



J. D. Birla Institute
11 Lower Rawdon Street, Kolkata-700020
CAREER ADVANCEMENT OF TEACHERS
Annual Self-Assessment for the Performance Based Appraisal System (PBAS)
SESSION/ YEAR:

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.

PART A: GENERAL INFORMATION

1. Name (in Block Letters):
2. Father's Name/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):
Telephone No:
Email:
8. Whether acquired any degrees or fresh academic qualifications during the year:
9. Academic Staff College Orientation/Refresher Course attended during the year:

Name of the Course/Summer School	Place	Duration	Sponsoring Agency
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PART B: ACADEMIC PERFORMANCE INDICATORS

CATEGORY-1: Teaching, Learning and Evaluation Related Activities

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

S.No.	Course/Paper	Level	Mode of teaching *	No. of classes per week allotted	No. of classes conducted	% of Classes/Practicals taken as per documented record
* Lecture (L), Seminar(S), Tutorial (T), Practical (P), Contact Hours ©						
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)					

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

S.No.	Course/Paper	Consulted	Prescribed	Additional Resource Provided	API Score
API score based on Preparation and imparting of knowledge/instruction as per curriculum & syllabus enrichment by providing additional resources to Students (Max. score: 20)					

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

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

- (iv) Examination Duties Assigned and Performed

S.No.	Type of Examination Duties	Duties Assigned	Extent to which carried out (%)	API Score

CATEGORY-II: Co-Curricular, Extension, Professional Development Related Activities

S.No.	Type of Activity	Average Hrs/work	API Score
	(i) Extension, Co-curricular & 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)			
	(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

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

B) (i) Articles/Chapters published in Books

S.No.	Title with page nos.	Book Title, editor & publisher	ISSN/ISBN No.	Whether peer reviewed	No. of co-authors	Whether you are the main author	API Score

(ii) Full Papers in Conference Proceedings

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

(iii) Books Published as single author or as editor

S.No.	Title with page nos.	Type of Book & Authorship	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

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

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

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

(D) Research Guidance

S.No.	Number enrolled	Thesis Submitted	Degree awarded	API Score

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

S.No.	Programmes	Duration	Organised	API Score

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

S.No.	Title of Paper Presented	Title of Confernce/Seminar	Organised by	Whether international /National/state/regional/college or university level	API Score

(E) (iii) Invited Lectures and Chairmanships at national or International conference/seminar etc.

S.No.	Title of Lecture/Academic Session	Title of Conference/Seminar etc.	Organized by	Whether international /national	API Score

CATEGORY-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 contributions, awards received etc. not mentioned earlier

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

LIST OF ENCLOSURES: (Please attach copies of certificates, sanction orders, papers etc. wherever necessary)

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| 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 Principal