**GOVERNMENT OF MIZORAM**

**HIGHER AND TECHNICAL EDUCATION DEPARTMENT**

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

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

**(To be completed and submitted at the end of each academic year. Instruction for filling-up the proforma is appended)**

**Name of College** :

**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 last Promotion (a) Asst. Professor :

(b) Associate Professor with AGP :

6. Address for Correspondent (with Pin Code) :

7. Permanent Address (with Pin Code) :

Telephone No: :

Email :

8. Whether acquired any degree or fresh academic qualification during the year:

9. Academic Staff College Orientation/Refresher course attended during the year:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of the Course/ Summer School** | **Place** | **Duration** | **Sponsoring Agency** | **Enclosure** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**PART B : ACADEMIC PERFORMANCE INDICATORS**

**(Please see details instructions on this PBAS proforma before filling out this section)**

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

**1.1. Lecturers, Seminars, Tutorials, Practicals, Contact Hours (give semester-wise details, where necessary)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Course/Paper** | **Level** | **Mode of teaching\*** | **Hours per week allotted** | **%of classes taken as per documented record** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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\*Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact classes (C)

|  |  |  |
| --- | --- | --- |
| **Sl. No.** | **Activity** | **API Score** |
| I.1 | Classes Taken (max 50 marks for 100% Performance & proportionate score upto 80% performance, below which no score may be given |  |
| I.2 | Teaching Load in excess of UGC norm (max score: 10) |  |

**(I.3) Reading/ Instructional material consulted and additional knowledge resources provided to**

**students**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No** | **Course/ Paper** | **Consulted** | **Prescribed** | **Additional Resource provided** |
|  |  |  |  |  |
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|  |  |  |  |  |
|  |  |  |  |  |
| API score based on preparation and imparting of knowledge/ instruction as per curriculum & syllabus enrichment by providing additional resources to students (max: 20) | | | | **API Score** |

**(I.4) Use of Participatory and Innovative Teaching-Learning Methodologies, Updating of Subject Contents, Course Improvement etc.**

|  |  |  |
| --- | --- | --- |
| **Sl. No.** | **Short Description** | **API Score** |
|  |  |  |
|  |  |  |
|  |  |  |
|  | **Total Score (Max Score: 20)** |  |

**(I.5) 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-II: CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES**

**II. Please mention your contribution to the following:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No** | **Type of Activity** | **Average Hrs/ week** | **API Score** |
|  | **(II.1) Student related Co-Curricular, extension & field based activities** |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | **Total (Max: 20)** |  |  |
|  | **(II.2)Contribution to Corporate Life and mana-gement of the Institution through Committees** | **Yearly/Semester-wise responsibilities** | **API Score** |
|  |  |  |  |
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|  | **Total (Max: 15)** |  |  |

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|  | **(II.3)Professional Development Activities** | **Yearly/Semester-wise responsibilities** | **API Score** |
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|  | **Total (Max: 15)** |  |  |
|  | **Total Score (II.1 to II.3) (Max : 50)** |  |  |

**CATEGORY-III: RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS**

**III.A. (i-ii) Papers published in the Referred Journals/Non-referred but recognized and reputable**

**journals and periodic, having ISBN/ISSN numbers**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl.No** | **Title with page nos.** | **Name of Journal** | **ISSN/ISBN No** | **Whether peer reviewed? Impact Factor, if any** | **No. of co-author (s)** | **Whether you are the main author** | **API Score** |
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**III.A.(iii) Full papers published in Conference Proceedings etc. (Abstracts not to be included):**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl. No** | **Title with page nos.** | **Details of Conference Publication** | **ISSN/ISBN No** | **No. of co-authors** | **Whether main/co-author** | **API Score** |
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**III. B. (i-iii) Text/Reference/Subject Books Authored or Proceedings of Seminar/Journals etc. Edited**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No** | **Title with page nos.** | **Type of Book/ Proceeding & Author/Editor** | **Publisher & ISSN/ ISBN No** | **Whether peer reviewed** | **Co-authors/ Co-editors, if any** | **Whether you are the main author** | **API Score** |
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**III. B. (iv & v) Chapters contributed to edited knowledge based volumes**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No** | **Title with page nos.** | **Book Title, editor &publisher** | **ISSN/ ISBN No** | **Whether peer reviewed.** | **No. of co-author** | **Whether you are the main author** | **API Score** |
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**III. C. (i-iv) Ongoing and Completed Research Projects and Consultancies/Patent/ Technology transfer/ Product/Process (for Sciences) Major Policy document of Govt. Bodies**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl.**  **No** | **Title** | **Funding**  **Agency** | **Period** | **Amount** | **Whether policy document /patent outcome?** | **API Score** |
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**III.D. (i-iii) Research Guidance**

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| --- | --- | --- | --- | --- | --- |
| **Sl. No** | **Number Enrolled** | **Thesis Submitted** | **Degree awarded** | **Supervisor/ Jt. Supervisor** | **API Score** |
| **M. Phil or equivalent** |  |  |  |  |  |
| **Ph. D or equivalent** |  |  |  |  |  |

**III. E. (i) Refresher courses, Methodology, workshops, Training, Teaching-Learning- Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes attended and organised (Max. 30 points)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No** | **Programme** | **Duration** | **Organised by** | **API Score** |
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**III.E.(ii) Participation and Presentation of papers (oral/poster) in Conference/ Seminars/ workshops etc. [If a paper presented is published in the form of Proceedings, the points would accrue for the publication (III (a) and not under presentation (III (E) (ii)].**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No** | **Title of the Paper presented** | **Title of Conference/ Seminar etc** | **Organized by** | **Whether international/natural/ state/regional/college or university level** | **API Score** |
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**III.E.(iii) Invited lectures or presentation in Conference/Seminars/Training Courses/Refresher Courses/Orientation Courses**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No** | **Title of Lecture/ Academic Session** | **Title of Conference/ Seminar etc** | **Organized by** | **Whether international/national regional/local** | **API Score** |
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**IV. SUMMARY OF THE API SCORES**

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| --- | --- | --- | --- | --- |
| **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, Professional Development related activities** |  |  |  |
|  | **Total I+II** |  |  |  |
| **III** | **Research and Academic Contributions** |  |  |  |

**PART C: OTHER RELEVANT INFORMATION**

**Please give details of any other credential, significant contributions not mentioned earlier**

|  |  |
| --- | --- |
| **Sl. No** | **Details (Mention Year, value etc. where ever relevant)** |
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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 documents enclosed along with the duly filled PABS proforma**

**Signature of the faculty with**

**Designation, Place & Date**

**I certify that the information provided is correct as per records available with the university and/or documents enclosed along with the duly filled PABS proforma.**

**Signature of HOD/School**

**Chairperson/Principal**

**NB. The individual PBAS proforma duly filled along with all enclosures, submitted for CAS promotions will be duly verified by the university/college as necessary and placed before the Screening cum Evaluation Committee or Selection Committee for assessment/verification.**

**GOVERNMENT OF MIZORAM**

**HIGHER AND TECHNICAL EDUCATION DEPARTMENT**

**Name of College** :

**PBAS Proforma for Promoting under CAS**

**PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND**

*(To be filling up based on Annexure-I)*

1. Name (in Block Letters) :

2. Father’s/Mother’s/Husband’s Name :

3. Date and Place of Birth and Nationality :

4. Sex and Marital Status :

5. Whether belongs to SC/ST/OBC category :

6. Name of Department with contact details :

7. Current Designation & Grade Pay :

8. Designation and grade pay for which :

application under CAS is submitted

9. Date of eligibility for promotion :

10. Date of last Promotion :

11. Academic Qualifications (Matric till post graduation):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Examination** | **Name of the Board/ University** | **Year of Passing** | **Percentage of marks obtained** | **Division/ Class/ Grade** | **Subject(s)** |
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**12. Research Degree (s):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the Summer School** | **Place** | **Duration** | **Sponsoring Agency** |
|  |  |  |  |
|  |  |  |  |

**13. Appointments held prior to joining this institution:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Designation** | **Name of the Employer** | **Date of Joining** | **Date of Leaving** | **Pay Band with AGP** | **Reason for leaving** |
|  |  |  |  |  |  |
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**14. Post held after appointment at this Institution**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Date of actual Joining** | |  |
| **Designation** | **Department** | **From** | **To** | **Pay Band with AGP** |
|  |  |  |  |  |
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**15. Teaching experience: P.G. Classes: ­\_\_\_\_\_\_ Years; U.G. Classes: \_\_\_\_\_\_\_ Years**

**16. Research experience excluding years spent in M.Phil. / Ph. D. : ­\_\_\_\_\_\_\_\_\_\_ Years**

**17. Field of Specialization under the Subject/ Discipline**

**(i)**

**(ii)**

**18. Academic Staff College Orientation/ Refresher Course attended:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Degrees** | **Title** | **Date of award** | **University** |
| M. Phil |  |  |  |
| Ph. D/D. Phil |  |  |  |
| D. Sc/D. Litt |  |  |  |

**PART B : ACADEMIC PERFORMANCE INDICATORS**

**(Please see details instructions on this PBAS proforma before filling out this section)**

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

**1.1. Lecturers, Seminars, Tutorials, Practicals, Contact Hours (give semester-wise details, where necessary)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Course/Paper** | **Level** | **Mode of teaching\*** | **Hours per week allotted** | **%of classes taken as per documented record** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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\*Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact classes (C)

|  |  |  |
| --- | --- | --- |
| **Sl. No.** | **Activity** | **API Score** |
| I.1 | Classes Taken (max 50 marks for 100% Performance & proportionate score upto 80% performance, below which no score may be given |  |
| I.2 | Teaching Load in excess of UGC norm (max score: 10) |  |

**(I.3) 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 & syllabus enrichment by providing additional resources to students (max: 20) | | | | **API Score** |

**(I.4) Use of Participatory and Innovative Teaching-Learning Methodologies, Updating of Subject Contents, Course Improvement etc.**

|  |  |  |
| --- | --- | --- |
| **Sl. No.** | **Short Description** | **API Score** |
|  |  |  |
|  |  |  |
|  |  |  |
|  | **Total Score (Max Score: 20)** |  |

**(I.5) 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-II: CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES**

**II. Please mention your contribution to the following:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No** | **Type of Activity** | **Average Hrs/ week** | **API Score** |
|  | **(II.1) Student related Co-Curricular, extension & field based activities** |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | **Total (Max: 20)** |  |  |
|  | **(II.2)Contribution to Corporate Life and mana-gement of the Institution through Committees** | **Yearly/Semester-wise responsibilities** | **API Score** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | **Total (Max: 15)** |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **(II.3)Professional Development Activities** | **Yearly/Semester-wise responsibilities** | **API Score** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | **Total (Max: 15)** |  |  |
|  | **Total Score (II.1 to II.3) (Max : 50)** |  |  |

**CATEGORY-III: RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS**

**III.A. (i-ii) Papers published in the Referred Journals/Non-referred but recognized and reputable**

**journals and periodic, having ISBN/ISSN numbers**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl.No** | **Title with page nos.** | **Name of Journal** | **ISSN/ISBN No** | **Whether peer reviewed? Impact Factor, if any** | **No. of co-author (s)** | **Whether you are the main author** | **API Score** |
|  |  |  |  |  |  |  |  |
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**III.A.(iii) Full papers published in Conference Proceedings etc. (Abstracts not to be included):**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl. No** | **Title with page** | **Details of Conference Publication** | **ISSN/ISBN No** | **No. of co-authors** | **Whether main/co-author** | **API Score** |
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**III. B. (i-iii) Text/Reference/Subject Books Authored or Proceedings of Seminar/Journals etc. Edited**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No** | **Title with page nos.** | **Type of Book/ Proceeding & Author/Editor** | **Publisher & ISSN/ ISBN No** | **Whether peer reviewed** | **Co-authors/ Co-editors, if any** | **Whether you are the main author** | **API Score** |
|  |  |  |  |  |  |  |  |
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**III. B. (iv & v) Chapters contributed to edited knowledge based volumes**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No** | **Title with page nos.** | **Book Title, editor &publisher** | **ISSN/ ISBN No** | **Whether peer reviewed.** | **No. of co-author** | **Whether you are the main author** | **API Score** |
|  |  |  |  |  |  |  |  |
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**III. C. (i-iv) Ongoing and Completed Research Projects and Consultancies/Patent/ Technology transfer/ Product/Process (for Sciences) Major Policy document of Govt. Bodies**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl.**  **No** | **Title** | **Funding**  **Agency** | **Period** | **Amount** | **Whether policy document /patent outcome?** | **API Score** |
|  |  |  |  |  |  |  |
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**III.D. (i-iii) Research Guidance**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No** | **Number Enrolled** | **Thesis Submitted** | **Degree awarded** | **Supervisor/ Jt. Supervisor** | **API Score** |
| **M. Phil or equivalent** |  |  |  |  |  |
| **Ph. D or equivalent** |  |  |  |  |  |

**III. E. (i) Refresher courses, Methodology, workshops, Training, Teaching-Learning- Evaluation Technology Programmes, Soft Skills Development Programmes, Faculty Development Programmes attended and organised (Max. 30 points)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No** | **Programme** | **Duration** | **Organised by** | **API Score** |
|  |  |  |  |  |
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**III.E.(ii) Participation and Presentation of papers (oral/poster) in Conference/ Seminars/ workshops etc. [If a paper presented is published in the form of Proceedings, the points would accrue for the publication (III (a) and not under presentation (III (E) (ii)].**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No** | **Title of the Paper presented** | **Title of Conference/ Seminar etc** | **Organized by** | **Whether international/natural/ state/regional/college or university level** | **API Score** |
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**III.E.(iii) Invited lectures or presentation in Conference/Seminars/Training Courses/Refresher Courses/Orientation Courses**

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| --- | --- | --- | --- | --- | --- |
| **Sl. No** | **Title of Lecture/ Academic Session** | **Title of Conference/ Seminar etc** | **Organized by** | **Whether international/national regional/local** | **API Score** |
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**IV. SUMMARY OF THE API SCORES**

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| --- | --- | --- | --- | --- |
| **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, Professional Development related activities** |  |  |  |
|  | **Total I+II** |  |  |  |
| **III** | **Research and Academic Contributions** |  |  |  |

**PART C: OTHER RELEVANT INFORMATION**

**Please give details of any other credential, significant contributions not mentioned earlier**

|  |  |
| --- | --- |
| **Sl. No** | **Details (Mention Year, value etc. where ever relevant)** |
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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 documents enclosed along with the duly filled PABS proforma**

**Signature of the faculty with**

**Designation, Place & Date**

**I certify that the information provided is correct as per records available with the university and/or documents enclosed along with the duly filled PABS proforma.**

**Signature of HOD/School**

**Chairperson/Principal**

**NB. The individual PBAS proforma duly filled along with all enclosures, submitted for CAS promotions will be duly verified by the university/college as necessary and placed before the Screening cum Evaluation Committee or Selection Committee for assessment/verification.**