

SCHOOL OF PLANNING AND ARCHITECTURE: NEW DELHI-110002

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

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

Year _____

PART A: GENERAL INFORMATION

1. Name : _____
2. Father's/Husband's Name : _____
3. Department: : _____
4. Current Designation & Grade Pay : _____
5. Date of Last Promotion : _____
6. Address (Residential) : _____

- Telephone Number : _____

- Email : _____

7. Whether acquired any degree or fresh academic qualifications during the year:
8. Academic Staff College Orientation/Refresher Course attended during the year:

Name of the Course/Summer School	Place	Duration	Sponsoring Agency

PART B: ACADEMIC PERFORMANCE INDICATORS

(Please see detailed instructions of this PBAS proforma before filling out this section)

CATEGORY I. TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

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

Sl. No.	Course/Paper	Level	Mode of teaching*	No. of classes per week allotted	No. of classes attended	% of classes/Practical taken as per documented record

(ii) Lectures (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours (C)

		API Score
(a)	Classes Taken (Max 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 (max score:10)	

(iii) 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 (max. score:20)				API Score

(iv) Use of Participatory and Innovative-Learning Methodologies, Updating of Subject, Content, Course Improvement etc.

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

(v) Examination Duties Assigned and Performed

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

CATEGORY: II. CO-CURRICULAR, EXTENSION, 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, Co-curricular & field base Activities		
	Total (Max:20)		
	(ii) Contribution to Corporate Life and Management of the Institution	Yearly/Semester wise responsibilities	API Score
	Total (Max:15)		
	(iii) Professional Development Activities		
	Total (Max:15)		
	Total Score (I+ii+iii) (Max:25)		

CATEGORY: III. RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

A) Published Papers in Journals

Sl.No.	Title with page nos.	Journal	ISSN/ ISBN No.	Whether peer reviewed Impact Factory, if any	No. of co-authors	Whether you are the main author	API Score

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

Sl.No.	Title with page nos.	Journal	ISSN/ ISBN No.	Whether peer reviewed Impact Factory, if any	No. of co-authors	Whether you are the main author	API Score

B (ii) Full Papers in Conference Proceedings

Sl. No.	Title with page nos.	Details of Conference Publication	ISSN/ ISBN No.	No. of co-authors	Whether you are the main author	API Score

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

Sl. No.	Title with page nos.	Types of Books & Authority	Publisher & ISSN/ ISBN No.	Whether peer reviewed	No. of co-authors	Whether you are the main author	API Score

III C) Ongoing and Completed Research Projects and consultancies

(C) (I &ii) Ongoing Projects/ Consultancies

Sl. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	API Score

(C) (iii & iv) Completed Projects/Consultancies

Sl. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	Whether policy documents/patent as outcome	API Score

(D) Research Guidance

Sl. No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score
M. Phill or equivalent				
Ph. D or equivalent				

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

Sl. No.	Programme	Duration	Organised by	API Score

(E) (ii) Papers presented in Conference, Seminars, Workshop, Symposia

Sl. No.	Title of the Paper Presented	Title of conference / Seminar	Organised by	Whether International/ National/State/Regional/College or University level	API Score

E (iii) Invited Lecturers and Chairmanships at national or international conference/ seminar etc.

Sl. No.	Title of Lecture/ Academic Session	Title of conference/ Seminar etc.	Organised by	Whether International/National	API Score

IV. SUMMARY OF API SCORES

	Criteria	Last Academic Year	Total-API Score for Assessment Period	Annual Av. API Score for Assessment Period
I	Teaching Learning and 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 contribution, awards received etc. Not mentioned earlier.

Sl. No.	Details (Mention Year, value etc. where relevant)

LIST OF ENCLOSURES: (Please attach, copies of certificated, sanctioned 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 with
Designation, Place & Date

Signature of HOD/School
Chairperson/ Principal

N:B: The Annual Self-Assessment proforma duly filled along with all enclosures, submitted for CAS promotions will be verified by the university/college and information filed with the IQAC.

Instructions for Filling up Part B of the PBAS Proforma

Part B of the Proforma is based on Appendix III, Table 1 of the UGC Regulations 2010. It is to be filled out for the recently completed academic year.

The proforma is to be filled as per these tables and self-assessment scores given. For each category.

Maximum scores that can be given or carried forward is indicated in the Table.

The self-assessment scores are further to be based on the indicators/activities given below. Universities may modify the detailed indicators and related scores based on their experience and requirement without changing the score requirements assigned to categories and sub-categories in Appendix III, Table 1.

NB. The self-assessment scores are subject to verification by the university/college, and by the Screening cum Verification Committee or Selection Committee as the case may be.

I. Teaching and Evaluation Related Performance

(i) a

Lectures/Practicals/Tutorials/Contact classes taken should be based on verifiable records. No score should be assigned if a teacher has taken less than (say) 80% assigned classes. Universities may give allowance for periods of leave where alternative teaching arrangements would ordinarily be made. Maximum score if there is 100% achievement.	Max Score:50
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b

If teacher has taken classes exceeding UGC norm, then two point to be assigned for each extra hour of classes	Max. Score:10
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(ii)

Imparting of knowledge/instruction vis a vis with the prescribed material (Text book/ Manual etc.) and methodology of the curriculum (100% compliance=20 points)	Max Score:20
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(iii) Use of Participatory and Innovative Teaching –Learning Methodologies, Updating of Subject Content, Course Improvement etc.

Indicators/Activities	Maximum Score
Updating of courses, design of curriculum, (5-single course)	10
Preparation of resource material, fresh reading materials, Laboratory manuals etc.	10
Use of Innovative teaching-learning methodologies; use of ICT; Updated subject content and course improvement. a. ICT Based Teaching material: 10points/each b. Interactive Courses: 5 points/each c. Participatory Learning modules: 5 points/each	10
Developing and imparting Remedial/Bridge Courses and Counselling modules (Each activity: 5 points)	10
Developing and imparting soft skills/communication skills/personality development courses/ modules (Each activity: 5 points)	10
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)	10

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	10
Maximum Aggregate Limit	20

(iv) Examination Related Work

Indicators	Maximum Score
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)	20
College/ University examination/Evaluation responsibilities for internal/continuous assessment work as allotted (100% compliance = 10 points)	10
Examination work such as coordination, or flying squad duties etc. (maximum of 5 or 10 depending upon intensity of duty) (100% compliance + 10 points)	10
Maximum Aggregate Limit B (iv)	25

II: Co-Curricular, Extension and Profession Related Activities and Participation in the Corporate Life of the Institution

(i) Extension and Co-curricular Related Activities

Institutional Co-curricular activities for students such as field studies/educational tours, industry-implant training and placement activity (5 point each).	10
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)s	10
Students and Staff Related Socio Cultural and Sports Programmes, campus publications (departmental level 2 points, institutional level 5 points).	10
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)	10
Maximum Aggregate Limit	20

(ii) Contribution to Corporate Life and Management of the Institution

Contribution to Corporate life in Universities/colleges through meetings, popular lectures, subject related events, articles in college magazine and University volumes (2 points each).	10
Institutional Governance responsibilities like, Vice Principal, Dean, director, Warden, Bursar, School Chairperson, IQAC coordinator (10 points each)	10
Participation in committees concerned with any aspect of departmental or institutional management such as admission committee, campus development, library committee (5 point each).	10
Responsibility for, or participation in committees for students welfare, counselling and Discipline (5 each)	10
Organisation of Conference/ Training: International (10 points); National/regional (5 points).	10
Maximum Aggregate Limit	15

(ii) Professional Development Related Activities

Indicators/ Activities	Maximum Score
Membership in profession related committees at state and national level a. At national level : 3 points each b. At site level : 2 points each	10
Participation in subject associations, conferences, seminars without paper presentation (Each activity : 2 point)	10
Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examinations reforms, Institutional governance (Each activity : 5 points)	10
Membership/ participation in Bodies/committees on Education and National Development (5 each)	10
Publication of articles in newspapers, magazines or other publications (not covered in category 3);radio talks etc. (1 point each).	10
Maximum Aggregate Limit	15

CATEGORY: III. Research and Publications and Academic Contributions

This is to be filled as per Appendix III Table 1, Category III of the UGC Regulations 2010.

Wherever the research contribution is jointly made, the API scores should be shared between the contributors as per the formula provided in the Table 1.

III. Summary of API Scores

The summary must take into account the maximum score limits for each set of indicators as given in Appendix III, table 1

IV. Similar PBAS proforma could be developed by the universities for the Cadres of Librarian Deputy Librarian / Assistant Librarian and Director of Physical Education & Sports / Deputy Director of physical Education & Sports / Assistant director of Physical Education & Sports based on the API Scoring pattern outlined in Appendix III: Tables – IV to IX of the UGC Regulations 2010.

APPENDIX — III TABLE – 1

**PROPOSED SCORES FOR ACADEMIC PERFORMANCE INDICATORS (APIs) IN RECRUITMENTS AND CAREER
ADVANCEMENT SCHEME (CAS) PROMOTIONS OF UNIVERSITY / COLLEGE TEACHERS.**

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Brief Explanation: Based on the teacher's self-assessment, API scores are proposed for (a) teaching related activities; (b) domain knowledge; (c) participation in examination and evaluation; (d) contribution to innovative teaching, new courses etc. The minimum API score required by teachers from this category is 75. The self-assessment score should be based on objectively verifiable criteria wherever possible and will be finalized by the screening/selection committee.

Universities will be required to detail the activities and in case institutional specificities require, adjust the weightages, without changing the minimum total API scores required under this category.

S.No.	Nature of Activity	Maximum Score
1	Lectures, seminars, tutorials, practicals, contact hours undertaken taken as percentage of lectures allocated ^a	50
2	Lectures or other teaching duties in excess of the UGC norms	10
3	Preparation and Imparting of knowledge / instruction as per curriculum; syllabus enrichment by providing additional resources to students.	20
4	Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.	20
5	Examination duties (Invigilation; question paper setting, evaluation/assessment of answer scripts) as per allotment.	25
	Total Score	125
	Minimum API Score Required	75

Note: ^a: Lectures and tutorials allocation to add up to the UGC norm for particular category of teacher. University may prescribe minimum cut-off (net of due leave), say 80 %, for 1 and 5 above, below which no scores may be assigned in these sub-categories.

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

Brief Explanation: Based on the teacher's self-assessment, category II API scores are proposed for co-curricular and extension activities; and Professional development related contributions. The minimum API required by teachers for eligibility for promotion is 15. A list of items and proposed scores is given below. It will be noticed that all teachers can earn scores from a number of items, whereas some activities will be carried out only by one or a few teachers. The list of activities is broad enough for the minimum API score required (15) in this category to accrue to all teachers. As before, the self-assessment score should be based on objectively verifiable criteria and will be finalized by the screening/selection committee

The model table below gives groups of activities and API scores. Universities may detail the activities or, in case institutional specificities require, adjust the weightages, without changing the minimum total API scores required under this category.

S. No.	Nature of Activity	Maximum Score
1	Student related co-curricular, extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities. subject related events, advisement and counseling)	20
2	Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.	15
3	Professional Development activities (such as participation in seminars, conferences, short term, training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	15
	Minimum API Score Required	15

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Brief Explanation: Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API score required by teachers from this category is different for different levels of promotion and between university and colleges. The self-assessment score will be based on verifiable criteria and will be finalized by the screening/selection committee.

S. No.	APIs	Engineering/Agriculture/ Veterinary Science/ Sciences/ Medical Sciences	Faculties of Languages Arts /Humanities/Social Sciences /Library/ Physical education/ Management	Max. points for University and college teacher position
III A	Research Papers published in:	Refereed Journals*	Refereed Journals*	15 / publication
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers	Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers	10 / publication
		Conference proceedings as full papers, etc. (Abstracts not to be included)	Conference proceedings as full papers, etc. (Abstracts not to be included)	10 / publication
III B	Research Publications (books, chapters in books, other than refereed journal articles)	Text or Reference Books Published by International Publishers with an established peer review system	Text or Reference Books Published by International Publishers with an established peer review system	50 /sole author; 10 /chapter in an edited book
		Subject Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers.	Subject Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers.	25 /sole author, and 5/ chapter in edited books
		Subject Books by Other local publishers with ISBN/ISSN numbers.	Subject Books by Other local publishers with ISBN/ISSN numbers.	15 /sole author, and 3/ chapter in edited books
		Chapters contributed to edited knowledge based volumes published by International Publishers	Chapters contributed to edited knowledge based volumes published by International Publishers	10/ Chapter
		Chapters in knowledge based volumes in Indian/National level publishers with ISBN /ISSN numbers and with numbers of national and international directories	Chapters in knowledge based volumes in Indian/National level publishers with ISBN /ISSN numbers and with numbers of national and international directories	5/ Chapter
III C	RESEARCH PROJECTS			
III C (I)	Sponsored Projects carried out/ ongoing	(a) Major Projects amount mobilized with grants above 30.0 lakhs	Major Projects amount mobilized with grants above 5.0 lakhs	20 /each Project
		(b) Major Projects amount mobilized with grants above 5.0 lakhs up to 30.00 lakhs	Major Projects Amount mobilized with minimum of Rs.3.00 lakhs up to Rs.5.00 lakhs	15 /each Project
		(c) Minor Projects (Amount mobilized with grants above Rs.50,000 up to Rs.5 lakh)	Minor Projects (Amount mobilized with grants above Rs.25,000 up to Rs.3 lakh)	10 /each Project

III (C) (ii)	Consultancy Projects	amount mobilized with	amount mobilized with	10 per every
	carried out / ongoing	minimum of Rs.10.00 lakh	minimum of Rs. 2.0 lakhs	Rs.10.0 lakhs Rs.2.0 lakhs. respectively
III (C) (iii)	Completed projects : Quality Evaluation	Completed project Report (Acceptance from funding agency)	Completed project report (Accepted by funding agency)	20 /each major project and 10 / each minor project
III (C) (iv)	Projects Outcome / Outputs	Patent/Technology transfer/ Product/Process	Major Policy document of Govt. Bodies at Central and State level	30 / each national level output or patent /50 /each for international level.
III (D)	RESEARCH GUIDANCE			
III (D) (i)	M.Phil.	Degree awarded only	Degree awarded only	3 /each candidate
III (D) (ii)	Ph.D.	Degree awarded	Degree awarded	10 / each candidate
		Thesis submitted	Thesis submitted	7 /each candidate
III (E)	TRAINING COURSES AND CONFERENCE / SEMINAR/ WORKSHOP PAPERS			
III (E) (i)	Refresher courses, Methodology workshops, Training, Teaching-Learning Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max: 30 points)	(a) Not less than two weeks duration	(a) Not less than two weeks duration	20/ each
		(b) One week duration	(b) One week duration	10/ each
III (E) (ii)	Papers in Conferences/ Seminars/ workshops etc.**	Participation and Presentation of research papers (oral/poster) in	Participation and Presentation of research papers (oral/poster) in	
		a) International conference	a) International conference	10 ach
		b) National	b) National	7.5 / each
		c) Regional/State level	c) Regional/State level	5 / each
		d) Local- University/College Level	d) Local- University/College Level	3 / each
III (E) (iv)	Invited lectures or presentations for conferences/ I symposia	(a) International	(a) International	10 / each
		(b) National level	(b) National level	5

*Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) indexed journals — by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 25 points. ** 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)).

Notes.

1. It is incumbent on the Coordination committee proposed in these Regulations and the University to prepare and publicize within six months subject-wise lists of journals, periodicals and publishers under categories IIIA and B. Till such time, screening/selection committees will assess and verify the categorization and scores of publications.
2. The API for joint publications 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 points and the remaining 40% would be shared equally by all other authors.