PONDICHERRY UNIVERSITY
PBAS Proforma for Promotion under CAS

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 of last Promotion:

6. Which position and grade pay are you an applicant under CAS?

7. Date of eligibility for promotion:

8. Date and Place of Birth:

9. Sex:

10. Marital Status:

11. Nationality:

12. Indicate whether belongs to SC/ST/OBC category:

13. Address for correspondence (with Pincode)

14. Permanent Address(with Pincode)

Telephone No:

E-Mail:

15. Academic Qualifications (Matric till post graducation):

Examinations	Name of the Board / University	Year of Passing	Percentage of marks obtained	Division / Class / Grade	Subject
High School / Matric					
Intermediate					
B.A./B.Sc./B.Com./M.Mus					
M.A./M.Sc./M.Com/M.Mus					
Others examination, if any					

16. Research Degree(s)

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

17. Appointments held prior to joining this institution

Designation	Name of Employer	Date of Joining		Salary with Grade	Reason of leaving
		Joining	Leaving		

18. Posts held after appointment at this institution:

Designation	Department	Date of actual joining		Grade
		From	**To**	

19. Period of teaching experience: P.G. Classes (in years) [   ] **: U.G. Classes(in years)** [   ]

20. Research Experience excluding years spent in M.Phil. / Ph.D. (In years) [   ]

21. Fields of Specialization under the Subject/Discipline

  (a)

  (b)

22. Academic Staff College Orientation / Refresher Course attended:

Name of the Course / Summer School	Place	Duration	Sponsoring Agency

PONDICHERRY UNIVERSITY
PUDUCHERRY – 605 014.

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

(To be filled up by all Faculty member every year for Self appraisal/ Promotion under CAS)

Name and Designation of Faculty　　:

Department/School

Teaching(At Present):

1. Details of Subjects presently handling

　　　　　　　　　Programmes　:　　UG _____

　　　　　　　　　　　　　　　　　PG _____

　　　　　　　　　　　　　　　　　M.Phil _____

　　　　　　　　　　　　　　　　　Ph.D _____

Aca. Year	Degree	Titles of Subjects of Teaching	
		Odd	**Even**
	UG	1	1
		2	2
		3	3
		4	4
	PG	1	1
		2	2
		3	3
		4	4
	M.Phil/ Ph.D	1	1
		2	2
		3	3

Research (At Present):

　　　　No. of UG/PG Projects being Guided: _____

　　　　No. of M.Phil Candidates: _____

　　　　No. of Ph.D Candidates: _____ (FT + PT)

Thrust Areas:

　　　　1.

　　　　2.

　　　　3.

　　　　4.

　　　　5.

On-going Research Projects (Currently):

1

2

3

1. CATEGORY I: Teaching, Learning and Evaluation Related Actions:

1.1. Details of Lecturers, Seminars, Tutorials, Practicals handled#

Weight-age 50 points out of 125 points

Aca. Year (Specify)	Semester	No. of hours allotted for		No. of hours taken (per Sem.)	No. of days Leave taken*	No. of extra classes taken	Total Workload handled (percentage of work load to work allotted)
2009-10	Odd	Lectures					
		Seminars/ Case study discussions					
		Tutorials/ Counseling					
		Lab Practicals Demo and guidance Sessions					
		UG/PG Project work guidance					
		M.Phil/ Ph.D Guidance					
	Even	Lectures					
		Seminars/ Case study discussions					
		Tutorials/ Counseling					
		Lab Practicals Demo and guidance Sessions					
		UG/PG Project work guidance					
		M.Phil/ Ph.D Guidance					
2010-11	Odd	Lectures					
		Seminars/ Case study discussions					
		Tutorials/ Counseling					
		Lab Practicals Demo and guidance Sessions					
		UG/PG Project work guidance					
		M.Phil/ Ph.D Guidance					

	Even	Lectures							
		Seminars/ Case study discussions							
		Tutorials/ Counseling							
		Lab Practicals Demo and guidance Sessions							
		UG/PG Project work guidance							
		M.Phil/ Ph.D Guidance							
2011-12	Odd	Lectures							
		Seminars/ Case study discussions							
		Tutorials/ Counseling							
		Lab Practicals Demo and guidance Sessions							
		UG/PG Project work guidance							
		M.Phil/ Ph.D Guidance							
	Even	Lectures							
		Seminars/ Case study discussions							
		Tutorials/ Counseling							
		Lab Practicals Demo and guidance Sessions							
		UG/PG Project work guidance							
		M.Phil/ Ph.D Guidance							
								Average	
								No. of Points (office use)	

 # (The details provided by Faculty may be supported by Dept. Time Table, Class attendance, List of Topics of Seminar sessions, List of Practicals, No. of Students undergone Remedial coaching/ Tutorials, etc.)

* (Leave include CLs, ELs, SCL, OD, Duty Leave, Medical Leave, etc.)
- Performance index will be calculated giving due weightage to the student's feed-back based on punctuality coverage of syllabus, quality of teaching, depth of knowledge, regularly conducting test & performance of students etc.

1.2 Teacher Workload Calculation (to ascertain workload as per UGC Norms):
Weight-age 10 points out of 125 points

Aca. Year	Semester		Equivalent Hrs. / dissertation/ thesis/ record correction. etc.					Total hrs. of workload	Hrs. handled Above UGC Norms
			UG	PG	M.Phil	Ph.D	Others		
2009-10	Odd	No. of papers handled (No. of students in each class)							
		No. of Projects works guided							
		No. of Lab based/ Internship records guided/ Observation notes designed							
		No. of Lab based experiments set up/ Demo session Conducted							
	Even	No. of papers handled (No. of students in each class)							
		No. of Projects works guided							
		No. of Lab based/ Internship records guided/ Observation notes designed							
		No. of Lab based experiments set up/ Demo session Conducted							

Year	Sem	Activity									
2010-11	Odd	No. of papers handled (No. of students in each class)									
		No. of Projects works guided									
		No. of Lab based/ Internship records guided/ Observation notes designed									
		No. of Lab based experiments set up/ Demo session Conducted									
	Even	No. of papers handled (No. of students in each class)									
		No. of Projects works guided									
		No. of Lab based/ Internship records guided/ Observation notes designed									
		No. of Lab based experiments set up/ Demo session Conducted									
2011-12	Odd	No. of papers handled (No. of students in each class)									
		No. of Projects works guided									
		No. of Lab based/ Internship records guided/ Observation notes designed									
		No. of Lab based experiments set up/ Demo session Conducted									
	Even	No. of papers handled (No. of students in each class)									
		No. of Projects works guided									
		No. of Lab based/ Internship records guided/ Observation notes designed									
		No. of Lab based experiments set up/ Demo session Conducted									
										Average	
									No. of Points (office use)		

Note :   One hour of UG teaching : 1 Hr workload, 1 Hour of PG teaching : 1 ½ Hrs of workload, 1 hr of M. Phil/ M.Tech/ Ph.D class : 2 Hrs of workload. (If number of students are more than 40 in a class: 1 ½ times Load to be taken) Project work Guidance: 1 hr per student for all programmes.

1.3 Details of contribution in imparting syllabus-oriented knowledge (like preparation of Instruction Manual / Lecture Notes / Learning materials / etc.) (Attach proofs)

Weight-age 20 points out of 125 points

Nature of the Activity (Mention Yes/No)	2009-10	2010-11	2011-12
Lesson Plans Prepared			
Lecture Notes/ Course Materials prepared			
Suggested Readings Compiled			
Web Based Resources Complied			
Research papers and Reprints of case study Materials Circulated among student			
Documentation of steps involved in conducting experiments/ field studies/ Questionnaires/ Lab observation records, developed.			
Average			
No. of Points (office use)			

1.4 Participatory and innovative teaching, learning methodologies, updation of subject content, course improvement, etc. (Attach proofs)

Details of the Activity (Mention Yes / No)	2009-10	2010-11	2011-12
Use of ICT in regular classes			
New Soft core courses floated			
Latest development incorporated in the syllabus			
Course Material developed for subjects thought			
Group discussion/ Quiz / Case discussion/ Role Plays/ Interactive Sessions developed			
Teaching through E-Resources / E-journals			
Discussion on recent Scientific Innovation			
Average			
No. of Points (office use)			

1.5 Details of examination-related duties discharged: (Attach proofs)

Sem.	Nature of Duty (in hours)	2009-10	2010-11	2011-12
Odd	Answer Sheet Evaluation including internal assessment test (No. of subjects)			
	Question Paper Setting (No. of Subjects)			
	Invigilation Duty (No. of Sessions)			
	Evaluation of UG Project work			
	Evaluation of PG Dissertation work			
	Evaluation of M.Phil dissertation (Nos.)			
	Evaluation of Ph.D thesis (Nos.)			
Even	Answer Sheet Evaluation including internal assessment test (No. of subjects)			
	Question Paper Setting (No. of Subjects)			
	Invigilation Duty (No. of Sessions)			
	Evaluation of UG Project work			
	Evaluation of PG Dissertation work			
	Evaluation of M.Phil dissertation (Nos.)			
	Evaluation of Ph.D thesis (Nos.)			
	Average			
	No. of Points (office use)			

CATEGORY – II: CO- Curricular, Extension and Professional Development related Activity

2.1 Student-based Co-curricular activities Nature of Duty (in hours)

Weight-age 20 points out of 50 points

Nature of Duty (in hours)	2009-10	2010-11	2011-12
a. NCC Co-ordination			
b. NSS Co-ordination			
c. Extension and Field activities through NCC/ NSS			
d. Field based extension activities involving students			
e. Extension activities involving students through NGOs/ Science/ Technology clubs, Association			
f. Association in Leadership Camps/ Students Councselling activities/ Soft skill training/ Remedial Coaching/ UGC NET Coaching classes			
g. Lab to field experiments involving students			
h. Field based activities organized for professional development of students			
i. Conduct of survey on social problems involving students			
j. Association with conduct of Cultural activities involving students			
k. Association in Student Film Clubs / Cultural Clubs/ Poet Clubs/ Yoga or Dance Clubs			
l. Counseling session for drug abuse/ mentional depression / homesick students			
m. Association in Anti raging/ Anti drugs/ Aids Awareness Campaigns/ Blood donation/ Eye donation Campaigns			
Average			
No. of Points (office use)			

2.2 Contribution to Corporate Life

Weight-age 15 points out of 50 points

Type of Activity	Position held / Contribution made		
	2009-10	2010-11	2011-12
Syndicate / Senate / Academic Council / Finance Committee / Research Advisory Committee			
Board of Studies			
HOD			
Discipline Committee			
Sports Committee			
University Students advisory Board			
Cultural Committee			
Board of Examiners			
Inspection Committee			
Member of affiliated College Board			
University Hostel Advisory Board			
Warden / Dy. Warden / Resident Warden			
Director / Coordinator / Programme Officer of			

DDE Courses/ DDE Exams/ Other DDE related works			
Organization of Refresher Course / Training Programme / Short-term courses			
Association with Day-care Centre			
Association in University Sports/ Yoga/ Gym			
Association with University FM Radio			
Association with University Environment Protection Group			
Other academic or Institutional responsibilities if any (e.g Chief/ Deputy Superintendent of Exams, Chairman/ Member Question Paper Board/ Membership in other committees			
No. of Points (office use)			

2.3 Professional Development Activities

Type of Activity*	Number of Events/ Participation/ Membership		
	2009-10	**2010-11**	**2011-12**
International Seminar			
National Seminar			
International Conference / Workshops			
National Conferences/ Workshops			
International Training Courses			
National Training Courses			
Talks / Lectures			
Membership in National Associations/ Professional bodies/ Advisory/ Planning Committees			
Membership in International Associations/ Professional bodies/ Advisory/ Planning Committees			
General / Popular Articles published (Nos.)			
Journal referring/ peer reviewing/ editorial board			
Jury/ Chairman of a Tech. Session in a conference			
Membership in National Committees including selection Committee, advisory committees, etc.			
No. of Points (office use)			

i)   Seminars / Conferences / Training Programmes
    a. International   : 2
    b. National   : 1
ii)   Talks / Lectures   : 2
iii)   Membership in Association
    a. International   : 2
    b. National   : 1
iv)   General / Popular articles   : 1

v)	Journal referring / peer reviewing / editorial board	: 2 per activity
vi)	Jury/ Chairman of a Tech. session in a conference	: 1 per conference
vii)	Membership in National Committees including selection committee, advisory committees, etc.	: 2 per committee

CATEGORY - III: Research / Academic Contribution
(During Assessment Period)

3.1 Details of Research papers published (Attach photocopies a proof)

3.1.1 Refereed Journals

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

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

3. 1.2 Non-refereed journals with ISSN / ISBN

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 points

Note: 10 points per publication – 60% of points to first author, and remaining 40% will be equally shared by co-authors.

3. 1.3 Full paper published in the proceedings of Conference / Seminars / Symposia, etc

Title of the Article	Author	Co-Author(s)	Name of the Programme	Organiser	Date	ISBN/ ISSN if any

Note: 10 points per publication – 60% of points to first author, and remaining 40% will be equally shared by co-authors.

3. 2 Research publications (Attach proofs)

3.2.1 Text or reference books by international publisher

Title of the Book	Author	Co-Author(s)	Name of the Publisher / Month, Year	ISBN/ ISSN

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]

3.2.2 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

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]

3.2.3 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

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]

3.2.4 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

Note:[i). 10 points per chapter and
ii). 60% of points to first author and remaining 40% will be equally shared by co-authors]

3.2.5 Chapters in 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

Note:[i). 5 points per chapter and
ii). 60% of points to first author and remaining 40% will be equally shared by co-authors]

3. 3 Details of Research Projects (Attach proofs)

3.3.1 Major / Minor Research Projects

Title of the Project	Funding Agency	Grant sanctioned	Duration		Project Status completed / on-going	Project Type: Research/ Consultancy/ Action Research	Policy Document
			From	**To**			

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)** Major 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 and **(v)** 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]

3. 4 Research Guidance (Attach proofs)

3.4.1 Details of Ph.Ds Awarded / submitted

Name of the Scholar	Title of the Thesis	Submitted	Awarded	Name of the University	Month and Year

Note:[(i). 10 points / each candidates awarded and (ii) 7 points for Ph.D submitted]

3.4.2 Details of M.Phil awarded

Name of the Scholar	Title of the Thesis	Name of the University	Month and Year

[3 points / each candidates]

3.5 Training courses and conferences / Seminars / Workshop attended

Event	Organiser / Place	Period / Duration
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]

3.6 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	Points

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	Points

[(i) 10 points for International and (ii) 5 points for National event]

<u>Declaration</u>

I _____, hereby declare that the particulars furnished above are true

to my knowledge.

Place:

Date:

Signature of the faculty with Designation

Signature of HOD/Dean