

Performance Based Appraisal system (Teaching Staff)

ST. XAVIERS COLLEGE FOR WOMEN, ALUVA Performance Based Appraisal system: Teaching faculty (2020-2021)

Proforma for promotion under UGC Career Advancement scheme.(In accordance with UGC 2018 regulation)

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1	Name (English Block Letters)	
	Malayalam	
2	Father's Name	
3	Date and Place of Birth	
4	Gender	
5	Nationality	
6	Religion	
7	Indicate Category: SC/ST/OBC/OEC/General category	
8	Whether differently abled? (Divyang)	
9	Current Designation & AGP/Academic Level	
10	Date of last Promotion with Post/ Grade promoted to with UO reference.(if applicable)	
11	Designation and grade pay/Academic Level to which promotion required?	
12	Date of Eligibility of Promotion	
13	Basic Pay and AGP(if any) of the Present Scale	
14	Date of Approval of Deputy Director for the last promotion (if any)*	

15	Date and Designation of Joining service*	
16	Permanent Address with PINCODE	
17	Address for Communication with PINCODE	
18	Phone numbers (Off. Res. Mob) and email Id	Office- Residence- Mobile- Email-
19	University's Examiner Code	
20	Date in which University teachers portal last updated	

* copy of the certificate is to be attached

21. Academic Qualifications

Qualification	University/Board	Year of Passing	% of marks obtained	Division/Class/Grade	Subjects/Specialization
SSLC/Equivalent					
Higher Secondary/Equivalent					
UG					
PG					
Others					

22. Research Degrees

Qualification	Title	Date of award	University
M.Phil/M.Tech			
PhD			
D.Sc/D.Lit/Others			

23. Record of academic service prior to joining the current post

Institution	Designation	Essential qualification for the post at the time of appointment	Nature of appointment (Regular/fixed term/temporary/Adhoc)	Nature of duties(Teaching/Research/others)	Scale of Pay	Date of Joining and Date of leaving	Reason of Leaving

24. Posts held after appointment at this institution

Designation	Department	Date of joining		Grade
		From	To	

25. Recognized Orientation/Refresher/ Winter /Short Term/MOOC Courses attended

Name of the Course/Summer school	Name of Institution & Place	Duration	Sponsoring Agency

26. List of most significant UGC listed/peer reviewed Publications (For the purpose of evaluation)

Sl. No	Title of Paper	Name of Journal/Publisher in case of Book	Date of Publication and Impact factor if any	Volume number and Pages

Attach copy of the publications.

27. Whether an Approved Research Guide- Yes/No

If Yes, Give the details in the following table

Name of the Institution/University at which guide ship is approved	Date in which the guide ship approved	Number of students enrolled for PhD/ M.Phil	Number of students submitted the thesis	Number of students awarded the Degree

28. Details of Leave

Duration	Nature of Leave (other than CL)	Purpose

Declaration

I hereby declare that the information provided is true to the best of my knowledge.

Place:-

Date:-

Name and Signature of the teacher

Countersigned by the Head of the Institution

Option A

PART B: ASSESSMENT CRITERIA FOR ACADEMIC/RESEARCH SCORE

(Please see detailed instruction of this PBAS Proforma before filling out this section)

CATEGORY: 1. TEACHING

I a. Lectures, Seminars, Tutorials, Practicals, Contact Hours

Year	Mode of Activity*	Total class Assigned	Number of classes engaged as per documented record	$\frac{\text{Number of classes engaged}}{\text{Total class Assigned}} \times 100$	Grading
20XX-XX					
20XX-XX					
20XX-XX					
20XX-XX					
20XX-XX					
20XX-XX					

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

OVERALL GRADE FOR Category I :

- Good : 80% and above performance.
- Satisfactory : 70 % to 80% performance.
- Not satisfactory : less than 70% performance

CATEGORY: II. INVOLVEMENT IN THE UNIVERSITY/COLLEGE STUDENTS RELATED ACTIVITIES/RESEARCH ACTIVITIES

a. Administrative responsibilities

Sl.No	Type of Responsibility	Role Performed
01		
02		
03		
04		
05		
Total number of activities		

b. Examination and evaluation duties assigned by the college/university or attending paper evaluation

Sl.No	Name of Duty	Role Performed
01		
02		

Name & Signature of the subject experts of Screening/Selection Committee

03		
04		
05		
06		
Total number of activities		

c. Student related co-curricular, extension and field based activities

Sl.No	Type of Activity	Role Performed
01		
02		
03		
04		
05		
06		
Total number of activities		

d. Organizing seminars/conferences/workshops and other college/university activities

Sl.No	Type of Activity	Role Performed
01		
02		
03		
04		
05		
Total number of activities		

e. Evidence of actively involved in guiding Ph. D. students

Sl.No	Name of Student	Date of Registration	U.O granting Registration
01			
02			
03			
04			
05			
Total number of students			

f. Details of minor/major research project sponsored by national or international agencies.

Sl.No	Name of the project	Funding Agency	Amount sanctioned/utilized
01			
02			
03			
04			
05			
Total number of projects			

g. Details of Publication in peer-reviewed or UGC listed journals

Sl. No.	Title with page Nos.	Journal	No in the UGC List of Journals	Whether peer reviewed or not	ISSN/ ISBN	Whether you are the main Author
01						
02						
03						
04						
05						
Total number of publications						

OVERALL GRADE FOR Category II :

- Good : Involved in at least 03 activities
- Satisfactory : Involved in 01 – 02 activities
- Not satisfactory : Not involved / undertaken any of the activities

Number of activities can be within or across the broad categories of activities
For Details see Annexure I

Summary of Grading

Categories	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx
Category I						
Category II						
Overall Grading						

CATEGORY: III. RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS
(Only for placement from Academic level 13A to 14 and 14 to 15; Associate Professor to Professor/Principal)

(Note: The research score shall be from the minimum of three categories out of six categories)

I. Published Research Papers in Peer-reviewed or UGC listed Journals

Sl. No.	Title with page Nos.	Journal	UGC/ ISSN/ISBN No	Whether peer reviewed, Impact Factor, if any	No. of Co-authors	Whether you are the main Author	Score
01							
02							
03							
04							
05							
Total Research Score							

II. Publications other than Research Papers

II(a). Articles/Chapters published in Books.

Sl. No.	Title with Page Nos.	Book, Title, Editor & Publisher	ISSN/ISBN No.	No. of Co-authors	Whether you are the main Author	Score
01						
02						
03						
04						
05						
Total Research Score						

II (b). Translation works in Indian and Foreign Languages by faculty

Sl. No.	Title with Page Nos.	Book, Title, Editor & Publisher	No. of Co-authors	Whether you are the main Author	Score
01					
02					
03					
04					
05					
Total Research Score					

III. Creation of ICT mediated Teaching Learning pedagogy and content and development of
 Name & Signature of the subject experts of Screening/Selection Committee

new and innovative courses and curricula

III(a). Development of Innovative Pedagogy

Sl.No.	Type of Pedagogy	Level (UG/PG)	Class and Semester	Topic Covered	Score
01					
02					
03					
04					
05					
Total Research Score					
05 Points per Pedagogy or Method					

III(b). Design of New Curricula and Courses

Sl. No.	Name of Course	Level (UG/PG)	Class and Semester	University	Score
01					
02					
03					
04					
05					
Total Research Score					
02 Points per curricula or course					

III(c). MOOCs

Sl. No.	Name of MOOC	Level (UG/PG)	University	Score
01				
02				
03				
04				
05				
Total Research Score				

III(d). E-content

Development of e-learning delivery process/material

Sl. No.	Title of Module/Material	Score
01		
02		
03		
04		
05		
Total Research Score		

Name & Signature of the subject experts of Screening/Selection Committee

IV. Research Guidance, Projects and Consultancy

IV(a). Research Guidance

Category	Number Enrolled	Thesis Submitted	Degree Awarded	Score
i. Ph.D or equivalent				
ii.M.Phil or equivalent		NA		
iii. PG Dissertation		NA		
Total Research Score				

IV(b). Completed Research Projects

Sl. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	Score
01					
02					
03					
04					
Total Research Score					
More than 10 lakhs : 10 Points Less than 10 lakhs : 05 Points					

IV(c). Ongoing Research Projects

Sl. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	Score
01					
02					
03					
04					
Total Research Score					
More than 10 lakhs : 05 Points Less than 10 lakhs : 02 Points					

IV(d). Consultancy

Sl. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	Score
01					
02					
03					
04					
Total Research Score					
03 oints each					

IV. Patents, Policy Documents and Awards/Fellowships

V(a). Patents

Sl. No.	Description/Patent	International/National	Score
01			
02			
03			
04			
Total Research Score			
International : 10 Points/Patent National : 07 Points /Patent			

V(b). Major Policy document submitted to an International Body/organization or Central or State Government*

Sl. No.	Description/Patent	International Bodies/ Central/State Government/	Score
01			
02			
03			
04			
Total Research Score			

V(c). Fellowships/Awards

Sl. No	Award/Fellowship	International/National	Awarded by	Score
01				
02				
03				
04				
Total Research Score				
International : 07/Award or Fellowship National : 05/Award or Fellowship				

VI. Invited Lectures/Resource Persons and Papers at International /National/State or University Level*

Sl. No.	*Title of the Lecture/ Paper/ Academic Session	Title	Organized by	Whether International/ National/State or University Level	Score
01					
02					
03					
04					
Total Research Score					

Total Research Score for Category III :

V. SUMMARY OF ASSESSMENT

Session/Year :

Category	Criteria	Grade/Score
I	Teaching and Learning related activities	
II	Involvement in the University/College students related activities/ Research activities	
III	*Research and Academic Contribution	

LIST OF ENCLOSURES: (Please attach copies of Certificates, sanction orders, papers etc. wherever necessary)

01.	
02.	
03.	
04.	
05.	
06.	
07..	
08.	
09.	

I certify that the information provided is correct as per records available with the college/university and/or documents enclosed along with the duly filled PBAS Proforma.

Place & Date

Name and Signature of the Teacher

Signature of HOD/ /Principal