# APPENDIX II
**Annual Self – Assessment for the Performance Based Appraisal System (PBAS)**
**[Computation guided by G.O. No. 1373 – Edn (CS)/5P – 52/98 dated 07/12/20217]**

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

**PART A: GENERAL INFORMATION**

1. Name : 

2. Department : 

## Part B: Academic Performance Indicators (API)
**CATEGORY 1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**
(a) Direct teaching (16/14/14 hours per week as applicable) including Lectures, Tutorials, Practical, Project Supervision and Field Work

| Sl. No. | Course/ Paper | Level | Mode of Teaching* | Actual hours Spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷7.5 for Asst. Prof. & ÷ 7.75 for Assoc. Prof.) | API Score |
|---|---|---|---|---|---|---|
| | | | Lecture, Tutorial | | | |
| | | | Lecture, Tutorial | | | |
| | | | Lecture, Tutorial | | | |
| | | | Lecture, Tutorial | | | |
| | | | Lecture, Tutorial | | | |
| | | | Lecture, Tutorial | | | |
| | **Maximum API Score:** <br> **i) Assistant Professor Stage I :70** <br> **ii) Assistant Professor Stage II :70** <br> **iii) Assistant Professor Stage III :70** | | | | | |

\*   **Lectures, Tutorials, Practical, Project Supervision and Field Work**

**(b) Examination duties (question paper setting, evaluation of answer scripts) as per allotment**

| Sl. No. | Type of Examination Duties | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year / 10 for all teachers | API Score |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | **Maximum API Score:** **i)Assistant Professor Stage I: 20** **ii)Assistant Professor Stage II: 20** **iii)Assistant Professor Stage III: 20** **iv)Associate Professor: 20** | | | |

*Hours calculated on the basis of GO No. 228 – Edn (CS)/5P – 117/2018 dated 20/02/2019

**(c) Innovative teaching learning methodologies; updating of subject content/ course, mentoring, etc.**

        (a) Updating of Courses/Curriculum Design
        (b) Participation/Innovative – Interactive Courses
        (c) Participation/Innovative – Learning Modules
        (d) Participation /Innovative – Case Studies prepared
        (e) Use of ICT or Computer – aided methods – ppt
        (f) Use of ICT – Multi – media/Simulation etc
        (g) Dev / Teaching Remedial / Bridge Courses
        (h) Dev/Teaching Soft skill/ Communication / Personality Development
        (i) Special Programs in Phys. Edn./Library
        (j) Innovative Composition/Creation in Music, Fine Arts, Perf. Arts
        (k) Organizing & cond. Of popul. Prog./Teaching Web – based/E – Library/IT – asst. teaching

| SL. No. | Short Description (in terms of items) as listed above | Actual hours spent per Academic Year | Actual Score (actual hours spent per Academic Year /10 for all Teachers) | API Score |
|---|---|---|---|---|
| | | | | |
| | **Maximum API Score:**<br>ii)     Assistant Professor Stage I: 20<br>ii)Assistant Professor Stage II: 20<br>iii)Assistant Professor Stage III: 20<br>iv)Associate Professor: 20 | | | |

In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.

## Summary of Leave

| | | LEAVE TAKEN | | | | | | | | Academic Audit | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| No. of days college was open | No. of days college attended | CL | EL | ML | OP/RC /STC | O.D. | P/Day | Recess | Total | Allotted Theory classes | Theory Classes taken |
| | | | | | | | | | | | |

## CATEGORY 2: PROFESSIONAL DEVELOPMENT, CO – CURRICULAR AND EXTENSION ACTIVITIES

| Sl. No. | Type of Activity | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year/10) * | API Score |
|---|---|---|---|---|
| **(a)** | **Student related Extension, Co – curricular & field based Activities** | | | |
| | i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events) | | | |
| | ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.) | | | |
| | iii)Extension and dissemination activities (public/popular lectures/talks/seminars) | | | |
| | **(Max API Score : 15)** | | | |
| **(b)** | **Contribution to Corporate Life and management of the sports units and institution through participation in responsibilities (including as Principal/Director that require regular office hours for its discharge)** | | | |
| | i) Administrative Responsibility (including Dean/Principal/Chairperson/Convenor/Teacher – in – Charge/ similar other duties that require regular Office hours for its discharge) | | | |
| | ii) Participation in Board of Studies, Academic and Administrative Committees | | | |
| | **(Max API Score : 15)** | | | |
| **(c)** | **Professional Development activities (such as participation in seminar talks, lectures in refresher/faculty development courses, membership of associations, dissemination and general articles and any other contribution)** | | | |
| | | | | |
| | Max API Score: 15 | | | |
| | **\*For all categories of Teachers (Assistant/ Associate) Total Score (a + b +c) (Max: 45)** | | | |