CENTRAL UNIVERSITY OF KERALA
Annual Self-Assessment for the Performance Based Appraisal System (PBAS) *(As Per UGC Regulations, 2018)*

Academic Year:
(To be completed and submitted at the end of each academic Year)
PART A: GENERAL INFORMATION

1.	Name (In Block Letters)	:	
2.	Father's/Mother's Name	:	
3.	Department	:	
4.	Current designation & Academic Level	:	
5.	Date of Joining & Designation at the time of joining	:	
6.	Date of last promotion	:	
7.	To which Position and Academic Level are you an applicant under CAS	:	
8.	Date of eligibility for promotion	:	
9.	Date of Birth	:	
10.	Sex	:	
11.	Marital Status	:	
12.	Nationality	:	
13.	Indicate whether belongs to SC/ST/OBC/EWS	:	
14.	Address for correspondence (with Pin code)	:	
15.	Permanent Address (with Pin code)	:	
16.	Telephone No.	:	
17.	Email	:	

18. Academic Qualifications (High School till Post-Graduation):

Examinations	Name of the Board/ University	Year of Passing	% of Marks obtained	Division/ Class/ Grade	Subject

19. Research Degree(s):

Degree	Thesis Title	Date of Award	University

20. Particulars of NET/JRF/SLET/GATE etc.

Name of the test	Test conducting body	Month and Year	Roll No.	Subject	Score, Where Applicable

21. Posts held prior to joining this institution.

Designation	Name of Employer	Date of		Salary With Grade /Level	Reason of leaving
		Joining	Leaving		

22.   **Period of teaching experience (in years)**:

23.   **Research Experience excluding**   :
       years spent in M.Phil./Ph.D.
       (in years)

24.   **Field of specialization under the**   :
       Subject/Discipline

25.   **Orientation/Refresher Course attended:**

Name of the Course	Place	Period & Duration	Sponsoring Agency

PART B: ASSESSMENT CRITERIA FOR ACADEMIC/RESEARCH
(Please see detailed instructions before filling out this section)

CATEGORY I: TEACHING RELATED ACTIVITIES

I. **Lectures, Tutorials, Practical (give Semester-wise details, where necessary)**

Sl.No.	Course	Level	Mode of teaching*	No. of classes assigned/ Week (A)	No. of classes taught/ Week (B)	Teaching % [(B/A)*100] & Grade Claimed#	Grade Awarded by IQAC
01.							
02.							
03.							
04							
05.							
06.							
07.							
08.							
					TOTAL		
# "Good" for 80% and above performance. "Satisfactory" for 70 % to 80% performance. "Not satisfactory" for less than 70% (Department Time table/Statement of the class engaged by teacher signed by HOD)					**Grade**		

*Lecture (L), Tutorial (T), Practical (P)

OVER ALL GRADE FOR CRITERIA I: …………………………..

For Details see Appendix I

CATEGORY II: INVOLVEMENT IN THE STUDENTS RELATED/RESEARCH ACTIVITIES

A. Administrative responsibilities

Sl.No	Type of Responsibility	Role Performed
01		
02		
03		
Total number of activities		

B. Examination and evaluation duties assigned by the University

Sl.No	Name of Duty	Role Performed
01		
02		
03		
Total number of activities		

C. Student-related co-curricular, extension, and field-based activities

Sl.No	Type of Activity	Role Performed
01		
02		
03		
Total number of activities		

D. Organizing seminars/conferences/workshops and other university activities

Sl.No.	Title	Duration	Funding	Role performed
Total number of activities				

E. Evidence of being actively involved in guiding Ph. D. students

Sl.No	Name of Student	Date of Registration	U.O. granting Registration	Status
01				
02				
03				
Total number of students				

F. Details of minor/major research projects sponsored by national or international agencies

Sl.No	Name of the project	Funding Agency	Amount sanctioned
01			
02			
03			
Total number of projects			

G. Details of Publication in peer-reviewed or UGC CARE listed journals

Sl.No.	Title	Authors	Journal Name	Year	ISSN/ISBN	Impact Factor	DOI	Document Link
01								
02								
03								
Total number of publications								

OVER ALL GRADE FOR CRITERIA II: …………………………..

<div style="text-align:center">5</div>

Good   :   Involved in at least Three activities
Satisfactory   :   Involved in One to Two activities
Not satisfactory   :   Not involved/undertaken any of the activities

Note: The number of activities can be within or across the broad categories of activities

For Details, see Appendix I

CATEGORY III: RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

01. Research Papers in Peer-reviewed or UGC CARE listed Journals

S.No.	Title	Authors	Journal Name	Year	ISSN/ISBN	Impact Factor	DOI	Score
01								
02								
03								
							Total Research Score	

08 Points per publication for the Faculty of Science and 10 Points per publication for the Faculty of Languages/Humanities/Arts/Social Sciences/Education/Commerce/Management and other related disciplines.

The Research score for research papers would be augmented as follows (Impact factor to be determined as per Thomson Reuters List):

Papers without impact factor - 5 points

Papers with an impact factor of less than 1 - 10 points

Papers with an impact factor between 1 and 2 - 15 points

Papers with an impact factor between 2 and 5 - 20 points

Papers with an impact factor between 5 and 10 - 25 points

Papers with an impact factor above 10 - 30 points

Two authors: 70% of the total value of publication for each author

More than two authors: 70% of the total publication value for the First/Corresponding author and the remaining 30% for each of the joint authors.

02. Publications (Other than Research Papers)

02(a). Books/Chapters in Edited Books/Full papers in Seminar Proceedings etc.

S No.	Title of the book/chapter published	Title of the paper	Title of the proceedings of the conference	Name of the Conference	National / International	Year of publication	ISBN/ISSN	Affiliating Institute at the time of publication	Name of the publisher	Score
									Total Research Score	

International Publishers: 12 Points
National Publishers: 10 Points
Chapter in edited book: 05 Points/Chapter
Editor of book by International Publisher: 10 Points
Editor of book by National Publisher: 08 Points

02(b). Translation works in Indian and Foreign Languages

Sl. No.	Title with Page Nos.	Book, Title, Editor & Publisher	Authors	Score
01				
02				
03				
			Total Research Score	

Chapter or Research Paper: 03 Points
Book: 08 Points

03. Creation of ICT mediated Teaching Learning pedagogy and content, and development of new and innovative courses and curricula

03(a). Development of Innovative Pedagogy

Sl. No.	Type of Pedagogy	Level (UG/PG)	Class and Semester	Topic Covered	Score
01					
02					
03					
				Total Research Score	

05 Points per Pedagogy

03(b). Design of New Curricula and Courses

Sl. No.	Name of Course	Level (UG/PG)	Class and Semester	Program	Score
01					
02					
03					
				Total Research Score	

02 Points per curriculum or course

03(c). MOOCs

Sl. No.	Name of the course	Platform on which module is developed	Date of launching e-content	Link to the relevant document and facility available in the institution	List of the e-content development facility available	Score
01						
02						
03						
					Total Research Score	

Development of complete MOOC with 04 quadrants (04 credits): 20 Points	
MOOCs (developed in 04 quadrants) per module or lecture: 05 points per module or lecture	
MOOCs (at least 01 quadrant) per module or lecture: 02 points per module or lecture Course Coordinator for MOOCs (04 credit course): 08 Points	
Course Coordinator for MOOCs (Less than 04 credit course): 02 Points per credit	

03(d). E-Content

Sl. No.	Title of Module/Material	Score
01		
02		
03		
	Total Research Score	

Development of e-content in 04 quadrants for a complete course or e-book: 12 Points

e-content: 05 Points per module

Contribution to the development of e-content (at least 01 quadrants): 02 Points per module

Editor of e-content for complete course/paper/e-book: 10 Points

04.   Research Guidance, Projects and Consultancy 04(a). Research Guidance

Category	Number Enrolled	Thesis Submitted	Degree Awarded	Score
1. Ph.D.				
2. P.G.				
			Total Research Score	

Ph.D. (Degree Awarded): 10 Points/Student

Ph.D. (Thesis Submitted): 05 Points/Student

P.G. (Degree Awarded): 03 Points/Student

04(b). Research Projects Completed

Sl. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	Score
01					
02					
03					
				Total Research Score	

More than 10 lakhs: 10 Points

Less than 10 lakhs: 05 Points

04(c). Ongoing Research Projects

Sl. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	Score
01					
02					
03					
				Total Research Score	

More than 10 lakhs: 05 Points

Less than 10 lakhs: 02 Points

04(d). Consultancy

Sl. No.	Name of the consultancy project	Consulting agency with contact details	Period	Revenue Generated (INR in Lakhs)	Score
01					
02					
03					
				Total Research Score	
03 Points each					

04 (e): Corporate Training

SI.No	Title of the corporate training program	Agency seeking training with contact details	Revenue generated	Number of trainees	year
01					
02					

05. Project Outcome/Awards
05(a). Patent

Sl.No.	Patent No.	Title of the patent	International/National	Score
01				
02				
03				
			Total Research Score	
International: 10 Points/Patent National: 07 Points/Patent				

05(b). Policy document

Sl.No.	Title	Submitted to	Score
01			
02			
03			
		Total Research Score	
Submitted to an international body/organization like UN/UNESCO/World Bank/IMF etc. or Central/State Govt. International: 10 Points/Document National: 07 Points/Document State Govt.: 04 Points/Document			

05(c). Awards/Fellowships

Sl.No.	Name/Title	International/National	Awarded by	Score
01				
02				
03				
			Total Research Score	
International: 07/Award or Fellowship National: 05/Award or Fellowship				

06. Invited Lectures/Resource Person/Paper presentation in Seminar/Conference

Sl. No.	*Title of the Lecture/ Paper/ Academic Session	Title of the meeting	Organized by	International/ National/State/University Level	Score
01					
02					
03					
				Total Research Score	
International (Abroad): 07/Lecture or Paper presented; International (within country): 05/Lecture or Paper presented National: 03/Lecture or Paper presented State/University: 02/Lecture or Paper presented *Paper presented, if part of an edited book or proceedings, then it can be claimed only once					

Total Research Score for Category III : _____

IV. SUMMARY OF ASSESSMENT

Academic Year:

	Criteria	Grade/Score
I	**Teaching related activities**	
II	**Involvement in the University students related/Research activities**	
III	**Research, Publication, and Academic Contribution**	

PART C: OTHER RELEVANT INFORMATION

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

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

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

S.No.	Document Name	Google Drive Link
01.		
02.		
03.		

<u>Declaration by the applicant:</u>
I certify that the information provided is correct as per records available with the University and/or documents enclosed along with the duly filled PBAS Proforma.

      Place & Date   Signature of the Faculty with Designation

Signature of HoD   **Signature of Dean**

Submission Instructions for Filled Form and Supporting Documents to IQAC

Form Submission:
- Fill out the required form accurately.
- Email the filled form to iqac@cukerala.ac.in.

Supporting Documents:
- Scan and save supporting documents in digital format.
- Create a Google Drive folder and grant access to iqac@cukerala.ac.in for document storage.

Please make sure to follow these instructions carefully to ensure proper submission of the form and supporting documents to IQAC.

Appendix I

Table 01
Assessment of Criteria and various activities

Criteria	Activity
I	**Teaching** ***Grading Criteria*** 80% and above – Good Between 80% and 70% – Satisfactory Less than 70%– Not Satisfactory (Classes taught include sessions on tutorials, lab, and other teaching-related activities)
II	**Involvement in the University/College students related activities/Research activities** ***Grading Criteria*** Good – Involved in at least 3 activities Satisfactory – 1 to 2 activities Not satisfactory - Not involved/undertaken any of the activities (Number of activities can be within or across the broad categories of activities)

	A	**Administrative responsibilities** ➢ Head/Dean/Director/Coordinator/Warden/IQAC Coordinator/NAAC Coordinator/Nodal Officers – UGC, AISHE, NPTEL, Scholarships etc. ➢ Members of Executive Council, Academic Council, BoS. ➢ Members of IQAC/NAAC ➢ Members of the University/Departmental admission committee, NAAC Steering Committee, NIRF, GIAN, Global Academics, and any other committee constituted by the University. ➢ Faculty involved in various Centers ➢ In Charge of the Department Alumni Association
	B	**Examination and evaluation duties assigned by the University** ➢ University Exam Invigilation as per allotment ➢ Valuation of answer scripts as per allotment. ➢ Evaluation of Dissertation (Project Viva)
	C	**Student-related co-curricular, extension, and field-based activities** ➢ NSS Coordinator/NSS Programme Officer/NCC Officer ➢ Faculty involved in various Cells/Clubs such as Anti-ragging, Placement, Training, Guidance and Counseling, Women's Units, Nature Club, Science Club, Tourism Club, Literary Club, Entrepreneurship club, Health club, Yoga Club, Sports Club, Arts Club, Film/Drama Club and all other clubs/forums for promoting co-curricular education, University Alumni Association, Other bodies under UGC plan etc. ➢ Staff accompanying students for Study Tour/arts/ sports events ➢ Stage Managers of the University Youth Festival ➢ Editor and editorial board members – University Magazine, News Letter/Campus Publications; Convenor/Editor/Sub-editor of University Souvenirs ➢ Faculty in charge of Extension and Outreach programs ➢ Faculty in Charge of Documentation of Annual Reports, Administrative Reports etc., of the University ➢ Organizing and conducting popularization programs/training courses for students ➢ Faculty involved in preparing Participatory Learning modules/Interactive courses/Case Studies

	D	➢ Faculty involved in Developing and imparting soft skills/ communication skills/personality development courses/psychological counseling modules ➢ Faculty involved in Mentoring – Internal and external (e.g., WWS, SSP etc.); Industrial/Institute visits ➢ Community work such as values of National Integration, Environment democracy, socialism, Human Rights, Peace, scientific temper, flood or drought relief, small family norms etc., Census work, waste management **Organizing seminars/conferences/workshops and other university activities** ➢ Organizing seminars/conferences/workshops ➢ Subject Expert in Curriculum Preparation/Question Paper Setting/Physical Efficiency Test for Govt. Bodies like KPSC, SSC, UPSC, HSE, SCERT, Open School, Saksharatha Mission, Pareeksha Bhavan, Distance education, etc; Subject Expert in PSC Interview Board/FIP Interview/Guest Lecturer Interview. ➢ Member–Faculty/Board of Studies/Academic Council/Scrutiny Board/Curriculum Committee of the University ➢ Membership/Participation/Subject Expert in State/Central Bodies/Committees on Education, Research, Sports and National Development ➢ Lectures delivered in refresher/orientation/faculty development courses/ New initiative programmes
	E	**Evidence of being actively involved in guiding Ph. D. students** ➢ Each Ph.D. produced/Year by the faculty as a guide or co-guide is to be treated as an activity ➢ Guiding each ongoing Ph.D. by the faculty as a guide or co-guide is to be treated as an activity. **Evidence for Conducting Minor/Major Research Projects** ➢ Each ongoing project (Major/Minor) by the faculty as Principal Investigator or Co-investigator will be treated as an activity. ➢ Each submitted project (Major/Minor) in a year by the faculty as Principal Investigator or Co-investigator is to be treated as an activity
	F	**Details of single or Joint publication in Peer reviewed or UGC listed journal** ☐ Each publication by the faculty as First/corresponding/co-author is to be treated as an activity. ☐ The publication can be in journals, books, patents, policy documents etc.
	G	

Note: For the purpose of assessing the grading of activity at Category I & II, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical leave, Extraordinary leave and deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the University.