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)	
	a)Teaching: (Number of classes taught/total classes assigned) x100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)				**Percentage Score** **90-100 - 60** **80-89 - 50** **70-79 - 40** **60-69 - 30** **< 60 - 0** **For extra hours taken- max score-10**	
i	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					
	Total Percentage					
	b)Lectures taken in excess of norms (*Lectures or other teaching duties in excess of University/CCH norms- One point to be assigned for two extra hours)*					

ii a)Imparting of knowledge /Instruction as per curriculum

(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)Syllabus enrichment by providing additional resources

(3 points/paper taught where additional resources were provided to students)

	Name of course/paper	Additional resources	Points/ paper		

	For both **a &b** For 100% compliance- Max score-**20**				

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

(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 & Board- 5 points per course taught)

No	Name of course	Innovative method used	Points earned	Self assessment score Max score- 10	API by committee

iv Examination Related Work

University/Average/Departmental Examination work as per duties, allotted.

(Chief superintendent-**5** points/duty, Nodal officer-**5** points/duty, Subject expert-**2** points/exam, Invigilation-**2** points per duty taken, IT duty-**5** points/duty, Convenor of Practical examinations-**8** points, Chairman valuation camp-**8** points, Chairman practical examinations-**5** points, Evaluation of answer scripts- **5** points/exam, Question paper setting-**5** points/exam, Internal examiner for practical/viva-**5** points per exam, External examiner for Practical/viva- **8** points/exam, Expert assistant for Practical exam- **2** points/exam, Observer-**5** points per duty, Question paper scruitiny-**5** points per duty, Evaluation guideline setting(answer key)- **3** points per exam)

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)

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					
1. Institutional co curricular activities					
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**
2. Positions held /Leadership role played in organizations like NSS or similar activities					
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**
3. In charge of students and Staff activities					
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**
4. Community work					
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)	**work and Date**	**earned**	**(Max Score-10)**	**Committee**
	Maximum Aggregate Limit for Co curricular activities- 20				

ii Contribution to the management of the institution

1. Institutional Governance Responsibilities

No	**Post Held** (Principal-15 points Superintendent of Hospital-15 points, Hospital R M O-10 points)	**Name of Institution**	**Points earned**	**Self appraisal Score** (Principal-15 points Superintendent of Hospital-15 points, Hospital R M O-10 points)	**API by Committee**

2. Contribution to University Governance

No	**Post Held** ***(Members of Governing Council, Senate, Academic council, and various constitutional committee of the university, Dean, Faculty of Homoeopathy, Chairman of board of studies(UG &PG)—10 points Member of board of studies, member of faculty-5 points))***	**Name of University**	**Points earned**	**Self appraisal Score** ***(Members of Governing Council, Senate, Academic council, and various constitutional committee of the university, Dean, Faculty of Homoeopathy, Chairman of board of studies(UG &PG)—10 points Member of board of studies, member of faculty-5 points))***	**API by Committee**

3. Contribution to Homoeopathic Council Governance

No	**Post Held** ***(Members of Central council of homoeopathy and CCRH- 10 points)***	**Name of Council**	**Points earned**	**Self appraisal Score** **Max score-10**	**API by Committee**

4	**Administrative responsibilities**				
No	**Responsibility held** (Head of dept., Academic in charges/Batch coordinator, Purchase committee members, University union election duties- **5 points** each, PTA secretary-**5** points, PTA Executive committee member-**5** points(need 80% attendance)) Hostel warden-**10 points** Members of Anti ragging/sexual harassment committee, Counseling and Discipline- 3 points each- **10 points**	**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-10** **Hostel warden-10 points** Members of Anti ragging/sexual harassment committee, Counseling and Discipline- 3 points each- **10 points**	**API by Committee**

5.	**Organization of conferences/Refresher/ROTP/Training courses/ as chairman/Organizational Secretary/Treasurer**				
No	**Responsibility held** ***(International- 10 points, National/State level-5 points As member of the organizing committee- 2 points)***	**Name of Conference/ ROTP/Training course/**	**Points earned**	**Self appraisal Score** **(Max score -10)**	**API by Committee**
Maximum aggregate Limit for Contribution to the management of institution is 15					

(iii) Professional Development related activities

1 contribution to Popular Lectutres,Subject related events,articles in college magazine,University volumes,News papersand magazines/other publications not covered in Category III approved by assessment committee-2 points each
Radio talks and Television programmes- 5 points each

No	**Contribution**	**Name of Book/ Media**	**Points earned**	**Self assessment score** **(Max score-10)**	**API by committee**

2. Participation in conferences,Seminars,CMEs Workshops in Homoeopathy/Allied Subjects without paper presentation (2 points /day)

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

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)

No	Name of training course	Dates of attending and no.of days attended	Points earned	Self assessment score (Max score-10)	API by committee

4.Participation in committees (committees on education, Research and National development programmes of state/Central bodies/other university bodies- 5 points each)

No	Name of Committee	Name of authority Central/State/ University	Points earned	Self assessment score (Max score-10)	API by committee

6. Conduct of exhibitions, School health programmes approved by Department of Homoeopathic medical education

No	Name of Event	Name of Organizor and Date of event	Points earned	Self assessment score (Max score-10)	API by committee

Maximum aggregate limit for Professional development related activities - 15					

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								
						Total		

(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							
					Total		

(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 Repports/Text books			
(B) Research Projects			
(C)Research Guidance			
(D) Seminars/Conferences/Training programmes(Recognized by Assessment committee)-As resource person;paper presentation			
Total			

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-**75**/year)					
II	Co - curricular, Extension, Professional development etc (Minimum API required-**15**/year)					
	Total I + II (Minimum total average annual score under category I &II- **100**/year)					
III	Research and Academic Contribution					

API score required undr category III for different stages of promotion are different.
For Stage1 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

Sr. No.	Name of Award / Fellowship	Date of Received	International / National	Name of Awardees Academic Body / Association
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.