LADY SHRI RAM COLLEGE FOR WOMEN
(UNIVERSITY OF DELHI)

Proforma for Performance Based Appraisal System (PBAS)

As per CAS 2018

(To be submitted for consideration for promotion to Associate Professor and above)

Assessment Period _____

(Information provided should pertain to the assessment period referred above)

PART-A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1.   Name (in Block Letters):

2.   Father's Name/Mother'sName:

3.   Date and Place of Birth:

4.   Sex:

5.   Marital Status:

6.   Nationality:

7.   Department:

8.   Current Designation and Academic Level:

9.   Date of Last Appointment/Promotion:

10.   Date of eligibility:

11.   Period of assessment:

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

13.   Address for Correspondence (with Pincode):

        Address: _____

                                    _____

        Telephone No: _____

        Mobile No: _____

14.   Permanent Address (with Pin code), in case different fromSl.No.13:

15.   Academic Qualifications:

Examination	Name of Exam	University	Year of Passing	Percentage of Marks obtained	Division/ Class/ Grade	Main Subjects
Graduation						
Post-Graduation						
Other Examinations, if any						

16.   Research Degree(s)

Degrees	Name of the University	Title of dissertation/thesis	Date of submission	Date of award
M.Phil.				
Ph.D/ D.Phil.				
D.Sc/D.Lit.				

17.   Courses taught at various levels during the academic year (Name the course giving details):

(a)   Undergraduate:

(b)   Postgraduate:

18.   Field of Specialization under the Subject/Discipline:

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19.   Details of Course/Programmes/Workshop/MOOCs attended or completed.

19.1   Details of refresher/orientation course/research methodology/workshop/syllabus up-gradation/ teaching –learning-evaluation/technology programmes/Faculty Development Programme

S.No.	Details	Place	Period		Year	Sponsoring/Organising Agency
			From	To		

19.2   MOOCs completed with e-certification

S.No.	Details of MOOC	Subject	Certification providing agency	Date of certification	Level (UG/PG/Other)	Year	E-certification no.

19.3   Contribution towards development of e-content/MOOCs in 4- quadrants

S.No.	Details of E-contents/MOOCs in 4-quadrants	Quadrants developed	No. of Modules	Course	Sponsoring agency	Year	Level (UG/PG/Other)

19.4   Contribution towards conduct of MOOCs

S.No.	Details of MOOC	Subject	Sponsoring agency	Level (UG/PG/Other)	Year	E-certification no.

20.   Period of Teaching experience during the assessment period:

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

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PART-B: ACADEMIC PERFORMANCE ASSESSMENT

(Please refer to "Detailed Guidelines" for completing Part B)

SECTION B.1:
TEACHING, LEARNING, EVALUATION RELATED ACTIVITIES
1.   Teaching Activity (Details of Lectures, Tutorials, Practicals, and other teaching related activities)
Grading Criteria:

1.   80% & above – Good
2.   Below 80% but 70% & above – Satisfactory
3.   Less than 70% - Not Satisfactory

S. No.	Year	Course/ paper	Level (PG/UG)	Teaching Mode	Grading as per Annual Performance Appraisal Report for the assessment period

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SECTION B.2
ADMINISTRATIVE SUPPORT, PARTICIPATION IN STUDENT'S CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES, PERSONAL DEVELOPMENT RELATED TO TEACHING AND RESEARCH ACTIVITIES.

2.   Student related activities/ Research Activities
Grading criteria:

Good - Involved in at least 3 activities
Satisfactory - 1-2 activities
Not-satisfactory - Not involved / undertaken any of the activities

(a)   Administrative responsibilities such as Head, Chairperson/ Dean/ Director/coordinator, Warden etc.

S.No.	Year	Nature of Activity	Designation	Institution/Department	Period	
					From	To

(b)   Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.

S.No.	Year	Nature of Activity	Designation	Institution/Department	Period	
					From	To

(c)   Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.

S.No.	Year	Nature of Activity	Level (UG/PG)	Institution/Department	Period	
					From	To

(d)   Organising seminars/ conferences/workshops, other college/university activities.

S.No.	Year	Details	Place	Period		Sponsoring/Organising Agency
				From	To	

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(e)   Evidence of actively involved in guidingPh.D students.

Registered (Ph.D.)	Thesis/ Dissertation Submitted	Year	Degree Awarded

(f)   Conducting minor or major research project sponsored by national or international agencies.

S.No.	Year	Title	Period		Major/Minor	Sponsoring/ Funding Agency
			From	To		

(g)   At least one single or joint publication in peer- reviewed or UGC list of Journals.

S. No.	Title of the Paper	Journal Name	Year	Vol. No.	Page No.	ISSN No.	Impact Factor	Whether SCOPUS Indexed	Authorship	Reference number of UGC - CARE List

Note:
Impact factor to be determined as per Thomson Reuters list
The Authorship is to be filled as follows:
- One of Two Authors
- For more than two Authors:
  - First/Principal/Corresponding Author
  - Joint Author

OVERALL GRADING FORB.2

Year	No. of Activities covered*	Overall grading Annual Performance Appraisal Report (APAR) for the assessment period

*Note:
Number of activities can be within or across the broad categories of activities.

(Please attach supporting documents as per requirement)

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SECTION B.3:
RESEARCH AND ACADEMIC CONTRIBUTIONS

1.   Published Research Papers in Referred/Peer-Reviewed or UGC listed Journals

S. No.	Title of the Paper	Journal Name	Year	Vol. No.	Page No.	ISSN No.	Impact Factor	SCOPUS Indexed	Authorship	Reference number of UGC - CARE List	Academic Research Score
Total											

Note:
Impact factor to be determined as per Thomson Reuters list
The Authorship is to be filled as follows:
- One of Two Authors
- For more than two Authors:
  - First/Principal/Corresponding Author
  - Joint Author

2. Publications (other than Research papers)
a.(i) Books authored as one of two authors/ First/Principal/Corresponding Author/ Joint Author

S.No.	Year	Title of the Book	Authorship*	Level of Publisher (National / International)	Publisher (with city/ country) & Year of Publication	ISBN	Whether Refereed	Academic Research Score
Total								

*The Authorship is to be filled as follows:
- One of Two Authors
- For more than two Authors:
  - First/Principal/Corresponding Author
  - Joint Author

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a.(ii) Chapter in Edited Books

S.No.	Title of Edited Book	Title of Chapter	Authorship*	Publisher (with city/ country) & Year of Publication	ISBN	Whether Refereed	Academic Research Score
Total							

*The Authorship is to be filled as follows:
- One of Two Authors
- For more than two Authors:
  - First/Principal/Corresponding Author
  - Joint Author

a.(iii) Books Edited as one of two Editor/ First/Principal/Corresponding Editor/ Joint Editor

S.No.	Title of the Book	Editorship*	Level of Publisher (National / International)	Publisher (with city/ country) & Year of Publication	ISBN	Whether Refereed	Academic Research Score
Total							

*The Editorship is to be filled as follows:
- One of Two Editors
- For more than two Editors:
  - First/Principal/Corresponding Editors
  - Joint Editors

b. Translation works in Indian and Foreign Languages by qualified faculties.
b.(i) Chapter or Research Paper

S. No.	Title of the Paper/Chapter	Journal/Book Name	Year	Vol. No.	Page No.	ISSN/ISBN No.	Impact Factor	Authorship*	Reference number of UGC - CARE List	Academic Research Score
Total										

*The Authorship is to be filled as follows:
- One of Two Translators

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- For more than two Translators:
  - First/Principal/Corresponding Translator
  - Joint Translator

b.(ii) Books Translated

S.No.	Title of the Book	Authorship*	Publisher (with city/ country) & Year of Publication	ISBN	Whether Refereed	Academic Research Score
Total						

*The Authorship is to be filled as follows:
- One of Two Translators
- For more than two Translators:
  - First/Principal/Corresponding Translator
  - Joint Translator

3. Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula
(a)   Development of Innovative Pedagogy

S.No.	Name of the Module	Subject	Stream	Organization for which it was developed	Year	Level (UG/PG/Other)	Weblink	Academic Research Score
Total								

(b) Design of new Curricula and Courses

S.No.	Name of the Curricula/Course	Subject	Organization for which it was developed	Year	Level (UG/PG/Other)	Weblink	Academic Research Score
Total							

(c) Development of MOOCs
c.1 Development of complete MOOCs in 4 quadrant for a course with credits

S.No.	Year	Details of MOOC (with no. of quadrant)	Credits	Course	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink	Academic Research Score

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Total									

c.2 MOOCs (developed in 4 quadrant) per module/Lecture

S.No.	Year	Details of MOOC (with no. of quadrant)	Details of Module	Course	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink	Academic Research Score
Total									

c.3. Content writer/subject matter expert for each module of MOOCs (at least one quadrant)

S.No.	Year	Details of MOOC (with no. of quadrant)	Details of Module	Course	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink	Academic Research Score
Total									

c.4. Course Coordinator for MOOCs (4 credit course)

S.No.	Year	Details of MOOC (with no. of quadrant)	Credits	Course	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink	Academic Research Score
Total									

(d) Development of E-Content

d.1. Development of e-Contentin 4 quadrants for a completecourse/e-book

S.No.	Year	Details of E-Content (with no. of quadrant)	Course/E-book	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink	Academic Research Score
Total								

d.2. E-content (developed in 4 quadrants) per module

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S.No.	Year	Details of E-Content (with no. of quadrant)	Module	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink	Academic Research Score

d.3. Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)

S.No.	Year	Details of E-content (with no. of quadrant)	Details of Module	Course	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink	Academic Research Score
Total									

d.4. Editor of e-content for complete course/paper/e-book

S.No.	Year	Details of E-Content (with no. of quadrant)	Course/Paper/E-book	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink	Academic Research Score
Total								

4. (a) Research Guidance

Level of Guidance	Year	Registered	Thesis/ Dissertation submitted	Degree Awarded	Academic Research Score
Ph.D.					
MPhil./P.G. Dessertation					
Total					

(b) Research Projects Completed

S.No.	Title	Status of PI*	Duration (in months)	Period (From-to) Dates to be given	Total Grant/Funding received (Rs.)	Name of Sponsoring/ Funding Agency	Outcome of the Project	Academic Research Score
Total								

*Kindly indicate, whether you are Sole PI/PI/Co-PI in the project

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(c)   Research Projects ongoing

S.No.	Title	Status of PI*	Duration (in months)	Period (From-to) Dates to be given	Total Grant/Funding received (Rs.)	Name of Sponsoring/ Funding Agency	Outcome of the Project	Academic Research Score
Total								

*Kindly indicate, whether you are Sole PI/PI/Co-PI in the project

(d)   Consultancy.

S.No.	Title	Duration (in months)	Period (From-to) Dates to be given	Total Grant/Funding received (Rs.)	Name of Sponsoring/ Funding Agency	Whether routed through Parent University/College	Academic Research Score
Total							

5. (a) Patents

S.No.	Title*	Area/Subject	Date of Award	Level (International National/)	Reference Number	Sponsoring Agency	Academic Research Score
Total							

*Only patents awarded are to be mentioned.

(b) Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)

S.No.	Title*	Area/Subject	Date of publication/Submission	Level (International National/ State)	Reference Number	Sponsoring Agency	Academic Research Score
Total							

*Only Policy document published/submitted to bodies/organization detailed above shall be considered.

(c) Awards/Fellowship

S.No.	Name of Award/Honor *	Area/Subject	Name of Awarding Body	Level (International National)	Date	Academic Research Score

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Total								

* Entries for awards made in this section should be from post graduation onwards only. Junior/Senior research fellowship and non-net fellowship should not be included.

6. Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)

S.No.	Title of Lecture/Paper	Invited Lecutre/Resource Person/Paper presented	Nature of Programme*	Details	Level**	Date of presentation	Duration (in minutes)	Sponsoring Agency	Academic Research Score
Total									

*Seminar/FDP/Conference

** Level : International (Abroad)/ International (within country)/ National/ State/University.

(Please attach supporting documents wherever required)

SUMMARY OF GRADING AND RESEARCH SCORE FOR THE ASSESSMENT PERIOD

Grading (Section B.1 and B.2)

(As per the APPARs submitted by the applicant during the assessment period)

S.No.	Year	Overall Grading for Section B.1-B.2	No. of grading as	
			Good	Satisfactory

Research Score (Section B.3)

Section B.3	Details of Research Activity	Academic/Research Score
1.	Published Research Papers	
2.	Publications (other than Research papers)	
2.a.(i)	Books authored	
2.a.(ii)	Chapter in Edited Books	
2.a.(iii)	Books Edited	
2.b.	Translation works in Indian and Foreign Languages	
2.b.(i)	Chapter or Research Paper	
2.b.(ii)	Books Translated	
Sub total of Publicaations (other than Research Papers)		
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula	
3.(a)	Development of Innovative Pedagogy	

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3.(b)	Design of new Curricula and Courses	
3.(c)	Development of MOOCs	
3.c.1	Development of complete MOOCs in 4 quadrant for a course with credits	
3.c.2	MOOCs (developed in 4 quadrant) per module/Lecture	
3.c.3	Content writer/subject matter expert	
3.c.4	Course Coordinator for MOOCs	
3.(d)	Development of E-Content	
3.d.1.	Development of E-Contentin 4 quadrants for a completecourse/e-book	
3.d.2	E-content (developed in 4 quadrants) per module	
3.d.3	Contribution to development of e-content	
3.d.4	Editor of e-content for complete course/paper/e-book	
Sub total of Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula		
4.(a)	Research Guidance	
4.(b)	Research Projects Completed	
4.(c)	Research Projects ongoing	
4.(d)	Consultancy	
Sub total of Research related activities		
5.(a)	Patents	
5.(b)	Policy Document	
5.(c)	Awards/Fellowship	
Sub total of Patents		
6.	Invited lectures/ paper presentation	
TOTAL ACADEMIC/RESARCH SCORE		

PART-C: OTHER RELEVANT INFORMATION

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

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

(c)   Please give details of any other credential, significant contributions, awardsreceived, responsibilities, etc. not mentionedearlier.

(d)   Future Plans (In approximately 150 words):

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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

PART D - DECLARATION

I have read the applicable guidelines, which are binding. I do hereby solemnly declare that the information given, the statements made and documents uploaded with this application form are correct and true to the best of my knowledge and belief. If any information given by me in this application is found to be false or misleading, my candidature is liable to be cancelled and I may be subjected to legal/disciplinary proceedings.

Date:

Place:

Signature & Designation of the Applicant

Certifiedthat .... has been workingas ....in this Department since ……………………………

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

The gradations have been verified on the basis of the performance of the applicant and the credentials/ documents provided and enclosed herewith by the applicant.

Head of the Department/Centre

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