PERFORMANCE APPRAISAL SCORING SYSTEM (PASS) REPORT FOR MEMBERS OF FACULTY

ACADEMIC YEAR

PART A : SELF APPRAISAL

Name   :

Designation   :

Scale of pay / present pay   :

Date of appointment to the present post :

Note:

1. Before filling up read the "Guidelines on Performance Appraisal Scoring System (PASS) for the members of faculty" in general and Section V "Computation of Faculty Performance Index" in particular.
2. Provide all relevant information to support your claim for your achievements and contributions. Enclose also copies of documents in support of the claim for points.

ACTIVITIES AND CONTRIBUTIONS MADE :
1.0   ACADEMIC ACTIVITIES ($I_{1.0}$)

    1.1   Teaching ($I_{1.1}$)

    1.1.1 Semester Results of Students in Theory Course ($I_{1.1.1}$)

Sl. No.	U.G./ P.G.	Theory Courses Taught Code	Title	Result % pass (PP)	Grade Point
1.					
2.					
3.					
4.					

Average Grade Point

        $I_{1.1.1}$ =

1.1.2   Student Feed back - Theory Courses (I $_{1.1.2}$)

Sl.	UG/	Theory Courses Taught	Grade Point from
No.	PG	--------------------------------	Students Feedback
		Code Title	

1.

2.

3.

4.

                                          Average Grade Point
----

$I_{1.1.2}$ =

1.1.3   Effective Utilization of allotted periods (I$_{1.1.3}$)

Sl.	UG/	Theory Courses Taught	Total periods	%	
No.	PG	------------------------	-------------------	Taught	Grade
		Code Title	Allotted Taught	(PTPT)	Point

1.

2.

3.

4.

                                          Average Grade Point
----

$I_{1.1.2}$ =

1.1.4   Performance in Academic Audit (I $_{1.1.4}$)

Sl. No.	UG/ PG	Theory Courses Taught		Grade Point Awarded
		Code	Title	

1

2.

Average Grade Point   --

$$I_{1.1}= (0.4) * I_{1.1.1} + (0.2) * I_{1.1.2} + (0.1) * I_{1.1.3} + (0.3) * I_{1.1.4}$$

1.2   Related Development Activities (I$_{1.2}$)

S.No.	Details of the Activity / Contribution	Assigned Points

*

Total points

----

* If you have more activities, use separate sheet and annex the same.
  Refer "Guidelines on PASS for Members of Faculty" and   Convert Total points
  into Grade and Grade points and set I$_{1.2}$

$$I_{1.2}   =$$

$$I_{1.0}   = (0.7 * I_{1.1}) + (0.3 * I_{1.2})$$

$$=$$

2.0   RESEARCH ($I_{2.0}$)

S.No.	Details of the Activity / Contribution	Assigned Points

1.
2.
3.
4.

5.

*

                                                  Total points

---

* If you have more activities, use separate sheet and annex the same.
   Refer "Guidelines on PASS for Members of Faculty" and   Convert Total points
   into Grade and Grade points and set $I_{2.0}$

$I_{2.0}$ =

3.0   EXTENSION ($I_{3.0}$)

S.No.	Details of the Activity / Contribution	Assigned Points

1.

2.

3.

4.

5.

*

                                                  Total points

---

* If you have more activities, use separate sheet and annex the same.
   Refer "Guidelines on PASS for Members of Faculty" and   Convert Total points
   into Grade and Grade points and set $I_{3.0}$

$I_{3.0}$ =

4.0 ADMINISTRATION ($I_{4.0}$)

S.No.	Details of the Activity / Contribution	Assigned Points

1.

2.

3.

                                    Total points

----

* If you have more activities, use separate sheet and annex the same.
    Refer "Guidelines on PASS for Members of Faculty" and   Convert Total points
    into Grade and Grade points and set $I_{4.0}$

$I_{4.0}$ =

5.0. COMPUTATION OF FACULTY PERFORMANCE INDEX : (FPI)

$FPI = (W_{1.0} * I_{1.0}) + (W_{2.0} * I_{2.0}) + (W_{3.0} * I_{3.0}) + (W_{4.0} * I_{4.0})$

=

Note : Refer "Guidelines" and choose the weights corresponding to your
            designation

6.0. ADDITIONAL INFORMATION NOT COVERED ABOVE, IF ANY :

Date :   **Signature of the**
                                                        Faculty Member

PART B – REMARKS OF REPORTING OFFICER *

7.0. VERIFICATION OF INFORMATION :

Verified the information provided in Part – A   Yes ☐   No ☐
Including the copies of the documents and found them
correct to the best of my knowledge. The FPI
computed also is correct.

Note : If you have ticked the box "NO", enclose another form with
recomputed FPI.

8.0. OTHER REMARKS, IF ANY :

Date :   **Signature of the
                                                Reporting Officer**

                                    Name   :

                                    Designation:

* HOD or other Officer nominated by the Registrar

PERFORMANCE EVALUATION FORM
(for Non-Teaching Staff)

Note : The reporting authority should indicate the performance in a five point scale viz
(a) Poor   (b) Satisfactory   (c) Good   (d) Very good (e) Excellent
with a brief justification in phrases for awarding the scale.

1.   Name of the Staff   :

2.   Designation   :

3.   Department of the Staff   :

4.   Period of reporting   :

5.   Whether the staff member is regular in attendance   :

6.   Does the staff sincere to his / her work   :

7.   Is he / she courteous and helpful to the students   :

8.   Knowledge of staff member in his/her job   :

9.   Does the staff start new innovation in his / her work?   :

10.   Does the staff member take(s) initiative in the job assigned :

11.   Aptitude of the staff member in upgrading his/her knowledge:
         in his/her domain area

12.   Whether the staff member has taken initiative to upgrade   :
         his/her qualification

13.   Does the staff attend any programme during the period to :
         enhance his / her technical competence?

14.   If yes, how the performance of the staff member improved :
         member improved after the training undergone

15.   Performance level of staff member in the job assigned   :

16.   How is the staff member's inter-personal relationship
         with his / her

         i)   superiors   :
         ii) colleagues   :
         iii) subordinates   :

17.   Any other qualitative narrative report   :
         (Any contribution worthy of mentioning)

Reporting Authority

SELF APPRAISAL FOR ACADEMIC PERFORMANCE INDEX (API)

The individual Performance Based Appraisal System (PABS)

PART A: - General Information & Academic background

1. Increment due on:

2. Current Designation:-

3. Current Pay band & Grade pay:-

4. Date of last promotion:- NA

5. Name(in block letters) :-

6. Father's/Mother's Name:-

7. Spouse Name:-

8. Department:-

9. Name of the School:-

10. Position to which to be promoted:-

11. Pay band expected & Grade pay:-

12. Date of eligibility for promotion:-

13. Date & place of birth:-

14. Sex:-

15. Marital Status:-

16. Category to which belongs:-

17. Address for the correspondence:-

17. Permanent Address:-

18. Contact Numbers:-

19. E mail id:-

20. Academic Qualifications (Matric till post-graduation):

Examinations	Name of the Board/University	Year of Passing	Percentage of marks obtained	Division/ Class/Grade	Subject

21 Research Degree(s):

Degrees	Title	Date of Award	University

22. Appointments held prior to joining this institution:

Designation	Name of Employer	Date of Joining		Salary with Grade	Reason for leaving
		Joining	Leaving		

23. Posts held after appointment at this institution:

Designation	Department	Date of actual joining		Grade
		From	To	

24. Total teaching experience (in years) :-

        At Undergraduate level (at previous institution): -

        Undergraduate level (at present institution): - -

                           Total: -

        At Postgraduate level (at previous institution):-

        At Postgraduate level (at present institution):-

        Total: -

25. Research experience excluding years spent for M.Phil/Ph.D.:- Nil

26. Field of specialization under the subject/discipline if any:- N.A

27. Academic Staff College Orientation/Refresher courses attended:- Nil

Name of the Course	Name of the Academic Staff College	Name of the University	Duration	Sponsoring agency, if any
Nil	---	----	-----	-----

PART B: - Academic Performance Indicators

Category I Teaching, Learning & Evaluation related Strategies

(Maximum Total Score 125, Minimum API required 75)

    1. Lectures, Practical, Contact hours(Semester wise/Annual detail):-(Maximum Score 50)

S.No.			Credit	Mode of Teaching*	Hours per week allotted	% of classes taken as per documented record

	Semester	Name of the Course				
1						
2						
3						
4						
5						

*L= Lecture   ALM= Active learning methodology
 P= Practical   GD= Group discussions
 T=Tutorial   FD= Field visits
 S= Seminar   AO= Any other
 AS= Assignments   PB=Project based learning

2. Lectures or other teaching duties in excess of the UGC norms
(Maximum Score 10) -Nil

3. Reading/Instructional material prepared ,use of additional knowledge resources for subject enrichment
(Maximum Score 20)

S.No.	Course/Paper	Consulted	Prescribed	Additional Resource provided
1				
2				
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**
				20

4. Use of participatory, project based teaching and innovative teaching learning methodologies(use of ICT, Sandhan , E Library, Remedial courses & Skill modules)

4

(Maximum Score 20)

S.No.	Short Description	API Score
1	Use of ICT in T/L process with computer-aided methods for all classes	5
	Total Score (Max. Score: 20)	**5**

5. Examination duties (Invigilation, Paper setting, evaluation of students at theory/practical examination)
(Maximum Score 25)

S.No.	Type of Examination Duties	Duties Assigned	Extent to which carried out (%)	API Score
1	University End Semester			
2	Evaluation of answer scripts			
3	Question paper setting			
4	Internal/continuous assessment work			
			Total Score (Max: 25)	**25**

Sr.Number	Maximum API Score	API Score obtained
1		
2		
3		
4		
5		
Total		

Category II Co-Curricular, Extension and Professional Development Activities
(Maximum Score 50, Minimum API required 15)

S.No	Name of the activity done	Maximum Score
1	(NSS/NCC/Yoga,Cultural(Saptdhara, Youth festival),Counseling etc	20
2	Member of Academic/Administrative committees, Member of NGOs, Chamber of Commerce, On Deputation to Various Educational Institutes, On Deputation to Education Department	15
3	Professional development activities such as participation/organization of Seminars/Workshops, Job fairs, Talks, Field visits, Study tours. Zonal/State/District level Coordination of Higher Education initiatives	15

(NSS/NCC/Yoga,Cultural(Saptdhara, Youth festival),Counseling etc.(Co-Curricular)

1	Admission Counseling Duty	5

2.Member of Academic/Administrative committees, Member of NGOs, Chamber of Commerce, On Deputation to Various Educational Institutes, On Deputation to Education Department

S.No.	Type of Activity	Period	API Score
		Total (Max: 15)	**15**

3	(iii) Professional Development Activities		
	Total (Max: 15)		0
	Total Score (i + ii + iii) (Max: 25)		20

4. Reviewer of Research Article for International/National Journals

S.No	Reviewer of Research Article for International/National Journals				
1	Name of the Journal	Title of the article reviewed	Publisher	Journal Scopus/web of science indexes	API Score
NIL					

1. Member of Academic bodies of other institutions such as staff selection ,Bos,AC,DC members, PhD/M.Tech/M.Sc viva examination:-
2. Collaborations established in the industries/universities/organizations:-
3. MOUs established:-
4. Development activities:-
5. Foreign visits in connection with research, international conferences & collaborations:-

Sr. Number	Maximum API Score	API Score obtained	
1	20	5	
2	15	15	
3	15	0	
4	20	0	
Total	70	20	

Category III Research and Academic Contribution

1. Papers Published in Journals (International Journals, National Journals, Regional Journals)

S. No.	Title with page no.	Journal	Scopus or Web of Science indexed	Impact factor	No. of Co-authors	Whether you are the main author	API Score (Max.15)
-							-

2. A) Articles/Chapters published in Books (International publications, National publications, Regional publications, State publications)

S.No	Title with page No	Book Title. Editor and publisher	ISBN No	Whether peer reviewed	No of Co-authors	Whether you are the main author	API Score
NIL							

*(API Score for International 10, National 5, Regional 3 and State 3)

B) Full Papers in Conference Proceedings (International, National, State level Conference)

Sr.No.	Title with page no.	Details of Conference publication	ISSN/ ISBN No.	No. of Co-authors	Whether you are main author	API Score Max.10
1			---	2	1	10

C) Books published as single author or as editor (International publications, National publications, Regional publications)

Sr. No.	Title with page no.	Type of book & authorship	Publisher & ISSN/ISBN	Whether peer reviewed	No. of Co-auth ors	Whether you are main author	API** Score Max. 90
Nil	-------	----------	---------	---------	-------	---------	-------

**(API Score for international author 50, editor 10; National Author 25, Editor 5 and Regional Author 15, Editor 3)

D) Patents Details(International /National)

S.No	Title of the Patent	Patent filed No.	Patent Granted No.	International/National

	Nil	_____	_____	_____

3. Ongoing & Completed Research Projects and Consultancies
   (Including State Research Projects)

Category	Title	Agency	Period	Grant Mobilized (in Rs)	API Score Max. 10 per project
Ongoing	Nil				
Completed	Nil				

4. Research Guidance

Sr.No.	Number Enrolled	Thesis Submitted	Degree/Certificates Awarded	API Score
To College students	N.A	----------	-----------	2 for each student
M.Tech/M.Sc /M.Phil or equivalent	N.A	-----------	-----------	3 for each candidate
Ph.D. or equivalent	N.A	----------	-----------	10 for each candidate, 7 for thesis submitted

5.Faculty Development Programmes (Not less than one week duration)

Sr.No.	Programme	Duration	Organized by	API Score

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Nil   Nil   ------   ------

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6.   Papers presented in Conferences, Seminars, Workshops, Symposia

S.No	Title of the paper	Title of the Conference	Organized by	International/ National/State / University Level	API Score
NIL					

   ***(API Score for International 10, National 7.5, Regional 5 and State 3
   7. Invited Lectures & Chairmanships at National/International/State level Conference/Seminar/Workshops/Training programmes

S.No.	Title of Talk	Title of the Conference/ Seminar,etc	Organized by	National/ International/ Regional	API Score Max 10
NIL					

PART C: -Other Relevant Information such as membership in professional bodies/Awards, Honors, Distinction & Recognition received

Sr.No.	Details(Year, Type, Value etc)

SUMMARY OF API SCORE

Category	Criteria	Last Academic year	Total API Score for the Assessment Period	Annual average API Score for the Assessment Period
I	Teaching, Learning &			

	Evaluation			
II	Co-Curricular, Extension. Professional development			
Total (I+II)				
III	Research & Academic Contribution			

List of Enclosures: - 1.Conference Paper

Signature of the Faculty with designation   Signature of the
HOD/

                                            Dean of the Department/School

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16.   How is the staff member's inter-personal relationship
        with his / her

        i)   superiors   :
        ii)   colleagues   :
        iii) subordinates   :

17.   Any other qualitative narrative report   :
        (Any contribution worthy of mentioning)

                                                        Reporting Authority

Countersigning Authority