**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

1. To learn filling up Self-Appraisal forms
2. To evaluate and document one's own performance
3. 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 at 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***

1. Current Designation: ***ASSISTANT PROFESSOR***
2. Current Pay band & Grade pay: ***37400 – 9000 – 67000 (PB – 4)***
3. Date of last promotion: ***01 – 07 - 2008***
4. Position to which to be promoted:
5. Pay band expected & Grade pay:
6. Date of eligibility for promotion:
7. Date & place of birth:
8. Sex:
9. Marital Status:
10. Nationality: ***INDIAN***
11. Category to which you belong:
12. 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** |
|  |  |  |  |  |  |
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23. Posts held after appointment to this institution:

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

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:

1.
2.

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** |
|  |  |  |  |
|  |  |  |  |
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**PART B: - ACADEMIC PERFORMANCE INDICATORS**

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

(Maximum Total Score 125, Minimum API required 75)

1. **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

1. **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)** |  |

1. **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** |

1. **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)** |  |

1. **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:**

1. **Extension, Co-curricular and field-based activities:**

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

1. **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)** |  |  |

1. **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**

1. **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)

1. **(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\*** |
|  |  |  |  |  |  |  |  |
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\*(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\*** |
|  |  |  |  |  |  |  |
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\*(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** |
|  |  |  |  |  |  |  |  |
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\*\*(API Score for International Author 50, Editor 10; National Author 25, Editor 5 and Regional Author 15, Editor 3)

1. **(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** |
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1. **Research Guidance:**

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| --- | --- | --- | --- | --- |
| **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 |

1. **(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** |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |

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

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

1. **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** |
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**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.)** |
|  |  |
|  |  |
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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 available with the University and/or documents enclosed along with the duly filled PBAS Proforma

 **Signature of the Faculty** **Signature of the Principal**

**Designation:** Assistant Professor **of the Institution**

**Place :** Bharuch **Place:** Bharuch

**Date :**  **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.