# PONDICHERRY UNIVERSITY
# PUDUCHERRY – 605 014.

**SELF-ASSESSMENT CUM PERFORMANCE APPRAISAL FORM FOR PERFORMANCE BASED APPRAISAL SYSTEM (PBAS)**

(To be filled up by the Applicant for Direct Recruitment)

**PBAS Pro-forma for Recruitment to the post of _____**

**in the Department of _____**

## Part A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. **Name (in Block Letters)** :

2. **Father's Name/Mother's Name** :

3. **Department** :

4. **Current Designation & Grade Pay** :

5. **Date and Place of Birth** :

6. **Sex** :

7. **Marital status** :

8. **Nationality** :

9. **Indicate whether belongs to SC/ST/OBC/PH category** :

10. **Address for correspondence (with Pin code)** :

11. **Permanent address (with Pincode)**

**Telephone No:**                                    **Mobile:**

**Email:**

**12.Academic Qualifications (Matric till post graduation):**

| Examinations | Name of the Board/University | Year of Passing | Percentage of marks obtained | Division/ Class/ Grade | Subject |
|---|---|---|---|---|---|
| High School/ Matric | | | | | |
| Higher Secondary | | | | | |
| B.A./B.Sc./B.Com/ B.Mus | | | | | |
| M.A./M.Sc./M.Com /M.Mus/Etc. | | | | | |
| Other examination, if any | | | | | |

**13. Research Degree(s):**

| Degrees | Title | Date of award | University |
|---|---|---|---|
| **M.Phil.** | | | |
| **Ph.D./D.Phil.** | | | |
| **D.Sc./D.Litt.** | | | |

**14. Appointments held:**

| Designation | Name of Employer | Date of joining | | Salary with Grade | Reason of leaving |
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| | | Joining | Leaving | | |
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**15. Period of teaching experience: PG classes (in years) : UG Classes (in years)**

**16. Research Experience excluding years spent as a Teacher or doing M.Phil./Ph.D. (in years)**

**17. Field of Specialization under the Subject/Discipline**

**(a) …**
**(b)**
**(b) …**

**18. Academic Staff College Orientation/Refresher Course attended:**

| Name of the Course / Summer School | Place | Duration | Sponsoring Agency |
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## AMENDED CATEGORY - III: Research / Academic Contribution
(Enclose a copy of all publications & Proof for academic contributions etc.)

**III A : Details of Research papers published (Attach photocopies a proof)**

**1. Refereed Journals\*** (throughout the career)

| Title of the Article | Author | Co-Authors | Name of the journal Vol. No. & pp | International / National | Impact Factor as on 2010 | No. of points (for office use) | Total points |
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Note: Indexed journal (5 points), refereed journal (15 points), paper with impact factor 1-2 (10 points), 2-5 (15 points), 5-10 (25 points). 60% to the first author and remaining 40% will be shared equally by co-authors

**2. Non-refereed journals with ISSN / ISBN** (throughout the career)

| Title of the Article | Author | Co-Author(s) | Name of the journal Vol. No. & pp | International / National | ISBN/ ISSN | No. of points (for office use) | Total point |
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Note: 10 points per publication – 60% of points to first author, and remaining 40% will be equally shared by co-authors.

**3. Full paper published in the proceedings of Conference / Seminars / Symposia, etc** (throughout the career)

| Title of the Article | Author | Co-Author(s) | Name of the Programme | Organiser | Date | ISBN/ ISSN if any | Total Point |
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Note: 10 points per publication – 60% of points to first author, and remaining 40% will be equally shared by co-authors.

## III B Research publications (Attach proof)

### 1. Text or reference books by international publisher (throughout the career)

| Title of the Book | Author | Co-Author(s) | Name of the Publisher / Month, Year | ISBN/ ISSN | Total Points |
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Note:[ i). 50 points per book sole authorship and
ii). 60% of points to first author and remaining 40% will be equally shared by co-authors ]

### 2. Subject books by National level publishers / State and Central Govt. publications with ISBN / ISSN Number

| Title of the Book | Author | Co-Author(s) | Name of the Publisher / Month, Year | ISBN/ ISSN | Total Points |
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Note:[ i). 25 points per sole authorship and
ii). 60% of points to first author and remaining 40% will be equally shared by co-authors ]

### 3. Subject books by other local publishers with ISBN / ISSN numbers

| Title of the Book | Author | Co-Author(s) | Name of the Publisher / Month, Year | ISBN/ ISSN | Total Points |
|---|---|---|---|---|---|
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Note:[ i). 15 points per sole authorship and
ii). 60% of points to first author and remaining 40% will be equally shared by co-authors ]

**4. Chapters contributed to edited vol. published by international publishers**

| Title of the Book | Name of the Editor | Chapter contributed | Author / Co-Author | Name of the Publisher | ISBN/ ISSN | Total Points |
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Note:[ i). 10 points per chapter and
ii). 60% of points to first author and remaining 40% will be equally shared by co-authors ]

**5. Chapters in knowledge based volumes by national level publishers with ISBN / ISSN and with numbers of national and international directories**

| Title of the Book | Name of the Editor | Chapter contributed | Author / Co-Author | Name of the Publisher | ISBN/ ISSN | Total Points |
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Note:[ i). 5 points per chapter and
ii). 60% of points to first author and remaining 40% will be equally shared by co-authors ]

**III. C: Details of Research Projects** (Attach proof)

**1 Major / Minor Research Projects** (throughout the career)

| Title of the Project | Funding Agency | Grant sanctioned | Duration | | Project Status completed / on-going | Project Type: Research/ Consultancy/ Action Research | Policy Document | Total points |
|---|---|---|---|---|---|---|---|---|
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Note:[ **(i)**. Major projects of over 30 lakhs in science / engineering and above 5 lakhs in social science and languages will get 20 points **(ii)**Projects of 30-5 lakhs in science / engineering and 5-3 lakhs in social science, etc. will get 15 points **(iii)** Minor projects of 5 lakhs – Rs.50,000 in science / engineering and 3 lakhs – Rs.25,000 in social science, etc. will get 10 points **(iv)** Consultancy mobilized for more than 10 lakhs in science and engineering and 2 lakhs in social science, etc. will get 10 points (v)Completed Project quality Evaluation. Completed Project Report (Accepted from funding Agency) 20 points for major Project and 10 points for minor project and (vi) patent and technology transfer in science and engineering and major policy document in social science 30 each for national and 50 points for each international ]

## III. D.  Research Guidance (Attach proof)

## 1. Details of Ph.Ds Awarded / submitted

| Name of the Scholar | Title of the Thesis | Submitted | Awarded | Name of the University | Month and Year | Total Points |
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Note:[    (i).  10 points / each candidates awarded and (ii) 7 points for Ph.D submitted ]

## 2. Details of M.Phil awarded

| Name of the Scholar | Title of the Thesis | Name of the University | Month and Year | Total Points |
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[ 3 points / each candidates ]

## III. E. 1. Training courses and conferences / Seminars / Workshop attended

| Event | Organiser / Place | Period / Duration | Total Points |
|---|---|---|---|
| Refresher Courses / Training programmes |  |  |  |
| Methodology workshop |  |  |  |
| Conferences / Seminars / Workshops |  |  |  |
| Teaching-learning-evaluation programme |  |  |  |
| Soft skill development |  |  |  |
| Faculty Development programme |  |  |  |

**[** (i)  more than 2 weeks duration – 20 points and  (ii)  one week duration  - 10 points each] Max: 30Points

## 2. Details of papers presented in Seminars / Conferences, etc.,** which are not covered under Category III A.  (Attach proofs)

| Title of the Article | Author | Co-Author(s) | Name of the Programme | Organiser | Date | Level: International/ National/ Regional/ Local | Total Points |
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Note:    **[** (i)  International 10 points each (ii) National 7.5 points each (iii) Regional / State level – 5 points each and (iv) Local – 3 points each  **]**

**3.6 Details of invited lectures / presentations in Conferences / Seminars, etc.**

| Name of the Programme | Organiser of the programme | Level: International/ National | Topic | Date | Total Points |
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[ (i) 10 points for International and (ii) 5 points for National event  ]

Note –I *Wherever relevant to any specific discipline, the API score for papers in refereed journal would be augmented as follows: (i) indexed journals – by 5 points;(ii) papers with impact factor between 1 and 2 by 10 points;(iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 25 points.

**If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III(a)) and not under presentation (III(e)(ii)).

Notes.

1. Subject-wise list of journals, periodicals and publishers under categories IIIA and B are hosted in the University website subject to up-gradation/amendment as and when required (www.pondiuni.edu.in/content/list-journals-if)

2. The API for joint publications will have to be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teachers, the First/Principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.

3. The parameters listed in table of Category-III (Research and Academic contributions) shall have following capping in relation to the total API score claimed by the candidates :

| Sl.No | Particulars | API Score claimed | Capping | Admissible score with reference to Capping |
|---|---|---|---|---|
| III(A) | Research Papers (Journals, etc) |  | 30% |  |
| III(B) | Research Publications (Books, etc) |  | 25% |  |
| III(C) | Research Projects |  | 20% |  |
| III(D) | Research Guidance |  | 10% |  |
| III(E) | Training Courses and Conf/Seminar, etc |  | 15% |  |
|  | Total |  | 100% |  |

**Declaration**

I _____, hereby declare that the particulars furnished above are true to my knowledge.

Place:

Date:

SIGNATURE OF THE APPLICANT