

**Manonmaniam Sundaranar University
Tirunelveli – 627 012**

**Annual Self-Assessment of Faculty Members in the University
Departments for the Performance Based Appraisal System (PBAS)
for the Academic year 2011-2012
(from 01-07-2011 to 30-06-2012)**

PART A: GENERAL INFORMATION

1. Name (in Block Letters) :
2. Father's Name/ Mother's Name :
3. Date of Birth :
4. Gender :
5. Department :
6. Date of Joining in this University :
7. Designation at the time of Joining
in this University :
8. Current Designation & Grade Pay :
9. Date of last Promotion :
10. Address for correspondence
(with PIN Code) :

11. Permanent Address (with PIN Code):

Telephone No. :

Mobile:

Email :

12. Details of any degree or fresh academic qualifications acquired during the report year:
(Enclose self-attested, Photostat copies of the certificates)

13. Orientation course/ Refresher Course/Summer School/ Winter School attended during the report year:

Name of the Course/ Summer School	Place	Duration		Sponsoring Agency
		From	To	

(Enclose self attested, Photostat copies of the certificates)

PART B: ACADEMIC PERFORMANCE INDICATORS

(Please read the instructions given in the enclosures before filling this part of the proforma)

CATEGORY – I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

I (a) Lectures, Seminars, Tutorials, Practical, contact Hours:
(Give semester wise details for the assessment period)

S. No.	Course/Paper	Level	Mode of teaching*	No. of classes allotted per week (hours)	Total no. of classes taken in the Semester (hours)	Percentage of Theory, Practical classes taken as documented record
Classes Taken (max 50 for 100 % performance & proportionate score up to 80 % performance, below which no score may be given)						API Score

Note: (i) Enclose copy of Department Time-Table for odd and even semesters separately.

(ii) A self-attested certificate should be enclosed in support of the percentage of theory, practical classes taken.

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

I (b) Teaching load in excess of UGC norms:

(Give semester wise details for the assessment period)

S. No.	Course/Paper	Level	Mode of Teaching	Period		Total no. of classes conducted during the period
				From	To	
Teaching load in excess of UGC norms (max score: 10)						API Score

(Enclose self-attested certificate/photostat copies of the supportive documents)

(II) Reading/Instructional materials consulted and additional knowledge resources provided to Students: (Give semester wise details for the assessment period)

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

Note: A copy of the additional resources provided may be kept in the Department Library.

(III) Use of participatory and innovative teaching-learning methodologies, updating of subject content, course improvement etc.,:

(Give semester wise details for the assessment period)

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

(IV) Examination Duties Assigned and Performed:
(Give semester wise details for the assessment period)

S. No.	Type of Examination	Period of Examination		Duties assigned	Extent to which carried out (%)	API
		From	To			
	Total Score: 25					

(Enclose Photostat copies for the duties assigned)

CATEGORY – II: CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

Please mention your contribution to the following:
(Give semester wise details for the assessment period)

S. No.	Type of activity	Semester wise details	API Score
1	Extension, Co-curricular & field based activities		
	Total Score (Max: 20)		
2	Contribution to corporate life and management of the institution		
	Total Score (Max: 15)		
3	Professional Development Activities		
	Total score (Max: 15)		
	Total score (1+2+3) (Max: 25)		

(Enclose Photostat copies for the information given in S.No.s 1, 2 and 3)

CATEGORY – III: RESEARCH PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

(Give details for the assessment period only)

A) Research Papers Published in Journals

S. No.	Title, Vol., Page No. & Year	Journal	ISSN/ ISBN No.	Whether peer reviewed, impact factor, if any	No. of co-authors	Whether you are the First/ Principal/ correspondence author/ Supervisor/ Mentor	API Score

(Enclose Photostat copies of the first page of each paper showing the journal name, Vol. No., Page No.s, and Year)

B (i) Articles/ Chapters published in Books

S. No.	Title with Page nos. & Year	Book Title, Editor & Publisher	ISSN/ ISBN No.	Whether peer reviewed	No. of co-authors	Whether you are the First/ Principal/ correspondence author/ Supervisor/ Mentor	API Score

(Enclose Photostat copies of the title page and the page covering book publication details)

B (ii) Full papers in Conference Proceedings

S. No.	Title with page nos. and year	Details of conference publication	ISSN/ I SBN No.	No. of co-authors	Whether you are the First/ Principal/ correspondence author/ Supervisor/ Mentor	API Score

(Enclose Photostat copies of the first page of each paper, title page and the page covering the conference proceedings details)

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

S. No.	Title with page no. & year	Type of Books (Text/Reference / Subject/ Knowledge based/ Volume)	Authorship / editorship	Publishers & ISSN/ ISBN No.	Whether peer reviewed,	No. of co-authors	Whether you are the First/ Principal/ correspondence author/ Supervisor/ Mentor	API Score

C. Ongoing and Completed Research Projects and Consultancies:

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

S. No.	Title	Principal / Co-investigator	Funding Agency	Period	Grant/Amount Mobilized (Rs. in lakhs)	API Score

(Enclose Photostat copies of the letter of sanctioning the financial support/ letter for consultancy work)

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

S. No.	Title	Principal / Co-investigator	Funding Agency	Period	Grant/ Amount Mobilized (Rs. in lakhs)	Whether policy documents/ patent as outcome	API Score

(Enclose Photostat copies of the certificate of project completion/ letter of completion of consultancy)

(D) Research Guidance:

Research Programme	Number Enrolled	Thesis Submitted	Degrees awarded	API Score
M.Phil., or equivalent				
Ph.D., or equivalent				

(Enclose the details of the name(s) of the candidate(s), their register no.s, title of their thesis, dates of viva-voce examination for M.Phil., and Ph.D., degrees separately)

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

S. No.	Programme	Duration		Organized by	API score
		From	To		

(Enclose Photostat copies of the certificates)

(E) (ii) Papers presented in conferences, seminars, workshops, symposia:

S. No.	Title of the Paper presented	Title of Conference/ Seminar & Date	Organized by	Whether International/ National/ Staff/ Regional/ College or University level	API Score

(Enclose Photostat copies of the certificates/ invitations)

(E) (iii) Invited Lectures/ Keynote Addresses delivered and Chairmanships at National or International Conference/ Seminar etc.,:

S. No.	Title of Invited Lecture/ Keynote Address/ Academic Session chaired	Title of Conference/ Seminar & Date etc.	Organized by	Whether International/ National	API Score

(Enclose Photostat copies of the certificates/ invitations)

IV. SUMMARY OF API SCORES

Category	Criteria	Total API score for Assessment period
I	Teaching, Learning and Evaluation Related Activities	
II	Co-curricular, Extension, Professional Development etc.,	
	Total of Category of I and II	
III	Research , Publications and Academic contributions	

PART C: OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contributions and 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 with serial number)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

DECLARATION

I, hereby, declare that the information furnished above are correct to the best of my knowledge.

Signature of the faculty with
Designation, Place & Date

I, hereby, certify that the information provided are correct as per records available with the University and/or documents enclosed along with the duly filled PBAS proforma.

Signature of HOD/
School Chairperson

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 for the academic year 2011-2012. 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.

NB. The self-assessment scores are subject to verification by the university, and by the screening cum verification committee or selection committee as the case may be.

I. Teaching and evaluation related performances

(Assistant Professor – 16 hours/week; Associate Professor and Professor – 14 hours/week; Professor with administrative responsibilities – 12 hours/week)

(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
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------

(i) b

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

(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
-------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------

(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: 10 points each b. Interactive courses: 5 points each c. participatory learning modules: 5 points each	10
Developing and imparting remedial/bridge courses and counseling 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 I (iii)	20

(iv) Examination related work

Indicators	Max. 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 I (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 points 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)	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, School Chairperson, IQAC coordinator and any other administrative responsibilities as additional charges (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, counseling and discipline (5 each)	10
Organization of conference/training: International (10 points); National/Regional (5 points)	10
Maximum Aggregate Limit	15

(iii) Professional development related activities

Indicators/Activities	Maximum Score
Membership in profession related committees at Regional and National level a. At National level: 3 points each b. At Regional 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, Examination reforms, Institutional governance (Each activity: 5 points)	10
Membership/participation in subject related societies/bodies/committees on Education and National development (5 each)	10
Publication of articles in newspapers, magazines or other publications (not covered in category III); radio talks, television programmes etc. (1 point each)	10
Maximum Aggregate Limit	15

CATEGORY III: RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

S.No.	APIs	Faculties of Science/ Engineering	Faculties of Languages/Arts/Hum anities/Social Sciences/Library/Phys ical education/Mangement	Max. points
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 paper, etc. (Abstracts not to be included)	Conference Proceedings as full paper, etc. (Abstracts not to be included)	10/Publication
III (B)	Research publication (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/ editor; 10/chapter in 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/ editor, and 3/chapter in edited book
		Subject Books by other local publishers with ISBN/ISSN numbers	Subject Books by other local publishers with ISBN/ISSN numbers	15/sole author/ editor, and 3/chapter in edited book
		Chapters contributed to edited knowledge based volumes published by International publishers	Chapters contributed to edited knowledge based volumes published by International publishers	10/Chapter/ Editor

		Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of National and International directories	Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of National and International directories	5/Chapter/Editor
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/Project
		(b) Major projects amount mobilized with grants above 5.0 lakhs up to 30.0 lakhs	Major projects amount mobilized with minimum of Rs. 3.0 lakhs up to 5.0 lakhs	15/Project
		(c) Minor projects (Amount mobilized with grants above Rs. 50,000 up to Rs. 5.0 lakhs)	Minor projects (Amount mobilized with grants above Rs. 25,000 up to Rs. 3.0 lakhs)	10/Project
III (C) (ii)	Consultancy projects carried out/ongoing	Amount mobilized with minimum of Rs. 10.0 lakhs	Amount mobilized with minimum of Rs. 2.0 lakhs	10 per every Rs. 10.0 lakhs and 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/major project and 10/minor project
III (C) (iv)	Projects outcome/outputs	Patent/Technology transfer/Product/Process	Major policy development of Govt. bodies at Central and State level	30/National level output or patent and 50/International level output
III (D)	RESEARCH GUIDANCE			
III (D) (i)	M.Phil	Degree awarded only	Degree awarded only	3/candidate
III (D) (ii)	Ph.D.,	Degree awarded	Degree awarded	10/candidate
	Ph.D.,	Thesis submitted	Thesis submitted	7/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)	Participation and presentation of research papers (oral/poster)	
		a) International conference	a) International conference	10 each
		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) (iii)	Invited lectures or presentations in conference/symposia	(a) International	(a) International	10 each
		(b) National	(b) National	5 each

* Wherever relevant to any specific discipline, the API score for papers published 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)).

Note: 1. The API scores for joint publications will have to be calculated in the following manner: Of the total scores for the relevant category of publication by the faculty concerned, the First/Principal author and the Corresponding author/Supervisor/Mentor of the faculty would share equally 60 % of the total scores and the remaining 40 % would be shared equally by all other authors, if any.

2. API scores for joint projects will have to be calculated in the following manner: Of the total scores for the relevant category of the project by the faculty concerned, the Principal Investigator would share 60 % of the total scores and the remaining 40 % would be shared equally by all others, if any.