

SELF APPRAISAL FOR ACADEMIC PERFORMANCE INDEX (API)

- Objectives:**
- 1) To be aware of Self Appraisal
 - 2) To learn filling up Self-Appraisal forms
 - 3) To evaluate and document one's own performance
 - 4) To facilitate Career advancement of teachers

Concept:

Teachers are well familiar with assessment and evaluation of students. Self appraisal helps to figure out what teacher's strengths and weaknesses are. It allows one to take an honest look at oneself. It is a process of self evaluation to determine the level of self-efficiency. It is a part of continuing professional development or career advancement. It has been suggested as an indicator of CAS. As per UGC regulations 2010 on minimum qualifications for appointment of teachers and other academic staff in universities and colleges it is mandatory for all universities and colleges to prepare Performance Based Appraisal in the prescribed format for applying to any teaching post or career advancement.

The individual Performance Based Appraisal System (PABS)

PART A: - General Information & Academic background

1. Name(in block letters) :- _____
2. Father's/Mother's Name:- _____
3. Department:- _____
4. Name of the College:- _____
5. Current Designation:- _____
6. Current Pay band & Grade pay:- _____
7. Date of last promotion:- _____
8. Position to which to be promoted:- _____
9. Pay band expected & Grade pay:- _____
10. Date of eligibility for promotion:- _____
11. Date & place of birth:- _____
12. Sex:- _____
13. Marital Status:- _____
14. Nationality:- _____
15. Category to which belongs:- Open/SC/ST/OBC/Physically challenged
16. Address for the correspondence:- _____

17. Permanent Address:- _____

18. Contact Numbers:- (O) _____ (R) _____
(M) _____
19. E mail id:- _____

20. Academic Qualifications (SSC to Post Graduation) :-

Examination	Name of Board/ University	Year of passing	% of Marks obtained	Division/ Class/ Grade	Subjects

21. Research Degrees:-

Name of the Degree	Title of the Thesis	Date of Award as per University notification	Name of the University
M.phil			
Ph.D.			
D.Sc./D.Litt.			
Any other			

22. Appointments held prior to joining this institution :-

Designation	Name of the employer	Date of Joining	Date of leaving	Pay band with Grade pay	Reason for leaving

23. Posts held after appointment to this institution:-

Designation	Department	From	To	Pay band with Grade pay

24. Total teaching experience(in years) :-

At Undergraduate level (at previous institution):- _____ years

At Undergraduate level (at present institution):- _____ years

Total: - _____ years

At Postgraduate level (at previous institution):- _____ years

At Postgraduate level (at present institution):- _____ years

Total: - _____ years

25. Research experience excluding years spent for M.phil/Ph.D.:- _____ years

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

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

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

28. Training & Capacity building workshops attended:-

Name of the Training programme	Place where held	Name of the Organizing body	Duration

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)

Sr. Number	Name of the Course/Paper taught	Credit weight age of the course	Mode of teaching*	Hours/week allotted	% of Class taken as per documented record

*L= Lecture

P= Practical

S= Seminar

AS= Assignments

ALM= Active learning methodology

GD= Group discussions

FD= Field visits

AO= Any other

2. Lectures or other teaching duties in excess of the UGC norms
(Maximum Score 10)
3. Reading/Instructional material provided ,Use of additional Knowledge resources for subject enrichment
(Maximum Score 20)
4. Use of participatory and innovative teaching learning methodologies(use of ICT, Sandhan , E Library, Remedial courses & Skill modules)
(Maximum Score 20)
5. Examination duties (Invigilation, Paper setting, evaluation of students at theory/practical examination)
(Maximum Score 25)

Sr.Number	Maximum API Score	API Score obtained
1	50	
2	10	
3	20	
4	20	
5	25	
Total	125	

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

Sr. No	Title with page no.	Book, title, editor & publisher	ISSN/ ISBN No.	Whether peer reviewed	No. of Co-authors	Whether you are main author	API * Score Max 10

*(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

- 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-authors	Whether you are main author	API** Score Max. 90

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

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					
Completed					

4. Research Guidance

Sr.No.	Number Enrolled	Thesis Submitted	Degree/Certificates Awarded	API Score
To college students				2 for each student
M.Phil or equivalent				3 for each candidate
Ph.D. or equivalent				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

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

Sr.No.	Title of the Paper	Title of Seminar/Conference	Organized by	International/National/State/Regional/College or University level	API Score *** Max.10

*** (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

Sr.No.	Title of Academic session	Title of the Conference/ Seminar	Organized by	National/ International/ Regional	API Score Max 10

PART C: -Other Relevant Information/Awards, 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 of I+II				
III	Research & Academic Contribution			

- List of Enclosures: - 1. 4.
2. 5.
3. 6.

Signature of the Faculty
with designation, place
and date

Signature of the Principal of
the institution with place
and date