

AMITY UNIVERSITY MADHYA PRADESH

Performance Based Appraisal System (PBAS+) for Academic Year

ASSESSMENT PERIOD

GENERAL INFORMATION

1.	Name (in Block Letters)	
2.	Institute & Department	
3.	Date of Joining	
4.	Current Designation & Academic Grade Pay	
5.	Any Degree or fresh qualifications acquired during the year	
6.	Highest Professional Qualifications	
7.	Fields of Specialisation in Subject/Discipline	

8. Academic Staff College Orientation/ Refresher Course attended during the year

Nature of the Course/ Summer School	Place	Duration	Sponsoring Agency

9. **FUTURE PLANS (in Brief)**(i) **Teaching:**

.....

(ii) **Research:**

.....

SUMMARY OF API+ SCORES


Academic Year

Category	Criteria	API SCORE
I	Teaching, Learning & Evaluation related activities	
II	Co-curricular, Extension, Professional Development, etc.	
	Total (Categories I + II)	
III	Research & Academic Contribution	
IV	Behavioural Skills and Values (<i>out of 30</i>)	
V	Student Feedback on Quality of Teaching	
	TOTAL (I+II+III+IV+V)	

Signature of Faculty Member

Signature of HOD (*if applicable*)

Signature of HOI


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PART - A : ACADEMIC PERFORMANCE INDICATORS

(Please see detailed instructions before filling out this proforma)

CATEGORY - I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(Maximum Total Score : 125; Minimum Score required : 75)

1.0 Lectures (L), Seminars(S), Tutorials(T), Practicals (P), Contact Hours (C)

(Give semester-wise details, where necessary) Max. Score : 50

S. No.	Course/Paper	Level	Mode of Teaching*	Hours per week allotted	% of classes taken as per documented record	API Score
A		API Score		(A)		
B		API Score		(B)		
	Total API Score				(A+B) = -	

*Note: (a) please refer the PBAS compendium for score calculation {i.e. category I, Part I, Serial No. 1, Page-3}
 (b) (Maximum score 50 for 100% performance and Proportionate upto 80% performance; below which no score may be given)
 (c) Please fill and enclose Annex-I as a supporting document for this section*


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2.0 Teaching Load in excess of UGC norms (Max score: 10)

S. No.	No. of hours exceeded as per UGC norms			Remarks
	Course/Paper	Program	Sem	
Total API Score				

*Note: (a) please refer the PBAS compendium for score calculation (i.e. : category I, Part II, Serial No.2, Page-4)
(b) Please fill and enclose Annex-II as a supporting document for this section*

3.0 Result/Academic Performance (Max. score: 10)

S. No.	Program	Sem.	Course Code	Course Title	Total No. of students	Academic Performance		
						Pass	Fail	Debarred
Total Students								
Total API Score								

*Note: (a) The total no. of students should match with the no. of students enrolled in the class as per university records.
(b) Please refer the PBAS compendium for score calculation {i.e. Cat-I, Part III, Serial No.3, Page-4}*

4.0 Additional knowledge resources provided to students (Max. Score: 10)

S. No.	Course /Paper	Mandatory Resources	Y/N	Additional Resource provided	API Score
		Timely Uploading Session Plan on Amizone			
		Timely Uploading Assessment Plan on Amizone			
		Timely Uploading Course material/Lecture Notes/reading material			
		Timely Uploading of attendance/Leave/OD on Amizone			
		Correction of attendance on Amizone			
		Timely Uploading of internal Assessment marks on Amizone			
		Correction of Internal Assessment Marks			
		Timely Uploading of Practical examination marks on Amizone			

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		Correction of Practical examination marks			
		Timely Upload of NTCC weekly Progress report			
		Upload of NTCC Marks			
		Correction of NTCC marks			
		Total API Score			

Note: (a) Please refer the PBAS compendium for score calculation {(i.e. Cat-I, Part IV, Serial No4, Page-5)}

5.0 Use of Participatory and innovative Teaching-Learning Methodologies, Updating of subject content, Course Improvement etc. (Max.Score: 20)

S. No.	Short Description	API Score
1		
	Total API Score	

Note: (a) Please refer the PBAS compendium for score calculation {(i.e. Cat-I, Part V, Serial No5, Page-6)}

6.0 Examination Duties Assigned and Performed (Maximum Score : 25)

S. No.	Type of Examination Duties	Duties Assigned	Extent to which carried out (%)	API Score
		Total API Score		

Note: (a) Please refer the PBAS compendium for score calculation {(i.e. Cat-I, Part VI, Serial No. 6, Page-7)}

Total Score Earned for Category-I (1+2+3+4+5+6) :	
Total Max. Score for Category-I (1 to 6): 125	
Minimum score required : 75	


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CATEGORY-II: CO-CURRICULAR, EXTENSION & PROFESSIONAL DEVELOPMENT

(Max. Total Score: 50; Min. Score required: 15)

1.0 Extension, Co-curricular & Field based Activities (Maximum Score: 20)

(Mentoring Activities, Club/ Committee activities)

S No.	Type of Activity	Average Hrs/ Week	API Score
Total API Score			

Note: (a) Please refer the PBAS compendium for score calculation {(i.e. Cat-II, Serial No.1.1 to 1.14, Page-9-11)}

2.0 Contribution to Corporate Life and Management of the Institution (Max. Score : 15)

(QAE, Programme Leader, Course, Placement Coordinator, etc.)

S. No.	Type of Activity	Yearly/Semester wise responsibility	API Score
Total API Score			

Note: (a) Please refer the PBAS compendium for score calculation {(i.e. Cat-II, Serial No.2.1 to 2.5, Page-12-14)}

3.0 Professional Development Activities (Maximum Score: 15)

S. No.	Type of Activity	Role	Unit (Activities)	Yearly/Semester wise responsibility	API Score
Total API Score					

Note: (a) Please refer the PBAS compendium for score calculation {(i.e. Cat-II, Serial No.3.1 to 3.5, Page-14-17)}

Total Score Earned for Category-II (1+2+3) :
Total Max. Score for Category-II (1+2+3) : 50
Minimum Score required : 15


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CATEGORY-III: RESEARCH, PUBLICATIONS & ACADEMIC CONTRIBUTIONS

1.1: Research Papers published in Journals: *(only those publications which have been published in SCOPUS, WoS or UGC-CARE listed journals shall be considered. Conference Papers shall not be considered under this category)*

S. No.	Title with page number	Journal	ISSN/ ISBN No.	Whether peer reviewed. Impact factor, if any	No. of Co-authors	Whether you are the main author	API Score
Total API Score							

*Note: (a) Please refer the PBAS compendium for score calculation {i.e. Cat-III, Serial No. 1.1 page-17-19}
(b) Supporting document for research paper to be enclosed as Annexure-Cat III (1.1)*

1.2 Full papers in Conference Proceedings

S. No.	Title with page number	Details of conference Publications	ISSN/ISBN No.	No. of Co-authors and Date of publication	Whether you are the main author	API Score
Total API Score						

*(a) Please refer the PBAS compendium for score calculation {i.e. Cat-III, Serial No. 1.2 page-19-20}
(b) Supporting document for research paper to be enclosed as Annexure-Cat III (1.2)*


1.3 Articles/ Chapters published in Books

S. No.	Title with page number	Book Title, editor & publisher	ISSN/ ISBN No.	Whether peer reviewed.	No. of Co-author and Date of Publication	Whether you are the main author	API Score
Total API Score							

(a) Please refer the PBAS compendium for score calculation {i.e. Cat-III, Serial No. 1.3 page-20}

1.4 Books published as Author or as Editor/Translator

S. N	Title with page no.	Type of Book & Authors hip	Publisher & ISSN/ ISBN No.	Whether Peer Reviewed	No. of Co-author & Date of Publication	Whether you are the main author	API Score
Total API Score							


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Note: (a) Please refer the PBAS compendium for score calculation {(i.e. Cat-III, Serial No. 1.4 page-21)}

1.5 Chief Editor/Guest Editor/Editor/Associate Editor; Member, Consultant Member of Editorial/Advisory Board of Journal and Reviewer/Referee of a Journal

S. No.	Refereed Journal with/without ISBN/ISSN Numbers	Status	API score
Total API Score			

Note: (a) Please refer the PBAS compendium for score calculation {(i.e. Cat-III, Serial No. 1.5 page-22)}

2.0 Research Projects, Consultancies and Assignments

2.1 Sponsored Projects (Carried out/Ongoing)

S. No.	Title	Agency	Period	Grant/ Amount Mobilized (Rs Lakhs)	API Score
Total API Score					

Note: (a) Please refer the PBAS compendium for score calculation {(i.e. Cat-III, Serial No. 2.1 page-23)}

2.2 - 2.3 Consultancy Projects (Carried Out/Ongoing/Completed)

S. No	Title	Agency	Period	Grant/ Amount Mobilized (Rs. Lakhs)	Whether Policy Documents /Patent as outcome	API Score
Total API Score						

Note: (a) Please refer the PBAS compendium for score calculation {(i.e. Cat-III, Serial No. 2.2 to 2.3 page-23)}

2.4 Filing & Award of Patents/Policy Document/Technology Transfer Process

S. No.	Type of Patent	Filed		Awarded		API Score
		Date	File No.	Date	Patent No.	
Total API Score						

Note: (a) Please refer the PBAS compendium for score calculation {(i.e. Cat-III, Serial No. 2.4 page-23)}

2.5 Overseas Assignments


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S. No.	Title/Description of Assignment	Agency	Period	Fund Amount (Rs. Lakhs)	Outcome	API Score
Total API Score						

Note: (a) Please refer the PBAS compendium for score calculation {(i.e. Cat-III, Serial No. 2.5 page-24)}

3.0 Research Guidance

S. No.	Degree	Number of Schollar Enrolled	Status	Degree Awarded	API Score
Total API Score					

Note: (a) Please refer the PBAS compendium for score calculation {(i.e. Cat-III, Serial No. 3 page-24)}

4.1 & 4.2 Training Courses, Teaching-Learning-Evaluation Technology, Faculty Development Programmes

S. No.	Programme	Duration	Organised by	API Score
Total API Score				

Note: (a) Please refer the PBAS compendium for score calculation {(i.e. Cat-III, Serial No. 4.1 and 4.2 page-25)}


4.3 Papers presented in Conferences, Seminars, Workshops, Symposia/Session Chaired, etc.

S. No	Title of the paper presented	Title of Conference/Seminar etc.	Date(s) of the event	Organized by	No. of Co-authors	Whether you presented the Paper	Whether International/National/State/Regional/University or College Level	API Score
Total API Score								

Note: (a) If a paper presented in Conference/Seminar is published in the form of Proceedings (Full Paper), the points would accrue for the publication as Category III, (1.2) and not under this heading.

(b) Please refer the PBAS compendium for score calculation {(i.e. Cat-III, Serial No. 4.3 page-25)}

4.4 Invited Lectures (including Extension) and Chairmanships at National or international


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Conference/ Seminars; Office Bearer/Advisor of Registered Professional Bodies

S. No.	Title of Lecture/ Academic Session	Title of Conference/ Seminar etc.	Date(s) of the event	Organized by	Whether International/ National/State	API Score
Total API Score						


(a) Please refer the PBAS compendium for score calculation {i.e. Cat-III, Serial No. 4.4 page-26}

4.5: Experience as Post DoctoralFellow / Research Associate/Visiting Professor

S. No.	Research Associate / Post Doctoral Fellow	Institution	Duration	Major Achievements	API Score
Total API Score					

(a) Please refer the PBAS compendium for score calculation {i.e. Cat-III, Serial No. 4.5 page-26}

Total Score Earned for Category-III	
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OTHER RELEVANT INFORMATION

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

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

I certify that the information provided is correct as per records available with the University and/or documents enclosed along with the newly filled PBAS proforma.

Signature of the Faculty


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PART (B)**CATEGORY-IV: BEHAVIOURAL SKILLS AND VALUES****SUPERIOR FEEDBACK***(To be completed by HOD. If no HOD has been appointed, then HOI may complete)*

S. No.	Points	Max Score	Final Score
1.	Commitment	5	
2	Competence	5	
3	Self Motivation	5	
4	Health & Personality	5	
5	Punctuality& Regularity	5	
6	Cross Functional and Team Orientation	5	
7	Behavior towards colleagues	5	
8	Relationship/Attitude towards students	5	
9	Temperament and manners	5	
10	Communication skill	5	
11	Reliability and Dependability	5	
12	Integrity (Financial, Moral and Academic)	5	
Maximum Total Score/Points : 60		60	
Minimum total points to be obtained : 30			
Final Score (Out of 30)		30	

NOTE: Please give ratings on a 5-point scale as follows (please tick as appropriate):

SCORE RANGE	RATING	RATING RECEIVED (tick as appropriate)
27 – 30	Outstanding (D)	
24 – 26	Very Good (D)	
21 – 23	Good (C)	
18 – 20	Average (B)	
17 and below	Below Average (A)	


Detailed Justification for rating given (please use additional pages, if required)

Shortcoming/Weakness pointed out/warning letters issued during reporting period, if any, and improvement shown:

Signature of the Initiating Officer

Full Name _____

Designation _____


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Report of the First Reviewing Officer (HOI)

1.0 Do you agree with the assessment of the Reporting Officer? YES / NO/ NA

If NO, give reason(s):

2.0 Has anything of adverse nature, or which indicates lack of Integrity, come to your notice, and has been established YES / NO/ NA

3.0 Specific Recommendation about qualitative performance of the faculty:
Overall Assessment :

OUTSTANDING VERY GOOD GOOD AVERAGE BELOW AVERAGE
-----D----- C B A

4.0 Detailed Justification for rating given (please use additional pages, if required)

Signature: _____

First Reviewing Officer (HOI)

Name _____

Designation _____


**FINAL RATING OF
HEAD OF INSTITUTION**

FINAL REPORT OF THE PRO VICE CHANCELLOR

- Do you agree with the details given by the reported faculty in Part-A (Cat. Is, II & III) & Part B (Cat. IV & V) YES / NO
- If YES, to what extent : _____
- If NO, specify the reasons:
- Has the reported faculty been reprimanded during the period of the report: YES / NO
- If YES, give details.

Prof (Dr) MP Kaushik
Pro Vice Chancellor

**FINAL RATING OF
PRO VICE CHANCELLOR**


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FINAL OBSERVATIONS OF THE VICE CHANCELLOR

Observations by the Final Reviewing Authority (*if any*):

(FINAL REVIEWING AUTHORITY)
Lt Gen VK Sharma, AVSM (Retd)
Vice Chancellor

**FINAL RATING OF
HON'BLE VICE CHANCELLOR**



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