

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 2013-2014

(from 01-07-2013 to 30-06-2014)

{Refer UGC Guidelines No.F.1-2/2009 (EC/PS) V (i) Vol-II dt.13th June 2014 for
filling the Proforma}

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 certificate

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

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

(Enclose self attested, photostat copies of the certificates)

PART B: ACADEMIC PERFORMANCE INDICATORS

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(Give semesterwise details for the assessment period)

Code	Nature of Activity	Course / Paper	Level	Mode of teaching	No. of classes allotted per week (hours)	Total no. of classes taken (hours)	Score by Self	Score by IQAC	Score by Screening Committee
1A (i)	Classroom teaching as per allocation (including Lectures/ Seminars)								
1A (ii)	Classroom teaching (including Lectures/ Seminars) in excess of UGC norms								

1A (iii)	Classroom Teaching Preparation Time								
1B	Tutorials and Practicals								
1C	Outside Classroom Interaction with Students								
	(a) Total No.of Hours in Odd Semester						=		
	(b) Total No.of Hours in Even Semester						=		
	(c) Total No.of Hours in the Academic Year [(a) + (b)]						=		
	Sub Total 1						Score = (c) hours /10 (Max.Score 100)		

2	Research Supervision (including Masters thesis)	Course/ Level	No. of Students	No. of Hours supervised/ guided	Score by Self	Score by IQAC	Score by Screening Committee
		PG					
		M.Phil					
		Ph.D					
(d) Total No. of Hours spent for PG Level Students =							
(e) Total No. of Hours spent for M.Phil. Students =							
(f) Total No. of Hours spent for Ph.D. Students =							
(g) Total No. of Hours spent for Research Supervision [(d)+(e) +(f)] =							
Sub Total 2			Score = (g) hours /10 (Max.Score 30)				

Code	Nature of Activity	Course / Level	Title of the Paper	Exam Duration (hours)	Actual Hours Spent	Score by Self	Score by IQAC	Score by Screening Committee
3A	Question Paper Setting, Moderation and Related Work							

3B	Invigilation /Supervision and Related Examination Duties							
3C	Evaluation /Assessment of Answer Scripts and Assignments related to Internal Assessment, External Evaluation and Re-evaluation							
(h) Total No. of Hours in 3A				=				
(i) Total No. of Hours in 3B				=				
(j) Total No. of Hours in 3C				=				
(k) Total No. of Hours for the academic year [(h)+(i) +(j)]				=				
Sub-Total 3		Score = (k) hours /10 (Max.Score 20)						

Code	Activity	Score by Self	Score by IQAC	Score by Screening Committee
4A	Teaching Innovation including preparation of innovative course, use of methodologies for teaching, including bi-lingual / multi-lingual teaching			

4B	Preparation of new teaching –learning material including translation, bridge material, study pack or similar additional resources for students			
4C	Use of anonymous students’ feedback on the quality of classroom teaching and students’ interaction			
SubTotal 4				
Total Scores Gained in Category I (Sub-Total 1+ Sub-Total 2 + Sub-Total 3+ Sub-Total 4)				

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

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

Code	Nature of Activity	Score by Self	Score by IQAC	Score by Screening Committee
5A	Discipline related Co-curricular Activities (e.g. field work, study visit, student seminar, events, career counselling etc)			
5B	Other Co-curricular Activities (Cultural, Sports, NSS, NCC, etc.,)			

5C	Extension and Dissemination Activities (public lectures, talks, seminars, popular writings not covered under Category III)		
Sub Total 5 (Add Score of code 5A ,5B and 5C)			

Code	Nature of Activity	Hours Allocated Per Year	Actual Hours Spent	Score by Self	Score by IQAC	Score by Screening Committee
6A	Administrative Responsibility (including Dean, Principal, Chairperson, Convenor, Teacher-in-charge or similar duties that require regular office hours for its discharge)					

6B	Participation in Board of Studies, Academic and Administrative Committees				
	(l) Total No. of Hours Spent in 6A =				
(m) Total No. of Hours in 6B =					
(n) Total No. of Hours (l) + (m) =					
Sub Total 6	Score = (n)hours/10 (Max.Score 30)				

Code	Nature of Activity	Score by Self	Score by IQAC	Score by Screening Committee
7	Overall contribution to the collective/corporate life of the institution (including 5,6 and any other contribution)			

Sub Total 7				
Total Scores Gained in Category II (Sub-Total 5+Sub-Total6 +sub-Total 7)				
Total Scores Gained in Category I Total Scores Gained in Category II } may be given at the end of respective Category				

(Enclose Photostat copies for the information given for the Code numbers 1, 2, 3, 4, 5, 6 and 7)

CATEGORY III: RESEARCH PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

(Give details for the assessment period only)

III A. (i) Research Papers Published in Journals

S. No	Title, Vol., Page No. & Year	Journal	ISSN	Whether peer reviewed, impact factor, if any	No. of co-authors	Whether you are the First/ Principal/ Correspondence author/ Supervisor/ Mentor	Score by Self	Score by IQAC	Score by Screening Committee

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

III A (ii) Full Papers Published in Conference Proceedings

S. No.	Title with Page nos. and Year	Details of Conference Proceedings	ISBN	No. of Co-Authors	Whether you are the First/ Principal/ Correspondence Author/ Supervisor/ Mentor	Score by Self	Score by IQAC	Score by Screening Committee

III. B (i) Books Published as Single Author or as Editor

S. N o.	Title with Page no. & Year	Type of Book (Text/Reference / Subject/ Knowledge based/ Volume)	Authorship/ Editorship	Publis hers & ISBN	Whether peer reviewed	No. of Co-auth ors	Whether you are the First/ Principal/ Correspo ndence Author/ Supervis or/ Mentor	Score by Self	Score by IQAC	Score by Screening Committee

III.B (ii) Articles/ Chapters Published in Books

S. No	Title with Page Nos. and Year	Book Title, Editor & Publisher	ISSN/ ISBN	Whether peer reviewed	No. of Co-authors	Whether you are the First/ Principal/ Correspondence Author/ Supervisor/ Mentor	Score by Self	Score by IQAC	Score by Screening Committee

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

III. C. (i & ii) Ongoing Research Projects and Consultancy Projects

S. No.	Title	Principal / Co-investigator	Funding Agency	Period	Grant/Amount Mobilized (Rs. in lakhs)	Score by Self	Score by IQAC	Score by Screening Committee

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

III. (C) (iii & iv) Completed Research Projects and Consultancy Projects

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

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

III. (D) (i) and (ii) Research Guidance:

Research Programme	Number Enrolled	Thesis Submitted	Degrees awarded	Score by Self	Score by IQAC	Score by Screening Committee
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 theses, dates of viva-voce examination for M.Phil., and Ph.D., degrees separately.

III. (E) (i) Refresher Courses, Methodology Workshops, Training, Teaching- Learning-Evaluation Technology Programmes, Soft Skills Development Programmes, Faculty Development Programmes

S. No.	Programme	Duration		Organized by	Score by Self	Score by IQAC	Score by Screening Committee
		From	To				

(Enclose Photostat copies of the certificates)

III. (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/ State/ Regional/ College or University level	Score by Self	Score by IQAC	Score by Screening Committee

(Enclose photostat copies of the certificates / invitations)

III.(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	Score by Self	Score by IQAC	Score by Screening Committee

(Enclose photostat copies of the certificates/ invitations)

III. Total Scores gained in Category III

Subject Category	Particulars	Scores claimed (i)	Maximum permissible score (ii)	Score Gained [Minimum of (i) and (ii)]	Score by IQAC	Score by Screening Committee
A	Research Publications (Journal, etc.,)		Total \times 0.30 =			
B	Research Publications (Books.,etc.,)		Total \times 0.25 =			
C	Research Projects		Total \times 0.20 =			
D	Research Guidance		Total \times 0.10 =			
E	Training Courses and Conference/Seminars etc.,		Total \times 0.15 =			
Total						

IV. SUMMARY OF API SCORES

Category	Criteria	Total API score for Assessment period	Score by IQAC	Score by Screening Committee
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 code and 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