

## AMITY UNIVERSITY UTTAR PRADESH

Performance Based Appraisal (PBA) for Academic Year \_\_\_\_\_

### PART A : GENERAL INFORMATION

1	Name (in Block Letters)	
2	Institute & Department	
3	Date of joining	
4	Current Designation & Academic Grade Pay	
5	Any Degree or fresh qualifications acquired during the year	
6	Highest Professional Qualifications	
7	Fields of Specialisation in Subject/Discipline	

#### 8 Academic Staff College Orientation/Refresher Course attended during the year:

Nature of the Course/ Summer School	Place	Duration	Sponsoring Agency

#### 9 FUTURE PLANS (in Brief)

- (i) Teaching
- (ii) Research

#### SUMMARY OF API SCORES

Academic Year \_\_\_\_\_

Category	Criteria	API SCORE
I	Teaching, Learning & Evaluation related activities	
II	Co-curricular, Extension, Professional Development, etc.	
	Total (Categories I + II)	
III	Research & Academic Contribution	
IV	Behavioural Skills and Values	
	TOTAL (I+II+III+IV)	

**PART – B :ACADEMIC PERFORMANCE INDICATORS***(Please see detailed instructions before filling out this proforma)***CATEGORY- I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES****[Maximum Total Score : 125; Minimum Score required : 75]****1. Lectures(L), Seminars(S), Tutorials(T), Practical's(P), Contact Hours (C)***Give semester-wise details, where necessary)***Max. Score : 50**

S. No.	Course/Paper	Level	Mode of Teaching*	Hours per week allotted	% of classes taken as per documented record	API Score
					<b>(Max. score: 50)</b>	

**(Maximum score 50 for 100% performance and Proportionate upto 80% performance; below which no score may be given)****2. Teaching Load in excess of UGC norm****(Max score: 10)**

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**3. Result/Academic Performance****(Max. score: 10)**

S. No.	Programme	Semester	Course Code	Course Title	Total No. of students	Academic Performance			
						Pass	Fail	Debarred	

**4. Resource Provided to the students****(Max scores- 10)**

S.No.	Course Title	Mandatory	Y/N	API Scores (if yes)	Additional Resources Provided
		1. Timely Uploading Session Plan on Amizone		2	
		2. Timely Uploading Assessment Plan on Amizone		1	
		3. Timely Uploading Course material/Lecture notes/ reading material		2	
		4. Timely uploading of attendance/ Leave/OD on Amizone		1	
		5. Correction of attendance on Amizone		-1	
		6. Timely uploading of internal Assessment marks on Amizone		1	
		7. Correction of internal assessment marks		-1	
		8. Timely uploading of Practical examination marks on Amizone		1	
		9. Correction of Practical examination marks		-1	
		10. Timely upload of NTCC weekly progress report		1	
		11. Upload of NTCC marks		1	
		12. Correction of NTCC marks		-1	
		<b>Total</b>		<b>10</b>	

The category contains negative marking for:

1. Correction of attendance on Amizone
2. Correction of internal assessment marks
3. Correction of Practical examination marks
4. Correction of NTCC marks

**5 Use of Participatory and innovative Teaching-Learning Methodologies, Updating of subject content, Course Improvement etc. (Max. Score: 20)**

S. No.	Short Description	API Score

**6. Examination Duties Assigned and Performed (Maximum Score : 25)**

S No.	Type of Examination Duties	No. of Duties Assigned	Extent to which carried out (%)	API Score
<b>Total Max. Score for Category-I (1 to 6): 125</b>				
<b>Minimum score required : 75</b>				

**CATEGORY-II:CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT**

**Max. Total Score: 50; Min. Score required: 15**

**1. Extension, Co-curricular & Field based activities**

(Mentoring Activities, Club/ Committee activities)

**(Maximum Score : 20)**

S No.	Month & Year	Type of Activity	Average Hrs/ week	API Score
		<b>(Maximum Score : 20)</b>		

**2. Contribution to Corporate Life and Management of the Institution (Max. Score : 15)**

(QAE, Programme Leader, Course, ,Placement Coordinator, etc.)

S No.	Month & Year	Type of Activity	Yearly/Semester wise responsibility	API Score
		<b>(Maximum Score : 15)</b>		

**3. Professional Development Activities (Maximum Score : 15)**

<b>Total Max. Score for Category-II (1+2+3) : 50</b>			
<b>Minimum Score required : 15</b>			

**CATEGORY-III: RESEARCH, PUBLICATIONS & ACADEMIC CONTRIBUTIONS****1.1: Research Papers published in Journals :**

S.No.	Month & Year	Title with page number	Journal	ISSN/ ISBN No.	Whether peer reviewed. Impact factor, if any	No. of Co-authors	Whether you are the main author	API Score

**1.2 Full papers in Conference Proceedings**

S.No.	Month & Year	Title with page number	Details of conference Publications	ISSN/ISBN No.	No. of Co-authors and Date of publication	Whether you are the main author	API Score

**1.3 Articles/ Chapters published in Books**

S.No.	Month & Year	Title with page number	Book Title, editor & publisher	ISSN/ ISBN No.	Whether peer reviewed.	No. of Co-authors and Date of Publication	Whether you are the main author	API Score

**1.4 Books published as Author or as Editor/Translator**

S.No	Month & Year	Title with page no.	Type of Book & Authorship	Publisher & ISSN/ ISBN No.	Whether Peer Reviewed	No. of Co-author & Date of Publication	Whether you are the main author	API Score

**1.5 : Chief Editor/Guest Editor/Editor/Associate Editor; Member, Consultant Member of Editorial/Advisory Board of Journal and Reviewer/Referee of a Journal**

S. No.	Month & Year	Refereed Journal with/without ISSN/ISSN numbers	Status	API score

**2.0 : Research Projects, Consultancies and Assignments****2.1 : Ongoing Research projects and consultancies**

S. No.	Month & Year	Title	Agency	Period	Grant/ Amount Mobilized (Rs Lakhs)	API Score

**2.2 - 2.4 Projects Completed and Consultancies**

S. No.	Month & Year	Title	Agency	Period	Grant/ Amount Mobilized (Rs. Lakhs)	Whether Policy Documents/Patent as outcome	API Score

**2.5 Overseas Assignments**

S. No.	Month & Year	Title/Description of Assignment	Agency	Period	Fund Amount (Rs. Lakhs)	Outcome	API Score

**3.0 : Research Guidance**

S. No	Month & Year	Degree	Number Enrolled	Thesis Submitted	Degree Awarded	API Score
		M. Phil or Equivalent				
		Ph.D. or Equivalent				

**4.1 & 4.2 : Training Courses, Teaching-Learning-Evaluation Technology, Faculty Development Programmes**

S. No.	Month & Year	Programme	Duration	Organised by	API Score

**4.3 Papers presented in Conferences, Seminars, Workshops, Symposia/Session Chaired, etc.**

S. No	Month & Year	Title of the paper presented	Title of Conference/Seminar etc.	Date(s) of the event	Organised by	Whether International/ National/State/Regional/University or College Level	API Score

**Note :** If a paper presented in Conference/Seminar is published in the form of Proceedings (Full Paper), the points would accrue for the publication as per B(ii) and not under this heading.

**4.4 Invited Lectures (including Extension) and Chairmanships at National or international Conference/ Seminars; Office Bearer/Advisor of Registered Professional Bodies**

S. No	Title of Lecture/ Academic Session	Title of Conference/ Seminar etc.	Date(s) & Year of the event	Organized by	Whether International/ National/State	API Score

**4.5 : Experience as Visiting Professor / Post Doctoral Fellow / Research Associate**

S. No.	Research Associate / Post Doctoral Fellow	Institution	Duration	Major Achievements	API Score

**OTHER RELEVANT INFORMATION**

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

S. No	Details (Mention Year, Value , etc., where relevant)

I certify that the information provided is correct as per records available with the University and/or documents enclosed along with the newly filled PBAS proforma.

Signature of the Teacher

- Do you agree with the details given by the reported faculty in Part-I YES / NO
- If YES, to what extent : \_\_\_\_\_
- If NO, specify the reasons:
- Has the reported faculty been reprimanded during the period of the report: YES / NO
- If YES, give details.

Signature of HOD / HOI

Full Name \_\_\_\_\_

Designation \_\_\_\_\_

**CATEGORY-IV: BEHAVIOURAL SKILLS AND VALUES**

1.	Health & Personality	
2	Punctuality& Regularity	
3	Initiative and Drive	
4	Sense of Responsibility	
5	Cross Functional and Team Orientation	
6	Behavior towards colleagues	
7	Relationship/Attitude towards students	
8	Willingness to learn	
9	Temperament and manners	
10	Communication skill	
11	Reliability and Dependability	
12	Integrity (Financial, Moral and Academic)	
	Maximum Total Score/Points : 60	
	Minimum total points to be obtained : 30	

NOTE: Please give ratings on a 5-point scale with:

5-Outstanding, 4-Very Good, 3-Good, 2-Average, 1-Below Average

- Shortcoming/Weakness pointed out, if any, and improvement shown:

Signature of the Reporting Officer

Full Name \_\_\_\_\_

Designation \_\_\_\_\_

## Report of the Reviewing Officer / Head of Institution

1. Do you agree with the assessment of the Reporting Officer? YES / NO  
If NO, give reason(s):

2. Has anything of adverse nature, or which indicates lack of integrity, come to your notice, and has been established YES / NO

3. Specific Recommendation about qualitative performance of the faculty:  
Overall Assessment:

Outstanding      Very Good      Good      Average      Below Average

\_\_\_\_\_  
Signature  
Reviewing Officer / Head of Institution  
Name \_\_\_\_\_  
Designation \_\_\_\_\_

**Observations by the Higher Accepting Authority (*if any*):**

\_\_\_\_\_  
Signature  
Higher Accepting Authority  
Name \_\_\_\_\_  
Designation \_\_\_\_\_