PERFORMANCE APPRISAL OF THE FACULTY MEMBERS
YEAR: June ………….. to May ……………..

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (In Block Letters):

2. Father's Name/Mother's Name:

3. Department:

4. Educational Qualification:

5. Current Designation & Grade Pay:

6. Date of last Promotion:

7. Date and Place of Birth:

8. Sex:

9. Telephone No.:

10. Email:

11. Period of teaching experience:
    P. G. Classes (in years):   U.G. Classes (in years):

12. Research Experience excluding years agent in M. Phil. / Ph.D. (In years):

13. Field of Specialization under the Subject / Discipline (If any):

a) ………………..

b)…………………

14. Academic Staff College Orientation / Refresher Course / Summer School / any other course attended:

Name of the Course	Place	Duration	Sponsoring Agency

PART B: ACADEMIC PERFORMANCE INDICATORS

(Please see the guideline attached)

CATEGORY 1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES **(Max: 125, Min: 75)**

(i)   Lecturers, Seminars, Tutorials, Practical, Contact Hours (give semester-wise details, where necessary)

Sl. No.	Course	Level	Mode of teaching	Hours per week allotted	% of classes taken as per documented record

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

		API Score
(a)	Classes Taken (**score max 50** for 100% performance & proportionate score up to 80% performance, below which no score can be given)	
(b)	Teaching Load in excess of UGC norm **(max score: 10)**	

(ii)   Reading / Instructional materials consulted and additional knowledge resources provided to students.

Sl. No.	Course / Paper	Consulted	Prescribed	Additional resource provided
	Total Score (Max: 20)			API Score

(iii)   Use of Participatory and innovative Teaching-Learning Methodologies / Audio-visual teaching aid, Updating of Subject Content, Course Improvement etc.

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

(iv)   Examination Duties Assigned and Performed.

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

This is to certify that Dr/Mr/Ms……………………………………………………………………… Assistant/Associate Prof. of B N College attended all the allotted classes. He / She gives regular instructions as per curriculum with the prescribed material, syllabus enrichment by providing additional resources to the student. He / She carried out Semester / Annual Examination work as per duties allotted.

Signature of HOD

CATEGORY: II CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES **(Max: 25)**

Sl. No.	Type of Activities	API Score
i)	Extension, Co-curricular & field based activities	
	Total (Max:20)	
Ii)	Contribution to Corporate Life and Management of the Institution	
	Total (Max:15)	
iii)	Professional Development Activities	
	Total (Max:15)	
	Total Score (i+ii+iii)	

CATEGORY: III RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

A. (i) Published Papers in Journals

Sl. No.	Title with page numbers	Journal	ISSN / ISBN No.	Whether Peer reviewed impact Factor	No. of co-authors	Whether you are the main author	API Score

(ii) Articles / Chapters published in Books.

Sl. No.	Title with page numbers	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 Conferences Proceedings.

Sl. No.	Title with page numbers	Details of conference publication	ISSN / ISBN No.	No. of co-authors	Whether you are the main author	API Score

Iii) Books published as single as editor

Sl. No.	Title with page numbers	Type of Book & authorship	Publisher & ISSN/ISBN No.	Whether Peer reviewed.	No. of co-authors	Whether you are the main author	API Score

iv) Ongoing and completed Research Project and Consultancies

    A. (I & II) Ongoing project / Consultancies.

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

C. (iii & iv) Completed project / Consultancies

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

    B. Research Guidance.

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

    C. (i) Training Courses, Teaching-Learning-Evaluation technology programmes, Faculty Development Programmes (not less than one week duration)

Sl. No	Programme	Duration	Organized by	API Score

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

Sl. No.	Title of the paper presented	Title of conference / Seminar	Organised by	International / National / State / Regional / College or University	API Score

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

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

(v)   SUMMARY OF API SCORES

Sl No.	Criteria	Total API Score
i.	Teaching, Learning and Evaluation related activities	
ii.	Co-curricular, Extension, Professional development etc.	
iii.	Research and Academic Contribution	

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
Date:

All the documents submitted by Dr./Mr./Ms……….
Assistant/Associate Prof.,………………………………………………………………………… College are verified and found authentic. The API scores mentioned above are correct.

Coordinator
IQAC, B N College, Dhubri

Signature of the Principal
B N College, Dhubri

Guidelines for fill up the API forms

CATEGORY: I. Teaching, Learning and Evaluation Related Activities.

(i)

Lectures/Seminars/Practical/Tutorials/Contact classes taken should be based on verifiable records. No. score should be assigned 80% of the assigned classes. Maximum score of 50 if there is 100 & performance.	Max. Score: 50

(ii)

If teacher has taken classes exceeding UGC norm, then two points to be assigned for	Max. Scores: 10

(iii)

Imparting of knowledge/instruction as per curriculum with the prescribed material (Text Book/ Manual etc.), syllabus enrichment by providing additional resources to students (100% Compliance= 20 points)	Max. Scores: 20

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

Indicators / Activities	Max. Scores: 10
Updating of course, design of curriculum, (95 per single course	
Participatory & Innovative T/L Process with materials for problem based learning, case studies, Group discussions etc., (a) Interactive Courses: 5 points/each. (b) Participatory Learning modules: 5 points/each. (c) Case studies: 5 points/each	10
Use of ICT in T/L process with computer-aided methods like Power Point/Multimedia/Simulation/ Software's etc. (Use of any one of these in addition to chalk & Board): 5 points	10
Developing and imparting Remedial/Bridge Courses (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)	
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	10
Maximum Aggregate Limit	20

(vi) Examination Related work.

Indicators	Max Scores
College/University and semester/annual Examination work as per duties allotted. (Invigilation-10 points, evaluation of answer script- 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 coordinator, 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

CATEGORY: II. Co-curricular, Extension and professional Development Related Activities.

(i) Extension and Co-Curricular & Field based Activities.

Indicators	Max Score
Institutional Co-curricular activities for students such as field studies / educational tours, industry-Implant training and placement activity (5 point each)	20
Positions held / Leadership role played in organization linked with extension work and National service Scheme (NSS), NCC, NSO or any other similar activity (each activity 10 points)	10
Students and staff Related Cultural and Sports Programmes, campus	10
Publications (departmental level 2 points, institutional level 5 points	
Community work such as value of national Integration, Environment, Literacy, democracy, socialism, Human rights, Peace, Scientific temper, flood or, drought relief, small family norms etc	10

(5 points each)	
Maximum Aggregate Limit	20

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

Contribution to Corporate life in University / College through meeting, 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 points each	10
Responsibility for, or participation in committee for students welfare, Counseling and Discipline (5 points each)	10
Organization of Conference / Training as Chairman / Organisation Secretary / Treasurer; (a) International (10 points), National / Regional (5 points) (b) As member of the organization committee (1 point each)	10
Maximum Aggregate Limit	15

(iii) Professional Development Related Activities.

Indicators / Activities	Maximum Score
Membership in Profession related committee 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 points)	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 pints)	10
Membership / Participation in State / central Bodies / Committees on Education, Research and national Development (5 points each)	10
Publication of articles in newspapers, Magazines or other publications (not covered in category 3); Radio Talks, television Programmes (1 point each)	10
Maximum Aggregate Limit	15

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

S.No.	APIs	Faculty of sciences	Faculties of Languages Arts/Humanities/Social Sciences	Max API
III (A)	Research papers Publish in:	Refereed Journals*	Refereed Journals*	15/ Publication
		Non- referred but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.	Non- referred but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.	10/ publication
		Conference proceedings as full papers, etc. (Abstract not to be included)	Conference proceedings as full papers, etc. (Abstract not to be included)	10/ publication
III (B)	Research Publications (books, chapters in books, other than refereed journal articles)	Text or Reference Books Publish by International Publish with an established Peer review system	Text or Reference Books Publish by International Publish with an established Peer review system	50/ Sole author; 10 chapter in an edited book
		Subject book by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers.	Subject book 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 volume published by International Publishers	Chapters contributed to edited knowledge based volume published by International Publishers	10/ chapter
		Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers	Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of	5/ Chapter

		and with numbers of national and international directories	national and international directories	
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 30.0 lakhs	Major Projects amount mobilized with grants above 3.00 lakhs up to 5.00 lakhs	15/ each project
		(c) Minor projects (Amount mobilized with grants above Rs.50000 up to Rs. 5 lakh)	Minor projects (Amount mobilized with grants above Rs. 25000 up to Rs. 3 lakh)	10/ each projects
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 l;akhs	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/ each major project and 10/ each minor project
III © (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 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) (iv)	Invited lectures or presentations for conference/ / Symposia	(a) International	(a) International	10/ each
		(b) National level	(b) National level	5

*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)).