## APPENDIX II

**Annual Self-Assessment for the Performance Based Appraisal System (PBAS)**
**(To be completed andsubmittedatthe endofeachacademic year)**

**PARTA:GENERALINFORMATION**

1.  Name(Blockletters)   : DR. SOMNATH CHOUDHURY

2.  Father's /~~Mother'sname~~/~~Husband's~~name: BIKASH CHANDRA CHOUDHURY
3.  Department                                : Physics, Suri Vidyasagar College

4.  Current Designation &GradePay       : Assistant Professor &Rs. 6000(old)                    57700-
    182400(Academic level 10)

5.  Date oflastPromotion                                                  : N.A.

6.  Addressfor correspondence (with pincode) : Vill+P.O-Gonpur, P.S-Md.Bazar, Dist-Birbhum, PIN-731216

7.  PermanentAddress                                              : Do.

    TelephoneNo.  :                                Mobile No.: 8116497957
    E-mail:                                 somnathbratati21@gmail.com

8.  Whether acquired any degrees or fresh academic qualifications during theassessment period: Yes

9.  Academic Staff College Orientation/ Refresher Course attended during theassessment period: Yes.

| Name of the Course/ Summer School | Place | Duration | Sponsoring Agency | Remarks |
|---|---|---|---|---|
| Orientation Programme | North Bengal university, RajaRammohunpur, Darjeeling. | 02.08.2017 to 29.08.2017 (21days) | U.G.C, HRDC, North Bengal University, | Annexure Refer to Page no… |
| Refresher Course | Burdwan University, Burdwan | 03.12.2019 to 16.12.2019 (14days) | U.G.C, HRDC, Burdwan University, | Annexure Refer to Page no… |

10.    a. DateofAppointment: 05/06/2015                     Annexure-

b. DateofConfirmation: 05/06/2015(vide G.B. resolution no. 2dated 03.08.16) Annexure-

11.    Past Service, if any :                               Not Applicable                          (Please
       attach specific G.O. for counting of past service for promotion under CAS)

12.    For which position & AGP you are applyingunderCAS : Assistant Prof. Stage-II &AGP-7000

13.    Date of eligibilityfor Promotion                        : 16.12.2019 (Date of completion of R.C)

14.    Educational Qualification (Graduationonwards):

| Examination | Name of the University | Year of Passing | Marks Obtained (%) | Class/ ~~Grade~~ | Remarks |
|---|---|---|---|---|---|
| ~~B.A~~/B.Sc./~~B.Com~~. | VISVA-BHARATI | 2007 | 72.40 | 1st | Annexure Refer to Page no… |
| ~~M.A~~/M.Sc./~~M. Com~~. | VISVA-BHARATI | 2009 | 69.25 | 1st | Annexure Refer to Page no… |
| UGC-CSIR NET | HUMAN RESOURCE DEVELOPMENT GROUP, INDIA | 2009 | Rank-112 | N/A (LS) | Annexure Refer to Page no… |

15. ResearchDegree(s): YES.

| Degree | Name of the University | Date of award | Title | Remarks |
|---|---|---|---|---|
| M.Phil | | | | |
| Ph.D/ D.Phil | NIT DURGAPUR | 04.01.2017 | Studies on Electrical transport properties of some Nanocomposites | Annexure Refer to Page no… |
| D.Sc./ D.Lit | | | | |

16. Details of Teaching/ Research/AcademicExperience:

| Designation | Employer | Period of service | | Scale of pay |
|---|---|---|---|---|
| | | From | To | |
| Assistant Professor | Suri Vidyasagar College, Suri, Birbhum, West Bengal | 05.06.15 | Till date | Rs.15600 – 39100/- AGP – Rs.6000/- |

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

**Signature of the Incumbent**
All entries made above are checked and verified and found to be correct.

**Signature of theCo-ordinator, IQACSignature of thePrincipal/TIC**

Date:                                                                                      Date:

Seal:                                                                                      Seal:

**Session/ Year- 2015-16 (05.06.2015-30.06.2016)**

**(Tobecompletedandsubmittedattheendofeachacademicyear)**

Part B: Academic Performance Indicators (API)

**CATEGORY 1:** TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

**(ia) Lectures, seminars, tutorials, practical, contact hours undertaken taken as percentage of lectures allocated.**

| Sl. No. | Course/Paper | Level | Mode of teaching | Class allotted as per schedule | % of classes taken as per documented record | API Score | Remarks |
|---|---|---|---|---|---|---|---|
| 1. | B.Sc<br>Paper-I: Group-B<br>Unit-1,2,3,4<br>Paper-II: Group-B<br>Unit-1,2,3,4<br>Paper-VII: Group-A<br>Unit-1,2,3<br>Paper-X: Group-C<br>Unit-1 to 8 | Honours | Lecture +Practical. | 280/282 | 99.3 | 49.6 | Annexure: Refer to Page no… |
| 2. | B.Sc<br>Paper-I<br>Group-C:Unit-1<br>Group-E :Unit-1,2<br>Paper-II<br>Group-C:Unit-1.2,3<br>Group-D :Unit-4<br>Paper-III<br>Group-IVA:Unit-11,12 | General | Lecture +Practical | 115/116 | 99.1 | | |

#Lecture (L), Seminar (S), Tutorial (T), Practical (P).

(ib) Lectures and other teaching duties in excess of UGC norms

| | CALCULATION OF API SCORE FOR I(i) ABOVE | API Score | |
|---|---|---|---|
| a) | Classes taken (**Maximum 50** for 100% performance & proportionatescoreupto80%performance,belowwhichnoscore may begiven) | 49.6 | Annexure: Refer to Page no… |
| b) | Teaching load in excess of UGC norms/ Special Lectures/ Classes taken at the study center located in the District other than Kolkata (**Max score - 10**) (15 special class) | 10 | Annexure: Refer to Page no… |

**ii) Reading/ Instructional material consulted and additional knowledge resources provided to students**

| Sl. No. | Course/ Paper | Consulted | Prescribed | AdditionalResource provided | API Score | Remarks |
|---|---|---|---|---|---|---|
| 1 | Physics Honours Course | Text books, reference and web resources | Laboratory experimental procedure, Theory from text, Web material. | Study materials (Hand written notes, hard copies of e-Book), PPT etc. | 10 | Annexure: Refer to Page no… |
| 2 | Physics General Course | Text books, reference and web resources | Laboratory experimental procedure, Theory from text and ref books, Web material. | Study materials and Class notes, PPT etc. | 10 | Annexure Refer to Page no… |
| API score based on preparation and Impartingof knowledge /instruction as per curriculum and syllabus enrichment by providing additional resources to students (**Max. score:20)** | | | | | 20 | |

**iii) Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement**

<p align="center">**etc**</p>

(a) Updating ofCourses/CurriculumDesign:                              5  per course        Max10

(b) Participation/Innovative –Interactivecourses:                     5  per course

(c) Participn./Innovative –LearningModules:                           5  per course        Max10

(d) Participn./Innovative – Case Studies prepared:                    5  per course

(e) Use of ICT or Computer-aided methods–ppt:                         5  per course

(f) Use of ICT –Multi-media/Simulationetc:                            5  per course        Max10

(g) Dev/TeachingRemedial/BridgeCourses:                               5  per course        Max10

(h)Dev/Teaching Soft skill/Communication/Personality Dev:             5  per course

(i) Special ProgramsinPhys.Edn./Library:                              5  per course        Max10

(j) Innovative Composition/Creation in Music, Fine Arts, Perf Arts:   5  per course        Max10

(k)Organizing & cond. Of popul. Prog. /Teaching Web-based/E-Library/IT-asst     5  per course

teaching Workshop/Training – 10 points; Popularization program

| Sl. No. | Short Description (in terms of items) as listed above | API Score | Remarks |
|---|---|---|---|
| (b) | Participation/Innovative – Interactive courses (Syllabus based seminar, Question-answer session, Quiz context) | 5 | Annexure: Refer to Page no… |
| (c) | Learning module (Teaching Plan for Physics Honours and General) | 5+5=10 | |
| (e) | Use of ICT or Computer-aided methods– Microsoft Powerpoint | 5 | |
| | (**Max API Score:20**)                                TotalScore: | 20 | |

### (iv) Examinationdutiesassignedandperformed

(a)Invigil.-10,Evalua.-5,Q.papersetting/Moderation-5; Max:2 [100%compliance]

(b) Internal/ContinuousAssessmentworkasallotted-10[100%compliance];

(c) ExamCoordinationCell/OutstationorFlyingSquad:10[100%compliance]

| Sl. No. | Type of Examination Duties | Duties Assigned (University final exams Part-I, II & III) | Extent to which Carried out(%) | API Score | Remarks |
|---|---|---|---|---|---|
| (a) | Invigilation (University examination) | yes | 100% | 10 | Annexure: Refer to Page no… |
| (b) | Internal/ContinuousAssessments workasallotted (invigilation, evaluation for internal examination- base label, 1$^{st}$, 2$^{nd}$ terminal, test level etc. | yes | 100% | 10 | |
| (a) | Evaluation (University final theory & practical Examinations) | yes | 100% | 5 | |
| | (**Max API Score : 25**) | | | 25 | |

**CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.**

Please mention your contribution to any of the following:

| Sl.No. | Type of Activity | Average Hrs./week | API Score | Remarks |
|---|---|---|---|---|
| | **(I)Extension, Co-curricular & field based Activities** (5 points each) | | | |
| | a) Field Study/Ed. Tours/ Placement:<br>    5each                    Max10 | Educational tour (Bakreswar Thermal Power with Part I,II,III students on 18.03.2016) | 5 | Annexure Refer to Page no… |
| | b) NSS/NCC/NSO etc:<br>each activity10points           Max10 | | | |
| | c) Student/Staff Sports<br>Campus Publication etc:<br>(dept level 2 points, Instn level 5 points) Max 10 | Volunteer in College Level Sports | 5 | Annexure Refer to Page no… |
| | d) Community work<br>(Env, Hum. Rights, Scientific temper, Peace/Relief etc): Max10 | | | |
| | **(Max API Score : 20)** | | 10 | |
| | | | | |
| | **(II) Contribution to Corporate Life and Management of the Institution** | Yearly/Semester wise responsibilities | API Score | |
| | a) GovernanceResponsibility<br>(PG/IQAC/NAAC coordinator/Bursar / Warden etc.): Max10 | | | |
| | b) Academic/Administrative Committees like<br>Admission /Campus Dev/ Library Comm: 5 each Max 10 | Member of -<br>1.Online admission committee<br>2.Library Committee | 10 | Annexure Refer to Page no… |
| | c) Student Welfare/Placement /<br>Counseling/ Discipline 5 each Max 10 | | | |
| | d) Conf Organization/ChairSecretary/Treasurer<br>(I)    International:10National/Reg:5Member: 1each | | | |
| | **(Max API Score : 15)** | | 10 | |
| | | | | |
| | **(III)Professional Development Activities** | | | |
| | a) Member in Professional Committees<br>(I)National 3 (II) State2;           Max10 | | | |
| | b) Participation in Conf/Seminars<br>Withoutpaper:           2 each ; Max10 | Participation of Seminar - 1 | 2 | Annexure Refer to Page no… |
| | c) Short-term Courses/<br>Training less than a week: 5 each Max 10 | | | |
| | d) Membership/Participation in State/<br>Central Bodies/Committees: 5 each Max 10 | | | |
| | e) Newspaper/Magazine/ Radio-TV progr (Not covered in Category III): 1 each ; Max 10 | | | |
| | **(Max API Score : 15)** | | 2 | |
| | Total Score (I +II+III)           **(Max :50)** | | 22 | |
| | Minimum API Score required – 15 | | | |

**Annual Self-Assessment for the Performance Based Appraisal System (PBAS)**

**Session/ Year Session/ Year 2016-17 (01.07.2016-30.06.2017)**
**(Tobecompletedandsubmittedattheendofeachacademicyear)**
Part B: Academic Performance Indicators (API)

**CATEGORY 1:** TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

**(ia) Lectures, seminars, tutorials, practical, contact hours undertaken taken as percentage of lectures allocated.**

| Sl. No. | Course/Paper | Level | Mode of teaching | Class allotted as per schedule | % of classes taken as per documented record | API Score | Remarks |
|---------|--------------|-------|------------------|-------------------------------|-----------------------------------------------|-----------|---------|
| 1. | B.Sc Paper-I: Group-B Unit-1,2,3,4 Paper-II: Group-B Unit-1,2,3,4 Paper-VII: Group-A Unit-1,2,3 Paper-X: Group-C Unit-1 to 8 | Honours | Lecture +Practical. | 300/302 | 99.3 | 49.6 | Annexure Refer to Page no… |
| 2. | B.Sc Paper-I Group-C:Unit-1 Group-E :Unit-1,2 Paper-II Group-C:Unit-1.2,3 Group-D :Unit-4 Paper-III Group-IVA:Unit-11,12 | General | Lecture +Practical | 151/152 | 99.3 | | |

#Lecture (L), Seminar (S), Tutorial (T), Practical (P).

(ib) Lectures and other teaching duties in excess of UGC norms

| | CALCULATION OF API SCORE FOR I(i) ABOVE | API Score | Remarks |
|---|------------------------------------------|-----------|---------|
| a) | Classes taken (**Maximum 50** for 100% performance & proportionatescoreupto80%performance,belowwhichnoscore may begiven) | 49.6 | Annexure Refer to Page no… |
| b) | Teaching load in excess of UGC norms/ Special Lectures/ Classes taken at the study center located in the District other than Kolkata (**Max score - 10**) (15 special class) | 10 | Annexure Refer to Page no… |

**ii) Reading/ Instructional material consulted and additional knowledge resources provided to students**

| Sl. No. | Course/ Paper | Consulted | Prescribed | AdditionalResource provided | API Score | Remarks |
|---------|---------------|-----------|------------|------------------------------|-----------|---------|
| 1 | Physics Honours Course | Text books, reference and web resources | Laboratory experimental procedure, Theory from text and ref books, Web material. | Study materials (Hand written notes, hard copies of e-Book), PPT etc. | 10 | Annexure Refer to Page no… |
| 2 | Physics General Course | Text books, reference and web resources | Laboratory experimental procedure, Theory from text and ref books, Web material. | Study materials (Hand written notes, hard copies of e-Book), PPT etc. | 10 | Annexure Refer to Page no… |
| API score based on preparation and Impartingof knowledge /instruction as per curriculum and syllabus enrichment by providing additional resources to students (**Max. score:20)** | | | | | 20 | |

**iii) Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement**

**etc**

(a) Updating ofCourses/CurriculumDesign:                                              5  per course          Max10

(b) Participation/Innovative –Interactivecourses:                                     5  per course
(c) Participn./Innovative –LearningModules:                                           5  per course          Max10
(d) Participn./Innovative – Case Studies prepared:                                    5  per course
(e) Use of ICT or Computer-aided methods–ppt:                                         5  per course
(f) Use of ICT –Multi-media/Simulationetc:                                            5  per course          Max10
(g) Dev/TeachingRemedial/BridgeCourses:                                               5  per course          Max10
(h)Dev/Teaching Soft skill/Communication/Personality Dev:                             5  per course
(i) Special ProgramsinPhys.Edn./Library:                                              5  per course          Max10
(j) Innovative Composition/Creation in Music, Fine Arts, Perf Arts:                   5  per course          Max10
(k)Organizing & cond. Of popul. Prog. /Teaching Web-based/E-Library/IT-asst           5  per course
teaching Workshop/Training – 10 points; Popularization program

| Sl. No. | Short Description (in terms of items) as listed above | API Score | Remarks |
|---|---|---|---|
| (b) | Participation/Innovative – Interactive courses (Syllabus based seminar, Question-answer session, Quiz context) | 5 | Annexure Refer to Page no… |
| (c) | Learning module (Teaching Plan for Physics Honours and General) | 5+5=10 | |
| (e) | Use of ICT or Computer-aided methods– Microsoft Powerpoint | 5 | |
| (Max API Score:20) | TotalScore: | 20 | |

**(iv) Examinationdutiesassignedandperformed**

(a)Invigil.-10,Evalua.-5,Q.papersetting/Moderation-5; Max:2 [100%compliance]

(b) Internal/ContinuousAssessmentworkasallotted-10[100%compliance];

(c) ExamCoordinationCell/OutstationorFlyingSquad:10[100%compliance]

| Sl. No. | Type of Examination Duties | Duties Assigned (University final exams Part-I, II & III) | Extent to which Carried out(%) | API Score | Remarks |
|---|---|---|---|---|---|
| (a) | Invigilation (University examination) | yes | 100% | 10 | Annexure Refer to Page no… |
| (b) | Internal/ContinuousAssessments workasallotted (invigilation, evaluation for internal examination- base label, 1st, 2nd terminal, test level etc. | yes | 100% | 10 | |
| (a) | Evaluation (University final theory & practical Examinations) | yes | 100% | 5 | |
| | (Max API Score : 25) | | | 25 | |

**CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.**

**Please mention your contribution to any of the following:**

| Sl.No. | Type of Activity | Average Hrs/week | API Score | Remarks |
|---|---|---|---|---|
| 1. | **(I)Extension, Co-curricular & field based Activities** (5 points each) | | | |
| 2. | a) Field Study/Ed. Tours/ Placement: <br> 5each   Max10 | Educational tour (Massanjore Dam hydro Power with Part I,II,III students on 23.02.2017) | 5 | Annexure: <br> Refer to Page no… |
| 3. | b) NSS/NCC/NSO etc: <br> each activity10points  Max10 | | | |
| 4. | c) Student/Staff Sports <br> Campus Publication etc: <br> (dept level 2 points, Instn level 5 points) Max 10 | Volunteer in College Level Sports | 5 | Annexure: <br> Refer to Page no… |
| 5. | d) Community work <br> (Env, Hum. Rights, Scientific temper, Peace/Relief etc): Max10 | | | |
| | **(Max API Score : 20**) | | 10 | |
| | | | | |
| | **(II) Contribution to Corporate Life and Management of the Institution** | Yearly/Semester wise responsibilities | API Score | |
| | a) GovernanceResponsibility <br> (PG/IQAC/NAAC coordinator/Bursar / Warden etc.): Max10 | | | |
| | b) Academic/Administrative Committees like <br> Admission /Campus Dev/ Library Comm: 5 each Max 10 | Member of - <br> 1. Online admission committee <br> 2.Library Committee | 10 | Annexure: <br> Refer to Page no… |
| | c) Student Welfare/Placement / <br> Counseling/ Discipline 5 each Max 10 | | | |
| | e) Conf Organization/ChairSecretary/Treasurer <br> (I) International:10 <br> (II) National/Reg:5 <br> (III) Member: 1each | | | |
| | **(Max API Score : 15**) | | 10 | |
| | | | | |
| | **(III)Professional Development Activities** | | | |
| | a) Member in Professional Committees <br> (I)National 3 (II) State2;  Max10 | | | |
| | b) Participation in Conf/Seminars <br> Withoutpaper:  2 each ; Max10 | Participation of Seminar - 1 | 2 | Annexure: <br> Refer to Page no… |
| | c) Short-term Courses/ <br> Training less than a week: 5 each Max 10 | | | |
| | d) Membership/Participation in State/ <br> Central Bodies/Committees: 5 each Max 10 | | | |
| | e) Newspaper/Magazine/ Radio-TV progr (Not covered in Category III): 1 each ; Max 10 | | | |
| | **(Max API Score : 15**) | | 2 | |
| | Total Score (I +II+III)  **(Max :50)** | | 22 | |
| | Minimum API Score required – 15 | | | |

**Annual Self-Assessment for the Performance Based Appraisal System (PBAS)**

**Session/ Year Session/ Year 2017-18 (01.07.2017-06.12.2017)**
**(Tobecompletedandsubmittedattheendofeachacademicyear)**
Part B: Academic Performance Indicators (API)

**CATEGORY 1:** TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

**(ia) Lectures, seminars, tutorials, practical, contact hours undertaken taken as percentage of lectures allocated.**

| Sl. No. | Course/Paper | Level | Mode of teaching | Class allotted as per schedule | % of classes taken as per documented record | API Score | Remarks |
|---|---|---|---|---|---|---|---|
| 1. | B.Sc Paper-CC-I Unit-3,4,5 Paper-CC-II Unit-5,6,7 Paper-VII: Group-A Unit-1,2 Paper-X: Group-C Unit- 1 to 4 | Honours | Lecture +Practical. | 144/144 | 100 | 50 | Annexure: Refer to Page no… |
| 2. | B.Sc Paper-CC-1A Unit-1,4,5 Paper-II Group-C:Unit-1.2 Paper-III Group-IVA:Unit-11 | General | Lecture +Practical | 88/88 | 100 | | |

#Lecture (L), Seminar (S), Tutorial (T), Practical (P).

**(ib) Lectures and other teaching duties in excess of UGC norms**

| | CALCULATION OF API SCORE FOR I(i) ABOVE | API Score | |
|---|---|---|---|
| a) | Classes taken (**Maximum 50** for 100% performance & proportionatescoreupto80%performance,belowwhichnoscore may begiven) | 50 | Annexure Refer to Page no… |
| b) | Teaching load in excess of UGC norms/ Special Lectures/ Classes taken at the study center located in the District other than Kolkata (**Max score - 10**) (15 special class) | 10 | Annexure Refer to Page no… |

**ii) Reading/ Instructional material consulted and additional knowledge resources provided to students**

| Sl. No. | Course/ Paper | Consulted | Prescribed | AdditionalResource provided | API Score | Remarks |
|---|---|---|---|---|---|---|
| 1 | Physics Honours Course | Text books, reference and web resources | Laboratory experimental procedure, Theory from text and ref books, Web material. | Study materials (Hand written notes, hard copies of e-Book), PPT etc. | 10 | Annexure Refer to Page no… |
| 2 | Physics General Course | Text books, reference and web resources | Laboratory experimental procedure, Theory from text and ref books, Web material. | Study materials (Hand written notes, hard copies of e-Book), PPT etc. | 10 | Annexure Refer to Page no… |
| API score based on preparation and Impartingof knowledge /instruction as per curriculum and syllabus enrichment by providing additional resources to students (**Max. score:20**) | | | | | 20 | |

**iii) Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement**

**etc**

(a) Updating ofCourses/CurriculumDesign:                        5 per course          Max10

(b) Participation/Innovative –Interactivecourses:               5 per course
(c) Participn./Innovative –LearningModules:                     5 per course          Max10
(d) Participn./Innovative – Case Studies prepared:              5 per course
(e) Use of ICT or Computer-aided methods–ppt:                   5 per course
(f) Use of ICT –Multi-media/Simulationetc:                      5 per course          Max10
(g) Dev/TeachingRemedial/BridgeCourses:                         5 per course          Max10
(h)Dev/Teaching Soft skill/Communication/Personality Dev:       5 per course
(i) Special ProgramsinPhys.Edn./Library:                        5 per course          Max10
(j) Innovative Composition/Creation in Music, Fine Arts, Perf Arts:  5 per course     Max10
(k)Organizing & cond. Of popul. Prog. /Teaching Web-based/E-Library/IT-asst   5 per course
teaching Workshop/Training – 10 points; Popularization program

| Sl. No. | Short Description (in terms of items) as listed above | API Score | Remarks |
|---|---|---|---|
| (b) | Participation/Innovative – Interactive courses (Syllabus based seminar, Question-answer session, Quiz context) | 5 | Annexure: Refer to Page no… |
| (c) | Learning module (Teaching Plan for Physics Honours and General) | 5+5=10 | |
| (e) | Use of ICT or Computer-aided methods– Microsoft Powerpoint | 5 | |
| | (**Max API Score:20**)                     TotalScore: | 20 | |

**(iv) Examinationdutiesassignedandperformed**

(a)Invigil.-10,Evalua.-5,Q.papersetting/Moderation-5; Max:2 [100%compliance]

(b) Internal/ContinuousAssessmentworkasallotted-10[100%compliance];

(c) ExamCoordinationCell/OutstationorFlyingSquad:10[100%compliance]

| Sl. No. | Type of Examination Duties | Duties Assigned (University final exams Part-I, II & III) | Extent to which Carried out(%) | API Score | Remarks |
|---|---|---|---|---|---|
| (a) | Invigilation (University examination) | yes | 100% | 10 | Annexure: Refer to Page no… |
| (b) | Internal/ContinuousAssessments workasallotted (invigilation, evaluation for internal examination- base label, 1$^{st}$, 2$^{nd}$ terminal, test level etc. | yes | 100% | 10 | |
| (a) | Evaluation (University final theory & practical Examinations) | yes | 100% | 5 | |
| | (**Max API Score : 25**) | | | 25 | |

**CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.**

**Please mention your contribution to any of the following:**

| Sl.No. | Type of Activity | Average Hrs/week | API Score | Remarks |
|---|---|---|---|---|
| | **(I)Extension, Co-curricular & field based Activities** (5 points each) | | | |
| | a) Field Study/Ed. Tours/ Placement: <br>     5each              Max10 | Educational tour: (Bakreswar Thermal Power with Sem-I & Part-II,III students on 10.08.2017) | 5 | Annexure Refer to Page no… |
| | b) NSS/NCC/NSO etc: <br> each activity10points        Max10 | | | |
| | c) Student/Staff Sports <br> Campus Publication etc: <br> (dept level 2 points, Instn level 5 points) Max 10 | Volunteer in DPI Sports | 5 | Annexure Refer to Page no… |
| | d) Community work <br> (Env, Hum. Rights, Scientific temper, Peace/Relief etc): Max10 | | | |
| | (**Max API Score : 20**) | | 10 | |
| | | | | |
| | **(II) Contribution to Corporate Life and Management of the Institution** | Yearly/Semester wise responsibilities | API Score | |
| | a) GovernanceResponsibility <br> (PG/IQAC/NAAC coordinator/Bursar / Warden etc.): Max10 | | | |
| | b) Academic/Administrative Committees like Admission /Campus Dev/ Library Comm: 5 each Max 10 | Member in <br> 1. Online admission committee <br> 2. Library committee <br> 3. Admission verification committee <br> 4. Laboratory Purchase Committee <br> 5. Computer Committee. | 10 | Annexure Refer to Page no… |
| | c) Student Welfare/Placement / Counseling/ Discipline 5 each Max 10 | | | |
| | f) Conf Organization/ChairSecretary/Treasurer <br> (I)    International:10 <br> (II)   National/Reg:5 <br> (III)  Member: 1each | | | |
| | (**Max API Score : 15**) | | 10 | |
| | **(III)Professional Development Activities** | | | |
| | a) Member in Professional Committees <br> (I)National 3 (II) State2;       Max10 | | | |
| | b) Participation in Conf/Seminars <br> Withoutpaper:        2 each ; Max10 | | | |
| | c) Short-term Courses/ <br> Training less than a week: 5 each Max 10 | | | |
| | d) Membership/Participation in State/ <br> Central Bodies/Committees: 5 each Max 10 | | | |
| | e) Newspaper/Magazine/ Radio-TV progr (Not covered in Category III): 1 each ; Max 10 | | | |
| | (**Max API Score : 15**) | | | |
| | Total Score (I +II+III)     (**Max :50**) | | 20 | |
| | Minimum API Score required – 15 | | | |

**Cumulative Category-3 from the Session 2015-16 to 2017-18 (05.06.2015 to 06.12.2017)**

# CATEGORY-3: RESEARCH AND ACADEMIC CONTRIBUTIONS

## 3. A) (i)PublishedPapersinJournals

**API Score –** Category1-Refereed– 15/publication

Category 2 -Non-Refereed –10/publicationAPI Score – Category 1- Refereed – 15/publication Category 2- Non-Refereed – 10/publication

*Wherever relevant to any specific discipline the API score for paper in referred journal would be augmented as follows:

Indexed journal- by 5 points, ii) Papers with impact factor 1 and 2 by 10 points; iii) papers with impact factor between 2 and 5 by 15 points; iv) papers with impact factor between 5 and 10 by 25 points

*Points divided by number of authors

***if a paper is presented in Conference/ Seminar is published in the form of proceedings, the points would accrue for the for the publication (3.A) and not under presentation (3.E(ii)).

#Papers accepted at National/ International conferences may be reckoned as equivalent to papers presents.

| Sl. No. | Title with pageno. | Journal | ISSN/ISBN No. | Whether peer reviewed. Impact factor, if any | No. of Co-author | Whether you are themain author | API Score (+Impact Factor) | Remarks |
|---|---|---|---|---|---|---|---|---|
| 1. | Investigation of dielectric and electrical behaviour of nanocrystalline$Zn_{1-x}Mn_xO$(x=0 to x=0.01) semiconductors synthesized by mechanical alloying. 81(2016) 122-130 | Physica E Scopus Listed Journal | 1386-9477 | Peer Reviewed (I.F 2.221) | 4 | Yes | 09 $[(15+15)]$ $=30\times0.6$ $=18\div2$ $=09$ | Annexure: Refer to Page no… |

## A) (ii) Public Displays/Exhibitions/Performances with or without outputs in CD/DVD/Online/E-form/E-book [for Art/Music College]

API Score – Category 1 – 15; Category 2 – 10

| Sl. No | Title of Show/ Exhibition/ Performance with or without CD/DVD/ Tape/ Online /E-form/E- book version or Brochures | Company/Agency/ Instt Name (Including TV/Radio etc) | Categorization (I.International 15 each/ II. National 10 each (Venues/ event/ gallery/ studio/ museums) | Whether reviewed/ Impact factor (Reporting/ Coverage/ Reviews/ Hits/sales/ citations/ Commen- dations/ etc) | No of Co-performer or Co- authors (10 each) | Whether you are the Soloartist/ performer (15 each) | API Score |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

## B (i) Articles/ Chapters published in Books

API Score (Per Art/Chap)

| Category 1 | International Publisher | 10 Marks |
|---|---|---|
| Category 2 | National/ State/ Central/ Societies Publisher | 5 Marks |
| Category 3 | Subject books by other/LocalPublisher | 3 Marks |
| Category 4 | Chapters inKnowledge-basedVolumes | 5 Marks |

## ii) FullpapersinConferenceProceedings

| Sl. No. | Title with page no. | Book title, editor & publisher | ISSN/ISBN No. (Or, Renowned publishers) See Cat 1-4 as above for scores | Whether peer reviewed. | No. of Co-author | Whether you are the main author | API Score |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

## Conf. proceedings as full paper:

1. International Conference – 10/publication. 2. National –7.5/each. 3. Regional/State level – 5/each. 4. Local- Univ. /College level –3/each

| Sl. No. | Title with page no. | Details of Conference Publication | ISSN/ISBN No. | No. of Co-author | Whether you are the main author | API Score |
|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |

### iii) Bookspublishedassingleauthororaseditor

**API Score** –

Category 1 :Text/Reference Books byInternationalPublisher: 50

Category 2 :Text/Reference Books National/Soc/UnivPubl: 25

Category 3 :Subject Books by Other/LocalRecognizedPubl: 15

| Sl. No. | Title with page no. | Type of Book & authorship | Publisher & ISSN/ ISBN No. (I. International II. National III. Regional) | Whether peer reviewed. | No. of Co-author | Whether you are The main author | API Score |
|---|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |  |

### (iv) Solo Performance/Exhibition as an Artist on invitation

**API Score –**

Cat. I /International –50.Cat. II /National–25. Cat. III /Regional –15

| Sl. No | Title of Programme/ Exhibition with details ofvenue | Organized or Sponsored by Institution/ Company/ Agency,incl AIR/TVetc | Categorization – (I) International/ (II) National/ (III) Regional | Whether peer-reviewed/ Impact | No of Co-artists or Performers | Whether you are the Solo artist/ performer | API Score |
|---|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |  |

### C) Ongoing and Completed Research Projects and Consultancies

API Score for

**Projects-**

Cat I: (Sc-Rs30 lakhs+ Non-Sc: Rs 5lakhs +): **20**Cat II: (Sc-Rs5 lakhs+ Non-Sc: Rs 3lakhs+): **15**

Cat III:(Sc-Rs0.5 lakhs+ Non-Sc: Rs 0.25 lakhs+):**10**Other approved projects of Univ/Otheragencies: **5**

API Score for **Consultancies**–

(Sc-Rs10 lakhs+ Non-Sc: Rs 2lakhs +):10

API Score for

**Quality Evaluation**–

Major (Completed)Project Eval:20 .Minor (Completed) Project Eval:10

## C.(i) & (ii) Ongoing Projects/ Consultancies

| Sl. No. | Title | Agency | Period | Grant/ Amount mobilized (Rs. lakh) | API score |
|---------|-------|--------|--------|-------------------------------------|-----------|
|         |       |        |        |                                     |           |

## C.(iii) & (iv) Completed Projects/ Consultancies

| Sl. No. | Title | Agency | Period | Grant/ Amount mobilized (Rs. lakh) | Whether policy document. Patent as outcome | API score |
|---------|-------|--------|--------|-------------------------------------|---------------------------------------------|-----------|
|         |       |        |        |                                     |                                             |           |

## D) ResearchGuidance

**(i)Degree-oriented:** API Score – Ph.D. awarded – 10; Ph.D. Submitted –7;

M.Phil. awarded – 3;

**(ii)Non-Degree Products:** API Score – Post-Doctoral – 7; National Scholar –5;

Guidance to Scholars & Master's level – 3

| Sl. No. | Number enrolled | Thesis submitted | Degree awarded | API score |
|---------|-----------------|------------------|----------------|-----------|
| Non-Degree products |  |  |  |  |
| M.Phil. or equivalent |  |  |  |  |
| Ph.D. or equivalent |  |  |  |  |

## E) (i) Training Courses, Teaching-Learning –Evaluation Technology Programmes, Faculty Development Programme

## (not less than one week duration)

Cat I: (Not less than two week duration): 20
Cat II: (Not less than one week duration): 10

| Sl. No. | Programme | Duration | Organized by | API Score | Remarks |
|---------|-----------|----------|--------------|-----------|---------|
| 1. | Orientation Programme | 21 days | UGC,HRDC North Bengal University (02.08.2017-29.08.2017) | 20 | Annexure Refer to Page no… |

## E) (ii) Papers presented in Conferences, Seminars, Workshops, Symposia

APIScore–Category1International–10, Category2National –7.5
Category3Regional –5, Category4Local –3

| Sl. No. | Title of the paper presented | Title of Conference/ Seminar | Organized by | Whether International/ National/State/Regional/ College or University Level | API Score | Remarks |
|---------|------------------------------|------------------------------|--------------|-----------------------------------------------------------------------------|-----------|---------|
| 1. |  |  |  |  |  |  |

## E) (iii) Invited lectures/ Chairing the session or presentation for conferences/symposia etc.

**APIScore–**

Category1International – 10
Category2National   – 7.5
Category 3 Regional /State level – 5
Category4Univ/EndowmentLect–3

| Sl. No. | Title of the Lecture/ Academic session | Title of Conference/ Seminar | Organized by | Whether International/ National/State/ Regional/College Or University level | API score |
|---------|------------------------------------------|------------------------------|--------------|------------------------------------------------------------------------------|-----------|
|         |                                          |                              |              |                                                                              |           |

**Signature of the incumbent**          **Signature of the Coordinator IQAC**
**With designation and date with Seal**

**Signature of the Principal/ TIC**
**With date and Seal**

**Name of the Applicant: Dr. Somnath Choudhury**          **Subject: Physics**
**Summary of API scores (05.06.2015 – 06.12.2017)**

| Category | Criteria | API Score for previous 3/4/5/6 academic years as applicable for specific proposed stage of promotion from Stage I/II/III to Stage II/III/IV. | | | Total API Score for Assessment Period |
|---|---|---|---|---|---|
| | | 05.06.15 to 30.06.16 | 01.07.16 to 30.06.17 | 01.07.17 to 06.12.17 | |
| I | **CATEGORY I:** Teaching, learning and evaluation related activities *(to be assessed yearly)* | **124.6** | **124.6** | **125** | **374.2** |
| II | **CATEGORY II:** Co-curricular, extension and professional development related activity *(to be assessed cumulatively for assessment period)* | **22** | **22** | **20** | **64** |
| III | **CATEGORY III:** Research and Academic Contributions *(to be assessed cumulatively for assessment period)* | **29** | | | |
| II + III | **Total API score** (Category II + Category III)/ Assessment Period) | **93** | | | |

**Signature of Incumbent**

**Signature of the Coordinator, IQAC**

**Signature of the Principal/TIC/OIC**

This FORMAT for Annual Self-Assessment for the Performance Based Appraisal System (PBAS) is required to be filled up at the end of each Academic Year during the period of promotion and filled in Format along with all documents will be placed to the Screening / Selection Committee after duly approved by the IQAC and Principal/TIC/OIC of the concerned college.

**Annual Self-Assessment for the performance Based Appraisal System (PBAS) Session/ Year 2017-18 (07.12.17 till 30.06.18)**
**(To be completed and submitted at the end of each academic year)**

**Part B: Academic Performance Indicators (API)**

(Please see detailed instruction of the **PBAS-I** Proforma before filling out this section)

**CATEGORY 1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

**(a) Direct teaching (16/14) hours per week as applicable) including Lectures, Tutorials, Practical, Project Supervision and Field work**

| Sl.No | Course/ Paper | Level | Mode of Teaching | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷7.5 for Assistant Prof. & ÷ 7.75 for Associate Prof.) | API Score | Remarks |
|---|---|---|---|---|---|---|---|
| 1. | B.Sc Paper-CC-III Unit-5,6,7 Paper-CC-III Unit-1,2 Paper-VII: Group-A Unit-3 Paper-X: Group-C Unit- 4 to 8 | Honours | Lecture +Practical | 158 | 21.1 | 33.1 | Annexure Refer to Page no… |
| 2. | B.Sc Paper-CC-1B Unit-1,4,5 Paper-II Group-C:Unit-3 Group-D :Unit-4 Paper-III Group-IVA:Unit-12 | General | Lecture +Practical | 90 | 12.0 | | |
| | **Maximum API Score :** **i) Assistant Professor Stage I : 70** **ii) Assistant Professor Stage II : 70** **iii) Assistant Professor Stage III: 70** | | | | | 33.1 | |

**\*Lectures, Tutorials, Practical, Project Supervision and FieldWork**
- **Workload as per UGC regulation 2016:**

**(b) Examination duties (question paper setting, evaluation of answer scripts) as per allotment**

| | Direct Teaching Hours per week |
|---|---|
| Assistant Professor | 16 |
| Associate Professor | 14 |

| Sl. No. | Type of Examination Duties | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷ 10 for all Teachers) | API Score | Remarks |
|---|---|---|---|---|---|
| 1 | Invigilation (University examinations) | 23.0 | 2.3 | 2.3 | Annexure |

| 2. | Internal continuous assessments (paper setting, internal evaluation of answer scripts terminal and test examination and invigilation) | 56.2 | 5.6 | 5.6 | Refer to Page no… |
| 3. | Evaluation of University examination answer scripts for Part-I, II and III and Sem-I and II (Hons and General/Generic) | 41.1 | 4.1 | 4.1 | |
| | **Maximum API Score :**<br>**i) Assistant Professor Stage I : 20**<br>**ii) Assistant Professor Stage II : 20**<br>**iii) Assistant Professor Stage III : 20** | | | 10.0 | |

**c) Innovative teaching- learning methodologies; updating of subject content/ course, mentoringetc.**

   (a)   Updating of Courses/CurriculumDesign:

   (b)   Participation/Innovative – Interactivecourses:

   (c)   Particicpn./Innovative – LearningModules

   (d)   Particicpn./Innovative – Case Studiesprepared:

   (e)   Use of ICT or Computer-aided methods –ppt:

   (f)   Use of ICT – Multi-media/Simulationetc:

   (g)   Dev/Teaching Remedial/BridgeCourses:

   (h)   Dev/Teaching Soft skill/Communication/PersonalityDev:

   (i)   Special Programs in Phys.Edn./Library:

   (j)   Innovative Composition/Creation in Music, Fine Arts, PerfArts:

(k)   Organizing & cond. ofpopular P r o g /Teaching Web-based/E- Library/IT-asst.teaching:

| Sl. No | Short Description (in terms of items) as listed above | Actual hours spent per Academic Year | Actual Score (Actual hours spent per academic Year ÷10) | API score | Remarks |
|---|---|---|---|---|---|
| 1. | Participation/Innovative- Interactive courses:<br>**Syllabus based Extempore, Group discussion, quiz contest** | 6 | 6 | 0.6 | Annexure Refer to Page no… |
| 2. | Participation/ Innovative- Learning modules **(in Hons. and Gen. for old 3 years and new CBCS semester system) design of course module: Teaching Plan** | 0 | 0 | 0.0 | |
| 3. | Use of ICT or Computer-aided methods- ppt<br>**PowerPoint presentation, e-learning materials for imparting lectures** | 54 | 5.4 | 5.4 | |
| 4. | Use of ICT- Multimedia/Simulation etc.<br>**Multimedia, slides and simple simulations** | 18 | 1.8 | 1.8 | |
| | **Maximum API Score :**<br>**i) Assistant Professor Stage I : 10**<br>**ii) Assistant Professor Stage II :10**<br>**iii) Assistant Professor Stage III :10** | | 7.8 | 7.8 | |

In consonance with established academic and teaching traditions, and with a view to reinforcing a student centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out byteachers.

**Minimum API Score required for promotion under CAS for CATEGORY I (to be assessed yearly):**

| | | |
|---|---|---|
| i) | **Stage I to II** | **80/ Year** |
| ii) | **Stage II to III** | **80/Year** |
| iii) | **Stage III to IV** | **75/Year** |

**CATEGORY2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITY**

| Sl. No. | Type of Activity | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷10) * | API Score | Remarks |
|---|---|---|---|---|---|
| (a) | **Student related Extension, Co-curricular & field based Activities** | | | | |
| | i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.) **Organizer and conduction of Student seminar** | 6 | 0.6 | 0.6 | Annexure Refer to Page no… |
| | ii) Other co-curricular activates (Cultural, Sports, NSS, and NCC etc.)**Volunteer in College Sports and College Cultural Programme** | 20 | 2.0 | 2.0 | Annexure Refer to Page no… |
| | iii) Extension and dissemination activities (public/popular lectures/talks/seminars) | | | | |
| | **(Max API Score : 15)** | | | 2.6 | |
| (b) | **Contribution to Corporate life and management of the sports units and institution through participation in responsibilities (including as Principal / Director responsibilities that require regular office hrs for its discharge)** | | | | |
| | i) ) Administrative Responsibility ( including Dean/Principal/Chairperson/Convenor/Teacher- in- charge/ similar other duties that require regular Office hours for its discharge) **(Head of Department)** | 82 | 8.2 | 8.2 | Annexure Refer to Page no… |
| | iii) Participation in Board of Studies, Academic and Administrative committees **Member of –** **1. Online admission committee** **2. admission verification committee** **3. Laboratory purchase committee** **4. Academic advisory committee** **5.Computer Committee** | 36 (6+12+4+6+8) | 3.6 | 3.6 | Annexure Refer to Page no… |
| | **(Max API Score : 15)** | | | 11.8 | |
| (c) | **Professional Development activities (such as participation in seminars activities (such as participation in seminars talks, lectures in refresher / faculty development courses, membership of associations, dissemination and general articles and any othercontribution)** 1.State level seminar "Satyendranath Bose's Life and Work", Organized by Bangiya Bijnan Parishad, Higher Education Department, Govt. of West Bengal in association with Suri Vidyasagar College, Suri, 17 March 2018 **(4 hrs)**(Annexure        ) | | | | |
| | **(Max API Score : 15)** | 4 | 0.4 | 0.4 | |
| | *For all categories of Teachers (Assistant/Associate)Total Score (a +b+c) **(Max :45)** | | | 14.8 | |

**Minimum API Score for CATEGORY II, required to be assessed cumulatively –**

| i) | **Stage I to II** | **50/Assessment Period** |
|---|---|---|
| ii) | **Stage II to III** | **50/Assessment Period** |
| iii) | **Stage III to IV** | **50/Assessment Period** |

**To G.O. No. 1373–Edn (CS) dated 07.12.2017**

**This FORMAT for Annual Self-Assessment for the Performance Based Appraisal System (PBAS) is required to be filled up at the end of each Academic Year during the period of promotion and filled in Format along with all documents will be placed to the Screening / Selection Committee after duly approved by the IQAC and Principal/TIC/OIC of the concerned college.**

**Annual Self-Assessment for the performance Based Appraisal System (PBAS) Session/ Year <u>01.07.18 till 30.06.19</u> (To be completed and submitted at the end of each academic year)**

<div align="center">

**Part B: Academic Performance Indicators (API)**

(Please see detailed instruction of the **PBAS-I** Proforma before filling out this section)

</div>

**CATEGORY 1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

**(a) Direct teaching (16/14) hours per week as applicable) including Lectures, Tutorials, Practicals, Project Supervision and Field work**

| Sl.No | Course/ Paper | Level | Mode of Teaching | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷7.5 for Assistant Prof. & ÷ 7.75 for Associate Prof.) | API Score | Remarks |
|---|---|---|---|---|---|---|---|
| 1. | B.Sc Paper-CC-I:Unit-3,4,5 Paper-CC-II:Unit-5,6,7 Paper-CC-III:Unit-5,6,7 Paper-CC-IV:Unit-1,2 Paper-CC-V: Unit-4,5,6 Paper-CC-VII: Unit-3,4,5 Paper-CC-VIII:Unit-3 Paper-CC-X:Unit-4,5,6 Paper-X: Group-C: Unit- 1 to 4 | Honours | Lecture +Practical | 284 | 37.8 | 62.5 | Annexure Refer to Page no… |
| 2. | B.Sc Paper-CC-1A: Unit-1,4,5 Paper-CC-1B: Unit-1,4,5 Paper-SEC-1: Unit-1,2,3 Paper-SEC-2: Unit-1,2,3,4 Paper-III:Group-IVA:Unit-12 | General | Lecture +Practical | 185 | 24.6 | | |
| | **Maximum API Score :** <br> **i) Assistant Professor Stage I : 70** <br> **ii) Assistant Professor Stage II : 70** <br> **iii) Assistant Professor Stage III: 70** | | | | | 62.5 | |

**\*Lectures, Tutorials, Practical, Project Supervision and FieldWork**

- **Workload as per UGC regulation 2016:**

**(b) Examination duties (question paper setting, evaluation of answer scripts) as per allotment**

| | **Direct Teaching Hours per week** |
|---|---|
| Assistant Professor | 16 |
| Associate Professor | 14 |

| Sl. No. | Type of Examination Duties | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷ 10 for all Teachers) | API Score | Remarks |
|---|---|---|---|---|---|
| | | | | | |

| | | | | | |
|---|---|---|---|---|---|
| 1 | Invigilation (University examinations) | 42.0 | 4.2 | 4.2 | Annexure Refer to Page no… |
| 2. | Internal continuous assessments (paper setting, internal evaluation of answer scripts terminal and test examination and invigilation) | 51.2 | 5.1 | 5.1 | Annexure Refer to Page no… |
| 3. | Evaluation of University examination answer scripts for Part-I, II and III and Sem-I and II (Hons and General/Generic) | 100.2 | 10.0 | 10.0 | Annexure Refer to Page no… |
| | **Maximum API Score :** <br> **i) Assistant Professor Stage I : 20** <br> **ii) Assistant Professor Stage II : 20** <br> **iii) Assistant Professor Stage III : 20** | | | 19.2 | |

**c) Innovative teaching- learning methodologies; updating of subject content/ course, mentoringetc.**

(a) Updating of Courses/CurriculumDesign:

(b) Participation/Innovative – Interactivecourses:

(c) Participn./Innovative – LearningModules

(d) Participn./Innovative – Case Studiesprepared:

(e) Use of ICT or Computer-aided methods –ppt:

(f) Use of ICT – Multi-media/Simulationetc:

(g) Dev/Teaching Remedial/BridgeCourses:

(h) Dev/Teaching Soft skill/Communication/PersonalityDev:

(i) Special Programs in Phys.Edn./Library:

(j) Innovative Composition/Creation in Music, Fine Arts, PerfArts:

(k) Organizing & cond. ofpopular Prog /Teaching Web-based/E- Library/IT-asst.

| Sl. No | Short Description (in terms of items) as listed above | Actual hours spent per Academic Year | Actual Score (Actual hours spent per academic Year ÷10) | API score | Remarks |
|---|---|---|---|---|---|
| 1. | Participation/Innovative- Interactive courses: **Syllabus based Extempore, Group discussion, and quiz contest.** | 18 | 1.8 | 1.8 | Annexure Refer to Page no… |
| 2. | Participation/ Innovative- Learning modules (**in Hons. and Gen. for old 3 years and new CBCS semester system) design of course module: Teaching Plan** | 16 | 1.6 | 1.6 | |
| 3. | Use of ICT or Computer-aided methods- ppt **PowerPoint presentation, e-learning materials for imparting lectures** | 56 | 5.6 | 5.6 | |
| 4. | Use of ICT- Multimedia/Simulation etc. **Multimedia, slides and simple simulations** | 13 | 1.3 | 1.3 | |
| | **Maximum API Score :** <br> **i) Assistant Professor Stage I : 10** <br> **ii) Assistant Professor Stage II :10** <br> **iii) Assistant Professor Stage III :10** | | | 10.0 | |

In consonance with established academic and teaching traditions, and with a view to reinforcing a student centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and

address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out byteachers.

**Minimum API Score required for promotion under CAS for CATEGORY I (to be assessed yearly):**

| i) | Stage I to II | 80/ Year |
|---|---|---|
| ii) | Stage II to III | 80/Year |
| iii) | Stage III to IV | 75/Year |

**CATEGORY2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATEDACTIVITY**

| Sl. No. | Type of Activity | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷10) * | API Score | Remarks |
|---|---|---|---|---|---|
| (a) | **Student related Extension, Co-curricular & field-based Activities** | | | | |
| | i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.) **Organizer and conduction of Student seminar + conduction of Ed. Tour at Meghnad Saha Planetarium Bardhhaman, dated-20/03/2019)** | 20 | 2.0 | 2.0 | Annexure Refer to Page no… |
| | ii) Other co-curricular activates (Cultural, Sports, NSS, and NCC etc.)**Volunteer in College Sports, College Cultural Programme** | 16 | 1.6 | 1.6 | Annexure Refer to Page no… |
| | iii) Extension and dissemination activities (public/popular lectures/talks/seminars) | | | | |
| | **(Max API Score : 15)** | | | 3.6 | |
| (b) | **Contribution to Corporate life and management of the sports units and institution through participation in responsibilities (including as Principal / Director responsibilities that require regular office hrs for its discharge)** | | | | |
| | i) ) Administrative Responsibility ( including Dean/Principal/Chairperson/Convenor/Teacher- in-charge/ similar other duties that require regular Office hours for its discharge) **(Acted as Head of Department)** | 88 | 8.8 | 8.8 | Annexure Refer to Page no… |
| | iii) Participation in Board of Studies, Academic and Administrative committees **Member of –** **1. Online admission committee** **2. admission verification committee** **3. Laboratory purchase committee,** **4. Academic advisory committee** **5. Computer Committee** | 86 (8+42+4+22+10) | 8.6 | 8.6 | Annexure Refer to Page no… |
| | **(Max API Score : 15)** | | | 15.0 | |
| (c) | **Professional Development activities (such as participation in seminars activities (such as participation in seminars talks, lectures in refresher / faculty development courses, membership of associations, dissemination and general articles and any othercontribution)** **1.** One day seminar on "Intellectual Property Rights"  Organized by IQAC and Equal Opportunity Cell, SuriVidyasagar college at Suri on 19.03.2019  (4hours)(Annexure       ) | | | | |
| | **(Max API Score : 15)** | 4 | 0.4 | 0.4 | |
| | *For all categories of Teachers (Assistant/Associate)Total Score (a +b+c) **(Max :45)** | | | 19.0 | |

**Minimum API Score for CATEGORY II, required to be assessed cumulatively –**

| i) | **Stage I to II** | **50/Assessment Period** |
|---|---|---|
| ii) | **Stage II to III** | **50/Assessment Period** |
| iii) | **Stage III to IV** | **50/Assessment Period** |

**To G.O. No. 1373–Edn (CS) dated 07.12.2017**

This FORMAT for Annual Self-Assessment for the Performance Based Appraisal System (PBAS) is required to be filled up at the end of each Academic Year during the period of promotion and filled in Format along with all documents will be placed to the Screening / Selection Committee after duly approved by the IQAC and Principal/TIC/OIC of the concerned college.

Annual Self-Assessment for the performance Based Appraisal System (PBAS) Session/ <u>Year 01.07.2019 till 16.12.2019</u> (To be completed and submitted at the end of each academic year)

## Part B: Academic Performance Indicators (API)

(Please see detailed instruction of the **PBAS-I** Proforma before filling out this section)

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

**(a) Direct teaching (16/14) hours per week as applicable) including Lectures, Tutorials, Practicals, Project Supervision and Field work**

| Sl.No | Course/ Paper | Level | Mode of Teaching | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷7.5 for Assistant Prof. & ÷ 7.75 for Associate Prof.) | API Score | Remarks |
|---|---|---|---|---|---|---|---|
| 1. | B.Sc Paper-CC-I:Unit-3,4,5 Paper-CC-II:Unit-5,6,7 Paper-CC-V: Unit-4,5,6 Paper-CC-VII: Unit-3,4,5 Paper-CC-XI: Unit-4;5 Paper-CC-XII: Unit- 4,5 | Honours | Lecture +Practical | 252 | 33.6 | 56.7 | Annexure Refer to Page no… |
| 2. | B.Sc Paper-CC-1A: Unit-1,4,5 Paper-CC-1B: Unit-1,4,5 Paper-SEC-1: Unit-1,2,3 Paper-SEC-2: Unit-1,2,3,4 Paper-DSE-1A: Unit-5,6,7,8 | General | Lecture +Practical | 173 | 23.1 | | |
| Maximum API Score : i) Assistant Professor Stage I : 70 ii) Assistant Professor Stage II : 70 iii) Assistant Professor Stage III: 70 | | | | | | 56.7 | |

*Lectures, Tutorials, Practical, Project Supervision and FieldWork
- **Workload as per UGC regulation 2016:**

**(b) Examination duties (question paper setting, evaluation of answer scripts) as per allotment**

| | Direct Teaching Hours per week |
|---|---|
| Assistant Professor | 16 |
| Associate Professor | 14 |

| Sl. No. | Type of Examination Duties | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷ 10 for all Teachers) | API Score | Remarks |
|---|---|---|---|---|---|
| 1 | Invigilation (University examinations) | 58 | 5.8 | 5.8 | Annexure Refer to Page no… |
| 2. | Internal continuous assessments (paper setting, internal evaluation of answer scripts terminal and test examination and invigilation) | 65.9 | 6.6 | 6.6 | Annexure Refer to Page no… |

| 3. | Evaluation of University examination answer scripts for Part-I, II and III &Sem-I,II and III (Hons. and General/Generic) | 11.0 | 1.1 | 1.1 | Annexure Refer to Page no… |
|---|---|---|---|---|---|
| | **Maximum API Score :** **i) Assistant Professor Stage I : 20** **ii) Assistant Professor Stage II : 20** **iii) Assistant Professor Stage III : 20** | | | 13.5 | |

**c) Innovative teaching- learning methodologies; updating of subject content/ course, mentoringetc.**

(a) Updating of Courses/CurriculumDesign:

(b) Participation/Innovative – Interactivecourses:

(c) Participn./Innovative – LearningModules

(d) Participn./Innovative – Case Studiesprepared:

(e) Use of ICT or Computer-aided methods –ppt:

(f) Use of ICT – Multi-media/Simulationetc:

(g) Dev/Teaching Remedial/BridgeCourses:

(h) Dev/Teaching Soft skill/Communication/PersonalityDev:

(i) Special Programs in Phys.Edn./Library:

(j) Innovative Composition/Creation in Music, Fine Arts, PerfArts:

(k) Organizing & cond. ofpopular Prog /Teaching Web-based/E- Library/IT-asst.asst.teaching:

| Sl. No | Short Description (in terms of items) as listed above | Actual hours spent per Academic Year | Actual Score (Actual hours spent per academic Year ÷10) | API score | Remarks |
|---|---|---|---|---|---|
| 1. | Participation/Innovative- Interactive courses: **Syllabus based Extempore, Group discussion and quiz contest** | 22 | 2.2 | 2.2 | Annexure Refer to Page no… |
| 2. | Participation/ Innovative- Learning modules (**in Hons. and Gen.) design of course module: Teaching Plan** | 16 | 1.6 | 1.6 | |
| 3. | Use of ICT or Computer-aided methods- ppt **PowerPoint presentation, e-learning materials for imparting lectures, online classes** | 44 | 4.4 | 4.4 | |
| 4. | Use of ICT- Multimedia/Simulation etc. **Multimedia, slides and simple simulations** | 22 | 2.2 | 2.2 | |
| | **Maximum API Score :** **i) Assistant Professor Stage I : 10** **ii) Assistant Professor Stage II :10** **iii) Assistant Professor Stage III :10** | | | **10** | |

In consonance with established academic and teaching traditions, and with a view to reinforcing a student centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best

placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out byteachers.

**Minimum API Score required for promotion under CAS for CATEGORY I (to be assessed yearly):**

| i) | Stage I to II | 80/ Year |
|------|----------------|----------|
| ii) | Stage II to III | 80/Year |
| iii) | Stage III to IV | 75/Year |

**CATEGORY2: CO-CURRICULAR, EXTENSIONANDPROFESSIONAL DEVELOPMENT RELATEDACTIVITY**

| Sl. No. | Type of Activity | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷10) * | API Score | Remarks |
|---------|------------------|--------------------------------------|------------------------------------------------------------|-----------|---------|
| (a) | **Student related Extension, Co-curricular & field based Activities** | | | | |

| | | | | | |
|---|---|---|---|---|---|
| | i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.) **Organizer and conduction of Student seminar + conduction of Ed. Tour at atMassenjore Hydropower Dam on 08/11/2019)** | 20 | 2.0 | 2.0 | Annexure Refer to Page no… |
| | ii) Other co-curricular activates (Cultural, Sports, NSS, and NCC etc.)**Volunteer in College Sports and College Cultural Programme** | 24 | 2.4 | 2.4 | Annexure Refer to Page no… |
| | iii) Extension and dissemination activities (public/popular lectures/talks/seminars) | | | | |
| | **(Max API Score : 15)** | | | 4.4 | |
| (b) | **Contribution to Corporate life and management of the sports units and institution through participation in responsibilities (including as Principal / Director responsibilities that require regular office hrs. for its discharge)** | | | | |
| | i) ) Administrative Responsibility ( including Dean/Principal/Chairperson/Convenor/Teacher- in-charge/ similar other duties that require regular Office hours for its discharge)**(Head of Department)** | 78 | 7.8 | 7.8 | Annexure Refer to Page no… |
| | iii) Participation in Board of Studies, Academic and Administrative committees **Member of – 1. Online admission committee 2. admission verification committee 3. Laboratory purchase committee 4. Academic advisory committee 5. Computer Committee.** | 76 (12+50+4+8+12) | 7.6 | 7.6 | Annexure Refer to Page no… |
| | **(Max API Score : 15)** | | | 15 | |
| (c) | **Professional Development activities (such as participation in seminars activities (such as participation in seminars talks, lectures in refresher / faculty development courses membership of associations, dissemination and general articles and any othercontribution)** <br> 1. RC at HRDC, BU from 03.12.2019 to 16.12.2019 (**72 hours**)(Annexure ) | | | | |
| | **(Max API Score : 15)** | 72 | 7.2 | 7.2 | |
| | *For all categories of Teachers (Assistant/Associate) <br><br> Total Score (a +b+c) **(Max :45)** | | | 26.6 | |

**Minimum API Score for CATEGORY II, required to be assessed cumulatively –**

| i) | **Stage I to II** | **50/Assessment Period** |
|---|---|---|
| ii) | **Stage II to III** | **50/Assessment Period** |
| iii) | **Stage III to IV** | **50/Assessment Period** |

## CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS:
**Minimum API Score for CATEGORY III, required to be assessed cumulatively**

| i) | Stage I to II | 20/Assessment Period |
|---|---|---|
| ii) | Stage II to III | 50/Assessment Period |
| iii) | Stage III to IV | 75/Assessment Period |

**III (A) Research Papers Published in**

- Refereed Journals as notified by UGC in 'List of Journals' –25/publication
-Other Reputed Journals as notified by UGC in 'List of Journals' -10 per publication

| Sl. No. | Title with pageno. | Journal | ISSN/IS BN No. | Whether peer Reviewed Impact factor, ifany | No. of Co-author | Whether you are the main author | API score | Remarks |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | |

* Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 20 points: (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

**III (B) Publications other than journal articles (books, chapters in books) as prescribed in UGC Regulation 2016.**

- Text /Reference Books published by International Publisher with ISBN/ISSN number as approved by University : 30 per book for single author
- Subject Books published by National level Publisher with ISBN/ISSN number or State /Central Govt. Publications as approved by University :20 per book for single author
- Subject Books published by other local Publisher with ISBN/ISSN number as approved by University :15 per book for single author
  - Chapter in Books published by National /International level Publisher with ISBN/ISSN number as approved by University : International -10 per chapter
    National – 05 per chapter

**III (C) RESEARCH PROJECTS**

**III (C) (i) Sponsored Projects:**

(a) Major Project with grants above Rs.30 lakhs (science)/above Rs.5 lakhs (Arts)
**-20 perproject**

(b) Major Project with grants Rs.05 lakhs up to Rs.30 lakhs (science)/Rs.03 lakhs up to Rs.05 lakhs (Arts) - 15perproject

| Sl. No. | Title of the Major /Minor Project | Sponsoring Agency | Period | Grant/ Amount mobilized | API score |
|---|---|---|---|---|---|
| | | | | | |

(c) Minor Project with grants above Rs. 01 lakh up to Rs.05 lakhs (science)/Rs.01 lakh up to Rs.03lakhs (Arts) -10 perproject

| Sl. No. | Title of the publication with page no. and year of publication | Name of the of publisher | ISSN/ ISBN No. | No.of Co-author | Whether you are the main author | API Score |
|---|---|---|---|---|---|---|
| | | | | | | |

**III (C) (ii) Consultancy Projects:**

mount Mobilized with a minimum of Rs.10 lakhs (Science)/Rs. 02 lakhs (Arts)- 10 forevery Rs.10 lakhs and Rs.02 lakhs

| Sl.No | Title of the Consultancy Project | Agency | Period | Grant/Amount Oblized | API score |
|---|---|---|---|---|---|
|  |  |  |  |  |  |

### III (C) (iii) Projects outcome/outputs

• **API score:**

Patent / Technology transfer / Product/Process **(for Science)-**
 International level output--30 / each output National level output--- 20/each output

**(a) For Science: Patent / Technology transfer / Product/Process:**

|  | Details of the Patent / Technology transfer / Product/Process | Date and year of acceptance of the patent/Technology | National /International | API score |
|---|---|---|---|---|
|  |  |  |  |  |

**(b) For Arts:**

**Major Policy document prepared for International bodies WHO/UNO/UNESCO/UNICEF ETC.) / Central/State Government /local Bodies**

• Major Policy document prepared for International bodies like
    WHO/UNO/UNESCO/UNICEF etc. Central/State Government /local Bodies
                (**for Arts** )—
             a) Major Policy document prepared for International bodies- 30
             b) Central Government-20
             c) State Government --10
             d) Local Bodies---05

| Sl. No. | Title of Major Policy document prepared | Date and year of acceptance of the Major Policy documents | Name of the body for which the policy was prepared | International/ National/Cent ral Govt./State Govt./Local Bodies. | API score |
|---|---|---|---|---|---|
|  |  |  |  |  |  |

### III (D) Research Guidance

    **API Score – (i)** Ph.D. awarded/ Thesis Submitted – 15 / 10 (for both Science & Arts) per   candidate

        (ii)M. Phil Degree Awarded/Thesis Submitted –5 (for both Science & Arts)/ candidate.

| Sl. No. | Number enrolled | Degree awarded | Thesis Submitted | API score |
|---|---|---|---|---|
|  | M.Phil. or equivalent |  |  |  |
|  | Ph.D. Or equivalent |  |  |  |

### III(E) Fellowships, Awards and Invited lectures delivered in conferences/seminar

### ( III)E.(i) Fellowship /Award :

International Award/Fellowship from academic bodies- 15/award & 15 / fellowship b) National Award/Fellowship from academic bodies- 10/award & 10 / fellowship
c) State /University level Award from academic bodies- 05/award

a)

| Sl. No. | Title of the Award /Fellowship | International /National/ State /University level | Name of the ward or Fellowship awarding Academic Body | Date &Year of achievement of Award/ Fellowship | API Score |
|---------|---------|---------|---------|---------|---------|
|  |  |  |  |  |  |

**III)E.(ii) Invited Lectures/papers.**
> a)International-7/lecture or 5/paper presented
> b) National-5/lecture or 3/paper presented
> c)State /University level-3 /lecture or 2/paper presented

| Sl. No. | Title of the invited lecture/paper presented | Title of Conference/Seminar with Date | Organized by | Whether International/ National/State or University | API Score | Remarks |
|---------|---------|---------|---------|---------|---------|---------|
|  |  |  |  |  |  |  |

**\*The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period**

| i) | Stage I to II | 04/Assessment Period |
|---------|---------|---------|
| ii) | Stage II to III | 10/Assessment Period |
| iii) | Stage III to IV | 15/Assessment Period |

**III(F) Development of e-learning delivery process/material**
> **API score -10/ Module**

| Sl. No. | Title of the Module | Course/Paper for which the module was prepared | Year and Date of presentation | API Score |
|---------|---------|---------|---------|---------|
|  |  |  |  |  |

**\*Minimum total API scores required for promotion under CATEGORY I +   CATEGORY II\*:**

| i) | Stage I to II | 90/Assessment Period |
|---------|---------|---------|
| ii) | Stage II to III | 120/Assessment Period |
| iii) | Stage III to IV | 150/Assessment Period |

# Summary of API scores: (in pursuance of G.O. No. 198–EH (CG) dated 07.12.2017)

**Name of the Applicant: Dr. Somnath Choudhury**          **Subject: Physics**

| Category | Criteria | API Score for previous 3/4/5/6 academic years as applicable for specific proposed stage of promotion from Stage I/II/III to Stage II/III/IV. | Total API Score for Assessment |
|---------|---------|---------|---------|

|  |  | 07.12.2017 to 30.06.2018 | 01.07.2018 to 30.06.2019 | 01.07.2019 to 16.12.2019 | Period |
|---|---|---|---|---|---|
| I | **CATEGORY I:** <br> Teaching, learning and evaluation related activities <br> *(to be assessed yearly)* | **50.9** | **91.4** | **80.2** | **222.5** |
| II | **CATEGORY II:** <br> Co-curricular, extension and professional development related activity <br> *(to be assessed cumulatively for assessment period)* | **14.8** | **19.0** | **26.6** | **60.4** |
| III | **CATEGORY III:** <br> Research and Academic Contributions <br><br> *(to be assessed cumulatively for assessment period)* | **00** | | | **00** |
| II + III | **Total API score** <br> (Category II + Category III)/ Assessment Period) | | | | **60.4** |

**Signature of**
**Incumbent**
**with date and seal**

**Signature of the**
**Coordinator, IQAC**

**Signature of the**
**Principal/TIC/OIC**

**IV. Summary of API Scores:**

**Name of Applicant: Dr. Somnath Choudhury**                **Subject: Physics**

|  |  | **Criteria** | **API Score for previous 3/4/5/6 academic years as applicable for specific proposed stage of promotion from Stage I/~~II/III~~ to Stage II/~~III/IV~~** | **Total API score for the assessment period** | **Percentage Distribution of Weightage Points in the** |
|---|---|---|---|---|---|

| | | 05.06.15 to 30.06.16 | 01.07.16 to 30.06.17 | 01.07.17 to 06.12.17 | 07.12.2017 to 30.06.2018 | 01.07.18 to 30.06.19 | 01.07.19 to 16.12.19 | | | Expert Assessment (Applicable only for selection committee) |
|---|---|---|---|---|---|---|---|---|---|---|
| I | **CATEGORY I:** Teaching, learning and evaluation related activities*(to be assessed yearly)* | 124.6 | 124.6 | 125 | 50.9 | 91.4 | 80.2 | 596.7 | **Average API/Year** | |
| | | | | | | | | | **132.6** | |
| II | **CATEGORY II:** Co-curricular, extension and professional development related activity **(to be assessed cumulatively for assessment period)** | 22 | 22 | 20 | 14.8 | 19 | 26.6 | **124.4** | | |
| III | **CATEGORY III:** Research and Academic Contributions*(to be assessed cumulatively for assessment period)* | **Assessment Period 05.0615 to 06.12.17** | | | | | | **29** | | |
| | | **Assessment Period 07.12.17 to 16.12.19** | | | | | | **00** | | |
| II+ III | **Total API score (Category II + Category III)/ Assessment Period)** | **Total Assessment Period: 05.06.15 to 16.12.19** | | | | | | **153.4** | | |

………………………………..
*Signature of the Incumbent*

………………………………..
*Signature of the Coordinator, IQAC with date and seal*

…………………………………
*..Signature of the Principal/TIC/OIC with date and seal*

| *Date of Screening Committee / Selection committee and Venue* | Date: | Venue: |
|---|---|---|
| *Recommendation of the Screening/Selection Committee for promotion on CAS with date of effect of promotion* | • *Recommended for promotion from Stage I / ~~II /III~~ to Stage II / ~~III / IV~~ (Strike out which are not applicable)* <br> • *Date of effect:* | |

…………………………………
*Signature of the Principal/TIC/OIC with date and seal*

……………………………..
*Signature of the DPI Nominee with date and seal*

…………………..
*Signature of the Subject Expert/s with date and seal*

………………………………….
*Signature of the Subject Expert/s with date and seal*

**SUMMARY OF API SCORE: FOR THOSE WHERE ASSESSMENT PERIOD COVERS BOTH UGC REGULATIONS, 2010 AND UGC REGULATIONS**, 2016 (4TH AMENDMENT)
- Date of Screening cum Evaluation Committee/ Selection Committee:
- Venue:

- Name of the Applicant: **Dr. SOMNATH CHOUDHURY**      Subject: **PHYSICS**
- Date of RC/OP/WORKSHOP/STC: OP (02.08.17 to 29.08.17) / RC (03.12.19 to 16.12.19)

## Part C: For use of the Screening cum Evaluation / Selection Committee

| | | Assessment Period | | | | |
|---|---|---|---|---|---|---|
| | | API score up to **06.12.2017** | | API score w.e.f. **07.12.2017** | | |
| | | | **API** | | **API** | **Total API score in Assessment Period** | Percentage Distribution of Weight age Points in the Expert Assessment (applicable only for selection committee for Associate Professor) |
| | | | **(A)** | | **(B)** | **(A + B)** | |
| **Cat-I** | **Category I**(teaching-learning & evaluation related activities) [to be assessed yearly] | | 374.2 | **Category I**(teaching-learning & evaluation related activities) [to be assessed yearly] | 222.5 | 596.7 | |
| **Cat-II** | **Category II** (co-curricular, extension and professional development activity)[to Be assessed yearly] | | 64 | **Category II** (co -curricular, extension and professional development activity) [to be assessed cumulatively for the assessment period] | 60.4 | 124.4 | |
| **Cat-III** | **Category III** (research and academic contribution) [to be assessed cumulatively for the assessment period] | | 29 | **Category III**(research and academic contribution) [to be assessed cumulatively for the assessment period] | 00 | 29 | |
| Recommendation of the Screening / Selection Committee for promotion on CAS with date of effect of promotion | | | **Recommended for promotion from Stage I to Stage II/III/IV(Strikeout which are not applicable) Date of effect:** | | | | |
| | | | | | | | |
| Signature of the Principal / TIC / OIC with date and seal | | Signature of the DPI Nominee with date and seal | | Signature of the Subject Expert with date and seal | | Signature of the Subject Expert with date and seal | |

**Name of the College: Suri Vidyasagar College**

**Date of the Meeting**:  Venue:

Name of the Incumbent:**DR.SOMNATH CHOUDHURY**

Present designation: Assistant Professor (**Stage 1**/~~Stage 2/ Stage 3~~) of **PHYSICS**

Date of joining:  **05/06/2015**

Date of awarded of **Ph. D.** /~~M. Phil~~.: **04/01/2017**

Scale of Pay: Rs. 15600-39100/- with AGP of Rs. **6000**/ ~~7000/ 8000~~

Designation after promotion: Assistant Professor (**Stage2**/~~Stage 3/Associate Professor (Stage 4)~~) Scale of Pay: Rs. 15600-39100/- or ~~Rs. 37400-67000/~~ with AGP of Rs. **7000** /~~8000/ 9000~~

Date of effect:

Score for Interview (for Stage 3 to Stage 4) [F.M. 20]: Not Applicable

The Screening/Selection Committee has considered the proposal for promotion under CAS in respect of the incumbent mentioned above from the post of Assistant Professor (**Stage 1**/~~Stage 2 /Stage 3~~) to the post of Assistant Professor (**Stage 2**/ ~~Stage 3~~ /~~Associate Professor (Stage 4)~~. As the incumbent has fulfilled all conditions as laid down in **G.O. No. 920-Edn (CS) dated 31.12.2012 and G.O. No. 1373-Edn (CS) dated 07.12.2017** for promotion under CAS, the Committee recommends that the incumbent be promoted to the post of Assistant Professor (**Stage 2**/ Stage 3) /Associate Professor (Stage 4) with AGP of ` **7000** /~~8000 /9000~~ with effect from ………………………………….

The Committee further recommends that the post held by the incumbent be upgraded to the post of Assistant Professor (Stage 2/ ~~Stage 3~~) /~~Associate Professor (Stage 4)~~ with AGP of ` 7000 /~~8000 /9000~~ with effect from ………………… and the same would be reverted back to the post of Assistant Professor (Stage 1) as soon as it would fallen vacant due to superannuation or any other reason.

Necessary particulars with all relevant documents be sent to the Government for approval.


 Signature of the Expert with Date and Seal                    Signature of the Expert with Date and Seal
 (*Nominated by the VC of the affiliating University*)          (*Nominated by the VC of the affiliating University*)



Signature of Govt. Nominee with Date and Seal                Signature of the Principal/ TIC of
(Nominated by the DPI, West Bengal)                          College with Date and Seal

## **Part D: for use of the Governing Body / Administrator of the College**

The Governing body in its meeting held on ………. ……..Resolved that on the basis of the recommendation of the screening/selection committee for the purpose of considering the matter of promotion under CAS, ~~Sri/Smt~~./Dr. Somnath Choudhury of the Department of Physics of this college be promoted to the post of Assistant/ ~~Associate~~ Professor in the scale of pay Rs. 15600/- - 39100/- or ~~Rs.~~ 37400/- - 67000/- with AGP of Rs. 7000/8000/9000 with effect from ……………….

It is resolved that the post held by ~~Sri/Smt~~./Dr.Somnath Choudhury be upgraded to the post Assistant/ ~~Associate~~ Professor in the scale of pay Rs. 15600/- - 39100/- or Rs. 37400/- - 67000/- with AGP of Rs. 7000/8000/9000 and the same will be reverted to the post of Assistant Professor (Stage 1) as soon as it falls vacant.

Resolved further that the Principal/TIC/Secretary would take up the matter with the DPI, West Bengal by providing with the following in respect of the incumbent:

i.      All Pay Fixation memos countersigned by the Principal/TIC.

ii.     Year-wise detailed leave statement countersigned by the Principal/TIC.


Date:                                                                   Signature of the President/ Administrator

                                                                        Seal

**Annual Self-Assessment for the Performance Based Appraisal System (PBAS)
Session/ Year 2016 -17 to 2020 - 21 (15.12.16 till 14.12.20)
(To be completed and submitted at the end of each academic year)**

**PART A: GENERAL INFORMATION**

1. Name (Block letters) : DR. SANDIPAN CHATTERJEE

2. Father's /~~Mother's name~~/
   ~~Husband's~~ name : LATE SATYA NARAYAN CHATTERJEE

3. Department : Department of Botany, Suri Vidyasagar College

4. Current Designation & Grade Pay : Assistant Professor (Stage-I) & Rs. 6000

5. Date of last Promotion : N.A.

6. Address for correspondence
   (with pin code) : Jambuni, P.O.- Bolpur, Dist- Birbhum, Pin-731204,
   W.B.

7. Permanent Address : Do.

   Telephone No.: : Mobile No.: (+91)9475985436
   E-mail : chatterjee.sandipan@rediffmail.com

8. Whether acquired any degrees or fresh academic qualifications during the year: No.

9. Academic Staff College Orientation/ Refresher Course attended during the year: Yes.

| Name of the Course/ Summer School | Place | Duration | Sponsoring Agency | Remarks |
|---|---|---|---|---|
| Orientation Programme | Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.) | 06.01.2020 to 25.01.2020 | U.G.C., HRDC, Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.) | Annexure<br><br>Refer to Page no. |
| Refresher Course in Life Sciences (Botany) | RTM Nagpur University, Nagpur | 24.08.2020 to 05.09.2020 | U.G.C., HRDC, RTM Nagpur University, Nagpur | Annexure<br><br>Refer to Page no. |

10. a. Date of Appointment : 15/12/2016;      Annexure:

    b. Date of Confirmation : 15/12/2016 (vide G.B. resolution no. 8 (iii) dated
    16.01.18)      Annexure:

11. Past Service, if any : None

    (Please attach specific G.O. for counting of past service for promotion under CAS)

12. For which position & AGP you are applying under CAS : Assistant Professor (Stage-II) & AGP - 7000

13. Date of eligibility for Promotion : 15/12/2020

14. Educational Qualification (Graduation onwards):

| Examination | Name of the University | Year of Passing | Marks Obtained (%) | Class/ ~~Grade~~ | Remarks |
|---|---|---|---|---|---|
| ~~B.A~~/B.Sc./ ~~B.Com~~. | VISVA-BHARATI | 2002 | 68.2 | I$^{st}$ | Annexure |
| ~~M.A~~/M.Sc. / ~~M.Com~~. | VISVA-BHARATI | 2004 | 67.9 | I$^{st}$ | Annexure |
| Other exam., If any CSIR-UGC NET | CSIR-UGC | 2009 | - | CSIR-JRF | Annexure |
| SET | WBCSC | 2014 | - | Q | Annexure |

15. Research Degree(s): Yes.

| Degree | Name of the University | Date of award | Title | Remarks |
|---|---|---|---|---|
| M.Phil | N.A. | --- | | |
| Ph.D/ ~~D.Phil~~ | VISVA-BHARATI | 29.07.2012 | "Bioprocess for the production of pigment by *Monascus purpureus*." | Annexure |
| D.Sc./ D.Lit | N.A. | --- | | |

16. Details of Teaching/ Research/Academic Experience:

| Designation | Employer | Period of service | | Scale of pay |
|---|---|---|---|---|
| | | From | To | |
| Assistant Professor (Stage-I) | Principal, Suri Vidyasagar College | 15.12.2016 | Till date | Pay Band: Rs. 15600 - 39100 AGP - 6000 |

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

**Signature of the Incumbent**

All entries made above are checked and verified and found to be correct.

**Signature of the Co-ordinator, IQAC**
Date:

**Signature of the Principal/TIC**
Date:

Seal:

Seal:

**Annual Self-Assessment for the Performance Based Appraisal System (PBAS)**

**Session/ Year- (2016-17) <u>15.12.2016 - 30.06.2017</u>**

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

Part B: Academic Performance Indicators (API)

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

**(ia) Lectures, seminars, tutorials, practical, contact hours undertaken taken as percentage of lectures allocated.**

| Sl. No. | Course/Paper | Level | Mode of teaching | Class allotted as per schedule | % of classes taken as per documented record | API Score | Remarks |
|---|---|---|---|---|---|---|---|
| 1. | **Botany Honours** <br> Paper I : Fungi Unit 1-7 (Theo) <br> Paper III : Fungi Unit 1-2 (Prac) <br> Paper IV: Pteridophyta Unit 1-6 (Theo) <br> Paper VI: Pteridophyta Unit 1-2 (Prac) <br> Paper-VII: Microbiology Unit 1-6 (Theo) <br> Paper-X B unit. 1-3 (Prac) | UG (Part-I,II & III) | L, P | 161/163 | 98.8 | 49.5 | Annexure I (Academic audit) <br><br> Refer to Page No |
| 2. | **Botany General** <br> Paper-I Gr. A: Fungi Unit 2, Bryophyta Unit 1-2 (Theo) <br> Paper-II Gr. B: Physiology Unit 1 – 9 (Theo) <br> Paper-III 1A -b & c (Prac) <br> Paper-IV Gr. A – Microbiology Unit 1-4 (Theo) & Gr. B Unit 1 (Prac) | UG (Part-I,II & III) | L, P | 121/122 | 99.2 | | |

#Lecture (L), Seminar (S), Tutorial (T), Practical (P).

**(ib) Lectures and other teaching duties in excess of UGC norms**

| | CALCULATION OF API SCORE FOR I(i) ABOVE | API Score | Remarks |
|---|---|---|---|
| a) | Classes taken (**Maximum 50** for 100% performance & proportionate score up to 80% performance, below which no score may be given) | 49.8 | Annexure |
| b) | Teaching load in excess of UGC norms/ Special Lectures/ Classes taken at the study centre located in the district other than Kolkata (**Max score - 10**) (18 special class extra) | 10 | Annexure |

**ii) Reading/ Instructional material consulted and additional knowledge resources provided to students**

| Sl. No. | Course/ Paper | Consulted | Prescribed | Additional Resource provided | API Score | Remarks |
|---|---|---|---|---|---|---|
| 1. | Botany Honours Course | Text book, Reference & web resources | Laboratory experimental procedures, Web resources, text & ref | Study materials: Hand written notes, web resources, PPT, Printed materials etc. | 10 | Annexure |
| 2. | Botany General Course | Text book, Reference & web resources | Laboratory experimental procedures, Web resources, text & ref | Study materials: Hand written notes, web resources, PPT, Printed materials etc. | 10 | |
| API score based on preparation and Imparting of knowledge /instruction as per curriculum and syllabus enrichment by providing additional resources to students (**Max. score: 20)** | | | | | 20 | |

### iii) Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.

(a) Updating of Courses/Curriculum Design: 5 per course – Max 10

(b) Participation/Innovative – Interactive courses: 5

(c) Participn./Innovative – Learning Modules: 5    Max 10

(d) Participn./Innovative – Case Studies prepared: 5

(e) Use of ICT or Computer-aided methods – ppt: 5

(f) Use of ICT – Multi-media/Simulation etc: 5    Max 10

(g) Dev/Teaching Remedial/Bridge Courses: 5    each Max 10

(h)Dev/Teaching Soft skill/Communication/Personality Dev: 5 each    Max 10

(i) Special Programs in Phys.Edn./Library: 5 each Max 10

(j) Innovative Composition/Creation in Music, Fine Arts, Perf Arts: 5 each ; Max 10

(k)Organizing & cond. Of popul. Prog. /Teaching Web-based/E-Library/IT-asst teaching Workshop/Training – 10 points; Popularization program – 5 points

| Sl. No. | Short Description (in terms of items) as listed above | API Score | Remarks |
|---|---|---|---|
| 1. | (b) Participation/Innovative – Interactive courses (Syllabus based seminar, Question-answer session, Quiz context) | 5 | Annexure |
| 2. | (c) Participation/Innovative – Learning Modules (Teaching Plan for Botany Honours and General) | 5+5=10 | Annexure |
| 3. | (e) Use of ICT or Computer-aided methods – ppt. | 5 | Annexure |
| 4. | (f) Use of ICT – Multi-media slides | 5 | Annexure |
| | (**Max API Score : 20**)　　　　　Total Score: | 20 | |

### (iv) Examination duties assigned and performed

(a)Invigil.- 10, Evalua.- 5, Q. paper setting/ Moderation- 5; Max : 2 [100% compliance]
(b) Internal/Continuous Assessment work as allotted-10 [100% compliance];
(c)Exam Coordination Cell/Outstation or Flying Squad: 10 [100% compliance]

| Sl. No. | Type of Examination Duties | Duties Assigned (University final examinations of Part-I, II & III) | Extent to which Carried out (%) | API Score | Remarks |
|---|---|---|---|---|---|
| 1. | (a)Invigilation (University Examination) | Yes | 100% | 10 | Annexure |
| 2. | (b)Internal/Continuous Assessments work as allotted (Paper setting, invigilation, evaluation for internal examination- base level, 1st, 2nd terminal, test exam. etc.) | Yes | 100% | 10 | Annexure |
| 3. | (a)Evaluation (University final theory & practical Examinations) | Yes | 100% | 5 | Annexure |
| | (**Max API Score : 25**) | | | 25 | |

## CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

Please mention your contribution to any of the following:

| Sl.No. | Type of Activity | Average Hrs/week | API Score | |
|---|---|---|---|---|
| | **(I)Extension, Co-curricular & field based Activities** (5 points each) | | | |
| | a) Field Study/Ed. Tours/ Placement: 5 each          Max 10 | Ed. Tours (Deul Park with Part I,II,III on 23/02/2017) | 5 | Annexure |
| | b) NSS/NCC/NSO etc: each activity 10 points          Max 10 | | | |
| | c) Student/Staff Sports Campus Publication etc: (dept level 2 points, Instn level 5 points) Max 10 | Participated in College Level Sports | 5 | Annexure |
| | d) Community work (Env, Hum. Rights, Scientific temper, Peace/Relief etc): Max10 | | | |
| | (**Max API Score : 20**) | | 10 | |
| | | | | |
| | **(II) Contribution to Corporate Life and Management of the Institution** | Yearly/Semester wise responsibilities | API Score | |
| | a) Governance Responsibility (PG/IQAC/NAAC coordinator/Bursar / Warden etc.):          Max 10 | | | |
| | b) Academic/Administrative Committees like Admission /Campus Dev/ Library Comm: 5 each Max 10 | Member of 1.Admission Committee, 2.Examination Committee 3. Arun Sen prize distribution Committee | 10 | Annexure |
| | c) Student Welfare/Placement / Counseling/ Discipline 5 each Max 10 | | | |
| | d) Conf Organization/Chair Secretary/Treasurer  (I)    International: 10  (II)   National/Reg: 5  (III)  Member: 1 each | | | |
| | (**Max API Score : 15**) | | 10 | |
| | | | | |
| | **(III)Professional Development Activities** | | | |
| | a) Member in Professional Committees (I)National 3 (II) State 2  ;  Max 10 | | | |
| | b) Participation in Conf/Seminars  Without paper:      2 each ; Max 10 | | | |
| | c) Short-term Courses/ Training less than a week: 5 each Max 10 | | | |
| | d) Membership/Participation in State/ Central Bodies/Committees: 5 each Max 10 | Life Member AMI & NESA | 10 | Annexure |
| | e) Newspaper/Magazine/ Radio-TV progr (Not covered in Category III): 1 each ; Max 10 | | | |
| | (**Max API Score : 15**) | | 10 | |
| | Total Score (I + II +III)    (**Max : 50**) | | **30** | |
| | | | | |
| | Minimum API Score required – 15 | | | |

**Annual Self-Assessment for the Performance Based Appraisal System (PBAS)**

**Session/ Year (2017-18) <u>01.07.2017-06.12.2017</u>**
**(To be completed and submitted at the end of each academic year)**
Part B: Academic Performance Indicators (API)

**CATEGORY 1:** TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

**(ia) Lectures, seminars, tutorials, practical, contact hours undertaken taken as percentage of lectures allocated.**

| Sl. No. | Course/Paper | Level | Mode of teaching | Class allotted as per schedule | % of classes taken as per documented record | API Score | Remarks |
|---------|--------------|-------|------------------|-------------------------------|---------------------------------------------|-----------|---------|
| 1. | Botany Honours<br>Paper IV: Pteridophyta Unit 1-6 (Theo)<br>Paper VI: Pteridophyta Unit 1-2 (Prac)<br>Paper-VII: Microbiology Unit 1-6 (Theo)<br>Paper-X B unit. 1-3 (Prac)<br>CC1-Unit 3, 5 (Theo)<br>Prac: Phycology - Unit 1, 2 | UG (Part-II & III and CBCS SEM-I) | L, P | 122/122 | 100 | 50 | Annexure I<br><br>(Academic audit)<br><br>Refer to Page No |
| 2. | Botany General<br>Paper-II Gr. B: Physiology Unit 1 – 9 (Theo)<br>Paper-III 1A -b & c (Prac)<br>Paper-IV Gr. A – Microbiology Unit 1-4 (Theo) & Gr. B Unit 1 (Prac)<br>CC1A/GE1- Unit 3, 6 (Theo)<br>Prac: 1- b, 2-a. | UG (Part-II & III and CBCS SEM-I) | L, P | 88/88 | 100 | | |

#Lecture (L), Seminar (S), Tutorial (T), Practical (P).

**(ib) Lectures and other teaching duties in excess of UGC norms**

| | CALCULATION OF API SCORE FOR I(i) ABOVE | API Score | Remarks |
|---|------------------------------------------|-----------|---------|
| a) | Classes taken (**Maximum 50** for 100% performance & proportionate score up to 80% performance, below which no score may be given) | 50 | Annexure |
| b) | Teaching load in excess of UGC norms/ Special Lectures/ Classes taken at the study centre located in the district other than Kolkata (**Max score - 10**) (07 special class extra) | 10 | Annexure |

**ii) Reading/ Instructional material consulted and additional knowledge resources provided to students**

| Sl. No. | Course/ Paper | Consulted | Prescribed | Additional Resource provided | API Score | Remarks |
|---------|---------------|-----------|------------|------------------------------|-----------|---------|
| 1. | Botany Honours Course | Text book, Reference & web resources | Laboratory experimental procedures, Web resources, Text & Reference books | Study materials: Hand written notes, web resources, PPT, Printed materials etc. | 10 | Annexure |

| 2. | Botany General Course | Text book, Reference & web resources | Laboratory experimental procedures, Web resources, Text & Reference books | Study materials: Hand written notes, web resources, PPT, Printed materials etc. | 10 | |
|---|---|---|---|---|---|---|
| API score based on preparation and Imparting of knowledge /instruction as per curriculum and syllabus enrichment by providing additional resources to students (**Max. score: 20)** | | | | | 20 | |

### iii) Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc

(a) Updating of Courses/Curriculum Design:     5 per course – Max 10
(b) Participation/Innovative – Interactive courses:     5
(c) Participn./Innovative – Learning Modules:     5     Max 10
(d) Participn./Innovative – Case Studies prepared:     5
(e) Use of ICT or Computer-aided methods – ppt:     5
(f) Use of ICT – Multi-media/Simulation etc:     5     Max 10
(g) Dev/Teaching Remedial/Bridge Courses:     5     each Max 10
(h)Dev/Teaching Soft skill/Communication/Personality Dev: 5 each     Max 10
(i) Special Programs in Phys.Edn./Library:     5 each     Max 10
(j) Innovative Composition/Creation in Music, Fine Arts, Perf Arts: 5 each ; Max 10
(k)Organizing & cond. of popul. Prog. /Teaching Web-based/E-Library/IT-asst teaching Workshop/Training - 10 points; Popularization program - 5 point

| Sl. No. | Short Description (in terms of items) as listed above | API Score | Remarks |
|---|---|---|---|
| 1. | (b) Participation/Innovative – Interactive courses (Syllabus based seminar, Question-answer session, Quiz context) | 5 | Annexure |
| 2. | (c) Participation/Innovative – Learning Modules (Teaching Plan for Botany Honours and General) | 5+5=10 | Annexure |
| 3. | (e) Use of ICT or Computer-aided methods – ppt. | 5 | Annexure |
| 4. | (f) Use of ICT – Multi-media slides | 5 | Annexure |
| | (**Max API Score : 20**)     Total Score: | 20 | |

### (iv) Examination duties assigned and performed

(a)Invigil.- 10, Evalua.- 5, Q. paper setting/ Moderation- 5; Max : 2 [100% compliance]
(b) Internal/Continuous Assessment work as allotted-10 [100% compliance];
(c)Exam Coordination Cell/Outstation or Flying Squad: 10 [100% compliance]

| Sl. No. | Type of Examination Duties | Duties Assigned (University final examinations of Part-I, II & III) | Extent to which Carried out (%) | API Score | Remarks |
|---|---|---|---|---|---|
| 1. | (a)Invigilation (University Examination) | Yes | 100 | 10 | Annexure |
| 2. | (b)Internal/Continuous Assessments work as allotted (Paper setting, invigilation, evaluation for internal examination- base level, 1st, 2nd terminal, test exam. etc. | Yes | 100 | 10 | Annexure |
| 3. | (a)Evaluation (University final theory & practical Examinations) | Yes | 100 | 5 | Annexure |
| | (**Max API Score : 25**) | | | 25 | |

**CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES**.

Please mention your contribution to any of the following:

| Sl.No. | Type of Activity | Average Hrs/week | API Score | Remarks |
|---|---|---|---|---|
| | **(I)Extension, Co-curricular & field-based Activities** (5 points each) | | | |
| | a) Field Study/Ed. Tours/ Placement: <br>     5 each             Max 10 | Ed. Tours (Gonpur forest with Part I,II,III on 21/11/2017) | 5 | Annexure |
| | b) NSS/NCC/NSO etc: <br>   each activity 10 points        Max 10 | | | |
| | c) Student/Staff Sports Campus Publication etc: (dept level 2 points, Instn level 5 points) Max 10 | Participated in DPI Sports as volunteer | 5 | Annexure |
| | d) Community work <br> (Env, Hum. Rights, Scientific temper, Peace/Relief etc): Max10 | | | |
| | (**Max API Score : 20**) | | 10 | |
| | | | | |
| | **(II) Contribution to Corporate Life and Management of the Institution** | Yearly/Semester wise responsibilities | API Score | |
| | a) Governance Responsibility <br> (PG/IQAC/NAAC coordinator/Bursar / Warden            etc.): Max 10 | | | |
| | b) Academic/Administrative Committees like Admission /Campus Dev/ Library Comm: 5 each Max 10 | Member of 1.Admission committee, 2.Examination Committee, 3.Arun Sen Prize Distribution Committee | 10 | Annexure |
| | c) Student Welfare/Placement / Counseling/ Discipline 5 each Max 10 | | | |
| | e) Conf Organization/Chair Secretary/Treasurer <br>   (I)   International: 10 <br>   (II)   National/Reg: 5 <br>   (III) Member: 1 each | | | |
| | (**Max API Score : 15**) | | 10 | |
| | | | | |
| | **(III)Professional Development Activities** | | | |
| | a) Member in Professional Committees <br> (I)National 3 (II) State 2 ;  Max 10 | | | |
| | b) Participation in Conf/Seminars <br>  Without paper:     2 each ; Max 10 | Participation of Seminar- 1 | 2 | Annexure |
| | c) Short-term Courses/ Training less than a week: 5 each Max 10 | | | |
| | d) Membership/Participation in State/ Central Bodies/Committees: 5 each Max 10 | Life member AMI & NESA | 10 | Annexure |
| | e) Newspaper/Magazine/ Radio-TV progr (Not covered in Category III): 1 each ; Max 10 | | | |
| | (**Max API Score : 15**) | | 12 | |
| | Total Score (I + II +III)    (**Max : 50**) | | 32 | |
| | Minimum API Score required - 15 | | | |

**Cumulative Category-3 from the Session 2016-17 to 2017-18 (15.12.2016 to 06.12.2017)**
**CATEGORY-3: RESEARCH AND ACADEMIC CONTRIBUTIONS**

### 3. A) (i) **Published Papers in Journals**
API Score – Category 1- Refereed    – 15/publication Category -
2 Non-Refereed – 10/publication

| Sl. No. | Title with page no. | Journal | ISSN/ISBN No. | Whether peer reviewed. Impact factor, if any | No. of Co-author | Whether you are the main author | API Score (+Impact Factor) | Remarks |
|---|---|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |  |  |

*Wherever relevant to any specific discipline the API score for paper in referred journal would be augmented as follows:
Indexed journal- by 5 points, ii) Papers with impact factor 1 and 2 by 10 points; iii) papers with impact factor between 2 and 5 by 15 points; iv) papers with impact factor between 5 and 10 by 25 points
*Points divided by number of authors
***if a paper is presented in Conference/ Seminar is published in the form of proceedings, the points would accrue for the for the publication (3.A) and not under presentation (3.E(ii)).
#Papers accepted at National/ International conferences may be reckoned as equivalent to papers presents.

### A) (ii) **Public Displays/Exhibitions/Performances with or without outputs in CD/DVD/Online/E-form/E-book [for Art/Music College]**
API Score – Category 1 – 15; Category 2 – 10

| Sl. No | Title of Show/ Exhibition/ Performance with or without CD/DVD/ Tape/ Online /E-form/E-book version or Brochures | Company/ Agency/ Instt Name (Including TV/Radio etc) | Categorization (I.International 15 each/ II. National 10 each (Venues/ event/ gallery/ studio/ museums) | Whether reviewed/ Impact factor (Reporting/ Coverage/ Reviews/ Hits/sales/ citations/ Commen- dations/ etc) | No of Co- performer or Co- authors (10 each) | Whether you are the Solo artist/ performer (15 each) | API Score |
|---|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |  |

### B) (i) **Articles/ Chapters published in Books**
API Score (Per Art/Chap) Category 1: International Publisher               – 10
Category 2: National/ State/ Central/ Societies Publisher – 5
Category 3: Subject books by other/ Local Publisher        –3
Category 4: Chapters in Knowledge-based Volumes         –5

### (ii) **Full papers in Conference Proceedings**

| Sl. No. | Title with page no. | Book title, editor & publisher | ISSN/ISBN No. (Or, Renowned publishers) See Cat 1-4 as above for scores | Whether peer reviewed. | No. of Co-author | Whether you are the main author | API Score |
|---|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |  |

**Conf. proceedings as full paper:** 1. International Conference – 10/publication
2. National                    –7.5/each
3. Regional/State level      – 5/ each
4. Local- Univ. /College level – 3/each

| Sl. No. | Title with page no. | Details of Conference Publication | ISSN/ISBN No. | No. of Co- author | Whether you are the main author | API Score |
|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |

**(iii) Books published as single author or as editor**

API Score – Category 1 Text/Reference Books by International Publisher: 50
Category 2 Text/Reference Books National/Soc/Univ Publ: 25
Category 3 Subject Books by Other/Local Recognized Publ: 15

| Sl. No. | Title with page no. | Type of Book & authorship | Publisher & ISSN/ ISBN No. (I. International II. National III. Regional) | Whether peer reviewed. | No. of Co-author | Whether you are The main author | API Score |
|---|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |  |

**(iv) Solo Performance/Exhibition as an Artist on invitation**

API Score – Cat. I /International – 50, Cat. II /National – 25, Cat. III /Regional –15

| Sl. No | Title of Programme / Exhibition with details of venue | Organized or Sponsored by Institution/ Company/ Agency,incl AIR/TV etc | Categorization – (I) International/ (II) National/ (III) Regional | Whether peer-reviewed/ Impact | No of Co-artists or Performers | Whether you are the Solo artist/ performer | API Score |
|---|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |  |

**C) Ongoing and Completed Research Projects and Consultancies**

API Score for **Projects-**
Cat I: (Sc -Rs 30 lakhs+ Non-Sc: Rs 5 lakhs +): 20
Cat II: (Sc -Rs 5 lakhs+ Non-Sc: Rs 3 lakhs +): 15
Cat III: (Sc -Rs 0.5 lakhs+ Non-Sc: Rs 0.25 lakhs+): 10
Other approved projects of Univ/Other agencies: 5

API Score for **Consultancies**–
(Sc -Rs 10 lakhs+ Non-Sc: Rs 2 lakhs +):10
API Score for **Quality Evaluation**–
Major (Completed) Project Eval: 20
Minor (Completed) Project Eval: 10

**C. (i) & (ii) Ongoing Projects/ Consultancies**

| Sl. No. | Title | Agency | Period | Grant/ Amount mobilized (Rs. lakh) | API score |
|---|---|---|---|---|---|
|  |  |  |  |  |  |

**C. (iii) & (iv) Completed Projects/ Consultancies**

| Sl. No. | Title | Agency | Period | Grant/ Amount mobilized (Rs. lakh) | Whether policy document. Patent as outcome | API score |
|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |

## D) Research Guidance

**(i)Degree-oriented:** API Score – Ph.D. awarded – 10; Ph.D. Submitted – 7;
M.Phil. awarded – 3;
**(ii)Non-Degree Products:** API Score – Post-Doctoral – 7; National Scholar – 5;
Guidance to Scholars & Master's level – 3

| Sl. No. | Number enrolled | Thesis submitted | Degree awarded | API score |
|---|---|---|---|---|
| Non-Degree products | | | | |
| M.Phil. or equivalent | | | | |
| Ph.D. or equivalent | | | | |

## E) (i) Training Courses, Teaching-Learning –Evaluation Technology Programmes, Faculty Development Programme (not less than one week duration)

Cat I: (Not less than two week duration): 20
Cat II: (Not less than one week duration): 10

| Sl. No. | Programme | Duration | Organized by | API Score | Remarks |
|---|---|---|---|---|---|
| | | | | | |

## E) (ii) Papers presented in Conferences, Seminars, Workshops, Symposia

API Score – Category 1 International – 10, Category 2 National – 7.5
Category 3 Regional – 5, Category 4 Local – 3

| Sl. No. | Title of the paper presented | Title of Conference/ Seminar | Organized by | Whether International/ National/State/ Regional/ College or University Level | API Score | Remarks |
|---|---|---|---|---|---|---|
| 1. | Isolation and characterization of *Monascus sp.* a food colorant | Microorganism on Recent Development in Chemical Sciences, 14 February, 2017 | Barrackpore Rastraguru Surendranath College | National Level | 7.5 | Annexure |

## E) (iii) Invited lectures/ Chairing the session or presentation for conferences/symposia etc.

API Score – Category 1 International – 10, Category 2 National – 7.5
Category 3 Regional /State level – 5, Category 4 Univ/Endowment Lect – 3

| Sl. No. | Title of the Lecture/ Academic session | Title of Conference/ Seminar | Organized by | Whether International/ National/State/ Regional/College Or University level | API score |
|---|---|---|---|---|---|
| | | | | | |

Signature of the incumbent                                   Signature of the Coordinator IQAC
                                                                              With designation and date with Seal


Signature of the Principal/TIC
With date and Seal

**Name of the Applicant: Dr. SANDIPAN CHATTERJEE**         **Subject: Botany**

## Summary of API scores (15.12.2016 – 06.12.2017)

| Category | Criteria | API Score for previous 3/4/5/6 academic years as applicable for specific proposed stage of promotion from Stage I/II/III to Stage II/III/IV. | | Total API Score for Assessment Period |
|---|---|---|---|---|
| | | **15.12.16 to 30.06.17** | **01.07.17 to 06.12.17** | |
| **I** | **CATEGORY I:** Teaching, learning and evaluation related activities *(to be assessed yearly)* | **124.5** | **125** | **249.5** |
| **II** | **CATEGORY II:** Cocurricular, extension and professional development related activity *(to be assessed cumulatively for assessment period)* | **30** | **32** | **62** |
| **III** | **CATEGORY III:** Research and Academic Contributions *(to be assessed cumulatively for assessment period)* | **7.5** | | |
| **II + III** | **Total API score** (Category II + Category III)/ Assessment Period) | **69.5** | | |

**Signature of**
**Incumbent**

**Signature of the**
**Coordinator, IQAC**

**Signature of the**
**Principal/TIC/OIC**
**with date and seal**

**This FORMAT for Annual Self-Assessment for the Performance Based Appraisal System (PBAS) is required to be filled up at the end of each Academic Year during the period of promotion and filled in Format along with all documents will be placed to the Screening/Selection Committee after duly approved by the IQAC and Principal/TIC/OIC of the concerned college.**

**Annual Self-Assessment for the performance Based Appraisal System (PBAS)**
**Session/ Year (2017-18) 07.12.2017-30.06.2018**

**(To be completed and submitted at the end of each academic year)**
Part B: Academic Performance Indicators (API)
(Please see detailed instruction of the **PBAS-I** Proforma before filling out this section)

CATEGORY 1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

a) **Direct teaching (16/14) hours per week as applicable) including Lectures, Tutorials, Practical, Project Supervision and Field work**

| Sl.No | Course/ Paper | Level | Mode of Teaching | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷7.5 for Assistant Prof. & ÷ 7.75 for Associate Prof.) | API Score | Remarks |
|---|---|---|---|---|---|---|---|
| 1. | Botany Honours Course Paper IV: Pteridophyta Unit 1-6 (Theo) Paper VI: Pteridophyta Unit 1-2 (Prac) Paper-VII: Microbiology Unit 1-6 (Theo) Paper-X B unit. 1-3 (Prac) CC3: Unit 1-5 Prac: Fungi 1,2 | U.G.(Hons.) Part-II & III and CBCS SEM-I &II. | L, P | 139 | 18.5 | | Annexure I (Academic audit) |
| 2. | Botany General Course Paper-II Gr. B: Physiology Unit 1 – 9 (Theo) Paper-III 1A -b & c (Prac) Paper-IV Gr. A – Microbiology Unit 1-4 (Theo) & Gr. B Unit 1 (Prac) CC1B/GE2- Unit 1-5 (Theo) Prac: Unit 3. | U.G.(Gen.) Part-II & III and CBCS SEM- I & II | L, P | 102 | 13.6 | | |
| | **Maximum API Score :** **i) Assistant Professor Stage I : 70** **ii) Assistant Professor Stage II : 70** **iii) Assistant Professor Stage III: 70** | | | | | 32.1 | Refer to page no |

**\*Lectures, Practical, Project Supervision and Field Work**

- **Workload as per UGC Regulations 2016:**

| | **Direct Teaching Hours per week** |
|---|---|
| **Assistant Professor** | **16** |
| **Associate Professor** | **14** |

**(b)** **Examination duties (question paper setting, evaluation of answer scripts) as per allotment**

| Sl. No. | Type of Examination Duties | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷ 10 for all Teachers) | API Score | Remarks |
|---|---|---|---|---|---|
| 1. | Invigilation duties of University examination | 19.0 | 23.66 | 23.6 | Annexure |
| 2. | Evaluation of answer scripts of University exams | 87.2 | | | |
| 3. | Internal continuous assessments including question paper setting, invigilation and evaluation | 130.4 | | | |
| | **Maximum API Score :** <br> **i) Assistant Professor Stage I : 20** <br> **ii) Assistant Professor Stage II : 20** <br> **iii) Assistant Professor Stage III : 20** | | | 20 | |

**c) Innovative teaching- learning methodologies; updating of subject content/ course, mentoring etc.**

(a)  Updating of Courses/Curriculum Design:

(b)  Participation/Innovative – Interactive courses:

(c)  Participn./Innovative – Learning Modules

(d)  Participn./Innovative – Case Studies prepared:

(e)  Use of ICT or Computer-aided methods – ppt:

(f)  Use of ICT – Multi-media/Simulation etc:

(g)  Dev/Teaching Remedial/Bridge Courses:

(h)  Dev/Teaching Soft skill/Communication/Personality Dev:

(i)  Special Programs in Phys. Edn./Library:

(j)  Innovative Composition/Creation in Music, Fine Arts, Perf Arts:

(k)  Organizing & cond. of popular Prog /Teaching Web-based/E- Library/IT-asst. teaching:

| Sl. No | Short Description (in terms of items) as listed above | Actual hours spent per Academic Year | Actual Score (Actual hours spent per academic Year ÷10) | API score | Remarks |
|---|---|---|---|---|---|
| 1. | (b)Participation/Innovative – Interactive courses (Quiz, Extempore & debate) | 12 | 1.2 | 1.2 | Annexure |
| 2. | (c)Participation/Innovative – Learning Modules (Teaching Plan for Botany Honours and General) | 00 | 00 | 00 | Annexure |
| 3. | (e)Use of ICT or Computer-aided methods – ppt. | 67 | 6.7 | 6.7 | Annexure |
| 4. | (f)Use of ICT – Multi-media slides | 24 | 2.4 | 2.4 | Annexure |
| | **Maximum API Score :** <br> **i) Assistant Professor Stage I : 10** <br> **ii) Assistant Professor Stage II : 10** <br> **iii) Assistant Professor Stage III : 10** | | | 10 | |

In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.

**Minimum API Score required for promotion under CAS for CATEGORY I (to be assessed yearly):**

| | | |
|---|---|---|
| i) | Stage I to II | 80/ Year |
| ii) | Stage II to III | 80/Year |
| iii) | Stage III to IV | 75/Year |

## CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITY

| Sl.No. | Type of Activity | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷10)* | API Score | Remarks |
|---|---|---|---|---|---|
| (a) | Student related Extension, Co-curricular, extension and field based Activities | | | | |
| | i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.) **(Organizer of Student seminar+ Study visit**[Choricha forest on 14/01/18 and Dooars on 15/02/18 to 19/02/18]**)** | 6+48=54 | 5.4 | 5.4 | Annexure |
| | ii) Other co-curricular activates (Cultural, Sports, NSS, and NCC etc.) **(Participated as volunteer in College level sports + Cultural events as volunteer)** | 12+8=20 | 2.0 | 2.0 | Annexure |
| | iii) Extension and dissemination activities (public/popular lectures/talks/seminars) | | | | Annexure |
| | **(Max API Score : 15)** | | | 7.4 | |
| (b) | Contribution to Corporate life and management of the sports units and institution through participation in through participation in responsibilities (including as Principal / Director that require regular office hrs for its discharge) | | | | |
| | i) Administrative Responsibility (including Dean/Principal/Chairperson/Convenor/Teacher- in-charge/ similar other duties that require regular Office hours for its discharge) | | | | |
| | ii) Participation in Board of Studies, Academic and Administrative committees **(Member of 1. Admission committee 2. admission verification committee 3. Arun Sen Prize distribution committee 4. Arrear committee & Exam committee)** | 61+27+16+22 +102 =228 | 22.8 | 22.8 | Annexure |
| | **(Max API Score : 15)** | | | 15 | |
| (c) | Professional Development activities (such as participation in  seminars, conferences, short term training courses, industrial experience, talks, lectures in refreshers/faculty development courses, dissemination and general articles and any other contribution) **i. Three days National workshop on Microscopy at USIC, BU** | 18 | 1.8 | 1.8 | Annexure |
| | **(Max API Score : 15)** | | | 1.8 | |

| | | | | 24.2 | |
|---|---|---|---|---|---|
| | *For all categories of Teachers (Assistant/Associate)<br><br>Total Score (a + b +c)　　**(Max : 45)** | | | | |

Minimum API Score for CATEGORY II, required to be assessed cumulatively –

| i) | Stage I to II | 50/Assessment Period |
|---|---|---|
| ii) | Stage II to III | 50/Assessment Period |
| iii) | Stage III to IV | 50/Assessment Period |

**\*The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period**

| i) | Stage I to II | 04/Assessment Period |
|---|---|---|
| ii) | Stage II to III | 10/Assessment Period |
| iii) | Stage III to IV | 15/Assessment Period |

**III(F) Development of e-learning delivery process /material**
    **API score -10/ Module**

| Sl. No. | Title of the Module | Course/Paper for which the module was prepared | Year and Date of presentation | API Score |
|---|---|---|---|---|
| | | | | |

**\*Minimum total API scores required for promotion under CATEGORY I +**

**CATEGORY II\*:**

| i) | Stage I to II | 90/Assessment Period |
|---|---|---|
| ii) | Stage II to III | 120/Assessment Period |
| iii) | Stage III to IV | 150/Assessment Period |

   **This FORMAT for Annual Self-Assessment for the Performance Based Appraisal System (PBAS) is required to be filled up at the end of each Academic Year during the period of promotion and filled in Format along with all documents will be placed to the Screening/Selection Committee after duly approved by the IQAC and Principal/TIC/OIC of the concerned college.**

**Annual Self-Assessment for the performance Based Appraisal System (PBAS)
Session/ Year (2018-19) 01.07.2018-30.06.2019**

**(To be completed and submitted at the end of each academic year)**
Part B: Academic Performance Indicators (API)
(Please see detailed instruction of the **PBAS-I** Proforma before filling out this section)

CATEGORY 1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

  a) **Direct teaching (16/14) hours per week as applicable) including Lectures, Tutorials, Practical, Project Supervision and Field work**

| Sl.No | Course/ Paper | Level | Mode of Teaching | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷7.5 for Assistant Prof. & ÷ 7.75 for Associate Prof.) | API Score | Remarks |
|---|---|---|---|---|---|---|---|
| 1. | Botany Honours Course<br>Paper-VII: Microbiology Unit 1-6 (Theo)<br>Paper-X B unit. 1-3 (Prac) CC1-Unit 3, 5 (Theo)<br>Prac: Phycology - Unit 1, 2<br>CC3: Unit 1-5 (Theo)<br>Prac: Fungi 1,2<br>CC5: Unit 1-9 (Theo)<br>Prac: 1-8<br>CC10:Unit 1-7 (Theo)<br>Prac: 1-6 | U.G. Part-III and CBCS SEM-I, II, III & IV | L, P | 259 | 34.5 | | Annexure I<br><br>(Academic audit) |
| 2. | Botany General Course<br>Paper-IV Gr. A – Microbiology Unit 1-4 (Theo) & Gr. B Unit 1 (Prac)<br>CC1A/GE1- Unit 3, 6 (Theo)<br>Prac: 1- b, 2-a.<br>CC1B/GE2- Unit 1-5 (Theo)<br>Prac: Unit 3.<br>CC1C/GE3- Unit 1-3 (Theo)<br>Prac: Unit 1-3.<br>CC1D/GE4- Unit 5-8 (Theo) | U.G. Part-III and CBCS SEM-I, II, III & IV | L, P | 173 | 23.1 | | |
| | **Maximum API Score :**<br>**i) Assistant Professor Stage I : 70**<br>**ii) Assistant Professor Stage II : 70**<br>**iii) Assistant Professor Stage III: 70** | | | | | 57.6 | Refer to page no |

  **\*Lectures, Tutorials, Practical, Project Supervision and Field Work**

- **Workload as per UGC Regulations 2016:**

| | Direct Teaching Hours per week |
|---|---|
| **Assistant Professor** | **16** |
| **Associate Professor** | **14** |

**(b) Examination duties (question paper setting, evaluation of answer scripts) as per allotment**

| Sl. No. | Type of Examination Duties | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷ 10 for all Teachers) | API Score | Remarks |
|---|---|---|---|---|---|
| 1. | Question paper setting of University examination | 10.0 | 72.15 | 72.2 | Annexure |
| 2. | Invigilation duties of University examination | 205.5 | | | |
| 3. | Evaluation of answer scripts of University exams | 330.1 | | | |
| 4. | Internal continuous assessments including question paper setting, invigilation and evaluation | 175.9 | | | |
| | **Maximum API Score :**<br>**i) Assistant Professor Stage I : 20**<br>**ii) Assistant Professor Stage II : 20**<br>**iii) Assistant Professor Stage III : 20** | | | 20 | |

**c) Innovative teaching- learning methodologies; updating of subject content/ course, mentoring etc.**

(a)   Updating of Courses/Curriculum Design:
(b)   Participation/Innovative – Interactive courses:
(c)   Participn./Innovative – Learning Modules
(d)   Participn./Innovative – Case Studies prepared:
(e)   Use of ICT or Computer-aided methods – ppt:
(f)   Use of ICT – Multi-media/Simulation etc:
(g)   Dev/Teaching Remedial/Bridge Courses:
(h)   Dev/Teaching Soft skill/Communication/Personality Dev:
(i)   Special Programs in Phys. Edn./Library:
(j)   Innovative Composition/Creation in Music, Fine Arts, Perf Arts:
(k)   Organizing & cond. of popular Prog /Teaching Web-based/E- Library/IT-asst. teaching:

| Sl. No | Short Description (in terms of items) as listed above | Actual hours spent per Academic Year | Actual Score (Actual hours spent per academic Year ÷10) | API score | Remarks |
|---|---|---|---|---|---|
| 1. | (b)Participation/Innovative – Interactive courses (Quiz, Extempore & debate) | 12 | 1.2 | 1.2 | Annexure |
| 2. | ©Participation/Innovative – Learning Modules (Teaching Plan for Botany Honours and General) | 16 | 1.6 | 1.6 | Annexure |
| 3. | (e)Use of ICT or Computer-aided methods – ppt. | 87 | 8.7 | 8.7 | Annexure |
| 4. | (f)Use of ICT – Multi-media slides | 26 | 2.6 | 2.6 | Annexure |
| | **Maximum API Score :**<br>**i) Assistant Professor Stage I : 10**<br>**ii) Assistant Professor Stage II : 10**<br>**iii) Assistant Professor Stage III : 10** | | | 10 | |

In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.

**Minimum API Score required for promotion under CAS for CATEGORY I (to be assessed yearly):**

| | | |
|---|---|---|
| i) | Stage I to II | 80/ Year |
| ii) | Stage II to III | 80/Year |
| iii) | Stage III to IV | 75/Year |

**CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITY**

| Sl.No. | Type of Activity | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷10)* | API Score | Remarks |
|---|---|---|---|---|---|
| (a) | Student related Extension, Co-curricular, extension and field based Activities | | | | |
| | i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.) **(Organizer of Student seminar+ Study visit [AJC Bose IBG Howrah on 1-2 March 2019])** | 6+16=22 | 2.2 | 2.2 | Annexure |
| | ii) Other co-curricular activates (Cultural, Sports, NSS, and NCC etc.) **(Participated in College level sports as volunteer + Cultural events as volunteer)** | 12+8=20 | 2.0 | 2.0 | Annexure |
| | iii) Extension and dissemination activities (public/popular lectures/talks/seminars) | | | | Annexure |
| | **(Max API Score : 15)** | | | 4.2 | |
| (b) | Contribution to Corporate life and management of the sports units and institution through participation in through participation in responsibilities (including as Principal / Director that require regular office hrs for its discharge) | | | | |
| | i) Administrative Responsibility (including Dean/Principal/Chairperson/Convenor/Teacher- in-charge/ similar other duties that require regular Office hours for its discharge) **(Member, IQAC)** | 78 | 7.8 | 7.8 | Annexure |
| | ii) Participation in Board of Studies, Academic and Administrative committees **(Member of 1. Admission committee 2. G.B. Member of Arun Sen Memorial Foundation 3. Cultural committee 4. MIS RUSA Committee, 5. Arun Sen Prize distribution committee)** | 89+22+13+26 +13 =163 | 16.3 | 16.3 | Annexure |
| | **(Max API Score : 15)** | | | 15.0 | |
| (c) | Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refreshers/faculty development courses, dissemination and general articles and any other contribution) | | | | Annexure |
| | **(Max API Score : 15)** | | | | |
| | *For all categories of Teachers (Assistant/Associate)  Total Score (a + b +c)     **(Max : 45)** | | | 19.2 | |

**Minimum API Score for CATEGORY II, required to be assessed cumulatively –**

| i) | Stage I to II | 50/Assessment Period |
|---|---|---|
| ii) | Stage II to III | 50/Assessment Period |
| iii) | Stage III to IV | 50/Assessment Period |

*The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period

| i) | Stage I to II | 04/Assessment Period |
|---|---|---|
| ii) | Stage II to III | 10/Assessment Period |
| iii) | Stage III to IV | 15/Assessment Period |

**III(F) Development of e-learning delivery process /material**
**API score -10/ Module**

| Sl. No. | Title of the Module | Course/Paper for which the module was prepared | Year and Date of presentation | API Score |
|---|---|---|---|---|
| | | | | |

*Minimum total API scores required for promotion under CATEGORY I +

**CATEGORY II*:**

| i) | Stage I to II | 90/Assessment Period |
|---|---|---|
| ii) | Stage II to III | 120/Assessment Period |
| iii) | Stage III to IV | 150/Assessment Period |

This FORMAT for Annual Self-Assessment for the Performance Based Appraisal System (PBAS) is required to be filled up at the end of each Academic Year during the period of promotion and filled in Format along with all documents will be placed to the Screening/Selection Committee after duly approved by the IQAC and Principal/TIC/OIC of the concerned college.

### Annual Self-Assessment for the performance Based Appraisal System (PBAS)
### Session/ Year (2019-20) 01.07.2019-30.06.2020

#### (To be completed and submitted at the end of each academic year)
Part B: Academic Performance Indicators (API)

(Please see detailed instruction of the **PBAS-I** Proforma before filling out this section)

**CATEGORY 1:** TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

a) **Direct teaching (16/14) hours per week as applicable) including Lectures, Tutorials, Practical, Project Supervision and Field work**

| Sl.No | Course/ Paper | Level | Mode of Teaching | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷7.5 for Assistant Prof. & ÷ 7.75 for Associate Prof.) | API Score | Remarks |
|---|---|---|---|---|---|---|---|
| 1. | Botany Honours Course<br>CC1-Unit 3, 5 (Theo)<br>Prac: Phycology - Unit 1, 2<br>CC3: Unit 1-5 (Theo)<br>Prac: Fungi 1,2<br>CC5: Unit 1-9 (Theo)<br>Prac: 1-8<br>CC10:Unit 1-7 (Theo)<br>Prac: 1-6<br>CC12: Unit 1-8<br>Prac: 1-7<br>CC13: Unit 5-7<br>CC14: Unit 2-5<br>Prac: 1-6 | U.G. CBCS-SEM- I, II, III, IV, V & VI | L, P | 268 | 35.7 | | Annexure I<br><br>(Academic audit) |
| 2. | Botany General Course<br>CC1A/GE1- Unit 3, 6 (Theo)<br>Prac: 1- b, 2-a.<br>CC1B/GE2- Unit 1-5 (Theo)<br>Prac: Unit 3.<br>CC1C/GE3- Unit 1-3 (Theo)<br>Prac: Unit 1-3.<br>CC1D/GE4- Unit 5-8 (Theo)<br>DSE-1A: UNIT 4, 10<br>Prac: Unit 4<br>DSE-1B: UNIT 1, 4, 8-10<br>Prac: Unit 1, 6-9 | U.G. CBCS SEM-I, II, III, IV, V & VI | L, P | 167 | 22.3 | | |
| | **Maximum API Score :**<br> **i) Assistant Professor Stage I : 70**<br>**ii) Assistant Professor Stage II : 70**<br>**iii) Assistant Professor Stage III: 70** | | | | | 58.0 | Refer to page no |

**\*Lectures, Tutorials, Practical, Project Supervision and Field Work**

- **Workload as per UGC Regulations 2016:**

| | Direct Teaching Hours per week |
|---|---|
| **Assistant Professor** | **16** |
| **Associate Professor** | **14** |

**(b) Examination duties (question paper setting, evaluation of answer scripts) as per allotment**

| Sl. No. | Type of Examination Duties | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷ 10 for all Teachers) | API Score | Remarks |
|---|---|---|---|---|---|
| 1. | Question paper setting of University examination | 30.0 | 47.84 | 47.8 | Annexure |
| 1. | Invigilation duties of University examination | 99.0 | | | |
| 2. | Evaluation of answer scripts of University exams | 112.1 | | | |
| 3. | Internal continuous assessments including question paper setting, invigilation and evaluation | 237.3 | | | |
| | **Maximum API Score :** <br> **i) Assistant Professor Stage I : 20** <br> **ii) Assistant Professor Stage II : 20** <br> **iii) Assistant Professor Stage III : 20** | | | 20 | |

**c) Innovative teaching- learning methodologies; updating of subject content/ course, mentoring etc.**

(a) Updating of Courses/Curriculum Design:

(b) Participation/Innovative – Interactive courses:

(c) Participn./Innovative – Learning Modules

(d) Participn./Innovative – Case Studies prepared:

(e) Use of ICT or Computer-aided methods – ppt:

(f) Use of ICT – Multi-media/Simulation etc:

(g) Dev/Teaching Remedial/Bridge Courses:

(h) Dev/Teaching Soft skill/Communication/Personality Dev:

(i) Special Programs in Phys. Edn./Library:

(j) Innovative Composition/Creation in Music, Fine Arts, Perf Arts:

(k) Organizing & cond. of popular Prog /Teaching Web-based/E-Library/IT-asst. teaching:

| Sl. No | Short Description (in terms of items) as listed above | Actual hours spent per Academic Year | Actual Score (Actual hours spent per academic Year ÷10) | API score | Remarks |
|---|---|---|---|---|---|
| 1. | (b)Participation/Innovative – Interactive courses (Quiz, Extempore & debate) | 12 | 1.2 | 1.2 | Annexure |
| 2. | (c)Participation/Innovative – Learning Modules (Teaching Plan for Botany Honours and General) | 16 | 1.6 | 1.6 | Annexure |
| 3. | (e)Use of ICT or Computer-aided methods – ppt. | 79 | 7.9 | 7.9 | Annexure |
| 4. | (f)Use of ICT – Multi-media/Slides etc. | 23 | 2.3 | 2.3 | Annexure |
| | **Maximum API Score :** <br> **i) Assistant Professor Stage I : 10** <br> **ii) Assistant Professor Stage II : 10** <br> **iii) Assistant Professor Stage III : 10** | | | 10 | |

In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.

**Minimum API Score required for promotion under CAS for CATEGORY I (to be assessed yearly):**

| | | |
|---|---|---|
| i) | Stage I to II | 80/ Year |
| ii) | Stage II to III | 80/Year |
| iii) | Stage III to IV | 75/Year |

## CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITY

| Sl.No. | Type of Activity | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷10)* | API Score | Remarks |
|---|---|---|---|---|---|
| (a) | Student related Extension, Co-curricular, extension and field based Activities | | | | |
| | i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.) **(Organizer of Student seminar + Study visit**[Vizag and adjoining areas from 19/12/2019 to 24/12/2019]) | 6+48=54 | 5.4 | 5.4 | Annexure |
| | ii) Other co-curricular activates (Cultural, Sports, NSS, and NCC etc.) **(Participated in College level sports as volunteer+ Cultural events as volunteer)** | 12+8=20 | 2.0 | 2.0 | Annexure |
| | iii) Extension and dissemination activities (public/popular lectures/talks/seminars) **(Judge at Suri-I Block SYSF-2019)** | 6 | 0.6 | 0.6 | Annexure |
| | **(Max API Score : 15)** | | | 8.0 | |
| (b) | Contribution to Corporate life and management of the sports units and institution through participation in through participation in responsibilities (including as Principal / Director that require regular office hrs for its discharge) | | | | |
| | i) Administrative Responsibility (including Dean/Principal/Chairperson/Convenor/Teacher- in-charge/ similar other duties that require regular Office hours for its discharge) **(Member IQAC; Coordinator Mass Comm. & Journalism)** | 82+53= 135 | 13.5 | 13.5 | Annexure |
| | ii) Participation in Board of Studies, Academic and Administrative committees **(Convenor of 1. Research and Publication committees, 2. Convenor Grievance Redressal Cell, 3. Member of Admission committee, 4. Student counseling and Placement committees, 5. G.B. Member of Arun Sen Memorial Foundation, 6. Cultural committee, 7. MIS RUSA Committee)** | 6+6+74+4+4+ 20+8 =122 | 12.2 | 12.2 | Annexure |
| | **(Max API Score : 15)** | | | 15 | |
| (c) | Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refreshers/faculty development courses, dissemination and general articles and any other contribution) **Participation in Orientation Programme from UGC, HRDC, Guru Ghasidas Vishwavidyalaya, C.G.** | 108 | 10.8 | 10.8 | Annexure |
| | **(Max API Score : 15)** | | | 10.8 | |

| | | | | 33.8 | |
|---|---|---|---|---|---|
| *For all categories of Teachers (Assistant/Associate)<br><br>Total Score (a + b +c)  **(Max : 45)** | | | | | |

**Minimum API Score for CATEGORY II, required to be assessed cumulatively –**

| i) | Stage I to II | 50/Assessment Period |
|---|---|---|
| ii) | Stage II to III | 50/Assessment Period |
| iii) | Stage III to IV | 50/Assessment Period |

**\*The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period**

| i) | Stage I to II | 04/Assessment Period |
|---|---|---|
| ii) | Stage II to III | 10/Assessment Period |
| iii) | Stage III to IV | 15/Assessment Period |

**III(F) Development of e-learning delivery process /material**
  **API score -10/ Module**

| Sl. No. | Title of the Module | Course/Paper for which the module was prepared | Year and Date of presentation | API Score |
|---|---|---|---|---|
| | | | | |

**\*Minimum total API scores required for promotion under CATEGORY I +**

**CATEGORY II\*:**

| i) | Stage I to II | 90/Assessment Period |
|---|---|---|
| ii) | Stage II to III | 120/Assessment Period |
| iii) | Stage III to IV | 150/Assessment Period |

   **This FORMAT for Annual Self-Assessment for the Performance Based Appraisal System (PBAS) is required to be filled up at the end of each Academic Year during the period of promotion and filled in Format along with all documents will be placed to the Screening/Selection Committee after duly approved by the IQAC and Principal/TIC/OIC of the concerned college.**

**Annual Self-Assessment for the performance Based Appraisal System (PBAS)
Session/ Year (2020-21) 01.07.2020-14.12.2020**

**(To be completed and submitted at the end of each academic year)**
Part B: Academic Performance Indicators (API)
(Please see detailed instruction of the **PBAS-I** Proforma before filling out this section)

**CATEGORY 1:** TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

a) **Direct teaching (16/14) hours per week as applicable) including Lectures, Tutorials, Practical, Project Supervision and Field work**

| Sl.No | Course/ Paper | Level | Mode of Teaching | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷7.5 for Assistant Prof. & ÷ 7.75 for Associate Prof.) | API Score | Remarks |
|---|---|---|---|---|---|---|---|
| 1. | Botany Honours Course<br>CC1-Unit 3, 5 (Theo)<br>Prac: Phycology - Unit 1, 2<br>CC5: Unit 1-9 (Theo)<br>Prac: 1-8<br>CC12: Unit 1-8<br>Prac: 1-7 | U.G. CBCS SEM-I, III, V | L | 248 | 33.1 | | Annexure I<br><br>(Academic audit) |
| 2. | Botany General Course<br>CC1A/GE1- Unit 3, 6 (Theo)<br>Prac: 1- b, 2-a.<br>CC1C/GE3- Unit 1-3 (Theo)<br>Prac: Unit 1-3.<br>DSE-1A: UNIT 4, 10<br>Prac: Unit 4 | U.G. CBCS SEM-I, III, V | L | 167 | 22.3 | | |
| **Maximum API Score :**<br>**i) Assistant Professor Stage I : 70**<br>**ii) Assistant Professor Stage II : 70**<br>**iii) Assistant Professor Stage III: 70** | | | | | | 55.4 | Refer to page no |

 ***Lectures, Tutorials, Practical, Project Supervision and Field Work**

• **Workload as per UGC Regulations 2016:**

| | Direct Teaching Hours per week |
|---|---|
| **Assistant Professor** | **16** |
| **Associate Professor** | **14** |

(b) **Examination duties (question paper setting, evaluation of answer scripts) as per allotment**

| Sl. No. | Type of Examination Duties | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷ 10 for all Teachers) | API Score | Remarks |
|---|---|---|---|---|---|
| 1. | Invigilation duties of University examination | 00 | 15.1 | 15.1 | Annexure |
| 2. | Evaluation of answer scripts of University exams | 22.8 | | | |
| 3. | Internal continuous assessments including question paper setting, invigilation and evaluation | 128.1 | | | |

| | | | | 15.1 | |
|---|---|---|---|---|---|
| **Maximum API Score :** **i) Assistant Professor Stage I : 20** **ii) Assistant Professor Stage II : 20** **iii) Assistant Professor Stage III : 20** | | | | | |

**c) Innovative teaching- learning methodologies; updating of subject content/ course, mentoring etc.**

(a) Updating of Courses/Curriculum Design:

(b) Participation/Innovative – Interactive courses:

(c) Participn./Innovative – Learning Modules

(d) Participn./Innovative – Case Studies prepared:

(e) Use of ICT or Computer-aided methods – ppt:

(f) Use of ICT – Multi-media/Simulation etc:

(g) Dev/Teaching Remedial/Bridge Courses:

(h) Dev/Teaching Soft skill/Communication/Personality Dev:

(i) Special Programs in Phys. Edn./Library:

(j) Innovative Composition/Creation in Music, Fine Arts, Perf Arts:

(k) Organizing & cond. of popular Prog /Teaching Web-based/E-Library/IT-asst. teaching:of popular Prog /Teaching Web-based/E-Library/IT-asst. teaching:

| Sl. No | Short Description (in terms of items) as listed above | Actual hours spent per Academic Year | Actual Score (Actual hours spent per academic Year ÷10) | API score | Remarks |
|---|---|---|---|---|---|
| 1. | Participation/Innovative – Interactive courses (Quiz, Extempore & debate) | 12 | 1.2 | 1.2 | Annexure |
| 2. | Participation/Innovative – Learning Modules (Teaching Plan for Botany Honours and General) | 16 | 1.6 | 1.6 | Annexure |
| 3. | Use of ICT or Computer-aided methods – ppt. | 84 | 8.4 | 8.4 | Annexure |
| 4. | Use of ICT – Multi-media/Slides etc. | 25 | 2.5 | 2.5 | Annexure |
| | **Maximum API Score :** **i) Assistant Professor Stage I : 10** **ii) Assistant Professor Stage II : 10** **iii) Assistant Professor Stage III : 10** | | | 10 | |

In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.

**Minimum API Score required for promotion under CAS for CATEGORY I (to be assessed yearly):**

| i) | Stage I to II | 80/ Year |
|---|---|---|
| ii) | Stage II to III | 80/Year |
| iii) | Stage III to IV | 75/Year |

**CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITY**

| Sl.No. | Type of Activity | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year÷10)* | API Score | Remarks |
|---|---|---|---|---|---|
| (a) | Student related Extension, Co-curricular, extension and field based Activities | | | | |
| | i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.) **(Organizer of Student seminar)** | 18 | 1.8 | 1.8 | Annexure |
| | ii) Other co-curricular activates (Cultural, Sports, NSS, and NCC etc.) | | | | |
| | iii) Extension and dissemination activities (public/popular lectures/talks/seminars) | | | | |
| | **(Max API Score : 15)** | | | 1.8 | |
| (b) | Contribution to Corporate life and management of the sports units and institution through participation in through participation in responsibilities (including as Principal / Director that require regular office hrs for its discharge) | | | | |
| | i) Administrative Responsibility (including Dean/Principal/Chairperson/Convenor/Teacher- in-charge/ similar other duties that require regular Office hours for its discharge) **(Departmental Head, Member of IQAC; Coordinator Mass Comm. & Journalism, member, UGBS)** | 36+32+26+12=106 | 10.6 | 10.6 | Annexure |
| | ii) Participation in Board of Studies, Academic and Administrative committees **(1. Convenor of Research and Publication committees, 2.Convenor Grievance Redressal Cell, 3.Member of Admission committee, 4.Student counseling and Placement committees, 5.G.B. Member of Arun Sen Memorial Foundation, 6.Cultural committee, 7.MIS RUSA Committee, 8.Member of Academic advisory committee)** | 12+4+66+2+2+2+4+16=108 | 10.8 | 10.8 | Annexure |
| | (Max API Score : 15) | | | 15 | |
| (c) | Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refreshers/faculty development courses, dissemination and general articles and any other contribution) **i. Participation in Refresher course from UGC, HRDC, RTM Nagpur University, Nagpur** | 72 | 7.2 | 7.2 | Annexure |
| | **(Max API Score : 15)** | | | 7.2 | |
| | *For all categories of Teachers (Assistant/Associate) Total Score (a + b +c)    **(Max : 45)** | | | 24.0 | |

**Minimum API Score for CATEGORY II, required to be assessed cumulatively –**

| | | |
|---|---|---|
| i) | Stage I to II | 50/Assessment Period |
| ii) | Stage II to III | 50/Assessment Period |
| iii) | Stage III to IV | 50/Assessment Period |

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

**Minimum API Score for CATEGORY III, required to be assessed cumulatively –**

| i) | **Stage I to II** | **20/Assessment Period** |
|---|---|---|
| ii) | **Stage II to III** | **50/Assessment Period** |
| iii) | **Stage III to IV** | **75/Assessment Period** |

### III (A) Research Papers Published in

- Refereed Journals as notified by UGC in 'List of Journals' –25/publication
-Other Reputed Journals as notified by UGC in 'List of Journals' -10 per publication

| Sl. No. | Title with page no. | Journal | ISSN/ISBN No. | Whether peer Reviewed. Impact factor, if any | No. of Co-author | Whether you are the main author | API Score | Remarks |
|---|---|---|---|---|---|---|---|---|
| 1. | In-vitro study on the hemolytic activity of different extracts of Indian medicinal plant *Croton bonplandianum* with phytochemical estimation: a new era in drug development. (2018), 8(4): 155 - 160. | *Journal of Drug Delivery and Therapeutics.* | ISSN: 2250-1177 | Peer-Reviewed; UGC CARE listed | 03 | No | 2.5 $\left[\dfrac{25 \times 0.3}{3}\right]$ | Annexure |
| 2. | Phytochemical screening and in-vitro evaluation of antibacterial potential of leaf extract of *Eucalyptus globules* against some pathogenic bacteria. (2020), 11(2): 270 - 277. | *Research Journal of Agricultural Sciences.* | ISSN: 0976-1675, ONLINE ISSN: 2249-4538 | Peer-Reviewed; UGC-CARE listed | 01 | Yes | 12.5 $\left[\dfrac{25 \times 1}{2}\right]$ | Annexure |
| 3. | Evaluation of Cytotoxic Potential of Acetamiprid on *Allium cepa* L. (2020), 11(4): 919-924. | *Research Journal of Agricultural Sciences* | ISSN 0976-1675, ONLINE ISSN 2249-4538 | Peer-Reviewed; UGC-CARE listed | 01 | Yes | 12.5 $\left[\dfrac{25 \times 1}{2}\right]$ Total = 27.5 | Annexure |

*Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 20 points: (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

**III (B) Publications other than journal articles (books, chapters in books) as prescribed in UGC Regulation 2016.**

- Text /Reference Books published by International Publisher with ISBN/ISSN number as approved by University : 30 per book for single author
- Subject Books published by National level Publisher with ISBN/ISSN number or State /Central Govt. Publications as approved by University: 20 per book for single author
- Subject Books published by other local Publisher with ISBN/ISSN number as approved by University :15 per book for single author
- Chapter in Books published by National /International level Publisher with ISBN/ISSN number as approved by University :
  International -10 per chapter
  National – 05 per chapter

| Sl. No. | Title of the publication with page no. and year of publication | Name of the of publisher | ISSN/ ISBN No. | No. of Co-author | Whether you are the main author | API Score |
|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |

### III (C) RESEARCH PROJECTS

**III (C) (i) Sponsored Projects:**
(a) Major Project with grants above Rs.30 lakhs (science)/above Rs.5 lakhs (Arts) -20 per project
(b) Major Project with grants Rs.05 lakhs up to Rs.30 lakhs (science)/Rs.03 lakhs up to Rs.05 lakhs (Arts) - 15per project
(c) Minor Project with grants above Rs. 01 lakh up to Rs.05 lakhs (science)/Rs.01 lakh up to Rs.03lakhs (Arts) -10 per project

| Sl. No. | Title of the Major /Minor Project | Sponsoring Agency | Period | Grant/ Amount mobilized | API score |
|---|---|---|---|---|---|
|  |  |  |  |  |  |

**III (C) (ii) Consultancy Projects:**

Amount Mobilized with a minimum of Rs.10 lakhs( Science)/Rs. 02 lakhs (Arts)- 10 for every Rs.10 lakhs and Rs.02 lakhs

| Sl.No | Title of the Consultancy Project | Agency | Period | Grant/Amount Oblized | API score |
|---|---|---|---|---|---|
|  |  |  |  |  |  |

**III(C) (iii) Projects outcome/outputs**

- **API score:**
  Patent / Technology transfer / Product/Process **(for Science)-**
  International level output--30 /
  each output National level
  output--- 20/each output

**(a) For Science: Patent / Technology transfer / Product/Process:**

| Sl. No. | Details of the Patent / Technology transfer / Product/Process | Date and year of acceptance of the patent/Technology | National /International | API score |
|---|---|---|---|---|
|  |  |  |  |  |

**(b) For Arts: Major Policy document prepared for International bodies
WHO/UNO/UNESCO/UNICEF ETC.) / Central/State Government /local Bodies**

● Major Policy document prepared for International bodies like
WHO/UNO/UNESCO/UNICEF etc. Central/State Government
/local Bodies(**for Arts**)—
   a) Major Policy document prepared for International bodies- 30
   b) Central Government-20
   c) State Government –10
   d) Local Bodies---05

| Sl. No. | Title of Major Policy document prepared | Date and year of acceptance of the Major Policy documents | Name of the body for which the policy was prepared | International/ National/Central Govt./State Govt./Local Bodies. | API score |
|---|---|---|---|---|---|
| | | | | | |

**III (D) Research Guidance**

API Score – **(i)** Ph.D. awarded/ Thesis Submitted – 15 / 10 (for both Science & Arts) per candidate
(ii)M. Phil Degree Awarded/Thesis Submitted –5 (for both Science & Arts)/ candidate.

| Sl. No. | Number enrolled | Degree awarded | Thesis Submitted | API score |
|---|---|---|---|---|
| | M.Phil. or equivalent | | | |
| | Ph.D.or equivalent | | | |

**III(E) Fellowships, Awards and Invited lectures delivered in conferences/seminar**

**(III)(E)(i) Fellowship /Award:**

a) International Award/Fellowship from academic bodies- 15/award & 15/fellowship
b) National Award/Fellowship from academic bodies- 10/award & 10/fellowship
c) State /University level Award from academic bodies- 05/award

| Sl. No. | Title of the Award /Fellowship | International /National/ State /University level | Name of the ward or Fellowship awarding Academic Body | Date &Year of achievement of Award/ Fellowship | API Score |
|---|---|---|---|---|---|
| | | | | | |

**III)E.(ii) Invited Lectures/papers.**

a) International-7/lecture or 5/paper presented
b) National-5/lecture or 3/paper presented
c) State /University level-3 /lecture or 2/paper presented

| Sl. No. | Title of the invited lecture/paper Presented | Title of Conference/ Seminar with Date | Organized By | Whether International/ National/State or University | API Score | Remarks |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |
| | Total* : | | | | | |

**\*The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period**

| i) | Stage I to II | 04/Assessment Period |
|---|---|---|
| ii) | Stage II to III | 10/Assessment Period |
| iii) | Stage III to IV | 15/Assessment Period |

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

**API score -10/ Module**

| Sl. No. | Title of the Module | Course/Paper for which the module was prepared | Year and Date of presentation | API Score |
|---|---|---|---|---|
| | | | | |

\*Minimum total API scores required for promotion under CATEGORY I +

CATEGORY II*:

| i) | Stage I to II | 90/Assessment Period |
|---|---|---|
| ii) | Stage II to III | 120/Assessment Period |
| iii) | Stage III to IV | 150/Assessment Period |

\* Teachers may score the balance of points from either Category II or Category III to achieve the minimum score required under Category II + III

**Summary of API scores: (in pursuance of G.O. No. 198–EH (CG) dated 07.12.2017)**

**Name of the Applicant: Dr. SANDIPAN CHATTERJEE**         **Subject: Botany**

| Category | Criteria | API Score for previous 3/4/5/6 academic years as applicable for specific proposed stage of promotion from Stage I/II/III to Stage II/III/IV. | | | | Total API Score for Assessment Period |
|---|---|---|---|---|---|---|
| | | 07.12.2017 to 30.06.2018 | 01.07.2018 to 30.06.2019 | 01.07.2019 to 30.06.2020 | 01.07.2020 to 14.12.2020 | |
| I | **CATEGORY I:** Teaching, learning and evaluation related activities *(to be assessed yearly)* | 62.1 | 87.6 | 88.0 | 80.5 | 318.2 |
| II | **CATEGORY II:** Cocurricular, extension and professional development related activity *(to be assessed cumulatively for assessment period)* | 24.2 | 19.2 | 33.8 | 24.0 | 101.2 |
| III | **CATEGORY III:** Research and Academic Contributions *(to be assessed cumulatively for assessment period)* | 27.5 | | | | 27.5 |
| II + III | **Total API score** (Category II + Category III)/ Assessment Period) | 128.7 | | | | 128.7 |

**Signature of Incumbent**

**Signature of the Coordinator, IQAC**

**Signature of the Principal/TIC/OIC with date and seal**

# IV. Summary of API Scores:

**Name of Applicant: Dr. SANDIPAN CHATTERJEE**                                 **Subject: Botany**

| | Criteria | API Score for previous 3/4/5/6 academic years as applicable for specific proposed stage of promotion from Stage I/~~II/III~~ to Stage II/~~III/IV~~ | | | | | | Total API score for the assessment period | | Percentage Distribution of Weightage Points in the Expert Assessment (Applicable only for selection committee) |
|---|---|---|---|---|---|---|---|---|---|---|
| | | 15.12.16 to 30.06.17 | 01.07.17 to 06.12.17 | 07.12.17 to 30.06.18 | 01.07.18 to 30.06.19 | 01.07.19 to 30.06.20 | 01.07.20 to 14.12.20 | | | |
| I | CATEGORY I: Teaching, learning and evaluation related activities *(to be assessed yearly)* | 124.5 | 125 | 62.1 | 87.6 | 88.0 | 80.5 | 567.7 | Average API/Year<br><br>113.5 | |
| II | CATEGORY II: Cocurricular, extension and professional development related activity **(to be assessed cumulatively for assessment period)** | 30 | 32 | 24.2 | 19.2 | 33.8 | 24.0 | 163.2 | | |
| III | CATEGORY III: Research and Academic Contributions *(to be assessed cumulatively for assessment period)* | **Assessment Period 15.12.16 to 06.12.17** | | | | | | 7.5 | | |
| | | **Assessment Period 07.12.17 to 14.12.20** | | | | | | 27.5 | | |
| II+ III | Total API score (Category II + Category III)/ Assessment Period) | **Total Assessment Period: 15.12.16 to 14.12.20** | | | | | | 198.2 | | |

…………………………………..
*Signature of the Incumbent*

……………………………………..
*Signature of the Coordinator, IQAC with date and seal*

……………………………………..
*Signature of the Principal/TIC/OIC with date and seal*

| *Date of Screening Committee / Selection committee and Venue* | *Date:* | *Venue:* |
|---|---|---|
| *Recommendation of the Screening/Selection Committee for promotion on CAS with date of effect of promotion* | • *Recommended for promotion from Stage I / ~~II / III~~ to Stage II / ~~III / IV~~ (Strike out which are not applicable)*<br>• **Date of effect:** | |

…………………………
………………….
*Signature of the Principal/TIC/OIC with date and seal*

………………………….Signature of the DPI Nominee with date and seal

…………………
…….*Signature of the Subject Expert/s with date and sea*

…………………….
…*Signature of the Subject Expert/s with date and seal*

**SUMMARY OF API SCORE: FOR THOSE WHERE ASSESSMENT PERIOD COVERS BOTH UGC REGULATIONS, 2010 AND UGC REGULATIONS,** 2016 (4TH AMENDMENT)

- Date of Screening cum Evaluation Committee / Selection Committee
- Venue:
- Name of the Applicant: **DR. SANDIPAN CHATTERJEE**          Subject: **BOTANY**
- Date of RC/OP/WORKSHOP/STC: **RC (24.08.2020 to 05.09.2020) /OP (06.01.2020 to 25.01.2020)**

| | | Assessment Period | | | | |
|---|---|---|---|---|---|---|
| | | API score up to 06.12.2017 | | API score w.e.f. **07.12.2017** | | |
| | | **API** | | | **API** | **Total API score in Assessment Period** | Percentage Distribution of Weight age Points in the Expert Assessment (applicable only for selection committee for Associate Professor) |
| | | **(A)** | | | **(B)** | **(A + B)** | |
| **Cat I** | **Category I** (teaching-learning & evaluation related activities) [to be assessed yearly] | **249.5** | **Category I** (teaching-learning & evaluation related activities) [to be assessed yearly] | | **318.2** | **567.7** | |
| **Cat II** | **Category II** (co-curricular, extension and professional development activity) [to Be assessed yearly] | **62** | **Category II** (co -curricular, extension and professional development activity) [to be assessed cumulatively for the assessment period] | | **101.2** | **163.2** | |
| **Cat III** | **Category III** (research and academic contribution) [to be assessed cumulatively for the assessment period] | **7.5** | **Category III** (research and academic contribution) [to be assessed cumulatively for the assessment period] | | **27.5** | **35.0** | |
| Category II + Category III | | | | | | **198.2** | |

| Recommendation of the Screening / Selection Committee for promotion on CAS with date of effect of promotion | **Recommended for promotion from Stage I to Stage II/~~III/IV~~ (Strikeout which are not applicable)** Date of effect: | | |
|---|---|---|---|
| | | | |
| Signature of the Principal / TIC / OIC with date and seal | Signature of the DPI Nominee with date and seal | Signature of the Subject Expert with date and seal | Signature of the Subject Expert with date and seal |

## Part C: For use of the Screening cum Evaluation / Selection Committee

**Name of the College: Suri Vidyasagar College**

**Date of the Meeting:**                                                  Venue:

Name of the Incumbent: **SANDIPAN CHATTERJEE**

Present designation: Assistant Professor (**Stage 1**/~~Stage 2~~/ ~~Stage 3~~) of **BOTANY**

Date of joining: **15/12/2016**

Date of awarded of **Ph. D.** /~~M. Phil~~.: **29/07/2012**

Scale of Pay: Rs. 15600-39100/- with AGP of Rs. **6000**/ ~~7000/ 8000~~

Designation after promotion: Assistant Professor (**Stage 2**/~~Stage 3/Associate Professor (Stage 4~~) Scale of Pay: Rs. 15600-39100/- or ~~Rs. 37400-67000/-~~ with AGP of Rs. **7000** /~~8000/ 9000~~

Date of effect: **15/12/2020**

Score for Interview (for Stage 3 to Stage 4) [F.M. 20]: Not Applicable

The Screening/Selection Committee has considered the proposal for promotion under CAS in respect of the incumbent mentioned above from the post of Assistant Professor (**Stage 1**/~~Stage 2 /Stage 3~~) to the post of Assistant Professor (**Stage 2**/ ~~Stage 3) / Associate Professor (Stage 4)~~. As the incumbent has fulfilled all conditions as laid down in **G.O. No. 920-Edn (CS) dated 31.12.2012 and G.O. No. 1373-Edn (CS) dated 07.12.2017** for promotion under CAS, the Committee recommends that the incumbent be promoted to the post of Assistant Professor (**Stage 2**/ Stage 3) /Associate Professor (Stage 4) with AGP of ` **7000** /~~8000 /9000~~ with effect from 15/12/2020

The Committee further recommends that the post held by the incumbent be upgraded to the post of Assistant Professor (Stage 2/ ~~Stage 3~~) /~~AssociateProfessor (Stage 4)~~ with AGP of ` 7000 /~~8000 /9000~~ with effect from 15/12/2020 and the same would be reverted back to the post of Assistant Professor (Stage 1) as soon as it would fallen vacant due to superannuation or any other reason.

Necessary particulars with all relevant documents be sent to the Government for approval.

 

 

Signature of the Expert with Date and Seal                Signature of the Expert with Date and Seal
(*Nominated by the VC of the affiliating University*)   (*Nominated by the VC of the affiliating University*)

 

 

 

Signature of Govt. Nominee with Date and Seal        Signature of the Principal/ ~~OIC~~ of College
(*Nominated by the DPI, West Bengal*)

**APPENDIX II**

## Annual Self-Assessment for the Performance Based Appraisal System (PBAS)

### (Tobecompletedandsubmittedattheendofeachacademic year)

## PARTA:GENERALINFORMATION

1. Name(Blockletters)                                  : RAMANANDA ROY

2. Father's /~~Mother'sname~~/
   ~~Husband's~~name                          : Late GOPAL CHANDRA ROY

3. Department                              **:  Economics, Suri Vidyasagar College**

4. Current Designation &GradePay    :**Assistant Professor (stage-I)&AGP Rs. 6000/-**

5. Date oflastPromotion                          : N.A.

6. **Addressfor correspondence (with pincode)** :PRATHAMA APARTMENT; RAICHARAN DEV ROAD, P.O – BOLPUR; DIST – BIRBHUM; W.B PIN- 731204

7. PermanentAddress                              : Do.

   TelephoneNo.: Mobile No.: (+91)7602247462
   E-mail: ramroy.b4u@gmail.com

8. Whether acquired any degrees or fresh academic qualifications during theyear: N/A

9. Academic Staff College Orientation/ Refresher Course attended during theyear: Yes.

| Name of the Course/Summer School | Place | Duration | Sponsoring Agency | Remarks |
|---|---|---|---|---|
| Orientation Programme | Himachal Pradesh University, Shimla, Himachal Pradesh | 4 weeks (08.05.17 to 03.06.17) | U.G.C., HRDC, Himachal Pradesh University, Shimla, Himachal Pradesh | (Vide page No...) |
| Refresher Course | North Bengal University, West Bengal | 2 weeks from (02.07.19 to 15.07.19) | U.G.C., HRDC, North Bengal University. West Bengal | (Vide page No...) |

**10.**    a. DateofAppointment               : 10/05/2014;*(Refer to Page No…….)*
    b. DateofConfirmation               : 10/05/2014*(vide G.B. Resolution No.02(Misc. (C)), dated 23.05.15) . Refer to Page No.*

11.    Past Service, if any                 : Not applicable

(Please attach specific G.O. for counting of past service for promotion under CAS)


12.    For which position & AGP you are applyingunderCAS :
       Assistant Prof. Stage-II  & AGP-7000
13.    Date of eligibilityfor Promotion        : 10/05/2020


14.    Educational Qualification (Graduationonwards):

| Examination | Name of the University | Year of Passing | Marks Obtained (%) | Class/ ~~Grade~~ | Remarks |
|---|---|---|---|---|---|
| B.A/~~B.Sc.~~/ ~~B.Com.~~ | Visva-Bharati | 2000 | 55.75 | II | *(vide Page No........)* |
| M.A/~~M.Sc.~~ / ~~M.Com.~~ | Visva-Bharati | 2002 | 65.50 | I | *(vide Page No........)* |
| NET | UGC | 2012 | UGC NET ((ECONOMICS) | | *(vide Page No........)* |

15.    ResearchDegree(s): N/A.

16.    Details of Teaching/ Research/AcademicExperience:

| Designation | Employer | Period of service From        To | Scale of pay |
|---|---|---|---|
| Assistant Professor (stage - I) | Suri Vidyasagar College, Suri, Birbhum, West Bengal | 10.05.2014 to till date | Pay Band: Rs.15600 – 39100 AGP – 6000 |

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

All entries made above are checked and verified and found to be correct.


SIGNATURE OF THE INCUMBENT                    SIGNATURE OF IQAC COORDINATOR




SIGNATURE OF HEAD OF THE DEPARTMENT          SIGNATURE OF THE PRINCIPAL/T.I.C.

**Annual Self-Assessment for the Performance Based Appraisal System (PBAS)**

**Session/ Year- 2014-15 (10.05.2014-30.06.2015)**
**(Tobecompletedandsubmittedattheendofeachacademicyear)**
Part B: Academic Performance Indicators (API)


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

### (ia) Lectures, seminars, tutorials, practical, contact hours undertaken taken as percentage of lectures allocated.

| Sl. No. | Course/Paper | Level | Mode of teaching | Class allotted as per schedule | % of classes taken as per documented record | API Score | Remarks |
|---|---|---|---|---|---|---|---|
| 1. | B.A PART -I PAPER -1,3 Part -II Paper – 4 Part-III Paper – V, VII | Honours | L | 296/300 | 98.2 | 49.1 | Refer to Academic audit page no |
| 2. | B.A PART -I PAPER -1,3 Part -II Paper – 4 Part-III Paper – V, VII | General | L | 83/86 | | | |

#Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours(C)


**(ib) Lectures and other teaching duties in excess of UGC norms**

| | CALCULATION OF API SCORE FOR I(i) ABOVE | API Score |
|---|---|---|
| a) | Classes taken (**Maximum 50** for 100% performance & proportionatescoreupto80%performance,belowwhichnoscore may begiven) | 49.1 |
| b) | Teaching load in excess of UGC norms/ Special Lectures/ Classes taken at the study Centre located in the District other than Kolkata; 2 extra classes (**Max score - 10**) | 10 |

**ii) Reading/ Instructional material consulted and additional knowledge resources provided to students.**

| Sl. No. | Course/ Paper | Consulted | Prescribed | AdditionalResource Provided | API Score | Remarks |
|---|---|---|---|---|---|---|
| 1. | Economics Honours Course | Text and ref. books within and Outside of Syllabus | Reference Books, Authentic Text Books, etc. | Study materials (hard copies & e-Book), PPT etc. | 10 | Refer to page no |
| 2. | Economics General Course | Text and ref. books within and Outside of Syllabus | Reference Books, Authentic Text Books | Study materials and Class notes etc. | 10 | |
| | | | | | | |
| APIscore based on preparation and Impartingof knowledge /instruction as percurriculum and syllabus enrichment by providing additional resources to students (**Max. score:20**) | | | | | 20 | |

### iii) Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.

(a) Updating ofCourses/CurriculumDesign:      5 per course – Max10

      (b) Participation/Innovative –Interactivecourses: 5

      (c) Participn./Innovative –LearningModules:      5         Max10

      (d) Participn./Innovative – Case Studies prepared:        5

 (e) Use of ICT or Computer-aided methods–ppt:5

      (f) Use of ICT –Multi-media/Simulationetc.:       5         Max10

      (g) Dev/TeachingRemedial/BridgeCourses:       5         each Max10

      (h)Dev/Teaching Soft skill/Communication/Personality Dev: 5 each     Max10

      (i) Special ProgramsinPhys.Edn./Library:        5each   Max10

      (j) Innovative Composition/Creation in Music, Fine Arts, Perf Arts: 5 each; Max10

(k)Organizing & cond. Of popul. Prog. /Teaching Web-based/E-Library/IT-asst teaching

Workshop/Training – 10 points; Popularization program – 5points

| Sl. No. | Short Description (in terms of items) as listed above | API Score | Remarks |
|---------|--------------------------------------------------------|-----------|---------|
| 1. | Learning module (Teaching Plan for Economics Honours and General) | 10 | Refer to page no |
| 2. | Use of ICT or Computer-aided methods– Microsoft PowerPoint | 5 | Refer to page no |
| 3 | Participn./Innovative: seminar/quiz/extempore etc. | 5 | Refer to page no |
| | (**Max API Score:20**)     TotalScore: | 20 | |

### (iv)Examinationdutiesassignedandperformed

(a)Invigil.-10,Evalua.-5,Q.papersetting/Moderation-5; Max:2 [100%compliance]

(b) Internal/ContinuousAssessmentworkasallotted-10[100%compliance];

(c)ExamCoordinationCell/OutstationorFlyingSquad:10[100%compliance]

| Sl. No. | Type of Examination Duties | Duties Assigned | Extent to which Carried out(%) | API Score | Remarks |
|---------|----------------------------|-----------------|-------------------------------|-----------|---------|
| 1. | Invigilation | University final exams Part-I, II & III (Honours and general) | 100 | 10 | Refer to page no |
| 2. | Internal/ContinuousAssessments | College Annual, Terminal and Test exam (paper setting, invigilation & evaluation) | 100 | 10 | Refer to page no |
| | (**Max API Score: 25**) | | | 20 | |

## CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

Please mention your contribution to any of the following:

| Sl.No. | Type of Activity | Average Hour/week | API Score | Remarks |
|---|---|---|---|---|
| | **(I)Extension, Co-curricular & field based Activities** (5 points each) | | | |
| | a) Field Study/Ed. Tours/ Placement:<br>    5each          Max10 | One day Educational Tours to Bakreswar, Birbhum 0n 12.01.2015 | 5 | Refer to page no |
| | b) NSS/NCC/NSO etc:<br>   each activity10points      Max10 | NCC as ANO | 10 | Refer to page no |
| | c) Student/Staff Sports<br>Campus Publication etc:<br>(dept level 2 points, Instn level 5 points) Max 10 | Participated at Instnlevel Student/Staff Sports ( teacher volunteer) | 5 | Refer to page no |
| | d) Community work<br>(Env, Hum. Rights, Scientific temper, Peace/Relief etc): Max10 | | | |
| | (**Max API Score : 20**) | | 20 | |
| | | | | |
| | **(II) Contribution to Corporate Life and Management of the Institution** | Yearly/Semester wise responsibilities | API Score | |
| | a) GovernanceResponsibility<br>(PG/IQAC/NAAC coordinator/Bursar / Warden etc.): Max10 | | | |
| | b) Academic/Administrative Committees like<br>Admission /Campus Dev/ Library Comm: 5 each Max 10 | Member of<br>1.Admission verification Committee<br>2.library committee | 10 | Refer to page no |
| | c) Student Welfare/Placement /<br>Counseling/ Discipline 5 each Max 10 | | | |
| | d) Conf Organization/ChairSecretary/Treasurer<br>    (I)   International:10<br>    (II)   National/Reg:5<br>    (III)  Member: 1each | | | |
| | (**Max API Score : 15**) | | 10 | |
| | | | | |
| | **(III)Professional Development Activities** | | | |
| | a) Member in Professional Committees<br>(I)National 3 (II) State2;         Max10 | | | |
| | b) Participation in Conf/Seminars<br> Withoutpaper:       2 each ; Max10 | Participation of Seminar -6 | 10 | Refer to page no |
| | c) Short-term Courses/<br>Training less than a week: 5 each Max 10 | | | |
| | d) Membership/Participation in State/<br>Central Bodies/Committees: 5 each Max 10 | | | |
| | e) Newspaper/Magazine/ Radio-TV progr (Not covered in Category III): 1 each ; Max 10 | | | |
| | (**Max API Score : 15**) | | 10 | |
| | Total Score (I +II+III)        (**Max :50**) | | 40 | |
| | Minimum API Score required – 15 | | | |

# Annual Self-Assessment for the Performance Based Appraisal System (PBAS)

## Session/ Year <u>01.07.2015-30.06.2016</u>
## (Tobecompletedandsubmittedattheendofeachacademicyear)
Part B: Academic Performance Indicators (API)

**CATEGORY 1:** TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

**(ia) Lectures, seminars, tutorials, practical, contact hours undertaken taken as percentage of lectures allocated.**

| Sl. No. | Course/Paper | Level | Mode of teaching | Class allotted as per schedule | % of classes taken as per documented record | API Score | Remarks |
|---|---|---|---|---|---|---|---|
| 1. | B.A PART -I PAPER -1,3 Part -II Paper – 4 Part-III Paper – V, VII | Honours | L | 255/260 | 95.4 | 47.7 | Refer to page no |
| 2. | B.A PART -I PAPER -1,3 Part -II Paper – 4 Part-III Paper – V, VII | General | L | 58/68 | | | |

#Lecture (L), Seminar (S), Tutorial(T),Practical(P), Contact Hours(C).

**(ib) Lectures and other teaching duties in excess of UGC norms**

| | CALCULATION OF API SCORE FOR I(i) ABOVE | API Score |
|---|---|---|
| a) | Classes taken (**Maximum 50** for 100% performance & proportionatescoreupto80%performance,belowwhichnoscore may begiven) | 47.7 |
| b) | Teaching load in excess of UGC norms/ Special Lectures/ Classes taken at the study centre located in the District other than Kolkata ; 3 extra classes taken (**Max score - 10**) | 10 |

**ii) Reading/ Instructional material consulted and additional knowledge resources provided to students**

| Sl. No. | Course/ Paper | Consulted | Prescribed | AdditionalResource Provided | API Score | Remarks |
|---|---|---|---|---|---|---|
| 1. | Economics Honours Course | Text and ref. books within and Outside of Syllabus | Reference Books, Authentic Text Books etc. | Study materials (hard copies), PPT etc. | 10 | Refer to page no |
| 2. | Economics General Course | Text and ref. books within and Outside of Syllabus | Reference Books, Authentic Text Books | Study materials and Class notes etc. | 10 | |
| | | | | | | |
| API score based on preparation and Impartingof knowledge /instruction as per curriculum and syllabus enrichment by providing additional resources to students (**Max. score:20**) | | | | | 20 | |

**iii) Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc**

      (a) Updating ofCourses/CurriculumDesign:  5 per course – Max10

      (b) Participation/Innovative –Interactivecourses:     5

      (c) Participn./Innovative –LearningModules:5        Max10

      (d) Participn./Innovative – Case Studies prepared:       5

               (e) Use of ICT or Computer-aided methods–ppt:   5

      (f) Use of ICT –Multi-media/Simulationetc: 5       Max10

      (g) Dev/TeachingRemedial/BridgeCourses:  5     each Max10

      (h)Dev/Teaching Soft skill/Communication/Personality Dev: 5 each     Max10

      (i) Special ProgramsinPhys.Edn./Library:    5each  Max10

      (j) Innovative Composition/Creation in Music, Fine Arts, Perf Arts: 5 each ; Max10

(k)Organizing & cond. of popul. Prog. /Teaching Web-based/E-Library/IT-asst teaching

      Workshop/Training - 10 points; Popularization program - 5points

| Sl. No. | Short Description (in terms of items) as listed above | API Score | Remarks |
|---|---|---|---|
| 1. | Learning module (Teaching Plan for Economics Honours and General) | 10 | Refer to page no |
| 2. | Use of ICT or Computer-aided methods–Microsoft PowerPoint. | 5 | Refer to page no |
| 3 | Participation/Innovative –Interactivecourses (seminar/quiz/extempore etc) | 5 | Refer to page no |
| | (**Max API Score:20**)         TotalScore: | 20 | |

**(iv)Examinationdutiesassignedandperformed**

    (a)Invigil.-10,Evalua.-5,Q.papersetting/Moderation-5; Max:2 [100%compliance]

    (b) Internal/ContinuousAssessmentworkasallotted-10[100%compliance];

    (c)ExamCoordinationCell/OutstationorFlyingSquad:10[100%compliance]

| Sl. No. | Type of Examination Duties | Duties Assigned | Extent to which Carried out(%) | API Score | Remarks |
|---|---|---|---|---|---|
| 1. | Invigilation | University final exams Part-I, II & III (Hons., Gen. &Compulsory) exams. | 100 | 10 | Refer to page no |
| 2. | Internal/Continuous Assessments | College Annual, Terminal, Test examsand Class tests. (paper setting, evaluation & invigilation) | 100 | 10 | Refer to page no |
| | (**Max API Score: 25**) | | | 20 | |

**CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.**

Please mention your contribution to any of the following:

| Sl.No. | Type of Activity | Average Hrs/week | API Score | Remarks |
|---|---|---|---|---|
| | **(I)Extension, Co-curricular & field based Activities** (5 points each) | | | |
| | a) Field Study/Ed. Tours/ Placement: 5each  Max10 | One day  Ed.Tours to hazarduary, Murshidabad on 31.12.2015 | 5 | Refer to page no |
| | b) NSS/NCC/NSO etc: each activity10points  Max10 | NCC as ANO | 10 | Refer to page no |
| | c) Student/Staff Sports Campus Publication etc: (dept level 2 points, Instn level 5 points) Max 10 | Participated at Instn level  Student/Staff Sports (teacher volunteer) | 5 | Refer to page no |
| | d) Community work (Env, Hum. Rights, Scientific temper, Peace/Relief etc): Max10 | | | |
| | **(Max API Score : 20)** | | 20 | |
| | | | | |
| | **(II) Contribution to Corporate Life and Management of the Institution** | Yearly/Semester wise responsibilities | API Score | |
| | a) GovernanceResponsibility (PG/IQAC/NAAC coordinator/Bursar / Warden etc.): Max10 | | | |
| | b) Academic/Administrative Committees like Admission /Campus Dev/ Library Comm: 5 each Max 10 | Member of 1.Admission verification committee 2. library Committee | 10 | Refer to page no |
| | c) Student Welfare/Placement / Counseling/ Discipline 5 each Max 10 | | | |
| | e) Conf Organization/ChairSecretary/Treasurer (I) International:10 (II) National/Reg:5 (III) Member: 1each | | | |
| | **(Max API Score: 15)** | | 10 | |
| | | | | |
| | **(III)Professional Development Activities** | | | |
| | a) Member in Professional Committees (I)National 3 (II) State2;  Max10 | | | |
| | b) Participation in Conf/Seminars Withoutpaper:  2 each ; Max10 | Participation of Seminar -3 | 06 | Refer to page no |
| | c) Short-term Courses/ Training less than a week: 5 each Max 10 | | | |
| | d) Membership/Participation in State/ Central Bodies/Committees: 5 each Max 10 | | | |
| | e) Newspaper/Magazine/ Radio-TV progr (Not covered in Category III): 1 each ; Max 10 | | | |
| | **(Max API Score : 15)** | | 06 | |
| | Total Score (I +II+III)  **(Max :50)** | | 36 | |
| | Minimum API Score required – 15 | | | |

# Annual Self-Assessment for the Performance Based Appraisal System (PBAS)

## Session/ Year <u>01.07.2016-30.06.2017</u>

## (Tobecompletedandsubmittedattheendofeachacademicyear)

Part B: Academic Performance Indicators (API)

**CATEGORY 1:** TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

**(ia) Lectures, seminars, tutorials, practical, contact hours undertaken taken as percentage of lectures allocated.**

| Sl. No. | Course/Paper | Level | Mode of teaching | Class allotted as per schedule | % of classes taken as per documented record | API Score | Remarks |
|---------|--------------|-------|------------------|-------------------------------|--------------------------------------------|-----------|---------|
| 1. | B.A PART -I PAPER -1,3 Part -II Paper – 4 Part-III Paper – V, VII | Honours | L | 288/288 | 100 | 50 | Refer to Academic audit page no |
| 2. | B.A PART -I PAPER -1,3 Part -II Paper – 4 Part-III Paper – V, VII | General | L | 98/98 | 100 | | |

#Lecture (L), Seminar (S), Tutorial(T),Practical(P), Contact Hours(C ).

**(ib) Lectures and other teaching duties in excess of UGC norms**

| | CALCULATION OF API SCORE FOR I(i) ABOVE | API Score |
|---|---|---|
| a) | Classes taken (**Maximum 50** for 100% performance & proportionatescoreupto80%performance,belowwhichnoscore may begiven) | 50 |
| b) | Teaching load in excess of UGC norms/ Special Lectures/ Classes taken at the study centre located in the District other than Kolkata, 5 extra classes taken (**Max score - 10**) | 10 |

**ii) Reading/ Instructional material consulted and additional knowledge resources provided to students**

| Sl. No. | Course/ Paper | Consulted | Prescribed | AdditionalResource Provided | API Score | Remarks |
|---------|---------------|-----------|------------|----------------------------|-----------|---------|
| 1. | Economics Honours Course | Text and ref. books within and Outside of Syllabus | Reference Books, Authentic Text Books etc. | Study materials (hard copies), PPT etc. | 10 | Refer to page no |
| 2. | Economics General Course | Text and ref. books within and Outside of Syllabus | Reference Books, Authentic Text Books | Study materials and Class notes etc. | 10 | |
| | | | | | | |
| APIscore based on preparation and Impartingof knowledge /instruction as percurriculum and syllabus enrichment by providing additional resources to students (**Max. score:20**) | | | | | 20 | |

### iii) Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc

       (a) Updating ofCourses/CurriculumDesign:  5 per course – Max10

       (b) Participation/Innovative –Interactivecourses:    5

       (c) Participn./Innovative –LearningModules:5       Max10

       (d) Participn./Innovative – Case Studies prepared:       5

(e) Use of ICT or Computer-aided methods–ppt:    5

       (f) Use of ICT –Multi-media/Simulationetc: 5       Max10

       (g) Dev/TeachingRemedial/BridgeCourses:  5      each Max10

       (h)Dev/Teaching Soft skill/Communication/Personality Dev: 5 each    Max10

       (i) Special ProgramsinPhys.Edn./Library:    5each  Max10

       (j) Innovative Composition/Creation in Music, Fine Arts, Perf Arts: 5 each; Max10

(k)Organizing & cond. of popul. Prog. /Teaching Web-based/E-Library/IT-asst teaching

       Workshop/Training - 10 points; Popularization program - 5points

| Sl. No. | Short Description (in terms of items) as listed above | API Score | Remarks |
|---|---|---|---|
| 1. | Learning module (Teaching Plan for Economics Honours and General) | 10 | Refer to page no |
| 2. | Use of ICT or Computer-aided methods–Microsoft PowerPoint (ppt) | 5 | Refer to page no |
| 3 | Use of Interactivecourses (seminar, extempore & quiz etc.) | 5 | |
| | (**Max API Score:20**) TotalScore: | 20 | |

### (iv)Examinationdutiesassignedandperformed

       (a)Invigil.-10,Evalua.-5,Q.papersetting/Moderation-5; Max:2 [100%compliance]

       (b) Internal/ContinuousAssessmentworkasallotted-10[100%compliance];

       (c)ExamCoordinationCell/OutstationorFlyingSquad:10[100%compliance]

| Sl. No. | Type of Examination Duties | Duties Assigned | Extent to which Carried out (%) | API Score | Remarks |
|---|---|---|---|---|---|
| 1 | Invigilation | University final exams Part-I, II & III (Hons., Gen. & Compulsory) exams. | 100 | 10 | Refer to page no |
| 2. | Internal/Continuous Assessments | College Annual, Terminal, Test exams. and Class tests.(invigilation, paper setting & evaluation) | 100 | 10 | Refer to page no |
| | (**Max API Score : 25**) | | | 20 | |

**CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT                RELATED ACTIVITIES.**

Please mention your contribution to any of the following:

| Sl.No. | Type of Activity | Average Hrs/week | API Score | Remarks |
|---|---|---|---|---|
| | **(I)Extension, Co-curricular &field-basedActivities** (5 points each) | | | |
| | a) Field Study/Ed. Tours/ Placement:<br>    5each                    Max10 | One day Ed.Tours to RajnagarRajbari, Birbhum On 10.01.2017 | 5 | Refer to page no |
| | b) NSS/NCC/NSO etc:<br>    each activity10points              Max10 | NCC as ANO | 10 | Refer to page no |
| | c) Student/Staff Sports Campus Publication etc.:<br>(dept level 2 points, Instn level 5 points) Max 10 | Participated as volunteer. at Instnlevel Student/Staff Sports (Teacher volunteer) | 5 | Refer to page no |
| | d) Community work<br>(Env, Hum. Rights, Scientific temper, Peace/Relief etc):<br>Max10 | | | |
| | **(Max API Score: 20)** | | 20 | |
| | | | | |
| | **(II) Contribution to Corporate Life and Management of the Institution** | Yearly/Semester wise responsibilities | API Score | |
| | a) GovernanceResponsibility<br>(PG/IQAC/NAAC coordinator/Bursar / Warden etc.): Max10 | | | |
| | b) Academic/Administrative Committees like<br>Admission /Campus Dev/ Library Comm: 5 each Max 10 | Member of<br>1. Admission verification committee<br>2. Library Committee | 10 | Refer to page no |
| | c) Student Welfare/Placement /<br>Counseling/ Discipline 5 each Max 10 | | | |
| | f) Conf Organization/ChairSecretary/Treasurer<br>    (I)    International:10<br>    (II)    National/Reg:5<br>    (III)    Member: 1each | | | |
| | **(Max API Score: 15)** | | 10 | |
| | | | | |
| | **(III)Professional Development Activities** | | | |
| | a) Member in Professional Committees<br>(I)National 3 (II) State2;              Max10 | | | |
| | b) Participation in Conf/Seminars<br> Withoutpaper:              2 each ; Max10 | | | |
| | c) Short-term Courses/<br>Training less than a week: 5 each Max 10 | | | |
| | d) Membership/Participation in State/<br>Central Bodies/Committees: 5 each Max 10 | | | |
| | e) Newspaper/Magazine/ Radio-TV progr (Not covered in Category III): 1 each ; Max 10 | | | |
| | **(Max API Score : 15)** | | | |
| | Total Score (I +II+III)              **(Max :50)** | | 30 | |
| | Minimum API Score required – 15 | | | |

# Annual Self-Assessment for the Performance Based Appraisal System (PBAS)

## Session/ Year <u>01.07.2017-06.12.2017</u>
### (Tobecompletedandsubmittedattheendofeachacademicyear)
Part B: Academic Performance Indicators (API)

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

**(ia) Lectures, seminars, tutorials, practical, contact hours undertaken taken as percentage of lectures allocated.**

| Sl. No. | Course/Paper | Level | Mode of teaching | Class allotted as per schedule | % of classes taken as per documented record | API Score | Remarks |
|---|---|---|---|---|---|---|---|
| 1. | B.A Part I ,II& III SEM-I:CC-1 Sem-II:CC-3 &CC-4 Sem -III:CC-5&SEC-1 Sem -IV:CC-10 Sem V:CC-11& CC-12 Sem-VI:CC-14 &DSE-IV | UG (Honours) under CBCS | L | 127/127 | 100 | 50 | Refer to Academic audit page no |
| 2. | B.A Part I ,II& III SEM-I:CC-1 Sem-II:CC-3 &CC-4 Sem -III:CC-5&SEC-1 Sem -IV:CC-10 Sem V:CC-11& CC-12 Sem-VI:CC-14 &DSE-IV | UG (General) under CBCS | L | 32/32 | 100 | | |

#Lecture (L), Seminar (S), Tutorial(T),Practical(P), Contact Hours(C).

**(ib) Lectures and other teaching duties in excess of UGC norms**

| | CALCULATION OF API SCORE FOR I(i) ABOVE | API Score |
|---|---|---|
| a) | Classes taken (**Maximum 50** for 100% performance & proportionatescoreupto80%performance,belowwhichnoscore may begiven) | 50 |
| b) | Teaching load in excess of UGC norms/ Special Lectures/ Classes taken at the study centre located in the District other than Kolkata, 4 extra classes (**Max score - 10**) | 10 |

**ii) Reading/ Instructional material consulted and additional knowledge resources provided to students**

| Sl. No. | Course/ Paper | Consulted | Prescribed | AdditionalResource Provided | API Score | Annexure |
|---|---|---|---|---|---|---|
| 1. | Economics Honours Course | Within and Outside of Syllabus | Reference Books, Authentic Text Books etc. | Study materials (hard copies), PPT etc. | 10 | Annexure |
| 2. | Economics General Course | Within and Outside of Syllabus | Reference Books, Authentic Text Books | Study materials and Class notes etc. | 10 | |
| | | | | | | |
| API per to students (**Max. score:20)** | score based on preparation and Impartingof knowledge /instruction as curriculum and syllabus enrichment by providing additional resources | | | | 20 | |

**iii) Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc**

(a) Updating ofCourses/CurriculumDesign:   5 per course – Max10

    (b) Participation/Innovative –Interactivecourses:      5

    (c) Participn./Innovative –LearningModules:5          Max10

    (d) Participn./Innovative – Case Studies prepared:        5

(e) Use of ICT or Computer-aided methods–ppt:      5

    (f) Use of ICT –Multi-media/Simulationetc: 5          Max10

    (g) Dev/TeachingRemedial/BridgeCourses:  5          each Max10

    (h)Dev/Teaching Soft skill/Communication/Personality Dev: 5 each      Max10

    (i) Special ProgramsinPhys.Edn./Library:      5each   Max10

    (j) Innovative Composition/Creation in Music, Fine Arts, Perf Arts: 5 each; Max10

(k)Organizing & cond. of popul. Prog. /Teaching Web-based/E-Library/IT-asst teaching

    Workshop/Training - 10 points; Popularization program - 5points

| Sl. No. | Short Description (in terms of items) as listed above | API Score | Remarks |
|---|---|---|---|
| 1. | Learning module(Teaching Plan for Economics Honours and General) | 10 | Refer to page no |
| 2. | Use of ICT or Computer-aided methods– Microsoft PowerPoint | 5 | Refer to page no |
| 3 | Use of Interactive courses (Seminar, extempore, quiz) | 5 | |
| | (**Max API Score:20**)           TotalScore: | 20 | |

**(iv)Examinationdutiesassignedandperformed**

    (a)Invigil.-10,Evalua.-5,Q.papersetting/Moderation-5; Max:2 [100%compliance]

(b) Internal/ContinuousAssessmentworkasallotted-10[100%compliance];

(c)ExamCoordinationCell/OutstationorFlyingSquad:10[100%compliance]

| Sl. No. | Type of Examination Duties | Duties Assigned | Extent to which Carried out(%) | API Score | Remarks |
|---|---|---|---|---|---|
| 1 | Invigilation | University final exams | 100 | 10 | Refer to page no |
| 2. | Internal/ContinuousAssessments | College Annual, Terminal, Test exams and class tests (paper setting, invigilation & evaluation) | 100 | 10 | Refer to page no |
| | (**Max API Score: 25**) | | | 20 | |

**CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.**

Please mention your contribution to any of the following:

| Sl.No. | Type of Activity | Average Hrs/week | API Score | Remarks |
|---|---|---|---|---|
| | **(I)Extension, Co-curricular & field based Activities** (5 points each) | | | |
| | a) Field Study/Ed. Tours/ Placement:<br>    5each                     Max10 | | | |
| | b) NSS/NCC/NSO etc:<br>   each activity10points             Max10 | NCC as ANO | 10 | Refer to page no |
| | c) Student/Staff Sports Campus Publication etc:<br>(dept level 2 points, Instn level 5 points) Max 10 | Participated as volunteer. at Instnlevel Student/Staff Sports<br>(Teacher volunteer) | 5 | Refer to page no |
| | d) Community work<br>(Env, Hum. Rights, Scientific temper, Peace/Relief etc): Max10 | | | |
| | (**Max API Score : 20**) | | 15 | |
| | | | | |
| | **(II) Contribution to Corporate Life and Management of the Institution** | Yearly/Semester wise responsibilities | API Score | |
| | a) GovernanceResponsibility<br>(PG/IQAC/NAAC coordinator/Bursar / Warden etc.): Max10 | | | |
| | b) Academic/Administrative Committees like<br>Admission /Campus Dev/ Library Comm: 5 each Max 10 | Member of –<br>1. admission committee<br>2. library committee<br>3. computer purchasing committee<br>4. Sports committee | 10 | Refer to page no |
| | c) Student Welfare/Placement /<br>Counseling/ Discipline 5 each Max 10 | | | |
| | g) Conf Organization/ChairSecretary/Treasurer<br>    (I)    International:10<br>    (II)   National/Reg:5<br>    (III)  Member: 1each | | | |
| | (**Max API Score : 15**) | | 10 | |
| | | | | |
| | **(III)Professional Development Activities** | | | |
| | a) Member in Professional Committees<br>(I)National 3 (II) State2;          Max10 | | | |
| | b) Participation in Conf/Seminars<br> Withoutpaper:          2 each ; Max10 | | | |
| | c) Short-term Courses/<br>Training less than a week: 5 each Max 10 | | | |
| | d) Membership/Participation in State/<br>Central Bodies/Committees: 5 each Max 10 | | | |
| | e) Newspaper/Magazine/ Radio-TV progr (Not covered in Category III): 1 each ; Max 10 | | | |
| | (**Max API Score: 15**) | | | |
| | Total Score (I +II+III)          (**Max:50**) | | 25 | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | Minimum API Score required – 15 | | | | | | |

**Cumulative Category-3 from the Session 2013-14 to 2017-18 (10.05.2014 to 06.12.2017)**
**CATEGORY-3: RESEARCH AND ACADEMIC CONTRIBUTIONS**
   **3. A)** (i)**PublishedPapersinJournals**

API Score – Category1-Refereed     – 15/publication;
Category 2- Non-Refereed –10/publication

| Sl. No. | Title with pageno. | Journal | ISSN/ISBN No. | Whether peer reviewed. Impact factor, if any | No. of Co-author | Whether you are themain author | API Score (+Impact Factor) | Remarks |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | |

*Wherever relevant to any specific discipline the API score for paper in referred journal would be augmented as follows:
Indexed journal- by 5 points, ii) Papers with impact factor 1 and 2 by 10 points; iii) papers with impact factor between 2 and 5 by 15 points; iv) papers with impact factor between 5 and 10 by 25 points
*Points divided by number of authors
***if a paper is presented in Conference/ Seminar is published in the form of proceedings, the points would accrue for the for the publication (3.A) and not under presentation (3.E(ii)).
#Papers accepted at National/ International conferences may be reckoned as equivalent to papers presents.

**A) (ii) Public Displays/Exhibitions/Performances with or without outputs in   CD/DVD/Online/E-form/E-book [for Art/Music College]**

       API Score – Category 1 – 15; Category 2 – 10

| Sl. No | Title of Show/ Exhibition/ Performance with or without CD/DVD/ Tape/ Online /E-form/E- book version or Brochures | Company/A gency/ Instt Name (Including TV/Radio etc) | Categorization (I.International 15 each/ II. National 10 each (Venues/ event/ gallery/ studio/ museums) | Whether reviewed/ Impact factor (Reporting/ Coverage/ Reviews/ Hits/sales/ citations/ Commen- dations/ etc) | No of Co-performer or Co- authors (10 each) | Whether you are the Soloartist/ performer (15 each) | API Score |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

| Sl. No. | Title with page no. | Details of Conference Publication | ISSN/ISBN No. | No. of Co-Author | Whether you are the main author | API Score |
|---|---|---|---|---|---|---|
| | | | | | | |

**B (i) Articles/ Chapters published in Books**
    API Score (Per Art/Chap) Category 1: International Publisher               – 10

                       Category 2: National/ State/ Central/ Societies Publisher – 5
                       Category 3: Subject books by other/LocalPublisher     –3
                       Category 4: Chapters inKnowledge-basedVolumes   –5
          **ii) FullpapersinConferenceProceedings**
**Conf. proceedings as full paper:**      1. International Conference – 10/publication
2. National              –7.5/each
3. Regional/State level     – 5/each

                    4. Local- Univ. /College level –3/each

### iii) Bookspublishedassingleauthororaseditor

| Sl. No. | Title with page no. | Book title, editor & publisher | ISSN/ISBN No. (Or, Renowned publishers) See Cat 1-4 as above for scores | Whether peer reviewed. | No.of Co-author | Whether you are the main author | API Score |
|---|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |  |

API Score – Category 1 Text/Reference Books byInternationalPublisher: 50
Category 2 Text/Reference Books National/Soc/UnivPubl: 25
Category 3 Subject Books by Other/LocalRecognizedPubl: 15

| Sl. No. | Title with page no. | Type of Book & authorship | Publisher & ISSN/ ISBN No. (I. International II. National III. Regional) | Whether peer reviewed. | No. of Co-author | Whether you are The main author | API Score |
|---|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |  |

(iv) Solo Performance/Exhibition as an Artist on invitation

API Score – Cat. I /International –50, Cat. II /National–25, Cat. III /Regional –15

| Sl. No | Title of Programme/ Exhibition with details ofvenue | Organized or Sponsored by Institution/ Company/ Agency,incl AIR/TVetc | Categorization – (I) International/ (II) National/ (III) Regional | Whether peer-reviewed/ Impact | No of Co-artists or Performers | Whether you are the Solo artist/ performer | API Score |
|---|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |  |

## C) Ongoing and Completed Research Projects and Consultancies

### API Score for **Projects-**

Cat I: (Sc -Rs 30 lakhs+ Non-Sc: Rs 5lakhs +):      20
Cat II: (Sc -Rs 5 lakhs+ Non-Sc: Rs 3lakhs+):      15
Cat III: (Sc -Rs 0.5 lakhs+ Non-Sc: Rs 0.25 lakhs+):   10
Other approved projects of Univ/Otheragencies:      5

### API Score for **Consultancies**–

(Sc -Rs 10 lakhs+ Non-Sc: Rs 2lakhs +):10

### API Score for **Quality Evaluation**–

Major (Completed)Project Eval:     20
Minor (Completed) Project Eval:   10

### C.(i) & (ii) Ongoing Projects/ Consultancies

| Sl. No. | Title | Agency | Period | Grant/ Amount mobilized (Rs. lakh) | API score |
|---|---|---|---|---|---|
|  |  |  |  |  |  |

**C.(iii) & (iv) Completed Projects/ Consultancies**

| Sl. No. | Title | Agency | Period | Grant/ Amount mobilized (Rs. lakh) | Whether policy document. Patent as outcome | API score |
|---------|-------|--------|--------|-----------------------------------|-------------------------------------------|-----------|
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**D) ResearchGuidance**

**(i)Degree-oriented:** API Score – Ph.D. awarded – 10; Ph.D. Submitted –7;
M.Phil. awarded – 3;
**(ii)Non-Degree Products:** API Score – Post-Doctoral – 7; National Scholar –5;
Guidance to Scholars & Master's level – 3

| Sl. No. | Number enrolled | Thesis submitted | Degree awarded | API score |
|---------|-----------------|------------------|----------------|-----------|
| Non-Degree products |  |  |  |  |
| M.Phil. or equivalent |  |  |  |  |
| Ph.D. or equivalent |  |  |  |  |

**E) (i) Training Courses, Teaching-Learning –Evaluation Technology Programmes, Faculty Development Programme (not less than oneweek duration)**

Cat I: (Not less than two week duration): 20
Cat II: (Not less than one week duration): 10

| Sl. No. | Programme | Duration | Organized by | API Score | Remarks |
|---------|-----------|----------|--------------|-----------|---------|
| 1. | **Orientation Programme** | **08.05.2017 to 03.06.2017** | **HRDC, Himachal Pradesh University, Shimla; Himachal Pradesh** | 20 | Annexure |

## E) (ii) Papers presented in Conferences, Seminars, Workshops, Symposia
APIScore–Category1International–10, Category2National   –7.5
Category3Regional   –5,   Category4Local   –3

| Sl. No. | Title of the paper presented | Title of Conference/ Seminar | Organized by | Whether International/ National/State/Regional/ College or University Level | API Score | Remarks |
|---------|------------------------------|------------------------------|--------------|------------------------------------------------------------------------------|-----------|---------|
| 1. | Socio - Economic Environment of the Tribes of India with special reference to the Santhals | "National Seminar on Socio - Economic Environment of the Tribes of India with special reference to the Santals   " | Turku HansdaLapsa HemramMahavidyalaya Date: 19/09/14-20/09/14 | National Level | 7.5 | Annexure |
| 2. | Sustainable Agricultural Development: Issues & Challenges in West Bengal | "Sustainable Agricultural Development: Issues &Challenges" | Dr.B.N D.S. Mahavidyalaya Date: 26/09/16-27/09/16 | National Level | 7.5 | Annexure |
| 3. | The contribution of Higher Education in the Economic Growth & Development in West Bengal. | "Higher Education, Universities and Excelllence: The Bengal Narrative" | Jadavpur University Date: 20/12/16-21/12/16 | International Level | 10 | Annexure |
| 4. | Scenario of Women Empowerment in West Bengal | Role of social Sectors and public Policies in Economic Development | Visva- Bharati University Date: 24/03/17-25/03/17 | National Level | 7.5 | Annexure |

## E) (iii) Invited lectures/ Chairing the session or presentation for conferences/symposia etc.

APIScore–Category1International – 10, Category2National   – 7.5
Category 3 Regional /State level – 5, Category4Univ/EndowmentLect–3

| Sl. No. | Title of the Lecture/ Academic session | Title of Conference/ Seminar | Organized by | Whether International/ National/State/ Regional/College Or University level | API score |
|---------|----------------------------------------|------------------------------|--------------|-----------------------------------------------------------------------------|-----------|
|  |  |  |  |  |  |

Signature of the incumbent       Signature of the Coordinator IQAC  Signature of the Principal/ TIC

with designation and date with Seal     with date and seal

# IV. Summary of API scores (10.05.2014 -6.12.2017)

## Name of the Applicant: Mr. Ramananda Roy    Subject: Economics

| Criteria | | API Score for previous 3/4/5/6 academic years as applicable for specific proposed stage of promotion from Stage I/II/III to Stage II/III/IV. | | | | Total API score for assessment period |
|---|---|---|---|---|---|---|
| | | 10.05.14-30.6.15 (14-15) | 2015-16 | 2016-17 | 1.7.2017 – 6.12.2017 (16-17) | |
| **I** | Teaching, learning and Evaluation related Activities | 119.1 | 117.7 | 120 | 120 | **476.8** |
| **II** | Co-curricular, Extension and Professional Development related Activities | 40 | 36 | 30 | 25 | **131** |
| **III** | Research and Contributions | **52.5** | | | | |
| **II+III** | Total of Category 2+ Category 3 | **183.5** | | | | |

Signature of the incumbent with designation and date

Signature of the Coordinator IQAC with Seal

Signature of the Principal/ TIC with date and Seal

**This FORMAT for Annual Self-Assessment for the Performance Based Appraisal System (PBAS) is required to be filled up at the end of each Academic Year during the period of promotion and filled in Format along with all documents will be placed to the Screening/Selection Committee after duly approved by the IQAC and Principal/TIC/OIC of the concerned college**.

<div align="center">

**Annual Self-Assessment for the performance Based Appraisal System (PBAS)**

**Session/Year <u>07.12.2017-30.06.2018</u>**

</div>

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

**Part B: Academic Performance Indicators (API)**

(Please see detailed instruction of the PBAS-I Proforma before filling out this section)

**CATEGORY1**: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

a) Directteaching (16/14) hoursperweek asapplicable)includingLectures, Tutorials, Practical, Project Supervision and Field work

| Sl.No | Course/ Paper | Level | Mode of Teaching | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷7.5 for Assistant Prof. & ÷ 7.75 for Associate Prof.) | API Score | Remarks |
|---|---|---|---|---|---|---|---|
| 1. | B.A Part I ,II& III SEM-I:CC-1 Sem-II:CC-3 &CC-4 Sem -III:CC-5&SEC-1 Sem -IV:CC-10 Sem V:CC-11& CC-12 Sem-VI:CC-14 &DSE-IV | Honours under CBCS | L | 145 | 19.3 | | Annexure |
| 2. | B.A Part I ,II& III SEM-I:CC-1 Sem-II:CC-3 &CC-4 Sem -III:CC-5&SEC-1 Sem -IV:CC-10 Sem V:CC-11& CC-12 Sem-VI:CC-14 &DSE-IV | B.A (General) under CBCS | L | 134 | 17.9 | | |
| | **Maximum API Score:** **i) Assistant Professor Stage I:70** **ii) Assistant Professor Stage II:70** **iii) Assistant Professor Stage III: 70** | | | | | 37.2 | |

*Lectures, T u t o r i a l s , Project Supervision and FieldWork

**WorkloadasperUGCRegulations2016:**

| | Direct Teaching Hours per week |
|---|---|
| **Assistant Professor** | **16** |
| **Associate Professor** | **14** |

**(b)** **Examination duties (question paper setting, evaluation of answer scripts) as per allotment**

| Sl. No. | Type of Examination Duties | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷ 10 for all Teachers) | API Score | Remarks |
|---|---|---|---|---|---|
| 1 | Invigilation duties of University examination | 53 | 5.3 | 5.3 | Annexure |
| 2 | Evaluation of answer scripts of University exams | 0 | 0 | 0 | |
| 3. | Internal continuous assessments including question paper setting, invigilation and evaluation | 155.9 | 15.6 | 15.6 | Annexure |
| | **Maximum API Score :** <br> **i) Assistant Professor Stage I : 20** <br> **ii) Assistant Professor Stage II : 20** <br> **iii) Assistant Professor Stage III : 20** | | | 20 | |

**c) Innovative teaching- learning methodologies; updating of subject content/ course, mentoringetc.**

- (a) Updating of Courses/CurriculumDesign:
- (b) Participation/Innovative – Interactivecourses:
- (c) Participn./Innovative – LearningModules.
- (d) Participn./Innovative – Case Studiesprepared:
- (e) Use of ICT or Computer-aided methods –ppt.
- (f) Use of ICT – Multi-media/Simulationetc.
- (g) Dev/Teaching Remedial/BridgeCourses.
- (h) Dev/Teaching Soft skill/Communication/PersonalityDev.
- (i) Special Programs in Phys.Edn./Library
- (j) Innovative Composition/Creation in Music, Fine Arts, PerfArts:
- (k) Organizing & cond. ofpopular Prog /Teaching Web-based/E- Library/IT-asst.teaching:

| Sl. No | Short Description (in terms of items) as listed above | Actual hours spent per Academic Year | Actual Score (Actual hours spent per academic Year ÷10) | API score | Remarks |
|---|---|---|---|---|---|
| 1. | Participn./Innovative – LearningModules. | 23 | 2.3 | 2.3 | Annexure |
| 2. | Participn./Innovative – Case Studiesprepared | 33 | 3.3 | 3.3 | Annexure |
| 3. | Use of ICT or Computer-aided methods –Microsoft PowerPoint(ppt) | 72 | 7.2 | 7.2 | Annexure |
| | **Maximum API Score :** <br> **i) Assistant Professor Stage I : 10** <br> **ii) Assistant Professor Stage II : 10** <br> **iii) Assistant Professor Stage III : 10** | | | 10 | |

In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out byteachers.

**Minimum API Score required for promotion under CAS for CATEGORY I (to be assessed yearly):**

| i) | Stage I to II | 80/ Year |
|---|---|---|
| ii) | Stage II to III | 80/Year |
| iii) | Stage III to IV | 75/Year |

## CATEGORY2: CO-CURRICULAR, EXTENSIONANDPROFESSIONAL DEVELOPMENT RELATEDACTIVITY

| Sl.No. | Type of Activity | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷10)* | API Score | Remarks |
|---|---|---|---|---|---|
| (a) | Student related Extension, Co-curricular & field based Activities | | | | |
| | i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.) | 6+8=14 (Organization and volunteer of Student seminar+ Study visit at Mayapur, Nadia on 15.01.18) | 1.4 | 1.4 | Annexure Sl.no Page no |
| | ii) Other co-curricular activates (Cultural, Sports, NSS, and NCC etc.) | 132 (NCC as ANO) | 13.2 | 13.2 | Annexure Sl.no Page no |
| | iii) Extension and dissemination activities (public/popular lectures/talks/seminars | | | | |
| | (Max API Score: 15) | | | 14.6 | |
| (b) | Contribution to Corporate life and management of the sports units and institution through participation in through participation in responsibilities(including as Principal / Director responsibilities(including as Principal / Director that require regular office hrs for its discharge) | | | | |
| | i) ) Administrative Responsibility ( including Dean/Principal/Chairperson/Convenor/Teacher- in-charge/ similar other duties that require regular Office hours for its discharge) | | | | |
| | iii) Participation in Board of Studies, Academic and Administrative committees **Member of – 1. admission committee 2. library committee 3. computer purchasing committee 4. Sports committee** | 122 (93+06+08+15) | 12.2 | 12.2 | Annexure Sl.no Page no |
| | (Max API Score: 15) | | | 12.2 | |
| (c) | **Professional Development activities (such as participation in seminars activities (such as participation in seminars talks, lectures in refresher / faculty development courses membership of associations, dissemination and general articles and any othercontribution)** | | | | |
| | **(Max API Score: 15)** | | | | |
| | *For all categories of Teachers (Assistant/Associate) Total Score (a +b+c)          **(Max:45)** | | | 26.8 | |

**Minimum API Score for CATEGORY II, required to be assessed cumulatively –**

| i) | Stage I to II | 50/Assessment Period |
|----|---------------|---------------------|
| ii) | Stage II to III | 50/Assessment Period |
| iii) | Stage III to IV | 50/Assessment Period |

 **\*The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period**

| i) | Stage I to II | 04/Assessment Period |
|----|---------------|---------------------|
| ii) | Stage II to III | 10/Assessment Period |
| iii) | Stage III to IV | 15/Assessment Period |

III (F) Development of e-learning delivery process/material
     API score -10/ Module

| Sl. No. | Title of the Module | Course/Paper for which the module was prepared | Year and Date of presentation | API Score |
|---------|---------------------|-----------------------------------------------|-------------------------------|-----------|
|         |                     |                                               |                               |           |

\***Minimum total API scores required for promotion under CATEGORY I +**

**CATEGORY II\*:**

| i) | Stage I to II | 90/Assessment Period |
|----|---------------|---------------------|
| ii) | Stage II to III | 120/Assessment Period |
| iii) | Stage III to IV | 150/Assessment Period |

**To G.O. No. 1373–Edn (CS)**                                          **Dated 07.12.2017**

This FORMAT for Annual Self-Assessment for the Performance Based Appraisal System (PBAS) is required to be filled up at the end of each Academic Year during the period of promotion and filled in Format along with all documents will be placed to the Screening/Selection Committee after duly approved by the IQAC and Principal/TIC/OIC of the concerned college.

Annual Self-Assessment for the performance Based Appraisal System (PBAS)
Session/Year <u>01.07.2018-30.06.2019</u>
(To be completed and submitted at the end of each academic year)
Part B: Academic Performance Indicators (API)
(Please see detailed instruction of the PBAS-I Proforma before filling out this section)
CATEGORY1: TEACHING, LEARNING AND EVALUATIONRELATED ACTIVITIES

a) Directteaching (16/14) hoursperweek asapplicable)includingLectures,Tutorials, Practical,
   Project Supervision and Fieldwork

| Sl.No | Course/ Paper | Level | Mode of Teaching | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷7.5 for Assistant Prof. & ÷ 7.75 for Associate Prof.) | API Score | Remarks |
|---|---|---|---|---|---|---|---|
| 1. | B.A Part I ,II& III SEM-I:CC-1 Sem-II:CC-3 &CC-4 Sem -III:CC-5&SEC-1 Sem -IV:CC-10 Sem V:CC-11&CC-12 Sem-VI:CC-14 &DSE-IV | UG Honors under CBCS | L | 266 | 35.5 | | Refer to Academic audit page no |
| 2. | B.A Part I ,II& III SEM-I:CC-1 Sem-II:CC-3 &CC-4 Sem -III:CC-5&SEC-1 Sem -IV:CC-10 Sem V:CC-11&CC-12 Sem-VI:CC-14 &DSE-IV | UG (General) under CBCS | L | 130 | 17.3 | | |
| **Maximum API Score :**<br>**i) Assistant Professor Stage I : 70**<br>**ii) Assistant Professor Stage II : 70**<br>**iii) Assistant Professor Stage III: 70** | | | | | | 52.8 | |

*Lectures, , Project Supervision and FieldWork

**WorkloadasperUGCRegulations2016:**

|  | Direct Teaching Hours per week |
|---|---|
| Assistant Professor | 16 |
| Associate Professor | 14 |

**(b)Examination duties (question paper setting, evaluation of answer scripts) as per allotment**

| Sl. No. | Type of Examination Duties | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷ 10 for all Teachers) | API Score | Remarks |
|---|---|---|---|---|---|
| 1 | Invigilation duties of University examination | 55 | 5.5 | 5.5 | Refer to page no |
| 2. | Evaluation of answer scripts of University exams | 14 | 1.4 | 1.4 | Refer to page no |
| 3 | Internal continuous assessments including question paper setting, invigilation and evaluation | 156 | 15.6 | 15.6 | |
| | **Maximum API Score:**<br>**i) Assistant Professor Stage I: 20**<br>**ii) Assistant Professor Stage II: 20**<br>**iii) Assistant Professor Stage III: 20** | | | 20 | |

**c) Innovative teaching- learning methodologies; updating of subject content/ course, mentoringetc.**

(a) Updating of Courses/CurriculumDesign:
(b) Participation/Innovative – Interactivecourses:
(c) Participn./Innovative – LearningModules
(d) Participn./Innovative – Case Studiesprepared:
(e) Use of ICT or Computer-aided methods –ppt:
(f) Use of ICT – Multi-media/Simulationetc:
(g) Dev/Teaching Remedial/BridgeCourses:
(h) Dev/Teaching Soft skill/Communication/PersonalityDev:
(i) Special Programs in Phys.Edn./Library:
(j) Innovative Composition/Creation in Music, Fine Arts, PerfArts:
(k) Organizing & cond. ofpopular Prog /Teaching Web-based/E- Library/IT-asst.teaching:

| Sl. No | Short Description (in terms of items) as listed above | Actual hours spent per Academic Year | Actual Score (Actual hours spent per academic Year ÷10) | API score | Remarks |
|---|---|---|---|---|---|
| 1. | Participn./Innovative – LearningModules (teaching plan) | 16 | 1.6 | 1.6 | Refer to page no |
| 2. | Participn./Innovative – Case Studiesprepared. | 37 | 3.7 | 3.7 | Refer to page no |
| 3. | Use of ICT or Computer-aided Methods: Microsoft PowerPoint (ppt) | 77 | 7.7 | 7.7 | Refer to page no |
| | **Maximum API Score :**<br>**i) Assistant Professor Stage I : 10**<br>**ii) Assistant Professor Stage II :10**<br>**iii) Assistant Professor Stage III :10** | | | 10 | |

In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out byteachers.

**Minimum API Score required for promotion under CAS for CATEGORY I**
**(to be assessed yearly):**

| i) | Stage I to II | 80/ Year |
|------|------|------|
| ii) | Stage II to III | 80/Year |
| iii) | Stage III to IV | 75/Year |

**CATEGORY2: CO-CURRICULAR, EXTENSIONANDPROFESIONAL DEVELOPMENT RELATEDACTIVITY**

| Sl.No. | Type of Activity | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year÷10) * | API Score | Remarks |
|---|---|---|---|---|---|
| (a) | Student related Extension, Co-curricular &field-basedActivities | | | | |
| | i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.)**(organization and conduction of student seminar)** | 6 Hours | 0.6 | 0.6 | Annexure Sl.no Page no |
| | ii) Other co-curricular activates (Cultural, Sports, NSS, and NCC etc.) **(As anANO NCC officer)** | 134 Hours | 13.4 | 13.4 | Annexure Sl.no Page no |
| | iii) Extension and dissemination activities (public/popular lectures/talks/seminars | | | | |
| | (Max API Score: 15) | | | 14.0 | |
| (b) | Contribution to Corporate life and management of the sports units and institution through participation in through participation in responsibilities (including as Principal / Director responsibilities (including as Principal / Director that require regular office hrs for its discharge) | | | | |
| | i) Administrative Responsibility (including Dean/Principal/Chairperson/Convener/Teacher- in-charge/ similar other duties that require regular Office hours for its discharge)**(H.O.D & Asst Teachers' Council Secretary)** | 143+ 87=230 | 23.0 | 23.0 | |
| | ii) Participation in Board of Studies, Academic and Administrative committees **Member of 1. admission verification committee 2. computer purchasing committee 3. library committee 4. sports committee.** | 84 (42+11+08+23) | 8.4 | 8.4 | Annexure Sl.no Page no |
| | **(Max API Score: 15)** | | | 15 | |
| (c) | **Professional Development activities (such as participation in seminars activities (such as participation in seminars talks, lectures in refresher / faculty development courses membership of associations, dissemination and general articles and any othercontribution)** | | | | |
| | **(Max API Score: 15)** | | | | |
| | *For all categories of Teachers (Assistant/Associate) Total Score (a +b+c)  **(Max :45)** | | | 29.0 | |

 **Minimum API Score for CATEGORY II, required to be assessed cumulatively –**

| i) | **Stage I to II** | **50/Assessment Period** |
|---|---|---|
| ii) | **Stage II to III** | **50/Assessment Period** |
| iii) | **Stage III to IV** | **50/Assessment Period** |

**To G.O. No. 1373 –Edn (CS)          Dated 07.12.2017**
**This FORMAT for Annual Self-Assessment for the Performance Based Appraisal System (PBAS) is required to be filled**

up at the end of each Academic Year during the period of promotion and filled in Format along with all documents will be placed to the Screening/Selection Committee after duly approved by the IQAC and Principal/TIC/OIC of the concerned college.

**Annual Self-Assessment for the performance Based Appraisal System (PBAS)**
**Session/Year <u>01.07.2019-09.05.2020</u>**
(To be completed and submitted at the end of each academic year)
**Part B: Academic Performance Indicators (API)**
(Please see detailed instruction of the PBAS-I Proforma before filling out this section)
CATEGORY1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

a) **Directteaching (16/14) hoursperweek asapplicable)includingLectures, Tutorials, Practical, Project Supervision and Field work**

| Sl.No | Course/ Paper | Level | Mode of Teaching | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷7.5 for Assistant Prof. & ÷ 7.75 for Associate Prof.) | API Score | Remarks |
|---|---|---|---|---|---|---|---|
| 1. | B.A Part I ,II& III SEM-I:CC-1 Sem-II:CC-3 &CC-4 Sem -III:CC-5&SEC-1 Sem -IV:CC-10 Sem V:CC-11& CC-12 Sem-VI:CC-14 &DSE-IV | UG (Honours) under CBCS | L | 265 | 35.3 | | Annexure |
| 2. | B.A Part I ,II& III SEM-I:CC-1 Sem-II:CC-3 &CC-4 Sem -III:CC-5&SEC-1 Sem -IV:CC-10 Sem V:CC-11& CC-12 Sem-VI:CC-14 &DSE-IV | UG (General) under CBCS | L | 126 | 16.8 | | |
| | **Maximum API Score:** **i) Assistant Professor Stage I:70** **ii) Assistant Professor Stage II:70** **iii) Assistant Professor Stage III: 70** | | | | | 52.1 | |

*Lectures, Project Supervision and FieldWork
**WorkloadasperUGCRegulations2016:**

| | **Direct Teaching Hours per week** |
|---|---|
| **Assistant Professor** | **16** |
| **Associate Professor** | **14** |

**(b) Examination duties (question paper setting, evaluation of answer scripts) as per allotment**

| Sl. No. | Type of Examination Duties | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷ 10 for all Teachers) | API Score | Remarks |
|---|---|---|---|---|---|
| 1 | Invigilation duties of University examination | 51 | 5.1 | 5.1 | Annexure |
| 2. | Evaluation of answer scripts of University exams | 34 | 3.4 | 3.4 | Annexure |
| 3 | Internal continuous assessments including question paper setting, invigilation and evaluation | 158.2 | 15.8 | 15.8 | |
| | **Maximum API Score:**<br>**i) Assistant Professor Stage I: 20**<br>**ii) Assistant Professor Stage II: 20**<br>**iii) Assistant Professor Stage III: 20** | | | 20 | |

## c) Innovative teaching- learning methodologies; updating of subject content/ course, mentoringetc.

(a) Updating of Courses/CurriculumDesign:
(b) Participation/Innovative – Interactivecourses:
(c) Participn./Innovative – LearningModules.
(d) Participn./Innovative – Case Studiesprepared:
(e) Use of ICT or Computer-aided methods –ppt.
(f) Use of ICT – Multi-media/Simulationetc.
(g) Dev/Teaching Remedial/BridgeCourses.
(h) Dev/Teaching Soft skill/Communication/PersonalityDev.
(i) Special Programs in Phys.Edn./Library
(j) Innovative Composition/Creation in Music, Fine Arts, PerfArts:
(k) Organizing & cond. ofpopular P r o g /Teaching Web-based/E- Library/IT-asst.teaching:

| Sl. No | Short Description (in terms of items) as listed above | Actual hours spent per Academic Year | Actual Score (Actual hours spent per academic Year ÷10) | API score | Remarks |
|---|---|---|---|---|---|
| 1. | Participn./Innovative – LearningModules Teaching plan – (Hons & Gen) | 16 | 1.6 | 1.6 | Annexure |
| 2. | Participn./Innovative – Case Studiesprepared | 32 | 3.2 | 3.2 | Annexure |
| 3. | Use of ICT or Computer-aided methods –Microsoft PowerPoint(ppt) | 73 | 7.3 | 7.3 | Annexure |
| | **Maximum API Score:**<br>**i) Assistant Professor Stage I: 10**<br>**ii) Assistant Professor Stage II:10**<br>**iii) Assistant Professor Stage III:10** | | | 10 | |

In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out byteachers.

**Minimum API Score required for promotion under CAS for CATEGORY I (to be assessed yearly):**

| i) | Stage I to II | 80/ Year |
|------|----------------|----------|
| ii) | Stage II to III | 80/Year |
| iii) | Stage III to IV | 75/Year |

**CATEGORY2: CO-CURRICULAR, EXTENSIONANDPROFESSIONAL DEVELOPMENT RELATEDACTIVITY**

| Sl.No. | Type of Activity | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷10)* | API Score | Remarks |
|---|---|---|---|---|---|
| (a) | Student related Extension, Co-curricular &field-basedActivities | | | | |
| | i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.)**Organization and conduction of Student seminar + Study visit at Shantiniketan, Bolpur On 12.01.2020** | 6+8=14 | 1.4 | 1.4 | Annexure Sl.no Page no |
| | ii) Other co-curricular activates (Cultural, Sports, NSS, and NCC etc.)**as ANO of NCC** | 146 | 14.6 | 14.6 | |
| | iii) Extension and dissemination activities (public/popular lectures/talks/seminars | | | | |
| | (Max API Score : 15) | | | 15 | |
| (b) | Contribution to Corporate life and management of the sports units and institution through participation in through participation in responsibilities (including as Principal / Director responsibilities (including as Principal / Director that require regular office hrs for its discharge) | | | | |
| | i) ) Administrative Responsibility ( including Dean/Principal/Chairperson/Convenor/Teacher- in-charge/ similar other duties that require regular Office hours for its discharge) **(Head of the department & Teacher's council secretary)** | 154+92 | 24.6 | 24.6 | Annexure Sl.no Page no |
| | iii) Participation in Board of Studies, Academic and Administrative committees**Member of 1. Admission committee 2. Librarycommittee, 3. sports committee, 4. computer purchase committee** | 85 (43+8+22+12) | 8.5 | 8.5 | Annexure Sl.no Page no |
| | **(Max API Score: 15)** | | | 15 | |
| C | **Professional Development activities (such as participation in seminars activities (such as participation in seminars talks, lectures in refresher / faculty development courses membership of associations, dissemination and general articles and any othercontribution)** | | | | |
| | **(Max API Score: 15)** **RC at HRDC NBU in Geography( Inter-disciplinary) applicable in Economics, from 02.07.2019 to 15.07.2019** | | 72 | 7.2 | |
| | *For all categories of Teachers (Assistant/Associate) Total **Score** (a +b+c) (**Max:45**) | | | 37.2 | |

## Minimum API Score for CATEGORY II, required to be assessed cumulatively –

| i) | **Stage I to II** | **50/Assessment Period** |
|---|---|---|
| ii) | **Stage II to III** | **50/Assessment Period** |
| iii) | **Stage III to IV** | **50/Assessment Period** |

## CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS:

**Minimum API Score for CATEGORY III, required to be assessed cumulatively –**

| i) | Stage I to II | 20/Assessment Period |
|---|---|---|
| ii) | Stage II to III | 50/Assessment Period |
| iii) | Stage III to IV | 75/Assessment Period |

## III (A) Research Papers Published in

- Refereed Journals as notified by UGC in 'List of Journals' –25/publication
-Other Reputed Journals as notified by UGC in 'List of Journals' -10 per publication

| Sl. No. | Title with pageno. | Journal | ISSN/ISBN No. | Whether peer Reviewed. Impact factor, ifany | No. of Co-author | Whether you are the main author | API Score |
|---|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |  |

   *Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 20 points: (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all otherauthors.

## III (B) Publications other than journal articles (books, chapters in books) as prescribed in UGC Regulation 2016.

- Text /Reference Books published by International Publisher with ISBN/ISSN number as approved by University: 30 per book for singleauthor
- Subject Books published by National level Publisher with ISBN/ISSN number orState /Central Govt. Publications as approved by University: 20 per book for single author
- Subject Books published by other local Publisher with ISBN/ISSN number as approved by University :15 per book for singleauthor
- Chapter in Books published by National /International level Publisher with ISBN/ISSN number as approved by University:
        International -10 per chapter
        National – 05 per chapter

| Sl. No. | Title of the publication with page no. and year of publication | Name of the of publisher | ISSN/ ISBN No. | No.of Co-author | Whether you are the main author | API Score |
|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |

**III (C) RESEARCH PROJECTS**

**III (C) (i) Sponsored Projects:**

      (a) Major Project with grants above Rs.30 lakhs (science)/above Rs.5 lakhs (Arts)
        -20 perproject

      (b) Major Project with grants Rs.05 lakhs up to Rs.30 lakhs (science)/Rs.03 lakhs up to
        Rs.05 lakhs (Arts) - 15perproject

      (c) Minor Project with grants above Rs. 01 lakh up to Rs.05 lakhs (science)/Rs.01 lakh up to
        Rs.03lakhs (Arts) -10 perproject

| Sl. No. | Title of the Major /Minor Project | Sponsoring Agency | Period | Grant/ Amount mobilized | API score |
|---|---|---|---|---|---|
|  |  |  |  |  |  |

**III (C) (ii) Consultancy Projects:**

      **Amount Mobilized with a minimum of Rs.10 lakhs(Science)/Rs. 02 lakhs (Arts)- 10 for every Rs.10 lakhs and Rs.02 lakhs**

| Sl.No | Title of the Consultancy Project | Agency | Period | Grant/Amount Oblized | API score |
|---|---|---|---|---|---|
|  |  |  |  |  |  |

**III(C) (iii) Projects outcome/outputs**
**APIscore:**

      Patent / Technology transfer / Product/Process (for Science)-
International level output--30 / each output National level output--- 20/each output

For Science: Patent / Technology transfer /Product/Process:

| Sl. No. | Details of the Patent / Technology transfer / Product/Process | Date and year of acceptance of the patent/Technology | National /International | API score |
|---|---|---|---|---|
|  |  |  |  |  |

      **(a) For Arts: Major Policy document prepared for International bodies WHO/UNO/UNESCO/UNICEF ETC.) / Central/State Government /localBodies**

      ● Major Policy document prepared for International bodies like
        WHO/UNO/UNESCO/UNICEF etc. Central/State Government
        /localBodies (**for Arts**)—
        a) Major Policy document prepared for International bodies- 30
        b) CentralGovernment-20
        c) State Government–10
        d) LocalBodies---05

| Sl. No. | Title of Major Policy document prepared | Date and year of acceptance of the Major Policy documents | Name of the body for which the policy was prepared | International/ National/Cent ral Govt./State Govt./Local Bodies. | API score |
|---|---|---|---|---|---|
|  |  |  |  |  |  |

III (D) Research Guidance

**API Score – (i)** Ph.D. awarded/ Thesis Submitted – 15 / 10 (for both Science & Arts) per candidate
**(ii)**M. Phil Degree Awarded/Thesis Submitted –5 (for both Science & Arts)/ candidate.

| Sl. No. | Number enrolled | Degree awarded | Thesis Submitted | API score |
|---------|-----------------|----------------|------------------|-----------|
|         | M.Phil. or equivalent |          |                  |           |
|         | Ph.D.or equivalent |             |                  |           |

III(E) Fellowships, Awards and Invited lectures delivered in conferences/seminar
    (III)(E)(i) Fellowship /Award:
            a) International Award/Fellowship from academic bodies- 15/award & 15/fellowship
          b) National Award/Fellowship from academic bodies- 10/award & 10/fellowship
c) State /University level Award from academic bodies-05/award

| Sl. No. | Title of the Award /Fellowship | International /National/ State /University level | Name of the ward or Fellowship awarding Academic Body | Date &Year of achievement of Award/ Fellowship | API Score |
|---------|--------------------------------|------------------------------------------------|-------------------------------------------------------|-----------------------------------------------|-----------|
|         |                                |                                                |                                                       |                                               |           |

**III)E.(ii) Invited Lectures/papers.**
                        a) International-7/lecture or 5/paperpresented
                        b) National-5/lecture or 3/paperpresented
                        c) State /University level-3 /lecture or 2/paperpresented

| Sl. No. | Title of the invited lecture/paper Presented | Title of Conference/ Seminar with Date | Organized By | Whether International/ National/State or University | API Score |
|---------|----------------------------------------------|----------------------------------------|--------------|----------------------------------------------------|-----------|
| 1. | Demand for Maternal, New born and Child Health care in Some Eastern States of India | Social Determinants of Health Date: 23/01/2020 & 24/01/2020 | IHEPA (Indian Health Economics & Policy Association, Bhubaneswar) | **International** | 5 |
| 2. | Impact of Women's Autonomy on the utilization of Maternal New born and Child Health care services in some Eastern States of India: Inference from NFHS-4 (2015-16) | Contemporary Issues in Development Date: 19/02/2020 & 20/02/20 | University of Burdwan; WB | **International** | 5 |
|  | **Total*:** |  |  |  | 4 |

 **\*The score under this sub-category shall be restricted to 20% of the minimum fixed for
Category III for any assessment period**

| i)   | **Stage I to II**    | **04/Assessment Period** |
|------|----------------------|--------------------------|
| ii)  | **Stage II to III**  | **10/Assessment Period** |
| iii) | **Stage III to IV**  | **15/Assessment Period** |

**Summary of API scores:** (*in accordance with G.O. No. 1373–Edn (CS) dated 07.12.2017*)

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

**API score -10/ Module**

| | | |
|---|---|---|
| i) | Stage I to II | 04/Assessment Period |
| ii) | Stage II to III | 10/Assessment Period |
| iii) | Stage III to IV | 15/Assessment Period |

| Sl. No. | Title of the Module | Course/Paper for which the module was prepared | Year and Date of presentation | API Score |
|---|---|---|---|---|
| | | | | |

*Minimum total API scores required for promotion under CATEGORY I +

   CATEGORY II*:

 *The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period

**Name of the applicant: Mr. Ramananda Roy Subject: Economics**

| Category | Criteria | API Score for previous 3/4/5/6 academic years as applicable for specific proposed stage of promotion from Stage I/~~II/III~~ to Stage II/~~III/IV~~. | | | | | | | Total API score for assessment period |
|---|---|---|---|---|---|---|---|---|---|
| | | 10.05.14 to 30.06.15 | 01.07.15 to 30.06.16 | 01.07.16to 30.06.17 | 01.07.17 to 06.12.17 | 07.12.17 – 30.06.18 | 01.07.18 to 30.06.19 | 01.07.19 to 09.05.2020 | |
| I | **CATEGORY I:** Teaching, learning and evaluation related activities *(to be assessed yearly)* | 119.1 | 117.7 | 120 | 120 | 67.2 | 82.8 | 82.1 | 708.9 |
| II | **CATEGORY II:** Cocurricular, extension and professional development related activity *(to be assessed cumulatively for assessment period)* | 40 | 36 | 30 | 25 | 26.8 | 29 | 37.2 | 224 |
| III | **CATEGORY III:** Research and Academic Contributions *(to be assessed cumulatively for assessment period)* | 52.5 | | | 04 | | | | 56.5 |
| II + III | **Total API score** (Category II + Category III)/ Assessment Period) | 131+52.5=183.5 | | | 93+4=97 | | | | 280.5 |


*Signature of the Incumbent*

*Signature of the Coordinator, IQAC*

*Signature of the Principal / TIC / OIC with date and seal*

# IV. Summary of API Scores:

**Name of Applicant: Shri. Ramananda Roy**  **Subject: Economics**

|  | Criteria | API Score for previous 3/4/5/6 academic years as applicable for specific proposed stage of promotion from Stage I/~~II/III~~ to Stage II/~~III/IV~~ | | | | | | | Total API score for the assessment period | | Percentage Distribution of Weightage Points in the Expert Assessment (Applicable only for selection committee) |
|---|---|---|---|---|---|---|---|---|---|---|---|
|  |  | 10.05.2014 to 30.06.2015 | 01.07.2015 to 30.06.2016 | 01.07.16 to 30.06.17 | 01.07.17 to 06.12.17 | 07.12.17 to 30.06.18 | 01.07.18 to 30.06.19 | 01.07.19 to 09.05.2020 |  |  |  |
| I | **CATEGORY I:** Teaching, learning and evaluation related activities *(to be assessed yearly)* | 119.1 | 117.7 | 120 | 120 | 67.2 | 82.8 | 82.1 | 708.9 | Average API/Year<br>118.2 |  |
| II | **CATEGORY II:** Cocurricular, extension and professional development related activity **(to be assessed cumulatively for assessment period)** | 40 | 36 | 30 | 25 | 26.8 | 29 | 37.2 | 224 | |  |
| III | **CATEGORY III:** Research and Academic Contributions *(to be assessed cumulatively for assessment period)* | Assessment Period 10.05.2014 to 06.12.2017 | | | | | | | 52.5 | |  |
|  |  | Assessment Period 07.12.2017 to 09.05.2020 | | | | | | | 4.0 | |  |
| II+III | **Total API score (Category II + Category III)/ Assessment Period)** | Total Assessment Period: 10.05.2014 to 09.05.2020 | | | | | | | 280.5 | |  |

| | ...........................................<br>***Signature of the Incumbent*** | ...........................................<br>***Signature of the Coordinator, IQAC with date and seal*** | ...........................................<br>***Signature of the Principal/TIC/OIC with date and seal*** |
|---|---|---|---|
| | ***Date of Screening Committee / Selection committee and Venue*** | *Date:* | *Venue:* |
| | ***Recommendation of the Screening/Selection Committee for promotion on CAS with date of effect of promotion*** | • ***Recommended for promotion from Stage I / II /III to Stage II / III / IV (Strike out which are not applicable)***<br><br>• ***Date of effect:*** | |

| | | | | |
|---|---|---|---|---|
| | .................................<br>***Signature of the Principal/TIC/OIC with date and seal*** | .....................<br>***Signature of the DPI Nominee with date and seal*** | .........................<br>***Signature of the Subject Expert/s with date and seal*** | ...................<br>***Signature of the Subject Expert/s with date and seal*** |

**SUMMARY OF API SCORE: FOR THOSE WHERE ASSESSMENT PERIOD COVERS BOTH UGC REGULATIONS, 2010 & UGC REGULATIONS, 2016 (4TH AMENDMENT)**

**Date of Screening Committee / Selection committee:**

**Venue:**

**Name of the applicant: RAMANANDA ROY**                    Subject: ECONOMICS

**Date of ~~RC/OP/~~ ~~WORKSHOP~~: (08.05.17 to 03.06.17) &Date of RC/~~OP/~~ ~~WORKSHOP:~~ 02.07.19 to 15.07.19)**

| Assessment period | | | | | |
|---|---|---|---|---|---|
| | API score up to 06.12.2017 | | API score w.e.f. 07.12.2017 | | **Total API score In the Assessment period** | **Percentage Distribution of Weightage Points in the Expert Assessment** (applicable only for selection committee for Associate Professor) |
| | | **API** | | **API** | | |
| | | **(A)** | | **(B)** | **(A + B)** | |
| **CAT I** | **CATEGORY I**: Teaching, learning and evaluation related activities *(to be assessed yearly)* | 476.8 | **CATEGORY I**: Teaching, learning and evaluation related activities **(to be assessed yearly)** | 232.1 | 708.9 | |
| **CAT II** | **CATEGORY II**: Cocurricular, extension and professional development related activity **(to be assessed yearly)** | 131 | **CATEGORY II**: Cocurricular, extension and professional development related activity) **(to be assessed cumulatively for assessment period)** | 93 | 224 | |
| **CAT III** | **CATEGORY III**: Research and Academic Contributions **(to be assessed cumulatively for assessment period)** | 52.5 | **CATEGORY III**: Research and Academic Contributions **(to be assessed cumulatively for assessment period)** | 4.0 | 56.5 | |
| **Recommendation of the Screening /Selection Committee for promotion on CAS with date of effect of promotion** | | | **Recommended for promotion from Stage ~~I~~ /~~II/III~~ to Stage II/~~III/IV~~ (Strikeout which are not applicable)** <br> • **Date of effect: 10/05/2020** | | | |
| ………………… <br> **Signature of the Principal/TIC/OIC with date and seal** | | ………………… <br> **Signature of the DPI Nominee with date and seal** | ………………… <br> **Signature of the Subject Expert/s with date and seal** | | ……………… <br> **Signature of the Subject Expert/s with date and seal** | |

# Part C: For use of the Screening/ Selection Committee

**Name of the College: Suri Vidyasagar College (Govt. Sponsored)**

**Date of the Meeting:** Venue:

Name of the Incumbent:**Mr.RAMANANDA ROY**

Present designation: Assistant Professor (Stage 1/~~Stage 2/ Stage 3~~) of **ECONOMICS**

Date of joining:  **10/05/2014**

Date of awarded of **Ph. D.** ~~/ M. Phil~~.: **N.A**

Scale of Pay: Rs. 15600-39100/- with AGP of Rs. 6000/ **~~7000~~**/ ~~8000~~

Designation after promotion: Assistant Professor (Stage2/~~Stage 3/Associate Professor (Stage 4~~) Scale of Pay: Rs. 15600-39100/- or ~~Rs. 37400-67000/-~~ with AGP of Rs. 7000 /**8000/** ~~9000~~

Date of effect: **10.05.2020**

Score for Interview (for Stage 2 to Stage 4) [F.M. 20]: Not Applicable

The Screening/Selection Committee has considered the proposal for promotion under CAS in respect of the incumbent mentioned above from the post of Assistant Professor (Stage 1/~~Stage 2~~ /~~Stage 3~~) to the post of Assistant Professor (Stage 2/ ~~Stage 3) / Associate Professor (Stage 4)~~. As the incumbent has fulfilled all conditions as laid down in **G.O. No. 920-Edn (CS) dated 31.12.2012 and G.O. No. 1373-Edn (CS) dated 07.12.2017** for promotion under CAS, the Committee recommends that the incumbent be promoted to the post of Assistant Professor (Stage 2/ ~~Stage 3) /Associate Professor (Stage~~ 4) with AGP of ` 7000 ~~/8000 /9000~~ with effect from 10/05/2020.

The Committee further recommends that the post held by the incumbent be upgraded to the post of Assistant Professor (Stage 2/ ~~Stage 3) /AssociateProfessor (Stage 4)~~ with AGP of ` 7000 ~~/ 8000 /9000~~ with effect from 10/05/2020 and the same would be reverted back to the post of Assistant Professor (Stage 1) as soon as it would fallen vacant due to superannuation or any other reason.

Necessary particulars with all relevant documents be sent to the Government for approval.


Signature of the Expert with Date and Seal
(*Nominated by the VC of the affiliating University*)

Signature of the Expert with Date and Seal
(*Nominated by the VC of the affiliating University*)

Signature of Govt. Nominee with Date and Seal
(Nominated by the DPI, West Bengal)

Signature of the Principal/ TIC of
College with Date and Seal

# Part D: for use of the Governing Body / Administrator of the College

The Governing body in its meeting held on ......................Resolved that on the basis of the recommendation of the screening/selection committee for the purpose of considering the matter of promotion under CAS, ~~Sri/Smt~~./Mr. **Ramananda Roy** of the Department of **Economics** of this college be promoted to the post of Assistant/ ~~Associate~~ Professor in the scale of pay Rs. 15600/- - 39100/- or ~~Rs. 37400/-  67000/-~~ with AGP of Rs. 7000/~~8000/9000~~with effect from ………………..

It is resolved that the post held by ~~Sri/Smt~~./Mr. Ramananda Roy be upgraded to the post Assistant/ ~~Associate~~ Professor in the scale of pay Rs. 15600/- - 39100/- or ~~Rs. 37400/-  67000/-~~ with AGP of Rs. 7000/~~8000/9000~~ and the same will be reverted to the post of Assistant Professor (Stage 1) as soon as it falls vacant.

Resolved further that the Principal/TIC/Secretary would take up the matter with the DPI, West Bengal by providing with the following in respect of the incumbent:

i.      All Pay Fixation memos countersigned by the Principal/TIC.

ii.     Year-wise detailed leave statement countersigned by the Principal/TIC.


Date:                                                               Signature of the President/ Administrator


                                                                    Seal

# APPENDIX II

**Annual Self-Assessment for the Performance Based Appraisal System (PBAS) Session/ Year 2016-17 to 2021-22 (03.02.17 till 06.12.21)**
**(To be completed and submitted at the end of each academic year)**

## PART A: GENERAL INFORMATION

| | | | |
|---|---|---|---|
| 1. | Name (Block letters) | | : DR. PRODIP KUMAR SARKAR |
| 2. | Father's /~~Mother's name~~/ ~~Husband's~~ name | | : NABA KUMAR SARKAR |
| 3. | Department | | : Dept. of Sanskrit, Suri Vidyasagar College |
| 4. | Current Designation & Grade Pay | | : Assistant Professor & Rs. 6000/- |
| 5. | Date of last Promotion | | : N.A. |
| 6. | Address for correspondence (with pin code) | | : Vill- Bilkandi, P.O.- Barla, P.S.- Nalhati, Dist- Birbhum, Pin-731220,W.B. |
| 7. | Permanent Address | | : Do. |

Telephone No.:        Mobile No.: +918759057388
E-mail:        pksarkar1988@gmail.com

8. Whether acquired any degrees or fresh academic qualifications during the year: Yes, Ph.D.

9. Academic Staff College Orientation/ Refresher Course attended during the year: Yes.

| Name of the Course/Summer School | Place | Duration | Sponsoring Agency | Remarks |
|---|---|---|---|---|
| Orientation Programme/ FIP | Pt. Ravishankar Shukla University, Raipur, Chattisgarh | 11.09.2020 to 10.10.2020 | U.G.C., HRDC, Pt. Ravishankar Shukla University, Raipur, Chattisgarh | Annexure Refer to Page no. |
| Refresher Course | Gujarat University | 06.09.2021 to 19.09.2021 | U.G.C., HRDC, Gujarat University, Ahmedabed | Annexure Refer to Page no. |

10.      a. Date of Appointment      : 03/02/2017      Annexure-

         b. Date of Confirmation      : 03/02/2017   (vide G.B. resolution no. 2 (iv) dated 23.03.18)      Annexure-

11.      Past Service, if any      : Not applicable

     (Please attach specific G.O. for counting of past service for promotion under CAS)

12. For which position & AGP you are applying under CAS : Assistant Prof. Stage-II & AGP-
Rs. 7000/-

13. Date of eligibility for Promotion : 07/12/2021

14. Educational Qualification (Graduation onwards):

| Examination | Name of the University | Year of passing | Marks obtained (%) | Class/ grade | Remarks |
|---|---|---|---|---|---|
| B.A/B.Sc./ B.Com. | Visva-Bharati | 2009 | 58.0 | 2nd | Annexure |
| M.A/M.Sc./ M.Com. | Visva-Bharati | 2011 | 57.0 | 2nd | Annexure |
| Other exam., If any NET(UGC/CSIR) | UGC | 2013 | N/A | N/A UGC-JRF | Annexure |

15. Research Degree(s): Yes.

| Degree | Name of the University | Date of award | Title | Remarks |
|---|---|---|---|---|
| M.Phil | The University of Burdwan | 26.06.2015 | *Brihaddharma Purana Somaj O Samaskriti* | Annexure |
| Ph.D/ D.Phil | Visva-Bharati | 06.12.2021 | *Abhajnanasakuntala Natoke Projukta Prakrit Bhasar Somikshatmak Adhana* (A Critical Study of Prakrit Language Used in the Drama Abhijnanasakuntala) | Annexure |
| D.Sc./ D.Lit | | | | |

16. Details of Teaching/ Research/Academic Experience:

| Designation | Employer | Period of service | | Scale of pay |
|---|---|---|---|---|
| | | From | To | |
| Assistant Professor Stage-I | Principal Suri Vidyasagar College | 03.02.2017 | Till Date | Pay Band: Rs. 15600 – 39100 AGP – 6000 |

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

**Signature of the Incumbent**

All entries made above are checked and verified and found to be correct.

**Signature of the Co-ordinator, IQAC**
Date:
Seal:

**Signature of the Principal/TIC**
Date:
Seal

# Annual Self-Assessment for the Performance Based Appraisal System (PBAS)

### Session/ Year: (2016-17) <u>03.02.2017-30.06.2017</u>
### (To be completed and submitted at the end of each academic year)
Part B: Academic Performance Indicators (API)

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

**(ia) Lectures, seminars, tutorials, practical, contact hours undertaken taken as percentage of lectures allocated.**

| Sl. No. | Course/Paper | Level | Mode of teaching | Class allotted as per schedule | % of classes taken as per documented record | API Score | Remarks |
|---|---|---|---|---|---|---|---|
| 1. | **Sanskrit Honours** Paper I b, c Paper II a Paper III b Paper VI B | UG-Part-I,II & III | L, T | 108/109 | 99.1% | 49.5 | Annexure I (Academic audit) |
| 2. | **Sanskrit General** Paper I a Paper III B Paper IV 2, 3 | UG-Part-I,II & III | L, T | 90/91 | 98.9% | | Refer to Page No |

#Lecture (L), Seminar (S), Tutorial (T)

**(ib) Lectures and other teaching duties in excess of UGC norms**

| | CALCULATION OF API SCORE FOR I(i) ABOVE | API Score | Remarks |
|---|---|---|---|
| a) | Classes taken (**Maximum 50** for 100% performance & proportionate score up to 80% performance, below which no score may be given) | 49.5 | Annexure |
| b) | Teaching load in excess of UGC norms/ Special Lectures/ Classes taken at the study centre located in the district other than Kolkata (**Max score - 10**) (12 special class extra) | 10 | Annexure |

**ii) Reading/ Instructional material consulted and additional knowledge resources provided to students**

| Sl. No. | Course/ Paper | Consulted | Prescribed | Additional Resource provided | API Score | Remarks |
|---|---|---|---|---|---|---|
| 1. | Sanskrit Honours Course | Text book, Reference & web resources | Web resources, text & ref | Study materials: Hand written notes, web resources, PPT, Printed materials etc. | 10 | Annexure |
| 2. | Sanskrit General Course | Text book, Reference & web resources | Web resources, text & ref | Study materials: Hand written notes, web resources, PPT, Printed materials etc. | 10 | |
| API score based on preparation and Imparting of knowledge /instruction as per curriculum and syllabus enrichment by providing additional resources to students (**Max. score: 20**) | | | | | 20 | |

**iii) Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.**

(a) Updating of Courses/Curriculum Design:  5 per course – Max 10

(b) Participation/Innovative – Interactive courses:  5

(c) Particip./Innovative – Learning Modules:  5  Max 10

(d) Particip./Innovative – Case Studies prepared:  5

(e) Use of ICT or Computer-aided methods – ppt:  5

(f) Use of ICT – Multi-media/Simulation etc:  5  Max 10

(g) Dev/Teaching Remedial/Bridge Courses:  5  each Max 10

(h) Dev/Teaching Soft skill/Communication/Personality Dev: 5 each  Max 10

(i) Special Programs in Phys.Edn./Library:  5 each Max 10

(j) Innovative Composition/Creation in Music, Fine Arts, Perf Arts: 5 each ; Max 10

(k) Organizing & cond. Of popul. Prog. /Teaching Web-based/E-Library/IT-asst teaching Workshop/Training – 10 points; Popularization program – 5 points

| Sl. No. | Short Description (in terms of items) as listed above | API Score | Remarks |
|---|---|---|---|
| 1. | (e) Use of ICT or Computer-aided methods – ppt. | 5 | Annexure |
|  | (**Max API Score : 20**)          Total Score: | 05 |  |

**(iv) Examination duties assigned and performed**

(a) Invigil.- 10, Evalua.- 5, Q. paper setting/ Moderation- 5; Max : 2 [100% compliance]
(b) Internal/Continuous Assessment work as allotted- 10 [100% compliance];
(c) Exam Coordination Cell/Outstation or Flying Squad: 10 [100% compliance]

| Sl. No. | Type of Examination Duties | Duties Assigned (University final examinations of Part-I, II & III) | Extent to which Carried out (%) | API Score | Remarks |
|---|---|---|---|---|---|
| 1. | (a) Invigilation (University Examination) | Yes | 100% | 10 | Annexure |
| 2. | (b) Internal/Continuous Assessments work as allotted (Paper setting, invigilation, evaluation for internal examination- base level, 1$^{st}$, 2$^{nd}$ terminal, test exam. etc.) | Yes | 100% | 10 | Annexure |
| 3. | (a) Evaluation (University final theory Examinations) | Yes | 100% | 5 | Annexure |
|  | (**Max API Score : 25**) |  |  | 25 |  |

## CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

Please mention your contribution to any of the following:

| Sl.No. | Type of Activity | Average Hrs/week | API Score | Remarks |
|---|---|---|---|---|
| | **(I)Extension, Co-curricular & field-based Activities** (5 points each) | | | |
| | a) Field Study/Ed. Tours/ Placement: <br> 5 each        Max 10 | Ed. Tours (Harinsinge with Part I,II,III on 21/03/2017) | 5 | Annexure |
| | b) NSS/NCC/NSO etc: <br> each activity 10 points     Max 10 | | | |
| | c) Student/Staff Sports Campus Publication etc: <br> (dept level 2 points, Instn level 5 points) Max 10 | College Level Sports (Participated as volunteer) | 5 | Annexure |
| | d) Community work <br> (Env, Hum. Rights, Scientific temper, Peace/Relief etc): Max10 | | | |
| | (**Max API Score : 20**) | | 10 | |
| | | | | |
| | **(II) Contribution to Corporate Life and Management of the Institution** | Yearly/Semester wise responsibilities | API Score | |
| | a) Governance Responsibility <br> (PG/IQAC/NAAC coordinator/Bursar / Warden etc.): <br> Max 10 | | | |
| | b) Academic/Administrative Committees like Admission /Campus Dev/ Library Comm: 5 each Max 10 | Member of 1.Cultural Committee, 2.Sports Committee | 10 | Annexure |
| | c) Student Welfare/Placement / Counseling/ Discipline 5 each Max 10 | | | |
| | d) Conf Organization/Chair Secretary/Treasurer <br> (I) International: 10 <br> (II) National/Reg: 5 <br> (III) Member: 1 each | | | |
| | (**Max API Score : 15**) | | 10 | |
| | | | | |
| | **(III)Professional Development Activities** | | | |
| | a) Member in Professional Committees <br> (I)National 3 (II) State 2 ;  Max 10 | | | |
| | b) Participation in Conf/Seminars <br> Without paper:     2 each ; Max 10 | | | |
| | c) Short-term Courses/ <br> Training less than a week: 5 each Max 10 | | | |
| | d) Membership/Participation in State/ Central Bodies/Committees: 5 each Max 10 | | | |
| | e) Newspaper/Magazine/ Radio-TV progr (Not covered in Category III): 1 each ; Max 10 | | | |
| | (**Max API Score : 15**) | | | |
| | Total Score (I + II +III)    (**Max : 50**) | | 20 | |
| | Minimum API Score required – 15 | | | |

**Annual Self-Assessment for the Performance Based Appraisal System (PBAS)**

**Session/ Year: (2017-18) 01.07.2017-06.12.2017**

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

Part B: Academic Performance Indicators (API)

**CATEGORY 1:** TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

**(ia) Lectures, seminars, tutorials, practical, contact hours undertaken taken as percentage of lectures allocated.**

| Sl. No. | Course/Paper | Level | Mode of teaching | Class allotted as per schedule | % of classes taken as per documented record | API Score | Remarks |
|---------|--------------|-------|------------------|-------------------------------|---------------------------------------------|-----------|---------|
| 1. | **Sanskrit Honours** CC1 Sec B (1) CC 2 Sec A (1) Paper III b Paper VI B | UG-Part-II & III and CBCS SEM-I | L, T | 120/120 | 100% | 50 | Annexure I (Academic audit) |
| 2. | **Sanskrit General** CC 1 Sec I Paper III B Paper IV 2, 3 | UG-Part-II & III and CBCS SEM-I | L, T | 104/104 | 100% | | Refer to Page No |

#Lecture (L), Seminar (S), Tutorial (T)

**(ib) Lectures and other teaching duties in excess of UGC norms**

| | **CALCULATION OF API SCORE FOR I(i) ABOVE** | API Score | Remarks |
|---|---|---|---|
| a) | Classes taken (**Maximum 50** for 100% performance & proportionate score up to 80% performance, below which no score may be given) | 50 | Annexure |
| b) | Teaching load in excess of UGC norms/ Special Lectures/ Classes taken at the study centre located in the district other than Kolkata (**Max score - 10**) (23 special class extra) | 10 | Annexure |

**ii) Reading/ Instructional material consulted and additional knowledge resources provided to students**

| Sl. No. | Course/ Paper | Consulted | Prescribed | Additional Resource provided | API Score | Remarks |
|---------|---------------|-----------|------------|------------------------------|-----------|---------|
| 1. | Sanskrit Honours Course | Text book, Reference & web resources | Web resources, text & ref | Study materials: Hand written notes, web resources, PPT, Printed materials etc. | 10 | Annexure |
| 2. | Sanskrit General Course | Text book, Reference & web resources | Web resources, text & ref | Study materials: Hand written notes, web resources, PPT, Printed materials etc. | 10 | |
| API score based on preparation and Imparting of knowledge /instruction as per curriculum and syllabus enrichment by providing additional resources to students (**Max. score: 20**) | | | | | 20 | |

### iii) Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc

(a) Updating of Courses/Curriculum Design:      5 per course – Max 10

(b) Participation/Innovative – Interactive courses:      5

(c) Participn./Innovative – Learning Modules:      5      Max 10

(d) Participn./Innovative – Case Studies prepared:      5

(e) Use of ICT or Computer-aided methods – ppt:      5

(f) Use of ICT – Multi-media/Simulation etc:      5      Max 10

(g) Dev/Teaching Remedial/Bridge Courses:      5      each Max 10

(h)Dev/Teaching Soft skill/Communication/Personality Dev: 5 each      Max 10

(i) Special Programs in Phys.Edn./Library:      5 each      Max 10

(j) Innovative Composition/Creation in Music, Fine Arts, Perf Arts: 5 each ; Max 10

(k)Organizing & cond. of popul. Prog. /Teaching Web-based/E-Library/IT-asst teaching

Workshop/Training - 10 points; Popularization program - 5 point

| Sl. No. | Short Description (in terms of items) as listed above | API Score | Remarks |
|---------|-------------------------------------------------------|-----------|---------|
| 1. | (e) Use of ICT or Computer-aided methods – ppt. | 5 | Annexure |
| | (**Max API Score : 20**)      Total Score: | 05 | |

### (iv) Examination duties assigned and performed

(a)Invigil.- 10, Evalua.- 5, Q. paper setting/ Moderation- 5; Max : 2 [100% compliance]
(b) Internal/Continuous Assessment work as allotted-10 [100% compliance];
(c)Exam Coordination Cell/Outstation or Flying Squad: 10 [100% compliance]

| Sl. No. | Type of Examination Duties | Duties Assigned (University final examinations of Part-I, II & III) | Extent to which Carried out (%) | API Score | Remarks |
|---------|----------------------------|-------------------------------------------------------------------|--------------------------------|-----------|---------|
| 1. | (a)Invigilation (University Examination) | Yes | 100% | 10 | Annexure |
| 2. | (b)Internal/Continuous Assessments work as allotted (Paper setting, invigilation, evaluation for internal examination- base level, 1st, 2nd terminal, test exam. etc.) | Yes | 100% | 10 | Annexure |
| 3. | (a)Evaluation (University final theory Examinations) | Yes | 100% | 5 | Annexure |
| | (**Max API Score : 25**) | | | 25 | |

**CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.**

Please mention your contribution to any of the following:

| Sl.No. | Type of Activity | Average Hrs/week | API Score | Remarks |
|---|---|---|---|---|
| | **(I)Extension, Co-curricular & field-based Activities** (5 points each) | | | |
| | a) Field Study/Ed. Tours/ Placement:<br>    5 each                Max 10 | Ed. Tours<br>(Deul with Sem I & Part II, III on 23/11/2017) | 5 | Annexure |
| | b) NSS/NCC/NSO etc:<br>   each activity 10 points          Max 10 | | | |
| | c) Student/Staff Sports Campus Publication etc:<br>(dept level 2 points, Instn level 5 points) Max 10 | DPI Level Sports (volunteer) | 5 | Annexure |
| | d) Community work<br>(Env, Hum. Rights, Scientific temper, Peace/Relief etc): Max10 | | | |
| | (**Max API Score : 20**) | | 10 | |
| | | | | |
| | **(II) Contribution to Corporate Life and Management of the Institution** | Yearly/Semester wise responsibilities | API Score | |
| | a) Governance Responsibility<br>(PG/IQAC/NAAC coordinator/Bursar / Warden etc.):<br>                Max 10 | | | |
| | b) Academic/Administrative Committees like<br>Admission /Campus Dev/ Library Comm: 5 each Max 10 | Member of<br>1.Sports Committee<br>2.Cultural Committee | 10 | Annexure |
| | c) Student Welfare/Placement /<br>Counseling/ Discipline 5 each Max 10 | | | |
| | e) Conf Organization/Chair Secretary/Treasurer<br>(I)   International: 10<br>(II)  National/Reg: 5<br>(III) Member: 1 each | | | |
| | (**Max API Score : 15**) | | 10 | |
| | | | | |
| | **(III)Professional Development Activities** | | | |
| | a) Member in Professional Committees<br>(I)National 3 (II) State 2  ;  Max 10 | | | |
| | b) Participation in Conf/Seminars<br> Without paper:       2 each ; Max 10 | | | |
| | c) Short-term Courses/<br>Training less than a week: 5 each Max 10 | | | |
| | d) Membership/Participation in State/<br>Central Bodies/Committees: 5 each Max 10 | | | |
| | e) Newspaper/Magazine/ Radio-TV progr (Not covered in Category III): 1 each ; Max 10 | | | |
| | (**Max API Score : 15**) | | | |
| | Total Score (I + II +III)    (**Max : 50**) | | 20 | |
| | Minimum API Score required - 15 | | | |

## Cumulative Category-3 from the Session 2016-17 to 2017-18 (03.02.2017 to 06.12.2017)
## CATEGORY-3: RESEARCH AND ACADEMIC CONTRIBUTIONS

### 3. A) (i) Published Papers in Journals

API Score – Category 1- Refereed – 15/publication Category - 2 Non-
Refereed – 10/publication

| Sl. No. | Title with page no. | Journal | ISSN/ISBN No. | Whether peer reviewed. Impact factor, if any | No. of Co-author | Whether you are the main author | API Score (+Impact Factor) | Remarks |
|---|---|---|---|---|---|---|---|---|
| 1. | Baidyavidya Utsa Atharba-Veda (Jan-June, 2017) pp. 49-55 | Sumedha | ISSN: 2393-8994 | Peer Reviewed | 0 | Yes | 15 | Annexure |

*Wherever relevant to any specific discipline the API score for paper in referred journal would be augmented as follows:
Indexed journal- by 5 points, ii) Papers with impact factor 1 and 2 by 10 points; iii) papers with impact factor between 2 and 5 by 15 points; iv) papers with impact factor between 5 and 10 by 25 points
*Points divided by number of authors
***if a paper is presented in Conference/ Seminar is published in the form of proceedings, the points would accrue for the for the publication (3.A) and not under presentation (3.E(ii)).
#Papers accepted at National/ International conferences may be reckoned as equivalent to papers presents.

### A) (ii) Public Displays/Exhibitions/Performances with or without outputs in CD/DVD/Online/E-form/E-book [for Art/Music College]

API Score – Category 1 – 15; Category 2 – 10

| Sl. No | Title of Show/ Exhibition/ Performance with or without CD/DVD/ Tape/ Online /E-form/E- book version or Brochures | Company/Agency/ Instt Name (Including TV/Radio etc) | Categorization (I. International 15 each/ II. National 10 each (Venues/ event/ gallery/ studio/ museums) | Whether reviewed/ Impact factor (Reporting/ Coverage/ Reviews/ Hits/sales/ citations/ Commen- dations/ etc) | No of Co-performer or Co- authors (10 each) | Whether you are the Solo artist/ performer (15 each) | API Score |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

### B) (i) Articles/ Chapters published in Books

API Score (Per Art/Chap) Category 1: International Publisher – 10
Category 2: National/ State/ Central/ Societies Publisher – 5
Category 3: Subject books by other/Local Publisher –3
Category 4: Chapters in Knowledge-based Volumes –5

| Sl. No. | Title with page no. | Book title, editor & publisher | ISSN/ISBN No. (Or, Renowned publishers) See Cat 1-4 as above for scores | Whether peer reviewed. | No. of Co-author | Whether you are the main author | API Score | Remarks |
|---|---|---|---|---|---|---|---|---|
| 1. | Mayar Dharana: Ekti Tulanamulak Adhana (April, 2017), pp. 207-210 | Darsaner Aloke Sanskrito O Bangla Sahitya Edited by Dr. Probal kr. Sinha Ashadip Publishers | ISBN: 978-93-81245-91-0 | Nil | 0 | Yes | 5 | Annexure |
| 2. | Bharatbarshasya Protisthayam Sanskrito-Sanskritischa (Aug, 2017) pp. 56-60 | The Practice of Veda in Indian Modernism Edited by Dr. Dipankar Nayek; Moul Publishers | ISBN: 978-81-933704-3-5 | Nil | 0 | Yes | 5 | Annexure |
| | | | | | | | | Total: 10 |

## (ii) Full papers in Conference Proceedings

**Conf. proceedings as full paper:** 1. International Conference – 10/publication
2. National –7.5/each
3. Regional/State level – 5/ each
4. Local- Univ. /College level – 3/each

| Sl. No. | Title with page no. | Details of Conference Publication | ISSN/ISBN No. | No. of Co-author | Whether you are the main author | API Score |
|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |

## (iii) Books published as single author or as editor

API Score – Category 1 Text/Reference Books by International Publisher: 50
Category 2 Text/Reference Books National/Soc/Univ Publ: 25
Category 3 Subject Books by Other/Local Recognized Publ: 15

| Sl. No. | Title with page no. | Type of Book & authorship | Publisher & ISSN/ISBN No. (I. International II. National III. Regional) | Whether peer reviewed. | No. of Co-author | Whether you are The main author | API Score |
|---|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |  |

## (iv) Solo Performance/Exhibition as an Artist on invitation

API Score – Cat. I /International – 50, Cat. II /National – 25, Cat. III /Regional –15

| Sl. No | Title of Programme/ Exhibition with details of venue | Organized or Sponsored by Institution/ Company/ Agency,incl AIR/TV etc | Categorization – (I) International/ (II) National/ (III) Regional | Whether peer-reviewed/ Impact | No of Co-artists or Performers | Whether you are the Solo artist/ performer | API Score |
|---|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |  |

## C) Ongoing and Completed Research Projects and Consultancies

API Score for **Projects-**
Cat I: (Sc -Rs 30 lakhs+ Non-Sc: Rs 5 lakhs +): 20
Cat II: (Sc -Rs 5 lakhs+ Non-Sc: Rs 3 lakhs +): 15
Cat III: (Sc -Rs 0.5 lakhs+ Non-Sc: Rs 0.25 lakhs+):
10 Other approved projects of
Univ/Other agencies: 5

API Score for **Consultancies**–
(Sc -Rs 10 lakhs+ Non-Sc: Rs 2 lakhs +):10
API Score for **Quality Evaluation**–
Major (Completed) Project Eval: 20
Minor (Completed) Project Eval: 10

## C. (i) & (ii) Ongoing Projects/ Consultancies

| Sl. No. | Title | Agency | Period | Grant/ Amount mobilized (Rs. lakh) | API score |
|---|---|---|---|---|---|
|  |  |  |  |  |  |

## C. (iii) & (iv) Completed Projects/ Consultancies

| Sl. No. | Title | Agency | Period | Grant/ Amount mobilized (Rs. lakh) | Whether policy document. Patent as outcome | API score |
|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |

## D) Research Guidance

**(i)Degree-oriented:** API Score – Ph.D. awarded – 10; Ph.D. Submitted – 7;

M.Phil. awarded – 3;

**(ii)Non-Degree Products:** API Score – Post-Doctoral – 7; National Scholar – 5;

Guidance to Scholars & Master's level – 3

| Sl. No. | Number enrolled | Thesis submitted | Degree awarded | API score |
|---|---|---|---|---|
| Non-Degree products | | | | |
| M.Phil. or equivalent | | | | |
| Ph.D. or equivalent | | | | |

## E) (i) Training Courses, Teaching-Learning –Evaluation Technology Programmes, Faculty Development Programme (not less than one week duration)

Cat I: (Not less than two week duration): 20

Cat II: (Not less than one week duration): 10

| Sl. No. | Programme | Duration | Organized by | API Score | Remarks |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |

## E) (ii) Papers presented in Conferences, Seminars, Workshops, Symposia

API Score – Category 1 International – 10, Category 2 National – 7.5

Category 3 Regional – 5, Category 4 Local – 3

| Sl. No. | Title of the paper presented | Title of Conference/ Seminar | Organized by | Whether International/ National/State/Regional/ College or University Level | API Score | Remarks |
|---|---|---|---|---|---|---|
| | | | | | | |

## E) (iii) Invited lectures/ Chairing the session or presentation for conferences/symposia etc.

API Score – Category 1 International – 10, Category 2 National – 7.5

Category 3 Regional /State level – 5, Category 4 Univ/Endowment Lect – 3

| Sl. No. | Title of the Lecture/ Academic session | Title of Conference/ Seminar | Organized by | Whether International/ National/State/ Regional/College Or University level | API score |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |

Signature of the incumbent                    Signature of the Coordinator IQAC
                                              with designation and date with Seal

Signature of the Principal/ TIC
with date and Seal

**Name of the Applicant: Dr. PRODIP KUMAR SARKAR**          **Subject: Sanskrit**
**Summary of API scores (03.02.2017 – 06.12.2017)**

| Category | Criteria | API Score for previous 3/4/5/6 academic years as applicable for specific proposed stage of promotion from Stage I/II/III to Stage II/III/IV. | | Total API Score for Assessment Period |
| --- | --- | --- | --- | --- |
| | | **03.02.17 to 30.06.17** | **01.07.17 to 06.12.17** | |
| **I** | **CATEGORY I:** Teaching, learning and evaluation related activities *(to be assessed yearly)* | **107.6** | **110** | **217.6** |
| **II** | **CATEGORY II:** Cocurricular, extension and professional development related activity *(to be assessed cumulatively for assessment period)* | **20** | **20** | **40** |
| **III** | **CATEGORY III:** Research and Academic Contributions *(to be assessed cumulatively for assessment period)* | **25** | | |
| **II + III** | **Total API score** (Category II + Category III)/ Assessment Period) | **65** | | |

**Signature of**               **Signature of the**               **Signature of the**
**Incumbent**                   **Coordinator, IQAC**              **Principal/TIC/OIC**
                                                                   **with date and seal**

This FORMAT for Annual Self-Assessment for the Performance Based Appraisal System (PBAS) is required to be filled up at the end of each Academic Year during the period of promotion and filled in Format along with all documents will be placed to the Screening/Selection Committee after duly approved by the IQAC and Principal/TIC/OIC of the concerned college.

**Annual Self-Assessment for the performance Based Appraisal System (PBAS)**
**Session/ Year: (2017-18) 07.12.2017-30.06.2018**

**(To be completed and submitted at the end of each academic year)**
Part B: Academic Performance Indicators (API)
(Please see detailed instruction of the **PBAS-I** Proforma before filling out this section)

**CATEGORY 1:** TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

a) **Direct teaching (16/14) hours per week as applicable) including Lectures, Tutorials, Practical, Project Supervision and Field work**

| Sl.No | Course/ Paper | Level | Mode of Teaching | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷7.5 for Assistant Prof. & ÷ 7.75 for Associate Prof.) | API Score | Remarks |
|---|---|---|---|---|---|---|---|
| 1. | **Sanskrit Honours** CC 3 Sec A CC 4 Sec A Paper III b Paper VI B | U.G.(Hons.) Part-II & III and CBCS SEM-I &II. | L | 104 | 13.9 | | Annexure I (Academic audit) |
| 2. | **Sanskrit General** CC 2/GE2 Sec I Paper III B Paper IV 2, 3 | U.G.(Gen.) Part-II & III and CBCS SEM- I & II | L | 84 | 11.2 | | |
| | **Maximum API Score : i) Assistant Professor Stage I : 70 ii) Assistant Professor Stage II : 70 iii) Assistant Professor Stage III: 70** | | | | | 25.1 | Refer to page no |

**\*Lectures, Tutorials, Practical, Project Supervision and Field Work**
- **Workload as per UGC Regulations 2016:**

| | Direct Teaching Hours per week |
|---|---|
| **Assistant Professor** | **16** |
| **Associate Professor** | **14** |

(b) **Examination duties (question paper setting, evaluation of answer scripts) as per allotment**

| Sl. No. | Type of Examination Duties | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷ 10 for all Teachers) | API Score | Remarks |
|---|---|---|---|---|---|
| 1. | Invigilation duties of University examination | 22 | 35.1 | 35.1 | Annexure |
| 2. | Evaluation of answer scripts of University exams | 205.1 | | | |
| 3. | Internal continuous assessments including question paper setting, invigilation and evaluation | 123.7 | | | |
| | **Maximum API Score : i) Assistant Professor Stage I : 20 ii) Assistant Professor Stage II : 20 iii) Assistant Professor Stage III : 20** | | | 20 | |

c) **Innovative teaching- learning methodologies; updating of subject content/ course, mentoring etc.**

    (a)   Updating of Courses/Curriculum Design:

    (b)   Participation/Innovative – Interactive courses:

    (c)   Particip./Innovative – Learning Modules

(d) Particip./Innovative – Case Studies prepared:

(e) Use of ICT or Computer-aided methods – ppt:

(f) Use of ICT – Multi-media/Simulation etc:

(g) Dev/Teaching Remedial/Bridge Courses:

(h) Dev/Teaching Soft skill/Communication/Personality Dev:

(i) Special Programs in Phys. Edn./Library:

(j) Innovative Composition/Creation in Music, Fine Arts, Perf Arts:

(k) Organizing & cond. of popular Prog /Teaching Web-based/E- Library/IT-asst. teaching:

| Sl. No | Short Description (in terms of items) as listed above | Actual hours spent per Academic Year | Actual Score (Actual hours spent per academic Year ÷10) | API score | Remarks |
|---|---|---|---|---|---|
| 3. | (e)Use of ICT or Computer-aided methods – ppt. | 105 | 10.5 | 10.5 | Annexure |
| | **Maximum API Score :** <br> **i) Assistant Professor Stage I : 10** <br> **ii) Assistant Professor Stage II : 10** <br> **iii) Assistant Professor Stage III : 10** | | | 10 | |

In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counselling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.

**Minimum API Score required for promotion under CAS for CATEGORY I (to be assessed yearly):**

| i) | Stage I to II | 80/ Year |
|---|---|---|
| ii) | Stage II to III | 80/Year |
| iii) | Stage III to IV | 75/Year |

## CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITY

| Sl.No. | Type of Activity | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷10)* | API Score | Remarks |
|---|---|---|---|---|---|
| (a) | Student related Extension, Co-curricular, extension and field-based Activities | | | | |
| | i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.) **(Organizer and conduction of Student seminar)** | 10 | 1.0 | 1.0 | Annexure |
| | ii) Other co-curricular activates (Cultural, Sports, NSS, and NCC etc.) **(College level sports** as volunteer + **Cultural events** as organizer and volunteer) | 14+12=26 | 2.6 | 2.6 | Annexure |
| | **(Max API Score : 15)** | | | 3.6 | |
| (b) | Contribution to Corporate life and management of the sports units and institution through participation in through participation in responsibilities (including as Principal / Director that require regular office hrs for its discharge) | | | | |

| | | | | | |
|---|---|---|---|---|---|
| | i) Administrative Responsibility (including Dean/Principal/Chairperson/Convenor/Teacher- in-charge/ similar other duties that require regular Office hours for its discharge)<br>**H.O.D.** | 56 | 5.6 | 5.6 | Annexure |
| | ii) Participation in Board of Studies, Academic and Administrative committees<br><br>**(Member of 1. Sports committee 2. Cultural committee 3. Academic Advisory committee)** | 22+10+26 =58 | 5.8 | 5.8 | Annexure |
| | **(Max API Score : 15)** | | | 11.4 | |
| (c) | Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refreshers/faculty development courses, dissemination and general articles and any other contribution)<br>**i. One day State Level Seminar at Suri Vidyasagar College**<br>**ii. One day workshop at Scottish Church College** | 6+6=12 | 1.2 | 1.2 | Annexure |
| | **(Max API Score : 15)** | | | 1.2 | |
| | *For all categories of Teachers (Assistant/Associate)<br><br>Total Score (a + b +c)          **(Max : 45)** | | | 16.2 | |

**Minimum API Score for CATEGORY II, required to be assessed cumulatively –**

| | | |
|---|---|---|
| i) | **Stage I to II** | **50/Assessment Period** |
| ii) | **Stage II to III** | **50/Assessment Period** |
| iii) | **Stage III to IV** | **50/Assessment Period** |

**\*The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period**

| | | |
|---|---|---|
| i) | **Stage I to II** | **04/Assessment Period** |
| ii) | **Stage II to III** | **10/Assessment Period** |
| iii) | **Stage III to IV** | **15/Assessment Period** |

**III(F) Development of e-learning delivery process /material**
**API score -10/ Module**

| Sl. No. | Title of the Module | Course/Paper for which the module was prepared | Year and Date of presentation | API Score |
|---|---|---|---|---|
| | | | | |

*Minimum total API scores required for promotion under CATEGORY I +

**CATEGORY II\*:**

| | | |
|---|---|---|
| i) | **Stage I to II** | **90/Assessment Period** |
| ii) | **Stage II to III** | **120/Assessment Period** |
| iii) | **Stage III to IV** | **150/Assessment Period** |

   This FORMAT for Annual Self-Assessment for the Performance Based Appraisal System (PBAS) is required to be filled up at the end of each Academic Year during the period of promotion and filled in Format along with all documents will be placed to the Screening/Selection Committee after duly approved by the IQAC and Principal/TIC/OIC of the concerned college.

**Annual Self-Assessment for the performance Based Appraisal System (PBAS)**
**Session/ Year: (2018-19) 01.07.2018-30.06.2019**

**(To be completed and submitted at the end of each academic year)**
Part B: Academic Performance Indicators (API)
(Please see detailed instruction of the **PBAS-I** Proforma before filling out this section)

**CATEGORY 1:** TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

a) **Direct teaching (16/14) hours per week as applicable) including Lectures, Tutorials, Practical, Project Supervision and Field work**

| Sl.No | Course/ Paper | Level | Mode of Teaching | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷7.5 for Assistant Prof. & ÷ 7.75 for Associate Prof.) | API Score | Remarks |
|---|---|---|---|---|---|---|---|
| 1. | **Sanskrit Honours** CC1 Sec B (1) CC 2 Sec A (1) CC 3 Sec A CC 4 Sec A CC5 Sec A(1) CC 8 Sec A(1) Paper VI B | U.G.(Hons.) Part-III and CBCS SEM-I, II, III & IV | L | 210 | 28 | | Annexure I (Academic audit) |
| 2. | **Sanskrit General** CC 1 Sec I CC 2/GE2 Sec I CC 3/GE3 Sec A1 CC 4/GE4 Sec B Paper IV 2, 3 | U.G.(Gen.) Part-III and CBCS SEM-I, II, III & IV | L | 209 | 27.9 | | |
| | **Maximum API Score : i) Assistant Professor Stage I : 70 ii) Assistant Professor Stage II : 70 iii) Assistant Professor Stage III: 70** | | | | | 55.9 | Refer to page no |

**\*Lectures, Tutorials, Practical, Project Supervision and Field Work**
- **Workload as per UGC Regulations 2016:**

| | Direct Teaching Hours per week |
|---|---|
| **Assistant Professor** | **16** |
| **Associate Professor** | **14** |

(b) **Examination duties (question paper setting, evaluation of answer scripts) as per allotment**

| Sl. No. | Type of Examination Duties | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷ 10 for all Teachers) | API Score | Remarks |
|---|---|---|---|---|---|
| 1. | Invigilation duties of University examination | 28 | 36.7 | 36.7 | Annexure |
| 2. | Evaluation of answer scripts of University exams | 230.5 | | | |
| 3. | Internal continuous assessments including question paper setting, invigilation and evaluation | 108.3 | | | |
| | **Maximum API Score : i) Assistant Professor Stage I : 20 ii) Assistant Professor Stage II : 20 iii) Assistant Professor Stage III : 20** | | | 20 | |

**c) Innovative teaching- learning methodologies; updating of subject content/ course, mentoring etc.**

(a) Updating of Courses/Curriculum Design:

(b) Participation/Innovative – Interactive courses:

(c) Participn./Innovative – Learning Modules

(d) Participn./Innovative – Case Studies prepared:

(e) Use of ICT or Computer-aided methods – ppt:

(f) Use of ICT – Multi-media/Simulation etc:

(g) Dev/Teaching Remedial/Bridge Courses:

(h) Dev/Teaching Soft skill/Communication/Personality Dev:

(i) Special Programs in Phys. Edn./Library:

(j) Innovative Composition/Creation in Music, Fine Arts, Perf Arts:

(k) Organizing & cond. of popular Prog /Teaching Web-based/E- Library/IT-asst. teaching:

| Sl. No | Short Description (in terms of items) as listed above | Actual hours spent per Academic Year | Actual Score (Actual hours spent per academic Year ÷10) | API score | Remarks |
|---|---|---|---|---|---|
| 1. | (e)Use of ICT or Computer-aided methods – ppt. | 70 | 7 | 7 | Annexure |
| | **Maximum API Score :**<br>**i) Assistant Professor Stage I : 10**<br>**ii) Assistant Professor Stage II : 10**<br>**iii) Assistant Professor Stage III : 10** | | | 07 | |

In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counselling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.

**Minimum API Score required for promotion under CAS for CATEGORY I (to be assessed yearly):**

| i) | Stage I to II | 80/ Year |
|---|---|---|
| ii) | Stage II to III | 80/Year |
| iii) | Stage III to IV | 75/Year |

**CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITY**

| Sl.No. | Type of Activity | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷10)* | API Score | Remarks |
|---|---|---|---|---|---|
| (a) | Student related Extension, Co-curricular, extension and field based Activities | | | | |
| | i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.) **(Student seminar+ Study visit** to Deul on 16/02/19 with Hons Students**)** | 9+8=17 | 1.7 | 1.7 | Annexure |
| | ii) Other co-curricular activates (Cultural, Sports, NSS, and NCC etc.) **(College level sports** as Volunteer **+ Cultural events** as Volunteer**)** | 14+15=29 | 2.9 | 2.9 | Annexure |
| | **(Max API Score : 15)** | | | 4.6 | |

| | | | | | |
|---|---|---|---|---|---|
| (b) | Contribution to Corporate life and management of the sports units and institution through participation in through participation in responsibilities (including as Principal / Director that require regular office hrs for its discharge) | | | | |
| | i) Administrative Responsibility (including Dean/Principal/Chairperson/Convenor/Teacher- in-charge/ similar other duties that require regular Office hours for its discharge) **H.O.D.** | 84 | 8.4 | 8.4 | Annexure |
| | ii) Participation in Board of Studies, Academic and Administrative committees **(Member of 1. Cultural committee 2. Academic Advisory committee)** | 21+29=50 | 5.0 | 5.0 | Annexure |
| | **(Max API Score : 15)** | | | 13.4 | |
| (c) | Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refreshers/faculty development courses, dissemination and general articles and any other contribution) | | | | |
| | **(Max API Score : 15)** | | | | |
| | *For all categories of Teachers (Assistant/Associate) Total Score (a + b +c)      **(Max : 45)** | | | 18 | |

**Minimum API Score for CATEGORY II, required to be assessed cumulatively –**

| i) | **Stage I to II** | **50/Assessment Period** |
|---|---|---|
| ii) | **Stage II to III** | **50/Assessment Period** |
| iii) | **Stage III to IV** | **50/Assessment Period** |

**\*The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period**

| i) | **Stage I to II** | **04/Assessment Period** |
|---|---|---|
| ii) | **Stage II to III** | **10/Assessment Period** |
| iii) | **Stage III to IV** | **15/Assessment Period** |

**III(F) Development of e-learning delivery process /material**
       **API score -10/ Module**

| Sl. No. | Title of the Module | Course/Paper for which the module was prepared | Year and Date of presentation | API Score |
|---|---|---|---|---|
| | | | | |

**\*Minimum total API scores required for promotion under CATEGORY I + CATEGORY II\*:**

| i) | **Stage I to II** | **90/Assessment Period** |
|---|---|---|
| ii) | **Stage II to III** | **120/Assessment Period** |
| iii) | **Stage III to IV** | **150/Assessment Period** |

     This **FORMAT for Annual Self-Assessment for the Performance Based Appraisal System (PBAS) is required to be filled up at the end of each Academic Year during the period of promotion and filled in Format along with all documents will be placed to the Screening/Selection Committee after duly approved by the IQAC and Principal/TIC/OIC of the concerned college.**

**Annual Self-Assessment for the performance Based Appraisal System (PBAS)**
**Session/ Year: (2019-20) <u>01.07.2019-30.06.2020</u>**

**(To be completed and submitted at the end of each academic year)**
Part B: Academic Performance Indicators (API)
(Please see detailed instruction of the **PBAS-I** Proforma before filling out this section)

**CATEGORY 1:** TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

a) **Direct teaching (16/14) hours per week as applicable) including Lectures, Tutorials, Practical, Project Supervision and Field work**

| Sl.No | Course/ Paper | Level | Mode of Teaching | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷7.5 for Assistant Prof. & ÷ 7.75 for Associate Prof.) | API Score | Remarks |
|---|---|---|---|---|---|---|---|
| 1. | **Sanskrit Honours** CC1 Sec B (1) CC 2 Sec A (1) CC 3 Sec A CC 4 Sec A CC5 Sec A (1) CC 8 Sec A (1) CC 11 Sec B CC 12 Sec A CC 13 B | U.G.(Hons.) CBCS-SEM- I, II, III, IV, V & VI | L | 222 | 29.6 | | Annexure I (Academic audit) |
| 2. | **Sanskrit General** CC 1 Sec I CC 2/GE2 Sec I CC 3/GE3 Sec A1 CC 4/GE4 Sec B DSE 1 Epigraphy. A DSE II Lit. crit. I | U.G.(Gen.) CBCS SEM-I, II, III, IV, V & VI | L | 182 | 24.3 | | |
| | **Maximum API Score :** <br> **i) Assistant Professor Stage I : 70** <br> **ii) Assistant Professor Stage II : 70** <br> **iii) Assistant Professor Stage III: 70** | | | | | 53.9 | Refer to page no |

∗**Lectures, Tutorials, Practical, Project Supervision and Field Work**

- **Workload as per UGC Regulations 2016:**

| | Direct Teaching Hours per week |
|---|---|
| **Assistant Professor** | **16** |
| **Associate Professor** | **14** |

(b) **Examination duties (question paper setting, evaluation of answer scripts) as per allotment**

| Sl. No. | Type of Examination Duties | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷ 10 for all Teachers) | API Score | Remarks |
|---|---|---|---|---|---|
| 1. | Invigilation duties of University examination | 25 | 35.9 | 35.9 | Annexure |
| 2. | Evaluation of answer scripts of University exams | 236.5 | | | |
| 3. | Internal continuous assessments including question paper setting, invigilation and evaluation | 97.4 | | | |
| | **Maximum API Score :** <br> **i) Assistant Professor Stage I : 20** <br> **ii) Assistant Professor Stage II : 20** <br> **iii) Assistant Professor Stage III : 20** | | | 20 | |

**c) Innovative teaching- learning methodologies; updating of subject content/ course, mentoring etc.**

(a)     Updating of Courses/Curriculum Design:

(b)     Participation/Innovative – Interactive courses:

(c)     Participn./Innovative – Learning Modules

(d)     Participn./Innovative – Case Studies prepared:

(e)     Use of ICT or Computer-aided methods – ppt:

(f)     Use of ICT – Multi-media/Simulation etc:

(g)     Dev/Teaching Remedial/Bridge Courses:

(h)     Dev/Teaching Soft skill/Communication/Personality Dev:

(i)     Special Programs in Phys. Edn./Library:

(j)     Innovative Composition/Creation in Music, Fine Arts, Perf Arts:

(k)     Organizing & cond. of popular Prog /Teaching Web-based/E- Library/IT-asst. teaching:

| Sl. No | Short Description (in terms of items) as listed above | Actual hours spent per Academic Year | Actual Score (Actual hours spent per academic Year ÷10) | API score | Remarks |
|---|---|---|---|---|---|
| 3. | (e)Use of ICT or Computer-aided methods – ppt. | 104 | 10.4 | 10.4 | Annexure |
| | Maximum API Score : i) Assistant Professor Stage I : 10 ii) Assistant Professor Stage II : 10 iii) Assistant Professor Stage III : 10 | | | 10 | |

In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counselling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.

**Minimum API Score required for promotion under CAS for CATEGORY I (to be assessed yearly):**

| i) | Stage I to II | 80/ Year |
|---|---|---|
| ii) | Stage II to III | 80/Year |
| iii) | Stage III to IV | 75/Year |

**CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITY**

| Sl.No. | Type of Activity | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷10)* | API Score | Remarks |
|---|---|---|---|---|---|
| (a) | Student related Extension, Co-curricular, extension and field-based Activities | | | | |
| | i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.) **(Student seminar + Study visit** to Gonpur on 18/02/20 with Hons Students**)** | 8+8=14 | 1.6 | 1.6 | Annexure |
| | ii) Other co-curricular activates (Cultural, Sports, NSS, and NCC etc.) **(College level sports** as Participant+ **Cultural events** as organizer**)** | 14+18=32 | 3.2 | 3.2 | Annexure |
| | **(Max API Score : 15)** | | | 4.8 | |

| | | | | | |
|---|---|---|---|---|---|
| (b) | Contribution to Corporate life and management of the sports units and institution through participation in through participation in responsibilities (including as Principal / Director that require regular office hrs for its discharge) | | | | |
| | i) Administrative Responsibility (including Dean/Principal/Chairperson/Convenor/Teacher- in-charge/ similar other duties that require regular Office hours for its discharge)<br>**H.O.D.** | 76 | 7.6 | 7.6 | Annexure |
| | ii) Participation in Board of Studies, Academic and Administrative committees<br><br>**(Member of 1. Cultural committee 2. Library subcommittee 3. Academic Advisory committee)** | 12+18+10=40 | 4.0 | 4.0 | Annexure |
| | (**Max API Score : 15**) | | | 11.6 | |
| (c) | Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refreshers/faculty development courses, dissemination and general articles and any other contribution) | | | | |
| | (**Max API Score : 15**) | | | | |
| | *For all categories of Teachers (Assistant/Associate)<br><br>Total Score (a + b +c)          (**Max : 45**) | | | 16.4 | |

**Minimum API Score for CATEGORY II, required to be assessed cumulatively –**

| | | |
|---|---|---|
| i) | **Stage I to II** | **50/Assessment Period** |
| ii) | **Stage II to III** | **50/Assessment Period** |
| iii) | **Stage III to IV** | **50/Assessment Period** |

   **\*The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period**

| | | |
|---|---|---|
| **i)** | **Stage I to II** | **04/Assessment Period** |
| **ii)** | **Stage II to III** | **10/Assessment Period** |
| **iii)** | **Stage III to IV** | **15/Assessment Period** |

**III(F) Development of e-learning delivery process  /material**
**API score -10/ Module**

| Sl. No. | Title of the Module | Course/Paper for which the module was prepared | Year and Date of presentation | API Score |
|---|---|---|---|---|
| | | | | |

**\*Minimum total API scores required for promotion under CATEGORY I +**

**CATEGORY II\*:**

| | | |
|---|---|---|
| **i)** | **Stage I to II** | **90/Assessment Period** |
| **ii)** | **Stage II to III** | **120/Assessment Period** |
| **iii)** | **Stage III to IV** | **150/Assessment Period** |

To G.O. No. 1373–Edn (CS)                                    dated 07.12.2017

        This FORMAT for Annual Self-Assessment for the Performance Based Appraisal System (PBAS) is required to be filled up at the end of each Academic Year during the period of promotion and filled in Format along with all documents will be placed to the Screening/Selection Committee after duly approved by the IQAC and Principal/TIC/OIC of the concerned college.

### Annual Self-Assessment for the performance Based Appraisal System (PBAS)
### Session/ Year: (2020-21) 01.07.2020-30.06.2021

#### (To be completed and submitted at the end of each academic year)
Part B: Academic Performance Indicators (API)
(Please see detailed instruction of the **PBAS-I** Proforma before filling out this section)

**CATEGORY 1:** TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

a) **Direct teaching (16/14) hours per week as applicable) including Lectures, Tutorials, Practical, Project Supervision and Field work**

| Sl.No | Course/ Paper | Level | Mode of Teaching | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷7.5 for Assistant Prof. & ÷ 7.75 for Associate Prof.) | API Score | Remarks |
|---|---|---|---|---|---|---|---|
| 1. | **Sanskrit Honours** CC1 Sec B (1) CC 2 Sec A (1) CC 3 Sec A CC 4 Sec A CC5 Sec A (1) CC 8 Sec A (1) CC 11 Sec B CC 12 Sec A CC 13 B | U.G.(Hons.) CBCS SEM-I, III & V | L | 240 | 32.0 | | Annexure I (Academic audit) |
| 2. | **Sanskrit General** CC 1 Sec I CC 2/GE2 Sec I CC 3/GE3 Sec A1 CC 4/GE4 Sec B DSE 1 Epigraphy. A DSE II Lit. crit. I | U.G.(Gen.) CBCS SEM-I, III & V. | L | 178 | 23.7 | | |
| | **Maximum API Score :** i) Assistant Professor Stage I : 70 ii) Assistant Professor Stage II : 70 iii) Assistant Professor Stage III: 70 | | | | | 55.7 | Refer to page no |

*Lectures, Tutorials, Practical, Project Supervision and Field Work

- **Workload as per UGC Regulations 2016:**

| | Direct Teaching Hours per week |
|---|---|
| **Assistant Professor** | **16** |
| **Associate Professor** | **14** |

(b) **Examination duties (question paper setting, evaluation of answer scripts) as per allotment**

| Sl. No. | Type of Examination Duties | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷ 10 for all Teachers) | API Score | Remarks |
|---|---|---|---|---|---|
| 1. | Invigilation duties of University examination | 00 | 35.8 | 35.8 | Annexure |
| 2. | Evaluation of answer scripts of University exams | 206 | | | |
| 3. | Internal continuous assessments including question paper setting, invigilation and evaluation | 152.4 | | | |
| | **Maximum API Score :** i) Assistant Professor Stage I : 20 ii) Assistant Professor Stage II : 20 iii) Assistant Professor Stage III : 20 | | | 20 | |

**c) Innovative teaching- learning methodologies; updating of subject content/ course, mentoring etc.**

(a) Updating of Courses/Curriculum Design:

(b) Participation/Innovative – Interactive courses:

(c) Participn./Innovative – Learning Modules

(d) Participn./Innovative – Case Studies prepared:

(e) Use of ICT or Computer-aided methods – ppt:

(f) Use of ICT – Multi-media/Simulation etc:

(g) Dev/Teaching Remedial/Bridge Courses:

(h) Dev/Teaching Soft skill/Communication/Personality Dev:

(i) Special Programs in Phys. Edn./Library:

(j) Innovative Composition/Creation in Music, Fine Arts, Perf Arts:

(k) Organizing & cond. of popular Prog /Teaching Web-based/E- Library/IT-asst. teaching:of popular Prog /Teaching Web-based/E- Library/IT-asst. teaching:

| Sl. No | Short Description (in terms of items) as listed above | Actual hours spent per Academic Year | Actual Score (Actual hours spent per academic Year ÷10) | API score | Remarks |
|---|---|---|---|---|---|
| 3. | Use of ICT or Computer-aided methods – ppt. | 105 | 10.5 | 10.5 | Annexure (Online class) |
| | **Maximum API Score :** **i) Assistant Professor Stage I : 10** **ii) Assistant Professor Stage II : 10** **iii) Assistant Professor Stage III : 10** | | | 10 | |

In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.

**Minimum API Score required for promotion under CAS for CATEGORY I (to be assessed yearly):**

| i) | Stage I to II | 80/ Year |
|---|---|---|
| ii) | Stage II to III | 80/Year |
| iii) | Stage III to IV | 75/Year |

**CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITY**

| Sl.No. | Type of Activity | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year÷10)* | API Score | Remarks |
|---|---|---|---|---|---|
| (a) | Student related Extension, Co-curricular, extension and field-based Activities | | | | |
| | i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.) **(organizer and conduction of Student seminar)** | 18 | 1.8 | 1.8 | Annexure |
| | ii) Other co-curricular activates (Cultural, Sports, NSS, and NCC etc.) | | | | |
| | **(Max API Score : 15)** | | | 1.8 | |
| (b) | Contribution to Corporate life and management of the sports units and institution through participation in through participation in responsibilities (including as Principal / Director that require regular office hrs for its discharge) | | | | |

| | i) Administrative Responsibility (including Dean/Principal/Chairperson/Convenor/Teacher- in-charge/ similar other duties that require regular Office hours for its discharge) **H.O.D.** | 112 | 11.2 | 11.2 | Annexure |
|---|---|---|---|---|---|
| | ii) Participation in Board of Studies, Academic and Administrative committees **(Member of 1. Cultural committee 2. Sports committee 3. Academic Advisory committee)** | 5+0+17=22 | 2.2 | 2.2 | Annexure |
| | (**Max API Score : 15**) | | | 13.4 | |
| (c) | Professional Development activities (such as participation in  seminars, conferences, short term training courses, industrial experience, talks, lectures in refreshers/faculty development courses, dissemination and general articles and any other contribution) **(One month HRDC Faculty Induction Programme at Pt. R.S.U., Raipur from 11.09.20 to 10.10.20)** | 180 | 18 | 18 | Annexure |
| | (**Max API Score : 15**) | | | 15 | |
| | *For all categories of Teachers (Assistant/Associate) Total Score (a + b +c)      (**Max : 45**) | | | 30.2 | |

**Minimum API Score for CATEGORY II, required to be assessed cumulatively –**

| i) | **Stage I to II** | **50/Assessment Period** |
|---|---|---|
| ii) | **Stage II to III** | **50/Assessment Period** |
| iii) | **Stage III to IV** | **50/Assessment Period** |

   **\*The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period**

| i) | **Stage I to II** | **04/Assessment Period** |
|---|---|---|
| ii) | **Stage II to III** | **10/Assessment Period** |
| iii) | **Stage III to IV** | **15/Assessment Period** |

**III(F) Development of e-learning delivery process  /material**
   **API score -10/ Module**

| Sl. No. | Title of the Module | Course/Paper for which the module was prepared | Year and Date of presentation | API Score |
|---|---|---|---|---|
| | | | | |

**\*Minimum total API scores required for promotion under CATEGORY I +**

**CATEGORY II\*:**

| i) | **Stage I to II** | **90/Assessment Period** |
|---|---|---|
| ii) | **Stage II to III** | **120/Assessment Period** |
| iii) | **Stage III to IV** | **150/Assessment Period** |

      **This FORMAT for Annual Self-Assessment for the Performance Based Appraisal System (PBAS) is required to be filled up at the end of each Academic Year during the period of promotion and filled in Format along with all documents will be placed to the Screening/Selection Committee after duly approved by the IQAC and Principal/TIC/OIC of the concerned college.**

<div align="center">

**Annual Self-Assessment for the performance Based Appraisal System (PBAS)**
**Session/ Year: (2021-22) 01.07.2021-06.12.2021**

**(To be completed and submitted at the end of each academic year)**
Part B: Academic Performance Indicators (API)
(Please see detailed instruction of the **PBAS-I** Proforma before filling out this section)

</div>

**CATEGORY 1:** TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

  a) **Direct teaching (16/14) hours per week as applicable) including Lectures, Tutorials, Practical, Project Supervision and Field work**

| Sl.No | Course/ Paper | Level | Mode of Teaching | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷7.5 for Assistant Prof. & ÷ 7.75 for Associate Prof.) | API Score | Remarks |
|---|---|---|---|---|---|---|---|
| 1. | **Sanskrit Honours** CC1 Sec B (1) CC 2 Sec A (1) CC 3 Sec A CC 4 Sec A CC5 Sec A (1) CC 8 Sec A (1) CC 11 Sec B CC 12 Sec A CC 13 B | U.G.(Hons.) CBCS SEM-I, III & V | L | 204 | 27.2 | | Annexure I (Academic audit) |
| 2. | **Sanskrit General** CC 1 Sec I CC 2/GE2 Sec I CC 3/GE3 Sec A1 CC 4/GE4 Sec B DSE 1 Epigraphy. A DSE II Lit. crit. I | U.G.(Gen.) CBCS SEM-I, III & V. | L | 172 | 22.9 | | |
| | **Maximum API Score :** **i) Assistant Professor Stage I : 70** **ii) Assistant Professor Stage II : 70** **iii) Assistant Professor Stage III: 70** | | | | | 50.1 | Refer to page no |

**\*Lectures, Tutorials, Practical, Project Supervision and Field Work**

- **Workload as per UGC Regulations 2016:**

| | **Direct Teaching Hours per week** |
|---|---|
| **Assistant Professor** | **16** |
| **Associate Professor** | **14** |

**(b) Examination duties (question paper setting, evaluation of answer scripts) as per allotment**

| Sl. No. | Type of Examination Duties | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷ 10 for all Teachers) | API Score | Remarks |
|---|---|---|---|---|---|
| 1. | Invigilation duties of University examination | 00 | 28.4 | 28.4 | Annexure |
| 2. | Evaluation of answer scripts of University exams | 00 | | | |
| 3. | Internal continuous assessments including question paper setting, invigilation and evaluation | 284.3 | | | |
| | **Maximum API Score :** **i) Assistant Professor Stage I : 20** **ii) Assistant Professor Stage II : 20** **iii) Assistant Professor Stage III : 20** | | | 20 | |

**c) Innovative teaching- learning methodologies; updating of subject content/ course, mentoring etc.**

(k)     Updating of Courses/Curriculum Design:

(l)     Participation/Innovative – Interactive courses:

(m)     Participn./Innovative – Learning Modules

(n)     Participn./Innovative – Case Studies prepared:

(o)     Use of ICT or Computer-aided methods – ppt:

(p)     Use of ICT – Multi-media/Simulation etc:

(q)     Dev/Teaching Remedial/Bridge Courses:

(r)     Dev/Teaching Soft skill/Communication/Personality Dev:

(s)     Special Programs in Phys. Edn./Library:

(t)     Innovative Composition/Creation in Music, Fine Arts, Perf Arts:

(k) Organizing & cond. of popular Prog /Teaching Web-based/E- Library/IT-asst. teaching: of popular Prog /Teaching Web-based/E- Library/IT-asst. teaching:

| Sl. No | Short Description (in terms of items) as listed above | Actual hours spent per Academic Year | Actual Score (Actual hours spent per academic Year ÷10) | API score | Remarks |
|---|---|---|---|---|---|
| 3. | Use of ICT or Computer-aided methods – ppt. | 104 | 10.4 | 10.4 | Annexure (Online class) |
| | **Maximum API Score :** <br> **i) Assistant Professor Stage I : 10** <br> **ii) Assistant Professor Stage II : 10** <br> **iii) Assistant Professor Stage III : 10** | | | 10 | |

In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counselling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.

**Minimum API Score required for promotion under CAS for CATEGORY I (to be assessed yearly):**

| i) | Stage I to II | 80/ Year |
|---|---|---|
| ii) | Stage II to III | 80/Year |
| iii) | Stage III to IV | 75/Year |

**CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITY**

| Sl.No. | Type of Activity | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year÷10)* | API Score | Remarks |
|---|---|---|---|---|---|
| (a) | Student related Extension, Co-curricular, extension and field-based Activities | | | | |
| | i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.) **(Organizer and conduction of Student seminar)** | 12 | 1.2 | 1.2 | Annexure |
| | ii) Other co-curricular activates (Cultural, Sports, NSS, and NCC etc.) | | | | |
| | **(Max API Score : 15)** | | | 1.2 | |
| (b) | Contribution to Corporate life and management of the sports units and institution through participation in through participation in responsibilities (including as Principal / Director that require regular office hrs for its discharge) | | | | |

| | | | | | |
|---|---|---|---|---|---|
| (i) | i) Administrative Responsibility (including Dean/Principal/Chairperson/Convenor/Teacher- in-charge/ similar other duties that require regular Office hours for its discharge) **H.O.D.** | 39 | 3.9 | 3.9 | Annexure |
| | ii) Participation in Board of Studies, Academic and Administrative committees  **(Member of 1. Academic Advisory committee 2. Library Subcommittee)** | 16+3=19 | 1.9 | 1.9 | Annexure |
| | (**Max API Score : 15**) | | | 5.8 | |
| (c) | Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refreshers/faculty development courses, dissemination and general articles and any other contribution)  **(R.C. from HRDC at Gujarat University, Ahmedabad from 06.09.2021 to 19.09.2021)** | 72 | 7.2 | 7.2 | Annexure |
| | (**Max API Score : 15**) | | | 7.2 | |
| | *For all categories of Teachers (Assistant/Associate)  Total Score (a + b +c)     (**Max : 45**) | | | 14.2 | |

**Minimum API Score for CATEGORY II, required to be assessed cumulatively –**

| | | |
|---|---|---|
| **i)** | **Stage I to II** | **50/Assessment Period** |
| **ii)** | **Stage II to III** | **50/Assessment Period** |
| **iii)** | **Stage III to IV** | **50/Assessment Period** |

## CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS:

**Minimum API Score for CATEGORY III, required to be assessed cumulatively –**

| | | |
|---|---|---|
| **i)** | **Stage I to II** | **20/Assessment Period** |
| **ii)** | **Stage II to III** | **50/Assessment Period** |
| **iii)** | **Stage III to IV** | **75/Assessment Period** |

## III (A) Research Papers Published in

- **Refereed Journals as notified by UGC in 'List of Journals' –25/publication**

**-Other Reputed Journals as notified by UGC in 'List of Journals' -10 per publication**

| Sl. No. | Title with page no. | Journal | ISSN/ISBN No. | Whether peer Reviewed. Impact factor, if any | No. of Co-author | Whether you are the main author | API Score | Remarks |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | |

*Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 20 points: (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

**III (B) Publications other than journal articles (books, chapters in books) as prescribed in UGC Regulation 2016.**

- Text /Reference Books published by International Publisher with ISBN/ISSN number as approved by University : 30 per book for single author
- Subject Books published by National level Publisher with ISBN/ISSN number or State /Central Govt. Publications as approved by University: 20 per book for single author
- Subject Books published by other local Publisher with ISBN/ISSN number as approved by University :15 per book for single author
- Chapter in Books published by National /International level Publisher with ISBN/ISSN number as approved by University :
  International -10 per chapter
  National – 05 per chapter

| Sl. No. | Title of the publication with page no. and year of publication | Name of the of publisher | ISSN/ ISBN No. | No. of Co-author | Whether you are the main author | API Score |
|---------|------------------------------|--------------------------|----------------|------------------|--------------------------------|-----------|
|         |                              |                          |                |                  |                                |           |

### III (C) RESEARCH PROJECTS

**III (C) (i) Sponsored Projects:**

   (a)        Major Project with grants above Rs.30 lakhs (science)/above Rs.5 lakhs (Arts) -20 per project

   (b) Major Project with grants Rs.05 lakhs up to Rs.30 lakhs (science)/Rs.03 lakhs up to Rs.05 lakhs (Arts) - 15per project

   (c) Minor Project with grants above Rs. 01 lakh up to Rs.05 lakhs (science)/Rs.01 lakh up to Rs.03lakhs (Arts) -10 per project

| Sl. No. | Title of the Major /Minor Project | Sponsoring Agency | Period | Grant/ Amount mobilized | API score |
|---------|-----------------------------------|-------------------|--------|-------------------------|-----------|
|         |                                   |                   |        |                         |           |

**III (C) (ii) Consultancy Projects:**

**Amount Mobilized with a minimum of Rs.10 lakhs( Science)/Rs. 02 lakhs (Arts)- 10 for every Rs.10 lakhs and Rs.02 lakhs**

| Sl.No | Title of the Consultancy Project | Agency | Period | Grant/Amount Oblized | API score |
|-------|----------------------------------|--------|--------|----------------------|-----------|
|       |                                  |        |        |                      |           |

**III(C) (iii) Projects outcome/outputs**

- **API score:**

Patent / Technology transfer / Product/Process **(for Science)-**
  International level output--30 / each output
  National level output--- 20/each output

**(a) For Science: Patent / Technology transfer / Product/Process:**

| Sl. No. | Details of the Patent / Technology transfer / Product/Process | Date and year of acceptance of the patent/Technology | National /International | API score |
|---------|--------------------------------------------------------------|------------------------------------------------------|-------------------------|-----------|
|         |                                                              |                                                      |                         |           |

**(b) For Arts: Major Policy document prepared for International bodies WHO/UNO/UNESCO/UNICEF ETC.) / Central/State Government /local Bodies**

- Major Policy document prepared for International bodies like WHO/UNO/UNESCO/UNICEF etc. Central/State Government /local Bodies (**for Arts**)—

a) Major Policy document prepared for International bodies- 30

b) Central Government-20

c) State Government –10

d) Local Bodies---05

| Sl. No. | Title of Major Policy document prepared | Date and year of acceptance of the Major Policy documents | Name of the body for which the policy was prepared | International/ National/Central Govt./State Govt./Local Bodies. | API score |
|---|---|---|---|---|---|
| | | | | | |

## III (D) Research Guidance

**API Score – (i)** Ph.D. awarded/ Thesis Submitted – 15 / 10 (for both Science & Arts) per candidate

(ii)M. Phil Degree Awarded/Thesis Submitted –5 (for both Science & Arts)/ candidate.

| Sl. No. | Number enrolled | Degree awarded | Thesis Submitted | API score |
|---|---|---|---|---|
| | M.Phil. or equivalent | | | |
| | Ph.D.or equivalent | | | |

## III(E) Fellowships, Awards and Invited lectures delivered in conferences/seminar

## (III)(E)(i) Fellowship /Award:

a) International Award/Fellowship from academic bodies- 15/award & 15/fellowship

b) National Award/Fellowship from academic bodies- 10/award & 10/fellowship

c) State /University level Award from academic bodies- 05/award

| Sl. No. | Title of the Award /Fellowship | International /National/ State /University level | Name of the ward or Fellowship awarding Academic Body | Date &Year of achievement of Award/ Fellowship | API Score |
|---|---|---|---|---|---|
| | | | | | |

## III)E.(ii) Invited Lectures/papers.

a) International-7/lecture or 5/paper presented

b) National-5/lecture or 3/paper presented

c) State /University level-3 /lecture or 2/paper presented

| Sl. No. | Title of the invited lecture/paper presented | Title of Conference/ Seminar with Date | Organized By | Whether International/ National/State or University | API Score | Remarks |
|---|---|---|---|---|---|---|
| 1. | Sanskrito Sahityo Samvar abong Vidyasagar: Akti Alochona | 200th Birth Anniversary of Iswar Chandra Vidyasagar: A Historical Evaluation | Department of History with IQAC, T.H.L.H. College | International | 5 | Annexure |
| | **Total\* :** 05 | | | | 04 | |

**\*The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period**

| i) | Stage I to II | 04/Assessment Period |
|---|---|---|
| ii) | Stage II to III | 10/Assessment Period |
| iii) | Stage III to IV | 15/Assessment Period |

### III(F) Development of e-learning delivery process/material
### API score -10/ Module

| Sl. No. | Title of the Module | Course/Paper for which the module was prepared | Year and Date of presentation | API Score |
|---|---|---|---|---|
|  |  |  |  |  |

**\*Minimum total API scores required for promotion under CATEGORY I + CATEGORY II\*:**

| i) | Stage I to II | 90/Assessment Period |
|---|---|---|
| ii) | Stage II to III | 120/Assessment Period |
| iii) | Stage III to IV | 150/Assessment Period |

**\* Teachers may score the balance of points from either Category II or Category III to achieve the minimum score required under Category II + III**

**Summary of API scores: (in pursuance of G.O. No. 198–EH (CG) dated 07.12.2017)**

**Name of the Applicant: Dr. Prodip Kumar Sarkar**          **Subject: Sanskrit**

| Category | Criteria | API Score for previous 3/4/5/6 academic years as applicable for specific proposed stage of promotion from Stage I/II/III to Stage II/III/IV. | | | | | Total API Score for Assessment Period |
|---|---|---|---|---|---|---|---|
| | | 07.12.2017 to 30.06.2018 | 01.07.2018 to 30.06.2019 | 01.07.2019 to 30.06.2020 | 01.07.2020 to 30.06.2020 | 01.07.2020 to 06.12.2021 | |
| I | **CATEGORY I:** Teaching, learning and evaluation related activities *(to be assessed yearly)* | **55.8** | **82.9** | **83.9** | **85.7** | **80.1** | **388.4** |
| II | **CATEGORY II:** Cocurricular, extension and professional development related activity *(to be assessed cumulatively for assessment period)* | **16.2** | **18** | **16.4** | **30.2** | **14.2** | **95** |
| III | **CATEGORY III:** Research and Academic Contributions *(to be assessed cumulatively for assessment period)* | **4** | | | | | **4** |
| II + III | **Total API score** (Category II + Category III)/ Assessment Period) | **99** | | | | | **99** |

**Signature of**
**Incumbent**

**Signature of the**
**Coordinator, IQAC**

**Signature of the**
**Principal/TIC/OIC**
**with date and seal**

## IV. Summary of API Scores:

**Name of Applicant: Dr. Prodip Kumar Sarkar**                    **Subject: Sanskrit**

| | Criteria | API Score for previous 3/4/5/6 academic years as applicable for specific proposed stage of promotion from Stage I/II/III to Stage II/III/IV | | | | | | | Total API score for the assessment period | | Percentage Distribution of Weightage Points in the Expert Assessment (Applicable only for selection committee) |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | 03.02.17 to 30.06.17 | 01.07.17 to 06.12.17 | 07.12.17 to 30.06.18 | 01.07.18 to 30.06.19 | 01.07.19 to 30.06.20 | 01.07.20 to 30.06.21 | 01.07.21 to 06.12.21 | | | |
| I | **CATEGORY I:** Teaching, learning and evaluation related activities *(to be assessed yearly)* | 107.6 | 110 | 55.8 | 82.9 | 83.9 | 85.7 | 80.1 | 606.0 | **Average API/Year** <br> **101.0** | |
| II | **CATEGORY II:** Cocurricular, extension and professional development related activity **(to be assessed cumulatively for assessment period)** | 20 | 20 | 16.2 | 18 | 16.4 | 30.2 | 14.2 | 135 | | |
| III | **CATEGORY III:** Research and Academic Contributions *(to be assessed cumulatively for assessment period)* | **Assessment Period 15.12.16 to 06.12.17** | | | | | | | 25 | | |
| | | **Assessment Period 07.12.17 to 06.12.21** | | | | | | | 4 | | |
| II+III | **Total API score (Category II + Category III)/ Assessment Period)** | **Total Assessment Period: 03.02.17-06.12.21** | | | | | | | 164 | | |

………………………………..
***Signature of the Incumbent***

…………………………………
*…..Signature of the Coordinator, IQAC with date and seal*

………………………………..
*Signature of the Principal/TIC/OIC with date and seal*

| *Date of Screening Committee / Selection committee and Venue* | | *Date:* | *Venue:* |
|---|---|---|---|

*Recommendation of the Screening/Selection Committee for promotion on CAS with date of effect of promotion*

- 
  - *Recommended for promotion from Stage I / II / III to Stage II / III / IV (Strike out which are not applicable)*
- *Date of effect:*

……………………………….
*……….Signature of the Principal/TIC/OIC with date and seal*

………………………Signature of the
*DPI Nominee with date and seal*

…………………
*……Signature of the Subject Expert/s with date and sea*

…………………………
*Signature of the Subject Expert/s with date and seal*

**SUMMARY OF API SCORE: FOR THOSE WHERE ASSESSMENT PERIOD COVERS BOTH UGC REGULATIONS, 2010 AND UGC REGULATIONS**, 2016 (4TH AMENDMENT)

- Date of Screening cum Evaluation Committee/ Selection Committee:
- Venue:
- Name of the Applicant: **Dr. PRODIP KUMAR SARKAR**          Subject: **SANSKRIT**
- Date of RC/OP/WORKSHOP/STC: RC (06.09.2021 to 19.09.2021) / OP (FIP) (11.09.2020 to 10.10.2020)

| | | | Assessment Period | | | | |
|---|---|---|---|---|---|---|---|
| | | API score up to **06.12.2017** | | API score w.e.f. **07.12.2017** | | | |
| | | | **API** | | **API** | **Total API score in Assessment Period** | Percentage Distribution of Weight age Points in the Expert Assessment (applicable only for selection committee for Associate Professor) |
| | | | **(A)** | | **(B)** | **(A + B)** | |
| **Cat I** | **Category I** (teaching-learning & evaluation related activities) [to be assessed yearly] | | 217.6 | **Category I** (teaching-learning & evaluation related activities) [to be assessed yearly] | 388.4 | 606.0 | |
| **Cat II** | **Category II** (co-curricular, extension and professional development activity) [to Be assessed yearly | | 40 | **Category II** (co -curricular, extension and professional development activity) [to be assessed cumulatively for the assessment period] | 95 | 135 | |
| **Cat III** | **Category III** (research and academic contribution) [to be assessed cumulatively for the assessment period] | | 25 | **Category III** (research and academic contribution) [to be assessed cumulatively for the assessment period] | 4 | 29 | |
| Recommendation of the Screening / Selection Committee for promotion on CAS with date of effect of promotion | | | | **Recommended for promotion from Stage I to Stage II/III/IV (Strikeout which are not applicable)** Date of effect: | | | |
| | | | | | | | |
| Signature of the Principal / TIC / OIC with date and seal | | Signature of the DPI Nominee with date and seal | | Signature of the Subject Expert with date and seal | | Signature of the Subject Expert with date and seal | |

## Part C: For use of the Screening cum Evaluation / Selection Committee

Name of the College: **Suri Vidyasagar College**

Date of the Meeting:           Venue:

Name of the Incumbent: **PRODIP KUMAR SARKAR**

Present designation: Assistant Professor (**Stage 1**/~~Stage 2/ Stage 3~~) of **SANSKRIT**

Date of joining: **03/02/2017**

Date of awarded of **Ph. D.** /~~M. Phil~~.: **06/12/2021**

Scale of Pay: Rs. 15600-39100/- with AGP of Rs. **6000**/ ~~7000/ 8000~~

Designation after promotion: Assistant Professor (**Stage 2**/~~Stage 3/Associate Professor (Stage 4~~) Scale of Pay: Rs. 15600-39100/- or ~~Rs. 37400-67000/-~~ with AGP of Rs. **7000** /~~8000/ 9000~~

Date of effect:

Score for Interview (for Stage 3 to Stage 4) [F.M. 20]: Not Applicable

The Screening/Selection Committee has considered the proposal for promotion under CAS in respect of the incumbent mentioned above from the post of Assistant Professor (**Stage 1**/~~Stage 2 /Stage 3~~) to the post of Assistant Professor (**Stage 2**/ ~~Stage 3) / Associate Professor (Stage 4~~). As the incumbent has fulfilled all conditions as laid down in **G.O. No. 920-Edn (CS) dated 31.12.2012 and G.O. No. 1373-Edn (CS) dated 07.12.2017** for promotion under CAS, the Committee recommends that the incumbent be promoted to the post of Assistant Professor (**Stage 2**/ ~~Stage 3~~) /~~Associate Professor (Stage 4~~) with AGP of ` **7000** /~~8000 /9000~~ with effect from ………………………….

The Committee further recommends that the post held by the incumbent be upgraded to the post of Assistant Professor (Stage 2/ ~~Stage 3~~) /~~Associate Professor (Stage 4~~) with AGP of ` 7000 /~~8000 /9000~~ with effect from ……………………………. and the same would be reverted back to the post of Assistant Professor (Stage 1) as soon as it would fallen vacant due to superannuation or any other reason. Necessary particulars with all relevant documents be sent to the Government for approval.

<br><br><br>

Signature of the Expert with Date and Seal        Signature of the Expert with Date and Seal
(*Nominated by the VC of the affiliating University*)      (*Nominated by the VC of the affiliating University*)

<br><br>

Signature of Govt. Nominee with Date and Seal        Signature of the Principal/ TIC of
(Nominated by the DPI, West Bengal)                College with Date and Seal

| | | |
|---|---|---|
| Annexure XIII | Photocopy of seminar/workshops attended Certificates of paper presentations on seminars | 89-90 |
| Annexure XIV | Photocopy of college appointment letter,Joining report, confirmation. | 91 |
| Annexure XV | Photocopy of Mark sheets & Certificates of B.Sc., M.Sc., NET, Ph.D | |
| Annexure XVI | Photocopy of all pay fixation memos (in chronological order) | |
| Annexure XVII | Certificate of leave (EL/HPL/Study leave) | |

**Annual Self Assessment for the Performance Based Appraisal System (PBAS)**
**Session/ Year 2014-15 – 2019-20 (From 01.09.2014 t0 31.08.2019)**

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

**PART A: GENERAL INFORMATION**

1. Name (Block letters) : KALAN MAL

2. Father's /Mother's name/ Husband's name: BISWANATH MAL

3. Department: PHYSICS DEPARTMENT

4. Current Designation & Grade Pay: Assistant Professor (Stage-II) & Rs. 7000/-

5. Date of last Promotion: 01.09.2014

6. Address for correspondence (with pin code): DEPARTMENT OF PHYSICS, SURI VIDYASAGAR COLLEGE, SURI, BIRBHUM-731101, W.B.

7. Permanent Address (with pin code): GURUPALLY WEST, P.O- SANTINIKETAN, DIST.- BIRBHUM, PIN-731235, W.B.

   Telephone No.: None                          Mobile No.: 9547997033

   E-mail: kmsvc08@gmail.com

8. Whether acquired any degrees or fresh academic qualifications during the year: NO

9. Academic Staff College Orientation/ Refresher Course attended during the year:

| Name of the Course/ Summer School | Place | Duration | Sponsoring Agency |
|---|---|---|---|
| Refresher Course | UGC HRDC, The University of Burdwan | 25.06.2019 to 08.07.2019 | UGC (ANNEXURE ) Refer to page no: |

10. (a) Date of Appointment: 01.09.2008 (ANNEXURE)

    (b) Date of Confirmation: 01.09.08; (VIDE G.B. resolution no :06 (2) dated 10.11.09).

11. Past Service, if any:  NONE

12. For which position & AGP you are applying under CAS: ASSISTANT PROFESSOR (Stage III), AGP- 8000/-

13. Date of eligibility for Promotion: 01.09.2019

14. Educational Qualification (Graduation onwards):

| Examination | Name of the University | Year of passing | Marks obtained (%) | Class/ grade | Remarks |
|---|---|---|---|---|---|
| ~~BA~~/B.Sc./ ~~B.Com.~~ | THE UNIVERSITY OF BURDWAN | 2003 | 65.70% | 1st | ANNEXURE |
| ~~MA~~/M.Sc./ ~~M.Com.~~ | VISVA-BHARATI UNIVERSITY | 2006 | 60.50% | 1st | ANNEXURE |
| Other exam., if any UGC-CSIR NET | HUMAN RESOURCE DEVELOPMENT GROUP, INDIA | 2006 | N/A | N/A | ANNEXURE |

15. Research Degree(s):

| Degree | Name of the University | Date of award | Title |
|---|---|---|---|
| ~~M. Phil.~~ | | | |
| Ph. D./~~D. Phil.~~ | Visva-Bharati | Thesis submitted | Study of the influence of additional coherent radiations on the coherent probe field propagation through multi-level atomic systems in vapour phase |
| ~~D.Sc./ D. Lit.~~ | | | |

16. Details of Teaching/ Research/Academic Experience:

| Designation | Employer | Period of service From - To | Scale of pay |
|---|---|---|---|
| Assistant Professor (Stage I) | SURI VIDYASAGAR COLLEGE | 01.09.2008 - 31.08.2014 | 15,600-39,100, AGP- 6000/- ANNEXURE |
| Assistant Professor (Stage II) | SURI VIDYASAGAR COLLEGE | 01.09.2014–till date | 15,600-39,100, AGP- 7000/- ANNEXURE |

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

**Signature of the Incumbent**

All entries made above are checked and verified and found to be correct.

**Signature of the Coordinator, IQAC**                    **Signature of the Principal/TIC**

Date:                                                                          Date:

Seal:                                                                          Seal:

# APPENDIX-II

## Annual Self-Assessment for the Performance-Based Appraisal System (PBAS)

### Part B: Academic Performance Indicators (API)

(Please see detailed instruction of the **PBASI** proforma before filling out this section)

**CATEGORY 1:** TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

**2014-15 (01$^{st}$ Sept'2014-30$^{th}$ June'2015)**

**(ia) Lectures, seminars, tutorials, practical, contact hours undertaken taken as percentage of lectures allocated.**

| Sl. No. | Course/Paper | Level | Mode of teaching * | Class allotted as per schedule | % of classes taken as per documented record | API Score | Remarks |
|---|---|---|---|---|---|---|---|
| 1 | B.Sc. Honours Paper-I(Group-A): unit 3-7; Paper-I(Group-C): unit 1-4 Paper III (Practical): Unit 1-7, Paper IV: Unit 1-9 Paper V(Practical) unit 1-5 Paper VIII(Gr-C) unit 1-4 Paper IX (Gr-C) unit 1-3 | UG Part-I, Part-II, Part-III | L + P | 242/242 | 99.7% | 49.84 | ANNEXURE -I (Academic audit)<br><br>Refer to page No: |
| 2 | B.Sc. General Paper-I(Gr-A) unit 1-5 Paper-II(Gr- | UG Part-I, Part- | L + P | 156/157 | | | |

| | A) unit 1-3 Paper-II(Gr-B) unit 1-8 Paper-III (Practical)(Gr-A) unit 1-7 | II, Part-III | | | | | |
|---|---|---|---|---|---|---|---|

#Lecture (L), Seminar (S), Tutorial(T), Practical(P).

**(ib) Lectures and other teaching duties in excess of UGC norms**

| | CALCULATION OF API SCORE FOR I(i) ABOVE | API Score | Remarks |
|---|---|---|---|
| a) | Classes taken (**Maximum 50** for 100% performance & proportionate score up to 80% performance, below which no score may be given) | 49.84 | ANNEXURE |
| b) | Teaching load in excess of UGC norms/ Special Lectures/ Classes taken at the study centre located in the District other than Kolkata (**Max score 10**) (29/29 classes) | 10 | |

**(ii) Reading/ Instructional material consulted and additional knowledge resources provided to students**

| Sl. No. | Course/ Paper | Consulted | Prescribed | Additional Resource provided | API Score | Remarks |
|---|---|---|---|---|---|---|
| 1. | UG (Hons.) | Text books, references and web resources | Laboratory experimental procedures, theory from text | Teaching materials, web references, printed materials, problem sets and solutions | 10 | ANNEXURE |
| 2 | UG (Gen.) | Text books, references and web resources | Laboratory experimental procedures, theory from text | Teaching materials, web references, printed materials, problem sets and solutions | 10 | |
| API score based on preparation and imparting of knowledge/instruction as per curriculum and syllabus enrichment by providing additional resources to students (**Max. score: 20**) | | | | | 20 | |

**(iii) Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.**

(a) Updating of Courses/Curriculum Design: 5 per course – Max 10

(b) Participation/Innovative – Interactive courses: 5

(c) Participation/Innovative – Learning Modules: 5 Max 10

(d) Participation/Innovative – Case Studies prepared: 5

(e) Use of ICT or Computer-aided methods – ppt: 5

(f) Use of ICT – Multi-media/Simulation etc: 5 Max 10

(g) Dev/Teaching Remedial/Bridge Courses: 5 each Max 10

(h) Dev/Teaching Soft skill/Communication/Personality Dev: 5 each Max 10

(i) Special Programs in Phys. Edn./Library: 5 each Max 10

(j) Innovative Composition/Creation in Music, Fine Arts, Perf Arts: 5 each ; Max 10

(k) Organizing & cond. of popular. prog. /Teaching Web-based/E-Library/IT-asst teaching:

Workshop/Training - 10 points; Popularization program - 5 points

| Sl. No. | Short Description (in terms of items) as listed above | API Score | Remarks |
|---|---|---|---|
| 1. | b. Participation/Innovative – Interactive courses (Syllabus based Seminar, question answer session and quiz contest) | 5 | ANNEXURE |
| 2. | c) Participation/Innovative – Learning Modules: Teaching Plan (Honours + General) | 10 | |
| 3 | e. Use of ICT or Computer aided methods (Power point presentation, e-learning materials for imparting lectures) | 5 | |
| 4 | f. Use of ICT- Multimedia/Simulation etc. (Multimedia, slides and simple simulations) | 10 | |
| **(Max API Score: 20)** **Total** Score: | | 20 | |

**(iv) Examination duties Assigned and Performed**

(a) Invigilation- 10, Evaluation- 5, Q. paper setting/ Moderation- 5; Max : 20 [100% compliance]

(b Internal/Continuous Assessment work as allotted-10 [100% compliance];

(c) Exam Coordination Cell/Outstation or Flying Squad: 10 [100% compliance]

| Sl. No. | Type of Examination Duties | Duties Assigned | Extent to which carried out (%) | API Score | Remarks |
|---|---|---|---|---|---|
| 1 | (a) Invigilation (Burdwan University exam.) | Yes | 100% | 10 | ANNEXURE |
| 2 | (a)Evaluation (University final theory and practical exam.) | Yes | 100% | 5 | ANNEXURE |
| 3 | (b)Internal assessment (Paper setting, invigilation, evaluation for internal examination- base level, 1$^{st}$, 2$^{nd}$ terminal, test exam. etc.) | Yes | 100% | 10 | ANNEXURE |
| | (**Max API Score: 25**) | | | 25 | |

## CATEGORY 2:

## CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

Please mention your contribution to any of the following:

| Sl. No. | Type of Activity | Average Hrs/week | API Score | Remarks |
|---|---|---|---|---|
| I | **(I)Extension, Co-curricular & field-based Activities (5 points each)** | | | |
| | a) Field Study/Ed. Tours/ Placement: 5 each Max 10 | Educational tour (Science city, Kolkata on 04.04.15) | 5 | ANNEXURE |
| | b) NSS/NCC/NSO etc: each activity 10 points Max 10 | | | |
| | c) Student/Staff Sports Campus Publication etc: (dept. level 2 points, Instn level 5 points) Max 10 | Annual College sports (convenor) Inter College Sports (Sponsored by DPI) (volunteer) | 10 | ANNEXURE |

| | | | | |
|---|---|---|---|---|
| | d) Community work (Env, Hum. Rights, Scientific temper, Peace/Relief etc): Max10 | | | |
| | (**Max API Score: 20**) | | 15 | |
| | | | | |
| II | (**II**) **Contribution to Corporate Life and Management of the Institution** | **Yearly/Semester wise responsibilities** | **API Score** | |
| | a) Governance Responsibility (PG/IQAC/NAAC coordinator/Bursar / Warden etc.): Max 10 | Head of the Department (2014-2016) | 5 | ANNEXURE |
| | b) Academic/Administrative Committees like Admission /Campus Dev/ Library Comm: 5 each Max 10 | Library committee (member) & Sports committee (Convenor) | 10 | ANNEXURE |
| | c) Student Welfare/Placement / Counseling/ Discipline 5 each Max 10 | | | |
| | d) Conf Organization/Chair Secretary/Treasurer (I) International: 10 (II) National/Reg: 5 (III) Member: 1 each | | | |
| | | | | |
| | (**Max API Score: 15**) | | 15 | |
| III | (**III**)**Professional Development Activities** | | | |
| | a) Member in Professional Committees (I)National 3 (II) State2; Max10 | | | |

| | | | | |
|---|---|---|---|---|
| | b)Participation in Conf/Seminars Without paper: 2 each; Max10 | Participation in Seminar -2 | 4 | ANNEXURE |
| | c) Short-term Courses/ Training less than a week: 5 each Max 10 | | | |
| | d) Membership/Participati on in State/ Central Bodies/Committees: 5 each Max 10 | | | |
| | e) Newspaper/Magazine/ Radio-TV progr (Not covered in Category III): 1 each; Max 10 | | | |
| | (**Max API Score: 15**) | | | |
| | Total Score (I + II +III) **(Max : 50)** (**ANNEXURE X**) | | 34 | |
| | Minimum API Score required - 15 | | | |

**Annual Self-Assessment for the Performance-Based Appraisal System (PBAS)**

**Part B: Academic Performance Indicators (API)**

(Please see detailed instruction of the **PBASI** proforma before filling out this section)

**CATEGORY 1:** TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

**(01st July,2015 - 30th June,2016)**

[Six months study leave *Vide no: 313-Edn (CS)/2L-17/2017 dated 18.04.22 (22.09.2015-21.03.2016)]

**(ia) Lectures, seminars, tutorials, practical, contact hours undertaken taken as percentage of lectures allocated.**

| Sl. No. | Course/Paper | Level | Mode of teaching* | Class allotted as per schedule | Taken | % of classes taken as per documented record | API Score | Remarks |
|---------|--------------|-------|-------------------|-------------------------------|-------|---------------------------------------------|-----------|---------|
| 1 | B.Sc. Honours Paper-I(Group-A): unit 3-7; Paper-I(Group-C): unit 1-4 Paper III (Practical): Unit 1-7, Paper IV: Unit 1-9 Paper V(Practical) unit 1-5 Paper VIII(Gr-C) unit 1-4 Paper IX (Gr-C) unit 1-3 | UG Part I, Part II Part III | L + P | 126 | 126 | 100% | 50 | ANNEXURE-I (Academic audit) Refer to page no |
| 2 | B. Sc General Paper-I(Gr-A) unit 1-5 Paper-II(Gr-A) unit 1-3 Paper-II(Gr-B) unit 1-8 Paper-III (Practical)(Gr-A) unit | UG Part I, Part II | L + P | 78 | 78 | | | |

| | 1-7 | | | | | | |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

#Lecture (L), Seminar (S), Tutorial(T), Practical(P).

**(ib) Lectures and other teaching duties in excess of UGC norms**

| | CALCULATION OF API SCORE FOR I(i) ABOVE | API Score | Remarks |
|---|---|---|---|
| a) | Classes taken (**Maximum 50** for 100% performance & proportionate score up to 80% performance, below which no score may be given) | 50 | |
| b) | Teaching load in excess of UGC norms/ Special Lectures/ Classes taken at the study centre located in the District other than Kolkata (**Max score 10**) (23/23 classes) | 10 | ANNEXURE |

**(ii) Reading/ Instructional material consulted and additional knowledge resources provided to students**

| Sl. No. | Course/ Paper | Consulted | Prescribed | Additional Resource provided | API Score | Remarks |
|---|---|---|---|---|---|---|
| 1. | UG (Hons.) | Text books, references and web | Laboratory experimental procedures and theory, problems from text books | Teaching materials, web references, printed materials, problem sets and solutions | 10 | ANNEXURE |
| 2 | UG (Gen.) | Text books, references and web | Laboratory experimental procedures and theory, problems from text books | Teaching materials, web references, printed materials, problem sets and solutions | 10 | |
| API score based on preparation and imparting of knowledge/instruction as per curriculum and syllabus enrichment by providing additional resources to students (**Max. score: 20)** | | | | | 20 | |

**(iii) Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.**

(a) Updating of Courses/Curriculum Design: 5 per course – Max 10

(b) Participation/Innovative – Interactive courses: 5

(c) Participation. /Innovative – Learning Modules: 5 Max 10

(d) Participation. /Innovative – Case Studies prepared: 5

(e) Use of ICT or Computer-aided methods – ppt: 5

(f) Use of ICT – Multi-media/Simulation etc: 5 Max 10

(g) Dev/Teaching Remedial/Bridge Courses: 5 each Max 10

(h) Dev/Teaching Soft skill/Communication/Personality Dev: 5 each Max 10

(i) Special Programs in Phys.Edn./Library: 5 each Max 10

(j) Innovative Composition/Creation in Music, Fine Arts, Perf Arts: 5 each ; Max 10

(k) Organizing & cond. of popul. prog. /Teaching Web-based/E-Library/IT-asst teaching:

Workshop/Training - 10 points; Popularization program - 5 points

| Sl. No. | Short Description (in terms of items) as listed above | API Score | Remarks |
|---|---|---|---|
| 1. | b. Participation/Innovative – Interactive courses (Syllabus based Seminar, question answer session and quiz contest) | 5 | ANNEXURE |
| 2. | c. Participation/Innovative- Learning Module (in Hons. and Gen.) design of course module | 10 | |
| 3. | e. Use of ICT or Computer aided methods (PowerPoint presentation, e-learning materials for imparting lectures) | 5 | |
| 4 | f. Use of ICT- Multimedia/Simulation etc. (Multimedia, slides and simple simulations) | 10 | |
| **(Max API Score: 20)** **Total Score:** | | 20 | |

**(iv) Examination duties Assigned and Performed**

(a) Invigilation- 10, Evaluation- 5, Q. paper setting/ Moderation- 5; Max: 20 [100% compliance]

(b Internal/Continuous Assessment work as allotted-10 [100% compliance];

(c) Exam Coordination Cell/Outstation or Flying Squad: 10 [100% compliance]

| Sl. No. | Type of Examination Duties | Duties Assigned | Extent to which carried out (%) | API Score | Remarks |
|---|---|---|---|---|---|
| 1 | a) Invigilation (University exam.) | Yes | 100% | 10 | Annexure |
| 2 | a) Evaluation (University theory and practical exam.) | Yes | 100% | 5 | |
| 3 | b) Internal assessment (invigilation+ paper setting + evaluation) | Yes | 100% | 10 | |
| | (**Max API Score: 25**) | | | 25 | |

## CATEGORY 2:

## CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

Please mention your contribution to any of the following:

| Sl. No. | Type of Activity | | Average Hrs/week | API Score | Remarks |
|---|---|---|---|---|---|
| I | | **(I)Extension, Co-curricular & field-based Activities (5 points each)** | | | |
| | a) Field Study/Ed. Tours/ Placement: 5 each Max 10 | | Educational tour (Bakreswar thermal power plant on 18.03.2016) | 5 | ANNEXURE |
| | b) NSS/NCC/NSO etc: each activity 10 points Max 10 | | | | |
| | c) Student/Staff Sports Campus Publication etc: (dept. level 2 points, Instn level 5 points) Max 10 | | College sports (As member) | 5 | ANNEXURE |

| | | | | |
|---|---|---|---|---|
| | d) Community work (Env, Hum. Rights, Scientific temper, Peace/Relief etc): Max10 | Judge in the District science seminar-2015<br><br>Topic: Harnessing Light: Possibilities and Challenges | 10 | ANNEXURE |
| | (**Max API Score: 20**) | | 20 | |
| | | | | |
| II | (II) Contribution to Corporate Life and Management of the Institution | **Yearly/Semester wise responsibilities** | **API Score** | |
| | a) Governance Responsibility (PG/IQAC/NAAC coordinator/Bursar / Warden etc.): Max 10 | Head of the Department | 5 | ANNEXURE |
| | b) Academic/Administrative Committees like Admission /Campus Dev/ Library Comm: 5 each Max 10 | Sports Committee (member), Library Committee (member). | 10 | ANNEXURE |
| | c) Student Welfare/Placement / Counseling/ Discipline 5 each Max 10 | | | |
| | d) Conf Organization/Chair Secretary/Treasurer (I) International: 10 (II) National/Reg: 5 (III) Member: 1 each | | | |
| | | | | |
| | (**Max API Score: 15**) | | 15 | |
| III | (III)Professional Development Activities | | | |
| | a) Member in Professional Committees (I)National 3 (II) State 2 ; Max 10 | | | |
| | b) Participation in Conf/Seminars Without paper: 2 each ; Max 10 | Participated in 01 conference | 2 | Annexure |
| | c) Short-term Courses/ Training less than a week: 5 each Max 10 | | | |

| | | | | |
|---|---|---|---|---|
| | d) Membership/Participation in State/<br>Central Bodies/Committees: 5 each Max 10 | | | |
| | e) Newspaper/Magazine/ Radio-TV progr (Not covered in Category III): 1 each ; Max 10 | | | |
| | (**Max API Score : 15**) | | 2 | |
| | Total Score (I + II +III) **(Max : 50)**<br>ANNEXURE | | 37 | |
| | Minimum API Score required - 15 | | | |

**Annual Self-Assessment for the Performance-Based Appraisal System (PBAS)**

**Part B: Academic Performance Indicators (API)**

(Please see detailed instruction of the **PBASI** proforma before filling out this section)

**CATEGORY 1:** TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

**01$^{st}$ July,2016- 30$^{th}$June,2017**

**(ia) Lectures, seminars, tutorials, practical, contact hours undertaken taken as percentage of lectures allocated.**

| Sl. No. | Course/Paper | Level | Mode of teaching* | Class allotted as per schedule | % of classes taken as per documented record | API Score | Remarks |
|---|---|---|---|---|---|---|---|
| 1 | B.Sc. Honours Paper-I(Group-A): unit 3-7; Paper-I(Group-C): unit 1-4 Paper III (Practical): Unit 1-7, Paper IV: Unit 1-9 Paper V(Practical) unit 1-5 Paper VIII(Gr-C) unit 1-4 Paper IX (Gr-C) unit 1-3 | UG Part I, Part II Part III | L+ P | 252/252 | 99.5% | 49.7 | ANNEXURE -I (Academic audit) Refer to page no |
| 2 | B.Sc General Paper-I(Gr-A) unit 1-5 Paper-II(Gr-A) unit 1-3 Paper-II(Gr-B) unit 1-8 Paper-III (Practical)(Gr-A) unit 1-7 | UG Part I, Part II | L + P | 166/168 | | | |

#Lecture (L), Seminar (S), Tutorial(T), Practical(P).

**(ib) Lectures and other teaching duties in excess of UGC norms**

| | CALCULATION OF API SCORE FOR I(i) ABOVE | API Score | Remarks |
|---|---|---|---|
| a) | Classes taken (**Maximum 50** for 100% performance & proportionate score up to 80% performance, below which no score may be given) | 50 | |
| b) | Teaching load in excess of UGC norms/ Special Lectures/ Classes taken at the study centre located in the District other than Kolkata (**Max score 10**) (15/15 classes) | 10 | ANNEXURE |

**(ii) Reading/ Instructional material consulted and additional knowledge resources provided to students**

| Sl. No. | Course/ Paper | Consulted | Prescribed | Additional Resource provided | API Score | Remarks |
|---|---|---|---|---|---|---|
| 1. | UG (Hons.) | Text books, references and web | Laboratory experimental procedures and theory, problems from text books | Teaching materials, web references, printed materials, problem sets and solutions | 10 | |
| 2 | UG (Gen.) | Text books, references and web | Laboratory experimental procedures and theory, problems from text books | Teaching materials, web references, printed materials, problem sets and solutions | 10 | |
| API score based on preparation and imparting of knowledge/instruction as per curriculum and syllabus enrichment by providing additional resources to students (**Max. score: 20**) | | | | | 20 | ANNEXURE |

**(iii) Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.**

(a) Updating of Courses/Curriculum Design: 5 per course – Max 10

(b) Participation/Innovative – Interactive courses: 5

(c) Participn./Innovative – Learning Modules: 5 Max 10

(d) Participn./Innovative – Case Studies prepared: 5

(e) Use of ICT or Computer-aided methods – ppt: 5

(f) Use of ICT – Multi-media/Simulation etc: 5 Max 10

(g) Dev/Teaching Remedial/Bridge Courses: 5 each Max 10

(h) Dev/Teaching Soft skill/Communication/Personality Dev: 5 each Max 10

(i) Special Programs in Phys.Edn./Library: 5 each Max 10

(j) Innovative Composition/Creation in Music, Fine Arts, Perf Arts: 5 each; Max 10

(k) Organizing & cond. of popul. prog. /Teaching Web-based/E-Library/IT-asst teaching:

Workshop/Training - 10 points; Popularization program - 5 points

| Sl. No. | Short Description (in terms of items) as listed above | API Score | Remarks |
|---|---|---|---|
| 1. | b. Participation/Innovative – Interactive courses (Syllabus based Seminar, question answer session and quiz contest) | 5 | ANNEXURE |
| 2. | c. Participation/Innovative - Learning Modules (in Hons. and Gen.) design of course module (Teaching Plan) | 10 | |
| 3. | e. Use of ICT or Computer aided methods (PowerPoint presentation, e-learning materials for imparting lectures) | 5 | |
| 4 | f. Use of ICT- Multimedia/Simulation etc. (Multimedia, slides and simple simulations) | 10 | |
| **(Max API Score: 20)** **Total Score:** | | 20 | |

**(iv) Examination duties Assigned and Performed**

(a) Invigil.- 10, Evalua.- 5, Q. paper setting/ Moderation- 5; Max : 20 [100% compliance]

(b Internal/Continuous Assessment work as allotted-10 [100% compliance];

(c) Exam Coordination Cell/Outstation or Flying Squad: 10 [100% compliance]

| Sl. No. | Type of Examination Duties | Duties Assigned | Extent to which carried out (%) | API Score | Remarks |
|---|---|---|---|---|---|
| 1. | a) Invigilation (University examination) | Yes | 100% | 10 | Annexure |
| 2. | a) Evaluation, Scrutiny (University theory and practical exam) | Yes | 100% | 05 | ANNEXURE |

| SI. No | Type of Activity | | | | |
|---|---|---|---|---|---|
| 3. | a)Paper setting ( University practical exam) | *Yes* | 100% | 05 | ANNEXURE |
| 4. | b)Internal/Continuous assessment (invigilation + paper setting + evaluation for both terminal and test exam.) | Yes | 100% | 10 | ANNEXURE |
| 5. | c) Exam coordination cell (University theory exam) | Yes | 100% | 10 | ANNEXURE |
| (**Max API Score: 25**) | | | | 25 | |

## CATEGORY 2:

## CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

Please mention your contribution to any of the following:

| SI. No. | Type of Activity | Average Hrs/week | API Score | Remarks |
|---|---|---|---|---|
| | **(I)Extension, Co-curricular & field-based Activities (5 points each)** | | | |
| | a) Field Study/Ed. Tours/ Placement: 5 each Max 10 | Ed. Tour (Massanjore Dam on 23.02.17) | 5 | ANNEXURE |
| | b) NSS/NCC/NSO etc: each activity 10 points Max 10 | | | |
| | c) Student/Staff Sports Campus Publication etc: (dept. level 2 points, Instn level 5 points) Max 10 | College Sports (member) | 5 | ANNEXURE |

| | | | |
|---|---|---|---|
| d) Community work (Env, Hum. Rights, Scientific temper, Peace/Relief etc): Max10 | Resource person at Kendriya Vidyalaya | 5 | ANNEXURE |
| (**Max API Score: 20**) | | 15 | |
| | | | |
| **(II) Contribution to Corporate Life and Management of the Institution** | **Yearly/Semester wise responsibilities** | **API Score** | |
| a) Governance Responsibility (PG/IQAC/NAAC coordinator/Bursar / Warden etc.): Max 10 | | | |
| b) Academic/Administrative Committees like Admission /Campus Dev/ Library Comm: 5 each Max 10 | Member of - 1. Online admission committee, 2. Sports committee, 3. Lab. Purchase committee | 10 | ANNEXURE |
| c) Student Welfare/Placement / Counseling/ Discipline 5 each Max 10 | | | |
| d) Conf Organization/Chair Secretary/Treasurer (I) International: 10 (II) National/Reg: 5 (III) Member: 1 each | | | |
| | | | |
| (**Max API Score : 15**) | | 10 | |
| **(III)Professional Development Activities** | | | |
| a) Member in Professional Committees (I)National 3 (II) State 2 ; Max 10 | | | |
| b) Participation in Conf/Seminars Without paper: 2 each ; Max 10 | Participated in 03 conferences | 6 | Annexure |

| | | | | |
|---|---|---|---|---|
| | c) Short-term Courses/ Training less than a week: 5 each Max 10 | | | |
| | d) Membership/Participation in State/ Central Bodies/Committees: 5 each Max 10 | | | |
| | e) Newspaper/Magazine/ Radio-TV progr (Not covered in Category III): 1 each ; Max 10 | | | |
| | (**Max API Score : 15**) | | 6 | |
| | Total Score (I + II +III) **(Max: 50)** | | 31 | |
| | Minimum API Score required - 15 | | | |

**Annual Self-Assessment for the Performance-Based Appraisal System (PBAS)**

**Part B: Academic Performance Indicators (API)**

(Please see detailed instruction of the **PBASI** proforma before filling out this section)

**CATEGORY 1:** TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

**(1$^{st}$ July 2017- 6$^{th}$ Dec 2017)**

**(ia) Lectures, seminars, tutorials, practical, contact hours undertaken taken as percentage of lectures allocated.**

| Sl. No. | Course/Paper | Level | Mode of teaching* | Class allotted as per schedule | % of classes taken as per documented record | API Score | Remarks |
|---|---|---|---|---|---|---|---|
| 1 | B.Sc. Honours C.C-1: unit 1-5; Paper-I(Group-C): unit 1-4 Paper III (Practical): Unit 1-7, Paper IV: Unit 1-9 Paper V(Practical) unit 1-5 Paper VIII(Gr-C) unit 1-4 Paper IX (Gr-C) unit 1-3 | UG Sem-I, Part-II, Part-III | L+ P | 116/116 | 100% | 50 | Annexure-I (Academic audit) Refer to page no. |
| 2 | B.Sc. General CC-1A unit 1-5 Paper-II(Gr-A) unit 1-3 Paper-II(Gr-B) unit 1-8 Paper-III (Practical)(Gr-A) unit 1-7 | UG Sem-I, Part-II, Part-III | L+ P | 47/47 | | | |

#Lecture (L), Seminar (S), Tutorial(T), Practical(P).

**(ib) Lectures and other teaching duties in excess of UGC norms**

| | CALCULATION OF API SCORE FOR I(i) ABOVE | API Score | Remarks |
|---|---|---|---|
| a) | Classes taken (**Maximum 50** for 100% performance & proportionate score up to 80% performance, below which no score may be given) | 50 | Annexure |
| b) | Teaching load in excess of UGC norms/ Special Lectures/ Classes taken at the study centre located in the District other than Kolkata (**Max score 10**) (17/17 classes) | 10 | |

**(ii) Reading/ Instructional material consulted and additional knowledge resources provided to students**

| SI. No. | Course / Paper | Consulted | Prescribed | Additional Resource provided | API Score | Remarks |
|---|---|---|---|---|---|---|
| 1. | UG (Hons.) | Text books, references and web | Laboratory experimental procedures and theory, problems from text books | Teaching materials, web references, printed materials, problem sets and solutions | 10 | Annexure |
| 2 | UG (Gen.) | Text books, references and web | Laboratory experimental procedures and theory, problems from text books | Teaching materials, web references, printed materials, problem sets and solutions | 10 | |
| API score based on preparation and imparting of knowledge/instruction as per curriculum and syllabus enrichment by providing additional resources to students (**Max. score: 20**) | | | | | 20 | |

**(iii) Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.**

(a) Updating of Courses/Curriculum Design: 5 per course – Max 10

(b) Participation/Innovative – Interactive courses: 5

(c) Participn. / Innovative – Learning Modules: 5 Max 10

(d) Participn. / Innovative – Case Studies prepared: 5

(e) Use of ICT or Computer-aided methods – ppt: 5

(f) Use of ICT – Multi-media/Simulation etc: 5 Max 10

(g) Dev/Teaching Remedial/Bridge Courses: 5 each Max 10

(h) Dev/Teaching Soft skill/Communication/Personality Dev: 5 each Max 10

(i) Special Programs in Phys. Edn./ Library: 5 each Max 10

(j) Innovative Composition/Creation in Music, Fine Arts, Perf Arts: 5 each: Max 10

(k) Organizing & cond. of popul. prog. /Teaching Web-based/E-Library/IT-asst teaching:

Workshop/Training - 10 points; Popularization program - 5 points

| Sl. No. | Short Description (in terms of items) as listed above | API Score | Remarks |
|---|---|---|---|
| 1. | b. Participation/Innovative – Interactive courses (Syllabus based Seminar, question answer session and quiz contest) | 5 | Annexure |
| 2. | c. Participation/Innovative - Learning Modules (in Hons. and Gen.) design of course module (Teaching Plan) | 10 | |
| 3. | e. Use of ICT or Computer aided methods (Power point presentation, e-learning materials for imparting lectures) | 5 | |
| 4 | f. Use of ICT- Multimedia/Simulation etc. (Multimedia, slides and simple simulations) | 10 | |
| **(Max API Score: 20)** **Total Score:** | | 20 | |

**(iv) Examination duties Assigned and Performed**

(a) Invigil.- 10, Evalua.- 5, Q. paper setting/ Moderation- 5; Max : 20 [100% compliance]

(b Internal/Continuous Assessment work as allotted-10 [100% compliance];

(c) Exam Coordination Cell/Outstation or Flying Squad: 10 [100% compliance

| Sl. No. | Type of Examination Duties | Duties Assigned | Extent to which carried out(%) | API Score | Remarks |
|---|---|---|---|---|---|
| 1. | a) Invigilation (University theory and practical exam.) | Yes | 100% | 10 | Annexure |

| 2. | a) Evaluation, Scrutiny (University theory and practical exam.) | Yes | 100% | 05 | Annexure |
|---|---|---|---|---|---|
| 3. | b) Internal/Continuous assessment (invigilation, paper setting, evaluation for both terminal and test exam) | Yes | 100% | 10 | Annexure |

## CATEGORY 2:

## CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

Please mention your contribution to any of the following:

| SI. No. | Type of Activity | Average Hrs/week | API Score | Remarks |
|---|---|---|---|---|
| I | **(I)Extension, Co-curricular & field-based Activities (5 points each)** | | | |
| | a) Field Study/Ed. Tours/ Placement: 5 each Max 10 | Ed. Tour (Bakreswar thermal power on 10.08.2017) | 5 | |
| | b) NSS/NCC/NSO etc: each activity 10 points Max 10 | | | |
| | c) Student/Staff Sports Campus Publication etc: (dept level 2 points, Instn level 5 points) Max 10 | DPI Sports (Volunteer) | 5 | |
| | d) Community work (Env, Hum. Rights, Scientific temper, Peace/Relief etc): Max10 | | | |
| | (**Max API Score : 20**) | | 10 | |
| | | | | |
| II | **(II) Contribution to Corporate Life and Management of the Institution** | **Yearly/Semester wise responsibilities** | **API Score** | |
| | a) Governance Responsibility (PG/IQAC/NAAC coordinator/Bursar / Warden etc.): Max 10 | | | |

| | | | | |
|---|---|---|---|---|
| | b) Academic/Administrative Committees like Admission /Campus Dev/ Library Comm: 5 each Max 10 | Member of – 1. Admission verification committee, 2. Arun Sen Prize distribution committee 3. Laboratory equipment purchase committee 4. Sports committee 5.Exam committee | 10 | Annexure |
| | c) Student Welfare/Placement / Counseling/ Discipline 5 each Max 10 | | | |
| | d) Conf Organization/Chair Secretary/Treasurer (I) International: 10 (II) National/Reg: 5 (III) Member: 1 each | Member of organizing committee, National Seminar organised by IQAC in collaboration with Amar Kuthir (Annexure) | 1 | Annexure |
| | | | | |
| | (**Max API Score: 15**) | | 11 | |
| III | **(III)Professional Development Activities** | | | |
| | a) Member in Professional Committees (I)National 3 (II) State 2; Max 10 | | | |
| | b) Participation in Conf/Seminars Without paper: 2 each; Max 10 | Participated in 01 conference | 2 | Annexure |
| | c) Short-term Courses/ Training less than a week: 5 each Max 10 | | | |
| | d) Membership/Participation in State/ Central Bodies/Committees: 5 each Max 10 | | | |
| | e) Newspaper/Magazine/ Radio-TV progr (Not covered in Category III): 1 each; Max 10 | | | |
| | (**Max API Score: 15**) | | 2 | |
| | Total Score (I + II +III) **(Max: 50)** Annexure | | 23 | |
| | **Minimum API Score required - 15** | | | |

## CATEGORY 3: RESEARCH AND ACADEMIC CONTRIBUTIONS

### (01.09.2014 to 06.12.2017)

### (PLEASE SEE ANNEXURE)

A) (i) **Published Papers in Journals**

| Sl. No. | Title with page no. | Journal | ISSN/ISBN No. | Whether peer reviewed. Impact factor, if any | No. of Co-author | Whether you are the main author | API score |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

API Score – Category 1- Refereed – 15/publication Category 2- Non-Refereed – 10/publication

**A) (ii) Public Displays/Exhibitions/Performances with or without outputs in CD/DVD/Online/**
   **E-form/E-book [for Art/Music College]**

API Score – Category 1 – 15

Category 2 – 10

| Sl. No | Title of Show/ Exhibition/ Performance with or without CD/DVD/ Tape/ Online /E-form/E-book version or Brochures | Company/ Agency / Instt Name (Including TV/Radio etc) | Categorization I. International 15 each/ II. National 10 each (Venues/ event/ gallery/ studio/ museums ) | Whether reviewed/ Impact factor (Reporting/ Coverage/ Reviews/ Hits/sales/ citations/ Commen-dations/ etc) | No of Co-performer or Co-authors (10 each) | Whether you are the Solo artist/ performer (15 each) | API Score |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
| | | | | | | | |

**B (i) Articles/ Chapters published in Books** API Score (Per Art/Chap) Category 1: International Publisher – 10 Category 2: National/ State/ Central/ Societies Publisher – 5 Category 3: Subject books by other/ Local Publisher – 3 Category 4: Chapters in Knowledge-based Volumes – 5

**ii) Full papers in Conference Proceedings**

| Sl. No. | Title with page no. | Book title, editor & publisher | ISSN/ISBN No. (Or, Renowned publishers) See Cat 1-4 as above for scores | Whether peer reviewed. | No. of Co-author | Whether you are the main author | API score |
|---------|---------------------|--------------------------------|-------------------------------------------------------------------------|------------------------|------------------|----------------------------------|-----------|
|         |                     |                                |                                                                         |                        |                  |                                  |           |
|         |                     |                                |                                                                         |                        |                  |                                  |           |

Conf. proceedings as full paper:   1 International Conference - 10/publication
2 National - 7.5/each
3 Regional/State level – 5/ each
4 Local- Univ./College level – 3/each

| Sl. No. | Title with page no. | Details of Conference Publication | ISSN/ ISBN No. | No. of Co-author | Whether you are the main author | API score |
|---------|---------------------|-----------------------------------|----------------|------------------|----------------------------------|-----------|
|         |                     |                                   |                |                  |                                  |           |

**iii) Books published as single author or as editor**

API Score – Category 1 Text/Reference Books by International
Publisher – 50
Category 2 Text/Reference Books by
National/Soc/Univ Publ – 25
Category 3 Subject Books by Other/Local Recognized
Publ – 15

| Sl. No. | Title with page no. | Book title, editor & publisher | ISSN/ISBN No. (Or, Renowned publishers) See Cat 1-4 as above for scores | Whether peer reviewed. | No. of Co-author | Whether you are the main author | API score |
|---|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |  |

**(iv) Solo Performance/Exhibition as an Artist on invitation**

API Score – Cat. I /International – 50

Cat. II /National – 25

Cat. III /Regional –15

| Sl. No | Title of Programme/ Exhibition with details of venue | Organized or Sponsored by Institution/ Company/ Agency, incl AIR/TV etc | Categorization – (I) International / (II) National/ (III) Regional | Whether peer-reviewed/ Impact | No of Co-artists or Performers | Whether you are the Solo artist/ performer | API Score |
|---|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**C) Ongoing and Completed Research Projects and Consultancies**

API Score for **Projects-** Cat I: (Sc -Rs 30 lakhs+ Non-Sc: Rs 5 lakhs +):  20

Cat II: (Sc -Rs 5 lakhs+ Non-Sc: Rs 3 lakhs +): 15

Cat III: (Sc -Rs 0.5 lakhs+ Non-Sc: Rs 0.25 lakhs+): 10

Other approved projects of Univ/Other agencies : 5

API Score for **Consultancies**– (Sc -Rs 10 lakhs+ Non-Sc: Rs 2 lakhs +): 10

API Score for **Quality Evaluation**– Major (Completed) Project Eval: 20

Minor (Completed) Project Eval: 10

**C .(i) & (ii) Ongoing Projects/ Consultancies**

| Sl. No. | Title | Agency | Period | Grant/ Amount mobilized (Rs. lakh) | API score | Sl. No. | Remarks |
|---|---|---|---|---|---|---|---|
| 1 | Study of Velocity Selective Resonance and Electromagnetically Induced Transparency in multi-level atomic system in vapour phase **(F.PSW-050/15-16(ERO)** | UGC | 2 years | 2.60 | 10 | | Annexure |
| | | | | | | | |
| | | | | | | | |

**C.(iii) & (iv) Completed Projects/ Consultancies**

| Sl. No. | Title | Agency | Period | Grant/ Amount mobilized (Rs. lakh) | Whether policy document. Patent as outcome | API score |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |
| | | | | | | |

**D) Research Guidance**
   **(i) Degree-oriented:** API Score –      Ph.D. awarded – 10; Ph.D. Submitted – 7;

<div align="right">M.Phil. awarded – 3;</div>

**(ii) Non-Degree Products:** API Score – Post-Doctoral – 7; National Scholar – 5;

<div align="right">Guidance to Scholars & Master's level – 3;</div>

| Sl. No. | Number enrolled | Thesis submitted | Degree awarded | API score |
|---|---|---|---|---|
| Non-Degree products | | | | |
| M.Phil. or equivalent | | | | |
| Ph.D. or equivalent | | | | |

**E) (i) Training Courses, Teaching-Learning –Evaluation Technology Programmes, Faculty Development Programme (not less than one week duration)**

<div align="right">Cat I : (Not less than two week duration):</div>

20

<div align="right">Cat II : (Not less than one week duration):</div>

10

| Sl. No. | Programme | Duration | Organized by | API Score |
|---|---|---|---|---|

#Maximum score 30 as per Govt. Memo No. Ed293/2013 dated 07.05.2013

**E) (ii) Papers presented in Conferences, Seminars, Workshops, Symposia**

<div align="right">API Score – Category 1 International – 10</div>
<div align="right">Category 2 National – 7.5</div>

Category 3 Regional – 5
Category 4 Local – 3

| Sl. No. | Title of the paper presented | Title of Conference/ Seminar | Organized by | Whether International/ National/State/ Regional/College or University level | API score | Remarks |
|---|---|---|---|---|---|---|
| 1. | Study of Three Level Cascade type system: A Complete Analytical Approach | Current Developments in Atomic, Molecular, Optical and Nano Physics with applications: 2015 | Dept. of Physics & Astrophysics University of Delhi, India | International | 10 | Annexure |
| 2. | Observation of EIA in the absorption signal of a probe passing through a four level 'V' type atomic system in presence of a control beam. | Light quanta: Modern Perspectives & Applications | Dept. of Physics, University of Allahabad, India | International | 10 | Annexure |
| 3 | An Investigation on EIT in $D_1$ and $D_2$ transition of $^{87}$Rb Vapour. | Emerging Issues in Inter & Intra-Disciplinary Studies | Suri Vidyasagar College, Suri, Birbhum, West Bengal | National | 7.5 | Annexure |
| 4 | Investigating the four-level "V" type system where the pump and control fields couple the exited state from the same ground level. | The central role of light in science the importance of optical technologies | St. Paul's Cathedral Mission College, Kolkata, West Bengal | National | 7.5 | Annexure |

**E)(iii) Invited lectures/ Chairing the session or presentation for conferences/symposia etc.**

API Score – Category 1 International – 10
Category 2 National – 7.5

Category 3 Regional /State level – 5
Category 4 Univ/Endowment Lect – 3

| Sl. No. | Title of the Lecture/ Academic session | Title of Conferenc e/ Seminar | Organized by | Whether Internationa l/ National/St ate/ Regional/C ollege or University level | API score |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |

**Name of the Applicant: Sri Kalan Mal**     **Subject: Physics**

| Category | Criteria | API Score for previous 3/4/5/6 academic years as applicable for specific proposed stage of promotion from Stage I/II/III to Stage II/III/IV. | | | | Total API Score for Assessment Period |
|---|---|---|---|---|---|---|
| | | 01.09.14 - 30.06.15 | 01.07.15 - 30.06.16 | 01.07.16 - 30.06.17 | 01.07.17- 06.12.17 | |
| I | **Category- I** Teaching, learning and evaluation related activities | 124.84 | 125 | 124.70 | 125 | 499.54 |
| II | **CATEGORY II:** Cocurricular, extension and professional development related activity *( to be assessed cumulatively for assessment period)* | 34 | 37 | 31 | 23 | 125 |
| III | **CATEGORY III:** Research and Academic Contributions *( to be assessed cumulatively for assessment period)* | 45 | | | | |
| II +III | **Total API score** (Category II + Category III)/ Assessment Period) | 170 | | | | |

**To G.O. No. 1373 –Edn (CS)   dated 07.12.2017**

**This FORMAT for Annual Self-Assessment for the Performance Based Appraisal System (PBAS) is required to be filled up at the end of each Academic Year during the period of promotion and filled in Format along with all documents will be placed to the Screening/Selection Committee after duly approved by the IQAC and Principal/TIC/OIC of the concerned college.**

**Annual Self-Assessment for the performance Based Appraisal System (PBAS)**

**Session/ Year <u>07.12.2017-30.06.2018</u>**

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

Part B: Academic Performance Indicators (API)

(Please see detailed instruction of the **PBAS-I** Proforma before filling out this section)

**CATEGORY 1:** TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

**a) Direct teaching (16/14) hours per week as applicable) including Lectures, Tutorials, Practical, Project Supervision and Field work**

| Sl. No | Course/ Paper | Level | Mode of Teaching | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷7.5 for Assistant Prof. & ÷ 7.75 for Associate Prof.) | API Score | Remarks |
|---|---|---|---|---|---|---|---|
| 1. | B.Sc. Honours C.C-1: unit 1-5; C.C-1: unit unit 1-8 C.C-III unit 4-8 C.C-V unit 1-3 Paper III (Practical): Unit 1-7, Paper IV: Unit 1-9 Paper V(Practical) unit 1-5 Paper VIII(Gr-C) unit 1-4 Paper IX (Gr-C) unit 1-3 | U.G.(Hons.) Part-II & III and CBCS SEM-I &II. | L, P | 89 | 11.48 | | Annexure |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 2. | B. Sc General C.C-1A unit 1-5 C.C-1B unit 1-8 Paper-II(Gr-B) unit 1-8 Paper-III (Practical)( Gr-A) unit 1-7 | U.G.(Gen.) Part-II & III and CBCS SEM- I & II | L, P | 145 | 19.2 | | | |
| | **Maximum API Score:** <br> **i) Assistant Professor Stage I: 70** <br> **ii) Assistant Professor Stage II: 70** <br> **iii) Assistant Professor Stage III: 70** | | | | | 30.68 | | |

**\*Lectures, Tutorials, Practical, Project Supervision and Field Work**

 **Workload as per UGC Regulations 2016:**

| | Direct Teaching Hours per week |
|---|---|
| **Assistant Professor** | **16** |
| **Associate Professor** | **14** |

**(b) Examination duties (question paper setting, evaluation of answer scripts) as per allotment**

| Sl. No. | Type of Examination Duties | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷ 10 for all Teachers) | API Score | Remarks |
|---|---|---|---|---|---|
| 1. | Invigilation duties of university examination | 18 | 9.59 | 9.6 | Annexure |
| 2. | Evaluation of answer scripts of university exams | 26.7 | | | |
| 3. | Internal continuous assessments including question paper setting, invigilation and evaluation | 51.2 | | | |
| | **Maximum API Score:** <br> **i) Assistant Professor Stage I: 20** <br> **ii) Assistant Professor Stage II: 20** <br> **iii) Assistant Professor Stage III: 20** | | | 9.6 | |

**c) Innovative teaching- learning methodologies; updating of subject content/ course, mentoring etc.**

    (a)   Updating of Courses/Curriculum Design:
    (b)   Participation/Innovative – Interactive courses:
    (c)   Participn./Innovative – Learning Modules
    (d)   Participn./Innovative – Case Studies prepared:
    (e)   Use of ICT or Computer-aided methods – ppt:
    (f)   Use of ICT – Multi-media/Simulation etc:
    (g)   Dev/Teaching Remedial/Bridge Courses:
    (h)   Dev/Teaching Soft skill/Communication/Personality Dev:
    (i)   Special Programs in Phys. Edn./Library:
    (j)   Innovative Composition/Creation in Music, Fine Arts, Perf Arts:
       (k)   Organizing & cond. of popular Prog /Teaching Web-based/E- Library/IT-asst. teaching:

| Sl. No | Short Description (in terms of items) as listed above | Actual hours spent per Academic Year | Actual Score (Actual hours spent per academic Year ÷10) | API score | Remarks |
|---|---|---|---|---|---|
| 1. | (b)Participation/Innovative – Interactive courses (Quiz, Extempore & debate) | 12 | 1.2 | 1.2 | Annexure |
| 2. | (c)Participation/Innovative – Learning Modules (Teaching Plan for Physics Honours and General) | 14 | 1.4 | 1.4 | Annexure |
| 3. | (e)Use of ICT or Computer-aided methods – ppt. | 62 | 6.2 | 6.2 | Annexure |
| 4. | (f)Use of ICT – Multi-media slides, simple simulations | 11 | 1.1 | 1.1 | Annexure |
| | **Maximum API Score:** **i) Assistant Professor Stage I: 10** **ii) Assistant Professor Stage II: 10** **iii) Assistant Professor Stage III: 10** | | | 10 | |

In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.

**Minimum API Score required for promotion under CAS for CATEGORY I (to be assessed yearly):**

| | | | | |
|---|---|---|---|
| i) | Stage I to II | 80/ Year |
| ii) | Stage II to III | 80/Year |
| iii) | Stage III to IV | 75/Year |

## CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITY

| Sl.No. | Type of Activity | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷10)* | API Score | Remarks |
|---|---|---|---|---|---|
| (a) | Student related Extension, Co-curricular, extension and field-based Activities | | | | |
| | i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.) **(Organizer of Student seminar)** | 6 | 0.6 | 0.6 | Annexure |
| | ii) Other co-curricular activates (Cultural, Sports, NSS, and NCC etc.) **(Volunteer in College level sports)** | 12 | 1.2 | 1.2 | Annexure |
| | iii) Extension and dissemination activities (public/popular lectures/talks/seminars) | | | | Annexure |
| | **(Max API Score: 15)** | | | 1.8 | |
| (b) | Contribution to Corporate life and management of the sports units and institution through participation in through participation in responsibilities (including as Principal / Director that require regular office hrs for its discharge) | | | | |
| | i) Administrative Responsibility (including Dean/Principal/Chairperson/Convenor/Teacher- in-charge/ similar other duties that require regular Office hours for its discharge) | | | | |
| | ii) Participation in Board of Studies, Academic and Administrative committees **Member of –** **1. Admission verification committee,** **2. Arun Sen Prize distribution committee** **3. Laboratory equipment purchase committee** **4. Sports committee** **5.Exam committee** | 78+6+10+15 + 80 =189 | 18.9 | 18.9 | Annexure |
| | **(Max API Score: 15)** | | | 15 | |
| (c) | Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial | 3x 6 hrs=18 hrs | 1.8 | 1.8 | Annexure |

| | experience, talks, lectures in refreshers/faculty development courses, dissemination and general articles and any other contribution) **i. short duration Lecture workshop on Recent trends in interdisciplinary Sciences dated February 12-14, 2018** | | | | |
|---|---|---|---|---|---|
| | **(Max API Score: 15)** | | | 1.8 | |
| | *For all categories of Teachers (Assistant/Associate)<br><br>Total Score (a + b +c)  **(Max: 45)** | | | 18.6 | |

**Minimum API Score for CATEGORY II, required to be assessed cumulatively –**

| i) | Stage I to II | 50/Assessment Period |
|---|---|---|
| ii) | Stage II to III | 50/Assessment Period |
| iii) | Stage III to IV | 50/Assessment Period |

**\*The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period**

| i) | Stage I to II | 04/Assessment Period |
|---|---|---|
| ii) | Stage II to III | 10/Assessment Period |
| iii) | Stage III to IV | 15/Assessment Period |

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

**API score -10/ Module**

| Sl. No. | Title of the Module | Course/Paper for which the module was prepared | Year and Date of presentation | API Score |
|---|---|---|---|---|
| | | | | |

**\*Minimum total API scores required for promotion under CATEGORY I +**

**CATEGORY II\*:**

| | | |
|---|---|---|
| **i)** | **Stage I to II** | **90/Assessment Period** |
| **ii)** | **Stage II to III** | **120/Assessment Period** |
| **iii)** | **Stage III to IV** | **150/Assessment Period** |

**To G.O. No. 1373 –Edn (CS)    dated 07.12.2017**

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**Annual Self-Assessment for the performance Based Appraisal System (PBAS)**

**Session/ Year <u>01.07.2018-31.08.2019</u>**

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

Part B: Academic Performance Indicators (API)

(Please see detailed instruction of the **PBAS-I** Proforma before filling out this section)

**CATEGORY 1:** TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

**a) Direct  teaching (16/14) hours per week as applicable) including Lectures, Tutorials, Practical, Project Supervision and Field work**

| Sl.No | Course/ Paper | Level | Mode of Teaching | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷7.5 for Assistant Prof. &  ÷ 7.75 for Associate Prof.) | API Score | Remarks |
|---|---|---|---|---|---|---|---|
| 1. | B.Sc. Honours C.C 1 C.C -III unit 4-8 C.C-V unit 1-3 C.C-VIII unit 2-3 C.C-IX unit 1-5 Paper III (Practical): Unit 1-7, Paper IV: Unit 1-9 Paper V(Practical) unit 1-5 Paper VIII(Gr-C) unit 1-4 | U.G.(Hons.) Part-III and CBCS SEM-I, II, III and IV. | L, P | 391 | 52.13 | | Annexure |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | Paper IX (Gr-C) unit 1-3 | | | | | | |
| 2. | B. Sc General Paper-I(Gr-A) unit 1-5 Paper-II(Gr-A) unit 1-3 Paper-II(Gr-B) unit 1-8 Paper-III (Practical)(Gr-A) unit 1-7 | U.G.(Gen.) Part-III and CBCS SEM- I, II, III and IV | L, P | 100 | 13.33 | | |
| | **Maximum API Score :**<br>**i) Assistant Professor Stage I : 70**<br>**ii) Assistant Professor Stage II : 70**<br>**iii) Assistant Professor Stage III: 70** | | | | | 65.5 | |

**\*Lectures, Tutorials, Practical, Project Supervision and Field Work**

⬛ **Workload as per UGC Regulations 2016:**

| | Direct Teaching Hours per week |
|---|---|
| **Assistant Professor** | **16** |
| **Associate Professor** | **14** |

**(b)Examination duties (question paper setting, evaluation of answer scripts) as per allotment**

| Sl. No. | Type of Examination Duties | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷ 10 for all Teachers) | API Score | Remarks |
|---|---|---|---|---|---|
| 1. | Invigilation duties of university examination | 16 | 27.59 | 20 | Annexure |
| 2. | Evaluation of answer scripts of university exams | 208.7 | | | |
| 3. | Internal continuous assessments including question paper setting, invigilation and evaluation | 51.20 | | | |

| | | | 20 | |
|---|---|---|---|---|
| **Maximum API Score :** <br> **i) Assistant Professor Stage I : 20** <br> **ii) Assistant Professor Stage II : 20** <br> **iii) Assistant Professor Stage III : 20** | | | | |

**c) Innovative teaching- learning methodologies; updating of subject content/ course, mentoring etc.**

(k)   Updating of Courses/Curriculum Design:

(l)   Participation/Innovative – Interactive courses:

(m)   Participn./Innovative – Learning Modules

(n)   Participn./Innovative – Case Studies prepared:

(o)   Use of ICT or Computer-aided methods – ppt:

(p)   Use of ICT – Multi-media/Simulation etc:

(q)   Dev/Teaching Remedial/Bridge Courses:

(r)   Dev/Teaching Soft skill/Communication/Personality Dev:

(s)   Special Programs in Phys. Edn./Library:

(t)   Innovative Composition/Creation in Music, Fine Arts, Perf Arts:

(k)   Organizing & cond. of popular Prog /Teaching Web-based/E- Library/IT-asst. teaching:

| Sl. No | Short Description (in terms of items) as listed above | Actual hours spent per Academic Year | Actual Score (Actual hours spent per academic Year ÷10) | API score | Remarks |
|---|---|---|---|---|---|
| 1. | (b)Participation/Innovative – Interactive courses (Quiz, Extempore & debate) | 12 | 1.2 | 1.2 | Annexure |
| 2. | (c)Participation/Innovative – Learning Modules (Teaching Plan for Physics Honours and General) | 14 | 1.4 | 1.4 | Annexure |
| 3. | (e)Use of ICT or Computer-aided methods – ppt. | 93 | 9.3 | 9.3 | Annexure |
| 4. | (f)Use of ICT – Multi-media slides | 15 | 1.5 | 1.5 | Annexure |
| | **Maximum API Score:** <br> **i) Assistant Professor Stage I: 10** <br> **ii) Assistant Professor Stage II: 10** <br> **iii) Assistant Professor Stage III: 10** | | | 10 | |

In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a

disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.

**Minimum API Score required for promotion under CAS for CATEGORY I (to be assessed yearly):**

| | | |
|---|---|---|
| i) | Stage I to II | 80/ Year |
| ii) | Stage II to III | 80/Year |
| iii) | Stage III to IV | 75/Year |

**CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITY**

| Sl.No. | Type of Activity | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷10)* | API Score | Remarks |
|---|---|---|---|---|---|
| (a) | Student related Extension, Co-curricular, extension and field- based Activities | | | | |
| | i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.) **(Organizing of Student seminar+ Accompanying students to Study visit at Meghnad Saha Planetarium, Burdwan on 20.03.2019)** | 6+8=14 | 1.4 | 1.4 | Annexure |
| | ii) Other co-curricular activates (Cultural, Sports, NSS, and NCC etc.) **(Volunteer in College level sports)** | 12 | 1.2 | 1.2 | Annexure |
| | iii) Extension and dissemination activities (public/popular lectures/talks/seminars) | | | | Annexure |
| | **(Max API Score: 15)** | | | 2.6 | |
| (b) | Contribution to Corporate life and management of the sports units and institution through participation in through participation in responsibilities (including as Principal / Director that require regular office hrs for its discharge) | | | | |
| | i) Administrative Responsibility (including Dean/Principal/Chairperson/Convenor/Teacher- in-charge/ similar other duties that require regular Office hours for its discharge) **(Assistant secretary of Teachers' Council)** | 52 | 5.2 | 5.2 | |
| | ii) Participation in Board of Studies, Academic and Administrative committees **(Member of – 1. Admission verification committee** | 78+12+20 =110 | 11.0 | 11.0 | Annexure |

| | | | | | |
|---|---|---|---|---|---|
| | 2. Arun Sen Prize distribution committee<br>3. Library committee) | | | | |
| | **(Max API Score: 15)** | | | 15 | |
| (c) | Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refreshers/faculty development courses, dissemination and general articles and any other contribution) **Refresher course at HRDC, BU from 25.06.2019 to 08.07.2019** | 72 | 7.2 | 7.2 | Annexure |
| | **(Max API Score: 15)** | | | | |
| | *For all categories of Teachers (Assistant/Associate)<br><br>Total Score (a + b +c)   **(Max: 45)** | | | 24.8 | |

**Minimum API Score for CATEGORY II, required to be assessed cumulatively –**

| | | |
|---|---|---|
| i) | **Stage I to II** | **50/Assessment Period** |
| ii) | **Stage II to III** | **50/Assessment Period** |
| iii) | **Stage III to IV** | **50/Assessment Period** |

**\*Minimum total API scores required for promotion under CATEGORY I +**

**CATEGORY II\*:**

| i) | Stage I to II | 90/Assessment Period |
|------|----------------|-----------------------|
| ii) | Stage II to III | 120/Assessment Period |
| iii) | Stage III to IV | 150/Assessment Period |

**III(A)Research Papers Published in - Refereed Journals as notified by UGC in 'List of Journals' –25/publication**

**-Other Reputed Journals as notified by UGC in 'List of Journals' - 10 per publication**

| Sl. No. | Title with page no. | Journal | ISSN/ISBN No. | Whether peer Reviewed. Impact factor, if any | No. of Co-author | Whether you are the main author | API Score | Remarks |
|---------|---------------------|---------|---------------|----------------------------------------------|------------------|--------------------------------|-----------|---------|
| | . | | | | | | | |

*Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 20 points: (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

**III (B) Publications other than journal articles (books, chapters in books) as prescribed in UGC Regulation 2016.**

- Text /Reference Books published by International Publisher with ISBN/ISSN number as approved by university: 30 per book for single author
- Subject Books published by National level Publisher with ISBN/ISSN number or State
  /Central Govt. Publications as approved by university: 20 per book for single author
- Subject Books published by other local Publisher with ISBN/ISSN number as approved by university :15 per book for single author
- Chapter in Books published by National /International level Publisher with ISBN/ISSN number as approved by university:
  - International -10 per chapter
  - National – 05 per chapter

| Sl. No. | Title of the publication with page no. and year of publication | Name of the of publisher | ISSN/ ISBN No. | No. of Co-author | Whether you are the main author | API Score |
|---------|---------|---------|---------|---------|---------|---------|
|  |  |  |  |  |  |  |

**III (C) RESEARCH PROJECTS**

**III (C) (i) Sponsored Projects:**

      (a)        Major Project with grants above Rs.30 lakhs (science)/above Rs.5 lakhs (Arts)
- 20 per project

      (b) Major Project with grants Rs.05 lakhs up to Rs.30 lakhs (science)/Rs.03 lakhs up to Rs.05 lakhs (Arts) - 15per project

      (c) Minor Project with grants above Rs. 01 lakh up to Rs.05 lakhs (science)/Rs.01 lakh up to Rs.03lakhs (Arts) -10 per project

| Sl. No. | Title of the Major /Minor Project | Sponsoring Agency | Period | Grant/ Amount mobilized | API score |
|---------|---------|---------|---------|---------|---------|
|  |  |  |  |  |  |

**III (C) (ii) Consultancy Projects:**

      Amount Mobilized with a minimum of Rs.10 lakhs (Science)/Rs. 02 lakhs (Arts)- 10 for every Rs.10 lakhs and Rs.02 lakhs

| Sl.No | Title of the Consultancy Project | Agency | Period | Grant/Amount Oblized | API score |
|---------|---------|---------|---------|---------|---------|
|  |  |  |  |  |  |

**III(C) (iii) Projects outcome/outputs**

      ▪ **API score:**
      Patent / Technology transfer / Product/Process **(for science)-**

      International level
output--30 / each output
National level output---
20/each output

**(a) For Science: Patent / Technology transfer / Product/Process:**

| Sl. No. | Details of the Patent / Technology transfer / Product/Process | Date and year of acceptance of the patent/Technology | National /International | API score |
|---------|---------|---------|---------|---------|
|  |  |  |  |  |

      **(b) For Arts: Major Policy document prepared for international bodies WHO/UNO/UNESCO/UNICEF ETC.) / Central/State Government /local Bodies**

⬜Major Policy document prepared for international
    bodies like WHO/UNO/UNESCO/UNICEF etc.
    Central/State Government /local Bodies (**for Arts**)—
        a) Major Policy document prepared for international bodies- 30

        b) Central Government-20

        c) State Government –
    10

        d) Local Bodies---05

| Sl. No. | Title of Major Policy document prepared | Date and year of acceptance of the Major Policy documents | Name of the body for which the policy was prepared | International/National/Cent ral Govt./State Govt./Local Bodies. | API score |
|---------|------------------------------------------|----------------------------------------------------------|---------------------------------------------------|-----------------------------------------------------------------|-----------|
|         |                                          |                                                          |                                                   |                                                                 |           |

## III (D) Research Guidance

**API Score – (i)** Ph.D. awarded/ Thesis Submitted – 15 / 10 (for both Science & Arts) per candidate

(ii)M. Phil Degree Awarded/Thesis Submitted –5 (for both Science & Arts)/ candidate.

| Sl. No. | Number enrolled | Degree awarded | Thesis Submitted | API score |
|---------|-----------------|----------------|------------------|-----------|
|         | M.Phil. or equivalent |          |                  |           |
|         | Ph.D.or equivalent    |          |                  |           |

## III(E) Fellowships, Awards and Invited lectures delivered in conferences/seminar

## (III)(E)(i) Fellowship /Award:

a) International Award/Fellowship from academic bodies- 15/award & 15/fellowship

b) National Award/Fellowship from academic bodies- 10/award & 10/fellowship

c) State /University level Award from academic bodies- 05/award

| SI. No. | Title of the Award /Fellowship | International /National/ State /University level | Name of the ward or Fellowship awarding Academic Body | Date &Year of achievement of Award/ Fellowship | API Score |
|---------|--------------------------------|-------------------------------------------------|-------------------------------------------------------|------------------------------------------------|-----------|
|         |                                |                                                 |                                                       |                                                |           |

**III)E.(ii) Invited Lectures/papers.**

> a) International-7/lecture or 5/paper presented
>
> b) National-5/lecture or 3/paper presented
>
> c) State /University level-3 /lecture or 2/paper presented

| SI. No. | Title of the invited lecture/paper presented | Title of Conference/ Seminar with Date | Organized By | Whether International/ National/State or University | API Score | Remarks |
|---------|----------------------------------------------|----------------------------------------|--------------|-----------------------------------------------------|-----------|---------|
| 1. | Electromagnetically induced transparency (EIT) in a Four-level 'Y'-type system | National Conference on topical meeting on advances in Photonics-2019 dated 29-30 March 2019 | NISER, Odisha | National | 03 | Annexure |
| 2. | Electromagnetically induced transparency and gain in the probe field propagation through Y-type system | National Conference on Atomic, Molecular and nano science-2019 dated 3-4 April 2019 | Aliah University, Kolkata | National | 03 | Annexure |
| | **Total*:** | | | | 06 | |

**\*The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period**

| i) | Stage I to II | 04/Assessment Period |
|-----|---------------|----------------------|
| ii) | Stage II to III | 10/Assessment Period |
| iii) | Stage III to IV | 15/Assessment Period |

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

## API score -10/ Module

| Sl. No. | Title of the Module | Course/Paper for which the module was prepared | Year and Date of presentation | API Score |
|---------|--------------------|------------------------------------------------|-------------------------------|-----------|
|         |                    |                                                |                               |           |

*Minimum total API scores required for promotion under

CATEGORY I + CATEGORY II*:

| | | |
|---|---|---|
| i) | Stage I to II | 90/Assessment Period |
| ii) | Stage II to III | 120/Assessment Period |
| iii) | Stage III to IV | 150/Assessment Period |

* Teachers may score the balance of points from either Category II or
Category III to achieve the minimum score required under Category II + III

**Summary of API scores: (in pursuance of G.O. No. 198–EH (CG) dated 07.12.2017)**

**Name of the Applicant: Sri. Kalan Mal**           **Subject: Physics**

**Summary of API scores (07.12.2017 – 31.08.2019)**

| Category | Criteria | API Score for previous 3/4/5/6 academic years as applicable for specific proposed stage of promotion from Stage I/~~II/III~~ to Stage II/~~III/IV~~. | | Total API Score for Assessment Period |
|---|---|---|---|---|
| | | 07.12.17 to 30.06.18 | 01.07.18 to 31.08.19 | |
| I | **CATEGORY I:**<br><br>Teaching, learning and evaluation related activities<br><br>*(to be assessed yearly)* | 50.28 | 95.5 | 145.8 |
| II | **CATEGORY II:**<br><br>Cocurricular, extension and professional development related activity<br><br>*(to be assessed cumulatively for assessment period)* | 18.60 | 24.8 | 43.4 |
| III | **CATEGORY III:**<br><br>Research and Academic Contributions<br><br>*(to be assessed cumulatively for assessment period)* | 6 | | |
| II + III | **Total API score** (Category II + Category III)/ Assessment Period) | 49.4 | | |

## IV. Summary of API Scores:

**Name of Applicant: Sri Kalan Mal**  **Subject: Physics**

| | Criteria | API Score for previous 3/4/5/6 academic years as applicable for specific proposed stage of promotion from Stage I/~~II/III~~ to Stage II/~~III/IV~~ | | | | | | Total API score for the assessment period | | Percentage Distribution of Weightage Points in the Expert Assessment (Applicable only for selection committee) |
|---|---|---|---|---|---|---|---|---|---|---|
| | | 01.09.14 to 30.06.15 | 01.07.15 to 30.06.16 | 07.12.16 to 30.06.17 | 01.07.17 to 06.12.17 | 07.12.17 to 30.06.18 | 01.07.18 to 31.08.19 | | | |
| I | **CATEGORY I:** Teaching, learning and evaluation related activities*(to be assessed yearly)* | 124.84 | 125 | 124.70 | 125 | 50.28 | 95.50 | 645.32 | **Average API/Year**<br><br>**129.06** | |
| II | **CATEGORY II:** Cocurricular, extension and professional development related activity<br><br>**(to be assessed cumulatively for assessment period)** | 34 | 37 | 31 | 23 | 18.6 | 24.8 | **168.40** | | |
| III | **CATEGORY III:** Research and Academic Contributions *(to be assessed cumulatively for assessment period)* | **Assessment Period 01.09.14 to 06.12.17** | | | | | | **45** | | |
| | | **Assessment Period 07.12.17 to 31.08.19** | | | | | | **06** | | |
| II+ III | **Total API score (Category II + Category III)/ Assessment Period)** | **Total Assessment Period: 01.08.14 to 31.08.19** | | | | | | **219.40** | | |

………………………………...*Signature of the Incumbent*    ……………………………………..*Signature of the Coordinator, IQAC with date and seal*    …………………………………..*Signature of the Principal/TIC/OIC with date and seal*

| | | | |
|---|---|---|---|
| | *Date of Screening Committee / Selection committee and Venue* | *Date:* | *Venue:* |
| | *Recommendation of the Screening/Selection Committee for promotion on CAS with date of effect of promotion* | • *Recommended for promotion from Stage I / ~~II /III~~ to Stage II / ~~III / IV~~ (Strike out which are not applicable)*<br>• *Date of effect:* | | |

| | | | |
|---|---|---|---|
| .....................................<br>................<br>*Signature of the*<br>*Principal/TIC/OIC with date*<br>*and seal* | ..........................<br>*Signature of the DPI Nominee*<br>*with date and seal* | ...........................<br>*Signature of*<br>*the Subject*<br>*Expert/s with*<br>*date and sea* | ...........................<br>*Signature of the Subject*<br>*Expert/s with date and*<br>*seal* |

## SUMMARY OF API SCORE: FOR THOSE WHERE ASSESSMENT PERIOD COVERS BOTH UGC REGULATIONS, 2010 AND UGC REGULATIONS, 2016 (4$^{TH}$ AMENDMENT)

- Date of Screening cum Evaluation Committee/ Selection Committee:
- Venue:
- Name of the Applicant: **Sri. Kalan Mal**        Subject: **physics**
- **Date of refreshers course: 25.06.19- 08.07.19**

## Part C: For use of the Screening cum Evaluation / Selection Committee

| | | Assessment Period | | | | |
|---|---|---|---|---|---|---|
| | | API score up to **06.12.2017** | | API score w.e.f. **07.12.2017** | | |
| | | **API** | | **API** | **Total API score in Assessment Period** | Percentage Distribution of Weightage Points in the Expert Assessment (applicable only for selection committee for Associate Professor) |
| | | **(A)** | | **(B)** | **(A + B)** | |
| **Cat I** | **Category I** (teaching-learning & evaluation related activities) [to be assessed yearly] | 499.5 | **Category I** (teaching-learning & evaluation related activities) [to be assessed yearly] | 155.8 | 655.3 | |
| **Cat II** | **Category II** (co-curricular, extension and professional development activity)[to Be assessed yearly] | 125 | **Category II** (co -curricular, extension and professional development activity) [to be assessed cumulatively for the assessment period] | 45.4 | 168.4 | |
| **Cat III** | **Category III** (research and academic contribution) [to be assessed cumulatively for the assessment period] | 45 | **Category III**(research and academic contribution) [to be assessed cumulatively for the assessment period] | 6 | 51 | |
| Recommendation of the Screening / Selection Committee for promotion on CAS with date of effect of promotion | | | **Recommended for promotion from Stage I to Stage II/III/IV(Strikeout which are not applicable)** **Date of effect:** | | | |
| | | | | | | |
| Signature of the Principal / TIC / OIC with date and seal | | Signature of the DPI Nominee with date and seal | Signature of the Subject Expert with date and seal | | Signature of the Subject Expert with date and seal | |

**Name of the College: Suri Vidyasagar College**

**Date of the Meeting:** Venue:

Name of the Incumbent: **Kalan Mal**

Present designation: Assistant Professor (~~Stage 1~~/Stage 2~~/ Stage 3~~) of **Physics**

Date of joining: **01/09/2008**

Date of awarded of **Ph. D.** /~~M. Phil~~.: **N.A.**

Scale of Pay: Rs. 15600-39100/- with AGP of Rs. **~~6000~~**/ 7**000**/~~8000~~

Designation after promotion: Assistant Professor (~~Stage2~~/**Stage 3**/~~Associate Professor (Stage 4~~) Scale of Pay: Rs. 15600-39100/- or ~~Rs. 37400-67000/-~~ with AGP of Rs. ~~7000~~/**8000**/~~9000~~

Date of effect:

Score for Interview (for Stage 3 to Stage 4) [F.M. 20]: Not Applicable

The Screening/Selection Committee has considered the proposal for promotion under CAS in respect of the incumbent mentioned above from the post of Assistant Professor (~~Stage 1~~/**Stage 2** ~~/Stage 3~~) to the post of Assistant Professor (Stage 2/ **Stage 3**) ~~/Associate Professor (Stage 4~~). As the incumbent has fulfilled all conditions as laid down in **G.O. No. 920-Edn (CS) dated 31.12.2012 and G.O. No. 1373-Edn (CS) dated 07.12.2017** for promotion under CAS, the Committee recommends that the incumbent be promoted to the post of Assistant Professor (~~Stage 2~~/ **Stage 3**) /~~Associate Professor (Stage 4~~) with AGP of ` ~~7000~~ /**8000** /~~9000~~ with effect from 01/09/2019.

The Committee further recommends that the post held by the incumbent be upgraded to the post of Assistant Professor (~~Stage 2~~/ **Stage 3**) /~~Associate Professor (Stage 4~~) with AGP of ` ~~7000~~/ 8000 /~~9000~~ with effect from 01/09/2019 and the same would be reverted back to the post of Assistant Professor (Stage 1) as soon as it would fallen vacant due to superannuation or any other reason.

Necessary particulars with all relevant documents be sent to the Government for approval.

Signature of the Expert with Date and Seal
(*Nominated by the VC of the affiliating University*)

Signature of the Expert with Date and Seal
(*Nominated by the VC of the affiliating University*)

Signature of Govt. Nominee with Date and Seal
(Nominated by the DPI, West Bengal)

Signature of the Principal/ TIC of
College with Date and Seal

**Part D: for use of the Governing Body / Administrator of the College**

The Governing body in its meeting held on ………. ……..Resolved that on the basis of the recommendation of the screening/selection committee for the purpose of considering the matter of promotion under CAS, Sri/~~Smt./Dr~~. Kalan Mal of the Department of Physics of this college be promoted to the post of Assistant/ ~~Associate~~ Professor in the scale of pay Rs. 15600/- - 39100/- or ~~Rs.~~ 37400/- - 67000/- with AGP of Rs. ~~7000~~/8000/~~9000~~ with effect from ……………………………..

It is resolved that the post held by Sri/~~Smt./Dr~~. Kalan Mal be upgraded to the post Assistant/ ~~Associate~~ Professor in the scale of pay Rs. 15600/- - 39100/- or Rs. 37400/- - 67000/- with AGP of Rs. ~~7000~~/8000/~~9000~~ and the same will be reverted to the post of Assistant Professor (Stage 1) as soon as it falls vacant.

Resolved further that the Principal/TIC/Secretary would take up the matter with the DPI, West Bengal by providing with the following in respect of the incumbent:

  i.   All Pay Fixation memos countersigned by the Principal/TIC.
  ii.  Year-wise detailed leave statement countersigned by the Principal/TIC.


   Date:                                          Signature of the President/

                                                  Administrator

                          Seal

Annexure- I                **SURI VIDYASAGR COLLEGE,**

# APPENDIX II

**Annual Self-Assessment for the Performance Based Appraisal System (PBAS) Session/ Year 2014-15 to 2019-20 (29.08.14 till 29.08.19)**
**(Tobecompletedandsubmittedattheendofeachacademic year)**

## PARTA:GENERALINFORMATION

1. Name(Block letters)                : DR. HEMANTA SAHA

2. Father's /~~Mother's name~~/
~~Husband's~~ name              : Late Narayan Chandra Saha

3. Department
CollegeCollege            : Dept. of Botany, SuriVidyasagar

4. Current Designation & Grade Pay     : Assistant Professor & Rs. 7000/-

5. Date of last Promotion           : 29.08.2014

6. Address for correspondence (with pin code)   :    Vill- Baliguni, P.O.- Uchkaran, Dist- Birbhum,W.B.

                                              Pin-731301

7. Permanent Address                 :          Do.

    Telephone No.:                     Mobile No.: 7001451410
    E-mail: hemantasaha2010@gmail.com

8. Whether acquired any degrees or fresh academic qualifications during the year: Yes, Ph.D.

9. Academic Staff College Orientation/ Refresher Course attended during theyear: Yes.

| Name of the Course/ Summer School | Place | Duration | Sponsoring Agency | Remarks |
|---|---|---|---|---|
| RC-Plant Advancement in Biological Sciences. | ASC, Burdwan University. | 16.08.2019 to 29.08. 2019 | UGC Sponsored RC Org. by ASC, University of Burdwan | Annexure Refer to Page no. |

10. a. DateofAppointment         : 29/08/2008      Annexure-
b. DateofConfirmation         :29/08/2008 (GB Res. No. 6(1)  dt.10.11.09)
Annexure-

11. Past Service, if any              : None

(Please attach specific G.O. for counting of past service for promotion under CAS)

12.   For which position & AGP you are applyingunderCAS : Assistant Prof. Stage-III & AGP-Rs. 8,000/-

13.   Date of eligibilityfor Promotion        : 29/08/2019

14.   Educational Qualification (Graduationonwards):

| Examination | Name of the University | Year of Passing | Marks Obtained (%) | Class/ ~~Grade~~ | Remarks |
|---|---|---|---|---|---|
| ~~B.A~~/B.Sc./~~B.Com~~. | VISVA-BHARATI | 2000 | 62.00 | I | Annexure |
| ~~M.A~~/M.Sc./ ~~M.Com~~. | VISVA-BHARATI | 2002 | 61.08 | I | Annexure |
| Other exam., If any SLET | THE WEST BENGAL COLLEGE SERVICE COMMISSION | 2006 | N/A | Q | Annexure |

15.   ResearchDegree(s): Yes.

| Degree | Name of the University | Date of award | Title | Remarks |
|---|---|---|---|---|
| M.Phil | | | | |
| Ph.D/ ~~D.Phil~~ | Visva-Bharati | 11-06-2019 | Floral biology of some crop yielding plants | Annexure |
| D.Sc./ D.Lit | | | | |

16.   Details of Teaching/ Research/AcademicExperience:

| Designation | Employer | Period of service | | Scale of pay |
|---|---|---|---|---|
| | | From | To | |
| Assistant Professor Stage- I | Principal, Suri Vidyasagar College | 29.08.2008 | 28.08.2014 | Pay Band: Rs.15,600/- – Rs, 39,100/- AGP –Rs. 6,000/- |
| Assistant Professor Stage –II | Principal, Suri Vidyasagar College | 29.08.2014 | Till Date | Pay Band: Rs.15,600/- – Rs, 39,100/- AGP –Rs. 7,000/- |

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

**Signature of the Incumbent**
All entries made above are checked and verified and found to be correct.


**Signature of theCo-Ordinator, IQACSignature of thePrincipal/TIC**

Date:                                        Date:
Seal:                                        Seal:

# Annual Self-Assessment for the Performance Based Appraisal System (PBAS)

**Session/ Year: (2014-15) <u>29.08.2014-30.06.2015</u>**

**(Tobecompletedandsubmittedattheendofeachacademicyear)**

Part B: Academic Performance Indicators (API)

**CATEGORY 1:** TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

**(ia) Lectures, seminars, tutorials, practical, contact hours undertaken taken as percentage of lectures allocated.**

| Sl. No. | Course/Paper | Level | Mode of teaching | Class allotted as per schedule | % of classes taken as per documented record | API Score | Remarks |
|---|---|---|---|---|---|---|---|
| 1. | **Botany Hons.** Paper I Algae Unit 1-12 Paper III Algae Unit 1-2 Paper V Taxonomy Ut.1-6 Paper VI Unit 1-4 Paper-VII Eco.Botany Unit 1-4 Paper-XI unit. 1 | UG-Part-I,II & III | L,P | 180/185 | 97.3% | 49.7 | Annexure I (Academic audit) |
| 2. | **Botany Gen.** Paper I Algae Gp-A, Unit 1-3 Paper III 1A. Algae Paper II Gp.A Taxonomy Ut.1-2 Paper III 2. Taxonomy Paper-IV Gp. A. Eco.Botany and Med plant. Unit 1. Paper-IV Gp.B unit. 2 | UG-Part-I,II & III | L,P | 170/176 | 96.5% | | Refer to Page No |

#Lecture (L), Seminar (S), Tutorial (T), Practical (P).

**(ib) Lectures and other teaching duties in excess of UGC norms**

| | CALCULATION OF API SCORE FOR I(i) ABOVE | API Score | Remarks |
|---|---|---|---|
| a) | Classes taken (**Maximum 50** for 100% performance & proportionatescoreupto80%performance,belowwhichnoscore may begiven) | 49.7 | Annexure |
| b) | Teaching load in excess of UGC norms/ Special Lectures/ Classes taken at the study centre located in the districtother than Kolkata (**Max score - 10**) | Nil | Annexure |

**ii) Reading/ Instructional material consulted and additional knowledge resources provided to students**

| Sl. No. | Course/ Paper | Consulted | Prescribed | AdditionalResource provided | API Score | Remarks |
|---|---|---|---|---|---|---|
| 1. | Botany Honours Course | Text book, Reference & web resources | Laboratory experimental procedures, Web resources, text & ref | Study materials: Hand written notes, web resources, PPT, Printed materials etc. | 10 | Annexure |
| 2. | Botany General Course | Text book, Reference & web resources | Laboratory experimental procedures, Web resources, text & ref | Study materials: Hand written notes, web resources, PPT, Printed materials etc. | 10 | |
| API score based on preparation and Impartingof knowledge /instruction as per curriculum and syllabus enrichment by providing additional resources to students (**Max. score:20**) | | | | | 20 | |

### iii) Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.

(a) Updating ofCourses/CurriculumDesign:    5 per course – Max10

(b) Participation/Innovative –Interactivecourses: 5

(c)Participn./Innovative –LearningModules:    5      Max10

(d) Participn./Innovative – Case Studies prepared:    5

(e) Use of ICT or Computer-aided methods–ppt:    5

(f) Use of ICT –Multi-media/Simulationetc:    5    Max10

(g) Dev/TeachingRemedial/BridgeCourses:    5    each Max10

(h)Dev/Teaching Soft skill/Communication/Personality Dev: 5 each Max10

(i) Special ProgramsinPhys.Edn./Library:    5each    Max10

(j) Innovative Composition/Creation in Music, Fine Arts, Perf Arts: 5 each ; Max10

(k)Organizing & cond. Of popul. Prog. /Teaching Web-based/E-Library/IT-asst teaching Workshop/Training – 10 points; Popularization program – 5points

| Sl. No. | Short Description (in terms of items) as listed above | API Score | Remarks |
|---------|-------------------------------------------------------|-----------|---------|
| 1. | (b) Participation/Innovative – Interactive courses (Syllabus based seminar, Question-answer session, Quiz context) | 5 | Annexure |
| 2. | (c) Participation/Innovative –LearningModules (Teaching Plan for Botany Honours and General) | 5+5=10 | Annexure |
| 3. | (e) Use of ICT or Computer-aided methods– ppt. | 5 | Annexure |
| 4. | (f) Use of ICT –Multi-media slides | 5 | Annexure |
| | (**Max API Score:20**)    TotalScore: | 20 | |

### (iv)Examinationdutiesassignedandperformed

(a)Invigil.-10,Evalua.-5,Q.papersetting/Moderation-5; Max:2 [100%compliance]
(b) Internal/ContinuousAssessmentworkasallotted-10[100%compliance];
(c)ExamCoordinationCell/OutstationorFlyingSquad:10[100%compliance]

| Sl. No. | Type of Examination Duties | Duties Assigned (University final examinations of Part-I, II & III) | Extent to which Carried out(%) | API Score | Remarks |
|---------|---------------------------|--------------------------------|-------------------------------|-----------|---------|
| 1. | (a)Invigilation (University Examination) | Yes | 100% | 10 | Annexure |
| 2. | (b)Internal/ContinuousAssessments workasallotted (Paper setting, invigilation, evaluation for internal examination- base level, 1st, 2nd terminal, test exam. etc.) | Yes | 100% | 10 | Annexure |
| 3. | (a)Evaluation (University final theory & practical Examinations) | Yes | 100% | 5 | Annexure |
| | (**Max API Score : 25**) | | | 25 | |

## CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

Please mention your contribution to any of the following:

| Sl.No. | Type of Activity | Average Hrs/week | API Score | Remarks |
|---|---|---|---|---|
| 1 | **(I)Extension, Co-curricular & field-based Activities** (5 points each) | | | |
| 2 | a) Field Study/Ed. Tours/ Placement:<br>    5each                    Max 10 | Field Study/Ed. Tours (Deul Park with Part I,II,III Yr on 12/02.2015) | 5 | Annexure |
| 3 | b) NSS/NCC/NSO etc:<br>    each activity10 points         Max 10 | NCCas ANO | 10 | Annexure |
| 4 | c) Student/Staff Sports<br>Campus Publication etc:<br>(dept level 2 points, Inst. level 5 points) Max 10 | College level Sports(Volunteer) | 5 | Annexure |
| 5 | d) Community work<br>(Env, Hum. Rights, Scientific temper, Peace/Relief etc): Max10 | | | |
| | (**Max API Score : 20**) | | 20 | |
| | | | | |
| | **(II) Contribution to Corporate Life and Management of the Institution** | Yearly/Semester wise responsibilities | API Score | |
| 1 | a) Governance Responsibility<br>(PG/IQAC/NAAC coordinator/Bursar / Warden etc.): Max10 | | | |
| 2 | b) Academic/Administrative Committees like Admission /Campus Dev/ Library Comm: 5 each Max 10 | Member of 1.laboratory Equipments Purchase Committee,2.Admission committee, 3.Hostel Subcommittee | 10 | Annexure |
| 3 | c) Student Welfare/Placement / Counseling/ Discipline 5 each Max 10 | | | |
| 4 | d) Conf Organization/Chair Secretary/Treasurer<br>    (I)   International:10<br>    (II)  National/Reg:5<br>    (III) Member: 1each | | | |
| | (**Max API Score : 15**) | | | |
| | | | | |
| | **(III)Professional Development Activities** | | | |
| 1 | a) Member in Professional Committees<br>(I)National 3 (II) State2;    Max10 | | | |
| 2 | b) Participation in Conf/Seminars<br> Without paper:      2 each ; Max10 | Participation in Seminar -2 | 4 | Annexure |
| 3 | c) Short-term Courses/<br>Training less than a week: 5 each Max 10 | | | |
| 4 | d) Membership/Participation in State/<br>Central Bodies/Committees: 5 each Max 10 | | | |
| 5 | e) Newspaper/Magazine/ Radio-TV progr (Not covered in Category III): 1 each ; Max 10 | | | |
| | (**Max API Score : 15**) | | | |
| | Total Score (I +II+III)      (**Max :50**) | | 34 | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | Minimum API Score required – 15 | | | | | | |

# Annual Self-Assessment for the Performance Based Appraisal System (PBAS)

## Session/ Year: (2015-16) <u>01.07.2015-30.06.2016</u>
### (Tobecompletedandsubmittedattheendofeachacademicyear)
Part B: Academic Performance Indicators (API)

**CATEGORY 1:** TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

**(ia) Lectures, seminars, tutorials, practical, contact hours undertaken taken as percentage of lectures allocated.**

| Sl. No. | Course/Paper | Level | Mode of teaching | Class allotted as per schedule | % of classes taken as per documented record | API Score | Remarks |
|---|---|---|---|---|---|---|---|
| 1. | **Botany Hons.** Paper I Algae Unit 1-12 Paper III Algae Unit 1-2 Paper V Taxonomy Ut.1-6 Paper VI Unit 1-4 Paper-VII Eco.Botany Unit 1-4 Paper-XI unit. 1 | UG-Part-I,II & III | L,P | 250/250 | 100% | 50 | Annexure I (Academic audit) |
| 2. | **Botany Gen**. Paper I Algae Gp-A, Unit 1-3 Paper III 1A. Algae Paper II Gp.A Taxonomy Ut.1-2 Paper III 2. Taxonomy Paper-IV Gp. A. Eco.Botany and Med plant. Unit 1. Paper-IV Gp.B  unit. 2 | UG-Part-I,II & III | L,P | 235/235 | 100% | | Refer to Page No |

#Lecture (L), Seminar (S), Tutorial (T), Practical (P).

**(ib) Lectures and other teaching duties in excess of UGC norms**

| | CALCULATION OF API SCORE FOR I(i) ABOVE | API Score | Remarks |
|---|---|---|---|
| a) | Classes taken (**Maximum 50** for 100% performance & proportionatescoreupto80%performance,belowwhichnoscore may begiven) | 50 | Annexure |
| b) | Teaching load in excess of UGC norms/ Special Lectures/ Classes taken at the study centre located in the districtother than Kolkata (**Max score - 10**) | Nil | Annexure |

| Sl. No. | Course/ Paper | Consulted | Prescribed | AdditionalResource provided | API Score | Remarks |
|---|---|---|---|---|---|---|
| 1. | Botany Honours Course | Text book, Reference & web resources | Laboratory experimental procedures, Web resources, text & ref | Study materials: Hand written notes, web resources, PPT, Printed materials etc. | 10 | Annexure |
| 2. | Botany General Course | Text book, Reference & web resources | Laboratory experimental procedures, Web resources, text & ref | Study materials: Hand written notes, web resources, PPT, Printed materials etc. | 10 | |

| | | 20 | |
|---|---|---|---|
| API score based on preparation and Impartingof knowledge /instruction as per curriculum and syllabus enrichment by providing additional resources to students (**Max. score:20)** | | | |

**ii) Reading/ Instructional material consulted and additional knowledge resources provided to students**

**iii) Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.**

(a) Updating ofCourses/CurriculumDesign:     5 per course – Max10

(b) Participation/Innovative –Interactivecourses: 5

(c) Participn./Innovative –LearningModules:     5          Max10

(d) Participn./Innovative – Case Studies prepared:     5

(e) Use of ICT or Computer-aided methods–ppt: 5

(f) Use of ICT –Multi-media/Simulationetc:     5          Max10

(g) Dev/TeachingRemedial/BridgeCourses:     5          each Max10

(h)Dev/Teaching Soft skill/Communication/Personality Dev: 5 each     Max10

(i) Special ProgramsinPhys.Edn./Library:     5each          Max10

(j) Innovative Composition/Creation in Music, Fine Arts, Perf Arts: 5 each ; Max10

(k)Organizing & cond. Of popul. Prog. /Teaching Web-based/E-Library/IT-asst teaching Workshop/Training – 10 points; Popularization program – 5points

| Sl. No. | Short Description (in terms of items) as listed above | API Score | Remarks |
|---|---|---|---|
| 1. | (b) Participation/Innovative – Interactive courses (Syllabus based seminar, Question-answer session, Quiz context) | 5 | Annexure |
| 2. | (c) Participation/Innovative –LearningModules (Teaching Plan for Botany Honours and General) | 5+5=10 | Annexure |
| 3. | (e) Use of ICT or Computer-aided methods– ppt. | 5 | Annexure |
| 4. | (f) Use of ICT –Multi-media slides | 5 | Annexure |
| | (**Max API Score:20**)          TotalScore: | 20 | |

**(iv) Examinationdutiesassignedandperformed**

(a)Invigil.-10,Evalua.-5,Q.papersetting/Moderation-5; Max:2 [100%compliance]
     (b) Internal/ContinuousAssessmentworkasallotted-10[100%compliance];
     (c)ExamCoordinationCell/OutstationorFlyingSquad:10[100%compliance]

| Sl. No. | Type of Examination Duties | Duties Assigned (University final examinations of Part-I, II & III) | Extent to which Carried out(%) | API Score | Remarks |
|---|---|---|---|---|---|
| 1. | (a)Invigilation (University Examination) | Yes | 100% | 10 | Annexure |

| Sl. No. | Type of Activity | | | | |
|---|---|---|---|---|---|
| 2. | (b)Internal/ContinuousAssessments workasallotted (Paper setting, invigilation, evaluation for internal examination- base level, 1st, 2nd terminal, test exam. etc.) | Yes | 100% | 10 | Annexure |
| 3. | (a)Evaluation (University final theory & practical Examinations) | Yes | 100% | 5 | Annexure |
| | (**Max API Score : 25**) | | | 25 | |

## CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

Please mention your contribution to any of the following:

| Sl. No. | Type of Activity | Average Hrs/week | API Score | Annex. |
|---|---|---|---|---|
| 1. | **(I)Extension, Co-curricular & field based Activities** (5 points each) | | | |
| 2 | a) Field Study/Ed. Tours/ Placement: 5each     Max10 | Field Study/Ed. Tours (7.1,2015, I,II,III YrCharichha Forest) | 5 | Annexure |
| 3 | b) NSS/NCC/NSO etc: each activity10points   Max10 | NCCas ANO | 10 | Annexure |
| 4 | c) Student/Staff Sports Campus Publication etc: (dept level 2 points, Instn. level 5 points) Max 10 | College level Sports {Volunteer} | 5 | Annexure |
| 5 | d) Community work (Env, Hum. Rights, Scientific temper, Peace/Relief etc): Max10 | | | |
| | (**Max API Score : 20**) | | 20 | |
| | | | | |
| | **(II) Contribution to Corporate Life and Management of the Institution** | Yearly/Semester wise responsibilities | API Score | |
| 1 | a) Governance Responsibility (PG/IQAC/NAAC coordinator/Bursar / Warden etc.): Max10 | | | |
| 2 | b) Academic/Administrative Committees like Admission /Campus Dev/ Library Comm: 5 each Max 10 | Member of 1.Laboratory Equipments Purchase Committee,2.Admission committee,3. Hostel Subcommittee | 10 | Annexure |
| 3 | c) Student Welfare/Placement / Counseling/ Discipline 5 each Max 10 | | | |
| 4 | d) Conf Organization/Chair Secretary/Treasurer (I) International:10 (II) National/Reg:5 (III) Member: 1each | | | |
| | (**Max API Score : 15**) | | 10 | |
| | | | | |
| | **(IV) Professional Development Activities** | | | |
| 1 | a) Member in Professional Committees (I)National 3 (II) State2; Max10 | | | |
| 2 | b) Participation in Conf/Seminars Without paper: 2 each ; Max10 | Participation in Seminar-1 | 2 | Annexure |
| 3 | c) Short-term Courses/ Training less than a week: 5 each Max 10 | | | |

| 4 | d) Membership/Participation in State/ Central Bodies/Committees: 5 each Max 10 | | | |
|---|---|---|---|---|
| 5 | e) Newspaper/Magazine/ Radio-TV progr (Not covered in Category III): 1 each ; Max 10 | | | |
| | (**Max API Score : 15**) | | 2 | |
| | Total Score (I +II+III)　　**(Max :50)** | | 32 | |
| | Minimum API Score required – 15 | | | |

## Annual Self-Assessment for the Performance Based Appraisal System (PBAS)

### Session/ Year: (2016-17) <u>01.07.2016-30.06.2017</u>
**(Tobecompletedandsubmittedattheendofeachacademicyear)**
Part B: Academic Performance Indicators (API)

**CATEGORY 1:** TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

**(ia) Lectures, seminars, tutorials, practical, contact hours undertaken taken as percentage of lectures allocated.**

| Sl. No. | Course/Paper | Level | Mode of teaching | Class allotted as per schedule | % of classes taken as per documented record | API Score | Remarks |
|---|---|---|---|---|---|---|---|
| 1. | **Botany Hons.** Paper I Algae Unit 1-12 Paper III Algae Unit 1-2 Paper V Taxonomy Ut.1-6 Paper VI Unit 1-4 Paper-VII Eco.Botany Unit 1-4 Paper-XI  unit. 1 | UG-Part-I,II & III | L,P | 259/260 | 99.6% | 49.6 | Annexure I (Academic audit) |
| 2. | **Botany Gen**. Paper I Algae Gp-A, Unit 1-3 Paper III  1A. Algae Paper II Gp.A  Taxonomy Ut.1-2 Paper III 2. Taxonomy Paper-IV Gp. A. Eco.Botany and Med plant. Unit 1. Paper-IV Gp.B   unit. 2 | UG-Part-I,II & III | L,P | 199/201 | 99% | | Refer to Page No |

#Lecture (L), Seminar (S), Tutorial (T), Practical (P).

**(ib) Lectures and other teaching duties in excess of UGC norms**

| | CALCULATION OF API SCORE FOR I(i) ABOVE | API Score | Remarks |
|---|---|---|---|
| a) | Classes taken (**Maximum 50** for 100% performance & proportionatescoreupto80%performance,belowwhichnoscore may begiven) | 49.6 | Annexure |
| b) | Teaching load in excess of UGC norms/ Special Lectures/ Classes taken at the study centre located in the districtother than Kolkata (**Max score - 10**) | Nil | Annexure |

| Sl. No. | Course/ Paper | Consulted | Prescribed | AdditionalResource provided | API Score | Remarks |
|---|---|---|---|---|---|---|
| 1. | Botany Honours Course | Text book, Reference & web resources | Laboratory experimental procedures, Web resources, text & ref | Study materials: Hand written notes, web resources, PPT, Printed materials etc. | 10 | Annexure |

| 2. | Botany General Course | Text book, Reference & web resources | Laboratory experimental procedures, Web resources, text & ref | Study materials: Hand written notes, web resources, PPT, Printed materials etc. | 10 | |
|---|---|---|---|---|---|---|
| API score based on preparation and Impartingof knowledge /instruction as per curriculum and syllabus enrichment by providing additional resources to students (**Max. score:20**) | | | | | 20 | |

**ii) Reading/ Instructional material consulted and additional knowledge resources provided to students**

**iii) Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.**

(a) Updating ofCourses/CurriculumDesign:       5 per course – Max10

(b) Participation/Innovative –Interactivecourses: 5

(c) Particip./Innovative –LearningModules:     5          Max10

(d) Particip./Innovative – Case Studies prepared:      5

(e) Use of ICT or Computer-aided methods–ppt: 5

(f) Use of ICT –Multi-media/Simulationetc:      5          Max10

(g) Dev/TeachingRemedial/BridgeCourses:      5          each Max10

(h)Dev/Teaching Soft skill/Communication/Personality Dev: 5 each     Max10

(i) Special ProgramsinPhys.Edn./Library:        5each          Max10

(j) Innovative Composition/Creation in Music, Fine Arts, Perf Arts: 5 each ; Max10

(k)Organizing & cond. Of popul. Prog. /Teaching Web-based/E-Library/IT-asst teaching Workshop/Training – 10 points; Popularization program – 5points

| Sl. No. | Short Description (in terms of items) as listed above | API Score | Remarks |
|---|---|---|---|
| 1. | (b) Participation/Innovative – Interactive courses (Syllabus based seminar, Question-answer session, Quiz context) | 5 | Annexure |
| 2. | (c) Participation/Innovative –LearningModules (Teaching Plan for Botany Honours and General) | 5+5=10 | Annexure |
| 3. | (e) Use of ICT or Computer-aided methods– ppt. | 5 | Annexure |
| 4. | (f) Use of ICT –Multi-media slides | 5 | Annexure |
| | (**Max API Score:20**)                    TotalScore: | 20 | |

**(iv) Examinationdutiesassignedandperformed**

(a)Invigil.-10,Evalua.-5,Q.papersetting/Moderation-5; Max:2 [100%compliance]
      (b) Internal/ContinuousAssessmentworkasallotted-10[100%compliance];
      (c)ExamCoordinationCell/OutstationorFlyingSquad:10[100%compliance]

| Sl. No. | Type of Examination Duties | Duties Assigned (University final examinations of Part-I, II & III) | Extent to which Carried out(%) | API Score | Remarks |
|---|---|---|---|---|---|
| | | | | | |

| Sl. No. | | Yes | 100% | API Score | Remarks |
|---|---|---|---|---|---|
| 1. | (a)Invigilation (University Examination) | Yes | 100% | 10 | Annexure |
| 2. | (b)Internal/ContinuousAssessments workasallotted (Paper setting, invigilation, evaluation for internal examination- base level, 1st, 2nd terminal, test exam. etc.) | Yes | 100% | 10 | Annexure |
| 3. | (a)Evaluation (University final theory & practical Examinations) | Yes | 100% | 5 | Annexure |
| | (**Max API Score : 25**) | | | 25 | |

## CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

Please mention your contribution to any of the following:

| Sl. No. | Type of Activity | Average Hrs/week | API Score | Remarks |
|---|---|---|---|---|
| 1 | **(I)Extension, Co-curricular & field based Activities** (5 points each) | | | |
| 2 | a) Field Study/Ed. Tours/ Placement:<br>        5each                      Max10 | Field Study/Ed. Tours (28.9.16 -5.10.16 I,II,III-Yr. ,Darjelling) | 5 | Annexure |
| 3 | b) NSS/NCC/NSO etc:<br>   each activity10points            Max10 | NCCas ANO | 10 | Annexure |
| 4 | c) Student/Staff Sports Campus Publication etc:<br>(dept level 2 points, Instn level 5 points) Max 10 | College level Sports (Volunteer) | 5 | Annexure |
| 5 | d) Community work<br>(Env, Hum. Rights, Scientific temper, Peace/Relief etc): Max10 | | | |
| | (**Max API Score : 20**) | | 20 | |
| | | | | |
| | **(II) Contribution to Corporate Life and Management of the Institution** | Yearly/Semester wise responsibilities | API Score | |
| 1 | a) Governance Responsibility<br>(PG/IQAC/NAAC coordinator/Bursar / Warden etc.): Max10 | | | |
| 2 | b) Academic/Administrative Committees like Admission /Campus Dev/ Library Comm: 5 each Max 10 | Member of 1.Laboratory Equipments Purchase Committee, 2.Admission committee,3. Hostel Subcommittee | 10 | Annexure |
| 3 | c) Student Welfare/Placement / Counseling/ Discipline 5 each Max 10 | | | |
| 4 | d) Conf Organization/Chair Secretary/Treasurer<br>   (I)   International:10<br>   (II)  National/Reg:5<br>   (III) Member: 1each | | | |
| | (**Max API Score : 15**) | | 10 | |
| | | | | |
| | **(III)Professional Development Activities** | | | |
| 1 | a) Member in Professional Committees<br>(I)National 3 (II) State2;    Max10 | | | |
| 2 | b) Participation in Conf/Seminars<br>  Without paper:       2 each ; Max10 | Participation in Seminar-1 | 2 | Annexure |

| | | | | |
|---|---|---|---|---|
| 3 | c) Short-term Courses/ Training less than a week: 5 each Max 10 | | | |
| 4 | d) Membership/Participation in State/ Central Bodies/Committees: 5 each Max 10 | | | |
| 5 | e) Newspaper/Magazine/ Radio-TV progr (Not covered in Category III): 1 each ; Max 10 | | | |
| | (**Max API Score : 15**) | | 2 | |
| | Total Score (I +II+III)     (**Max :50**) | | 32 | |
| | Minimum API Score required – 15 | | | |

**Annual Self-Assessment for the Performance Based Appraisal System (PBAS)**

**Session/ Year: (2017-18)01.07.2017-06.12.2017**
**(Tobecompletedandsubmittedattheendofeachacademicyear)**
Part B: Academic Performance Indicators (API)

**CATEGORY 1:** TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

**(ia) Lectures, seminars, tutorials, practical, contact hours undertaken taken as percentage of lectures allocated.**

| Sl. No. | Course/Paper | Level | Mode of teaching | Class allotted as per schedule | % of classes taken as per documented record | API Score | Remarks |
|---|---|---|---|---|---|---|---|
| 1. | **Botany Honours** CC1-Unit 4 CC2-Unit 6 Prac Unit 9 Paper IV Gym. Unit.1-11 Paper-VIII Paper-X A unit. 1-4 | UG-Part-II & III and CBCS SEM-I | L,P | 120/120 | 100% | 45.4 | Annexure (Academic audit)  Refer to Page No |
| 2. | **Botany General** CC1A/GE 1 Unit 7 Prac. 2B, 3 Paper-II Gr. A & B Paper-III 1B a,b& 3 Paper-IV Gr. A Plant Tissue Cult. & Breeding unit 1-3 & Paper-IV Gr.B Unit 2 | UG-Part-II & III and CBCS SEM-I | L,P | 80/80 | 100% | | |

#Lecture (L), Seminar (S), Tutorial(T),Practical(P).

**(ib) Lectures and other teaching duties in excess of UGC norms**

| | CALCULATION OF API SCORE FOR I(i) ABOVE | API Score | Remarks |
|---|---|---|---|
| a) | Classes taken (**Maximum 50** for 100% performance & proportionatescoreupto80%performance,belowwhichnoscore may begiven) | 50 | Annexure |
| b) | Teaching load in excess of UGC norms/ Special Lectures/ Classes taken at the study centre located in the districtother than Kolkata (**Max score - 10**) | Nil | Annexure |

**ii) Reading/ Instructional material consulted and additional knowledge resources provided to students**

### iii) Use of participatory and innovative teaching-learning methodologies; updating of subject

| Sl. No. | Course/ Paper | Consulted | Prescribed | AdditionalResource provided | API Score | Remarks |
|---|---|---|---|---|---|---|
| 1. | Botany Honours Course | Text book, Reference & web resources | Laboratory experimental procedures, Web resources, text & ref | Study materials: Hand written notes, web resources, PPT, Printed materials etc. | 10 | Annexure |
| 2. | Botany General Course | Text book, Reference & web resources | Laboratory experimental procedures, Web resources, text & ref | Study materials: Hand written notes, web resources, PPT, Printed materials etc. | 10 | |
| API score based on preparation and Impartingof knowledge /instruction as per curriculum and syllabus enrichment by providing additional resources to students (**Max. score:20**) | | | | | 20 | |

### content, course improvement etc

(a) Updating ofCourses/CurriculumDesign:      5 per course – Max10

     (b) Participation/Innovative –Interactivecourses:      5

     (c) Participn./Innovative –LearningModules:      5      Max10

     (d) Participn./Innovative – Case Studies prepared:      5

     (e) Use of ICT or Computer-aided methods–ppt:      5

     (f) Use of ICT –Multi-media/Simulationetc:      5      Max10

     (g) Dev/TeachingRemedial/BridgeCourses:      5      each Max10

     (h)Dev/Teaching Soft skill/Communication/Personality Dev: 5 each      Max10

     (i) Special ProgramsinPhys.Edn./Library:      5each      Max10

     (j) Innovative Composition/Creation in Music, Fine Arts, Perf Arts: 5 each ; Max10

(k)Organizing & cond. of popul. Prog. /Teaching Web-based/E-Library/IT-asst teaching Workshop/Training - 10 points; Popularization program - 5point

| Sl. No. | Short Description (in terms of items) as listed above | API Score | Remarks |
|---|---|---|---|
| 1. | (b) Participation/Innovative – Interactive courses (Syllabus based seminar, Question-answer session, Quiz context) | 5 | Annexure |
| 2. | (c) Participation/Innovative –LearningModules (Teaching Plan for Botany Honours and General) | 5+5=10 | Annexure |
| 3. | (e) Use of ICT or Computer-aided methods– ppt. | 5 | Annexure |
| 4. | (f) Use of ICT –Multi-media slides | 5 | Annexure |
| | (**Max API Score:20**)      TotalScore: | 20 | |

### (iv) Examinationdutiesassignedandperformed

(a)Invigil.-10,Evalua.-5,Q.papersetting/Moderation-5; Max:2 [100%compliance]

     (b) Internal/ContinuousAssessmentworkasallotted-10[100%compliance];

     (c)ExamCoordinationCell/OutstationorFlyingSquad:10[100%compliance]

| Sl. No. | Type of Examination Duties | Duties Assigned (University final examinations of Part-I, II & III) | Extent to which Carried out(%) | API Score | Remarks |
|---|---|---|---|---|---|
| | | | | | |

| Sl.No. | Type of Activity | | API % | API Score | Remarks |
|---|---|---|---|---|---|
| 1. | (a)Invigilation (University Examination) | Yes | 100% | 10 | Annexure |
| 2. | (b)Internal/ContinuousAssessments workasallotted (Paper setting, invigilation, evaluation for internal examination- base level, 1st, 2nd terminal, test exam. etc.) | Yes | 100% | 10 | Annexure |
| 3. | (a)Evaluation (University final theory & practical Examinations) | Yes | 100% | 5 | Annexure |
| | (**Max API Score : 25**) | | | 25 | |

## CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

Please mention your contribution to any of the following:

| Sl.No. | Type of Activity | Average Hrs/week | API Score | Remarks |
|---|---|---|---|---|
| 1 | **(I)Extension, Co-curricular & field based Activities** (5 points each) | | | |
| 2 | a) Field Study/Ed. Tours/ Placement: 5each Max10 | Educational Tours Gonpur forest with Part I,II,III on 21/11.2017) | 5 | Annexure |
| 3 | b) NSS/NCC/NSO etc: each activity10 points Max10 | NCCas ANO | 10 | Annexure |
| 4 | c) Student/Staff Sports Campus Publication etc: (dept level 2 points, Instn level 5 points) Max 10 | DPI level Sports(Volunteer) | 5 | Annexure |
| 5 | d) Community work (Env, Hum. Rights, Scientific temper, Peace/Relief etc): Max10 | | | |
| | (**Max API Score : 20**) | | 20 | |
| | | | | |
| | **(II) Contribution to Corporate Life and Management of the Institution** | Yearly/Semester wise responsibilities | API Score | |
| 1 | a) Governance Responsibility (PG/IQAC/NAAC coordinator/Bursar / Warden etc.): Max10 | | | |
| 2 | b) Academic/Administrative Committees like Admission /Campus Dev/ Library Comm: 5 each Max 10 | Member of 1.Laboratory Equipments Purchase Committee,2Admission committee,3. Hostel Subcommittee | 10 | Annexure |
| 3 | c) Student Welfare/Placement / Counseling/ Discipline 5 each Max 10 | | | |
| 4 | d) Conf Organization/Chair Secretary/Treasurer (I) International:10 (II) National/Reg:5 (III) Member: 1each | | | |
| | (**Max API Score : 15**) | | 10 | |
| | | | | |
| | **(III)Professional Development Activities** | | | |
| 1 | a) Member in Professional Committees (I)National 3 (II) State2; Max10 | | | |

| 2 | b) Participation in Conf/Seminars<br> Without paper:   2 each ; Max10 | | | |
|---|---|---|---|---|
| 3 | c) Short-term Courses/<br>Training less than a week: 5 each Max 10 | | | |
| 4 | d) Membership/Participation in State/<br>Central Bodies/Committees: 5 each Max 10 | | | |
| 5 | e)  Newspaper/Magazine/  Radio-TV  progr (Not covered in Category III): 1 each ; Max 10 | | | |
| | (**Max API Score : 15**) | | | |
| | Total Score (I +II+III)     (**Max :50**) | | 30 | |
| | Minimum API Score required – 15 | | | |

**Cumulative Category-3 from the Session 2016-17 to 2017-18 (15.12.2016 to 06.12.2017)**

**CATEGORY-3: RESEARCH AND ACADEMIC CONTRIBUTIONS**

### 3. A)(i)PublishedPapersinJournals

API Score – Category1-Refereed        – 15/publication Category -2

Non-Refereed –10/publication

| Sl. No. | Title with pageno. | Journal | ISSN/ISBN No. | Whether peer reviewed. Impact factor, if any | No. of Co-author | Whether you are themain author | API Score |
|---|---|---|---|---|---|---|---|
| 1` | STUDIES ON IN VITRO POLLEN GERMINATION AND TUBE DEVELOPMENT OF BORASSUS FLABELLIFER L Vol. 7, Issue, 6, pp. 11985-11989, June, 2016 | International Journal of Recent Scientific Research | ISSN: 0976-3031 | peer reviewed | 2 | MAIN | 4.5<br><br>(15 x 0.6) / 2 |
| 2 | FLOWER-VISITORS INTERACTION, POLLEN DISPERSAL AND POLLINATION OF BORASSUS FLABELLIFER L.Vol. 07, Issue, 01, pp.10919-10923, January, 2017 | International Journal of Development Research | ISSN: 2230-9926 | peer reviewed | 2 | MAIN | 4.5<br><br>(15 x 0.6) / 2<br><br>Total: 09 |

*Wherever relevant to any specific discipline the API score for paper in referred journal would be augmented as follows:

Indexed journal- by 5 points, ii) Papers with impact factor 1 and 2 by 10 points; iii) papers with impact factor between 2 and 5 by 15 points; iv) papers with impact factor between 5 and 10 by 25 points

*Points divided by number of authors

***if a paper is presented in Conference/ Seminar is published in the form of proceedings, the points would accrue for the for the publication (3.A) and not under presentation (3.E(ii)).

#Papers accepted at National/ International conferences may be reckoned as equivalent to papers presents.

## A) (ii) Public Displays/Exhibitions/Performances with or without outputs in CD/DVD/Online/E-form/E-book [for Art/Music College]

API Score – Category 1 – 15; Category 2 – 10

| Sl. No | Title of Show/ Exhibition/ Performance with or without CD/DVD/ Tape/ Online /E-form/E- book version or Brochures | Company/Agency/ Instt Name (Including TV/Radio etc) | Categorization (I.International 15 each/ II. National 10 each (Venues/ event/ gallery/ studio/ museums) | Whether reviewed/ Impact factor (Reporting/ Coverage/ Reviews/ Hits/sales/ citations/ Commen- dations/ etc) | No of Co-performer or Co- authors (10 each) | Whether you are the Soloartist/ performer (15 each) | API Score |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

## B) (i) Articles/ Chapters published in Books

API Score (Per Art/Chap) Category 1: International Publisher          – 10

Category 2: National/ State/ Central/ Societies Publisher – 5

Category 3: Subject books by other/LocalPublisher   –3

Category 4: Chapters inKnowledge-basedVolumes   –5

### (ii) FullpapersinConferenceProceedings

| Sl. No. | Title with page no. | Book title, editor & publisher | ISSN/ISBN No. (Or, Renowned publishers) See Cat 1-4 as above for scores | Whether peer reviewed. | No.of Co-author | Whether you are the main author | API Score |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

**Conf. proceedings as full paper:** 1. International Conference – 10/publication

2. National              –7.5/each

3. Regional/State level    – 5/each

4.Local- Univ. /College level –3/each

| Sl. No. | Title with page no. | Details of Conference Publication | ISSN/ISBN No. | No. of Co-author | Whether you are the main author | API Score |
|---|---|---|---|---|---|---|
| | | | | | | |

### (iii) Bookspublishedassingleauthororaseditor

API Score – Category 1 Text/Reference Books byInternationalPublisher: 50

Category 2 Text/Reference Books National/Soc/UnivPubl: 25

Category 3 Subject Books by Other/LocalRecognizedPubl: 15

| Sl. No. | Title with page no. | Type of Book & authorship | Publisher & ISSN/ ISBN No. (I. International II. National III. Regional) | Whether peer reviewed. | No. of Co-author | Whether you are The main author | API Score |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

## (iv)Solo Performance/Exhibition as an Artist on invitation

API Score – Cat. I /International –50, Cat. II /National–25, Cat. III /Regional –15

| Sl. No | Title of Programme/ Exhibition with details of venue | Organized or Sponsored by Institution/ Company/ Agency,incl AIR/TVetc | Categorization – (I) International/ (II) National/ (III) Regional | Whether peer-reviewed/ Impact | No of Co-artists or Performers | Whether you are the Solo artist/ performer | API Score |
|---|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |  |

## C) Ongoing and Completed Research Projects and Consultancies

API Score for **Projects-**

Cat I: (Sc -Rs 30 lakhs+ Non-Sc: Rs 5lakhs +):      20

Cat II: (Sc -Rs 5 lakhs+ Non-Sc: Rs 3lakhs+):      15

Cat III: (Sc -Rs 0.5 lakhs+ Non-Sc: Rs 0.25 lakhs+):      10

Other approved projects of Univ/Otheragencies:      5

API Score for **Consultancies**–

(Sc -Rs 10 lakhs+ Non-Sc: Rs 2lakhs +):10

API Score for **Quality Evaluation**–

Major (Completed)Project Eval:      20

Minor (Completed) Project Eval:      10

## C.(i) & (ii) Ongoing Projects/ Consultancies

| Sl. No. | Title | Agency | Period | Grant/ Amount mobilized (Rs. Lakh) | API score |
|---|---|---|---|---|---|
|  |  |  |  |  |  |

## C.(iii) & (iv) Completed Projects/ Consultancies

| Sl. No. | Title | Agency | Period | Grant/ Amount mobilized (Rs. Lakh) | Whether policy document. Patent as outcome | API score |
|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |

## D) ResearchGuidance

**(i)Degree-oriented:**API Score – Ph.D. awarded – 10; Ph.D. Submitted –7;

M.Phil. awarded – 3;

**(ii)Non-Degree Products:** API Score – Post-Doctoral – 7; National Scholar –5;

Guidance to Scholars & Master's level – 3

| Sl. No. | Number enrolled | Thesis submitted | Degree awarded | API score |
|---|---|---|---|---|
| Non-Degree products |  |  |  |  |
| M.Phil. or equivalent |  |  |  |  |
| Ph.D. or equivalent |  |  |  |  |

## E) (i) Training Courses, Teaching-Learning –Evaluation Technology Programmes, Faculty Development Programme (not less than one week duration)

Cat I: (Not less than two-week duration): 20

Cat II: (Not less than one week duration): 10

| Sl. No. | Programme | Duration | Organized by | API Score | Remarks |
|---|---|---|---|---|---|
|  |  |  |  |  |  |

## E) (ii) Papers presented in Conferences, Seminars, Workshops, Symposia

APIScore–Category1International–10, Category2National    –7.5
Category3Regional    –5,   Category4Local    –3

| Sl. No. | Title of the Lecture/ Academic session | Title of Conference/ Seminar | Organized by | Whether International/ National/State/ Regional/College Or University level | API score |
|---------|------|------|------|------|------|
| 1 | Flower-visitor interaction with reference to pollen dispersal and pollination of *Sesamumindicum* L | International Conference on Nonlinear and its Applications in Physical and Biological Sciences (CNDAPBS-14) | Darjeeling Govt. College in collaboration with Bose Institute & St. Joseph's College., November 01-03,2014 | International | 10 |
| 2 | Flower- visitor interaction and pollination of *Foeniculumvulgare*Gaertn. | National Symposium on Bioresources and sustainable development & 2nd national bioresources and sustainable development summit . | Dept.of Botany, NEHU, Shillong and IBSD, Imphal. Date-28-29 October 2015. | National | 7.5 |
| 3 | Floral Biology and Pollen Dispersal of *Cocosnucifera* L | 18th national conference of Indian Aerobiological Society | Tumkur University, Karnatak. Indian Aerobiological Society 28-30 Sept. 2015 | National | 7.5 |
| 4 | Studies on in vitro pollen germination & tube development of *Trichosanthesanguina* L | Harmony-2016 National conference | VinobaBhave University, Hazaribagh (Jharkhand) & National Environmentalists Association, 22-24 October. 2016 | National | 7.5 |
| 5 | Sustainability of Agriculture & deforestation in India | UGC National level seminar | Dr. B.N Dutta SmritiMahavidyalaya, Hatgobindopur, WB, 26-27 Sept 2016 | National | 7.5 |
| 6 | Flower vistor...*Benincasahispida* (thumb) Cong. | National seminar on plant and microbial Resources: utilization and conservation | Visva-Bharati 15-16 March 2017. | National | 7.5 |
| | | | | Total 47.5 | |

## E) (iii) Invited lectures/ Chairing the session or presentation for conferences/symposia etc.

APIScore–Category1International – 10, Category2National   – 7.5
Category 3 Regional /State level – 5, Category4Univ/EndowmentLect   –3

| Sl. No. | Title of the Lecture/ Academic session | Title of Conference/ Seminar | Organized by | Whether International/ National/State/ Regional/College Or University level | API score |
|---------|------|------|------|------|------|
| | | | | | |
| | | | | | |

Signature of the incumbent                    Signature of the Coordinator IQAC
with designation and date with Seal

**Name of the Applicant: Dr. Hemanta SahaSubject: Botany**

**Summary of API scores (29.08.2014 to 06.12.2017)**

| Category | Criteria | API Score for previous 3/4/5/6 academic years as applicable for specific proposed stage of promotion from Stage I/~~II~~/~~III~~ to Stage II/~~III~~/~~IV~~. | | | | **Total API Score for Assessment Period** |
|---|---|---|---|---|---|---|
| | | **29.9.14-30.6.15** | **1.7.15-30.6.16** | **1.7.16-30.6.17** | **1.7.17-6.12.17** | |
| **I** | **CATEGORY I:** Teaching, learning and evaluation related activities *(to be assessed yearly)* | **114.7** | **115** | **114.6** | **115** | **459.3** |
| **II** | **CATEGORY II:** Cocurricular, extension and professional development related activity *(to be assessed cumulatively for assessment period)* | **34** | **32** | **32** | **30** | **128** |
| **III** | **CATEGORY III:** Research and Academic Contributions *(to be assessed cumulatively for assessment period)* | **56.5** | | | | |

| II + III | Total API score (Category II + Category III)/ Assessment Period) | 184.5 |
|---|---|---|

Signature of
Incumbent

Signature of the
Coordinator, IQAC

Signature of the
Principal/TIC/OIC
with date and seal

**To G.O. No. 1373–Edn (CS) dated 07.12.2017**

This FORMAT for Annual Self-Assessment for the Performance Based Appraisal System (PBAS) is required to be filled up at the end of each Academic Year during the period of promotion and filled in Format along with all documents will be placed to the Screening/Selection Committee after duly approved by the IQAC and Principal/TIC/OIC of the concerned college.

**Annual Self-Assessment for the performance Based Appraisal System (PBAS)**
**Session/Year: (2017-18) 07.12.2017-30.06.2018**

**(To be completed and submitted at the end of each academic year)**
Part B: Academic Performance Indicators (API)
(Please see detailed instruction of the **PBAS-I** Proforma before filling out this section)

**CATEGORY1:** TEACHING, LEARNING AND EVALUATIONRELATEDACTIVITIES

a) Directteaching (16/14) hoursperweek asapplicable)includingLectures, Tutorials, Practical, Project Supervision and Field work

| Sl.No | Course/ Paper | Level | Mode of Teaching | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷7.5 for Assistant Prof. & ÷ 7.75 for Associate Prof.) | API Score | Remarks |
|---|---|---|---|---|---|---|---|
| 1. | **Botany Hons**. Paper V Taxonomy Ut.1-6 Paper VI Unit 1-4 Paper-VII Eco.Botany Unit 1-4 Paper-XI unit. 1 Sem-1 CC-1, Unit-1 CC-1(Pract) Micro, Unit-1 | U.G.(Hons.) Part-II & III and CBCS SEM-I &II. | L, P | 128 | 17.1 | | Annexure I (Academic audit) |
| 2. | **Botany Gen.** Paper I Algae Gp-A, Unit 1-3 Paper III 1A. Algae Paper II Gp.A Taxonomy Unit.1-2 Paper III 2. Taxonomy Paper-IV Gp. A. Eco.Botany and Med plant. Unit 1. | U.G.(Gen.) Part-II & III and CBCS SEM- I & II | L, P | 132 | 17.6 | | |

| Paper-IV Gp.B unit. 2<br>Sem-1<br>CC-1A, Unit-1-2,5<br>CC-1A(Pract)-Unit-1C,4,<br>Micro,Algae | | | | | | |
|---|---|---|---|---|---|---|
| **Maximum API Score :**<br>**i) Assistant Professor Stage I : 70**<br>**ii) Assistant Professor Stage II : 70**<br>**iii) Assistant Professor Stage III: 70** | | | | | 34.7 | Refer to<br>page no |

**\*Lectures, Tutorials, Practical, Project Supervision and FieldWork**

- **WorkloadasperUGCRegulations2016:**

| | Direct Teaching Hours per week |
|---|---|
| **Assistant Professor** | **16** |
| **Associate Professor** | **14** |

**(b)Examination duties (question paper setting, evaluation of answer scripts) as per allotment**

| Sl.<br>No. | Type of Examination Duties | Actual hours<br>spent per<br>Academic Year | Actual Score (Actual<br>hours spent per<br>Academic Year ÷ 10 for<br>all Teachers) | API Score | Remarks |
|---|---|---|---|---|---|
| 1. | Invigilation duties of University examination | 22 | | | |
| 2. | Evaluation of answer scripts of University exams | 57 | 13.0 | 13.0 | Annexure |
| 3. | Internal continuous assessments including question paper setting, invigilation and evaluation | 51.4 | | | |
| | **Maximum API Score :**<br>**i) Assistant Professor Stage I : 20**<br>**ii) Assistant Professor Stage II : 20**<br>**iii) Assistant Professor Stage III : 20** | | | 13 | |

**c) Innovative teaching- learning methodologies; updating of subject content/ course, mentoringetc.**

(a)  Updating of Courses/CurriculumDesign:

(b)  Participation/Innovative – Interactivecourses:

(c)  Participn./Innovative – LearningModules

(d)  Participn./Innovative – Case Studiesprepared:

(e)  Use of ICT or Computer-aided methods –ppt:

(f)  Use of ICT – Multi-media/Simulationetc:

(g)  Dev/Teaching Remedial/BridgeCourses:

(h)  Dev/Teaching Soft skill/Communication/PersonalityDev:

(i)  Special Programs in Phys.Edn./Library:

(j)  Innovative Composition/Creation in Music, Fine Arts, PerfArts:

(k)  Organizing & cond. ofpopular Prog /Teaching Web-based/E- Library/IT-asst.teaching:

| Sl. No | Short Description (in terms of items)<br>as listed above | Actual<br>hours spent<br>per<br>Academic<br>Year | Actual Score<br>(Actual hours<br>spent per<br>academic Year<br>÷10) | API score | Remarks |
|---|---|---|---|---|---|
| 1. | (b)Participation/Innovative –<br>Interactivecourses (Quiz, Extempore &<br>debate) | 22 | 2.2 | 2.2 | Annexure |

| | | | | | |
|---|---|---|---|---|---|
| 2. | (c)Participation/Innovative – LearningModules (Teaching Plan for Botany Honours and General) | 00 | 0.0 | 0.0 | Annexure |
| 3. | (e)Use of ICT or Computer-aided methods–ppt. | 58 | 5.8 | 5.8 | Annexure |
| 4. | (f)Use of ICT –Multi-media slides | 20 | 2.0 | 2.0 | Annexure |
| | **Maximum API Score :**<br>**i) Assistant Professor Stage I : 10**<br>**ii) Assistant Professor Stage II : 10**<br>**iii) Assistant Professor Stage III : 10** | | | 10 | |

In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out byteachers.

**Minimum API Score required for promotion under CAS for CATEGORY I (to be assessed yearly):**

| i) | **Stage I to II** | **80/ Year** |
|---|---|---|
| ii) | **Stage II to III** | **80/Year** |
| iii) | **Stage III to IV** | **75/Year** |

**CATEGORY2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITY**

| Sl.No. | Type of Activity | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷10)* | API Score | Remarks |
|---|---|---|---|---|---|
| (a) | Student related Extension, Co-curricular, extension and field-based Activities | | | | |
| | i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.)<br>**(Student seminar + Study visit Choricha forest on 14/01/18&Dooars from 15.2.18 to 19.2.18.)** | 6+48=54 | 5.4 | 5.4 | Annexure |
| | ii) Other co-curricular activates (Cultural, Sports,NSS, and NCC etc.)<br>**(NCCas ANO+ college Sports - Volunteer)** | 84+12=96 | 9.6 | 9.6 | Annexure |
| | iii) Extension and dissemination activities (public/popular lectures/talks/seminars) | | | | |
| | **(Max API Score : 15)** | | | 15.0 | |
| (b) | Contribution to Corporate life and management of the sports units and institution through participation in through participation in responsibilities(including as Principal / Director that require regular office hrs for its discharge) | | | | |

| | | | | | | |
|---|---|---|---|---|---|---|
| | i)Administrative Responsibility (including Dean/Principal/Chairperson/Convenor/Teacher- in-charge/ similar other duties that require regular Office hours for its discharge) | | | | | |
| | ii) Participation in Board of Studies, Academic and Administrative committees<br><br>**(Member of 1.Laboratory Equipments Purchase Committee, 2.Online admission committee, 3.Hostel Subcommittee, 4.Development Committee)** | 8+50+12+48 =118 | 11.8 | 11.8 | Annexure |
| | **(Max API Score : 15)** | | | 11.8 | |
| (c) | Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refreshers/faculty development courses, dissemination and general articles and any other contribution) | | | | |
| | **(Max API Score : 15)** | | | | |
| | *For all categories of Teachers (Assistant/Associate)<br><br>Total Score (a +b+c)          **(Max :45)** | | | 26.8 | |

**Minimum API Score for CATEGORY II, required to be assessed cumulatively –**

| i) | **Stage I to II** | **50/Assessment Period** |
|---|---|---|
| ii) | **Stage II to III** | **50/Assessment Period** |
| iii) | **Stage III to IV** | **50/Assessment Period** |

**\*The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period**

| i) | **Stage I to II** | **04/Assessment Period** |
|---|---|---|
| ii) | **Stage II to III** | **10/Assessment Period** |
| iii) | **Stage III to IV** | **15/Assessment Period** |

**III(F) Development of e-learning delivery process/material**
**API score -10/ Module**

| Sl. No. | Title of the Module | Course/Paper for which the module was prepared | Year and Date of presentation | API Score |
|---|---|---|---|---|

|  |  |  |  |  |
|---|---|---|---|---|
|  |  |  |  |  |

*Minimum total API scores required for promotion under CATEGORY I +

CATEGORY II*:

| i) | Stage I to II | 90/Assessment Period |
|---|---|---|
| ii) | Stage II to III | 120/Assessment Period |
| iii) | Stage III to IV | 150/Assessment Period |

To G.O. No. 1373 –Edn (CS)                                   dated 07.12.2017

This FORMAT for Annual Self-Assessment for the Performance Based Appraisal System (PBAS) is required to be filled up at the end of each Academic Year during the period of promotion and filled in Format along with all documents will be placed to the Screening/Selection Committee after duly approved by the IQAC and Principal/TIC/OIC of the concerned college.

Annual Self-Assessment for the performance Based Appraisal System (PBAS)
Session/Year:(2018-19& 2019-20) 01.07.2018-29.08.2019

(To be completed and submitted at the end of each academic year)
Part B: Academic Performance Indicators (API)
(Please see detailed instruction of the **PBAS-I** Proforma before filling out this section)

CATEGORY1: TEACHING, LEARNING AND EVALUATIONRELATED ACTIVITIES

a) Directteaching (16/14) hoursperweek asapplicable)includingLectures, Tutorials, Practical, Project Supervision and Field work

| Sl.No | Course/ Paper | Level | Mode of Teaching | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷7.5 for Assistant Prof. & ÷ 7.75 for Associate Prof.) | API Score | Remarks |
|---|---|---|---|---|---|---|---|
| 1. | **Botany Hons.** <br> Paper V Taxonomy Ut.1-6 <br> Paper VI Unit 1-4 <br> Paper-VII Eco.Botany Unit 1-4 <br> Paper-XI unit. 1 <br> Sem-II <br> CC-4, Unit-1-8 | U.G.(Hons.) Part-III and CBCS SEM-I, II, III & IV | L, P | 346 | 46.1 |  | Annexure I <br><br> (Academic |

| | | | | | | | audit) |
|---|---|---|---|---|---|---|---|
| 2. | **Botany Gen.**<br>Paper I Algae Gp-A, Unit 1-3<br>Paper III 1A. Algae<br>Paper II Gp.A Taxonomy Ut.1-2<br>Paper III 2. Taxonomy<br>Paper-IV Gp. A. Eco.Botany and Med plant. Unit 1.<br>Paper-IV Gp.B unit. 2<br>Sem-II<br>CC-1B, Unit-10-12<br>CC-1B (Pract) Unit-2. | U.G.(Gen.) Part-III and CBCS SEM-I, II, III & IV | L, P | 188 | 25.1 | | |
| | **Maximum API Score :**<br>**i) Assistant Professor Stage I : 70**<br>**ii) Assistant Professor Stage II : 70**<br>**iii) Assistant Professor Stage III: 70** | | | | | 71.2 | Refer to page no |

**\*Lectures, Tutorials, Practical, Project Supervision and FieldWork**

- **WorkloadasperUGCRegulations2016:**

| | Direct Teaching Hours per week |
|---|---|
| **Assistant Professor** | 16 |
| **Associate Professor** | 14 |

**(b)Examination duties (question paper setting, evaluation of answer scripts) as per allotment**

| Sl. No. | Type of Examination Duties | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷ 10 for all Teachers) | API Score | Remarks |
|---|---|---|---|---|---|
| 1. | Invigilation duties of University examination | 52 | 32.5 | 32.5 | Annexure |
| 2. | Evaluation of answer scripts of University exams | 162.6 | | | |
| 3. | Internal continuous assessments including question paper setting, invigilation and evaluation | 110.2 | | | |
| | **Maximum API Score :**<br>**i) Assistant Professor Stage I : 20**<br>**ii) Assistant Professor Stage II : 20**<br>**iii) Assistant Professor Stage III : 20** | | | 20 | |

**c) Innovative teaching- learning methodologies; updating of subject content/ course, mentoringetc.**

    (a) Updating of Courses/CurriculumDesign:

    (b) Participation/Innovative – Interactivecourses:

    (c) Participn./Innovative – LearningModules

    (d) Participn./Innovative – Case Studiesprepared:

    (e) Use of ICT or Computer-aided methods –ppt:

(f)  Use of ICT – Multi-media/Simulationetc:

(g)  Dev/Teaching Remedial/BridgeCourses:

(h)  Dev/Teaching Soft skill/Communication/PersonalityDev:

(i)  Special Programs in Phys.Edn./Library:

(j)  Innovative Composition/Creation in Music, Fine Arts, PerfArts:

(k)  Organizing  &  cond.  ofpopular Prog /Teaching Web-based/E- Library/IT-asst.teaching:

| Sl. No | Short Description (in terms of items) as listed above | Actual hours spent per Academic Year | Actual Score (Actual hours spent per academic Year ÷10) | API score | Remarks |
|---|---|---|---|---|---|
| 1. | (b)Participation/Innovative – Interactivecourses (Quiz, Extempore & debate) | 14 | 1.4 | 1.4 | Annexure |
| 2. | (c)Participation/Innovative – LearningModules (Teaching Plan for Botany Honours and General) | 16 | 1.6 | 1.6 | Annexure |
| 3. | (e)Use of ICT or Computer-aided methods– ppt. | 54 | 5.4 | 5.4 | Annexure |
| 4. | (f)Use of ICT –Multi-media slides | 17 | 1.7 | 1.7 | Annexure |
| | **Maximum API Score :** **i) Assistant Professor Stage I : 10** **ii) Assistant Professor Stage II : 10** **iii) Assistant Professor Stage III : 10** | | | 10 | |

In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out byteachers.

**Minimum API Score required for promotion under CAS for CATEGORY I (to be assessed yearly):**

| i) | Stage I to II | 80/ Year |
|---|---|---|
| ii) | Stage II to III | 80/Year |
| iii) | Stage III to IV | 75/Year |

**CATEGORY2: CO-CURRICULAR, EXTENSIONANDPROFESSIONAL   DEVELOPMENT RELATEDACTIVITY**

| Sl.No. | Type of Activity | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷10)* | API Score | Remarks |
|---|---|---|---|---|---|
| (a) | Student related Extension, Co-curricular, extension and field based Activities | | | | |

| | | | | | |
|---|---|---|---|---|---|
| | i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.) **(Student seminar+ Study visit** [AJC Bose IBG Howrah on 1-2 March 2019]**)** | 6+16=22 | 2.2 | 2.2 | Annexure |
| | ii) Other co-curricular activates (Cultural, Sports, NSS, and NCC etc.) **College Level Sports**(Volunteer) + **Cultural+ NCC**as ANO) | 12+12+90=114 | 11.4 | 11.4 | Annexure |
| | iii) Extension and dissemination activities (public/popular lectures/talks/seminars) **(Lecture on AIDS awareness NSS programme at Rajnagar Mahavidyalaya)** | 3 | 0.3 | 0.3 | Annexure |
| | **(Max API Score : 15)** | | | 13.9 | |
| (b) | Contribution to Corporate life and management of the sports units and institution through participation in through participation in responsibilities(including as Principal / Director that require regular office hrs for its discharge) | | | | |
| | i)Administrative Responsibility (including Dean/Principal/Chairperson/Convenor/Teacher- in-charge/ similar other duties that require regular Office hours for its discharge) | | | | |
| | ii) Participation in Board of Studies, Academic and Administrative committees **(Member of 1.Laboratory Equipments Purchase Committee, 2. Online admission committee, 3. Hostel Subcommittee, 4. Development Committee)** | 20+70+23+37 =150 | 15.0 | 15.0 | Annexure |
| | **(Max API Score : 15)** | | | 15.0 | |
| (c) | Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refreshers/faculty development courses, dissemination and general articles and any other contribution) **"RC-Plant Advancement in BiologicalSciences."** **by UGC-HRDC, Burdwan University From** **16.08.2019 to 29.08.2019.(72 Hours)** | 72 | 7.2 | 7.2 | Annexure |
| | **(Max API Score : 15)** | | | 7.2 | |
| | *For all categories of Teachers (Assistant/Associate) Total Score (a +b+c) **(Max :45)** | | | 36.1 | |

**Minimum API Score for CATEGORY II, required to be assessed cumulatively –**

| i) | **Stage I to II** | **50/Assessment Period** |
|---|---|---|
| ii) | **Stage II to III** | **50/Assessment Period** |
| iii) | **Stage III to IV** | **50/Assessment Period** |

**\*The score under this sub-category shall be restricted to 20% of the minimum**

**fixed for Category III for any assessment period**

| | | |
|---|---|---|
| i) | Stage I to II | 04/Assessment Period |
| ii) | Stage II to III | 10/Assessment Period |
| iii) | Stage III to IV | 15/Assessment Period |

**III(F) Development of e-learning delivery process/material**
**API score -10/ Module**

| Sl. No. | Title of the Module | Course/Paper for which the module was prepared | Year and Date of presentation | API Score |
|---|---|---|---|---|
| | | | | |

*Minimum total API scores required for promotion under CATEGORY I +

**CATEGORY II*:**

| | | |
|---|---|---|
| i) | Stage I to II | 90/Assessment Period |
| ii) | Stage II to III | 120/Assessment Period |
| iii) | Stage III to IV | 150/Assessment Period |

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

**Minimum API Score for CATEGORY III, required to be assessed cumulatively –**

| | | |
|---|---|---|
| i) | Stage I to II | 20/Assessment Period |
| ii) | Stage II to III | 50/Assessment Period |
| iii) | Stage III to IV | 75/Assessment Period |

**III (A) Research Papers Published in**

- **Refereed Journals as notified by UGC in 'List of Journals' –25/publication**
-**Other Reputed Journals as notified by UGC in 'List of Journals' -10 per publication**

| Sl. No. | Title with pageno. | Journal | ISSN/ISBN No. | Whether peer Reviewed. Impact factor, ifany | No. of Co-author | Whether you are the main author | API Score | Remarks |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | |

*Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented

as follows: (i) paper with impact factor less than 1 - by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 20 points: (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all otherauthors.

**III (B) Publications other than journal articles (books, chapters in books) as prescribed in UGC Regulation 2016.**

- Text /Reference Books published by International Publisher with ISBN/ISSN number as approved by University : 30 per book for singleauthor
- Subject Books published by National level Publisher with ISBN/ISSN number orState

/Central Govt. Publications as approved by University:20 per book for single author

- Subject Books published by other local Publisher with ISBN/ISSN number as approved by University :15 per book for singleauthor
- Chapter in Books published by National /International level Publisher with ISBN/ISSN number as approved by University:

  International -10 per chapter

  National – 05 per chapter

| Sl. No. | Title of the publication with page no. and year of publication | Name of the of publisher | ISSN/ ISBN No. | No.of Co-author | Whether you are the main author | API Score |
|---------|---------|---------|---------|---------|---------|---------|
|  |  |  |  |  |  |  |

### III (C) RESEARCH PROJECTS

**III (C) (i) Sponsored Projects:**

      (a) Major Project with grants above Rs.30 lakhs (science)/above Rs.5 lakhs (Arts) -20 perproject

      (b) Major Project with grants Rs.05 lakhs up to Rs.30 lakhs (science)/Rs.03 lakhs up to Rs.05 lakhs (Arts) - 15perproject

      (c) Minor Project with grants above Rs. 01 lakh up to Rs.05 lakhs (science)/Rs.01 lakh up to Rs.03lakhs (Arts) -10 perproject

| Sl. No. | Title of the Major /Minor Project | Sponsoring Agency | Period | Grant/ Amount mobilized | API score |
|---------|---------|---------|---------|---------|---------|
|  |  |  |  |  |  |

**III (C) (ii) Consultancy Projects:**

Amount Mobilized with a minimum of Rs.10 lakhs( Science)/Rs. 02 lakhs (Arts)- 10 for every Rs.10 lakhs and Rs.02 lakhs

| Sl.No | Title of the Consultancy Project | Agency | Period | Grant/Amount Oblized | API score |
|---------|---------|---------|---------|---------|---------|
|  |  |  |  |  |  |

**III(C) (iii) Projects outcome/outputs**

- **APIscore:**

Patent / Technology transfer / Product/Process **(for Science)-**

    International level output--30 /

    each output National level output---

20/each output

**(a) For Science: Patent / Technology transfer /Product/Process:**

| Sl. No. | Details of the Patent / Technology transfer / Product/Process | Date and year of acceptance of the patent/Technology | National /International | API score |
|---|---|---|---|---|
| | | | | |

**(b) For Arts: Major Policy document prepared for International bodies WHO/UNO/UNESCO/UNICEF ETC.) / Central/State Government /localBodies**

● Major Policy document prepared for International bodies like WHO/UNO/UNESCO/UNICEF etc. Central/State Government /localBodies(**for Arts**)—
   a) Major Policy document prepared for International bodies- 30
   b) CentralGovernment-20
   c) State Government–10
   d) LocalBodies---05

| Sl. No. | Title of Major Policy document prepared | Date and year of acceptance of the Major Policy documents | Name of the body for which the policy was prepared | International/ National/Cent ral Govt./State Govt./Local Bodies. | API score |
|---|---|---|---|---|---|
| | | | | | |

**III (D) Research Guidance**

API Score – **(i)** Ph.D. awarded/ Thesis Submitted – 15 / 10 (for both Science & Arts) per candidate
**(ii)** M. Phil Degree Awarded/Thesis Submitted –5 (for both Science & Arts)/ candidate

| Sl. No. | Number enrolled | Degree awarded | Thesis Submitted | API score |
|---|---|---|---|---|
| | M.Phil. or equivalent | | | |
| | Ph.D.or equivalent | | | |

**III(E) Fellowships, Awards and Invited lectures delivered in conferences/seminar**

**(III)(E)(i) Fellowship /Award:**

a) International Award/Fellowship from academic bodies- 15/award & 15/fellowship
b) National Award/Fellowship from academic bodies- 10/award & 10/fellowship
c) State /University level Award from academic bodies-05/award

| Sl. No. | Title of the Award /Fellowship | International /National/ State /University level | Name of the ward or Fellowship awarding Academic Body | Date &Year of achievement of Award/ Fellowship | API Score |
|---|---|---|---|---|---|
| | | | | | |

**III)E.(ii) Invited Lectures/papers.**

a) International-7/lecture or 5/paperpresented
b) National-5/lecture or 3/paperpresented
c) State /University level-3 /lecture or 2/paperpresented

| Sl. No. | Title of the invited lecture /paper Presented | Title of Conference/ Seminar with Date | Organized By | Whether International/ National/State Or University | API score | Remarks |
|---|---|---|---|---|---|---|
| | | | | | | |

| Sl. No. | Title | Conference | Venue | Level | API Score | |
|---|---|---|---|---|---|---|
| 1. | Floral biology and pollen dispersal of *Capsicumannum* L. | XX National Conference of Aerobiology-2018 | SantGadge Baba Amaravati University, Indian Aerobiological Society29th -31st Jan 2018 | National | 3 | |
| 2. | Floral Biology and Pollination of *Vigna mungo* (L.) Hepper. | Trends in Contemporary Research in Plant Science, | Dept. of Botany, Vidyasagar University 29-30 March, 2018. | National | 3 | |
| 3. | Flower- visitor interaction and pollination of *Luffaacutangula* (L.) Roxb. | Current Trends and Future Prospects In Plant Science Research | CAS, Dept. of Botany, Banaras Hindu University, 1-3 February 2019. | National | 3 | |
| | **Total* :09** | | | | 09 | |

**\*The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period**

| i) | **Stage I to II** | **04/Assessment Period** |
|---|---|---|
| ii) | **Stage II to III** | **10/Assessment Period** |
| iii) | **Stage III to IV** | **15/Assessment Period** |

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

**API score -10/ Module**

| Sl. No. | Title of the Module | Course/Paper for which the module was prepared | Year and Date of presentation | API Score |
|---|---|---|---|---|
| | | | | |

**\*Minimum total API scores required for promotion under CATEGORY I +**

**CATEGORY II\*:**

| i) | **Stage I to II** | **90/Assessment Period** |
|---|---|---|
| ii) | **Stage II to III** | **120/Assessment Period** |
| iii) | **Stage III to IV** | **150/Assessment Period** |

**\* Teachers may score the balance of points from either Category II or Category III to achieve the minimum score required under Category II + III**

**Summary of API scores: (in pursuance of G.O. No. 198–EH (CG) dated 07.12.2017)**

**Name of the Applicant: Dr. Hemanta SahaSubject: Botany**

| Category | Criteria | API Score for previous 3/4/5/6 academic years as applicable for specific proposed stage of promotion from Stage I/II/III to Stage II/III/IV. | | Total API Score for Assessment Period |
|---|---|---|---|---|
| | | **07.12.2017 to 30.06.2018** | **01.07.2018 to 29.08.2019** | |
| **I** | **CATEGORY I:** Teaching, learning and evaluation related activities *(to be assessed yearly)* | **57.7** | **101.2** | **158.9** |
| **II** | **CATEGORY II:** | **26.8** | **36.1** | **62.9** |

| | | | | |
|---|---|---|---|---|
| | Cocurricular, extension and professional development related activity<br>*(to be assessed cumulatively for assessment period)* | | | |
| III | **CATEGORY III:**<br>Research and Academic Contributions<br><br>*(to be assessed cumulatively for assessment period)* | **9** | | **9** |
| II + III | **Total API score**<br>(Category II + Category III)/ Assessment Period) | **71.9** | | **71.9** |

**Signature of
Incumbent**

**Signature of the
Coordinator, IQAC**

**Signature of the
Principal/TIC/OIC
with date and seal**

# IV. Summary of API Scores:

**Name of Applicant: Dr. Hemanta Saha**                    **Subject: Botany**

| | Criteria | API Score for previous 3/4/5/6 academic years as applicable for specific proposed stage of promotion from Stage I/II/III to Stage II/III/IV | | | | | | Total API score for the assessment period | | Percentage Distribution of Weightage Points in the Expert Assessment (Applicable only for selection committee) |
|---|---|---|---|---|---|---|---|---|---|---|
| | | 29.8.14 to 30.6.15 | 01.07.15 to 30.06.16 | 01.07.16 to 30.06.17 | 01.07.17 to 06.12.17 | 07.12.17 to 30.06.18 | 01.07.18 to 29.08.19 | | | |
| I | **CATEGORY I:**<br>Teaching, learning and evaluation related activities*(to be assessed yearly)* | 114.7 | 115 | 114.6 | 110.4 | 57.7 | 101.2 | 613.6 | **Average API/Year**<br><br>**122.7** | |
| II | **CATEGORY II:**<br>Cocurricular, extension and professional | 34 | 32 | 32 | 30 | 26.8 | 36.1 | | **190.9** | |

| | development related activity **(to be assessed cumulatively for assessment period)** | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|

| | Assessment Period | |
|---|---|---|

| III | CATEGORY III: Research and Academic Contributions*(to be assessed cumulatively for assessment period)* | **Assessment Period 29.08.14 to 06.12.17** | 56.5 | |
|---|---|---|---|---|
| | | **Assessment Period 07.12.17 to 29.08.19** | 9 | |
| II+ III | **Total API score (Category II + Category III)/ Assessment Period)** | **Total Assessment Period: 29.8.14 to 29.8.19** | 256.4 | |

…………………………………...
*Signature of the Incumbent*

…………………………………...
*Signature of the Coordinator, IQAC with date and seal*

…………………………………...
*Signature of the Principal/TIC/OIC with date and seal*

| | *Date of Screening Committee / Selection committee and Venue* | *Date:* | *Venue:* |
|---|---|---|---|
| | *Recommendation of the Screening/Selection Committee for promotion on CAS with date of effect of promotion* | • *Recommended for promotion from Stage I / II / III to Stage II / III / IV (Strike out which are not applicable)* <br> • *Date of effect:* | |

………………………… ……………………..*Signature of the Principal/TIC/OIC with date and seal*

………………………Signature of the DPI Nominee with date and seal

…………………… ……*Signature of the Subject Expert/s with date and sea*

…………………… …*Signature of the Subject Expert/s with date and seal*

**SUMMARY OF API SCORE: FOR THOSE WHERE ASSESSMENT PERIOD COVERS BOTH UGC REGULATIONS, 2010 AND UGC REGULATIONS**, 2016 (4TH AMENDMENT)
- Date of Screening cum Evaluation Committee/ Selection Committee:
- Venue:

| | | API score up to **06.12.2017** | | | API score w.e.f. **07.12.2017** | | | |
|---|---|---|---|---|---|---|---|---|
| | | | **API** | | | **API** | **Total API score in Assessment Period** | Percentage Distribution of Weight age Points in the Expert Assessment (applicable only for selection committee for Associate Professor) |
| | | | **(A)** | | | **(B)** | **(A + B)** | |
| **Cat I** | **Category I**(teaching-learning & evaluation related activities) [to be assessed yearly] | | 454.7 | **Category I**(teaching-learning & evaluation related activities) [to be assessed yearly] | | 158.9 | 613.6 | |
| **Cat II** | **Category II**(co-curricular, extension and professional development activity)[to Be assessed yearly] | | 128 | **Category II** (co -curricular, extension and professional development activity) [to be assessed cumulatively for the assessment period] | | 62.9 | 190.9 | |
| **Cat III** | **Category III** (research and academic contribution) [to be assessed cumulatively for the assessment period] | | 56.5 | **Category III**(research and academic contribution) [to be assessed cumulatively for the assessment period] | | 9 | 65.5 | |
| Recommendation of the Screening / Selection Committee for promotion on CAS with date of effect of promotion | | | | **Recommended for promotion from Stage II to Stage II/III/IV(Strikeout which are not applicable)** <br><br>Date of effect: | | | | |
| Signature of the Principal / TIC / OIC with date and seal | | Signature of the DPI Nominee with date and seal | | Signature of the Subject Expert with date and seal | | | Signature of the Subject Expert with date and seal | |

- Name of the Applicant: **Dr. HEMANTA SAHA**      Subject: **BOTANY**
- Date of RC/OP/WORKSHOP/STC: **RC (From 16.08.2019 to 29.08.2019)**


## Part C: For use of the Screening cum Evaluation / Selection Committee

Name of the College: **Suri Vidyasagar College**

Date of the Meeting:Venue:

Name of the Incumbent: **HEMANTA SAHA**

Present designation: Assistant Professor (~~Stage 1~~/**Stage 2**/~~Stage 3~~) of **BOTANY**

Date of joining: **28/08/2008**

Date of awarded of **Ph. D.** ~~/ M. Phil~~.: **11/06/2019**

Scale of Pay: Rs. 15600-39100/- with AGP of Rs. ~~6000/~~**7000**/~~8000~~

Designation after promotion: Assistant Professor (~~Stage 2~~/**Stage 3**/~~Associate Professor (Stage 4)~~) Scale of Pay: Rs. 15600-39100/- or ~~Rs. 37400-67000/-~~ with AGP of Rs. ~~7000 /~~**8000**/~~9000~~

Date of effect: **29/08/2019**

Score for Interview (for Stage 3 to Stage 4) [F.M. 20]: Not Applicable

The Screening/Selection Committee has considered the proposal for promotion under CAS in respect of the incumbent mentioned above from the post of Assistant Professor (~~Stage 1~~/**Stage 2**/~~Stage 3~~) to the post of Assistant Professor (~~Stage 2/~~ **Stage 3**) /~~Associate Professor (Stage 4)~~. As the incumbent has fulfilled all conditions as laid down in **G.O. No. 920-Edn (CS) dated 31.12.2012 and G.O. No. 1373-Edn (CS) dated 07.12.2017** for promotion under CAS, the Committee recommends that the incumbent be promoted to the post of Assistant Professor (~~Stage 2/~~ **Stage 3**) /~~Associate Professor (Stage 4)~~ with AGP of ` ~~7000~~ /**8000**/~~9000~~ with effect from **29/08/2019**

The Committee further recommends that the post held by the incumbent be upgraded to the post of Assistant Professor (~~Stage 2/~~ Stage 3) /~~AssociateProfessor (Stage 4)~~ with AGP of ` ~~7000 /~~8000 /~~9000~~ with effect from 29/08/2019 and the same would be reverted back to the post of Assistant Professor (Stage 1) as soon as it would fallen vacant due to superannuation or any other reason.

Necessary particulars with all relevant documents be sent to the Government for approval.


 Signature of the Expert with Date and Seal       Signature of the Expert with Date and Seal
 (*Nominated by the VC of the affiliating University*)    (*Nominated by the VC of the affiliating University*)



Signature of Govt. Nominee with Date and Seal       Signature of the Principal/ TIC of
(Nominated by the DPI, West Bengal)             College with Date and Seal

(Please attach specific G.O. for counting of past service for promotion under CAS)

12.   For which position & AGP you are applyingunderCAS : Assistant Prof. Stage-II  &AGP-7000

13.   Date of eligibilityfor Promotion          : 14/03/2021

14.   Educational Qualification (Graduationonwards):

| Examination | Name of the University | Year of Passing | Marks Obtained (%) | Class/ ~~Grade~~ | Remarks |
|---|---|---|---|---|---|
| ~~B.A~~/B.Sc./~~B.Com~~. | The University of Burwan | 2003 | 50.125 | 2$^{nd}$ | Annexure |
| ~~M.A~~/M.Sc./ ~~M.Com~~. | The University of Burwan | 2005 | 59.1 | 2$^{nd}$ | Annexure |
| UGC-CSIR/NET | CSIR, Human Resource Development Group, New Delhi | 2010 | Rank-0147 | LS (NET) | Annexure (*Refer to page no…*) |

15.   ResearchDegree(s): NIL.

| Degree | Name of the University | Date of award | Title | Remarks |
|---|---|---|---|---|
| M.Phil |  |  |  |  |
| Ph.D/ ~~D.Phil~~ |  |  |  |  |
| D.Sc./ D.Lit |  |  |  |  |

16.   Details of Teaching/ Research/AcademicExperience:

| Designation | Employer | Period of service From          To | Scale of pay |
|---|---|---|---|
| Assistant Professor (Stage 1) | Suri Vidyasagar College, Suri, Birbhum, West Bengal | 14.03.2015 to till date | 15600 – 39100 AGP – 6000 |

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


**Signature of the Incumbent**
All entries made above are checked and verified and found to be correct.


**Signature of theCo-ordinator, IQACSignature of thePrincipal/TIC**

Date:                                                Date:

Seal:                                                Seal:

# Annual Self-Assessment for the Performance Based Appraisal System (PBAS)

**Session/ Year- <u>2014-15 (14.03.2015-30.06.2015)</u>**

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

Part B: Academic Performance Indicators (API)

**CATEGORY 1:** TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

**(ia) Lectures, seminars, tutorials, practical, contact hours undertaken taken as percentage of lectures allocated.**

| Sl. No. | Course/Paper | Level | Mode of teaching | Class allotted as per schedule | % of classes taken as per documented record | API Score | Remarks |
|---|---|---|---|---|---|---|---|
| 1. | Physics Honours (Paper-II, Gr.-A, Unit-5; Paper-XI, Unit-12) | UG-Part-I,II & III | L, P | 22/22 | 100 | 50 | Annexure (Academic audit) Refer to page no.. |
| 2. | Physics General (Paper-I, Gr.-E, Unit-3,4; Paper-II, Gr.-B, Unit-5,6) | UG-Part-I,II & III | L, P | 29/29 | 100 | | |

#Lecture (L), Seminar (S), Tutorial (T), Practical (P).

**(ib) Lectures and other teaching duties in excess of UGC norms**

| | CALCULATION OF API SCORE FOR I(i) ABOVE | API Score | |
|---|---|---|---|
| a) | Classes taken (**Maximum 50** for 100% performance &proportionate score up to 80% performance, below which no score may be given) | 50 | Annexure |
| b) | Teaching load in excess of UGC norms/ Special Lectures/ Classes taken at the study center located in the District other than Kolkata (**Max score - 10**) (6 special class) | 10 | |

**ii) Reading/ Instructional material consulted and additional knowledge resources provided to students**

| Sl. No. | Course/ Paper | Consulted | Prescribed | AdditionalResource provided | API Score | Remarks |
|---|---|---|---|---|---|---|
| 1. | Physics Honours Course | Text books, reference and web resources | Laboratory experimental procedure, web | Study materials (Hand written notes, hard copies of e-Book), PPT etc. | 10 | Annexure |

| | | | | resources | | | |
|---|---|---|---|---|---|---|---|
| 2. | Physics General Course | Text books, reference and web resources | Laboratory experimental procedures, theory from text | Study materials and Class notes, PPT etc. | | 10 | |
| API score based on preparation and Impartingof knowledge /instruction as per curriculum and syllabus enrichment by providing additional resources to students (**Max. score:20)** | | | | | | 20 | |

## iii) Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc

(a) Updating ofCourses/CurriculumDesign:      5 per course – Max10

(b) Participation/Innovative –Interactivecourses:      5

(c) Participn./Innovative –LearningModules:      5      Max10

(d) Participn./Innovative – Case Studies prepared:      5

(e) Use of ICT or Computer-aided methods–ppt:      5

(f) Use of ICT –Multi-media/Simulationetc:      5      Max10

(g) Dev/TeachingRemedial/BridgeCourses:      5      each Max10

(h)Dev/Teaching Soft skill/Communication/Personality Dev: 5 each    Max10

(i) Special ProgramsinPhys.Edn./Library:      5each      Max10

(j) Innovative Composition/Creation in Music, Fine Arts, Perf Arts: 5 each ; Max10

(k)Organizing & cond. Of popul. Prog. /Teaching Web-based/E-Library/IT-asst teaching

Workshop/Training – 10 points; Popularization program – 5points

| | Short Description (in terms of items) as listed above | API Score | Remarks |
|---|---|---|---|
| 1. | Participation/Innovative – Interactive courses (**Syllabus based seminar, Question-answer session, Quiz contest**) | 5 | Annexure |
| 2. | Learning module (**Teaching Plan for Physics Honours and General**) | 5+5=10 | Annexure |
| 3. | Use of ICT or Computer-aided methods–**Microsoft PowerPoint** | 5 | Annexure |
| | (**Max API Score:20**)      TotalScore: | 20 | |

### (iv) Examinationdutiesassignedandperformed

(a)Invigil.-10,Evalua.-5,Q.papersetting/Moderation-5; Max:2 [100%compliance]

(b) Internal/ContinuousAssessmentworkasallotted-10[100%compliance];

(c)ExamCoordinationCell/OutstationorFlyingSquad:10[100%compliance]

| Sl. No. | Type of Examination Duties | Duties Assigned(University final exams Part-I, II & III) | Extent to which Carried out(%) | API Score | Remarks |
|---|---|---|---|---|---|
| | | | | | |

| 1. | (a) Invigilation (University examination) | yes | 100% | 10 | Annexure |
|---|---|---|---|---|---|
| 2. | (b)Internal/ContinuousAssessments workasallotted (invigilation, paper setter, evaluation for internal examination- base label, 1<sup>st</sup>, 2<sup>nd</sup> terminal, test level etc.) | yes | 100% | 10 | Annexure |
| 3. | (a)Evaluation (University theory & practical Examinations) | No | -- | 00 | Annexure |
| | **(Max API Score : 25)** | | | 20 | |

## CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

Please mention your contribution to any of the following:

| Sl.No. | Type of Activity | Average Hrs/week | API Score | Remarks |
|---|---|---|---|---|
| | **(I)Extension, Co-curricular & field based Activities** (5 points each) | | | |
| | a) Field Study/Ed. Tours/ Placement: 5each  Max10 | Study tour (Science City, Kolkata. Dated- 04/04/2015) | 5 | Annexure |
| | b) NSS/NCC/NSO etc: each activity10points  Max10 | | | |
| | c) Student/Staff Sports Campus Publication etc: (dept level 2 points, Instn level 5 points) Max 10 | | | |
| | d) Community work (Env, Hum. Rights, Scientific temper, Peace/Relief etc): Max10 | | | |
| | **(Max API Score : 20)** | | 5 | |
| | | | | |
| | **(II) Contribution to Corporate Life and Management of the Institution** | Yearly/Semester wise responsibilities | API Score | |
| | a) GovernanceResponsibility (PG/IQAC/NAAC coordinator/Bursar / Warden etc.): Max10 | | | |
| | b) Academic/Administrative Committees like Admission /Campus Dev/ Library Comm: 5 each Max 10 | Member of 1.Admission committee, 2. Research and publication committee | 5+5 | Annexure |
| | c) Student Welfare/Placement / Counseling/ Discipline 5 each Max 10 | | | |
| | d) Conf Organization/ChairSecretary/Treasurer<br>(I) International:10<br>(II) National/Reg:5<br>(III) Member: 1each | | | |

| | | | | |
|---|---|---|---|---|
| | (**Max API Score : 15**) | | 10 | |
| | | | | |
| | **(III)Professional Development Activities** | | | |
| | a) Member in Professional Committees (I)National 3 (II) State2;        Max10 | | | |
| | b) Participation in Conf/Seminars  Withoutpaper:          2 each ; Max10 | | | |
| | c) Short-term Courses/ Training less than a week: 5 each Max 10 | | | |
| | d) Membership/Participation in State/ Central Bodies/Committees: 5 each Max 10 | | | |
| | e) Newspaper/Magazine/ Radio-TV progr (Not covered in Category III): 1 each ; Max 10 | | | |
| | (**Max API Score : 15**) | | | |
| | Total Score (I +II+III)          (**Max :50**) | | **5+10 = 15** | |
| | Minimum API Score required – 15 | | | |

# Annual Self-Assessment for the Performance Based Appraisal System (PBAS)

**Session/ Year- <u>2015-16 (01.07.2015-30.06.2016)</u>**

**(Tobecompletedandsubmittedattheendofeachacademicyear)**

Part B: Academic Performance Indicators (API)

**CATEGORY 1:** TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

**(ia) Lectures, seminars, tutorials, practical, contact hours undertaken taken as percentage of lectures allocated.**

| Sl. No. | Course/Paper | Level | Mode of teaching | Class allotted as per schedule | % of classes taken as per documented record | API Score | Remarks |
|---|---|---|---|---|---|---|---|
| 1. | Physics Honours (Paper-II, Gr.-A, Unit-1 to 7; Paper-VII-Gr. A, Unit-2, 4, 5; Paper-XI, Unit-1 to 12) | UG-Part-I,II & III | L,P | 277/277 | 100 | 49.8 | Annexure (Academic audit) *Refer to page no..* |
| 2. | Physics General (Paper-I, Gr. E, Unit-3, 4; Paper-II, Gr. B, Unit5, 6; Paper-II, Gr. C-Unit 4, 5; Paper-IV, Unit-1, 3, 8, 9) | UG-Part-I,II & III | L, P | 168/169 | 99.4 | | |

#Lecture (L), Seminar (S), Tutorial (T), Practical (P).

**(ib) Lectures and other teaching duties in excess of UGC norms**

| | CALCULATION OF API SCORE FOR I(i) ABOVE | API Score | |
|---|---|---|---|
| a) | Classes taken (**Maximum 50** for 100% performance &proportionatescoreupto80%performance,belowwhichnoscore may begiven) | 49.8 | Annexure |
| b) | Teaching load in excess of UGC norms/ Special Lectures/ Classes taken at the study center located in the District other than Kolkata (**Max score - 10**) (16 special class) | 10 | Annexure |

**ii) Reading/ Instructional material consulted and additional knowledge resources provided to students**

| Sl. No. | Course/ Paper | Consulted | Prescribed | AdditionalResource provided | API Score | Remarks |
|---|---|---|---|---|---|---|
| | | | | | | |

| 1. | Physics Honours Course | Text books, references and web resources | Laboratory experimental procedure, web resources | Study materials (Hand written notes, hard copies of e-Book), PPT etc. | 10 | Annexure |
|---|---|---|---|---|---|---|
| 2. | Physics General Course | Text books, reference and web resources | Laboratory experimental procedures, theory from text | Study materials and Class notes, PPT etc. | 10 | |
| API score based on preparation and Impartingof knowledge /instruction as per curriculum and syllabus enrichment by providing additional resources to students (**Max. score:20)** | | | | | 20 | |

## iii) Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc

(a) Updating ofCourses/CurriculumDesign:           5 per course – Max10

(b) Participation/Innovative –Interactivecourses:           5

(c) Participn./Innovative –LearningModules:           5           Max10

(d) Participn./Innovative – Case Studies prepared:           5

(e) Use of ICT or Computer-aided methods–ppt:           5

(f) Use of ICT –Multi-media/Simulationetc:           5           Max10

(g) Dev/TeachingRemedial/BridgeCourses:           5           each Max10

(h)Dev/Teaching Soft skill/Communication/Personality Dev: 5 each           Max10

(i) Special ProgramsinPhys.Edn./Library:           5each           Max10

(j) Innovative Composition/Creation in Music, Fine Arts, Perf Arts: 5 each ; Max10

(k)Organizing & cond. Of popul. Prog. /Teaching Web-based/E-Library/IT-asst teaching

Workshop/Training – 10 points; Popularization program – 5points

| Sl. No. | Short Description (in terms of items) as listed above | API Score | Remarks |
|---|---|---|---|
| 1. | Participation/Innovative – Interactive courses (**Syllabus based seminar, Question-answer session, Quiz contest**) | 5 | Annexure |
| 2. | Learning module (**Teaching Plan for Physics Honours and General**) | 5+5=10 | Annexure |
| 3. | Use of ICT or Computer-aided methods–**Microsoft PowerPoint** | 5 | Annexure |
| | (**Max API Score:20**)           TotalScore: | 20 | |

## (iv) Examinationdutiesassignedandperformed

(a)Invigil.-10,Evalua.-5,Q.papersetting/Moderation-5; Max:2 [100%compliance]

(b) Internal/ContinuousAssessmentworkasallotted-10[100%compliance];

(c)ExamCoordinationCell/OutstationorFlyingSquad:10[100%compliance]

| Sl. No. | Type of Examination Duties | Duties Assigned(University final exams Part-I, II & III) | Extent to which Carried out(%) | API Score | Remarks |
|---|---|---|---|---|---|
| 1. | (a) Invigilation(University examination) | yes | 100% | 10 | Annexure |
| 2. | (b)Internal/ContinuousAssessments workasallotted (invigilation, paper setting, evaluation for internal examination- base label, 1$^{st}$, 2$^{nd}$ terminal, test level etc. | yes | 100% | 10 | Annexure |
| 3. | (a)Evaluation (University final theory & practical Examinations) | yes | 100% | 5 | Annexure |
| | (**Max API Score : 25**) | | | 25 | |

## CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

Please mention your contribution to any of the following:

| Sl.No. | Type of Activity | Average Hrs/week | API Score | Remarks |
|---|---|---|---|---|
| | **(I)Extension, Co-curricular & field based Activities** (5 points each) | | | |
| | a) Field Study/Ed. Tours/ Placement:     5each         Max10 | Ed. Tour(Bakreswar Thermal Power Plant, dated-18/03/2016) | 5 | Annexure |
| | b) NSS/NCC/NSO etc:   each activity10points     Max10 | | | |
| | c) Student/Staff Sports Campus Publication etc: (dept level 2 points, Instn level 5 points) Max 10 | College Level Sports (Volunteer) | 5 | Annexure |
| | d) Community work (Env, Hum. Rights, Scientific temper, Peace/Relief etc): Max10 | Serve as a judge in the District Science Seminar-2015; Performing judge of the District Level Science Exhibition for School Student-2015 | 5+5 | Annexure |
| | (**Max API Score : 20**) | | 20 | |
| | | | | |

| | (II) Contribution to Corporate Life and Management of the Institution | Yearly/Semester wise responsibilities | API Score | |
|---|---|---|---|---|
| | a) GovernanceResponsibility (PG/IQAC/NAAC coordinator/Bursar / Warden etc.): Max10 | Serve as a HOD (from 01.04.16) | 5 | Annexure |
| | b) Academic/Administrative Committees like Admission /Campus Dev/ Library Comm: 5 each Max 10 | Member of - 1. Admission Verification committee 2. Research and publication committee | 5+5 | Annexure |
| | c) Student Welfare/Placement / Counseling/ Discipline 5 each Max 10 | | | |
| | e) Conf Organization/ChairSecretary/Treasurer<br>(I) International:10<br>(II) National/Reg:5<br>(III) Member: 1each | | | |
| | (**Max API Score : 15**) | | 15 | |
| | | | | |
| | (**III)Professional Development Activities** | | | |
| | a) Member in Professional Committees (I)National 3 (II) State2;   Max10 | | | |
| | b) Participation in Conf/Seminars Withoutpaper:      2 each ; Max10 | Participation of Seminar - 1 | 2 | Annexure |
| | c) Short-term Courses/ Training less than a week: 5 each Max 10 | Attending short term course - 1 | 5 | Annexure |
| | d) Membership/Participation in State/ Central Bodies/Committees: 5 each Max 10 | | | |
| | e) Newspaper/Magazine/ Radio-TV progr (Not covered in Category III): 1 each ; Max 10 | | | |
| | (**Max API Score : 15**) | | 7 | |
| | Total Score (I +II+III)     (**Max :50**) | | **20+15+7=42** | |
| | Minimum API Score required – 15 | | | |

# Annual Self-Assessment for the Performance Based Appraisal System (PBAS)

**Session/ Year- <u>2016-17 (01.07.2016-30.06.2017)</u>**

**(Tobecompletedandsubmittedattheendofeachacademicyear)**

Part B: Academic Performance Indicators (API)

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

**(ia) Lectures, seminars, tutorials, practical, contact hours undertaken taken as percentage of lectures allocated.**

| Sl. No. | Course/Paper | Level | Mode of teaching | Class allotted as per schedule | % of classes taken as per documented record | API Score | Remarks |
|---|---|---|---|---|---|---|---|
| 1. | Physics Honours (Paper-II, Gr.-A, Unit-1 to 7; Paper-VII-Gr. A, Unit-2, 4, 5; Paper-XI, Unit-1 to 12) | UG-Part-I,II & III | L, P | 282/282 | 100 | 49.7 | Annexure (Academic audit) *Refer to page no…* |
| 2. | Physics General (Paper-I, Gr. E, Unit-3, 4; Paper-II, Gr. B, Unit5, 6; Paper-II, Gr. C-Unit 4, 5; Paper-IV, Unit-1, 3, 8, 9) | UG-Part-I,II & III | L, P | 174/176 | 98.8 | | |

#Lecture (L), Seminar (S), Tutorial (T), Practical (P)

**(ib) Lectures and other teaching duties in excess of UGC norms**

| | CALCULATION OF API SCORE FOR I(i) ABOVE | API Score |
|---|---|---|
| a) | Classes taken (**Maximum 50** for 100% performance &proportionatescoreupto80%performance,belowwhichnoscore may begiven) | 50 |
| b) | Teaching load in excess of UGC norms/ Special Lectures/ Classes taken at the study centre located in the District other than Kolkata (**Max score - 10**) (13 special class extra) | 10 |

**ii) Reading/ Instructional material consulted and additional knowledge resources provided to students**

| Sl. No. | Course/ Paper | Consulted | Prescribed | AdditionalResource provided | API Score | Remarks |
|---|---|---|---|---|---|---|
| 1. | Physics Honours | Text book, Reference & | Laboratory experimental | Study materials: Hand written notes, web | 10 | (Annexure) |

| | | web resources | procedures, web resources | resources, PPT, Printed materials etc. | | |
|---|---|---|---|---|---|---|
| | Course | | | | | |
| 2. | Physics General Course | Text book, Reference & web resources | Laboratory experimental procedures, theory from text | Study materials: Hand written notes, web resources, PPT, Printed materials etc. | 10 | |
| | | | | | | |
| API score based on preparation and Impartingof knowledge /instruction as per curriculum and syllabus enrichment by providing additional resources to students (**Max. score:20**) | | | | | 20 | |

## iii) Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc

(a) Updating ofCourses/CurriculumDesign:     5 per course – Max10

(b) Participation/Innovative –Interactivecourses: 5

(c) Participn./Innovative –LearningModules:     5          Max10

(d) Participn./Innovative – Case Studies prepared:          5

(e) Use of ICT or Computer-aided methods–ppt: 5

(f) Use of ICT –Multi-media/Simulationetc:     5          Max10

(g) Dev/TeachingRemedial/BridgeCourses:     5     each Max10

(h)Dev/Teaching Soft skill/Communication/Personality Dev: 5 each     Max10

(i) Special ProgramsinPhys.Edn./Library:     5each          Max10

(j) Innovative Composition/Creation in Music, Fine Arts, Perf Arts: 5 each ; Max10

(k)Organizing & cond. Of popul. Prog. /Teaching Web-based/E-Library/IT-asst

teaching Workshop/Training – 10 points; Popularization program – 5points

| Sl. No. | Short Description (in terms of items) as listed above | API Score | Remarks |
|---|---|---|---|
| 1. | Participation/Innovative – Interactive courses (**Syllabus based seminar, Question-answer session, Quiz contest**) | 5 | Annexure |
| 2. | Learning module (**Teaching Plan for Physics Honours and General**) | 5+5=10 | Annexure |
| 3. | Use of ICT or Computer-aided methods–**Microsoft PowerPoint** | 5 | Annexure |
| | (**Max API Score:20**)                    TotalScore: | 20 | |

## (iv) Examinationdutiesassignedandperformed

(a)Invigil.-10,Evalua.-5,Q.papersetting/Moderation-5; Max:2 [100%compliance]

(b) Internal/ContinuousAssessmentworkasallotted-10[100%compliance];

(c)ExamCoordinationCell/OutstationorFlyingSquad:10[100%compliance]

| Sl. No. | Type of Examination Duties | Duties Assigned (University final examinations of Part-I, II & III) | Extent to which Carried out(%) | API Score | Remarks |
|---|---|---|---|---|---|
| 1. | (a)Invigilation (University Examination) | Yes | 100% | 10 | Annexure |
| 2. | (b)Internal/ContinuousAssessments workasallotted(Paper setting, invigilation, evaluation for internal examination- base label, 1$^{st}$, 2$^{nd}$ terminal, test level etc. | Yes | 100% | 10 | Annexure |
| 3. | (a)Evaluation (University final theory & practical Examinations) | Yes | 100% | 5 | Annexure |
|  | (**Max API Score : 25**) |  |  | 25 |  |

## CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

Please mention your contribution to any of the following:

| Sl.No. | Type of Activity | Average Hrs/week | API Score | Remarks |
|---|---|---|---|---|
|  | **(I)Extension, Co-curricular & field based Activities** (5 points each) |  |  |  |
|  | a) Field Study/Ed. Tours/ Placement:<br>       5each                    Max10 | Ed. Tour (Massenjore Hydropower Dam, dated-23.02.2017) | 5 | Annexure |
|  | b) NSS/NCC/NSO etc:<br>    each activity10points                Max10 |  |  |  |
|  | c) Student/Staff Sports<br>Campus Publication etc:<br>(dept level 2 points, Instn level 5 points) Max 10 | College Level Sports (Volunteer) | 5 | Annexure |
|  | d) Community work<br>(Env, Hum. Rights, Scientific temper, Peace/Relief etc): Max10 | Participation/donor at Voluntary Blood Donation Camp | 5 | Annexure |
|  | (**Max API Score : 20**) |  | 15 |  |
|  |  |  |  |  |
|  | **(II) Contribution to Corporate Life and Management of the Institution** | Yearly/Semester wise responsibilities | API Score |  |
|  | a) GovernanceResponsibility<br>(PG/IQAC/NAAC coordinator/Bursar / Warden etc.): Max10 | Serve as a HOD of Physics Dept. | 5 | Annexure |
|  | b) Academic/Administrative Committees like<br>Admission /Campus Dev/ Library Comm: 5 each Max 10 | Member of Academic advisory committee | 5 | Annexure |
|  | c) Student Welfare/Placement /<br>Counseling/ Discipline 5 each Max 10 | Member of Grievance Redressal Cell | 5 | Annexure |

| | | | |
|---|---|---|---|
| | f) Conf Organization/ChairSecretary/Treasurer<br>    (I)    International:10<br>    (II)  National/Reg:5<br>    (III) Member: 1each | | | |
| | (**Max API Score : 15**) | | 15 | |
| | | | | |
| | (**III)Professional Development Activities** | | | |
| | a) Member in Professional Committees<br>(I)National 3 (II) State2;       Max10 | | | |
| | b) Participation in Conf/Seminars<br> Withoutpaper:      2 each ; Max10 | Participation of Seminar -1 | 2 | Annexure |
| | c) Short-term Courses/<br>Training less than a week: 5 each Max 10 | Attending short term course - 1 | 5 | Annexure |
| | d) Membership/Participation in State/<br>Central Bodies/Committees: 5 each Max 10 | | | |
| | e) Newspaper/Magazine/ Radio-TV progr (Not covered in Category III): 1 each ; Max 10 | | | |
| | (**Max API Score : 15**) | | 07 | |
| | Total Score (I +II+III)      (**Max :50)** | | **15+15+7 =37** | |
| | Minimum API Score required – 15 | | | |

**Annual Self-Assessment for the Performance Based Appraisal System (PBAS)**

**Session/ Year <u>01.07.2017-06.12.2017</u>**

**(Tobecompletedandsubmittedattheendofeachacademicyear)**

Part B: Academic Performance Indicators (API)

**CATEGORY 1:** TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

**(ia) Lectures, seminars, tutorials, practical, contact hours undertaken taken as percentage of lectures allocated.**

| Sl. No. | Course/Paper | Level | Mode of teaching | Class allotted as per schedule | % of classes taken as per documented record | API Score | Remarks |
|---|---|---|---|---|---|---|---|
| 1. | PhysicsHonours (Paper-CC-1, Unit-3, 5; Paper-CC-II, Unit-6 to 9 Paper-VII-Gr. A, Unit-2, 4, 5; Paper-XI, Unit-1 to 12) | UG-Part-I,II & III | L, P | 165/165 | 100 | 50 | Annexure (Academic audit) *Refer to page no…* |
| 2. | Physics General (Paper-CC-1A, Unit, 3 to 7); Paper-II, Gr. B, Unit5, 6; Paper-II, Gr. C-Unit 4, 5; Paper-IV, Unit-1, 3,) | UG-Part-I,II & III | L,P | 86/86 | 100 | | |

#Lecture (L), Seminar (S), Tutorial (T), Practical(P)

**(ib) Lectures and other teaching duties in excess of UGC norms**

| | CALCULATION OF API SCORE FOR I(i) ABOVE | API Score |
|---|---|---|
| a) | Classes taken (**Maximum 50** for 100% performance &proportionatescoreupto80%performance,belowwhichnoscore may begiven) | 50 |
| b) | Teaching load in excess of UGC norms/ Special Lectures/ Classes taken at the study centre located in the Districtother than Kolkata (**Max score - 10**) (special class 18) | 10 |

**ii) Reading/ Instructional material consulted and additional knowledge resources provided to students**

| Sl. No. | Course/ Paper | Consulted | Prescribed | AdditionalResource provided | API Score | Annexure |
|---------|---------------|-----------|------------|------------------------------|-----------|----------|
| 1. | Physics Honours Course | Text book, Reference & web resources | Laboratory experimental procedures, web resources | Study materials (hard copies), PPT etc. | 10 | (Annexure ) |
| 2. | Physics General Course | Text book, Reference & web resources | Laboratory experimental procedures, theory from text | Study materials and Class notes etc. | 10 | |
| API score based on preparation and Impartingof knowledge /instruction as per curriculum and syllabus enrichment by providing additional resources to students (**Max. score:20**) | | | | | 20 | |

## iii) Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc

(a) Updating ofCourses/CurriculumDesign:        5 per course – Max10

      (b) Participation/Innovative –Interactivecourses:    5

      (c) Participn./Innovative –LearningModules:    5      Max10

      (d) Participn./Innovative – Case Studies prepared:   5

(e) Use of ICT or Computer-aided methods–ppt:    5

      (f) Use of ICT –Multi-media/Simulationetc:    5    Max10

      (g) Dev/TeachingRemedial/BridgeCourses:    5    each Max10

      (h)Dev/Teaching Soft skill/Communication/Personality Dev: 5 each    Max10

      (i) Special ProgramsinPhys.Edn./Library:    5each    Max10

      (j) Innovative Composition/Creation in Music, Fine Arts, Perf Arts: 5 each ; Max10

      (k)Organizing & cond. of popul. Prog. /Teaching Web-based/E-Library/IT-asst teaching

      Workshop/Training - 10 points; Popularization program - 5points

| Sl. No. | Short Description (in terms of items) as listed above | API Score | Remarks |
|---------|------------------------------------------------------|-----------|---------|
| 1. | Participation/Innovative – Interactive courses (**Syllabus based seminar, Question-answer session, Quiz contest**) | 5 | Annexure |
| 2. | Learning module (**Teaching Plan for Physics Honours and General**) | 5+5=10 | Annexure |
| 3. | Use of ICT or Computer-aided methods–**Microsoft PowerPoint** | 5 | Annexure |
| | (**Max API Score:20**)      TotalScore: | 20 | |

## (iv)Examinationdutiesassignedandperformed

(a)Invigil.-10,Evalua.-5,Q.papersetting/Moderation-5; Max:2 [100%compliance]

  (b) Internal/ContinuousAssessmentworkasallotted-10[100%compliance];

(c)ExamCoordinationCell/OutstationorFlyingSquad:10[100%compliance]

| Sl. No. | Type of Examination Duties | Duties Assigned (University final examinations of Part-I, II & III) | Extent to which Carried out (%) | API Score | Remarks |
|---|---|---|---|---|---|
| 1. | (a)Invigilation (University Examination) | Yes | 100% | 10 | Annexure |
| 2. | (b)Internal/ContinuousAssessments workasallotted (Invigilation, paper setting, evaluation for internal examination- base label, 1$^{st}$, 2$^{nd}$ terminal, test level etc. | Yes | 100% | 10 | Annexure |
| 3. | (a)Evaluation (University final theory & practical Examinations) | Yes | 100% | 5 | Annexure |
| | (**Max API Score : 25**) | | | 25 | |

## CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

Please mention your contribution to any of the following:

| Sl.No. | Type of Activity | Average Hrs/week | API Score | Remarks |
|---|---|---|---|---|
| | **(I)Extension, Co-curricular & field based Activities** (5 points each) | | | |
| | a) Field Study/Ed. Tours/ Placement:<br>       5each                    Max10 | Ed. Tour (Bakreswar Thermal Power Plant, dated-10/08/2017) | 5 | Annexure |
| | b) NSS/NCC/NSO etc:<br>   each activity10points            Max10 | | | |
| | c) Student/Staff Sports Campus Publication etc:<br>(dept level 2 points, Instn level 5 points) Max 10 | DPI Level Sports (Volunteer) | 5 | Annexure |
| | d) Community work<br>(Env, Hum. Rights, Scientific temper, Peace/Relief etc): Max10 | | | |
| | (**Max API Score : 20**) | | 10 | |
| | | | | |
| | **(II) Contribution to Corporate Life and Management of the Institution** | Yearly/Semester wise responsibilities | API Score | |
| | a) GovernanceResponsibility<br>(PG/IQAC/NAAC coordinator/Bursar / Warden etc.): Max10 | Serve as HOD of Physics Dept. | 5 | Annexure |
| | b) Academic/Administrative Committees like<br>Admission /Campus Dev/ Library Comm: 5 each Max 10 | Member of –<br>1. Cultural committee<br>2. Academic advisory committee | 5+5 | Annexure |

| | | | | |
|---|---|---|---|---|
| | c) Student Welfare/Placement / Counseling/ Discipline 5 each Max 10 | Member of Grievance Redressal Cell | 5 | Annexure |
| | g) Conf Organization/ChairSecretary/Treasurer<br>    (I)    International:10<br>    (II)   National/Reg:5<br>    (III)  Member: 1each | | | |
| | **(Max API Score : 15)** | | 15 | |
| | | | | |
| | **(III)Professional Development Activities** | | | |
| | a) Member in Professional Committees<br>(I)National 3 (II) State2;        Max10 | | | |
| | b) Participation in Conf/Seminars<br> Withoutpaper:      2 each ; Max10 | | | |
| | c) Short-term Courses/<br>Training less than a week: 5 each Max 10 | | | |
| | d) Membership/Participation in State/<br>Central Bodies/Committees: 5 each Max 10 | | | |
| | e) Newspaper/Magazine/ Radio-TV progr (Not covered in Category III): 1 each ; Max 10 | | | |
| | **(Max API Score : 15)** | | | |
| | Total Score (I +II+III)        **(Max :50)** | | **10+15=25** | |
| | Minimum API Score required - 15 | | | |

# CUMULATIVE CATEGORY-3 FROM THE SESSION 2014-15 TO 2017-18 (14.03.2015 TO 06.12.2017)

## CATEGORY-3: RESEARCH AND ACADEMIC CONTRIBUTIONS

### 3. A)(i)PublishedPapersinJournals

(API Score – Category1-Refereed – 15/publication;

Category 2 - Non-refereed –10/publication)

| Sl. No. | Title with pageno. | Journal | ISSN/ISBN No. | Whether peer reviewed. Impact factor, if any | No. of Co-author | Whether you are themain author | API Score (+Impact Factor) | Remarks |
|---------|--------------------|---------|----------------|-----------------------------------------------|-------------------|--------------------------------|------------------------------|---------|
|         |                    |         |                |                                               |                   |                                |                              |         |
|         |                    |         |                |                                               |                   |                                |                              |         |

*Wherever relevant to any specific discipline the API score for paper in referred journal would be augmented as follows:

Indexed journal- by 5 points, ii) Papers with impact factor 1 and 2 by 10 points; iii) papers with impact factor between 2 and 5 by 15 points; iv) papers with impact factor between 5 and 10 by 25 points

*Points divided by number of authors

***if a paper is presented in Conference/ Seminar is published in the form of proceedings, the points would accrue for the for the publication (3.A) and not under presentation (3.E(ii)).

#Papers accepted at National/ International conferences may be reckoned as equivalent to papers presents.

### A) (ii) Public Displays/Exhibitions/Performances with or without outputs in CD/DVD/Online/E-form/E-book [for Art/Music College]

API Score – Category 1 – 15; Category 2 – 10

| Sl. No | Title of Show/ Exhibition/ Performance with or without CD/DVD/ Tape/ Online /E-form/E-book version or Brochures | Company/ Agency/ Instt Name (Including TV/Radio etc) | Categorization (I.International 15 each/ II. National 10 each (Venues/ event/ gallery/ studio/ museums) | Whether reviewed/ Impact factor (Reporting/ Coverage/ Reviews/ Hits/sales/ citations/ Commen-dations/ etc) | No of Co-performer or Co- authors (10 each) | Whether you are the Soloartist/ performer (15 each) | API Score |
|--------|------|------|------|------|------|------|------|
|        |      |      |      |      |      |      |      |

### B (i) Articles/ Chapters published in Books

API Score (Per Art/Chap) Category 1: International Publisher – 10

Category 2: National/ State/ Central/ Societies Publisher – 5

Category 3: Subject books by other/LocalPublisher –3

Category 4: Chapters inKnowledge-basedVolumes –5

#### ii) FullpapersinConferenceProceedings

| Sl. No. | Title with page no. | Book title, editor & publisher | ISSN/ISBN No. (Or, Renowned publishers) See Cat 1-4 as above for scores | Whether peer reviewed. | No.of Co-author | Whether you are the main author | API Score |
|---------|---------------------|--------------------------------|--------------------------------------------------------------------------|------------------------|------------------|----------------------------------|-----------|

|  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |

**Conf. proceedings as full paper:** 1. International Conference – 10/publication
  2. National   –7.5/each
  3. Regional/State level – 5/each
  4. Local- Univ. /College level –3/each

| Sl. No. | Title with page no. | Details of Conference Publication | ISSN/ISBN No. | No. of Co-author | Whether you are the main author | API Score |
|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |

### iii) Bookspublishedassingleauthororaseditor

API Score – Category 1 Text/Reference Books byInternationalPublisher: 50
  Category 2 Text/Reference Books National/Soc/UnivPubl: 25
  Category 3 Subject Books by Other/LocalRecognizedPubl: 15

| Sl. No. | Title with page no. | Type of Book & authorship | Publisher & ISSN/ ISBN No. (I. International II. National III. Regional) | Whether peer reviewed. | No. of Co-author | Whether you are The main author | API Score |
|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |

### (iv)Solo Performance/Exhibition as an Artist on invitation

API Score – Cat. I /International –50, Cat. II /National–25, Cat. III /Regional –15

| Sl. No | Title of Programme / Exhibition with details ofvenue | Organized or Sponsored by Institution/ Company/ Agency,incl AIR/TVetc | Categorization – (I) International/ (II) National/ (III) Regional | Whether peer-reviewed/ Impact | No of Co-artists or Performers | Whether you are the Solo artist/ performer | API Score |
|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |

### C) Ongoing and Completed Research Projects and Consultancies
API Score for **Projects-**

  Cat I: (Sc -Rs 30 lakhs+ Non-Sc: Rs 5lakhs +):   20
  Cat II: (Sc -Rs 5 lakhs+ Non-Sc: Rs 3lakhs+):   15

Cat III: (Sc -Rs 0.5 lakhs+ Non-Sc: Rs 0.25
lakhs+):  10 Other approved projects of
Univ/Otheragencies:                                                          5

API Score for **Consultancies**–
(Sc -Rs 10 lakhs+ Non-Sc: Rs 2lakhs +):10
API Score for **Quality Evaluation**–

Major (Completed)Project Eval:                          20
Minor (Completed) Project Eval:                         10

## C.(i) & (ii) Ongoing Projects/ Consultancies

| Sl. No. | Title | Agency | Period | Grant/ Amount mobilized (Rs. lakh) | API score |
|---------|-------|--------|--------|-----------------------------------|-----------|
|         |       |        |        |                                   |           |

**C.(iii) &**

## (iv) Completed Projects/ Consultancies

| Sl. No. | Title | Agency | Period | Grant/ Amount mobilized (Rs. lakh) | Whether policy document. Patent as  outcome | API score |
|---------|-------|--------|--------|-----------------------------------|---------------------------------------------|-----------|
|         |       |        |        |                                   |                                             |           |

## D) ResearchGuidance

**(i)Degree-oriented:**API Score – Ph.D. awarded – 10; Ph.D. Submitted –7;
M.Phil. awarded – 3;
**(ii)Non-Degree Products:** API Score – Post-Doctoral – 7; National Scholar –5;
Guidance to Scholars & Master's level – 3

| Sl. No. | Number enrolled | Thesis submitted | Degree awarded | API score |
|---------|-----------------|------------------|----------------|-----------|
| Non-Degree products |  |  |  |  |
| M.Phil. or equivalent |  |  |  |  |
| Ph.D. or equivalent |  |  |  |  |

## E) (i) Training Courses, Teaching-Learning –Evaluation Technology Programmes, Faculty Development Programme (not less than one week duration)

Cat I: (Not less than two week duration): 20
Cat II: (Not less than one week duration): 10

| Sl. No. | Programme | Duration | Organized by | API Score | Remarks |
|---------|-----------|----------|--------------|-----------|---------|
|         |           |          |              |           |         |
|         |           |          |              |           |         |

**E) (ii) Papers presented in Conferences, Seminars, Workshops, Symposia**
APIScore–Category1-International–10, Category2-National   –7.5
Category3- Regional   - 5,   Category4 - Local   –3

| Sl. No. | Title of the paper presented | Title of Conference/ Seminar | Organized by | Whether International/ National/State/Regional/ College or University Level | API Score | Remarks |
|---------|------------------------------|------------------------------|--------------|-----------------------------------------------------------------------------|-----------|---------|
| 1. | Nanotechnology: A New Horizon of Future Generation | "Emerging Issues in Intra-disciplinary Studies: An Indian Perspective" (04.03.2016 - 05.03.2016) | IQAC, Suri Vidyasagar College (in collaboration with Amar Kutir Society for Rural Development, Ballavpur, Birbhum) | National Level | 7.5 | Annexure …. Vide page no.. |

**E) (iii) Invited lectures/ Chairing the session or presentation for conferences/symposia etc.**

APIScore–Category1International– 10, Category2National   – 7.5
Category 3 Regional /State level – 5, Category4Univ/EndowmentLect   –3

| Sl. No. | Title of the Lecture/ Academic session | Title of Conference/ Seminar | Organized by | Whether International/ National/State/ Regional/College Or University level | API score |
|---------|----------------------------------------|------------------------------|--------------|------------------------------------------------------------------------------|-----------|
|         |                                        |                              |              |                                                                              |           |

# Summary of API scores (14.03.2015 – 06.12.2017)

**Name of the Applicant: Sanjib Mondal**     **Subject: Physics**

| Category | Criteria | API Score for previous 3/4/5/6 academic years as applicable for specific proposed stage of promotion from Stage I/II/III to Stage II/III/IV. | | | | Total API Score for Assessment Period |
|---|---|---|---|---|---|---|
| | | 14.03.15 to 30.06.15 | 01.07.15 to 30.06.16 | 01.07.16 to 30.06.17 | 01.07.17 to 06.12.17 | |
| I | **CATEGORY I:** Teaching, learning and evaluation related activities *(to be assessed yearly)* | 120 | 124.8 | 124.7 | 125 | 494.5 |
| II | **CATEGORY II:** Cocurricular, extension and professional development related activity *(to be assessed cumulatively for assessment period)* | 15 | 42 | 37 | 25 | 119 |
| III | **CATEGORY III:** Research and Academic Contributions *(to be assessed cumulatively for assessment period)* | 7.5 | | | | |
| II + III | **Total API score** (Category II + Category III)/ Assessment Period) | 126.5 | | | | |

**Signature of Incumbent with date and seal**        **Signature of the Coordinator, IQAC**        **Signature of the Principal/TIC/OIC**

# ANNEXURE (B)

**To G.O. No. 1373 –Edn (CS)**          **dated 07.12.2017**

    This **FORMAT for Annual Self-Assessment for the Performance Based Appraisal System (PBAS) is required to be filled up at the end of each Academic Year during the period of promotion and filled in Format along with all documents will be placed to the Screening/Selection Committee after duly approved by the IQAC and Principal/TIC/OIC of the concerned college.**

**Annual Self-Assessment for the performance Based Appraisal System (PBAS)**
**Session/Year <u>07.12.2017-30.06.2018</u>**

**(To be completed and submitted at the end of each academic year)**
Part B: Academic Performance Indicators (API)
(Please see detailed instruction of the **PBAS-I** Proforma before filling out this section)

**CATEGORY1:** TEACHING, LEARNING AND EVALUATIONRELATED ACTIVITIES

a) **Directteaching (16/14) hoursperweek asapplicable)includingLectures, Tutorials, Practical, Project Supervision and Field work**

| Sl.No | Course/ Paper | Level | Mode of Teaching | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷7.5 for Assistant Prof. & ÷ 7.75 for Associate Prof.) | API Score | Remarks |
|---|---|---|---|---|---|---|---|
| 1. | Physics Honours Course(Paper-CC-III, Unit-6 to 8; Paper-CC-IV, Unit-1 to 4; Paper-VII-Gr. A, Unit-4, 5; Paper-XI, Unit-6 to 12) | U.G.(Hons.) Part-II & III and CBCS-SEM-I &II. | L, P | 137 | 18.2 | | Annexure (Academic audit)*Refer to page no…* |
| 2. | Physics General Course(Paper-CC-1B, Unit, 3); Paper-II, Gr. B, Unit- 6; Paper-II, Gr. C-Unit- 5; Paper-IV, Unit-8,9) | U.G.(Gen.) Part-II & III and CBCS- Sem 1 & Sem II | L, P | 93 | 12.4 | | |

| | | | | 30.6 | |
|---|---|---|---|---|---|
| **Maximum API Score :** <br> **i) Assistant Professor Stage I : 70** <br> **ii) Assistant Professor Stage II : 70** <br> **iii) Assistant Professor Stage III: 70** | | | | | |

**\*Lectures, Tutorials, Practical, Project Supervision and FieldWork**

- **WorkloadasperUGCRegulations2016:**

| | Direct Teaching Hours per week |
|---|---|
| **Assistant Professor** | **16** |
| **Associate Professor** | **14** |

**(b)Examination duties (question paper setting, evaluation of answer scripts) as per allotment**

| Sl. No. | Type of Examination Duties | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷ 10 for all Teachers) | API Score | Remarks |
|---|---|---|---|---|---|
| 1. | Invigilation duty of University examinations | 28 | 9.3 | 9.3 | Annexure |
| 2. | Assessment of answer scripts of University exams | 29.8 | | | |
| 3. | Internal continuous assessments including question paper setting, invigilation and evaluation | 35 | | | |
| | **Maximum API Score :** <br> **i) Assistant Professor Stage I : 20** <br> **ii) Assistant Professor Stage II : 20** <br> **iii) Assistant Professor Stage III : 20** | | | 9.3 | |

**c) Innovative teaching- learning methodologies; updating of subject content/ course, mentoringetc.**

(a) Updating of Courses/CurriculumDesign:

(b) Participation/Innovative – Interactivecourses:

(c) Participn./Innovative – LearningModules

(d) Participn./Innovative – Case Studiesprepared:

(e) Use of ICT or Computer-aided methods –ppt:

(f) Use of ICT – Multi-media/Simulationetc:

(g) Dev/Teaching Remedial/BridgeCourses:

(h) Dev/Teaching Soft skill/Communication/PersonalityDev:

(i) Special Programs in Phys.Edn./Library:

(j) Innovative Composition/Creation in Music, Fine Arts, PerfArts:

(k) Organizing & cond. ofpopular Prog /Teaching Web-based/E- Library/IT-asst.teaching:

| Sl. No | Short Description (in terms of items) as listed above | Actual hours spent per Academic Year | Actual Score (Actual hours spent per academic Year ÷10) | API score | Remarks |
|---|---|---|---|---|---|
| 1. | Participation/Innovative –LearningModules **(Teaching Plan for Physics Honours and General)** | 00 | 00 | 00 | Annexure |

| | | | | | |
|---|---|---|---|---|---|
| 2. | Participation/Innovation-<br>**(Syllabus bases debate, quiz, extempore, seminar, question answer session, etc)** | 26 | 2.6 | 2.6 | Annexure |
| 3. | Use of ICT or Computer-aided methods –**Microsoft PowerPoint(ppt)** | 59 | 5.9 | 5.9 | Annexure |
| 4. | Use of ICT- Multimedia/Simulation etc.:<br>**(Multimedia, slides and simple simulations)** | 15 | 1.5 | 1.5 | Annexure |
| | **Maximum API Score :**<br>**i) Assistant Professor Stage I : 10**<br>**ii) Assistant Professor Stage II : 10**<br>**iii) Assistant Professor Stage III : 10** | | | **10** | |

In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out byteachers.

**Minimum API Score required for promotion under CAS for CATEGORY I (to be assessed yearly):**

| i) | **Stage I to II** | **80/ Year** |
|---|---|---|
| ii) | **Stage II to III** | **80/Year** |
| iii) | **Stage III to IV** | **75/Year** |

**CATEGORY2: CO-CURRICULAR, EXTENSIONANDPROFESSIONAL DEVELOPMENT RELATEDACTIVITY**

| Sl.No. | Type of Activity | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷10)* | API Score | Remarks |
|---|---|---|---|---|---|
| (a) | Student related Extension, Co-curricular & field based Activities | | | | |
| | i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.)<br>**(Organizer and conduction of Student seminar)** | 6 | 0.6 | 0.6 | Annexure |
| | ii) Other co-curricular activates (Cultural, Sports, NSS, and NCC etc.)<br>**[College level sports as volunteer+ participate as organizing member in various CollegeCultural events]** | 12+30=42 | 4.2 | 4.2 | Annexure |
| | iii) Extension and dissemination activities (public/popular lectures/talks/seminars | | | | |
| | (Max API Score : 15) | | | 4.8 | |

| (b) | Contribution to Corporate life and management of the sports units and institution through participation in through participation in responsibilities(including as Principal / Director responsibilities(including as Principal / Director that require regular office hrs for its discharge) | | | | |
|---|---|---|---|---|---|
| | i) ) Administrative Responsibility ( including Dean/Principal/Chairperson/Convenor/Teacher- in-charge/ similar other duties that require regular Office hours for its discharge) **(Serve as HOD of Physics)** | 79 | 7.9 | 7.9 | Annexure |
| | iii) Participation in Board of Studies, Academic and Administrative committees **Member of** **1. Grievance Redressal Cell** **2. Cultural committee** **3. admission verification committee** | 10+12+24 = 46 | 4.6 | 4.6 | Annexure |
| | (Max API Score : 15) | | | 12.5 | |
| (c) | **Professional Development activities (such as participation in seminars activities (such as participation in seminars talks, lectures in refresher / faculty development courses membership of associations, dissemination and general articles and any othercontribution)** **(Participation in 5 days workshop, short term GIAN course organized by NIT Durgapur)** | | | | Annexure |
| | (Max API Score : 15) | 30 | 3.0 | 3.0 | |
| | *For all categories of Teachers (Assistant/Associate) Total Score (a +b+c)    **(Max :45)** | **4.8+12.5+3.0=20.3** | | | |

Minimum API Score for CATEGORY II, required to be assessed cumulatively –

| i) | Stage I to II | 50/Assessment Period |
|---|---|---|
| ii) | Stage II to III | 50/Assessment Period |
| iii) | Stage III to IV | 50/Assessment Period |

**\*The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period**

| i) | Stage I to II | 04/Assessment Period |
|---|---|---|
| ii) | Stage II to III | 10/Assessment Period |
| iii) | Stage III to IV | 15/Assessment Period |

**III(F) Development of e-learning delivery process/material**
        **API score -10/ Module**

| Sl. No. | Title of the Module | Course/Paper for which the module was prepared | Year and Date of presentation | API Score |
|---|---|---|---|---|
| | | | | |

| | | |
|---|---|---|
| i) | Stage I to II | 90/Assessment Period |
| ii) | Stage II to III | 120/Assessment Period |
| iii) | Stage III to IV | 150/Assessment Period |

To G.O. No. 1373 –Edn (CS)                          dated 07.12.2017

This FORMAT for Annual Self-Assessment for the Performance Based Appraisal System (PBAS) is required to be filled up at the end of each Academic Year during the period of promotion and filled in Format along with all documents will be placed to the Screening/Selection Committee after duly approved by the IQAC and Principal/TIC/OIC of the concerned college.

**Annual Self-Assessment for the performance Based Appraisal System (PBAS)**
**Session/Year 01.07.2018-30.06.2019**

**(To be completed and submitted at the end of each academic year)**
Part B: Academic Performance Indicators (API)
(Please see detailed instruction of the **PBAS-I** Proforma before filling out this section)

**CATEGORY1:** TEACHING, LEARNING AND EVALUATIONRELATEDACTIVITIES

a) **Directteaching (16/14) hoursperweek asapplicable)includingLectures, Tutorials, Practical, Project Supervision and Field work**

| Sl.No | Course/ Paper | Level | Mode of Teaching | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷7.5 for Assistant Prof. & ÷ 7.75 for Associate Prof.) | API Score | Remarks |
|---|---|---|---|---|---|---|---|
| 1. | Physics Honours Course (Paper, CC-I, Unit-3, 5; Paper-CC-II, Unit-6, 7; Paper-CC-III, Unit-6 to 8; Paper-CC-IV, Unit-1 to 4, Paper-CC-V, Unit-4, 5; Paper-CC-VII, Unit-1 to 5; Paper-CC-VIII, Unit-3; CC-X, Unit-4 to 8; Paper-XI, | U.G.(Hons.)Part III and CBCS-SEM-I, II, III, IV. | L, P | 289 | 38.5 | | Annexure (Academic audit) *Refer to page no…* |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | Unit-1 to 12) | | | | | | |
| 2. | Physics General Course (Paper-CC-1A, Unit-3 to 7, Paper-CC-1B, Unit-3; Paper-CC-1C, Unit-5; Paper-CC1D, Unit-1, 2, 5; Paper-IV, Unit-1,3,8,9) | U.G.(Gen.) Part- III and CBCS-General & GenericSEM-I, II, III, IV. | L, P | 181 | 24.1 | | |
| | **Maximum API Score :** **i) Assistant Professor Stage I : 70** **ii) Assistant Professor Stage II : 70** **iii) Assistant Professor Stage III: 70** | | | | | 62.6 | |

**\*Lectures, Tutorials, Practical, Project Supervision and FieldWork**

- **WorkloadasperUGCRegulations2016:**

| | **Direct Teaching Hours per week** |
|---|---|
| **Assistant Professor** | **16** |
| **Associate Professor** | **14** |

**(b)Examination duties (question paper setting, evaluation of answer scripts) as per allotment**

| Sl. No. | Type of Examination Duties | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷ 10 for all Teachers) | API Score | Remarks |
|---|---|---|---|---|---|
| 1. | Invigilation duties of University examinations | 40 | 14.8 | 14.8 | Annexure |
| 2. | Assessment of University exam. Script (Part III-Hons and General, CC-1, CC-2) & Reviewer | 60.7 | | | |
| 2. | Internal test question setting and assessment of internal exam. Script, invigilation | 47.6 | | | |
| | **Maximum API Score :** **i) Assistant Professor Stage I : 20** **ii) Assistant Professor Stage II : 20** **iii) Assistant Professor Stage III : 20** | | | 14.8 | |

**c) Innovative teaching- learning methodologies; updating of subject content/ course, mentoringetc.**

    (a)    Updating of Courses/CurriculumDesign:

    (b)    Participation/Innovative – Interactivecourses:

    (c)    Participn./Innovative – LearningModules

    (d)    Participn./Innovative – Case Studiesprepared:

(e) Use of ICT or Computer-aided methods –ppt:

(f) Use of ICT – Multi-media/Simulationetc:

(g) Dev/Teaching Remedial/BridgeCourses:

(h) Dev/Teaching Soft skill/Communication/PersonalityDev:

(i) Special Programs in Phys.Edn./Library:

(j) Innovative Composition/Creation in Music, Fine Arts, PerfArts:

(k) Organizing & cond. ofpopular Prog /Teaching Web-based/E- Library/IT-asst.teaching:

| Sl. No | Short Description (in terms of items) as listed above | Actual hours spent per Academic Year | Actual Score (Actual hours spent per academic Year ÷10) | API score | Remarks |
|---|---|---|---|---|---|
| 1. | Participation/Innovative –LearningModules **(Teaching Plan for Physics Honours and General)** | 16 | 1.6 | 1.6 | Annexure |
| 2. | Participation/Innovation- **(Syllabus bases debate, quiz, extempore, seminar, question answer session, etc)** | 30 | 3 | 3 | Annexure |
| 3. | Use of ICT or Computer-aided methods –**Microsoft PowerPoint(ppt)** | 33 | 3.3 | 3.3 | Annexure |
| 4. | Use of ICT- Multimedia/Simulation etc. **(Multimedia, slides and simple simulations)** | 21 | 2.1 | 2.1 | Annexure |
| | **Maximum API Score :** **i) Assistant Professor Stage I : 10** **ii) Assistant Professor Stage II : 10** **iii) Assistant Professor Stage III : 10** | | | 10 | |

In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out byteachers.

**Minimum API Score required for promotion under CAS for CATEGORY I (to be assessed yearly):**

| i) | Stage I to II | 80/ Year |
|---|---|---|
| ii) | Stage II to III | 80/Year |
| iii) | Stage III to IV | 75/Year |

**CATEGORY2: CO-CURRICULAR, EXTENSIONANDPROFESSIONAL DEVELOPMENT RELATEDACTIVITY**

| Sl.No. | Type of Activity | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷10)* | API Score | Remarks |
|---|---|---|---|---|---|
| (a) | Student related Extension, Co-curricular & field based Activities | | | | |
| | i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.) **(Organizer and conduction of Student seminar+ Ed. Tour at Meghnad Saha PlanetariumBardhhaman, dated-20/03/2019)** | 6 + 8 | 1.4 | 1.4 | Annexure |
| | ii) Other co-curricular activities (Cultural, Sports, NSS, and NCC etc.)**(College level sports as volunteer + participated as organizer memberin various CollegeCultural events)** | 12+28=40 | 4.0 | 4.0 | Annexure |
| | iii) Extension and dissemination activities (public/popular lectures/talks/seminars) | | | | |
| | (Max API Score : 15) | | | 5.4 | |
| (b) | Contribution to Corporate life and management of the sports units and institution through participation in through participation in responsibilities(including as Principal / Director responsibilities(including as Principal / Director that require regular office hrs for its discharge) | | | | |
| | i) ) Administrative Responsibility ( including Dean/Principal/Chairperson/Convenor/Teacher- in- charge/ similar other duties that require regular Office hours for its discharge) | | | | |
| | iii) Participation in Board of Studies, Academic and Administrative committees **Member of –** **1.Admission verification committee** **2. Member of Grievance Redressal Cell** **3. Cultural committee** | 70+8+16 | 9.4 | 9.4 | Annexure |
| | **(Max API Score : 15**) | | | 9.4 | |
| (c) | Professional Development activities (such as participation in seminars activities (such as participation in seminars talks, lectures in refresher / faculty development courses membership of associations, dissemination and general articles and any othercontribution) **Short term course (Workshop at NIT Durgapur on Polymers and hybrid composites for the application in electronic and photonic devices during 05-09 Nov, 2018)** | | | | Annexure |
| | (**Max API Score : 15**) | 25 | 2.5 | 2.5 | |
| | *For all categories of Teachers (Assistant/Associate) Total Score (a +b+c) (**Max :45**) | **5.4+9.4+2.5=17.3** | | | |

**Minimum API Score for CATEGORY II, required to be assessed cumulatively –**

| | | |
|---|---|---|
| i) | Stage I to II | 50/Assessment Period |
| ii) | Stage II to III | 50/Assessment Period |
| iii) | Stage III to IV | 50/Assessment Period |

**\*The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period**

| | | |
|---|---|---|
| i) | Stage I to II | 04/Assessment Period |
| ii) | Stage II to III | 10/Assessment Period |
| iii) | Stage III to IV | 15/Assessment Period |

## III(F) Development of e-learning delivery process/material
**API score -10/ Module**

| Sl. No. | Title of the Module | Course/Paper for which the module was prepared | Year and Date of presentation | API Score |
|---|---|---|---|---|
| | | | | |

**\*Minimum total API scores required for promotion under CATEGORY I +**

**CATEGORY II\*:**

| | | |
|---|---|---|
| i) | Stage I to II | 90/Assessment Period |
| ii) | Stage II to III | 120/Assessment Period |
| iii) | Stage III to IV | 150/Assessment Period |

**To G.O. No. 1373 –Edn (CS)**                                    **dated 07.12.2017**

      This FORMAT for Annual Self-Assessment for the Performance Based Appraisal System (PBAS) is required to be filled up at the end of each Academic Year during the period of promotion and filled in Format along with all documents will be placed to the Screening/Selection Committee after duly approved by the IQAC and Principal/TIC/OIC of the concerned college.

**Annual Self-Assessment for the performance Based Appraisal System (PBAS)**
**Session/Year 01.07.2019-30.06.2020**

**(To be completed and submitted at the end of each academic year)**
Part B: Academic Performance Indicators (API)
(Please see detailed instruction of the **PBAS-I** Proforma before filling out this section)

**CATEGORY1:** TEACHING, LEARNING AND EVALUATIONRELATED ACTIVITIES

a) **Directteaching (16/14) hoursperweek asapplicable)includingLectures, Tutorials, Practical, Project Supervision and Field work**

| Sl.No | Course/ Paper | Level | Mode of Teaching | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷7.5 for Assistant Prof. & ÷ 7.75 for Associate Prof.) | API Score | Remarks |
|---|---|---|---|---|---|---|---|
| 1. | Physics Honours Course (Paper, CC-I, Unit-3, 5; Paper-CC-II, Unit-6, 7; Paper-CC-III, Unit-6 to 8; Paper-CC-IV, Unit-1 to 4, Paper-CC-V, Unit-4, 5; Paper-CC-VII, Unit-1 to 5; Paper-CC-VIII, Unit-3; CC-X, Unit-4 to 8; Paper-CC-XI, Unit-3; CC-XII, | U.G.(Hons.) CBCS-SEM- I, II, III, IV, V, VI | L, P | 296 | 39.4 | | Annexure (Academic audit) *Refer to page no…* |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | Unit-4, 5; Paper-DSE-2, Unit-1, DSE-4, Unit-1 to 4) | | | | | | |
| 2. | Physics General Course (Paper-CC-1A, Unit-3 to 7, Paper-CC-1B, Unit-3; Paper-CC-1C, Unit-5; Paper-CC1D, Unit-1, 2, 5; Paper-SEC-3, Unit-1, 2; SEC-6, Unit-1 to 5) | U.G.(Gen.) CBCS-General & GenericCBCS-SEM-I, II, III, IV, V, VI. | L, P | 167 | 22.2 | | |
| | **Maximum API Score :** <br> **i) Assistant Professor Stage I : 70** <br>**ii) Assistant Professor Stage II : 70** <br>**iii) Assistant Professor Stage III: 70** | | | | | 61.6 | |

**\*Lectures, Tutorials, Practical, Project Supervision and FieldWork**

- **WorkloadasperUGCRegulations2016:**

| | Direct Teaching Hours per week |
|---|---|
| **Assistant Professor** | **16** |
| **Associate Professor** | **14** |

**(b)Examination duties (question paper setting, evaluation of answer scripts) as per allotment**

| Sl. No. | Type of Examination Duties | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷ 10 for all Teachers) | API Score | Remarks |
|---|---|---|---|---|---|
| 1. | Invigilation of University examinations | 35 | 12.3 | 12.3 | Annexure |
| 2. | Assessment of University exam. Scripts | 34.7 | | | |
| 3. | Internal test question setting and assessment of internal exam. Script, invigilation | 53.2 | | | |
| | **Maximum API Score :** <br> **i) Assistant Professor Stage I : 20** <br>**ii) Assistant Professor Stage II : 20** <br>**iii) Assistant Professor Stage III : 20** | | | 12.3 | |

**c) Innovative teaching- learning methodologies; updating of subject content/ course, mentoringetc.**

(a) Updating of Courses/CurriculumDesign:

(b) Participation/Innovative – Interactivecourses:

(c)  Participn./Innovative – LearningModules

(d)  Participn./Innovative – Case Studiesprepared:

(e)  Use of ICT or Computer-aided methods –ppt:

(f)  Use of ICT – Multi-media/Simulationetc:

(g)  Dev/Teaching Remedial/BridgeCourses:

(h)  Dev/Teaching Soft skill/Communication/PersonalityDev:

(i)  Special Programs in Phys.Edn./Library:

(j)  Innovative Composition/Creation in Music, Fine Arts, PerfArts:

(k)  Organizing & cond. ofpopular Prog /Teaching Web-based/E- Library/IT-asst.teaching:

| Sl. No | Short Description (in terms of items) as listed above | Actual hours spent per Academic Year | Actual Score (Actual hours spent per academic Year ÷10) | API score | Remarks |
|---|---|---|---|---|---|
| 1. | Participation/Innovative –LearningModules (**Teaching Plan for Physics Honours and General**) | 16 | 1.6 | 1.6 | Annexure |
| 2. | Participation/Innovation- (**Syllabus bases debate, quiz, extempore, seminar, question answer session, etc**) | 30 | 3 | 3 | Annexure |
| 3. | Use of ICT or Computer-aided methods –**Microsoft Power Point(ppt)** | 47 | 4.7 | 4.7 | Annexure |
| 4. | Use of ICT- Multimedia/Simulation etc. (**Multimedia, slides and simple simulations**) | 10 | 1.0 | 1.0 | Annexure |
| | **Maximum API Score :** **i) Assistant Professor Stage I : 10** **ii) Assistant Professor Stage II : 10** **iii) Assistant Professor Stage III : 10** | | | 10 | |

In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out byteachers.

**Minimum API Score required for promotion under CAS for CATEGORY I (to be assessed yearly):**

| i) | Stage I to II | 80/ Year |
|---|---|---|
| ii) | Stage II to III | 80/Year |
| iii) | Stage III to IV | 75/Year |

**CATEGORY2: CO-CURRICULAR, EXTENSIONANDPROFESSIONAL DEVELOPMENT RELATEDACTIVITY**

| Sl.No. | Type of Activity | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷10)* | API Score | Remarks |
|---|---|---|---|---|---|
| (a) | Student related Extension, Co-curricular & field based Activities | | | | |
| | i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.) **(Organizer and conduction of of Student seminar + study tour at Massenjore Hydropower Dam on 08/11/2019)** | 6 + 8 | 1.4 | 1.4 | Annexure |
| | ii) Other co-curricular activates (Cultural, Sports, NSS, and NCC etc.)**(Volunteer in College level sports+ participate as memberof organizing committee of various Cultural events)** | 14+36=50 | 5.0 | 5.0 | Annexure |
| | iii) Extension and dissemination activities (public/popular lectures/talks/seminars | | | | |
| | (Max API Score : 15) | | | 6.4 | |
| (b) | Contribution to Corporate life and management of the sports units and institution through participation in through participation in responsibilities(including as Principal / Director responsibilities(including as Principal / Director that require regular office hrs for its discharge) | | | | |
| | i) ) Administrative Responsibility ( including Dean/Principal/Chairperson/Convenor/Teacher- in-charge/ similar other duties that require regular Office hours for its discharge) | | | | |
| | iii) Participation in Board of Studies, Academic and Administrative committees **Member of-** **1. Cultural committees** **2. Admission verification committee** **3.Grievance Redressal Cell** | 15+50+3=68 | 6.8 | 6.8 | Annexure |
| | **(Max API Score : 15)** | | | 6.8 | |
| (c) | Professional Development activities (such as participation in seminars activities (such as participation in seminars talks, lectures in refresher / faculty development courses membership of associations, dissemination and general articles and any othercontribution)**(Orientation programme at HRDC from PRSU from 11/09/2019 to 01/10/2019** | 108 (OP) | 10.8 | 10.8 | Annexure |
| | **(Max API Score : 15)** | | | | |

| | | |
|---|---|---|
| *For all categories of Teachers (Assistant/Associate)<br><br>Total Score (a +b+c)       **(Max :45)** | **6.4+6.8+10.8=24** | |

**Minimum API Score for CATEGORY II, required to be assessed cumulatively –**

| i) | Stage I to II | 50/Assessment Period |
|---|---|---|
| ii) | Stage II to III | 50/Assessment Period |
| iii) | Stage III to IV | 50/Assessment Period |

**\*The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period**

| i) | Stage I to II | 04/Assessment Period |
|---|---|---|
| ii) | Stage II to III | 10/Assessment Period |
| iii) | Stage III to IV | 15/Assessment Period |

**III(F) Development of e-learning delivery process/material**
**API score -10/ Module**

| Sl. No. | Title of the Module | Course/Paper for which the module was prepared | Year and Date of presentation | API Score |
|---|---|---|---|---|
| | | | | |

**\*Minimum total API scores required for promotion under CATEGORY I +**

**CATEGORY II\*:**

| i) | Stage I to II | 90/Assessment Period |
|---|---|---|
| ii) | Stage II to III | 120/Assessment Period |
| iii) | Stage III to IV | 150/Assessment Period |

**To G.O. No. 1373–Edn (CS)**  **dated 07.12.2017**

**This FORMAT for Annual Self-Assessment for the Performance Based Appraisal System (PBAS) is required to be filled up at the end of each Academic Year during the period of promotion and filled in Format along with all documents will be placed to the Screening/Selection Committee after duly approved by the IQAC and Principal/TIC/OIC of the concerned college.**

**Annual Self-Assessment for the performance Based Appraisal System (PBAS) Session/Year <u>01.07.2020-13.03.2021</u>**

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

Part B: Academic Performance Indicators (API)

(Please see detailed instruction of the **PBAS-I** Proforma before filling out this section)

**CATEGORY1:** TEACHING, LEARNING AND EVALUATIONRELATED ACTIVITIES

a) **Directteaching (16/14) hoursperweek asapplicable)includingLectures,Tutorials, Practical, Project Supervision and Fieldwork**

| Sl.No | Course/ Paper | Level | Mode of Teaching | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷7.5 for Assistant Prof. & ÷ 7.75 for Associate Prof.) | API Score | Remarks |
|---|---|---|---|---|---|---|---|
| 1. | Physics Honours Course (Paper, CC-I, Unit-3, 5; Paper-CC-II, Unit-6, 7; Paper-CC-III, Unit-6 to 8; Paper-CC-IV, Unit-1 to 4, Paper-CC-V, Unit-4, 5; Paper-CC-VII, Unit-1 to 5; Paper-CC-VIII, Unit-3; CC-X, Unit-4 to 8; Paper-CC-XI, Unit-3; CC-XII, Unit-4, 5; Paper-DSE-2, Unit-1, DSE-4, Unit-1 to 4) | U.G.(Hons.) CBCS-SEM-I, II. III, IV, V, VI | L | 263 | 35 | | Annexure (Academic audit) *Refer to page no..* |
| 2. | Physics General Course (Paper-CC-1A, Unit-3 to 7, Paper-CC-1B, Unit-3; | U.G.(Gen.) CBCS-General & Generic. | L | 201 | 26.8 | | |

| | | | | | |
|---|---|---|---|---|---|
| Paper-CC-1C, Unit-5; Paper-CC1D, Unit-1, 2, 5; Paper-SEC-3, Unit-1, 2; SEC-6, Unit-1 to 5) | | | | | |
| **Maximum API Score :**<br>**i) Assistant Professor Stage I : 70**<br>**ii) Assistant Professor Stage II : 70**<br>**iii) Assistant Professor Stage III: 70** | | | | 61.8 | |

**\*Lectures, Tutorials, Practical, Project Supervision and FieldWork**

- **WorkloadasperUGCRegulations2016:**

| | Direct Teaching Hours per week |
|---|---|
| **Assistant Professor** | **16** |
| **Associate Professor** | **14** |

**(b) Examination duties (question paper setting, evaluation of answer scripts) as per allotment**

| Sl. No. | Type of Examination Duties | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷ 10 for all Teachers) | API Score | Remarks |
|---|---|---|---|---|---|
| 1. | Invigilation of University examinations | 00 | 8.4 | 8.4 | Annexure |
| 2. | Assessment of University exam. | 11.5 | | | |
| 3. | Internal test question setting and assessment of internal exam. Script | 72.8 | | | |
| | **Maximum API Score :**<br>**i) Assistant Professor Stage I : 20**<br>**ii) Assistant Professor Stage II : 20**<br>**iii) Assistant Professor Stage III : 20** | | | 8.4 | |

**c) Innovative teaching- learning methodologies; updating of subject content/ course, mentoringetc.**

(a) Updating of Courses/CurriculumDesign:

(b) Participation/Innovative – Interactivecourses:

(c) Particern./Innovative – LearningModules

(d) Particern./Innovative – Case Studiesprepared:

(e) Use of ICT or Computer-aided methods –ppt:

(f) Use of ICT – Multi-media/Simulationetc:

(g) Dev/Teaching Remedial/BridgeCourses:

(h) Dev/Teaching Soft skill/Communication/PersonalityDev:

(i) Special Programs in Phys.Edn./Library:

(j) Innovative Composition/Creation in Music, Fine Arts, PerfArts:

(k) Organizing & cond. ofpopular Prog /Teaching Web-based/E- Library/IT-asst.teaching:

| Sl. No | Short Description (in terms of items) as listed above | Actual hours spent per Academic | Actual Score (Actual hours spent per academic Year ÷10) | API score | Remarks |
|---|---|---|---|---|---|

| | | Year | | | |
|---|---|---|---|---|---|
| 1. | Participation/Innovative – LearningModules (**Teaching Plan for Physics Honours and General**) | 16 | 1.6 | 1.6 | Annexure |
| 2. | Participation/Innovation-Syllabus bases debate, quiz, extempore, seminar, question answer session, etc | 21 | 2.1 | 2.1 | Annexure |
| 3. | Use of ICT or Computer-aided Methods: **Microsoft PowerPoint (ppt), Lecture through online platform** | 70 | 7.0 | 7.0 | Annexure |
| 4. | Use of ICT-Multimedia/Simulation etc. (**Multimedia, slides and simple simulations**) | 38 | 3.8 | 3.8 | Annexure |
| | **Maximum API Score :** **i) Assistant Professor Stage I : 10** **ii) Assistant Professor Stage II : 10** **iii) Assistant Professor Stage III : 10** | | | 10 | |

In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out byteachers.

**Minimum API Score required for promotion under CAS for CATEGORY I**
**(to be assessed yearly):**

| i) | Stage I to II | 80/ Year |
|---|---|---|
| ii) | Stage II to III | 80/Year |
| iii) | Stage III to IV | 75/Year |

**CATEGORY2: CO-CURRICULAR, EXTENSIONANDPROFESSIONAL  DEVELOPMENT RELATEDACTIVITY**

| Sl.No. | Type of Activity | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year÷10)* | API Score | Remarks |
|---|---|---|---|---|---|
| (a) | Student related Extension, Co-curricular & field based Activities | | | | |
| | i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.)**conduction ofstudent seminar** | 6 | 0.6 | 0.6 | Annexure |
| | ii) Other co-curricular activates (Cultural, Sports, NSS, and NCC etc.) | | | | |

| | | | | | |
|---|---|---|---|---|---|
| | iii) Extension and dissemination activities (public/popular lectures/talks/seminars | | | | |
| | (Max API Score : 15) | | | 0.6 | |
| (b) | Contribution to Corporate life and management of the sports units and institution through participation in through participation in responsibilities(including as Principal / Director responsibilities(including as Principal / Director that require regular office hrs for its discharge) | | | | |
| | i) ) Administrative Responsibility ( including Dean/Principal/Chairperson/Convenor/Teacher- in-charge/ similar other duties that require regular Office hours for its discharge) | | | | |
| | iii) Participation in Board of Studies, Academic and Administrative committees **Member of –** **1. Cultural committee** **2. Online Admission& verification committee** **3. Grievance Redressal Cell** | 5+73+10=88 | 8.8 | 8.8 | Annexure |
| | (**Max API Score : 15**) | | | 8.8 | |
| (c) | Professional Development activities (such as participation in seminars activities (such as participation in seminars talks, lectures in refresher / faculty development courses membership of associations, dissemination and general articles and any othercontribution (**Refresher course at HRDC of PRSU during 05/10/2020 to 17/10/2020**) | 72 (RC) | 7.2 | 7.2 | Annexure |
| | (**Max API Score : 15**) | | | | |
| | *For all categories of Teachers (Assistant/Associate) Total Score (a +b+c) (**Max :45**) | 0.6+8.8+7.2=16.6 | | | |

**Minimum API Score for CATEGORY II, required to be assessed cumulatively –**

| | | |
|---|---|---|
| i) | **Stage I to II** | **50/Assessment Period** |
| ii) | **Stage II to III** | **50/Assessment Period** |
| iii) | **Stage III to IV** | **50/Assessment Period** |

**\*The score under this sub-category shall be restricted to 20% of the minimum**
    **fixed for Category III for any assessment period**

| | | |
|---|---|---|
| i) | **Stage I to II** | **04/Assessment Period** |
| ii) | **Stage II to III** | **10/Assessment Period** |
| iii) | **Stage III to IV** | **15/Assessment Period** |

**III(F) Development of e-learning delivery process/material**
**API score -10/ Module**

| Sl. No. | Title of the Module | Course/Paper for which the module was prepared | Year and Date of presentation | API Score |
|---|---|---|---|---|
|  |  |  |  |  |

*Minimum total API scores required for promotion under CATEGORY I + CATEGORY II*:

| i) | Stage I to II | 90/Assessment Period |
|---|---|---|
| ii) | Stage II to III | 120/Assessment Period |
| iii) | Stage III to IV | 150/Assessment Period |

## CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS:

**Minimum API Score for CATEGORY III, required to be assessed cumulatively –**

| i) | Stage I to II | 20/Assessment Period |
|---|---|---|
| ii) | Stage II to III | 50/Assessment Period |
| iii) | Stage III to IV | 75/Assessment Period |

### III (A) Research Papers Published in

- Refereed Journals as notified by UGC in 'List of Journals' –25/publication

-Other Reputed Journals as notified by UGC in 'List of Journals' -10 per publication

| Sl. No. | Title with pageno. | Journal | ISSN/ISBN No. | Whether peer Reviewed. Impact factor, ifany | No. of Co-author | Whether you are the main author | API Score | Remarks |
|---|---|---|---|---|---|---|---|---|
| 1. | "Investigation of optical and electrical properties of erbium-doped TiO2 thin films for photodetector applications," 29, (2018) pp-19588-19600 | *Journal of Materials Science: Materials in Electronics* | ISSN/eISSN – 0957-4522/1573-482X | Peer Reviewed. Impact factor=2.4<br><br>Web of Science group, Springer publishers | 9 | Yes | 14<br>[(25+15) x 0.7]/2 | Annexure |

| Sl. No. | Title of the publication with page no. and year of publication | Name of the of publisher | ISSN/ ISBN No. | No. of Co-author | Whether you are the main author | API Score | |
|---|---|---|---|---|---|---|---|
| 2. | "Detection technique for vitamin D3 using Er-doped TiO2 nanowire-based UV photodetector," 14 (4) (2020) pp-046001 | *J. of Nanophotonics,* | ISSN: 1934-2608 | Peer Reviewed. Impact factor = 1.6 Web of Science group, SPIE publishers | 8 | No | 1.5 (25+10) x0.3/7 | Annexure |
| | | | | | | | Total = 15.5 | |

\*Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 20 points: (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all otherauthors.

**III (B) Publications other than journal articles (books, chapters in books) as prescribed in UGC Regulation 2016.**

- Text /Reference Books published by International Publisher with ISBN/ISSN number as approved by University : 30 per book for singleauthor
- Subject Books published by National level Publisher with ISBN/ISSN number orState /Central Govt. Publications as approved by University: 20 per book for single author
- Subject Books published by other local Publisher with ISBN/ISSN number as approved by University :15 per book for singleauthor
- Chapter in Books published by National /International level Publisher with ISBN/ISSN number as approved by University:
  International -10 per chapter
  National – 05 per chapter

| Sl. No. | Title of the publication with page no. and year of publication | Name of the of publisher | ISSN/ ISBN No. | No. of Co-author | Whether you are the main author | API Score |
|---|---|---|---|---|---|---|
| | | | | | | |

**III (C) RESEARCH PROJECTS**

**III (C) (i) Sponsored Projects:**
  (a) Major Project with grants above Rs.30 lakhs (science)/above Rs.5 lakhs (Arts) -20 perproject
  (b) Major Project with grants Rs.05 lakhs up to Rs.30 lakhs (science)/Rs.03 lakhs up to Rs.05 lakhs (Arts) - 15perproject
  (c) Minor Project with grants above Rs. 01 lakh up to Rs.05 lakhs (science)/Rs.01 lakh up to Rs.03lakhs (Arts) -10 perproject

| Sl. No. | Title of the Major /Minor Project | Sponsoring Agency | Period | Grant/ Amount mobilized | API score |
|---|---|---|---|---|---|
| | | | | | |

**III (C) (ii) Consultancy Projects:**

**Amount Mobilized with a minimum of Rs.10 lakhs( Science)/Rs. 02 lakhs (Arts)- 10 for every Rs.10 lakhs and Rs.02 lakhs**

| Sl.No | Title of the Consultancy Project | Agency | Period | Grant/Amount Oblized | API score |
|---|---|---|---|---|---|
| | | | | | |

**III(C) (iii) Projects outcome/outputs**

- **APIscore:**

Patent / Technology transfer / Product/Process **(for Science)-**

    International level output--30 / each

    output National level output--- 20/each

    output

**(a) For Science: Patent / Technology transfer /Product/Process:**

| Sl. No. | Details of the Patent / Technology transfer / Product/Process | Date and year of acceptance of the patent/Technology | National /International | API score |
|---|---|---|---|---|
| | | | | |

**(b) For Arts: Major Policy document prepared for International bodies WHO/UNO/UNESCO/UNICEF ETC.) / Central/State Government /localBodies**

- Major Policy document prepared for International bodies like WHO/UNO/UNESCO/UNICEF etc. Central/State Government /localBodies(**for Arts**)—
  - a) Major Policy document prepared for International bodies- 30
  - b) CentralGovernment-20
  - c) State Government–10
  - d) LocalBodies---05

| Sl. No. | Title of Major Policy document prepared | Date and year of acceptance of the Major Policy documents | Name of the body for which the policy was prepared | International/ National/Central Govt./State Govt./Local Bodies. | API score |
|---|---|---|---|---|---|
| | | | | | |

**III (D) Research Guidance**

    API Score – **(i)** Ph.D. awarded/ Thesis Submitted – 15 / 10 (for both Science & Arts) per candidate

        (ii)M. Phil Degree Awarded/Thesis Submitted –5 (for both Science & Arts)/ candidate.

**III(E) Fellow ships, Award s and Invited lectures delivered in conferences/seminar**

| Sl. No. | Number enrolled | Degree awarded | Thesis Submitted | API score |
|---|---|---|---|---|
| | M.Phil. or equivalent | | | |
| | Ph.D.or equivalent | | | |

**(III)(E)(i) Fellowship /Award:**

a) International Award/Fellowship from academic bodies- 15/award & 15/fellowship
b) National Award/Fellowship from academic bodies- 10/award & 10/fellowship
c) State /University level Award from academic bodies-05/award

| Sl. No. | Title of the Award /Fellowship | International /National/ State /University level | Name of the ward or Fellowship awarding Academic Body | Date &Year of achievement of Award/ Fellowship | API Score |
|---|---|---|---|---|---|
| | | | | | |

**III)E.(ii) Invited Lectures/papers.**

a) International-7/lecture or 5/paperpresented
b) National-5/lecture or 3/paperpresented
c) State /University level-3 /lecture or 2/paperpresented

| Sl. No. | Title of the invited lecture/paper presented | Title of Conference/ Seminar with Date | Organized By | Whether International/ National/State or University | API Score | Remarks |
|---|---|---|---|---|---|---|
| 1. | "Improved performance of Erbium doped $TiO_2$ thin film based UV detector" | NCRDNN (National Conference on Recent Development in Nanoscience & Nanotechnology); 29th - 31st January 2019 | School of Materials Science and Technology, Jadavpur University. | National | 3 | Annexure |
| | Total* : | | | | 03 | |

**\*The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period**

| i) | Stage I to II | 04/Assessment Period |
|---|---|---|
| ii) | Stage II to III | 10/Assessment Period |
| iii) | Stage III to IV | 15/Assessment Period |

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

**API score -10/ Module**

| Sl. No. | Title of the Module | Course/Paper for which the module was prepared | Year and Date of presentation | API Score |
|---------|---------------------|------------------------------------------------|-------------------------------|-----------|
|         |                     |                                                |                               |           |

*Minimum total API scores required for promotion under CATEGORY I +

CATEGORY II*:

| i)   | Stage I to II   | 90/Assessment Period  |
|------|-----------------|-----------------------|
| ii)  | Stage II to III | 120/Assessment Period |
| iii) | Stage III to IV | 150/Assessment Period |

* Teachers may score the balance of points from either Category II or Category III to achieve the minimum score required under Category II + II


# Summary of API scores: (in pursuance of G.O. No. 198–EH (CG) dated 07.12.2017)

**Name of the Applicant: Sanjib Mondal**　　　　**Subject: Physics**

| Category | Criteria | API Score for previous 3/4/5/6 academic years as applicable for specific proposed stage of promotion from Stage I/II/III to Stage II/III/IV. | | | | Total API Score for Assessment Period |
|----------|----------|------------------------------|------------------------------|------------------------------|------------------------------|---------------------------------------|
|          |          | 07.12.2017 to 30.06.2018 | 01.07.2018 to 30.06.2019 | 01.07.2019 to 30.06.2020 | 01.07.2020 to 13.03.2021 |  |
| I | **CATEGORY I:** Teaching, learning and evaluation related activities *(to be assessed yearly)* | 49.9 | 87.4 | 83.9 | 80.2 | 301.4 |
| II | **CATEGORY II:** Cocurricular, extension and professional development related activity *(to be assessed cumulatively for assessment period)* | 20.3 | 17.3 | 24 | 16.6 | 78.2 |
| III | **CATEGORY III:** Research and Academic Contributions | 18.5 | | | | 18.5 |

| II + III | **Total API score** (Category II + Category III)/ Assessment Period) | 96.7 | 96.7 |
|---|---|---|---|

*(to be assessed cumulatively for assessment period)*

<br>

**Signature of Incumbent** with date and seal

**Signature of the Coordinator, IQAC**

**Signature of the Principal/TIC/OIC**

<br>

# IV. Summary of API Scores:

**Name of Applicant: Sanjib Mondal**                    **Subject: Physics**

| | Criteria | API Score for previous 3/4/5/6 academic years as applicable for specific proposed stage of promotion from Stage I/II/III to Stage II/III/IV | | | | | | | Total API score for the assessment period | | | Percentage Distribution of Weightage Points in the Expert Assessment (Applicable only for selection committee) |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | 14.03.15 to 30.06.15 | 01.07.15 to 30.06.16 | 01.07.16 to 30.06.17 | 01.07.17 to .6.12.17 | 07.12.17 to 30.06.18 | 01.07.18 to 30.06.19 | 01.07.19 to 30.06.20 | 01.07.20 to 13.03.21 | | | |
| I | **CATEGORY I:** Teaching, learning and evaluation related activities *(to be assessed yearly)* | 120 | 124.8 | 124.7 | 125 | 49.9 | 87.4 | 83.9 | 80.2 | 795.9 | Average API/ Year<br>113.7 | |
| II | **CATEGORY II:** Cocurricular, extension and professional development related activity **(to be assessed cumulatively for assessment period)** | 15 | 42 | 37 | 25 | 20.3 | 17.3 | 24 | 16.6 | 197.2 | | |
| III | **CATEGORY III:** Research and Academic Contributions *(to be assessed cumulatively for assessment period)* | **Assessment Period 14.03.15 to 06.12.17** | | | | | | | 7.5 | | | |
| | | **Assessment Period 07.12.17 to 13.03.21** | | | | | | | 18.5 | | | |
| II+ III | **Total API score (Cat II + Cat III)/ Assessment Period)** | **Total Assessment Period: 14.03.15 to 13.03.21** | | | | | | | 223.2 | | | |

| …………………………….....<br>*Signature of the Incumbent* | …………………………………..*Signature of the Coordinator, IQAC with date and seal* | ………………………………………..*Signature of the Principal/TIC/OIC with date and seal* |
|---|---|---|
| *Date of Screening Committee / Selection committee and Venue* | Date: | Venue: |

| | Assessment Period | | | |
|---|---|---|---|---|
| | API score up to **06.12.2017** | API score w.e.f. **07.12.2017** | | |

| | *Recommendation of the Screening/Selection Committee for promotion on CAS with date of effect of promotion* | *Recommended for promotion from Stage I / II /III to Stage II / III / IV (Strike out which are not applicable)*<br><br>*Date of effect:* | | |
|---|---|---|---|---|
| | …………………………………<br>…………..*Signature of the Principal/TIC/OIC with date and seal* | …………………………*Signature of the DPI Nominee with date and seal* | …………………………<br>…*Signature of the Subject Expert/s with date and seal* | …………………………<br>…*Signature of the Subject Expert/s with date and seal* |

**SUMMARY OF API SCORE: FOR THOSE WHERE ASSESSMENT PERIOD COVERS BOTH UGC REGULATIONS, 2010 AND UGC REGULATIONS**, 2016 (4TH AMENDMENT)

- Date of Screening cum Evaluation Committee/ Selection Committee:

| | | | API | | | API | Total API score in Assessment Period | Percentage Distribution of Weight age Points in the Expert Assessment (applicable only for selection committee for Associate Professor) |
|---|---|---|---|---|---|---|---|---|
| | | | (A) | | | (B) | (A + B) | |
| **Cat I** | **Category I**(teaching-learning & evaluation related activities) [to be assessed yearly] | | 494.5 | **Category I**(teaching-learning & evaluation related activities) [to be assessed yearly] | | 301.4 | 795.9 | |
| **Cat II** | **Category II**(co-curricular, extension and professional development activity)[to Be assessed yearly] | | 119 | **Category II** (co -curricular, extension and professional development activity) [to be assessed cumulatively for the assessment period] | | 78.2 | 197.2 | |
| **Cat III** | **Category III** (research and academic contribution) [to be assessed cumulatively for the assessment period] | | 7.5 | **Category III**(research and academic contribution) [to be assessed cumulatively for the assessment period] | | 18.5 | 26.0 | |
| Recommendation of the Screening / Selection Committee for promotion on CAS with date of effect of promotion | | | | **Recommended for promotion from Stage I to Stage II/III/IV (Strikeout which are not applicable) Date of effect:** <br><br> Date of effect: | | | | |
| Signature of the Principal / TIC / OIC with date and seal | | Signature of the DPI Nominee with date and seal | | | Signature of the Subject Expert with date and seal | | | Signature of the Subject Expert with date and seal |

- Venue:
- Name of the Applicant: **SANJIB MONDAL**               Subject: **PHYSICS**
- Date of RC/OP/WORKSHOP/STC: RC (05.10.20 to 17.10.20) / OP (11.09.19 to 01.10.19)


## **Part C: For use of the Screening cum Evaluation / Selection Committee**

**Name of the College: Suri Vidyasagar College**

**Date of the Meeting:** Venue:

Name of the Incumbent: **SANJIB MONDAL**

Present designation: Assistant Professor (**Stage 1**/~~Stage 2~~/ ~~Stage 3~~) of **PHYSICS**

Date of joining: **14/03/2015**

Date of awarded of **Ph. D.** /~~M. Phil~~.:

Scale of Pay: Rs. 15600-39100/- with AGP of Rs. **6000**/ ~~7000~~/ ~~8000~~

Designation after promotion: Assistant Professor (**Stage2**/~~Stage 3/Associate Professor (Stage 4~~) Scale of Pay: Rs. 15600-39100/- or ~~Rs. 37400-67000/-~~ with AGP of Rs. **7000** /~~8000~~/ ~~9000~~

Date of effect: **14/03/2021**

Score for Interview (for Stage 3 to Stage 4) [F.M. 20]: Not Applicable

The Screening/Selection Committee has considered the proposal for promotion under CAS in respect of the incumbent mentioned above from the post of Assistant Professor (**Stage 1/**~~Stage 2 /Stage 3~~) to the post of Assistant Professor (**Stage 2**/ ~~Stage 3) /Associate Professor (Stage 4)~~. As the incumbent has fulfilled all conditions as laid down in **G.O. No. 920-Edn (CS) dated 31.12.2012 and G.O. No. 1373-Edn (CS) dated 07.12.2017** for promotion under CAS, the Committee recommends that the incumbent be promoted to the post of Assistant Professor (**Stage 2**/ Stage 3) /Associate Professor (Stage 4) with AGP of ` **7000** /~~8000 /9000~~ with effect from 14/03/2021

The Committee further recommends that the post held by the incumbent be upgraded to the post of Assistant Professor (Stage 2/ ~~Stage 3~~) /~~AssociateProfessor (Stage 4)~~ with AGP of ` 7000 /~~8000 /9000~~ with effect from 14/03/2021 and the same would be reverted back to the post of Assistant Professor (Stage 1) as soon as it would fallen vacant due to superannuation or any other reason.

Necessary particulars with all relevant documents be sent to the Government for approval.


Signature of the Expert with Date and Seal        Signature of the Expert with Date and Seal
(*Nominated by the VC of the affiliating University*)     (*Nominated by the VC of the affiliating University*)


Signature of Govt. Nominee with Date and Seal      Signature of the Principal/ TIC of
(Nominated by the DPI, West Bengal)              College with Date and Seal


## Part D: for use of the Governing Body / Administrator of the College

The Governing body in its meeting held on ………. ……..Resolved that on the basis of the recommendation of the screening/selection committee for the purpose of considering the matter of

promotion under CAS, Sri/~~Smt.~~/Sanjib Mondal of the Department of Physics of this college be promoted to the post of Assistant/ ~~Associate~~ Professor in the scale of pay Rs. 15600/- - 39100/- or Rs.~~37400/ 67000/~~ with AGP of Rs. 7000/~~8000/9000~~ with effect from 14/03/2021.

It is resolved that the post held by Sri/~~Smt.~~/Sanjib Mondal be upgraded to the post Assistant/ ~~Associate~~ Professor in the scale of pay Rs. 15600/- - 39100/- or Rs. 37400/- - 67000/- with AGP of Rs. 7000/8000/9000 and the same will be reverted to the post of Assistant Professor (Stage 1) as soon as it falls vacant.

Resolved further that the Principal/TIC/Secretary would take up the matter with the DPI, West Bengal by providing with the following in respect of the incumbent:

    i.       All Pay Fixation memos countersigned by the Principal/TIC.

    ii.      Year-wise detailed leave statement countersigned by the Principal/TIC.

Date:                                                Signature of the President/ Administrator

                                                Seal

**Annexure**                  **SURI VIDYASAGAR COLLEGE**
**(GOVT. SPONSORED AND ACCREDITED BY NAAC B++)**
**SURI, BIRBHUM, 731101 (WB)**

# APPENDIX II

## Annual Self-Assessment for the Performance Based Appraisal System (PBAS)

## Session/ Year <u>2013-2014</u>; <u>2014-2015</u>; <u>2015-2016</u>; <u>2016-2017</u>; <u>2017-2018</u>

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

## PART A: GENERAL INFORMATION

1.  Name (Block letters)                                **DR. SANDIP MONDAL**

2.  <u>Father's</u> /~~Mother's name~~/

    ~~Husband's name~~                                  : Lakshmi Kanta Mondal

3.  Department                                          : CHEMISTRY

4.  Current Designation                                 : Assistant Professor (Stage II), AGP- Rs.7000/-

5.  Date of last Promotion                              : 01.02.2013

6.  Address for correspondence (with pin                : Bharsala Para (Nabapally)
    code)                                                 P.O.- Rampurhat, Dist.- Birbhum
                                                          Pin- 731224

7.  Permanent Address (with pin code)                   : Bharsala Para (Nabapally)
                                                          P.O.-Rampurhat, Dist.- Birbhum
                                                          Pin- 731224

    Telephone No.                                       : +91 9474738867

    Email                                               : *mondalsandip10@gmail.com*

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

9.  Academic Staff College Orientation/ Refresher Course attended during the year:

| Name of the Course/ Summer School | Place | Duration | Sponsoring Agency | Annex. |
|---|---|---|---|---|
| Refresher Course | Faculty Development Centre Indian Institute of Technology | 08.06.2018-28.06.2018 | MHRD (PMMMNM TT) | **Annexure-** |

| | (Indian School of Mines) Dhanbad, Jharkhand | | | | |
|---|---|---|---|---|---|

10.  a. Date of Appointment : **01.02.2007** (Behala College) **&**
**07.07.0217** (Suri Vidyasagar College)
**(Annexure-        &        )**

b. Date of confirmation : Confirmed w.e.f. from **1ˢᵗ Fabruary, 2007** in Behala College & Confirmed w.e.f. from **7ᵗʰ July 2017** in Suri Vidyasagar College vide G.B. resolution dated 6ᵗʰ September 2018, Item No.5. **(Annexure –        &        )**

11.  Past Service, if any : Behala College, Kolkata-700 060,

From **01.02.2007** to **06.07.2017**

(Please attach specific G.O. for counting of past service for promotion under CAS)     G.O. No. 610-Edn(CS)/5P-22/2019; dt. 01.04.2019
**(Annexure-        )**

12.  For which position & AGP you are applying under CAS     : Assistant Professor (Stage 3) (AGP- Rs.8000/-)

13.  Date of eligibility for Promotion     : **01.02.2018**

14.  Educational Qualification (Graduation onwards):

| Examination | Name of the University | Year of passing | Marks obtained (%) | Class/ grade | Annex. |
|---|---|---|---|---|---|
| BA/<u>B.Sc.</u> / B.Com. | Visva-Bharati | 2002 | 63.4 | I | **Annexure-** |
| MA/<u>M.Sc.</u> / M.Com. | Visva-Bharati | 2004 | 67.9 | I | **Annexure-** |
| NET | UGC-CSIR | 2004 | | | **Annexure-** |

15.    Research Degree(s):

| Degree | Name of the University | Date of award | Title | Annex. |
|---|---|---|---|---|
| M. Phil. | | | | |
| Ph.D. | University of Calcutta | 22$^{nd}$ January, 2015 | *"Chemistry of Polynuclear Metal Complexes with some N, O and S Donor Ligands"* | **Annexure-** |
| D.Sc./ D. Lit | | | | |

16.    Details of Teaching/ Research/Academic Experience:

| Designation | Employer | Period of service | | Scale of pay | Annex. |
|---|---|---|---|---|---|
| | | **From** | **To** | | |
| 1.  Lecturer Revised as Asst. Professor, Stage I | Principal, Behala College | 01.02.2007 | 31.01.2013 | 8000-275-13500 Revised as 15,600 /- - 39,100 /-, AGP 6000/- | **Annexure-** |
| 2.  Asst. Professor, Stage II | Principal, Behala College | 01.02.2013 | 06.07.2017 (Afternoon) | 15,600 /- - 39,100 /-, AGP 7000/- | **Annexure-** |
| 3.  Asst. Professor, Stage II | Principal, Suri Vidyasagar College | 07.07.2017 (forenoon) | Till Date | Rs 79,800/- - 2,11,500/- | **Annexure-** |

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


                                                                **Signature of the Incumbent**

All entries made above are checked and verified and found to be correct.



**Signature of the Coordinator, IQAC**                **Signature of the Principal/TIC**
Date:                                                                  Date:
Seal:                                                                   Seal:

(Please see detailed instruction of the **PBAS-I** proforma before filling out this section)

**Academic Year:   2012-2013 (01.02.2013-30.06.2013)**

**CATEGORY 1:** TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

**(ia) Lectures, seminars, tutorials, practical, contact hours undertaken as percentage of lectures allocated.**

| Sl. No. | Course/ Paper | Level | Mode of Teaching | Class allotted as per schedule | % of classes taken as per documented record | API Score | Annex. |
|---|---|---|---|---|---|---|---|
| 1 | B.Sc. Chemistry [Paper(Theory) : IIA, IVA,VIA (Practical):IIB, IVB & VIB] | Honours | L: Black Board & PPT P: Hands-on & Apparatus/Instrument-based | Theory: 96 Pactical: 135 | 98.7% | 49.3 | **Annexure-** Academic Audit |
| 2 | B.Sc. Chemistry [Paper(Theory) : I, IIA , IIIA & IVA (Practical): I, IIB, IIIB & IVB] | General | L: Black Board & PPT P: Hands-on & Apparatus/Instrument-based | | | | |

#Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours(C ).

**(ib) Lectures and other teaching duties in excess of UGC norms**

| | CALCULATION OF API SCORE FOR I (i) ABOVE | API | Annex. |
|---|---|---|---|
| a) | Classes taken (M**aximum 50** for 100% performance & proportionate score up to 80% performance, below which no score may be given) | **49.3** | |
| b) | Teaching load in excess of UGC norms/ Special Lectures/ Classes taken at the study centre located in the District other than Kolkata (M**ax score - 10**) | **10** | **Annexure-** |

**(ii) Reading/ Instructional material consulted and additional knowledge resources provided to students**

| Sl. No. | Course/ Paper | Consulted | Prescribed | Additional Resource provided | API Score | Annex. |
|---|---|---|---|---|---|---|
| 1 | UG | Text | Laboratory | Teaching | | **Annexure-** |

| | | books, referencs and web resources | experimenal procedures, theory from text | materials, web references, printed materials, problem sets and solutions | 10 | |
| --- | --- | --- | --- | --- | --- | --- |
| | (Hons.) | | | | | |
| 2 | UG (Gen.) | Text books, referencs and web resources | Laboratory experimental procedures, theory from text | Teaching materials, web references, printed materials, problem sets and solutions | 10 | **Annexure-** |
| API score based on preparation and imparting of knowledge / instruction as per curriculum & syllabus enrichment by providing additional resources to students(**Max. score :20**) | | | | | **20** | |

**(iii) Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.**

(a) Updating of Courses/Curriculum Design: 5 per course – Max 10
(b) Participation/Innovative – Interactive courses: 5
(c) Participn./Innovative – Learning Modules: 5 Max 10
(d) Participn./Innovative – Case Studies prepared: 5
(e) Use of ICT or Computer-aided methods – ppt: 5
(f) Use of ICT – Multi-media/Simulation etc: 5 Max 10
(g) Dev/Teaching Remedial/Bridge Courses: 5 each Max 10
(h) Dev/Teaching Soft skill/Communication/Personality Dev: 5 each Max 10
(i) Special Programs in Phys.Edn./Library: 5 each Max 10
(j) Innovative Composition/Creation in Music, Fine Arts, Perf Arts: 5 each ; Max 10
(k) Organizing & cond. of popul. Prog. /Teaching Web-based/E-Library/IT-asst teaching:
Workshop/Training - 10 points; Popularization program - 5 points

| Sl. No. | Short Description (in terms of items) as listed above | API Score | Annex. |
| --- | --- | --- | --- |
| 1. | b. Participation/Innovative – Interactive courses: Syllabus based Seminar, question answer session and quiz contest | 5 | **Annexure-** |
| 2. | c. Participation/Innovative- Learning Module-design of course module: Teaching Plan (Hons. and Gen.) | 5+5=10 | **Annexure-** |
| 3. | e. Use of ICT or Computer aied methods: PowerPoint presentation, e-learning materials for imparting lectures | 5 | **Annexure-** |
| 4. | f. Use of ICT- Multimedia/Simulation etc.: Multimedia, slides and simple simulations | 10 | **Annexure-** |
| | (Max API Score:20)                    Total Score | **20** | |

**(iv) Examination duties Assigned and Performed**
(a) Invigil.- 10, Evalua.-5, Q. paper setting/ moderation- 5; Max : 20 [100% compliance]
(b) Internal/Continuous Assessment work as allotted-10 [100% compliance];
(c) Exam Coordination Cell/Outstation or Flying Squad: 10 [100% compliance]

| Sl. No. | Type of Examination Duties | Duties Assigned | Extent to which carried out(%) | API Score | Annex. |
|---------|---------------------------|-----------------|-------------------------------|-----------|--------|
| a.i) | Invigilation (University of Calcutta Exam.) | University final Exams Part-I,II& III (Hons., Gen. & Compulsory) | 100 | 10 | **Annexure-** |
| a.ii) | Evaluation (University of Calcutta Examinations) | College Test Exam &University of Calcutta Final Exams | 100 | 5 | **Annexure-** |
| b. | Internal/Continuous Assessment work asallotted | Internal Examination of Hons. & Gen. Course | 100 | 10 | **Annexure-** |

(**Max API Score : 25**)
**Total Score:25**

**CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES**.

Please mention your contribution to any of the following:

| Sl.No. | Type of Activity | Average Hrs/week | API Score | Annex. |
|---|---|---|---|---|
| | **(I)Extension, Co-curricular &field basedActivities** (5 points each) | | | |
| | a) Field Study/Ed. Tours/ Placement:<br>          5each                Max10 | Organizer and conducting ENVS field study at Alipore Zoological Garden on 04.02.2013 | 5 | **Annexure-** |
| | b) NSS/NCC/NSO etc:<br>   each activity10points          Max10 | NSS, Unit-II (Programme Officer) | 10 | **Annexure-** |
| | c) Student/Staff Sports Campus Publication etc:<br>(dept level 2 points, Instn level 5 points) Max 10 | Organizer of Students (College level) Annual Sports and Participated in Student/Staff Sports | 10 | **Annexure-** |
| | d) Community work<br>(Env, Hum. Rights, Scientific temper, Peace/Relief etc): Max10 | | | |
| | **(Max API Score : 20)** | | 25 | |
| | | | | |
| | **(II) Contribution to Corporate Life and Management of the Institution** | Yearly/Semester wise responsibilities | API Score | |
| | a) GovernanceResponsibility<br>(PG/IQAC/NAAC coordinator/Bursar / Warden etc.): Max10 | | | |
| | b) Academic/Administrative Committees like Admission /Campus Dev/ Library Comm: 5 each Max 10 | Member of CU Exam. Committee (Part III) | 5 | **Annexure-** |
| | c) Student Welfare/Placement / Counseling/ Discipline 5 each Max 10 | | | |
| | d) Conf Organization/ChairSecretary/Treasurer<br>    (I)   International:10<br>    (II)   National/Reg:5<br>    (III)  Member: 1each | | | |
| | **(Max API Score : 15)** | | 5 | |
| | | | | |
| | **(III)Professional Development Activities** | | | |
| | a) Member in Professional Committees<br>(I)National 3 (II) State2;          Max10 | | | |
| | b) Participation in Conf/Seminars<br>  Withoutpaper:          2 each ; Max10 | | | |
| | c) Short-term Courses/<br>Training less than a week: 5 each Max 10 | | | |
| | d) Membership/Participation in State/ Central Bodies/Committees: 5 each Max 10 | | | |
| | e) Newspaper/Magazine/ Radio-TV progr<br>(Not covered in Category III): 1 each ; Max 10 | | | |
| | **(Max API Score : 15)** | - | - | - |
| | Total Score (I +II+III)      **(Max :50)**<br>Minimum API Score required – 15 | | **30** | |

(Please see detailed instruction of the **PBAS-I** proforma before filling out this section)

### Academic Year: 2013-2014(01.07.2013-30.06.2014)

**CATEGORY 1:** TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

**(ia) Lectures, seminars, tutorials, practical, contact hours undertaken as percentage of lectures allocated.**

| Sl. No. | Course/ Paper | Level | Mode of Teaching | Class allotted as per schedule | % of classes taken as per documented record | API Score | Annex. |
|---|---|---|---|---|---|---|---|
| 1 | B.Sc. Chemistry [Paper(Theory) : IIA, IVA,VIA (Practical):IIB, IVB & VIB] | Honours | L: Black Board & PPT P: Hands-on & Apparatus/Instrument-based | Theory: 200 Practical: 336 | 99% | 49.5 | **Annexure-** Academic Audit |
| 2 | B.Sc. Chemistry [Paper(Theory) : I, IIA , IIIA & IVA (Practical): I, IIB, IIIB & IVB] | General | L: Black Board & PPT P: Hands-on & Apparatus/Instrument-based | | | | |

#Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours(C ).

**(ib) Lectures and other teaching duties in excess of UGC norms**

| | CALCULATION OF API SCORE FOR I (i) ABOVE | API | Annex. |
|---|---|---|---|
| a) | Classes taken (M**aximum 50** for 100% performance & proportionate score up to 80% performance, below which no score may be given) | **49.5** | |
| b) | Teaching load in excess of UGC norms/ Special Lectures/ Classes taken at the study centre located in the District other than Kolkata (M**ax score - 10**) | **10** | **Annexure-** |

**(ii) Reading/ Instructional material consulted and additional knowledge resources provided to students**

| Sl. No. | Course/ Paper | Consulted | Prescribed | Additional Resource provided | API Score | Annex. |
|---|---|---|---|---|---|---|
| 1 | UG (Hons.) | Text books, referencesa | Laboratory experimental procedures, | Teaching materials, web references, | | **Annexure-** |

| | | nd web resources | theory from text | printed materials, problem sets and solutions | 10 | |
|---|---|---|---|---|---|---|
| 2 | UG (Gen.) | Text books, references and web resources | Laboratory experimental procedures, theory from text | Teaching materials, web references, printed materials, problem sets and solutions | 10 | **Annexure-** |
| API score based on preparation and imparting of knowledge / instruction as per curriculum & syllabus enrichment by providing additional resources to students(**Max. score :20**) | | | | | **20** | |

### (iii) Use of participatory and innovative teachinglearning methodologies; updating of subject content, course improvement etc.

(a) Updating of Courses/Curriculum Design: 5 per course – Max 10
(b) Participation/Innovative – Interactive courses: 5
(c) Participn./Innovative – Learning Modules: 5 Max 10
(d) Participn./Innovative – Case Studies prepared: 5
(e) Use of ICT or Computer-aided methods – ppt: 5
(f) Use of ICT – Multi-media/Simulation etc: 5 Max 10
(g) Dev/Teaching Remedial/Bridge Courses: 5 each Max 10
(h) Dev/Teaching Soft skill/Communication/Personality Dev: 5 each Max 10
(i) Special Programs in Phys.Edn./Library: 5 each Max 10
(j) Innovative Composition/Creation in Music, Fine Arts, Perf Arts: 5 each ; Max 10
(k) Organizing & cond. of popul. Prog. /Teaching Web-based/E-Library/IT-asst teaching: Workshop/Training - 10 points; Popularization program - 5 points

| Sl. No. | Short Description (in terms of items) as listed above | API Score | Annex. |
|---|---|---|---|
| 1. | b. Participation/Innovative – Interactive courses: Syllabus based Seminar, question answer session and quiz contest | 5 | **Annexure-** |
| 2. | c. Participation/Innovative- Learning Module-design of course module: Teaching Plan (Hons. and Gen.) | 10 | **Annexure-** |
| 3. | e. Use of ICT or Computer aied methods: PowerPoint presentation, e-learning materials for imparting lectures | 5 | **Annexure-** |
| 4. | f. Use of ICT- Multimedia/Simulation etc.: Multimedia, slides and simple simulations | 10 | **Annexure-** |
| | (**Max API Score:20**)                    Total Score | **20** | |

### (iv) Examination duties Assigned and Performed
(a) Invigil.- 10, Evalua.-5, Q. paper setting/ moderation- 5; Max : 20 [100% compliance]
(b) Internal/Continuous Assessment work as allotted-10 [100% compliance];
(c) Exam Coordination Cell/Outstation or Flying Squad: 10 [100% compliance]

| Sl. No. | Type of Examination | Duties Assigned | Extent to which | API Score | Annex. |
|---|---|---|---|---|---|

|  | Duties |  | carried out(%) |  |  |
|---|---|---|---|---|---|
| a.i) | Invigilation (University of Calcutta Exam.) | University final Exams Part-I,II& III (Hons., Gen. & Compulsory) | 100 | 10 | **Annexure-** |
| a.ii) | Evaluation (University of Calcutta Examinations) | College Test Exam &University of Calcutta Final Exams | 100 | 5 | **Annexure-** |
| b. | Internal/Continuous Assessment work asallotted | Internal Examination of Hons. & Gen. Course | 100 | 10 | **Annexure-** |

(**Max API Score : 25**)
**Total Score:25**

**CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES**.

Please mention your contribution to any of the following:

| Sl.No. | Type of Activity | Average Hrs/week | API Score | Annex. |
|---|---|---|---|---|
| | **(I)Extension, Co-curricular &field basedActivities** (5 points each) | | | |
| | a) Field Study/Ed. Tours/ Placement:<br> 5each Max10 | Organizer and conducting Ed. Tour in Eveready Industries India Ltd. on 07.09.2013 | 5 | **Annexure-** |
| | b) NSS/NCC/NSO etc:<br> each activity10points Max10 | NSS, Unit-II (Programme Officer) | 10 | **Annexure-** |
| | c) Student/Staff Sports Campus Publication etc:<br>(dept level 2 points, Instn level 5 points) Max 10 | Organizer of Students (College level) Annual Sports and Participated in Student/Staff Sports | 10 | **Annexure-** |
| | d) Community work<br>(Env, Hum. Rights, Scientific temper, Peace/Relief etc): Max10 | | | |
| | **(Max API Score : 20)** | | 25 | |
| | | | | |
| | **(II) Contribution to Corporate Life and Management of the Institution** | Yearly/Semester wise responsibilities | API Score | |
| | a) GovernanceResponsibility<br>(PG/IQAC/NAAC coordinator/Bursar / Warden etc.): Max10 | | | |
| | b) Academic/Administrative Committees like Admission /Campus Dev/ Library Comm: 5 each Max 10 | Member of CU Exam. Committee (Part III) and Member of Admission committee | 10 | **Annexure-** |
| | c) Student Welfare/Placement / Counseling/ Discipline 5 each Max 10 | | | |
| | e) Conf Organization/ChairSecretary/Treasurer<br>(I) International:10<br>(II) National/Reg:5<br>(III) Member: 1each | | | |
| | **(Max API Score : 15)** | | 10 | |
| | | | | |
| | **(III)Professional Development Activities** | | | |
| | a) Member in Professional Committees<br>(I)National 3 (II) State2; Max10 | | | |
| | b) Participation in Conf/Seminars<br> Withoutpaper: 2 each ; Max10 | Participated in College level Symposium on 'Matrix and Dynamics of teaching and its Documentation in Higher education' on April 26,2014 | 2 | **Annexure-** |

| | | | | |
|---|---|---|---|---|
| | c) Short-term Courses/<br>Training less than a week: 5 each Max 10 | | | |
| | d) Membership/Participation in State/<br>Central Bodies/Committees: 5 each Max 10 | | | |
| | e) Newspaper/Magazine/ Radio-TV progr<br>(Not covered in Category III): 1 each ; Max 10 | | | |
| | (**Max API Score : 15**) | - | - | - |
| | Total Score (I +II+III)      (**Max :50**)<br>Minimum API Score required – 15 | | **37** | |

# Part B: Academic Performance Indicators (API)

(Please see detailed instruction of the **PBAS-I** proforma before filling out this section)

## Academic Year:   2014-2015 (01.07.2014-30.06.2015)

**CATEGORY 1:** TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

**(ia) Lectures, seminars, tutorials, practical, contact hours undertaken as percentage of lectures allocated.**

| Sl. No. | Course/ Paper | Level | Mode of Teaching | Class allotted as per schedule | % of classes taken as per documented record | API Score | Annex. |
|---|---|---|---|---|---|---|---|
| 1 | B.Sc. Chemistry [Paper(Theory) : IIA, IVA,VIA (Practical):IIB, IVB & VIB] | Honours | L: Black Board & PPT  P: Hands-on & Apparatus/Instrument-based | Theory: 202 Practical: 312 (Vide Page No.     ) | 99.2% | 49.6 | **Annexure-** Academic Audit |
| 2 | B.Sc. Chemistry [Paper(Theory) : I, IIA , IIIA & IVA (Practical): I, IIB, IIIB & IVB] | General | L: Black Board & PPT  P: Hands-on & Apparatus/Instrument-based | | | | |

#Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours(C ).

**(ib) Lectures and other teaching duties in excess of UGC norms**

| | CALCULATION OF API SCORE FOR I (i) ABOVE | API | Annex. |
|---|---|---|---|
| a) | Classes taken (**Maximum 50** for 100% performance & proportionate score up to 80% performance, below which no score may be given) | **49.6** | |
| b) | Teaching load in excess of UGC norms/ Special Lectures/ Classes taken at the study centre located in the District other then Kolkata (**Max score - 10**) | **10** | **Annexure-** |

**(ii) Reading/ Instructional material consulted and additional knowledge resources provided to students**

| Sl. No. | Course/ Paper | Consulted | Prescribed | Additional Resource provided | API Score | Annex. |
|---|---|---|---|---|---|---|
| 1 | UG (Hons.) | Text books, references and web | Laboratory experimental procedures, theory from | Teaching materials, web references, printed materials, | 10 | **Annexure-** |

| | | resources | text | problem sets and solutions | | |
|---|---|---|---|---|---|---|
| 2 | UG (Gen.) | Text books, references and web resources | Laboratory experimental procedures, theory from text | Teaching materials, web references, printed materials, problem sets and solutions | 10 | **Annexure-** |
| API score based on preparation and imparting of knowledge / instruction as per curriculum & syllabus enrichment by providing additional resources to students(**Max. score :20**) | | | | | **20** | |

**(iii) Use of participatory and innovative teachinglearning methodologies; updating of subject content, course improvement etc.**

(a) Updating of Courses/Curriculum Design: 5 per course – Max 10
(b) Participation/Innovative – Interactive courses: 5
(c) Participn./Innovative – Learning Modules: 5 Max 10
(d) Participn./Innovative – Case Studies prepared: 5
(e) Use of ICT or Computer-aided methods – ppt: 5
(f) Use of ICT – Multi-media/Simulation etc: 5 Max 10
(g) Dev/Teaching Remedial/Bridge Courses: 5 each Max 10
(h) Dev/Teaching Soft skill/Communication/Personality Dev: 5 each Max 10
(i) Special Programs in Phys.Edn./Library: 5 each Max 10
(j) Innovative Composition/Creation in Music, Fine Arts, Perf Arts: 5 each ; Max 10
(k) Organizing & cond. of popul. Prog. /Teaching Web-based/E-Library/IT-asst teaching:
Workshop/Training - 10 points; Popularization program - 5 points

| Sl. No. | Short Description (in terms of items) as listed above | API Score | Annex. |
|---|---|---|---|
| 1. | b. Participation/Innovative – Interactive courses: Syllabus based Seminar, question answer session and quiz contest | 5 | **Annexure-** |
| 2. | c. Participation/Innovative- Learning Module-design of course module: Teaching Plan (Hons. and Gen.) | 10 | **Annexure-** |
| 3. | e. Use of ICT or Computer aied methods: PowerPoint presentation, e-learning materials for imparting lectures | 5 | **Annexure-** |
| 4. | f. Use of ICT- Multimedia/Simulation etc.: Multimedia, slides and simple simulations | 10 | **Annexure-** |
| | (**Max API Score:20**)                    Total Score | **20** | |

**(iv)Examination duties Assigned and Performed**
(a) Invigil.- 10, Evalua.-5, Q. paper setting/ moderation- 5; Max : 20 [100% compliance]
(b) Internal/Continuous Assessment work as allotted-10 [100% compliance];
(c) Exam Coordination Cell/Outstation or Flying Squad: 10 [100% compliance]

| Sl. No. | Type of Examination Duties | Duties Assigned | Extent to which carried out(%) | API Score | Annex. |
|---|---|---|---|---|---|
| a.i) | Invigilation (University of Calcutta Exam.) | University final Exams Part-I,II& III (Hons., Gen. & Compulsory) | 100 | 10 | **Annexure-** |
| a.ii) | Evaluation (University of Calcutta Examinations) | College Test Exam &University of Calcutta Final Exams | 100 | 5 | **Annexure-** |
| b. | Internal/Continuous Assessment work asallotted | Internal Examination of Hons. & Gen. Course | 100 | 10 | **Annexure-** |

(**Max API Score : 25**)
**Total Score:25**

**CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES**.

Please mention your contribution to any of the following:

| Sl.No. | Type of Activity | Average Hrs/week | API Score | Annex. |
|---|---|---|---|---|
| | **(I)Extension, Co-curricular &field basedActivities** (5 points each) | | | |
| | a) Field Study/Ed. Tours/ Placement:<br>     5each          Max10 | Organizer and conducting Ed. Tour in Coca-Cola Diamond Beverages Private Limited on 20.08.2014 | 5 | **Annexure-** |
| | b) NSS/NCC/NSO etc:<br>    each activity10points     Max10 | NSS, Unit-II (Programme Officer) | 10 | **Annexure-** |
| | c) Student/Staff Sports<br>Campus Publication etc:<br>(dept level 2 points, Instn level 5 points) Max 10 | Member of organizing Committee of West Bengal Inter College sports Championship 2015 and Participated in Instn level Student/Staff Sport | 10 | **Annexure-** |
| | d) Community work<br>(Env, Hum. Rights, Scientific temper, Peace/Relief etc): Max10 | | | |
| | **(Max API Score : 20)** | | 25 | |
| | | | | |
| | **(II) Contribution to Corporate Life and Management of the Institution** | Yearly/Semester wise responsibilities | API Score | |
| | a) GovernanceResponsibility<br>(PG/IQAC/NAAC coordinator/Bursar / Warden etc.): Max10 | | | |
| | b) Academic/Administrative Committees like Admission /Campus Dev/ Library Comm: 5 each Max 10 | Member of CU Exam. Committee (Part III) and Member of Admission committee | 10 | **Annexure-** |
| | c) Student Welfare/Placement /<br>Counseling/ Discipline 5 each Max 10 | | | |
| | f) Conf Organization/ChairSecretary/Treasurer<br>    (I)   International:10<br>    (II)   National/Reg:5<br>    (III)  Member: 1each | | | |
| | **(Max API Score : 15)** | | 10 | |
| | | | | |
| | **(III)Professional Development Activities** | | | |
| | a) Member in Professional Committees<br>(I)National 3 (II) State2;      Max10 | | | |
| | b) Participation in Conf/Seminars<br> Withoutpaper:      2 each ; Max10 | | | |
| | c) Short-term Courses/<br>Training less than a week: 5 each Max 10 | | | |

| | | | | |
|---|---|---|---|---|
| | d) Membership/Participation in State/ Central Bodies/Committees: 5 each Max 10 | | | |
| | e) Newspaper/Magazine/ Radio-TV progr (Not covered in Category III): 1 each ; Max 10 | | | |
| | **(Max API Score : 15)** | - | - | - |
| | Total Score (I +II+III)     **(Max :50)** Minimum API Score required – 15 | | 35 | |

# Part B: Academic Performance Indicators (API)

(Please see detailed instruction of the **PBAS-I** proforma before filling out this section)

## Academic Year:   2015-2016 (01.07.2015-30.06.2016)

**CATEGORY 1:** TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

**(ia) Lectures, seminars, tutorials, practical, contact hours undertaken as percentage of lectures allocated.**

| Sl. No. | Course/ Paper | Level | Mode of Teaching | Class allotted as per schedule | % of classes taken as per documented record | API Score | Annex. |
|---|---|---|---|---|---|---|---|
| 1 | B.Sc. Chemistry [Paper(Theory) : IIA, IVA,VIA (Practical):IIB, IVB & VIB] | Honours | L: Black Board & PPT P: Hands-on & Apparatus/Instrument-based | Theory: 206 Practical: 321 (Vide Page No.      ) | 99.% | 49.5 | **Annexure-** Academic audit |
| 2 | B.Sc. Chemistry [Paper(Theory) : I, IIA , IIIA & IVA (Practical): I, IIB, IIIB & IVB] | General | L: Black Board & PPT P: Hands-on & Apparatus/Instrument-based | | | | |

#Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours(C ).

**(ib) Lectures and other teaching duties in excess of UGC norms**

| | CALCULATION OF API SCORE FOR I (i) ABOVE | API | Annex. |
|---|---|---|---|
| a) | Classes taken (**Maximum 50** for 100% performance & proportionate score up to 80% performance, below which no score may be given) | **49.5** | |
| b) | Teaching load in excess of UGC norms/ Special Lectures/ Classes taken at the study centre located in the District other than Kolkata (**Max score - 10**) | **10** | **Annexure-** |

**(ii) Reading/ Instructional material consulted and additional knowledge resources provided to students**

| Sl. No. | Course/ Paper | Consulted | Prescribed | Additional Resource provided | API Score | Annex. |
|---|---|---|---|---|---|---|
| 1 | UG (Hons.) | Text books, references and web resources | Laboratory experimental procedures, theory from text | Teaching materials, web references, printed materials, problem sets and | 10 | **Annexure-** |

| | | | | | solutions | | |
|---|---|---|---|---|---|---|---|
| 2 | UG (Gen.) | Text books, references and web resources | Laboratory experimental procedures, theory from text | Teaching materials, web references, printed materials, problem sets and solutions | 10 | **Annexure-** | |
| API score based on preparation and imparting of knowledge / instruction as per curriculum & syllabus enrichment by providing additional resources to students(**Max. score :20**) | | | | | **20** | | |

**(iii) Use of participatory and innovative teachinglearning methodologies; updating of subject content, course improvement etc.**

(a) Updating of Courses/Curriculum Design: 5 per course – Max 10
(b) Participation/Innovative – Interactive courses: 5
(c) Participn./Innovative – Learning Modules: 5 Max 10
(d) Participn./Innovative – Case Studies prepared: 5
(e) Use of ICT or Computer-aided methods – ppt: 5
(f) Use of ICT – Multi-media/Simulation etc: 5 Max 10
(g) Dev/Teaching Remedial/Bridge Courses: 5 each Max 10
(h) Dev/Teaching Soft skill/Communication/Personality Dev: 5 each Max 10
(i) Special Programs in Phys.Edn./Library: 5 each Max 10
(j) Innovative Composition/Creation in Music, Fine Arts, Perf Arts: 5 each ; Max 10
(k) Organizing & cond. of popul. Prog. /Teaching Web-based/E-Library/IT-asst teaching: Workshop/Training - 10 points; Popularization program - 5 points

| Sl. No. | Short Description (in terms of items) as listed above | API Score | Annex. |
|---|---|---|---|
| 1. | b. Participation/Innovative – Interactive courses: Syllabus based Seminar, question answer session and quiz contest | 5 | **Annexure-** |
| 2. | c. Participation/Innovative- Learning Module-design of course module: Teaching Plan (Hons. and Gen.) | 10 | **Annexure-** |
| 3. | e. Use of ICT or Computer aided methods: PowerPoint presentation, e-learning materials for imparting lectures | 5 | **Annexure-** |
| 4. | f. Use of ICT- Multimedia/Simulation etc.: Multimedia, slides and simple simulations | 10 | **Annexure-** |
| | (**Max API Score:20**)                   Total Score | **20** | |

**(iv)Examination duties Assigned and Performed**
(a) Invigil.- 10, Evalua.-5, Q. paper setting/ moderation- 5; Max : 20 [100% compliance]
(b) Internal/Continuous Assessment work as allotted-10 [100% compliance];
(c) Exam Coordination Cell/Outstation or Flying Squad: 10 [100% compliance]

| Sl. No. | Type of Examination Duties | Duties Assigned | Extent to which carried out(%) | API Score | Annex. |
|---|---|---|---|---|---|
| a.i) | Invigilation (University of Calcutta Exam.) | University final Exams Part-I,II & III (Hons., Gen. & Compulsory) | 100 | 10 | **Annexure-** |
| a.ii) | Evaluation (University of Calcutta Examinations) | College Test Exam &University of Calcutta Final Exams | 100 | 5 | **Annexure-** |
| b. | Internal/Continuous Assessment work asallotted | Internal Examination of Hons. & Gen. Course | 100 | 10 | **Annexure-** |

(**Max API Score: 25**)
**Total Score:25**

**CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES**.

Please mention your contribution to any of the following:

| Sl.No. | Type of Activity | Average Hrs/week | API Score | Annex. |
|---|---|---|---|---|
| | **(I)Extension, Co-curricular &field basedActivities** (5 points each) | | | |
| | a) Field Study/Ed. Tours/ Placement:      5each          Max10 | Organizer and conducting Ed. Tour in Bisk-Farm SAJ Food product(s) Ltd. on 03.09.2015 | 5 | **Annexure-** |
| | b) NSS/NCC/NSO etc:    each activity10points      Max10 | NSS, Unit-II (Programme Officer) | 10 | **Annexure-** |
| | c) Student/Staff Sports Campus Publication etc: (dept level 2 points, Instn level 5 points) Max 10 | Organizer and conducting Students (College level) Annual Sports and also Participated in Instn level Student/Staff Sports | 10 | **Annexure-** |
| | d) Community work (Env, Hum. Rights, Scientific temper, Peace/Relief etc): Max10 | | | |
| | **(Max API Score : 20)** | | 25 | |
| | | | | |
| | **(II) Contribution to Corporate Life and Management of the Institution** | Yearly/Semester wise responsibilities | API Score | |
| | a) GovernanceResponsibility (PG/IQAC/NAAC coordinator/Bursar / Warden etc.): Max10 | Member of Board of Studies of P.G Course of Chemistry, Behala College | 5 | **Annexure-** |
| | b) Academic/Administrative Committees like Admission /Campus Dev/ Library Comm: 5 each Max 10 | | | |
| | c) Student Welfare/Placement / Counseling/ Discipline 5 each Max 10 | | | |
| | g) Conf Organization/ChairSecretary/Treasurer (I)   International:10 (II)   National/Reg:5 (III)  Member: 1each | | | |
| | **(Max API Score : 15)** | | 5 | |
| | | | | |
| | **(III)Professional Development Activities** | | | |
| | a) Member in Professional Committees (I)National 3 (II) State2;     Max10 | | | |
| | b) Participation in Conf/Seminars Withoutpaper:     2 each ; Max10 | | | |
| | c) Short-term Courses/ Training less than a week: 5 each Max 10 | | | |
| | d) Membership/Participation in State/ Central Bodies/Committees: 5 each Max 10 | | | |
| | e) Newspaper/Magazine/ Radio-TV progr (Not covered in Category III): 1 each ; Max 10 | | | |

| | | | |
|---|---|---|---|
| (**Max API Score : 15**) | - | - | - |
| Total Score (I +II+III)    (**Max :50**)<br>Minimum API Score required – 15 | | **30** | |

# Part B: Academic Performance Indicators (API)

(Please see detailed instruction of the **PBAS-I**Performa before filling out this section)

## Academic Year:   2016-2017(01.07.2016-30.06.2017)

**CATEGORY 1:** TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

**(ia) Lectures, seminars, tutorials, practical, contact hours undertaken as percentage of lectures allocated.**

| Sl. No. | Course/ Paper | Level | Mode of Teaching | Class allotted as per schedule | % of classes taken as per documented record | API Score | Annex. |
|---------|---------------|-------|------------------|--------------------------------|---------------------------------------------|-----------|--------|
| 1 | B.Sc. Chemistry [Paper(Theory) : IIA, IVA,VIA (Practical):IIB, IVB & VIB] | Honours | L: Black Board & PPT P: Hands-on & Apparatus/Instrument-based | Theory: 202 Practical: 321 (Vide Page No.     ) | 99.6.% | 49.8 | **Annexure-** Academic Audit |
| 2 | B.Sc. Chemistry [Paper(Theory) : I, IIA , IIIA & IVA (Practical): I, IIB, IIIB & IVB] | General | L: Black Board & PPT P: Hands-on & Apparatus/Instrument-based | | | | |

#Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours(C ).

**(ib) Lectures and other teaching duties in excess of UGC norms**

|    | CALCULATION OF API SCORE FOR I (i) ABOVE | API | Annex. |
|----|-------------------------------------------|-----|--------|
| a) | Classes taken (**Maximum 50** for 100% performance & proportionate score up to 80% performance, below which no score may be given) | **49.8** | |
| b) | Teaching load in excess of UGC norms/ Special Lectures/ Classes taken at the study centre located in the District other then Kolkata (**Max score - 10**) | **10** | **Annexure-** |

**(ii) Reading/ Instructional material consulted and additional knowledge resources provided to students**

| Sl. No. | Course/ Paper | Consulted | Prescribed | Additional Resource provided | API Score | Annex. |
|---------|---------------|-----------|------------|------------------------------|-----------|--------|
| | | | | | | |

| | | | | | | |
|---|---|---|---|---|---|---|
| 1 | UG (Hons.) | Text books, referencs and web resources | Laboratory experimenal procedures, theory from text | Teaching materials, web references, printed materials, problem sets and solutions | 10 | **Annexure-** |
| 2 | UG (Gen.) | Text books, referencs and web resources | Laboratory experimental procedures, theory from text | Teaching materials, web references, printed materials, problem sets and solutions | 10 | **Annexure-** |
| API score based on preparation and imparting of knowledge / instruction as per curriculum & syllabus enrichment by providing additional resources to students(**Max. score :20**) | | | | | **20** | |

**(iii) Use of participatory and innovative teachinglearning methodologies; updating of subject content, course improvement etc.**

(a) Updating of Courses/Curriculum Design: 5 per course – Max 10
(b) Participation/Innovative – Interactive courses: 5
(c) Participn./Innovative – Learning Modules: 5 Max 10
(d) Participn./Innovative – Case Studies prepared: 5
(e) Use of ICT or Computer-aided methods – ppt: 5
(f) Use of ICT – Multi-media/Simulation etc: 5 Max 10
(g) Dev/Teaching Remedial/Bridge Courses: 5 each Max 10
(h) Dev/Teaching Soft skill/Communication/Personality Dev: 5 each Max 10
(i) Special Programs in Phys.Edn./Library: 5 each Max 10
(j) Innovative Composition/Creation in Music, Fine Arts, Perf Arts: 5 each ; Max 10
(k) Organizing & cond. of popul. Prog. /Teaching Web-based/E-Library/IT-asst teaching:
Workshop/Training - 10 points; Popularization program - 5 points

| Sl. No. | Short Description (in terms of items) as listed above | API Score | Annex. |
|---|---|---|---|
| 1. | b. Participation/Innovative – Interactive courses: Syllabus based Seminar, question answer session and quiz contest | 5 | **Annexure-** |
| 2. | c. Participation/Innovative- Learning Module-design of course module: Teaching Plan (Hons. and Gen.) | 10 | **Annexure-** |
| 3. | e. Use of ICT or Computer aided methods: PowerPoint presentation, e-learning materials for imparting lectures | 5 | **Annexure-** |
| 4. | f. Use of ICT- Multimedia/Simulation etc.: Multimedia, slides and simple simulations | 10 | **Annexure-** |
| | (**Max API Score:20**)                           Total Score | **20** | |

**(iv)Examination duties Assigned and Performed**
(a)  Invigil.- 10, Evalua.-5, Q. paper setting/ moderation- 5; Max : 20 [100% compliance]

(b)  Internal/Continuous Assessment work as allotted-10 [100% compliance];
(c)  Exam Coordination Cell/Outstation or Flying Squad: 10 [100% compliance]

| Sl. No. | Type of Examination Duties | Duties Assigned | Extent to which carried out(%) | API Score | Annex. |
|---|---|---|---|---|---|
| a.i) | Invigilation (University of Calcutta Exam.) | University final Exams Part-I,II& III (Hons., Gen. & Compulsory) | 100 | 10 | **Annexure-** |
| a.ii) | Evaluation (University of Calcutta Examinations) | College Test Exam &University of Calcutta Final Exams | 100 | 5 | **Annexure-** |
| b. | Internal/Continuous Assessment work asallotted | Internal Examination of Hons. & Gen. Course | 100 | 10 | **Annexure-** |
| (**Max API Score : 25**) **Total Score:25** | | | | | |

**CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES**.

Please mention your contribution to any of the following:

| Sl.No. | Type of Activity | Average Hrs/week | API Score | Annex. |
|---|---|---|---|---|
| | **(I)Extension, Co-curricular &field basedActivities** (5 points each) | | | |
| | a) Field Study/Ed. Tours/ Placement: 5each Max10 | | | |
| | b) NSS/NCC/NSO etc: each activity10points Max10 | NSS, Unit-II (Programme Officer) | 10 | **Annexure-** |
| | c) Student/Staff Sports Campus Publication etc: (dept level 2 points, Instn level 5 points) Max 10 | Organizer of Students (College level) Annual Sports and Participated in Student/Staff Sports | 10 | **Annexure-** |
| | d) Community work (Env, Hum. Rights, Scientific temper, Peace/Relief etc): Max10 | | | |
| | (**Max API Score : 20**) | | 20 | |
| | | | | |
| | **(II) Contribution to Corporate Life and Management of the Institution** | Yearly/Semester wise responsibilities | API Score | |
| | a) GovernanceResponsibility (PG/IQAC/NAAC coordinator/Bursar / Warden etc.): Max10 | Member of Board of Studies of P.G Course of Chemistry, Behala College | 5 | **Annexure-** |
| | b) Academic/Administrative Committees like Admission /Campus Dev/ Library Comm: 5 each Max 10 | Member of Admission Committee | 5 | **Annexure-** |
| | c) Student Welfare/Placement / Counseling/ Discipline 5 each Max 10 | | | |
| | h) Conf Organization/ChairSecretary/Treasurer (I) International:10 (II) National/Reg:5 (III) Member: 1each | | | |
| | (**Max API Score : 15**) | | 10 | |
| | | | | |
| | **(III)Professional Development Activities** | | | |
| | a) Member in Professional Committees (I)National 3 (II) State2; Max10 | | | |
| | b) Participation in Conf/Seminars Withoutpaper: 2 each ; Max10 | | | |
| | c) Short-term Courses/ Training less than a week: 5 each Max 10 | | | |
| | d) Membership/Participation in State/ Central Bodies/Committees: 5 each Max 10 | | | |
| | e) Newspaper/Magazine/ Radio-TV progr (Not covered in Category III): 1 each ; Max 10 | | | |
| | (**Max API Score : 15**) | - | - | - |
| | Total Score (I +II+III) (**Max :50**) Minimum API Score required – 15 | | **30** | |

# Part B: Academic Performance Indicators (API)

(Please see detailed instruction of the **PBAS-I** proforma before filling out this section)

## Academic Year:   2017-2018 (01.07.2017- 06.12.2017)

**CATEGORY 1:** TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

**(ia) Lectures, seminars, tutorials, practical, contact hours undertaken as percentage of lectures allocated.**

| Sl. No. | Course/ Paper | Level | Mode of Teaching | Class allotted as per schedule | % of classes taken as per documented record | API Score | Annex. |
|---|---|---|---|---|---|---|---|
| 1 | B.Sc. Chemistry [Course Code: CC-6 (Sem-3), CC-11 (Sem-5) Practical: CC-6 &CC-11] | Honours | L: Black Board & PPT P: Hands-on & Apparatus/Instrument-based | Theory: 94 Pactical: 112 | 100% | 50 | **Annexure-** Academic Audit |
| 2 | B.Sc. Chemistry [Course Code: :GE-3/CC-1A (Sem-3), DSE-1A (Sem-5) (Practical): GE-3 & DSE-1A] | General | L: Black Board & PPT P: Hands-on & Apparatus/Instrument-based | | | | |

#Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours(C ).

**(ib) Lectures and other teaching duties in excess of UGC norms**

| | CALCULATION OF API SCORE FOR I (i) ABOVE | API | Annex. |
|---|---|---|---|
| a) | Classes taken (**Maximum 50** for 100% performance & proportionate score up to 80% performance, below which no score may be given) | **50** | |
| b) | Teaching load in excess of UGC norms/ Special Lectures/ Classes taken at the study centre located in the District other then Kolkata (**Max score - 10**) | **10** | **Annexure-** |

**(ii) Reading/ Instructional material consulted and additional knowledge resources provided to students**

| Sl. No. | Course/ Paper | Consulted | Prescribed | Additional Resource provided | API Score | Annex. |
|---|---|---|---|---|---|---|
| 1 | UG (Hons.) | Text books, referencesa | Laboratory experimental procedures, | Teaching materials, web references, | | **Annexure-** |

| | | nd web resources | theory from text | printed materials, problem sets and solutions | 10 | |
|---|---|---|---|---|---|---|
| 2 | UG (Gen.) | Text books, references and web resources | Laboratory experimental procedures, theory from text | Teaching materials, web references, printed materials, problem sets and solutions | 10 | **Annexure-** |
| API score based on preparation and imparting of knowledge / instruction as per curriculum & syllabus enrichment by providing additional resources to students(**Max. score :20**) | | | | | **20** | |

**(iii) Use of participatory and innovative teachinglearning methodologies; updating of subject content, course improvement etc.**

(a) Updating of Courses/Curriculum Design: 5 per course – Max 10
(b) Participation/Innovative – Interactive courses: 5
(c) Participn./Innovative – Learning Modules: 5 Max 10
(d) Participn./Innovative – Case Studies prepared: 5
(e) Use of ICT or Computer-aided methods – ppt: 5
(f) Use of ICT – Multi-media/Simulation etc: 5 Max 10
(g) Dev/Teaching Remedial/Bridge Courses: 5 each Max 10
(h) Dev/Teaching Soft skill/Communication/Personality Dev: 5 each Max 10
(i) Special Programs in Phys.Edn./Library: 5 each Max 10
(j) Innovative Composition/Creation in Music, Fine Arts, Perf Arts: 5 each ; Max 10
(k) Organizing & cond. of popul. Prog. /Teaching Web-based/E-Library/IT-asst teaching:
Workshop/Training - 10 points; Popularization program - 5 points

| Sl. No. | Short Description (in terms of items) as listed above | API Score | Annex. |
|---|---|---|---|
| 1. | b. Participation/Innovative – Interactive courses: Syllabus based Seminar, question answer session and quiz contest | 5 | **Annexure-** |
| 2. | c. Participation/Innovative- Learning Module-design of course module: Teaching Plan (Hons. and Gen.) | | |
| 3. | e. Use of ICT or Computer aied methods: PowerPoint presentation, e-learning materials for imparting lectures | 5 | **Annexure-** |
| 4. | f. Use of ICT- Multimedia/Simulation etc.: Multimedia, slides and simple simulations | | |
| | (**Max API Score:20**)                      Total Score | **10** | |

**(iv)Examination duties Assigned and Performed**
(a)  Invigil.- 10, Evalua.-5, Q. paper setting/ moderation- 5; Max : 20 [100% compliance]
(b)  Internal/Continuous Assessment work as allotted-10 [100% compliance];
(c)  Exam Coordination Cell/Outstation or Flying Squad: 10 [100% compliance]

| Sl. No. | Type of Examination Duties | Duties Assigned | Extent to which carried out(%) | API Score | Annex. |
|---|---|---|---|---|---|
| a.i) | Invigilation (University of BurdwanExam.) | University final Exams Part-I,II& III (Hons., Gen. & Compulsory) | 100 | 10 | **Annexure-** |
| a.ii) | | | | | |
| b. | Internal/Continuous Assessment work asallotted | Internal Examination of Hons. & Gen. Course | 100 | 10 | **Annexure-** |

(**Max API Score : 25**)
**Total Score:20**

**CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES**.

Please mention your contribution to any of the following:

| Sl.No. | Type of Activity | Average Hrs/week | API Score | Annex. |
|---|---|---|---|---|
| | **(I)Extension, Co-curricular &field basedActivities** (5 points each) | | | |
| | a) Field Study/Ed. Tours/ Placement: 5each          Max10 | Organizer and conducting Ed. Tour at Massanjore Hydropower project on 05.12.2017 | 5 | **Annexure-** |
| | b) NSS/NCC/NSO etc: each activity10points          Max10 | | | |
| | c) Student/Staff Sports Campus Publication etc: (dept level 2 points, Instn level 5 points) Max 10 | Organizer and conducting Students (College level) Annual Sports and Participated in Instn level Student/Staff Sports | 10 | **Annexure-** |
| | d) Community work (Env, Hum. Rights, Scientific temper, Peace/Relief etc): Max10 | | | |
| | **(Max API Score : 20)** | | 15 | |
| | | | | |
| | **(II) Contribution to Corporate Life and Management of the Institution** | Yearly/Semester wise responsibilities | API Score | |
| | a) GovernanceResponsibility (PG/IQAC/NAAC coordinator/Bursar / Warden etc.): Max10 | | | |
| | b) Academic/Administrative Committees like Admission /Campus Dev/ Library Comm: 5 each Max 10 | Member of Online Admission Committee and Member of Research and publication subcommittee | 10 | **Annexure-** |
| | c) Student Welfare/Placement / Counseling/ Discipline 5 each Max 10 | | | |
| | i)  Conf Organization/ChairSecretary/Treasurer (I)   International:10 (II)  National/Reg:5 (III)  Member: 1each | | | |
| | **(Max API Score : 15)** | | 10 | |
| | | | | |
| | **(III)Professional Development Activities** | | | |
| | a) Member in Professional Committees (I)National 3 (II) State2;        Max10 | | | |
| | b) Participation in Conf/Seminars Withoutpaper:        2 each ; Max10 | | | |
| | c) Short-term Courses/ Training less than a week: 5 each Max 10 | | | |
| | d) Membership/Participation in State/ Central Bodies/Committees: 5 each Max 10 | | | |
| | e) Newspaper/Magazine/ Radio-TV progr (Not covered in Category III): 1 each ; Max 10 | | | |
| | **(Max API Score : 15)** | - | - | - |
| | Total Score (I +II+III)     **(Max :50)** Minimum API Score required – 15 | | **25** | |

# CATEGORY-3: RESEARCH AND ACADEMIC CONTRIBUTIONS
## (From 01.02.2013 to 06.12.2017)

A)        (i) **Published Papers in Journals**

| Sl. No. | Title with page no. | Journal | ISSN/ISBN No. | Whether Peer reviewed. Impact factor, if any | No. of Co-author | Whether you are the main author | API score | **Annex.** |
|---|---|---|---|---|---|---|---|---|
| 1 | "Dicyanamide mediated construction of 1D polymeric networks of Quinoxaline with $d^{10}$ metal ions:Synthesis, thermogravimetric analysis, photoluminescence and theoretical investigation on $\pi\cdots\pi$ interaction" Polyhedron, 70 (**2014**)11 - 19 | Polyhedron | 0277-5387 | Yes Impact Factor = 3.052 | 3 | No | 3+3 = 06 | **Annexure-** |
| 2 | "Exploration of CH$\cdots\pi$ interactions involving the $\pi$-system of pseudohalidecoligands in metal complexes of a Schiff-base ligand" CrystEngComm, 17 (**2015**)4680-4690. | CrystEng Comm | 1466-8033 | Yes, Impact Factor = 3.545 | 5 | No | 1.2+1.2= 2.4 | **Annexure-** |
| 3 | "Nanoscale Manganese oxide ($MnO_2$) using $[Mn(pyo)_2(dca)_2]_n$ : An efficient material for the photocatalytic degradation of organic dye," Journal of Advanced Studies, 1 (**2015**) 87-92 | Journal of Advanced Studies | 2394-7241 | Yes | - | Yes | 15 | **Annexure-** |
| 4 | "An Overview of *in vivo* Toxicity of ZnO Nanoparticles" Journal of Advanced Studies, 2 (**2016**) 36-48 | Journal of Advanced Studies | 2394-7241 | Yes | - | Yes | 15 | **Annexure-** |

| Sl.No | | | | | | | |
|---|---|---|---|---|---|---|---|
| 5 | " Induction of chirality through change of substitution in cadmium (II)complexes of 2-benzoylpyridine and 2-acetylpyridine based Schiffbases - Crystal structure, luminescence and thermal properties" Journal of Molecular Structure 1154 (**2018**) 348-353 | Journal of Molecular Structure | 0022-2860 | Yes Impact Factor = 3.196 | 01 | Yes | 10.5+10.5 = 21.0 | **Annexure-** |

API Score – Category 1- Refereed – 15/publication Category 2- Non-Refereed – 10/publication

*Wherever relevant to any specific discipline the API score for paper in referred journal would be augmented as follows:

Indexed journal- by 5 points, ii) Papers with impact factor 1 and 2 by 10 points; iii) papers with impact factor between 2 and 5 by 15 points; iv) papers with impact factor between 5 and 10 by 25 points

*Points divided by number of authors

***if a paper is presented in Conference/ Seminar is published in the form of proceedings, the points would accrue for the for the publication (3.A) and not under presentation (3.E(ii)).

#Papers accepted at National/ International conferences may be reckoned as equivalent to papers presents.

### A) (ii) Public Displays/Exhibitions/Performances with or without outputs in CD/DVD/Online/E-form/E-book [for Art College]API Score – Category 1 – 15; Category 2 – 10

| Sl.No | Title of Show/ Exhibition/ Performance with or without CD/DVD/ Tape/ Online/E-form/E-book version or Brochures | Company/ Agency/ Instt Name (Including TV/Radio etc) | Categorization I. International 15 each/ II. National 10 each (Venues/ event/ gallery/ studio/ museums) | Whether reviewed/ Impact factor (Reporting/ Coverage/ Reviews/ Hits/sales/ citations/ Commen-dations/ etc) | No of Co-performer or Co-authors (10 each) | Whether you are the Solo artist/ performer (15 each) | API Score |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

**B (i) Articles/ Chapters published in Books**

| API Score (Per Art/Chap) Category 1: International Publisher – | 10 |
|---|---|
| Category 2: National/ State/ Central/ Societies Publisher | – 5 |
| Category 3: Subject books by other/ Local Publisher | – 3 |
| Category 4: Chapters in Knowledge-based Volumes | – 5 |

| Sl. No. | Title with page no. | Book title, editor & publisher | ISSN/ISBN No. (or, Renowned publishers) See Cat | Whether peer reviewed | No. of Co-author | Whether you are the main author | API score |
|---|---|---|---|---|---|---|---|

| | | 1-4 as above for scores | | | | |
|---|---|---|---|---|---|---|
| | | | | | | |

## ii) Full papers in Conference Proceedings

Conf. proceedings as full paper: 1 International Conference - 10/publication

2 National        - 7.5/each

3 Regional/State level – 5/ each

4 Local- Univ./College level – 3/each

| Sl. No. | Title with page no. | Details of Conference Publication | ISSN/ ISBN No. | No. of Co-author | Whether you are the main author | API score |
|---|---|---|---|---|---|---|
| | | | | | | |

## iii)Books published as single author or as editor

API Score – Category 1 Text/Reference Books by International Publisher – 50 Category 2 Text/Reference Books by National/Soc/Univ Publ – 25 Category 3 Subject Books by Other/Local Recognized Publ – 15

| Sl. No. | Title with page no. | Type of Book & authorship | Publisher & ISSN/ISBN No. (I. International II. National III. Regional) | Whether peer reviewed. | No. of Co-author | Whether you are the main author | API score |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

## (iv) Solo Performance/Exhibition as an Artist on invitation

API Score – Cat. I /International – 50

Cat. II /National      – 25

Cat. III /Regional      –15

| Sl.No | Title of Programme/ Exhibition With details of venue | Organized or Sponsored by Institution/ Company/ Agency, incl AIR/TV etc | Categorization – (I) International/ (II) National/ (III) Regional | Whether peer-reviewed/ Impact | No of Co-Artists or Performers | Whether You are the Solo artist/ performer | API Score |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

## C) Ongoing and Completed Research Projects and Consultancie

### C .(i) & (ii) Ongoing Projects/ Consultancies

| Sl. No. | Title | Agency | Period | Grant/ Amount mobilized (Rs. lakh) | API score |
|---|---|---|---|---|---|
| | | | | | |

### C.(iii) & (iv) Completed Projects/ Consultancies

| Sl. No. | Title | Agency | Period | Grant/ Amount mobilized (Rs. lakh) | Whether policy document. Patent as outcome | API score |
|---|---|---|---|---|---|---|
| | | | | | | |

**D) Research Guidance**

      **(i) Degree-oriented:** API Score–Ph.D. awarded–10; Ph.D. Submitted–7;

                                        M. Phil. awarded – 3;

                **(ii) Non-Degree Products:** API Score–Post-Doctoral–7; National Scholar–5;

                              Guidance to Scholars & Master's level – 3;

      **(iii) Evaluation of research paper/thesis:** ………..3

| Sl. No. | Number enrolled | Thesis submitted | Degree awarded | API score |
|---|---|---|---|---|
| Non-Degree products | | | | |
| M.Phil or equivalent | | | | |
| Ph.D or equivalent | | | | |

**E) (i) Training Courses, Teaching-Learning –Evaluation Technology Programmes, Faculty Development Programme ( not less than one week duration)**

        Cat I : (Not less than two week duration): 20 Cat II : (Not less than one week duration): 10

| Sl. No. | Programme | Duration | Organized by | API Score |
|---|---|---|---|---|
| | | | | |

**E)(ii) Papers presented in Conferences, Seminars, Workshops, Symposia**

      API Score – Category 1 International – 10

                Category 2 National           – 7.5

                Category 3 Regional           – 5

                Category 4 Local              – 3

| Sl. No. | Title of the Paper presented | Title of Conference/ Seminar | Organized by | Whether International/ National/State/ Regional/College or University level | API score |
|---|---|---|---|---|---|
| | | | | | |

**Name of the Applicant: Dr. Sandip Mondal**          **Subject: Chemistry**

**IV. Summary of API scores (From 01.02.2013 to 06.12.2017)**

| | Criteria | API Score for previous 3/4/5/6 academic years as applicable for specific proposed stage of promotion from Stage I/II/III to Stage II/III/IV. | | | | | | Total- API score for assessment period | Annual Average API Score for Assessment period |
|---|---|---|---|---|---|---|---|---|---|
| | | 1.2.13-30.6.13 | 2013-2014 | 2014-2015 | 2015-2016 | 2016-2017 | 1.7.17-6.12.17 | | |
| I | Teaching, learning Evaluation related Activities | 124.3 | 124.5 | 124.6 | 124.5 | 124.8 | 110 | 732.7 | 122.1 |
| II | Co‑curricular, Extension and Professional Development related Activities | 30 | 37 | 35 | 30 | 30 | 25 | 187 | 31.1 |
| III | Research and Contributions | 59.4 | | | | | | | |
| II+III | Total of Category 2+ Category 3 | 246.4 | | | | | | | |

Signature of the incumbent with
designation and date

Signature of the Coordinator
IQAC with Seal

Signature of the Principal/OC
with date and Seal

This FORMAT for Annual Self-Assessment for the Performance Based Appraisal System (PBAS) is required to be filled up at the end of each Academic Year during the period of promotion and filled in Format along with all documents will be placed to the Screening / Selection Committee after duly approved by the IQAC and Principal/TIC/OIC of the concerned college.

**Annual Self-Assessment for the performance Based Appraisal System (PBAS)**

Session/Year**: (2017-2018) <u>07.12.2017-31.01.2018</u>**

**(To be completed and submitted at the end of each academic year)** Part B: Academic Performance Indicators (API)

(Please see detailed instruction of the **PBAS-I** Proforma before filling out this section)

### CATEGORY1: TEACHING, LEARNING AND EVALUATIONRELATED ACTIVITIES

a) **Direct teaching (16/14) hours per week as applicable ) including Lectures, Tutorials, Practical, Project Supervision and Fieldwork**

| Sl. No. | Course/Paper | Level | Mode of Teaching * | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year÷7.5 for Assistant Prof. & ÷ 7.75 for Associate Prof. ) | API Score | Annex. |
|---|---|---|---|---|---|---|---|
| 1. | **Chemistry HonoursCourse** Paper-V Paper-IX (A&B) Course Code: CC-3 (Sem-2), CC-9 (Sem-5) Practical: CC-3 & CC-9 | U.G.(Hons.) Part-II & III and CBCS-SEM-II &IV. | L, P | Theory: 12 Practical: 16 =28 | 3.7 | | **Annexure-** |
| 2. | **Chemistry General Course** Course Code: :GE-2/CC-1B (Sem-2), GE-4 (Sem-4) (Practical): GE-2 & GE-4 | U.G.(Hons.) Part-II & III and CBCS-SEM-II &IV. | L, P | Theory: 09 Practical: 18 =27 | 3.6 | 7.3 | **Annexure-** |
| | **Maximum API Score :** i) **Assistant Professor Stage I :70** ii) **Assistant Professor Stage II :70** iii) **Assistant Professor Stage III: 70** | | | | | **7.3** | |

**\*Lectures, Tutorials, Practical, Project Supervision and Field Work**

- **WorkloadasperUGCRegulations2016:**

|  | Direct Teaching Hours per week |
|---|---|
| Assistant Professor | 16 |
| Associate Professor | 14 |

**b) Examination duties (question paper setting, evaluation of answer scripts) as per allotment**

| Sl. No. | Type of Examination Duties | Actual hours spent per Academic Year | ActualScore (Actual hours spent per Academic Year ÷ 10 for allTeachers) | API Score | Annex. |
|---|---|---|---|---|---|
| 1 | Invigilation (University Exam.) | 21 | 2.1 | 2.1 | **Annexure-** |
| 1. | Evaluation of answer scripts (University Exam.) |  |  |  |  |
| 3. | Internal/Continuous Assessments (Paper setter, Internal Evaluation of Terminal & Test Examinations). | 36 | 3.6 | 3.6 | **Annexure-** |
|  | **Maximum API Score :** <br> **i) Assistant Professor Stage I :20** <br> **ii) Assistant Professor Stage II :20** <br> **iii) Assistant Professor Stage III :20** |  |  | **5.7** |  |

**(c) Innovative teaching- learning methodologies; updating of subject content/ course, mentoringetc.**

- (a) Updating of Courses/CurriculumDesign:
- (b) Participation/Innovative – Interactivecourses:
- (c) Participation./Innovative – LearningModules
- (d) Participn./Innovative – Case Studiesprepared:
- (e) Use of ICT or Computer-aided methods –ppt:
- (f) Use of ICT – Multi-media/Simulationetc:
- (g) Dev/Teaching Remedial/BridgeCourses:
- (h) Dev/Teaching Soft skill/Communication/PersonalityDev:
- (i) Special Programs in Phys.Edn./Library:
- (j) Innovative Composition/Creation in Music, Fine Arts, PerfArts:
- (k) Organizing & cond. ofpopular Prog. /Teaching Web-based/E- Library/IT-asstteaching:

| Sl. No. | Short Description (in terms of items) as listed above | Actual hours spent per Academic Year | ActualScore (Actualhours spent per AcademicYear÷10) | API Score | Annex. |
|---|---|---|---|---|---|
| 1. | CurriculumDesign: Teaching Plan. | 09 | 0.9 | 0.9 | **Annexure-** |
| 2. | Use of ICT or Computer-aided methods – ppt. | 11 | 1.1 | 1.1 | **Annexure-** |
| | **Maximum API Score :** <br> **i) Assistant Professor Stage I :10** <br> **ii) Assistant Professor Stage II :10** <br> **iii) Assistant Professor Stage III :10** | | | **2.0** | |

In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out byteachers.

**Minimum API Score required for promotion under CAS for CATEGORY I (to be assessed yearly):**

| i) | Stage I to II | 80/ Year |
|---|---|---|
| ii) | Stage II to III | 80/Year |
| iii) | Stage III to IV | 75/Year |

## CATEGORY2: CO-CURRICULAR, EXTENSIONANDPROFESSIONAL DEVELOPMENT RELATEDACTIVITY

| Sl.No. | Type of Activity | Actual hours spent per Academi c Year | Actual Score (Actual hours spent per Academic Year ÷10)* | API Score | Annex. |
|---|---|---|---|---|---|
| (a) | **Student related Extension, Co-curricular &field basedActivities** | | | | |
| | i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.) | 10 (Organizer and conducting Student seminar) | 1.0 | 1.0 | **Annexure-** |
| | ii) Other co-curricular activates (Cultural, Sports, NSS, NCC etc.) | 14 (Organizer and conducting College Level Sports) | 1.4 | 1.4 | **Annexure-** |
| | iii) Extension and dissemination activities (public /popular lectures/talks/seminars | | | | |
| | (**Max API Score : 15**) | | | 2.4 | |
| (b) | **Contribution to Corporate life and management of the sports units and institution through participation in through participation in responsibilities(including as Principal / Director responsibilities(including as Principal / Director that require regular office hrs for its discharge)** | | | | |
| | i) ) Administrative Responsibility ( including Dean/Principal/Chairperson/Convenor/Teacher-in-charge/ similar other duties that require regular Office hours for its discharge) | | | | |
| | iii) Participation in Board of Studies, Academic and Administrative committees 1. **Member of Online Admission Committee,** 2. **Member of Research and publication subcommittee** | 12 | 1.2 | 1.2 | **Annexure-** |
| | (**Max API Score : 15**) | | | 1.2 | |
| (c) | **Professional Development activities (such as participation in seminars activities (such as participation in seminars talks, lectures in refresher / faculty development courses membership of associations, dissemination and general articles and any othercontribution)** | | | | |
| | (**Max API Score : 15**) | | | | |
| | *For all categories of Teachers ( Assistant/Associate) Total Score (a+b+c) (**Max :45**) | | | **3.6** | |

## CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS:

### Minimum API Score for CATEGORY III, required to be assessed cumulatively

| | | |
|---|---|---|
| i) | **Stage I to II** | **20/Assessment Period** |
| ii) | **Stage II to III** | **50/Assessment Period** |
| iii) | **Stage III to IV** | **75/Assessment Period** |

## III (A) Research Papers Published in

**-** Refereed Journals as notified by UGC in 'List of Journals' –

-Other Reputed Journals as notified by UGC in 'List of Journals' -10 per publication

| Sl. No. | Title with page no. | Journal | ISSN/ISBN No. | Whether Peer reviewed. Impact factor, if any | No. of Co-author | Whether you are the main author | API score | **Annex.** |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | |
| | | | | | | | | |

\*       Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 20 points: (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all otherauthors.

## III (B) Publications other than journal articles (books, chapters in books) as prescribed in UGC Regulation 2016.

- Text /Reference Books published by International Publisher with ISBN/ISSN number as approved by University : 30 per book for singleauthor
- Subject Books published by National level Publisher with ISBN/ISSN number orState

  /Central Govt. Publications as approved by University :20 per book for single author
- Subject Books published by other local Publisher with ISBN/ISSN number as approved by University :15 per book for singleauthor
- Chapter in Books published by National /International level Publisher with ISBN/ISSN number as approved by University:

International -10 per chapter

National – 05 per chapter

| Sl. No. | Title of the publication with page no. and year of publication | Name of the of publisher | ISSN/ ISBN No. | No. of Co- author | Whether you are the main author | API score |
|---|---|---|---|---|---|---|
| | | | | | | |

**III (C) RESEARCH PROJECTS**

**III (C) (i) Sponsored Projects:**

(a) Major Project with grants above Rs.30 lakhs (science)/above Rs.5 lakhs (Arts)- 20 perproject

(b) Major Project with grants Rs.05 lakhs up to Rs.30 lakhs (science)/Rs.03 lakhs up to Rs.05 lakhs (Arts) - 15perproject

(c) Minor Project with grants above Rs. 01 lakh up to Rs.05 lakhs (science)/Rs.01 lakh up to Rs.03lakhs (Arts) -10 perproject

| Sl. No. | Title of the Major /Minor Project | Sponsori ng Agency | Period | Grant/ Amount mobilized | API score |
|---|---|---|---|---|---|
| | | | | | |

**III (C) (ii) Consultancy Projects:**

Amount Mobilized with a minimum of Rs.10 lakhs( Science)/Rs. 02 lakhs ( Arts)- 10 for every Rs.10 lakhs and Rs.02 lakhs

| Sl. No. | Title of the Consultancy Project | Agency | Period | Grant/ Amount mobilized | API score |
|---|---|---|---|---|---|
| | | | | | |

**III (C) (iii) Projects outcome/outputs**

- **APIscore:**
  Patent / Technology transfer / Product/Process **(for Science)-**

  International level output--30 / each output National level output--- 20/each output

(a) **For Science: Patent / Technology transfer /Product/Process:**

| Sl. No. | Details of the Patent / Technology transfer / Product/Process | Date and year of acceptance of the patent/Technology | National /International | API score |
|---|---|---|---|---|
| | | | | |

(b) **For Arts: Major Policy document prepared for International bodies WHO/UNO/UNESCO/UNICEF ETC.) / Central/State Government /localBodies**

- Major Policy document prepared for International bodies like WHO/UNO/UNESCO/UNICEF etc. Central/State Government /localBodies
  (**for Arts** )—

  a) Major Policy document prepared for International bodies- 30
  b) CentralGovernment-20
  c) State Government--10
  d) LocalBodies---05

| Sl. No. | Title of Major Policy document prepared | Date and year of acceptance of the Major Policy documents | Name of the body for which the policy was prepared | International/ National/Cent ral Govt./State Govt./Local Bodies. | API score |
|---------|---------|---------|---------|---------|---------|
|  |  |  |  |  |  |

**III(D) Research Guidance**

**API Score – (i)** Ph.D. awarded/ Thesis Submitted – 15 / 10 (for both Science & Arts) per candidate

(ii)M. Phil Degree Awarded/Thesis Submitted –5 (for both Science & Arts)/ candidate.

| Sl. No. | Number enrolled | Degree awarded | Thesis Submitted | API score |
|---------|---------|---------|---------|---------|
|  | M.Phil. or equivalent |  |  |  |
|  | Ph.D.or equivalent |  |  |  |

**III(E) Fellowships, Awards and Invited lectures delivered in conferences/seminar ( III)E.(i) Fellowship /Award :**

a) International Award/Fellowship from academic bodies- 15/award & 15 /fellowship

b) National Award/Fellowship from academic bodies- 10/award & 10  /fellowship

c)  State /University level Award from academic bodies-05/award

| Sl. No. | Title of the Award /Fellowship | International/National/ State /University level | Name of the ward or Fellowship awarding Academic Body | Date &Year of achievement of Award/Fellowship | API Score |
|---------|---------|---------|---------|---------|---------|
|  |  |  |  |  |  |

**(III)E.(ii) Invited Lectures/papers.**

a) International-7/lecture or 5/paperpresented
b)  National-5/lecture or 3/paperpresented
c) State /University level-3 /lecture or 2/paperpresented

| Sl. No. | Title of the invited lecture /paper presented | Title of Conference/ Seminar with Date | Organized By | Whether International/ National/State or University | 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**

| | | |
|---|---|---|
| i) | Stage I to II | 04/Assessment Period |
| ii) | Stage II to III | 10/Assessment Period |
| iii) | Stage III to IV | 15/Assessment Period |

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

**API score -10/ Module**

| Sl. No. | Title of the Module | Course/Paper for which the module was prepared | Year and Date of presentation | API Score |
|---|---|---|---|---|
| | | | | |

*Minimum total API scores required for promotion under CATEGORY I + CATEGORY II*:

| | | |
|---|---|---|
| i) | Stage I to II | 90/Assessment Period |
| ii) | Stage II to III | 120/Assessment Period |
| iii) | Stage III to IV | 150/Assessment Period |

* Teachers may score the balance of points from either Category II or Category III to achieve the minimum score required under Category II + III

**Summary of API scores (in pursuance of G.O. No. 198–EH (CG) dated 07.12.2017)**
**Name of theapplicant: Dr. Sandip Mondal          Subject: Chemistry**

| | Criteria | API Score for previous 3 / 4 / 5 / 6 academic years as applicable for specific proposed stage of promotion *from Stage I/II/III to Stage II/III/IV.* <br> **7.12.17-31.1.18** | Total API score for assessment period |
|---|---|---|---|
| I | **CATEGORY I:** <br> Teaching, learning and evaluation related activities (**to be assessed yearly**) | 15.0 | 15.0 |
| II | **CATEGORY II:** <br> Co- curricular, extension and professional development related activity ( **to be assessed cumulatively for assessment period**) | 3.6 | 3.6 |
| III | **CATEGORY III:** <br> Research and Academic Contributions (**to be assessed cumulatively for assessment period**) | 0 | 0 |
| II+III | **Total API score** <br> (Category II + Category III)/ Assessment Period) | 3.6 | 3.6 |

Signature of the incumbent          Signature of the Coordinator          Signature of the Principal/ TIC

with designation and date                    IQAC with Seal                              with date and Seal

# IV. Summary of API Scores:

**Name of Applicant: Dr. Sandip Mondal**　　　　　　　　　　**Subject: Chemistry**

| | Criteria | API Score for previous 3/4/5/6 academic years as applicable for specific proposed stage of promotion from Stage I/II/III to Stage II/III/IV | | | | | | | Total API score for the assessment period | | Percentage Distribution of Weightage Points in the Expert Assessment (Applicable only for selection committee) |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **I** | **CATEGORY I:** Teaching, learning and evaluation related activities *(to be assessed yearly)* | 1.2.13-30.6.13 | 1.7.13-30.6.14 | 1.7.14-30.6.15 | 1.7.15-30.6.16 | 1.7.16-30.7.17 | 1.7.17-6.12.17 | 7.12.17-1.2.18 | **747.7** | **Average API/Year** | |
| | | 124.3 | 124.5 | 124.6 | 124.5 | 124.8 | 110 | 15.0 | | **124.6** | |
| **II** | **CATEGORY II:** Cocurricular, extension and professional development related activity **(to be assessed cumulatively for assessment period)** | | | | | | | | **190.6** | | |
| **III** | **CATEGORY III:** Research and Academic Contributions *(to be assessed cumulatively for assessment period)* | Assessment Period 01.02.13 to 06.12.17 | | | | | | | **59.4** | | |
| | | Assessment Period 07.12.17 to 01.02.18 | | | | | | | **0** | | |
| **II + III** | **Total API score (Category II + Category III)/ Assessment Period)** | Total Assessment Period: 01.02.13 to 01.02.18 | | | | | | | **250** | | |

………………………………　　………………………………　　………………………………………

*Signature of the Incumbent*　　*.Signature of the Coordinator, IQAC with date and seal*　　*Signature of the Principal/TIC/OIC with date and seal*

| | | | |
|---|---|---|---|
| *Date of Screening Committee / Selection committee and Venue* | *Date:* | | *Venue:* |
| *Recommendation of the Screening/Selection Committee for promotion on CAS with date of effect of promotion* | • *Recommended for promotion from Stage I / II / III to Stage II / III / IV (Strike out which are not applicable)* <br>• *Date of effect:* | | |
| ………………………………… <br>*Signature of the Principal/TIC/OIC with date and seal* | …………………………Signature of the DPI Nominee with date and seal | …………………… …Signature of the Subject Expert/s with date and seal | …………………………Signature of the Subject Expert/s with date and seal |

**SUMMARY OF API SCORE: FOR THOSE WHERE ASSESSMENT PERIOD COVERS BOTH UGC REGULATIONS, 2010 & UGC REGULATIONS, 2016 (4TH AMENDMENT)**

**Date of Screening Committee / Selection committee :**

**Venue:**

**Name of the applicant: DR. SANDIP MONDAL**                    **Subject: CHEMISTRY**

**Date of RC/OP/ WORKSHOP :RC from 09.06.2018 to 28.06.2018**

| Assessment period | | | | | | |
|---|---|---|---|---|---|---|
| | API score up to 06.12.2017 | | API score w.e.f. 07.12.2017 | | **Total API score In the Assessment period** | **Percentage Distribution of Weightage Points in the Expert Assessment** (applicable only for selection committee for Associate Professor) |
| | | **API** | | **API** | | |
| | | **(A)** | | **( B )** | **( A + B )** | |
| **CAT I** | **CATEGORY I**: Teaching, learning and evaluation related activities *(to be assessed yearly)* | 732.7 | **CATEGORY I**: Teaching, learning and evaluation related activities **(to be assessed yearly)** | 15.0 | 747.7 | |
| **CAT II** | **CATEGORY II**: Cocurricular, extension and professional development related activity **(to be assessed yearly)** | 187 | **CATEGORY II**: Cocurricular, extension and professional development related activity) **(to be assessed cumulatively for assessment period)** | 3.6 | 190.6 | |
| **CAT III** | **CATEGORY III**: Research and Academic Contributions **(to be assessed cumulatively for assessment period)** | 59.4 | **CATEGORY III**: Research and Academic Contributions **(to be assessed cumulatively for assessment period)** | 0 | 59.4 | |
| **Recommendation of the Screening /Selection Committee for promotion on CAS with date of effect of promotion** | | | **Recommended for promotion from Stage I /II/~~III~~ to Stage ~~II~~/III/~~IV~~ (Strikeout which are not applicable)** <br> • **Date of effect: 01/02/2018** | | | |
| …………………. <br> **Signature of the Principal/TIC/OIC with date and seal** | | …………………. <br> **Signature of the DPI Nominee with date and seal** | …………………. <br> **Signature of the Subject Expert/s with date and seal** | | ……………. <br> **Signature of the Subject Expert/s with date and seal** | |

## Part C: For use of the Screening cum Evaluation / Selection Committee

Name of the College: **Suri Vidyasagar College**

Date of the Meeting:                                        Venue:

Name of the Incumbent: **Dr. Sandip Mondal**

Present designation: **Assistant Professor (~~Stage 1~~/Stage 2/ ~~Stage 3~~) of Chemistry**

Date of joining: 07.07.2017 (at Behala College: 01.02.2007) Awarded Ph. D/M.Phil on: 22.01.2015

Date of Confirmation: 07.07.2017

Scale of Pay: Rs. 15600-39100/- with AGP of Rs. ~~6000~~/ **7000**/ ~~8000~~

Designation after promotion: Assistant Professor (~~Stage2~~/**Stage 3**/~~Associate Professor (Stage 4~~) Scale of Pay: Rs. 15600-39100/- or ~~Rs. 37400-67000/-~~ with AGP of Rs. ~~7000~~ /**8000/** ~~9000~~

Date of effect: **01/02/2018**

Score for Interview (for Stage 3 to Stage 4) [F.M. 20]: Not Applicable

The Screening/Selection Committee has considered the proposal for promotion under CAS in respect of the incumbent mentioned above from the post of Assistant Professor (~~Stage 1~~/**Stage 2** ~~/Stage 3~~) to the post of Assistant Professor (~~Stage 2~~/ Stage 3) / ~~Associate Professor (Stage 4)~~. As the incumbent has fulfilled all conditions as laid down in **G.O. No. 920-Edn (CS) dated 31.12.2012 and G.O. No. 1373-Edn (CS) dated 07.12.2017** for promotion under CAS, the Committee recommends that the incumbent be promoted to the post of Assistant Professor (~~Stage 2~~/ Stage 3) ~~/Associate Professor (Stage 4)~~ with AGP of ` ~~7000~~ /8000 /9000 with effect from 01/02/2018

The Committee further recommends that the post held by the incumbent be upgraded to the post of Assistant Professor (~~Stage 2~~/ Stage 3) /~~AssociateProfessor (Stage 4)~~ with AGP of ` ~~7000~~ / 8000 / ~~9000~~ with effect from 01/02/2018 and the same would be reverted back to the post of Assistant Professor (Stage 2) as soon as it would fallen vacant due to superannuation or any other reason.

Necessary particulars with all relevant documents be sent to the Government for approval.


Signature of the Expert with Date and Seal                    Signature of the Expert with Date and Seal
   (*Nominated by the VC of the affiliating University*)            (*Nominated by the VC of the affiliating University*)




Signature of Govt. Nominee with Date and Seal            Signature of the Principal/ ~~OIC~~ of College
(*Nominated by the DPI, West Bengal)*

## Part D: for use of the Governing Body / Administrator of the College

The Governing body in its meeting held on ………. ……..Resolved that on the basis of the recommendation of the screening/selection committee for the purpose of considering the matter of promotion under CAS, ~~Sri/Smt~~./Dr.**Sandip Mondal** of the Department of Chemistry of this college be promoted to the post of Assistant/ ~~Associate~~ Professor in the scale of pay Rs. 15600/- - 39100/- or ~~Rs. 37400/- 67000/~~ with AGP of Rs. ~~7000~~/8000/~~9000~~with effect from **01/02/2018**.

It is resolved that the post held by ~~Sri/Smt~~./**Dr. Sandip Mondal** be upgraded to the post Assistant/ ~~Associate~~ Professor in the scale of pay Rs. 15600/- - 39100/- or ~~Rs. 37400/- 67000/~~ with AGP of Rs. ~~7000~~/8000/~~9000~~ and the same will be reverted to the post of Assistant Professor (Stage 1) as soon as it falls vacant.

Resolved further that the Principal/TIC/Secretary would take up the matter with the DPI, West Bengal by providing with the following in respect of the incumbent:

i. All Pay Fixation memos countersigned by the Principal/TIC.

ii. Year-wise detailed leave statement countersigned by the Principal/TIC.

Date:                                                                      Signature of the President/

                                                                            Administrator Seal

11.	Past Service, if any	: Not applicable

(Please attach specific G.O. for counting of past service for promotion under CAS)

12.	For which position & AGP you are applying  under CAS	: Assistant Prof. Stage-II  & AGP-7000

13.	Date of eligibility for Promotion	: **24/12/2020**

14.	Educational Qualification (Graduation onwards):

| Examination | Name of the University | Year of Passing | Marks Obtained (%) | Class/ ~~Grade~~ |
|---|---|---|---|---|
| ~~B.A~~/B.Sc./ ~~B.Com~~. | Visva-Bharati University | 2004 | 72.40 | 1$^{st}$ Class (Refer to Page No…….) |
| ~~M.A~~/M.Sc./ ~~M.Com~~. | Uttar Banga Krishi Viswavidyalaya | 2006 | 86.70 | 1$^{st}$ Class (Refer to Page No…….) |

15.	Research Degree(s):

| Degree | Name of the University | Date of award | Title |
|---|---|---|---|
| M.Phil | | | |
| Ph.D/ ~~D.Phil~~ | Uttar Banga Krishi Viswavidyalaya | 06.09.2013 | 'Studies on improvement of host plant (som, *Machilus bombycina* King) and rearing of muga silk worm (*Antheraea assama* Westwood)' (Refer to Page No…….) |
| D.Sc./ D.Lit | | | |

16.	Details of Teaching/ Research/Academic Experience:

| Designation | Employer | Period of service From  To | Scale of pay |
|---|---|---|---|
| Assistant Professor Stage I | Suri Vidyasagar College, Suri, Birbhum, West Bengal | 24.12.2016 to till date | 15600 – 39100 AGP – 6000 |

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


Signature of the Candidate


All entries made above are checked and verified and found to be correct.


Signature of the Co-ordinator, IQAC		Signature of the Principal/TIC

Date:						Date:
Seal:						Seal:

# APPENDIX – II

**Annual Self-Assessment for the Performance Based Appraisal System (PBAS)**
**Session/ Year (2016-17) <u>24.12.2016- 30.06.2017</u>**
**(Tobecompletedandsubmittedattheendofeachacademic year)**
**Part B: Academic Performance Indicators (API)**
(Please see detailed instruction of the **PBAS-I** Proforma before filling out this section)

**CATEGORY 1:** TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

**(ia) Lectures, seminars, tutorials, practical, contact hours undertaken taken as percentage of lectures allocated.**

| Sl. No. | Course/Paper | Level | Mode of teaching* | Class allotted as per schedule | % of classes taken as per documented Record | API Score | Remarks |
|---------|--------------|-------|-------------------|--------------------------------|---------------------------------------------|-----------|---------|
| 1. | Plant Protection Gen. Part-I, Paper-I (Theory) (Group-A) Unit:1, 2, 3,4,5,6,7,8 Part-II, Paper-II(Theory) (Group-A) Unit:1,2,3,4,5 Paper-III (Practical) Unit:1,2,3,4,5,6,7 Part-III, Paper-IV (Theory) (Group-A) Unit:1,2,3,4,5,6,7,8 Paper-V (Practical) Unit:1,2,3,4,5,6 | UG-Part-I, II& III | L,P | 98/103 | 95.1 | 47.5 | Annexure-Refer to Page No……. for Academic audit |

#Lecture (L), Tutorial (T), Practical (P), Contact Hours (C).

**(ib) Lectures and other teaching duties in excess of UGC norms**

|   | CALCULATION OF API SCORE FOR I(i) ABOVE | API Score | Remarks |
|---|------------------------------------------|-----------|---------|
| a) | Classes taken (**Maximum 50** for 100% performance & proportionate score up to 80% performance, below which no score may be given) | 47.5 | Refer to Page No……. |
| b) | Teaching load in excess of UGC norms/ Special Lectures/ Classes taken at the study centre located in the District other than Kolkata (**Max score - 10**) (12 special classes extra) | 10 | Annexure-(Refer to Page No…….) |

**ii)** **Reading/ Instructional material consulted and additional knowledge resources provided to students**

| Sl. No. | Course/ Paper | Consulted | Prescribed | Additional Resource Provided | API Score | Remarks |
|---------|---------------|-----------|------------|------------------------------|-----------|---------|
| 1. | Plant Protection Gen. | Reference and text books within syllabus | Laboratory experimental procedures, Web resources Reference Books, Authentic Text Books | Study materials, Hand written Notes, Class notes, Web based materials and multimedia resources | 10 | Annexure- (Refer to Page No…….) |
| API score based on preparation and Imparting of knowledge/instruction as per curriculum and syllabus enrichment by providing additional resources to students (**Max. score: 20**) | | | | | 10 | |

**iii)** **Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.**

    i.    Updating of Courses/Curriculum Design:    5 per course – Max 10
    ii.    Participation/Innovative – Interactive courses:    5
    iii.    Participation./Innovative – Learning Modules:    5    Max 10
    iv.    Participation./Innovative – Case Studies prepared:  5
    v.    Use of ICT or Computer-aided methods – ppt:    5
    vi.    Use of ICT – Multi-media/Simulation etc:    5    Max 10
    vii.    Dev/Teaching Remedial/Bridge Courses:    5 each    Max 10
    viii.    Dev/Teaching Soft skill/Communication/Personality Dev:    5 each    Max 10
    ix.    Special Programs in Phys.Edn./Library:    5 each    Max 10
    x.    Innovative Composition/Creation in Music, Fine Arts, Perf Arts: 5 each    Max 10
    xi.    Organizing & cond. of popular Prog. /Teaching Web-based/E-Library/IT-asst teaching: Workshop/Training - 10 points; Popularization program - 5 points

| Sl. No. | Short Description (in terms of items) as listed above | API Score | Remarks |
|---------|-------------------------------------------------------|-----------|---------|
| 1. | Learning Modules: (Teaching Plan for Plant Protection Gen.) | 5 | Annexure- (Refer to Page No…….) |
| 2. | Use of ICT or Computer-aided methods – ppt. | 5 | Annexure- (Refer to Page No…….) |
| 3. | Use of ICT-Multimedia slides | 5 | Annexure- (Refer to Page No…….) |
| | (**Max API Score : 20**)    Total Score: | 15 | |

**(iv)    Examination duties Assigned and Performed**

(a) Invigil.- 10, Evalua.- 5, Q. paper setting/ Moderation- 5; Max : 20 [100% compliance]

(b) Internal/Continuous Assessment work as allotted-10 [100% compliance];

(c) Exam Coordination Cell/Outstation or Flying Squad: 10 [100% compliance]

| Sl. No. | Type of Examination Duties | Duties Assigned | Extent to which carried out (%) | API Score | Remarks |
|---------|---------------------------|-----------------|-------------------------------|-----------|---------|
| 1. | Invigilation (University Examination) | Yes | 100 | 10 | Annexure- (Refer to Page No…….) |
| 2. | Internal/Continuous Assessments work as allotted (Paper setting, invigilation, evaluation for internal examination- base level, 1$^{st}$, 2$^{nd}$ terminal, test exam. etc.) | Yes | 100 | 10 | Annexure- (Refer to Page No…….) |
| | (**Max API Score : 25**) | | | 20 | |

**CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES**.

Please mention your contribution to any of the following:

| Sl. No. | Type of Activity | Average Hrs/week | API Score | Remarks |
|---|---|---|---|---|
| | **(I)Extension, Co-curricular & field based Activities** (5 points each) | | | |
| | a) Field Study/Ed. Tours/ Placement: <br>     5 each         Max 10 | | | |
| | b) NSS/NCC/NSO etc: <br>   each activity 10 points      Max 10 | | | |
| | c) Student/Staff Sports <br> Campus Publication etc: <br> (dept level 2 points, Instn level 5 points) Max 10 | Member of DPI Sports organizing Team | 5 | Annexure- (Refer to Page No…….) |
| | d) Community work <br> (Env, Hum. Rights, Scientific temper, Peace/Relief etc): Max10 | Plantation of vegetable garden in College Boys Hostel | 5 | Annexure- (Refer to Page No…….) |
| | (**Max API Score : 20**) | | 10 | |
| | | | | |
| | **(II) Contribution to Corporate Life and Management of the Institution** | Yearly/Semester wise responsibilities | API Score | |
| | a) Governance Responsibility <br> (PG/IQAC/NAAC coordinator/Bursar / Warden etc.): <br>         Max 10 | Head of the Department | 5 | Annexure- (Refer to Page No…….) |
| | b) Academic/Administrative Committees like Admission /Campus Dev/ Library Comm: 5 each Max 10 | Member of – <br> 1. Academic Advisory Committee, <br> 2. Admission Verification Committee | 10 | Annexure- (Refer to Page No…….) |
| | c) Student Welfare/Placement / <br> Counseling/ Discipline 5 each Max 10 | | | |
| | d) Conf Organization/Chair Secretary/Treasurer <br>    (I)    International: 10 <br>    (II)   National/Reg: 5 <br>    (III)  Member: 1 each | | | |
| | (**Max API Score : 15**) | | 15 | |
| | | | | |
| | **(III)Professional Development Activities** | | | |
| | a) Member in Professional Committees <br> (I)National 3 (II) State 2  ;    Max 10 | | | |
| | b) Participation in Conf/Seminars <br>  Without paper:       2 each ; Max 10 | Participation in 2 seminar & 1 CBCS workshop | 6 | Annexure- (Refer to Page No…….) |
| | c) Short-term Courses/ <br> Training less than a week: 5 each Max 10 | | | |
| | d) Membership/Participation in State/ <br> Central Bodies/Committees: 5 each Max 10 | | | |
| | e) Newspaper/Magazine/ Radio-TV progr (Not covered in Category III): 1 each ; Max 10 | | | |
| | (**Max API Score : 15**) | | 6 | |
| | Total Score (I + II +III)     **(Max : 50)** | **10+15+6=31** | | |
| | Minimum API Score required – 15 | | | |

**Annual Self-Assessment for the performance Based Appraisal System (PBAS)**
**Session/ Year (2017-18) <u>01.07.2017-06.12.2017</u>**
**(To be completed and submitted at the end of each academic year)**
**Part B: Academic Performance Indicators (API)**
(Please see detailed instruction of the **PBAS-I** Proforma before filling out this section)

CATEGORY 1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

**(ia) Lectures, seminars, tutorials, practical, contact hours undertaken taken as percentage of lectures allocated.**

| Sl. No. | Course/Paper | Level | Mode of teaching* | Class allotted as per schedule | % of classes taken as per documented Record | API Score | Remarks |
|---------|--------------|-------|-------------------|-------------------------------|---------------------------------------------|-----------|---------|
| 1. | Plant Protection Gen. Sem-I, Paper: CC-1A (Theory), Unit:1, 2, 3 Paper: CC-1A (Practical), Unit: 1, 2  6, 7 Part-II, Paper-II(Theory) (Group-A) Unit:1,2 Paper-III (Practical) Unit:1,2,3 Part-III, Paper-IV (Theory) (Group-A) Unit:1,2,3,4,5 Paper-V (Practical) Unit:1,2,3 . | UG-Part-II & III and CBCS SEM-I | L, P | 129/134 | 96.3 | 48.1 | Annexure-Refer to Page No……… for Academic audit |

#Lecture (L), Tutorial (T), Practical (P), Contact Hours (C).

**(ib) Lectures and other teaching duties in excess of UGC norms**

| | CALCULATION OF API SCORE FOR I(i) ABOVE | API Score | Remarks |
|----|-----------------------------------------|-----------|---------|
| a) | Classes taken (**Maximum 50** for 100% performance & proportionate score up to 80% performance, below which no score may be given) | 48.1 | Refer to Page No……… |
| b) | Teaching load in excess of UGC norms/ Special Lectures/ Classes taken at the study centre located in the District other than Kolkata (**Max score - 10**) (10 special classes extra) | 10 | Annexure-(Refer to Page No………) |

**(ii) Reading/ Instructional material consulted and additional knowledge resources provided to students**

| Sl. No. | Course/ Paper | Consulted | Prescribed | Additional Resource Provided | API Score | Remarks |
|---|---|---|---|---|---|---|
| 1. | Plant Protection Gen. | Reference and text books within syllabus | Laboratory experimental procedures, Web resources Reference Books, Authentic Text Books | Study materials, Hand written Notes , Class notes , Web based materials and multimedia resources | 10 | Annexure- (Refer to Page No……) |
| API score based on preparation and imparting of knowledge/instruction as per curriculum and syllabus enrichment by providing additional resources to students (**Max. score: 20)** | | | | | 10 | |

**(iii) Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.**

| | | |
|---|---|---|
| i. | Updating of Courses/Curriculum Design: | 5 per course – Max 10 |
| ii. | Participation/Innovative – Interactive courses: | 5 |
| iii. | Participation/Innovative – Learning Modules: | 5  Max 10 |
| iv. | Participation/Innovative – Case Studies prepared: | 5 |
| v. | Use of ICT or Computer-aided methods – ppt: | 5 |
| vi. | Use of ICT – Multi-media/Simulation etc: | 5  Max 10 |
| vii. | Dev/Teaching Remedial/Bridge Courses: | 5 each Max 10 |
| viii. | Dev/Teaching Soft skill/Communication/Personality Dev: | 5 each Max 10 |
| ix. | Special Programs in Phys.Edn./Library: | 5 each  Max 10 |
| x. | Innovative Composition/Creation in Music, Fine Arts, Perf Arts: | 5 each ; Max 10 |
| xi. | Organizing & cond. of popul. Prog. /Teaching Web-based/E-Library/IT-asst teaching: | Workshop/Training - 10 points; Popularization program - 5 points |

| Sl. No. | Short Description (in terms of items) as listed above | API Score | Remarks |
|---|---|---|---|
| 1. | Learning Modules: (Teaching Plan for Plant Protection Gen.) | 5 | Annexure- (Refer to Page No………) |
| 2. | Use of ICT or Computer-aided methods – ppt. | 5 | Annexure- (Refer to Page No………) |
| 3. | Use of ICT-Multimedia slides | 5 | Annexure- (Refer to Page No………) |
| | (**Max API Score : 20**)  Total Score: | 15 | |

**(iv) Examination duties Assigned and Performed**

(a) Invigil.- 10, Evalua.- 5, Q. paper setting/ Moderation- 5; Max : 20 [100% compliance]

(b) Internal/Continuous Assessment work as allotted-10 [100% compliance];

(c) Exam Coordination Cell/Outstation or Flying Squad: 10 [100% compliance]

| Sl. No. | Type of Examination Duties | Duties Assigned | Extent to which carried out (%) | API Score | Remarks |
|---|---|---|---|---|---|
| 1. | (a)Invigilation (University Examination) | Yes | 100 | 10 | Annexure-(Refer to Page No………) |
| 2. | (b)Internal/Continuous Assessments work as allotted (Paper setting, invigilation, evaluation for internal examination- base level, 1$^{st}$, 2$^{nd}$ terminal, test exam. etc.) | Yes | 100 | 10 | Annexure-(Refer to Page No………) |
| | (**Max API Score : 25**) | | | 20 | |

**CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES**.
Please mention your contribution to any of the following:

| Sl. No. | Type of Activity | Average Hrs/week | API Score | Remarks |
|---|---|---|---|---|
| | **(I)Extension, Co-curricular & field based Activities** (5 points each) | | | |
| | a) Field Study/Ed. Tours/ Placement: 5 each Max 10 | | | |
| | b) NSS/NCC/NSO etc: each activity 10 points Max 10 | | | |
| | c) Student/Staff Sports Campus Publication etc: (dept level 2 points, Instn level 5 points) Max 10 | Member of College level Sports organizing Team | 5 | Annexure- (Refer to Page No………) |
| | d) Community work (Env, Hum. Rights, Scientific temper, Peace/Relief etc): Max10 | Plantation of vegetable garden in College Boys Hostel | 5 | Annexure- (Refer to Page No………) |
| | **(Max API Score : 20)** | | 10 | |
| | | | | |
| | **(II) Contribution to Corporate Life and Management of the Institution** | Yearly/Semester wise responsibilities | API Score | |
| | a) Governance Responsibility (PG/IQAC/NAAC coordinator/Bursar / Warden etc.): Max 10 | Head of the Department | 5 | Annexure- (Refer to Page No………) |
| | b) Academic/Administrative Committees like Admission /Campus Dev/ Library Comm: 5 each Max 10 | Member of 1. Academic Advisory Committee 2. Admission Verification Committee | 10 | Annexure- (Refer to Page No………) |
| | c) Student Welfare/Placement / Counseling/ Discipline 5 each Max 10 | | | |
| - | e) Conf Organization/Chair Secretary/Treasurer (I) International: 10 (II) National/Reg: 5 (III) Member: 1 each | | | |
| | **(Max API Score : 15)** | | 15 | |
| | | | | |
| | **(III)Professional Development Activities** | | | |
| | a) Member in Professional Committees (I)National 3 (II) State 2 ; Max 10 | | | |
| | b) Participation in Conf/Seminars Without paper: 2 each ; Max 10 | | | |
| | c) Short-term Courses/ Training less than a week: 5 each Max 10 | | | |
| | d) Membership/Participation in State/ Central Bodies/Committees: 5 each Max 10 | | | |
| | e) Newspaper/Magazine/ Radio-TV progr (Not covered in Category III): 1 each ; Max 10 | | | |
| | **(Max API Score : 15)** | | NIL | |
| | Total Score (I + II +III)   **(Max : 50)** | **10+15=25** | | |
| | Minimum API Score required – 15 | | | |

**Cumulative Category-3:** (<u>24.12.2016 to 06.12.2017</u>)
**CATEGORY-3: RESEARCH AND ACADEMIC CONTRIBUTIONS**

**3.A)** (i) **Published Papers in Journals**

API Score – Category 1- Refereed– 15/publication

Category - 2Non-Refereed – 10/publication

| Sl. No. | Title with page no. | Journal | ISSN/ISBN No. | Whether peer reviewed. Impact factor, if any | No. of Co-author | Whether you are the main author | API Score (+Impact Factor) | Remarks |
|---------|---------------------|---------|---------------|----------------------------------------------|------------------|----------------------------------|----------------------------|---------|
| 1. | Population dynamics of whitefly (*Bemisia tabaci* Genn.) infesting tomato (*Lycopersicon esculentus* L.) and their sustainable management using biopesticides. *Journal. of Entomology and Zoology Studies.* 2017; 5(**3**) 879-883 | Journal of Entomology and Zoology Studies | E-ISSN 2320-7078 P-ISSN 2349-6800 | Peer-Reviewed Journal, Refereed Journal, Indexed Journal | 03 | No | 3.0<br><br><u>15x0.4</u>2<br>=3.0 | Annexure- (Refer to Page No………) |

**(ii) Public Displays/Exhibitions/Performances with or without outputs in CD/DVD/Online/E-form/E-book [for Art/Music College]**

API Score – Category 1 – 15; Category 2 – 10

| Sl. No | Title of Show/ Exhibition/ Performance with or without CD/DVD/ Tape/ Online /E-form/E-book version or Brochures | Company/ Agency/ Instt Name (Including TV/Radio etc) | Categorization (I..International 15 each/ II. National 10 each (Venues/ event/ gallery/ studio/ museums) | Whether reviewed/ Impact factor (Reporting/ Coverage/ Reviews/ Hits/sales/ citations/ Commen-dations/ etc) | No of Co-performer or Co- authors (10 each) | Whether you are the Solo artist/ performer (15 each) | API Score |
|--------|-----------------------------------------------------------------------------------------------------------------|------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|---------------------------------------------|------------------------------------------------------|-----------|
|        |                                                                                                                 |                                                      |                                                                                                        |                                                                                                             |                                             |                                                      |           |

## B) (i) Articles/ Chapters published in Books

API Score (Per Art/Chap) Category 1: International Publisher     10

                Category 2: National/ State/ Central/ Societies Publisher – 5

                Category 3: Subject books by other/ Local Publisher    3

                Category 4: Chapters in Knowledge-based Volumes    5

### (ii) Full papers in Conference Proceedings

| Sl. No. | Title with page no. | Book title, editor & publisher | ISSN/ISBN No. (Or, Renowned publishers) See Cat 1-4 as above for scores | Whether peer reviewed. | No. of Co-author | Whether you are the main author | API Score |
|---------|---------------------|--------------------------------|-------------------------------------------------------------------------|-----------------------|------------------|----------------------------------|-----------|
|         |                     |                                |                                                                         |                       |                  |                                  |           |

**Conf. proceedings as full paper:** 1. International Conference – 10/publication

                       2. National                   –7.5/each

                       3. Regional/State level    – 5/ each

                       4. Local- Univ. /College level – 3/each

| Sl. No. | Title with page no. | Details of Conference Publication | ISSN/ISBN No. | No. of Co-author | Whether you are the main author | API Score |
|---------|---------------------|-----------------------------------|---------------|------------------|----------------------------------|-----------|
|         |                     |                                   |               |                  |                                  |           |

### (iii) Books published as single author or as editor

API Score – Category 1 Text/Reference Books by International Publisher: 50 Category

              2 Text/Reference Books National/Soc/Univ Publ: 25 Category 3 Subject

              Books by Other/Local Recognized Publ: 15

| Sl. No. | Title with page no. | Type of Book & authorship | Publisher & ISSN/ISBN No. (I. International II. National III. Regional) | Whether peer reviewed. | No. of Co-author | Whether you are The main author | API Score |
|---------|---------------------|---------------------------|-------------------------------------------------------------------------|-----------------------|------------------|----------------------------------|-----------|
|         |                     |                           |                                                                         |                       |                  |                                  |           |

## (iv) Solo Performance/Exhibition as an Artist on invitation

API Score – Cat. I /International – 50, Cat. II /National – 25, Cat. III /Regional –15

| Sl. No | Title of Programme / Exhibition with details of venue | Organized or Sponsored by Institution/ Company/ Agency,incl AIR/TV etc | Categorization – (I) International/ (II) National/ (III) Regional | Whether peer-reviewed/ Impact | No of Co-artists or Performers | Whether you are the Solo artist/ performer | API Score |
|--------|--------------------------------------------------------|------------------------------------------------------------------------|------------------------------------------------------------------|-------------------------------|--------------------------------|--------------------------------------------|-----------|
|        |                                                        |                                                                        |                                                                  |                               |                                |                                            |           |

## C) Ongoing and Completed Research Projects and Consultancies

API Score for **Projects-**

| | |
|---|---|
| Cat I: (Sc -Rs 30 lakhs+ Non-Sc: Rs 5 lakhs +): | 20 |
| Cat II: (Sc -Rs 5 lakhs+ Non-Sc: Rs 3 lakhs +): | 15 |
| Cat III: (Sc -Rs 0.5 lakhs+ Non-Sc: Rs 0.25 lakhs+): | 10 |
| Other approved projects of Univ/Other agencies: | 5 |

API Score for **Consultancies**–

(Sc -Rs 10 lakhs+ Non-Sc: Rs 2 lakhs +):10API Score for **Quality Evaluation**–

| | |
|---|---|
| Major (Completed) Project Eval: | 20 |
| Minor (Completed) Project Eval: | 10 |

## C. (i) & (ii) Ongoing Projects/ Consultancies

| Sl. No. | Title | Agency | Period | Grant/ Amount mobilized (Rs. lakh) | API score |
|---|---|---|---|---|---|
| | | | | | |

## C. (iii) & (iv) Completed Projects/ Consultancies

| Sl. No. | Title | Agency | Period | Grant/ Amount mobilized (Rs. lakh) | Whether policy document. Patent as outcome | API score |
|---|---|---|---|---|---|---|
| | | | | | | |

## A) Research Guidance

**(i) Degree-oriented:** API Score – Ph.D. awarded – 10; Ph.D. Submitted – 7;

M.Phil. awarded – 3;

**(ii) Non-Degree Products:** API Score – Post-Doctoral – 7; National Scholar – 5;

Guidance to Scholars & Master's level – 3

| Sl. No. | Number enrolled | Thesis submitted | Degree awarded | API score |
|---|---|---|---|---|
| Non-Degree products | | | | |
| M.Phil. or equivalent | | | | |
| Ph.D. or equivalent | | | | |

## B) (i) Training Courses, Teaching-Learning –Evaluation Technology Programmes, FacultyDevelopment Programme (not less than one week duration)

Cat I: (Not less than two week duration): 20 Cat II: (Not less than one week duration): 10

| Sl. No. | Programme | Duration | Organized by | API Score | Remarks |
|---|---|---|---|---|---|
| | | | | | |

**E) (ii) Papers presented in Conferences, Seminars, Workshops, Symposia**
API Score – Category 1 International – 10, Category 2 National     – 7.5
Category 3 Regional– 5,
Category 4 Local-3

| Sl. No. | Title of the paper presented | Title of Conference/ Seminar | Organized by | Whether International/ National/State/Regional/ College or University Level | API Score | Remarks |
|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |

**E)  (iii) Invited lectures/ Chairing the session or presentation for conferences/symposia etc.**

API Score – Category 1 International – 10, Category 2 National    – 7.5
Category 3 Regional /State level – 5, Category 4 Univ/Endowment Lect    3

| Sl. No. | Title of the Lecture/ Academic session | Title of Conference/ Seminar | Organized by | Whether International/ National/State/ Regional/College Or University level | API score |
|---|---|---|---|---|---|
|  |  |  |  |  |  |

**Summary of API Scores: (24.12.2016-06.12.2017)**
**Name of the applicant: Tanmoy Mandal**
**Subject: Plant Protection**

|  |  | Criteria | Last 3 / 4 / 5 / 6 academic years | | Total API score for assessment period | Annual average API score for assessment period |
|---|---|---|---|---|---|---|
|  |  |  | 24.12.2016-30.06.2017 | 01.07.2017-06.12.2017 |  |  |
| I |  | Teaching, learning and evaluation related activities | 102.5 | 103.1 | 205.6 | 102.8 |
| II |  | Co- curricular, extension and professional development related activity | 31 | 25 | 56 | 28 |
|  |  | Total (I+II) | 133.5 | 128.1 | 261.6 | 130.8 |
| III |  | Research and Academic Contributions |  |  | 3 |  |

Signature of the Candidate      Signature of the Coordinator      Signature of the Principal/ TIC
  with designation and date          IQAC with Seal           with date and Seal

**This FORMAT for Annual Self-Assessment for the Performance Based Appraisal System (PBAS) is required to be filled up at the end of each Academic Year during the period of promotion and filled in Format along with all documents will be placed to the Screening / Selection Committee after duly approved by the IQAC and Principal/TIC/OIC of the concerned college.**

**Annual Self-Assessment for the performance Based Appraisal System (PBAS)**
**Session/ Year (2017-18) <u>07.12.2017-30.06.2018</u>**

**(To be completed and submitted at the end of each academic year)**
Part B: Academic Performance Indicators (API)
(Please see detailed instruction of the **PBAS-I** Proforma before filling out this section)

**CATEGORY1:** TEACHING, LEARNING AND EVALUATION RELATEDACTIVITIES

**(a)  Direct teaching (16/14) hours per week as applicable including Lectures, Tutorials, Practical, Project Supervision and Field work**

| Sl. No | Course/Paper | Level | Mode of Teaching | Actual hours spent per Academic Year | Actual Score (Actualhours spent per Academic Year ÷7.5 for Assistant Prof. & ÷ 7.75 for Associate Prof.) | API Score | Remarks |
|---|---|---|---|---|---|---|---|
| 1. | Plant Protection Gen. Sem-II, Paper: CC-1B (Theory), Unit:1, 2, 3,5,6 Paper: CC-1B (Practical), Unit: 1, 2 ,3,4 Part-II, Paper-II(Theory) (Group-A) Unit:3,4,5 Paper-III (Practical) Unit:4,5,6,7 Part-III, Paper-IV (Theory) (Group-A) Unit: 6,7,8 Paper-V (Practical) Unit: 4,5,6 | U.G.(Gen. ) Part-II & III and CBCS SEM- I & II | L, P | 179 | 37.5 | **37.5** | Annexure- Refer to Page No........ for Academic audit |
| 2. | Environmental studies (Old Syllabus) Unit:4, 5, 6, 7, 8 | UG(Gen.) Part III | L | 102 | | | |
| | **Maximum API Score :** **i) Assistant Professor Stage I : 70** **ii) Assistant Professor Stage II : 70** **iii) Assistant Professor Stage III: 70** | | | | | **37.5** | |

**\*Lectures, Tutorials, Practical, Project Supervision and Field Work**

• **WorkloadasperUGCRegulations2016:**

| | Direct Teaching Hours per week |
|---|---|
| **Assistant Professor** | **16** |
| **Associate Professor** | **14** |

(b) **Examination duties (question paper setting, evaluation of answer scripts) as per allotment**

| Sl. No. | Type of Examination Duties | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷ 10 for all Teachers) | API Score | Remarks |
|---|---|---|---|---|---|
| 1. | Invigilation duties of University examination | 50 | 21.3 | 21.3 | Annexure-(Refer to Page No…….) |
| 2. | Evaluation of answer scripts of University exams, Paper Setter, Moderator | 18 | | | |
| 3. | Internal continuous assessments including question papersetting, invigilation and evaluation | 145.7 | | | |
| | **Maximum API Score :**<br>**i) Assistant Professor Stage I : 20**<br>**ii) Assistant Professor Stage II : 20**<br>**iii) Assistant Professor Stage III : 20** | | | **20** | |

**c) Innovative teaching- learning methodologies; updating of subject content/ course, mentoring etc.**

      (a)    Updating of Courses/Curriculum Design:
      (b)    Participation/Innovative – Interactive courses:
      (c)    Participn./Innovative – Learning Modules
      (d)    Participn./Innovative – Case Studies prepared:
      (e)    Use of ICT or Computer-aided methods –ppt:
      (f)    Use of ICT – Multi-media/Simulation etc:
      (g)    Dev/Teaching Remedial/Bridge Courses:
      (h)    Dev/Teaching Soft skill/Communication/Personality Dev:
      (i)    Special Programs in Phys.Edn./Library:
      (j)    Innovative Composition/Creation in Music, Fine Arts, Perf Arts:
      (k)  Organizing & cond. Of popular Prog/Teaching Web-based/E- Library/IT-asst. teaching:

| Sl. No | Short Description (in terms of items) as listed above | Actual hours spent per Academic Year | Actual Score (Actual hours spent per academic Year ÷10) | API score | Remarks |
|---|---|---|---|---|---|
| 1. | (b)Participation/Innovative – Interactive courses (Quiz, Extempore & debate) | 19 | 1.9 | 1.9 | Annexure (Refer to Page No…….) |
| 2. | (e)Use of ICT or Computer-aided methods– ppt. | 57 | 5.7 | 5.7 | Annexure (Refer to Page No…….) |
| 3. | (f)Use of ICT –Multi-media slides | 26 | 2.6 | 2.6 | Annexure (Refer to Page No…….) |
| | **Maximum API Score :** <br> **i) Assistant Professor Stage I : 10** <br> **ii) Assistant Professor Stage II : 10** <br> **iii) Assistant Professor Stage III : 10** | | | **10** | |

In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.

**Minimum API Score required for promotion under CAS for CATEGORY I (to be assessed yearly):**

| i) | Stage I to II | 80/ Year |
|---|---|---|
| ii) | Stage II to III | 80/Year |
| iii) | Stage III to IV | 75/Year |

## CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITY

| Sl. No. | Type of Activity | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷10)* | API Score | Remarks |
|---|---|---|---|---|---|
| (a) | **Student related Extension, Co-curricular & field based Activities** | | | | |
| | i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.) | | | | |
| | ii) Other co-curricular activates (Cultural, Sports, NSS, NCC etc.) **(Member of College level sports Organizing Team)** | 14 | 1.4 | 1.4 | Annexure- (Refer to Page No……..) |
| | iii) Extension and dissemination activities (public /popular lectures/talks/seminars | | | | |
| | **(Max API Score : 15)** | | | **1.4** | |
| | | | | | |
| (b) | **Contribution to Corporate life and management of the sports units and institution through participation in through participation in responsibilities(including as Principal / Director responsibilities(including as Principal / Director that require regular office hrs for its discharge)** | | | | |
| | i) ) Administrative Responsibility ( including Dean/Principal/Chairperson/Convenor/Teacher- in-charge/ similar other duties that require regular Office hours for its discharge) **(Head of the department)** | 39 | 3.9 | 3.9 | Annexure- (Refer to Page No……) |
| | ii) Participation in Board of Studies, Academic and Administrative committees **Member of –** **1.Academic Advisory Committee,** **2. Admission Verification Committee,** **3. Routine Committee,** **4. Laboratory Equipment Purchase Committee,** **5. Boys' Hostel Welfare Committee** | 84 | 8.4 | 8.4 | Annexure- (Refer to Page No……) |
| | **(Max API Score : 15)** | | | **12.3** | |
| | | | | | |
| (c) | **Professional Development activities (such as participation in seminars activities (such as participation in seminars talks, lectures in refresher / faculty development courses membership of associations, dissemination and general articles and any other contribution)** | | | | |
| | **1. Participation in a State Level Seminar on Satyendranath Bose's Life and Work'** **2. Participation in a CBCS Work Shop at Botany Dept., The Univ. of Burdwan** | 4+4 =8 | 0.8 | 0.8 | Annexure- (Refer to Page No…….) |
| | **(Max API Score : 15)** | | | **0.8** | |
| | *For all categories of Teachers(Assistant/Associate) Total Score (a + b +c)    **(Max : 45)** | **1.4+12.3+0.8=14.5** | | | |

**Minimum API Score for CATEGORY II, required to be assessed cumulatively –**

| | | |
|---|---|---|
| i) | Stage I to II | 50/Assessment Period |
| ii) | Stage II to III | 50/Assessment Period |
| iii) | Stage III to IV | 50/Assessment Period |

*The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period

| | | |
|---|---|---|
| i) | Stage I to II | 04/Assessment Period |
| ii) | Stage II to III | 10/Assessment Period |
| iii) | Stage III to IV | 15/Assessment Period |

**III (F) Development of e-learning delivery process/material**
**API score -10/ Module**

| Sl. No. | Title of the Module | Course/Paper for which the module was prepared | Year and Date of presentation | API Score |
|---|---|---|---|---|
| | | | | |

*Minimum total API scores required for promotion under CATEGORY I +

CATEGORY II*:

| | | |
|---|---|---|
| i) | Stage I to II | 90/Assessment Period |
| ii) | Stage II to III | 120/Assessment Period |
| iii) | Stage III to IV | 150/Assessment Period |

**This FORMAT for Annual Self-Assessment for the Performance Based Appraisal System (PBAS) is required to be filled up at the end of each Academic Year during the period of promotion and filled in Format along with all documents will be placed to the Screening / Selection Committee after duly approved by the IQAC and Principal/TIC/OIC of the concerned college.**

**Annual Self-Assessment for the performance Based Appraisal System (PBAS)**
**Session/ Year (2018-19)  01.07.2018-30.06.2019**

**(To be completed and submitted at the end of each academic year)**
Part B: Academic Performance Indicators (API)
(Please see detailed instruction of the **PBAS-I** Proforma before filling out this section)

**CATEGORY1:** TEACHING, LEARNING AND EVALUATION RELATEDACTIVITIES

**(a) Direct teaching (16/14) hours per week as applicable including Lectures, Tutorials, Practical, Project Supervision and Field work**

| Sl. No | Course/Paper | Level | Mode of Teaching | Actual hours spent per Academic Year | Actual Score (Actualhours spent per Academic Year ÷7.5 for Assistant Prof. & ÷ 7.75 for Associate Prof.) | API Score | Remarks |
|---|---|---|---|---|---|---|---|
| 1. | Plant Protection Gen. Sem-I, CC-1A (Theory), Unit: 1,2,3 CC-1A (Practical), Unit:1,2,6,7 Sem-II, CC-1B (Theory), Unit:1,2,3,5,6 CC-1B(Practical), Unit:1,2,3,4 Sem-III,CC-1C (Theory), (Gr.-A),Unit:1,2,3,4,5 CC-1C (Practical), Unit:1,3,4,5,6 SEC-1,Unit: 1,2,3,4 Sem-IV,CC-1D (Theory), (Gr.-A), Unit:1,2,3,4,5,6,7 CC-1D (Practical), Unit: 3,4,5 SEC-2,Unit: 1,2 Part-III, Paper-IV (Theory) (Group-A) Unit:2,3,4,5, 6,7,8 Paper-V (Practical) Unit: 1,2,3,4,5,6 | U.G.(Gen.) Part-III and CBCS SEM-I, II, III & IV | L, P | 289 | 51.4 | **51.4** | Annexure-Refer to Page No……. for Academic audit |
| 2. | Environmental studies Sem-I,AECC-1,Unit:1,2,3,4,5,6,7,8 | UG | L | 97 | | | |
| | **Maximum API Score :** **iv)     Assistant Professor Stage I : 70** **v) Assistant Professor Stage II : 70** **vi) Assistant Professor Stage III: 70** | | | | | **51.4** | |

**\*Lectures, Tutorials, Practical, Project Supervision and Field Work**
 •     **WorkloadasperUGCRegulations2016:**

| | Direct Teaching Hours per week |
|---|---|
| **Assistant Professor** | **16** |
| **Associate Professor** | **14** |

**(b) Examination duties (question paper setting, evaluation of answer scripts) as per allotment**

| Sl. No. | Type of Examination Duties | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷ 10 for all Teachers) | API Score | Remarks |
|---|---|---|---|---|---|
| 1. | Invigilation duties of University examination | 54 | 22.1 | 22.1 | Annexure- (Refer to Page No…) |
| 2. | Evaluation of answer scripts of University exams, Paper Setter, Moderator | 21 | | | |
| 3. | Internal continuous assessments including question papersetting, invigilation and evaluation | 146.2 | | | |
| | **Maximum API Score :**<br>**iv)  Assistant Professor Stage I : 20**<br>**v) Assistant Professor Stage II : 20**<br>**vi) Assistant Professor Stage III : 20** | | | **20** | |

**(c) Innovative teaching- learning methodologies; updating of subject content/ course, mentoring etc.**

- (a)  Updating of Courses/Curriculum Design:
- (b)  Participation/Innovative – Interactive courses:
- (c)  Participn./Innovative – Learning Modules
- (d)  Participn./ Innovative – Case Studies prepared:
- (e)  Use of ICT or Computer-aided methods –ppt:
- (f)  Use of ICT – Multi-media/Simulation etc:
- (g)  Dev/Teaching Remedial/Bridge Courses:
- (h)  Dev/Teaching Soft skill/Communication/Personality Dev:
- (i)  Special Programs in Phys.Edn./Library:
- (j)  Innovative Composition/Creation in Music, Fine Arts, Perf Arts:
- (k)  Organizing & cond. Of popular Prog/Teaching Web-based/E- Library/IT-asst. teaching:

| Sl. No | Short Description (in terms of items) as listed above | Actual hours spent per Academic Year | Actual Score (Actual hours spent per academic Year ÷10) | API score | Remarks |
|---|---|---|---|---|---|
| 1. | (b)Participation/Innovative – Interactive courses (**Quiz, Extempore & debate**) | 20 | 2 | 2 | Annexure- (Refer to Page No…) |
| 2. | (c)Participation/Innovative –Learning Modules (**Teaching Plan for Plant Protection General**) | 23 | 2.3 | 2.3 | Annexure- (Refer to Page No…) |
| 3. | (e)Use of ICT or Computer-aided methods– ppt. | 53 | 5.3 | 5.3 | Annexure- (Refer to Page No…) |
| 4. | (f)Use of ICT –Multi-media slides | 14 | 1.4 | 1.4 | Annexure- (Refer to Page No…) |
| | **Maximum API Score :** <br> **iv)  Assistant Professor Stage I : 10** <br> **v) Assistant Professor Stage II : 10** <br> **vi) Assistant Professor Stage III : 10** | | | **10** | |

In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.

**Minimum API Score required for promotion under CAS for CATEGORY I (to be assessed yearly):**

| i) | Stage I to II | 80/ Year |
|---|---|---|
| ii) | Stage II to III | 80/Year |
| iii) | Stage III to IV | 75/Year |

**CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITY**

| Sl. No. | Type of Activity | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷10)* | API Score | Remarks |
|---|---|---|---|---|---|
| **(a)** | **Student related Extension, Co-curricular & field based Activities** | | | | |
| | i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.) | | | | |
| | ii) Other co-curricular activates (Cultural, Sports, NSS, NCC etc.) **(Member of College level sports Organizing Team)** | 14 | 1.4 | 1.4 | Annexure- (Refer to Page No……) |
| | iii) Extension and dissemination activities (public /popular lectures/talks/seminars | | | | |
| | (**Max API Score : 15**) | | | **1.4** | |
| **(b)** | **Contribution to Corporate life and management of the sports units and institution through participation in through participation in responsibilities(including as Principal / Director responsibilities(including as Principal / Director that require regular office hrs for its discharge)** | | | | |
| | i) ) Administrative Responsibility ( including Dean/Principal/Chairperson/Convenor/Teacher-in-charge/ similar other duties that require regular Office hours for its discharge) **(Head of the department)** | 56 | 5.6 | 5.6 | Annexure- (Refer to Page No……) |
| | ii) Participation in Board of Studies, Academic and Administrative committees **Member of –** **1.Examination Committee** **2. Academic Advisory Committee** **3. Admission Verification Committee** **4. Routine Committee** **5. Laboratory Equipment Purchase Committee** **6. Boys' Hostel Welfare Committee** | 107 | 10.7 | 10.7 | Annexure- (Refer to Page No……) |
| | (**Max API Score : 15**) | | | **15** | |
| (c) | **Professional Development activities (such as participation in seminars activities (such as participation in seminars talks, lectures in refresher / faculty development courses membership of associations, dissemination and general articles and any other contribution)** | | | | |
| | | | | | |
| | (**Max API Score : 15**) | | | | |
| | *For all categories of Teachers(Assistant/Associate) Total Score (a + b +c) (**Max : 45**) | **1.4+15=16.4** | | | |

**Minimum API Score for CATEGORY II, required to be assessed cumulatively –**

| | | |
|---|---|---|
| i) | Stage I to II | 50/Assessment Period |
| ii) | Stage II to III | 50/Assessment Period |
| iii) | Stage III to IV | 50/Assessment Period |

**\*The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period**

| | | |
|---|---|---|
| i) | Stage I to II | 04/Assessment Period |
| ii) | Stage II to III | 10/Assessment Period |
| iii) | Stage III to IV | 15/Assessment Period |

**III (F) Development of e-learning delivery process/material**
**API score -10/ Module**

| Sl. No. | Title of the Module | Course/Paper for which the module was prepared | Year and Date of presentation | API Score |
|---|---|---|---|---|
| | | | | |

**\*Minimum total API scores required for promotion under CATEGORY I +**

**CATEGORY II\*:**

| | | |
|---|---|---|
| i) | Stage I to II | 90/Assessment Period |
| ii) | Stage II to III | 120/Assessment Period |
| iii) | Stage III to IV | 150/Assessment Period |

This **FORMAT for Annual Self-Assessment for the Performance Based Appraisal System (PBAS)** is required to be filled up at the end of each Academic Year during the period of promotion and filled in Format along with all documents will be placed to the Screening / Selection Committee after duly approved by the IQAC and Principal/TIC/OIC of the concerned college.

**Annual Self-Assessment for the performance Based Appraisal System (PBAS)**
**Session/ Year (2019-20) 01.07.2019-30.06.2020**

**(To be completed and submitted at the end of each academic year)**
Part B: Academic Performance Indicators (API)
(Please see detailed instruction of the **PBAS-I** Proforma before filling out this section)

**CATEGORY1:** TEACHING, LEARNING AND EVALUATION RELATEDACTIVITIES

(a) **Direct teaching (16/14) hours per week as applicable including Lectures, Tutorials, Practical, Project Supervision and Field work**

| Sl. No | Course/Paper | Level | Mode of Teaching | Actual hours spent per Academic Year | Actual Score (Actualhours spent per Academic Year ÷7.5 for Assistant Prof. & ÷ 7.75 for Associate Prof.) | API Score | Remarks |
|---|---|---|---|---|---|---|---|
| 1. | Plant Protection Gen. Sem-I, CC-1A (Theory), Unit: 1,2,3 CC-1A (Practical), Unit:1,2,6,7 Sem-II, CC-1B (Theory), Unit:1,2,3,5,6 CC-1B(Practical), Unit:1,2,3,4 Sem-III,CC-1C (Theory), (Gr.-A),Unit:1,2,3,4,5 CC-1C (Practical), Unit:1,3,4,5,6 SEC-1,Unit: 1,2,3,4 Sem-IV,CC-1D (Theory), (Gr.-A), Unit:1,2,3,4,5,6,7 CC-1D (Practical), Unit: 3,4,5 SEC-2,Unit: 1,2 Sem-V, DSE-1A (Theory), Unit: 1,2,3 DSE-1A (Practical), Unit: 1,2,3,4 Sem-VI, DSE-1B (Theory) Unit: 1,3,5,6 | U.G.(Gen.) CBCS SEM-I, II, III, IV, V & VI | L, P | 282 | 51.7 | **51.7** | Annexure- Refer to Page No....... for Academic Audit |
| 2. | Environmental studies Sem-I, AECC-1,Unit:1,2,3,4,5,6,7,8 | UG CBCS SEM-I | L | 106 | | | |
| | **Maximum API Score :** **i)Assistant Professor Stage I : 70** **ii)Assistant Professor Stage II : 70** **iii) Assistant Professor Stage III: 70** | | | | | **51.7** | |

***Lectures, Tutorials, Practical, Project Supervision and Field Work**
  • **WorkloadasperUGCRegulations2016:**

| | Direct Teaching Hours per week |
|---|---|
| **Assistant Professor** | 16 |
| **Associate Professor** | 14 |

**( b ) Examination duties (question paper setting, evaluation of answer scripts) as per allotment**

| Sl. No. | Type of Examination Duties | Actual hours spent per Academic Year | Actual Score (Actualhours spent per Academic Year ÷ 10 for all Teachers) | API Score | Remarks |
|---|---|---|---|---|---|
| 1. | Invigilation duties of University examination | 44 | 20.7 | 20.7 | Annexure-(Refer to Page No…......) |
| 2. | Evaluation of answer scripts of University exams, Paper Setter, Moderator | 26.6 | | | |
| 3. | Internal continuous assessments including question papersetting, invigilation and evaluation | 137 | | | |
| | **Maximum API Score :**<br>**vii)       Assistant Professor Stage I : 20**<br>**viii)       Assistant Professor Stage II : 20**<br>**ix) Assistant Professor Stage III : 20** | | | **20** | |

**(c) Innovative teaching- learning methodologies; updating of subject content/ course, mentoring etc.**

- (a) Updating of Courses/Curriculum Design:
- (b) Participation/Innovative – Interactive courses:
- (c) Participn./Innovative – Learning Modules
- (d) Participn./Innovative – Case Studies prepared:
- (e) Use of ICT or Computer-aided methods –ppt:
- (f) Use of ICT – Multi-media/Simulation etc:
- (g) Dev/Teaching Remedial/Bridge Courses:
- (h) Dev/Teaching Soft skill/Communication/Personality Dev:
- (i) Special Programs in Phys.Edn./Library:
- (j) Innovative Composition/Creation in Music, Fine Arts, Perf Arts:
- (k) Organizing & cond. Of popular Prog /Teaching Web-based/E- Library/IT-asst. teaching:

| Sl. No | Short Description (in terms of items)as listed above | Actual hours spentper Academic Year | Actual Score (Actual hours spent per academic Year ÷10) | API score | Remarks |
|---|---|---|---|---|---|
| 1. | (b) Participation/Innovative – Interactive courses (**Quiz, Extempore & debate**) | 18 | 1.8 | 1.8 | Annexure- (Refer to Page No.....) |
| 2. | (c) Participation/Innovative –Learning Modules (**Teaching Plan for Plant Protection General**) | 26 | 2.6 | 2.6 | Annexure- (Refer to Page No.....) |
| 3. | (e) Use of ICT or Computer-aided methods–ppt. | 51 | 5.1 | 5.1 | Annexure- (Refer to Page No.....) |
| 4. | (f) Use of ICT –Multi-media slides | 10 | 1.0 | 1.0 | Annexure- (Refer to Page No.....) |
| | **Maximum API Score :** <br> **vii) Assistant Professor Stage I : 10** <br> **viii) Assistant Professor Stage II : 10** <br> **ix) Assistant Professor Stage III : 10** | | | **10** | |

In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measuredeither in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.

**Minimum API Score required for promotion under CAS for CATEGORY I (to be assessed yearly):**

| i) | Stage I to II | 80/ Year |
|---|---|---|
| ii) | Stage II to III | 80/Year |
| iii) | Stage III to IV | 75/Year |

## CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITY

| Sl. No. | Type of Activity | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷10)* | API Score | Remarks |
|---|---|---|---|---|---|
| (a) | Student related Extension, Co-curricular & field based Activities | | | | |
| | i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.) | | | | |
| | ii) Other co-curricular activates (Cultural, Sports, NSS, NCC etc.) (**Member of College level sports Organizing Team**) | 14 | 1.4 | 1.4 | Annexure-(Refer to Page No.........) |
| | iii) Extension and dissemination activities (public /popular lectures/talks/seminars | | | | |
| | (Max API Score : 15) | | | 1.4 | |
| (b) | Contribution to Corporate life and management of the sports units and institution through participation in through participation in responsibilities(including as Principal / Director responsibilities(including as Principal / Director that require regular office hrs for its discharge) | | | | |
| | i) ) Administrative Responsibility ( including Dean/Principal/Chairperson/Convenor/Teacher- in-charge/ similar other duties that require regular Office hours for its discharge) (**Head of the department**) | 52 | 5.2 | 5.2 | Annexure-(Refer to Page No……...) |
| | ii) Participation in Board of Studies, Academic and Administrative committees  Member of  **1.Examination Committee**  **2.Academic Advisory Committee**  **3. Admission Verification Committee**  **4. Routine Committee,**  **5. Laboratory Equipment Purchase Committee**  **6. Boys' Hostel Welfare Committee** | 106 | 10.6 | 10.6 | Annexure-(Refer to Page No.........) |
| | (Max API Score : 15) | | | 15 | |
| (c) | Professional Development activities (such as participation in seminars activities (such as participation in seminars talks, lectures in refresher / faculty development courses membership of associations, dissemination and general articles and any other contribution) | | | | |
| | **1. OP at HRDC, PRSU, Raipur, Chhattisgarh from 11.09.19 - 01.10.19 (3 Weeks),**  **2. One day workshop on CAS,**  **3. One day Workshop on IUCN at Suri Vidyasagar College**  **4. One day Work shop on Gender Equity and Women Rights** | 108+4+4+4 =120 | 12.0 | 12.0 | Annexure-(Refer to Page No.........) |
| | (Max API Score : 15) | | | 12.0 | |
| | *For all categories of Teachers(Assistant/Associate) Total Score (a + b +c)      (Max : 45) | 1.4+15+12=**28.4** | | | |

**Minimum API Score for CATEGORY II, required to be assessed cumulatively –**

| i)   | Stage I to II   | 50/Assessment Period |
|------|-----------------|----------------------|
| ii)  | Stage II to III | 50/Assessment Period |
| iii) | Stage III to IV | 50/Assessment Period |

*The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period

| i)   | Stage I to II   | 04/Assessment Period |
|------|-----------------|----------------------|
| ii)  | Stage II to III | 10/Assessment Period |
| iii) | Stage III to IV | 15/Assessment Period |

**III (F) Development of e-learning delivery process/material**
**API score -10/ Module**

| Sl. No. | Title of the Module | Course/Paper for which the module was prepared | Year and Date of presentation | API Score |
|---------|---------------------|------------------------------------------------|-------------------------------|-----------|
|         |                     |                                                |                               |           |

*Minimum total API scores required for promotion under CATEGORY I +

**CATEGORY II*:**

| i)   | Stage I to II   | 90/Assessment Period  |
|------|-----------------|-----------------------|
| ii)  | Stage II to III | 120/Assessment Period |
| iii) | Stage III to IV | 150/Assessment Period |

This FORMAT for Annual Self-Assessment for the Performance Based Appraisal System (PBAS) is required to be filled up at the end of each Academic Year during the period of promotion and filled in Format along with all documents will be placed to the Screening / Selection Committee after duly approved by the IQAC and Principal/TIC/OIC of the concerned college.

**Annual Self-Assessment for the performance Based Appraisal System (PBAS)**
**Session/ Year (2020-21)  01.07.2020-23.12.2020**

**(To be completed and submitted at the end of each academic year)**
Part B: Academic Performance Indicators (API)
(Please see detailed instruction of the **PBAS-I** Proforma before filling out this section)

**CATEGORY1:** TEACHING, LEARNING AND EVALUATION RELATEDACTIVITIES

(a)  **Direct teaching (16/14) hours per week as applicable including Lectures, Tutorials, Practical, Project Supervision and Field work**

| Sl. No | Course/Paper | Level | Mode of Teaching | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷7.5 for Assistant Prof. & ÷ 7.75 for Associate Prof.) | API Score | Remarks |
|---|---|---|---|---|---|---|---|
| 1. | Plant Protection Gen. Sem-I, CC-1A (Theory), Unit: 1,2,3 CC-1A (Practical), Unit:1,2,6,7 Sem-III,CC-1C (Theory), (Gr.-A),Unit:1,2,3,4,5 CC-1C (Practical), Unit:1,3,4,5,6 SEC-1,Unit: 1,2,3,4 Sem-V, DSE-1A (Theory), Unit: 1,2,3 DSE-1A (Practical), Unit: 1,2,3,4 SEC-3, Unit:1,3,5 | U.G.(Gen.) CBCS SEM-I, II, III, IV, V & VI | L, P | 293 | 50.6 | 50.6 | Annexure-Refer to Page No........... for Academic Audit |
| 2. | Environmental studies Sem-I, AECC-1,Unit:1,2,3,4,5,6,7,8 | UG CBCS SEM-I | L | 87 | | | |
| | **Maximum API Score :** <br> vii) **Assistant Professor Stage I : 70** <br> viii) **Assistant Professor Stage II : 70** <br> ix) **Assistant Professor Stage III: 70** | | | | | 50.6 | |

**\*Lectures, Tutorials, Practical, Project Supervision and Field Work**
• **WorkloadasperUGCRegulations2016:**

| | Direct Teaching Hours per week |
|---|---|
| **Assistant Professor** | 16 |
| **Associate Professor** | 14 |

**(b) Examination duties (question paper setting, evaluation of answer scripts) as per allotment**

| Sl. No. | Type of Examination Duties | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷ 10 for all Teachers) | API Score | Remarks |
|---|---|---|---|---|---|
| 1. | Invigilation duties of University examination | 00 | 21.1 | 21.1 | Annexure-(Refer to Page No.........) |
| 2. | Evaluation of answer scripts of University exams, Paper Setter, Moderator | 00 | | | |
| 3. | Internal continuous assessments including question papersetting, invigilation and evaluation | 211.7 | | | |
| | **Maximum API Score :** <br> **x) Assistant Professor Stage I : 20** <br> **xi) Assistant Professor Stage II : 20** <br> **xii) Assistant Professor Stage III : 20** | | | **20** | |

**(c) Innovative teaching- learning methodologies; updating of subject content/ course, mentoring etc.**

(a)  Updating of Courses/Curriculum Design:

(b)  Participation/Innovative – Interactive courses:

(c)  Participn./Innovative – Learning Modules

(d)  Participn./Innovative – Case Studies prepared:

(e)  Use of ICT or Computer-aided methods –ppt:

(f)  Use of ICT – Multi-media/Simulation etc:

(g)  Dev/Teaching Remedial/Bridge Courses:

(h)  Dev/Teaching Soft skill/Communication/Personality Dev:

(i)  Special Programs in Phys.Edn./Library:

(j)  Innovative Composition/Creation in Music, Fine Arts, Perf Arts:

(k)  Organizing & cond. Of popular Prog /Teaching Web-based/E- Library/IT-asst. teaching:

| Sl. No | Short Description (in terms of items) as listed above | Actual hours spent per Academic Year | Actual Score (Actual hours spent per academic Year ÷10) | API score | Remarks |
|---|---|---|---|---|---|
| 1. | (b)Participation/Innovative – Interactive courses (**Quiz, Extempore & debate**) | 7 | 0.7 | 0.7 | Annexure-(Refer to Page No.........) |
| 2. | (c)Participation/Innovative –Learning Modules (**Teaching Plan for Plant Protection General**) | 24 | 2.4 | 2.4 | Annexure-(Refer to Page No.........) |
| 3. | (e)Use of ICT or Computer-aided methods–ppt. | 67 | 6.7 | 6.7 | Annexure-(Refer to Page No.........) |
| 4. | (f)Use of ICT –Multi-media slides | 22 | 2.2 | 2.2 | Annexure-(Refer to Page No.........) |
|  | **Maximum API Score :**<br>**x)Assistant Professor Stage I : 10**<br>**xi)Assistant Professor Stage II : 10**<br>**xii)Assistant Professor Stage III : 10** |  |  | **10** |  |

In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.

**Minimum API Score required for promotion under CAS for CATEGORY I (to be assessed yearly):**

| i) | Stage I to II | 80/ Year |
|---|---|---|
| ii) | Stage II to III | 80/Year |
| iii) | Stage III to IV | 75/Year |

**CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITY**

| Sl. No. | Type of Activity | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷10)* | API Score | Remarks |
|---|---|---|---|---|---|
| (a) | **Student related Extension, Co-curricular & field based Activities** | | | | |
| | i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.) | | | | |
| | ii) Other co-curricular activates (Cultural, Sports, NSS, NCC etc.) | | | | |
| | iii) Extension and dissemination activities (public /popular lectures/talks/seminars | | | | |
| | (**Max API Score : 15**) | | | | |
| (b) | **Contribution to Corporate life and management of the sports units and institution through participation in through participation in responsibilities(including as Principal / Director responsibilities(including as Principal / Director that require regular office hrs for its discharge)** | | | | |
| | i) ) Administrative Responsibility ( including Dean/Principal/Chairperson/Convenor/Teacher- in-charge/ similar other duties that require regular Office hours for its discharge) **(Head of the department)** | 37 | 3.7 | 3.7 | Annexure- (Refer to Page No.........) |
| | ii) Participation in Board of Studies, Academic and Administrative committees **Member of –** **1. Academic Advisory Committee** **2. Admission Verification Committee** **3. Routine Committee** **4. Laboratory Equipment Purchase Committee** **5. Boys' Hostel Welfare Committee** | 56 | 5.6 | 5.6 | Annexure- (Refer to Page No.........) |
| | (**Max API Score : 15**) | | | 9.3 | |
| (c) | **Professional Development activities (such as  participation  in  seminars activities (such as participation in seminars talks, lectures in refresher / faculty development courses membership of associations,  dissemination  and general articles and any other contribution)** | | | | |
| | 1**. RC at HRDC, PRSU, Raipur, Chhattisgarh from 05.10.20 -17.10.20** | 72 | 7.2 | 7.2 | Annexure- (Refer to Page No.........) |
| | (**Max API Score : 15**) | | | 7.2 | |
| | *For all categories of Teachers(Assistant/Associate) Total Score (a + b +c)      **(Max : 45)** | **9.3+7.2=16.5** | | | |

**Minimum API Score for CATEGORY II, required to be assessed cumulatively –**

| i) | **Stage I to II** | **50/Assessment Period** |
|---|---|---|
| ii) | **Stage II to III** | **50/Assessment Period** |
| iii) | **Stage III to IV** | **50/Assessment Period** |

**Cumulative Category-3: (07.12.2017 to 23.12.2020)**
**CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS:**

**Minimum API Score for CATEGORY III, required to be assessed cumulatively –**

| i) | Stage I to II | 20/Assessment Period |
|---|---|---|
| ii) | Stage II to III | 50/Assessment Period |
| iii) | Stage III to IV | 75/Assessment Period |

**III (A) Research Papers Published in**

- **Refereed Journals as notified by UGC in 'List of Journals' –25/publication**
- **Other Reputed Journals as notified by UGC in 'List of Journals' -10 per publication**

| Sl. No. | Title with page no. | Journal | ISSN/ISBN No. | Whether peer Reviewed, Impact factor, if any | No. of Co-author | Whether you are the main author | API Score | Remarks |
|---|---|---|---|---|---|---|---|---|
| 1 | Eco-friendly management of mealy bug (*Maconellicoccus hirsutus* Green) on som plant (*Machilus bombycina* King) using bio-pesticide. *Research Journal of Agricultural Sciences.* 2020; 11(**5**): 1164-1068 | Research Journal of Agricultural Science | ISSN 0976-1675 | UGC- Care Listed Journal<br><br>Impact factor- NIL | 1 | Yes | 17.5<br>(25x0.7)<br>=17.5<br><br><br>**Total= 17.5** | Annexure-(Refer to Page No.........) |

*Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 20 points: (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

**III (B) Publications other than journal articles (books, chapters in books) as prescribed in UGC Regulation 2016.**

- Text /Reference Books published by International Publisher with ISBN/ISSN number as approved by University : 30 per book for single author
- Subject Books published by National level Publisher with ISBN/ISSN number or State /Central Govt. Publications as approved by University: 20 per book for single author
- Subject Books published by other local Publisher with ISBN/ISSN number as approved by University :15 per book for single author
- Chapter in Books published by National /International level Publisher with ISBN/ISSN number as approved by University :

> International -10 per chapter
> National – 05 per chapter

| Sl. No. | Title of the publication with page no. and year of publication | Name of the of publisher | ISSN/ ISBN No. | No. of Co-author | Whether you are the main author | API Score |
|---------|---------|---------|---------|---------|---------|---------|
|  |  |  |  |  |  |  |

## III (C) RESEARCH PROJECTS

### III (C) (i) Sponsored Projects:

(a) Major Project with grants above Rs.30 lakhs (science)/above Rs.5 lakhs (Arts) -20 per project

(b) Major Project with grants Rs.05 lakhs up to Rs.30 lakhs (science)/Rs.03 lakhs up to Rs.05 lakhs (Arts) - 15per project

(c) Minor Project with grants above Rs. 01 lakh up to Rs.05 lakhs (science)/Rs.01 lakh up to Rs.03lakhs (Arts) -10 per project

| Sl. No. | Title of the Major /Minor Project | Sponsoring Agency | Period | Grant/ Amount mobilized | API score |
|---------|---------|---------|---------|---------|---------|
|  |  |  |  |  |  |

### III (C) (ii) Consultancy Projects:

**Amount Mobilized with a minimum of Rs.10 lakhs( Science)/Rs. 02 lakhs (Arts)- 10 for every Rs.10 lakhs and Rs.02 lakhs**

| Sl.No | Title of the Consultancy Project | Agency | Period | Grant/Amount Oblized | API score |
|---------|---------|---------|---------|---------|---------|
|  |  |  |  |  |  |

### III(C) (iii) Projects outcome/outputs

- **API score:**

Patent / Technology transfer / Product/Process **(for Science)-**
International level output--30 / each output National level output--- 20/each output

**(a) For Science: Patent / Technology transfer / Product/Process:**

| Sl. No. | Details of the Patent / Technology transfer / Product/Process | Date and year of acceptance of the patent/Technology | National /International | API score |
|---------|---------|---------|---------|---------|
|  |  |  |  |  |

**(b) For Arts: Major Policy document prepared for International bodies WHO/UNO/UNESCO/UNICEF ETC.) / Central/State Government /local Bodies**

● Major Policy document prepared for International bodies like WHO/UNO/UNESCO/UNICEF etc. Central/State Government /local Bodies(**for Arts**)—
  a) Major Policy document prepared for International bodies- 30
  b) Central Government-20
  c) State Government –10
  d) Local Bodies---05

| Sl. No. | Title of Major Policy document prepared | Date and year of acceptance of the Major Policy documents | Name of the body for which the policy was prepared | International/ National/Central Govt./State Govt./Local Bodies. | API score |
|---|---|---|---|---|---|
| | | | | | |

## III (D) Research Guidance
**API Score – (i)** Ph.D. awarded/ Thesis Submitted – 15 / 10 (for both Science & Arts) per candidate
(ii)M. Phil Degree Awarded/Thesis Submitted –5 (for both Science & Arts)/ candidate.

| Sl. No. | Number enrolled | Degree awarded | Thesis Submitted | API score |
|---|---|---|---|---|
| | M.Phil. or equivalent | | | |
| | Ph.D.or equivalent | | | |

## III(E) Fellowships, Awards and Invited lectures delivered in conferences/seminar

### (III)(E)(i) Fellowship /Award:

a) International Award/Fellowship from academic bodies- 15/award & 15/fellowship
b) National Award/Fellowship from academic bodies- 10/award & 10/fellowship
c) State /University level Award from academic bodies- 05/award

| Sl. No. | Title of the Award /Fellowship | International /National/ State /University level | Name of the ward or Fellowship awarding Academic Body | Date &Year of achievement of Award/ Fellowship | API Score |
|---|---|---|---|---|---|
| | | | | | |

### III)E.(ii) Invited Lectures/papers.

a) International-7/lecture or 5/paper presented
b) National-5/lecture or 3/paper presented
c) State /University level-3 /lecture or 2/paper presented

| Sl.No. | Title of the invited lecture/paper presented | Title of Conference/Seminar with date | | Whether International/National/State or University | API Score |
|---|---|---|---|---|---|
| | | | | | |

**\*The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period**

| | | |
|---|---|---|
| i) | Stage I to II | 04/Assessment Period |
| ii) | Stage II to III | 10/Assessment Period |
| iii) | Stage III to IV | 15/Assessment Period |

### III (F) Development of e-learning delivery process/material
**API score -10/ Module**

| Sl. No. | Title of the Module | Course/Paper for which the module was prepared | Year and Date of presentation | API Score |
|---|---|---|---|---|
| | | | | |

\***Minimum total API scores required for promotion under CATEGORY I + CATEGORY II\*:**

| | | |
|---|---|---|
| i) | Stage I to II | 90/Assessment Period |
| ii) | Stage II to III | 120/Assessment Period |
| iii) | Stage III to IV | 150/Assessment Period |

\* Teachers may score the balance of points from either Category II or Category III to achieve the minimum score required under Category II + III

**Summary of API scores: (in pursuance of G.O. No. 198–EH (CG) dated 07.12.2017)**

**Name of the Applicant: Dr. Tanmoy Mandal**          **Subject: Plant Protection**

| Category | Criteria | API Score for previous 3/4/5/6 academic years as applicable for specific proposed stage of promotion from Stage I/II/III to Stage II/III/IV. | | | | Total API Score for Assessment Period |
|---|---|---|---|---|---|---|
| | | 07.12.2017 to 30.06.2018 | 01.07.2018 to 30.06.2019 | 01.07.2019 to 30.06.2020 | 01.07.2020 to 23.12.2020 | |
| I | **CATEGORY I:** Teaching, learning and evaluation related activities *(to be assessed yearly)* | 67.5 | 81.4 | 81.7 | 80.6 | 311.2 |
| II | **CATEGORY II:** Cocurricular, extension and professional development related activity *(to be assessed cumulatively for assessment period)* | 14.5 | 16.4 | 28.4 | 16.5 | 75.8 |
| III | **CATEGORY III:** Research and Academic Contributions *(to be assessed cumulatively for assessment period)* | 17.5 | | | | 17.5 |
| II + III | **Total API score** (Category II + Category III)/ Assessment Period) | 93.3 | | | | 93.3 |

Signature of
Incumbent

Signature of the
Coordinator, IQAC

Signature of the
Principal/TIC/OIC
with date and seal

# IV. Summary of API Scores:

**Name of Applicant: Dr. Tanmoy Mandal**                    **Subject: Plant Protection**

| | Criteria | API Score for previous 3/4/5/6 academic years as applicable for specific proposed stage of promotion from Stage I/~~II/III~~ to Stage II/~~III/IV~~ | | | | | | Total API score for the assessment period | | Percentage Distribution of Weightage Points in the Expert Assessment (Applicable only for selection committee) |
|---|---|---|---|---|---|---|---|---|---|---|
| | | 24.12.16 to 30.06.17 | 01.07.17 to 06.12.17 | 07.12.17 to 30.06.18 | 01.07.18 to 30.06.19 | 01.07.19 to 30.06.20 | 01.07.20 to 23.12.20 | | | |
| I | CATEGORY I: Teaching, learning and evaluation related activities *(to be assessed yearly)* | 102.5 | 103.1 | 67.5 | 81.4 | 81.7 | 80.6 | 516.8 | **Average API/Year** <br> 103.4 | |
| II | CATEGORY II: Cocurricular, extension and professional development related activity **(to be assessed cumulatively for assessment period)** | 31 | 25 | 14.5 | 16.4 | 28.4 | 16.5 | 131.8 | | |
| III | CATEGORY III: Research and Academic Contributions *(to be assessed cumulatively for assessment period)* | **Assessment Period 24.12.16 to 06.12.17** | | | | | | 3.0 | | |
| | | **Assessment Period 07.12.17 to 23.12.20** | | | | | | 17.5 | | |
| II+III | Total API score (Category II + Category III)/ Assessment Period) | **Total Assessment Period: 24.12.16 to 23.12.20** | | | | | | 152.3 | | |

………………………………...
***Signature of the Incumbent***

………………………………...
***Signature of the Coordinator, IQAC with date and seal***

………………………………...
***Signature of the Principal/TIC/OIC with date and seal***

| | | | |
|---|---|---|---|
| | ***Date of Screening Committee / Selection committee and Venue*** | *Date:* | *Venue:* |
| | ***Recommendation of the Screening/Selection Committee for promotion on CAS with date of effect of promotion*** | • ***Recommended for promotion from Stage I / ~~II /III~~ to Stage II / ~~III / IV~~ (Strike out which are not applicable)*** <br> • ***Date of effect:*** | |

…………………………
………………..
***Signature of the Principal/TIC/OIC with date and seal***

………………………Signature of the DPI Nominee with date and seal

…………………
……*Signature of the Subject Expert/s with date and sea*

…………………
…*Signature of the Subject Expert/s with date and seal*

**SUMMARY OF API SCORE: FOR THOSE WHERE ASSESSMENT PERIOD COVERS BOTH UGC REGULATIONS, 2010 AND UGC REGULATIONS**, 2016 (4TH AMENDMENT)

- Date of Screening cum Evaluation Committee/ Selection Committee:
- Venue:
- Name of the Applicant: **Dr. Tanmoy Mandal**          Subject: **Plant Protection**
- Date of RC/OP/WORKSHOP/STC: OP (11.09.2019-01.10.2019), RC (05.10.2020-17.10.2020)

| | | Assessment Period | | | | |
|---|---|---|---|---|---|---|
| | | API score up to **06.12.2017** | | API score w.e.f. **07.12.2017** | | |
| | | **API** | | **API** | **Total API score in Assessment Period** | Percentage Distribution of Weight age Points in the Expert Assessment (applicable only for selection committee for Associate Professor) |
| | | **(A)** | | **(B)** | **(A + B)** | |
| **Cat I** | **Category I**(teaching-learning & evaluation related activities) [to be assessed yearly] | 205.6 | **Category I**(teaching-learning & evaluation related activities) [to be assessed yearly] | 311.2 | 516.8 | |
| **Cat II** | **Category II**(co-curricular, extension and professional development activity)[to Be assessed yearly] | 56 | **Category II** (co -curricular, extension and professional development activity) [to be assessed cumulatively for the assessment period] | 75.8 | 131.8 | |
| **Cat III** | **Category III** (research and academic contribution) [to be assessed cumulatively for the assessment period] | 03 | **Category III** (research and academic contribution) [to be assessed cumulatively for the assessment period] | 17.5 | 20.5 | |
| Recommendation of the Screening / Selection Committee for promotion on CAS with date of effect of promotion | | | **Recommended for promotion from Stage I to Stage II/III/IV (Strikeout which are not applicable)** **Date of effect:** | | | |
| | | | | | | |
| Signature of the Principal / TIC / OIC with date and seal | Signature of the DPI Nominee with date and seal | | Signature of the Subject Expert with date and seal | | Signature of the Subject Expert with date and seal | |

**Part C: For use of the Screening / Selection Committee**


Name of the College: Suri Vidyasagar College

Date of the Meeting:                                        Venue:

Name of the Incumbent: ~~Shri/ Smt~~/ Dr. Tanmoy Mandal

Present designation: Assistant Professor (Stage 1/~~Stage 2/ Stage3~~) of Plant Protection

Date of joining: 24/12/2016                    Awarded Ph. D. on: 06/09/2013

Date of Confirmation: 24/12/2016
Scale of Pay:  Rs. 15600-39100/- with AGP of Rs.  6000/ ~~7000/ 8000~~
Designation after promotion: Assistant Professor (Stage 2/ ~~Stage 3~~) / ~~Associate Professor (Stage 4)~~
Scale of Pay: Rs. 15600-39100/- or ~~Rs. 37400-67000/~~ with AGP of Rs.  7000/ ~~8000/ 9000~~

Date of effect: 24.12.2020
Score for Interview (Stage III to Stage IV) [F.M. 20]: Not applicable
The Screening  /Selection Committee has considered the proposal for promotion under CAS in respect of the incumbent mentioned above from the post of Assistant Professor (Stage 1/~~Stage 2/ Stage3~~)  to the post of Assistant Professor (~~Stage 1~~/Stage 2/ ~~Stage3~~) / ~~Associate Professor (Stage 4)~~. As the incumbent has fulfilled all conditions as laid down in **G.O. No. …………………….a**nd……………………………….for promotion under CAS , the Committee recommends that the incumbent be promoted to the post of Assistant Professor (~~Stage 1~~/Stage 2/ ~~Stage3~~) / ~~Associate Professor (Stage 4)~~  with AGP of Rs.  7000/ ~~8000/ 9000~~ with effect from 24.12.2020
The Committee further recommends that the post held by the incumbent be upgraded to the post of Assistant Professor (~~Stage 1~~/Stage 2/ ~~Stage3~~) / ~~Associate Professor (Stage 4)~~  with AGP of Rs.  7000/ ~~8000/ 9000~~ with effect from 24.12.2020  and the same would be reverted back to the post of Assistant  Professor (Stage 1) as soon as it would fall vacant due to superannuation or any other reason.


Necessary particulars with all relevant documents may be sent to the Government for approval.



 Signature of the Expert with Date and Seal            Signature of the Expert with Date and Seal
(*Nominated by the VC of the affiliating University*)        (*Nominated by the VC of the affiliating*
*University)*




Signature of Govt. Nominee with Date and Seal            Signature of the Principal/ ~~OIC~~ of College

(*Nominated by the DPI, West Bengal)*                         with Date and Seal

## Part D: for use of the Governing Body / Administrator of the College

The Governing body in its meeting held on …………………Resolved that on the basis of the recommendation of the screening/selection committee for the purpose of considering the matter of promotion under CAS, Sri/Smt./Dr. Tanmoy Mandal of the Department of Plant Protection of this college be promoted to the post of Assistant/ ~~Associate~~ Professor in the scale of pay of Rs. 15600-39100/- or ~~Rs. 37400-67000/-~~ with AGP of Rs. 7000/ ~~8000/ 9000~~ with effect from 24.12.2020.

It is resolved that the post held by Sri/Smt./Dr. Tanmoy Mandal upgraded to the post Assistant/~~Associate~~ Professor in the scale of pay Rs. 15600-39100/- or ~~Rs. 37400-67000/-~~ with AGP of Rs. 7000/ ~~8000/ 9000~~ and the same will be reverted to the post of Assistant Professor (Stage 1) as soon as it falls vacant.

Resolved further that the Principal / TIC / Secretary would take up the matter with the DPI, West Bengal by providing with the following in respect of the incumbent:

  i.   All Pay Fixation memos countersigned by the Principal / TIC.
  ii.  Year-wise detailed leave statement countersigned by the Principal / TIC.

Date:                                            Signature of the President/ Administrator

                                                                    Seal

******************

12. For which position & AGP you are applying under CAS : Assistant Prof. Stage-II &

AGP- 7000/-

13. Date of eligibility for Promotion : 14/03/2021

14. Educational Qualification (Graduation onwards):

| Examination | Name of the University | Year of passing | Marks obtained (%) | Class/ ~~grade~~ | Remarks |
|---|---|---|---|---|---|
| ~~B.A~~/B.Sc./ ~~B.Com~~. | Visva-Bharati | 2011 | 77.1 | I$^{st}$ | Annexure |
| ~~M.A~~/M.Sc./ ~~M.Com~~. | Visva-Bharati | 2013 | 87.1 | I$^{st}$ | Annexure |
| NET(UGC/CSIR) | CSIR-UGC | 2014 | -- | | Annexure |

15. Research Degree(s): Yes.

| Degree | Name of the University | Date of award | Title | Remarks |
|---|---|---|---|---|
| M.Phil | | | | |
| Ph.D/ ~~D.Phil~~ | Visva-Bharati | 17.02.2019 | "Computational Study of Heat and Mass Transfer in a Thin Liquid Film of a Newtonian Fluid over a Permeable Stretching Sheet" | Annexure |
| D.Sc./ D.Lit | | | | |

16. Details of Teaching/ ~~Research~~/~~Academic~~ Experience:

| Designation | Employer | Period of service From To | Scale of pay |
|---|---|---|---|
| Assistant Professor | Suri Vidyasagar College, Suri, Birbhum, W.B. | 14.03.2017 to till date | 15600 – 39100 AGP – 6000; |

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

**Signature of the Incumbent**

All entries made above are checked and verified and found to be correct.

**Signature of the Co-ordinator, IQAC**          **Signature of the Principal/TIC**
Date:                                             Date:
Seal:                                             Seal:

# Annual Self-Assessment for the Performance Based Appraisal System (PBAS)

### Session/ Year:(2016-17) <u>14.03.2017-30.06.2017</u>
### (To be completed and submitted at the end of each academic year)
Part B: Academic Performance Indicators (API)

**CATEGORY 1:** TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

**(ia) Lectures, seminars, tutorials, practical, contact hours undertaken taken as percentage of lectures allocated.**

| Sl. No. | Course/Paper | Level | Mode of teaching | Class allotted as per schedule | % of classes taken as per documented record | API Score | Remarks |
|---|---|---|---|---|---|---|---|
| 1. | Mathematics Honours Paper-II-Gr-C, D Paper-IV-Gr-A Paper-VIII-Gr-A, B | UG(Hons.)-Part-I,II & III | L,P | 38/38 | 100% | 50 | Annexure (academic audit) Refer to page no. |
| 2. | Mathematics General Paper-I-Gr-C Paper-III-Gr-A Paper-IV-Gr-B, C | UG(Gen.)-Part-I,II & III | L,P | 16/16 | 100% | | |

#Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours (C ).

**(ib) Lectures and other teaching duties in excess of UGC norms**

| | CALCULATION OF API SCORE FOR I(i) ABOVE | API Score | Remarks |
|---|---|---|---|
| a) | Classes taken (**Maximum 50** for 100% performance & proportionate score up to 80% performance, below which no score may be given) | 50 | Annexure |
| b) | Teaching load in excess of UGC norms/ Special Lectures/ Classes taken at the study centre located in the District other than Kolkata (**Max score - 10**) (6 Special Classes) | 10 | Annexure |

**(ii) Reading/ Instructional material consulted and additional knowledge resources provided to students**

| Sl. No. | Course/ Paper | Consulted | Prescribed | Additional Resource provided | API Score | Remarks |
|---|---|---|---|---|---|---|
| 1. | Mathematics Hons. | Authentic Texts, Reference Books, Web and Printed Materials. | Assignments, Preparation of critical notes, and details study of texts. | Critical materials (hard copies), PPT and Charts. | 10 | Annexure |
| 2. | Mathematics Gen. | Authentic Texts, Reference Books, Web and Printed Materials. | Details study and prepare notes. | Collection of difficult problems and solutions. | 10 | Annexure |
| API score based on preparation and Imparting of knowledge/instruction as per curriculum and syllabus enrichment by providing additional resources to students (**Max. score: 20**) | | | | | 20 | |

**(iii) Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.**

(a) Updating of Courses/Curriculum Design: 5 per course – Max 10

(b) Participation/Innovative – Interactive courses: 5

(c) Participn./Innovative – Learning Modules: 5 Max 10

(d) Participn./Innovative – Case Studies prepared: 5

(e) Use of ICT or Computer-aided methods – ppt: 5

(f) Use of ICT – Multi-media/Simulation etc: 5 Max 10

(g) Dev/Teaching Remedial/Bridge Courses: 5 each Max 10

(h) Dev/Teaching Soft skill/Communication/Personality Dev: 5 each Max 10

(i) Special Programs in Phys.Edn./Library: 5 each Max 10

(j) Innovative Composition/Creation in Music, Fine Arts, Perf Arts: 5 each ; Max 10

(k) Organizing & cond. of popul. Prog. /Teaching Web-based/E-Library/IT-asst teaching: Workshop/Training -

10 points; Popularization program - 5 points

| Sl. No. | Short Description (in terms of items) as listed above | API Score | Remarks |
|---|---|---|---|
| 1. | (b) Participation/Innovative – Interactive courses (Syllabus based seminar, Question-answer session, Quiz context) | 05 | Annexure |
| 2. | (c) Learning Modules: (Teaching plan for Honours and General). | 05+05 | Annexure |
| 3. | (e) Use of ICT or Computer-aided methods – ppt. | 05 | Annexure |
| | (**Max API Score : 20**) Total Score: | 20 | |

**(iv) Examination duties Assigned and Performed**

(a) Invigil.- 10, Evalua.- 5, Q. paper setting/ Moderation- 5; Max : 20 [100% compliance]

(b) Internal/Continuous Assessment work as allotted-10 [100% compliance];

(c) Exam Coordination Cell/Outstation or Flying Squad: 10 [100% compliance]

| Sl. No. | Type of Examination Duties | Duties Assigned | Extent to which carried out(%) | API Score | Remarks |
|---|---|---|---|---|---|
| 1 | Invigilation (University Exam.) | University final exams B.Sc. Part-I,II & III (Hons., Gen. & Compulsory) | 100 | 10 | Annexure |
| 2. | Internal/Continuous Assessments (Paper setter, internal evaluation of terminal & test examinations). | College Annual, Terminal, Test exams. and Class tests. | 100 | 10 | Annexure |
| | | | | | |
| | (**Max API Score : 25**) | | | 20 | |

## CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

Please mention your contribution to any of the following:

| Sl.No. | Type of Activity | Average Hrs/week | API Score | Remarks |
|---|---|---|---|---|
| | **(I)Extension, Co-curricular & field based Activities** (5 points each) | | | |
| | a) Field Study/Ed. Tours/ Placement:<br>        5 each                    Max 10 | Educational Tours (Massanjore Dam on 25.04.2017) | 05 | Annexure |
| | b) NSS/NCC/NSO etc:<br>   each activity 10 points            Max 10 | | | |
| | c) Student/Staff Sports<br>Campus Publication etc:<br>(dept level 2 points, Instn level 5 points) Max 10 | | | |
| | d) Community work<br>(Env, Hum. Rights, Scientific temper, Peace/Relief etc): Max10 | | | |
| | **(Max API Score : 20)** | | 05 | |
| | | | | |
| | **(II) Contribution to Corporate Life and Management of the Institution** | Yearly/Semester wise responsibilities | API Score | |
| | a) Governance Responsibility<br>(PG/IQAC/NAAC coordinator/Bursar / Warden etc.):<br>        Max 10 | | | |
| | b) Academic/Administrative Committees like Admission /Campus Dev/ Library Comm: 5 each Max 10 | Member of<br>1. Admission<br>2. Library sub-committee | 10 | Annexure |
| | c) Student Welfare/Placement /<br>Counseling/ Discipline 5 each Max 10 | | | |
| | d) Conf Organization/Chair Secretary/Treasurer<br>    (I)    International: 10<br>    (II)    National/Reg: 5<br>    (III)    Member: 1 each | | | |
| | **(Max API Score : 15)** | | 10 | |
| | | | | |
| | **(III)Professional Development Activities** | | | |
| | a) Member in Professional Committees<br>(I)National 3 (II) State 2  ;      Max 10 | | | |
| | b) Participation in Conf/Seminars<br> Without paper:        2 each ; Max 10 | | | |
| | c) Short-term Courses/<br>Training less than a week: 5 each Max 10 | | | |
| | d) Membership/Participation in State/<br>Central Bodies/Committees: 5 each Max 10 | | | |
| | e) Newspaper/Magazine/ Radio-TV progr (Not covered in Category III): 1 each ; Max 10 | | | |
| | **(Max API Score : 15)** | | | |
| | Total Score (I + II +III)    **(Max : 50)** | | 15 | |
| | Minimum API Score required - 15 | | | |

# Annual Self-Assessment for the Performance Based Appraisal System (PBAS)

### Session/ Year:(2017-18) <u>01.07.2017-06.12.2017</u>
### (Tobecompletedandsubmittedattheendofeachacademicyear)
Part B: Academic Performance Indicators (API)


**CATEGORY 1:** TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

**(ia) Lectures, seminars, tutorials, practical, contact hours undertaken taken as percentage of lectures allocated.**

| Sl. No. | Course/Paper | Level | Mode of teaching | Class allotted as per schedule | % of classes taken as per documented record | API Score | Remarks |
|---|---|---|---|---|---|---|---|
| 1. | Mathematics Honours CC-01-Unit-4 CC-02-Unit-3 CC-04-Unit-2,3 Paper-III-Gr- B Paper-IV-Gr- A Paper-VI-Gr- D Paper-VII-Gr- C Paper-VIII-Gr- A, B | UG (Hons.)-Part-II & III, CBCS-SEM-I,II | L,P | 105/105 | 100% | 50 | Annexure (academic audit)  Refer to page no. |
| 2. | Mathematics General CC1A/GE-1-Unit-1,3 CC1B/GE-2-Unit-1,2 Paper-II-Gr- C, F Paper-III-Gr- A Paper-IV-Gr- A,B,C | UG (Gen.)-Part-II & III, CBCS-SEM-I,II | L,P | 76/76 | 100% | | |

#Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours (C ).

**(ib) Lectures and other teaching duties in excess of UGC norms**

| | CALCULATION OF API SCORE FOR I(i) ABOVE | API Score | Remarks |
|---|---|---|---|
| a) | Classes taken (**Maximum 50** for 100% performance & proportionate score up to 80% performance, below which no score may be given) | 50 | Annexure |
| b) | Teaching load in excess of UGC norms/ Special Lectures/ Classes taken at the study centre located in the District other than Kolkata (**Max score - 10**) (**7 Special Classes**) | 10 | Annexure |

**(ii) Reading/ Instructional material consulted and additional knowledge resources provided tostudents**

| Sl. No. | Course/ Paper | Consulted | Prescribed | Additional Resource provided | API Score | Remarks |
|---|---|---|---|---|---|---|
| 1. | Mathematics Hons. | Authentic Texts, Reference Books, Web and Printed Materials. | Assignments, Preparation of critical notes, and details study of texts. | Critical materials (hard copies), PPT and Charts. | 10 | Annexure |

| 2. | Mathematics Gen. | Authentic Texts, Reference Books, Web and Printed Materials. | Details study and prepare notes. | Collection of difficult problems and solutions. | 10 | Annexure |
|---|---|---|---|---|---|---|
| API score based on preparation and Imparting of knowledge/instruction as per curriculum and syllabus enrichment by providing additional resources to students (**Max. score: 20)** | | | | | 20 | |

### (iii) Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.

| | | |
|---|---|---|
| (a) | Updating of Courses/Curriculum Design: | 5 per course – Max 10 |
| (b) | Participation/Innovative – Interactive courses: | 5 |
| (c) | Participn./Innovative – Learning Modules: | 5    Max 10 |
| (d) | Participn./Innovative – Case Studies prepared:  5 | |
| (e) | Use of ICT or Computer-aided methods – ppt: | 5 |
| (f) | Use of ICT – Multi-media/Simulation etc: | 5    Max 10 |
| (g) | Dev/Teaching Remedial/Bridge Courses: | 5 each Max 10 |
| (h) | Dev/Teaching Soft skill/Communication/Personality Dev: 5 each Max 10 | |
| (i) | Special Programs in Phys.Edn./Library: | 5 each    Max 10 |
| (j) | Innovative Composition/Creation in Music, Fine Arts, Perf Arts: 5 each ; Max 10 | |
| (k) | Organizing & cond. of popul. Prog. /Teaching Web-based/E-Library/IT-asst teaching: Workshop/Training - 10 points; Popularization program - 5 points | |

| Sl. No. | Short Description (in terms of items) as listed above | API Score | Remarks |
|---|---|---|---|
| 1. | (b) Participation/Innovative – Interactive courses (Syllabus based seminar, Question-answer session, Quiz context) | 05 | Annexure |
| 2. | (c) Learning Modules: (Teaching plan for Honours and General). | 05+05 | Annexure |
| 3. | (e) Use of ICT or Computer-aided methods – ppt. | 05 | Annexure |
| | (**Max API Score : 20**)          Total Score: | 20 | |

### (iv) Examination duties Assigned and Performed

(a) Invigil.- 10, Evalua.- 5, Q. paper setting/ Moderation- 5; Max : 20 [100% compliance]

(b) Internal/Continuous Assessment work as allotted-10 [100% compliance];

(c) Exam Coordination Cell/Outstation or Flying Squad: 10 [100% compliance]

| Sl. No. | Type of Examination Duties | Duties Assigned | Extent to which carried out(%) | API Score | Remarks |
|---|---|---|---|---|---|
| 1 | Invigilation (University Exam.) | University final exams B.Sc. Part-I,II & III (Hons., Gen. & Compulsory) | 100 | 10 | Annexure |
| 2. | Internal/Continuous Assessments (Paper setter, Internal Evaluation of Terminal & Test Examinations). | College Annual, Terminal, Test exams. and Class tests. | 100 | 10 | Annexure |
| 3. | Evaluation (University examinations) | University final exams B.Sc. Part-I,II & III (Hons. & Gen.) and new SEM-I | 100 | 05 | Annexure |
| | (**Max API Score : 25**) | | | 25 | |

# CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

Please mention your contribution to any of the following:

| Sl.No. | Type of Activity | Average Hrs/week | API Score | Remarks |
|---|---|---|---|---|
| | **(I)Extension, Co-curricular & field based Activities** (5 points each) | | | |
| | a) Field Study/Ed. Tours/ Placement: <br>     5 each           Max 10 | | | |
| | b) NSS/NCC/NSO etc: <br>    each activity 10 points       Max 10 | | | |
| | c) Student/Staff Sports <br> Campus Publication etc: <br> (dept level 2 points, Instn level 5 points) Max 10 | DPI level Sports (volunteer) | 05 | Annexure |
| | d) Community work <br> (Env, Hum. Rights, Scientific temper, Peace/Relief etc): Max10 | | | |
| | **(Max API Score : 20)** | | 05 | |
| | | | | |
| | **(II) Contribution to Corporate Life and Management of the Institution** | Yearly/Semester wise responsibilities | API Score | |
| | a) Governance Responsibility <br> (PG/IQAC/NAAC coordinator/Bursar / Warden etc.): <br>           Max 10 | | | |
| | b) Academic/Administrative Committees like Admission /Campus Dev/ Library Comm: 5 each Max 10 | Member of 1. Online admission committee 2 Library sub-committee | 10 | Annexure |
| | c) Student Welfare/Placement / Counseling/ Discipline 5 each Max 10 | | | |
| | e) Conf Organization/Chair Secretary/Treasurer <br> (I)   International: 10 <br> (II)   National/Reg: 5 <br> (III)   Member: 1 each | | | |
| | **(Max API Score : 15)** | | 10 | |
| | | | | |
| | **(III)Professional Development Activities** | | | |
| | a) Member in Professional Committees <br> (I)National 3 (II) State 2 ;     Max 10 | | | |
| | b) Participation in Conf/Seminars <br>  Without paper:      2 each ; Max 10 | | | |
| | c) Short-term Courses/ <br> Training less than a week: 5 each Max 10 | | | |
| | d) Membership/Participation in State/ Central Bodies/Committees: 5 each Max 10 | | | |
| | e) Newspaper/Magazine/ Radio-TV progr (Not covered in Category III): 1 each ; Max 10 | | | |
| | **(Max API Score : 15)** | | | |
| | Total Score (I + II +III)    **(Max : 50)** | | 15 | |
| | Minimum API Score required - 15 | | | |

## CATEGORY-3: RESEARCH AND ACADEMIC CONTRIBUTIONS

### A) (i) Published Papers in Journals
API Score – Category 1- Refereed      – 15/publication
Category 2- Non-Refereed –  10/publication

| Sl. No. | Title with page no. | Journal | ISSN/ISBN No. | Whether peer reviewed. Impact factor, if any | No. of Co-auth or | Whether you are the main author | API Score (Journal + Impact factor) | Remarks |
|---|---|---|---|---|---|---|---|---|
| 1. | Combined Effects of Nonlinear Thermal Radiation and Internal Heat Generation/Absorption on Heat and Mass Transfer in a Thin Liquid Film on a Permeable Unsteady Stretching Surface with Convective Boundary Condition, (September 2017) (3) pp. 2151–2169 | International Journal of Applied Computational Mathematics | ISSN 2349-5103 | Peer Reviewed | 02 | No | $(15*0.4)/2$ $+(5*0.4)/2$ $=03+01$ $=04$ $(03+01$ Indexed Journal$)$ | Annexure |
| | | | | | | | | |
| | | | | | | | | |

API Score – Category 1- Refereed – 15/publication Category 2- Non-Refereed – 10/publication
*Wherever relevant to any specific discipline the API score for paper in referred journal would be augmented as follows:
Indexed journal- by 5 points, ii) Papers with impact factor 1 and 2 by 10 points; iii) papers with impact factor between 2 and 5 by 15 points; iv) papers with impact factor between 5 and 10 by 25 points
*Points divided by number of authors
***if a paper is presented in Conference/ Seminar is published in the form of proceedings, the points would accrue for the for the publication (3.A) and not under presentation (3.E(ii)).
#Papers accepted at National/ International conferences may be reckoned as equivalent to papers presents.

### A) (ii) Public Displays/Exhibitions/Performances with or without outputs in CD/DVD/Online/E-form/E-book [for Art/Music College]

API Score – Category 1 – 15

Category 2 – 10

| Sl.No | Title of Show/ Exhibition/ Performance with or without CD/DVD/ Tape/ Online /E-form/E-book version or Brochures | Company/ Agency/ Instt Name (Including TV/Radio etc) | Categorization I. International 15 each/ II. National 10 each (Venues/ event/ gallery/ studio/ museums) | Whether reviewed/ Impact factor (Reporting/ Coverage/ Reviews/ Hits/sales/ citations/ Commen-dations/ etc) | No of Co-performer or Co-authors (10 each) | Whether you are the Solo artist/ performer (15 each) | API Score |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

## B (i) Articles/ Chapters published in Books

API Score (Per Art/Chap) Category 1: International Publisher – 10

Category 2: National/ State/ Central/ Societies Publisher – 5

Category 3: Subject books by other/ Local Publisher          3

Category 4: Chapters in Knowledge-based Volumes          5

| Sl. No. | Title with page no. | Book title, editor & publisher | ISSN/ISBN No. (Or, Renowned publishers) See Cat 1-4 as above for scores | Whether peer reviewed. | No. of Co-author | Whether you are the main author | API score |
|---|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |  |

## (ii)      Full papers in Conference Proceedings

Conf. proceedings as full paper: 1 International Conference - 10/publication

a.   National              - 7.5/each

b.   Regional/State level – 5/ each

c.   Local- Univ./College level – 3/each

| Sl. No. | Title with page no. | Details of Conference Publication | ISSN/ ISBN No. | No. of Co-author | Whether you are the main author | API score | Remarks |
|---|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |  |

## (iii)      Books published as single author or as editor

API Score – Category 1 Text/Reference Books by International Publisher   50

Category 2 Text/Reference Books by National/Soc/Univ Publ   25

Category 3 Subject Books by Other/Local Recognized Publ      15

| Sl. No. | Title with page no. | Type of Book, & authorship | Publisher & ISSN/ ISBN No. (I. International II. National III. Regional) | Whether peer reviewed. | No. of Co-author | Whether you are The main author | API score |
|---|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |  |

## (iv) Solo Performance/Exhibition as an Artist on invitation

API Score – Cat. I /International – 50

Cat. II /National  –  25

Cat. III /Regional  –15

| Sl.No | Title of Programme/ Exhibition with details of venue | Organized or Sponsored by Institution/ Company/ Agency,  incl AIR/TV etc | Categorization – (I) International/ (II) National/ (III) Regional | Whether peer-reviewed/ Impact | No of Co-artists or Performers | Whether you are the Solo artist/ performer | API Score |
|---|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |  |

### C) Ongoing and Completed Research Projects and Consultancies

API Score for **Projects-**

Cat I: (Sc -Rs 30 lakhs+ Non-Sc: Rs 5 lakhs +):                    20

Cat II: (Sc -Rs 5 lakhs+ Non-Sc: Rs 3 lakhs +):                    15

Cat III: (Sc -Rs 0.5 lakhs+ Non-Sc: Rs 0.25 lakhs+): 10 Other approved
projects of Univ/Other agencies  :                    5

API Score for **Consultancies**–

(Sc -Rs 10 lakhs+ Non-Sc: Rs 2 lakhs +):                    10

API Score for **Quality Evaluation**–

Major (Completed) Project Eval:                    20

Minor (Completed) Project Eval:                    10

## C .(i) & (ii) Ongoing Projects/ Consultancies

| Sl. No. | Title | Agency | Period | Grant/ Amount mobilized (Rs. lakh) | API score |
|---------|-------|--------|--------|-----------------------------------|-----------|
|         |       |        |        |                                   |           |

## C.(iii) & (iv) Completed Projects/ Consultancies

| Sl. No. | Title | Agency | Period | Grant/Amount mobilized (Rs. lakh) | Whether policy document. Patent as outcome | API score |
|---------|-------|--------|--------|-----------------------------------|---------------------------------------------|-----------|
|         |       |        |        |                                   |                                             |           |

### D) Research Guidance

**(i)**    **Degree-oriented:** API Score – Ph.D. awarded – 10; Ph.D. Submitted – 7;
M.Phil. awarded  – 3;

**(ii)**    **Non-Degree Products:** API Score – Post-Doctoral – 7; National Scholar – 5;
Guidance to Scholars & Master's level – 3;

| Sl. No. | Number enrolled | Thesis submitted | Degree awarded | API score |
|---------|-----------------|------------------|----------------|-----------|
| Non-Degree products |  |  |  |  |
| M.Phil. or equivalent |  |  |  |  |
| Ph.D. or equivalent |  |  |  |  |

### E) (i) Training Courses, Teaching-Learning –Evaluation Technology Programmes, Faculty Development Programme ( not less than one week duration)

Cat I : (Not less than two week duration): 20

Cat II : (Not less than one week duration): 10

| Sl. No. | Programme | Duration | Organized by | API Score | Remarks |
|---------|-----------|----------|--------------|-----------|---------|
|         |           |          |              |           |         |

**E) (ii) Papers presented in Conferences, Seminars, Workshops, Symposia**

API Score – Category 1 International – 10 Category 2
National – 7.5
Category 3 Regional 5
Category 4 Local 3

| Sl. No. | Title of the paper presented | Title of Conference/ Seminar | Organized by | Whether International/ National/State/Regional/ College or University Level | API Score | Remarks |
|---|---|---|---|---|---|---|
| 1. | Effects of Nonlinear Thermal Radiation and Variable Viscosity on Heat and Mass Transfer in a Thin Liquid Film over a Permeable Unsteady Stretching Surface in Presence/Absence of Magnetic-Field | National Seminar on Contemporary Research in Theoretical and Applicable Mathematics 2017; 08-09 September, 2017 | Department of Mathematics, The Bhawanipur Education Society College, Kolkata | National Level | 7.5 | Annexure |

**E) (iii) Invited lectures/ Chairing the session or presentation for conferences/symposia etc.**

API Score – Category 1 International – 10
Category 2 National – 7.5
Category 3 Regional /State level – 5 Category 4
Univ/Endowment Lect – 3

| Sl. No. | Title of the Lecture/ Academic session | Title of Conference/ Seminar | Organized by | Whether International/ National/ State/ Regional/College or University level | API score |
|---|---|---|---|---|---|
| | | | | | |

Signature of the incumbent with designation and date

Signature of the Coordinator IQAC with Seal

Signature of the Principal/ TIC with date and Seal

**Name of the Applicant: Dr. Prasenjit Saha**          **Subject: Mathematics**
**Summary of API scores (14.03.2017 – 06.12.2017)**

| Category | Criteria | API Score for previous 3/4/5/6 academic years as applicable for specific proposed stage of promotion from Stage I/II/III to Stage II/III/IV. | | Total API Score for Assessment Period |
|---|---|---|---|---|
| | | **14.03.17 to 30.06.17** | **01.07.17 to 06.12.17** | |
| **I** | **CATEGORY I:** Teaching, learning and evaluation related activities *(to be assessed yearly)* | **120** | **125** | **245** |
| **II** | **CATEGORY II:** Cocurricular, extension and professional development related activity *(to be assessed cumulatively for assessment period)* | **15** | **15** | **30** |
| **III** | **CATEGORY III:** Research and Academic Contributions *(to be assessed cumulatively for assessment period)* | **11.5** | | |
| **II + III** | **Total API score** (Category II + Category III)/ Assessment Period) | **41.5** | | |

**Signature of**          **Signature of the**                    **Signature of the**
**Incumbent**             **Coordinator, IQAC**                   **Principal/TIC/OIC**
                                                                  **with date and seal**

**This FORMAT for Annual Self-Assessment for the Performance Based Appraisal System (PBAS) is required to be filled up at the end of each Academic Year during the period of promotion and filled in Format along with all documents will be placed to the Screening/Selection Committee after duly approved by the IQAC and Principal/TIC/OIC of the concerned college.**

**Annual Self-Assessment for the performance Based Appraisal System (PBAS)**
**Session/Year: (2017-18) <u>07.12.2017-30.06.2018</u>**

**(To be completed and submitted at the end of each academic year)**
Part B: Academic Performance Indicators (API)
(Please see detailed instruction of the **PBAS-I** Proforma before filling out this section)

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

(a) **Direct teaching (16/14) hours per week as applicable) including Lecturs, Tutorials, Practical, Project Supervision and Field work**

| Sl. No. | Course/Paper | Level | Mode of Teaching* | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷7.5 for Assistant Prof. & ÷ 7.75 for Associate Prof. ) | API Score | Remarks |
|---|---|---|---|---|---|---|---|
| 1. | Mathematics Honours CC-01-Unit-4 CC-02-Unit-3 CC-04-Unit-2,3 Paper-III-Gr- B Paper-IV-Gr- A Paper-VI-Gr- D Paper-VII-Gr- C Paper-VIII-Gr- A, B | UG (Hons.)-Part-II & III, CBCS-SEM-I,II | L, P | 158 | 21.1 | 21.1 | Annexure (academic audit) |
| 2. | Mathematics General CC1A/GE-1-Unit-1,3 CC1B/GE-2-Unit-1,2 Paper-II-Gr- C, F Paper-III-Gr- A Paper-IV-Gr- A,B,C | UG (Gen.)-Part-II & III, CBCS-SEM-I,II | L, P | 103 | 13.7 | 13.7 | |
| | **Maximum API Score :** <br> **i) Assistant Professor Stage I : 70** <br> **ii) Assistant Professor Stage II : 70** <br> **iii) Assistant Professor Stage III: 70** | | | | | | 34.8 | Refer to page no. |

\* **Lectures, Tutorials , Practical, Project Supervision and Field Work**

- **Workload as per UGC Regulations 2016:**

| | **Direct Teaching Hours per week** |
|---|---|
| Assistant Professor | 16 |
| Associate Professor | 14 |

**(b) Examination duties (question paper setting, evaluation of answer scripts) as per allotment**

| Sl. No. | Type of Examination Duties | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷ 10 for all Teachers) | API Score | Remarks |
|---|---|---|---|---|---|
| 1 | Invigilation (University Examinations) | 46 | 4.6 | 4.6 | Annexure |
| 2. | Internal/Continuous Assessments (Paper setter, Internal Evaluation of Terminal & Test Examinations). | 125.0 | 12.5 | 12.5 | Annexure |
| 3. | Evaluation (University examinations B.Sc. Sem I, II (Hons. & Gen.) and Old Part I, II, III (Hons. & Gen.) | | | | |
| | **Maximum API Score :**<br>i) **Assistant Professor Stage I : 20**<br>ii) **Assistant Professor Stage II : 20**<br>iii) **Assistant Professor Stage III : 20** | | | 17.1 | |

**(c) Innovative teaching- learning methodologies; updating of subject content/course, mentoring etc.**

(a)  Updating of Courses/Curriculum Design:

(b)  Participation/Innovative – Interactive courses:

(c)  Participn./Innovative – Learning Modules

(d)  Participn./Innovative – Case Studies prepared:

(e)  Use of ICT or Computer-aided methods – ppt:

(f)  Use of ICT – Multi-media/Simulation etc:

(g)  Dev/Teaching Remedial/Bridge Courses:

(h)  Dev/Teaching Soft skill/Communication/Personality Dev:

(i)  Special Programs in Phys. Edn./Library:

(j)  Innovative Composition/Creation in Music, Fine Arts, Perf Arts:

(k)  Organizing & cond. of popular Prog. /Teaching Web-based/E- Library/IT-asst teaching:

| Sl. No. | Short Description (in terms of items) as listed above | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷10) | API Score | Remarks |
|---|---|---|---|---|---|
| 1. | (b) Participation/Innovative – Interactive courses (Syllabus based seminar, Question-answer session, Quiz context) | 14 | 1.4 | 1.4 | Annexure |
| 2. | (c) Learning Modules: Teaching plan for Honours and General. | 18 | 1.8 | 1.8 | Annexure |
| 3. | (e) Use of ICT or Computer-aided methods – ppt. | 54 | 5.4 | 5.4 | Annexure |
| | **Maximum API Score :**<br>i) **Assistant Professor Stage I : 10**<br>ii) **Assistant Professor Stage II : 10**<br>iii) **Assistant Professor Stage III : 10** | | | 8.6 | |

In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to

identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.

**Minimum API Score required for promotion under CAS for CATEGORY I (to be assessed yearly):**

| i) | Stage I to II | 80/ Year |
|---|---|---|
| ii) | Stage II to III | 80/Year |
| iii) | Stage III to IV | 75/Year |

## CATEGORY 2 : CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITY

| Sl.No. | Type of Activity | | Actual hours spent per Academi c Year | Actual Score (Actual hours spent per Academic Year ÷10)* | API Score | Remarks |
|---|---|---|---|---|---|---|
| (a) | **Student related Extension, Co-curricular & field based Activities** | | | | | |
| | i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.) | Study visit (Santiniketan on 03.05.2018) & organization of Student seminar | 14 | 1.4 | 1.4 | Annexure |
| | ii) Other co-curricular activates (Cultural, Sports, NSS, NCC etc.) | Volunteer for College Sports | 14 | 1.4 | 1.4 | Annexure |
| | iii) Extension and dissemination activities (public /popular lectures/talks/seminars | | | | | |
| | (**Max API Score : 15**) | | | | 3.0 | |
| (b) | **Contribution to Corporate life and management of the sports units and institution through participation in through participation in responsibilities(including as Principal / Director responsibilities(including as Principal / Director that require regular office hrs for its discharge)** | | | | | |
| | i) Administrative Responsibility ( including Dean /Principal/ Chairperson/Convenor/Teacher- in- charge/ similar other duties that require regular Office hours for its discharge) | HOD (From 01.04.2018) | 56 | 5.6 | 5.6 | Annexure |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | ii) Participation in Board of Studies, Academic and Administrative committees | Member of 1. Online admission committee 2. Academic advisory committee | 16+6= 22 | 2.2 | 2.2 | Annexure |
| | (**Max API Score : 15**) | | | | 7.8 | |
| (c) | **Professional Development activities (such as participation in seminars activities (such as participation in seminars talks, lectures in refresher / faculty development courses membership of associations, dissemination and general articles and any other contribution)** | | | | | |
| | (**Max API Score : 15**) | | | | | |
| | *For all categories of Teachers ( Assistant/Associate) Total Score (a + b +c) **(Max : 45)** | | | | 10.6 | |

**Minimum API Score for CATEGORY II, required to be assessed cumulatively –**

| i) | Stage I to II | 50/Assessment Period |
|---|---|---|
| ii) | Stage II to III | 50/Assessment Period |
| iii) | Stage III to IV | 50/Assessment Period |

**This FORMAT for Annual Self-Assessment for the Performance Based Appraisal System (PBAS) is required to be filled up at the end of each Academic Year during the period of promotion and filled in Format along with all documents will be placed to the Screening/Selection Committee after duly approved by the IQAC and Principal/TIC/OIC of the concerned college.**

**Annual Self-Assessment for the performance Based Appraisal System (PBAS)**
**Session/Year: (2018-19) 01.07.2018-30.06.2019**

**(To be completed and submitted at the end of each academic year)**
Part B: Academic Performance Indicators (API)
(Please see detailed instruction of the **PBAS-I** Proforma before filling out this section)

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

**(a) Direct teaching (16/14) hours per week as applicable) including Lectures, Tutorials, Practical, Project Supervision and Field work**

| Sl. No. | Course/Paper | Level | Mode of Teaching* | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷7.5 for Assistant Prof. & ÷ 7.75 for Associate Prof. ) | API Score | Remarks |
|---|---|---|---|---|---|---|---|
| 1. | Mathematics Honours CC-01-Unit-4 CC-02-Unit-3 CC-04-Unit-2,3 CC-07-Unit-1,2,3,6,7 CC-09-Unit-1,2,4 Paper-VI-Gr- D Paper-VII-Gr- C Paper-VIII-Gr- A, B | UG (Hons.)-Part-III, CBCS-SEM-I,II,III,IV | L, P | 273 | 36.4 | 36.4 | Annexure (academic audit) |
| 2. | Mathematics General CC1A/GE-1-Unit-1,3 CC1B/GE-2-Unit-1,2 CC1C/GE-3-Unit-2,3 CC1D/GE-4-Unit-1,3 Paper-IV-Gr- A,B,C | UG (Gen.)-Part-III, CBCS-SEM-I,II,III,IV | L, P | 168 | 22.4 | 22.4 | |
| | **Maximum API Score :** <br> iv) **Assistant Professor Stage I : 70** <br> v) **Assistant Professor Stage II : 70** <br> vi) **Assistant Professor Stage III: 70** | | | | | 58.8 | Refer to page no. |

* **Lectures, Tutorials , Practical, Project Supervision and Field Work**

- **Workload as per UGC Regulations 2016:**

| | **Direct Teaching Hours per week** |
|---|---|
| Assistant Professor | 16 |
| Associate Professor | 14 |

**(b) Examination duties (question paper setting, evaluation of answer scripts) as per allotment**

| Sl. No. | Type of Examination Duties | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷ 10 for all Teachers) | API Score | Remarks |
|---------|----------------------------|--------------------------------------|--------------------------------------------------------------------------|-----------|---------|
| 1 | Invigilation (University Examinations) | 56 | 5.6 | 5.6 | Annexure |
| 2. | Internal/Continuous Assessments (Paper setter, Internal Evaluation of Terminal & Test Examinations). | 189.1 | 18.9 | 18.9 | Annexure |
| 3. | Evaluation (University examinations B.Sc. Sem I, II, III, IV (Hons. & Gen.) and Old Part I, II, III (Hons. & Gen.) | 170 | 17.0 | 17.0 | Annexure |
| | **Maximum API Score :**<br>**iv)   Assistant Professor Stage I :20**<br>**v)    Assistant Professor Stage II : 20**<br>**vi)   Assistant Professor Stage III : 20** | | | 20.0 | |

**(c) Innovative teaching- learning methodologies; updating of subject content/ course, mentoring etc.**

- a. Updating of Courses/Curriculum Design:
- b. Participation/Innovative – Interactive courses:
- c. Participn./Innovative – Learning Modules
- d. Participn./Innovative – Case Studies prepared:
- e. Use of ICT or Computer-aided methods – ppt:
- f. Use of ICT – Multi-media/Simulation etc:
- g. Dev/Teaching Remedial/Bridge Courses:
- h. Dev/Teaching Soft skill/Communication/Personality Dev:
- i. Special Programs in Phys. Edn./Library:
- j. Innovative Composition/Creation in Music, Fine Arts, Perf Arts:
- k. Organizing & cond. of popular Prog. /Teaching Web-based/E- Library/IT-asst teaching:

| Sl. No. | Short Description (in terms of items) as listed above | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷10) | API Score | Remarks |
|---------|------------------------------------------------------|--------------------------------------|---------------------------------------------------------|-----------|---------|
| 1. | (b) Participation/Innovative – Interactive courses (Syllabus based seminar, Question-answer session, Quiz context) | 18 | 1.8 | 1.8 | Annexure |
| 2. | (c) Learning Modules: Teaching plan for Honours and General. | 20 | 2.0 | 2.0 | Annexure |
| 3. | (e) Use of ICT or Computer-aided methods – ppt. | 56 | 5.6 | 5.6 | Annexure |
| | **Maximum API Score :**<br>**iv)   Assistant Professor Stage I : 10**<br>**v)    Assistant Professor Stage II : 10**<br>**vi)   Assistant Professor Stage III : 10** | | | 9.4 | |

In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to

identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.

**Minimum API Score required for promotion under CAS for CATEGORY I (to be assessed yearly):**

| i) | Stage I to II | 80/ Year |
|---|---|---|
| ii) | Stage II to III | 80/Year |
| iii) | Stage III to IV | 75/Year |

## CATEGORY 2 : CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITY

| Sl.No. | Type of Activity | Actual hours spent per Academi c Year | Actual Score (Actual hours spent per Academ ic Year ÷10)* | API Score | Remarks |
|---|---|---|---|---|---|
| (a) | **Student related Extension, Co-curricular & field based Activities** | | | | |
| | i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.) **Study visit (Maithon Dam on 02.05.2019) & organization of student seminar** | 14 | 1.4 | 1.4 | Annexure |
| | ii) Other co-curricular activates (Cultural, Sports, NSS, NCC etc.) **Volunteer for College Sports** | 14 | 1.4 | 1.4 | Annexure |
| | iii) Extension and dissemination activities (public /popular lectures/talks/seminars | | | | |
| | **(Max API Score : 15)** | | | 2.8 | |
| (b) | **Contribution to Corporate life and management of the sports units and institution through participation in through participation in responsibilities(including as Principal / Director responsibilities(including as Principal / Director that require regular office hrs for its discharge)** | | | | |
| | i) Administrative Responsibility ( including Dean/Principal/ Chairperson/ Convenor/Teacher-in-charge/ similar other duties that require regular Office hours for its discharge) | HOD | 106 | 10.6 | 10.6 Annexure |

| | | | | | | |
|---|---|---|---|---|---|---|
| ii) Participation in Board of Studies, Academic and Administrative committees | Member of<br>1. Student counselling & placement committee<br>2. Academic advisory committee<br>3. Admission verification committee | 54 | 5.4 | 5.4 | Annexure |
| | **(Max API Score : 15)** | | | 15.0 | |

| | | | | | | |
|---|---|---|---|---|---|---|
| **(c)** | **Professional Development activities (such as participation in seminars activities (such as participation in seminars talks, lectures in refresher / faculty development courses membership of associations, dissemination and general articles and any other contribution)** | | | | |
| | **(Max API Score : 15)** | | | | |
| | *For all categories of Teachers ( Assistant/Associate)<br><br>Total Score (a + b +c)  **(Max : 45)** | | | 17.8 | |

**Minimum API Score for CATEGORY II, required to be assessed cumulatively –**

| i) | Stage I to II | 50/Assessment Period |
|---|---|---|
| ii) | Stage II to III | 50/Assessment Period |
| iii) | Stage III to IV | 50/Assessment Period |

**This FORMAT for Annual Self-Assessment for the Performance Based Appraisal System (PBAS) is required to be filled up at the end of each Academic Year during the period of promotion and filled in Format along with all documents will be placed to the Screening/Selection Committee after duly approved by the IQAC and Principal/TIC/OIC of the concerned college.**

**Annual Self-Assessment for the performance Based Appraisal System (PBAS)**
**Session/Year: (2019-20) 01.07.2019-30.06.2020**

**(To be completed and submitted at the end of each academic year)**
Part B: Academic Performance Indicators (API)
(Please see detailed instruction of the **PBAS-I** Proforma before filling out this section)

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

**(a) Direct teaching (16/14) hours per week as applicable) including Lectures, Tutorials, Practical, Project Supervision and Field work**

| Sl. No. | Course/Paper | Level | Mode of Teaching* | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷7.5 for Assistant Prof. & ÷ 7.75 for Associate Prof. ) | API Score | Remarks |
|---|---|---|---|---|---|---|---|
| 1. | Mathematics Honours CC-01-Unit-4 CC-02-Unit-3 CC-04-Unit-2,3 CC-07-Unit-1,2,3,6,7 CC-09-Unit-1,2,4 CC-11-Unit-1,2 DSE43-Unit-2 PW-01 | UG (Hons.)-CBCS-SEM-I,II,III,IV,V,VI | L, P | 268 | 35.7 | 35.7 | Annexure (academic audit) |
| 2. | Mathematics General CC1A/GE-1-Unit-1,3 CC1B/GE-2-Unit-1,2 CC1C/GE-3-Unit-2,3 CC1D/GE-4-Unit-1,3 DSE1A1- Unit-2,3 DSE1B1- Unit-1,2 | UG (Gen.)-CBCS-SEM-I,II,III,IV,V,VI | L, P | 170 | 22.7 | 22.7 | |
| | **Maximum API Score :** **vii) Assistant Professor Stage I : 70** **viii) Assistant Professor Stage II :70** **ix) Assistant Professor Stage III: 70** | | | | | 58.4 | Refer to page no. |

* **Lectures, Tutorials , Practical, Project Supervision and Field Work**

- **Workload as per UGC Regulations 2016:**

| | **Direct Teaching Hours per week** |
|---|---|
| Assistant Professor | 16 |
| Associate Professor | 14 |

**(b) Examination duties (question paper setting, evaluation of answer scripts) as per allotment**

| Sl. No. | Type of Examination Duties | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷ 10 for all Teachers) | API Score | Remarks |
|---|---|---|---|---|---|
| 1 | Invigilation (University Examinations) | 58 | 5.8 | 5.8 | Annexure |
| 2. | Internal/Continuous Assessments (Paper setter, Internal Evaluation of Terminal & Test Examinations). | 220.8 | 22.1 | 22.1 | Annexure |
| 3. | Evaluation (University examinations B.Sc. Sem I, II, III, IV, V, VI (Hons. & Gen.) and Old Part I, II, III (Hons. & Gen.) | 137.9 | 13.8 | 13.8 | Annexure |
| | **Maximum API Score :**<br>**vii)  Assistant Professor Stage I : 20**<br>**viii)  Assistant Professor Stage II : 20**<br>**ix)  Assistant Professor Stage III : 20** | | | 20.0 | |

**(c) Innovative teaching- learning methodologies; updating of subject content/ course,  mentoring etc.**

- a.  Updating of Courses/Curriculum Design:
- b.  Participation/Innovative – Interactive courses:
- c.  Participn./Innovative – Learning Modules
- d.  Participn./Innovative – Case Studies prepared:
- e.  Use of ICT or Computer-aided methods – ppt:
- f.  Use of ICT – Multi-media/Simulation etc:
- g.  Dev/Teaching Remedial/Bridge Courses:
- h.  Dev/Teaching Soft skill/Communication/Personality Dev:
- i.  Special Programs in Phys. Edn./Library:
- j.  Innovative Composition/Creation in Music, Fine Arts, Perf Arts:
- k.  Organizing & cond. of popular Prog. /Teaching Web-based/E- Library/IT-asst teaching:

| Sl. No. | Short Description (in terms of items) as listed above | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷10) | API Score | Remarks |
|---|---|---|---|---|---|
| 1. | (b) Participation/Innovative – Interactive courses (Syllabus based seminar, Question-answer session, Quiz context) | 18 | 1.8 | 1.8 | Annexure |
| 2. | (c) Learning Modules: Teaching plan for Honours and General. | 20 | 2.0 | 2.0 | Annexure |
| 3. | (e) Use of ICT or Computer-aided methods – ppt. | 64 | 6.4 | 6.4 | Annexure |
| | **Maximum API Score :**<br>**vii)  Assistant Professor Stage I : 10**<br>**viii)  Assistant Professor Stage II :10**<br>**ix)  Assistant Professor Stage III :10** | | | 10.0 | |

In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to

identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.

**Minimum API Score required for promotion under CAS for CATEGORY I (to be assessed yearly):**

| i) | Stage I to II | 80/ Year |
|---|---|---|
| ii) | Stage II to III | 80/Year |
| iii) | Stage III to IV | 75/Year |

## CATEGORY 2 : CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITY

| Sl.No. | Type of Activity | | Actual hours spent per Academi c Year | Actual Score (Actual hours spent per Academic Year ÷10)* | API Score | Remarks |
|---|---|---|---|---|---|---|
| (a) | **Student related Extension, Co-curricular & field based Activities** | | | | | |
| | i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.) **Study visit (Massanjore Dam on 12.03.2020) & Organizer of student seminar** | | 14 | 1.4 | 1.4 | Annexure |
| | ii) Other co-curricular activates (Cultural, Sports, NSS, NCC etc.) **College Sports** | | 14 | 1.4 | 1.4 | Annexure |
| | iii) Extension and dissemination activities (public /popular lectures/talks/seminars | | | | | |
| | **(Max API Score : 15)** | | | | 2.8 | |
| (b) | **Contribution to Corporate life and management of the sports units and institution through participation in through participation in responsibilities(including as Principal / Director responsibilities(including as Principal / Director that require regular office hrs for its discharge)** | | | | | |
| | i) Administrative Responsibility ( including Dean/Principal/ Chairperson/ Convenor/Teacher-in-charge/ similar other duties that require regular Office hours for its discharge) | HOD | 102 | 10.2 | 10.2 | Annexure |
| | iii) Participation in Board of Studies, Academic and Administrative committees | Member of 1. Student counselling & placement committee 2. Academic advisory committee 3. Admission verification committee | 7+9+50=66 | 6.6 | 6.6 | Annexure |
| | **(Max API Score : 15)** | | | | 15.0 | |

| (c) | **Professional Development activities (such as participation in seminars activities (such as participation in seminars talks, lectures in refresher / faculty development courses membership of associations, dissemination and general articles and any other contribution):** | | | | |
|---|---|---|---|---|---|
| | (**Max API Score : 15**) Orientation Programme at U.G.C., HRDC, Pt. Ravishankar Shukla University, Raipur, Chattisgarh | 108 | 10.8 | 10.8 | Annexure |
| | *For all categories of Teachers ( Assistant/Associate) Total Score (a + b +c) **(Max : 45)** | | | 28.6 | |

**Minimum API Score for CATEGORY II, required to be assessed cumulatively –**

| i) | **Stage I to II** | **50/Assessment Period** |
|---|---|---|
| ii) | **Stage II to III** | **50/Assessment Period** |
| iii) | **Stage III to IV** | **50/Assessment Period** |

**To G.O. No. 1373–Edn (CS) dated 07.12.2017**

**This FORMAT for Annual Self-Assessment for the Performance Based Appraisal System (PBAS) is required to be filled up at the end of each Academic Year during the period of promotion and filled in Format along with all documents will be placed to the Screening/Selection Committee after duly approved by the IQAC and Principal/TIC/OIC of the concerned college.**

**Annual Self-Assessment for the performance Based Appraisal System (PBAS)**
**Session/Year: (2020-21) 01.07.2020-13.03.2021**

**(To be completed and submitted at the end of each academic year)**
Part B: Academic Performance Indicators (API)
(Please see detailed instruction of the **PBAS-I** Proforma before filling out this section)

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

**(a) Direct teaching (16/14) hours per week as applicable) including Lectures, Tutorials, Practical, Project Supervision and Field work**

| Sl. No. | Course/Paper | Level | Mode of Teaching* | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷7.5 for Assistant Prof. & ÷ 7.75 for Associate Prof. ) | API Score | Remarks |
|---|---|---|---|---|---|---|---|
| 1. | Mathematics Honours CC-01-Unit-4 CC-02-Unit-3 CC-04-Unit-2 CC-07-Unit-1,2,3,6,7 CC-09-Unit-1 CC-11-Unit-1,2 DSE43-Unit-2 | UG (Hons.)- CBCS-SEM-I,II,III,IV,V,VI | L | 238 | 31.7 | 31.7 | Annexure (academic audit) |
| 2. | Mathematics General CC1A/GE-1-Unit-1,3 CC1B/GE-2-Unit-1 CC1C/GE-3-Unit-2,3 CC1D/GE-4-Unit-1 DSE1A1- Unit-2,3 DSE1B1- Unit-1 | UG (Gen.)- CBCS-SEM-I,II,III,IV,V,VI | L | 156 | 20.8 | 20.8 | |
| **Maximum API Score :** <br> x) **Assistant Professor Stage I : 70** <br> xi) **Assistant Professor Stage II : 70** <br> xii) **Assistant Professor Stage III: 70** | | | | | | 52.5 | Refer to page no. |

* **Lectures, Tutorials , Practical, Project Supervision and Field Work**

- **Workload as per UGC Regulations 2016:**

| | **Direct Teaching Hours per week** |
|---|---|
| Assistant Professor | 16 |
| Associate Professor | 14 |

**(b) Examination duties (question paper setting, evaluation of answer scripts) as per allotment**

| Sl. No. | Type of Examination Duties | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷ 10 for all Teachers) | API Score | Remarks |
|---|---|---|---|---|---|
| 1 | Invigilation (University Examinations) | | | | |
| 2. | Internal/Continuous Assessments (Paper setter, Internal Evaluation of Terminal & Test Examinations). | 78 | 7.8 | 7.8 | Annexure |
| 3. | Evaluation (University examinations B.Sc. Sem I, II, III, IV, V, VI (Hons. & Gen.) and Old Part I, II, III (Hons. & Gen.) | 118.7 | 11.9 | 11.9 | Annexure |
| | **Maximum API Score :**<br>**x)  Assistant Professor Stage I : 20**<br>**xi)  Assistant Professor Stage II: 20**<br>**xii)  Assistant Professor Stage III : 20** | | | 19.7 | |

**(c) Innovative teaching- learning methodologies; updating of subject content/ course, mentoring etc.**

    a.    Updating of Courses/Curriculum Design:
    b.    Participation/Innovative – Interactive courses:
    c.    Participn./Innovative – Learning Modules
    d.    Participn./Innovative – Case Studies prepared:
    e.    Use of ICT or Computer-aided methods – ppt:
    f.    Use of ICT – Multi-media/Simulation etc:
    g.    Dev/Teaching Remedial/Bridge Courses:
    h.    Dev/Teaching Soft skill/Communication/Personality Dev:
    i.    Special Programs in Phys. Edn./Library:
    j.    Innovative Composition/Creation in Music, Fine Arts, Perf Arts:
    k.    Organizing & cond. of popular Prog. /Teaching Web-based/E- Library/IT-asst teaching:

| Sl. No. | Short Description (in terms of items) as listed above | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷10) | API Score | Remarks |
|---|---|---|---|---|---|
| 1. | (b) Participation/Innovative – Interactive courses (Syllabus based seminar, Question-answer session, Quiz context) | 14 | 1.4 | 1.4 | Annexure |
| 2. | (c) Learning Modules: Teaching plan for Honours and General. | 20 | 2.0 | 2.0 | Annexure |
| 3. | (e) Use of ICT or Computer-aided methods – ppt. | 82 | 8.2 | 8.2 | Annexure |
| | **Maximum API Score :**<br>**x)  Assistant Professor Stage I : 10**<br>**xi)  Assistant Professor Stage II :10**<br>**xii)  Assistant Professor Stage III :10** | | | 10.0 | |

In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to

identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.

**Minimum API Score required for promotion under CAS for CATEGORY I (to be assessed yearly):**

| i) | Stage I to II | 80/ Year |
|---|---|---|
| ii) | Stage II to III | 80/Year |
| iii) | Stage III to IV | 75/Year |

## CATEGORY 2 : CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITY

| Sl.No. | Type of Activity | | Actual hours spent per Academi c Year | Actual Score (Actual hours spent per Academic Year ÷10)* | API Score | Remarks |
|---|---|---|---|---|---|---|
| **(a)** | **Student related Extension, Co-curricular & field based Activities** | | | | | |
| | i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.) **Organizer of Student seminar** | | 12 | 1.2 | 1.2 | Annexure |
| | ii) Other co-curricular activates (Cultural, Sports, NSS, NCC etc.) | | | | | |
| | iii) Extension and dissemination activities (public /popular lectures/talks/seminars | | | | | |
| | (**Max API Score : 15**) | | | | 1.2 | |
| **(b)** | **Contribution to Corporate life and management of the sports units and institution through participation in through participation in responsibilities(including as Principal / Director responsibilities(including as Principal / Director that require regular office hrs for its discharge)** | | | | | |
| | i) Administrative Responsibility ( including Dean/Principal/ Chairperson/ Convenor/Teacher- in-charge/ similar other duties that require regular Office hours for its discharge) | HOD (Upto 30.10.2020) | 74 | 7.4 | 7.4 | Annexure |
| | iii) Participation in Board of Studies, Academic and Administrative committees | Member of 1. Student counselling & placement committee 2. Academic advisory committee 3. Admission verification committee | 5+12+2 5=42 | 4.2 | 4.2 | Annexure |
| | (**Max API Score : 15**) | | | | 11.6 | |

| (c) | **Professional Development activities (such as participation in seminars activities (such as participation in seminars talks, lectures in refresher / faculty development courses membership of associations, dissemination and general articles and any other contribution)** | | | | |
|---|---|---|---|---|---|
| | **(Max API Score : 15)**<br> Refresher Course at U.G.C., HRDC, Pt. Ravishankar Shukla University, Raipur, Chattisgarh | 72 | 7.2 | 7.2 | Annexure |
| | *For all categories of Teachers ( Assistant/Associate)<br><br> Total Score (a + b +c)   **(Max : 45)** | | | 20.0 | |

### Minimum API Score for CATEGORY II, required to be assessed cumulatively –

| i) | Stage I to II | 50/Assessment Period |
|---|---|---|
| ii) | Stage II to III | 50/Assessment Period |
| iii) | Stage III to IV | 50/Assessment Period |

## CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS:

## Minimum API Score for CATEGORY III, required to be assessed cumulatively –

| i) | Stage I to II | 20/Assessment Period |
|---|---|---|
| ii) | Stage II to III | 50/Assessment Period |
| iii) | Stage III to IV | 75/Assessment Period |

## III (A) Research Papers Published in

### - Refereed Journals as notified by UGC in 'List of Journals' – 25/publication

### -Other Reputed Journals as notified by UGC in 'List of Journals' -10 per publication

| Sl. No. | Title with page no. | Journal | ISSN/ IS BN No. | Whether peer Reviewed. Impact factor, if any | No. of Co-author | Whether you are the main author | API score | Remarks |
|---|---|---|---|---|---|---|---|---|
| 1. | Nonlinear Thermal Radiation and Magnetic-Field Effect in a Thin Liquid Film over Stretching Surface, (December 2020) Vol-03, No-4, pp. 87-99. | Wesleyan Journal of Research | ISSN-0975-1386 | Peer Reviewed & UGC Care Listed | 0 | Yes | 25 | Annexure |
| 2. | Analysis of unsteady magnetohydrodynamic radiative thin liquid film flow, heat and mass transfer over a stretching sheet with variable viscosity and thermal conductivity, (February 2021), Vol-22, No-5, pp. 400-409. | INTERNATIONAL JOURNAL FOR COMPUTATIONAL METHODS IN ENGINEERING SCIENCE AND MECHANICS | ISSN-1550-2287 | Peer Reviewed & UGC Care Listed (Web of Science) | 1 | No | $25*0.3 +5*0.3 =7.5+ 1.5 =9.0$ | Annexure |

\* Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 20 points: (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

### III (B) Publications other than journal articles (books, chapters in books) as prescribed in UGC Regulation 2016.

- Text /Reference Books published by International Publisher with ISBN/ISSN number as approved by University : 30 per book for single author

- Subject Books published by National level Publisher with ISBN/ISSN number or State

  /Central Govt. Publications as approved by University :20 per book for single author

- Subject Books published by other local Publisher with ISBN/ISSN number as approved by University :15 per book for single author

- Chapter in Books published by National /International level Publisher with ISBN/ISSN number as approved by University :
  International -10 per chapter National
  – 05 per chapter

| Sl. No. | Title of the publication with page no. and year of publication | Name of the of publisher | ISSN/ ISBN No. | No. of Co- author | Whether you are the main author | API score |
|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |

**III (C) RESEARCH PROJECTS**

**III (C) (i) Sponsored Projects:**

(a) Major Project with grants above Rs.30 lakhs (science)/above Rs.5  lakhs (Arts)  -20 per project

(b)  Major Project with grants Rs.05 lakhs up to Rs.30 lakhs (science)/Rs.03 lakhs up to Rs.05 lakhs (Arts) - 15per project

(c)  Minor Project with grants above Rs. 01 lakh up to Rs.05 lakhs (science)/Rs.01 lakh up to Rs.03lakhs (Arts) -10 per project

| Sl. No. | Title of the Major /Minor Project | Sponsori ng Agency | Period | Grant/ Amount mobilized | API score |
|---|---|---|---|---|---|
|  |  |  |  |  |  |

**III (C) (ii) Consultancy Projects:**

**Amount Mobilized with a minimum of Rs.10 lakhs( Science)/Rs. 02 lakhs ( Arts)- 10 for every Rs.10 lakhs and Rs.02 lakhs**

| Sl. No. | Title of the Consultancy Project | Agency | Period | Grant/ Amount mobilized | API score |
|---|---|---|---|---|---|
|  |  |  |  |  |  |

**III (C) (iii) Projects outcome/outputs**

- **API score:**
  Patent / Technology transfer / Product/Process **(for Science)-**
  International level output--30 / each output National level output---
  20/each output

(a) **For Science: Patent / Technology transfer / Product/Process:**

| Sl. No. | Details of the Patent / Technology transfer / Product/Process | Date and year of acceptance of the patent/Technolo | National /International | API score |
|---|---|---|---|---|
|  |  |  |  |  |

(b) **For Arts: Major Policy document prepared for International bodies WHO/UNO/UNESCO/UNICEF ETC.) / Central/State Government /local Bodies**

- Major Policy document prepared for International bodies like WHO/UNO/UNESCO/UNICEF etc. Central/State Government /local Bodies

  (**for Arts** )—

  a)  Major Policy document prepared for International bodies- 30

  b) Central Government-20

  c) State Government --10

  d) Local Bodies---05

| Sl. No. | Title of Major Policy document prepared | Date and year of acceptance of the Major Policy documents | Name of the body for which the policy was prepared | International/ National/Cent ral Govt./State Govt./Local Bodies. | API score |
|---|---|---|---|---|---|
|  |  |  |  |  |  |

**III(D) Research Guidance**

**API Score – (i)** Ph.D. awarded/ Thesis Submitted – 15 / 10 (for both Science & Arts) per candidate

(ii)M. Phil Degree Awarded/Thesis Submitted –5 (for both Science & Arts)/ candidate·

| Sl. No. | Number enrolled | Degree awarded | Thesis Submitted | API score |
|---|---|---|---|---|
|  | M.Phil. or equivalent |  |  |  |
|  | Ph.D.or equivalent |  |  |  |

**III(E) Fellowships, Awards and Invited lectures delivered in conferences/seminar ( III)E.(i) Fellowship /Award :**

a) International Award/Fellowship from academic bodies- 15/award & 15 / fellowship

b) National Award/Fellowship from academic bodies- 10/award & 10 / fellowship

c) State /University level Award from academic bodies- 05/award

| Sl. No. | Title of the Award /Fellowship | International/National/ State /University level | Name of the ward or Fellowship awarding Academic Body | Date &Year of achievement of Award/Fellowsh ip | API Score |
|---------|---------|---------|---------|---------|---------|
| | | | | | |

**(III)E.(ii) Invited Lectures/papers.**

a) International-7/lecture or 5/paper presented
b) National-5/lecture or 3/paper presented
c) State /University level-3 /lecture or 2/paper presented

| Sl. No. | Title of the invited lecture /paper presented | Title of Conference/ Seminar with date | Organized by | Whether International/ National/State or University | API score | Remarks |
|---------|---------|---------|---------|---------|---------|---------|
| 1 | Combined Effects of Temperature Dependent Viscosity and Nonlinear Thermal Radiation in a Thin Liquid Film over a Permeable Stretching Surface in presence/absence of Magnetic-Field | The recent advances in Mathematics (09.02.2018) | Department of Mathematics, Pingla Thana Mahavidyalaya | National | 03 | Annexure |
| 2 | Nonlinear thermal radiation and internal heat generation/absorption effects on MHD heat and mass transfer in a thin liquid film over an unsteady stretching surface | National Seminar on Glimpses of Pure and Applied Mathematics (03.03.2020) | Department of Mathematics, Pingla Mahavidyalaya | National | 03 | Annexure |
| | **Total* :** | | | | 04 | |

*The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period

| i) | Stage I to II | 04/Assessment Period |
|---|---|---|
| ii) | Stage II to III | 10/Assessment Period |
| iii) | Stage III to IV | 15/Assessment Period |

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

**API score -10/ Module**

| Sl. No. | Title of the Module | Course/Paper for which the module was prepared | Year and Date of presentation | API Score |
|---------|---------|---------|---------|---------|
| | | | | |

*Minimum total API scores required for promotion under CATEGORY I + CATEGORY II*:

| i) | Stage I to II | 90/Assessment Period |
|---|---|---|
| ii) | Stage II to III | 120/Assessment Period |
| iii) | Stage III to IV | 150/Assessment Period |

 * Teachers may score the balance of points from either Category II or Category III to achieve the minimum score required under Category II + III

# Summary of API scores: (in pursuance of G.O. No. 198–EH (CG) dated 07.12.2017)

**Name of the Applicant: Dr. Prasenjit Saha**          **Subject: Mathematics**

| Category | Criteria | API Score for previous 3/4/5/6 academic years as applicable for specific proposed stage of promotion from Stage I/II/III to Stage II/III/IV. | | | | Total API Score for Assessment Period |
| --- | --- | --- | --- | --- | --- | --- |
| | | 07.12.2017 to 30.06.2018 | 01.07.2018 to 30.06.2019 | 01.07.2019 to 30.06.2020 | 01.07.2020 to 13.03.2021 | |
| I | **CATEGORY I:** Teaching, learning and evaluation related activities *(to be assessed yearly)* | **60.5** | **88.2** | **88.4** | **82.2** | **319.3** |
| II | **CATEGORY II:** Cocurricular, extension and professional development related activity *(to be assessed cumulatively for assessment period)* | **10.6** | **17.8** | **28.6** | **20.0** | **77.0** |
| III | **CATEGORY III:** Research and Academic Contributions *(to be assessed cumulatively for assessment period)* | **38.0** | | | | **38.0** |
| II + III | **Total API score** (Category II + Category III)/ Assessment Period) | **115.0** | | | | **115.0** |

<br>

| | | |
| --- | --- | --- |
| **Signature of Incumbent** | **Signature of the Coordinator, IQAC** | **Signature of the Principal/TIC/OIC with date and seal** |

# IV. Summary of API Scores:

**Name of the Applicant: Dr. Prasenjit Saha**         **Subject: Mathematics**

| | Criteria | API Score for previous 3/4/5/6 academic years as applicable for specific proposed stage of promotion from Stage I/~~II/III~~ to Stage II/~~III/IV~~ | | | | | | Total API score for the assessment period | | Percentage Distribution of Weightage Points in the Expert Assessment (Applicable only for selection committee) |
|---|---|---|---|---|---|---|---|---|---|---|
| | | 14.03.17 to 30.06.17 | 01.07.17 to 06.12.17 | 07.12.17 to 30.06.18 | 01.07.18 to 30.06.19 | 01.07.19 to 30.06.20 | 01.07.20 to 13.03.21 | | | |
| I | **CATEGORY I:** Teaching, learning and evaluation related activities*(to be assessed yearly)* | 120.0 | 125.0 | 60.5 | 88.2 | 88.4 | 82.2 | 564.3 | **Average API/Year**<br><br>**141.1** | |
| II | **CATEGORY II:** Cocurricular, extension and professional development related activity **(to be assessed cumulatively for assessment period)** | 15 | 15 | 10.6 | 17.8 | 28.6 | 20.0 | 107.0 | | |
| III | **CATEGORY III:** Research and Academic Contributions*(to be assessed cumulatively for assessment period)* | **Assessment Period 14.03.17 to 06.12.17** | | | | | | 11.5 | | |
| | | **Assessment Period 07.12.17 to 13.03.21** | | | | | | 38.0 | | |
| II+III | **Total API score (Category II + Category III)/ Assessment Period)** | **Total Assessment Period: 14.03.17 to 13.03.21** | | | | | | 156.5 | | |

……………………………...         …………………………………..         ……………………………………...
***Signature of the Incumbent***         ***Signature of the Coordinator, IQAC with date and seal***         ***Signature of the Principal/TIC/OIC with date and seal***

| | | | |
|---|---|---|---|
| | ***Date of Screening Committee / Selection committee and Venue*** | *Date:* | *Venue:* |
| | ***Recommendation of the Screening/Selection Committee for promotion on CAS with date of effect of promotion*** | • ***Recommended for promotion from Stage I / ~~II /III~~ to Stage II / ~~III / IV~~ (Strike out which are not applicable)*** <br> • ***Date of effect:*** | |
| | …………………………<br>………………..*Signature of the Principal/TIC/OIC with date and seal* | …………………….Signature of the DPI Nominee with date and seal | …………………<br>……*Signature of the Subject Expert/s with date and sea* ……………………*…Signature of the Subject Expert/s with date and seal* |

**SUMMARY OF API SCORE: FOR THOSE WHERE ASSESSMENT PERIOD COVERS BOTH UGC REGULATIONS, 2010 AND UGC REGULATIONS**, 2016 (4TH AMENDMENT)

- Date of Screening cum Evaluation Committee/ Selection Committee
- Venue:
- Name of the Applicant: **Dr. Prasenjit Saha**        Subject: **Mathematics**
- Date of RC/OP/WORKSHOP/STC: OP (11.09.2019 to 01.10.2019) / RC (05.10.2020 to 17.10.2020)

<table>
<tr>
<td colspan="5">Assessment Period</td>
<td></td>
<td></td>
</tr>
<tr>
<td colspan="2">API score up to **06.12.2017**</td>
<td colspan="3">API score w.e.f. **07.12.2017**</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>**API**</td>
<td></td>
<td>**API**</td>
<td>**Total API score in Assessment Period**</td>
<td>Percentage Distribution of Weight age Points in the Expert Assessment (applicable only for selection committee for Associate Professor)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>**(A)**</td>
<td></td>
<td>**(B)**</td>
<td>**(A + B)**</td>
<td></td>
</tr>
<tr>
<td>**Cat I**</td>
<td>**Category I**(teaching-learning & evaluation related activities) [to be assessed yearly]</td>
<td>245.0</td>
<td>**Category I**(teaching-learning & evaluation related activities) [to be assessed yearly]</td>
<td>319.3</td>
<td>564.3</td>
<td>Research contribution (30%)<br><br>N.A.</td>
</tr>
<tr>
<td>**Cat II**</td>
<td>**Category II**(co-curricular, extension and professional development activity)[to Be assessed yearly]</td>
<td>30</td>
<td>**Category II** (co -curricular, extension and professional development activity)[to be assessed cumulatively for the assessment period]</td>
<td>77.0</td>
<td>107.0</td>
<td>Domain knowledge & teaching practice (50%) **Full Marks: 10**<br><br>N.A.<br><br>Interview performance (20%) **Full Marks: 04**</td>
</tr>
<tr>
<td>**Cat III**</td>
<td>**Category III** (research and academic contribution) [to be assessed cumulatively for the assessment period]</td>
<td>11.5</td>
<td>**Category III**(research and academic contribution) [to be assessed cumulatively for the assessment period]</td>
<td>38.0</td>
<td>49.5</td>
<td>N.A.<br><br>Expert assessment Total ( **Pass Marks: 10**)</td>
</tr>
<tr>
<td colspan="5">Category II + Category III</td>
<td>156.5</td>
<td>N.A.</td>
</tr>
</table>

| Recommendation of the Screening / Selection Committee for promotion on CAS with date of effect of promotion | **Recommended for promotion from Academic Level 10/~~11/12~~ to Academic Level 11/~~12/13A~~(Strikeout which are not applicable)** <br> Date of effect: |
|---|---|
| | |
| Signature of the Principal / TIC / OIC with date and seal | Signature of the DPI Nominee with date and seal |

| Signature of the Subject Expert with date and seal | Signature of the Subject Expert with date and seal |
|---|---|

## Part C: For use of the Screening/ Selection Committee

**Name of the College: Suri Vidyasagar College**

**Date of the Meeting:**                    **Venue:**

Name of the Incumbent: **Dr. Prasenjit Saha**

Present designation: Assistant Professor (**Stage 1**/~~Stage 2/ Stage 3~~) of **Mathematics**

Date of joining:  **14/03/2017**

Date of awarded of **Ph. D.** /~~M. Phil~~.: **17/02/2019**

Scale of Pay: Rs. 15600-39100/- with AGP of Rs. **6000**/ ~~7000/ 8000~~

Designation after promotion: Assistant Professor (**Stage 2**/~~Stage 3/Associate Professor (Stage 4~~) Scale of Pay: Rs. 15600-39100/- or ~~Rs. 37400-67000/~~ with AGP of Rs. **7000** /~~8000/ 9000~~

Date of effect: **14/03/2021**

Score for Interview (for Stage 3 to Stage 4) [F.M. 20]: Not Applicable

The Screening/Selection Committee has considered the proposal for promotion under CAS in respect of the incumbent mentioned above from the post of Assistant Professor (**Stage 1**/~~Stage 2 /Stage 3~~) to the post of Assistant Professor (**Stage 2**/ ~~Stage 3) /Associate Professor (Stage 4)~~. As the incumbent has fulfilled all conditions as laid down in **G.O. No. 920-Edn (CS) dated 31.12.2012 and G.O. No. 1373-Edn (CS) dated 07.12.2017** for promotion under CAS, the Committee recommends that the incumbent be promoted to the post of Assistant Professor (**Stage 2**/ Stage 3) /Associate Professor (Stage 4) with AGP of ` **7000** /~~8000 /9000~~ with effect from 15/12/2020

The Committee further recommends that the post held by the incumbent be upgraded to the post of Assistant Professor (Stage 2/ ~~Stage 3~~) /~~AssociateProfessor (Stage 4)~~ with AGP of ` 7000 /~~8000 /9000~~ with effect from 14/03/2021 and the same would be reverted back to the post of Assistant Professor (Stage 1) as soon as it would fallen vacant due to superannuation or any other reason.

Necessary particulars with all relevant documents be sent to the Government for approval.

Signature of the Expert with Date and Seal      Signature of the Expert with Date and Seal
(*Nominated by the VC of the affiliating University*)    (*Nominated by the VC of the affiliating University*)

Signature of Govt. Nominee with Date and Seal      Signature of the Principal/ TIC of College with Date and Seal
(*Nominated by the DPI, West Bengal*)

## Part D: for use of the Governing Body / Administrator of the College

The Governing body in its meeting held on …………………Resolved that on the basis of the recommendation of the screening/selection committee for the purpose of considering the matter of promotion under CAS, Sri/Smt./Dr. Prasenjit Saha of the Department of Mathematics of this college be promoted to the post of Assistant/ ~~Associate~~ Professor in the scale of pay of Rs. 15600/- - 39100/- or ~~Rs.~~ 37400/- - 67000/- with AGP of Rs. 7000/8000/9000with effect from 14.03.2021.

It is resolved that the post held by Sri/Smt./Dr. Prasenjit Saha be upgraded to the post Assistant/~~Associate~~ Professor in the scale of pay Rs. 15600/- - 39100/- or Rs. 37400/- - 67000/- with AGP of Rs. 7000/8000/9000 and the same will be reverted to the post of Assistant Professor (Stage 1) as soon as it falls vacant.

Resolved further that the Principal / TIC / Secretary would take up the matter with the DPI, West Bengal by providing with the following in respect of the incumbent:
   i.   All Pay Fixation memos countersigned by the Principal / TIC.
   ii.  Year-wise detailed leave statement countersigned by the Principal / TIC.

Date:                                          Signature of the President/ Administrator

                                               Seal

(Please attach specific G.O. for counting of past service for promotion under CAS)

12. For which position & AGP you are applyingunderCAS : Assistant Professor (Stage-II)&AGP-7000

13. Date of eligibilityfor Promotion : 07/05/2020

14. Educational Qualification (Graduationonwards):

| Examination | Name of the University | Year of Passing | Marks Obtained (%) | Class/ ~~Grade~~ | Remarks |
|---|---|---|---|---|---|
| ~~B.A~~/B.Sc./~~B.Com~~. | Visva-Bharati | 2004 | 75.80 | 1st | Annexure- |
| ~~M.A~~/MCA / ~~M.Com~~. | Jadavpur University | 2007 | 63.93 | 2nd | Annexure- |
| UGC-NET | NATIONAL EDUCATIONAL TESTING BUREAU, INDIA | 2012 | N/A | N/A (UGC-JRF) | Annexure- |

15. ResearchDegree(s):No.

| Degree | Name of the University | Date of award | Title | Remarks |
|---|---|---|---|---|
| M.Phil | | | | |
| Ph.D/ ~~D.Phil~~ | | | | |
| D.Sc./ D.Lit | | | | |

16. Details of Teaching/ Research/AcademicExperience:

| Designation | Employer | Period of service From    To | Scale of pay |
|---|---|---|---|
| Assistant Professor Stage-I | Suri Vidyasagar College, Suri, Birbhum, West Bengal | 07.05.2014  to till date | Rs. 15600 – 39100 AGP – 6000 |

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

**Signature of the Incumbent**
All entries made above are checked and verified and found to be correct.

**Signature of theCo-ordinator,IQACSignature of thePrincipal/TIC**

Date: Date:

Seal: Seal:

# Annual Self-Assessment for the Performance Based Appraisal System (PBAS)

**Session/ Year- 2014-15 (07.05.2014-30.06.2015)**
**(Tobecompletedandsubmittedattheendofeachacademicyear)**
Part B: Academic Performance Indicators (API)

**CATEGORY 1:** TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

**(ia) Lectures, seminars, tutorials, practical, contact hours undertaken taken as percentage of lectures allocated.**

| Sl. No. | Course/Paper | Level | Mode of teaching | Class taken/all otted as per schedule | % of classes taken as per documented record | API Score | Remarks |
|---|---|---|---|---|---|---|---|
| 1. | Computer Science General Paper I,II & III – All units | UG-Part-I & II | L+P | 265/271 | 97.78 % | 48.56 | Annexure- I (Academic Audit) |
| 2. | Mathematics Honours Paper-VIII-Group A | UG-Part III | P | 39/42 | 92.85% | | Refer page no- |

#Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours

**(ib) Lectures and other teaching duties in excess of UGC norms**

| | CALCULATION OF API SCORE FOR I(i) ABOVE | API Score | Remarks |
|---|---|---|---|
| a) | Classes taken (**Maximum 50** for 100% performance & Proportionatescoreupto80%performance,belowwhichnoscore may begiven) | 48.56 | Annexure- |
| b) | Teaching load in excess of UGC norms/ Special Lectures/ Classes taken at the study centre located in the District other than Kolkata (**Max score – 10**) (11 special class) | 10 | Annexure- |

**ii) Reading/ Instructional material consulted and additional knowledge resources providedto students**

| Sl. No. | Course/ Paper | Consulted | Prescribed | AdditionalResource provided | API Score | Remarks |
|---|---|---|---|---|---|---|
| 1. | Computer Science General | Text book, References & web resources | Laboratory experimental procedures, web resources, text and reference books | Study materials, hand written notes, web resources, ppt, printed materials etc. | 10 | Annexure- |
| 2. | Mathematics Honours | Text book, References & web resources | Laboratory experimental procedures, web resources, text and | Study materials, hand written notes, web resources, ppt, printed materials etc. | 10 | Annexure- |

| | | | reference books | | | |
|---|---|---|---|---|---|---|
| AI score based on preparation and Impartingof knowledge /instruction as per curriculum and syllabus enrichment by providing additional resources to students (**Max. score:20**) | | | | | 20 | |

### iii) Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc

(a) Updating ofCourses/CurriculumDesign:     5 per course – Max10

(b) Participation/Innovative –Interactivecourses:     5

(c)Participn./Innovative –LearningModules:     5     Max10

(d) Participn./Innovative – Case Studies prepared:     5

(e) Use of ICT or Computer-aided methods–ppt:     5

(f) Use of ICT –Multi-media/Simulationetc:     5     Max10

(g) Dev/TeachingRemedial/BridgeCourses:     5     each Max10

(h)Dev/Teaching Soft skill/Communication/Personality Dev: 5 each     Max10

(i) Special ProgramsinPhys.Edn./Library:     5each     Max10

(j) Innovative Composition/Creation in Music, Fine Arts, Perf Arts: 5 each ; Max10
(k)Organizing &cond.Ofpopul.Prog. /Teaching Web-based/E-Library/IT-asst teaching Workshop/Training – 10 points; Popularization program – 5points

| Sl. No. | Short Description (in terms of items) as listed above | API Score | Remarks |
|---|---|---|---|
| 1. | b) Participation/Innovative – Interactive courses (Syllabus based Question-answer session, Quiz contest) | 5 | Annexure- |
| 2. | c)Participation/Innovative –LearningModules (Teaching Plan for Computer Science General) | 5 | Annexure- |
| 3. | (e) Use of ICT or Computer-aided methods– ppt. | 5 | Annexure- |
| 4. | (f) Use of ICT –Multi-mediaresources | 5 | Annexure- |
| | (**Max API Score:20**)     TotalScore: | 20 | |

### (iv) Examinationdutiesassignedandperformed

(a)Invigil.-10,Evalua.-5,Q.papersetting/Moderation-5; Max:2 [100%compliance]

(b) Internal/ContinuousAssessmentworkasallotted-10[100%compliance];

(c) ExamCoordinationCell/OutstationorFlyingSquad:10[100%compliance]

| Sl. No. | Type of Examination Duties | Duties Assigned (University final examinations of Part-I, II & III) | Extent to which Carried out(%) | API Score | Remarks |
|---|---|---|---|---|---|
| 1. | (a)Invigilation (University Examination) | Yes | 100 % | 10 | Annexure- |
| 2. | (b)Internal/ContinuousAssessmentsworkasallotted(Paper setting, invigilation, evaluation for internal examination- base label, 1st, 2nd terminal, test level etc. | Yes | 100 % | 10 | Annexure- |
| 3. | (c)Evaluation (University final practical Examinations) | Yes | 100 % | 5 | Annexure- |
| | (**Max API Score: 25**) | | | 25 | |

**CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.**

Please mention your contribution to any of the following:

| Sl.No. | Type of Activity | Average Hrs/week | API Score | Remarks |
|---|---|---|---|---|
| | **(I)Extension, Co-curricular &field-basedActivities** (5 points each) | | | |
| | a)    Field Study/Ed. Tours/ Placement:<br>          5each                    Max10 | Ed.Tours (Maithon Dam on 28.4.15) with Mathematics Dept. | 5 | Annexure- |
| | b) NSS/NCC/NSO etc:<br>     each activity10points          Max10 | | | |
| | c) Student/Staff Sports<br>Campus Publication etc:<br>(dept level 2 points, Instn level 5 points) Max 10 | Volunteer  of College Level sports+ Accompanied students in University Level Sports | 5 | Annexure- |
| | d) Community work<br>(Env, Hum. Rights, Scientific temper, Peace/Relief etc): Max10 | | | |
| | **(Max API Score : 20)** | | 10 | |
| | | | | |
| | **(II) Contribution to Corporate Life and Management of the Institution** | Yearly/Semesterwise responsibilities | API Score | |
| | a)     GovernanceResponsibility<br>(PG/IQAC/NAAC coordinator/Bursar / Warden etc.): Max10 | Head of the Department | 5 | Annexure- |
| | b) Academic/Administrative Committees like<br>Admission /Campus Dev/ Library Comm: 5 each Max 10 | Member of –<br>1. Academic advisory committee<br>2.Admissionverification Committee,<br>3. Computer Committee<br>4. Sports Committee | 5+5 =10 | Annexure- |
| | 98.   Student Welfare/Placement /<br>Counseling/ Discipline 5 each Max 10 | | | |
| | d) Conf Organization/ChairSecretary/Treasurer<br>     (I)    International:10<br>     (II)   National/Reg:5<br>     (III)  Member: 1each | | | |
| | **(Max API Score : 15)** | | 15 | |
| | **(III)Professional Development Activities** | | | |
| | a) Member in Professional Committees<br>(I)National 3 (II) State2;          Max10 | | | |
| | 98.   Participation in Conf/Seminars<br>Withoutpaper:          2 each ; Max10 | Participation of Seminar -3 | 6 | Annexure- |
| | 98.   Short-term Courses/<br>Training less than a week: 5 each Max 10 | | | |
| | d) Membership/Participation in State/<br>Central Bodies/Committees: 5 each Max 10 | | | |
| | e) Newspaper/Magazine/ Radio-TV progr (Not covered in Category III): 1 each ; Max 10 | | | |
| | **(Max API Score : 15)** | | 06 | |
| | Total Score (I +II+III)          **(Max :50)** | (10+15+6) | 31 | |
| | Minimum API Score required – 15 | | | |

# Annual Self-Assessment for the Performance Based Appraisal System (PBAS)

**Session/ Year- 2015-16 (01.07.2015-30.06.2016)**
**(Tobecompletedandsubmittedattheendofeachacademicyear)**

Part B: Academic Performance Indicators (API)

**CATEGORY 1:** TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

**(ia) Lectures, seminars, tutorials, practical, contact hours undertaken taken as percentage of lectures allocated.**

| Sl. No. | Course/Paper | Level | Mode of teaching | Class taken/ allotted as per schedule | % of classes taken as per documented record | API Score | Remarks |
|---|---|---|---|---|---|---|---|
| 1. | Computer Science General Paper I,II& III – All units | UG-Part-I & II | L+P | 261/265 | 98.49 % | 49 | Annexure- I (Academic Audit) |
| 2. | Mathematics Honours Paper-VIII-Group A | UG-Part III | P | 40/42 | 95.24 % | | Refer page no- |

#Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours (C)

**(ib) Lectures and other teaching duties in excess of UGC norms**

| | CALCULATION OF API SCORE FOR I(i) ABOVE | API Score | Remarks |
|---|---|---|---|
| a) | Classes taken (**Maximum 50** for 100% performance & proportionatescoreupto80%performance,belowwhichnoscore may begiven) | 49 | Annexure- |
| b) | Teaching load in excess of UGC norms/ Special Lectures/ Classes taken at the study centre located in the District other than Kolkata (**Max score – 10**) (10 special class) | 10 | Annexure- |

**ii) Reading/ Instructional material consulted and additional knowledge resources provided to students**

| Sl. No. | Course/ Paper | Consulted | Prescribed | AdditionalResource provided | API Score | Remarks |
|---|---|---|---|---|---|---|
| 1. | Computer Science General | Text book, References & web resources | Laboratory experimental procedures, web resources, text and reference books | Study materials, hand written notes, web resources, ppt, printed materials etc. | 10 | Annexure- |
| 2. | Mathematics Honours | Text book, References & web resources | Laboratory experimental procedures, web resources, text and reference books | Study materials, hand written notes, web resources, ppt, printed materials etc. | 10 | Annexure- |

| | | | 20 | |
|---|---|---|---|---|
| API score based on preparation and impartingof knowledge /instruction as percurriculum and syllabus enrichment by providing additional resources to students (**Max. score:20**) | | | 20 | |

### iii) Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc

(a) Updating ofCourses/CurriculumDesign:      5 per course – Max10

(b) Participation/Innovative –Interactivecourses:     5

(c)Participn./Innovative –LearningModules:     5     Max10

(d) Participn./Innovative – Case Studies prepared:   5

(e) Use of ICT or Computer-aided methods–ppt:     5

(f) Use of ICT –Multi-media/Simulationetc:     5    Max10

(g) Dev/TeachingRemedial/BridgeCourses:     5   each Max10

(h)Dev/Teaching Soft skill/Communication/Personality Dev: 5 each   Max10

(i) Special ProgramsinPhys.Edn./Library:     5each    Max10

(j) Innovative Composition/Creation in Music, Fine Arts, Perf Arts: 5 each ; Max10
(k)Organizing &cond.Ofpopul.Prog. /Teaching Web-based/E-Library/IT-asst teaching Workshop/Training – 10 points; Popularization program – 5points

| Sl. No. | Short Description (in terms of items) as listed above | API Score | Remarks |
|---|---|---|---|
| 1. | b) Participation/Innovative – Interactive courses (Syllabus based Question-answer session, Quiz contest) | 5 | Annexure- |
| 2. | c)Participation/Innovative –LearningModules (Teaching Plan for Computer Science General) | 5 | Annexure- |
| 3. | (e) Use of ICT or Computer-aided methods– ppt. | 5 | Annexure- |
| 4. | (f) Use of ICT –Multi-mediaresources and slides | 5 | Annexure- |
| | (**Max API Score:20**)     TotalScore: | 20 | |

### (iv) Examinationdutiesassignedandperformed
(a)Invigil.-10,Evalua.-5,Q.papersetting/Moderation-5; Max:2 [100%compliance]

  (b) Internal/ContinuousAssessmentworkasallotted-10[100%compliance];

(c) ExamCoordinationCell/OutstationorFlyingSquad:10[100%compliance]

| Sl. No. | Type of Examination Duties | Duties Assigned (University final examinations of Part-I, II & III) | Extent to which Carried out(%) | API Score | Remarks |
|---|---|---|---|---|---|
| 1. | (a)Invigilation (University Examination) | Yes | 100 % | 10 | Annexure- |
| 2. | (b)Internal/ContinuousAssessmentsworkasallotted(Paper setting, invigilation, evaluation for internal examination- base label, 1st, 2nd terminal, test level etc. | Yes | 100 % | 10 | Annexure- |
| 3. | (a)Evaluation (Universityfinal practical Examinations) | Yes | 100 % | 5 | Annexure- |
| | (**Max API Score: 25**) | | | 25 | |

## CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

Please mention your contribution to any of the following:

| Sl.No. | Type of Activity | Average Hrs/week | API Score | Remarks |
|---|---|---|---|---|
| | **(I)Extension, Co-curricular &field basedActivities** (5 points each) | | | |
| | a) Field Study/Ed. Tours/ Placement: 5each Max10 | Ed.Tours (Shantiniketan on 2.5.16) with Mathematics Dept. | 5 | Annexure- |
| | b) NSS/NCC/NSO etc: each activity10points Max10 | | | |
| | c) Student/Staff Sports Campus Publication etc: (dept level 2 points, Instn level 5 points) Max 10 | Organizer of College Level + Accompanied students in University Level Sports at BU and DPI sports as convener | 5+5 =10 | Annexure- |
| | d) Community work (Env, Hum. Rights, Scientific temper, Peace/Relief etc): Max10 | | | |
| | **(Max API Score : 20)** | | 15 | |
| | | | | |
| | **(II) Contribution to Corporate Life and Management of the Institution** | Yearly/Semesterwise responsibilities | API Score | |
| | a) GovernanceResponsibility (PG/IQAC/NAAC coordinator/Bursar / Warden etc.): Max10 | Head of the Department | 5 | |
| | b) Academic/Administrative Committees like Admission /Campus Dev/ Library Comm: 5 each Max 10 | Member of - 1. Academic advisory committee 2. Admission verification Committee 3. Computer Committee Convener of – 4.Sports Committee | 5+5 =10 | Annexure- |
| | c) Student Welfare/Placement / Counseling/ Discipline 5 each Max 10 | | | |
| | d) Conf Organization/ChairSecretary/Treasurer a. International:10 b. National/Reg:5 c. Member: 1each | | | |
| | **(Max API Score : 15)** | | 15 | |
| | | | | |
| | **(III)Professional Development Activities** | | | |
| | a) Member in Professional Committees (I)National 3 (II) State2; Max10 | | | |
| | b) Participation in Conf/Seminars Withoutpaper: 2 each ; Max10 | Participation of Seminar- 4 | 8 | Annexure- |
| | c) Short-term Courses/ Training less than a week: 5 each Max 10 | | | |
| | d) Membership/Participation in State/ Central Bodies/Committees: 5 each Max 10 | | | |
| | e) Newspaper/Magazine/ Radio-TV progr (Not covered in Category III): 1 each ; Max 10 | | | |
| | **(Max API Score : 15)** | | 08 | |
| | Total Score (I +II+III) **(Max :50)** | (15+15+8) | 38 | |
| | | | | |
| | Minimum API Score required – 15 | | | |

# Annual Self-Assessment for the Performance Based Appraisal System (PBAS)

### Session/ Year- <u>2016-17 (01.07.2016-30.06.2017)</u>
### (Tobecompletedandsubmittedattheendofeachacademicyear)
Part B: Academic Performance Indicators (API)

**CATEGORY 1:** TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

**(ia) Lectures, seminars, tutorials, practical, contact hours undertaken taken as percentage of lectures allocated.**

| Sl. No. | Course/Paper | Level | Mode of teaching | Class allotted as per schedule | % of classes taken as per documented record | API Score | Remarks |
|---|---|---|---|---|---|---|---|
| 1. | Computer Science General Paper I,II & III – All units | UG-Part-I & II | L+P | 262/271 | 96.7% | 48.4 | Annexure- I (Academic Audit) |
| 2. | Mathematics Honours Paper-VIII- Group A | UG-Part III | P | 44/45 | 97.78 % | | Refer page no- |

#Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours (C)

**(ib) Lectures and other teaching duties in excess of UGC norms**

| | CALCULATION OF API SCORE FOR I(i) ABOVE | API Score | Remarks |
|---|---|---|---|
| a) | Classes taken (**Maximum 50** for 100% performance & Proportionatescoreupto80%performance,belowwhichnoscore may begiven) | 48.4 | Annexure- |
| b) | Teaching load in excess of UGC norms/ Special Lectures/ Classes taken at the study centre located in the District other than Kolkata (**Max score – 10**) (12 special class) | 10 | Annexure- |

**ii) Reading/ Instructional material consulted and additional knowledge resources provided to students**

| Sl. No. | Course/ Paper | Consulted | Prescribed | Additional Resource provided | API Score | Remarks |
|---|---|---|---|---|---|---|
| 1. | Computer Science General | Text book, References & web resources | Laboratory experimental procedures, web resources, text and reference books | Study materials, hand written notes, web resources, ppt, printed materials etc. | 10 | Annexure- |
| 2. | Mathematics Honours | Text book, References & web resources | Laboratory experimental procedures, web resources, text and reference | Study materials, hand written notes, web resources, ppt, printed materialsetc. | 10 | Annexure- |

| | | | books | | 20 | |
|---|---|---|---|---|---|---|
| API score based on preparation and Impartingof knowledge /instruction as percurriculum and syllabus enrichment by providing additional resources to students (Max. score:20) | | | | | 20 | |

### iii) Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc

(a) Updating ofCourses/CurriculumDesign:       5 per course – Max10

(b) Participation/Innovative –Interactivecourses:      5

(c) Participn./Innovative –LearningModules:      5        Max10

(d) Participn./Innovative – Case Studies prepared:     5

(e) Use of ICT or Computer-aided methods–ppt:      5

(f) Use of ICT –Multi-media/Simulationetc:      5       Max10

(g) Dev/TeachingRemedial/BridgeCourses:      5     each Max10

(h)Dev/Teaching Soft skill/Communication/Personality Dev: 5 each     Max10

(i) Special ProgramsinPhys.Edn./Library:      5each      Max10

(j) Innovative Composition/Creation in Music, Fine Arts, Perf Arts: 5 each ; Max10
(k)Organizing &cond.Ofpopul.Prog. /Teaching Web-based/E-Library/IT-asst teaching Workshop/Training – 10 points; Popularization program – 5points

| Sl. No. | Short Description (in terms of items) as listed above | API Score | Remarks |
|---|---|---|---|
| 1. | b) Participation/Innovative – Interactive courses (Syllabus based Question-answer session, Quiz contest) | 5 | Annexure- |
| 2. | c)Participation/Innovative –LearningModules (Teaching Plan for Computer Science General) | 5 | Annexure- |
| 3. | (e) Use of ICT or Computer-aided methods– ppt. | 5 | Annexure- |
| 4. | (f) Use of ICT –Multi-media resources | 5 | Annexure- |
| | (**Max API Score:20**)      TotalScore: | 20 | |

### (iv) Examinationdutiesassignedandperformed
(a)Invigil.-10,Evalua.-5,Q.papersetting/Moderation-5; Max:2 [100%compliance]

  (b) Internal/ContinuousAssessmentworkasallotted-10[100%compliance];

(c )ExamCoordinationCell/OutstationorFlyingSquad:10[100%compliance]

| Sl. No. | Type of Examination Duties | Duties Assigned (University final examinations of Part-I, II & III) | Extent to which Carried out(%) | API Score | Remarks |
|---|---|---|---|---|---|
| 1. | (a)Invigilation (University Examination) | Yes | 100 % | 10 | Annexure- |
| 2. | (b)Internal/ContinuousAssessmentsworkasallotted(Paper setting, invigilation, evaluation for internal examination- base label, 1st, 2nd terminal, test level etc. | Yes | 100 % | 10 | Annexure- |
| 3. | (a)Evaluation (Universityfinal practical Examinations) | Yes | 100 % | 5 | Annexure- |
| | (**Max API Score : 25**) | | | 25 | |

## CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

Please mention your contribution to any of the following:

| Sl.No. | Type of Activity | Average Hrs/week | API Score | Remarks |
|---|---|---|---|---|
| | **(I)Extension, Co-curricular &field basedActivities** (5 points each) | | | |
| | e)    Field Study/Ed. Tours/ Placement:<br>        5each                    Max10 | Ed.Tours (Massanjore Dam on 25.4.17) | 5 | Annexure- |
| | b) NSS/NCC/NSO etc:<br>   each activity10points              Max10 | | | |
| | c) Student/Staff Sports<br>Campus Publication etc:<br>(dept level 2 points, Instn level 5 points) Max 10 | Organizer of College Level + Accompanied students to University Level   Sports at BU and  DPI sports as convener | 5+5 =10 | Annexure- |
| | d) Community work<br>(Env, Hum. Rights, Scientific temper, Peace/Relief etc): Max10 | | | |
| | **(Max API Score : 20)** | | 15 | |
| | | | | |
| | **(II) Contribution to Corporate Life and Management of the Institution** | Yearly/Semesterwise responsibilities | API Score | |
| | a)    GovernanceResponsibility<br>(PG/IQAC/NAAC coordinator/Bursar / Warden etc.): Max10 | Head of the Department | 5 | Annexure- |
| | b) Academic/Administrative Committees like<br>Admission /Campus Dev/ Library Comm: 5 each Max 10 | Member of –<br>1. Academic advisory committee<br>2. Admission verification Committee<br>Convener of –<br>3. Computer Committee<br>4. Sports Committee | 5+5 =10 | Annexure- |
| | c) Student Welfare/Placement /<br>Counseling/ Discipline 5 each Max 10 | | | |
| | d)Conf Organization/ChairSecretary/Treasurer<br>        a.International:10<br>        b.National/Reg:5<br>        c.Member: 1each | | | |
| | **(Max API Score : 15)** | | 15 | |
| | | | | |
| | **(III)Professional Development Activities** | | | |
| | a) Member in Professional Committees<br>(I)National 3 (II) State2;              Max10 | | | |
| | b) Participation in Conf/Seminars<br> Withoutpaper:             2 each ; Max10 | Participation of Seminar -2 | 4 | Annexure- |
| | c) Short-term Courses/<br>Training less than a week: 5 each Max 10 | | | |
| | d) Membership/Participation in State/<br>Central Bodies/Committees: 5 each Max 10 | | | |
| | e) Newspaper/Magazine/ Radio-TV progr (Not covered in Category III): 1 each ; Max 10 | | | |
| | **(Max API Score : 15)** | | 04 | |
| | Total Score (I +II+III)              **(Max :50)** | (15+15+4) | 34 | |
| | | | | |
| | Minimum API Score required – 15 | | | |

# Annual Self-Assessment for the Performance Based Appraisal System (PBAS)

## Session/ Year- <u>2017-18 (01.07.2017-06.12.2017)</u>
### (Tobecompletedandsubmittedattheendofeachacademicyear)
Part B: Academic Performance Indicators (API)

**CATEGORY 1:** TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

**(ia) Lectures, seminars, tutorials, practical, contact hours undertaken taken as percentage of lectures allocated.**

| Sl. No. | Course/Paper | Level | Mode of teaching | Class taken/ allotted as per schedule | % of classes taken as per documented record | API Score | Remarks |
|---|---|---|---|---|---|---|---|
| 1. | Computer Science General Paper I,II& III – All units CC-1A – All units | UG-Part-I & IICBCS Sem-I | L+P | 128/131 | 97.7 % | 49 | Annexure- I (Academic Audit) |
| 2. | Mathematics Honours Paper-VIII-Group A | UG-Part III | P | 24/24 | 100 % | | Refer page no- |

#Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours(C)

**(ib) Lectures and other teaching duties in excess of UGC norms**

| | CALCULATION OF API SCORE FOR I(i) ABOVE | API Score | Remarks |
|---|---|---|---|
| a) | Classes taken (**Maximum 50** for 100% performance & proportionatescoreupto80%performance,belowwhichnoscore may begiven) | 49 | Annexure- |
| b) | Teaching load in excess of UGC norms/ Special Lectures/ Classes taken at the study centre located in the District other than Kolkata (**Max score – 10**) (5 special class) | 10 | Annexure- |

**ii) Reading/ Instructional material consulted and additional knowledge resources provided to students**

| Sl. No. | Course/ Paper | Consulted | Prescribed | AdditionalResource provided | API Score | Remarks |
|---|---|---|---|---|---|---|
| 1. | Computer Science General | Text book, References & web resources | Laboratory experimental procedures, web resources, text and reference books | Study materials, hand written notes, web resources, ppt, printed materials etc. | 10 | Annexure- |
| 2. | Mathematics Honours | Text book, References & web resources | Laboratory experimental procedures, web resources, text and reference books | Study materials, hand written notes, web resources, ppt, printed materials etc. | 10 | Annexure- |

| | API score based on preparation and impartingof knowledge /instruction as per curriculum and syllabus enrichment by providing additional resources to students (**Max. score:20**) | | 20 | |
|---|---|---|---|---|

### iii) Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc

(a) Updating ofCourses/CurriculumDesign:      5 per course – Max10

(b) Participation/Innovative –Interactivecourses:      5

(c )Participn./Innovative –LearningModules:      5      Max10

(d) Participn./Innovative – Case Studies prepared:    5

(e) Use of ICT or Computer-aided methods–ppt:      5

(f) Use of ICT –Multi-media/Simulationetc:      5      Max10

(g) Dev/TeachingRemedial/BridgeCourses:      5    each Max10

(h)Dev/Teaching Soft skill/Communication/Personality Dev: 5 each    Max10

(i) Special ProgramsinPhys.Edn./Library:      5each    Max10

(j) Innovative Composition/Creation in Music, Fine Arts, Perf Arts: 5 each ; Max10
(k)Organizing &cond.Ofpopul.Prog. /Teaching Web-based/E-Library/IT-asst teaching Workshop/Training – 10 points; Popularization program – 5points

| Sl. No. | Short Description (in terms of items) as listed above | API Score | Remarks |
|---|---|---|---|
| 1. | b) Participation/Innovative – Interactive courses (Syllabus based Question-answer session, Quiz contest) | 5 | Annexure- |
| 2. | c)Participation/Innovative –LearningModules (Teaching Plan for Computer Science General) | 5 | Annexure- |
| 3. | (e) Use of ICT or Computer-aided methods– ppt. | 5 | Annexure- |
| 4. | (f) Use of ICT –Multi-mediaresources | 5 | Annexure- |
| | (**Max API Score:20**)      TotalScore: | 20 | |

### (iv) Examinationdutiesassignedandperformed
(a)Invigil. -10,Evalua.-5,Q.papersetting/Moderation-5; Max:2 [100%compliance]

   (b) Internal/ContinuousAssessmentworkasallotted-10[100%compliance];

(c )ExamCoordinationCell/OutstationorFlyingSquad:10[100%compliance]

| Sl. No. | Type of Examination Duties | Duties Assigned (University final examinations of Part-I, II & III) | Extent to which Carried out(%) | API Score | Remarks |
|---|---|---|---|---|---|
| 1. | (a)Invigilation (University Examination) | Yes | 100 % | 10 | Annexure- |
| 2. | (b)Internal/ContinuousAssessmentsworkasallotted(Paper setting, invigilation, evaluation for internal examination- base label, 1st, 2nd terminal, test level etc. | Yes | 100 % | 10 | Annexure- |
| 3. | (a)Evaluation (University final practical Examinations) | Yes | 100 % | 5 | Annexure – |
| | (**Max API Score: 25**) | | | 25 | |

## CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

Please mention your contribution to any of the following:

| Sl.No. | Type of Activity | Average Hrs/week | API Score | Remarks |
|---|---|---|---|---|
| | **(I)Extension, Co-curricular &field basedActivities** (5 points each) | | | |
| | a)Field Study/Ed. Tours/ Placement:<br>5each                Max10 | | | |
| | b) NSS/NCC/NSO etc:<br>each activity10points                 Max10 | | | |
| | c) Student/Staff Sports<br>Campus Publication etc:<br>(dept level 2 points, Instn level 5 points) Max 10 | Accompanied college team  to DPI Sportsas Convener | 5 | Annexure – |
| | d) Community work<br>(Env, Hum. Rights, Scientific temper, Peace/Relief etc): Max10 | | | |
| | **(Max API Score : 20)** | | 5 | |
| | | | | |
| | **(II) Contribution to Corporate Life and Management of the Institution** | Yearly/Semesterwise responsibilities | API Score | |
| | a)GovernanceResponsibility<br>(PG/IQAC/NAAC coordinator/Bursar / Warden etc.): Max10 | Head of the Department | 5 | Annexure – |
| | b) Academic/Administrative Committees like<br>Admission /Campus Dev/ Library Comm: 5 each Max 10 | Member of –<br>1. Academic advisory committee<br>2. Admission verification Committee,<br>Convener of-<br>3. Computer Committee<br>4. Sports Committee | 5+5 =10 | Annexure – |
| | c) Student Welfare/Placement /<br>Counseling/ Discipline 5 each Max 10 | | | |
| | d)Conf Organization/ChairSecretary/Treasurer<br>   d.   International:10<br>   e.   National/Reg:5<br>   f.   Member: 1each | | | |
| | **(Max API Score : 15)** | | 15 | |
| | | | | |
| | **(III)Professional Development Activities** | | | |
| | a) Member in Professional Committees<br>(I)National 3 (II) State2;         Max10 | | | |
| | b) Participation in Conf/Seminars<br> Withoutpaper:         2 each ; Max10 | | | |
| | c) Short-term Courses/<br>Training less than a week: 5 each Max 10 | | | |
| | d) Membership/Participation in State/<br>Central Bodies/Committees: 5 each Max 10 | | | |
| | e) Newspaper/Magazine/ Radio-TV progr (Not covered in Category III): 1 each ; Max 10 | | | |
| | **(Max API Score : 15)** | | NIL | |
| | Total Score (I +II+III)          **(Max :50)** | (5+15+0) | 20 | |
| | | | | |
| | Minimum API Score required – 15 | | | |

# CATEGORY-3: RESEARCH AND ACADEMIC CONTRIBUTIONS

### 3. A)(i)PublishedPapersinJournals

API Score – Category1-Refereed         – 15/publication Category -

2 Non-Refereed –10/publication

| Sl. No. | Title with pageno. | Journal | ISSN/ISBN No. | Whether peer reviewed. Impact factor, if any | No. of Co-author | Whether you are themain author | API Score (+Impact Factor) | Remarks |
|---|---|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |  |  |

*Wherever relevant to any specific discipline the API score for paper in referred journal would be augmented as follows:

Indexed journal- by 5 points, ii) Papers with impact factor 1 and 2 by 10 points; iii) papers with impact factor between 2 and 5 by 15 points; iv) papers with impact factor between 5 and 10 by 25 points

*Points divided by number of authors

***if a paper is presented in Conference/ Seminar is published in the form of proceedings, the points would accrue for the for the publication (3.A) and not under presentation (3.E(ii)).

#Papers accepted at National/ International conferences may be reckoned as equivalent to papers presents.

## A) (ii) Public Displays/Exhibitions/Performances with or without outputs in CD/DVD/Online/E-form/E-book [for Art/Music College]

API Score – Category 1 – 15; Category 2 – 10

| Sl. No | Title of Show/ Exhibition/ Performance with or without CD/DVD/ Tape/ Online /E-form/E- book version or Brochures | Company/Agency/ Instt Name (Including TV/Radio etc) | Categorization (I.International15 each/ II. National 10 each (Venues/ event/ gallery/ studio/ museums) | Whether reviewed/ Impact factor (Reporting/ Coverage/ Reviews/ Hits/sales/ citations/ Commen- dations/ etc) | No of Co-performer or Co- authors (10 each) | Whether you are the Soloartist/ performer (15 each) | API Score |
|---|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |  |

## B) (i) Articles/ Chapters published in Books

API Score (Per Art/Chap) Category 1: International Publisher – 10

Category 2: National/ State/ Central/ Societies Publisher – 5

Category 3: Subject books by other/LocalPublisher      –3

Category 4: Chapters inKnowledge-basedVolumes     –5

### (ii) FullpapersinConferenceProceedings

| Sl. No. | Title with page no. | Book title, editor & publisher | ISSN/ISBN No. (Or, Renowned publishers) See Cat 1-4 as above for scores | Whether peer reviewed. | No.of Co-author | Whether you are the main author | API Score |
|---|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |  |

**Conf. proceedings as full paper:**1. International Conference – 10/publication

2. National                  –7.5/each

3. Regional/State level – 5/each

4.Local- Univ. /College level –3/each

| Sl. No. | Title with page no. | Details of Conference Publication | ISSN/ISBN No. | No. of Co- author | Whether you are the main author | API Score |
|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |

### (iii) Bookspublishedassingleauthororaseditor

API Score – Category 1 Text/Reference Books byInternationalPublisher: 50

Category 2 Text/Reference Books National/Soc/UnivPubl: 25

Category 3 Subject Books by Other/LocalRecognizedPubl: 15

| Sl. No. | Title with page no. | Type of Book & authorship | Publisher & ISSN/ ISBN No. 2) Internationa l II. National III. Regional) | Whether peer reviewed. | No. of Co-author | Whether you are The main author | API Score |
|---------|---------------------|---------------------------|-------------------------------------------------------------------------|------------------------|------------------|----------------------------------|-----------|
|         |                     |                           |                                                                         |                        |                  |                                  |           |

### (iv)Solo Performance/Exhibition as an Artist on invitation

API Score – Cat. I /International –50, Cat. II /National–25, Cat. III /Regional –15

| Sl. No | Title of Programme / Exhibition with details ofvenue | Organized or Sponsored by Institution/ Company/ Agency,incl AIR/Tvetc | Categorization – (I) International/ (II) National/ (III) Regional | Whether peer-reviewed/ Impact | No of Co-artists or Performers | Whether you are the Solo artist/ performer | API Score |
|--------|------------------------------------------------------|-----------------------------------------------------------------------|------------------------------------------------------------------|-------------------------------|--------------------------------|--------------------------------------------|-----------|
|        |                                                      |                                                                       |                                                                  |                               |                                |                                            |           |

### C) Ongoing and Completed Research Projects and Consultancies

API Score for **Projects-**

Cat I: (Sc-Rs30 lakhs+ Non-Sc: Rs 5lakhs +):      20

Cat II: (Sc-Rs5 lakhs+ Non-Sc: Rs 3lakhs+):      15

Cat III: (Sc-Rs0.5 lakhs+ Non-Sc: Rs 0.25 lakhs+): 10      Other approved

projects of Univ/Otheragencies:      5

API Score for **Consultancies**–

(Sc-Rs10 lakhs+ Non-Sc: Rs 2lakhs +):10

API Score for **Quality Evaluation**–

Major (Completed)ProjectEval:      20

Minor (Completed) Project Eval:      10

### C.(i) & (ii) Ongoing Projects/ Consultancies

| Sl. No. | Title | Agency | Period | Grant/ Amount mobilized (Rs. Lakh) | API score |
|---------|-------|--------|--------|-------------------------------------|-----------|
|         |       |        |        |                                     |           |

### C.(iii) & (iv) Completed Projects/ Consultancies

| Sl. No. | Title | Agency | Period | Grant/ Amount mobilized (Rs. Lakh) | Whether policy document. Patent as outcome | API score |
|---------|-------|--------|--------|-------------------------------------|---------------------------------------------|-----------|
|         |       |        |        |                                     |                                             |           |

### D) ResearchGuidance

**(i)Degree-oriented:**API Score – Ph.D. awarded – 10; Ph.D. Submitted –7;

M.Phil. awarded – 3;

**(ii)Non-Degree Products:** API Score – Post-Doctoral – 7; National Scholar –5;

Guidance to Scholars & Master's level – 3

| Sl. No. | Number enrolled | Thesis submitted | Degree awarded | API score |
|---------|-----------------|------------------|----------------|-----------|
| Non-Degree products | | | | |
| M.Phil. or equivalent | | | | |
| Ph.D. or equivalent | | | | |

**E) (i) Training Courses, Teaching-Learning –Evaluation Technology Programmes, Faculty Development Programme (not less than one week duration)**

Cat I: (Not less than two week duration): 20
Cat II: (Not less than one week duration): 10

| Sl. No. | Programme | Duration | Organized by | API Score | Remarks |
|---------|-----------|----------|--------------|-----------|---------|
| 1. | Orientation Programme | 08.05.2017 to 03.06.2017 | Himachal Pradesh University, Himachal Pradesh | 20 | Annexure – |

**E) (ii) Papers presented in Conferences, Seminars, Workshops, Symposia**
APIScore–Category1International–10, Category2National –7.5
Category3Regional –5, Category4Local –3

| Sl. No. | Title of the paper presented | Title of Conference/ Seminar | Organized by | Whether International/ National/State/Regional/ College or University Level | API Score | Remarks |
|---------|------------------------------|------------------------------|--------------|-----------------------------------------------------------------------------|-----------|---------|
| | | | | | | |

**E) (iii) Invited lectures/ Chairing the session or presentation for conferences/symposia etc.**

APIScore–Category1International– 10, Category2National – 7.5
Category 3 Regional /State level– 5, Category4Univ/EndowmentLect–3

| Sl. No. | Title of the Lecture/ Academic session | Title of Conference/ Seminar | Organized by | Whether International/ National/State/ Regional/College Or University level | API score |
|---------|----------------------------------------|------------------------------|--------------|------------------------------------------------------------------------------|-----------|
| | | | | | |

Signature of the incumbent        Signature of the Coordinator
with designation and date IQACwith Seal


Signature of the Principal/ TIC
with date and Seal

**Name of the Applicant: Shri Haradhan Mardi**   **Subject: Computer Science**
**Summary of API scores (07.05.2014 – 06.12.2017)**

| Category | Criteria | API Score for previous 3/4/5/6 academic years as applicable for specific proposed stage of promotion from Stage I/II/III to Stage II/III/IV. | | | | Total API Score for Assessment Period |
|---|---|---|---|---|---|---|
| | | 07.05.2014 to 30.06.2015 | 01.07.2015 to 30.06.2016 | 01.07.2016 to 30.06.2017 | 01.07.2017 to 06.12.2017 | |
| **I** | **CATEGORY I:** Teaching, learning and evaluation related activities *(to be assessed yearly)* | **123.6** | **124** | **123.4** | **124** | **495** |
| **II** | **CATEGORY II:** Co-curricular, extension and professional development related activity *(to be assessed cumulatively for assessment period)* | **31** | **38** | **34** | **20** | **123** |
| **III** | **CATEGORY III:** Research and Academic Contributions *(to be assessed cumulatively for assessment period)* | **20** | | | | |
| **II + III** | **Total API score** (Category II + Category III)/ Assessment Period) | **143** | | | | |

**Signature of**   **Signature of the**   **Signature of the**
**Incumbent**   **Coordinator, IQAC**   **Principal/TIC/OIC**
**with date and seal**

**To G.O. No. 1373–Edn (CS) dated 07.12.2017**

    **This FORMAT for Annual Self-Assessment for the Performance Based Appraisal System (PBAS) is required to be filled up at the end of each Academic Year during the period of promotion and filled in Format along with all documents will be placed to the Screening/Selection Committee after duly approved by the IQAC and Principal/TIC/OIC of the concerned college.**

<div align="center">

**Annual Self-Assessment for the performance Based Appraisal System (PBAS)**
**Session/Year07.12.2017-30.06.2018**

**(To be completed and submitted at the end of each academic year)**
Part B: Academic Performance Indicators (API)
(Please see detailed instruction of the **PBAS-I** Proforma before filling out this section)

</div>

CATEGORY1: TEACHING, LEARNING AND EVALUATIONRELATEDACTIVITIES

2) **Directteaching (16/14) hoursperweekasapplicableincludingLectures, Tutorials, Practical, Project Supervision and Field work**

| Sl.No | Course/ Paper | Level | Mode of Teaching | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷7.5 for Assistant Prof. & ÷ 7.75 for Associate Prof.) | API Score | Remarks |
|---|---|---|---|---|---|---|---|
| 1. | Computer Science General  Paper II & III - All units  CC-1A & 1B - All units | U.G.-Part-II and CBCS Sem-I & II | L + P | 104 | 13.87 | | |
| 2 | Physics Honours  CC-I (Mathematical Physics) | U.G.- Sem-I | P | 75 | 10 | | Annexure-I (Academic Audit) |
| 3. | Mathematics Honours CC-IV (Graphical Demonstration) | U.G.-Sem-II | P | 40 | 5.33 | | |
| | **Maximum API Score :** **i)Assistant Professor Stage I :70** **ii) Assistant Professor Stage II :70** **iii) Assistant Professor Stage III: 70** | | | | | 29.20 | Refer page no- |

**\*Lectures, Tutorials, Practical, Project Supervision and FieldWork**

- **WorkloadasperUGCRegulations2016:**

| | Direct Teaching Hours per week |
|---|---|
| **Assistant Professor** | **16** |
| **Associate Professor** | **14** |

**(b) Examination duties (question paper setting, evaluation of answer scripts) as per allotment**

| Sl. No. | Type of Examination Duties | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷ 10 for all Teachers) | API Score | Remarks |
|---|---|---|---|---|---|
| 1. | Invigilation duties of University examination | 72 | 7.2 | 15.3 | Annexure- |
| 2. | Evaluation of answer scripts of University exams | 19 | 1.9 | | |
| 3. | Internal continuous assessments including question paper setting, invigilation and evaluation | 62 | 6.2 | | |
| | **Maximum API Score :**<br> 2)  **Assistant Professor Stage I : 20**<br>**ii) Assistant Professor Stage II : 20**<br>**iii) Assistant Professor Stage III : 20** | | | 15.3 | |

**c) Innovative teaching- learning methodologies; updating of subject content/ course, mentoringetc.**

  (a)  Updating of Courses/CurriculumDesign:

  (b)  Participation/Innovative – Interactivecourses:

  (c)  Particimpn./Innovative – LearningModules

  (d)  Participn./Innovative – Case Studiesprepared:

  (e)  Use of ICT or Computer-aided methods –ppt:

  (f)  Use of ICT – Multi-media/Simulationetc:

  (g)  Dev/Teaching Remedial/BridgeCourses:

  (h)  Dev/Teaching Soft skill/Communication/PersonalityDev:

  (i)  Special Programs in Phys.Edn./Library:

  (j)  Innovative Composition/Creation in Music, Fine Arts, PerfArts:

(k)  Organizing  &  cond.  OfpopularProg/Teaching Web-based/E- Library/IT-asst.teaching:

| Sl. No | Short Description (in terms of items) as listed above | Actual hours spent per Academic Year | Actual Score (Actual hours spent per academic Year ÷10) | API score | Remarks |
|---|---|---|---|---|---|
| 1. | (b)Participation/Innovative – Interactivecourses (Quiz, Extempore & debate) | 20 | 2 | 2 | Annexure- |
| 2. | (c) participation/Innovative – LearningModules (Teaching Plan for Computer Science General Sem II) | 14 | 1.4 | 1.4 | Annexure- |
| 3. | (e)Use of ICT or Computer-aided methods– ppt. | 54 | 5.4 | 5.4 | Annexure- |
| 4. | (f)Use of ICT –Multi-media resources and simulations | 22 | 2.2 | 2.2 | Annexure- |
| | **Maximum API Score :**<br> **i)Assistant Professor Stage I : 10**<br>**ii) Assistant Professor Stage II :10**<br>**iii) Assistant Professor Stage III :10** | | | 10 | |

In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out byteachers.

**Minimum API Score required for promotion under CAS for CATEGORY I (to be assessed yearly):**

| i) | Stage I to II | 80/ Year |
|---|---|---|
| ii) | Stage II to III | 80/Year |
| iii) | Stage III to IV | 75/Year |

**CATEGORY2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITY**

| Sl.No. | Type of Activity | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷10)* | API Score | Remarks |
|---|---|---|---|---|---|
| (a) | Student related Extension, Co-curricular &field based Activities | | | | |
| | i)Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.) **(Study visit to Shantiniketan on 3.5.18 with Mathematics Dept. )** | 8 | 0.8 | 0.8 | Annexure- |
| | ii) Other co-curricular activates (Cultural, Sports,NSS, and NCC etc.) **As a convener— 1. Accompanied college team to BU sports 2. Accompanied college team for DPI sports** | 40+12=52 | 5.2 | 5.2 | Annexure- |
| | iii) Extension and dissemination activities (public/popular lectures/talks/seminars | | | | |
| | **(Max API Score: 15)** | | | 6 | |
| (b) | Contribution to Corporate life and management of the sports units and institution through participation in through participation in responsibilities(including as Principal / Director responsibilities(including as Principal / Director that require regular office hrs for its discharge) | | | | |
| | i) Administrative Responsibility (including Dean/Principal/Chairperson/Convener/Teacher- in-charge/ similar other duties that require regular Office hours for its discharge) **(Head of the department)** | 62 | 6.2 | 6.2 | Annexure- |
| | ii) Participation in Board of Studies, Academic and Administrative committees **Member of – 1. Examination committee 2. Academic advisory committee 3. Admission verification committee Convener of -- 4. Computer committee** | 70+10+25+10 =115 | 11.5 | 11.5 | Annexure- |
| | **(Max API Score : 15)** | | | 15 | |
| c) | Professional Development activities (such as participation in seminars activities (such as participation in seminars talks, lectures in refresher / faculty development courses membership of associations, dissemination and general articles and any other contribution) **i. Refresher Course from U.G.C, HRDC, Ranchi University ii. One day State level seminar at Suri Vidyasagar College** | 108+3=111 | 11.1 | 11.1 | Annexure- |
| | **(Max API Score : 15)** | | | 11.1 | |
| | *For all categories of Teachers (Assistant/Associate) Total Score (a +b+c) **(Max :45)** | (6+15+11.1) | | 32.1 | |

**Minimum API Score for CATEGORY II, required to be assessed cumulatively –**

| | | |
|---|---|---|
| i) | Stage I to II | 50/Assessment Period |
| ii) | Stage II to III | 50/Assessment Period |
| iii) | Stage III to IV | 50/Assessment Period |

**\*The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period**

| | | |
|---|---|---|
| i) | Stage I to II | 04/Assessment Period |
| ii) | Stage II to III | 10/Assessment Period |
| iii) | Stage III to IV | 15/Assessment Period |

**III(F) Development of e-learning delivery process/material**
**API score -10/ Module**

| Sl. No. | Title of the Module | Course/Paper for which the module was prepared | Year and Date of presentation | API Score |
|---|---|---|---|---|
| | | | | |

**\*Minimum total API scores required for promotion under CATEGORY I +**

**CATEGORY II\*:**

| | | |
|---|---|---|
| i) | Stage I to II | 90/Assessment Period |
| ii) | Stage II to III | 120/Assessment Period |
| iii) | Stage III to IV | 150/Assessment Period |

**To G.O. No. 1373 –Edn (CS)**                                        **dated 07.12.2017**

This **FORMAT for Annual Self-Assessment for the Performance Based Appraisal System (PBAS)** is required to be filled up at the end of each Academic Year during the period of promotion and filled in Format along with all documents will be placed to the Screening/Selection Committee after duly approved by the IQAC and Principal/TIC/OIC of the concerned college.

**Annual Self-Assessment for the performance Based Appraisal System (PBAS)**
**Session/Year <u>01.07.2018-30.06.2019</u>**

**(To be completed and submitted at the end of each academic year)**
Part B: Academic Performance Indicators (API)
(Please see detailed instruction of the **PBAS-I** Proforma before filling out this section)

**CATEGORY1:** TEACHING, LEARNING AND EVALUATIONRELATED ACTIVITIES

2) **Directteaching (16/14) hoursperweekasapplicable)includingLectures, Tutorials, Practical, Project Supervision and Field work**

| Sl.No | Course/ Paper | Level | Mode of Teaching | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷7.5 for Assistant Prof. & ÷ 7.75 for Associate Prof.) | API Score | Remarks |
|---|---|---|---|---|---|---|---|
| 1. | Computer Science Gen  CC-1A,1B,1C & 1D -All units  SEC- 1 & 2 - All units | U.G- Sem-I,II,III & IV | L+ P | 309 | 41.2 | | |
| 2. | Physics Hons  CC-I (Mathematical Physics-I)  CC-V (Mathematical Physics-II) | U.G-Sem-I & III | P | 78 | 10.4 | | Annexure-I (Academic Audit) |
| 3. | Mathematics Hons CC-IV (Graphical Demonstration) CC-VII (Numerical Methods) | U.G-Sem-II &III | P | 42 | 5.6 | | |
| **Maximum API Score :**  2) **Assistant Professor Stage I :70** ii) **Assistant Professor Stage II :70** iii) **Assistant Professor Stage III: 70** | | | | | | 57.2 | Refer page no- |

**\*Lectures, Tutorials, Practical, Project Supervision and FieldWork**

- **WorkloadasperUGCRegulations2016:**

|  | Direct Teaching Hours per week |
|---|---|
| **Assistant Professor** | **16** |
| **Associate Professor** | **14** |

**(b)Examination duties (question paper setting, evaluation of answer scripts) as per allotment**

| Sl. No. | Type of Examination Duties | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷ 10 for all Teachers) | API Score | Remarks |
|---|---|---|---|---|---|
| 1. | Invigilation duties of University examination | 62 | 6.2 | 22.62 | Annexure- |
| 2. | Evaluation of answer scripts of University exams | 36.6 | 3.7 | | |
| 3. | Internal continuous assessments including question paper setting, invigilation and evaluation | 127.2 | 12.72 | | |
| | **Maximum API Score :**<br>**i)Assistant Professor Stage I : 20**<br>**ii) Assistant Professor Stage II : 20**<br>**iii) Assistant Professor Stage III : 20** | | | 20 | |

**c) Innovative teaching- learning methodologies; updating of subject content/ course, mentoringetc.**

- (a)    Updating of Courses/CurriculumDesign:
- (b)    Participation/Innovative – Interactivecourses:
- (c)    Participn./Innovative – LearningModules
- (d)    Participn./Innovative – Case Studiesprepared:
- (e)    Use of ICT or Computer-aided methods –ppt:
- (f)    Use of ICT – Multi-media/Simulationetc:
- (g)    Dev/Teaching Remedial/BridgeCourses:
- (h)    Dev/Teaching Soft skill/Communication/PersonalityDev:
- (i)    Special Programs in Phys.Edn./Library:
- (j)    Innovative Composition/Creation in Music, Fine Arts, PerfArts:

(k)    Organizing  &  cond.  OfpopularProg /Teaching Web-based/E- Library/IT-asst.teaching:

| Sl. No | Short Description (in terms of items) as listed above | Actual hours spent per Academic Year | Actual Score (Actual hours spent per academic Year ÷10) | API score | Remarks |
|---|---|---|---|---|---|
| 1. | (b)Participation/Innovative – Interactivecourses (Quiz, Extempore & debate) | 12 | 1.2 | 1.2 | Annexure- |
| 2. | (c)Participation/Innovative – LearningModules (Teaching Plan for Computer Science General) | 16 | 1.6 | 1.6 | Annexure- |
| 3. | (e)Use of ICT or Computer-aided methods– ppt. | 74 | 7.4 | 7.4 | Annexure- |
| 4. | (f)Use of ICT –Multi-media resources and simulations | 17 | 1.7 | 1.7 | Annexure- |
| | **Maximum API Score :**<br>**i)Assistant Professor Stage I : 10**<br>**ii) Assistant Professor Stage II :10**<br>**iii) Assistant Professor Stage III :10** | | | 10 | |

In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out byteachers.

**Minimum API Score required for promotion under CAS for CATEGORY I (to be assessed yearly):**

| i) | Stage I to II | 80/ Year |
|---|---|---|
| ii) | Stage II to III | 80/Year |
| iii) | Stage III to IV | 75/Year |

**CATEGORY2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITY**

| Sl.No. | Type of Activity | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷10)* | API Score | Remarks |
|---|---|---|---|---|---|
| (a) | Student related Extension, Co-curricular &field based Activities | | | | |
| | i)Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.) **(Study visit to Maithon Dam on 2.5.19)** | 8 | 0.8 | 0.8 | Annexure- |
| | ii) Other co-curricular activates (Cultural, Sports,NSS, and NCC etc.) **As a convener— 1. Accompanied college team to BU sports 2. Accompanied college team for DPI sports 3. Organized college sports** | 44+18+18 = 80 | 8 | 8 | Annexure- |
| | iii) Extension and dissemination activities (public/popular lectures/talks/seminars | | | | |
| | **(Max API Score : 15)** | | | 8.8 | |
| (b) | Contribution to Corporate life and management of the sports units and institution through participation in through participation in responsibilities(including as Principal / Director responsibilities(including as Principal / Director that require regular office hrs for its discharge) | | | | |
| | i) Administrative Responsibility ( including Dean/Principal/Chairperson/Convener/Teacher- in-charge/ similar other duties that require regular Office hours for its discharge) **(Head of the department)** | 90 | 9 | 9 | Annexure- |
| | ii) Participation in Board of Studies, Academic and Administrative committees **(Member of – 1. Examination committee 2. Academic advisory committee 3. Admission verification committee Convener of – 4. Computer committee** | 80+10+25+15 =130 | 13 | 13 | Annexure- |
| | **(Max API Score : 15)** | | | 15 | |
| c) | Professional Development activities (such as participation in seminars activities (such as participation in seminars talks, lectures in refresher / faculty development courses membership of associations, dissemination and general articles and any other contribution) **i)Two day National seminar on Higher Education in India by WBCUTA ii) One day seminar at Suri Vidyasagar College** | 6+3=9 | 0.9 | 0.9 | Annexure- |
| | **(Max API Score : 15)** | | | 0.9 | |
| | *For all categories of Teachers (Assistant/Associate) Total Score (a +b+c)  **(Max :45)** | (8.8+15+0.9) | | 24.7 | |

**Minimum API Score for CATEGORY II, required to be assessed cumulatively –**

| i) | Stage I to II | 50/Assessment Period |
|---|---|---|
| ii) | Stage II to III | 50/Assessment Period |
| iii) | Stage III to IV | 50/Assessment Period |

*The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period

| i) | Stage I to II | 04/Assessment Period |
|---|---|---|
| ii) | Stage II to III | 10/Assessment Period |
| iii) | Stage III to IV | 15/Assessment Period |

**III(F) Development of e-learning delivery process/material**
**API score -10/ Module**

| Sl. No. | Title of the Module | Course/Paper for which the module was prepared | Year and Date of presentation | API Score |
|---|---|---|---|---|
|  |  |  |  |  |

*Minimum total API scores required for promotion under CATEGORY I +

**CATEGORY II*:**

| i) | Stage I to II | 90/Assessment Period |
|---|---|---|
| ii) | Stage II to III | 120/Assessment Period |
| iii) | Stage III to IV | 150/Assessment Period |

**To G.O. No. 1373 –Edn (CS)**                                          **dated 07.12.2017**

   This FORMAT for Annual Self-Assessment for the Performance Based Appraisal System (PBAS) is required to be filled up at the end of each Academic Year during the period of promotion and filled in Format along with all documents will be placed to the Screening/Selection Committee after duly approved by the IQAC and Principal/TIC/OIC of the concerned college.

### Annual Self-Assessment for the performance Based Appraisal System (PBAS)
### Session/Year <u>01.07.2019-06.05.2020</u>

**(To be completed and submitted at the end of each academic year)**
Part B: Academic Performance Indicators (API)
(Please see detailed instruction of the **PBAS-I** Proforma before filling out this section)

**CATEGORY1:** TEACHING, LEARNING AND EVALUATIONRELATED ACTIVITIES

**Directteaching (16/14) hoursperweekasapplicableincludingLectures, Tutorials, Practical, Project Supervision and Field work**

| Sl.No | Course/ Paper | Level | Mode of Teaching | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷7.5 for Assistant Prof. &  ÷ 7.75 for Associate Prof.) | API Score | Remarks |
|---|---|---|---|---|---|---|---|
| 1. | Computer Science General CC-1A,1B, 1C & 1D - All units SEC- 1 & 2 - All units DSE- 1A & 1B –All units | U.G- Sem-I,II,III , IV,V & VI | L + P | 297 | 45.2 | | |
| 2. | Physics Honours CC-I (Mathematical Physics-I) CC-V (Mathematical Physics-II) CC-VIII (Mathematical Physics-III) | U.G-Sem-I ,III&IV | P | 86 | 11.4 | | Annexure-I (Academic Audit) |
| .3 | Mathematics Honours CC-IV (Graphical Demonstration) CC-VII (Numerical Methods) | U.G-Sem-II & III | P | 42 | 5.6 | | |
| | **Maximum API Score : i) Assistant Professor Stage I :70 ii) Assistant Professor Stage II :70 iii) Assistant Professor Stage III: 70** | | | | | 56.6 | Refer page no- |

**∗Lectures, Tutorials, Practical, Project Supervision and FieldWork**

- **WorkloadasperUGCRegulations2016:**

|  | Direct Teaching Hours per week |
|---|---|
| **Assistant Professor** | **16** |
| **Associate Professor** | **14** |

**（b）Examination duties (question paper setting, evaluation of answer scripts) as per allotment**

| Sl. No. | Type of Examination Duties | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷ 10 for all Teachers) | API Score | Remarks |
|---|---|---|---|---|---|
| 1. | Invigilation duties of University examination | 60 | 6.0 | 26.4 | Annexure- |
| 2. | Evaluation of answer scripts of University exams | 27.4 | 2.74 | | |
| 3. | Internal continuous assessments including question paper setting, invigilation and evaluation | 176.6 | 17.66 | | |
| | **Maximum API Score :**<br>**i) Assistant Professor Stage I : 20**<br>**ii) Assistant Professor Stage II : 20**<br>**iii) Assistant Professor Stage III : 20** | | | 20 | |

**c) Innovative teaching- learning methodologies; updating of subject content/ course, mentoringetc.**

    (a)    Updating of Courses/CurriculumDesign:

    (b)    Participation/Innovative – Interactivecourses:

    (c)    Participn./Innovative – LearningModules

    (d)    Participn./Innovative – Case Studiesprepared:

    (e)    Use of ICT or Computer-aided methods –ppt:

    (f)    Use of ICT – Multi-media/Simulationetc:

    (g)    Dev/Teaching Remedial/BridgeCourses:

    (h)    Dev/Teaching Soft skill/Communication/PersonalityDev:

    (i)    Special Programs in Phys.Edn./Library:

    (j)    Innovative Composition/Creation in Music, Fine Arts, PerfArts:

(k)    Organizing & cond. OfpopularProg /Teaching Web-based/E- Library/IT-asst.teaching:

| Sl. No | Short Description (in terms of items) as listed above | Actual hours spent per Academic Year | Actual Score (Actual hours spent per academic Year ÷10) | API score | Remarks |
|---|---|---|---|---|---|
| 1. | (b)Participation/Innovative – Interactivecourses (Quiz, Extempore & debate) | 12 | 1.2 | 1.2 | Annexure- |
| 2. | (c)Participation/Innovative – LearningModules (Teaching Plan for Computer Science General) | 16 | 1.6 | 1.6 | Annexure- |
| 3. | (e)Use of ICT or Computer-aided methods–ppt. | 76 | 7.6 | 7.6 | Annexure- |
| 4. | (f)Use of ICT –Multi-media slides and simulations | 12 | 1.2 | 1.2 | Annexure- |
| | **Maximum API Score :**<br>**i) Assistant Professor Stage I : 10**<br>**ii) Assistant Professor Stage II :10**<br>**iii) Assistant Professor Stage III :10** | | | 10 | |

In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out byteachers.

**Minimum API Score required for promotion under CAS for CATEGORY I (to be assessed yearly):**

| i) | Stage I to II | 80/ Year |
|------|-----------------|------------|
| ii) | Stage II to III | 80/Year |
| iii) | Stage III to IV | 75/Year |

**CATEGORY2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITY**

| Sl.No. | Type of Activity | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷10)* | API Score | Remarks |
|---|---|---|---|---|---|
| (a) | Student related Extension, Co-curricular &field-based Activities | | | | |
| | i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.) **(Study visit to Massanjore Dam on 12.3.20)** | 8 | 0.8 | 0.8 | Annexure- |
| | ii) Other co-curricular activates (Cultural, Sports, NSS, and NCC etc.) **As a convener— 1. Accompanied college team to BU sports 2. Accompanied college team for DPI sports 3. Organized college sports** | 40+18+18 = 76 | 7.6 | 7.6 | Annexure- |
| | iii) Extension and dissemination activities (public/popular lectures/talks/seminars | | | | |
| | **(Max API Score : 15)** | | | 8.4 | |
| (b) | Contribution to Corporate life and management of the sports units and institution through participation in through participation in responsibilities(including as Principal / Director responsibilities(including as Principal / Director that require regular office hrs for its discharge) | | | | |
| | i) ) Administrative Responsibility ( including Dean/Principal/Chairperson/Convener/Teacher- in-charge/ similar other duties that require regular Office hours for its discharge) **(Head of the department)** | 90 | 9 | 9 | Annexure- |
| | ii) Participation in Board of Studies, Academic and Administrative committees **Member of - 1. Career counseling committee 2. Grievance Redressal cell 3. Academic advisory committee 4. Admission verification committee Convener of - 5. Computer committee** | 10+12+12+35+15 =84 | 8.4 | 8.4 | Annexure- |
| | **(Max API Score : 15)** | | | 15 | |
| (c) | Professional Development activities (such as participation in seminars talks, lectures in refresher / faculty development courses membership of associations, dissemination and general articles and any other contribution) **i) Seminar on academic best practices at Suri Vidyasagar College ii) One day workshop on IUCN at Suri Vidyasagar College iii)Seminar on NEP-2019 by JU iv)Workshop on Gender Equity and women Rights at Suri Vidyasagar College** | 3+3+3+3=12 | 1.2 | 1.2 | Annexure- |
| | **(Max API Score: 15)** | | | 1.2 | |
| | *For all categories of Teachers (Assistant/Associate) Total Score (a +b+c) **(Max :45)** | | (8.4+15+1.2) | 24.6 | |

**Minimum API Score for CATEGORY II, required to be assessed cumulatively –**

| i) | Stage I to II | 50/Assessment Period |
|---|---|---|
| ii) | Stage II to III | 50/Assessment Period |
| iii) | Stage III to IV | 50/Assessment Period |

**\*The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period**

| i) | Stage I to II | 04/Assessment Period |
|---|---|---|
| ii) | Stage II to III | 10/Assessment Period |
| iii) | Stage III to IV | 15/Assessment Period |

**III(F) Development of e-learning delivery process/material**
**API score -10/ Module**

| Sl. No. | Title of the Module | Course/Paper for which the module was prepared | Year and Date of presentation | API Score |
|---|---|---|---|---|
| | | | | |

**\*Minimum total API scores required for promotion under CATEGORY I +**

**CATEGORY II\*:**

| i) | Stage I to II | 90/Assessment Period |
|---|---|---|
| ii) | Stage II to III | 120/Assessment Period |
| iii) | Stage III to IV | 150/Assessment Period |

## CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS:

## Minimum API Score for CATEGORY III, required to be assessed cumulatively –

| | | |
|---|---|---|
| i) | Stage I to II | 20/Assessment Period |
| ii) | Stage II to III | 50/Assessment Period |
| iii) | Stage III to IV | 75/Assessment Period |

## III (A) Research Papers Published in

- **Refereed Journals as notified by UGC in 'List of Journals' –25/publication**
- **Other Reputed Journals as notified by UGC in 'List of Journals' -10 per publication**

| Sl. No. | Title with pageno. | Journal | ISSN/ISBN No. | Whether peer Reviewed. Impact factor, ifany | No. of Co-author | Whether you are the main author | API Score | Remarks |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | |

*Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 20 points: (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all otherauthors.

**III (B) Publications other than journal articles (books, chapters in books) as prescribed in UGC Regulation 2016.**

- Text /Reference Books published by International Publisher with ISBN/ISSN number as approved by university: 30 per book for singleauthor
- Subject Books published by National level Publisher with ISBN/ISSN number orState

/Central Govt. Publications as approved by university:20 per book for single author

- Subject Books published by other local Publisher with ISBN/ISSN number as approved by university :15 per book for singleauthor
- Chapter in Books published by National /International level Publisher with ISBN/ISSN number as approved by university:
  International -10 per chapter
  National – 05 per chapter

| Sl. No. | Title of the publication with page no. and year of publication | Name of the of publisher | ISSN/ ISBN No. | No.of Co-author | Whether you are the main author | API Score |
|---|---|---|---|---|---|---|
| | | | | | | |

### III (C) RESEARCH PROJECTS

**III (C) (i) Sponsored Projects:**

        (a) Major Project with grants above Rs.30 lakhs (science)/above Rs.5 lakhs (Arts)
          -20 perproject

        (b) Major Project with grants Rs.05 lakhs up to Rs.30 lakhs (science)/Rs.03 lakhs up to Rs.05 lakhs
          (Arts) - 15perproject

        (c) Minor Project with grants above Rs. 01 lakh up to Rs.05 lakhs (science)/Rs.01 lakh up to
          Rs.03lakhs (Arts) -10 perproject

| Sl. No. | Title of the Major /Minor Project | Sponsoring Agency | Period | Grant/ Amount mobilized | API score |
|---|---|---|---|---|---|
|  |  |  |  |  |  |

**III (C) (ii) Consultancy Projects:**

**Amount Mobilized with a minimum of Rs.10 lakhs( Science)/Rs. 02 lakhs (Arts)- 10 for every Rs.10 lakhs and Rs.02 lakhs**

| Sl.No | Title of the Consultancy Project | Agency | Period | Grant/Amount Oblized | API score |
|---|---|---|---|---|---|
|  |  |  |  |  |  |

**III(C) (iii) Projects outcome/outputs**

- **APIscore:**

Patent / Technology transfer / Product/Process **(for Science)-**
    International level output--30 / each
    output National level output--- 20/each
    output

**(a) For Science: Patent / Technology transfer /Product/Process:**

| Sl. No. | Details of the Patent / Technology transfer / Product/Process | Date and year of acceptance of the patent/Technology | National /International | API score |
|---|---|---|---|---|
|  |  |  |  |  |

**(b) For Arts: Major Policy document prepared for International bodies WHO/UNO/UNESCO/UNICEF ETC.) / Central/State Government /localBodies**

- Major Policy document prepared for International bodies like WHO/UNO/UNESCO/UNICEF etc. Central/State Government /localBodies(**for Arts**)—
  - a) Major Policy document prepared for International bodies- 30
  - b) CentralGovernment-20
  - c) State Government–10
  - d) LocalBodies---05

| Sl. No. | Title of Major Policy document prepared | Date and year of acceptance of the Major Policy documents | Name of the body for which the policy was prepared | International/ National/Central Govt./State Govt./Local Bodies. | API score |
|---|---|---|---|---|---|
|  |  |  |  |  |  |

## III (D) Research Guidance

**API Score – (i)** Ph.D. awarded/ Thesis Submitted – 15 / 10 (for both Science & Arts) per candidate
**(ii)**M. Phil Degree Awarded/Thesis Submitted –5 (for both Science & Arts)/ candidate.

| Sl. No. | Number enrolled | Degree awarded | Thesis Submitted | API score |
|---------|-----------------|----------------|------------------|-----------|
| | M.Phil. or equivalent | | | |
| | Ph.D.or equivalent | | | |

## III(E) Fellowships, Awards and Invited lectures delivered in conferences/seminar

### (III)(E)(i) Fellowship /Award:

a) International Award/Fellowship from academic bodies- 15/award & 15/fellowship
b) National Award/Fellowship from academic bodies- 10/award & 10/fellowship
c) State /University level Award from academic bodies-05/award

| Sl. No. | Title of the Award /Fellowship | International /National/ State /University level | Name of the ward or Fellowship awarding Academic Body | Date &Year of achievement of Award/ Fellowship | API Score |
|---------|-------------------------------|-----------------------------------------------|------------------------------------------------------|-----------------------------------------------|-----------|
| | | | | | |

### III)E.(ii) Invited Lectures/papers.

a) International-7/lecture or 5/paperpresented
b) National-5/lecture or 3/paperpresented
c) State /University level-3 /lecture or 2/paperpresented

| Sl. No. | Title of the invited lecture/paper presented | Title of Conference/ Seminar with Date | Organized By | Whether International/ National/State or University | API Score | Remarks |
|---------|---------------------------------------------|----------------------------------------|--------------|----------------------------------------------------|-----------|---------|
| | | | | | | |
| | | | | | | |
| | Total* : | | | | | |

*The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period**

| i) | Stage I to II | 04/Assessment Period |
|-----|---------------|----------------------|
| ii) | Stage II to III | 10/Assessment Period |
| iii) | Stage III to IV | 15/Assessment Period |

## III(F) Development of e-learning delivery process/material
### API score -10/ Module

| Sl. No. | Title of the Module | Course/Paper for which the module was prepared | Year and Date of presentation | API Score |
|---------|---------------------|------------------------------------------------|-------------------------------|-----------|
|         |                     |                                                |                               |           |

*Minimum total API scores required for promotion under CATEGORY I +

CATEGORY II*:

| i)   | Stage I to II    | 90/Assessment Period  |
|------|------------------|-----------------------|
| ii)  | Stage II to III  | 120/Assessment Period |
| iii) | Stage III to IV  | 150/Assessment Period |

**\* Teachers may score the balance of points from either Category II or Category III to achieve the minimum score required under Category II + III**

| Sl. No. | Title of the Module | Course/Paper for which the module was prepared | Year and Date of presentation | API Score |
|---------|---------------------|------------------------------------------------|-------------------------------|-----------|

| i)   | Stage I to II    | 90/Assessment Period  |
|------|------------------|-----------------------|
| ii)  | Stage II to III  | 120/Assessment Period |
| iii) | Stage III to IV  | 150/Assessment Period |

**Summary of API scores: (in pursuance of G.O. No. 198–EH (CG) dated 07.12.2017)**

**Name of the Applicant: Shri Haradhan MardiSubject: Computer Science**

| Category | Criteria | API Score for previous 3/4/5/6 academic years as applicable for specific proposed stage of promotion from Stage I/II/III to Stage II/III/IV. | | | Total API Score for Assessment Period |
|---|---|---|---|---|---|
| | | 07.12.2017 to 30.06.2018 | 01.07.2018 to 30.06.2019 | 01.07.2019 to 06.05.2020 | |
| I | **CATEGORY I:** Teaching, learning and evaluation related activities *(to be assessed yearly)* | **54.5** | **87.2** | **86.6** | **228.3** |
| II | **CATEGORY II:** Cocurricular, extension and professional development related activity *(to be assessed cumulatively for assessment period)* | **32.1** | **24.7** | **24.6** | **81.4** |
| III | **CATEGORY III:** Research and Academic Contributions *(to be assessed cumulatively for assessment period)* | **0** | | | **0** |
| II + III | **Total API score** (Category II + Category III)/ Assessment Period) | **81.4** | | | **81.4** |

**Signature of**      **Signature of the**      **Signature of the**
**Incumbent**      **Coordinator, IQAC**         **Principal/TIC/OIC**
**with date and seal**

## IV. Summary of API Scores:

**Name of Applicant: Shri Haradhan Mardi**          **Subject: Computer Science**

| | Criteria | API Score for previous 3/4/5/6 academic years as applicable for specific proposed stage of promotion from Stage I/~~II/III~~ to Stage II/~~III/IV~~ | | | | | | | Total API score for the assessment period | | Percentage Distribution of Weightage Points in the Expert Assessment (Applicable only for selection committee) |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | 7.5.14 - 30.6.15 | 1.7.15 - 30.6.16 | 1.7.16 - 30.6.17 | 1.7.17 - 6.12.17 | 7.12.17 - 30.6.18 | 1.7.18 - 30.6.19 | 1.7.19 - 6.5.20 | | | |
| I | **CATEGORY I:** Teaching, learning and evaluation related activities *(to be assessed yearly)* | 123.6 | 124 | 123.4 | 124 | 54.5 | 87.2 | 86.6 | 723.3 | **Average API/Year** <br> 120.5 | |
| II | **CATEGORY II:** Co-curricular, extension and professional development related activity **(To be assessed cumulatively for assessment period)** | 31 | 38 | 34 | 20 | 32.1 | 24.7 | 24.6 | 204.4 | | |
| III | **CATEGORY III:** Research and Academic Contributions *(to be assessed cumulatively for assessment period)* | **Assessment Period 07.05.14 to 06.12.17** | | | | | | | 20 | | |
| | | **Assessment Period 07.12.17 to 06.05.20** | | | | | | | 0 | | |
| II+III | **Total API score (Category II + Category III)/ Assessment Period)** | **Total Assessment Period: 07.05.14 to 06.05.20** | | | | | | | 224.4 | | |

…………………………………..
***Signature of the Incumbent***

…………………………………..
***Signature of the Coordinator, IQAC with date and seal***

…………………………………..
***Signature of the Principal/TIC/OIC with date and seal***

| | | | |
|---|---|---|---|
| | *Date of Screening Committee / Selection committee and Venue* | *Date:* | *Venue:* |
| | *Recommendation of the Screening/Selection Committee for promotion on CAS with date of effect of promotion* | • ***Recommended for promotion from Stage I / ~~II /III~~ to Stage II / ~~III / IV~~*** <br> ***(Strike out which are not applicable)*** <br> • *Date of effect:* | |

…………………………
…………………..*Signature of the Principal/TIC/OIC with date and seal*

………………………….*Signature of the DPI Nominee with date and seal*

…………………
……*Signature of the Subject Expert/s with date and sea*

…………………….
…*Signature of the Subject Expert/s with date and seal*

**SUMMARY OF API SCORE: FOR THOSE WHERE ASSESSMENT PERIOD COVERS BOTH UGC REGULATIONS, 2010 AND UGC REGULATIONS**, 2016 (4TH AMENDMENT)

- Date of Screening cum Evaluation Committee/ Selection Committee
- Venue:
- Name of the Applicant: **SRI HARADHAN MARDI**     Subject: **COMPUTER SCIENCE**
- Date of RC/OP/WORKSHOP/STC: RC (08.06.18 to 28.06.18) / OP (08.05.17 to 03.06.18)

| | | Assessment Period | | | | |
|---|---|---|---|---|---|---|
| | | API score up to **06.12.2017** | | API score w.e.f. **07.12.2017** | | |
| | | **API** | | **API** | **Total API score in Assessment Period** | Percentage Distribution of Weight age Points in the Expert Assessment (applicable only for selection committee for Associate Professor) |
| | | **(A)** | | **(B)** | **(A + B)** | |
| **Cat I** | **Category I**(teaching-learning & evaluation related activities) [to be assessed yearly] | 495 | **Category I** (Teaching-learning & evaluation related activities) [to be assessed yearly] | 228.3 | 723.3 | |
| **Cat II** | **Category II** (co-curricular, extension and professional development activity)[to be assessed yearly] | 123 | **Category II** (co -curricular, extension and professional development activity)[to be assessed cumulatively for the assessment period] | 81.4 | 204.4 | |
| **Cat III** | **Category III** (research and academic contribution) [to be assessed cumulatively for the assessment period] | 20 | **Category III** (Research and academic contribution) [to be assessed cumulatively for the assessment period] | 0 | 20 | |

| Recommendation of the Screening / Selection Committee for promotion on CAS with date of effect of promotion | **Recommended for promotion fromStageI/~~II/III~~toStage II/~~III/IV~~(Strikeout which are not applicable)** Date of effect: | | |
|---|---|---|---|
| | | | |
| Signature of the Principal / TIC / OIC with date and seal | Signature of the DPI Nominee with date and seal | Signature of the Subject Expert with date and seal | Signature of the Subject Expert with date and seal |

## Part C: For use of the Screening cum Evaluation / Selection Committee

**Name of the College: Suri Vidyasagar College**

**Date of the Meeting:** Venue:

Name of the Incumbent: **HARADHAN MARDI**

Present designation: Assistant Professor (**Stage 1**/~~Stage 2/ Stage 3~~) of **COMPUTER SCIENCE**

Date of joining: **07/05/2014**

Date of awarded of Ph. D./ M. Phil.:**NA**

Scale of Pay: Rs. 15600-39100/- with AGP of Rs. **6000**/ ~~7000/ 8000~~

Designation after promotion: Assistant Professor (**Stage 2**/~~Stage 3/Associate Professor (Stage 4~~) Scale of Pay: Rs. 15600-39100/- or ~~Rs. 37400-67000/-~~ with AGP of Rs. **7000** /~~8000/ 9000~~

Date of effect:

Score for Interview (for Stage 3 to Stage 4) [F.M. 20]: Not Applicable

The Screening/Selection Committee has considered the proposal for promotion under CAS in respect of the incumbent mentioned above from the post of Assistant Professor (**Stage 1**/~~Stage 2 /Stage 3~~) to the post of Assistant Professor (**Stage 2**/ ~~Stage 3) /Associate Professor (Stage 4)~~. As the incumbent has fulfilled all conditions as laid down in **G.O. No. 920-Edn (CS) dated 31.12.2012 and G.O. No. 1373-Edn (CS) dated 07.12.2017** for promotion under CAS, the Committee recommends that the incumbent be promoted to the post of Assistant Professor (**Stage 2**/ Stage 3) /Associate Professor (Stage 4) with AGP of ` **7000** /~~8000 /9000~~ with effect from ………………………………………………….

The Committee further recommends that the post held by the incumbent be upgraded to the post of Assistant Professor (Stage 2/ ~~Stage 3~~) /~~AssociateProfessor (Stage 4)~~ with AGP of ` 7000 /~~8000 /9000~~ with effect from ……………………………………….. and the same would be reverted back to the post of Assistant Professor (Stage 1) as soon as it would fallen vacant due to superannuation or any other reason.

Necessary particulars with all relevant documents be sent to the Government for approval.

<br><br>

Signature of the Expert with Date and Seal       Signature of the Expert with Date and Seal
(*Nominated by the VC of the affiliating University*)       (*Nominated by the VC of the affiliating University*)

<br><br>

Signature of Govt. Nominee with Date and Seal       Signature of the Principal/ TIC of
(Nominated by the DPI, West Bengal)       College with Date and Seal

**Part D: for use of the Governing Body / Administrator of the College**

The Governing body in its meeting held on ………. ……..Resolved that on the basis of the recommendation of the screening/selection committee for the purpose of considering the matter of promotion under CAS, Sri/~~Smt./Dr~~.**Haradhan Mardi** of the Department of **Computer Science** of this college be promoted to the post of Assistant/ ~~Associate~~ Professor in the scale of pay Rs. 15600/- - 39100/- or ~~Rs.~~ 37400/- - 67000/- with AGP of Rs. 7000/8000/9000 with effect from 15/12/2020.

It is resolved that the post held by Sri/~~Smt./Dr~~.**Haradhan Mardi** be upgraded to the post Assistant/ ~~Associate~~ Professor in the scale of pay Rs. 15600/- - 39100/- or Rs. 37400/- - 67000/- with AGP of Rs. 7000/~~8000/9000~~ and the same will be reverted to the post of Assistant Professor (Stage 1) as soon as it falls vacant.

Resolved further that the Principal/TIC/Secretary would take up the matter with the DPI, West Bengal by providing with the following in respect of the incumbent:

i.    All Pay Fixation memos countersigned by the Principal/TIC.

ii.    Year-wise detailed leave statement countersigned by the Principal/TIC.

Date:                                              Signature of the President/ Administrator

                                                   Seal

| Examination | Name of the University | Year of Passing | % of Marks Obtained | Class/ Grade |
|---|---|---|---|---|
| B.Sc. | THE UNIVERSITY OF BURDWAN | 2004 | 58.625 (Annexure ) Refer to page no. | Second(II) |
| M.Sc. | THE UNIVERSITY OF BURDWAN | 2006 | 65.66 (Annexure ) Refer to page no. | First (I) |
| Other Exam., if any UGC-CSIR NET | HUMAN RESOURCE DEVELOPMENT GROUP, INDIA | 2006 | N/A UGC-JRF (Annexure ) Refer to page no. | N/A |

15. Research Degree(s):

| Degree | Name of the University | Date of Award | Title |
|---|---|---|---|
| M.Phil. | | | |
| Ph. D | | | |
| D.Sc./ D.Lit. | | | |

16. Details of Teaching/ Research/ Academic Experience:

| Designation | Employer | Period of service From        To | Scale of Pay |
|---|---|---|---|
| Assistant Professor (Stage I) | PRINCIPAL Suri Vidyasagar College | 08.07.2008        – 07.07.2014 | 15,600/- - 39,100/- AGP: 6000/- (Annexure ) Refer to page no. |
| Assistant Professor (Stage II) | PRINCIPAL Suri VidyasagarCollege | 08.07.2014 to till date | 15,600/- - 39,100/- AGP: 7000/- (Annexure ) Refer to page no. |

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

**Signature of the Incumbent**

All entries made above are checked and verified and found to be correct.

**Signature of the Coordinator, IQAC**
Date:
Seal:

**Signature of the Principal/ TIC**
Date:
Seal:

## Part B: Academic Performance Indicators (API)
### For the Session 2014-15 (From 08/07/14 to 30/06/2015)
(Please see detailed Instruction of the PBAS-I proforma before filling out this section)

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

**(ia) Lectures, seminars, tutorials, practical, contact hours undertaken taken as percentage of lectures allocated.**

| Sl. No. | Course/ Paper | Level | Mode of teaching* | Class allotted as per schedule | % of classes taken as per documented record | API Score | |
|---|---|---|---|---|---|---|---|
| 1. | Chemistry (Honours) **Paper-I** Module-2; Unit-I-IV Module-4;Unit-I & II Module-5;Unit-I to V **Paper-V** Module-1;Unit-I-VI Module-2;Unit-I-VIII **Paper-IX(A&B)** Module-2; Unit-I-IV Module-4;Unit-I-IV Module-5;Unit-I-III Module-8;Unit-I-IV Module-9A;Unit-I-IV Module-9B;Unit-I Module-9C;Unit-I&II Module-10;Unit-I-III **Paper-VIII (Practical)** **Paper-XII (Practical)** | Undergraduate: Part-I, Part-II & Part-III Honours | L, P | **270/274** | 98.7 | **49.4** | Annexure-Refer to page no. |
| | Chemistry (General) **Paper-I** Module-1; Unit-I&II Module-2;Unit-I & II Module-4;Unit-I to III **Paper-II** Module-1; Unit-I& II Module-2;Unit-I to IX **Paper-IV** Module-1; Unit-I-III Module-5;Unit-I **Paper-III (Practical)** **Paper-V (Practical)** | UG: Part I, Part-II &Part-III General | L, P | **52/52** | | | |

#Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours (C).

**(ib) Lectures and other teaching duties in excess of UGC norms**

| | CALCULATION OF API SCORE FOR I (i) ABOVE | API Score | Annex. |
|---|---|---|---|
| a) | Classes taken (**Maximum 50** for 100% performance & proportionate score up to 80% performance, below which no score may be given) | **49.4** | Annexure- |

| | | | |
|---|---|---|---|
| b) | Teaching load in excess of UGC norms/ Special Lectures/ Classes taken at the study center located in the district other than Kolkata **(Max score – 10)** (04 extra classes) | **10** | Annexure- |

**(ii) Reading/ Instructional material consulted and additional knowledge resources provided to students**

| Sl. No. | Course/ Paper | Consulted | Prescribed | Additional Resource provided | API Score | Annex. |
|---|---|---|---|---|---|---|
| 1. | UG (Honours): Inorganic Chemistry: Paper-I, Paper-V & Paper-IX both Theory and Practical. | Authentic Texts, Reference Books, Web and Printed Study Materials | Assignments, preparation of critical notes, laboratory experimental procedures and prepared notes from texts. | Critical Study materials (hard-copies), PPTs. | **10** | Annexure-Refer to page no. |
| 2. | UG(General): Inorganic Chemistry: Paper-I, Paper-II & Paper-IV both Theory and Practical. | Authentic Texts, Reference texts & Printed Study Materials. | Laboratory experimental procedures and prepared notes from texts. | Critical study materials, Collection of problems and solutions | **10** | |
| | | | | | | |
| API score based on preparation and Imparting of Knowledge/ instruction as per curriculum and syllabus enrichment by providing additional resources to students **(Max. score: 20)** | | | | | **20** | |

**(iii) Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.**

(a) Updating of Courses/ Curriculum Design:     5per course Max 10

(b) Participation/ Innovative – Interactive courses    5

(c) Participn./ Innovative – Learning Modules:     5      Max 10

(d) Participn./ Innovative – Case Studies prepared:  5      Max 10

(e) Use of ICT or Computer-aided methods – ppt:   5

(f) Use of ICT – Multi-media/ Simulation etc:     5      Max 10

(g) Dev/ Teaching Remedial/ Bridge Courses:     5 each     Max 10

(h) Dev/ Teaching Soft skill/ Communication/ Personality Dev: 5each   Max 10

(i) Special Programs in Phys. Edn./ Library:     5 each      Max 10

(j) Innovative Composition/ Creation in Music, Fine Arts, Perf Arts: 5 each; Max 10

(k) Organizing & cond. Of popul. Prog./ Teaching Web-based/ E-Library/IT-asst teaching:
                Workshops/Teaching – 10 points, Popularization program – 5 points

| Sl. No. | Short Description (in terms of items) as listed above | API Score | **Annex.** |
|---|---|---|---|
| 1. | Participation/Innovative-Learning Modules **(Teaching Plan In both Hons & Gen)** | 10 | |
| 2. | Use of ICT or Computer-aided methods – **PowerPoint presentation, e-learning materials for imparting lectures** | 5 | |
| 3. | Use of ICT – Multi-media: **Multimedia, Slides** | 5 | |
| 4. | Participation/ Innovative – Interactive courses: **syllabus-based seminar, question answer session and quiz contest** | 5 | |
| | **(Max API Score: 20)**                Total Score: | **20** | Annexure- |

**(iv) Examination duties Assigned and Performed:**

(a) Invigil. – 10, Evalua. – 5, Q. paper setting/ Moderation- 5; Max: 20 [100% compliance]
(b) Internal/ Continuous Assessment work as allotted-10 [100% compliance];
(c) Exam Coordination Cell/ Outstation or Flying Squad: 10 [100% compliance]

| Sl. No. | Type of Examination Duties | Duties Assigned | Extent to which carried out (%) | API Score | Annex. |
|---|---|---|---|---|---|
| 1. | Invigilation **(University final examinations Part I, II & III of both Honours & General)** | Yes | 100 | 10 | |
| 2. | Evaluation of Answer Script **(University Examinations)** | Yes | 100 | 05 | |
| 3. | Internal/ Continuous Assessment **(Paper setting, invigilation and evaluation in internal examinations-base level, 1ˢᵗ terminal, 2ⁿᵈ terminal and test exams.)** | Yes | 100 | 10 | |
| | **(Max API Score: 25)** | | | **25** | Annexure- |

## CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

Please mention your contribution to any of the following:

| Sl. No. | Type of Activity | Average Hrs/ week | API Score | Annex. |
|---|---|---|---|---|
| | **(I)    Extension, Co-curricular &field-based activities** (5 points each) | | | |
| | a)  Field Study/ Ed. Tour             5 each    Max 10 | Study tour (at Panchet Dam with all the students on 23/12/2014.) | **5** | Annexure- |
| | b)  NSS/ NCC/ NSO etc: each activity 10 points             Max 10 | | | |
| | c)  Student/ Staff Sports Campus Publication etc: (dept level 2 points, Instn level 5 points) Max 10 | Annual college sports (Acting as organizer and referee) | **5** | Annexure- |
| | d)  Community Work(Env, Hum. Rights, Scientific temper, Peace/Relief etc):    Max 10 | | | |
| | **(Max API Score: 20)** | I | **10** | |
| | | | | |
| | **(II)    Contribution to Corporate Life and Management of the Institution** | Yearly/ Semester wise Responsibilities | API Score | |
| | a)  Governance Responsibility(PG/IQAC/NAAC coordinator/ Bursar/ Warden etc.)             Max 10 | | | |
| | b)  Academic/ Administrative Committees like Admission/ Campus Dev/ Library Comm: 5 each   Max 10 | **Member** of 1.Laboratory Equipment Purchase Committee 2. Games and Sports & Gymnasium Committee | **10** | Annexure- |

| | | | | |
|---|---|---|---|---|
| | c) Student Welfare/ Placement/ Counseling/ Discipline 5 each Max 10 | | | |
| | d) Conf Organization/ Chair Secretary/ Treasurer (I) International:10, (II) National/Reg.: 5, (III) Member: 1 each | | | |
| | **(Max API Score: 15)** | **II** | **10** | |
| | | | | |
| | **(III) Professional Development Activities** | | | |
| | a) Member in Professional Committees (I)National 3 (II)State 2;            Max 10 | | | |
| | b) Participation in Conf/Seminars without paper: 2 each; Max 10 | Participation in National Level Seminar-02 | **04** | |
| | c) Short-term courses/ Training less than a week: 5 each  Max 10 | | | |
| | d) Membership/Participation in State/Central Bodies/Committees:          5 each  Max 10 | | | |
| | e) Newspaper/Magazine/ Radio-TV progr (Not covered in Category III):        1 each ; Max 10 | | | |
| | **(Max API Score: 15)** | **III** | **04** | |
| | Total Score (I+II+III)    **(Max: 50)** | | **24** | |
| | Minimum API Score required – 15 | | | |

## Part B: Academic Performance Indicators (API)
## For the Session 2015 - 16 (From 01/07/15 to 30/06/2016)
(Please see detailed Instruction of the PBAS-I proforma before filling out this section)

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

**(ia) Lectures, seminars, tutorials, practical, contact hours undertaken taken as percentage of lectures allocated.**

| Sl. No. | Course/ Paper | Level | Mode of teaching* | Class allotted as per schedule | % of classes taken as per documented record | API Score | Annex. |
|---|---|---|---|---|---|---|---|
| 1. | Chemistry (Honours) **Paper-I** Module-2; Unit-I-IV Module-4;Unit-I & II Module-5;Unit-I to V **Paper-V** Module-1;Unit-I-VI Module-2;Unit-I-VIII **Paper-IX(A&B)** Module-2; Unit-I-IV Module-4;Unit-I-IV Module-5;Unit-I-III Module-8;Unit-I-IV Module-9A;Unit-I-IV Module-9B;Unit-I Module-9C;UnitI&II Module-10;Unit-I-III **Paper-VIII (Practical)** **Paper-XII (Practical)** | Undergraduate Part I, Part-II & Part-III Honours | L, P | 232/234 | 98.3 | 49.1 | Annexure-Refer to page no. |
| | Chemistry (General) **Paper-I** Module-1; Unit-I&II Module-2;Unit-I & II Module-4;Unit-I- III **Paper-II** Module-1; Unit-I& II Module-2;Unit-I-IX **Paper-IV** Module-1; Unit-I-III Module-5;Unit-I **Paper-III (Practical)** **Paper-V (Practical)** | UG: Part I, Part-II &Part- III General | L, P | 60/63 | | | |

#Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours (C).

**(ib) Lectures and other teaching duties in excess of UGC norms**

| | CALCULATION OF API SCORE FOR I (i) ABOVE | **API Score** | Annex. |
|---|---|---|---|
| a) | Classes taken (**Maximum 50** for 100% performance & proportionate score up to 80% performance, below which no score may be given) | 49.1 | Annexure- |

| b) | Teaching load in excess of UGC norms/ Special Lectures/ Classes taken at the study center located in the district other than Kolkata (**Max score – 10**)(07 extra classes) | 10 | Annexure- |

**(ii) Reading/ Instructional material consulted and additional knowledge resources provided to students**

| Sl. No. | Course/ Paper | Consulted | Prescribed | Additional Resource provided | API Score | Annex. |
|---|---|---|---|---|---|---|
| 1. | UG (Honours): Inorganic Chemistry: Paper-I, Paper-V & Paper-IX both Theory and Practical. | Authentic Texts, Reference Books, Web and Printed Study Materials | Assignments, preparation of critical notes, laboratory experimental procedures and prepared notes from texts. | Critical Study materials (hard-copies), PPTs. | **10** | Annexure-Refer to page no. |
| 2. | UG(General): Inorganic Chemistry: Paper-I, Paper-II & Paper-IV both Theory and Practical. | Authentic Texts, Reference texts & Printed Study Materials. | Laboratory experimental procedures and prepared notes from texts. | Critical study materials, Collection of problems and solutions | **10** | |
| API score based on preparation and Imparting of Knowledge/ instruction as per curriculum and syllabus enrichment by providing additional resources to students (**Max. score: 20**) | | | | | **20** | |

**(iii) Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.**

(a) Updating of Courses/ Curriculum Design:      5per course Max 10
(b) Participation/ Innovative – Interactive courses   5
(c) Participn./ Innovative – Learning Modules:    5       Max 10
(d) Participn./ Innovative – Case Studies prepared:  5       Max 10
(e) Use of ICT or Computer-aided methods – ppt:  5
(f) Use of ICT – Multi-media/ Simulation etc:   5       Max 10
(g) Dev/ Teaching Remedial/ Bridge Courses:    5 each    Max 10
(h) Dev/ Teaching Soft skill/ Communication/ Personality Dev: 5each   Max 10
(i) Special Programs in Phys. Edn./ Library:    5 each      Max 10
(j) Innovative Composition/ Creation in Music, Fine Arts, Perf Arts: 5 each; Max 10
(k) Organizing & cond. Of popul. Prog./ Teaching Web-based/ E-Library/IT-asst teaching:
          Workshops/Teaching – 10 points, Popularization program – 5 points

| Sl. No. | Short Description (in terms of items) as listed above | API Score | Annex. |
|---|---|---|---|
| 1. | Participation/Innovative-Learning Modules (**Teaching Plan In both Hons & Gen. courses**) | 10 | |
| 2. | Use of ICT or Computer-aided methods – **PowerPoint presentation, e-learning materials for imparting lectures** | 5 | |

| 3. | Use of ICT – Multi-media: **Multimedia, Slides** | 5 | |
| 4. | Participation/ Innovative – Interactive courses: **syllabus-basedquiz, extempore, group discussion.** | 5 | |
| | **(Max API Score: 20)** Total Score: | **20** | Annexure- |

### (iv) Examination duties Assigned and Performed:

(d) Invigil. – 10, Evalua. – 5, Q. paper setting/ Moderation- 5; Max: 20 [100% compliance]

(e) Internal/ Continuous Assessment work as allotted-10 [100% compliance];

(f) Exam Coordination Cell/ Outstation or Flying Squad: 10 [100% compliance]

| Sl. No. | Type of Examination Duties | Duties Assigned | Extent to which carried out (%) | API Score | Annex. |
|---|---|---|---|---|---|
| 1. | Invigilation **(University final examinations Part I, II & III of both Honours & General)** | Yes | 100 | 10 | |
| 2. | Evaluation of Answer Script **(University Examinations)** | Yes | 100 | 05 | |
| 4. | Internal/ Continuous Assessment **(Paper setting, invigilation and evaluation in internal examinations-base level, 1st terminal, 2nd terminal and test exams.)** | Yes | 100 | 10 | |
| | **(Max API Score: 25)** | | | **25** | Annexure- |

## CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

Please mention your contribution to any of the following:

| Sl. No. | Type of Activity | Average Hrs/ week | API Score | Annex. |
|---|---|---|---|---|
| | **(I) Extension, Co-curricular & field based activities** (5 points each) | | | |
| | a) Field Study/ Ed. Tours 5 each Max 10 | Study Tour (at Maithon dam with all the students on 21/12/2015) | **5** | |
| | b) NSS/ NCC/ NSO etc: each activity 10 points Max 10 | | | |
| | c) Student/ Staff Sports Campus Publication etc: (dept level 2 points, Instn level5points) Max 10 | Annual CollegeSports(Acting as organizer and Referee) | **5** | |
| | d) Community Work (Env, Hum. Rights, Scientific temper, Peace/Relief etc): Max 10 | | | |
| | **(Max API Score: 20)** | I | **10** | |
| | | | | |

| | (II) Contribution to Corporate Life and Management of the Institution | Yearly/ Semester wise Responsibilities | API Score | |
|---|---|---|---|---|
| | a) Governance Responsibility (PG/IQAC/NAAC coordinator/ Bursar/ Warden etc.) Max 10 | | | |
| | b) Academic/ Administrative Committees like Admission/ Campus Dev/ Library Comm: 5 each Max 10 | **Member** of 1.Laboratory Equipment Purchase Committee, 2.Games and Sports & Gymnasium Sub-Committee | **10** | Annexure- |
| | c) Student Welfare/ Placement/ Counseling/ Discipline 5 each Max 10 | | | |
| | d) Conf Organization/ Chair Secretary/ Treasurer (I) International:10, (II) National/Reg.: 5, (III) Member: 1 each | NationalSeminar Organizing Committee(**Member**) | **01** | |
| **(Max API Score: 15)** | | **II** | **11** | |
| | | | | |
| **(III)Professional Development Activities** | | | | |
| | a) Member in Professional Committees (I)National 3 (II)State 2; Max 10 | | | |
| | b) Participation in Conf/Seminars without paper: 2 each; Max 10 | Participation in NationalLevel Seminar-02 | **04** | |
| | c) Short-term courses/ Training less than a week: 5 each Max 10 | | | |
| | d) Membership/Participation in State/Central Bodies/ Committees: 5 each Max 10 | | | |
| | e) Newspaper/Magazine/ Radio-TV progr (Not covered in Category III): 1 each ; Max 10 | | | |
| | **(Max API Score: 15)** | **III** | **04** | |
| | Total Score (I+II+III) (**Max: 50**) | | **25** | |
| | Minimum API Score required – 15 | | | |

## Part B: Academic Performance Indicators (API)
### For the Session 2016 - 17 (From 01/07/16 to 30/06/2017)
(Please see detailed Instruction of the PBAS-I proforma before filling out this section)

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

**(ia) Lectures, seminars, tutorials, practical, contact hours undertaken taken as percentage of lectures allocated.**

| Sl. No. | Course/ Paper | Level | Mode of teaching* | Class allotted as per schedule | % of classes taken as per documented record | API Score | Annex. |
|---|---|---|---|---|---|---|---|
| 1. | Chemistry (Honours) **Paper-I** Module-2; Unit-I-IV Module-4;Unit-I & II Module-5;Unit-I to V **Paper-V** Module-1;Unit-I-VI Module-2;Unit-I-VIII **Paper-IX(A&B)** Module-2; Unit-I-IV Module-4;Unit-I-IV Module-5;Unit-I-III Module-8;Unit-I-IV Module-9A;Unit-I-IV Module-9B;Unit-I Module-9C;Unit-I&II Module-10;Unit-I-III **Paper-VIII (Practical)** **Paper-XII (Practical)** | Undergraduate Part-I, Part-II & Part-III Honours | L, P | 264/264 | 99.7 | **49.8** | Annexure- Refer to the page no. |
| | Chemistry (General) **Paper-I** Module-1; Unit-I&II Module-2;Unit-I & II Module-4;Unit-I to III **Paper-II** Module-1; Unit-I& II Module-2;Unit-I to IX **Paper-IV** Module-1; Unit-I-III Module-5;Unit-I **Paper-III (Practical)** **Paper-V (Practical)** | UG: Part I, Part-II &Part-III General | L,P | 67/68 | | | |

#Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours (C).

**(ib) Lectures and other teaching duties in excess of UGC norms**

| | CALCULATION OF API SCORE FOR I (i) ABOVE | API Score | Annex. |
|---|---|---|---|
| a) | Classes taken (**Maximum 50** for 100% performance & proportionate score up to 80% performance, below which no score may be given) | **49.8** | Annexure- |
| b) | Teaching load in excess of UGC norms/ Special Lectures/ Classes taken at the study center located in the district other than Kolkata (**Max score – 10**)(05 extra classes) | **10** | Annexure- |

**(ii) Reading/ Instructional material consulted and additional knowledge resources provided to students**

| Sl. No. | Course/ Paper | Consulted | Prescribed | Additional Resource provided | API Score | Annex. |
|---|---|---|---|---|---|---|
| 1. | UG (Honours): Inorganic Chemistry: Paper-I, Paper-V & Paper-IX both Theory and Practical. | Authentic Texts, Reference Books, Web and Printed Study Materials | Assignments, preparation of critical notes, laboratory experimental procedures and prepared notes from texts. | Critical Study materials (hard-copies), PPTs. | 10 | Annexure- |
| 2. | UG(General): Inorganic Chemistry: Paper-I, Paper-II & Paper-IV both Theory and Practical. | Authentic Texts, Reference texts & Printed Study Materials. | Laboratory experimental procedures and prepared notes from texts. | Critical study materials, Collection of problems and solutions | 10 | |
| API score based on preparation and Imparting of Knowledge/ instruction as per curriculum and syllabus enrichment by providing additional resources to students (**Max. score: 20**) | | | | | 20 | |

**(iii) Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.**

(l)  Updating of Courses/ Curriculum Design:        5per course Max 10

(m)Participation/ Innovative – Interactive courses    5

(n)  Participn./ Innovative – Learning Modules:        5            Max 10

(o)  Participn./ Innovative – Case Studies prepared:  5            Max 10

(p)  Use of ICT or Computer-aided methods – ppt:    5

(q)  Use of ICT – Multi-media/ Simulation etc:        5            Max 10

(r)  Dev/ Teaching Remedial/ Bridge Courses:        5 each        Max 10

(s)  Dev/ Teaching Soft skill/ Communication/ Personality Dev: 5each   Max 10

(t)  Special Programs in Phys. Edn./ Library:        5 each        Max 10

(u)  Innovative Composition/ Creation in Music, Fine Arts, Perf Arts: 5 each; Max 10

(v)  Organizing & cond. Of popul. Prog./ Teaching Web-based/ E-Library/IT-asst teaching:
            Workshops/Teaching – 10 points, Popularization program – 5 points

| Sl. No. | Short Description (in terms of items) as listed above | API Score | **Annex.** |
|---|---|---|---|
| 1. | Participation/Innovative-Learning Modules (**Teaching Plan In both Hons & Gen**) | 10 | |

| 2. | Use of ICT or Computer-aided methods – **PowerPoint presentation, e-learning materials for imparting lectures** | 5 | |
|---|---|---|---|
| 3. | Use of ICT – Multi-media: **Multimedia, Slides** | 5 | |
| 4. | Participation/ Innovative – Interactive courses: **syllabus-basedquiz, extempore, group discussion.** | 5 | |
| | **(Max API Score: 20)**                    Total Score: | **20** | Annexure- |

## (iv) Examination duties Assigned and Performed:

(g) Invigil. – 10, Evalua. – 5, Q. paper setting/ Moderation- 5; Max: 20 [100% compliance]

(h) Internal/ Continuous Assessment work as allotted-10 [100% compliance];

(i) Exam Coordination Cell/ Outstation or Flying Squad: 10 [100% compliance]

| Sl. No. | Type of Examination Duties | Duties Assigned | Extent to which carried out (%) | API Score | Annex. |
|---|---|---|---|---|---|
| 1. | Invigilation **(University final examinations Part I, II & III of both Honours & General)** | Yes | 100 | 10 | |
| 2. | Evaluation of Answer Script **(University Examinations)** | Yes | 100 | 05 | |
| 3. | Internal/ Continuous Assessment **(Paper setting, invigilation and evaluation in internal examinations-base level, 1st terminal, 2nd terminal and test exams.)** | Yes | 100 | 10 | |
| | **(Max API Score: 25)** | | | **25** | Annexure- |

## CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

Please mention your contribution to any of the following:

| Sl. No. | Type of Activity | Average Hrs/ week | API Score | Annex. |
|---|---|---|---|---|
| | **(I)        Extension, Co-curricular & field based activities** (5 points each) | | | |
| | a)  Field Study/ Ed. Tours            5 each     Max 10 | Educational Tour (at Bakreswar Thermal Power with all the students on 23/12/2016) | **5** | Annexure- |
| | b)  NSS/ NCC/ NSO etc: each activity 10 points            Max 10 | | | |
| | c)  Student/ Staff Sports Campus Publication etc: (dept level 2 points, Instn level 5 points) Max 10 | Annual College Sports (Acting as Organizer and Referee) | **05** | Annexure- |
| | d)  Community Work (Env, Hum. Rights, Scientific temper, Peace/Relief | | | |

| | | | | |
|---|---|---|---|---|
| | etc): Max 10 | | | |
| | **(Max API Score: 20)** | **I** | **10** | |
| | | | | |
| | **(II) Contribution to Corporate Life and Management of the Institution** | Yearly/ Semester wise Responsibilities | API Score | |
| | | | | |
| | a) Governance Responsibility (PG/IQAC/NAAC coordinator/ Bursar/ Warden etc.) Max 10 | | | |
| | b) Academic/ Administrative Committees like Admission/ Campus Dev/ Library Comm: 5 each Max 10 | Member of – 1.Laboratory Equipment Purchase Committee, 2. Games and Sports & Gymnasium committee 5. Admission committee 4.member of YPC Committee | **10** | Annexure- |
| | c) Student Welfare/ Placement/ Counseling/ Discipline 5 each Max 10 | 1. Hostel Welfare committee | **5** | |
| | d) Conf Organization/ Chair Secretary/ Treasurer (I) International:10, (II) National/Reg.: 5, (III) Member: 1 each | | | |
| | **(Max API Score: 15)** | **II** | **15** | |
| | | | | |
| | **(III) Professional Development Activities** | | | |
| | a) Member in Professional Committees (I)National 3 (II)State 2; Max 10 | | | |
| | b) Participation in Conf/Seminars without paper: 2 each; Max 10 | Participation in National Level Seminar-02 | **04** | |
| | c) Short-term courses/ Training less than a week: 5 each Max 10 | | | |
| | d) Membership/Participation in State/Central Bodies/ Committees: 5 each Max 10 | | | |
| | e) Newspaper/Magazine/ Radio-TV progr (Not covered in Category III): 1 each ; Max 10 | | | |
| | **(Max API Score: 15)** | **III** | **04** | |
| | Total Score (I+II+III) **(Max: 50)** | | **29** | |
| | | | | |
| | Minimum API Score required – 15 | | | |

(Please see detailed Instruction of the PBAS-I proforma before filling out this section)

**CATEGORY 1:** TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

**(ia) Lectures, seminars, tutorials, practical, contact hours undertaken taken as percentage of lectures allocated.**

| Sl. No. | Course/ Paper | Level | Mode of teaching* | Class allotted as per schedule | % of classes taken as per documented record | API Score | Annex. |
|---|---|---|---|---|---|---|---|
| 1. | Chemistry (Honours) **Paper-I** Module-2; Unit-I-IV Module-4;Unit-I & II **Paper-V** Module-1;Unit-I-VI **Paper-IX(A&B)** Module-2; Unit-I-IV Module-4;Unit-I-IV Module-5;Unit-I-III **Paper-VIII (Practical)** **Paper-XII (Practical)** | Undergraduate: Part-I, Part-II & Part-III Honours | L, P | 121/122 | 99.3 | **49.7** | Annexure- Refer to page no. |
| | Chemistry (General) **Paper-I** Module-1; Unit-I&II Module-2;Unit-I & II **Paper-II** Module-1; Unit-I& II **Paper-IV** Module-1; Unit-I-III **Paper-III (Practical)** **Paper-V (Practical)** **SEM-I ; CC-1A** Module-2;Unit-I-III Module-4;Unit-I | UG: Part I, Part-II, Part-III & SEM-I General | L, P | 30/30 | | | |

#Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours (C).

**(ib) Lectures and other teaching duties in excess of UGC norms**

| | CALCULATION OF API SCORE FOR I (i) ABOVE | API Score | Annex. |
|---|---|---|---|
| a) | Classes taken (**Maximum 50** for 100% performance & proportionate score up to 80% performance, below which no score may be given) | **50** | Annexure- |
| b) | Teaching load in excess of UGC norms/ Special Lectures/ Classes taken at the study centre located in the District other than Kolkata (**Max score** | **10** | Annexure- |

| | | | | | | |
|---|---|---|---|---|---|---|
| | **– 10)**(04 extra classes) | | | | | |

**(ii) Reading/ Instructional material consulted and additional knowledge resources provided to students**

| Sl. No. | Course/ Paper | Consulted | Prescribed | Additional Resource provided | API Score | Annex. |
|---|---|---|---|---|---|---|
| 1. | UG (Honours): Inorganic Chemistry: Paper-I, Paper-V & Paper-IX both Theory and Practical. | Authentic Texts, Reference Books, Web and Printed Study Materials | Assignments, preparation of critical notes, laboratory experimental procedures and prepared notes from texts. | Critical Study materials (hard-copies), PPTs. | **10** | Annexure-Refer to page no. |
| 2. | UG(General): Inorganic Chemistry: Paper-I, Paper-II & Paper-IV both Theory and Practical. | Authentic Texts, Reference texts & Printed Study Materials. | Laboratory experimental procedures and prepared notes from texts. | Critical study materials, Collection of problems and solutions | **10** | |
| API score based on preparation and Imparting of Knowledge/ instruction as per curriculum and syllabus enrichment by providing additional resources to students **(Max. score: 20)** | | | | | **20** | |

**(iii) Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.**

(w) Updating of Courses/ Curriculum Design:        5per course Max 10

(x) Participation/ Innovative – Interactive courses    5

(y) Participn./ Innovative – Learning Modules:    5        Max 10

(z) Participn./ Innovative – Case Studies prepared: 5        Max 10

(aa)    Use of ICT or Computer-aided methods – ppt:    5

(bb)    Use of ICT – Multi-media/ Simulation etc:  5        Max 10

(cc)    Dev/ Teaching Remedial/ Bridge Courses:  5 each    Max 10

(dd)    Dev/ Teaching Soft skill/ Communication/ Personality Dev: 5each   Max 10

(ee)    Special Programs in Phys. Edn./ Library:        5 each        Max 10

(ff) Innovative Composition/ Creation in Music, Fine Arts, Perf Arts: 5 each; Max 10

(gg)    Organizing & cond. Of popul. Prog./ Teaching Web-based/ E-Library/IT-asst teaching:
        Workshops/Teaching – 10 points, Popularization program – 5 points

| Sl. No. | Short Description (in terms of items) as listed above | API Score | Annex. |
|---|---|---|---|
| 1. | Participation/Innovative-Learning Modules **(Teaching Plan In both Hons & Gen)** | 10 | |
| 2. | Use of ICT or Computer-aided methods – **PowerPoint presentation, e-learning materials for imparting lectures** | 5 | |
| 3. | Use of ICT – Multi-media: **Multimedia, Slides** | 5 | |
| 4. | Participation/ Innovative – Interactive courses: **syllabus-based seminar, question answer session and quiz contest** | 5 | |

| | (Max API Score: 20) | Total Score: | **20** | Annexure- |
|---|---|---|---|---|

## (iv) Examination duties Assigned and Performed:

(j) Invigil. – 10, Evalua. – 5, Q. paper setting/ Moderation- 5; Max: 20 [100% compliance]

(k) Internal/ Continuous Assessment work as allotted-10 [100% compliance];

(l) Exam Coordination Cell/ Outstation or Flying Squad: 10 [100% compliance]

| Sl. No. | Type of Examination Duties | Duties Assigned | Extent to which carried out (%) | API Score | Annex. |
|---|---|---|---|---|---|
| 1. | Invigilation<br>**(University final examinations Part I, II & III of both Honours & General)** | Yes | 100 | 10 | |
| 2. | Evaluation of Answer Script<br>**(University Examinations)** | Yes | 100 | 05 | |
| 4. | Internal/ Continuous Assessment<br>**(Paper setting, invigilation and evaluation in internal examinations-base level, 1st terminal, 2nd terminal and test exams.)** | Yes | 100 | 10 | |
| | **(Max API Score: 25)** | | | **25** | Annexure- |

## CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

Please mention your contribution to any of the following:

| Sl. No. | Type of Activity | Average Hrs/ week | API Score | Annex. |
|---|---|---|---|---|
| | **(IV)    Extension, Co-curricular & field based activities** (5 points each) | | | |
| | e)  Field Study/ Ed. Tours<br>          5 each     Max 10 | Educational Tour<br>(At Massanjore,Hydroelectric Power Plant with all the students on 05/12/2017) | **5** | |
| | f)  NSS/ NCC/ NSO etc:<br>each activity 10 points          Max 10 | | | |
| | g)  Student/ Staff Sports Campus Publication etc:<br>(dept level 2 points, Instn level 5 points) Max 10 | DPI Sports<br>(Member of the Organizing Committee anaad volunteer) | **5** | |
| | h)  Community Work<br>(Env, Hum. Rights, Scientific temper, Peace/Relief etc):     Max 10 | | | |
| | **(Max API Score: 20)** | I | **10** | |
| | | | | |

| | | Yearly/ Semester wise Responsibilities | API Score | |
|---|---|---|---|---|
| | **(V)** **Contribution to Corporate Life and Management of the Institution** | | | |
| | e) Governance Responsibility (PG/IQAC/NAAC coordinator/ Bursar/ Warden etc.)        Max 10 | 1.Superintendent of Boy's Hostel 2. Assistant Teachers' Council Secretary | **10** | Annexure- |
| | f) Academic/ Administrative Committees like Admission/ Campus Dev/ Library Comm: 5 each   Max 10 | Member of 1.Laboratory Equipment Purchase Committee 2. Games and Sports & Gymnasium Committee 4. Admission committee | **10** | Annexure- |
| | g) Student Welfare/ Placement/ Counseling/ Discipline 5 each  Max 10 | 1. Hostel Welfare committee | **5** | |
| | h) Conf Organization/ Chair Secretary/ Treasurer (I) International:10, (II) National/Reg.: 5, (III) Member: 1 each | | | |
| | | | **25** | |
| | **(Max API Score: 15)** | **II** | **15** | |
| | | | | |
| | **(VI)** **Professional Development Activities** | | | |
| | f) Member in Professional Committees (I)National 3 (II)State 2;  Max 10 | | | |
| | g) Participation in Conf/Seminars without paper: 2 each; Max 10 | | | |
| | h) Short-term courses/ Training less than a week: 5 each  Max 10 | | | |
| | i) Membership/Participation in State/Central Bodies/ Committees: 5 each Max 10 | | | |
| | j) Newspaper/Magazine/ Radio-TV progr (Not covered in Category III):  1 each; Max 10 | | | |
| | **(Max API Score: 15)** | **III** | **00** | |
| | Total Score (I+II+III) **(Max: 50)** | | **25** | |
| | Minimum API Score required – 15 | | | |

**A]** **[i] Published Papers in Journals**

API Score – Category I – Refereed - 15/publication

Category II – Non-Refereed – 10/publication

| Sl. No. | Title with page no. | Journal | ISSN/ ISBN No. | Whether peer reviewed. Impact factor, if any | No. of Co-author | Whether you are the main author | API Score | Remarks |
|---|---|---|---|---|---|---|---|---|
| 1. | Surfactant-assisted bioremediation of hexavalent chromium from contaminated water. Vol. 53(3) pp. 746-751 (2015) January. | **Desalination and Water Treatment (Taylor & Francis)** | ISSN: 1944-3994 | Peer Reviewed I.F.-1.15 | 03 | NO | $(15\times0.4)$ + $(10\times0.4)$ =**10** | Annexture- |
| 2. | Surfactant-assisted enhancement of bioremediation rate for hexavalent chromium by water extract of Sajina (Moringa Oleifera) flower. Vol. 54(2) pp. 525-532 (2015) April. | **Desalination and Water Treatment (Taylor & Francis)** | ISSN: 1944-3994 | Peer Reviewed I.F.-1.15 | 03 | NO | $(15\times0.4)$ + $(10\times0.4)$ =**10** | Annexture- |
| 3. | Combination of the most efficient promoter and micellar catalyst for rate enhancement of chromic acid oxidation on 2-butanol to 2-butanone conversion in aqueous media at room temperature. 41(11) pp. 8527-8544 (2015) November. | **Research on Chemical Intermediates (Springer)** | ISSN: 0922-6168, | Peer Reviewed I.F.-2.914 | 02 | YES | $(15\times0.6)$ + $(15\times0.6)$ =**18** | Annexture- |
| 4. | Micellar effect on hetero-aromatic nitrogen base promoted chromic acid oxidation of 1,3-propanediol in aqueous media at room temperature. Vol. 225 pp. 207-216 (2017) January. | **Journal of Molecular Liquids (Elsevier)** | ISSN: 0167-7322 | Peer Reviewed I.F.-6.165 | 05 | NO | $(15\times0.4)/5$ + $(25\times0.4)/5$ =**3.2** | Annexture- |
| | | | | | | **Total** | **41.2** | Annexture- |

**A) ii) Public Displays/ Exhibitions/ Performances with or without outputs in CD/DVD/Online/ E-form/E-book [for Art/Music College]:** Not Applicable

API Score – Category 1-15

Category 2- 10

| Sl. No. | Title etc. | Company | Categorization | Whether | No. of Co- | Whether | API Score |
|---|---|---|---|---|---|---|---|

| | | etc. | etc. | reviewed etc. | performer etc. | you are the solo artist etc. | |
|---|---|---|---|---|---|---|---|
| NA | NA | NA | NA | NA | NA | NA | NA |

## B [i] Articles/ Chapters published in Books

API Score (Per Art/Chap) Category 1: International Publisher – 10

Category 2: National/ State/ Central/Societies Publisher – 5

Category 3: Subject books by other/ Local Publisher – 3

Category 4: Chapters in knowledge-based Volumes – 5

| Sl No. | Title with page no. | Book title, editor &publisher | ISSN/ISBN No. (Or, Renowned publishers) see Cat 1-4 as above for scores | Whether Peer reviewed | No. of Co-author | Whether you are the main author | API Score |
|---|---|---|---|---|---|---|---|
| NA | NA | NA | NA | NA | NA | NA | NA |

## [ii] Full papers in Conference Proceedings

Conf. proceedings as full paper: 1. International Conference – 10/publication

2. National – 7.5/each

3. Regional/State level – 5/each

4. Local – Univ./College level – 3/each

| Sl No. | Title with page no. | Details of Conference publication | ISSN/ISBN No. | No. of Co-author | Whether you are the main author | API Score |
|---|---|---|---|---|---|---|
| Nil | Nil | Nil | Nil | Nil | Nil | Nil |

## [iii] Books published as single author or editor

API Score – Category 1 Text/ Reference Books by International Publisher – 50

Category 2 Text/ Reference Books by National/Soc/UnivPubl – 25

Category 3 Subject Books by Other/ Local Recognized Publ– 15

| Sl. No. | Title with page no. | Type of Book & authorship | Publisher & ISSN/ ISBN No. (I.International II. National III. Regional) | Whether peer reviewed | No. of Co-author | Whether you are the main author | API Score |
|---|---|---|---|---|---|---|---|
| NA | NA | NA | NA | NA | NA | NA | NA |

## (iv) Solo Performance/ Exhibition as an Artist on invitation

API Score Cat. I/ International – 50

Cat. II/ National    - 25

| Sl.No. | Title of Programme etc. | Organized by etc. | Categorization etc. | Whether peer-reviewed etc. | No. of Co-artists etc. | Wheter you are the Solo artist/ performer | API Score |
|---|---|---|---|---|---|---|---|
| NA | NA | NA | NA | NA | NA | NA | NA |

## c) Ongoing and Completed Research Projects and Consultancies

API Score for **Projects**-

Cat.I: (Sc – Rs 30 lakhs+ Non-Sc:Rs. 5 lakhs+): 20

CatII: (Sc – Rs 5 lakhs+ Non-Sc: Rs. 3 lakhs+):   15

Cat III: (Sc – Rs 0.5 lakhs+ Non-Sc: Rs: Rs.0.25 lakhs+): 10

Other approved projects of Univ/Other agencies:  05

API Score for **Consultancies**-
(Sc-Rs 10lakhs+ Non-Sc: Rs 2 lakhs+): 10
API Score for **Quality Evaluation**-
Major (Completed) Project Eval:        20
Minor(Completed) Project Eval:        10

| Sl. No. | Title | Agency | Period | Grant/ Amount mobilized (Rs.lakhs) | API Score |
|---------|-------|--------|--------|-----------------------------------|-----------|
| Nil | Nil | Nil | Nil | Nil | **Nil** |
|  |  |  |  |  |  |

## C. (iii) & (iv) Completed Projects/ Consultancies

| Sl. No. | Title | Agency | Period | Grant/ Amount mobilized (Rs.lakh) | Whether policy document. Patent as outcome | API Score |
|---------|-------|--------|--------|-----------------------------------|--------------------------------------------|-----------|
| 1. | **UGC- MRP on** *"Micellar Catalysis on the reaction of Cr (VI) oxidation of organic Substrates"* | **UGC** | **27.02.2013- 26.02.2015** | **1.79** | **Yes** | **10** |
|  |  |  |  |  | Annexure- | **10** |

**D) Research Guidance**

> **(I) Degree oriented:**        API Score –Ph.D. awarded – 10, Ph.D. Submitted – 7
>
> M.Phil. awarded – 3
>
> **(II) Non-Degree Products:** API Score – Post-Doctoral – 7; National Scholar – 5;
>
> Guidance to Scholars & Master's level – 3

| Sl. No. | Number enrolled | Thesis submitted | Degree Awarded | API Score |
|---------|-----------------|------------------|----------------|-----------|
| Non-Degree products | Nil | Nil | Nil | Nil |
| M.Phil. or equivalent | Nil | Nil | Nil | Nil |
| Ph.D. or equivalent | Nil | Nil | Nil | Nil |

**E) [i] Training Courses, Teaching-Learning-Evaluation Technology Programmes, Faculty Development Programme (not less than one week duration)**

> Cat. I: (Not less than two weeks duration): 20
>
> Cat. II: (Not less than one week duration): 10

| Sl. No. | Programme | Duration | Organized by | API Score |
|---------|-----------|----------|--------------|-----------|
|  |  |  |  |  |
|  |  |  |  |  |

**E) [ii] Papers presented in Conferences, Seminars, Workshops, Symposia**

> API Score – Category 1 International – 10
>
> Category 2 National – 7.5
>
> Category 3 Regional – 5
>
> Category 4 Local     - 3

| Sl. No. | Title of the paper presented | Title of Conference/ Seminar | Organized by | Whether International/ | API Score |
|---------|------------------------------|------------------------------|--------------|------------------------|-----------|

| | | | | National/ State/ Regional/ College or University level | |
|---|---|---|---|---|---|
| 1. | "Study of Tungsten trioxide DSSC: An Interdisciplinary Approach" | "Emerging Issues in Inter & Intra-disciplinary Studies: An Indian Perspective" | IQAC Suri Vidyasagar College | National | **7.5** |
| 2. | "Organic polymer gel electrolyte for lithium-ion batteries" | "Emerging Issues in Inter & Intra-disciplinary Studies: An Indian Perspective" | IQAC Suri Vidyasagar College | National | **7.5** |
| | | | | | **15** |

## E) [iii] Invited lectures/ Chairing the session or presentation for conferences/ symposia etc.

API Score Category 1 International -10

Category 2 National -  7.5

Category 3 Regional/ State level-  5

Category 4 Univ/ Endowment Lect.- 3

| Sl. No. | Title of the Lecture/ Academic session | Title of Conference/ Seminar | Organized by | Whether International/ National/ State/ Regional/ College or University Level | API Score |
|---|---|---|---|---|---|
| NA | NA | NA | NA | NA | NA |
| | | | | Total | **00** |

Signature of the incumbent with designation and date

Signature of the Coordinator of IQAC
with date and Seal

Signature of the Principal/TIC
with date and Seal

**Name of the Applicant: Sri Debabrata Saha    Subject: Chemistry**

**Summary of API scores (08.07.2014 – 06.12.2017)**

| Category | Criteria | API Score for previous 3/4/5/6 academic years as applicable for specific proposed stage of promotion from Stage I/II/III to Stage II/III/IV. | | | | Total API Score for Assessment Period |
|---|---|---|---|---|---|---|
| | | **08.07.14 to 30.06.15** | **01.07.15 to 30.06.16** | **01.07.16 to 30.06.17** | **01.07.17 to 06.12.17** | |
| **I** | **CATEGORY I:** Teaching, learning and evaluation related activities *(to be assessed yearly)* | **124.4** | **124.1** | **124.8** | **124.7** | **498** |
| **II** | **CATEGORY II:** Cocurricular, extension and professional development related activity *(to be assessed cumulatively for assessment period)* | **24** | **25** | **29** | **25** | **103** |
| **III** | **CATEGORY III:** Research and Academic Contributions *(to be assessed cumulatively for assessment period)* | **66.2** | | | | |
| **II + III** | **Total API score** (Category II + Category III)/ Assessment Period) | **169.2** | | | | |

**Signature of**
**Incumbent**

**Signature of the**
**Coordinator, IQAC**

**Signature of the**
**Principal/TIC/OIC**
**with date and seal**

This FORMAT for Annual Self-Assessment for the Performance Based Appraisal System (PBAS) is required to be filled up at the end of each Academic Year during the period of promotion and filled in Format along with all documents will be placed to the Screening / Selection Committee after duly approved by the IQAC and Principal/TIC/OIC of the concerned college.

## Annual Self-Assessment for the performance Based Appraisal System (PBAS)

### Session/Year 07.12.2017-30.06.2018

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

**year)** Part B: Academic Performance Indicators (API)

(Please see detailed instruction of the **PBAS-I** Proforma before filling out this section)

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

**(a) Direct teaching (16/14) hours per week as applicable) including Lectures, Tutorials, Practical, Project Supervision and Fieldwork**

| Sl. No. | Course/Paper | Level | Mode of Teaching* | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷7.5 for Assistant Prof. & ÷ 7.75 for Associate Prof. ) | API Score | Annex. |
|---------|--------------|-------|-------------------|-------------------------------------|-------------|-----------|--------|
| 1. | Chemistry (Honours) **Paper-I** Module-5;Unit-I to V **Paper-V** Module-2;Unit-I-VIII **Paper-IX(A&B)** Module-8;Unit-I-IV Module-9A;Unit-I-IV Module-9B;Unit-I Module-9C;Unit-I&II Module-10;Unit-I-III **Paper-VIII (Practical)** **Paper-XII (Practical)** **SEM-II; CC-3** Module-2;Unit-I-V Module-3;Unit-I-IV **CC-3 (Practical)** | UG (Honours) Part-I Part-II Part-III& CBCS; SEM-II (H) | L, P | 142 | 18.93 | 30.4 | Annexure- |

| 2. | Chemistry (General)<br>**Paper-I**<br>Module-4;Unit-I to III<br>**Paper-II**<br>Module-2;Unit-I to IX<br>**Paper-IV**<br>Module-5;Unit-I<br>**Paper-III (Practical)**<br>**Paper-V (Practical)**<br>**SEM-I ; CC-1A**<br>Module-4;Unit-I<br>**SEM-II ; CC-1B**<br>Module-5;Unit-I-VI | UG:<br>Part I,<br>Part-II,<br>Part-III &<br>CBCS<br>SEM-I&<br>SEM-II<br>General | L, P | 86 | 11.47 | | Annexure- |
|---|---|---|---|---|---|---|---|
| | **Maximum API Score :**<br>**i)**    **Assistant Professor Stage I : 70**<br>**ii)**   **Assistant Professor Stage II : 70**<br>**iii)**  **Assistant Professor Stage III: 70** | | | | | **30.4** | |

＊ **Lectures, Tutorials , Practical, Project Supervision and FieldWork**

- **WorkloadasperUGCRegulations2016:**

| | **Direct Teaching Hours per week** |
|---|---|
| Assistant Professor | 16 |
| Associate Professor | 14 |

**b) Examination duties (question paper setting, evaluation of answer scripts) as per allotment**

| Sl. No. | Type of Examination<br><br>Duties | Actual hours spent per Academic Year | ActualScore<br><br>(Actual hours spent per Academic Year ÷ 10 for allTeachers) | API Score | Annex. |
|---|---|---|---|---|---|
| 1 | Invigilation (University Exam.) | 25 | 2.5 | 2.5 | Annexure- |
| 1. | Evaluation of answer scripts (University Exam.)Part-II & III and CBCS-SEM-II, Gen &GE-2 of both Theory and Practical. | 118.6 | 11.8 | 11.8 | Annexure- |
| 3. | Internal/Continuous Assessments (Paper setter, Internal Evaluation of Terminal & Test Examinations). | 53 | 5.3 | 5.3 | Annexure- |
| | **Maximum API Score :**<br>**i) Assistant Professor Stage I : 20**<br>**ii) Assistant Professor Stage II : 20**<br>**iii) Assistant Professor Stage III : 20** | | | **19.6** | |

**(c) Innovative teaching- learning methodologies; updating of subject content/ course, mentoringetc.**

(a)   Updating of Courses/CurriculumDesign:

(b)   Participation/Innovative – Interactivecourses:

(c)   Participn./Innovative – LearningModules

(d)    Particpn./Innovative – Case Studiesprepared:

(e)    Use of ICT or Computer-aided methods –ppt:

(f)    Use of ICT – Multi-media/Simulationetc:

(g)    Dev/Teaching Remedial/BridgeCourses:

(h)    Dev/Teaching Soft skill/Communication/PersonalityDev:

(i)    Special Programs in Phys.Edn./Library:

(j)    Innovative Composition/Creation in Music, Fine Arts, PerfArts:

(k)    Organizing  &  cond.  ofpopular Prog. /Teaching Web-based/E- Library/IT-asstteaching:

| Sl. No. | Short Description (in terms of items) as listed above | Actual hours spent per Academic Year | ActualScore (Actualhours spent per AcademicYear÷10) | API Score | Annex. |
|---|---|---|---|---|---|
| (a) | Particpn./Innovative – LearningModules (In Hons and Gen for old 3 years and new CBCS semester system) design of course module: Teaching Plan | 0 | 0 | 0 | |
| (b) | Participation/Innovative – Interactive courses: Syllabus based group discussion, extempore, question answer session and quiz contest | 12 | 1.2 | 1.2 | Annexure- |
| (e) | Use of ICT or Computer-aided methods – ppt. Power Point Presentation, e-learning material for imparting lectures. | 42 | 4.2 | 4.2 | Annexure- |
| | **Maximum API Score :** <br> **i) Assistant Professor Stage I : 10** <br> **ii) Assistant Professor Stage II : 10** <br> **iii) Assistant Professor Stage III : 10** | | **5.4** | **5.4** | |

In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out byteachers.

**Minimum API Score required for promotion under CAS for CATEGORY I (to be assessed yearly):**

| | | |
|---|---|---|
| i) | Stage I to II | 80/ Year |
| ii) | Stage II to III | 80/Year |
| iii) | Stage III to IV | 75/Year |

## CATEGORY2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITY

| Sl.No. | Type of Activity | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷10)* | API Score | Annex. |
|---|---|---|---|---|---|
| (a) | **Student related Extension, Co-curricular &field-basedActivities** | | | | |
| | i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.) | 14 (organizing and conducting Student seminar) | 1.4 | 1.4 | Annexure- |
| | ii) Other co-curricular activates (Cultural, Sports, NSS, NCC etc.) | 14+4 (Organizer of College level sports and volunteer in Cultural Programme) | 1.8 | 1.8 | Annexure- |
| | iii) Extension and dissemination activities (public /popular lectures/talks/seminars | | | | |
| | (**Max API Score : 15**) | | | 3.2 | |
| (b) | **Contribution to Corporate life and management of the sports units and institution through participation in through participation in responsibilities(including as Principal / Director responsibilities(including as Principal / Director that require regular office hrs for its discharge)** | | | | |
| | i) ) Administrative Responsibility (includingDean/Principal/Chairperson/Convenor/Teacher- in-charge/ similar other duties that require regular Office hours for its discharge) **1. Convenor of University Practical Exam 2. Superintendent of Boy's Hostel, 3. Assistant Teachers' Council Secretary 4. HOD 5. Convenor EOC** | 20+ 44+ 11+40+3= 118 | 11.8 | 11.8 | Annexure- |

| | ii) Participation in Board of Studies, Academic and Administrative committees **1. Laboratory Equipment Purchase Committee 2. Games and Sports & Gymnasium Sub-Committee 3. Hostel Welfare committee 4. Admission committee 5. Academic Advisory Committee 6. College Level Project Monitoring Committee 7.RUSA committee 8. Anti-Ragging Cell committee** | 2+12+35+26+10+15+70+3= 173 | 17.3 | 17.3 | Annexure- |

| | | | | | 15 | |
|---|---|---|---|---|---|---|
| (c) | **Professional Development activities (such as participation in seminars activities (such as participation in seminars talks, lectures in refresher / faculty development courses membership of associations, dissemination and general articles and any othercontribution)** | | | | | |
| | **(Max API Score : 15**) | | | | | |
| | *For all categories of Teachers(Assistant/Associate) Total Score (a +b+c)  **(Max :45)** | | | | 18.2 | |

**Minimum API Score for CATEGORY II, required to be assessed cumulatively –**

| i) | **Stage I to II** | **50/Assessment Period** |
|---|---|---|
| ii) | **Stage II to III** | **50/Assessment Period** |
| iii) | **Stage III to IV** | **50/Assessment Period** |

This **FORMAT** for Annual Self-Assessment for the Performance Based Appraisal System (PBAS) is required to be filled up at the end of each Academic Year during the period of promotion and filled in Format along with all documents will be placed to the Screening / Selection Committee after duly approved by the IQAC and Principal/TIC/OIC of the concerned college.

### Annual Self-Assessment for the performance Based Appraisal System (PBAS)

### Session/Year 01.07.2018-07.07.2019

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

**year)** Part B: Academic Performance Indicators (API)

(Please see detailed instruction of the **PBAS-I** Proforma before filling out this section)

## CATEGORY1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

**(b) Directteaching (16/14) hoursperweek asapplicable)includingLectures, Tutorials, Practical, Project Supervision and Fieldwork**

| Sl. No. | Course/Paper | Level | Mode of Teaching * | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year÷7.5 for Assistant Prof. & ÷ 7.75 for Associate Prof. ) | API Score | Annex. |
|---|---|---|---|---|---|---|---|
| 1. | Chemistry (Honours) **Paper-IX(A&B)** Module-2;Unit-I-IV Module-5;Unit-I-III Module-8;Unit-I-IV Module-9A;Unit-I-IV Module-9B;Unit-I Module-9C;Unit-I&II **Paper-XII (Practical)** **SEM-II; CC-3** Module-2;Unit-I-V Module-3;Unit-I-IV **SEM-III; CC-6** Module-1B;Unit-I-III Module-2B;Unit-I Module-2C;Unit-I&II **SEM-IV; CC-9** Module-2;Unit-I-VI Module-3;Unit-I **CC-3 (Practical)** | UG (Honours) Part-III & CBCS; SEM-II (H) SEM-III (H) SEM-IV (H) | L, P | 257 | 34.3 | 56.3 | Annexure- |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | **CC-6 (Practical)**<br>**CC-9 (Practical)** | | | | | | |
| 2. | Chemistry (General)<br>**Paper-IV**<br>Module-1;Unit-I-III<br>Module-5;Unit-I<br>**Paper-V (Practical)**<br>**SEM-I ; CC-1A**<br>Module-2;Unit-I-III<br>Module-4;Unit-I<br>**SEM-II ; CC-1B**<br>Module-5;Unit-I-VI<br>**SEM-I ; CC-1A(Prac)** | UG:<br>Part-III &<br>CBCS<br>SEM-I , SEM-II<br>SEM-III & SEM-IV<br><br>General | L, P | 165 | 22 | | Annexure- |
| | **Maximum API Score :**<br>iv) **Assistant Professor Stage I : 70**<br>v) **Assistant Professor Stage II : 70**<br>vi) **Assistant Professor Stage III: 70** | | | | **56.3** | |

\* **Lectures, Tutorials , Practical, Project Supervision and FieldWork**

- **WorkloadasperUGCRegulations2016:**

| | **Direct Teaching Hours per week** |
|---|---|
| Assistant Professor | 16 |
| Associate Professor | 14 |

## b) Examination duties (question paper setting, evaluation of answer scripts) as per allotment

| Sl. No. | Type of Examination<br><br>Duties | Actual hours spent per Academic Year | ActualScore<br><br>(Actual hours spent per Academic Year ÷ 10 for allTeachers) | API Score | Annex. |
|---|---|---|---|---|---|
| 1 | Invigilation (University Exam.) | 38 | 3.8 | 3.8 | Annexure- |
| 2. | Evaluation of answer scripts (University Exam.) Part-II & III and CBCS-SEM-II, Gen &GE-2 of both Theory and Practical. | 126.5 | 12.6 | 12.6 | Annexure- |
| 3. | Internal/Continuous Assessments (Paper setter, Internal Evaluation of Terminal & Test Examinations). | 85.1 | 8.5 | 8.5 | Annexure- |
| | **Maximum API Score :**<br>i) **Assistant Professor Stage I : 20**<br>ii) **Assistant Professor Stage II : 20**<br>iii) **Assistant Professor Stage III : 20** | | | **20** | |

**(d) Innovative teaching- learning methodologies; updating of subject content/ course, mentoringetc.**

(a)   Updating of Courses/CurriculumDesign:

(b)   Participation/Innovative – Interactivecourses:

(c)   Participn./Innovative – LearningModules

(d)   Participn./Innovative – Case Studiesprepared:

(e)   Use of ICT or Computer-aided methods –ppt:

(f)   Use of ICT – Multi-media/Simulationetc:

(g)   Dev/Teaching Remedial/BridgeCourses:

(h)   Dev/Teaching Soft skill/Communication/PersonalityDev:

(i)   Special Programs in Phys.Edn./Library:

(j)   Innovative Composition/Creation in Music, Fine Arts, PerfArts:

(k)   Organizing & cond. ofpopular Prog. /Teaching Web-based/E- Library/IT-asstteaching:

| Sl. No. | Short Description (in terms of items) as listed above | Actual hours spent per Academic Year | ActualScore (Actualhours spent per AcademicYear÷10) | API Score | Annex. |
|---|---|---|---|---|---|
| (a) | Participn./Innovative – LearningModules (In Hons and Gen for old 3 years and new CBCS semester system) design of course module: Teaching Plan | 15 | 1.5 | 1.5 | Annexure- |
| (b) | Participation/Innovative – Interactive courses: Syllabus based extempore, question answer session and quiz contest and group discussions | 23 | 23 | 2.3 | Annexure- |
| (e) | Use of ICT or Computer-aided methods – ppt. Power Point Presentation, e-learning material for imparting lectures. | 62 | 6.2 | 6.2 | Annexure- |
| (f) | Use of ICT – Multi-media/Simulationetc: | 12 | 1.2 | 1.2 | |
| | **Maximum API Score :**<br>**i) Assistant Professor Stage I : 10**<br>**ii) Assistant Professor Stage II : 10**<br>**iii) Assistant Professor Stage III : 10** | | | **10** | |

In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out byteachers.

**Minimum API Score required for promotion under CAS for CATEGORY I (to be assessed yearly):**

| i) | Stage I to II | 80/ Year |
|---|---|---|

| | | | |
|---|---|---|---|
| ii) | **Stage II to III** | **80/Year** | |
| iii) | **Stage III to IV** | **75/Year** | |

## CATEGORY2:CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITY

| Sl.No. | Type of Activity | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year $\div 10$)* | API Score | Annex. |
|---|---|---|---|---|---|
| **(a)** | **Student related Extension, Co-curricular &field-based Activities** | | | | |
| | i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.) | 14+8=22 (organizing and conduction of Student seminar + Organizing Departmental Study Tour to Massanjore, Hydroelectric Power Plant with all the students on 14/12/2018) | 2.2 | 2.2 | Annexure-XIII |
| | ii) Other co-curricular activates (Cultural, Sports, NSS, NCC etc.) | 14 (Organizing and volunteer in College level sports) | 1.4 | 1.4 | Annexure-XIII |
| | iii) Extension and dissemination activities (public /popular lectures/talks/seminars | | | | |
| | **(Max API Score : 15)** | | | **3.6** | |
| **(b)** | **Contribution to Corporate life and management of the sports units and institution through participation in through participation in responsibilities(including as Principal / Director responsibilities(including as Principal / Director that require regular office hrs for its discharge)** | | | | |
| | i) Administrative Responsibility (including Dean/Principal/Chairperson/Convenor/Teacher-in-charge/ similar other duties that require regular Office hours for its discharge) **1. Convenor of University Practical Exam., 2. Superintendent of Boy's Hostel 3. Teachers' Council Secretary 4. HOD 5. Convenor EOC** | 30+ 48+ 39+36+5=158 | 15.8 | 15.8 | Annexure- |
| | ii) Participation in Board of Studies, Academic and Administrative committees **Member of –** | 14+15+30+42+ 8+11+44= 164 | 16.4 | 16.4 | Annexure- |

| | 1. Laboratory Equipment Purchase Committee<br>2. Games and Sports & Gymnasium Sub-Committee<br>3. Hostel Welfare committee<br>4. Admission committee<br>5. Academic Advisory Committee<br>6. College Level Project Monitoring Committee<br>7. RUSA | | | | | |
|---|---|---|---|---|---|---|
| | (**Max API Score: 15**) | | | | 15 | |
| **(c)** | **Professional Development activities (such as participation in seminars activities (such as participation in seminars talks, lectures in refresher / faculty development courses membership of associations, dissemination and general articles and any othercontribution)**1. RC at HRDC, CU from 25.06.2019 to 08.07.2019 **72 hrs** 2. National level seminar on "Chemical Sciences: Today And Tomorrow", Organized by Department of Chemistry, Jadavpur University, Kolkata on 14<sup>th</sup> March-2019. **6 hrs** | | | | | **7.8** |
| | (**Max API Score: 15**) | | | | | |
| | *For all categories of Teachers(Assistant/Associate) Total Score (a +b+c) (**Max :45**) | | | | | **26.4** |

**Minimum API Score for CATEGORY II, required to be assessed cumulatively –**

| i) | Stage I to II | 50/Assessment Period |
|---|---|---|
| ii) | Stage II to III | 50/Assessment Period |
| iii) | Stage III to IV | 50/Assessment Period |

## CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS:

**Minimum API Score for CATEGORY III, required to be assessed cumulatively**

| i) | Stage I to II | 20/Assessment Period |
|---|---|---|
| ii) | Stage II to III | 50/Assessment Period |
| iii) | Stage III to IV | 75/Assessment Period |

### III (A) Research Papers Published in

- Refereed Journals as notified by UGC in 'List of Journals' –25/publication

-Other Reputed Journals as notified by UGC in 'List of Journals' -10 per publication

| Sl. No. | Title with pageno. | Journal | ISSN/ISBN No. | Whether peer Reviewed. Impact factor, ifany | No. of Co-author | Whether you are the main author | API score | Remarks |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | |

Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 20 points: (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

## III (B) Publications other than journal articles (books, chapters in books) as prescribed in UGC Regulation 2016.

- Text /Reference Books published by International Publisher with ISBN/ISSN number as approved by University : 30 per book for single author
- Subject Books published by National level Publisher with ISBN/ISSN number or State /Central Govt. Publications as approved by University :20 per book for single author
- Subject Books published by other local Publisher with ISBN/ISSN number as approved by University :15 per book for single author
- Chapter in Books published by National /International level Publisher with ISBN/ISSN number as approved by University :

> International -10 per chapter
> National – 05 per chapter

## III (C) RESEARCH PROJECTS

## III (C) (i) Sponsored Projects:

(a) Major Project with grants above Rs.30 lakhs (science)/above Rs.5 lakhs (Arts)
   -20 perproject

(b) Major Project with grants Rs.05 lakhs up to Rs.30 lakhs (science)/Rs.03 lakhs up to Rs.05 lakhs (Arts) -
   15perproject

(c) Minor Project with grants above Rs. 01 lakh up to Rs.05 lakhs (science)/Rs.01 lakh up to Rs.03lakhs (Arts)
   -10 perproject

| Sl. No. | Title of the Major /Minor Project | Sponsoring Agency | Period | Grant/ Amount mobilized | API score |
|---------|-----------------------------------|-------------------|--------|-------------------------|-----------|
|         |                                   |                   |        |                         |           |

## III (C) (ii)

## Consultancy Projects:

| Sl. No | Title of the Consultancy Project | Agency | Period of | ISSN/ ISBN No. | Grant/Amount Oblized | No.of Co-author | Whether you are the main author | API Score |
|--------|----------------------------------|--------|-----------|----------------|----------------------|-----------------|----------------------------------|-----------|
|        |                                  |        |           |                |                      |                 |                                  |           |
|        |                                  |        |           |                |                      |                 |                                  |           |
|        |                                  |        |           |                |                      |                 |                                  |           |

| | | | | | | Amount Mobilized with a |
|---|---|---|---|---|---|---|

minimum of Rs.10 lakhs (Science)/Rs. 02 lakhs (Arts)- 10 for every Rs.10 lakhs and Rs.02 lakhs

## III (C) (iii) Projects outcome/outputs

**• API score:**
Patent / Technology transfer / Product/Process **(for Science)-**
International level output--30 / each output National level output--- 20/each output

## (a) For Science: Patent / Technology transfer / Product/Process:

| Sl. No. | Details of the Patent / Technology transfer / Product/Process | Date and year of acceptance of the patent/Technology | National /International | API score |
|---|---|---|---|---|
| | | | | |

## (b) For Arts: Major Policy document prepared for International bodies WHO/UNO/UNESCO/UNICEF ETC.) / Central/State Government /local Bodie

• Major Policy document prepared for International bodies like
WHO/UNO/UNESCO/UNICEF etc. Central/State Government /local Bodies
(**for Arts** )—
a) Major Policy document prepared for International bodies- 30
b) Central Government-20
c) State Government --10
d) Local Bodies---05

| Sl. No. | Title of Major Policy document prepared | Date and year of acceptance of the Major Policy documents | Name of the body for which the policy was prepared | International/ National/Cent ral Govt./State Govt./Local Bodies. | API score |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |

## III(D) Research Guidance

**API Score – (i)** Ph.D. awarded/ Thesis Submitted – 15 / 10 (for both Science & Arts) per

candidate

(ii)M. Phil Degree Awarded/Thesis Submitted –5 (for both Science & Arts)/

candidate.

| Sl. No. | Number enrolled | Degree awarded | Thesis Submitted | API score |
|---|---|---|---|---|
| | | | | |

| | M.Phil. or equivalent | | | |
|---|---|---|---|---|
| | Ph.D.or equivalent | | | |

## Fellowships, Awards and Invited lectures delivered in conferences/seminar

## (III)E.(i) Fellowship /Award:

a) International Award/Fellowship from academic bodies- 15/award & 15 / fellowship b) National Award/Fellowship from academic bodies- 10/award & 10 / fellowship
   c) State /University level Award from academic bodies- 05/award

b)

| Sl. No. | Title of the Award /Fellowship | International /National/ State /University level | Name of the ward or Fellowship awarding Academic Body | Date &Year of achievement of Award/ Fellowship | API Score |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |

III)E.(ii) Invited Lectures/papers.

a)International-

7/lecture or 5/paper presented
b) National-5/lecture or 3/paper presented
c)State /University level-3 /lecture or 2/paper presented

| Sl. No. | Title of the invited lecture/paper presented | Title of Conference/Seminar with Date | Organized by | Whether International/ National/State or University | API Score | Remarks |
|---|---|---|---|---|---|---|
| 1. | "Aqueous medium detection of phenolic nitro-aromatics using a 3D metal organic framework compound" | Chemical Sciences: Today & Tomorrow (CSTT-2019) | Department of Chemistry, JU | National | 03 | Annexure- |
| | Total*:03 | | | | | |

**\*The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period**

| i) | Stage I to II | 04/Assessment Period |
|---|---|---|
| ii) | Stage II to III | 10/Assessment Period |
| iii) | Stage III to IV | 15/Assessment Period |

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

**API score -10/ Module**

| Sl. No. | Title of the Module | Course/Paper for which the module was prepared | Year and Date of presentation | API Score |
|---------|---------------------|-----------------------------------------------|-------------------------------|-----------|
|         |                     |                                               |                               |           |

**\*Minimum total API scores required for promotion under CATEGORY I + CATEGORY II\*:**

| i)   | Stage I to II   | 90/Assessment Period  |
|------|-----------------|-----------------------|
| ii)  | Stage II to III | 120/Assessment Period |
| iii) | Stage III to IV | 150/Assessment Period |

## Summary of API scores: (in pursuance of G.O. No. 198–EH (CG) dated 07.12.2017)

**Name of the Applicant: Sri Debabrata Saha    Subject: Chemistry**

| Category | Criteria | API Score for previous 3/4/5/6 academic years as applicable for specific proposed stage of promotion from Stage I/II/III to Stage II/III/IV. | | Total API Score for Assessment Period |
|----------|----------|---|---|---|
| | | 07.12.2017 to 30.06.2018 | 01.07.2018 to 30.06.2019 | |
| I | **CATEGORY I:** Teaching, learning and evaluation related activities *(to be assessed yearly)* | 55.4 | 86.3 | 141.7 |
| II | **CATEGORY II:** Cocurricular, extension and professional development related activity *(to be assessed cumulatively for assessment period)* | 18.2 | 26.4 | 44.6 |
| III | **CATEGORY III:** Research and Academic Contributions *(to be assessed cumulatively for assessment period)* | 03 | | 03 |

| II + III | Total API score<br>(Category II + Category III)/ Assessment Period) | 47.6 | 47.6 | S<br>i<br>g<br>n<br>a<br>t<br>u<br>r |
|---|---|---|---|---|

<div align="center">

e of                       **Signature of the**           **Signature of the**

**Incumbent**            **Coordinator, IQAC**        **Principal/TIC/OIC**

**with date and seal**

</div>

## IV. Summary of API Scores:

**Name of Applicant: Sri Debabrata Saha**               **Subject: Chemistry**

| | Criteria | API Score for previous 3/4/5/6 academic years as applicable for specific proposed stage of promotion from Stage I/II/III to Stage II/III/IV | | | | | | Total API score for the assessment period | | Percentage Distribution of Weightage Points in the Expert Assessment (Applicable only for selection committee) |
|---|---|---|---|---|---|---|---|---|---|---|
| | | 08.07.14 to 30.06.15 | 01.07.15 to 30.06.16 | 01.07.16 to 30.06.17 | 01.07.17 to 06.12.17 | 07.12.17 to 30.06.18 | 01.07.18 to 08.07.19 | | | |
| I | **CATEGORY I:**<br>Teaching, learning and evaluation related activities*(to be assessed yearly)* | 124.4 | 124.1 | 124.8 | 124.7 | 55.4 | 86.3 | 639.7 | Average API/Year<br><br>127.9 | |
| II | **CATEGORY II:**<br>**Cocurricular, extension and professional development related activity**<br>**(to be assessed cumulatively for assessment period)** | 24 | 25 | 29 | 25 | 18.2 | 26.4 | 147.6 | | |
| III | **CATEGORY III:**<br>Research and Academic Contributions*(to be assessed cumulatively for assessment period)* | **Assessment Period 08.07.14 to 06.12.17** | | | | | | 66.2 | | |
| | | **Assessment Period 07.12.17 to 08.07.19** | | | | | | 03 | | |
| II+ III | **Total API score (Category II + Category III)/ Assessment Period)** | **Total Assessment Period:**<br>**08.07.14 to 08.07.19** | | | | | | 216.8 | | |

<div align="center">

…………………………...        …………………………...        …………………………...

*Signature of the Incumbent*     *Signature of the Coordinator, IQAC with date and seal*     *Signature of the Principal/TIC/OIC with date and seal*

</div>

| | | Date: | Venue: |
|---|---|---|---|
| | *Date of Screening Committee / Selection committee and Venue* | | |
| | *Recommendation of the Screening/Selection Committee for promotion on CAS with date of effect of promotion* | • *Recommended for promotion from Stage ~~I~~/ II /~~III~~ to Stage ~~II~~ / III /~~IV~~* <br> *(Strike out which are not applicable)* <br> • *Date of effect:* | |

| | | | |
|---|---|---|---|
| | …………………………… <br> …………………*Signat ure of the Principal/TIC/OIC with date and seal* | …………………………*Signature of the DPI Nominee with date and seal* | …………………… <br> *…Signature of the Subject Expert/s with date and sea* / …………………… <br> *…Signature of the Subject Expert/s with date and seal* |

**SUMMARY OF API SCORE: FOR THOSE WHERE ASSESSMENT PERIOD COVERS BOTH UGC REGULATIONS, 2010 AND UGC REGULATIONS**, 2016 (4TH AMENDMENT)

- Date of Screening cum Evaluation Committee/ Selection Committee:
- Venue:

- Name of the Applicant: **Shri. Debabrata Saha**          Subject: **Chemistry**
- Date of RC/OP/WORKSHOP/STC: **HRDC, BU from 25.06.2019 to 08.07.2019**

| | Assessment Period | | | | | | |
|---|---|---|---|---|---|---|---|
| | API score up to **06.12.2017** | | | API score w.e.f. **07.12.2017** | | | |
| | | **API** | | | **API** | **Total API score in Assessment Period** | Percentage Distribution of Weight age Points in the Expert Assessment (applicable only for selection committee for Associate Professor) |
| | | **(A)** | | | **(B)** | **(A + B)** | |
| Cat I | **Category I** (teaching-learning & evaluation related activities)[to be assessed yearly] | 498 | **Category I** (teaching-learning & evaluation related activities) [to be assessed yearly] | | 141.7 | 639.7 | |
| Cat II | **Category II** (co-curricular, extension and professional development activity)[to be assessed yearly] | 103 | **Category II** (co -curricular, extension and professional development activity) [to be assessed cumulatively for the assessment period] | | 44.6 | 147.6 | |
| Cat III | **Category III** (research and academic contribution) [to be assessed cumulatively for the assessment period] | 66.2 | **Category III**(research and academic contribution) [to be assessed cumulatively for the assessment period] | | 3 | 69.2 | |
| Recommendation of the Screening / Selection Committee for promotion on CAS with date of effect of promotion | | | **Recommended for promotion from Stage I/II/III to Stage II/III/IV(Strikeout which are not applicable) Date of effect:** Date of effect: | | | | |
| | | | | | | | |
| Signature of the Principal / TIC / OIC with date and seal | Signature of the DPI Nominee with date and seal | | | Signature of the Subject Expert with date and seal | | | Signature of the Subject Expert with date and seal |

## Part C: For use of the Screening cum Evaluation / Selection Committee

Name of the College: Suri Vidyasagar College

Date of the Meeting:                                            Venue:

Name of the Incumbent: Debabrata Saha

Present designation: Assistant Professor (Stage 1/Stage 2/ Stage 3) of Chemistry

Date of joining:  08/07/2008

Date of awarded of Ph. D./ M. Phil.: N.A.

Scale of Pay: Rs. 15600-39100/- with AGP of Rs. 6000/ 7000/ 8000

Designation after promotion: Assistant Professor (Stage2/Stage 3/Associate Professor (Stage 4) Scale of Pay: Rs. 15600-39100/- or Rs. 37400-67000/- with AGP of Rs. 7000 /8000/ 9000

Date of effect: ……………………….

Score for Interview (for Stage 3 to Stage 4) [F.M. 20]: N.A.

The Screening/Selection Committee has considered the proposal for promotion under CAS in respect of the incumbent mentioned above from the post of Assistant Professor (Stage 1/Stage 2 /Stage 3) to the post of Assistant Professor (Stage 2/ Stage 3) /Associate Professor (Stage 4). As the incumbent has fulfilled all conditions as laid down in **G.O. No. 920-Edn (CS) dated 31.12.2012 and G.O. No. 1373-Edn (CS) dated 07.12.2017** for promotion under CAS, the Committee recommends that the incumbent be promoted to the post of Assistant Professor (Stage 2/ Stage 3) /Associate Professor (Stage 4) with AGP of ` 7000 /8000 /9000 with effect from ………………..

The Committee further recommends that the post held by the incumbent be upgraded to the post of Assistant Professor (Stage 2/ Stage 3) /Associate Professor (Stage 4) with AGP of ` 7000 / 8000 /9000 with effect from ……………… and the same would be reverted back to the post of Assistant Professor (Stage 1) as soon as it would fallen vacant due to superannuation or any other reason.

Necessary particulars with all relevant documents be sent to the Government for approval.

Signature of the Expert with Date and Seal
(*Nominated by the VC of the affiliating University*)

Signature of the Expert with Date and Seal
(*Nominated by the VC of the affiliating University*)

Signature of Govt. Nominee with Date and Seal
(Nominated by the DPI, West Bengal)

Signature of the Principal/ TIC of
College with Date and Seal

## Part D: for use of the Governing Body / Administrator of the College

The Governing body in its meeting held on ………. ……..Resolved that on the basis of the recommendation of the screening/selection committee for the purpose of considering the matter of promotion under CAS, Sri/Smt./Dr.………………………………………………………. of the Department of ………………………………………… of this college be promoted to the post of Assistant/ Associate Professor in the scale of pay Rs. 15600/- - 39100/- or Rs.37400/- - 67000/- with AGP of Rs. 7000/8000/9000 with effect from ……………………………………..

It is resolved that the post held by Sri/Smt./Dr.…………………………………………………………. be upgraded to the post Assistant/ Associate Professor in the scale of pay Rs. 15600/- - 39100/- or Rs. 37400/- - 67000/- with AGP of Rs. 7000/8000/9000 and the same will be reverted to the post of Assistant Professor (Stage 1) as soon as it falls vacant.

Resolved further that the Principal/TIC/Secretary would take up the matter with the DPI, West Bengal by providing with the following in respect of the incumbent:

i.      All Pay Fixation memos countersigned by the Principal/TIC.

ii.      Year-wise detailed leave statement countersigned by the Principal/TIC.

Date:                                                              Signature of the President/ Administrator

   Seal

**SURI VIDYASAGR COLLEGE,**
**(GOVT. SPONSORED AND ACCREDITED BY NAAC B++)**
**SURI, BIRBHUM- 731101. W.B.**

(Please attach specific G.O. for counting of past service for promotion under CAS)

      11.    For which position & AGP you are applying under CAS : Assistant Professor (Stage-II) & AGP-7000

      12.    Date of eligibility for Promotion    :    **19/02/2019**

      13.    Educational Qualification (Graduation onwards):

| Examination | Name of the University | Year of Passing | Marks Obtained (%) | Class | Remarks |
|---|---|---|---|---|---|
| B.Sc | Visva-Bharati | 2003 | 69.00 | I$^{st}$ | Annexure |
| M.Sc. | Visva-Bharati | 2005 | 67.33 | I$^{st}$ | Annexure |

      14.    Research Degree(s): **Yes**.

| Degree | Name of the University | Date of award | Title | Remarks |
|---|---|---|---|---|
| Ph.D. | Visva-Bharati | 29.07.2012 | Effects of heavy metals on the development and reproductive traits of *Oxya fuscovittata* (Marschall)(Acrididae: Orthoptera) | Annexure |

      15.    Details of Teaching/ Research/Academic Experience:

| Designation | Employer | Period of service From    To | Scale of pay |
|---|---|---|---|
| Assistant Professor Stage-I | Suri Vidyasagar College, Suri, Birbhum, West Bengal | 19.02.2015 to Till Date | Rs. 15600 – 39100 AGP – 6000 |

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

**Signature of the Incumbent**
All entries made above are checked and verified and found to be correct.

**Signature of the Coordinator, IQAC**         **Signature of the Principal/TIC**

    Date:                                  Date:

    Seal:                                  Seal:

**Annual Self-Assessment for the Performance Based Appraisal System (PBAS)**
**Session/ Year: (2014-2015) 19.02.2015 to 30.06.2015**
**(To be completed and submitted at the end of each academic year)**

**Part B: Academic Performance Indicators (API)**
(Please see detailed instruction of the **PBAS-I** proforma before filling out this section)

**CATEGORY 1:** TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES
  **(ia) Lectures, seminars, tutorials, practical, contact hours undertaken taken as percentage of lectures allocated.**

| Sl. No. | Course/Paper | Level | Mode of teaching* | Class allotted as per schedule | % of classes taken as per documented record | API Score | Remarks |
|---|---|---|---|---|---|---|---|
| 1. | **Zoology PG** ZGT-202, Unit-II - ZGP-205, Unit –I,-ZGT-401, Unit I,- ZGP-404, Unit -I | PG- SEM II&IV | L,P | 37/37 | 95.5 | 47.8 | Anex: (Academic audit)  Refer to Page No |
| 2. | **Zoology Hons** Paper-I-Gr.C, - Paper III, Gr D Paper-VI,Gr-A, Paper-VIII,Gr-A Paper XI, Gr-B,Paper –XI (P), Gr-A | UG-Part-I,II& III | L,P | 43/45 | | | |
| 3. | **Zoology Gen.** Paper-I,Gr.C, Paper –Ii, Gr.B, Paper III (P), 4,Paper_IV, Gr.A, Pape-V(P) Gr.B2 | UG-Part-I,II& III | L,P | 27/30 | | | |

  #Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours(C).
 **(ib) Lectures and other teaching duties in excess of UGC norms**

| Sl. No | CALCULATION OF API SCORE FOR I(i) ABOVE | API Score | Remarks |
|---|---|---|---|
| a) | Classes taken (**Maximum 50** for 100% performance & Proportionatescoreupto80%performance,belowwhichnoscore may be given) | 47.8 | Anex: |
| b) | Teaching load in excess of UGC norms/ Special Lectures/ Classes taken at the study centre located in the District      **11 Extra Classes** other than Kolkata (**Max score - 10**) | 10 | |

  **(ii) Reading/ Instructional material consulted and additional knowledge resources provided tostudents**

| Sl. No. | Course/ Paper | Consulted | Prescribed | Additional Resource provided | API Score | Remarks |
|---|---|---|---|---|---|---|
| 1. | **Zoology PG.** | Authentic Texts, Reference Books, Web and Printed Materials. | Assignments, Preparation of Teaching notes, and details study of texts Lab experiment. | Teaching materials (hard copies), PPT and Charts. Web references, Printed Materials | 10 | Anex: |
| 2. | **Zoology UG Hons** | Authentic Texts, Reference Books, Web and Printed Materials. | Assignments, Preparation of Teaching notes, and details study of texts Lab experiment. | Teaching materials (hard copies), PPT and Charts. Web references, Printed Materials | 10 | |
| 3. | **Zoology UG Gen.** | Authentic Texts, Reference Books, Web and Printed Materials. | Assignments, Preparation of Teaching notes, and details study of texts Lab experiment. | Teaching materials (hard copies), PPT and Charts. Web references, Printed Materials | 10 | |
| API score based on preparation and Imparting of knowledge/instructionas per curriculum and syllabus enrichment by providing additional resources to students (**Max. score:20**) | | | | | 20 | |

**(iii) Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.**

    (a)   Updating ofCourses/CurriculumDesign:             5 per course – Max10
    (b)   Participation/Innovative –Interactivecourses:         5
    (c)   Participn./Innovative –LearningModules:          5        Max10
    (d)   Participn./Innovative – Case Studies prepared:5
    (e)   Use of ICT or Computer-aided methods–ppt:         5
    (f)   Use of ICT –Multi-media/Simulationetc:          5        Max10
    (g)   Dev/TeachingRemedial/BridgeCourses:          5 each Max10
    (h)   Dev/Teaching Soft skill/Communication/Personality Dev: 5 each Max10
    (i)   Special Programs inPhys.Edn./Library:          5each        Max10
    (j)   Innovative Composition/Creation in Music, Fine Arts, Perf Arts: 5 each ; Max10
    (k)   Organizing & cond. of popul. Prog. /Teaching Web-based/E-Library/IT-asst teaching: Workshop/Training - 10 points; Popularization program - 5points

| Sl. No. | Short Description (in terms of items) as listed above | API Score | Remarks |
|---|---|---|---|
| 1. | (e)Use of ICT or Computer-aided methods–ppt. | 5 | Anex: |
| 2. | (f)Use of ICT –Multi-media/ slides etc: | 5 | |
| 3 | (b)Participation/Innovative –Interactive courses(Quiz , extempore and debate) | 5 | Anex: |
| 4 | (c) Participation /Innovative –Learning Modules (Teaching plan for Zoology PG, UG Hons & Gen.) | 5+5=10 | Anex: |
| | (**Max API Score:20**)        Total Score: | 20 | |

## *(iii)* Examination duties assigned and performed

    (a)   Invigil.-10,Evalua.-5,Q.papersetting/Moderation-5;      Max:20        [100%compliance]      (b Internal/ContinuousAssessmentworkasallotted-10[100%compliance];

    (c)   Exam Coordination Cell/OutstationorFlyingSquad:10[100%compliance]

| Sl. No. | Type of Examination Duties | Duties Assigned | Extent to which carried out(%) | API Score | Remarks |
|---|---|---|---|---|---|
| 1 | **Invigilation**(University Examination) | Yes | 100 | 10 | Anex: |
| 2. | (b)Internal/Continuous Assessments work as allotted (Paper setting, invigilation, evaluation for internal examination- base level, 1st, 2nd terminal, test exam. etc.). | Yes | 100 | 10 | |
| | (**Max API Score : 25**) | | | 20 | |

**CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT** RELATED ACTIVITIES.

Please mention your contribution to any of the following:

| Sl.No. | Type of Activity | Average Hrs/week | API Score | Remarks |
|---|---|---|---|---|
| | **(I)Extension, Co-curricular &field basedActivities** (5 points each) | | | |
| | a) Field Study/Ed. Tours/ Placement:<br>5each         Max10 | 1. UG Hons. Ed.Tour (Ballavpur Wildlife Sanctuary with Part I,II,III on 23.02.2015<br>2. UG general field study  Tour (Baramulla Poultry Farm) with Part III on 02.03.2015) | 5+5=10 | Anex: |
| | b) NSS/NCC/NSO etc:<br>each activity10points         Max10 | | | |
| | c) Student/Staff Sports<br>Campus Publication etc:<br>(dept level 2 points, Instn level 5 points) Max 10 | | | |
| | d) Community work<br>(Env, Hum. Rights, Scientific temper, Peace/Relief etc): Max10 | | | |
| | **(Max API Score : 20**) | | 10 | |
| | | | | |
| | **(II) Contribution to Corporate Life and Management of the Institution** | Yearly/Semester wise responsibilities | API Score | |
| | a) GovernanceResponsibility<br>(PG/IQAC/NAAC coordinator/Bursar / Warden etc.): Max10 | | | |
| | b) Academic/Administrative Committees like Admission /Campus Dev/ Library Comm: 5 each Max 10 | Library committee (Member ) | 5 | Anex: |
| | c) Student Welfare/Placement /<br>Counseling/ Discipline 5 each Max 10 | | | |
| | d) Conf Organization/ChairSecretary/Treasurer<br>(I)    International:10<br>(II)    National/Reg:5<br>(III)    Member: 1each | | | |
| | **(Max API Score : 15**) | | 5 | |
| | | | | |
| | **(III)Professional Development Activities** | | | |
| | a) Member in Professional Committees<br>(I)National 3 (II) State2;        Max10 | | | |
| | b) Participation in Conf/Seminars<br>Withoutpaper:        2 each ; Max10 | Participation in Seminar -1 | 2 | Anex: |
| | c) Short-term Courses/<br>Training less than a week: 5 each Max 10 | | | |
| | d) Membership/Participation in State/<br>Central Bodies/Committees: 5 each Max 10 | | | |
| | e) Newspaper/Magazine/ Radio-TV progr<br>(Not covered in Category III): 1 each ; Max 10 | | | |
| | **(Max API Score : 15**) | | 02 | |
| | | | | |
| | Total Score (I +II+III)      **(Max :50)** | | 17 | |
| | | | | |
| | Minimum API Score required - 15 | | | |

**Annual Self-Assessment for the Performance Based Appraisal System (PBAS)**
**Session/ Year 2015-16:(1.7.2015-30.6.2016)**
**(To be completed and submitted at the end of each academic year)**

## Part B: Academic Performance Indicators (API)
(Please see detailed instruction of the **PBAS-I** proforma before filling out this section)
**CATEGORY 1:** TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES
**(ia) Lectures, seminars, tutorials, practical, contact hours undertaken taken as percentage of lectures allocated.**

| Sl. No. | Course/Paper | Level | Mode of teaching* | Class allotted as per schedule | % of classes taken as per documented record | API Score | Remarks |
|---|---|---|---|---|---|---|---|
| 1. | **Zoology PG** ZGT-102, Unit-II,ZGP-105, Unit-II ZGT-202, Unit-II ,ZGP-205,Unit –I, ZGT-301,Unit-II, ZGP 305, Unit-I ZGT-401, Unit I.-ZGP-404, Unit -I | PG- SEM I,II,III &IV | L,P | 110/110 | 98.8 | 49.4 | Anex: (Academic audit) Refer to Page No |
| 2. | **Zoology Hons** Paper-I-Gr.C, - Paper III, Gr D Paper-VI,Gr-A, Paper-VIII,Gr-A Paper XI, Gr-B,Paper –XI (P), Gr-A | UG-Part- I,II& III | L,P | 150/154 | | | |
| 3. | **Zoology Gen.** Paper-I,Gr.C, Paper –Ii, Gr.B, Paper III (P), 4,Paper_IV, Gr.A, Pape-V(P) Gr.B2 | UG-Part- I,II& III | L,P | 70/70 | | | |

#Lecture (L), Seminar (S), Tutorial (T),Practical (P), Contact Hours(C ).

**(ib) Lectures and other teaching duties in excess of UGC norms**

| Sl. No. | CALCULATION OF API SCORE FOR I(i) ABOVE | API Score | Remarks |
|---|---|---|---|
| a) | Classes taken (**Maximum 50 for 100% performance &** Proportionatescoreupto80%performance,belowwhichnoscore may be given) | 49.4 | Anex: |
| b) | Teaching load in excess of UGC norms/ Special Lectures/ Classes taken at the study centre located in the District **9 Extra Classes** other than Kolkata (**Max score - 10**) | 10 | |

**(iv) Reading/ Instructional material consulted and additional knowledge resources provided to students**

| Sl. No. | Course/ Paper | Consulted | Prescribed | Additional Resource provided | API Score | Remarks |
|---|---|---|---|---|---|---|
| 1. | **Zoology PG** | Authentic Texts, Reference Books, Web and Printed Materials. | Assignments, Preparation of Teaching notes, and details study of texts Lab experiment. | Teaching materials (hard copies), PPT and Charts. Web references, Printed Materials | 10 | Annex: |
| 2. | **Zoology UG Hons.** | Authentic Texts, Reference Books, Web and Printed Materials. | Assignments, Preparation of Teaching notes, and details study of texts Lab experiment. | Teaching materials (hard copies), PPT and Charts. Web references, Printed Materials | 10 | |
| 3. | **Zoology UG Gen.** | Authentic Texts, Reference Books, Web and Printed Materials. | Assignments, Preparation of Teaching notes, and details study of texts Lab experiment. | Teaching materials (hard copies), PPT and Charts. Web references, Printed Materials | 10 | |
| API score based on preparation and Imparting of knowledge/instructionas per curriculum and syllabus enrichment by providing additional resources to students (**Max. score:20**) | | | | | 20 | |

**(v)** **Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.**

(a) Updating ofCourses/CurriculumDesign:      5 per course – Max10
(b) Participation/Innovative –Interactivecourses:      5
(c) Participn./Innovative –LearningModules:      5      Max10
(d) Participn./Innovative – Case Studies prepared:5
(e) Use of ICT or Computer-aided methods–ppt:      5
(f) Use of ICT –Multi-media/Simulationetc:      5      Max10
(g) Dev/TeachingRemedial/BridgeCourses:      5 each Max10
(h) Dev/Teaching Soft skill/Communication/Personality Dev: 5 each Max10
(i) Special ProgramsinPhys.Edn./Library:      5each      Max10
(j) Innovative Composition/Creation in Music, Fine Arts, Perf Arts: 5 each ; Max10
(k) Organizing & cond. of popul. Prog. /Teaching Web-based/E-Library/IT-asst teaching: Workshop/Training -

10 points; Popularization program - 5points

| Sl. No. | Short Description (in terms of items) as listed above | API Score | Remarks |
|---|---|---|---|
| 1. | (e)Use of ICT or Computer-aided methods–ppt. | 5 | Anex: |
| 2. | (f)Use of ICT –Multi-media/Slides etc: | 5 | |
| 3 | (b)Participation/Innovative –Interactive courses (Quiz, extempore and debate) | 5 | Anex: |
| 4 | (c)Participation./Innovative –Learning Modules (Teaching plan for Zoology PG, UG Hons & Gen.) | 10 | Anex: |
| | (**Max API Score:20**)      Total Score: | 20 | |

## *(vi)* Examination duties assigned and performed

(a) Invigil.-10,Evalua.-5,Q.papersetting/Moderation-5;    Max:20    [100%compliance]    (b Internal/ContinuousAssessmentworkasallotted-10[100%compliance];

(d) Exam Coordination Cell/OutstationorFlyingSquad:10[100%compliance]

| Sl. No. | Type of Examination Duties | Duties Assigned | Extent to which carried out(%) | API Score | Remarks |
|---|---|---|---|---|---|
| 1 | (a)Invigilation in University Exam | Yes | 100 | 10 | **Annex:** |
| 2. | (b)Internal/Continuous Assessments work as allotted(Paper setting, invigilation, evaluation for internal examination- base level, $1^{st}$, $2^{nd}$ terminal, test exam. etc.). | Yes | 100 | 10 | |
| 3. | (a)Evaluation (University final theory and practical exam.) | yes | 100 | 5 | |
| | (**Max API Score : 25**) | | | 25 | |

CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

Please mention your contribution to any of the following:

| Sl.No. | Type of Activity | Average Hrs/week | API Score | Remarks |
|---|---|---|---|---|
| | **(I)Extension, Co-curricular &field basedActivities** (5 points each) | | | |
| | a) Field Study/Ed. Tours/ Placement: 5each Max10 | 1. UG Hons. Ed.Tour (Chandipur Sea beach with Part I,II,III on 31.01.2016-05-02-2016) 2.UG general field study Tour (Baramulla Poultry Farm) with Part III on 15.02.2016) | 5+5=10 | Anex: |
| | b) NSS/NCC/NSO etc: each activity10points Max10 | | | |
| | c) Student/Staff Sports Campus Publication etc: (dept level 2 points, Instn level 5 points) Max 10 | College Sports(Volunteer) | 5 | Annex: |
| | d) Community work (Env, Hum. Rights, Scientific temper, Peace/Relief etc): Max10 | | | |
| | **(Max API Score : 20)** | | 15 | |
| | | | | |
| | **(II) Contribution to Corporate Life and Management of the Institution** | Yearly/Semester wise responsibilities | API Score | |
| | a) Governance Responsibility (PG/IQAC/NAAC coordinator/Bursar / Warden etc.): Max10 | | | |
| | b) Academic/Administrative Committees like Admission /Campus Dev/ Library Comm: 5 each Max 10 | Library committee (Member) | 5 | Annex: |
| | c) Student Welfare/Placement / Counseling/ Discipline 5 each Max 10 | | | |
| | e) Conf Organization/Chair Secretary/Treasurer (I) International:10 (II) National/Reg:5 (III) Member: 1each | | | |
| | **(Max API Score : 15)** | | 5 | |
| | | | | |
| | **(III)Professional Development Activities** | | | |
| | a) Member in Professional Committees (I)National 3 (II) State2; Max10 | | | |
| | b) Participation in Conf/Seminars Without paper: 2 each ; Max10 | Seminar -1 | 2 | Annex |
| | c) Short-term Courses/ Training less than a week: 5 each Max 10 | | | |
| | d) Membership/Participation in State/ Central Bodies/Committees: 5 each Max 10 | | | |
| | e) Newspaper/Magazine/ Radio-TV progr (Not covered in Category III): 1 each ; Max 10 | | | |
| | **(Max API Score : 15)** | | 2 | |
| | | | | |
| | Total Score (I +II+III) **(Max :50)** | | 22 | |
| | | | | |
| | Minimum API Score required - 15 | | | |

**Annual Self-Assessment for the Performance Based Appraisal System (PBAS)**
**Session/ Year: 2016-17 (1.7.2016-30.6.2017)**
**(To be completed and submitted at the end of each academic year)**

# Part B: Academic Performance Indicators (API)
(Please see detailed instruction of the **PBAS-I** proforma before filling out this section)
## CATEGORY 1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES
### (ia) Lectures, seminars, tutorials, practical, contact hours undertaken taken as percentage of lectures allocated.

| Sl. No. | Course/Paper | Level | Mode of teaching* | Class allotted as per schedule | % of classes taken as per documented record | API Score | Remarks |
|---|---|---|---|---|---|---|---|
| 1. | **Zoology PG** ZGT-102, Unit-II,ZGP-105, Unit-II ZGT-202, Unit-II ,ZGP-205,Unit –I, ZGT-301,Unit-II, ZGP 305, Unit-I ZGT-401, Unit I,-ZGP-404, Unit -I | PG- SEM I,II,III &IV | L, P | 123/124 | 99.7 | 49.9 | Anex: (Academic audit) |
| 2. | **Zoology Hons** Paper-I-Gr.C, - Paper III, Gr D Paper-VI,Gr-A, Paper-VIII,Gr-A Paper XI, Gr-B,Paper –XI (P), Gr-A | UG-Part-I,II& III | L, P | 144/144 | | | Refer to Page No |
| 3. | **Zoology Gen.** Paper-I,Gr.C, Paper –Ii, Gr.B, Paper III (P), 4,Paper_IV, Gr.A, Pape-V(P) Gr.B2 | UG-Part-I,II& III | L, P | 89/89 | | | |

#Lecture (L), Seminar (S), Tutorial(T),Practical(P), Contact Hours(C ).

### (ib) Lectures and other teaching duties in excess of UGC norms

| Sl. No | CALCULATION OF API SCORE FOR I(i) ABOVE | API Score | Remarks |
|---|---|---|---|
| a) | Classes taken (**Maximum 50** for 100% performance & Proportionatescoreupto80% performance, below which no score may be given) | 49.9 | Annex: |
| b) | Teaching load in excess of UGC norms/ Special Lectures/ Classes taken at the study centre located in the District **12 Extra Classes** other than Kolkata (**Max score - 10**) | 10 | |

### ii) Reading/ Instructional material consulted and additional knowledge resources provided to students

| Sl. No. | Course/ Paper | Consulted | Prescribed | Additional Resource provided | API Score | Remarks |
|---|---|---|---|---|---|---|
| 1. | **Zoology PG.** | Authentic Texts, Reference Books, Web and Printed Materials. | Assignments, Preparation of Teaching notes, and details study of texts Lab experiment. | Teaching materials (hard copies), PPT and Charts. Web references, Printed Materials | 10 | Annex: |
| 2. | **Zoology UG Hons.** | Authentic Texts, Reference Books, Web and Printed Materials. | Assignments, Preparation of Teaching notes, and details study of texts Lab experiment. | Teaching materials (hard copies), PPT and Charts. Web references, Printed Materials | 10 | |
| 3. | **Zoology UG Gen.** | Authentic Texts, Reference Books, Web and Printed Materials. | Assignments, Preparation of Teaching notes, and details study of texts Lab experiment. | Teaching materials (hard copies), PPT and Charts. Web references, Printed Materials | 10 | |
| API score based on preparation and Imparting of knowledge/instructionas per curriculum and syllabus enrichment by providing additional resources to students (**Max. score:20**) | | | | | 20 | |

### iii) Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.

i.   Updating of Courses/Curriculum Design:          5 per course – Max10
ii.  Participation/Innovative –Interactive courses:     5
iii. Participn./Innovative –Learning Modules:          5          Max10
iv.  Participn./Innovative – Case Studies prepared:5
v.   Use of ICT or Computer-aided methods–ppt:       5
vi.  Use of ICT –Multi-media/Simulation etc:          5          Max10
vii. Dev/Teaching Remedial/Bridge Courses:          5 each Max10
viii. Dev/Teaching Soft skill/Communication/Personality Dev: 5 each Max10
ix.  Special Programs in Phys. Edn./Library:          5each          Max10
x.   Innovative Composition/Creation in Music, Fine Arts, Perf Arts: 5 each ; Max10
xi.  Organizing & cond. of popul. Prog. /Teaching Web-based/E-Library/IT-asst teaching: Workshop/Training -

10 points; Popularization program - 5points

| Sl. No. | Short Description (in terms of items) as listed above | API Score | Remarks |
|---|---|---|---|
| 1. | (e)Use of ICT or Computer-aided methods–ppt. | 5 | Annex: |
| 2. | (f)Use of ICT –Multi-media/slides etc: | 5 | |
| 3 | (b)Participation/Innovative –Interactive courses(Quiz , extempore and debate) | 5 | Annex: |
| 4 | (c)Participation./Innovative –Learning Modules (Teaching plan for Zoology PG, UG Hons & Gen.) | 5+5+5=15 | Annex: |
| | (**Max API Score:20**)          Total Score: | 20 | |

### (iv) Examination duties Assigned and Performed

(a) Invigil.- 10, Evalua.- 5, Q. paper setting/ Moderation- 5; Max : 20 [100% compliance]
(b) Internal/Continuous Assessment work as allotted-10 [100% compliance];
(c) Exam Coordination Cell/Outstation or Flying Squad: 10 [100% compliance]

| Sl. No. | Type of Examination Duties | Duties Assigned | Extent to which carried out(%) | API Score | Remarks |
|---|---|---|---|---|---|
| 1 | Invigilation in University Exam | Yes | 100 | 10 | Annex: |
| 2. | (b)Internal/Continuous Assessments work as allotted(Paper setting, invigilation, evaluation for internal examination- base level, 1$^{st}$, 2$^{nd}$ terminal, test exam. etc.).. | Yes | 100 | 10 | |
| 3. | (a)Evaluation (University final theory and practical exam..) | yes | 100 | 5 | |
| | (**Max API Score : 25**) | | | 25 | |

## CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

Please mention your contribution to any of the following:

| Sl.No. | Type of Activity | Average Hrs/week | API Score | Remarks: |
|---|---|---|---|---|
| | **(I)Extension, Co-curricular &field basedActivities** (5 points each) | | | |
| | a) Field Study/Ed. Tours/ Placement: 5each Max10 | 1. UG Hons. Ed.Tour (Dooars with Part I,II,III on 05.01.2017-11.01.2017 2. UG general field study Tour (Ballavpur Wild life Sanctuary) with Part III on 02.02.2017) | 5+5=10 | Annex: |
| | b) NSS/NCC/NSO etc: each activity10points Max10 | | | |
| | c) Student/Staff Sports Campus Publication etc: (dept level 2 points, Instn level 5 points) Max 10 | College Sports (Volunteer) | 5 | Annex: |
| | d) Community work (Env, Hum. Rights, Scientific temper, Peace/Relief etc): Max10 | | | |
| | (**Max API Score : 20**) | | 15 | |
| | | | | |
| | **(II) Contribution to Corporate Life and Management of the Institution** | Yearly/Semester wise responsibilities | API Score | |
| | a) Governance Responsibility (PG/IQAC/NAAC coordinator/Bursar / Warden etc.): Max10 | | | |
| | b) Academic/Administrative Committees like Admission /Campus Dev/ Library Comm: 5 each Max 10 | Library committee (Member) | 5 | Annex: |
| | c) Student Welfare/Placement / Counseling/ Discipline 5 each Max 10 | | | |
| | f) Conf Organization/Chair Secretary/Treasurer (I) International:10 (II) National/Reg:5 (III) Member: 1each | | | |
| | (**Max API Score : 15**) | | 5 | |
| | | | | |
| | **(III)Professional Development Activities** | | | |
| | a) Member in Professional Committees (I)National 3 (II) State2; Max10 | | | |
| | b) Participation in Conf/Seminars Without paper: 2 each ; Max10 | Seminars-2 | 4 | Annex: |
| | c) Short-term Courses/ Training less than a week: 5 each Max 10 | | | |
| | d) Membership/Participation in State/ Central Bodies/Committees: 5 each Max 10 | | | |
| | e) Newspaper/Magazine/ Radio-TV progr (Not covered in Category III): 1 each ; Max 10 | | | |
| | (**Max API Score : 15**) | | 4 | |
| | | | | |
| | Total Score (I +II+III) (**Max :50**) | | 24 | |
| | | | | |
| | Minimum API Score required - 15 | | | |

**Annual Self-Assessment for the performance Based Appraisal System (PBAS)**
**Session/Year: (2017-18)01.07.2017 - 06.12.2017**
**(To be completed and submitted at the end of each academic year)**

# Part B: Academic Performance Indicators (API)

(Please see detailed instruction of the **PBAS-I** proforma before filling out this section)
**CATEGORY 1:** TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

**(ia) Lectures, seminars, tutorials, practical, contact hours undertaken taken as percentage of lectures allocated.**

| Sl. No. | Course/Paper | Level | Mode of teaching* | Class allotted as per schedule | % of classes taken as per documented record | API Score | Remarks |
|---|---|---|---|---|---|---|---|
| 1. | **Zoology PG** <br> ZGT-102, Unit-II,ZGP-105, Unit-II ZGT-202, Unit-II ,ZGP-205,Unit –I, ZGT-301,Unit-II, ZGP 305, Unit-I ZGT-401, Unit I,-ZGP-404, Unit -I | PG- SEM I,II,III &IV | L, P | 51/51 | 100 | 50 | Anex: (Academic audit) <br><br> Refer to Page No |
| 2. | **Zoology Hons** <br> CC1,Unit 2, CC1 (P)-1-4 Paper-VI,Gr-A, Paper-VIII,Gr-A Paper XI, Gr-B,Paper –XI (P), Gr-A | UG-CBCS SEM I ,Part-II & III | L, P | 60/60 | | | |
| 3. | **Zoology Gen.** <br> CC1,Unit 1-4, CC1(P)2-4, Paper –II, Gr.B, Paper III (P), 4,Paper_IV, Gr.A, Pape-V(P) Gr.B2 | UG-CBCS SEM I ,Part-II & III | L, P | 40/40 | | | |

#Lecture (L), Seminar (S), Tutorial (T),Practical(P), Contact Hours(C ).

**(ib) Lectures and other teaching duties in excess of UGC norms**

| Sl. No | CALCULATION OF API SCORE FOR I(i) ABOVE | API Score | Remarks |
|---|---|---|---|
| a) | Classes taken (**Maximum 50** for 100% performance & Proportionatescoreupto80% performance, below which no score may be given) | 50 | Annex: |
| b) | Teaching load in excess of UGC norms/ Special Lectures/ Classes taken at the study centre located in the District **10 Extra Classes** other than Kolkata (**Max score - 10**) | 10 | |

**(ii) Reading/ Instructional material consulted and additional knowledge resources provided tostudents**

| Sl. No. | Course/ Paper | Consulted | Prescribed | Additional Resource provided | API Score | Remarks |
|---|---|---|---|---|---|---|
| 1. | **Zoology PG.** | Authentic Texts, Reference Books, Web and Printed Materials. | Assignments, Preparation of Teaching notes, and details study of texts Lab experiment. | Teaching materials (hard copies), PPT and Charts. Web references, Printed Materials | 10 | Annex: |
| 2. | **Zoology UG Hons..** | Authentic Texts, Reference Books, Web and Printed Materials. | Assignments, Preparation of critical notes, and details study of texts. | Critical materials (hard copies), PPT and Charts. | 10 | |
| 3. | **Zoology UG Gen.** | Authentic Texts, Reference Books, Web and Printed Materials. | Assignments, Preparation of Teaching notes, and details study of texts Lab experiment. | Teaching materials (hard copies), PPT and Charts. Web references, Printed Materials | 10 | |
| | API score based on preparation and Imparting of knowledge/instructionas per curriculum and syllabus enrichment by providing additional resources to students (**Max. score:20**) | | | | 20 | |

**Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.**

i.     Updating ofCourses/CurriculumDesign:               5 per course – Max10
ii.    Participation/Innovative –Interactivecourses:        5
iii.   Participn./Innovative –LearningModules:             5          Max10
iv.    Participn./Innovative – Case Studies prepared:5
v.     Use of ICT or Computer-aided methods–ppt:          5
vi.    Use of ICT –Multi-media/Simulationetc:              5          Max10
vii.   Dev/TeachingRemedial/BridgeCourses:                 5 each Max10
viii.  Dev/Teaching Soft skill/Communication/Personality Dev: 5 each Max10
ix.    Special ProgramsinPhys.Edn./Library:               5each          Max10
x.     Innovative Composition/Creation in Music, Fine Arts, Perf Arts: 5 each ; Max10
xi.    Organizing & cond. of popul. Prog. /Teaching Web-based/E-Library/IT-asst teaching: Workshop/Training -

10 points; Popularization program - 5points

| Sl. No. | Short Description (in terms of items) as listed above | API Score | Remarks |
|---|---|---|---|
| 1. | (e)Use of ICT or Computer-aided methods–ppt. | 5 | Anex: |
| 2. | (f)Use of ICT –Multi-media/slides etc: | 5 | |
| 3 | (b)Participation/Innovative –Interactive courses (Quiz , extempore and debate) | 5 | Anex: |
| 4 | (c) Participation /Innovative –Learning Modules (Teaching plan for Zoology PG, UG Hons & Gen.) | 10 | Anex: |
| | (**Max API Score:20**)              Total Score: | 20 | |

# (iv) Examination duties Assigned and Performed

(a) Invigil.- 10, Evalua.- 5, Q. paper setting/ Moderation- 5; Max : 20 [100% compliance]
(b) Internal/Continuous Assessment work as allotted-10 [100% compliance];
(c) Exam Coordination Cell/Outstation or Flying Squad: 10 [100% compliance]

| Sl. No. | Type of Examination Duties | Duties Assigned | Extent to which carried out(%) | API Score | Remarks |
|---|---|---|---|---|---|
| 1 | Invigilation in University Exam | Yes | 100 | 10 | Annex: |
| 2. | (b)Internal/Continuous Assessments work as allotted(Paper setting, invigilation, evaluation for internal examination- base level, 1$^{st}$, 2$^{nd}$ terminal, test exam. etc.).. | Yes | 100 | 10 | |
| | (a)Evaluation (University final theory and practical exam..) | Yes | 100 | 10 | |
| | (**Max API Score : 25**) | | | 25 | |

**CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.**

Please mention your contribution to any of the following:

| Sl.No. | Type of Activity | Average Hrs/week | API Score | Remarks |
|---|---|---|---|---|
| | **(I)Extension, Co-curricular &field basedActivities** (5 points each) | | | |
| | a) Field Study/Ed. Tours/ Placement:<br>  5each          Max10 | 1.UG Hons. Ed.Tour (Chandipur Sea Beach with Part I,II,III on 06.11.2017-10.11.2017 2. UG general field study  Tour (Baramulla Poultry Farm) with Part III on 15.11.2017) | 5+5=10 | Annex: |
| | b) NSS/NCC/NSO etc:<br>each activity10points          Max10 | | | Annex: |
| | c) Student/Staff Sports<br>Campus Publication etc:<br>(dept level 2 points, Instn level 5 points) Max 10 | DPI level Sports (Volunteer) | 5 | |
| | d) Community work<br>(Env, Hum. Rights, Scientific temper, Peace/Relief etc): Max10 | | | |
| | (**Max API Score : 20**) | | 15 | |
| | | | | |
| | **(II) Contribution to Corporate Life and Management of the Institution** | Yearly/Semester wise responsibilities | API Score | |
| | a) Governance Responsibility<br>(PG/IQAC/NAAC coordinator/Bursar / Warden etc.):<br>Max10 | | | |
| | b) Academic/Administrative Committees like Admission /Campus Dev/ Library Comm: 5 each Max 10 | Library committee (Member) | 5 | Annex: |
| | c) Student Welfare/Placement /<br>Counseling/ Discipline 5 each Max 10 | | | |
| | g) Conf Organization/Chair Secretary/Treasurer<br>(I)    International:10<br>(II)   National/Reg:5<br>(III)  Member: 1each | | | |
| | (**Max API Score : 15**) | | 5 | |
| | | | | |
| | **(III)Professional Development Activities** | | | |
| | a) Member in Professional Committees<br>(I)National 3 (II) State2;          Max10 | | | |
| | b) Participation in Conf/Seminars<br>Without paper:          2 each ; Max10 | | | |
| | c) Short-term Courses/<br>Training less than a week: 5 each Max 10 | | | |
| | d) Membership/Participation in State/<br>Central Bodies/Committees: 5 each Max 10 | | | |
| | e) Newspaper/Magazine/ Radio-TV progr (Not covered in Category III): 1 each ; Max 10 | | | |
| | (**Max API Score : 15**) | | 00 | |
| | | | | |
| | Total Score (I +II+III)     (**Max :50**) | | 20 | |
| | | | | |
| | Minimum API Score required - 15 | | | |

## Cumulative Category-3 from the Session 2014-15 to 2017-18 (19.02.2015 to 06.12.2017)
## CATEGORY-3: RESEARCH AND ACADEMIC CONTRIBUTIONS

### CATEGORY-3: RESEARCH AND ACADEMIC CONTRIBUTIONS
#### A) (i) Published Papers in Journals
API Score – Category1-Refereed     –     15/publication

Category 2- Non-Refereed –10/publication

| Sl. No. | Title with page no. | Journal | ISSN/ISBN No. | Whether peer reviewed. Impact factor, if any | No. of Co-author | Whether you are the main author | API score |
|---------|--------------------|---------|---------------|-----------------------------------------------|------------------|--------------------------------|-----------|
|         |                    |         |               |                                               |                  |                                |           |

*Wherever relevant to any specific discipline the API score for paper in referred journal would be augmented as follows:

Indexed journal- by 5 points, ii) Papers with impact factor 1 and 2 by 10 points; iii) papers with impact factor between 2 and 5 by 15 points; iv) papers with impact factor between 5 and 10 by 25 points

*Points divided by number of authors

***if a paper is presented in Conference/ Seminar is published in the form of proceedings, the points would accrue for the for the publication (3.A) and not under presentation (3.E(ii)).

#Papers accepted at National/ International conferences may be reckoned as equivalent to papers presents.

### A) (ii) Public Displays/Exhibitions/Performances with or without outputs in CD/DVD/Online/E-form/E-book [for Art/Music College]
API Score – Category 1 – 15Category 2 – 10

| Sl.No | Title of Show/ Exhibition/ Performance with or without CD/DVD/ Tape/ Online /E-form/E-book version or Brochures | Company/ Agency/ Instt Name (Including TV/Radio etc) | Categorization I. International 15 each/ II. National 10 each (Venues/ event/ gallery/ studio/ museums) | Whether reviewed/ Impact factor (Reporting/ Coverage/ Reviews/ Hits/sales/ citations/ Commen-dations/ etc) | No of Co-performer or Co-authors (10 each) | Whether you are the Soloartist/ performer (15 each) | API Score |
|-------|-----|-----|-----|-----|-----|-----|-----|
|       |     |     |     |     |     |     |     |

### B (i) Articles/ Chapters published in Books
API Score (Per Art/Chap) Category 1: International Publisher – 10

Category 2: National/ State/ Central/ Societies Publisher – 5

Category 3: Subject books by other/Local Publisher          3

Category 4: Chapters in Knowledge-based Volumes          5

| Sl. No. | Title with page no. | Book title, editor &publisher | ISSN/ISBN No. (Or, Renowned publishers) See Cat 1-4 as above for scores | Whether peer reviewed. | No. of Co-author | Whether you are the main author | API score | Remarks |
|---------|--------------------|-------------------------------|-------------------------------------------------------------------------|------------------------|------------------|--------------------------------|-----------|---------|
| 1 | Farming of grasshoppers for feed and food pp. 126-136 | "INSECTS AS FOOD AND FEED FROM PRODUCTION TO CONSUMPTION" Arnold van Huis and Jeffery K. Tomberlin.Wageningen Academic Publishers (**INTERNATIONAL**) | ISBN: 978-90-8686-296-2 | YES | One | No | 4 | Annex: |

**Full Papers in Conference   Proceedings**

**Conf. proceedings as full paper**: 1 International Conference - 10/publication
a.           **National        -7.5/each**
b.           Regional/State level – 5/each
c.           Local- Univ./College level –3/each

| Sl. No. | Title with page no. | Details of Conference Publication | ISSN/ ISBN No. | No. of Co-author | Whether you are the main author | API score | Remarks |
|---------|--------------------|-----------------------------------|----------------|------------------|---------------------------------|-----------|---------|
| 1. | Aspects of Entomophagy in India (2017), pp. 78-83 | Relevance of Dr. B.R. Ambedkar for Inclusive Development in India: Inclusive Development, Agriculture and Sustainable Rural Development. Volume II. Bholanath Mondal, Bapi Das, Adani Lokho, Goutam Mondal, Ganesh Chandra Malik, Sanjoy Ghosh. New Delhi Publisher. | ISBN :978-93-85503-58-0 | NIL | yes | 7.5 | Annex: |

*(ii)*        **Book spublisheda ssingle author or as editor**

API Score – Category 1 Text/Reference Books by International Publisher                    50
Category 2 Text/Reference Books byNational/Soc/UnivPubl25
Category 3 Subject Books by Other/Local Recognized Publ                                           15

| Sl. No. | Title with page no. | Type of Book, & authorship | Publisher & ISSN/ ISBN No. (I. International II. National III. Regional) | Whether peer reviewed. | No. of Co-author | Whether you are The main author | API score |
|---------|---------------------|----------------------------|--------------------------------------------------------------------------|------------------------|------------------|---------------------------------|-----------|
|         |                     |                            |                                                                          |                        |                  |                                 |           |

**(iv) Solo Performance/Exhibition as an Artist on invitation**

API Score – Cat. I /International –50
Cat. II /National–25
Cat.III/Regional  –15

| Sl.No | Title of Programme/ Exhibition with details ofvenue | Organized or Sponsored by Institution/ Company/ Agency, incl AIR/TVetc | Categorization – (I) International/ (II) National/ (III) Regional | Whether peer-reviewed/ Impact | No of Co-artists or Performers | Whether you are the Solo artist/ performer | API Score |
|-------|-----------------------------------------------------|------------------------------------------------------------------------|-------------------------------------------------------------------|-------------------------------|--------------------------------|---------------------------------------------|-----------|
|       |                                                     |                                                                        |                                                                   |                               |                                |                                             |           |

## C) Ongoing and Completed Research Projects and Consultancies

API Score for **Projects-**
Cat I: (Sc-Rs30 lakhs+ Non-Sc: Rs 5lakhs +):          20
Cat II: (Sc-Rs5 lakhs+ Non-Sc: Rs 3lakhs+): 15
Cat III: (Sc-Rs0.5 lakhs+ Non-Sc: Rs 0.25 lakhs+): 10 Other approved projects of Univ/Other agencies:          5
API Score for **Consultancies**–
(Sc-Rs10 lakhs+ Non-Sc: Rs 2lakhs +):          10
API Score for **Quality Evaluation**–
Major (Completed)Project Eval:  20
Minor (Completed) Project Eval: 10

### C .(i) & (ii) Ongoing Projects/ Consultancies

| Sl. No. | Title | Agency | Period | Grant/ mobilized Amount (Rs. lakh) | API score |
|---|---|---|---|---|---|
|  |  |  |  |  |  |

### C.(iii) & (iv) Completed Projects/ Consultancies

| Sl. No. | Title | Agency | Period | Grant/ Amount mobilized (Rs. lakh) | Whether policy document. Patent as outcome | API score |
|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |

## D) Research Guidance

    **(i)**    **Degree-oriented:** API Score – Ph.D. awarded – 10; Ph.D. Submitted –7;

    M.Phil. awarded  – 3;

    **(ii)**    **Non-Degree Products:** API Score – Post-Doctoral – 7; National Scholar –5;

    Guidance to Scholars & Master's level – 3;

| Sl. No. | Number enrolled | Thesis submitted | Degree awarded | API score |
|---|---|---|---|---|
| Non-Degree products |  |  |  |  |
| M.Phil. or equivalent |  |  |  |  |
| Ph.D. or equivalent |  |  |  |  |

## E) (i) Training Courses, Teaching-Learning –Evaluation Technology Programmes, Faculty Development Programme (not less than one week duration)

Cat I : (Not less than two week duration): 20
Cat II : (Not less than one week duration): 10

| Sl. No. | Programme | Duration | Organized by | API Score | Remarks |
|---|---|---|---|---|---|
| 1. | Orientation Programme | 01.08.2017 to 28.08.2017 (28 Days) | HRDC, Burdwan. University, Burdwan | 20 | Annex: |

## E) (ii) Papers presented in Conferences, Seminars, Workshops, Symposia

APIScore–Category1International–10     Category2National –7.5
Category3Regional          5
Category4Local          3

| Sl. No. | Title of the paper presented | Title of Conference/ Seminar | Organized by | Whether International/ National/State/ Regional/College or University level | API score | Remarks |
|---|---|---|---|---|---|---|
| 1. | Cadmium induced toxicity on Oxya hyla (Serville)(Orthoptera: Acrididae) | Emerging Issues in Intra-disciplinary Studies: An Indian Perspective" | IQAC Suri Vidyasagar College | National | 7.5 | Annex: |

**E) (iii) Invited lectures/ Chairing the session or presentation for conferences/symposia etc.**

APIScore–Category1International – 10
Category2National – 7.5
Category 3 Regional /State level – 5
Category4Univ/EndowmentLect–3

| Sl. No. | Title of the Lecture/ Academic session | Title of Conference/ Seminar | Organized by | Whether International/ National/State/ Regional/College or University level | API score |
|---|---|---|---|---|---|
| | | | | | |

Signature of the incumbent with designation and date

Signature of the Coordinator IQAC with Seal

Signature of the Principal/ TIC with date and Seal

**Name of the Applicant: DR.CHANDRIK MALAKAR**                    **Subject: Zoology**

## Summary of API scores (19.02.2015 – 06.12.2017)

| Category | Criteria | API Score for previous 3/4/5/6 academic years as applicable for specific proposed stage of promotion from Stage I/II/III to Stage II/III/IV. | | | | Total API Score for Assessment Period |
|---|---|---|---|---|---|---|
| | | 19.02.2015 to 30.06.2015 | 01.07.15 to 30.06.2016 | 01.07.16 to 30.06.2017 | 01-07-2017 to 06.12.2017 | |
| **I** | **CATEGORY I:** Teaching, learning and evaluation related activities *(to be assessed yearly)* | 117.8 | 124.4 | 124.9 | 125 | 492.1 |
| **II** | **CATEGORY II:** Cocurricular, extension and professional development related activity *(to be assessed cumulatively for assessment period)* | 17 | 22 | 24 | 20 | 83 |
| **III** | **CATEGORY III:** Research and Academic Contributions *(to be assessed cumulatively for assessment period)* | 39 | | | | |
| **II + III** | **Total API score** (Category II + Category III)/ Assessment Period) | 122 | | | | |

**Signature of Incumbent**                    **Signature of the Coordinator, IQAC**                    **Signature of the Principal/TIC/OIC with date and seal**

# ANNEXURE (B)

## To G.O. No. 1373–Edn (CS) dated 07.12.2017

This FORMAT for Annual Self-Assessment for the Performance Based Appraisal System (PBAS) is required to be filled up at the end of each Academic Year during the period of promotion and filled in Format along with all documents will be placed to the Screening / Selection Committee after duly approved by the IQAC and Principal/TIC/OIC of the concerned college.

**Annual Self-Assessment for the performance Based Appraisal System (PBAS)**
**Session/Year: 2017-18 ,07.12.2017-30.06.2018**
**(To be completed and submitted at the end of each academic year)** Part B: Academic

Performance Indicators (API)

(Please see detailed instruction of the **PBAS-I** Proforma before filling out this section)

**CATEGORY1:TEACHING, LEARNING AND EVALUATIONRELATEDACTIVITIES**

**(a)** **Direct teaching (16/14) hours per week as applicable )including Lectures, Tutorials, Practical, Project Supervision and Fieldwork**

| Sl. No. | Course/Paper | Level | Mode of Teaching * | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷7.5 for Assistant Prof. & ÷ 7.75 for Associate Prof. ) | API Score | Remarks |
|---|---|---|---|---|---|---|---|
| 1. | . Zoology PG ZGT-102, Unit-II,ZGP-105, Unit-II ZGT-202, Unit-II ,ZGP-205,Unit –I, ZGT-301,Unit-II, ZGP 305, Unit-I ZGT-401, Unit I,-ZGP-404, Unit -I | PG: SEM I,II,III&IV | L, P | 98 | 13.06 | 13.06 | Annexure (academic audit) Refer to page no |
| 2. | **Zoology Hons** CC1,Unit 2, CC1 (P)-1-4 CC3, Umit3 , CC3(P) 2-5 Paper-VI,Gr-A, Paper-VIII,Gr-A Paper XI, Gr-B,Paper –XI (P), Gr-A | U.G.(Hons.) Part-II & III and CBCS-SEM-I &II. | L, P | 108 | 14.40 | 14.40 | |
| 3. | **Zoology Gen.** CC1,Unit 1-4, CC1(P)2-4, CCII, Unit 9, CCII (P) 2-4 Paper –II, Gr.B, Paper III (P), 4,Paper_IV, Gr.A, Pape-V(P) Gr.B2 | U.G.(Gen.) Part-II & III and CBCS-General & Generic. | L, P | 79 | 10.39 | 10.39 | |
| | Maximum API Score : Assistant Professor Stage I :70 Assistant Professor Stage II :70 Assistant Professor Stage III: 70 | | | | | 37.85 | |

Lectures, Tutorials, Practical, Project Supervision and Field Work
WorkloadasperUGCRegulations2016:

| | Direct Teaching Hours per week |
|---|---|
| Assistant Professor | 16 |
| Associate Professor | 14 |

**b) Examination duties (question paper setting, evaluation of answer scripts) as per allotment**

| Sl. No. | Type of Examination Duties | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷ 10 for all Teachers) | API Score | Remarks |
|---|---|---|---|---|---|
| 1. | Invigilation duties of University examination | 50 | 26.96 | 26.96 | Annexure XIII |
| 2. | Evaluation of answer scripts of University exams | 140.4 | | | |
| 3. | Internal continuous assessments including question paper setting, invigilation and evaluation | 79.2 | | | |
| | **Maximum API Score :**<br>**i) Assistant Professor Stage I : 20**<br>**ii) Assistant Professor Stage II : 20**<br>**iii) Assistant Professor Stage III : 20** | | | 20 | |

**(c) Innovative teaching- learning methodologies; updating of subject content/ course, mentoring etc.**

(a) Updating of Courses/CurriculumDesign:

(b) Participation/Innovative – Interactivecourses:

(c) Participn./Innovative – LearningModules

(d) Participn./Innovative – Case Studiesprepared:

(e) Use of ICT or Computer-aided methods –ppt:

(f) Use of ICT – Multi-media/Simulationetc:

(g) Dev/Teaching Remedial/BridgeCourses:

(h) Dev/Teaching Soft skill/Communication/PersonalityDev:

(i) Special Programs in Phys.Edn./Library:

(j) Innovative Composition/Creation in Music, Fine Arts, PerfArts:

(k) Organizing & cond. Ofpopular Prog.                    /Teaching Web-based/E- Library/IT-asstteaching:

| Sl. No | Short Description (in terms of items) as listed above | Actual hours spent per Academic Year | Actual Score (Actual hours spent per academic Year ÷10) | API score | Remarks |
|---|---|---|---|---|---|
| 1. | (b)Participation/Innovative – Interactive courses (Quiz, Extempore & debate) | 18 | 1.8 | 1.8 | Annexure |
| 2. | (c)Participation/Innovative –Learning Modules (Teaching Plan for Zoology Honours and General) | 00 | 0.0 | 0.0 | Annexure |
| 3. | (e)Use of ICT or Computer-aided methods– ppt. | 84 | 8.4 | 8.4 | Annexure |
| 4. | (f)Use of ICT –Multi-media slides | 15 | 1.5 | 1.5 | Annexure |
| | **Maximum API Score :**<br>**i) Assistant Professor Stage I : 10**<br>**ii) Assistant Professor Stage II :10**<br>**iii) Assistant Professor Stage III :10** | | | 10 | |

In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out byteachers.

**Minimum API Score required for promotion under CAS for CATEGORY I (to be assessed yearly):**

| i) | Stage I to II | 80/ Year |
|---|---|---|
| ii) | Stage II to III | 80/Year |
| iii) | Stage III to IV | 75/Year |

## CATEGORY2: CO-CURRICULAR, EXTENSIONANDPROFESSIONAL DEVELOPMENT RELATEDACTIVITY

| Sl.No. | Type of Activity | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷10)* | API Score | Remarks |
|---|---|---|---|---|---|
| (a) | **Student related Extension, Co-curricular &field basedActivities** | | | | |
| | i)Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.) **Study visit** (Bhitorkonika from 10.01.2018-15.01.2018 With PG SEM IV)+ **organizer of student seminar** | 40+6=46 | 4.6 | 4.6 | Annex: |
| | ii) Other co-curricular activates (Cultural, Sports, NSS, NCC etc.) **Cultural events (Volunteer)+ College level Sports (Volunteer)** | 13+12=25 | 2.5 | 2.5 | Annex: |
| | iii) Extension and dissemination activities (public /popular lectures/talks/seminars | | | | |
| | (**Max API Score : 15**) | | | 7.1 | |
| (b) | Contribution to Corporate life and management of the sports units and institution through participation in through participation in responsibilities(including as Principal / Director responsibilities(including as Principal / Director that require regular office hrs for its discharge) | | | | |
| | h) ) Administrative Responsibility (including Dean/Principal/Chairperson/Convenor/Teacher-in-charge/ similar other duties that require regular Office hours for its discharge) **(HOD) (UG+PG)** | 235 | 23.5 | 23.5 | Annex: |
| | iii) Participation in Board of Studies, Academic and Administrative committees **(Member of LIBRARY COMMITTEE)** | 12 | 1.2 | 1.2 | Annex |
| | (**Max API Score : 15**) | | | 15 | |
| (c) | Professional Development activities (such as participation in seminars activities (such as participation in seminars talks, lectures in refresher / faculty development courses membership of associations, dissemination and general articles and any other contribution) | | | | |
| | (**Max API Score : 15**) | | | | |
| | *For all categories of Teachers ( Assistant/Associate) Total Score (a +b+c) (**Max :45**) | | | 22.1 | |

**Minimum API Score for CATEGORY II, required to be assessed cumulatively –**

| | | |
|---|---|---|
| i) | Stage I to II | 50/Assessment Period |
| ii) | Stage II to III | 50/Assessment Period |
| iii) | Stage III to IV | 50/Assessment Period |

**\*The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period**

| | | |
|---|---|---|
| i) | Stage I to II | 04/Assessment Period |
| ii) | Stage II to III | 10/Assessment Period |
| iii) | Stage III to IV | 15/Assessment Period |

**III (F) Development of e-learning delivery process/material**
**API score -10/ Module**

| Sl. No. | Title of the Module | Course/Paper for which the module was prepared | Year and Date of presentation | API Score |
|---|---|---|---|---|
| | | | | |

**\*Minimum total API scores required for promotion under CATEGORY I +**

**CATEGORY II\*:**

| | | |
|---|---|---|
| i) | Stage I to II | 90/Assessment Period |
| ii) | Stage II to III | 120/Assessment Period |
| iii) | Stage III to IV | 150/Assessment Period |

**ANNEXURE (B)**

**To G.O. No. 1373–Edn (CS) dated 07.12.2017**

**This FORMAT for Annual Self-Assessment for the Performance Based Appraisal System (PBAS) is required to be filled up at the end of each Academic Year during the period of promotion and filled in Format along with all documents will be placed to the Screening / Selection Committee after duly approved by the IQAC and Principal/TIC/OIC of the concerned college.**

**Annual Self-Assessment for the performance Based Appraisal System (PBAS)**
**Session/Year: 2018-19(01.07.2018-18.02.2019)**
**(To be completed and submitted at the end of each academic year)**
Part B: Academic Performance Indicators (API)
(Please see detailed instruction of the **PBAS-I** Proforma before filling out this section)

## CATEGORY1: TEACHING, LEARNING AND EVALUATIONRELATED ACTIVITIES

**(b) Direct teaching (16/14) hours perweek as applicable) including Lectures, Tutorials, Practical, Project Supervision and Fieldwork**

| Sl. No. | Course/Paper | Level | Mode of Teaching * | Actual hours spent per Academic Year | Actual Score(Actual hours spent per Academic Year ÷7.5 for Assistant Prof. & ÷ 7.75 for Associate Prof. ) | API Score | Remarks |
|---|---|---|---|---|---|---|---|
| 1. | . **Zoology PG** ZGT-102, Unit-II,ZGP-105, Unit-II ZGP-202, Unit-II ,ZGP-205,Unit –I, ZGT-301,Unit-II, ZGP 305, Unit-I ZGT-401, Unit I,-ZGP-404, Unit -I | PG: SEM I,II,III&IV | L, P | 130 | 17.3 | 17.3 | Annexure |
| 2. | **Zoology Hons** CC1,Unit 2, CP1 (P)-1-4 CC3, Umit3 , CP 3(P) 2-5 CCV, Unitt 6-8, CP 5 (P) Unit2-5 CC 8 Unit 3-8, CP 8(P) Unit 1-5 Paper XI, Gr-B,Paper –XI (P), Gr-A | U.G.(Hons.) Part-III and CBCS SEM-I, II, III & IV | L, P | 132 | 17.6 | 17.6 | (academic audit) |
| 3. | **Zoology Gen.** CC1,Unit 1-4, CP 1(P)2-4, CCII, Unit 9, CP II (P) 2-4 CCIII,Unit3-6 CP III (P,)Unit 1,2 CCIV, Unit6-10, CP IV (P)Unit5,6 4,Paper_IV, Gr.A, Pape-V(P) Gr.B2 | U.G.(Gen.) Part-III and CBCS SEM-I, II, III & IV | L,  P | 126 | 16.8 | 16.8 | Refer to page no |
| | **Maximum API Score :** **i)** **Assistant Professor Stage I :70** **ii)** **Assistant Professor Stage II :70** **iii)** **Assistant Professor Stage III: 70** | | | | | 51.7 | |

**\*Lectures, Tutorials, Practical, Project Supervision and Field Work**

- **WorkloadasperUGCRegulations2016:**

| | Direct Teaching Hours per week |
|---|---|
| Assistant Professor | 16 |
| Associate Professor | 14 |

**b)** **Examination duties (question paper setting, evaluation of answer scripts) as per allotment**

| Sl. No. | Type of Examination Duties | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷ 10 for all Teachers) | API Score | Remarks |
|---|---|---|---|---|---|
| 1. | Invigilation duties of University examination | 52 | 24.56 | 24.56 | Annexure |
| 2. | Evaluation of answer scripts of University exams | 45.4 | | | |
| 3. | Internal continuous assessments including question paper setting, invigilation and evaluation | 148.2 | | | |
| | **Maximum API Score :**<br>**i) Assistant Professor Stage I : 20**<br>**ii) Assistant Professor Stage II : 20**<br>**iii) Assistant Professor Stage III : 20** | | | 20 | |

**(d)** Innovative teaching- learning methodologies; updating of subject content/ course, mentoringetc.

- (a) Updating of Courses/CurriculumDesign:
- (b) Participation/Innovative – Interactivecourses:
- (c) Participn./Innovative – LearningModules
- (d) Participn./Innovative – Case Studiesprepared:
- (e) Use of ICT or Computer-aided methods –ppt:
- (f) Use of ICT – Multi-media/Simulationetc:
- (g) Dev/Teaching Remedial/BridgeCourses:
- (h) Dev/Teaching Soft skill/Communication/PersonalityDev:
- (i) Special Programs in Phys.Edn./Library:
- (j) Innovative Composition/Creation in Music, Fine Arts, PerfArts:
- (k) Organizing & cond. Ofpopular Prog./Teaching Web-based/E- Library/IT-asstteaching:

| Sl. No | Short Description (in terms of items) as listed above | Actual hours spent per Academic Year | Actual Score (Actual hours spent per academic Year ÷10) | API score | Remarks |
|---|---|---|---|---|---|
| 1. | (b)Participation/Innovative – Interactive courses (Quiz, Extempore & debate) | 19 | 1.9 | 1.9 | Annexure |
| 2. | (c)Participation/Innovative –Learning Modules (Teaching Plan for Zoology Honours and General) | 32 | 3.2 | 3.2 | Annexure |
| 3. | (e)Use of ICT or Computer-aided methods–ppt. | 45 | 4.5 | 4.5 | Annexure |
| 4. | (f)Use of ICT –Multi-media slides | 57 | 5.7 | 5.7 | Annexure |
| | **Maximum API Score :**<br>**i) Assistant Professor Stage I : 10**<br>**ii) Assistant Professor Stage II :10**<br>**iii) Assistant Professor Stage III :10** | | | 10 | |

In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out byteachers.

**Minimum API Score required for promotion under CAS for CATEGORY I (to be assessed yearly):**

| i) | Stage I to II | 80/ Year |
|---|---|---|
| ii) | Stage II to III | 80/Year |
| iii) | Stage III to IV | 75/Year |

**CATEGORY2:**

**CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITY**

| Sl.No. | Type of Activity | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷10)* | API Score | Remarks |
|---|---|---|---|---|---|
| **(a)** | **Student related Extension, Co-curricular &field based Activities** | | | | |
| | i)Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.)**Study visit** (*Chandipur Sea beach from 02.01.2019-06.01.2019 With UG SEM I and Part III Hons Students*)+**organizer of student seminar** | 34+12=46 | 4.6 | 4.6 | Annex: |
| | ii) Other co-curricular activates (Cultural, Sports, NSS, NCC etc.) **Cultural events (Volunteer)+ College level Sports (Volunteer)** | 18+12=30 | 3 | 3 | Annex: |
| | iii) Extension and dissemination activities (public /popular lectures/talks/seminars | | | | |
| | (**Max API Score : 15**) | | | 7.6 | |
| (b) | Contribution to Corporate life and management of the sports units and institution through participation in through participation in responsibilities(including as Principal / Director responsibilities(including as Principal / Director that require regular office hrs for its discharge) | | | | |
| | d) ) Administrative Responsibility (including Dean/Principal/Chairperson/Convenor/Teacher- in-charge/ similar other duties that require regular Office hours for its discharge) **(HOD) (UG+PG)** | 224 | 22.4 | 22.4 | Annex: |
| | iv)Participation in Board of Studies, Academic and Administrative committees **(Member of LIBRARY COMMITTEE)** | 8 | 0.8 | 0.8 | Annex: |
| | (**Max API Score : 15**) | | | 15 | |
| (c) | Professional Development activities (such as participation in seminars activities (such as participation in seminars talks, lectures in refresher / faculty development courses membership of associations, dissemination and general articles and any other contribution) **Participation in Refresher course from U.G.C., HRDC, PRSU, C.G.** | 108 | 10.8 | 10.8 | Annex: |
| | (**Max API Score : 15**) | | | 10.8 | |
| | *For all categories of Teachers Assistant/Associate) Total Score (a +b+c)   (**Max :45**) | | | 33.4 | |

**Minimum API Score for CATEGORY II, required to be assessed cumulatively –**

| i) | Stage I to II | 50/Assessment Period |
|---|---|---|
| ii) | Stage II to III | 50/Assessment Period |
| iii) | Stage III to IV | 50/Assessment Period |

**\*The score under this sub-category shall be restricted to 20% of the minimum**

**fixed for Category III for any assessment period**

| i)   | Stage I to II    | 04/Assessment Period |
|------|------------------|----------------------|
| ii)  | Stage II to III  | 10/Assessment Period |
| iii) | Stage III to IV  | 15/Assessment Period |

**III(F) Development of e-learning delivery process/material**
**API score -10/ Module**

| Sl. No. | Title of the Module | Course/Paper for which the module was prepared | Year and Date of presentation | API Score |
|---------|---------------------|-----------------------------------------------|-------------------------------|-----------|
|         |                     |                                               |                               |           |

\*Minimum total API scores required for promotion under CATEGORY I +

**CATEGORY II\*:**

| i)   | Stage I to II    | 90/Assessment Period  |
|------|------------------|-----------------------|
| ii)  | Stage II to III  | 120/Assessment Period |
| iii) | Stage III to IV  | 150/Assessment Period |

## CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS:

## Minimum API Score for CATEGORY III, required to be assessed cumulatively –

| i) | Stage I to II | 20/Assessment Period |
|---|---|---|
| ii) | Stage II to III | 50/Assessment Period |
| iii) | Stage III to IV | 75/Assessment Period |

**III (A) Research Papers Published in**

**- Refereed Journals as notified by UGC in 'List of Journals' – 25/publication**

**-Other Reputed Journals as notified by UGC in 'List of Journals' -10 per publication**

| Sl. No. | Title with page no. | Journal | ISSN/ISBN No. | Whether peer Reviewed. Impact factor, if any | No. of Co-author | Whether you are the main author | API score |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

∗ Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 20 points: (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

**III (B) Publications other than journal articles (books, chapters in books) as prescribed in UGC Regulation 2016.**

- Text /Reference Books published by International Publisher with ISBN/ISSN number as approved by University : 30 per book for single author

- Subject Books published by National level Publisher with ISBN/ISSN number or State

  /Central Govt. Publications as approved by University: 20 per book for single author

- Subject Books published by other local Publisher with ISBN/ISSN number as approved by University :15 per book for single author

- Chapter in Books published by National /International level Publisher with ISBN/ISSN number as approved by University:

  International  -10 per    chapter
  National  –  05 per chapter

| Sl. No. | Title of the publication with page no. and year of publication | Name of the of publisher | ISSN/ ISBN No. | No. of Co-author | Whether you are the main author | API score |
|---|---|---|---|---|---|---|
| | | | | | | |

**III (C) RESEARCH PROJECTS**

**III (C) (i) Sponsored Projects:**

(a) Major Project with grants above Rs.30 lakhs (science)/above Rs.5 lakhs (Arts)-20 per project

(b) Major Project with grants Rs.05 lakhs up to Rs.30 lakhs (science)/Rs.03 lakhs up to Rs.05 lakhs (Arts) - 15perproject

(c) Minor Project with grants above Rs. 01 lakh up to Rs.05 lakhs (science)/Rs.01 lakh up to Rs.03lakhs (Arts) -10 per project

(d)

| Sl. No. | Title of the Major /Minor Project | Sponsoring Agency | Period | Grant/ Amount mobilized | API score |
|---|---|---|---|---|---|
| | | | | | |

### III (C) (ii) Consultancy Projects:

**Amount Mobilized with a minimum of Rs.10 lakhs( Science)/Rs. 02 lakhs ( Arts)- 10 for every Rs.10 lakhs and Rs.02 lakhs**

| Sl. No. | Title of the Consultancy Project | Agency | Period | Grant/ Amountmo bilized | API score |
|---|---|---|---|---|---|
| | | | | | |

### III (C) (iii) Projects outcome/outputs

- **APIscore:**
  Patent / Technology transfer / Product/Process **(for Science)-**
  International level output--30 / each output National level output--- 20/each output

*(a)* **For Science: Patent / Technology transfer /Product/Process:**

| Sl. No. | Details of the Patent / Technology transfer / Product/Process | Date and year of acceptance of the patent/Technolo | National /International | API score |
|---|---|---|---|---|
| | | | | |

**(b)** **For Arts: Major Policy document prepared for International bodies WHO/UNO/UNESCO/UNICEF ETC.) / Central/State Government /localBodies**

- Major Policy document prepared for International bodies like WHO/UNO/UNESCO/UNICEF etc. Central/State Government /localBodies
  **(for Arts )—**

  a) Major Policy document prepared for International bodies- 30

  b) CentralGovernment-20

c) State Government--10

d) LocalBodies---05

| Sl. No. | Title of Major Policy document prepared | Date and year of acceptance of the Major Policy documents | Name of the body for which the policy was prepared | International/ National/Cent ral Govt./State Govt./Local Bodies. | API score |
|---|---|---|---|---|---|
| | | | | | |

### III(D) Research Guidance

**API Score – (i)** Ph.D. awarded/ Thesis Submitted – 15 / 10 (for both Science & Arts) per candidate

(ii)M. Phil Degree Awarded/Thesis Submitted –5 (for both Science & Arts)/ candidate.

| Sl. No. | Number enrolled | Degree awarded | Thesis Submitted | API score |
|---|---|---|---|---|
| | M.Phil. or equivalent | | | |
| | Ph.D.or equivalent | | | |

### III(E) Fellowships, Awards and Invited lectures delivered in conferences/seminar (

### III)E.(i) Fellowship /Award :

a) International Award/Fellowship from academic bodies- 15/award & 15 /fellowship

b) National Award/Fellowship from academic bodies- 10/award & 10 /fellowship

c) State /University level Award from academic bodies-05/award

| Sl. No. | Title of the Award /Fellowship | International /National/ State /University level | Name of the ward or Fellowship awarding Academic Body | Date &Year of achievement of Award/Fellowship | API Score |
|---------|--------------------------------|--------------------------------------------------|-------------------------------------------------------|-----------------------------------------------|-----------|
|         |                                |                                                  |                                                       |                                               |           |

**(III)E.(ii) Invited Lectures/papers.**

a) International-7/lecture or 5/paper presented

b) National-5/lecture or 3/paper presented

c) State /University level-3 /lecture or 2/paper presented

| Sl. No. | Title of the invited lecture /paper presented | Title of Conference/ Seminar with date | Organized by | Whether International/ National/State Or University | API score | Annex |
|---------|------------------------------------------------|-----------------------------------------|--------------|------------------------------------------------------|-----------|-------|
| 1 | Nutritional analysis of two common Indian grasshoppers for food Alternative | International Science Seminar on "SCIENCE : PAST, PRESENT & FUTURE" 12th December 2017 | Shyamsundar College | International | 5 | XII |
| 2 | Insect rearing for food and feed production | International Seminar on "Livelihood Promotion, Biodiversity Conservation and Social Security I Indian Sundarbans" 7-9 December 2018 | The Department of Plant Protection, Palli-Siksha Bhavana (Institute of Agriculture), Visva-Bharati, Sriniketan & Hiranmaypur Agro-horticultural Society for Technology and Rural Development, Basanti, South 24 Parganas in collaboration with Andrewspalli Centre for Integrated Development Jogeshganj& Techno India University Project, North 24 Parganas | International | 5 | XII |
| | **Total* :** | | | | 4 | |

**\*The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period**

| i) | Stage I to II | 04/Assessment Period |
|-----|----------------|----------------------|
| ii) | Stage II to III | 10/Assessment Period |
| iii) | Stage III to IV | 15/Assessment Period |

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

| Sl. No. | Title of the Module | Course/Paper for which the module was prepared | Year and Date of presentation | API Score |
|---------|---------------------|-----------------------------------------------|-------------------------------|-----------|
|         |                     |                                               |                               |           |

**API score -10/ Module**

*Minimum total API scores required for promotion under CATEGORY I + CATEGORY II*:

| i)   | Stage I to II   | 90/Assessment Period  |
|------|-----------------|-----------------------|
| ii)  | Stage II to III | 120/Assessment Period |
| iii) | Stage III to IV | 150/Assessment Period |

**Teachers may score the balance of points from either Category II or Category III to achieve the minimum score required under Category II + III**

# Summary of API scores: (in pursuance of G.O. No. 198–EH (CG) dated 07.12.2017)

**Name of the Applicant: Dr. Chandrik Malakar**          **Subject: Zoology**

| Category | Criteria | API Score for previous 3/4/5/6 academic years as applicable for specific proposed stage of promotion from Stage I/II/III to Stage II/III/IV. | | Total API Score for Assessment Period |
|---|---|---|---|---|
| | | 07.12.2017 to 30.06.2018 | 01.07.2018 to 10.02.2019 | |
| I | **CATEGORY I:** Teaching, learning and evaluation related activities *(to be assessed yearly)* | **67.85** | **81.7** | **149.55** |
| II | **CATEGORY II:** Cocurricular, extension and professional development related activity *(to be assessed cumulatively for assessment period)* | **22.1** | **33.4** | **55.5** |
| III | **CATEGORY III:** Research and Academic Contributions *(to be assessed cumulatively for assessment period)* | **4** | | **4** |
| II + III | **Total API score** (Category II + Category III)/ Assessment Period) | **59.5** | | **59.5** |

**Signature of Incumbent**

**Signature of the Coordinator, IQAC with date and seal**

**Signature of the Principal/TIC/OIC**

# IV. Summary of API Scores:

**Name of Applicant: DR. CHANDRIK MALAKAR**          **Subject: Zoology**

| | Criteria | API Score for previous 3/4/5/6 academic years as applicable for specific proposed stage of promotion from Stage I/~~II/III~~ to Stage II/~~III/IV~~ | | | | | | Total API score for the assessment period | | Percentage Distribution of Weightage Points in the Expert Assessment (Applicable only for selection committee) |
|---|---|---|---|---|---|---|---|---|---|---|
| | | 19.02.2015 to 30.06.2015 | 01.07.2015 to 30.06.2016 | 01.07.2016 to 30.06.2017 | 01.07.2017 to 06.12.2017 | 07.12.2017 to 30.06.2018 | 01.07.2018 to 18.02.2019 | | | |
| I | **CATEGORY I:** Teaching, learning and evaluation related activities *(to be assessed yearly)* | 117.8 | 124.4 | 124.9 | 125 | 67.85 | 81.7 | 641.65 | **Average API/Year** <br> 128.33 | |
| II | **CATEGORY II:** Cocurricular, extension and professional development related activity **(to be assessed cumulatively for assessment period)** | 17 | 22 | 24 | 20 | 22.1 | 33.4 | **138.50** | | |
| III | **CATEGORY III:** Research and Academic Contributions *(to be assessed cumulatively for assessment period)* | **Assessment Period 19.02.15 to 06.12.17** | | | | | | **39** | | |
| | | **Assessment Period 07.12.17 to 18.02.2019** | | | | | | **4** | | |
| II+III | **Total API score (Category II + Category III)/ Assessment Period)** | **Total Assessment Period: 09.02.2015 to 18.02.2019** | | | | | | **181.5** | | |

| …………………………………... <br> *Signature of the Incumbent* | ……………………………………... <br> *Signature of the Coordinator, IQAC with date and seal* | …………………………………….. <br> *Signature of the Principal/TIC/OIC with date and seal* |
|---|---|---|
| *Date of Screening Committee / Selection committee and Venue* | *Date:* | *Venue:* |
| *Recommendation of the Screening/Selection Committee for promotion on CAS with date of effect of promotion* | • *Recommended for promotion from Stage I / ~~II /III~~ to Stage II / ~~III / IV~~ (Strike out which are not applicable)* <br> • *Date of effect:* | |
| ………………………………… <br> *Signature of the Principal/TIC/OIC with date and seal* | ……………………………… <br> *Signature of the DPI Nominee with date and seal* | ……………………… <br> *Signature of the Subject Expert/s with date and sea* … ……………………… <br> *Signature of the Subject Expert/s with date and seal* |

**SUMMARY OF API SCORE: FOR THOSE WHERE ASSESSMENT PERIOD COVERS BOTH UGC REGULATIONS, 2010 AND UGC REGULATIONS**, 2016 (4TH AMENDMENT)

- Date of Screening cum Evaluation Committee/ Selection Committee:
- Venue:
- Name of the Applicant: **DR. CHANDRIK MALAKAR**              Subject: **ZOOLOGY**
- Date of OP/RC/WORKSHOP/STC: **OP (01.08.2017-28.08.2017) / RC (03.07.18-23.07.2018)**
- **Part C: For use of the Screening cum Evaluation / Selection Committee**

| | | | Assessment Period | | | |
|---|---|---|---|---|---|---|
| | | | API score w.e.f. **07.12.2017** | | | |
| | API score up to **06.12.2017** | | | | | |
| | | **API** | | **API** | **Total API score in Assessment Period** | Percentage Distribution of Weight age Points in the Expert Assessment (applicable only for selection committee for Associate Professor) |
| | | **(A)** | | **(B)** | **(A + B)** | |
| **Cat I** | **Category I**(teaching-learning & evaluation related activities) [to be assessed yearly] | 492.1 | **Category I**(teaching-learning & evaluation related activities) [to be assessed yearly] | 149.55 | 641.65 | |
| **Cat II** | **Category II**(co-curricular, extension and professional development activity)[to Be assessed yearly] | 83 | **Category II** (co -curricular, extension and professional development activity) [to be assessed cumulatively for the assessment period] | 55.5 | 138.50 | |
| **Cat III** | **Category III** (research and academic contribution) [to be assessed cumulatively for the assessment period] | 39 | **Category III**(research and academic contribution) [to be assessed cumulatively for the assessment period] | 04 | 43 | |
| Recommendation of the Screening / Selection Committee for promotion on CAS with date of effect of promotion | | | **Recommended for promotion from Stage I to Stage II/III/IV(Strikeout which are not applicable) Date of effect:** Date of effect: | | | |
| | | | | | | |
| *Signature of the Principal / TIC / OIC with date and seal* | *Signature of the DPI Nominee with date and seal* | | *Signature of the Subject Expert with date and seal* | | *Signature of the Subject Expert with date and seal* | |

## Part C: For use of the Screening cum Evaluation / Selection Committee

**Name of the College: Suri Vidyasagar College**

**Date of the Meeting:** Venue:

Name of the Incumbent: **DR.CHANDRIK MALAKAR**

Present designation: Assistant Professor (**Stage 1**/~~Stage 2/ Stage 3~~) of **ZOOLOGY**

Date of joining: **19/02/2015**

Date of awarded of **Ph. D.** /~~M. Phil~~.: **29.07.2012**

Scale of Pay: Rs. 15600-39100/- with AGP of Rs. **6000**/ ~~7000/ 8000~~

Designation after promotion: Assistant Professor (**Stage2**/~~Stage 3/Associate Professor (Stage 4~~) Scale of Pay: Rs. 15600-39100/- or ~~Rs. 37400-67000/-~~ with AGP of Rs. **7000** /~~8000/ 9000~~

Date of effect: **19.02.2019**

Score for Interview (for Stage 3 to Stage 4) [F.M. 20]: Not Applicable

The Screening/Selection Committee has considered the proposal for promotion under CAS in respect of the incumbent mentioned above from the post of Assistant Professor (**Stage 1**/~~Stage 2 /Stage 3~~) to the post of Assistant Professor (**Stage 2**/ ~~Stage 3) /Associate Professor (Stage 4)~~. As the incumbent has fulfilled all conditions as laid down in **G.O. No. 920-Edn (CS) dated 31.12.2012 and G.O. No. 1373-Edn (CS) dated 07.12.2017** for promotion under CAS, the Committee recommends that the incumbent be promoted to the post of Assistant Professor (**Stage 2**/ Stage 3) /Associate Professor (Stage 4) with AGP of ` **7000** /~~8000 /9000~~ with effect from 19/02/2019

The Committee further recommends that the post held by the incumbent be upgraded to the post of Assistant Professor (Stage 2/ ~~Stage 3~~) /~~AssociateProfessor (Stage 4)~~ with AGP of ` 7000 /~~8000 /9000~~ with effect from 19/02/2019 and the same would be reverted back to the post of Assistant Professor (Stage 1) as soon as it would fallen vacant due to superannuation or any other reason.

Necessary particulars with all relevant documents be sent to the Government for approval.

_____       _____

**Signature of the Expert with Date and Seal**       **Signature of the Expert with Date and Seal**
(*Nominated by the VC of the affiliating University*)       (*Nominated by the VC of the affiliating University*)

_____       _____

**Signature of Govt. Nominee with Date and Seal**       **Signature of the Principal/ ~~TIC~~ of College**

   (*Nominated by the DPI, West Bengal*)

**Part D: for use of the Governing Body / Administrator of the College**

The Governing body in its meeting held on ………. ……..Resolved that on the basis of the recommendation of the screening/selection committee for the purpose of considering the matter of promotion under CAS, ~~Sri/Smt~~./Dr. Chandrik Malakar of the Department of Zoology of this college be promoted to the post of Assistant/ ~~Associate~~ Professor in the scale of pay Rs. 15600/- - 39100/- or ~~Rs. 37400/- - 67000/-~~ with AGP of Rs. 7000/8000/9000 with effect from 19.02.2019.

It is resolved that the post held by ~~Sri/Smt~~./Dr. Chandrik Malakar be upgraded to the post Assistant/ ~~Associate~~ Professor in the scale of pay Rs. 15600/- - 39100/- or Rs. 37400/- - 67000/- with AGP of Rs. 7000/8000/9000 and the same will be reverted to the post of Assistant Professor (Stage 1) as soon as it falls vacant.

Resolved further that the Principal/TIC/Secretary would take up the matter with the DPI, West Bengal by providing with the following in respect of the incumbent:

    i.   All Pay Fixation memos countersigned by the Principal/TIC.

    ii.   Year-wise detailed leave statement countersigned by the Principal/TIC.

 

 Date**:**

                              **Signature of the President/ Administrator**

                                       Seal

**Annual Self-Assessment for the Performance Based Appraisal System**

**(PBAS) Session/ Year 2017-18 to 2019-20 (21.11.2017-20.11.2020)**

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

**PART A: GENERAL INFORMATION**

**1. Name (in Block Letters)**      :    DR. NIRMAL KUMAR DATTA

**2. Father's Name / ~~Mother's~~ Name**    :    SANTI KUMAR DATTA

**3. Department**            : PHYSICS

**4. Current Designation & Grade Pay:** ASSISTANT PROFESSOR (STAGE-3), GRADE PAY

RS. 8000 (Academic level 12 – 79800/- to 211500/-) (vide G.O. No. 228-C dated 26.07.2021)

**(ANNEXURE - 1 )**

**5. Date of last Promotion:** 21.11.2017    (vide G.O. No. 228-C dated 26.07.2021)

**(ANNEXURE - 1 )**

**6. Address for correspondence (with pin Code):** DEPARTMENT OF PHYSICS, SURI

         VIDYASAGAR COLLEGE, SURI, BIRBHUM-731101, W.B.

**7. Permanent Address (with pin code):** SAMANWAY PALLY, P.O- SURI,

     DIST.-BIRBHUM, PIN-731101, W.B.

     **Telephone No.:**                **Mobile No.** 9434581819

     **E-mail:** nkdatta1979@gmail.com

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

**9. Academic Staff College Orientation / Refresher Course attended during the year:** **(ANNEXURE -2)**

| Name of the Course / Summer School | Place | Duration | Sponsoring Agency |
|---|---|---|---|
| Refreshers Course | UGC HRDC, The University of Burdwan | 03.01.2020 to 16.01.2020 (14 Days) | UGC |

**10. a. Date of Appointment** : 21.11.2006    **(ANNEXURE - 3 )**

**b. Date of confirmation**      : 21.11.2006

**11. Past Service, if any**      : None

**12. For which position & AGP you are applying under CAS**: ASSOCIATE PROFESSOR

(STAGE -4), Academic level 13A (1,31,400-2,17,100/-)

**13. Date of eligibility for Promotion**      : 21.11.2020

**14. Educational Qualification (Graduation onwards):**

| Examination | Name of the University | Year of passing | Marks obtained (%) | Class/ grade | Annexure |
|---|---|---|---|---|---|
| ~~BA~~/B.Sc./ ~~B.Com.~~ | THE UNIVERSITY OF BURDWAN | 2000 | 60% | 1st | 4A |
| ~~MA~~/M.Sc./ ~~M.Com.~~ | VISVA-BHARATI UNIVERSITY | 2002 | 71% | 1st | 4B |
| Other exam., if any UGC-CSIR NET | HUMAN RESOURCE DEVELOPMENT GROUP, INDIA | 2002 | N/A | N/A | 4C |

**15. Research Degree(s):**

| Degree | Name of the University | Date of award | Title | Annexure |
|---|---|---|---|---|
| M.Phil. | | | | |
| Ph. D./~~D. Phil.~~ | VISVA-BHARATI | 07/10/2013 | Investigations on some Dynamical aspects of Impurity Doped Quantum Dots | 5 |
| D.Sc./D.L | | | | |

**16. Details of Teaching/Research/Academic Experience:**

| Designation | Employer | Period of service From         To | Scale of pay | Annexure |
|---|---|---|---|---|
| ASSISTANT PROFESSOR (STAGE-I) | SURI VIDYASAGAR COLLEGE | 21.11.06 -20.11.12 | 15,600-39,100, AGP- 6000/- | 6A |
| ASSISTANT PROFESSOR (STAGE-II) | SURI VIDYASAGAR COLLEGE | 21.11.12 –20.11.17 | 15,600-39,100, AGP- 7000/- | 6(B+C) |
| ASSISTANT PROFESSOR | SURI VIDYASAGAR | 21.11.17 – till now | 15,600-39,100, AGP- 8000/ and | 6(D+E) |

| (STAGE-III) | COLLEGE | | Academic level 12 | |
|---|---|---|---|---|
| | | | 79,800- 2,11,500/- | |

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

**Signature of the Incumbent**

All entries made above are checked and verified and found to be correct.

**Signature of the Coordinator, IQAC**          **Signature of the Principal/TIC**

Date:                                                                    Date:

Seal:                                                                    Seal:

## Part B: Academic Performance Indicators (API)

(Please see detailed instruction of the **PBAS-I** proforma before filling out this section)

**CATEGORY 1**: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

<u>2017-18 (From 21.11.2017 till 06.12.2017)</u>

**(ia) Lectures, seminars, tutorials, practical, contact hours undertaken taken as percentage of lectures allocated.**

| Sl. No. | Course/Paper | Level | Mode of teaching* | Class allotted as per schedule | Taken | % of classes taken as per documented record | API Score |
|---|---|---|---|---|---|---|---|
| 1 | B.Sc (Honours) | UG | L+ S +T + P | 10 | 10 | 100% | 50 (Annexure- 7, 10 ) |
| 2 | B. Sc (General) | UG | L+ S +T + P | 4 | 4 | 100% | |

#Lecture(L), Seminar(S), Tutorial(T), Practical(P), Contact Hours (C).

**(ib) Lectures or other teaching duties in excess of UGC norms**

| | CALCULATION OF API SCORE FOR I(i) ABOVE | API |
|---|---|---|
| a) | Classes taken (**Maximum 50** for 100% performance & proportionate score up to 80% performance, below which no sco[] may be given) | **50** (Annexure- 7, 10 ) |
| b) | Teaching load in excess of UGC norms/ Special Lectures/ Classes taken at the study centres located in the District other than Kolkata (Max score 10)      (01 classes) | **10** (Annexure- 7  ) |
| | TOTAL | **60** |

**(ii) Reading/ Instructional material consulted and additional knowledge resources provided to students**

| Sl. No. | Course/ Paper | Consulted | Prescribed | Additional Resource provided | API Score |
|---|---|---|---|---|---|
| 1 | UG (Hons.) | Text books, references and web resources | Laboratory experimental procedures, theory from text | Teaching materials, web references, printed materials, problem sets and solutions | 10 |

| 2 | UG (Gen.) | Text books, references and web resources | Laboratory experimental procedures, theory from text | Teaching materials, web references, printed materials, problem sets and solutions | 10 |
|---|---|---|---|---|---|
| API score based on preparation and imparting of knowledge / instruction as per curriculum & syllabus enrichment by providing additional resources to students (Max. score :20) | | | | | 20 **(Annex.- 7)** |

**(iii) Use of participatory and innovative teaching-learning methodologies, updating of subject content, course improvement etc.**

(a) Updating of Courses/Curriculum Design:          5 per course – Max 10
(b) Participn./Innovation – Interactive course:             5
(c) Participation/Innovative – Learning Modules :      5
(d) Participation/Innovative – Case Studies prepared:    5
(e) Use of ICT or Computer-aided methods – ppt:     5
(f) Use of ICT – Multi-media/Simulation etc:         5     Max 10
(g) Dev/Teaching Remedial/Bridge Courses:       5    Max 10
(h) Dev/Teaching Soft skill/Communication/Personality Dev:  5 each    Max 10
(i) Special Programs in Phys.Edn/Library:        5 each    Max 10
(j) Innovative Composition/Creation in Music, Fine Arts, Perf.Arts: 5 each ; Max 10
(k) Organizing & cond. Of popul. Prog. / Teaching Web-based/E-library/IT –asst teaching:
                    Workshop/Training – 10 points ; Popularization program – 5 points

| Sl. No. | Short Description (in terms of items) as listed above | API Score |
|---|---|---|
| 1. | b. Participation/Innovative – Interactive courses: | |
| 2. | c. Participation/Innovative- Learning Module **(in Hons. and Gen.)** design of course module: Teaching Plan | 10 |
| 3. | e. Use of ICT or Computer aided methods: **PowerPoint presentation, e-learning materials for imparting lectures** | 5 |
| 4. | f. Use of ICT- Multimedia/Simulation etc.: **Multimedia, slides and simple simulations** | 10 |
| **(Max API Score: 20)**         **Total Score:** | | 20 (Annexure-7, 9 ) |

**(iv) Examination Duties Assigned and Performed**

(a) Invigil.- 10, Evalua.- 5, Q. paper setting/ moderation- 5 ; Max : 20 [100% compliance]
(b) Internal/Continuous Assessment work as allotted -10 [100% compliance]
(c) Exam Coordination Cell/Outstation or Flying Squad: 10 [100% compliance]

| Sl. No. | Type of Examination Duties | Duties Assigned | Extent to which carried out (%) | API Score |
|---|---|---|---|---|
| 1. | Invigilation (University examinations) | Yes | 100% | 10 |
| 2. | Evaluation of Answer Scripts (University Examination) | Yes | 100% | 5 |

| 3. | Internal/Continuous assessment (paper setting, invigilation, evaluation for internal examinations- 2$^{nd}$ terminal and test examination) | Yes | 100% | 10 |
|---|---|---|---|---|
| (**Max API Score: 25**) | | | | 25 (Annexure- 8, 10) |


# CATEGORY 2:

# CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT

# RELATED ACTIVITIES

**Please mention your contribution to any of the following:**

| Sl.No. | Type of Activity | Average Hrs/week | API Score |
|---|---|---|---|
| I | **(I)Extension, Co-curricular & field based Activities (5 points each)** | | |
| | a) Field Study/Ed. Tours/ Placement: 5 each Max 10 | | |
| | b) NSS/NCC/NSO etc: each activity 10 points Max 10 | | |
| | c) Student/Staff Sports Campus Publication etc: (dept level 2 points, Instn level 5 points) Max 10 | Worked for DPI Sports and Games Committee, Birbhum District Youth Parliament Competition refreshment committee convener | 10 (Annexure.- 7) |
| | d) Community work (Env, Hum. Rights, Scientific temper, Peace/Relief etc): Max10 | | |
| | (**Max API Score : 20**) | | 10 |
| | | | |
| II | **(II) Contribution to Corporate Life and Management of the Institution** | **Yearly/Semester wise responsibilities** | **API Score** |
| | a) Governance Responsibility (PG/IQAC/NAAC coordinator/Bursar / Warden etc.): Max 10 | Teachers' Council Secretary | 5 (Annexure- 7 ) |
| | b) Academic/Administrative Committees like Admission /Campus Dev/ Library Comm: 5 each Max 10 | Academic advisory committee, screening committee, Development committee Lab. Purchase committee | 10 (Annexure- 7 ) |
| | c) Student Welfare/Placement / Counseling/ Discipline 5 each Max 10 | Student counseling and Placement cell | 10 (Annexure- 7) |

| | | d) Conf Organization/Chair Secretary/Treasurer (I) International: 10 (II) National/Reg: 5 (III) Member: 1 each | | |
|---|---|---|---|---|
| | | | | |
| | | (**Max API Score : 15**) | | 15 |
| III | | (**III)Professional Development Activities** | | |
| | | a) Member in Professional Committees (I)National 3 (II) State 2 ; Max 10 | | |
| | | b) Participation in Conf/Seminars Without paper: 2 each ; Max 10 | | |
| | | c) Short-term Courses/ Training less than a week: 5 each Max 10 | | |
| | | d) Membership/Participation in State/ Central Bodies/Committees: 5 each Max 10 | | |
| | | e) Newspaper/Magazine/ Radio-TV progr (Not covered in Category III): 1 each ; Max 10 | | |
| | | (**Max API Score: 15**) | | |
| | | Total Score (I + II +III) (**Max: 50**) | | 25 |
| | | Minimum API Score required - 15 | | |

# CATEGORY 3: RESEARCH AND ACADEMIC CONTRIBUTIONS

A)  (i) Published Papers in Journals

API Score – Category 1 – Refereed   - 15/publication
Category 2 – Non-Refereed – 10/Publication

| Sl. No. | Title with page No. | Journal | ISSN/ISBN No. | Whether peer reviewed. Impact Factor, if any | No. of coauthor | Whether you are the main author | API Score |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
| | | | | | | | |

(ii) Public Displays/Exhibitions/Performances with or without outputs in CD/DVD/Online/E-form/E-book [for Art College]

API Score – Category 1 – 15
Category 2 – 10

| Sl No. | Title of Show/ Exhibition/ Performance with or without CD/DVD/ Tape/Online/ E-form/E- | Company/ Agency/ Instt Name (Including TV/Radio etc) | Categorization I. International 15/each II. National 10 each (Venues/ event/gallery/ studio/ museums) | Whether Reviewed/ Impact factor (Reporting/ Coverage/ Reviews /Hits/sales/ citations/ Commen | No. of co-performers/ Co-authors (10 each) | Whether you are the solo artist/ performer (15 each) | API Score |
|---|---|---|---|---|---|---|---|

| | book version or Brochures | | | dations/etc) | | | |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

**B (i) Articles / Chapters published in Books**

API Score (Per Art/Chap) Category I: International Publisher –     10
Category 2: National/ State/ Central/ Societies Publisher – 5
Category 3: Subject books by other/ Local Publisher     - 3
Category 4: Chapters in Knowledge-based Volumes     - 5

| Sl. No. | Title with page Nos. | Book Title, editor & publisher | ISSN/ISBN No. (Or, Renowned publishers) See Cat 1-4 as above for scores | Whether peer reviewed | No of Co-author | Whether you are the main author | API Score |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

**ii) Full Papers in Conference Proceedings**

Conf. proceedings as full paper: 1 International Conference – 10/publications
2 National                  - 7.5/each
3 Regional/State Level – 5/Each
4 Local- Univ./College level – 3/each

| Sl. No. | Title with page No. | Details of Conference Publication | ISSN/ISBN No. | No. of Coauthor | Whether you are the main author | API Score |
|---|---|---|---|---|---|---|
| | | | | | | |

**iii) Books Published as single author or as editor**

API Score- Category 1 Text/Reference Books by International Publisher-50
Category 2 Text/Reference Books by National/Soc/Univ Publ – 25
Category 3 Subject Books by Other/Local Recognized Publ - 15

| Sl. No. | Title with page no. | Type of Book & Authorship | Publisher & ISSN/ISBN No. (I. International II. National III. Regional) | Whether peer reviewed | No. of co-authors | Whether you are the main author | API Score |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

**(iv) Solo Performance/Exhibition as an artist on invitation**

API Score- Cat. I / International – 50
Cat. II /National   - 25
Cat. III /Regional  - 15

| Sl. No. | Title of Programmme/ Exhibition | Organized or Sponsored by Institution/ | Categorization- (I)        International/ | Whether Peer-Reviewed/ | No. of Co-Artists or Performers | Whether you are the Solo artist/ | API Score |
|---|---|---|---|---|---|---|---|

| With details of venue | Company/ Agency. Incl AIT/TV etc. | (II)National/ (III) Regional | Impact | | performer | |
|---|---|---|---|---|---|---|
| | | | | | | |

**C) Ongoing and Completed Research Projects and Consultancies**

**API Score for Projects-**

| | |
|---|---|
| Cat I: (Sc –Rs 30 lakhs+Non-Sc: Rs 5 Lakhs+): | 20 |
| Cat II:(Sc –Rs. 5 lakhs+ Non-Sc: Rs 3 lakhs +): | 15 |
| Cat III⊗Sc –Rs 0.5 lakhs+ Non-Sc: Rs 0.25 lakhs+): 10 | |
| Other approved projects of Univ/Other agencies : | 5 |

API Score for **Consultancies-**

| | |
|---|---|
| (Sc –Rs 10 lakhs+ Non-Sc: Rs 2 lakhs+): | 10 |

API Score for **Quality Evaluation**-

| | |
|---|---|
| Major (Completed) Project Eval: | 20 |
| Minor (Completed) Project Eval: | 10 |

**C. (i) & (ii) Ongoing Projects / Consultancies**

| Sl. No. | Title | Agency | Period | Grant / Amount Mobilized (Rs. Lakh) | API Score |
|---|---|---|---|---|---|
| | | | | | |

**C. (iii & iv) Completed Projects / Consultancies**

| Sl. No. | Title | Agency | Period | Grant / Amount Mobilized (Rs. Lakh) | Whether policy document. Patent as outcome | API Score |
|---|---|---|---|---|---|---|
| | | | | | | |

**(D) Research Guidance**

    **(i) Degree oriented:** API Score – Ph.D. awarded – 10, Ph.D. Submitted – 7;
                         M**.**Phil awarded – 3
    **(ii) Non-Degree Products**: API Score – Post-Doctoral – 7; National Scholar – 5
                         Guidance to Scholars & Master's level – 3
    **(iii) Evaluation of research paper/thesis** ….3

| Sl. No. | Number Enrolled | Thesis Submitted | Degree awarded | API Score |
|---|---|---|---|---|
| M. Phil or equivalent | | | | |
| Ph. D. or equivalent | | | | |
| Evaluation of research paper | | | | |

**(E) (i) Training Courses, Teaching-Learning -Evaluation Technology Programmes, Faculty Development**

**Programmes (not less than one week duration)**

Cat I : (Not less than two week duration): 20
Cat II : (Not less than one week duration): 10

| Sl. No. | Programme | Duration | Organized by | API Score |
|---------|-----------|----------|--------------|-----------|
|         |           |          |              |           |
| **Total Score** | | | | |

**(E) (ii) Papers presented in Conferences, Seminars, Workshops, Symposia**

API Score – Category   1 International –        10
                Category   2 National     -     7.5
                Category   3 Regional     -     5
                Category   4 Local        -     3

| Sl. N o. | Title of the paper presented | Title of Conference / Seminar | Organized by | Whether International /National/ State /Regional/ College or University level | API Score |
|----------|------------------------------|-------------------------------|--------------|-------------------------------------------------------------------------------|-----------|
|          |                              |                               |              |                                                                               |           |
| Total Score | | | | | |

## E) (iii) Invited Lectures/ Chairing the session or presentation for conferences/symposia etc.

## (Annexure- 18 )

API Score –    Category  1 International              –       10
Category   2 National                       -      7.5
Category   3 Regional /State Level    -      5
Category   4 Univ/Endowment Lect    -      3

| Sl. No. | Title of the Lecture / Academic Session | Title of Conference / Seminar | Organized by | Whether international /National/ State/Regional/ College or University level | API Score |
|---------|------------------------------------------|-------------------------------|--------------|------------------------------------------------------------------------------|-----------|
| 1 | Evolution of Atomic Physics-I **(invited talk)** | Invited Lecture | Department of Physics, K. C. College, Hetampur, 21$^{st}$ November, 2017 | Regional Level | **3** (Annex.- 18A) |
| 2 | Evolution of Atomic Physics-II **(invited talk)** | Invited Lecture | Department of Physics, K. C. College, Hetampur, 22$^{nd}$ November, 2017 | Regional level | **3** (Annex.- 18B) |
| 3 | The Story of Low Temperature Physics-I **(invited talk)** | Invited Lecture | Department of Physics, K. C. College, Hetampur, 24$^{th}$ November, 2017 | Regional level | **3** (Annex.-18C) |
| 4 | The Story of Low Temperature Physics-II | Invited Lecture | Department of Physics, K. C. College, | Regional level | **3** (Annex.-18D) |

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| | | | | | |
|---|---|---|---|---|---|
| | **(invited talk)** | | Hetampur, 25th November, 2017 | | |
| 5 | Quantum Dot Semiconductor Nanodevices **(invited talk)** | Invited Lecture | Department of Physics, K. C. College, Hetampur, 28th November, 2017 | Regional level | **3** (Annex.-18E) |
| 6 | Brownian motion **(invited talk)** | Invited Lecture | Department of Physics, K. C. College, Hetampur, 1st December, 2017 | Regional level | **3** (Annex.- 18F) |
| 7 | Superconducting Quantum Interference Device (SQUID) **(invited talk)** | Invited Lecture | Department of Physics, K. C. College, Hetampur, 4th December, 2017 | Regional level | **3** (Annex.- 18G) |
| 8 | Franck-Hertz Experiment **(invited talk)** | Invited Lecture | Department of Physics, K. C. College, Hetampur, 6th December, 2017 | Regional level | **3** (Annex.- 18H) |

## IV. Summary of API Scores

| | **Criteria** | **Last 3 / 4 / 5 / 6 academic years** | **Total - API Score for Assessment Period** | **Annual Average API Score for Assessment Period** |
|---|---|---|---|---|
| | | 2017-18 ( 21.11.2017 to 06.12.2017) | 21.11.2017 to 06.12.2017 | |
| **I\*** | Teaching, Learning and Evaluation related activities | 125 | 125 | |
| **II\*** | Co-curricular, Extension, Professional development etc | 25 | 25 | |
| | Total I + II | 150 | 150 | |
| **III\*** | Research and Academic Contribution | 24 | 24 | |

\* Incumbents whose promotion under CAS are due up to 31.12.2013 are to furnish data for two years
only [i.e. 2011 & 2012 (Academic years)] in respect of Category I & II

Signature of the incumbent with     Signature of the Coordinator     Signature of the Principal/OC

Designation and date     IQAC with seal     with date and Seal

This FORMAT for Annual Self-Assessment for the Performance Based Appraisal System (PBAS) is required to be filled up at the end of each Academic Year during the period of promotion and filled in Format along with all documents will be placed to the Screening / Selection Committee after duly approved by the IQAC and Principal/TIC/OIC of the concerned college.

Annual Self-Assessment for the performance Based Appraisal System (PBAS) Session/ Year

**07.12.17 till 30.06.18**

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

**Part B: Academic Performance Indicators (API)**

(Please see detailed instruction of the **PBAS-I** Proforma before filling out this section)

**CATEGORY 1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

**(1a) Direct teaching (16/14) hours per week as applicable) including Lectures, Tutorials, Practical, Project Supervision and Field work as per UGC Regulations 2016**

| Sl.No | Course/ Paper | Level | Mode of Teaching | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷7.5 for Assistant Prof. & ÷ 7.75 for Associate Prof.) | API Score | Remarks |
|---|---|---|---|---|---|---|---|
| 1. | Physics Honours Course | U.G.(Hons.) Part-II & III and CBCS-SEM-I & II. | L, P | 138 | 17.81 | 32.39 | Annexure-13A |
| 2. | Physics General Course | U.G.(Gen.) Part-II & III and CBCS- SEM I and II General & Generic. | L, P | 113 | 14.58 | | |
| | **Maximum API Score :** **i) Assistant Professor Stage I : 70** **ii) Assistant Professor Stage II : 70** **iii) Assistant Professor Stage III: 70** | | | | | | |

#Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours(C).

**(1b) Examination duties (question paper setting, evaluation of answer scripts) as per allotment**

| Sl. No. | Type of Examination Duties | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷ 10 for all Teachers) | API Score | Remarks |
|---|---|---|---|---|---|
| 1. | Invigilation (University examinations) | 120 hrs (practical)+ 25 hrs (theory) | 14.5 | 14.5 | Annexure- 12, 13(A+B) |
| 2. | Internal continuous assessments (paper setting, internal evaluation of answer scripts of terminal and test examination) | 127.6 | 12.8 | 12.8 | Annexure-13(A+B) |
| 3. | Evaluation of University examination answer scripts for Part- II and III and Sem-I (Hons ) | 187.3 | 18.7 | 18.7 | Annexure- 12, 13(A+B) |
| 4. | Chairman and Paper setter for 2$^{nd}$ Yr. (Gen) | 8 | 0.8 | 0.8 | Annexure- 12, 13(A+B) |
| | **Maximum API Score : i) Assistant Professor Stage I : 20 ii) Assistant Professor Stage II : 20 iii) Assistant Professor Stage III : 20** | | | 20 | |

**(iii) Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.**

(a)  Updating of Courses/Curriculum Design:

(b)  Participation/Innovative – Interactive courses:

(c)  Participn./Innovative – Learning Modules

(d)  Particip n./Innovative – Case Studies prepared:

(e)  Use of ICT or Computer-aided methods – ppt:

(f)  Use of ICT – Multi-media/Simulation etc:

(g)  Dev/Teaching Remedial/Bridge Courses:

(h)  Dev/Teaching Soft skill/Communication/Personality Dev:

(i)  Special Programs in Phys. Edn./Library:

(j)  Innovative Composition/Creation in Music, Fine Arts, Perf Arts:

(k)  Organizing & cond. of popular Prog /Teaching Web-based/E- Library/IT-asst. Teaching:

| Sl. No | Short Description (in terms of items) as listed above | Actual hours spent per Academic Year | Actual Score (Actual hours spent per academic Year ÷10) | API score | Remarks |
|---|---|---|---|---|---|
| 1. | Participation/Innovative- Interactive courses: **Syllabus based group discussion, extempore, debate, question answer session and quiz contest** | 14 | 1.4 | | Annexure- 13A |
| 2. | Participation/ Innovative- Learning modules | | | | |
| 3. | Use of ICT or Computer-aided methods- ppt **PowerPoint presentation, e-learning materials for imparting lectures** | 54 | 5.4 | | Annexure- 13A |
| 4. | Use of ICT- Multimedia/Simulation etc. **Multimedia, slides and simple simulations** | 33 | 3.3 | | Annexure- 13A |
| | **Maximum API Score :** **i) Assistant Professor Stage I : 10** **ii) Assistant Professor Stage II : 10** **iii) Assistant Professor Stage III : 10** | | 10.1 | 10 | |

In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers

**Total API Score in Category I for the period 07.12.2017 to 30.06.2018:** 62.39

**Minimum API Score required for promotion under CAS for CATEGORY I (to be assessed yearly):**

| i) | Stage I to II | 80/ Year |
|---|---|---|
| ii) | Stage II to III | 80/Year |
| iii) | Stage III to IV | 75/Year |

## CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITY [From 07.12.2017 to 30.06.2018]

| Sl. No. | Type of Activity | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷10) * | API Score | Remarks |
|---|---|---|---|---|---|
| (a) | **Student related Extension, Co-curricular & field based Activities** | | | | |
| | i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.) **Study tour and Student seminar & exhibition** | 32 | 3.2 | 3.2 | Annexure-13A |
| | ii) Other co-curricular activates (Cultural, Sports, NSS, and NCC etc.) **College Sports, College Cultural programme** | 28 | 2.8 | 2.8 | Annexure-13A |
| | iii) Extension and dissemination activities (public/popular lectures/talks/seminars) **Attend the meeting with NAAC Peer team at K.C.College on 27.04.2018 (alumni member of IQAC)** | 6 | 0.6 | 0.6 | Annexure-13A |
| | **(Max API Score : 15)** | | | 6.6 | |
| (b) | **Contribution to Corporate life and management of the sports units and institution through participation in responsibilities (including as Principal / Director responsibilities that require regular office hrs for its discharge)** | | | | |
| | i) ) Administrative Responsibility ( including Dean/Principal/Chairperson/Convenor/Teacher-in-charge/ similar other duties that require regular Office hours for its discharge) **Secretary of Teachers' Council.** | 98 | 9.8 | 8.8 | Annexure-13A |
| | iii) Participation in Board of Studies, Academic and Administrative committees **Online admission committee, admission verification committee, Student counselling and placement cell, academic advisory committee.** | 64 | 6.4 | 6.4 | Annexure-13A |
| | **(Max API Score : 15)** | | | 15.0 | |
| (c) | **Professional Development activities (such as participation in seminars activities (such as participation in seminars talks, lectures in refresher / faculty development courses, membership of associations, dissemination and general articles and any other contribution)** 1. Acted as Coordinator and attended state level seminar on 'S. N. Bose's Life and Works', Organized by Bangiya Bijnan Parishad, Higher Education Department, Govt. of West Bengal in association with Suri Vidyasagar College, Suri, 17 March 2018 (Annexure-7, 13A ) | | | | |
| | **(Max API Score : 15)** | 6 | 0.6 | 0.6 | |
| | *For all categories of Teachers (Assistant/Associate) Total Score (a + b +c) **(Max : 45)** | **6.6+15+0.6=22.2** | | | |

| | Minimum API Score for CATEGORY II, required to be assessed cumulatively – | |
|---|---|---|
| i) | **Stage I to II** | **50/Assessment Period** |
| ii) | **Stage II to III** | **50/Assessment Period** |
| iii) | **Stage III to IV** | **50/Assessment Period** |

# Part B: Academic Performance Indicators (API) 2018 -19
## (01.07.2018 to 30.06.2019)

(Please see detailed instruction of the **PBASI** proforma before filling out this section)

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

**(a) Direct teaching (16/14) hours per week as applicable) including Lectures, Tutorials, Practical, Project Supervision and Field work as per UGC Regulations 2016**

| Sl.No | Course/ Paper | Level | Mode of Teaching | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷7.5 for Assistant Prof. & ÷ 7.75 for Associate Prof.) | API Score | Remarks |
|---|---|---|---|---|---|---|---|
| 1. | Physics Honours Course | U.G. (Hons.) Part-II & III and CBCS-SEM-I & II. | L, P | 278 | 35.87 | | Annexure- 14A |
| 2. | Physics General Course | U.G.(Gen.) Part-II & III and CBCS- SEM I and II General & Generic. | L, P | 204 | 26.32 | | |
| | **Maximum API Score :** <br> **i) Assistant Professor Stage I : 70** <br> **ii) Assistant Professor Stage II : 70** <br> **iii) Assistant Professor Stage III: 70** | | | | | 62.2 | |

#Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours(C).

**(b) Examination duties (question paper setting, evaluation of answer scripts) as per allotment**

| Sl. No. | Type of Examination Duties | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷ 10 for all Teachers) | API Score | Remarks |
|---|---|---|---|---|---|
| 1 | Invigilation (University examinations) | 96 hrs (practical)+ 24 hrs (theory) | 12.0 | 12.0 | Annexure- 12, 14A |
| 2. | Internal continuous assessments (paper setting, internal evaluation of answer scripts terminal and test examination) | 85.7 | 8.6 | 8.6 | Annexure-14 (A+B) |
| 3. | Evaluation of University examination answer scripts for Part- II, III and Sem-I, II and III (Hons and General/Generic) | 174.6 | 17.5 | 17.5 | Annexure- 14 (A+B) |
| 4. | Convener and Paper setter of B.Sc. Part-II (G) Theory | 8 | 0.8 | 0.8 | Annexure- 14 (A+B) |

| | | | | 20 | |
|---|---|---|---|---|---|
| **Maximum API Score :** <br> **i) Assistant Professor Stage I : 20** <br> **ii) Assistant Professor Stage II : 20** <br> **iii) Assistant Professor Stage III : 20** | | | | | |

### c) Innovative teaching- learning methodologies; updating of subject content/ course, mentoring etc.

(a)    Updating of Courses/Curriculum Design:
(b)    Participation/Innovative – Interactive courses:
(c)    Participn./Innovative – Learning Modules
(d)    Participn./Innovative – Case Studies prepared:
(e)    Use of ICT or Computer-aided methods – ppt:
(f)    Use of ICT – Multi-media/Simulation etc:
(g)    Dev/Teaching Remedial/Bridge Courses:
(h)    Dev/Teaching Soft skill/Communication/Personality Dev:
(i)    Special Programs in Phys. Edn./Library:
(j)    Innovative Composition/Creation in Music, Fine Arts, Perf Arts:
(k)    Organizing & cond. of popular  Prog /Teaching Web-based/E- Library/IT- asst. teaching:

| Sl. No | Short Description (in terms of items) as listed above | Actual hours spent per Academic Year | Actual Score (Actual hours spent per academic Year ÷10) | API score | Remarks |
|---|---|---|---|---|---|
| 1. | Participation/Innovative- Interactive courses: **Syllabus based group discussion, extempore, debate, question answer session and quiz contest** | 22 | 2.2 | 2.2 | Annexure-14A |
| 2. | Participation/ Innovative- Learning modules **(in Hons. and Gen. for old 3 years and new CBCS semester system) design of course module: Teaching Plan** | 14 | 1.4 | 1.4 | Annexure-14A |
| 3. | Use of ICT or Computer-aided methods- ppt **PowerPoint presentation, e-learning materials for imparting lectures** | 66 | 6.6 | 6.6 | Annexure-14A |
| 4. | Use of ICT- Multimedia/Simulation etc. **Multimedia, slides and simple simulations** | 38 | 3.8 | 3.8 | Annexure-14A |
| | **Maximum API Score :** <br> **i) Assistant Professor Stage I : 10** <br> **ii) Assistant Professor Stage II : 10** <br> **iii) Assistant Professor Stage III : 10** | | | 10 | |

In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers

**Total API Score in Category I for the period 01.07.2018 to 30.06.2019:** 92.2

**Minimum API Score required for promotion under CAS for CATEGORY I (to be assessed yearly):**

| i) | Stage I to II | 80/ Year |
|---|---|---|

| ii) | Stage II to III | 80/Year |
|---|---|---|
| iii) | Stage III to IV | 75/Year |

**CATEGORY 2: COCURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.**
**[From 01.07.2018 to 30.06.2019]**

| Sl. No. | Type of Activity | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷10)* | API Score |
|---|---|---|---|---|
| **(a) Student related Extension, Co-curricular & field based Activities** | | | | |
| **(i)** | Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.) **Study tour and Student seminar & exhibition, University Examination centre visit** | **40** | **4.0** | **6.6**<br><br>(Annexure-14A) |
| **(ii)** | Other co-curricular activates (Cultural, Sports, NSS and NCC, Student Support Cell etc.) **College Sports, College Cultural programme** | **24** | **2.4** | |
| **(iii)** | Extension and dissemination activities (public /popular lectures/talks/seminars/ etc. **Guest Speaker at NSS programme at Kubirpur** | **2** | **0.2** | |
| (**Max API Score : 15**) | | | | |
| **(b) Contribution to Corporate life and management of the sports units and institution through participation in through participation in Responsibilities (including as Principal / Director responsibilities (including as Principal / Director that require regular office hrs for its discharge)** | | | | |
| **(i)** | Administrative Responsibility (including Dean/Principal/Chairperson/Convenor/Teacher-in charge/ similar other duties that require regular Office hours for its discharge) **Bursar, G.B. Member, Coordinator of University Practical Exam. at SVC** | 140 | **14** | **15**<br><br>(Annexure-14A) |
| **(ii)** | Academic and Administrative committees **Finance committee, Development committee, Purchase committee, Implementation committee, Planning committee, Admission verification committee, Anti-ragging committee, Research and publication committee** | 84 | **8.4** | |

| (**Max API Score : 15**) | | | |
|---|---|---|---|

**(c) Professional Development activities (such as participation in seminars activities (such a participation in seminars talks, lectures in refresher / faculty development courses membership of associations, dissemination and general articles and any other contribution)**

1) Workshop on 'WBGHS for the beneficiaries of Grant-in-Aid Colleges & Universities & UGC Gazette notification, July 2018 on Appt. and CAS' organized by WBCUPA, Kolkata, 11th October, 2018. **(6 hrs)** (Annexure-19A)

2) Seminar on 'Intellectual Property Rights' organized by IQAC And Equal Opportunity Cell, SVC, Suri, 19th March, 2019. **(4 hrs)** (Annexure-19B)

| (**Max API Score : 15**) | 10 | 1.0 | 1.0 |
|---|---|---|---|
| *For all categories of Teachers (Assistant/Associate) Total Score (a + b +c) (**Max : 45**) | **6.6+15+1.0 = 22.6** | | |

| **Minimum API Score for CATEGORY II, required to be assessed cumulatively –** | | |
|---|---|---|
| i) | Stage I to II | **50/Assessment Period** |
| ii) | Stage II to III | **50/Assessment Period** |
| iii) | Stage III to IV | **50/Assessment Period** |

# Part B: Academic Performance Indicators (API) 2019 -20
## (01.07.2019 to 30.06.2020)

(Please see detailed instruction of the **PBASI** proforma before filling out this section)

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

**(1a) Direct teaching (16/14) hours per week as applicable) including Lectures, Tutorials, Practical, Project Supervision and Field work as per UGC Regulations 2016**

| Sl.No | Course/ Paper | Level | Mode of Teaching | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷7.5 for Assistant Prof. & ÷ 7.75 for Associate Prof.) | API Score | Remarks |
|---|---|---|---|---|---|---|---|
| 1. | Physics Honours Course | U.G.(Hons.) Part-II & III and CBCS-SEM-I, II, III & IV. | L, P | 308 | 39.7 | | Annexure-15A |
| 2. | Physics General Course | U.G.(Gen.) Part-II & III and CBCS- SEM I and II General & Generic. | L, P | 204 | 26.3 | | |
| | **Maximum API Score :** **i) Assistant Professor Stage I : 70** **ii) Assistant Professor Stage II : 70** **iii) Assistant Professor Stage III: 70** | | | | | 66.0 | |

#Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours(C).

- **Workload as per UGC regulation 2016:**

| | Direct Teaching Hours per week |
|---|---|
| Assistant Professor | 16 |
| Associate Professor | 14 |

**(1b) Examination duties (question paper setting, evaluation of answer scripts) as per allotment**

| Sl. No. | Type of Examination Duties | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷ 10 for all Teachers) | API Score | Remarks |
|---------|---------------------------|--------------------------------------|---------------------------------------------------------------------------|-----------|---------|
| 1 | Invigilation (University examinations) | 36 hrs (practical)+ 26 hrs (theory) | 6.2 | 6.2 | Annexure- 12, 15A |
| 2. | Internal continuous assessments (paper setting, internal evaluation of answer scripts terminal and test examination) | 106.4 | 10.6 | 10.6 | Annexure- 15(A+B) |
| 3. | Evaluation of University examination answer scripts for Part-II and Sem-I, III, IV and V (Hons and General/Generic) | 93.1 | 9.3 | 9.3 | Annexure- 15(A+B) |
| | **Maximum API Score :**<br>**i) Assistant Professor Stage I : 20**<br>**ii) Assistant Professor Stage II : 20**<br>**iii) Assistant Professor Stage III : 20** | | | 20 | |

**(iii) Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.**

**c) Innovative teaching- learning methodologies; updating of subject content/ course, mentoring etc.**

(a) Updating of Courses/Curriculum Design:

(b) Participation/Innovative – Interactive courses:

(c) Participn./Innovative – Learning Modules

(d) Participn./Innovative – Case Studies prepared:

(e) Use of ICT or Computer-aided methods – ppt:

(f) Use of ICT – Multi-media/Simulation etc:

(g) Dev/Teaching Remedial/Bridge Courses:

(h) Dev/Teaching Soft skill/Communication/Personality Dev:

(i) Special Programs in Phys. Edn./Library:

(j) Innovative Composition/Creation in Music, Fine Arts, Perf Arts:

(k) Organizing & cond. of popular Prog /Teaching Web-based/E- Library/IT-asst. Teaching:

| Sl. No | Short Description (in terms of items) as listed above | Actual hours spent per Academic Year | Actual Score (Actual hours spent per academic Year ÷10) | API score | Remarks |
|---|---|---|---|---|---|
| 1. | Participation/Innovative- Interactive courses: **Syllabus based group discussion, extempore, debate, question answer session and quiz contest** | 20 | 2.0 | 2.0 | Annexure-15A |
| 2. | Participation/ Innovative- Learning modules **(in Hons. and Gen.) design of course module: Teaching Plan** | 18 | 1.8 | 1.8 | Annexure-15A |
| 3. | Use of ICT or Computer-aided methods- ppt **PowerPoint presentation, e-learning materials for imparting lectures, online classes** | 78 | 7.8 | 7.8 | Annexure-15A |
| 4. | Use of ICT- Multimedia/Simulation etc. **Multimedia, slides and simple simulations** | 40 | 4.0 | 4.0 | Annexure-15A |
| | **Maximum API Score :** **i) Assistant Professor Stage I : 10** **ii) Assistant Professor Stage II : 10** **iii) Assistant Professor Stage III : 10** | | | 10 | |

In consonance with established academic and teaching traditions, and with a view to reinforcing a student centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.

**Total API Score in Category I for the period 01.07.2019 to 30.06.2020:** 96.0

**Minimum API Score required for promotion under CAS for CATEGORY I (to be assessed yearly):**

| i) | Stage I to II | 80/ Year |
|---|---|---|
| ii) | Stage II to III | 80/Year |
| iii) | Stage III to IV | 75/Year |

**CATEGORY 2: COCURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES. [From 01.07.2019 to 30.06.2020]**

| Sl. No. | Type of Activity | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷10) * | API Score | Remarks |
|---|---|---|---|---|---|
| (a) | **Student related Extension, Co-curricular & field based Activities** | | | | |
| | i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.) **Study tour and Student seminar & exhibition** | 32 | 3.2 | 3.2 | Annexure-15A |
| | ii) Other co-curricular activates (Cultural, Sports, NSS, and NCC etc.) **College Sports, College Cultural programme** | 30 | 3.0 | 3.0 | Annexure-15A |
| | iii) Extension and dissemination activities (public/popular lectures/talks/seminars) **Judge of Science Fair (19-20 Sept.'2019)** | 12 | 1.2 | 1.2 | Annexure-15A |
| | **(Max API Score : 15)** | | | 7.4 | |
| (b) | **Contribution to Corporate life and management of the sports units and institution through participation in responsibilities (including as Principal / Director responsibilities that require regular office hrs for its discharge)** | | | | |
| | i) ) Administrative Responsibility ( including Dean/Principal/Chairperson/Convenor/Teacher- in-charge/ similar other duties that require regular Office hours for its discharge) **Bursar, G.B. Member, Coordinator of Geography Dept.(SVC).** | 151 | 15.1 | 15.1 | Annexure-15A |
| | iii) Participation in Board of Studies, Academic and Administrative committees **Finance committee, Development committee, Purchase committee, Implementation committee, Planning committee, Admission verification committee, Anti-ragging committee, Research and publication committee** | 60 | 6.0 | 6.0 | |
| | **(Max API Score : 15)** | | | 15.0 | |
| (c) | **Professional Development activities (such as participation in seminars activities (such as participation in seminars talks, lectures in refresher / faculty development courses membership of associations, dissemination and general articles and any other contribution)** | | | | |
| | 1. RC at HRDC, BU from 03.01.2020 to 16.0.2020. **(72 hrs)** (Annexure-2) | | | | |
| | 2. Workshop on "Promotion under Career Advancement Scheme", Organized by IQAC, Bejoy | | | | |

Narayan Mahavidyalaya, Itachuna, 19<sup>th</sup> July, 2019. **(4 hrs)** (Annexure-19C)

3. One day seminar on "Academic Best Practices" Organized by IQAC, SVC, Suri, 30<sup>th</sup> July, 2019. **(4 hrs)** (Annexure-19D)

4. Workshop on "Perception of wildlife conservation of today's youth in West Bengal, India with a focus on Monitor lizards", Organized by Monitor Lizard Specialist Group, IUCN and EAES, Bareilly, India at Suri Vidyasagar College, Suri, 01 August, 2019. **(4 hrs)** (Annexure-19E)

5. Workshop on "On some advanced topics in undergraduate studies under CBCS system" Organized by Department of Physics, Burdwan University, Burdwan, 7<sup>th</sup> September, 2019. **(6 hrs)** (Annexure-19F)

6. One day Workshop on "Gender Equity and Women Rights", Organized by IQAC, SVC, Suri, 30th November, 2019. **(4 hrs)** (Annexure-19G)

7. One day Workshop on "Sensitization Programe on quality Assurance for academic Administration of Learner Support Centres (LSC)/ Study Centers (SC)", Organized by Regional centre Durgapur, NSOU, 27<sup>th</sup> November 2019. **(6 hrs)** (Annexure -19H)

|  | **(Max API Score : 15)** | 100 | 10.0 | 10.0 |  |
|---|---|---|---|---|---|
|  | *For all categories of Teachers (Assistant/Associate) Total Score (a + b +c)          **(Max : 45)** | **7.4+15+10=32.4** | | | |

| Minimum API Score for CATEGORY II, required to be assessed cumulatively – | | |
|---|---|---|
| i) | Stage I to II | 50/Assessment Period |
| ii) | Stage II to III | 50/Assessment Period |
| iii) | Stage III to IV | 50/Assessment Period |

# Part B: Academic Performance Indicators (API) 2020 -21
## (01.07.2020 to 20.11.2020)
(Please see detailed instruction of the **PBASI** proforma before filling out this section)

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

**(1a) Direct teaching (16/14) hours per week as applicable) including Lectures, Tutorials, Practical, Project Supervision and Field work as per UGC Regulations 2016**

| Sl.No | Course/ Paper | Level | Mode of Teaching | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷7.5 for Assistant Prof. & ÷ 7.75 for Associate Prof.) | API Score | Remarks |
|---|---|---|---|---|---|---|---|
| 1. | Physics Honours Course | CBCS-SEM-I, III and V. | L | 165 | 21.3 | | Annexure-16A |
| 2. | Physics General Course | CBCS- SEM I, III and V ( General & Generic.) | L | 82 | 10.6 | | |
| | **Maximum API Score :** **i) Assistant Professor Stage I : 70** **ii) Assistant Professor Stage II : 70** **iii) Assistant Professor Stage III: 70** | | | | | 31.9 | |

#Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours(C).

- **Workload as per UGC regulation 2016:**

| | Direct Teaching Hours per week |
|---|---|
| Assistant Professor | 16 |
| Associate Professor | 14 |

**(1b) Examination duties (question paper setting, evaluation of answer scripts) as per allotment**

| Sl. No. | Type of Examination Duties | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷ 10 for all Teachers) | API Score | Remarks |
|---|---|---|---|---|---|
| 1. | Internal continuous assessments (paper setting, internal evaluation of answer scripts terminal and test examination) | 87.7 | 8.8 | 8.8 | Annexure- 16(A+B) |
| 2. | Evaluation of University examination answer scripts for Part-III (Hons) and Sem-VI (Hons) | 17 | 1.7 | 1.7 | Annexure- 16(A+B) |

| | | | | 10.5 | |
|---|---|---|---|---|---|
| **Maximum API Score :** <br> **i) Assistant Professor Stage I : 20** <br> **ii) Assistant Professor Stage II : 20** <br> **iii) Assistant Professor Stage III : 20** | | | | | |

**(iii) Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.**

**c) Innovative teaching- learning methodologies; updating of subject content/ course, mentoring etc.**

(k)  Updating of Courses/Curriculum Design:

(l)  Participation/Innovative – Interactive courses:

(m)  Participn./Innovative – Learning Modules

(n)  Participn./Innovative – Case Studies prepared:

(o)  Use of ICT or Computer-aided methods – ppt:

(p)  Use of ICT – Multi-media/Simulation etc:

(q)  Dev/Teaching Remedial/Bridge Courses:

(r)  Dev/Teaching Soft skill/Communication/Personality Dev:

(s)  Special Programs in Phys. Edn./Library:

(t)  Innovative Composition/Creation in Music, Fine Arts, Perf Arts:

(u)  Organizing & cond. of popular Prog /Teaching Web-based/E- Library/IT-asst. teaching:

| Sl. No | Short Description (in terms of items) as listed above | Actual hours spent per Academic Year | Actual Score (Actual hours spent per academic Year ÷10) | API score | Remarks |
|---|---|---|---|---|---|
| 1. | Participation/Innovative- Interactive courses: **Question answer session and quiz contest** | 6 | 0.6 | 0.6 | Annexure-16A |
| 2. | Participation/ Innovative- Learning modules **(in Hons. and Gen.) design of course module: Teaching Plan** | 12 | 1.2 | 1.2 | Annexure-16A |
| 3. | Use of ICT or Computer-aided methods- ppt **PowerPoint presentation, e-learning materials for imparting lectures, online classes** | 90 | 9.0 | 9.0 | Annexure-16A |
| 4. | Use of ICT- Multimedia/Simulation etc. **Multimedia, slides and simple simulations** | 30 | 3.0 | 3.0 | Annexure-16A |
| | **Maximum API Score :** <br> **i) Assistant Professor Stage I : 10** <br> **ii) Assistant Professor Stage II : 10** <br> **iii) Assistant Professor Stage III : 10** | | | 10 | |

In consonance with established academic and teaching traditions, and with a view to reinforcing a student centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.

**Total API Score in Category I for the period 01.07.2020 to 20.11.2020:   52.4**

**Minimum API Score required for promotion under CAS for CATEGORY I (to be assessed yearly):**

| i)   | Stage I to II   | 80/ Year  |
|------|-----------------|-----------|
| ii)  | Stage II to III | 80/Year   |
| iii) | Stage III to IV | 75/Year   |

**CATEGORY 2: COCURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES. [From 01.07.2020 to 20.11.2020]**

| Sl. No. | Type of Activity | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷10) * | API Score | Remarks |
|---------|------------------|--------------------------------------|-----------------------------------------------------------|-----------|---------|
| (a) | **Student related Extension, Co-curricular & field based Activities** | | | | |
| | i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.) | | | | |
| | ii) Other co-curricular activates (Cultural, Sports, NSS, and NCC etc.) | | | | |
| | iii) Extension and dissemination activities (public/popular lectures/talks/seminars) | | | | |
| | **(Max API Score : 15)** | | | | |
| (b) | **Contribution to Corporate life and management of the sports units and institution through participation in responsibilities (including as Principal / Director responsibilities that require regular office hrs for its discharge)** | | | | |
| | i) ) Administrative Responsibility ( including Dean/Principal/Chairperson/Convenor/Teacher-in-charge/ similar other duties that require regular Office hours for its discharge) **Bursar, G.B. Member, Coordinator of Geography Dept.(SVC).** | 52 | 5.2 | 5.2 | Annexure-16A |
| | iii) Participation in Board of Studies, Academic and Administrative committees **RUSA committee, Finance committee, Development committee, Purchase committee, Implementation committee, Planning committee, Admission verification committee, Anti-ragging committee, Research and publication committee** | 44 | 4.4 | 4.4 | |
| | **(Max API Score : 15)** | | | 9.6 | |
| (c) | **Professional Development activities (such as participation in seminars activities (such as participation in seminars talks, lectures in refresher / faculty development courses membership of associations, dissemination and general articles and any other contribution)** | | | | |
| | **(Max API Score : 15)** | | | | |
| | *For all categories of Teachers (Assistant/Associate) Total Score (a + b +c)          **(Max : 45)** | **9.6** | | | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Minimum API Score for CATEGORY II, required to be assessed cumulatively – | | | | | | | |
| i) | Stage I to II | | | 50/Assessment Period | | | |
| ii) | Stage II to III | | | 50/Assessment Period | | | |
| iii) | Stage III to IV | | | 50/Assessment Period | | | |

## CATEGORY·3: RESEARCH AND ACADEMIC CONTRIBUTIONS:

### Period: 07.12.2017 to 20.11.2020

**III. A) Related to Research and Academic Contributions Published Papers in Journal**

API Score:Category1-Refereed: 25/publication
Category2-Other reputed Journals: 10/publication

Wherever relevant to any specific discipline the API score for paper in referred journal would be augmented as follows: i) papers with impact factor less than 1– by 5 points, ii) papers with impact factor 1 or 2 by 10 points, iii) papers with impact factor 2 or 5 by 15 points, iv) papers with impact factor 5 to 10 by 20 points, v) papers with impact factor greater than 10 by 25.

The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

| Sl. No. | Title with page no. | Journal /Volume /Year | ISSN/ISBN No. | Whether peer Reviewed, Impact factor, if any (Thomson-Reuters) | No. of Co-authors | Whether Main author | API Score |
|---|---|---|---|---|---|---|---|
| 1 | On the Comparative Growth of Generalize Iterated Entire Functions pp. 797-806 | Adv. Math. Sci. Journal 9(2020) No. 3 , 979-806 March 2020 | 1857-8365(P) 1857-8438(O) | Peer Reviewed, International SCOPUS | Two | No | 25X0.3= 7.5 (Annex.-17A ) |
| 2 | Uniqueness of L-function and its Certain Differential Monomial Concerning Small Functions pp. 2155-2163 | J. Math. Comp. Sci. 10 (2020), No. 5, 2155-2163 May 2020 | 1927-5307 | Peer Reviewed, International SCOPUS | One | No | 25X0.3= 7.5 (Annex.-17B) |
| 3 | On the Uniqueness Theorems of L-functions Concerning Weighted Sharing pp. 9019-9029 | Adv. Math. Sci. Journal 9(2020) No. 11 , 9019-9029 | 1857-8365(P) 1857-8438(O) | Peer Reviewed, International SCOPUS | One | Yes | 25/2=12.5 (Annex.-17C ) |
| 4 | Small Functions and Uniqueness of Difference Differential Polynomials of L-functions pp. 151-163 | Int. J. Diff. Eqn. 15(2020) No. 15, 151-163 | 0973-6069 | Peer Reviewed, International SCOPUS | One | No | 25X0.3= 7.5 (Annex.-17D ) |
| 5 | Polynomial Sharing and Uniqueness of | Adv. Dyn. Sys. Appl. 15(2020) | 0973-5321 | Peer Reviewed, International | One | No | 25X0.3= 7.5 |

| | Differential-Difference Polynomials of L-functions pp. 171-185 | No. 2, 171-185 | | SCOPUS | | | (Annex.-17E ) |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

| Total | | | | | | | 42.5 |
|---|---|---|---|---|---|---|---|

## III. B) Articles/Chapters published in Books

**API Score (Per Art/Chap):**

Category1: International Publisher:30

Category2: National/State/Central/Societies Publisher: 20

Category3: Subject books by other/Local Publisher: 15

Category4: Chapters in Knowledge-based Volume: International: 10/ chapter, National: 5/ Chapter

| Sl. No. | Title with page no. | Book title, editor & publisher | ISSN/ISBN No. (Or, Renowned publishers) See Cat1-4 as above For scores | Whether peer reviewed | No. of Co-author | Whether you are the main author | API Score |
|---|---|---|---|---|---|---|---|
| **NIL** | | | | | | | |

## III. C) Ongoing and Completed Research Projects and Consultancies

**API Score for Projects-**

CatI: Major Projects (Above 30 Lakhs):    20

CatII: Major Projects (5 to 30 Lakhs):    15

CatIII: Minor Projects (1 to 5 Lakhs):    10

Consultancy projects(Minimum 10 lakhs):    5

| Sl. No. | Title | Agency | Period /Status | Grant/ Amount mobilized (Rs. lakh) | Whether policy document. Patent as outcome | API score |
|---|---|---|---|---|---|---|
| | | | | | | **NIL** |

## III. D) Research Guidance

**(i)Degree-oriented:**

Ph.D. awarded:  15;

Ph.D. Submitted: 10;

M. Phil. Awarded: 5;

| Sl. No. | | Number enrolled | Thesis submitted | Degree awarded | API score |
|---|---|---|---|---|---|
| | | | | | **NIL** |

## III. E) Fellowships/ awards and Individual lectures delivered in conferences/ Seminars:

### 3) Fellowships/ awards:

International: 15;

National:    10;

State/ Universitylevel:05;

| Sl. No. | Number | Thesis submitted | Degree | API score |
|---|---|---|---|---|

| | enrolled | | awarded | |
|---|---|---|---|---|
| Fellowships/ Awards | | | | |
| **NIL** | | | | |

## ii) Invited Lectures/papers in Conference Proceedings

**Conf. proceedings as full paper:** 1.InternationalConference:7/Lecture, 5/ Paper

2. National:5/Lecture, 3/ Paper

3. Regional-Univ./State/ College level etc: 3/Lecture, 2/

Paper

| Sl. No. | Title of the invited lecture /paper presented | Title of Conference/ Seminar with date | Organized by | Whether International/ National/State or University level | Whether you are the main author | API Score |
|---|---|---|---|---|---|---|
| 1 | CRO and its Applications **(invited talk)** | Invited Lecture | Department of Physics, K. C. College, Hetampur, 30th November, 2018 | Regional level | Yes | **3** (Annex.- 18I ) |
| 2 | Excitations in Doped Quantum Dot under Damped Propagation of Dopant **(paper presented)** | National Seminar on Recent Trends in Condensed Matter Physics including Laser Applications | Department of Physics, University of Burdwan, 16-18 January, 2019 | National | Yes | **3** (Annex.- 18J ) |
| 3 | Role of Impurity Propagation on Excitation Kinetics of Doped Quantum Dots Considering Damping **(paper presented)** | Recent Trends in Chemical Science Research and Applications | Department of Chemistry, Siksha-Bhavana, Visva-Bharati, 13th September, 2019 | National | Yes | **3** (Annex.- 18K ) |
| 4 | Principles of Communications **(invited talk)** | Invited Lecture | Department of Physics, K. C. College, Hetampur, 22nd November, 2019 | Regional level | Yes | **3** (Annex.- 18L ) |
| 5 | Uniqueness Properties of Difference Differential Polynomials of L-functions **(paper presented)** | International Conference on Recent Advancements in Science and Technology | Glocal University, Saharanpur, U. P., 11-12 November, 2020 | International | Yes | **5** (Annex.- 18M ) |
| | Total* | | | | | **15** |

**\*The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period**

| i) | Stage I to II | 04/Assessment Period |
|---|---|---|

# APPENDIX II

**Annual Self-Assessment for the Performance Based Appraisal System (PBAS) Session/ Year 2016-17 to 2020-21 (15.12.16 till 14.12.20)**
**(To be completed and submitted at the end of each academic year)**

## PART A: GENERAL INFORMATION

1.  Name (Block letters)                                : ANIRBAN PAUL

2.  Father's /~~Mother's name~~/
    ~~Husband's~~ name                          : LATE ASIT KUMAR PAUL

3.  Department                                          : Botany, Suri Vidyasagar College

4.  Current Designation & Grade Pay  : Assistant Professor (Stage-I) & Rs. 6000

5.  Date of last Promotion                     : N.A.

6.  Address for correspondence (with pin code) : Srifala Road, Rampurhat,
                                                                          Birbhum, Pin-731224, W.B.

7.  Permanent Address                          : Do.

    Telephone No.:                                   : Mobile No.: (+91)9932360267
    E-mail                                                 : anirbanpaulvb@gmail.com

8.  Whether acquired any degrees or fresh academic qualifications during the year:
    Yes, Ph.D.

9.  Academic Staff College Orientation/ Refresher Course attended during the year:
    Yes.

| Name of the Course/ Summer School | Place | Duration | Sponsoring Agency | Remarks |
|---|---|---|---|---|
| Orientation Programme 24th | Guru Ghasidas Vishwavidyalaya, Chattisgarh | 10.06.2019 to 29.06.2019 | U.G.C., HRDC, Guru Ghasidas Vishwavidyalaya, Chattisgarh | Annexure Refer to Page no. |
| Refresher Course [Emerging areas of Life Science (IDC)] | Jadavpur University, West Bengal | 27.01.2020 to 08.02.2020 | U.G.C., HRDC, Jadavpur University, W.B. | Annexure Refer to Page no. |

10.  a. Date of Appointment          : 15/12/2016          Annexure-
     b. Date of Confirmation         :15/12/2016 (vide G.B. resolution no. 8(iv)
                                               dated 16.01.18)          Annexure-

11.  Past Service, if any                : None

(Please attach specific G.O. for counting of past service for promotion under CAS)

12. For which position & AGP you are applying  under CAS : Assistant Professor (Stage-II)  & AGP-7000

13. Date of eligibility for Promotion       : 15/12/2020

14. Educational Qualification (Graduation onwards):

| Examination | Name of the University | Year of Passing | Marks Obtained (%) | Class/ Grade | Remarks |
|---|---|---|---|---|---|
| B.A/B.Sc./B.Com. | VISVA-BHARATI | 2007 | 72.6 | I$^{st}$ | Annexure |
| M.A/M.Sc./ M.Com. | VISVA-BHARATI | 2009 | 74.25 | I$^{st}$ | Annexure |
| Other exam., If any      SET | THE WEST BENGAL COLLEGE SERVICE COMMISSION | 2013 | N/A | N/A (Q) | Annexure |
| UGC-CSIR NET | HUMAN RESOURCE DEVELOPMENT GROUP, INDIA | 2015 | N/A | N/A (UGC-JRF) | Annexure |

15. Research Degree(s): Yes.

| Degree | Name of the University | Date of award | Title | Remarks |
|---|---|---|---|---|
| M. Phil | | | | |
| Ph. D/ D. Phil | Visva-Bharati | 08.09.2018 | "Morphological, Chromosomal, Biochemical and *in vitro* studies of some species of *Solanum*" | Annexure |
| D.Sc./ D. Lit | | | | |

16. Details of Teaching/ Research/Academic Experience:

| Designation | Employer | Period of service | | Scale of pay |
|---|---|---|---|---|
| | | From | To | |
| Assistant Professor Stage-I | Principal Suri Vidyasagar College | 15.12.2016 | Till Date | Pay Band: Rs. 15600 – 39100 AGP – 6000 |

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

**Signature of the Incumbent**

All entries made above are checked and verified and found to be correct.

**Signature of the Co-ordinator, IQAC**                    **Signature of the Principal/TIC**

Date:                                                         Date:
Seal:                                                         Seal:

# Annual Self-Assessment for the Performance Based Appraisal System (PBAS)

**Session/ Year: (2016-17) <u>15.12.2016-30.06.2017</u>**

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

Part B: Academic Performance Indicators (API)

**CATEGORY 1:** TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

**(ia) Lectures, seminars, tutorials, practical, contact hours undertaken taken as percentage of lectures allocated.**

| Sl. No. | Course/Paper | Level | Mode of teaching | Class allotted as per schedule | % of classes taken as per documented record | API Score | Remarks |
|---|---|---|---|---|---|---|---|
| 1. | **Botany Honours** Paper I PathocUnit 1-6 Paper IV Gym. Ut.1-11 Paper-VIII Paper-X A unit. 1-4 | UG-Part-I,II & III | L, P | 172/172 | 100% | 49.8 | Annexure I (Academic audit) |
| 2. | **Botany General** Paper-I Gr. A PlantPatho & Gymno unit 1-2. Paper-II Gr. A & B Paper-III 1B a,b & 3 Paper-IV Gr. A Plant Tissue Cult. & Breeding unit 1-3 & Paper-IV Gr.B Unit 2 | UG-Part-I,II & III | L, P | 111/112 | 99.1% | | Refer to Page No |

#Lecture (L), Seminar (S), Tutorial (T), Practical (P).

**(ib) Lectures and other teaching duties in excess of UGC norms**

| | CALCULATION OF API SCORE FOR I(i) ABOVE | API Score | Remarks |
|---|---|---|---|
| a) | Classes taken (**Maximum 50** for 100% performance & proportionate score up to 80% performance, below which no score may be given) | 49.8 | Annexure |
| b) | Teaching load in excess of UGC norms/ Special Lectures/ Classes taken at the study centre located in the district other than Kolkata (**Max score - 10**) (12 special class extra) | 10 | Annexure |

**ii) Reading/ Instructional material consulted and additional knowledge resources provided to students**

| Sl. No. | Course/ Paper | Consulted | Prescribed | Additional Resource provided | API Score | Remarks |
|---|---|---|---|---|---|---|
| 1. | Botany Honours Course | Text book, Reference & web resources | Laboratory experimental procedures, Web resources, text & ref | Study materials: Hand written notes, web resources, PPT, Printed materials etc. | 10 | Annexure |
| 2. | Botany General Course | Text book, Reference & web resources | Laboratory experimental procedures, Web resources, text & ref | Study materials: Hand written notes, web resources, PPT, Printed materials etc. | 10 | |
| API score based on preparation and Imparting of knowledge /instruction as per curriculum and syllabus enrichment by providing additional resources to students (**Max. score: 20**) | | | | | 20 | |

**iii) Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.**

(a) Updating of Courses/Curriculum Design:      5 per course – Max 10

(b) Participation/Innovative – Interactive courses:     5

(c) Participn./Innovative – Learning Modules:     5    Max 10

(d) Participn./Innovative – Case Studies prepared:     5

(e) Use of ICT or Computer-aided methods – ppt:     5

(f) Use of ICT – Multi-media/Simulation etc:     5    Max 10

(g) Dev/Teaching Remedial/Bridge Courses:     5    each Max 10

(h)Dev/Teaching Soft skill/Communication/Personality Dev: 5 each    Max 10

(i) Special Programs in Phys.Edn./Library:     5 each Max 10

(j) Innovative Composition/Creation in Music, Fine Arts, Perf Arts: 5 each ; Max 10

(k)Organizing & cond. Of popul. Prog. /Teaching Web-based/E-Library/IT-asst teaching Workshop/Training – 10 points; Popularization program – 5 points

| Sl. No. | Short Description (in terms of items) as listed above | API Score | Remarks |
|---|---|---|---|
| 1. | (b) Participation/Innovative – Interactive courses (Syllabus based seminar, Question-answer session, Quiz context) | 5 | Annexure |
| 2. | (c) Participation/Innovative – Learning Modules (Teaching Plan for Botany Honours and General) | 5+5=10 | Annexure |
| 3. | (e) Use of ICT or Computer-aided methods – ppt. | 5 | Annexure |
| 4. | (f) Use of ICT – Multi-media slides | 5 | Annexure |
| | (**Max API Score : 20**)    Total Score: | 20 | |

**(iv) Examination duties assigned and performed**

(a)Invigil.- 10, Evalua.- 5, Q. paper setting/ Moderation- 5; Max : 2 [100% compliance]
(b) Internal/Continuous Assessment work as allotted-10 [100% compliance];
(c)Exam Coordination Cell/Outstation or Flying Squad: 10 [100% compliance]

| Sl. No. | Type of Examination Duties | Duties Assigned (University final examinations of Part-I, II & III) | Extent to which Carried out (%) | API Score | Remarks |
|---|---|---|---|---|---|
| 1. | (a)Invigilation (University Examination) | Yes | 100% | 10 | Annexure |
| 2. | (b)Internal/Continuous Assessments work as allotted (Paper setting, invigilation, evaluation for internal examination- base level, 1st, 2nd terminal, test exam. etc.) | Yes | 100% | 10 | Annexure |
| 3. | (a)Evaluation (University final theory & practical Examinations) | Yes | 100% | 5 | Annexure |
| | (**Max API Score : 25**) | | | 25 | |

**CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.**

Please mention your contribution to any of the following:

| Sl.No. | Type of Activity | Average Hrs/week | API Score | Remarks |
|---|---|---|---|---|
| | **(I)Extension, Co-curricular & field-based Activities** (5 points each) | | | |
| | a) Field Study/Ed. Tours/ Placement:<br>    5 each                   Max 10 | Ed. Tours<br>(Deul Park with Part I,II,III on 23/02/2017) | 5 | Annexure |
| | b) NSS/NCC/NSO etc:<br>   each activity 10 points          Max 10 | | | |
| | c) Student/Staff Sports<br>Campus Publication etc:<br>(dept level 2 points, Instn level 5 points) Max 10 | College Level Sports (Volunteer) | 5 | Annexure |
| | d) Community work<br>(Env, Hum. Rights, Scientific temper, Peace/Relief etc): Max10 | | | |
| | (**Max API Score : 20**) | | 10 | |
| | | | | |
| | **(II) Contribution to Corporate Life and Management of the Institution** | Yearly/Semester wise responsibilities | API Score | |
| | a) Governance Responsibility<br>(PG/IQAC/NAAC coordinator/Bursar / Warden etc.):<br>      Max 10 | | | |
| | b) Academic/Administrative Committees like Admission /Campus Dev/ Library Comm: 5 each Max 10 | Cultural Committee (Member) | 5 | Annexure |
| | c) Student Welfare/Placement /<br>Counseling/ Discipline 5 each Max 10 | | | |
| | d) Conf Organization/Chair Secretary/Treasurer<br>    (I)   International: 10<br>    (II)  National/Reg: 5<br>    (III) Member: 1 each | | | |
| | (**Max API Score : 15**) | | 5 | |
| | | | | |
| | **(III)Professional Development Activities** | | | |
| | a) Member in Professional Committees<br>(I)National 3 (II) State 2  ;  Max 10 | | | |
| | b) Participation in Conf/Seminars<br> Without paper:      2 each ; Max 10 | Participation in Seminar -2 | 4 | Annexure |
| | c) Short-term Courses/<br>Training less than a week: 5 each Max 10 | | | |
| | d) Membership/Participation in State/<br>Central Bodies/Committees: 5 each Max 10 | | | |
| | e) Newspaper/Magazine/ Radio-TV progr (Not covered in Category III): 1 each ; Max 10 | | | |
| | (**Max API Score : 15**) | | 04 | |
| | Total Score (I + II +III)    (**Max : 50**) | | 19 | |
| | Minimum API Score required – 15 | | | |

**Annual Self-Assessment for the Performance Based Appraisal System (PBAS)**

**Session/ Year: (2017-18) 01.07.2017-06.12.2017**
**(To be completed and submitted at the end of each academic year)**
Part B: Academic Performance Indicators (API)

**CATEGORY 1:** TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

**(ia) Lectures, seminars, tutorials, practical, contact hours undertaken taken as percentage of lectures allocated.**

| Sl. No. | Course/Paper | Level | Mode of teaching | Class allotted as per schedule | % of classes taken as per documented record | API Score | Remarks |
|---|---|---|---|---|---|---|---|
| 1. | **Botany Honours** CC1-Unit 4 CC2-Unit 6 Prac Unit 9 Paper IV Gym. Unit.1-11 Paper-VIII Paper-X A unit. 1-4 | UG-Part-II & III and CBCS SEM-I | L, P | 84/84 | 100% | 50 | Annexure I (Academic audit) |
| 2. | **Botany General** CC1A/GE 1 Unit 7 Prac. 2B, 3 Paper-II Gr. A & B Paper-III 1B a,b & 3 Paper-IV Gr. A Plant Tissue Cult. & Breeding unit 1-3 & Paper-IV Gr.B Unit 2 | UG-Part-II & III and CBCS SEM-I | L, P | 98/98 | 100% | | Refer to Page No |

#Lecture (L), Seminar (S), Tutorial (T), Practical (P).

**(ib) Lectures and other teaching duties in excess of UGC norms**

| | CALCULATION OF API SCORE FOR I(i) ABOVE | API Score | Remarks |
|---|---|---|---|
| a) | Classes taken (**Maximum 50** for 100% performance & proportionate score up to 80% performance, below which no score may be given) | 50 | Annexure |
| b) | Teaching load in excess of UGC norms/ Special Lectures/ Classes taken at the study centre located in the district other than Kolkata (**Max score - 10**) (23 special class extra) | 10 | Annexure |

**ii) Reading/ Instructional material consulted and additional knowledge resources provided to students**

| Sl. No. | Course/ Paper | Consulted | Prescribed | Additional Resource provided | API Score | Remarks |
|---|---|---|---|---|---|---|
| 1. | Botany Honours Course | Text book, Reference & web resources | Laboratory experimental procedures, Web resources, text & ref | Study materials: Hand written notes, web resources, PPT, Printed materials etc. | 10 | Annexure |
| 2. | Botany General Course | Text book, Reference & web resources | Laboratory experimental procedures, Web resources, text & ref | Study materials: Hand written notes, web resources, PPT, Printed materials etc. | 10 | |

| | API score based on preparation and Imparting of knowledge /instruction as per curriculum and syllabus enrichment by providing additional resources to students (**Max. score: 20**) | | 20 | |
|---|---|---|---|---|

## iii) Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc

(a) Updating of Courses/Curriculum Design:          5 per course – Max 10

(b) Participation/Innovative – Interactive courses:          5

(c) Participn./Innovative – Learning Modules:          5          Max 10

(d) Participn./Innovative – Case Studies prepared:          5

(e) Use of ICT or Computer-aided methods – ppt:          5

(f) Use of ICT – Multi-media/Simulation etc:          5          Max 10

(g) Dev/Teaching Remedial/Bridge Courses:          5          each Max 10

(h)Dev/Teaching Soft skill/Communication/Personality Dev: 5 each          Max 10

(i) Special Programs in Phys.Edn./Library:          5 each          Max 10

(j) Innovative Composition/Creation in Music, Fine Arts, Perf Arts: 5 each ; Max 10
(k)Organizing & cond. of popul. Prog. /Teaching Web-based/E-Library/IT-asst teaching
Workshop/Training - 10 points; Popularization program - 5 point

| Sl. No. | Short Description (in terms of items) as listed above | API Score | Remarks |
|---|---|---|---|
| 1. | (b) Participation/Innovative – Interactive courses (Syllabus based seminar, Question-answer session, Quiz context) | 5 | Annexure |
| 2. | (c) Participation/Innovative – Learning Modules (Teaching Plan for Botany Honours and General) | 5+5=10 | Annexure |
| 3. | (e) Use of ICT or Computer-aided methods – ppt. | 5 | Annexure |
| 4. | (f) Use of ICT – Multi-media slides | 5 | Annexure |
| | (**Max API Score : 20**)          Total Score: | 20 | |

## (iv) Examination duties assigned and performed

(a)Invigil.- 10, Evalua.- 5, Q. paper setting/ Moderation- 5; Max : 2 [100% compliance]
(b) Internal/Continuous Assessment work as allotted-10 [100% compliance];
(c)Exam Coordination Cell/Outstation or Flying Squad: 10 [100% compliance]

| Sl. No. | Type of Examination Duties | Duties Assigned (University final examinations of Part-I, II & III) | Extent to which Carried out (%) | API Score | Remarks |
|---|---|---|---|---|---|
| 1. | (a)Invigilation (University Examination) | Yes | 100% | 10 | Annexure |
| 2. | (b)Internal/Continuous Assessments work as allotted (Paper setting, invigilation, evaluation for internal examination- base level, 1st, 2nd terminal, test exam. etc.) | Yes | 100% | 10 | Annexure |
| 3. | (a)Evaluation (University final theory & practical Examinations) | Yes | 100% | 5 | Annexure |
| | (**Max API Score : 25**) | | | 25 | |

## CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

Please mention your contribution to any of the following:

| Sl.No. | Type of Activity | Average Hrs/week | API Score | Remarks |
|---|---|---|---|---|
| | **(I)Extension, Co-curricular & field-based Activities** (5 points each) | | | |
| | a) Field Study/Ed. Tours/ Placement:<br>    5 each            Max 10 | Ed. Tours (Gonpur forest with Part I,II,III on 21/11/2017) | 5 | Annexure |
| | b) NSS/NCC/NSO etc:<br>   each activity 10 points         Max 10 | | | |
| | c) Student/Staff Sports Campus Publication etc:<br>(dept level 2 points, Instn level 5 points) Max 10 | DPI Level Sports (Volunteer) | 5 | Annexure |
| | d) Community work<br>(Env, Hum. Rights, Scientific temper, Peace/Relief etc): Max10 | | | |
| | (**Max API Score : 20**) | | 10 | |
| | | | | |
| | **(II) Contribution to Corporate Life and Management of the Institution** | Yearly/Semester wise responsibilities | API Score | |
| | a) Governance Responsibility<br>(PG/IQAC/NAAC coordinator/Bursar / Warden etc.):<br>              Max 10 | | | |
| | b) Academic/Administrative Committees like Admission /Campus Dev/ Library Comm: 5 each Max 10 | Member of<br>1. Admission Committee<br>2. Cultural Committee | 10 | Annexure |
| | c) Student Welfare/Placement /<br>Counseling/ Discipline 5 each Max 10 | | | |
| | e) Conf Organization/Chair Secretary/Treasurer<br>   (I)   International: 10<br>   (II)  National/Reg: 5<br>   (III) Member: 1 each | | | |
| | (**Max API Score : 15**) | | 10 | |
| | | | | |
| | **(III)Professional Development Activities** | | | |
| | a) Member in Professional Committees<br>(I)National 3 (II) State 2 ;  Max 10 | | | |
| | b) Participation in Conf/Seminars<br> Without paper:      2 each ; Max 10 | | | |
| | c) Short-term Courses/<br>Training less than a week: 5 each Max 10 | | | |
| | d) Membership/Participation in State/<br>Central Bodies/Committees: 5 each Max 10 | | | |
| | e) Newspaper/Magazine/ Radio-TV progr (Not covered in Category III): 1 each ; Max 10 | | | |
| | (**Max API Score : 15**) | | NIL | |
| | Total Score (I + II +III)    (**Max : 50**) | | 20 | |
| | Minimum API Score required - 15 | | | |

# Cumulative Category-3 from the Session 2016-17 to 2017-18 (15.12.2016 to 06.12.2017)
## CATEGORY-3: RESEARCH AND ACADEMIC CONTRIBUTIONS

### 3. A) (i) **Published Papers in Journals**

API Score – Category 1- Refereed    – 15/publication Category - 2

Non-Refereed – 10/publication

| Sl. No. | Title with page no. | Journal | ISSN/ISBN No. | Whether peer reviewed. Impact factor, if any | No. of Co-author | Whether you are the main author | API Score (+Impact Factor) | Remarks |
|---|---|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |  |  |

\*Wherever relevant to any specific discipline the API score for paper in referred journal would be augmented as follows:

Indexed journal- by 5 points, ii) Papers with impact factor 1 and 2 by 10 points; iii) papers with impact factor between 2 and 5 by 15 points; iv) papers with impact factor between 5 and 10 by 25 points

\*Points divided by number of authors

\*\*\*if a paper is presented in Conference/ Seminar is published in the form of proceedings, the points would accrue for the for the publication (3.A) and not under presentation (3.E(ii)).

\#Papers accepted at National/ International conferences may be reckoned as equivalent to papers presents.

### A) (ii) **Public Displays/Exhibitions/Performances with or without outputs in CD/DVD/Online/E-form/E-book [for Art/Music College]**

API Score – Category 1 – 15; Category 2 – 10

| Sl. No | Title of Show/ Exhibition/ Performance with or without CD/DVD/ Tape/ Online /E-form/E- book version or Brochures | Company/Agency/ Instt Name (Including TV/Radio etc) | Categorization (I.International 15 each/ II. National 10 each (Venues/ event/ gallery/ studio/ museums) | Whether reviewed/ Impact factor (Reporting/ Coverage/ Reviews/ Hits/sales/ citations/ Commen- dations/ etc) | No of Co- performer or Co- authors (10 each) | Whether you are the Solo artist/ performer (15 each) | API Score |
|---|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |  |

### B) (i) **Articles/ Chapters published in Books**

API Score (Per Art/Chap) Category 1: International Publisher          – 10

Category 2: National/ State/ Central/ Societies Publisher – 5

Category 3: Subject books by other/Local Publisher     –3

Category 4: Chapters in Knowledge-based Volumes     –5

### (ii) **Full papers in Conference Proceedings**

| Sl. No. | Title with page no. | Book title, editor & publisher | ISSN/ISBN No. (Or, Renowned publishers) See Cat 1-4 as above for scores | Whether peer reviewed. | No. of Co-author | Whether you are the main author | API Score |
|---|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |  |

**Conf. proceedings as full paper:** 1. International Conference – 10/publication

2. National                –7.5/each

3. Regional/State level      – 5/ each

4. Local- Univ. /College level   – 3/each

| Sl. No. | Title with page no. | Details of Conference Publication | ISSN/ISBN No. | No. of Co-author | Whether you are the main author | API Score |
|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |

### (iii) Books published as single author or as editor

API Score – Category 1 Text/Reference Books by International Publisher: 50
Category 2 Text/Reference Books National/Soc/Univ Publ: 25
Category 3 Subject Books by Other/Local Recognized Publ: 15

| Sl. No. | Title with page no. | Type of Book & authorship | Publisher & ISSN/ISBN No. (I. International II. National III. Regional) | Whether peer reviewed. | No. of Co-author | Whether you are The main author | API Score |
|---|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |  |

### (iv) Solo Performance/Exhibition as an Artist on invitation

API Score – Cat. I /International – 50, Cat. II /National – 25, Cat. III /Regional –15

| Sl. No | Title of Programme/ Exhibition with details of venue | Organized or Sponsored by Institution/ Company/ Agency,incl AIR/TV etc | Categorization – (I) International/ (II) National/ (III) Regional | Whether peer-reviewed/ Impact | No of Co-artists or Performers | Whether you are the Solo artist/ performer | API Score |
|---|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |  |

## C) Ongoing and Completed Research Projects and Consultancies

API Score for **Projects-**

| | |
|---|---|
| Cat I: (Sc -Rs 30 lakhs+ Non-Sc: Rs 5 lakhs +): | 20 |
| Cat II: (Sc -Rs 5 lakhs+ Non-Sc: Rs 3 lakhs +): | 15 |
| Cat III: (Sc -Rs 0.5 lakhs+ Non-Sc: Rs 0.25 lakhs+): | 10 |
| Other approved projects of Univ/Other agencies: | 5 |

API Score for **Consultancies**–
(Sc -Rs 10 lakhs+ Non-Sc: Rs 2 lakhs +):10
API Score for **Quality Evaluation**–

| | |
|---|---|
| Major (Completed) Project Eval: | 20 |
| Minor (Completed) Project Eval: | 10 |

### C. (i) & (ii) Ongoing Projects/ Consultancies

| Sl. No. | Title | Agency | Period | Grant/ Amount mobilized (Rs. lakh) | API score |
|---|---|---|---|---|---|
|  |  |  |  |  |  |

### C. (iii) & (iv) Completed Projects/ Consultancies

| Sl. No. | Title | Agency | Period | Grant/ Amount mobilized (Rs. lakh) | Whether policy document. Patent as outcome | API score |
|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |

## D) Research Guidance

**(i)Degree-oriented:** API Score – Ph.D. awarded – 10; Ph.D. Submitted – 7;

M.Phil. awarded – 3;

**(ii)Non-Degree Products:** API Score – Post-Doctoral – 7; National Scholar – 5;

Guidance to Scholars & Master's level – 3

| Sl. No. | Number enrolled | Thesis submitted | Degree awarded | API score |
|---|---|---|---|---|
| Non-Degree products | | | | |
| M.Phil. or equivalent | | | | |
| Ph.D. or equivalent | | | | |

## E) (i) Training Courses, Teaching-Learning –Evaluation Technology Programmes, Faculty Development Programme (not less than one week duration)

Cat I: (Not less than two week duration): 20

Cat II: (Not less than one week duration): 10

| Sl. No. | Programme | Duration | Organized by | API Score | Remarks |
|---|---|---|---|---|---|
| | | | | | |

## E) (ii) Papers presented in Conferences, Seminars, Workshops, Symposia

API Score – Category 1 International – 10, Category 2 National – 7.5

Category 3 Regional – 5, Category 4 Local – 3

| Sl. No. | Title of the paper presented | Title of Conference/ Seminar | Organized by | Whether International/ National/State/Regional/ College or University Level | API Score | Remarks |
|---|---|---|---|---|---|---|
| 1. | Phylogentic relationship of some species of *Solanum* based on karyomorphological study | Plant and Microbial resources; utilization and conservation; 15-16 March, 2017 | Department of Botany, Visva-Bharati | National Level | 7.5 | Annexure |

## E) (iii) Invited lectures/ Chairing the session or presentation for conferences/symposia etc.

API Score – Category 1 International – 10, Category 2 National – 7.5

Category 3 Regional /State level – 5, Category 4 Univ/Endowment Lect – 3

| Sl. No. | Title of the Lecture/ Academic session | Title of Conference/ Seminar | Organized by | Whether International/ National/State/ Regional/College Or University level | API score |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |

Signature of the incumbent                    Signature of the Coordinator IQAC
                                                          with designation and date with Seal


Signature of the Principal/ TIC
with date and Seal

**Name of the Applicant: Dr. Anirban Paul**                    **Subject: Botany**

## Summary of API scores (15.12.2016 – 06.12.2017)

| Category | Criteria | API Score for previous 3/4/5/6 academic years as applicable for specific proposed stage of promotion from Stage I/~~II/III~~ to Stage II/~~III/IV~~. | | Total API Score for Assessment Period |
|---|---|---|---|---|
| | | **15.12.16 to 30.06.17** | **01.07.17 to 06.12.17** | |
| **I** | **CATEGORY I:** Teaching, learning and evaluation related activities *(to be assessed yearly)* | **124.8** | **125** | **249.8** |
| **II** | **CATEGORY II:** Cocurricular, extension and professional development related activity *(to be assessed cumulatively for assessment period)* | **19** | **20** | **39** |
| **III** | **CATEGORY III:** Research and Academic Contributions *(to be assessed cumulatively for assessment period)* | **7.5** | | |
| **II + III** | **Total API score** (Category II + Category III)/ Assessment Period) | **46.5** | | |

**Signature of**
**Incumbent**

**Signature of the**
**Coordinator, IQAC**

**Signature of the**
**Principal/TIC/OIC**
**with date and seal**

**This FORMAT for Annual Self-Assessment for the Performance Based Appraisal System (PBAS) is required to be filled up at the end of each Academic Year during the period of promotion and filled in Format along with all documents will be placed to the Screening/Selection Committee after duly approved by the IQAC and Principal/TIC/OIC of the concerned college.**

**Annual Self-Assessment for the performance Based Appraisal System (PBAS)**
**Session/ Year: (2017-18) 07.12.2017-30.06.2018**

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

Part B: Academic Performance Indicators (API)

(Please see detailed instruction of the **PBAS-I** Proforma before filling out this section)

CATEGORY 1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

a) **Direct teaching (16/14) hours per week as applicable) including Lectures, Tutorials, Practical, Project Supervision and Field work**

| Sl.No | Course/ Paper | Level | Mode of Teaching | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷7.5 for Assistant Prof. & ÷ 7.75 for Associate Prof.) | API Score | Remarks |
|---|---|---|---|---|---|---|---|
| 1. | **Botany Honours Course** CC3 Unit 9 Prac.Unit 2.3 Paper IV Gym. Unit.1-11 Paper-VIII Paper-X A unit. 1-4 | U.G.(Hons.) Part-II & III and CBCS SEM-I & II. | L,  P | 171 | 22.8 | | Annexure I (Academic audit) |
| 2. | **Botany General Course** CC1B/GE2 Unit 6-9 Prac. Unit 1 Paper-II Gr. A & B Paper-III 1B a,b & 3 Paper-IV Gr. A Plant Tissue Cult. & Breeding unit 1-3 & Paper-IV Gr.B Unit 2 | U.G.(Gen.) Part-II & III and CBCS SEM- I & II | L,  P | 108 | 14.4 | | |
| | **Maximum API Score :** **i) Assistant Professor Stage I : 70** **ii) Assistant Professor Stage II : 70** **iii) Assistant Professor Stage III: 70** | | | | | 37.2 | Refer to page no |

*Lectures, Tutorials, Practical, Project Supervision and Field Work
- **Workload as per UGC Regulations 2016:**

| | Direct Teaching Hours per week |
|---|---|
| **Assistant Professor** | **16** |
| **Associate Professor** | **14** |

（b）**Examination duties (question paper setting, evaluation of answer scripts) as per allotment**

| Sl. No. | Type of Examination Duties | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷ 10 for all Teachers) | API Score | Remarks |
|---|---|---|---|---|---|
| 1. | Invigilation duties of University examination | 52 | | | |
| 2. | Evaluation of answer scripts of University exams | 18 | 39.9 | 39.9 | Annexure |
| 3. | Internal continuous assessments including question paper setting, invigilation and evaluation | 329.2 | | | |

| | Maximum API Score : <br>i) Assistant Professor Stage I : 20 <br>ii) Assistant Professor Stage II : 20 <br>iii) Assistant Professor Stage III : 20 | | | 20 | |
|---|---|---|---|---|---|

**c) Innovative teaching- learning methodologies; updating of subject content/ course, mentoring etc.**

(a) Updating of Courses/Curriculum Design:

(b) Participation/Innovative – Interactive courses:

(c) Participn./Innovative – Learning Modules

(d) Participn./Innovative – Case Studies prepared:

(e) Use of ICT or Computer-aided methods – ppt:

(f) Use of ICT – Multi-media/Simulation etc:

(g) Dev/Teaching Remedial/Bridge Courses:

(h) Dev/Teaching Soft skill/Communication/Personality Dev:

(i) Special Programs in Phys. Edn./Library:

(j) Innovative Composition/Creation in Music, Fine Arts, Perf Arts:

(k) Organizing & cond. of popular Prog /Teaching Web-based/E- Library/IT-asst. teaching:

| Sl. No | Short Description (in terms of items) as listed above | Actual hours spent per Academic Year | Actual Score (Actual hours spent per academic Year ÷10) | API score | Remarks |
|---|---|---|---|---|---|
| 1. | (b)Participation/Innovative – Interactive courses (Quiz, Extempore & debate) | 14 | 1.4 | 1.4 | Annexure |
| 2. | (c)Participation/Innovative – Learning Modules (Teaching Plan for Botany Honours and General) | 00 | 0.0 | 0.0 | Annexure |
| 3. | (e)Use of ICT or Computer-aided methods – ppt. | 82 | 8.2 | 8.2 | Annexure |
| 4. | (f)Use of ICT – Multi-media slides | 15 | 1.5 | 1.5 | Annexure |
| | **Maximum API Score :** <br>**i) Assistant Professor Stage I : 10** <br>**ii) Assistant Professor Stage II : 10** <br>**iii) Assistant Professor Stage III : 10** | | | 10 | |

In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.

**Minimum API Score required for promotion under CAS for CATEGORY I (to be assessed yearly):**

| i) | Stage I to II | 80/ Year |
|---|---|---|
| ii) | Stage II to III | 80/Year |
| iii) | Stage III to IV | 75/Year |

**CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITY**

| Sl.No. | Type of Activity | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷10)* | API Score | Remarks |
|---|---|---|---|---|---|
| (a) | Student related Extension, Co-curricular, extension and field-based Activities | | | | |
| | i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.) **(Student seminar+ Study visit** [Choricha forest on 14/01/18]**)** | 6+8=14 | 1.4 | 1.4 | Annexure |
| | ii) Other co-curricular activates (Cultural, Sports, NSS, and NCC etc.) **(College level sports** as volunteer + **Cultural events** as member) | 12+32=44 | 4.4 | 4.4 | Annexure |
| | iii) Extension and dissemination activities (public/popular lectures/talks/seminars) **(Talk on Red Ribbon social awareness seminar of NSS at Rampurhat College)** | 3 | 0.3 | 0.3 | Annexure |
| | **(Max API Score : 15)** | | | 6.1 | |
| (b) | Contribution to Corporate life and management of the sports units and institution through participation in through participation in responsibilities (including as Principal / Director that require regular office hrs for its discharge) | | | | |
| | i) Administrative Responsibility (including Dean/Principal/Chairperson/Convenor/Teacher- in-charge/ similar other duties that require regular Office hours for its discharge) | | | | |
| | ii) Participation in Board of Studies, Academic and Administrative committees **(Member of 1. Arun Sen Prize distribution committee, 2. Cultural committee, 3. Developmental committee, 4. Career counseling committee)** | 16+32+39+27 =114 | 11.4 | 11.4 | Annexure |
| | **(Max API Score : 15)** | | | 11.4 | |
| (c) | Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refreshers/faculty development courses, dissemination and general articles and any other contribution) **i. One day National seminar at Botany dept., Visva-Bharati** **ii. Three days National workshop on Microscopy at USIC, BU (short term training course)** | 6+18=24 | 2.4 | 2.4 | Annexure |
| | **(Max API Score : 15)** | | | 2.4 | |
| | *For all categories of Teachers (Assistant/Associate) Total Score (a + b +c)        **(Max : 45)** | | | 19.9 | |

**Minimum API Score for CATEGORY II, required to be assessed cumulatively –**

| | | |
|---|---|---|
| i) | Stage I to II | 50/Assessment Period |
| ii) | Stage II to III | 50/Assessment Period |
| iii) | Stage III to IV | 50/Assessment Period |

*The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period

| | | |
|---|---|---|
| i) | Stage I to II | 04/Assessment Period |
| ii) | Stage II to III | 10/Assessment Period |
| iii) | Stage III to IV | 15/Assessment Period |

**III(F) Development of e-learning delivery process /material**
**API score -10/ Module**

| Sl. No. | Title of the Module | Course/Paper for which the module was prepared | Year and Date of presentation | API Score |
|---|---|---|---|---|
| | | | | |

*Minimum total API scores required for promotion under CATEGORY I +

CATEGORY II*:

| | | |
|---|---|---|
| i) | Stage I to II | 90/Assessment Period |
| ii) | Stage II to III | 120/Assessment Period |
| iii) | Stage III to IV | 150/Assessment Period |

**To G.O. No. 1373 –Edn (CS)**                                                    **dated 07.12.2017**

This FORMAT for Annual Self-Assessment for the Performance Based Appraisal System (PBAS) is required to be filled up at the end of each Academic Year during the period of promotion and filled in Format along with all documents will be placed to the Screening/Selection Committee after duly approved by the IQAC and Principal/TIC/OIC of the concerned college.

**Annual Self-Assessment for the performance Based Appraisal System (PBAS)**
**Session/ Year: (2018-19) 01.07.2018-30.06.2019**

**(To be completed and submitted at the end of each academic year)**
Part B: Academic Performance Indicators (API)
(Please see detailed instruction of the **PBAS-I** Proforma before filling out this section)

CATEGORY 1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

a) Direct teaching (16/14) hours per week as applicable) including Lectures, Tutorials, Practical, Project Supervision and Field work

| Sl.No | Course/ Paper | Level | Mode of Teaching | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷7.5 for Assistant Prof. & ÷ 7.75 for Associate Prof.) | API Score | Remarks |
|---|---|---|---|---|---|---|---|
| 1. | **Botany Honours Course** CC1-Unit 4 CC2-Unit 6 Prac Unit 9 CC3 Unit 9 Prac.Unit 2.3 CC6 Unit 1 Prac. Unit 1 Sec. Ag. Bot Unit 3 CC9 Unit 4-7 Prac. Unit 5 & 8 Paper-VIII Paper-X A unit. 1-4 | U.G.(Hons.) Part-III and CBCS SEM-I, II, III & IV | L, P | 213 | 28.4 | | Annexure I (Academic audit) |
| 2. | **Botany General Course** CC1A /GE1Unit 7 Prac. 2B, 3 CC1B/GE2 Unit 6-9 Prac. Unit 1 CC1C/GE3 Unit 6 & 8 Prac. Unit 4-6 CC1D/GE4 Unit 4,7,9 Prac Unit 1-3 Paper-III 1B a,b & 3 Paper-IV Gr. A Plant Tissue Cult. & Breeding unit 1-3 & Paper-IV Gr.B Unit 2 | U.G.(Gen.) Part-III and CBCS SEM-I, II, III & IV | L, P | 226 | 30.1 | | |
| | **Maximum API Score :** **i) Assistant Professor Stage I : 70** **ii) Assistant Professor Stage II : 70** **iii) Assistant Professor Stage III: 70** | | | | | 58.5 | Refer to page no |

*Lectures, Tutorials, Practical, Project Supervision and Field Work
- Workload as per UGC Regulations 2016:

| | Direct Teaching Hours per week |
|---|---|
| **Assistant Professor** | 16 |
| **Associate Professor** | 14 |

**(b) Examination duties (question paper setting, evaluation of answer scripts) as per allotment**

| Sl. No. | Type of Examination Duties | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷ 10 for all Teachers) | API Score | Remarks |
|---|---|---|---|---|---|
| 1. | Invigilation duties of University examination | 67 | 48.5 | 48.5 | Annexure |
| 2. | Evaluation of answer scripts of University exams | 242.8 | | | |
| 3. | Internal continuous assessments including question paper setting, invigilation and evaluation | 175.3 | | | |
| | **Maximum API Score :** <br> **i) Assistant Professor Stage I : 20** <br> **ii) Assistant Professor Stage II : 20** <br> **iii) Assistant Professor Stage III : 20** | | | 20 | |

**c) Innovative teaching- learning methodologies; updating of subject content/ course, mentoring etc.**

(a)    Updating of Courses/Curriculum Design:

(b)    Participation/Innovative – Interactive courses:

(c)    Participn./Innovative – Learning Modules

(d)    Participn./Innovative – Case Studies prepared:

(e)    Use of ICT or Computer-aided methods – ppt:

(f)    Use of ICT – Multi-media/Simulation etc:

(g)    Dev/Teaching Remedial/Bridge Courses:

(h)    Dev/Teaching Soft skill/Communication/Personality Dev:

(i)    Special Programs in Phys. Edn./Library:

(j)    Innovative Composition/Creation in Music, Fine Arts, Perf Arts:

(k)    Organizing & cond. of popular Prog /Teaching Web-based/E- Library/IT-asst. teaching:

| Sl. No | Short Description (in terms of items) as listed above | Actual hours spent per Academic Year | Actual Score (Actual hours spent per academic Year ÷10) | API score | Remarks |
|---|---|---|---|---|---|
| 1. | (b)Participation/Innovative – Interactive courses (Quiz, Extempore & debate) | 14 | 1.4 | 1.4 | Annexure |
| 2. | (c)Participation/Innovative – Learning Modules (Teaching Plan for Botany Honours and General) | 16 | 1.6 | 1.6 | Annexure |
| 3. | (e)Use of ICT or Computer-aided methods – ppt. | 86 | 8.6 | 8.6 | Annexure |
| 4. | (f)Use of ICT – Multi-media slides | 16 | 1.6 | 1.6 | Annexure |
| | **Maximum API Score :** <br> **i) Assistant Professor Stage I : 10** <br> **ii) Assistant Professor Stage II : 10** <br> **iii) Assistant Professor Stage III : 10** | | | 10 | |

In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance

to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.

**Minimum API Score required for promotion under CAS for CATEGORY I (to be assessed yearly):**

| i) | Stage I to II | 80/ Year |
|---|---|---|
| ii) | Stage II to III | 80/Year |
| iii) | Stage III to IV | 75/Year |

## CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITY

| Sl.No. | Type of Activity | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷10)* | API Score | Remarks |
|---|---|---|---|---|---|
| (a) | Student related Extension, Co-curricular, extension and field based Activities | | | | |
| | i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.) **(Student seminar+ Study visit** [AJC Bose IBG Howrah on 1-2 March 2019]**)** | 6+16=22 | 2.2 | 2.2 | Annexure |
| | ii) Other co-curricular activates (Cultural, Sports, NSS, and NCC etc.) **(College level sports** as volunteer + **Cultural events** as member) | 12+21=33 | 3.3 | 3.3 | Annexure |
| | iii) Extension and dissemination activities (public/popular lectures/talks/seminars) **(Lecture on AIDS awareness NSS programme at Rajnagar Mahavidyalaya + Talk on Red Ribbon social awareness seminar of NSS at Rampurhat College)** | 3+3=6 | 0.6 | 0.6 | Annexure |
| | **(Max API Score : 15)** | | | 6.1 | |
| (b) | Contribution to Corporate life and management of the sports units and institution through participation in through participation in responsibilities (including as Principal / Director that require regular office hrs for its discharge) | | | | |
| | i) Administrative Responsibility (including Dean/Principal/Chairperson/Convenor/Teacher- in-charge/ similar other duties that require regular Office hours for its discharge) | | | | |
| | ii) Participation in Board of Studies, Academic and Administrative committees **(Member of 1. Admission committee, 2. Cultural committee, 3. Arun Sen Prize distribution committee)** | 86+27+25=138 | 13.8 | 13.8 | Annexure |
| | **(Max API Score : 15)** | | | 13.8 | |

| (c) | Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refreshers/faculty development courses, dissemination and general articles and any other contribution)<br>**i. Orientation Programme from U.G.C., HRDC, Guru Ghasidas Vishwavidyalaya, C.G.** | 108 | 10.8 | 10.8 | Annexure |
|---|---|---|---|---|---|
| | **(Max API Score : 15)** | | | 10.8 | |
| | *For all categories of Teachers (Assistant/Associate)<br><br>Total Score (a + b +c)  **(Max : 45)** | | | 30.7 | |

**Minimum API Score for CATEGORY II, required to be assessed cumulatively –**

| i) | Stage I to II | 50/Assessment Period |
|---|---|---|
| ii) | Stage II to III | 50/Assessment Period |
| iii) | Stage III to IV | 50/Assessment Period |

**\*The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period**

| i) | Stage I to II | 04/Assessment Period |
|---|---|---|
| ii) | Stage II to III | 10/Assessment Period |
| iii) | Stage III to IV | 15/Assessment Period |

**III(F) Development of e-learning delivery process /material**
**API score -10/ Module**

| Sl. No. | Title of the Module | Course/Paper for which the module was prepared | Year and Date of presentation | API Score |
|---|---|---|---|---|
| | | | | |

**\*Minimum total API scores required for promotion under CATEGORY I +**

**CATEGORY II\*:**

| i) | Stage I to II | 90/Assessment Period |
|---|---|---|
| ii) | Stage II to III | 120/Assessment Period |
| iii) | Stage III to IV | 150/Assessment Period |

This FORMAT for Annual Self-Assessment for the Performance Based Appraisal System (PBAS) is required to be filled up at the end of each Academic Year during the period of promotion and filled in Format along with all documents will be placed to the Screening/Selection Committee after duly approved by the IQAC and Principal/TIC/OIC of the concerned college.

**Annual Self-Assessment for the performance Based Appraisal System (PBAS)**
**Session/ Year: (2019-20) 01.07.2019-30.06.2020**

**(To be completed and submitted at the end of each academic year)**
Part B: Academic Performance Indicators (API)
(Please see detailed instruction of the **PBAS-I** Proforma before filling out this section)

**CATEGORY 1:** TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

a) Direct teaching (16/14) hours per week as applicable) including Lectures, Tutorials, Practical, Project Supervision and Field work

| Sl.No | Course/ Paper | Level | Mode of Teaching | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷7.5 for Assistant Prof. & ÷ 7.75 for Associate Prof.) | API Score | Remarks |
|---|---|---|---|---|---|---|---|
| 1. | **Botany Honours Course** CC1-Unit 4 CC2-Unit 6 Prac Unit 9 CC3 Unit 9 Prac.Unit 2.3 CC6 Unit 1 Prac. Unit 1 Sec. Ag. Bot Unit 3 CC9 Unit 4-7 Prac. Unit 5 & 8 DSE 2 Bio inf.Unit 1-3 Prac. Unit 1-3 CC13 Unit 1-4 Prac. Unit 1-7 | U.G.(Hons.) CBCS-SEM- I, II, III, IV, V & VI | L, P | 194 | 25.9 | | Annexure I (Academic audit) |
| 2. | **Botany General Course** CC1A Unit 7 Prac. 2B, 3 CC1B Unit 6-9 Prac. Unit 1 CC1C Unit 6 & 8 Prac. Unit 4-6 CC1D Unit 4,7,9 Prac Unit 1-3 DSE 1A Unit 8,9 Prac. Unit 2,3 DSE 1B Unit 2,3,5,6,7 Prac. Unit 2,3,4,5,10 | U.G.(Gen.) CBCS SEM-I, II, III, IV, V & VI | L, P | 249 | 33.2 | | |
| | **Maximum API Score :** **i) Assistant Professor Stage I : 70** **ii) Assistant Professor Stage II : 70** **iii) Assistant Professor Stage III: 70** | | | | | 59.1 | Refer to page no |

*Lectures, Tutorials, Practical, Project Supervision and Field Work
- Workload as per UGC Regulations 2016:

| | Direct Teaching Hours per week |
|---|---|
| Assistant Professor | 16 |
| Associate Professor | 14 |

**(b) Examination duties (question paper setting, evaluation of answer scripts) as per allotment**

| Sl. No. | Type of Examination Duties | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷ 10 for all Teachers) | API Score | Remarks |
|---|---|---|---|---|---|
| 1. | Invigilation duties of University examination | 16 | 37 | 37 | Annexure |
| 2. | Evaluation of answer scripts of University exams | 179.6 | | | |
| 3. | Internal continuous assessments including question paper setting, invigilation and evaluation | 174.6 | | | |
| | **Maximum API Score :** <br> **i) Assistant Professor Stage I : 20** <br> **ii) Assistant Professor Stage II : 20** <br> **iii) Assistant Professor Stage III : 20** | | | 20 | |

**c) Innovative teaching- learning methodologies; updating of subject content/ course, mentoring etc.**

(a) Updating of Courses/Curriculum Design:

(b) Participation/Innovative – Interactive courses:

(c) Participn./Innovative – Learning Modules

(d) Participn./Innovative – Case Studies prepared:

(e) Use of ICT or Computer-aided methods – ppt:

(f) Use of ICT – Multi-media/Simulation etc:

(g) Dev/Teaching Remedial/Bridge Courses:

(h) Dev/Teaching Soft skill/Communication/Personality Dev:

(i) Special Programs in Phys. Edn./Library:

(j) Innovative Composition/Creation in Music, Fine Arts, Perf Arts:

(k) Organizing & cond. of popular Prog /Teaching Web-based/E-Library/IT-asst. teaching:

| Sl. No | Short Description (in terms of items) as listed above | Actual hours spent per Academic Year | Actual Score (Actual hours spent per academic Year ÷10) | API score | Remarks |
|---|---|---|---|---|---|
| 1. | (b)Participation/Innovative – Interactive courses (Quiz, Extempore & debate) | 13 | 1.3 | 1.3 | Annexure |
| 2. | (c)Participation/Innovative – Learning Modules (Teaching Plan for Botany Honours and General) | 15 | 1.5 | 1.5 | Annexure |
| 3. | (e)Use of ICT or Computer-aided methods – ppt. | 78 | 7.8 | 7.8 | Annexure <br><br> (Online class) |
| 4. | (f)Use of ICT – Multi-media/Simulation etc. | 14 | 1.4 | 1.4 | Annexure |
| | **Maximum API Score :** <br> **i) Assistant Professor Stage I : 10** <br> **ii) Assistant Professor Stage II : 10** <br> **iii) Assistant Professor Stage III : 10** | | | 10 | |

In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance

to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.

**Minimum API Score required for promotion under CAS for CATEGORY I (to be assessed yearly):**

| i) | Stage I to II | 80/ Year |
|---|---|---|
| ii) | Stage II to III | 80/Year |
| iii) | Stage III to IV | 75/Year |

## CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITY

| Sl.No. | Type of Activity | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷10)* | API Score | Remarks |
|---|---|---|---|---|---|
| (a) | Student related Extension, Co-curricular, extension and field based Activities | | | | |
| | i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.) **(Student seminar + Study visit** [Deul Park on 12/3/20]**)** | 6+8=14 | 1.4 | 1.4 | Annexure |
| | ii) Other co-curricular activates (Cultural, Sports, NSS, and NCC etc.) **(College level sports** as volunteer **+ Cultural events** as convenor**)** | 12+34=46 | 4.6 | 4.6 | Annexure |
| | iii) Extension and dissemination activities (public/popular lectures/talks/seminars) **(Talk on AIDS awareness Program at Rajnagar Mahavidyalaya)** | 3 | 0.3 | 0.3 | Annexure |
| | **(Max API Score : 15)** | | | 6.3 | |
| (b) | Contribution to Corporate life and management of the sports units and institution through participation in through participation in responsibilities (including as Principal / Director that require regular office hrs for its discharge) | | | | |
| | i) Administrative Responsibility (including Dean/Principal/Chairperson/Convenor/Teacher- in-charge/ similar other duties that require regular Office hours for its discharge) | | | | |
| | ii) Participation in Board of Studies, Academic and Administrative committees **(1. Convenor of Cultural committees & Member of 2. Admission committee, 3. Developmental committee, 4. Career counseling committee, 5. Research & Publication committee, 6. Computer committee)** | 47+16+26+4+4+3 =100 | 10.0 | 10.0 | Annexure |
| | **(Max API Score : 15)** | | | 10.0 | |
| (c) | Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refreshers/faculty development courses, dissemination and general articles and any other contribution) **i) Participation in Refresher course from U.G.C., HRDC, Jadavpur University, W.B.** | 72 | 7.2 | 7.2 | Annexure |

| | | | | 7.2 | |
|---|---|---|---|---|---|
| (**Max API Score : 15**) | | | | | |
| *For all categories of Teachers (Assistant/Associate)<br><br>Total Score (a + b +c)      (**Max : 45**) | | | | 23.5 | |

**Minimum API Score for CATEGORY II, required to be assessed cumulatively –**

| i) | **Stage I to II** | **50/Assessment Period** |
|---|---|---|
| ii) | **Stage II to III** | **50/Assessment Period** |
| iii) | **Stage III to IV** | **50/Assessment Period** |

**\*The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period**

| i) | **Stage I to II** | **04/Assessment Period** |
|---|---|---|
| ii) | **Stage II to III** | **10/Assessment Period** |
| iii) | **Stage III to IV** | **15/Assessment Period** |

**III(F) Development of e-learning delivery process  /material**
   **API score -10/ Module**

| Sl. No. | Title of the Module | Course/Paper for which the module was prepared | Year and Date of presentation | API Score |
|---|---|---|---|---|
| | | | | |

**\*Minimum total API scores required for promotion under CATEGORY I +**

**CATEGORY II\*:**

| i) | **Stage I to II** | **90/Assessment Period** |
|---|---|---|
| ii) | **Stage II to III** | **120/Assessment Period** |
| iii) | **Stage III to IV** | **150/Assessment Period** |

This FORMAT for Annual Self-Assessment for the Performance Based Appraisal System (PBAS) is required to be filled up at the end of each Academic Year during the period of promotion and filled in Format along with all documents will be placed to the Screening/Selection Committee after duly approved by the IQAC and Principal/TIC/OIC of the concerned college.

**Annual Self-Assessment for the performance Based Appraisal System (PBAS)**
**Session/ Year: (1920-21) 01.07.2020-14.12.2020**

**(To be completed and submitted at the end of each academic year)**
Part B: Academic Performance Indicators (API)
(Please see detailed instruction of the **PBAS-I** Proforma before filling out this section)

**CATEGORY 1:** TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

  a) **Direct teaching (16/14) hours per week as applicable) including Lectures, Tutorials, Practical, Project Supervision and Field work**

| Sl.No | Course/ Paper | Level | Mode of Teaching | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷7.5 for Assistant Prof. & ÷ 7.75 for Associate Prof.) | API Score | Remarks |
|---|---|---|---|---|---|---|---|
| 1. | **Botany Honours Course** CC1-Unit 4 CC2-Unit 6 Prac Unit 9 CC6 Unit 1 Prac. Unit 1 Sec. Ag. Bot Unit 3 DSE 2 Bio inf.Unit 1-3 Prac. Unit 1-3 | U.G.(Hons.) CBCS SEM-I, III & V | L | 198 | 26.4 | | Annexure I (Academic audit) |
| 2. | **Botany General Course** CC1A/GE1 Unit 7 Prac. 2B, 3 CC1C/GE3 Unit 6 & 8 Prac. Unit 4-6 | U.G.(Gen.) CBCS SEM-I, III & V. | L | 215 | 28.7 | | |
| | **Maximum API Score :** **i) Assistant Professor Stage I : 70** **ii) Assistant Professor Stage II : 70** **iii) Assistant Professor Stage III: 70** | | | | | 55.1 | Refer to page no |

*Lectures, Tutorials, Practical, Project Supervision and Field Work

- **Workload as per UGC Regulations 2016:**

| | Direct Teaching Hours per week |
|---|---|
| **Assistant Professor** | **16** |
| **Associate Professor** | **14** |

(b) **Examination duties (question paper setting, evaluation of answer scripts) as per allotment**

| Sl. No. | Type of Examination Duties | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year ÷ 10 for all Teachers) | API Score | Remarks |
|---|---|---|---|---|---|
| 1. | Invigilation duties of University examination | 00 | 15.6 | 15.6 | Annexure |
| 2. | Evaluation of answer scripts of University exams | 32.8 | | | |
| 3. | Internal continuous assessments including question paper setting, invigilation and evaluation | 123.4 | | | |
| | **Maximum API Score :**<br>**i) Assistant Professor Stage I : 20**<br>**ii) Assistant Professor Stage II : 20**<br>**iii) Assistant Professor Stage III : 20** | | | 15.6 | |

c) **Innovative teaching- learning methodologies; updating of subject content/ course, mentoring etc.**

(a) Updating of Courses/Curriculum Design:

(b) Participation/Innovative – Interactive courses:

(c) Participn./Innovative – Learning Modules

(d) Participn./Innovative – Case Studies prepared:

(e) Use of ICT or Computer-aided methods – ppt:

(f) Use of ICT – Multi-media/Simulation etc:

(g) Dev/Teaching Remedial/Bridge Courses:

(h) Dev/Teaching Soft skill/Communication/Personality Dev:

(i) Special Programs in Phys. Edn./Library:

(j) Innovative Composition/Creation in Music, Fine Arts, Perf Arts:

(k) Organizing & cond. of popular Prog /Teaching Web-based/E-Library/IT-asst. teaching:of popular Prog /Teaching Web-based/E-Library/IT-asst. teaching:

| Sl. No | Short Description (in terms of items) as listed above | Actual hours spent per Academic Year | Actual Score (Actual hours spent per academic Year ÷10) | API score | Remarks |
|---|---|---|---|---|---|
| 1. | Participation/Innovative – Interactive courses (Quiz, Extempore & debate) | 14 | 1.4 | 1.4 | Annexure |
| 2. | Participation/Innovative – Learning Modules (Teaching Plan for Botany Honours and General) | 13 | 1.3 | 1.3 | Annexure |
| 3. | Use of ICT or Computer-aided methods – ppt. | 82 | 8.2 | 8.2 | Annexure (Online class) |
| 4. | Use of ICT – Multi-media/Simulation etc. | 11 | 1.1 | 1.1 | Annexure |
| | **Maximum API Score :**<br>**i) Assistant Professor Stage I : 10**<br>**ii) Assistant Professor Stage II : 10**<br>**iii) Assistant Professor Stage III : 10** | | | 10 | |

In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be

differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.

**Minimum API Score required for promotion under CAS for CATEGORY I (to be assessed yearly):**

| i) | Stage I to II | 80/ Year |
|---|---|---|
| ii) | Stage II to III | 80/Year |
| iii) | Stage III to IV | 75/Year |

## CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITY

| Sl.No. | Type of Activity | Actual hours spent per Academic Year | Actual Score (Actual hours spent per Academic Year÷10)* | API Score | Remarks |
|---|---|---|---|---|---|
| (a) | Student related Extension, Co-curricular, extension and field-based Activities | | | | |
| | i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.) **(Student seminar)** | 12 | 1.2 | 1.2 | Annexure |
| | ii) Other co-curricular activates (Cultural, Sports, NSS, and NCC etc.) | | | | |
| | iii) Extension and dissemination activities (public/popular lectures/talks/seminars) | | | | |
| | **(Max API Score : 15)** | | | 1.2 | |
| (b) | Contribution to Corporate life and management of the sports units and institution through participation in through participation in responsibilities (including as Principal / Director that require regular office hrs for its discharge) | | | | |
| | i) Administrative Responsibility (including Dean/Principal/Chairperson/Convenor/Teacher- in-charge/ similar other duties that require regular Office hours for its discharge) | | | | |
| | ii) Participation in Board of Studies, Academic and Administrative committees **(Convenor of 1. Cultural committee & Member of 2. Admission committee, 3. Developmental committee, 4. Career counseling committee, 5. Research & Publication committee 6. Computer committee)** | 18+54+45+2+8+14= 141 | 14.1 | 14.1 | Annexure |
| | **(Max API Score : 15)** | | | 14.1 | |
| (c) | Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refreshers/faculty development courses, dissemination and general articles and any other contribution) | | | | |
| | **(Max API Score : 15)** | | | | |
| | *For all categories of Teachers (Assistant/Associate) Total Score (a + b +c) **(Max : 45)** | | | 15.3 | |

**Minimum API Score for CATEGORY II, required to be assessed cumulatively –**

| i) | Stage I to II | 50/Assessment Period |
|---|---|---|
| ii) | Stage II to III | 50/Assessment Period |
| iii) | Stage III to IV | 50/Assessment Period |

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

**Minimum API Score for CATEGORY III, required to be assessed cumulatively –**

| i) | Stage I to II | 20/Assessment Period |
|---|---|---|
| ii) | Stage II to III | 50/Assessment Period |
| iii) | Stage III to IV | 75/Assessment Period |

**III (A) Research Papers Published in**

- **Refereed Journals as notified by UGC in 'List of Journals' –25/publication**
-**Other Reputed Journals as notified by UGC in 'List of Journals' -10 per publication**

| Sl. No. | Title with page no. | Journal | ISSN/ISBN No. | Whether peer Reviewed. Impact factor, if any | No. of Co-author | Whether you are the main author | API Score | Remarks |
|---|---|---|---|---|---|---|---|---|
| 1. | Phylogenetic relationship of some species of *Allium* L. on the basis of morphological, biochemical and cytological study. (August, 2019), pp. 34098-34103. | International Journal of Recent Scientific Research | ISSN 0976-3031 | Peer-Reviewed; UGC listed (No. 49336) | 02 | Yes | 7 $\lceil 10\times0.7 \rceil$ | Annexure |
| 2. | Evaluation of Cytotoxic Potential of Acetamiprid on *Allium cepa* L. (July-August, 2020) pp. 919-924. | Research Journal of Agricultural Sciences | ISSN 0976-1675, online ISSN 2249-4538 | Peer-Reviewed; UGC-CARE listed (Group-I; No. 344) | 01 | Yes (Corresponding author) | 12.5 $\lceil \frac{25\times1}{2} \rceil$ | Annexure |

| Sl.<br>No. | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 3. | Evaluation of Phylogenetic Relationships of Some Medicinally Important Species of *Solanum* Based on Seed Protein Profile of SDS-PAGE. (Sep, 2020), pp. 439-446. | Advances in Zoology and Botany | ISSN 2331-5083, online ISSN 2331-5091 | Peer-Reviewed; UGC-CARE listed (Group-I; No. 13) | 01 | Yes and Corresponding author | 17.5<br><br>$[25 \times 0.7]$ | Annexure |
| | | | | | | | Total = 37 | |

*Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 20 points: (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

**III (B) Publications other than journal articles (books, chapters in books) as prescribed in UGC Regulation 2016.**

- Text /Reference Books published by International Publisher with ISBN/ISSN number as approved by University : 30 per book for single author
- Subject Books published by National level Publisher with ISBN/ISSN number or State /Central Govt. Publications as approved by University: 20 per book for single author
- Subject Books published by other local Publisher with ISBN/ISSN number as approved by University :15 per book for single author
- Chapter in Books published by National /International level Publisher with ISBN/ISSN number as approved by University :
        International -10 per chapter
        National – 05 per chapter

| Sl.<br>No. | Title of the publication with page no. and year of publication | Name of the of publisher | ISSN/<br>ISBN<br>No. | No. of Co-author | Whether you are the main author | API<br>Score |
|---|---|---|---|---|---|---|
| | | | | | | |

**III (C) RESEARCH PROJECTS**

**III (C) (i) Sponsored Projects:**

(a) Major Project with grants above Rs.30 lakhs (science)/above Rs.5 lakhs (Arts) -20 per project
(b) Major Project with grants Rs.05 lakhs up to Rs.30 lakhs (science)/Rs.03 lakhs up to Rs.05 lakhs (Arts) - 15per project
(c) Minor Project with grants above Rs. 01 lakh up to Rs.05 lakhs (science)/Rs.01 lakh up to Rs.03lakhs (Arts) -10 per project

| Sl.<br>No. | Title of the Major<br>/Minor Project | Sponsoring<br>Agency | Period | Grant/ Amount<br>mobilized | API score |
|---|---|---|---|---|---|
| | | | | | |

**III (C) (ii) Consultancy Projects:**

**Amount Mobilized with a minimum of Rs.10 lakhs( Science)/Rs. 02 lakhs (Arts)- 10 for every Rs.10 lakhs and Rs.02 lakhs**

| Sl.No | Title of the Consultancy Project | Agency | Period | Grant/Amount Oblized | API score |
|---|---|---|---|---|---|
| | | | | | |

**III(C) (iii) Projects outcome/outputs**

- **API score:**

Patent / Technology transfer / Product/Process **(for Science)-**
International level output--30 /
each output National level output---
20/each output

**(a) For Science: Patent / Technology transfer / Product/Process:**

| Sl. No. | Details of the Patent / Technology transfer / Product/Process | Date and year of acceptance of the patent/Technology | National /International | API score |
|---|---|---|---|---|
| | | | | |

**(b) For Arts: Major Policy document prepared for International bodies WHO/UNO/UNESCO/UNICEF ETC.) / Central/State Government /local Bodies**

- Major Policy document prepared for International bodies like WHO/UNO/UNESCO/UNICEF etc. Central/State Government /local Bodies(**for Arts**)—
  a) Major Policy document prepared for International bodies- 30
  b) Central Government-20
  c) State Government –10
  d) Local Bodies---05

| Sl. No. | Title of Major Policy document prepared | Date and year of acceptance of the Major Policy documents | Name of the body for which the policy was prepared | International/ National/Central Govt./State Govt./Local Bodies. | API score |
|---|---|---|---|---|---|
| | | | | | |

**III (D) Research Guidance**

**API Score – (i)** Ph.D. awarded/ Thesis Submitted – 15 / 10 (for both Science & Arts) per candidate
(ii)M. Phil Degree Awarded/Thesis Submitted –5 (for both Science & Arts)/ candidate.

| Sl. No. | Number enrolled | Degree awarded | Thesis Submitted | API score |
|---|---|---|---|---|
| | M.Phil. or equivalent | | | |
| | Ph.D.or equivalent | | | |

**III(E) Fellowships, Awards and Invited lectures delivered in conferences/seminar**

**(III)(E)(i) Fellowship /Award:**

a) International Award/Fellowship from academic bodies- 15/award & 15/fellowship
b) National Award/Fellowship from academic bodies- 10/award & 10/fellowship
c) State /University level Award from academic bodies- 05/award

| Sl. No. | Title of the Award /Fellowship | International /National/ State /University level | Name of the ward or Fellowship awarding Academic Body | Date &Year of achievement of Award/ Fellowship | API Score |
|---|---|---|---|---|---|
| | | | | | |

**III)E.(ii) Invited Lectures/papers.**

a) International-7/lecture or 5/paper presented
b) National-5/lecture or 3/paper presented
c) State /University level-3 /lecture or 2/paper presented

| Sl. No. | Title of the invited lecture/paper presented | Title of Conference/ Seminar with Date | Organized By | Whether International/ National/State or University | API Score | Remarks |
|---|---|---|---|---|---|---|
| 1. | Comparative *in vitro* study of three selected species of *Solanum* to assess morphogenetic patterns of growth and regenerative potential. | Advent of Biotechnology in Life Processes; 22-23 March, 2018 | Department of Biotechnology, The University of Burdwan | National | 3 | Annexure |
| 2. | Evaluation of phylogenetic relationship of some medicinally important species of *Solanum* on the basis of karyomorphological study and seed protein profile of SDS-PAGE. | Recent Trends in Life Sciences; 28-29 November, 2019 | Department of Botany, Sidho Kanho Birsha University, Purulia and International academy of Science and research, Kolkata | International | 5 | Annexure |
| | **Total\* : 08** | | | | 04 | |

**\*The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period**

| i) | Stage I to II | 04/Assessment Period |
|---|---|---|
| ii) | Stage II to III | 10/Assessment Period |
| iii) | Stage III to IV | 15/Assessment Period |

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

**API score -10/ Module**

| Sl. No. | Title of the Module | Course/Paper for which the module was prepared | Year and Date of presentation | API Score |
|---|---|---|---|---|
| | | | | |

\*Minimum total API scores required for promotion under CATEGORY I +

CATEGORY II\*:

| i) | Stage I to II | 90/Assessment Period |
|---|---|---|
| ii) | Stage II to III | 120/Assessment Period |
| iii) | Stage III to IV | 150/Assessment Period |

\* Teachers may score the balance of points from either Category II or Category III to achieve the minimum score required under Category II + III

**Summary of API scores: (in pursuance of G.O. No. 198–EH (CG) dated 07.12.2017)**

**Name of the Applicant: Dr. Anirban Paul**                    **Subject: Botany**

| Category | Criteria | API Score for previous 3/4/5/6 academic years as applicable for specific proposed stage of promotion from Stage I/II/III to Stage II/III/IV. | | | | Total API Score for Assessment Period |
|---|---|---|---|---|---|---|
| | | 07.12.2017 to 30.06.2018 | 01.07.2018 to 30.06.2019 | 01.07.2019 to 30.06.2020 | 01.07.2020 to 14.12.2020 | |
| I | **CATEGORY I:** Teaching, learning and evaluation related activities *(to be assessed yearly)* | **67.2** | **88.5** | **89.1** | **80.7** | **325.5** |
| II | **CATEGORY II:** Cocurricular, extension and professional development related activity *(to be assessed cumulatively for assessment period)* | **19.9** | **30.7** | **23.5** | **15.3** | **89.4** |
| III | **CATEGORY III:** Research and Academic Contributions *(to be assessed cumulatively for assessment period)* | **41** | | | | **41** |
| II + III | **Total API score** (Category II + Category III)/ Assessment Period) | **130.4** | | | | **130.4** |

Signature of
Incumbent

Signature of the
Coordinator, IQAC

Signature of the
Principal/TIC/OIC
with date and seal

# IV. Summary of API Scores:

**Name of Applicant: Dr. Anirban Paul**                     **Subject: Botany**

| | | Criteria | API Score for previous 3/4/5/6 academic years as applicable for specific proposed stage of promotion from Stage I/~~II/III~~ to Stage II/~~III/IV~~ | | | | | | Total API score for the assessment period | | Percentage Distribution of Weightage Points in the Expert Assessment (Applicable only for selection committee) |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | 15.12.16 to 30.06.17 | 01.07.17 to 06.12.17 | 07.12.17 to 30.06.18 | 01.07.18 to 30.06.19 | 01.07.19 to 30.06.20 | 01.07.20 to 14.12.20 | | | |
| I | | **CATEGORY I:** Teaching, learning and evaluation related activities *(to be assessed yearly)* | 124.8 | 125 | 67.2 | 88.5 | 89.1 | 80.7 | 575.3 | **Average API/Year** <br><br> **115.1** | |
| II | | **CATEGORY II:** Cocurricular, extension and professional development related activity **(to be assessed cumulatively for assessment period)** | 19 | 20 | 19.9 | 30.7 | 23.5 | 15.3 | | **128.4** | |
| III | | **CATEGORY III:** Research and Academic Contributions *(to be assessed cumulatively for assessment period)* | **Assessment Period 15.12.16 to 06.12.17** | | | | | | | **7.5** | |
| | | | **Assessment Period 07.12.17 to 14.12.20** | | | | | | | **41** | |
| II+III | | **Total API score (Category II + Category III)/ Assessment Period)** | **Total Assessment Period: 15.12.16 to 14.12.20** | | | | | | | **176.9** | |

<br><br>

………………………………...
***Signature of the Incumbent***

…………………………………...
***Signature of the Coordinator, IQAC with date and seal***

…………………………………...
***Signature of the Principal/TIC/OIC with date and seal***

| | | | |
|---|---|---|---|
| | ***Date of Screening Committee / Selection committee and Venue*** | *Date:* | *Venue:* |
| | ***Recommendation of the Screening/Selection Committee for promotion on CAS with date of effect of promotion*** | • ***Recommended for promotion from Stage I / ~~II / III~~ to Stage II / ~~III / IV~~ (Strike out which are not applicable)*** <br> • **Date of effect:** | |

<br><br>

………………………
***Signature of the Principal/TIC/OIC with date and seal***

………………………Signature of the DPI Nominee with date and seal

…………………
*Signature of the Subject Expert/s with date and seal*

…………………
*Signature of the Subject Expert/s with date and seal*

**SUMMARY OF API SCORE: FOR THOSE WHERE ASSESSMENT PERIOD COVERS BOTH UGC REGULATIONS, 2010 AND UGC REGULATIONS, 2016 (4$^{TH}$ AMENDMENT)**

- Date of Screening cum Evaluation Committee/ Selection Committee:
- Venue:
- Name of the Applicant: **Dr. ANIRBAN PAUL**                    Subject: **BOTANY**
- Date of RC/OP/WORKSHOP/STC: **RC (27.01.20 to 08.02.20) / OP (10.06.19 to 29.06.19)**

| | | | | | | Assessment Period | Percentage Distribution of Weightage Points in the Expert Assessment (applicable only for selection committee for Associate Professor) |
|---|---|---|---|---|---|---|---|
| | API score up to **06.12.2017** | | | API score w.e.f. **07.12.2017** | | | |
| | | **API** | | | **API** | **Total API score in Assessment Period** | |
| | | **(A)** | | | **(B)** | **(A + B)** | |
| **Cat I** | Category I (Teaching-learning & evaluation related activities) [to be assessed yearly] | 249.8 | Category I (Teaching-learning & evaluation related activities) [to be assessed yearly] | | 325.5 | 575.3 | |
| **Cat II** | Category II (Co-curricular, extension and professional development activity) [to be assessed yearly] | 39 | Category II (Co -curricular, extension and professional development activity) [to be assessed cumulatively for the assessment period] | | 89.4 | 128.4 | |
| **Cat III** | Category III (Research and academic contribution) [to be assessed cumulatively for the assessment period] | 7.5 | Category III (Research and academic contribution) [to be assessed cumulatively for the assessment period] | | 41 | 48.5 | |

| Recommendation of the Screening / Selection Committee for promotion on CAS with date of effect of promotion | **Recommended for promotion from Stage I to Stage II/~~III/IV~~** (Strikeout which are not applicable) Date of effect: | | |
|---|---|---|---|
| | | | |
| Signature of the Principal / TIC / OIC with date and seal | Signature of the DPI Nominee with date and seal | Signature of the Subject Expert with date and seal | Signature of the Subject Expert with date and seal |

## Part C: For use of the Screening cum Evaluation / Selection Committee

Name of the College: **Suri Vidyasagar College**

Date of the Meeting:                    Venue:

Name of the Incumbent: **ANIRBAN PAUL**

Present designation: Assistant Professor (**Stage 1**/~~Stage 2/ Stage 3~~) of **BOTANY**

Date of joining:  **15/12/2016**

Date of awarded of **Ph. D.** /~~M. Phil~~.: **08/09/2018**

Scale of Pay: Rs. 15600-39100/- with AGP of Rs. **6000**/ ~~7000/ 8000~~

Designation after promotion: Assistant Professor (**Stage 2**/~~Stage 3/Associate Professor (Stage 4)~~) Scale of Pay: Rs. 15600-39100/- or ~~Rs. 37400-67000/-~~ with AGP of Rs. **7000** /~~8000/ 9000~~

Date of effect: **15/12/2020**

Score for Interview (for Stage 3 to Stage 4) [F.M. 20]: Not Applicable

The Screening/Selection Committee has considered the proposal for promotion under CAS in respect of the incumbent mentioned above from the post of Assistant Professor (**Stage 1**/~~Stage 2 /Stage 3~~) to the post of Assistant Professor (**Stage 2**/ ~~Stage 3) / Associate Professor (Stage 4)~~. As the incumbent has fulfilled all conditions as laid down in **G.O. No. 920-Edn (CS) dated 31.12.2012 and G.O. No. 1373-Edn (CS) dated 07.12.2017** for promotion under CAS, the Committee recommends that the incumbent be promoted to the post of Assistant Professor (**Stage 2**/ ~~Stage 3~~) /~~Associate Professor (Stage 4)~~ with AGP of ` **7000** /~~8000 /9000~~ with effect from **15/12/2020**

The Committee further recommends that the post held by the incumbent be upgraded to the post of Assistant Professor (**Stage 2**/ ~~Stage 3~~) /~~Associate Professor (Stage 4)~~ with AGP of **7000** /~~8000 /9000~~ with effect from **15/12/2020** and the same would be reverted back to the post of Assistant Professor (Stage 1) as soon as it would fallen vacant due to superannuation or any other reason.

Necessary particulars with all relevant documents be sent to the Government for approval.


Signature of the Expert with Date and Seal
(*Nominated by the VC of the affiliating University*)

Signature of the Expert with Date and Seal
(*Nominated by the VC of the affiliating University*)


Signature of Govt. Nominee with Date and Seal
(Nominated by the DPI, West Bengal)

Signature of the Principal/ TIC of
College with Date and Seal

## Part D: For use of the Governing Body / Administrator of the College

The Governing body in its meeting held on ………. ……. Resolved that on the basis of the recommendation of the screening/selection committee for the purpose of considering the matter of promotion under CAS, ~~Sri/Smt.~~/**Dr. Anirban Paul** of the Department of Botany of this college be promoted to the post of **Assistant**/ ~~Associate~~ **Professor** in the scale of pay Rs. **15600/- - 39100/-** or ~~Rs. 37400/ 67000/~~ with AGP of Rs. **7000**/~~8000/9000~~ with effect from **15/12/2020**.

It is resolved that the post held by ~~Sri/Smt.~~/**Dr. Anirban Paul** be upgraded to the post **Assistant**/ ~~Associate~~ **Professor** in the scale of pay **Rs. 15600/- - 39100/-** or ~~Rs. 37400/ 67000/~~ with AGP of Rs. **7000**/~~8000/9000~~ and the same will be reverted to the post of Assistant Professor (Stage 1) as soon as it falls vacant.

Resolved further that the Principal/TIC/Secretary would take up the matter with the DPI, West Bengal by providing with the following in respect of the incumbent:

    i.      All Pay Fixation memos countersigned by the Principal/TIC.

    ii.     Year-wise detailed leave statement countersigned by the Principal/TIC.


Date:                                        Signature of the President/ Administrator

                                                     Seal