

**J. D. Birla Institute**  
**11 Lower Rawdon Street, Kolkata-700 020**

**CAREER ADVANCEMENT OF TEACHERS**  
**Annual Self-Assessment for the Performance Based Appraisal System (PBAS)**

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**PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND**

Name (in Block Letters):

Father's Name/Mother's Name:

Date and Place of Birth:

Sex:

Marital Status:

Nationality:

Department:

Current Designation and Pay Band with Academic Grade Pay:

Date of Last Appointment/Promotion:

Position and Academic Pay for which you are an applicant under CAS:

Date of Eligibility for Promotion under CAS:

Category (SC/ST/OBC/PWD/General):

Address for correspondence (with Pin code):

Telephone No:

Email:

Permanent Address (with Pin code):

Academic Qualifications:

Examination	Name of Exam	University	Year of passing	Percentage of Marks Obtained	Division/ Class/Grade	Main Subjects

Research Degree (s)

Degrees	Name of University	Title of Dissertation/Thesis	Date of Submission	Date of Award

Appointments:

S.No.	Designation	Name of the Employer	Date of		Pay Band with Grade Pay	Reasons for Leaving
			Joining	Leaving		

Posts held since joining this Institution:

S.No.	Designation	Department	Duration		Pay Scales/Pay Band with Grade Pay
			From	To	

Period of Teaching Experience:

Name of the Institution	Position held with Pay Scale/pay Band with Grade Pay	Only Ad-Hoc/ Temporary/ Permanent	From	To	Total Experience (as on-----)		
					Years	Months	Days

Total period of teaching experience:

P.G. Classes (in years):

U.G. Classes (in years):

Courses taught at various level (Name the course giving details):

a) Undergraduate:

b) Postgraduate:

Total duration of Research Experience excluding the period spent in acquiring M.Phil./Ph.D.

Field of Specialization under the subject/Discipline:

Academic Staff College Orientation/Refresher Course attended:

Name of the Course	Place	Duration	Sponsoring Agency

### CATEGORY-1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(i) Details of Lectures, Tutorials, Practicals, Contact Hours Undertaken

S. No	Year	Course/Paper	Level (PG/UG)	Teaching Mode	Lectures/Tutorials/ Practicals		% of Allotted classes undertaken	API Score
					Allotted	Undertaken		
<b>Total API Score (maximum 60points/year)</b>								

(ii) Preparation and imparting knowledge/instruction as per curriculum, syllabus enrichment by providing additional resources to students

S.No.	Course/Paper	Material Consulted	Additional Resources Provided
<b>Total API Score (maximum 20points/year)</b>			

(iii) Use of Participatory and Innovative Teaching Learning Methodologies, Updating of Subject Content, Course Improvement etc.

S.No.	Year	Brief Description	API Score
<b>Total API Score (maximum 20 points/year)</b>			

(iv) Examination- related Duties Assigned and Performed

S.No.	Year	Nature of Examination related work	Assigned number of Days	Actual Number of days performed	API Score
3					
<b>Total API Score (maximum 25 points/year)</b>					

TOTAL API SCORES UNDER CATEGORY-I:

API (i)	API (ii)	API (iii)	API (iv)	Total API Score (CATEGORY-I)

### CATEGORY-II: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

Please mention your contribution to any of the following (Minimum API score required is 15):

S.No.	Year	Type of Activities Performed	API Score
(i)		Student related co-curricular, extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counseling).	
Total API Score (maximum 20 points/year)			
(ii)		Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.	
Total API Score (maximum 15 points/year)			
(iii)		Professional development activities (such as participation in seminars, conferences, short term training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III)	
Total API Score (maximum 15 points/year)			

TOTAL API SCORES UNDER CATEGORY-II:

API (i)	API (ii)	API (iii)	Total API Score (CATEGORY-II)

**CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS**

A (i) Published Research Articles/Papers in Journals/Periodicals

S.No	Title with page nos.	Journal with ISSN & Publisher	Whether Refereed	Latest Impact Factor, if any	No. of Co-authors	Whether First/Corresponding/Co-Author	API Score
1							
2							
3							
Total API Score							

A (ii) Full Papers in Conference Proceedings (in related area/subject)

S.No	Title with page nos.	Details of Conference Publication	ISBN/ISSN	Whether sole/Corresponding Author	API Score

B (i) Books Published as Author/Co-Author

S.No	Title of the Book	Whether Sole or Co-Author	Publisher (with city/country) & Year of Publication	ISBN	Whether Refereed	API Score
Total API Score						

B (ii) Text/Subject or Reference Books/Journals as Editor/Co-Editor

S.No	Title of the Book/Journal	Whether Sole or Co-Author	Publisher (with city/country) & Year of Publication	ISBN/ISSN	Whether Refereed	API Score
Total API Score						

B (iii) Chapters published in Books/Reference books/Edited books (other than journal) (Chapter in self-edited books should not be included).

S.No	Title of the Chapter	Whether Sole or Co-Author	Publisher (with city/country) & Year of Publication	ISBN	Whether Refereed	API Score
Total API Score						

B (iv) Books Translated and Published

S.No	Title of the Book	Whether Sole or Co-Author	Publisher (with city/country) & Year of Publication	ISBN	Whether Refereed	API Score
Total API Score						

B (v) Popular articles (in related area/subject)

S.No	Title of the Article	Name of the newspaper etc. in which published	Publisher (with city/country) & Year of Publication	API Score
Total API Score				

C (i) Ongoing Projects

S. No	Title of Research Project	Major/Minor (as per UGC project guidelines)	PI/Co-PI/Joint PI	Period	Total Grants sanctioned received (in rupees) & Name of the Funding Agency	National/International	API Score
Total API Score							

C (ii) Consultancy Projects routed to concerned Institutions, Carried out/Ongoing.

S. No	Title of Consultancy Project	Period	Total Grants Mobilized (in rupees) & Name of the Funding Agency	National/International	API Score
Total API Score					

C (iii) Completed Projects Quality Evaluation

S. No	Title of Research Project	Major/Minor (as per UGC project guidelines)	PI/Co-PI/Joint PI	Period	Total Grants sanctioned received (in rupees) & Name of the Funding Agency	National/International	API Score

C (iv) Project Outcome/Output

S. No	Title of Research Project	PI/Co-PI/Joint PI	Period	Total Grants Received (in rupees) & Name of the Funding Agency	Patent/Technology/Transfer/Product/Process/Major Policy document of Govt. at central/state level	Output/Patent: National/International	API Score

D Research Guidance: Number of scholars who have been awarded M.Phil/Ph.D. degree and research guidance for UG projects under your supervision both as Guide and/or as Co-Guide.

Level of Guidance	Registered	Thesis/Dissertation submitted/Project Completed	Degree Awarded	API Score
M.Phil. or equivalent				

Ph.D. or equivalent				
UG Research project guidance				
Total API Score				

### E TRAINING COURSES AND CONFERENCES/SEMINAR/WORKSHOP PAPERS

E (i) Refresher Course, Methodology, Workshops, Training, Faculty Development Programs, etc. attended. (of not less than one week duration)

S.No.	Name of the Course	Organised by	From ..... To .....	Duration in weeks	API Score
Total API Score					

E (ii) Papers presented in Conferences/Seminars/Workshops/symposia. Indicate whether the Conference Proceedings are published.

*(Merely attending the Conference, Seminar, Workshops, Symposia does not qualify for API score. Accepted full paper must be presented during the Conferences/Seminars/Workshops/symposia to qualify for API score).*

S. No.	Title of the Paper	Details of e/Seminar/Workshop/symposia	Whether the Conference Proceedings are Published. ISBN/ISSN	Whether First/Corresponding/Co-Author	Whether International/National/Regional/State/University/College Level	API Score
Total API Score						

E (iii) Invited Lectures/special lectures or presentations for conferences/symposia.

S. No.	Title/Academic session/Subject of Lecture delivered of the Paper	Organizing Institution (Name of City & Country)	Whether National /International	Date of Lecture	Duration	API Score
Total API Score						

TOTAL API SCORES UNDER CATEGORY-III:

API (A)		API (B)					API (C)				API (D)	API (E)			Total API Score (CATEGORY-III) (A+B+C+D+E)
i	ii	i	ii	iii	iv	v	i	ii	iii	iv		i	ii	iii	

#### SUMMARY OF API SCORES

S.No.	Category	API Score for the Assessment Period
1	Category-I: Teaching, Learning and Evaluation related activities	
2	Category-II: Co-curricular, Extension, Professional Development related activities	
3	Category-III: Research and Academic Contribution	
	CONSOLIDATED API SCORE (CATEGORY I+II+III)	

#### PART C: OTHER RELEVANT INFORMATION

(a) Academic awards and distinctions:

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

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

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

(e) Future Plans (In approximately 150 words)

Three Referees familiar with your academic work					
Full Name	Institutional Affiliation	Designation	Address	Mobile/Phone No.	Email

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

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

I certify that the information provided is correct as per records enclosed along with the duly filled PBAS proforma.

Date:

Place:

Signature & Designation of the Applicant

Certified that.....has been working  
as.....in this Department since.....

The particulars in this application have been checked and verified from office records and documents  
are found to be correct.

Head of the Department/Centre