminar FD= Field visits AS= Assignments AO= Any other

(ii) Lectures or other teaching duties in excess of the UGC

norms:

Sr. No.	Teaching duties	API Score
a	Classes taken (max 50 for 100% performance and proportionate score up to 80% performance, below which no score may be given)	
b	Teaching Load in excess of UGC norms (max score: 10)	

(iii) Reading/Instructional material consulted and additional Knowledge resources for subject enrichment provided to students:

Sr. No.	Course/Paper	Consulted	Prescribed	Additional Resource provided
1				
2				
3				
4				
5				
6				
API score based on preparation and imparting of knowledge/instruction as per curriculum and syllabus enrichment by providing additional resources to students (Maximum Score: 20)				API Score
				20

- (iv) Use of Participatory and Innovative Teaching-Learning methodologies, Updating of Subject Content, Course Improvement etc.(use of ICT, Sandhan , E Library, Remedial courses & Skill modules)

Sr. No.	Short description	API Score
1		
2		
3		
4		
Total Score (Max Score:20)		

- (v) Examination duties (Invigilation, Paper setting, evaluation of students at theory/practical examination)

Sr. No.	Type of Examination	Duty assigned	Extent to which carried out (%)	API Score
1	Internal/External	Paper-setting	100	
2	Internal/External	Invigilation	100	
3	Internal/External	Evaluator	100	
4				
Total Score (Max: 25)				25

Sr.Number	Maximum API Score	API Score obtained
1	50	
2	10	
3	20	
4	20	
5	25	
Total	125	

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

(Maximum Score 50, Minimum API required 15)

Please mention your contribution to any of the following:

- (i) Extension, Co-curricular and field-based activities:

Sr. No.	Type of Activity	Average Hours/week	API Score
1			
2			
3			
4			
Total (Max: 20)			

(ii) Contribution to Corporate life and Management of the Institution:

Sr. No.	Type of Activity	Annual/Semester-wise responsibilities	API Score
1			
2			
3			
4			
	Total (Max: 15)		

(iii) Professional Development Activities:

Sr. No.	Type of Activity	Annual/Semester-wise responsibilities	API Score
1			
2			
3			
4			
	Total (Max: 15)		

Sr.Number	Maximum API Score	API Score obtained
(i)	20	
(ii)	15	
(iii)	15	
Total	50	

CATEGORY III RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

(A) Published Papers in Journals (International Journals, National Journals, Regional Journals)

Sr. No.	Title with Page Nos.	Name of the Journal	ISSN/ ISBN No.	Whether Peer-reviewed (Y/N) Impact factor (if any)	No. of Co-authors	Whether you are the main author (Y/N)	API Score*
1							
2							
3							
4							

*(API Score for International 10, National 5, Regional 3 and State 3)

(B) (i) Articles/Chapters published in Books (International publications, National publications, Regional publications, State publications)

Sr. No.	Title with Page Nos.	Book Title, Editor & Publisher	ISSN/ ISBN No.	Whether Peer-reviewed (Y/N)	No. of Co-authors	Whether you are the main author (Y/N)	API Score*

*(API Score for International 10, National 5, Regional 3 and State 3)

(ii) Full Papers in Conference Proceedings (International, National, State level Conference)

Sr. No.	Title with Page Nos.	Details of Conference Publication	ISSN/ ISBN No.	No. of Co-authors	Whether you are the main author (Y/N)	API Score*

*(API Score for International 10, National 5, Regional 3 and State 3)

(iii) Books published as single author or as editor (International publications, National publications, Regional publications)

Sr. No.	Title with Page Nos.	Type of book and Authorship	Publisher and ISSN/ ISBN No.	Whether Peer-reviewed (Y/N)	No. of Co-authors	Whether you are the main author (Y/N)	API Score
							00

** (API Score for International Author 50, Editor 10; National Author 25, Editor 5 and Regional Author 15, Editor 3)

(C)(i) Ongoing Research Projects and Consultancies (Including State Research Projects):

Sr. No.	Title	Agency	Period	Grant/Amount mobilized (Rs. in lacs)	API Score (Max:10 per project)

(ii) Completed Research Projects and Consultancies (Including State Research Projects):

Sr. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs in lacs)	Whether Policy document/patent as outcome (Y/N)	API Score

(D) Research Guidance:

Sr. No.	Number Enrolled	Thesis submitted	Degree/Certificate awarded(Y/N)	API Score
To College students				2 for each candidate
M. Phil or equivalent				3 for each candidate
Ph. D or equivalent				10 for each candidate; 7 for thesis submitted

(E) (i) Training Courses, Teaching-Learning-Evaluation Technology Programmes, Faculty Development Programmes (Not less than one week duration):

Sr. No.	Name of the Programme	Duration	Organized by	API Score
1				

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

Sr. No.	Title of the paper presented	Title of the Conference/Seminar	Organized by	Whether International/National/State/Regional/College or University Level	API Score

(API Score for International 10, National 7.5, Regional 5 and State 3

(iii) Invited Lectures & Chairmanships at National/International/State level Conference/Seminar/Workshops/Training programmes:

Sr. No.	Title of the Lecture/Academic Session	Title of the Conference/Seminar	Organized by	Whether International/National/State/Regional/College or University Level	API Score

IV. SUMMARY OF API SCORES:

Category	Criteria	Last Academic Year	Total API Score for Assessment Period	Annual Average API Score for Assessment Period
I	Teaching, Learning and Evaluation			
II	Co-curricular, Extension, Professional development etc			
	Total of 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.

Sr. No.	Details (Year, Type, Value etc.)

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 Proforma

Signature of the Faculty
Designation: Assistant Professor
Place : Bharuch
Date :

**Signature of the Principal
of the Institution**
Place: Bharuch
Date :

N.B.: The Individual PBAS Proforma duly filled along with all enclosures, submitted for CAS promotions will be duly verified by the College/University as necessary and placed before the Screening-cum-Evaluation Committee or Selection Committee for assessment/verification.