Application format

Vidyasagar University

Self-Assessment Report (SAR)

For the teachers of Vidyasagar University

(Based on G.O . No.. **1343-Edn (U) / 1U – 41/11(Pt) Date 07.12.2017,** Govt. of W.B.)

(To be completed and submitted at the end of each academic year)

For the teachers of Vidyasagar University

APPENDIX - II

Annual Self- Assessment for the Performance Based Appraisal System (PBAS) Session/ Year_____

(To be completed and submitted at the end of each academic year)

PART A: GENERAL INFORMATION

1.   Name (Block letters) :

2.   Father's /Mother's name/ Father's /Mother's name/ Husband's name

3.   Department :

4.   Current Designation & Grade Pay :

5.   Date of last Promotion :

6.   Address for correspondence (with pin code) :

7.   Permanent Address (with pin code) Telephone No.:
        E-mail

8.   Whether acquired any degrees or fresh academic qualifications during the year:

9.   Whether acquired any degrees or fresh academic qualifications during the year:

Name of the Course/Summer School	Place	Duration	Sponsoring Agency

I declare that the particulars given above are correct to the best of my knowledge and belief.

Signature of the Candidate

Part B: Academic Performance Indicators (API)

(Please see 'Guidelines for computing API score' available in the VU website)

CATEGORY 1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

I. Direct Teaching :

A. Lectures, seminars, tutorials, practicals, and contact hours undertaken are taken as a percentage of lectures allocated.

Sl. No.	Course	Paper	Mode of Teaching #	Class allotted as per schedule	No. of Classes conducted	% of classes taken as per record*	Actual hours spent per academic year	API Score For assistant professor (Actual hours spent per academic year ÷7.5)
						Total:		

#Lecture (L), Tutorial (T), Practical (P), Project supervision (Ps), Field Work (F),

No score will be given if the % of classes taken is below 75%.

Maximum Score: Assistant professor-70, Associate -60, Professor – 60.

B. Examination duties (question paper setting, Invigilation, evaluation of answer scripts) as per allotment

Sl. No.	Type of Examination duties	Actual hours spent per academic year	API Score (Actual hours spent per academic year ÷10)
		Total:	
Maximum Score : Assistant professor-20, Associate -20, Professor – 10			

C. Innovative Teaching - learning methodologies, updating of subject contents/courses, mentoring etc.

Sl. No.	Short description	Actual hours spent per academic year	API Score (Actual hours spent per academic year ÷10)
		Total:	

Maximum Score: Assistant professor-10, Associate -15, Professor – 20.

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

Sl No.	Nature of Activity	Maximum API Score	Actual hours spent per academic year	API Score(Actual hours spent per academic year ÷ 10)
A	Student related co-curricular, extension and field based activities.	15		
	(i) Discipline related co-curricular activities (e.g. remedial classes, career counselling, study visit, student seminar and other events.)			
	(ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.)			
	(iii) Extension and dissemination activities (public /popular lectures/talks/seminars etc.)			
B	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.	15		
	i). Administrative responsibility (including as Dean / Principal / Chairperson / Convener / Teacher-in-charge/similar other duties that require regular office hrs for its discharge)			
	(ii). Participation in Board of Studies, Academic and Administrative Committees			
C	Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher / faculty development courses, dissemination and general articles and any other contribution)	15		
	Total Score	45		
	Minimum API Score (50 per Assessment period Assistant professor, Associate and 100 per Assessment period Professor stage 5 to stage 6)			

CATEGORY–3: RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTION
A) Published papers in journals :

Sl.	Title of the paper	Journal With Vol. , Page No, date/year of publication	ISSN No.	UGC listed reputed Journal	Whether peer reviewed/ Indexed / Impact factor, if any	No. of co authors -	Whether You are first author / corresponding author	API Score of the paper	API Score Obtained
Total									

B i) Books published as author or as editor
ii) Articles/ Chapters published in Books:

Sl.	Title	Book title, & editor, publisher with page no. , date/ year of publication	ISSN / ISBN No.	Whether peer reviewed	No. of co authors -	Whether You are main author	API Score of the book	API Score Obtained
Total								

C) i) Research Projects

Sl. No.	Title of the book	Publisher,& ISSN / ISBN No. with page No, date / year of publication	National / International / State level publication	Whether Peer reviewed	No. of Co authors -	Whether you are the main author	API Score for the articles	API Score obtained
Total								

Sl. No.	Title	Agency	Period	Grant/Amount mobilized (Rs. lakh)	PI / Co-PI	API score	API score obtained
Total							

ii) Consultancies

Sl. No.	Title	Agency	Period	Grant/Amount mobilized (Rs. lakh)	Consultant / Co-Consultant	API score	API score obtained
Total							

C) iii) Projects Outcome / Outputs

Sl No.	Patent / Technology transfer / Product / Process Major Policy document prepared for international bodies like WHO/UNO/UNESCO/UNICEF etc. Central / State Govt./Local Bodies	Title	National / International	Period	API Score
Total					

D) **Research Guidance**

Level of guidance	Number enrolled	Thesis Submitted *	Degree Awarded*	API score
M. Phil				
Ph. D				
Total				

*Please mention the year of submission or award

E (I) Fellowships / Awards

Sl. No.	Title of the Award	Award Name with date/year	Awarding Organization/Agency	Whether International/ National/State/ University level	API score
Total					

(E) **II   Invited lectures / Papers presented in Conferences, Seminars, Workshops, and Symposia**

Sl. No.	Title of the Lecture / Paper Presented	Title of the Conference/Seminar with date/year	Organized by	Whether International/ National/State/University level	API score
Total					
The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period					

(F) Development of e-learning delivery process/material

Sl. No.	Title	Module with date/year	Name of the Organization	API score
Total				

SUMMARY OF API SCORES:

	Category	Last Academic Year	Total API Score for the Entire Assessment period	Annual Average API Score for the Assessment period
I	Teaching, learning and evaluation-related activities			
II	Professional development, co-curricular and extension activities			
III	Research and Academic Contribution			
II+III	Minimum total API Score under Category II and Category III			

Note: Supporting documents are to be enclosed for the API score claimed for each of the cases
- **As mentioned in the guidelines for API Score**

Signature of the teacher with date   Forwarded by the Head of the Department