Camellia Institute of Technology
SELF-ASSESSMENT FOR PERFORMANCE BASED APPRAISAL FORM
(For Faculty Members)

PART A: GENERAL INFORMATION

1. **NAME (In Block Letter):**

2. **Father's/ Husband's / Wife's Name:**

3. **Department:**

4. **Current Designation :**

5. **Address for Correspondence:**

6. **Permanent Address:**

7. **Mobile No.-**   **E-mail:**

8. **Whether acquired any degrees or academic qualifications during the period:**

PART B: ACADEMIC PERFORMANCE INDICATOR

CATEGORY I: Teaching, Learning & Evaluation related Activities
(i)   Lectures, Tutorials, Practicals, Seminars, Contact hours (Give details yearly)

Sl. No.	Course/Paper (Code)	Mode of teaching*	No. of classes allotted week	No. classes attended as per documented record

* Lecture (L), Tutorial (T), Practical (P)

Max. Score in (a): 30, Max. Bonus Score in (b): 5

		API Score
(a)	Classes taken	
(b)	Teaching load in excess of AICTE norms	

(ii) **Use of Participatory and Innovative Teaching-Learning methodologies, Updating of Subject Content, Course Improvement etc.** **[Max. Score: 5]**

Sl. No.	Short Description	API Score
	Total Score: (Max: 5)	

(iii) **Examination Duties Assigned & Performed** **[Max. Score: 10]**

Sl. No.	Type of Examination duties	Duties assigned	Extent to which carried out (%)	API Score
	Total Score: (Max: 10)			

(iv) **Leave assigned and availed** **[Max Score : 10]**

Sl.No.	Type of Leave	Leaves availed	Total leave	API Score

CATEGORY II: Co-curricular, Extra-curricular, Professional development related Activities
[Max. Score: 10]

Sl. No.	Type of Activity	API Score
	Extra-curricular/ Co-curricular Activities	

	Total: (Max Score: 8)	
	Community work Activities	
	Total: (Max: 2)	
	Total Score: [(i) + (ii)] (Max: 10)	

CATEGORY III: Research, Publication & Academic Contribution related Activities

A) Published Papers in Journals [Max. Score: 6]

Sl. No.	Title with Page nos.	Name of Journal with Vol., Page No. Year etc.	ISSN/ ISBN No.	Peer Reviewed /Impact factor, if any	No. of co-authors	Whether you are main author	API Score

B) Published Full Papers/Presented in Conference Proceedings [Max. Score: 2]

Sl. No.	Title with Page nos.	Details of Conference Publications	ISSN/ ISBN No.	No. of co-authors	Whether you are main author	API Score

C) Book(s)/Article(s)/Chapter(s) published [Max. score: 4]

Sl. No.	Title with Page nos.	Book Title, Editor and Publisher	ISSN/ ISBN No.	Whether peer reviewed	No. of co-authors	Whether you are main author	API Score

D)   Ongoing and Completed Research Projects/Consultancies   [Max. Score: 2]

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

E)   Research Guidance   [Max. Score: 2]

Degree	Number Enrolled	Thesis Submitted	Degree Awarded	API Score
M-Phil or Equivalent				
Ph. D or Equivalent				

F)   Training Courses, Teaching-Learning Evaluation Programme, Faculty Development Programme attended   [Max. Score: 4]

Sl. No.	Programme	Duration	Organized by	API Score

G)   STUDENT's FEEDBACK (Max. Score: 10):

Summary of API Score:

	Criteria	Last Academic Year	Total API Score for Assessment Period
I	Teaching, Learning & Evaluation		

	related Activities		
II	Co-curricular, Extra-curricular, Professional development related Activities		
III	Research, Publication related Activities		
	Total (I + II + III)		

PART C: OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier.

Sl. No.	Details (Mention Year, Value etc. where relevant)

LIST OF ENCLOSURES: (Please attach copy of certificates, papers etc., wherever necessary)
1.
2.
3.
4.

I certify that the information provided is correct as per records available with the Institute and/or documents enclosed with the duly filled proforma.

Place :   _____
Date :   **Signature of the faculty**

Remarks of HOD

Date :   _____
                                                                 Signature of HOD

INSTRUCTIONS FOR FILLING UP PART B OF THE PBAS PROFORMA

CATEGORY I: Teaching, Learning & Evaluation related Activities

Lectures, Tutorials, Practicals, Seminars, Contact classes taken should be based on verifiable records. If a teacher has taken 75% assigned classes, score will be 30 60% and less than 75% assigned classes, score will be 20 50% and less than 60% assigned classes, score will be 10 No score should be assigned if a teacher has taken less than 50% assigned classes.	**Max Score: 30**
If teacher has taken classes exceeding AICT/UGC norm, then one point to be assigned for each extra hour classes	**Max Score: 5**

(iv) **Use of Participatory and Innovative Teaching-Learning methodologies, Updating of Subject Content, Course Improvement etc.** (Max. Score: 5)

Updating of course content/Preparation of resource material/Laboratory Manual / Add new experiment in the practical course	**Max Score: 2**
Developing and imparting Remedial courses/ Make up classes/ weekend classes / Soft skills/ Communication skills/ Personality development courses, etc.	**Max Score: 2**
Conduction of computer assisted teaching/web based learning/e-library skills to students	**Max Score: 1**

(v) **Examination Duties Assigned & Performed** (Max. Score: 10)

Invigilation(other than Exam cell members), Duty assigned Exam Cell members 100% compliance: 4, less than 100% no score.	**Max Score: 4**
Evaluation of answer script, preparation of award list in time as specified by Examination Section 100% compliance: 4, less than 100% no score.	**Max Score: 4**
Question paper setting in time as specified by Examination Section 100% compliance: 2, less than 100% no score.	**Max Score: 2**

(vi) Leave Records (Max Score: 10)

CL + ML + EL < 15	Max Score 10
CL + ML + EL < 20	Max Score 8
CL + ML + EL < 25	Max Score 6
CL + ML + EL < 30	Max Score 4
WPL > 5	No Score

CATEGORY II: Co-curricular, Extra-curricular, Professional development related Activities

(Max. Score: 10)

Institutional co-curricular activities for students such as NSS, NCC, or any other similar activity. **or** Institutional extra curricular activity for students such as sports, cultural fest, technical fest, picnic, educational tour, industry visit, placement, website maintenance, online content development, Resource generation, publication of magazine/ newsletter in departmental as well as institutional level or any other similar activity.	**Max Score: 8**
Community work such as National integration, secularism, humanism, flood and drought relief, orphanage home and old age home relief, small family norms or any other similar activity.	**Max Score: 2**

CATEGORY III: Research, Publication & Academic Contribution related Activities (Max. Score: 20)

For each published paper (original article/ Review paper/short communication etc.): 3 marks	**Max Score: 6**
For each full paper publication in conference proceedings /presentation in conference: 1 Marks	**Max Score: 2**
For each Book(s)/Article(s)/Chapter(s) published: 3 Marks	**Max Score: 4**
For each Ongoing Projects/Consultancies: 2 Marks For Completed Projects/Consultancies: 1 Marks (The completed Project in the Institute should be considered): 1 Marks	**Max Score: 2**
For each M.Phil Guidance: 1 Marks For each Ph.D Guidance: 2 Marks	**Max Score: 2**

Training Courses, Teaching-Learning Evaluation Programme, Faculty Development Programme

Participation in short term training courses, NPTEL courses, curriculum development, professional development, examination reforms, institutional governance, membership/participation in bodies/committees on education any other similar activity.	**Max Score: 4**

STUDENT's FEEDBACK **(Max. Score: 10):**

The student's feedback assessment data (on the basis of the assessment of Institutional student feedback system by Institution) will be supplied to the respective teachers during filling up the PBAS.