

# GOVERNMENT OF KERALA

## AYUSH DEPARTMENT – HOMOEOPATHIC MEDICAL EDUCATION

### ACADEMIC PERFORMANCE INDICATOR(API) NORMS OF PERFORMANCE BASED APPRAISAL SYSTEM(PBAS) IN HOMOEOPATHIC MEDICAL COLLEGES

Name of College: \_\_\_\_\_

**Self-Assessment-Cum-Performance Appraisal Forms**  
**API - PBAS Proforma**

**ACADEMIC YEAR: -----**

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

1. Name (in Block letters) :
2. Department / College :
3. PEN :
4. Address for correspondence (with Pin code) :

Telephone No :

5. Email :
6. Indicate whether belongs to SC/ST/OBC category:
7. Academic Qualifications

Examinations	Name of the Board / University	Year of Passing	Percentage of Marks Obtained	Division / Class / Grade	Subject
BHMS					
MD(Hom)					
Other Qualifications(If any)					

8. Date of joining in service :

**9. Appointments held earlier (prior to joining this institution):-**

Designation	Name of Employer	Essential Qualifications for the post at the time of Appointment	Nature of Appointment (Regular/ Fixed term / Temporary / Adhoc)	Nature of Duties	Date of Joining	Date of Leaving	Salary with Grade	Reason of leaving

**10. Details of Cadre promotion in this department**

Cadre	Tutor	Lecturer	Reader	Professor
Date of promotion				

**11. Date of opting UGC Scheme**

**12. Details of CAS promotion**

	Asst Professor AGP 6000	Asst Professor AGP 7000	Asst Professor AGP 8000	Associate Professor AGP 9000	Professor AGP 10000	Professor AGP 12000
Date of promotion						

**13. Which position and grade pay are you an applicant under CAS?:**

**14. Date of eligibility for CAS promotion:**

**15. Period of teaching experience: For P. G Classes( In years).....**

**For U. G Classes (In years).....**

## PART B - ACADEMIC PERFORMANCE INDICATORS (API):

Based on the teacher's self-assessment, API scores are proposed for i) teaching related activities; ii) teaching resources used; iii) Innovative teaching methodologies & iv) Participations in examination and evaluation. Involvement in University / College student's related activities / research activities. The minimum API score required by teachers from this category is different for different levels of promotion. The self- assessment score should be based on objectively verifiable records. It shall be finalized by the Screening Cum Evaluation / Selection Committee.

### Category 1

#### Assessment Criteria and Methodology for Teachers

Maximum Score allocated -125

Minimum API scores required- 75

1. Teaching, Learning, and Evaluation Related activities						
Category	Name of Activity	Unit of Calculation			Self-Appraisal Score	Verified API by Committee
		Classes assigned	Classes taken	% of Teaching	For Assistant Professor/ Associate Professor/ Professor	
	(1)	(2)	(3)	(4)		
	<b>a)Teaching:</b> (Number of classes taught/total classes assigned) x100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)				<b>Percentage Score</b> 90-100 - 60 80-89 - 50 70-79 - 40 60-69 - 30 < 60 - 0 For extra hours taken- max score-10	
<b>i</b>	Lectures					
	Practical / Laboratory					
	O P duty taken					
	Tutorials / Assignments / Project					
	Night duty					
	Clinical Discussions					
	Seminars					
	IP duty taken					
	Internship training					
	Departmental activities					
	Afternoon duty taken					
	<b>Total Percentage</b>					
	<b>b)Lectures taken in excess of norms</b> (Lectures or other teaching duties in excess of University/CCH norms- One point to be assigned for two extra hours)					
<b>ii a)Imparting of knowledge /Instruction as per curriculum</b> (with the prescribed material (Text book prescribed)- 2 points per paper taught with regularly used resources)						
No	Name of course/paper	Prescribed text book	Points/paper	Self appraisal score	API by committee	
<b>b)Syllabus enrichment by providing additional resources</b> (3 points/paper taught where additional resources were provided to students)						
	Name of course/paper	Additional resources	Points/paper			

	For both <b>a &amp; b</b> For 100% compliance- Max score- <b>20</b>				
<b>iii Use of participatory and innovative teaching learning methodologies; updating of subject content, course improvement etc</b> <i>(Use of ICT in T/L process with computer-aided methods like power point/multi media/simulation/Softwares etc. Use of any one of these in addition to chalk &amp; Board- 5 points per course taught)</i>					
No	Name of course	Innovative method used	Points earned	Self assessment score Max score- 10	API by committee
<b>iv Examination Related Work</b> University/Average/Departmental Examination work as per duties, allotted. (Chief superintendent- <b>5</b> points/duty, Nodal officer- <b>5</b> points/duty, Subject expert- <b>2</b> points/exam, Invigilation- <b>2</b> points per duty taken, IT duty- <b>5</b> points/duty, Convenor of Practical examinations- <b>8</b> points, Chairman valuation camp- <b>8</b> points, Chairman practical examinations- <b>5</b> points, Evaluation of answer scripts- <b>5</b> points/exam, Question paper setting- <b>5</b> points/exam, Internal examiner for practical/viva- <b>5</b> points per exam, External examiner for Practical/viva- <b>8</b> points/exam, Expert assistant for Practical exam- <b>2</b> points/exam, Observer- <b>5</b> points per duty, Question paper scrutiny- <b>5</b> points per duty, Evaluation guideline setting(answer key)- <b>3</b> points per exam) <i>N.B:-University Examination duties such as Internal Examinership/External examinership and evaluatorship at least once in a year are mandatory, preferably during regular examinations(especially when the number of available external examiners and evaluators are less than what is required)</i>					
No	Name of Examination	Nature of duty performed	points earned	Self assessed score (Max Score- 25 points)	API by committee

## CATEGORY II

### Co curricular, Extension and Professional Development related activities

Based on the teacher's self assessment category II API scores are proposed for i)Co curricular and extension activities; ii)Contribution to the management of the institution and iii)Professional development related contributions

**Maximum score allocated-50**

**Minimum API score required-15**

(i). Co Curricular Activities					
<b>1. Institutional co curricular activities</b>					
No	Name of Activity (Field studies, Educational tours etc) 5 points each	Name of Batch	Points earned	Self-Appraisal Score (Max Score-10)	API by Committee
<b>2. Positions held /Leadership role played in organizations like NSS or similar activities</b>					
No	Name of Organization (For leadership of the organization-10 points each. Participation in Special camp as camp coordinator/resource person- 5 points)	Role Played	Points earned	Self-Appraisal Score (Max Score-10)	API by Committee
<b>3. In charge of students and Staff activities</b>					
No	Name of Programme (Socio cultural programmes, Sports programmes, Campus publications, Nature club, Quiz club etc- Each activity- 5 points each)	Role Played	Points earned	Self-Appraisal Score (Max Score-10)	API by Committee
<b>4. Community work</b>					
No	Name of Work	Place of	Points	Self-Appraisal Score	API by

	(Medical camps, Health awareness classes, Epidemic control activities, National Integration Programmes, Environmental Preservation, Socialism, Human Rights ,Peace, etc- 5 points each)	<b>work and Date</b>	<b>earned</b>	<b>(Max Score-10)</b>	<b>Committee</b>
	<b>Maximum Aggregate Limit for Co curricular activities- 20</b>				
<b>ii Contribution to the management of the institution</b>					
<b>1. Institutional Governance Responsibilities</b>					
<b>No</b>	<b>Post Held</b> (Principal-15 points Superintendent of Hospital-15 points, Hospital R M O-10 points)	<b>Name of Institution</b>	<b>Points earned</b>	<b>Self appraisal Score</b> (Principal-15 points Superintendent of Hospital-15 points, Hospital R M O-10 points)	<b>API by Committee</b>
<b>2. Contribution to University Governance</b>					
<b>No</b>	<b>Post Held</b> <i>(Members of Governing Council, Senate, Academic council, and various constitutional committee of the university, Dean, Faculty of Homoeopathy, Chairman of board of studies(UG &amp;PG)—10 points Member of board of studies, member of faculty-5 points) )</i>	<b>Name of University</b>	<b>Points earned</b>	<b>Self appraisal Score</b> <i>(Members of Governing Council, Senate, Academic council, and various constitutional committee of the university, Dean, Faculty of Homoeopathy, Chairman of board of studies(UG &amp;PG)—10 points Member of board of studies, member of faculty-5 points) )</i>	<b>API by Committee</b>
<b>3. Contribution to Homoeopathic Council Governance</b>					
<b>No</b>	<b>Post Held</b> <i>(Members of Central council of homoeopathy and CCRH- 10 points)</i>	<b>Name of Council</b>	<b>Points earned</b>	<b>Self appraisal Score</b> <b>Max score-10</b>	<b>API by Committee</b>

<b>4 Administrative responsibilities</b>					
No	Responsibility held (Head of dept., Academic in charges/Batch coordinator, Purchase committee members, University union election duties- <b>5 points</b> each, PTA secretary- <b>5</b> points, PTA Executive committee member- <b>5</b> points(need 80% attendance)) Hostel warden- <b>10 points</b> Members of Anti ragging/sexual harassment committee, Counseling and Discipline- 3 points each- <b>10 points</b>	Name of Department/Batch/Committee/others	Points earned	Self appraisal Score  Max score for responsibilities other than hostel warden and members of Anti ragging committee- <b>10</b>  Hostel warden- <b>10 points</b>  Members of Anti ragging/sexual harassment committee, Counseling and Discipline- 3 points each- <b>10 points</b>	API by Committee
<b>5. Organization of conferences/Refresher/ROTP/Training courses/ as chairman/Organizational Secretary/Treasurer</b>					
No	Responsibility held <i>(International- 10 points, National/State level-5 points As member of the organizing committee- 2 points)</i>	Name of Conference/ROTP/Training course/	Points earned	Self appraisal Score  (Max score -10)	API by Committee
<b>Maximum aggregate Limit for Contribution to the management of institution is 15</b>					
<b>(iii) Professional Development related activities</b>					
<b>1 contribution to Popular Lectures, Subject related events, articles in college magazine, University volumes, News papers and magazines/other publications not covered in Category III approved by assessment committee-2 points each Radio talks and Television programmes- 5 points each</b>					
No	Contribution	Name of Book/Media	Points earned	Self assessment score  (Max score-10)	API by committee

<b>2. Participation in conferences,Seminars,CMEs Workshops in Homoeopathy/Allied Subjects without paper presentation (2 points /day)</b>					
No	Name of conference/CME/ Workshop	Dates of attending and no.of days attended	Points earned	Self assessment score (Max score-10)	API by committee
<b>3.Participation in ROTP and other training courses ( ROTP, Training courses, Workshops of more than 3 days duration in Homoeopathic/Allied subjects, IMG training, educational technology, curriculum development, professional development, Examination reforms(each activity -10 points)</b>					
No	Name of training course	Dates of attending and no.of days attended	Points earned	Self assessment score (Max score-10)	API by committee
<b>4.Participation in committees (committees on education, Research and National development programmes of state/Central bodies/other university bodies- 5 points each)</b>					
No	Name of Committee	Name of authority Central/State/ University	Points earned	Self assessment score (Max score-10)	API by committee
<b>6. Conduct of exhibitions, School health programmes approved by Department of Homoeopathic medical education</b>					
No	Name of Event	Name of Organizer and Date of event	Points earned	Self assessment score (Max score-10)	API by committee



<b>Maximum aggregate limit for Professional development related activities - 15</b>					

*Note:-For the above activities wherever activities jointly conducted Principal organizer gets 70% points, Co organizers share the remaining 30% points from total points allocable if activity performed by a single person*

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

Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API scores required for teachers from this category are different for different levels of promotions. The self-assessment score shall be based on verifiable criteria

#### **III (A). Research Papers/Journal articles/Case reports/Text books**

- (i) Research papers published in peer reviewed/other than peer reviewed but approved by assessment committee in advance** (*For peer reviewed journals- 20/publication , other than peer reviewed- 10/publication*)

Sr. No.	Title of paper	Journal Name, Page nos., Vol. no., Issue no., Year of publication	ISSN / ISBN NO.	Impact Factor if any	No. of Co-Authors	Whether Principal Author / Supervisor/ Co-supervisor	Self-Appraisal Score	API Score Verified
1								
2								
3								
<b>Total</b>								

#### **(ii) Publications (other than Research papers) (Books, Chapters in Books)**

- (i) *Text or reference books published by International publishers with an established peer review system- 50/book, 10/chapter in an edited book*
- (ii) *Subject book by national level publishers/state and central Govt. publications with ISBN/ISSN numbers- 25/book and 5/chapter in edited book*
- (iii) *Subject book by other local publishers with ISBN/ISSN numbers- 15/book and 5 /chapter in edited book*

Sr. No.	Title of Book with no. of pages	Publishers name with ISSN / ISBN NO.	International / National Publisher	No. of Co-Authors	Whether Principal Author / Co-Author	Self-Appraisal Score	API Score Verified
1							
2							
3							
<b>Total</b>							

(iii) **Journal articles/Case Reports(Other than research papers)**

*(Published in Homoeopathic journals or Non Homoeopathic medical journals approved by assessment committee in advance- 10 /publication*

Sr. No.	Title of Chapter with Page Nos.	Name of Book	Publisher Name & ISSN / ISBN NO.	No. of Co-Authors	Whether Principal Author / Co-Author	Self-Appraisal Score	API Score Verified
1							
2							
Total							

(iv) **Text books**

*( Text books/Chapter in text books- Homoeopathic/Non Homoeopathic- 15/book and 5/chapter in edited book)*

Sr. No.	Title of Book with Page Nos.	Publisher Name & ISSN / ISBN NO.	International / National Publisher	No. of Co-Authors	Whether Principal Author / Co-Author	Page no.of relevant chapter	Self-Appraisal Score	API Score Verified
1								
2								
Total								

**III (B) Research Projects**

- a) Major projects(on going).Amount mobilized with grants above Rs 30 Lakhs- **20/each project**
- b) Major Project(on going) Amount mobilized with grantsRs 5 lakhs up to Rs30 Lakhs-**15/project**
- c) Minor Projects(On going) Amounts mobilized with grants above Rs 50000/ up to Rs 5 lakhs-**10/each project**
- d) Completed project accepted by Assessment committee- **20/each project**

Sr. No.	Type of Project Major/Minor	Title of Project	Sponsored Agency	On going project/Completed. If completed Date of Completion	Grant Received (Rs.)	Self-Appraisal Score	API Score Verified
1							
2							
Total							

### III (C) Research Guidance

*For PhD degree awarded- 20 points for each candidate*

*For PhD Thesis submitted- 10 points for each candidate*

*For MD(Hom) Degree awarded – 5 points for each candidate*

Sr. No.	Sr. No.	Number of Candidate Enrolled	No. of Thesis Submitted with dates	No. of Candidate Degree Awarded with dates	Self-Appraisal Score	API Score Verified
1	PhD					
2	MD(Hom)		NA			
3	Others					
	Total					

### III (D) Seminars/Conferences/Training Programmes (Recognized by Assessment Committee)- As resource Person; Paper Presentation

- (i) **Refresher courses, workshops, Training, Teaching Learning Evaluation technology programmes, Faculty development Programmes** (*Resource person in ROTP/Training/CME Programmes organized by Ayush- 20 points*)
- (ii) **Papers in Conferences/Seminars/Workshops etc**  
( National conference-15 points each, State Level-10 points each, Local university/college level-5 points each)

Sr. No.	Title of Conference / Seminar	Title of Presentation in Academic Session	Mode of Presentation: Invited lectures / Resource Person / Paper presentation	Name of Organizer	Whether International (Abroad) / International (within Country) / National / State / University Level	Self-Appraisal Score	API Score Verified
1							
2							
	Total						

Note:-For Publications and paper presentations involving multiple authors,API calculations would be as given:  
from 1 to 3 authors- 100% credit for each author. 4 to 6 authors : 60% credit for each author 7 and above authors:  
40 % credit for each author

### Summary of CATEGORY III Research and Academic Contributions

Details of Academic & Research activities	Self-Appraisal Score	API Score Verified by Committee	Remarks
(A) Research Papers/Journal articles/Case Reports/Text books			
(B) Research Projects			
(C) Research Guidance			
(D) Seminars/Conferences/Training programmes (Recognized by Assessment committee)-As resource person; paper presentation			
<b>Total</b>			

### SUMMARY OF API SCORES

	Criteria	ACADEMIC YEAR			Total – API Score for Assessment period	Remarks by Committee
		2018	2019	2020		
I	Teaching, Learning and Evaluation related activities  (Minimum API required- <b>75</b> /year)					
II	Co - curricular, Extension, Professional development etc  (Minimum API required- <b>15</b> /year)					
	<b>Total I + II</b>  (Minimum total average annual score under category I & II- <b>100</b> /year)					
III	Research and Academic Contribution					

API score required under category III for different stages of promotion are different.  
 For Stage 1 to stage 2- 5/year, 20/assessment period  
 Stage 2 to Stage 3- 10/year, 50/assessment period  
 Stage 3 to stage 4-15/year, 45/assessment period  
 Stage 4 to Stage 5-20/year, 60/assessment period  
 Stage 5 to Stage 6-25/year, 250/assessment period

#### **PART C: OTHER RELEVANT INFORMATION**

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

<b>Sr. No.</b>	<b>Name of Award / Fellowship</b>	<b>Date of Received</b>	<b>International / National</b>	<b>Name of Awardees Academic Body / Association</b>
1				
2				

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

1	6
2	7
3	8
4	9
5	10

## **UNDERTAKING**

I **Dr/Mr. / Mrs.** ..... undertakes that the information provided is correct as per records submitted by me to College / Institute / University and documents enclosed along with the duly filled in PBAS Proforma.

**Date :** .....  
**Place :** .....

**Signature of the faculty with  
Designation  
.....**

**Date :** .....  
**Place :** .....

**Signature  
Head of Department**

**Date :** .....  
**Place :** .....

**Signature  
Director- IQAC**

**Signature of Principal**

N.B. : The individual PBAS Performa duly filled along with all enclosures, submitted for CAS promotions will be verified by the College / Institute / University as necessary and placed before the Screening Cum Evaluation Committee or Selection Committee for Assessment Verification.