



**INSTITUTE OF CHEMICAL TECHNOLOGY**  
(University under Section 3 of UGC Act- 1956)  
[Elite Status and Centre of Excellence - Government of Maharashtra]  
Matunga, Mumbai - 400 019

**SELF –ASSESSMENT OF FACULTY**

**[Performance Based Appraisal System (PBAS)]**

**(To be completed and submitted along with application for faculty position)**

**PART A**

**(GENERAL INFORMATION)**

1.	Full Name (in Block Letters)	
2.	Department	
3.	Current Designation (With pay scale & grade pay)	
4.	Date of last Promotion (Regular/ CAS & Stage of Promotion)	
5.	Address for Correspondence (With Pin code, Tel./ Mobile No. & E-mail)	
6.	Permanent Address (With Pin code, Telephone No.)	
7.	Whether acquired any degree or fresh academic qualification during the year	

8.	Orientation / Refresher Course/s attended during the year		
	<b>Name of the Course/ Workshop/ Summer or Winter School</b>	<b>Place</b>	<b>Duration (from..... to.....)</b>
			<b>Sponsoring Agency</b>

**PART B**

## ACADEMIC PERFORMANCE INDICATORS (API)

[Based on the AICTE Regulations 2010]

<b>INSTRUCTIONS: FOR FILLING UP PART B OF THE PBAS PROFORMA</b>
The proforma is to be filled as per these tables and self-assessment scores given at the end of each category. maximum scores that can be given or carried forward are indicated in the Table.
N.B. : The self-assessment scores are subject to verification by the screening committee or the selection committee, as the case may be.

<b>CATEGORY I</b>						
<b>TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES</b>						
Please refer instructions for filling up PART B of the PBAS proforma at the end.						
<b>(I)</b>	<b>Lectures, Seminars, Tutorials, Practicals (give semester-wise details)</b>					
Sr. No.	Course/paper	UG / PG	Sem (I to VIII)	L/ T/ P with hr/week*		% L/ T/ P taken as per documented record
				Allotted	Conducted	
*Lecture (L). Seminar (S), Tutorial (T), Practical (P)						
						API Score
(a)	Classes Taken (Max. score: .50 for 100% performance & proportionate score up to 80 % performance. No score below 80 % may be given					
(b)	Teaching Load in excess of AICTE norm (Max. score :10)					

<b>(II)</b>	<b>Reading / Instructional Material Consulted and Additional Knowledge Resources Provided to Students</b>			
Sr. No.	Course / Paper	Consulted	Prescribed	Additional Resource provided
				API score
API score based on preparation and imparting of knowledge / instructions as per curriculum & syllabus enrichment by providing additional resources to students (Max. score :20)				

<b>(III)</b>	<b>Use of Participatory and Innovative Teaching Learning Methodologies, Updating of Subject Content, Course Improvement, etc.</b>		
<b>Sr. No.</b>	<b>Short Description</b>		<b>API Score</b>
Total Score (Max Score :20)			
<b>(IV)</b>	<b>Examination Duties Assigned and Performed</b>		
<b>Sr. No.</b>	<b>Type of Examination Duties</b>	<b>Duties assigned</b>	<b>Extent to which carried out (%)</b>
Total score (max :25)			

<b>MARKING SYSTEM FOR CATEGORY I:-TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES:</b>			
		<b>Indicators/Activities</b>	<b>Maximum score</b>
(i)	(a)	<ul style="list-style-type: none"> <li>• Lectures/Practical's/Tutorials/contact classes taken should be based on verifiable records.</li> <li>• No score should be assigned if a teacher has taken less than 80% assigned classes.</li> <li>• Maximum score only if there is 100% achievement.</li> </ul>	50
	(b)	For each extra hr/subject exceeding AICTE norm, two points be assigned.	10
(ii)		Imparting of knowledge/Instruction vis-à-vis with the prescribed material (text book /Manual etc) and methodology of the curriculum (100% compliance -20 points)	20
(iii)		Use of participatory and Innovative Teaching-Learning Methodologies, Updating of subject content, Course Improvement, etc.	
		Updating of courses design of curriculum (5-single course)	10
		Preparation of resources material, fresh reading materials, Laboratory manuals etc.	10
		Use of innovative teaching learning methodologies: use of ICT	10
		Updated subject content and course improvement	
	a.	ICT Based Teaching material : 10 Points/each	
	b.	Interactive courses :5 points/each	
	c.	Participatory learning modules :5 points/each	
		Developing and imparting Remedial/Bridge courses and counseling modules (Each activity : 5 points)	10
		Developing and imparting specialized teaching-learning programmes in physical education, library, innovative compositions and creation in music performing and visual arts and other traditional areas (Each activity :5 points)	10
		Organizing and conduction of popularization programmes/training courses in computer assisted teaching/web-based learning and E-library skills to students	10
a.	Workshop/Training course :10 points each		
b.	Popularization program :5 points each		

	Maximum aggregate Limit B (iii)	20
(iv)	Examination Related work	
	College/University end semester/Annual Examination work as per duties allotted. (Invigilation 10 points, Evaluation of answer scripts-5 points; Question paper setting-5points)	
	(100% compliance =20 points)	
	College/ University examination evaluation responsibilities for internal/continuous assessment work as allotted (100% compliance-10 points)	10
	Examination work such as coordination or flying squad duties etc (maximum of 5 or 10 depending upon intensity of duty) (100% compliance =10 points)	10
	Maximum Aggregate Limit B (iv)	25

<b>CATEGORY II</b>			
<b>CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES</b>			
Please mention your contribution to the following :			
	<b>Type of Activity</b>	<b>Average Hrs / Week</b>	<b>API Score</b>
<b>Sr. No.</b>	<b>(i) Extension, co-curricular &amp; field based activities</b>		
Total (Max :20)			
<b>Sr. No.</b>	<b>(ii) Contribution to corporate life and management of the Institution</b>	<b>Yearly / Semester wise responsibilities</b>	<b>API Score</b>
Total (Max :15)			
<b>Sr. No.</b>	<b>(iii) Professional Development Activities</b>		
Total (Max :15)			
<b>Total Score (i + ii + iii) (max :25)</b>			

<b>MARKING SYSTEM FOR CATEGORY II:- CO-CURRICULAR,EXTENSION PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES:</b>		
	Indicators/Activities	Maximum score
(i)	Extension and co-curricular Related Activities	
	Institutional co-curricular activities for students such as field studies/educational tours, industry-imparting training and placement activity (5 points each)	10
	Positions held /Leadership role played in organization linked with Extension work and National service scheme (NSS), NCC or any other similar activity (Each activity 10 points)	10
	Students and staff Related Scio-cultural and sports programmes, campus publications (department level 2 points, Institutional level 5 points each)	10
	Community work such as values of National Integration, Secularism, democracy, socialism, humanism, peace, scientific temper, flood or, drought relief, small family norms, etc (5 points each)	10
	<b>Maximum Aggregate Limit</b>	<b>20</b>
(ii)	Contribution to corporate Life in University/Colleges through meetings, popular lectures, subject related events, articles in Colleges magazine and University volumes (2 points each)	10
	Institutional Governance responsibilities like, Vice Principal, Dean, Director, Warden, Bursar, School Chairperson, IQAC coordinator (10 points each)	10
	Participation in committees concerned with any aspect of department or institutional management such as admission committee campus development, library committee (5 points each)	10
	Responsibility for or participation in committees for students Welfare, Counseling and Discipline (5 points each)	10
	Organization of conference /Training International (10 points) national/regional (5 points)	10
	<b>Maximum Aggregate Limit</b>	<b>15</b>
(iii)	Professional Development Related activities	
	Membership in profession related Commines at state and national level	10
	a. At national level :3 points each	
	b. At state level : 2 points each	
	Participation in subject associations, conference, seminars without paper presentation (Each activity : 2 points)	10
	Participation in short tern training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, Institutional governance (Each activity : 5 points)	10
	Membership/participation in Bodies/committees in Educational and National Development (5 points Each)	10
	Publication of articles in newspaper, magazines or other publications (not covered in Category III ) : radio talks, etc. (1 point each)	10
<b>Maximum aggregate Limit</b>	<b>15</b>	

### CATEGORY III

#### (RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTORS)

##### Annexure – I: Research work guided

(Give details of each student in the following format)

Degree	Name of student	Date of Admission & Registration no.	Date of Result/ submission	Applicable Score per candidate	Self Assessment API Score
Masters Degree (awarded only)	1. 2.			3	
Doctoral Degree (awarded only)	1. 2.			10	
Doctoral Thesis submitted	1. 2.			7	
<b>Total API Score – A</b>					

##### Annexure –II: Research projects (Details)

(Give details of each project in the following format and attach proof)

1. Projects ongoing/completed	
a	Personal / Departmental
b	Principle Investigator / Co-Investigator
c	sponsor – Govt./ Private
d	Name of sponsor
e	Date of sanction

f	Title	
g	Duration (from – to- )	
h	Amount sanctioned, in Rs.	
i	Any other information	

<b>2. Projects applied for financial assistance</b>		
a	Personal / Departmental	
b	Principle Investigator / Co-Investigator	
c	sponsor – Govt./ Private	
d	Name of sponsor	
e	Date of submission of proposal	
f	Title	
g	Duration (years)	
h	Amount requested, in Rs.	
i	Any other information	

### **Annexure –II: Research projects (Marking system)**

<b>SPONSORE D PROJECTS</b>	<b>Project Scale</b>	<b>Maximum Score</b>	<b>Self Assessment API Score (per project &amp; total each)</b>
Completed/ ongoing	(a) Major (grants > Rs. 30 lakhs)	20 / Project	
	(b) Major (grants between Rs. 5 - 30 lakhs)	15 / Project	
	(c) Minor (grants between Rs. 0.5 - 5 lakhs)	10/ Project	
Completed projects : Quality Evaluation	Completed project Report (attach acceptance of report from funding agency)	20/major and 10/minor project	
Projects Outcome / Outputs	Patent/ Technology Transfer/ Product/ Process (specify)	30/ National level and 50/ Int'l level	
<b>Total API Score – B</b>			

### Annexure – III: Industrial consultancy assignments

(Give details of each in the following format and attach proof)

CONSULTANCY	Consultancy Scale	Maximum Score	Self Assessment API Score (per consultancy)
Completed / Ongoing	Amount mobilized with minimum of Rs.3.00 lakh  (Company, Duration & Amount of each)	10 per every Rs.3.0 lakhs	
<b>Total API Score – C</b>			

### Annexure III: Research papers and other research publications

#### Details for Annexure IV – A

(Give details in the following format and attach reprints)

Sr. No.	Title & Authors (INDICATE by * if you are Corresponding author and by # if Co-author faculty)	Journal			Impact Factor	Citations Received
		Vol. (No.)	Pages	Year		

#### Details for Annexure IV – B

(Give details of each in the following format and attach proof)

#### Books/ Book chapters/ Articles other than those in Refereed Journals

Sr. No.	Book/ Chapters/ Articles	Title & Authors (INDICATE by * if you are Corresponding author and by # if Co-author faculty)	Editor/ Publisher / Place/ Year/ ISBN/ ISSN numbers, etc.



### Annexure IV (Marking system)

Research Publications	Type of Publication	Maximum Score @	Self Assessment API Score
Published in:	a Refereed Journals * (as in <b>Annexure V - A</b> )	15/ publication	
	b Non-refereed but recognized and reputable journals and periodicals, having ISBN / ISSN numbers (as in <b>Annexure V - B</b> )	10/ publication	
	c Conference proceedings published with full papers, etc. (Abstracts not to be included)	10/ publication	
Books/ Book chapters/ Articles other than those in refereed journal	a Text or reference books published by international publishers with an established peer review system	50 /sole author; 10 /chapter in edited book	
	b Subjects books by national level publishers/state and central govt. publications with ISBN/ISSN numbers.	25 /sole author, and 5/ chapter in edited book	
	c Subject books by other local publishers with ISBN/ISSN numbers.	15 / sole author, and 3 / chapter in edited book	
	d Chapters contributed to edited knowledge based volumes by Intl. Publishers	10 / Chapter	
	e Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	5 / Chapter	
<b>Total API Score – D</b>			

NOTE: - Calculation of API score - D:

\* The score for paper in refereed journal would be augmented as follows: (i) indexed journals – 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 25 points.

@ The API for joint publications will be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the corresponding author/supervisor and co-authoring faculty should share equally 60% of the total points and the remaining 40% would be shared equally by the student coauthors.

## Annexure V: Training Courses & Conference /Seminar/Workshop Papers

(Give details of each in the following format with proof)

Sr. No.	Type	Details	Maximum Score	Self Assessment API Score
1.	Refresher courses, Methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes, etc. <b>(Max.: 30 points all together)</b>	(a) Two weeks or more duration	20/each	
		(b) One week duration	10/each	
2.	Papers in Conferences/ Seminars/ workshops etc.**	Participation and presentation of research papers (oral/poster) in		
		a) International	10 each	
		b) National	7.5 / each	
		c) Regional/State	5 /each	
3.	Invited lectures/ presentations in conferences/ / symposia	(a) International	10 /each	
		(b) National level	5/ each	
<b>Total API Score – E</b>				

\*\* If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (Conference proceedings published with full papers) and not under presentations here.

<b>(IV) SUMMARY OF API SCORES</b>	
Criteria	API Score
1. Teaching Learning and Evaluation related activities <b>(Category I)</b>	
2. Co-curricular, Extension Professional Development etc <b>(Category II)</b>	
<b>Total of categories I + II</b>	
3. Research and academic contribution <b>(Category III)</b>	<b>Total of Scores A to E</b>

**PART C : ANY OTHER RELEVANT INFORMATION**

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

Sr. No.	Details (Mention details like year, etc. wherever relevant)

Place & date

Signature of the faculty  
with Designation

Signature of / Director  
/Principal with date