

**APPENDIX II**

**Annual Self Assessment for the performance Based Appraisal System (PBAS)**

Session/ Year \_\_\_\_\_

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

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**PART A: GENERAL INFORMATION**

1. Name (Block letters):
2. Father's /Mother's name/Husband's Name:
3. Department:
4. Current Designation & Grade Pay:
5. Date of last Promotion:
6. Address for correspondence: (with pin code)
7. Permanent Address: (with pin code)
8. Whether acquired any degrees or fresh academic qualifications during the year:
9. Academic Staff College Orientation/ Refresher Course attended during the year:

<b>Name of the Course/Summer School</b>	<b>Place</b>	<b>Duration</b>	<b>Sponsoring Agency</b>

10. Date of Appointment:
11. For which position & AGP you are applying under CAS:
12. Date of eligibility for Promotion:
13. Educational Qualification (Graduation onwards):

<b>Examination</b>	<b>Name of the University</b>	<b>Year of passing</b>	<b>Marks Obtained (%)</b>	<b>Class / grade</b>
BA/B.Sc./ B.Com.				
MA/M.Sc./ M.Com.				
Other examination, if any				

14. Research Degree(s):

<b>Degree</b>	<b>Name of the University</b>	<b>Date of award</b>	<b>Title</b>
M.Phil			
Ph.D/ D.Phil			
D.Sc./ D.Lit			

15. Details of Teaching/ Research/Academic Experience:

<b>Designation</b>	<b>Employer Period of service</b>	<b>From - To</b>	<b>Scale of pay</b>

I declare that the particulars given above are correct to the best of my knowledge and belief.

**Signature of the Candidate**

**Part B: Academic Performance Indicators (API)**  
 (Please see detailed instruction of the **PBASI/ PBASII**  
 (as may be applicable) proforma before filling out this section)

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

**(i) Lectures, seminars, tutorials, practical, contact hours undertaken taken as percentage of lectures allocated.**

Sl. No.	Course/ Paper	Level	Mode of Teaching #	Class allotted as per schedule	No. of Classes conducted	% of classes/Practical taken as per record

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

		API
a)	Classes taken ( <b>maximum 50</b> for 100% performance & proportionate score up to 80% performance, below which no score may be given)	
b)	Teaching load in excess of UGC norms/ Special Lectures/ Classes taken at the study centre located in the District other than Kolkata ( <b>max score 10</b> )	

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

Sl. No.	Course/ Paper	Consulted	Prescribed	Additional Resource provided
	API score based on preparation and Imparting of knowledge/instruction as per curriculum and syllabus enrichment by providing additional resources to students ( <b>Max. score: 20</b> )			<b>API Score</b>

(iii) Use of participatory and innovative teaching learning methodologies; updating of subject content, course improvement etc.

Sl. No.	Short description	API Score
	Total score (Max. score:20)	

(iv) Examination duties Assigned and Performed

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

**CATEGORY 2: COCURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.**

Please mention your contribution to any of the following:

Sl. No.	Type of Activity	Average Hrs/Week	API score
	i) Extension, Cocurricular & field based activities		
	Total (Max:20)		
	ii) Contribution to Corporate life and management of the Institution	Yearly/ Semester Wise responsibilities	API score
	Total (Max:15)		
	Total score (i+ii+iii) (Max:25)		

**CATEGORY3: RESEARCH AND ACADEMIC CONTRIBUTIONS****A) Published Papers in Journals**

<b>Sl. No.</b>	<b>Title with page no.</b>	<b>Journal</b>	<b>ISSN/ISBN No.</b>	<b>Whether peer reviewed. Impact factor, if any</b>	<b>No. of Coauthor</b>	<b>Whether you are the main author</b>	<b>API score</b>

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

<b>Sl. No.</b>	<b>Title with page no.</b>	<b>Book title, editor &amp; publisher</b>	<b>ISSN/ISBN No.</b>	<b>Whether Peer reviewed.</b>	<b>No. of Coauthor</b>	<b>Whether you are the main author</b>	<b>API score</b>

**ii) Full papers in Conference Proceedings**

<b>Sl. No.</b>	<b>Title with page no.</b>	<b>Details of Conference Publication</b>	<b>ISSN/ ISBN No.</b>	<b>No. of Coauthor</b>	<b>Whether you are the main author</b>	<b>API score</b>

**iii) Books published as single author or as editor**

<i>Sl. No.</i>	<i>Title with page no</i>	<i>Type of Book, &amp; authorship</i>	<i>Publisher &amp; ISSN/ISBN No.</i>	<i>Whether Peer reviewed.</i>	<i>No. of Coauthor</i>	<i>Whether you are the main author</i>	<i>API score</i>

**C) Ongoing and Completed Research Projects and Consultancies**

**C. (i) & (ii) Ongoing Projects/ Consultancies**

<i>Sl. No.</i>	<i>Title</i>	<i>Agency</i>	<i>Period</i>	<i>Grant/Amount Mobilized (Rs. lakh)</i>	<i>Whether policy document. Patent as outcome</i>	<i>API score</i>

**D) Research Guidance**

<i>Sl. No.</i>	<i>Number enrolled</i>	<i>Thesis submitted</i>	<i>Degree awarded</i>	<i>API score</i>
M. Phil. or equivalent				
Ph. D or equivalent				

**E) (i) Training Courses, Teaching Learning –Evaluation Technology Programmes, Faculty Development Programme ( not less than one week duration)**

Sl. No.	Programme	Duration	Organized by	API Score

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

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

**E) (iii) Invited lectures/ Chairing the session or presentation for conferences/symposia etc.**

Sl. No.	Title of the Lecture/ Academic session	Title of Conference/ Seminar	Organized by	Whether International/ National/State/ Regional/College or University Level	API score

#### IV. Summary of 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 and Professional Development related Activities			
	<b>Total (I+II)</b>			
III	Research and Academic Contributions			

I certify that the above statements are true to the best of my knowledge and belief. I accept that in case any of the information is found to be incorrect or in case there is any suppression of fact, the application is liable to be rejected.

Date: .....

Place: .....

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(Signature of the Applicant)