



BHAKTA KAVI NARSINH MEHTA UNIVERSITY

Government Polytechnic campus, Khadiya, Junagadh, Gujarat (India)

Ph. (O) 0285-2681448

Email ID: iqacbknmu@gmail.com

Proforma for Performance Based Appraisal System (PBAS)

(College Principal)

As per CAS 2018

(Information provided should be pertaining to the assessment period referred above)

Part-A: General Information & Academic Background

01	Name (in BLOCK Letters)				
02	Father's Name				
03	Mother's Name				
04	Date and Place of Birth				
05	Sex	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
06	Marital status				
07	Spouse Name				
08	Nationality				
09	Religion				
10	Indicate whether belongs to: SC/ST/OBC category				
11	Subject/Faculty				
12	Present Designation on which you are working				
13	Pay scale with Academic Level of Pay in the Pay Matrix of the Present Post				
14	Date of Appointment				
15	Address for correspondence (with PIN code)				
16	Permanent Address (with PIN code)				
	Telephone No./ Mobile No.				
	Email ID				

17	Academic Qualification:- (Matric till Post Graduation):						
Sr .No	Examinations	Name of the Board/ University	Year of Passing	Percentage of marks obtained	Division/ Class/ Grade	Subject/s	Remark, if any
18	Research Degree (s) :						
S N	Degrees	Title			Date of Award	University	
19	Particulars of NET/JRF/SLET/GATE etc						
Sr .	Name of the Test	Name of the test conducting body	Month and year	Roll No.	Subject		
20	Appointments held prior to joining the present institution						
S N	Designation	Name of Employer	Date of		Salary with Academic Level of Pay	Reason of leaving	Remarks, if any
			Joining	Leaving			
1							
2							
3							
4							

21	Posts held after appointment at the present institution					
S N	Designation	Name of Employer	Date of		Salary with Academic Level of Pay	Remarks, if any
			Joining	Leaving		
1						
2						
3						
22	Period of teaching experience					
23	Post Doctoral Research Experience excluding years spent in M.Phil./Ph.D. (in years)					
24	Fields of Specialization under the Subject/ Discipline					
25	HRDC Orientation / Refresher Course / Summer / Winter School etc. attended of two-three weeks duration:					
1	Name of the Course/ Summer School	Place/Institution	Duration	Sponsoring Agency		
2						
3						
4						

Part-B: Academic Performance Assessment

ASSESSMENT CRITERIA AND METHODOLOGY FOR UNIVERSITY TEACHER

B.1: Teaching (Number of classes taught / total classes assigned) x 100:

(Please enclose the documentary evidence for your claim)

(Classes taught includes sessions on tutorials, lab and other teaching related activities)

- 1. 80 % and above : Good
- 2. Below 80 % but above 70 % :Satisfactory
- 3. Less than 70 % :Not Satisfactory

Sr. No.	Nature of Activity	Number of classes taught	Total classes assigned	Grading	Ramark, If any

B.2: Involvement in the University / College students related activities / research activities:

(Note :Number of activities can be within or across the broad categories of activities)

a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-coordinator, Warden etc.

(Please enclose the documentary evidence for your claim)

- 1. Involved in at least three activities : Good
- 2. 1 to 2 activities : Satisfactory
- 3. Not involved/undertaken any of the activities : Not satisfactory

Sr. No.	Nature of Administrative responsibility with details	Designation	Duration		Ramarks, If any
			From	To	
01					
02					
03					
04					
05					
06					
07					

b) Examination and evaluation duties assigned by the university or attending the examination paper evaluation. *(Please enclose the documentary evidence for your claim)*

Sr. No.	Nature of Duty with details	Duration		Remarks
		From	To	
01				
02				
03				
04				
05				
06				
07				
08				
09				
10				

c) Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services. *(Please enclose the documentary evidence for your claim)*

Sr. No.	Nature of Activity with details	Duration		
		From	To	
1				
2				
3				
4				
5				

d) Organising seminars/ conferences/ workshops, other college/university activities.

(Please enclose the documentary evidence for your claim)

Sr. No.	Name of Activity with details	Duration	Sponsoring/Organizing Agency
1			
2			

e) Evidence of actively involved in guiding Ph.D students.*(Please enclose the documentary evidence for your claim)*

Sr. No.	Title of Thesis/Dissertation	Level (Ph.D)	Date of Registration	Thesis/Dissertation Submitted	Date of Degree Awarded
01					
02					
03					

f) Conducting minor or major research project sponsored by national or international agencies.

(Please enclose the documentary evidence for your claim)

Sr. No.	Details of project	Sponsoring/Funding Agency	Amount (Rs.)
1			
2			
3			
4			

g) At least one single or joint publication in peer-reviewed or UGC list of Journals. (Please enclose the documentary evidence for your claim)

Sr. No.	Title of the Research Paper	Name of The Journal	ISS N/D OI	Vol. No. & Year & Pg.No.	Impact Factor	Type of Authorship	UGC listed/CARE/SCOPUS/WoS /Peer Reviewed	Encl. No./Pg. No.
01								
02								
03								
04								
05								
06								
07								
08								
09								

SUMMARY OF GRADING FOR THE ACADEMIC YEAR

S.No.	Activity	Section	Gradation (To be given/verified by HoD)
1.	Teaching Activity	B.1	
2.	Student Related / Research Activity	B.2	

Overall Grading for the Academic Year for the Section B.1 and B.2* _____

*Note : Overall Grading for the Academic Year is to be defined as follows:

Grading Criteria –

- 1-** 80% & above – **Good**, Below 80% but 70% & above- **Satisfactory** & Less than 70% - **Not satisfactory**.
- 2-** **Good** - Involved in at least 3 activities, **Satisfactory** - 1-2 activities, **Not-satisfactory** - Not involved / undertaken any of the activities.

Note: Number of activities can be within or across the broad categories of activities

Overall Grading –

Good: Good in teaching and satisfactory or good in activity of Section B.2.

OR

Satisfactory: Satisfactory in teaching and good or satisfactory in activity of Section B.2.

Not Satisfactory: If neither good nor satisfactory in overall grading

Note: For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2 (B.2), all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.

2. Publications (other than Research Papers):

Sr. No.	Title of the Book	Author	Co-Author(s)	Name of the Publisher, Month, Year	ISBN	Claimed Score	Encl. No./ Pg.No.	Score Verified by University
(a) Books authored which are published by:								
International publishers								
National publishers								
01								
Chapter in Edited Book								
Editor of Book by International Publisher								
Editor of Book by National Publisher								

(b) Translation works in Indian and Foreign Languages by Qualified Faculties								
Chapter or Research Paper								
Book								

Note: Attach front, index and back pages justifying the claim showing the ISBN/ISSN No.

3. Creation of ICT Mediated Teaching Learning Pedagogy and Content and Development of New and Innovative Courses and Curricula:

Sr. No.	Title of the Activity	Claimed Score	Encl. No.	Score Verified By University
(a) Development of Innovative Pedagogy				
	==Nil==			
(b) Design of New Curricula and Courses				
	Designing the B. A. (Sociology) syllabus for semester V &VI			

Sr. No.	Title of the Activity	Claimed Score	Encl. No.	Score Verified By University
(c) MOOCs				
Development of Complete MOOCs in 4 Quadrants (4 Credit Course)(In case of MOOCs of Lesser Credits 05 Marks/Credit)				
MOOCs (Developed in 4 Quadrant) Per Module/Lecture				
Content Writer/Subject Matter Expert for each Module of MOOCs (at least one Quadrant)				
Course Coordinator for MOOCs (4 Credit Course)(In case of MOOCs of Lesser Credits 02 Marks/Credit)				
(d) E-Content				
Development of e-Content in 4 Quadrants for a Complete Course/e-book				

(d) Consultancy

Sr. No.	Title and Nature of the Project	Agency to it is Offered	Grant Component	Duration		Claimed Score	Encl. No.	Score Verified By University
				From	To			

5. (a) Patents: (Submit acknowledgements for patent filing and approval letter)

Sr. No.	Details of Patent	International/ National	Year	Claimed Score	Encl. No.	Score Verified By University

(b) *Policy Document (Submitted to an International Body/Organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)

Sr. No.	Details of Policy Documents	Name of Organisation	International/ National/ State	Year	Claimed Score	Encl. No.	Score Verified By University

(c) Awards/Fellowship:

Sr. No.	Name of the Award / Fellowship	Awarding Institute/ Organization	International/ National /	Awarded Date	Claimed Score	Encl. No.	Score Verified By University

6. Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)

Sr. No.	Title	Name of the Event (Conference / Seminar etc.)	Organizer / Institute	Date and Duration	International(Abroad/wit hin country) / National / State / University level	Claimed Score	Encl. No.	Score Verified By University
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								

Note:

- * Paper presented if part of edited book or proceeding then it can be claimed only once.
- * For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
- * *For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.

* The research score shall be from the minimum of three categories out of six categories.

PART-C OTHER RELEVANT INFORMATION

(A) Membership/ Fellowship of Learned bodies / Societies:

(B) Literary cultural or other activities (e.g. attainment in sports etc.) in which the applicant is interested and distinctions obtained:

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

(D) Future Plans (in approximately 100 words):

LIST OF ENCLOSURES: *(Please attach self-certified copies of certificates, sanction orders, papers, etc whenever necessary)*

- | | |
|-----|-----|
| 1. | 11. |
| 2. | 12. |
| 3. | 13. |
| 4. | 14. |
| 5. | 15. |
| 6. | 16. |
| 7. | 17. |
| 8. | 18. |
| 9. | 19. |
| 10. | 20. |

PART D –DECLARATION

I have read the applicable guidelines, which are binding to me. I do hereby solemnly declare that the information given, the statements made and documents attached with this application form are correct and true to the best of my knowledge and belief. If any information given by me in this application is found to be false or misleading, my candidature is liable to be cancelled.

Date :

Place:

Signature of the Applicant

Certified that _____ has been working as _____ in (Name of the institute) since _____. The particulars given in this application have been checked and verified from office records and documents enclosed are found to be correct. The gradations have been verified on the basis of the performance of the applicant and the credentials/document provided and enclosed herewith by the applicant.

Signature of the

Principal of the Institute

SUMMARY OF GRADING AND RESEARCH SCORE FOR THE ASSESSMENT

PERIOD

Grading (Section B.1 and B.2)

S.No.	Year	Overall Grading for Section B.1-B.2(Given by the Applicant)	Verified Grading Good/Satisfactory

**METHODOLOGY FOR UNIVERSITY AND COLLEGE TEACHERS FOR
CALCULATING ACADEMIC/RESEARCH SCORE**

(As per UGC regulations on Minimum Qualifications for appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the maintenance of standards in Higher Education, 2018, dated 18th July 2018)

S.N.	Academic/Research Activity	Score verified by competent authority
1.	Research Papers in Peer-Reviewed or UGC listed Journals	
2.	Publications (other than Research papers)	
	(a) Books authored which are published by ;	
	International publishers	
	National Publishers	
	Chapter in Edited Book	
	Editor of Book by International Publisher	
	Editor of Book by National Publisher	
	(b) Translation works in Indian and Foreign Languages by qualified faculties	
	Chapter or Research paper	
	Book	
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula	
	(a) Development of Innovative pedagogy	
	(b) Design of new curricula and courses	
	(c) MOOCs	
	Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 5 marks/credit)	
	MOOCs (developed in 4 quadrant) per module/lecture	
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)	

	(d) E-Content	
	Development of e-Content in 4 quadrants for a complete course/e-book	
	e-Content (developed in 4 quadrants) per module	
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	
	Editor of e-content for complete course/ paper /e-book	
4.	(a) Research guidance	
	Ph.D.	
	M.Phil./P.G dissertation	
	(b) Research Projects Completed	
	More than 10 lakhs	
	Less than 10 lakhs	
	(c) Research Projects Ongoing :	
	More than 10 lakhs	
	Less than 10 lakhs	
	(d) Consultancy	
5.	(a) Patents	
	International	
	National	
	(b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)	
	International	
	National	
	State	
	(c) Awards/Fellowship	
	International	
	National	

6.	*Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)	
	International (Abroad)	
	International (within country)	
	National	
	State/University	
	Total	

Score claimed in _____Activities out of Six Academic/Research Activities

Entire Assessment Period	Score of Academic / Research Activity						Total Score Claimed
	1	2	3	4	5	6	
from to _____							
Total Score Claimed							
Total Score Claimed after Capping							

Date :	Name & Signature
---------------	-----------------------------

Note:

1. The Research score for research papers would be augmented as follows :

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list) :

- i) Paper in refereed journals without impact factor - 5 Points
- ii) Paper with impact factor less than 1 - 10 Points

iii)	Paper with impact factor between 1 and 2	-	15 Points
iv)	Paper with impact factor between 2 and 5	-	20 Points
v)	Paper with impact factor between 5 and 10	-	25 Points
vi)	Paper with impact factor >10	-	30 Points

- (a) Two authors: 70% of total value of publication for each author.
- (b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

2. Joint Projects: Principal Investigator and Co-investigator would get 50% each.

3. Paper presented if part of edited book or proceeding then it can be claimed only once.

4. For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Cosupervisor. Supervisor and Co-supervisor, both shall get 7 marks each.

5. *For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.

6. The research score shall be from the minimum of three categories out of six categories.