## **APPENDIX II**

# Annual Self-Assessment for the Performance Based Appraisal System (PBAS) (To be completed and submitted at the endofeach academic year)

#### PARTA:GENERALINFORMATION

1.	Name(Blockletters) : DR. SOMNA	TH CHOUDHURY	
2. 3.	Father's / <del>Mother'sname</del> / <del>Husband's</del> nar Department	ne: BIKASH CHANDRA CHOUDHURY : Physics, Suri Vidyasagar College	
4.	Current Designation &GradePay 182400(Academic level 10)	: Assistant Professor &Rs. 6000(old)	57700-
5.	Date oflastPromotion	: N.A.	
6.	Addressfor correspondence (with pinc	ode) : Vill+P.O-Gonpur, P.S-Md.Bazar, Dist-Birbhum, PIN-731216	Ì
7.	PermanentAddress	: Do.	
	TelephoneNo. : E-mail:	Mobile No.: 8116497957 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

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

13. Date of eligibility for Promotion

: 16.12.2019 (Date of completion of R.C)

Annexure-

14. Educational Qualification (Graduationonwards):

Examination	Name of the University	Year of Passing	Marks Obtained (%)	Class/ <del>Grade</del>	Remarks
B.A/B.Sc./B.Com.	VISVA-BHARATI	2007	72.40	1 <sup>st</sup>	Annexure Refer to Page no
M.A/M.Sc./ <del>M.</del> Com.	VISVA-BHARATI	2009	69.25	1 <sup>st</sup>	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/ <del>D.Phil</del>	NIT DURGAPUR	04.01.2017	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	То	
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:

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

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 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.	280/282	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	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 &	49.6	Annexure:
	proportionatescoreupto80% performance, belowwhichnoscore may begiven)		Refer to Page
			no
b)	Teaching load in excess of UGC norms/ Special Lectures/ Classes taken at the study center	10	Annexure:
	located in the District other than Kolkata (Max score - 10) (15 special class)		Refer to Page
			no

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

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

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

(a) Updating of Courses/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 teaching Workshop/Training – 10 points; Popularization program	5 per course	

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

## (iv) Examinationdutiesassigned and performed

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

etc

Sl.No.	Type of Activity	Average	API	Remarks			
		Hrs./week	Score				
	(I)Extension, Co-curricular & field based Activities (5 points each)						
	a) Field Study/Ed. Tours/ Placement:	Educational tour	5	Annexure			
	5each Max10	(Bakreswar Thermal Power with Part I,II,III students on 18.03.2016)	-	Refer to Pag no			
	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	Volunteer in College Level Sports	5	Annexure Refer to Pag no			
	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) 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.Online admission committee 2.Library Committee	10	Annexure Refer to Pag no			
	c) Student Welfare/Placement / Counseling/ Discipline 5 each Max 10						
	<ul><li>d) Conf Organization/ChairSecretary/Treasurer</li><li>(I) International:10National/Reg:5Member: 1each</li></ul>						
	(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 - 1	2	Annexure Refer to Pag 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)		2				
	Total Score (I +II+III) (Max :50)		22				
	Minimum API Score required – 15						

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

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

Session/ Year 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.	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 A	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 ( <b>Maximum 50</b> 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 ( <b>Max. score:20</b> )				20		

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

(a) Updating of Courses/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	

## $(iv)\ Examination duties assigned and performed$

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

 $(b)\ Internal/Continuous Assessment work as all otted -10 [100\% compliance];$ 

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

Sl. No.	Type of Examination Duties	<b>Duties Assigned</b> (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
(b)	Internal/ContinuousAssessments workasallotted (invigilation, evaluation for internal examination- base label, 1 <sup>st</sup> , 2 <sup>nd</sup> terminal, test level etc.	yes	100%	10	no
(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.

etc

Sl.No.	nention your contribution to any of the following: Type of Activity	Average	API	Remarks
		Hrs/week	Score	
1.	(I)Extension, Co-curricular & field based Activit	ies (5 points each)		
2.	a) Field Study/Ed. Tours/ Placement: 5each Max10 Educational tour (Massanjore Dam hydro Power with Part I,II,III students on 23.02.2017)		5	Annexure: Refer to Page no.
3.	b) NSS/NCC/NSO etc: each activity10points Max10			
4.	c) Student/Staff Sports Campus Publication etc: (dept level 2 points, Instn level 5 points) Max 10	Volunteer in College Level Sports	5	Annexure: Refer to Page no.
5.	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) 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. Online admission committee 2.Library Committee	10	Annexure: 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 - 1	2	Annexure: 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)		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 (<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.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 ( <b>Maximum 50</b> 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 ( <b>Max score - 10</b> ) (15 special class)	10	Annexure Refer to Page no

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

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

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

(a) Updating of Courses/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	

## $(iv)\ Examination duties assigned and performed$

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

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

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

Sl. No.	Type of Examination Duties	<b>Duties Assigned</b> (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 <sup>st</sup> , 2 <sup>nd</sup> terminal, test level etc.	yes	100%	5 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.

etc

Sl.No.	Type of Activity	Average Hrs/week	API Score	Remarks
	(I)Extension, Co-curricular & field based Activi			
	a) Field Study/Ed. Tours/ Placement: 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: each activity10points Max10			
	c) Student/Staff Sports Campus Publication etc: (dept level 2 points, Instn level 5 points) Max 10	Volunteer in DPI Sports	5	Annexure Refer to Pag no
	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	Yearly/Semester wise	API	
	Institution	responsibilities	Score	
	a) GovernanceResponsibility (PG/IQAC/NAAC coordinator/Bursar / Warden etc.): Max10			
	c) Student Welfare/Placement / Counseling/ Discipline 5 each Max 10 f) Conf Organization/ChairSecretary/Treasurer (I) International:10 (II) National/Reg:5	Member in 1. Online admission committee 2. Library committee 3. Admission verification committee 4. Laboratory Purchase Committee 5. Computer Committee.	10	Annexure Refer to Pag no
	(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)		20	
	Minimum API Score required – 15			

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

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.		Journal	ISSN/ISBN No.	Whether peer reviewed. Impact factor, if any		Whether you are themain author		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	Scopus Listed	1386-9477	Peer Reviewed (I.F 2.221)	4		$09 \\ [(15 + 15)] \\ = 30 \times 0.6 \\ = 18 \div 2 \\ = 09$	-

#### 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 Perceburge	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
	Version or Brochures						

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

API Score (Per Art/Chap) 1 D 11'1

Category 1	Category 1 International Publisher				
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

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

## 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

S1.	Title with page	Type of	Publisher & ISSN/	Whether peer	No. of	Whether you	API
No.	no.	Book &	ISBN No.	reviewed.	Co-author	are The main	Score
		authorship	(I. International			author	
			II. National III. Regional)				
			m. Regional)				

#### (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

SI. 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

5	Sl. No.	Title of Lecture/ Acad session	the lemic	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 Summary of API scores (05.06.2015 – 06.12.2017) **Subject: Physics** 

Category	Criteria	API Score for previ specific proposed sta	Total API Score for Assessment		
		05.06.15 to	01.07.16 to	01.07.17 to	Period
		30.06.16	30.06.17	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	29			
	(to be assessed cumulatively for assessment period)				
II + III	<b>Total API score</b> (Category II + Category III)/ Assessment Period)		9	3	

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 (<u>07.12.17 till</u> <u>30.06.18)</u> (To be completed and submitted at the end of each academic year)

#### to be completed and submitted at the end of each academic yea

## 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.)	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 Sta ii) Assistant Professor Sta iii) Assistant Professor St	age II : 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

<b>SI.</b> ]		Academic Year	Actual Score (Actual hours spent per Academic Year ÷ 10 for all Teachers)		Remarks
1	Invigilation (University examinations)	23.0	2.3	2.3	Annexure

2.	Internal continuous assessments (paper setting,	56.2	5.6	5.6	Refer to
	internal evaluation of answer scripts terminal				Page no
	and test examination and invigilation)				
3.	Evaluation of University examination answer	41.1	4.1	4.1	
	scripts for Part-I, II and III and Sem-I and II				
	(Hons and General/Generic)				
	Maximum API Score :			10.0	
	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, 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. of popular P r o g /Teaching Web-based/E- Library/IT-asst.teaching:

Sl. No	Short Description (in terms of items)	Actual	Actual Score	API score	Remarks
	as listed above	hours spent	(Actual hours		
		per Academic	spent per		
		Year	academic Year		
			÷10)		
1.	Participation/Innovative- Interactive courses:	6	6	0.6	Annexure
	Syllabus based Extempore, Group discussion, quiz				Refer to Page
	contest				no
2.	Participation/ Innovative- Learning modules (in Hons.	0	0	0.0	
	and Gen. for old 3 years and new CBCS semester				
	system) design of course module: Teaching Plan				
3.	Use of ICT or Computer-aided methods- ppt	54	5.4	5.4	
	PowerPoint presentation, e-learning materials for				
	imparting lectures				
4.	Use of ICT- Multimedia/Simulation etc.	18	1.8	1.8	
	Multimedia, slides and simple simulations				
	Maximum API Score :		7.8	7.8	
	i) Assistant Professor Stage I : 10				
	ii) Assistant Professor Stage II :10				
	iii) Assistant Professor Stage III : 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 ba	sed 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			
	<ul> <li>ii) Other co-curricular activates (Cultural, Sports, NSS, and NCC etc.)Volunteer in College Sports and College Cultural Programme</li> <li>iii) Extension and dissemination activities (public/popular lectures/talks/seminars)</li> </ul>	20	2.0	2.0	Annexure Refer to Page no			
	(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			
	<ul> <li>iii) Participation in Board of Studies, Academic and Administrative committees</li> <li>Member of – <ol> <li>Online admission committee</li> <li>admission verification committee</li> <li>Laboratory purchase committee</li> <li>Academic advisory committee</li> <li>Scomputer Committee</li> </ol> </li> </ul>	36 (6+12+4+6+8)	3.6	3.6	Annexure Refer to Page no			
	(Max API Score : 15)			11.8				
(c)	<ul> <li>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)</li> <li>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)</li> </ul>							
	(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)

#### 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.)	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 : i) Assistant Professor Stage I :7( ii) Assistant Professor Stage II :7 iii) Assistant Professor Stage III : iii) Assistant Professor Stage III :	0 70				62.5	

 $*Lectures, {\tt Tutorials}, {\tt Practical}, {\tt Project Supervision} \ and \ {\tt FieldWork}$ 

• 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	Actual Score (Actual	API Score	Remarks
		spent per	hours spent per		
		Academic Year	Academic Year ÷ 10 for		
			all Teachers)		

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 : i) Assistant Professor Stage I : 20 ii) Assistant Professor Stage II : 20 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:	18	1.8	1.8	Annexure
	Syllabus based Extempore, Group discussion, and quiz contest.				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 : i) Assistant Professor Stage I : 10 ii) Assistant Professor Stage II : 10 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, 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-ba	sed Activities	1,					
	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			
	<ul> <li>ii) Other co-curricular activates (Cultural, Sports, NSS, and NCC etc.)Volunteer in College Sports, College Cultural Programme</li> <li>iii) Extension and dissemination activities (public/popular lectures/talks/seminars)</li> </ul>	16	1.6	1.6	Annexure Refer to Page no			
	(Max API Score : 15)			3.6				
(b)	<ul> <li>Contribution to Corporate life and management of responsibilities (including as Principal / Director re</li> <li>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)</li> </ul>							
	<ul> <li>iii) Participation in Board of Studies, Academic and Administrative committees</li> <li>Member of –</li> <li>1. Online admission committee</li> <li>2. admission verification committee</li> <li>3. Laboratory purchase committee,</li> <li>4. Academic advisory committee</li> <li>5. Computer Committee</li> </ul>	86 (8+42+4+22+10)	8.6	8.6	Annexure Refer to Page no			
	(Max API Score : 15)			15.0				
(c)	<ul> <li>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)</li> <li>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 )</li> </ul>							
	(Max API Score : 15)	4	0.4	0.4				
	*For all categories of Teachers (Assistant/Associate)Total Score (a +b+c)			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.)	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-XII: 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 ii) Assistant Professor Stage iii) Assistant Professor Stage	II : 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	spent per Academic Year	Actual Score (Actual hours spent per Academic Year ÷ 10 for all Teachers)	 Remarks
1	Invigilation (University examinations)	58	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	 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		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		Actual hours spent per Academic Year	Actual Score (Actual hours spent per academic Year ÷10)	API score	Remarks
1.	Participation/Innovative- Interactive courses:	22	2.2	2.2	Annexure
	Syllabus based Extempore, Group discussion and quiz contest				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.

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 A	Activities			

	<ul> <li>i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.)</li> <li>Organizer and conduction of Student seminar +</li> </ul>	20	2.0	2.0	Annexure Refer to Page no
	conduction of Ed. Tour at atMassenjore Hydropower Dam on 08/11/2019)				
	<ul> <li>ii) Other co-curricular activates (Cultural, Sports, NSS, and NCC etc.) Volunteer in College Sports and College Cultural Programme</li> <li>iii) Extension and dissemination activities (public/popular</li> </ul>	24	2.4	2.4	Annexure Refer to Page no
	lectures/talks/seminars)				
	(Max API Score : 15)			4.4	
(b)	Contribution to Corporate life and management of the s responsibilities (including as Principal / Director respons				
	i) ) Administrative Responsibility ( including Dean/Principal/Chairperson/Convenor/Teacher- in-charge/ similar other duties that require regular Office hours for its discharge)( <b>Head of Department</b> )	78	7.8	7.8	Annexure Refer to Page no
	<ul> <li>iii) Participation in Board of Studies, Academic and Administrative committees</li> <li>Member of –</li> <li>1. Online admission committee</li> <li>2. admission verification committee</li> <li>3. Laboratory purchase committee</li> <li>4. Academic advisory committee</li> <li>5. Computer Committee.</li> </ul>	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 lectures in refresher / faculty development courses members any othercontribution) 1. RC at HRDC, BU from 03.12.2019 to 16.12.2019	bership of asso	ociations, dissemination an		
	(Max API Score : 15)	72	7.2	7.2	
	*For all categories of Teachers (Assistant/Associate)				
	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	No. of Co- author	Whether you are the main	API score	Remarks
				Impact factor, ifany	uuulloi	author		

\* 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

SI. No.	Title of the publication with page no. and year of publication		 	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	 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

document prepared	acceptance of the Major Policy	 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	 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	 API Score

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

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

SI. No.	lecture/paper presented			API Score	Remarks
			of entitiesty		

\*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.	The of the bload	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	<b>CATEGORY I:</b> Teaching, learning and evaluation related activities (to be assessed yearly)	50.9	91.4	80.2	222.5
Ш	<b>CATEGORY II:</b> Co-curricular, extension and professional development related activity (to be assessed cumulatively for assessment period)	14.8	19.0	26.6	60.4
Ш	CATEGORY III: Research and Academic Contributions (to be assessed cumulatively for assessment period)		00		00
II + III	Total API score (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. Somm	ath Choudhury	Subject: Physics		
Criteria	applicable for specific p	3/4/5/6 academic years as roposed stage of promotion H to Stage II/ <del>III/IV</del>	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)
Ι	<b>CATEGORY I:</b> Teaching, learning and evaluation related activities( <i>to be</i> <i>assessed yearly</i> )	124.6	124.6	125	50.9	91.4	80.2	596.7	Average API/Year 132.6	
Π	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( <i>to be</i> <i>assessed cumulatively for</i> <i>assessment period</i> )		Assessment Period 05.0615 to 06.12.17 Assessment Period 07.12.17 to 16.12.19						29 00	
II+ III	Total API score (Category II + Category III)/ Assessment Period)			al Assessn 95.06.15 to					153.4	
S	Signature of the Incumben	 t S	 Signature o	-	rdinato nd seal	r, IQAC w	 ith date	 Princij	Signature pal/TIC/OIC seal	of the with date and
	Date of Screening Commi Selection committee and V Recommendation of th Screening/Selection Comm for promotion on CAS with of effect of promotion	enue e vittee vate	Date:       Venue:         • Recommended for promotion from Stage I / HI /H       value         which are not applicable)       • Date of effect:					<del>IV</del> (Strike out		
	Signature of the Principal/TIC/OIC with a and seal			the DPI Nate and sea	1	S with with	ignature oj ubject Expo h date and	ert/s seal	Signature of Expert/s with of VERS BOT	late and seal

SUMMARY OF API SCORE: FOR THOSE WHERE ASSESSMENT PERIOD COVERS BOTH UGC REGULATIONS, 2010 AND UGC REGULATIONS, 2016 (4<sup>TH</sup> 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

Total API score in Assessment Period (A + B)	Percentage Distribution of Weight age Points in the Expert Assessment (applicable only for
score in Assessment Period	Distribution of Weight age Points in the Expert Assessment
( <b>A</b> + <b>B</b> )	
	selection committee for Associate Professor)
596.7	
124.4	
29	
	ge I to Stage bate of effect:
ct Signature of the Subject al Expert with date and seal	
	124.4 29 From Stag plicable) D

#### 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 2) /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 Govt. Nominee with Date and Seal (Nominated by the DPI, West Bengal)

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

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. 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

## <u>APPENDIX II</u>

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

## PARTA: GENERAL INFORMATION

1.	Name (Block letters)	: DR. SANDIPAN CHATTERJEE
2.	Father's / <del>Mother's name</del> / 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.: E-mail	: Mobile No.: (+91)9475985436 : <u>chatterjee.sandipan@rediffmail.com</u>

- 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	Place	Duration	Sponsoring	Remarks
Course/			Agency	
Summer School				
Orientation	Guru Ghasidas	06.01.2020 to	U.G.C., HRDC, Guru	Annexure
Programme	Vishwavidyalaya, Bilaspur (C.G.)	25.01.2020	Ghasidas Vishwavidyalaya, Bilaspur (C.G.)	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 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

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

14. Educational Qualification (Graduation onwards):

15. Research Degree(s): Yes.

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

16. Details of Teaching/ Research/Academic Experience:

Designation	Employer	Period of service		Scale of pay
		From	То	
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.

<b>Signature of the Co-ordinator, IQAC</b> Date:	<b>Signature of the Principal/TIC</b> 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>

(Tobecompleted 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: Fungi Unit 1-7 (Theo) Paper III: Fungi Unit 1-2 (Prac) Paper IV: Pteridophyta Unit 1-6 (Theo) Paper-VII: Microbiology Unit 1-6 (Theo) Paper-X B unit, 1-3 (Prac)	UG (Part-I,II & III)	L, P	161/163	98.8	49.5		,
2.	Botany General Paper-I Gr. A: Fungi Unit 2, Bryophyta Unit 1-2 (Theo)	UG (Part-I,II & III)	L, P	121/122	99.2		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 ( <b>Maximum 50</b> 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 ( <b>Max score - 10</b> ) (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
		Reference & web resources	experimental	Study materials: Hand written notes, web resources, PPT, Printed materials etc.	10	Annexure
	General	Reference & web resources	experimental	Study materials: Hand written notes, web resources, PPT, Printed materials etc.	10	
syllab	ledge /instrue	ction as per at by providing	n and Imparting of curriculum and additional resources		20	

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

(a) Updating of Courses/Curriculum Design:	5 pe	r course – N	Iax 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 l	Max 10	
(h)Dev/Teaching Soft skill/Communication/Personalit	y Dev	v: 5 each	Max 10	
(i) Special Programs in Phys.Edn./Library:	5 e	each Max 10	)	
(j) Innovative Composition/Creation in Music, Fine A	rts, Pe	erf Arts: 5 e	ach ; Max 10	С
(k)Organizing & cond. Of popul. Prog. /Teaching Wel	b-base	ed/E-		

(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
	(b) Participation/Innovative – Interactive courses (Syllabus based seminar, Question-answer session, Quiz context)	5	Annexure
	(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	<b>Duties Assigned</b> (University final examinations of Part-I, II & III)	Extent to which Carried out (%)	API Score	Remarks
	(a)Invigilation (University Examination)	Yes	100%	10	Annexure
	(b)Internal/Continuous Assessments work as allotted (Paper setting, invigilation, evaluation for internal examination- base level, 1 <sup>st</sup> , 2 <sup>nd</sup> terminal, test exam. etc.)	Yes	100%	10	Annexure
	(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.

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	Annexur
	c) Student Welfare/Placement / Counseling/ Discipline 5 each Max 10			
	<ul> <li>d) Conf Organization/Chair Secretary/Treasurer</li> <li>(I) International: 10</li> <li>(II) National/Reg: 5</li> <li>(III) Member: 1 each</li> </ul>			
	(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/			
	<ul> <li>d) Membership/Participation in State/</li> </ul>	Life Member	10	Annexur
	Central Bodies/Committees: 5 each Max 10 e) Newspaper/Magazine/ Radio-TV progr (Not	AMI & NESA	-	
	covered in Category III): 1 each ; Max 10 (Max API Score : 15)		10	
	(Max API Score : 15) Total Score (I + II + III) (Max : 50)		<u> </u>	
			- •	

Please mention your contribution to any of the following:

## 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.

SI.	Course/Paper	Level	Mode of	Class	% of classes	API	Remarks
No.			teaching	allotted	taken as per	Score	
				as per	documented		
				schedule	record		
1.	Botany Honours 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) CC1-Unit 3, 5 (Theo) Prac: Phycology - Unit 1, 2	(Part-II & III and CBCS SEM-I)	L, P	122/122	100		Annexure I (Academic audit) Refer to Page No
2.	Botany General 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) CC1A/GE1- Unit 3, 6 (Theo) 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 ( <b>Maximum 50</b> 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 ( <b>Max score - 10</b> ) (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
	Honours	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	Text book,	Laboratory	Study materials: Hand	10	
	2	· · ·	experimental	written notes, web		
	Course	web resources	procedures, Web	resources, PPT, Printed		
			resources, Text &	materials etc.		
			Reference books			
API	score base	d on preparatio	n and Imparting of		20	
know	ledge /instrue	ction as per	curriculum and			
syllab	ous enrichmer	nt by providing	additional resources			
to stu	idents (Max.	score: 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 c	ourse – 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/Person	ality Dev:	5 each Max 10
(i) Special Programs in Phys.Edn./Library:	5 each	Max 10
(j) Innovative Composition/Creation in Music, Fine	Arts, Per	f Arts: 5 each ; Max
(k)Organizing & cond. of popul. Prog. /Teaching W	/eb-based/	'E-Library/IT-asst

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

10

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	<b>Duties Assigned</b> (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 <sup>st</sup> , 2 <sup>nd</sup> 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.

Sl.No.	Type of Activity	Average Hrs/week	API Score	Remarks
	(I)Extension, Co-curricular & field-based Activit	ies (5 points each)		
	a) Field Study/Ed. Tours/ Placement: 5 each Max 10	Ed. Tours (Gonpur forest with Part I,II,III on 21/11/2017)	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 DPI Sports as volunteer	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	
	<ul> <li>a) Governance Responsibility</li> <li>(PG/IQAC/NAAC coordinator/Bursar / Warden etc.): Max 10</li> <li>b) Academic/Administrative Committees like</li> </ul>			
	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 (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	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			

Please mention your contribution to any of the following:

## 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

	Title with page no.	No.	Whether peer reviewed. Impact factor, if any	Co-author	main author	Score	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	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)	

#### 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

	S1.	Title with	Book title,	ISSN/ISBN No. (Or,	Whether	No. of	Whether you	API
	No.	page no.	editor &	Renowned publishers)	peer	Co-author	are the main	Score
			publisher	See Cat 1-4 as above	reviewed.		author	
				for scores				
ĺ								

**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.	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

 page no.	Book & authorship		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	Programme / Exhibition with details	Institution/	(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 <b>Projects-</b>	
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.	Agency		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

	Ou	idance to benotars e	e master siever 5	
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	<i>c .</i>	API Score	Remarks

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

APIScore – 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	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.

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

Sl. No.	Title Lecture/ session	of Academi	the c	Title of Conference/ Seminar	8 1	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

Category	Criteria	for specific proposed stage of p	/6 academic years as applicable promotion from Stage I/ <del>II/III</del> to I/ <del>III/IV</del> .	Total API Score for Assessment Period
		15.12.16 to 30.06.17	01.07.17 to 06.12.17	i crioù
Ι	CATEGORY I:			
	Teaching, learning and evaluation related activities	124.5	125	249.5
	(to be assessed yearly)			
Π	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		7.5	
	(to be assessed cumulatively for assessment period)			
II + III	<b>Total API score</b> (Category II + Category III)/ Assessment Period)		69.5	

## Summary of API scores (15.12.2016 – 06.12.2017)

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.	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	U.G.(Hons.) Part-II & III and CBCS SEM-I &II.	L, P	139	18.5		Annexure I (Academic audit)
2.		U.G.(Gen.) Part-II & III and CBCS SEM- I & II		102	13.6		
	Maximum A i) Assistant ] ii) Assistant ]	PI Score : Professor Stage I : 70 Professor Stage II : 7 Professor Stage III:	0			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

SI. No.	Type of Examination Duties	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 : 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/ITasst. teaching:

Sl. No	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 : 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

	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 an	nd field based A	ctivities		
	<ul> <li>i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.)</li> <li>(Organizer of Student seminar+ Study visit[Choricha forest on 14/01/18 and Dooars on 15/02/18 to 19/02/18])</li> </ul>	6+48=54	5.4	5.4	Annexure
	<ul> <li>ii) Other co-curricular activates (Cultural, Sports, NSS, and NCC etc.)</li> <li>(Participated as volunteer in College level sports + Cultural events as volunteer)</li> </ul>	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 participation in through participation in responsibilities				
	require regular office hrs for its discharge)				
	<ul> <li>i) Administrative Responsibility (including Dean/Principal/Chairperson/Convenor/Teacher- in- charge/ similar other duties that require regular Office hours for its discharge)</li> </ul>				
	<ul> <li>i) Administrative Responsibility (including Dean/Principal/Chairperson/Convenor/Teacher- in- charge/ similar other duties that require regular Office hours for its discharge)</li> <li>ii) Participation in Board of Studies, Academic and Administrative committees</li> </ul>	61+27+16+22 +102 =228	22.8	22.8	Annexure
	<ul> <li>i) Administrative Responsibility (including Dean/Principal/Chairperson/Convenor/Teacher- in- charge/ similar other duties that require regular Office hours for its discharge)</li> <li>ii) Participation in Board of Studies, Academic and Administrative committees</li> <li>(Member of 1. Admission committee 2. admission verification committee 3. Arun Sen Prize distribution committee 4. Arrear committee &amp; Exam committee)</li> </ul>	+102	22.8	22.8	Annexure
	<ul> <li>i) Administrative Responsibility (including Dean/Principal/Chairperson/Convenor/Teacher- in- charge/ similar other duties that require regular Office hours for its discharge)</li> <li>ii) Participation in Board of Studies, Academic and Administrative committees</li> <li>(Member of 1. Admission committee 2. admission verification committee 3. Arun Sen Prize distribution committee 4. Arrear</li> </ul>	+102	22.8	22.8	Annexure
(c)	<ul> <li>i) Administrative Responsibility (including Dean/Principal/Chairperson/Convenor/Teacher- in- charge/ similar other duties that require regular Office hours for its discharge)</li> <li>ii) Participation in Board of Studies, Academic and Administrative committees</li> <li>(Member of 1. Admission committee 2. admission verification committee 3. Arun Sen Prize distribution committee 4. Arrear committee &amp; Exam committee)</li> </ul>	+102	22.8		Annexure

*For all categories of Teachers	24.2
(Assistant/Associate)	
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.	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) <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)

#### 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-VII: Microbiology Unit 1-6 (Theo) Paper-X B unit. 1-3 (Prac) CC1-Unit 3, 5 (Theo) Prac: Phycology - Unit 1, 2 CC3: Unit 1-5 (Theo) Prac: Fungi 1,2 CC5: Unit 1-9 (Theo) Prac: 1-8 CC10:Unit 1-7 (Theo) Prac: 1-6	U.G. Part-III and CBCS SEM-I, II, III & IV	L, P	259	34.5		Annexure I (Academic audit)
2.	Botany General Course Paper-IV Gr. A – Microbiology Unit 1-4 (Theo) & Gr. B Unit 1 (Prac) CC1A/GE1- Unit 3, 6 (Theo) Prac: 1- b, 2-a. CC1B/GE2- Unit 1-5 (Theo) Prac: Unit 3. CC1C/GE3- Unit 1-3 (Theo) Prac: Unit 1-3. CC1D/GE4- Unit 5-8 (Theo)	U.G. Part-III and CBCS SEM-I, II, III & IV	L, P	173	23.1		
	Maximum API Scot i) Assistant Profess ii) Assistant Profess iii) Assistant Profes	or Stage I : 70 or Stage II : 70	0			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

SI. No.	Type of Examination Duties	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 :			20	
	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/ITasst. teaching:

Sl. No		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 : 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):

Γ	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						
	<ul> <li>i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.)</li> <li>(Organizer of Student seminar+ Study visit [AJC Bose IBG Howrah on 1-2 March 2019])</li> </ul>	6+16=22	2.2	2.2	Annexure		
	<ul> <li>ii) Other co-curricular activates (Cultural, Sports, NSS, and NCC etc.)</li> <li>(Participated in College level sports as volunteer + Cultural events as volunteer)</li> </ul>	12+8=20	2.0	2.0	Annexure		
	iii) Extension and dissemination activities (public/popular lectures/talks/seminars)				Annexure		
(b)	(Max API Score : 15)       4.2         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		
	<ul> <li>ii) Participation in Board of Studies, Academic and Administrative committees</li> <li>(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)</li> </ul>	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)			19.2			
	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

<b>i</b> )	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.	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.	Botany Honours Course CC1-Unit 3, 5 (Theo) Prac: Phycology - Unit 1, 2 CC3: Unit 1-5 (Theo) Prac: Fungi 1,2 CC5: Unit 1-9 (Theo) Prac: 1-8 CC10:Unit 1-7 (Theo) Prac: 1-6 CC12: Unit 1-7 CC13: Unit 5-7 CC14: Unit 2-5 Prac: 1-6	U.G. CBCS-SEM- I, II, III, IV, V & VI	L, P	268	35.7		Annexure I (Academic audit)
2.	Botany General Course CC1A/GE1- Unit 3, 6 (Theo) Prac: 1- b, 2-a. CC1B/GE2- Unit 1-5 (Theo) Prac: Unit 3. CC1C/GE3- Unit 1-3 (Theo) Prac: Unit 1-3. CC1D/GE4- Unit 5-8 (Theo) DSE-1A: UNIT 4, 10 Prac: Unit 4 DSE-1B: UNIT 1, 4, 8-10 Prac: Unit 1, 6-9	U.G. CBCS SEM-I, II, III, IV, V & VI	L, P	167	22.3		
	Maximum API Sc i) Assistant Profe ii) Assistant Profe iii) Assistant Profe	ssor Stage I : 70 ssor Stage II : 79	0			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

SI. No.	Type of Examination Duties	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 : 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		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 : 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

	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 ar	nd field based A	ctivities		
	<ul> <li>i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.)</li> <li>(Organizer of Student seminar + Study visit[Vizag and adjoining areas from 19/12/2019 to 24/12/2019])</li> </ul>	6+48=54	5.4	5.4	Annexure
	<ul> <li>ii) Other co-curricular activates (Cultural, Sports, NSS, and NCC etc.)</li> <li>(Participated in College level sports as volunteer+ Cultural events as volunteer)</li> </ul>	12+8=20	2.0	2.0	Annexure
	<ul><li>iii) Extension and dissemination activities</li><li>(public/popular lectures/talks/seminars)</li><li>(Judge at Suri-I Block SYSF-2019)</li></ul>	6	0.6	0.6	Annexure
	(Max API Score : 15)			8.0	
(b)	Contribution to Corporate life and management of the participation in through participation in responsibilities require regular office hrs for its discharge)				
	i) Administrative Responsibility (including	82+53=135	13.5	13.5	Annexure
	Dean/Principal/Chairperson/Convenor/Teacher- in- charge/ similar other duties that require regular Office hours for its discharge) (Member IQAC; Coordinator Mass Comm. & Journalism)				Timexure
	<ul> <li>charge/ similar other duties that require regular Office hours for its discharge)</li> <li>(Member IQAC; Coordinator Mass Comm. &amp; Journalism)</li> <li>ii) Participation in Board of Studies, Academic and Administrative committees</li> <li>(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)</li> </ul>	6+6+74+4+4+ 20+8 =122		12.2	Annexure
	<ul> <li>charge/ similar other duties that require regular Office hours for its discharge)</li> <li>(Member IQAC; Coordinator Mass Comm. &amp; Journalism)</li> <li>ii) Participation in Board of Studies, Academic and Administrative committees</li> <li>(Convenor of 1. Research and Publication committees, 2. Convenor Grievance Redressal Cell, 3. Member of Admission committees, 4. Student counseling and Placement committees, 5. G.B. Member of Arun Sen Memorial Foundation, 6. Cultural committee, 7. MIS</li> </ul>	20+8			
(c)	<ul> <li>charge/ similar other duties that require regular Office hours for its discharge)</li> <li>(Member IQAC; Coordinator Mass Comm. &amp; Journalism)</li> <li>ii) Participation in Board of Studies, Academic and Administrative committees</li> <li>(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)</li> </ul>	20+8		12.2	

*For all categories of Teachers (Assistant/Associate)	33.8	
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.	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) <u>01.07.2020-14.12.2020</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

SI.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 3, 5 (Theo) Prac: Phycology - Unit 1, 2 CC5: Unit 1-9 (Theo) Prac: 1-8 CC12: Unit 1-8 Prac: 1-7	U.G. CBCS SEM-I, III, V	L	248	33.1		Annexure I (Academic audit)
2.	Botany General Course CC1A/GE1- Unit 3, 6 (Theo) Prac: 1- b, 2-a. CC1C/GE3- Unit 1-3 (Theo) Prac: Unit 1-3. DSE-1A: UNIT 4, 10 Prac: Unit 4	U.G. CBCS SEM-I, III, V	L	167	22.3		
	Maximum API Sc i) Assistant Profe ii) Assistant Profe iii) Assistant Profe	ssor Stage I : 70 ssor Stage II : 79	0			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

SI. No.		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			
	Internal continuous assessments including question paper setting, invigilation and evaluation	128.1			

Maximum API Score :		15.1	
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:

	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 an	nd field based A		•	
	<ul> <li>i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.)</li> <li>(Organizer of Student seminar)</li> <li>ii) Other co-curricular activates (Cultural, Sports, NSS, and NCC etc.)</li> </ul>	18	1.8	1.8	Annexure
	iii) Extension and dissemination activities (public/popular lectures/talks/seminars)				
	(Max API Score : 15)	1	1	1.8	
(b)	Contribution to Corporate life and management of the participation in through participation in responsibilitie require regular office hrs for its discharge)	es (including as	Principal / Dire	ctor that	
	<ul> <li>i) Administrative Responsibility (including Dean/Principal/Chairperson/Convenor/Teacher- in- charge/ similar other duties that require regular Office hours for its discharge)</li> <li>(Departmental Head, Member of IQAC; Coordinator Mass Comm. &amp; Journalism, member, UGBS)</li> </ul>	36+32+26+12	2=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- 16=108	+2+4+ 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) <b>i. Participation in Refresher course from UGC, HRDC, RTM Nagpur University, Nagpur</b>	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/ISB N No.	Whether peer Reviewed. Impact factor, if any	No. of Co- author	Whethe r you are the main author	API Score	Remarks
1.	In-vitro study on the hemolytic activity of different extracts of Indian medicinal plant <i>Croton</i> <i>bonplandianum</i> 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	$2.5$ $\boxed{\frac{25x0.3}{3}}$	Annexure
2.	Phytochemical screening and in- vitro evaluation of antibacterial potential of leaf extract of <i>Eucalyptus globules</i> 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	$12.5$ $\boxed{\frac{25x}{2}}$	Annexure
3.	Evaluation of Cytotoxic Potential of Acetamiprid on <i>Allium cepa</i> 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	$12.5$ $\boxed{\begin{array}{c} 25x \\ 2 \end{array}}$ Tota	Annexure 1 = 27.5

\*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 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

SI. No.	Title of the publication with page no. and year of publication	Name of the of publisher		Whether you are the main author	

#### 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

SI. No	Title of Major Policy document prepared	Date and year of acceptance of the Major Policy documents	•	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

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
	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 for specific pro	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	T CHOU
I	CATEGORY I:					
	Teaching, learning and evaluation related activities	62.1	87.6	88.0	80.5	318.2
	(to be assessed yearly)					
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	27.5				27.5
	(to be assessed cumulatively for assessment period)					
II + III	<b>Total API score</b> (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

	Criteria	API Score for previous 3/4/5/6 academic years as applicable for specific proposed stage of promotion from Stage I/ <del>II/III</del> to Stage II/ <del>III/IV</del>				Total API score for the assessment period		Percentage Distribution of Weightage Points in the Expert		
		15.1 2.16 to 30.0 6.17	01.0 7.17 to 06.1 2.17	07.1 2.17 to 30.0 6.18	01.0 7.18 to 30.0 6.19	01.0 7.19 to 30.0 6.20	01. 07.2 0 to 14.1 2.20			Assessment (Applicable only for selection committee)
Ι	<b>CATEGORY I:</b> Teaching, learning and evaluation related activities ( <i>to be</i> <i>assessed yearly</i> )	124.5	125	62.1	87.6	88.0	80.5	567.7	Average API/Year 113.5	_
Π	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			Assessment Period 15.12.16 to 06.12.17 Assessment Period 07.12.17 to 14.12.20					7.5 27.5		_
II+ III	assessed cumulatively for assessment period) Total API score (Category II + Category III)/ Assessment Period)			Assess 12.16 t	ment P			198.2		
Ś	Signature of the Incumben	 t		gnature IQAC 1				 Sig		Principal/TIC/OIC e and seal
	Date of Screening Committee / Selection committee and Venue		e:					Venue:		
	Recommendation of the Screening/Selection Committee for promotion on CAS with date of effect of promotion	Screening/Selection Committee for promotion on CAS with date of effect of CAS with date of effect of					tage I / <del>H / HI</del> re not applical			
	 Signature of the Principal/TIC/OIC with date and seal	 the	DPI N	ominee		ignatu late and		of th Exp	te and sea	Signature of the Subject Expert/s with date and seal

## Subject: Botany

# SUMMARY OF API SCORE: FOR THOSE WHERE ASSESSMENT PERIOD COVERS BOTH UGC REGULATIONS, 2010 AND UGC REGULATIONS, 2016 (4<sup>TH</sup> 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 Peri	od		
		ore up to 2.2017	API sco	ore w.e.f. 07.12.2017		
	00.12	API		API	Total API score in Assessmen t Period	Percentage Distribution of Weight age Points in the Expert Assessment
		(A)		( <b>B</b> )	( <b>A</b> + <b>B</b> )	(applicable only for selection committee for Associate Professor)
Cat I	<b>Category I</b> (teaching-lea rning & eval uation 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	<b>Category II</b> (co -curricular, ext ension 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 cumulativel y for the assessment period]	7.5	CategoryIII(researchandacademiccontribution)[to be assessedcumulatively forthe assessmentperiod]	27.5	35.0	
	1	Category II -	+ Category III		198.2	
Select		of the Sc tee for pror ffect of promo	notion on (Stri	ommended for promotion from theout which are not applicable e of effect:		o Stage II/ <del>III/IV</del>
Prin	nature of the acipal / TIC / with date and seal	Nominee	ure of the DPI with date and sea	Signature of the Subject Expert with date and seal		e of the Subject 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 (Nominated by the VC of the affiliating University) (Nominated by the VC of the affiliating University)

Signature of the Expert with Date and Seal

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

Signature of the Principal/ OIC of College

#### **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'sname : Late GOPAL CHANDRA ROY 3. Department : Economics, Suri Vidyasagar College 4. Current Designation & GradePay :Assistant Professor (stage-I)&AGP Rs. 6000/-5. Date of last Promotion : N.A. Addressfor correspondence (with pincode) :PRATHAMA APARTMENT; RAICHARAN DEV 6. ROAD, P.O - BOLPUR; DIST - BIRBHUM; W.B PIN- 731204 7. PermanentAddress : Do.

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

- 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 b. DateofConfirmation : 10/05/2014;(*Refer to Page No.....*)

: 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 eligibility for Promotion : 10/05/2020
- 14. Educational Qualification (Graduationonwards):

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

- 15. ResearchDegree(s): N/A.
- 16. Details of Teaching/ Research/AcademicExperience:

Designation	Employer	Period of service		Scale of pay
		From	То	
	Suri Vidyasagar College, Suri, Birbhum, West Bengal	10.05.2014 to till		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
	B.A PART -I PAPER -1,3 Part -II Paper – 4 Part-III Paper – V, VII	Hono urs	L	296/300	98.2	49.1	Refer to Academic audit page no
	B.A PART -I PAPER -1,3 Part -II Paper – 4 Part-III Paper – V, VII	Gener al	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 ( <b>Maximum 50</b> 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 ( <b>Max score - 10</b> )	10

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

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

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

Max10

5

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

- (b) Participation/Innovative –Interactivecourses: 5
- (c) Participn./Innovative –LearningModules: 5
- (d) Participn./Innovative Case Studies prepared:
- (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	10	Refer to page no
	General)		
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	

#### $(iv) \\ Examination duties assigned and performed$

(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/ContinuousAssess ments	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.

51.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: 5each Max10	One day Educational Tours to Bakreswar, Birbhum 0n 12.01.2015	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 Instnlevel 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			
	<ul> <li>d) Conf Organization/ChairSecretary/Treasurer</li> <li>(I) International:10</li> <li>(II) National/Reg:5</li> <li>(III) Member: 1each</li> </ul>			
	(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/	Participation of Seminar -6	10	Refer to page no
	Training less than a week: 5 each Max 10         d) Membership/Participation in State/         Gamma Deliver (Gamma 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)		10	
	Total Score (I +II+III) (Max :50)		40	
	Minimum API Score required – 15			

Please mention your contribution to any of the following:

#### 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		% of classes taken as per documented record	API Score	Remarks
	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
	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 &	47.7
	proportionatescoreupto80% performance, belowwhichnoscore may begiven)	
b)	Teaching load in excess of UGC norms/ Special Lectures/ Classes taken at the study centre located in the District	10
	other than Kolkata ; 3 extra classes taken (Max score - 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	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	
	score based on preparation and Impartingof knowledge uction as per curriculum and syllabus enrichment by ding additional resources to students ( <b>Max. score:20</b> )			20		

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

- (a) Updating of Courses/CurriculumDesign: 5 per course Max10
- (b) Participation/Innovative –Interactivecourses: 5
- (c) Participn./Innovative –LearningModules: 5 Max10
- (d) Participn./Innovative Case Studies prepared:
- (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	l above	API Score	Remarks
1.	Learning module (Teaching Plan for Economics)	10	Refer to page no	
	General)			
2.	Use of ICT or Computer-aided methods-Microso	oft	5	Refer to page no
	PowerPoint.			
3	Participation/Innovative –Interactivecourses		5	Refer to page no
	(seminar/quiz/extempore etc)			
	(Max API Score:20) T	otalScore:	20	

5

#### (iv) Examination duties assigned and performed

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

- (b) Internal/ContinuousAssessmentworkasallotted-10[100%compliance];
- (c) ExamCoordination Cell/Outstation or FlyingSquad: 10 [100% compliance]

SI. 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 po	ints 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			
	<ul> <li>e) Conf Organization/ChairSecretary/Treasurer</li> <li>(I) International:10</li> <li>(II) National/Reg:5</li> <li>(III) Member: 1each</li> </ul>			
	(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/	Participation of Seminar -3	06	Refer to page no
	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			
			06	
	(Max API Score : 15) Total Score (I +II+III) (Max :50)		36	
	Total Score (I +II+III)     (Max :50)       Minimum API Score required – 15			

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

#### Session/ Year 01.07.2016-30.06.2017

#### (Tobecompleted 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		% of classes taken as per documented record	API Score	Remarks
	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
	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 &	50
	proportionatescoreupto80%performance,belowwhichnoscore may begiven)	
b)	Teaching load in excess of UGC norms/ Special Lectures/ Classes taken at the study centre located in the District	10
	other than Kolkata, 5 extra classes taken (Max score - 10)	

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

Sl. No.	Course/ Paper	Consulted	Prescribed	AdditionalResource	API Score	Remarks
				Provided		
	Honours Course		Reference Books, Authentic Text Books etc.	Study materials (hard copies), PPT etc.	10	Refer to page no
2.	General Course		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 ( <b>Max. score:20</b> )					20	

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

(a) Updating of Courses/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
	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		University final exams Part-I, II & III (Hons., Gen. & Compulsory) exams.	100	10	Refer to page no
2.	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** Please mention your contribution to any of the following:

RELATED ACTIVITIES.

Sl.No.	Type of Activity	Average Hrs/week	API Score	Remarks
	(I)Extension, Co-curricular &field-basedActivities (5 points		-	
	a) Field Study/Ed. Tours/ Placement: 5each Max10	One day Ed.Tours to RajnagarRajbari, Birbhum On 10.01.2017	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 as volunteer. at Instnlevel 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	API	
		responsibilities	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			
	f) 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)		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		% of classes taken as per documented record	API Score	Remarks
	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
	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 &	50
	proportionatescoreupto80% performance, belowwhichnoscore may begiven)	
b)	Teaching load in excess of UGC norms/ Special Lectures/ Classes taken at the study centre located in the District	10
	other than Kolkata, 4 extra classes (Max score - 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 stude		yllabus enrichmer	partingof knowledge /instruction as it by providing additional resources		20	

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

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

(b) Participation/Innovative –Interactivecourses: 5

(c) Participn./Innovative –LearningModules: 5

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

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

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

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

5

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	10	Refer to page no
	General)		
2.	Use of ICT or Computer-aided methods-Microsoft	5	Refer to page no
	PowerPoint		
3	Use of Interactive courses (Seminar, extempore, quiz)	5	
	(Max API Score:20) TotalScore:	20	

#### (iv) Examination duties assigned and performed

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

 $(b)\ Internal/Continuous Assessment work as all otted -10 [100\% \, compliance];$ 

(c) ExamCoordination 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 final exams	100	10	Refer to page no
2.		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	ch)		
	a) Field Study/Ed. Tours/ Placement: 5each Max10			
	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 as volunteer. at Instnlevel 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)		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 – 1. admission committee 2. library committee 3. computer purchasing committee 4. Sports committee	10	Refer to page no
	c) Student Welfare/Placement / Counseling/ Discipline 5 each Max 10			
	<ul> <li>g) Conf Organization/ChairSecretary/Treasurer</li> <li>(I) International:10</li> <li>(II) National/Reg:5</li> <li>(III) Member: 1each</li> </ul>			
	(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			
<u></u>	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			
L	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	1

	Minimum API Score required – 15			
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#### 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

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

\*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	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.	 ISSN/ISBN No.	 · · · · · · · · · · · · · · · · · · ·	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

1. International Conference - 10/publication

**Conf. proceedings as full paper:** 2. National –7.5/each

3. Regional/State level - 5/each

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

#### iii) Bookspublishedassingleauthororaseditor

S1.	Title with	Book title, editor	ISSN/ISBN No. (Or,	Whether peer	No.of Co-author	Whether you are	API
No.	page no.	& publisher	Renowned publishers) See	reviewed.		the main author	Score
			Cat 1-4 as above				
			for scores				

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.	Book & authorship	Whether peer reviewed.	Co-author	2	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	U	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:

API Score for Consultancies-

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

5

API Score for Quality Evaluation-

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

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

S1. No.	Title	Agency	Period	Grant/ Amount mobilized (Rs. lakh)	API score

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

Sl. No.	Title	Agency		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.	0	03.06.2017	HRDC, Himachal Pradesh University, Shimla; Himachal Pradesh	20	Annexure

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

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 "	HemramMaha vidyalaya	National Level	7.5	Annexure
2.	Sustainable Agricultural Development: Issues & Challenges in West Bengal	"Sustainable Agricultural Development: Issues &Challenges"	Dr.B.N D.S. Mahavidyalay a 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"	University Date: 20/12/16-	International Level	10	Annexure
4.	Scenario of Women Empowerment in West Bengal	Role of social Sectors and public Policies in Economic Development	Visva- Bharati	National Level	7.5	Annexure

-7.5

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

#### 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	Title of	Organized	Whether International/	API score
	Lecture/ Academic	Conference/	by	National/State/ Regional/College	
	session	Seminar		Or University level	

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

			ore for previous proposed stage	Total API score		
Criteria		10.05.14- 30.6.15 (14-15)	2015-16	2016-17	1.7.2017 – 6.12.2017 (16-17)	for assessment period
I	Teaching, learning and Evaluation related Activities	119.1	117.7	120	120	476.8
п	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

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 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 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.	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&	B.A (General) under CBCS	L	134	17.9		
	Maximum API i) Assistant Pro ii) Assistant Pr	Score: ofessor Stage I:70 ofessor Stage II:70 rofessor Stage III: 70				37.2	

\*Lectures, Tutorials, 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 : 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, 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	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 : 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 require	d 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.	· · · ·	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 Activ	vities			
	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	Annexure Sl.no Page no
	ii) Other co-curricular activates (Cultural, Sports, NSS, and NCC etc.)		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 sport through participation in responsibilities(including as Princip Principal / Director that require regular office hrs for its disc i) ) Administrative Responsibility ( including Dean/Principal/Chairperson/Convenor/Teacher- in-charge/ similar other duties that require regular Office hours for its	al / Director resp		pation in	
(b)	Contribution to Corporate life and management of the sport through participation in responsibilities(including as Princip Principal / Director that require regular office hrs for its disc i) ) Administrative Responsibility ( including Dean/Principal/Chairperson/Convenor/Teacher- in-charge/	al / Director resp		pation in	Annexure Sl.no Page no
(b)	Contribution to Corporate life and management of the sport through participation in responsibilities(including as Princip Principal / Director that require regular office hrs for its disc 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 3. computer purchasing committee	pal / Director resp charge) 122	onsibilities(includin	pation in ng as	Sl.no
(b) (c)	Contribution to Corporate life and management of the sport through participation in responsibilities(including as Princip Principal / Director that require regular office hrs for its disc 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 (Max API Score: 15) Professional Development activities (such as participation in seminars talks, lectures in refresher / faculty develop dissemination and general articles and any othercontrib	122 (93+06+08+15) on in seminars ac nent courses men	12.2	pation in ng as 12.2 12.2 12.2 articipation	Sl.no
	Contribution to Corporate life and management of the sport through participation in responsibilities(including as Princip Principal / Director that require regular office hrs for its disc 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 (Max API Score: 15) Professional Development activities (such as participation in seminars talks, lectures in refresher / faculty development	122 (93+06+08+15) on in seminars ac nent courses men	12.2	pation in ng as 12.2 12.2 12.2 articipation	Sl.no
	Contribution to Corporate life and management of the sport through participation in responsibilities(including as Princip Principal / Director that require regular office hrs for its disc 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 (Max API Score: 15) Professional Development activities (such as participation in seminars talks, lectures in refresher / faculty develop dissemination and general articles and any othercontrib	122 (93+06+08+15) on in seminars ac nent courses men	12.2	pation in ng as 12.2 12.2 12.2 articipation	Sl.no

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
ĺ	ii)	Stage II to III	120/Assessment Period
	iii)	Stage III to IV	150/Assessment Period

To G.O. No. 1373-Edn (CS)

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/	Level	Mode of	Actual hours	Actual Score	API	Remarks
	Paper		Teaching		(Actual hours spent per Academic Year ÷7.5 for Assistant Prof. & ÷7.75 for Associate Prof.)	Score	
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.		UG (General) under CBCS	L	130	17.3		
	Maximum A i) Assistant ii) Assistant	API Score : Professor Stage I : Professor Stage II t Professor Stage II	: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.		per Academic Year		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: 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, 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:

	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 : 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.

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

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

	Type of Activity	Actual hours spent per Academic Year	Actual Score (Actual hours spent per Academic Year÷10) *		Remarks
(a)	Student related Extension, Co-curricular &field-basedActiv	ities	· · · · · · · · · · · · · · · · · · ·	L	
	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	1
(b)	Contribution to Corporate life and management of the sport through participation in responsibilities (including as Princi Principal / Director that require regular office hrs for its disc	pal / Director responsi			
	i) Administrative Responsibility (including	143+87=230	23.0	23.0	1
	Dean/Principal/Chairperson/Convener/Teacher- in- charge/ similar other duties that require regular Office hours for its discharge)( <b>H.O.D &amp; Asst Teachers'</b>				
	Dean/Principal/Chairperson/Convener/Teacher- in- charge/ similar other duties that require regular Office hours for its discharge)( <b>H.O.D &amp; Asst Teachers'</b> <b>Council Secretary</b> ) ii) Participation in Board of Studies, Academic and Administrative committees <b>Member of</b> <b>1. admission verification committee</b> <b>2. computer purchasing committee</b> <b>3. library committee</b>	84 (42+11+08+23)	8.4	8.4	Annexure Sl.no Page no
	Dean/Principal/Chairperson/Convener/Teacher- in- charge/ similar other duties that require regular Office hours for its discharge)( <b>H.O.D &amp; Asst Teachers'</b> <b>Council Secretary</b> ) ii) Participation in Board of Studies, Academic and Administrative committees <b>Member of</b> L admission verification committee	84			Sl.no
(c)	Dean/Principal/Chairperson/Convener/Teacher- in- charge/ similar other duties that require regular Office hours for its discharge)( <b>H.O.D &amp; Asst Teachers'</b> <b>Council Secretary</b> ) ii) Participation in Board of Studies, Academic and Administrative committees <b>Member of</b> <b>1. admission verification committee</b> <b>2. computer purchasing committee</b> <b>3. library committee</b> <b>4. sports committee</b> .	84 (42+11+08+23) on in seminars activit ment courses member	8.4 ies (such as par	8.4 15	Sl.no
(c)	Dean/Principal/Chairperson/Convener/Teacher- in- charge/ similar other duties that require regular Office hours for its discharge)( <b>H.O.D &amp; Asst Teachers'</b> <b>Council Secretary</b> ) ii) Participation in Board of Studies, Academic and Administrative committees <b>Member of</b> <b>1. admission verification committee</b> <b>2. computer purchasing committee</b> <b>3. library committee</b> <b>4. sports committee</b> <b>4. sports committee</b> <b>5. (Max API Score: 15)</b> <b>Professional Development activities (such as participatio in seminars talks, lectures in refresher / faculty development</b>	84 (42+11+08+23) on in seminars activit ment courses member	8.4 ies (such as par	8.4 15	Sl.no

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 07.12.2017This 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 01.07.2019-09.05.2020

(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 RELATED ACTIVITIES

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

Sl.No	Course/ Paper	Level	Mode of Teaching	per Academic Year	Actual Score (Actual hours spent per Academic Year ÷7.5 for Assistant Prof. & ÷ 7.75 for Associate Prof.)	Score	Remarks
1.		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 Sta ii) Assistant Professor Sta iii) Assistant Professor St	ge II:70	<u>.</u>			52.1	

\*Lectures, Project Supervision and FieldWork WorkloadasperUGCRegulations2016:

	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 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: i) Assistant Professor Stage I: 20 ii) Assistant Professor Stage II: 20 iii) Assistant Professor Stage III: 20			20	

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

# 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. of popular Prog /Teaching Web-based/E-Library/IT-asst.teaching:

Sl. No		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: 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.

TATT	winning at 1 Score required for promotion under CAS for CATEGORT 1 (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				

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

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

Sl.No.	Type of Activity	Actual hours spent per Academic Year		API Score	Remark s			
(a)	Student related Extension, Co-curricular &field-basedActivities							
	i) Discipline related co-curricular activit (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	,	1.4	1.4	Annexure Sl.no Page no			
	<li>ii) Other co-curricular activates (Cultura Sports, NSS, and NCC etc.)as ANO of NCC</li>		14.6	14.6				
	iii) Extension and dissemination activitie (public/popular lectures/talks/seminars	es						
	(Max API Score : 15)			15				
(b)	Contribution to Corporate life and mana participation in responsibilities (includir that require regular office hrs for its disc	ng as Principal / Dire charge)	ector responsibilities (including as Pr	incipal / Directo	or			
	<ul> <li>i) Administrative Responsibility ( including</li> <li>Dean/Principal/Chairperson/Conven</li> <li>or/Teacher- in-charge/ similar other</li> <li>duties that require regular Office</li> <li>hours for its discharge)</li> <li>(Head of the department</li> <li>&amp; Teacher's council secretary)</li> </ul>	154+92	24.6	24.6	Annexure Sl.no Page no			
	<ul> <li>iii) Participation in Board of Studies, Academic and Administrative committeesMember of</li> <li>1. Admission committee</li> <li>2. Librarycommittee,</li> <li>3. sports committee,</li> <li>4. computer purchase committee</li> <li>(Max API Score: 15)</li> </ul>	85 (43+8+22+12)	8.5	8.5	Annexure Sl.no Page no			
С	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-d applicable in Economics, from 02.07.2019	isciplinary) to 15.07.2019	72	7.2				
	*For all categories of Teachers (Assistan Total <b>Score</b> (a +b+c) ( <b>Max:45</b> )	nt/Associate)		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

	Title of the publication with page no. and year of publication		Whether you are the main author	

#### 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

SI. 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

SI.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:

SI. 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.	<b>v v</b>	Major Policy documents	policy was prepared	International/ National/Cent ral Govt./State Govt./Local Bodies.	API score

#### 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.	Title of the invited	Title of Conference/	Organized	Whether International/	API
No.	lecture/paper Presented	Seminar with Date	Ву	National/State or University	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		I	04/Assessme	ent Period			
	ii) Stage II to			III	10/Assessment Period			
	iii) Stage III to			) IV	15/Assessment Period			
SI. I			Course/Paper for module was prepa		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

	Roy Subje								
Categor	Criteria API Score for previous 3/4/5/6 academic years as applicable for specific							Total API	
у		propos	proposed stage of promotion from Stage I/ <del>II/III</del> to Stage II <del>/III/IV.</del>						score for
		01.07.15 01.07.1 01.07.1 07.12 01.07.1 01.07.19					assessment		
		10.05.14		01.07.1 6to	7 to	07.12. 17 –	8 to		period
		to	to 30.06.16	30.06.1	06.12.17	17 – 30.06.	30.06.19	to 09.05.202	
		30.06.15	30.00.10	7	00.12.17	30.00. 18	50.00.19	09.05.202	
I	<b>CATEGORY</b> <b>I:</b> Teaching, learning and evaluation related activities	119.1	117.7	120	120	67.2	82.8	82.1	708.9
	(to be assessed yearly)								
Π	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
Ш	CATEGORY III: Research and Academic Contributions (to be assessed cumulatively for assessment period)		52.5				04		56.5
II + III	<b>Total API</b> score (Category II + Category III)/	131	+52.5=183	.5		93	+4=97		280.5
	Assessment Period)								

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			stage of <b>p</b>	promotio	n from S			Total API score for the assessment period		Percentage Distribution of Weightage Points in the Expert Assessment (Applicable only for selection committee)
<b>CATEGORY I:</b> Teaching, learning and evaluation related activities (to be assessed yearly)	1.911	117.7	120	120	67.2	82.8	82.1	708.9	Average API/Year 118.2	
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	
CATEGORY III: Research and Academic Contributions ( <i>to be</i>							1		52.5 4.0	
assessed cumulatively for assessment period) Total API score (Category II + Category III)/									280.5	
	CATEGORY I: Teaching, learning and evaluation related activities (to be assessed yearly) CATEGORY II: Cocurricular, extension and professional development related activity (to be assessed cumulatively for assessment period) CATEGORY III: Research and Academic Contributions (to be assessed cumulatively for assessment period) Total API score (Category II +	CATEGORY I: Teaching, learning and evaluation related activities (to be assessed yearly)Image: Constraint of the second se	specific proposed sspecific proposed s10.05.20 14 to 30.06.20 1501.07.2 015 30.06.20 15CATEGORY I: Teaching, learning and evaluation related activities (to be assessed yearly)Image: Colspan="2">Image: Colspan="2" Image: Co	specific proposed stage of I StageStage10.05.20 14 to 30.06.20 1501.07.2 to to 30.06.20 01601.0 7.16 to 30.06.2 016CATEGORY I: Teaching, learning and evaluation related activities (to be assessed yearly)0E CATEGORY II: Courricular, extension and professional development related activity (to be assessed cumulatively for assessment period)0CATEGORY II: Courricular, extension and professional development related activity (to be assessed cumulatively for assessment period)0CATEGORY III: Research and Academic Contributions (to be assessment period)036303030Total API score (Category II + Category III)/Total Assee 10.05.201	specific proposed stage of promotion Stage II/HI/H10.05.20 14 to 30.06.20 1501.07.2 015 7.16 to 015 30.06.201.0 7.16 to to 01601.0 7.17 to to to 016CATEGORY I: Teaching, learning and evaluation related activities (to be assessed yearly)0101 1501 01601.0 7.16 to to 016CATEGORY II: Courricular, extension and professional development related activity (to be assessed cumulatively for assessment period)0101 015 to 01601.0 7.16 to 01601 010CATEGORY II: Courricular, extension and professional development related activity (to be assessed cumulatively for assessment period)036 4030 3025CATEGORY III: Research and Academic Contributions (to be assessment period)Assessment Period 10.05.20 Total API score (Category II + Category III)/Total ASsessment I 10.05.2014 to 09.0	$\begin{array}{ c c c c c c c c c c c c c c c c c c c$	$\begin{array}{ c c c c c c c c c c c c c c c c c c c$	$\begin{array}{c c c c c c c c c c c c c c c c c c c $	$\begin{array}{ c c c c c c c c c c c c c c c c c c c$	$ \begin{array}{ c c c c c c } \hline Specific proposed stage of promotion from Stage I/H/H to Stage I/H/H/H to Stage I/H/H to Stage I/H to Stage I/H$

Signature of the Incumbent	Signature of the Coordinator, IQAC with date and seal	Signature of the Prin. date and	•
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	<ul> <li>Recommended for promotion from Stage I / H are not approved</li> <li>Date of effect:</li> </ul>	0	∠ <b>IV</b> (Strike out which
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: 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 p	eriod		
	API score up to 06.	2.2017	API score w.e.f. 07.	12.2017	Tradat ADI	
		API		API	Total API score In the 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	<b>CATEGORY I</b> : 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	
САТ Ш	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	
Committee for	ation of the Screening /S or promotion on CAS wit effect of promotion		(Strikeout which a	re not app		I / <del>II/III t</del> o Stage II <del>/III/IV</del>
Principal/TIC/OIC D		nature of the PI Nominee 1 date and seal	Subjec	ture of the ct Expert/s ate and seal	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/<del>Stage 3</del>/Associate Professor (Stage 4</del>) Scale of Pay: Rs. 15600-39100/- or <del>Rs. 37400-67000/-</del> with AGP of Rs. 7000 /<del>8000/</del> 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/<del>Stage 2</del> /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 2) / 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 Govt. Nominee with Date and Seal (Nominated by the DPI, West Bengal)

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

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)

# PARTA: GENERAL INFORMATION

1.	Name (Block letters)	: DR. PRODIP KUMAR SARKAR
2.	Father's / <del>Mother's name</del> / <del>Husband's</del> 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.
б.	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.: E-mail:	Mobile No.: +918759057388 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	Pt. Ravishankar Shukla	Annexure Refer to Page no.
Refresher Course	Gujarat University	06.09.2021 to 19.09.2021	U.G.C., HRDC, Gujarat University.	Annexure Refer to Page no.

10.	a. Date of Appointment	: 03/02/2017	Annexure-
	b. Date of Confirmation	: 03/02/2017 (vide G.B. dated 23.03.18)	resolution no. 2 (iv) 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

Examination	Name of the University	Year of passing	Marks obtained (%)	Class/ <del>grade</del>	Remarks
B.A/ <del>B.Sc</del> ./ B.Com.	Visva-Bharati	2009	58.0	2 <sup>nd</sup>	Annexure
M.A/ <del>M.Sc</del> ./ M.Com.	Visva-Bharati	2011	57.0	$2^{nd}$	Annexure
Other exam., If any NET(UGC/CSIR)	UGC	2013	N/A	N/A UGC-JRF	Annexure

14. Educational Qualification (Graduation onwards):

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/ <del>D.Phil</del>	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 o	f service	Scale of pay
		From	То	
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	Signature of the Principal/TIC
Date:	Date:
Seal:	Seal

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

Session/ Year: (2016-17) <u>03.02.2017-30.06.2017</u> (Tobecompleted 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		% of classes taken as per documented record	API Score	Remarks
1.	<b>Sanskrit Honours</b> 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 ( <b>Maximum 50</b> 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 ( <b>Max score - 10</b> ) (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
			Web resources, text & ref	Study materials: Hand written notes, web resources, PPT, Printed materials etc.	10	Annexure
		· · ·	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 ( <b>Max. score: 20</b> )				20		

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

(a) Updating of Courses/Curriculum Design:	5 pe	er 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/Personalit	y Dev	v: 5 each Max 10	
(i) Special Programs in Phys.Edn./Library:	5 e	each Max 10	
(j) Innovative Composition/Creation in Music, Fine A	rts, Pe	erf 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.	5. 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	<b>Duties Assigned</b> (University final examinations of Part-I, II & III)	Extent to which Carried out (%)	API Score	Remarks
	(a)Invigilation (University Examination)	Yes	100%	10	Annexure
	(b)Internal/Continuous Assessments work as allotted (Paper setting, invigilation, evaluation for internal examination- base level, 1 <sup>st</sup> , 2 <sup>nd</sup> terminal, test exam. etc.)	Yes	100%	10	Annexure
	(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.

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	Ed. Tours (Harinsinge with Part I,II,III on 21/03/2017)	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	College Level Sports (Participated as volunteer)	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.Cultural Committee, 2.Sports Committee	10	Annexure
	c) Student Welfare/Placement / Counseling/ Discipline 5 each Max 10			
	<ul> <li>d) Conf Organization/Chair Secretary/Treasurer</li> <li>(I) International: 10</li> <li>(II) National/Reg: 5</li> <li>(III) Member: 1 each</li> </ul>			
	(Max API Score : 15)		10	
	(III)Professional Development Activities			
	<ul> <li>a) Member in Professional Committees</li> <li>(I)National 3 (II) State 2 ; Max 10</li> <li>b) Participation in Conf/Seminars</li> <li>Without paper: 2 each ; Max 10</li> </ul>			
	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)		20	
	Minimum API Score required – 15			

Please mention your contribution to any of the following:

# 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.	Course/Pap	Level	Mode of	Class	% of classes	API	Remarks
No.	er		teaching	allotted	taken as per	Score	
				as per	documented		
				schedule	record		
1.	Sanskrit	UG-Part-II &	L, T	120/120	100%		Annexure I
	Honours CC1 Sec B (1)	III and CBCS				50	(Academic
	CC 2 Sec A (1)	SEM-I					audit)
	Paper III b						,
	Paper VI B						
2.	Sanskrit	UG-Part-II &	L, T	104/104	100%		Refer to
	General CC 1 Sec I	III and CBCS					Page No
	Paper III B	SEM-I					-
	Paper IV 2, 3						

#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 ( <b>Maximum 50</b> 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 ( <b>Max score - 10</b> ) (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
	Honours	,	Web resources, text & ref	Study materials: Hand written notes, web resources, PPT, Printed materials etc.	10	Annexure
	General	,	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 ( <b>Max. score: 20</b> )				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 cou	rse – 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/Personal	ity 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	<b>Duties Assigned</b> (University final examinations of Part-I, II & III)	Extent to which Carried out (%)	API Score	Remarks
	(a)Invigilation (University Examination)	Yes	100%	10	Annexure
	(b)Internal/Continuous Assessments work as allotted (Paper setting, invigilation, evaluation for internal examination- base level, 1 <sup>st</sup> , 2 <sup>nd</sup> terminal, test exam. etc.)	Yes	100%	10	Annexure
	(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: 5 each Max 10	Ed. Tours (Deul with Sem I & Part II, III on 23/11/2017)	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	DPI Level Sports (volunteer)	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/Seme ster wise responsibiliti es	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.Sports Committee 2.Cultural Committee	10	Annexure
	c) Student Welfare/Placement / Counseling/ Discipline 5 each Max 10			
	<ul> <li>e) Conf Organization/Chair Secretary/Treasurer</li> <li>(I) International: 10</li> <li>(II) National/Reg: 5</li> <li>(III) Member: 1 each</li> </ul>			
	(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			
	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

SI. No.	1.9		No.		Co-author	Whether you are the main author	Score (+Impact	Remarks
1.	Baidyavidya Utsa	Sumedha	ISSN: 2393-	Peer Reviewed	0	Yes	Factor) 15	Annexure
	Atharba-Veda (Jan-June, 2017) pp. 49-55		8994					

\*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 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/Eform/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	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

Category 2: National/ State/ Central/ Societies Publisher - 5

Category 3: Subject books by other/Local Publisher -3

- 10

Category 4: Chapters in Knowledge-based Volumes -5

S1.	Title with	Book title,	ISSN/ISBN No. (Or,	Whether	No. of	Whether you	API	Remarks
No.	page no.	editor &	Renowned publishers)	peer	Co-author	are the main	Score	
		publisher	See Cat 1-4 as above	reviewed.		author		
			for scores					
1.	Adhana (April, 2017),	Bangla Sahitya	ISBN: 978-93-81245-91-0	Nil	0	Yes	5	Annexure
2.	Bharatbarshas ya 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.	 ISSN/ISBN No.	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

S1. No.	Title with page no.	Type of Book & authorship	Publisher & ISSN/ ISBN No. (I. International II. National III. Regional)	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	0	Organized or Sponsored by	(I) International/	Whether peer- reviewed/	No of Co- artists or	Whether you are the	API Score
	Exhibition with details of venue	Institution/ Company/ Agency,incl AIR/TV etc	(II) National/ (III) Regional	Impact	Performers	Solo artist/ performer	

## C) Ongoing and Completed Research Projects and Consultancies

9		
API Score for Projects-		
Cat I: (Sc -Rs 30 lakhs+ Non-Sc	2: 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 proj	ects of
Univ/Other agencies:		5
API Score for Consultancies-		
(Sc -Rs 10 lakhs+ Non-Sc: Rs 2 lakl	ns +):10	
API Score for Quality Evaluation-		
Major (Completed) Project Eva	1:	20
Minor (Completed) Project Eva	ıl:	10

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

S1. No.	Title	Agency	Period	Grant/ Amount mobilized (Rs. lakh)	API score

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

SI. No.	Title	Agency		Whether policy document. Patent as outcome	API score

## D) Research Guidance

 $\textbf{(i) Degree-oriented: } API \ Score-Ph.D. \ awarded-10; Ph.D. \ Submitted-7;$ 

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 – 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	0	Whether International/ National/State/Regional/ College or University Level	Remarks

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

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

Sl. No.	Title Lecture/ session	of ′ Acaden	the nic	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

Subject: Sanskrit

# Name of the Applicant: Dr. PRODIP KUMAR SARKAR Summary of API scores (03.02.2017 – 06.12.2017)

Category	Criteria	API Score for previous 3/4/5 for specific proposed stage of p Stage II	Total API Score for Assessment Period	
		03.02.17 to 30.06.17	01.07.17 to 06.12.17	
Ι	CATEGORY I:			
	Teaching, learning and evaluation related activities	107.6	110	217.6
	(to be assessed yearly)			
Π	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		25	
	(to be assessed cumulatively for assessment period)			
II + III	<b>Total API score</b> (Category II + Category III)/ Assessment Period)		65	

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)

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

 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
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
CC 2/GE2 Sec I Paper III B	U.G.(Gen.) Part-II & III and CBCS SEM- I & II	L	84	11.2		(Academic audit)
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

SI. No.	Type of Examination Duties	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) 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.	105	10.5	10.5	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 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 ar	nd field-based A	ctivities		
	<ul> <li>i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.)</li> <li>(Organizer and conduction of Student seminar)</li> </ul>	10	1.0	1.0	Annexure
	<ul> <li>ii) Other co-curricular activates (Cultural, Sports, NSS, and NCC etc.)</li> <li>(College level sports as volunteer + Cultural events as organizer and volunteer)</li> </ul>	14+12=26	2.6	2.6	Annexure
	(Max API Score : 15)			3.6	
(b)	Contribution to Corporate life and management of the participation in through participation in responsibilitie 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) <b>H.O.D.</b>	56	5.6	5.6	Annexure
	<ul> <li>ii) Participation in Board of Studies, Academic and Administrative committees</li> <li>(Member of 1. Sports committee 2. Cultural committee 3. Academic Advisory committee)</li> </ul>	22+10+26 =58	5.8	5.8	Annexure
	(Max API Score : 15)			11.4	
(c)	<ul> <li>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)</li> <li>i. One day State Level Seminar at Suri Vidyasagar College</li> <li>ii. One day workshop at Scottish Church College</li> </ul>	6+6=12	1.2	1.2	Annexure
	(Max API Score : 15)			1.2	
	*For all categories of Teachers (Assistant/Associate)			16.2	
	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.	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
ĺ	ii)	Stage II to III	120/Assessment Period
	iii)	Stage III to IV	150/Assessment Period

To G.O. No. 1373 -Edn (CS)

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) <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)

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

a) Direct teaching (16/14) hours per week as applicable) including Lectures, Tutorials, Practical, Project Supervision	1
and Field work	

Sl.No	Course/	Level	Mode of	Actual hours	Actual Score (Actual	API	Remarks
	Paper		Teaching	spent per Academic Year	hours spent per Academic Year ÷7.5 for Assistant Prof. & ÷7.75 for Associate Prof.)	Score	
1.	Sanskrit Honours CC1 Sec B (1) CC 2 Sec A (1) CC 3 Sec A CC 3 Sec A CC 4 Sec A CC 5 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		uuun)
	ii) Assistant Pro	Score : fessor Stage I : 70 fessor Stage II : 7( ofessor Stage III: 7	0				Refer to page no

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

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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

SI. No.	Type of Examination Duties	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 : i) Assistant Professor Stage I : 10 ii) Assistant Professor Stage II : 10 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 ar	nd field based A	ctivities		
	<ul> <li>i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.)</li> <li>(Student seminar+ Study visit to Deul on 16/02/19 with Hons Students)</li> </ul>	9+8=17	1.7	1.7	Annexure
	<ul> <li>ii) Other co-curricular activates (Cultural, Sports, NSS, and NCC etc.)</li> <li>(College level sports as Volunteer + Cultural events as Volunteer)</li> </ul>	14+15=29	2.9	2.9	Annexure
	(Max API Score : 15)			4.6	

(b)	Contribution to Corporate life and management of the participation in through participation in responsibilitie 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) <b>H.O.D.</b>	84	8.4	8.4	Annexure
	<ul> <li>ii) Participation in Board of Studies, Academic and Administrative committees</li> <li>(Member of 1. Cultural committee 2. Academic Advisory committee)</li> </ul>	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)			18	
	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.	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: (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.		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	U.G.(Gen.) CBCS SEM-I, II, III, IV, V & VI	L	182	24.3		
	ii) Assistant Pr	I Score : :ofessor Stage I : 70 :ofessor Stage II : 7( :rofessor Stage III: '	0			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

SI. No.		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 :			20	
	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:

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.		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 an	nd field-based A	activities		
	<ul> <li>i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.)</li> <li>(Student seminar + Study visit to Gonpur on 18/02/20 with Hons Students)</li> </ul>	8+8=14	1.6	1.6	Annexure
	<ul> <li>ii) Other co-curricular activates (Cultural, Sports, NSS, and NCC etc.)</li> <li>(College level sports as Participant+ Cultural events as organizer)</li> </ul>	14+18=32	3.2	3.2	Annexure
	(Max API Score : 15)			4.8	

(b)	Contribution to Corporate life and management of the participation in through participation in responsibilitie 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) <b>H.O.D.</b>	76	7.6	7.6	Annexure
	<ul> <li>ii) Participation in Board of Studies, Academic and Administrative committees</li> <li>(Member of 1. Cultural committee 2. Library subcommittee 3. Academic Advisory committee)</li> </ul>	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)			16.4	
	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

SI. N	<b>0</b> .	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)

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) <u>01.07.2020-30.06.2021</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)

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 CC4 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		
	ii) Assistant	PI Score : Professor Stage I : 7( Professor Stage II : 7 Professor Stage III:	<b>'</b> 0			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

SI. No.		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:

	Short Description (in terms of items) as listed above	Actual hours spent per Academic Year		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 a	nd field-based A	Activities		
	<ul> <li>i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.)</li> <li>(organizer and conduction of Student seminar)</li> <li>ii) Other co-curricular activates (Cultural, Sports,</li> </ul>	18	1.8	1.8	Annexure
	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) <b>H.O.D.</b>	112	11.2	11.2	Annexure
	ii) Participation in Board of Studies, Academic and Administrative committees	5+0+17=22	2.2	2.2	Annexure
	(Member of 1. Cultural committee 2. Sports committee 3. Academic Advisory committee)				
	(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

Ī	Sl. No.	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)

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: (2021-22) <u>01.07.2021-06.12.2021</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)

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 2/GE2 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		
	ii) Assistant 1	PI Score : Professor Stage I : 70 Professor Stage II : 7 Professor Stage III:	0			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

	spent per Academic Year	Academic Year ÷ 10	API Score	Remarks
Invigilation duties of University examination	00	28.4	28.4	Annexure
Evaluation of answer scripts of University exams	00			
Internal continuous assessments including question paper setting, invigilation and evaluation	284.3			
Maximum API Score :			20	
i) Assistant Professor Stage I : 20				
<ul><li>ii) Assistant Professor Stage II : 20</li><li>iii) Assistant Professor Stage III : 20</li></ul>				
	Invigilation duties of University examination Evaluation of answer scripts of University exams Internal continuous assessments including question paper setting, invigilation and evaluation <b>Maximum API Score :</b> i) Assistant Professor Stage I : 20 ii) Assistant Professor Stage II : 20	Academic YearInvigilation duties of University examination00Evaluation of answer scripts of University exams00Internal continuous assessments including question paper setting, invigilation and evaluation284.3Maximum API Score : i) Assistant Professor Stage I : 201	Academic YearAcademic YearAcademic Year10Invigilation duties of University examination0028.4Evaluation of answer scripts of University exams0028.4Internal continuous assessments including question paper setting, invigilation and evaluation284.3Maximum API Score : i) Assistant Professor Stage I : 2020	Academic YearAcademic YearAcademic Year10Invigilation duties of University examination0028.428.4Evaluation of answer scripts of University exams0010028.4Internal continuous assessments including question paper setting, invigilation and evaluation284.320Maximum API Score : i) Assistant Professor Stage I : 202020

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

- (k) Updating of Courses/Curriculum Design:
- (1) Participation/Innovative Interactive courses:
- (m) Participn./Innovative Learning Modules
- (n) Participn./Innovative Case Studies prepared:
- (0) 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:

Short Description (in terms of items) as listed above	Actual hours spent per Academic Year		API score	Remarks
Use of ICT or Computer-aided methods – ppt.	104	10.4	10.4	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 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 a	nd field-based A	Activities		
	<ul> <li>i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.)</li> <li>(Organizer and conduction of Student seminar)</li> <li>ii) Other co-curricular activates (Cultural, Sports, NSS, and NCC etc.)</li> </ul>	12	1.2	1.2	Annexure
	(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)				

	<ul> <li>i) Administrative Responsibility (including Dean/Principal/Chairperson/Convenor/Teacher- in- charge/ similar other duties that require regular Office hours for its discharge)</li> <li>H.O.D.</li> </ul>	39	3.9	3.9	Annexure
	<ul> <li>ii) Participation in Board of Studies, Academic and Administrative committees</li> <li>(Member of 1. Academic Advisory committee 2. Library Subcommittee)</li> </ul>	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	i)	Stage II to III	50/Assessment Period
ii	ii)	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,	No. of Co- author	r you are the main	API Score	Remarks
				if any		author		

\*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

SI. No.	Title of the publication with page no. and year of publication	Name of the of publisher		Whether you are the main author	

#### 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

SI. No	itle 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

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

S1. 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

SI. No.	Title of the invited lecture/paper presented	Organized By	Whether International/ National/State or University	API Score	Remarks
1.	Sanskrito Sahityo Samvar abong Vidyasagar: Akti Alochona	Department of History with IQAC, T.H.L.H. College	International	5	Annexure
	<b>Total* :</b> 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	
Ι	<b>CATEGORY I:</b> Teaching, learning and evaluation related activities (to be assessed yearly)	55.8	82.9	83.9	85.7	80.1	388.4
П	<b>CATEGORY II:</b> Cocurricular, extension and professional development related activity (to be assessed cumulatively for assessment period)	16.2	18	16.4	30.2	14.2	95
ш	CATEGORY III: Research and Academic Contributions (to be assessed cumulatively for assessment period)		1	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		ac spec	ademi ademi	c years oposed	as app stage o	us 3/4/5/ blicable f of promo age II/ <del>II</del>	or otion	Total API score for the assessment period		Percentage Distribution of Weightage Points in the Expert	
		03.0 2.17 to 30.0 6.17	01.0 7.17 to 06.1 2.17	07.1 2.17 to 30.0 6.18	01.0 7.18 to 30.0 6.19	01.0 7.19 to 30.0 6.20	01. 07.20 to 30.06. 21	01. 07.2 1 to 06.1 2.21			Assessment (Applicable only for selection committee)	
Ι	<b>CATEGORY I:</b> Teaching, learning and evaluation related activities ( <i>to be</i> <i>assessed yearly</i> )	107.6	110	55.8	82.9	83.9	85.7	80.1	606.0	Average API/Year 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		Asses	sment	Period	15.12.	16 to 06.	12.17		25		
	Academic Contributions (to be assessed cumulatively for assessment period)		Asses	sment	Period	07.12.	17 to 06.	.12.21		4		
II+ III	Total API score (Category II + Category III)/ Assessment Period)		Tot	tal Asso		t Perio 12.21	d: 03.02	.17-		164		
	Signature of the Incumber	nt					e Coordin e and sea		Signatu	re of the Prin with date an	ccipal/TIC/OIC d seal	
	Date of Screening Committe Selection committee and Ver			Date:					Venue:			
	Recommendation of the Screening/Selection Committe promotion on CAS with date effect of promotion	e for	•	•			<del>III / ĨV</del> (			Stage I / <del>H /</del> are not applie	<del>III-</del> to Stage II / cable)	
	Signature of the Principal/T1C/OIC with date seal	 and					Signature o date and so				ature of the Subject pert/s with date and seal	

# SUMMARY OF API SCORE: FOR THOSE WHERE ASSESSMENT PERIOD COVERS BOTH UGC REGULATIONS, 2010 AND UGC REGULATIONS, 2016 (4<sup>TH</sup> 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)

		Ass	essment Per	iod			
	API score up to <b>06</b>	.12.2017	API s	score w.e.f. 07.12.20	17		
		API			API	Total API score in Assessme nt Period	Percentage Distribution of Weight age Points in the Expert Assessment
		( <b>A</b> )			<b>(B</b> )	( <b>A</b> + <b>B</b> )	(applicable only for selection committee for Associate Professor)
Cat I	Category I (teaching-learning & evaluation related activities) [to be assessed yearly]	217.6	Category I evaluation rela [to be assessed		388.4	606.0	
Cat II	Category II (co- curricular, extension and professional development activity) [to Be assessed yearly	40	professional d	, extension and evelopment activity) [to mulatively for the	95	135	
Cat III	CategoryIII(researchandacademiccontribution)[to be assessedcumulatively for theassessment period]	25	academic cont	l cumulatively for the	4	29	
	tion of the Screenin or promotion on CAS notion			mended for promo out which are not a f effect:		0	o Stage II/ <del>III/IV</del>
Signature Principal / OIC with d seal	TIC / Nomine	ature of tl e with dat	he DPI te and seal	Signature of the Expert with date		U U	e of the Subject 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.

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

Signature of the Principal/ TIC of 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)	

# **APPENDIX II**

# 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	25.06.2019 to	UGC (ANNEXURE )
	University of Burdwan	08.07.2019	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
- 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	Remark s
<del>BA</del> /B.Sc./ <del>B.Com.</del>	THE UNIVERSITY OF BURDWAN	2003	65.70%	1 <sup>st</sup>	ANNEXUR E
MA/M.Sc./ M.Com.	VISVA-BHARATI UNIVERSITY	2006	60.50%	1 <sup>st</sup>	ANNEXUR E
Other exam., if any UGC-CSIR NET	HUMAN RESOURCE DEVELOPMENT GROUP, INDIA	2006	N/A	N/A	ANNEXUR E

# 15. Research Degree(s):

Degree	Name of the University	Date of award	Title
M. Phil.			
Ph. D./ <del>D. Phil.</del>	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
<del>D.Sc./ D. Lit.</del>			

16. Details of Teaching/ Research/Academic Experience:

Designation	Employer	Period of service From - To	Scale of pay
Assistant Professor	SURI	01.09.2008 -	15,600-39,100,
(Stage I)	VIDYASAGAR	31.08.2014	AGP- 6000/-
	COLLEGE		ANNEXURE
Assistant Professor	SURI	01.09.2014-till	15,600-39,100,
(Stage II)	VIDYASAGAR	date	AGP- 7000/-
	COLLEGE		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<sup>st</sup>-Sept'2014-30 <sup>th</sup> June'2015)

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

SI. No.	Course/Pap er	Lev el	Mode of teaching *	Class allotte d as per schedu le	% of classes taken as per docume nted 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) 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 II,			
Paper-II(	Gr- Part-			
B) unit 1-	-8 III			
Paper-III				
(Practical	)(Gr			
-A) unit 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	Remarks
a)	Classes taken ( <b>Maximum 50</b> 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 ( <b>Max score 10</b> ) (29/29 classes)	10	

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

SI N o.	Course/ Paper	Consulted	Prescribed	Additional Resource provided	API Score	Remark s
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	ANNEXUR E
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	
as reso		and syllabus e		owledge/instruction roviding additional	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:

SI. 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 Score	API Score: 20) Total	20	

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

### (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]

SI. 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	<ul> <li>(b)Internal assessment</li> <li>(Paper setting, invigilation, evaluation for internal examination- base level, 1<sup>st</sup>, 2<sup>nd</sup> terminal, test exam. etc.)</li> </ul>	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
Ι	(I)Extension, Co-curricu points each)	lar & field-based	Activities (5	
	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/Seme ster wise responsibilit ies	API Score	
	a) Governance Responsibility (PG/IQAC/NAAC coordinator/Bursar / Warden etc.): Max 10	Head of the Department (2014-2016)	5	ANNEXURE
	b) Academic/Administrati ve 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/Participat on in State/ Central Bodies/Committees: 5 each Max 10	i		
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) ( <u>ANNEXURE X</u> )		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

# (01<sup>st</sup> July,2015 - 30<sup>th</sup> June,2016)

[Six months study leave <sup>\*</sup>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.

SI. No.	Course/Pa per	Level	Mode of teaching*	Class allotted as per schedul e	Taken	% of classes taken as per document ed record	API Score	Remark s
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 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 ( <b>Maximum 50</b> 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 ( <b>Max score 10</b> ) (23/23 classes)	10	ANNEXURE

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

SI. No.	Course/ Paper	Consulted	Prescribed	Additional Resource provided	API Sc ore	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 per curricul students (Max. score	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:

SI. No.	Short Description (in terms of items) as listed above	API Score	Remar ks
1.	b. Participation/Innovative – Interactive courses (Syllabus based Seminar, question answer session and quiz contest)	5	ANNEXU RE
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	
	API Score: 20) Score:	20	

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

### (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]

SI. 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	<ul> <li>b) Internal assessment</li> <li>(invigilation+ paper setting +</li> <li>evaluation)</li> </ul>	Yes	100%	10	
	(Max API Score: 25)	1	l	25	

# CATEGORY 2:

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

Please mention your contribution to any of the following:

SI. No	Type of A	ctivity	Average Hrs/week	API Score	Remar ks
Ι		(I)Extension, Co-curric each)	ular & field-based Acti	vities (5 po	ints
		udy/Ed. Tours/ : 5 each Max 10	Educational tour (Bakreswar thermal power plant on 18.03.2016)	5	ANNEXU RE
	,	CC/NSO etc: ty 10 points Max 10			
	Campus P	/Staff Sports ublication etc: I 2 points, Instn level 5 x 10	College sports (As member)	5	ANNEXU RE

	d) Community work (Env, Hum. Rights, Scientific temper, Peace/Relief etc): Max10	Judge in the District science seminar- 2015 Topic: Harnessing Light: Possibilities and Challenges	10	ANNEXU RE
	(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	ANNEXU RE
	b) Academic/Administrative Committees like Admission /Campus Dev/ Library Comm: 5 each Max 10	Sports Committee (member), Library Committee (member).	10	ANNEXU RE
	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	Annex ure
	c) Short-term Courses/ Training less than a week: 5 each Max 10			

State/	hip/Participation in ies/Committees: 5 )		
TV progr (N	er/Magazine/ Radio- ot covered in : 1 each ; Max 10		
(Max API S	core : 15)	2	
Total Score ANNEXURE	(I + II +III) <b>(M</b> ax : 50)	37	
Minimum AF	PI 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<sup>st</sup> July,2016- 30<sup>th</sup> June,2017

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

SI. No.	Course/Pape r	Level	Mode of teaching*	Class allotte d as per schedu le	% of classes taken as per documen ted record	API Score	Remar ks
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	ANNEXU RE -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 ( <b>Maximum 50</b> 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 ( <b>Max score 10</b> ) (15/15 classes)	10	ANNEXURE

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

SI. No.	Course/ Paper	Consult ed	Prescribed	Additional Resource provided	API Score	Remarks
1.	UG (Hons.)	Text books, reference s 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, reference s and web	Laboratory experimental procedures and theory, problems from text books	Teaching materials, web references, printed materials, problem sets and solutions	10	
by pro						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

SI. 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 Score	API Score: 20) Total	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]

SI. N o.	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

3.	a)Paper setting ( University practical exam)	Yes	100%	05	ANNEXURE
4.	b)Internal/Continuou s 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	(Max API Score: 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/Seme ster wise responsibilit ies	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, <u>2.</u> 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<sup>st</sup> July 2017- 6<sup>th</sup> Dec 2017)

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

SI. No.	Course/Pap er	Level	Mode of teachin g*	Class allotted as per schedul e	% 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 1-7, 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 ( <b>Maximum 50</b> 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 ( <b>Max score 10</b> ) (17/17 classes)	10	

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

SI N o.	Course / Paper	Consulted	Prescribed	Additional Resource provided	API Score	Remark s
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	Annexur e
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	
as p reso		owledge/instruction oviding additional	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

SI. 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	
•	API Score: 20) 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

SI N o.	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	Remark s
I	(I)Extension, Co-curricular & field-based A			
	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	Annexur e
	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	Annexur e
	(Max API Score: 15)		11	
111	(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	Annexur e
	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) <b>(Max: 50)</b> 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

SI. No.	Title with page no.	Journal	ISSN/ISB N 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

SI. No	Title of Show/ Exhibition/ Performan ce with or without CD/DVD/ Tape/ Online /E- form/E- book version or Brochures	Compa ny/ Agency / Instt Name (Includi ng TV/Ra dio etc)	Categoriz ation I. Internatio nal 15 each/ II. National 10 each (Venues/ event/ gallery/ studio/ museums )	Whether reviewed/ Impact factor (Reportin g/ Coverage/ Reviews/ Hits/sales/ citations/ Commen- dations/ etc)	No of Co- perfor mer or Co- authors (10 each)	Whet her you are the Solo artist/ perfor mer (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

SI. No.	Title with page no.	Book title, editor & publis her	ISSN/IS BN No. (Or, Renow ned publish ers) See Cat 1-4 as above for scores	Wheth er peer review ed.	No. of Co- author	Wheth er you are the main author	API s core

Conf. proceedings as full paper:

r: 1 International Conference - 10/publication

2 National - 7.5/each

3 Regional/State level – 5/ each

4 Local- Univ./College level – 3/each

SI. No.	Title with page no.	Details of Conference Publication	ISSN/ ISBN No.	No. of Co- author	Whethe r you are the main author	API scor e

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

S I. N o	Title with page no.	Book title, editor & publish er	ISSN/ISBN No. (Or, Renowned publishers) See Cat 1-4 as above for scores	Whether peer reviewed	No. of Co- autho r	Whether you are the main author	AP I sc ore

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

API Score - Cat. I /International - 50 Cat. II /National - 25 Cat. III /Regional -15 0

SI. No	Title of Programm e/ Exhibition with details of venue	Organize d or Sponsor ed by Institutio n/ Compan y/ Agency, incl AIR/TV etc	Categorizati on – (I) International / (II) National/ (III) Regional	Whet her peer- revie wed/ Impac t	No of Co- artists or Perfor mers	Whether you are the Solo artist/ performe r	API Sc ore

# 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

SI. No.	Title	Agency	Period	Grant/ Amount mobilize d (Rs. lakh)	API score	SI. No.	Remark s
1	Study of Velocity Selective Resonance and Electromagn etically Induced Transparency in multi-level atomic system in vapour phase (F.PSW- 050/15- 16(ERO)	UGC	2 years	2.60	10		Annexu re

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

SI. No.	Title	Agency	Period	Grant/ Amount mobilize d (Rs. lakh)	Whether policy documen t. Patent as outcome	API score

# D) Research Guidance

M.Phil. awarded - 3;

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

Guidance to Scholars & Master's level - 3;

SI. 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)

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

SI. No.	Programme	Duration	Organized by	API Score
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#Maximum score 30 as per Govt. Memo No. Ed293/2013 dated 07.05.2013

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

SI. No.	Title of the paper presented	Title of Conference/ Seminar	Organized by	Whether Internationa I/ National/Sta te/ Regional/Co Ilege or University Ievel	API sco re	Re mar ks
1.	Study of Three Level Cascade type system: A Complete Analytical Approach	Current Development s in Atomic, Molecular, Optical and Nano Physics with applications: 2015	Dept. of Physics & Astrophysics University of Delhi, India	International	10	Ann exu re
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	Ann exu re
3	An Investigation on EIT in D <sub>1</sub> and D <sub>2</sub> transition of <sup>87</sup> Rb Vapour.	Emerging Issues in Inter & Intra- Disciplinary Studies	Suri Vidyasagar College, Suri, Birbhum, West Bengal	National	7.5	Ann exu re
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	Ann exu re

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

## API Score – Category 1 International – 10 Category 2 National –

## Category 3 Regional /State level – 5

Category 4 Univ/Endowment Lect – 3

SI. No.	Title of the Lecture/ Academic session	Title of Conferenc e/ Seminar	Organized by	Whether Internationa I/ National/St ate/ Regional/C ollege or University Ievel	API score

7.5

## Name of the Applicant: Sri Kalan Mal

## Subject: Physics

Category	Criteria			6 academic years notion from Stage		Total API Score
		01.09.14 - 30.06.15	01.07.15 - 30.06.16	01.07.16 - 30.06.17	01.07.17- 06.12.17	for Assessm ent Period
I	Category- I Teaching, learning and evaluation related activities	124.84	125	124.70	125	499.54
I	CATEGO RY II: Cocurricular, extension and professional development related activity (to be assessed cumulatively for assessment period)	34	37	31	23	125
111	CATEGO RY III: Research and Academic Contributions ( to be assessed cumulatively for assessment period)			45		
11 +111	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 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

SI.	Course/	Level	Mode of	Actual hours	Actual Score	API	Remark
No	Paper		-	spent per	(Actual hours	Score	s
				Academic	spent per		
				Year	Academic Year		
					÷7.5 for Assistant		
					Prof. & ÷ 7.75 for		
					Associate Prof.)		
1.	B.Sc.	U.G.(Hons.) Part-	L, P	89	11.48		Annexur
	Honours	II & III and CBCS					е
	C.C-1: unit	SEM-I &II.					
	1-5;						
	C.C-1: unit						
	unit 1-8						
	C.C-III unit						
	4-8 G G V						
	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						
	(Of C) unit 1-3						
	1-5						

2.	B. Sc	U.G.(Gen.) Part-II	L, P	145	19.2		
		& III and CBCS	-				
	C.C-1A unit	SEM- I & II					
	1-5						
	C.C-1B unit						
	1-8						
	Paper-II(Gr-	-					
	B) unit 1-8						
	Paper-III						
	(Practical)(						
	Gr-A) unit						
	1-7						
	Maximum	API Score:				30.68	
	i) Assista	nt Professor Stag	e I: 70				
	ii) Assistant Professor Stage II: 70						
		int Professor Stag					

\*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

SI. No.		spent per	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: i) Assistant Professor Stage I: 20 ii) Assistant Professor Stage II: 20 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:

SI. No	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

SI.No.		Actual hours spent per Academic Year	Actual Score (Actual hours spent per Academic Year ÷10)*		Remarks
(a)	Student related Extension, Co-curricular, ext	ension and f	ield-based Activ	vities	
	<ul> <li>i) Discipline related co-curricular activities</li> <li>(e.g. remedial classes, career counseling, study visit, student seminar and other events.)</li> <li>(Organizer of Student seminar)</li> </ul>	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 managem through participation in through participation Principal / Director that require regular office	in responsib	ilities (including		
	i) Administrative Responsibility (including Dean/Principal/Chairperson/Convenor/Teac her- 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)	18.6	
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

SI. No.	 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 01.07.2018-31.08.2019

#### (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)

#### 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

	Course/	Level		Actual hours	Actual Score		Remark
	Paper		-	spent per Academic	<b>`</b>	Score	S
				Year	spent per Academic Year		
				i cai	÷7.5 for Assistant		
					Prof. & $\div$ 7.75 for		
					Associate Prof.)		
1.	B.Sc.	U.G.(Hons.) Part-	L, P	391	52.13		Annexur
		· · ·	Ц, Г	291	52.15		
	0.01	III and CBCS					е
	C.C -III unit	SEM-I, II, III and					
	4-8	IV.					
	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						

	Paper IX						
	(Gr-C) unit						
	1-3						
2.	B. Sc	U.G.(Gen.) Part-	L, P	100	13.33		
		III and CBCS					
	Paper-I(Gr-	SEM- I, II, III and					
	A) unit 1-5	IV					
	Paper-II(Gr-						
	A) unit 1-3						
	Paper-II(Gr-						
	B) unit 1-8						
	Paper-III						
	(Practical)(						
	Gr-A) unit						
	1-7						
	Maximum	API Score :				65.5	
	Maximum API Score :					05.5	
	i) Assistant Professor Stage I : 70						
	ii) Assistant Professor Stage II : 70						
	iii) Assista	nt Professor Stag	ge III: 70				

\*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

SI. No.		Academic Year	Actual Score (Actual hours spent per Academic Year ÷ 10 for all Teachers)		Remark s
1.	Invigilation duties of university examination	16	27.59	20	Annexur
	Evaluation of answer scripts of university exams	208.7			е
	Internal continuous assessments including question paper setting, invigilation and evaluation	51.20			

Maximum API Score :		20	
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.

- (k) Updating of Courses/Curriculum Design:
- (I) 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:

SI. No	Short Description (in terms of items)	Actual hours	Actual Score (Actual hours	API score	Remarks
	as listed above	spent per	spent per		
		Academic	academic		
		Year	Year ÷10)		
1.	(b)Participation/Innovative –	12	1.2	1.2	Annexure
	Interactive courses (Quiz, Extempore				
	& debate)				
2.	(c)Participation/Innovative - Learning	14	1.4	1.4	Annexure
	Modules (Teaching Plan for Physics				
	Honours and General)				
3.	(e)Use of ICT or Computer-aided	93	9.3	9.3	Annexure
	methods – ppt.				
4.	(f)Use of ICT – Multi-media slides	15	1.5	1.5	Annexure
	Maximum API Score:			10	
	i) Assistant Professor Stage I: 10				
	ii) Assistant Professor Stage II: 10				
	iii) Assistant Professor Stage III:				
	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

SI.No.	Type of Activity	Actual hours spent per Academic Year	Actual Score (Actual hours spent per Academic Year ÷10)*	Score	Remarks
(a)	Student related Extension, Co-curricular, ext	tension and f	ield- based Acti	vities	
	<ul> <li>i) Discipline related co-curricular activities</li> <li>(e.g. remedial classes, career counseling, study visit, student seminar and other events.)</li> <li>(Organizing of Student seminar+ Accompanying students to Study visit at Meghnad Saha Planetarium, Burdwan on 20.03.2019)</li> </ul>		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 managem through participation in through participation Principal / Director that require regular office	in responsib hrs for its di	ilities (including scharge)	as	
	i) Administrative Responsibility (including Dean/Principal/Chairperson/Convenor/Teac her- in-charge/ similar other duties that require regular Office hours for its discharge) ( <b>Assistant secretary of</b> <b>Teachers' Council)</b>		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 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) <b>Refresher course at</b> <b>HRDC, BU from 25.06.2019 to</b> <b>08.07.2019</b>	72	7.2	7.2	Annexure
	(Max API Score: 15)				
	*For all categories of Teachers (Assistant/Associate)			24.8	
	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

### 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

SI. No.	Title with page no.	Journal	ISSN/ISBN No.	Whether peer Reviewed Impact factor, if any	No. of Co- author	Wheth er you are the main author	API Scor e	Remark s
	•							

\*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

Title of the publication with page no. and year of	Name of the of publisher	ISSN/ ISBN		5	API Score
publication		No.	author	author	

#### 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

SI. 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

SI.N	Title of the Consultancy	Agency	Period	Grant/Amount Oblized	API score
	Project				

### 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:

SI. No.	Details of the Patent / Technology transfer / Product/Process	Date and year of acceptance of the patent/Technology	National /Internationa I	API score

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

#### Image: 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

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

#### 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.

SI. 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.	Title of the invited	Title of Conference/	Organized	Whether International/	ΑΡΙ	
No.	lecture/paper	Seminar with	Ву	National/State or University	Scor e	Remarks
	presented	Date				
1.	ly induced transparency (EIT) in a Four-	National Conference on topical meeting on advances in Photonics-2019 dated 29-30 March 2019	NISER, Odisha	National	03	Annexure
2.	Electromagnetical ly induced transparency and	National Conference on Atomic, Molecular and nano science- 2019 dated 3-4 April		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

SI. 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. for specific proposed stage of p Stage II	Total API Score for Assessment	
		07.12.17 to	01.07.18 to	Period
		30.06.18	31.08.19	
Ι	CATEGORY I:			
	Teaching, learning and evaluation related activities	50.28	95.5	145.8
	(to be assessed yearly)			
II	CATEGORY II:			
	Cocurricular, extension and professional development related activity	18.60	24.8	43.4
	(to be assessed cumulatively for assessment period)			
III	CATEGORY III:			
	Research and Academic Contributions		6	
	(to be assessed cumulatively for assessment period)			
II + III	<b>Total API score</b> (Category II + Category III)/ Assessment Period)		49.4	

Nam	e of Applicant: Sri Kalan Criteria		core for	previous		ubject: academi			API score for the	Percentage
	Chiefia	as aj	API Score for previous 3/4/5/6 academic years as applicable for specific proposed stage of promotion from Stage I/ <del>II/III</del> to Stage II/ <del>III/IV</del>					assessment period		Distribution of Weightage Points in the Expert Assessment
	01.0 9.14 to 30.0 6.15	01.0 7.15 to 30.0 6.16	07.1 2.16 to 30.0 6.17	01.0 7.17 to 06.1 2.17	07.1 2.17t 0 30.0 6.18	01. 07.1 8 to 31.0 8.19			(Applicable only for selection committee)	
I	<b>CATEGORY I:</b> Teaching, learning and evaluation related activities( <i>to be</i> <i>assessed yearly</i> )	124.84	125	124.70	125	50.28	95.50	645.32	Average API/Year 129.06	-
П	CATEGORY II: Cocurricular, extension and professional development related activity (to be assessed cumulatively for assessment period)	34	37	31	23	18.6	24.8	168.40		
III	CATEGORY III: Research and Academic Contributions	As	sessmen	t Period	01.09.14	to 06.12	.17		45	
	(to be assessed cumulatively for assessment period)	As	sessmen	t Period	07.12.17	' to 31.08	.19		06	
II+ III	Total API score (Category II + Category III)/ Assessment Period)				ment Per to 31.08.1				219.40	
	of the Incumbent	nature			utor, IQA					Signatur IC with date and sea
	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			ecommen ate of eff		promotio		tage I / <del>H /</del> re not appli		/ IV (Strike out whic

## IV. Summary of API Scores:

 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
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## SUMMARY OF API SCORE: FOR THOSE WHERE ASSESSMENT PERIOD COVERS BOTH UGC REGULATIONS, 2010 AND UGC REGULATIONS, 2016 (4<sup>TH</sup> AMENDMENT)

- Date of Screening cum Evaluation Committee/ Selection Committee:
- Venue:Name of
  - 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

			Asse	ssment Per	iod			
	API score up t	o 06.1	L2.2017	AP	score w.e.f. 07.12.2017	1		
			API			API	Total API score in Assessm ent Period	Percentage Distribution of Weight age Points in the Expert Assessment (applicable
			(A)			(B)	(A + B)	only for selection committee for Associate Professor)
Cat I	Category I (teaching-learni evaluation relate activities) [to be assessed yearly]	-	499.5	Category I (teaching-lear related activit [to be assesse	,	155.8	655.3	
Cat	Category II			Category	II			
II	(co-curricular, extension professional development activity)[to Be assessed yea	and rly]	125	professional c	r, extension and levelopment activity) d cumulatively for the eriod]	45.4	168.4	
Cat	Category	ш		Category	III(research and			
III	(research academic contribution) [to be assessed cumulatively fo		45	academic con [to be assesse assessment pe	d cumulatively for the	6	51	
Recommendatio	assessment peri on of the Screening		tion Commi	ttee Recomm	nended for promotion	from Stac	e I to Stage	II/III/IV(Strikeout
	n CAS with date c				re not applicable)	Date of eff	-	
Signature of the Principal / TIC date and seal		nature of and sea		Nominee with	Signature of the Sub with date and seal	ject Expert	Signature of with date an	of the Subject Expert nd seal

#### 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/ 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 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 Govt. Nominee with Date and Seal (Nominated by the DPI, West Bengal)

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

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<del>/Smt./Dr</del>. 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<del>/Smt</del>./<del>Dr</del>. 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. <del>7000</del>/8000/<del>9000</del> 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 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 / <del>Mother's name</del> / 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) Birbhum, W.B.				
7.	Permanent Address	Pin-731301 : Do.			
	Telephone No.: E-mail: <u>hemantasaha2010@gmail.com</u>	Mobile No.: 7001451410			

- 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	Place	Duration	Sponsoring	Remarks
Course/			Agency	
Summer School				
RC-Plant	ASC, Burdwan	16 08.2019 to 29 08.	UGC Sponsored RC	Annexure
Advancement in	University.	2019	Org. by ASC,	Refer to Page no.
Biological			University of	
Sciences.			Burdwan	

10.a. DateofAppointment: 29/08/2008Annexure-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 eligibility for Promotion : 29/08/2019
- 14. Educational Qualification (Graduationonwards):

Examination	Name of the University	Year of Passing	Marks Obtained (%)	Class/ <del>Grade</del>	Remarks
B.A/B.Sc./B.Com.	VISVA-BHARATI	2000	62.00	Ι	Annexure
M.A/M.Sc./ M.Com.	VISVA-BHARATI	2002	61.08	Ι	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/ <del>D.Phil</del>	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	То	
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) 29.08.2014-30.06.2015

(To be complete dand 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		% of classes taken as per documented record	API Score	Remarks
	Paper I Algae Unit 1-12	UG-Part- I,II & III	L,P	180/185	97.3%	49.7	Annexure I (Academic audit)
	Paper I Algae Gn-A Unit 1-3	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 &	49.7	Annexure
	proportionatescoreupto80%performance,belowwhichnoscore may		
	begiven)		
b)	Teaching load in excess of UGC norms/ Special Lectures/ Classes	Nil	Annexure
	taken at the study centre located in the districtother than Kolkata		
	(Max score - 10)		

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

Sl. No.	Course/ Paper	Consulted	Prescribed	AdditionalResource provided	API Score	Remarks
	Botany Honours Course	Reference & web resources	1	Study materials: Hand written notes, web resources, PPT, Printed materials etc.	10	Annexure
	Botany General Course	Reference & web resources	Laboratory experimental procedures, Web resources, text & ref	Study materials: Hand written notes, web resources, PPT, Printed materials etc.	10	
syllat	ledge /instrue	ction as per at by providing	n and Impartingof curriculum and 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 co	urse – Max10
	(b) Participation/Innovative –Interactivecourses	: 5	
	(c)Participn./Innovative -LearningModules:	5	Max10
	(d) Participn./Innovative – Case Studies prepare	ed: 5	
(e) Use of ICT or Com	puter-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/Per	sonality D	Dev: 5 each Max10
	(i) Special ProgramsinPhys.Edn./Library:	5each	Max10
	(j) Innovative Composition/Creation in Music, 1	Fine Arts,	Perf Arts: 5 each ; Max10
	(k)Organizing & cond. Of popul. Prog. /Teachin asst teaching Workshop/Training – 10 points; P 5points	-	•

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
	(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	<b>Duties Assigned</b> (University final examinations of Part-I, II & III)	Extent to which Carried out(%)	API Score	Remarks
	(a)Invigilation (University Examination)	Yes	100%	10	Annexure
	(b)Internal/ContinuousAssessm ents workasallotted (Paper setting, invigilation, evaluation for internal examination- base level, 1 <sup>st</sup> , 2 <sup>nd</sup> terminal, test exam. etc.)	Yes	100%	10	Annexure
	(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.

Sl.No.	Type of Activity	Average Hrs/week	API Score	Remarks
1	(I)Extension, Co-curricular & field-based Acti	vities (5 points each)		
2	a) Field Study/Ed. Tours/ Placement: 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: each activity10 points Max 10	NCCas ANO	10	Annexure
4	c) Student/Staff Sports Campus Publication etc: (dept level 2 points, Inst. 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	<ul> <li>d) Conf Organization/Chair Secretary/Treasurer</li> <li>(I) International:10</li> <li>(II) National/Reg:5</li> <li>(III) Member: 1each</li> </ul>			
	(Max API Score : 15)			
	(III)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 -2	4	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)			
	Total Score (I +II+III) (Max :50)		34	

Please mention your contribution to any of the following:

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

(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		% of classes taken as per documented	API Score	Remarks
				schedule	record		
1.	Paper I Algae Unit 1-12	UG-Part- I,II & III	L,P	250/250	100%		Annexure I (Academic audit)
2.	Botany Gen. Paper I Algae Gp-A, Unit 1-3	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 ( <b>Maximum 50</b> 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
	Botany Honours	Reference & web resources	experimental	Study materials: Hand written notes, web resources, PPT, Printed	10	Annexure
		Reference & web resources	experimental	Study materials: Hand written notes, web resources, PPT, Printed materials etc.	10	

API score based on preparation and Impartingof	20	
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 of Courses/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/ITasst teaching Workshop/Training – 10 points; Popularization program – 5points

Sl. No.	Short Description (in terms of items)	as listed above	API Score	Remarks
	(b) Participation/Innovative – Interactive co based seminar, Question-answer session, Qu		5	Annexure
	(c) Participation/Innovative –LearningModu for Botany Honours and General)	lles (Teaching Plan	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) Examinationdutiesassigned and performed

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

<sup>(</sup>c) ExamCoordination Cell/Outstation or Flying Squad: 10 [100% compliance]

Sl. No.	Type of Examination Duties	<b>Duties Assigned</b> (University final examinations of Part-I, II & III)	Extent to which Carried out(%)	API Score	Remarks
	(a)Invigilation (University Examination)	Yes	100%	10	Annexure

2.	(b)Internal/ContinuousAssessm	Yes	100%	10	Annexure
	ents workasallotted (Paper setting,				
	invigilation, evaluation for internal				
	examination- base level, 1 <sup>st</sup> , 2 <sup>nd</sup>				
	terminal, test exam. etc.)				
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:

SI. No.	Type of Activity	Average Hrs/week	API Score	Annex.
1.	(I)Extension, Co-curricular & field based Activities	s (5 points each)		
2	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	
	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	<ul> <li>d) Conf Organization/Chair Secretary/Treasurer</li> <li>(I) International:10</li> <li>(II) National/Reg:5</li> <li>(III) Member: 1each</li> </ul>			
	(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		% of classes taken as per	API Score	Remarks
				as per schedule	documented record		
1.	Paper I Algae Unit 1-12	UG-Part- I,II & III	L,P	259/260	99.6%	49.6	Annexure I (Academic audit)
	Paper I Algae Gp-A. Unit 1-3	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 ( <b>Maximum 50</b> 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 district than Kolkata (Max score - 10)	Nil	Annexure

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

2.	Botany	Text book,	Laboratory	Study materials: Hand	10	
	General	Reference &	experimental	written notes, web		
	Course	web resources	procedures, Web	resources, PPT, Printed		
			resources, text & ref	materials etc.		
API	score base	d on preparation	n and Impartingof		20	
know	ledge /instrue	ction as per	curriculum and			
syllat	ous enrichmer	t by providing	additional resources			
to stu	idents (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 of Courses/CurriculumDesign:	5 per course – Max10
(b) Participation/Innovative –Interactivecourses	s: 5
(c) Participn./Innovative –LearningModules:	5 Max10
(d) Participn./Innovative - Case Studies prepar	ed: 5
(e) Use of ICT or Computer-aided methods-pp	ot: 5
(f) Use of ICT –Multi-media/Simulationetc:	5 Max10
(g) Dev/TeachingRemedial/BridgeCourses:	5 each Max10
(h)Dev/Teaching Soft skill/Communication/Per	rsonality 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. /Teachi asst teaching Workshop/Training – 10 points; F 5points	

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
	(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) Examination duties assigned and performed

(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	<b>Duties Assigned</b>	Extent to which	API Score	Remarks
	Duties	(University final	Carried out(%)		
		examinations of			
		Part-I, II & III)			

1.	(a)Invigilation (University Examination)	Yes	100%	10	Annexure
2.	(b)Internal/ContinuousAssessm ents workasallotted (Paper setting, invigilation, evaluation for internal examination- base level, 1 <sup>st</sup> , 2 <sup>nd</sup> 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 Activiti			
2	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: each activity10points Max10	NCCas ANO	10	Annexure
4	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	
	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 Equipments Purchase Max 10 Committee, 2.Admission committee, 3. Hostel Subcommittee		10	Annexure
3	c) Student Welfare/Placement / Counseling/ Discipline 5 each Max 10			
4	<ul> <li>d) Conf Organization/Chair Secretary/Treasurer</li> <li>(I) International:10</li> <li>(II) National/Reg:5</li> <li>(III) Member: 1each</li> </ul>			
	(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 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)<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.	<b>Course/Paper</b>	Level	Mode of	Class	% of classes	API	Remarks
No.			teaching	allotted	taken as per	Score	
				as per	documented		
				schedule	record		
1.	Botany	UG-Part-II	L,P	120/120	100%		
	Honours	& III and					Annexure
	CC1-Unit 4	CBCS					(Academic
	CC2-Unit 6 Prac Unit 9	SEM-I					audit)
	Paper IV Gym. Unit.1-	SEIVI-I					audit)
	11						
	Paper-VIII Paper-X A unit. 1-4						Refer to
2.	Botany	UG-Part-II	L,P	80/80	100%	474	Page No
	General	& III and					
	CC1A/GE 1 Unit 7	CBCS					
	Prac. 2B, 3 Paper-II Gr. A & B	SEM-I					
	Paper-III 1B a,b& 3	SLIVI-I					
	Paper-IV Gr. A Plant						
	Tissue Cult. & Breeding unit 1-3 &						
	Paper-IV Gr.B Unit 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 ( <b>Maximum 50</b> 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

	4 4 1 1	• 41 11 •	1 4 6 1 4
iii) Use of participatory and i	nnovative feaching-les	arning methodologies	: undating of subject
m) ese of purcherputory und	movanive teaching ie	ai ming meenouologies	, apauling of subject

SI. No.			Prescribed	AdditionalResource provided	API Score	Remarks
1.	Botany Honours Course		Laboratory experimental procedures, Web resources, text & ref	Study materials: Hand written notes, web resources, PPT, Printed materials etc.	10	Annexure
2.	General Reference & experimental Course web resources procedures, V		experimental	Study materials: Hand written notes, web resources, PPT, Printed materials etc.	10	
syllal	vledge /instru	d on preparation ction as per nt by providing	n and Impartingof curriculum and additional resources		20	

#### content, course improvement etc

(a) Updating of Courses/Cur	riculumDesign:	5 per co	urse – Max10
	(b) Participation/Innovative –Interactivecourses:	5	
	(c) Participn./Innovative -LearningModules:	5	Max10
	(d) Participn./Innovative – Case Studies prepared: 5		
(e) Use of ICT or Compu	ter-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
	(i) Inconstitute Communitations (Constitute in Marcia First Aste	Dauf Autor F	M 10

 (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	s) as listed above	<b>API Score</b>	Remarks
	(b) Participation/Innovative – Interactive c based seminar, Question-answer session, C		5	Annexure
	(c) Participation/Innovative –LearningMod for Botany Honours and General)	dules (Teaching Plan	5+5=10	Annexure
3.	(e) Use of ICT or Computer-aided method	s– ppt.	5	Annexure
4.	(f) Use of ICT –Multi-media slides		5	Annexure
	(Max API Score:20)	TotalScore:	20	

#### (iv) Examination duties assigned and performed

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

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

(c) ExamCoordination Cell/Outstation or Flying Squad: 10 [100% compliance]

Sl. N	D. Type of Examination	Duties Assigned	Extent to which	<b>API Score</b>	Remarks
	Duties	(University final examinations	Carried out(%)		
		of Part-I, II & III)			

1.	(a)Invigilation (University Examination)	Yes	100%	10	Annexure
2.	(b)Internal/ContinuousAssessm ents workasallotted (Paper setting, invigilation, evaluation for internal examination- base level, 1 <sup>st</sup> , 2 <sup>nd</sup> terminal, test exam. etc.)		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 Activiti	es (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	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	
	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	<ul> <li>d) Conf Organization/Chair Secretary/Treasurer</li> <li>(I) International:10</li> <li>(II) National/Reg:5</li> <li>(III) Member: 1each</li> </ul>			
	(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 Without paper: 2 each ; Max10		
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)		
	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 – Category 1-Refereed – 15/publication Category -2

Non-Refereed –10/publication

 Title with pageno.		No.	Whether peer reviewed. Impact factor, if any	Co-author	Whether you are themain author	API Score
VITRO POLLEN GERMINATION	International Journal of Recent Scientific Research	ISSN: 0976-3031	peer reviewed	2	MAIN	4.5 (15 x 0.6)/2
VISITORS INTERACTION,	International Journal of Development Research	ISSN: 2230-9926	peer reviewed	2	MAIN	4.5 (15 x 0.6)/2 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	Name (Including	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

	page no.	editor & publisher	ISSN/ISBN No. (Or, Renowned publishers) See Cat 1-4 as above	peer	Co-author	Whether you are the main author	
			for scores				

**Conf. proceedings as full paper:** 1. International Conference – 10/publication

2. National

3. Regional/State level - 5/each

-7.5/each

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

-	no.		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

S1.	Title of	Organized or	Categorization -	Whether peer-	No of Co-	Whether	API Score
No	Programme/ Exhibition with details ofvenue	Sponsored by Institution/ Company/ Agency,incl AIR/TVetc	(I) International/ (II) National/ (III) Regional	reviewed/ Impact	artists or Performers	you are the Solo artist/ performer	

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

API Score for <b>Projects-</b>	
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

S1. No.	Title	Agency	Period	Grant/ Amount mobilized (Rs. Lakh)	API score

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

~	(iii) a (ii) completed i lojeets/ constituinetes									
	S1.	Title	Agency	Period	Grant/ Amount mobilized	Whether policy document.	API score			
	No.				(Rs. Lakh)	Patent as outcome				

#### **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-Category1Int	ernational-10, Catego	ry2Na	ational –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 <i>Sesamumindicum</i> 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 <i>Foeniculumvulgare</i> Gaertn.	National Symposium on Bioresources and sustainable development & 2 <sup>nd</sup> 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 <i>Cocosnucifera</i> L	18 <sup>th</sup> 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 <i>Trichosanthesanguina</i> 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 <i>Benincasahispida</i> (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 Lecture/ session	of ' Acaden	the nic	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. Hemanta SahaSubject: Botany

Category	Criteria		r previous 3/4/5 oposed stage of p Stage II	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
П	<b>CATEGORY II:</b> Cocurricular, extension and professional development related activity (to be assessed cumulatively for assessment period)	34	32	32	30	128
Ш	CATEGORY III: Research and Academic Contributions (to be assessed cumulatively for assessment period)				56	.5

# Summary of API scores (29.08.2014 to 06.12.2017)

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
	Paper V Taxonomy Ut.1-6 Paper VI Unit 1-4 Paper-VII Eco.Botany Unit 1-4 Paper-XI unit 1	U.G.(Hons.) Part-II & III and CBCS SEM-I &II.	L, P	128	17.1		Annexure I (Academic audit)
2.	Paper I Algae Gp-A, Unit 1-3 Paper III 1A. Algae Paper II Gp.A Taxonomy Unit 1-2	U.G.(Gen.) Part-II & III and CBCS SEM- I & II	L, P	132	17.6		uuunt)

Paper-IV Gp.B unit. 2 Sem-1 CC-1A, Unit-1-2,5 CC-1A(Pract)-Unit-1C,4, Micro,Algae	
Maximum API Score : i) Assistant Professor Stage I : 70 ii) Assistant Professor Stage II : 70 iii) Assistant Professor Stage III : 70	34.7 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	API Score	Remarks
1.	Invigilation duties of University examination	22	all Teachers)		
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	15.0	15.0	
	Maximum API Score : i) Assistant Professor Stage I : 20 ii) Assistant Professor Stage II : 20 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) 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)	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 : 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, EXTENSIONANDPROFESSIONALDEVELOPMENT 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						
	<ul> <li>i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.)</li> <li>(Student seminar + Study visit Choricha forest on 14/01/18&amp;Dooars from 15.2.18 to 19.2.18.)</li> </ul>	6+48=54	5.4	5.4	Annexure		
	ii) Other co-curricular activates (Cultural, Sports,NSS, and NCC etc.)84+12=969.69.6(NCCas ANO+ college Sports - Volunteer)iii) Extension and dissemination activities9.69.6						
	(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	8+50+12+48 =118	11.8	11.8	Annexure
	(Member of 1.Laboratory Equipments Purchase Committee, 2.Online admission committee, 3.Hostel Subcommittee, 4.Development Committee)				
	(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)			26.8	
	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
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\*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	0	Academic Year	Actual Score (Actual hours spent per Academic Year ÷7.5 for Assistant Prof. & ÷7.75 for Associate Prof.)	API Score	Remarks
1.	Paper V Taxonomy Ut.1-6 Paper VI Unit 1-4 Paper-VII Eco.Botany Unit 1-4 Paper VI unit 1	U.G.(Hons.) Part-III and CBCS SEM-I, II, III & IV	L, P	346	46.1		Annexure I (Academic

	CC-4 (Pract) 1-10						audit)
2.	Botany Gen. Paper II Algae Gp-A, Unit 1-3 Paper III 1A. Algae Paper II Gp.A Taxonomy Ut.1-2 Paper II 2. Taxonomy Paper-IV Gp. A. Eco.Botany and Med plant. Unit 1. Paper-IV Gp.B unit. 2 Sem-II CC-1B, Unit-10-12 CC-1B (Pract) Unit-2.	U.G.(Gen.) Part-III and CBCS SEM-I, II, III & IV	L, P	188	25.1		
	Maximum API So i) Assistant Profe ii) Assistant Profe iii) Assistant Prof	essor Stage I : 70 essor Stage II : 7(	)			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

SI. No.	Type of Examination Duties	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 : 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, mentoringetc.

- (a) Updating of Courses/CurriculumDesign:
- $(b) \quad {\rm Participation/Innovative-Interactive courses:}$
- (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.		Academic	Actual Score (Actual hours spent per Academic Year ÷10)*	API Score	Remarks
(a)	Student related Extension, Co-curricular, extension an	d field based A	ctivities		

	i) Discipline related co-curricular activities (e.g.	6+16=22	2.2	2.2	Annexure
	remedial classes, career counseling, study visit, student seminar and other events.)				
	(Student seminar+ Study visit [AJC Bose IBG Howrah on 1-2 March 2019])				
	ii) Other co-curricular activates (Cultural, Sports, NSS, and NCC etc.)	12+12+90=114	11.4	11.4	Annexure
	(College Level Sports(Volunteer) + Cultural+ NCCas ANO)	-			
	iii) Extension and dissemination activities (public/popular lectures/talks/seminars)	3	0.3	0.3	Annexure
	(Lecture on AIDS awareness NSS programme at Rajnagar Mahavidyalaya)				
	(Max API Score : 15)			13.9	
(b)	Contribution to Corporate life and management of the	sports units and	institution thro	ուս	
(0)	participation in through participation in responsibilitie require regular office hrs for its discharge)				
				1	
	i)Administrative Responsibility (including Dean/Principal/Chairperson/Convenor/Teacher- in-				
	charge/ similar other duties that require regular Office hours for its discharge)				
	ii) Dortigination in Doord of Studiog Academic	20+70+23+37	15.0	15.0	Annexure
	ii) Participation in Board of Studies, Academic and Administrative committees	=150			
	(Member of 1.Laboratory Equipments Purchase Committee, 2. Online admission committee, 3. Hostel Subcommittee, 4. Development Committee)				
	(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)	72	7.2	7.2	Annexure
	"RC-Plant Advancement in BiologicalSciences."				
	by UGC-HRDC, Burdwan University From				
	16.08.2019 to 29.08.2019.(72 Hours)				
	(Max API Score : 15)			7.2	
	*For all categories of Teachers (Assistant/Associate)			36.1	
	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.	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 -

<b>i</b> )	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	Whethe r 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

SI. No.	Title of the publication with page no. and year of publication	Name of the of publisher		Whether you are the main author	

#### 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

SI. 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

		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/Proce	ss:

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

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

#### 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.	Title of	Title of	Organized	Whether	API	Remarks
No.	the	Conference/	By	International/	score	
	invited lecture	Seminar with		National/State		
	/paper	Date		Or University		
	Presented					

1.	0,		SantGadge Baba Amaravati University, Indian Aerobiological Society29 <sup>th</sup> -31 <sup>st</sup> Jan 2018	National	3	
2.	Pollination of Vigna	Trends in Contemporary Research in Plant	Dept. of Botany, Vidyasagar University 29-30 March, 2018.	National	3	
3.	interaction 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
			<u> </u>	

\*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/ for specific proposed stage of pr Stage H/	Total API Score for Assessment Period		
		07.12.2017 to 30.06.2018	01.07.2018 to 29.08.2019	i chidu	
I	<b>CATEGORY I:</b> 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 (to be assessed cumulatively for assessment period)		
III	CATEGORY III:		
	Research and Academic Contributions	9	9
	(to be assessed cumulatively for assessment period)		
II + III	<b>Total API score</b> (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	aca speci	ademic fic pro	re for p years a posed a <del>1</del> /11/11	as appl stage o	licable f prom	for otion	Total API score for the assessment period		Percentage Distribution of Weightage Points in the Expert
		29.8 .14 to 30.6 .15	01.0 7.15 to 30.0 6.16	01.0 7.16 to 30.0 6.17	01.0 7.17 to 06.1 2.17	07.1 2.17 to 30.0 6.18	01.0 7.18 to 29.0 8.19			Assessment (Applicable only for selection committee)
Ι	<b>CATEGORY I:</b> Teaching, learning and evaluation related	114.7	115	114.6	110.4	57.7	101.2	Average API/Year 613.6		
	activities(to be assessed yearly)	11	1	11	11	S,	10	013.0	122.7	
Π	<b>CATEGORY II:</b> 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		
	Assessment Period	

III	CATEGORY III: Research and Academic Contributions( <i>to be</i> <i>assessed cumulatively</i> <i>for assessment period</i> )	Assessment Period 29.08.14 to 06.12.17 Assessment Period 07.12.17 to 29.08.19		56.5 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			ee Principal/TIC/OIC late and seal
	Date of Screening Committee / Selection committee and Venue	Date:	Ver	nue:	
	Recommendation of the Screening/Selection Committee for promotion on CAS with date of effect of promotion	<ul> <li>Recommended for promotion (Strike out w</li> <li>Date of effect:</li> </ul>	•	n Stage <del>I//</del> II / <del>H</del> 1 are not applica	-
	Signat ure of the Principal/TIC/OIC with date and seal	Signature of the DPI Nominee with date and seal	o E	Signature f the Subject Expert/s with late 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 (4<sup>TH</sup> AMENDMENT)

- Date of Screening cum Evaluation Committee/ Selection Committee:
- Venue:

	API score	e up to <b>06.</b>	12.2017	API s	core w.e.f. <b>07.12.2</b>	017			
			API			API	Total API score in Assessment Period	Percentage Distribution of Weight age Points in the Expert Assessment (applicable only for	
			( <b>A</b> )			<b>(B</b> )	( <b>A</b> + <b>B</b> )	selection committee for Associate Professor)	
Cat I	activities)				[(teaching-learning & related activities) ssessed yearly]	158.9	613.6		
Cat II	Categor curricular, c and profe develop activity Be assessed	extension essional oment y)[to	128	(co -curric professional o [to be assessed	<b>tegory II</b> ular, extension and development activity) d cumulatively for the sment period]	62.9	190.9		
Cat Category III (research and academic contribution) [to be assessed cumulatively for the assessment period] 56.5			academ [to be assesse	y <b>III</b> (research and ic contribution) d cumulatively for the sment period]	9	65.5			
Recommendation of the Screening Selection Committee for promotion on CA with date of effect of promotion				AS H/III/I	mended for pr <del>V</del> (Strikeout whicl f effect:			e II to Stage	
				1					
Principal /	Signature of the Principal / TIC / OIC with date andSignature of the Nominee with date						Signature of the Subject Expert with date and seal		
		1. (	D. HEN	IANTA SA			C1.	et: BOTANY	

• 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 (*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

(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 eligibility for Promotion : 14/03/2021

Examination	Name of the University	Year of Passing	Marks Obtained (%)	Class/ <del>Grade</del>	Remarks
B.A/B.Sc./B.Co	The University of	2003	50.125	$2^{nd}$	Annexure
<del>m</del> .	Burwan				
M.A/M.Sc./	The University of	2005	59.1	$2^{nd}$	Annexure
M.Com.	Burwan				
UGC-	CSIR, Human Resource	2010	Rank-0147	LS (NET)	Annexure
CSIR/NET	Development Group,				(Refer to
	New Delhi				page no)

14. Educational Qualification (Graduationonwards):

15. ResearchDegree(s): NIL.

Degree	Name of the University	Date of award	Title	Remarks
M.Phil				
Ph.D/ <del>D.Phil</del>				
D.Sc./ D.Lit				

#### 16. Details of Teaching/ Research/AcademicExperience:

Designation	Designation Employer		Scale of pay
		From To	
	Suri Vidyasagar College, Suri, Birbhum, West Bengal	14.03.2015 to till date	15600 – 39100 AGP – 6000
(~~~8)			

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 (14.03.2015-30.06.2015)

(Tobcompletedandsubmittedattheendofeachacademicyear) 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			% of classes taken as per documented record	API Score	Remarks
	Physics Honours (Paper-II, GrA, Unit-5; Paper-XI, Unit-12)	UG-Part-I,II & III	L, P	22/22	100		Annexure (Academic audit) Refer to
	2	UG-Part-I,II & III	L, P	29/29	100		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	
a)	Classes taken ( <b>Maximum 50</b> 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 center located in the District other than Kolkata ( <b>Max score - 10</b> ) (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
	Honours	reference and	experimental	Study materials (Hand written notes, hard copies of e-Book), PPT etc.	10	Annexure

			resources			
	General	reference and web resources	experimental procedures, theory	Study materials and Class notes, PPT etc.	10	
A DI	1 1		from text		20	
API score based on preparation and Imparingof knowledge20/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/CurriculumDesign:	5 per co	ourse – 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 I	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-b	ased/E-Libr	ary/IT-asst teaching
Workshop/Training - 10 points; Popularization program	- 5points	

Short Description (in terms of items) as listed above	API Score	Remarks
Participation/Innovative – Interactive courses (Syllabus based seminar, Question-answer session, Quiz contest)	5	Annexure
Learning module ( <b>Teaching Plan for Physics Honours and</b> General)	5+5=10	Annexure
Use of ICT or Computer-aided methods– <b>Microsoft PowerPoint</b>	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	Extent to which	<b>API Score</b>	Remarks
	Duties	Assigned(University	Carried out(%)		
		final exams Part-I, II &			
		III)			

1.	(a) Invigilation (University examination)	yes	100%	10	Annexure
2.	(b)Internal/ContinuousA ssessments 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 e	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			
	<ul><li>c) Student/Staff Sports</li><li>Campus Publication etc:</li><li>(dept level 2 points, Instn level 5 points) Max 10</li></ul>			
	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			
	<ul> <li>d) Conf Organization/ChairSecretary/Treasurer</li> <li>(I) International:10</li> <li>(II) National/Reg:5</li> <li>(III) Member: 1each</li> </ul>			

(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- 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			% of classes taken as	API	Remarks
			teaching	as per schedule	per documented record	Score	
1.	Physics Honours	UG-Part-I,II	L,P	277/277	100		Annexure
	(Paper-II, GrA,	& III				49.8	
	Unit-1 to 7; Paper-						(Academic
	VII-Gr. A, Unit-2,						audit)
	4, 5; Paper-XI,						Refer to page
	Unit-1 to 12)						no
2.	Physics General	UG-Part-I,II	L, P	168/169	99.4		
	(Paper-I, Gr. E,	& III					
	Unit-3, 4; Paper-II,						
	Gr. B, Unit5, 6;						
	Paper-II, Gr. C-						
	Unit 4, 5; Paper-IV,						
	Unit-1, 3, 8, 9)						

#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 ( <b>Maximum 50</b> 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 ( <b>Max score - 10</b> ) (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	Text books,	3	Study materials (Hand	10	Annexure
	Honours	references and	experimental	written notes, hard copies		
	Course	web resources	procedure, web	of e-Book), PPT etc.		
			resources			
2.	Physics	Text books,	Laboratory	Study materials and Class	10	
	General	reference and	experimental	notes, PPT etc.		
	Course	web resources	procedures, theory			
			from text			
API	score base	d on preparat	ion and Impartingof		20	
know	/ledge /instr	uction as per cu	irriculum and syllabus			
enrichment by providing additional resources to						
stude	ents ( <b>Max. s</b> o	core:20)				

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

(a) Updating of Courses/CurriculumDesign:	5 per co	ourse – 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 D	ev: 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
	Learning module (Teaching Plan for Physics Honours and	5+5=10	Annexure
	General)		
3.	Use of ICT or Computer-aided methods–Microsoft	5	Annexure
	PowerPoint		
	(Max API Score:20) TotalScore:	20	

### (iv) Examinationdutiesassigned and performed

(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/ContinuousA ssessments workasallotted (invigilation, paper setting, 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 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 Activitie	es (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	

Managem	ribution to Corporate Life and nent of the Institution	Yearly/Semester wise responsibilities	API Score	
	anceResponsibility C/NAAC coordinator/Bursar / Warden etc.): Max10	Serve as a HOD (from 01.04.16)	5	Annexure
	nic/Administrative Committees like n /Campus Dev/ Library Comm: 5 each Max	Member of - 1. Admission Verification committee 2. Research and publication committee	5+5	Annexure
	t Welfare/Placement / g/ Discipline 5 each Max 10			
(I) Ir (II) N	rganization/ChairSecretary/Treasurer nternational:10 lational/Reg:5 Iember: 1each			
(Max AP)	I Score : 15)		15	
(III)Profe	essional Development Activities			
(Í)Nationa	er in Professional Committees al 3 (II) State2; Max10			
Withoutp		Participation of Seminar - 1	2	Annexure
	erm Courses/ ess than a week: 5 each Max 10	Attending short term course - 1	5	Annexure
Central Bo	ership/Participation in State/ odies/Committees: 5 each Max 10			
e) Newspa covered in	aper/Magazine/ Radio-TV progr (Not n Category III): 1 each ; Max 10			
(Max AP)	I Score : 15)		7	
Total Scor	re (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- 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.	<b>Course/Paper</b>	Level	Mode of	<b>Class allotted</b>	% of classes taken as	API	Remarks
No.			teaching	as per schedule	per documented record	Score	
1.	Physics Honours	UG-Part-	L, P	282/282	100		Annexure
	(Paper-II, GrA,	I,II & III				49.7	
	Unit-1 to 7; Paper-						(Academic
	VII-Gr. A, Unit-2,						audit)
	4, 5; Paper-XI,						Refer to
	Unit-1 to 12)						page no
2.	Physics General	UG-Part-	L, P	174/176	98.8		
	(Paper-I, Gr. E,	I,II & III					
	Unit-3, 4; Paper-						
	II, Gr. B, Unit5, 6;						
	Paper-II, Gr. C-						
	Unit 4, 5; Paper-						
	IV, Unit-1, 3, 8, 9)						

#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 ( <b>Maximum 50</b> 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 ( <b>Max score - 10</b> ) (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
	Physics Honours	Text book, Reference &	Laboratory experimental	Study materials: Hand written notes, web	10	(Annexure

	Course	web resources	procedures, web resources	resources, PPT, Printed materials etc.		
2.	Physics General Course	Reference & web resources	Laboratory experimental procedures, theory from text	Study materials: Hand written notes, web resources, PPT, Printed materials etc.	10	
enrich	edge /instructi	on preparation an on as per curricul ding additional re			20	

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

(a) Updating of Courses/CurriculumDesign:	5 per co	ourse – Max10	)
(b) Participation/Innovative –Interactivecourses	s: 5		
(c) Participn./Innovative -LearningModules:	5	Max10	
(d) Participn./Innovative - Case Studies prepare	ed:	5	
(e) Use of ICT or Computer-aided methods-pp	t: 5		
(f) Use of ICT –Multi-media/Simulationetc:	5	Max10	
(g) Dev/TeachingRemedial/BridgeCourses:	5	each Max10	)
(h)Dev/Teaching Soft skill/Communication/Per	sonality I	Dev: 5 each	Max10
(i) Special ProgramsinPhys.Edn./Library:	5each	Max10	
(j) Innovative Composition/Creation in Music,	Fine Arts	, Perf Arts: 5 e	each ; Max10
(k)Organizing & cond. Of popul. Prog. /Teachi	ng Web-t	ased/E-Libra	y/IT-asst
teaching Workshop/Training – 10 points; Popul	larization	program – 5p	oints

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.	2. Learning module ( <b>Teaching Plan for Physics Honours and</b> General)		Annexure
	3. Use of ICT or Computer-aided methods–Microsoft PowerPoint		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) ExamCoordination Cell/Outstation or Flying Squad: 10 [100% compliance]

Sl. No.	Type of Examination Duties	<b>Duties Assigned</b> (University final examinations of Part-I, II & III)	Extent to which Carried out(%)	API Score	Remarks
	(a)Invigilation (University Examination)	Yes	100%	10	Annexure
	(b)Internal/ContinuousAssessm ents workasallotted(Paper setting, invigilation, evaluation for internal examination- base label, 1 <sup>st</sup> , 2 <sup>nd</sup> terminal, test level etc.	Yes	100%	10	Annexure
	(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.

Sl.No.	Type of Activity	Average Hrs/week	API Score	Remarks
	(I)Extension, Co-curricular & field based Activities (5 points e	each)		
	a) Field Study/Ed. Tours/ Placement: 5each Max10	Ed. Tour (Massenjore Hydropower Dam, dated-23.02.2017)	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	College Level Sports (Volunteer)	5	Annexure
	d) Community work (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 (PG/IQAC/NAAC coordinator/Bursar / Warden etc.): Max10	Serve as a HOD of Physics Dept.	5	Annexure
	b) Academic/Administrative Committees like Admission /Campus Dev/ Library Comm: 5 each Max 10	Member of Academic advisory committee	5	Annexure
	c) Student Welfare/Placement / Counseling/ Discipline 5 each Max 10	Member of Grievance Redressal Cell	5	Annexure

Please mention your contribution to any of the following:

<ul> <li>f) Conf Organization/ChairSecretary/Treasurer</li> <li>(I) International:10</li> <li>(II) National/Reg:5</li> </ul>			
(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)		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.	Course/Paper	Level	Mode of	<b>Class allotted</b>	% of classes taken as	API	Remarks
No.	_		teaching	as per schedule	per documented record	Score	
1.	PhysicsHonours	UG-Part-	L, P	165/165	100		Annexure
	(Paper-CC-1,	I,II & III				50	
	Unit-3, 5; Paper-						(Academic
	CC-II, Unit-6 to 9						audit)
	Paper-VII-Gr. A,						Refer to
	Unit-2, 4, 5;						page no
	Paper-XI, Unit-1						puge no
	to 12)						
2.	Physics	UG-Part-	L,P	86/86	100		
	General (Paper-	I,II & III					
	CC-1A, Unit, 3						
	to 7); Paper-II,						
	Gr. B, Unit5, 6;						
	Paper-II, Gr. C-						
	Unit 4, 5; Paper-						
	IV, Unit-1, 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
a)	Classes taken ( <b>Maximum 50</b> 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 ( <b>Max score - 10</b> ) (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.	Course	Reference & web		Study materials (hard copies), PPT etc.	10	(Annexure )
2.	Physics General Course	Text book, Reference & web	Laboratory	Study materials and Class notes etc.	10	
know enric	vledge /instruct	ion as per oviding ad	ation and Impartingof curriculum and syllabus lditional resources to		20	

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

(a) Updating of Courses/CurriculumDesign:	5 per co	ourse – 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/Persona	lity Dev: 5 each	Max10
(i) Special ProgramsinPhys.Edn./Library:	5each	Max10
(j) Innovative Composition/Creation in Music, Fine	Arts, Perf Arts: 5	5 each ; Max10
(k)Organizing & cond. of popul. Prog. /Teaching W	eb-based/E-Libra	ary/IT-asst teaching
Workshop/Training - 10 points; Popularization prog	ram - 5points	

SI. 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	5+5=10	Annexure
	General)		
3.	Use of ICT or Computer-aided methods–Microsoft	5	Annexure
	PowerPoint		
	(Max API Score:20) TotalScore:	20	

## (iv) Examination duties assigned and performed

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

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

(c) ExamCoordination Cell/Outstation or Flying Squad: 10 [100% compliance]

Sl. No.	Type of Examination Duties	<b>Duties Assigned</b> (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
	(b)Internal/ContinuousAssessm ents workasallotted (Invigilation, paper setting, 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 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	1)		
	a) Field Study/Ed. Tours/ Placement: 5each Max10	Ed. Tour (Bakreswar Thermal Power Plant, dated- 10/08/2017)	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	DPI Level Sports (Volunteer)	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/Semes ter wise responsibilitie s	API Score	
	a) GovernanceResponsibility (PG/IQAC/NAAC coordinator/Bursar / Warden etc.): Max10	Serve as HOD of Physics Dept.	5	Annexure
	b) Academic/Administrative Committees like Admission /Campus Dev/ Library Comm: 5 each Max 10	Member of – 1. Cultural committee 2. Academic advisory committee	5+5	Annexure

c) Stu	dent Welfare/Placement /	Member of	5	Annexure
Couns	eling/ Discipline 5 each Max 10	Grievance		
		Redressal Cell		
0,	nf Organization/ChairSecretary/Treasurer			
``	I) International:10			
	(I) National/Reg:5			
()	(II) Member: 1each			
(Max	API Score : 15)		15	
(III)P	rofessional Development Activities			
	mber in Professional Committees			
· · · ·	ional 3 (II) State2; Max10			
b) Par	ticipation in Conf/Seminars			
Witho	outpaper: 2 each ; Max10			
	rt-term Courses/			
Traini	ng less than a week: 5 each Max 10			
d) Me	mbership/Participation in State/			
Centra	ll Bodies/Committees: 5 each Max 10			
	vspaper/Magazine/ Radio-TV progr (Not covered in ory III): 1 each ; Max 10			
	API Score : 15)			
, i i i i i i i i i i i i i i i i i i i	,		10+15=2	
Total	Score (I +II+III) (Max :50)		10+15=2 5	
Minin	um 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)

 Title with pageno.	No.	Whether peer reviewed. Impact factor, if any	Co-author	you are themain	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

SI. No	Title of Show/ Exhibition/ Performance with or without CD/DVD/ Tape/ Online /E-form/E- book version or Brochures	Instt Name (Including TV/Radio etc)	(I.International 15 each/	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

S1.	Title with	Book title,	ISSN/ISBN No. (Or,	Whether	No.of	Whether you	API
No.	page no.	editor &	Renowned publishers)	peer	Co-author	are the main S	Score
		publisher	See Cat 1-4 as above	reviewed.		author	
			for scores				

### 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.	page no.		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

S1. No.	1 0	Book & authorship		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

SI. No	Programme / Exhibition with details ofvenue	Institution/	(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:

#### 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

5

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

S1. No.	Title	Agency	Period	Grant/ Amount mobilized (Rs. lakh)	API score	
110.						<b>C.</b> (
						iii)

### (iv) Completed Projects/ Consultancies

51. No.	Title	Agency		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	6		Remarks
				Score	

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

APIScore–Category1-International–10, Category2-National –7.5 Category3-Regional -5, Category4-Local –3

Sl.	Title of the	Title of	Organized by	Whether	API	Remarks
No.	paper presented	Conference/		International/	Score	
		Seminar		National/State/Region		
				al/		
				College or University		
				Level		
1.	Nanotechnology: A New	"Emerging Issues	IQAC, Suri	National Level	7.5	Annexure
	Horizon of Future	in Intra-	Vidyasagar			
	Generation	disciplinary	College (in			Vide
		Studies: An	collaboration			page no
		Indian	with Amar			
		Perspective"	Kutir Society			
			for Rural			
		(04.03.2016 -	Development,			
		05.03.2016)	Ballavpur,			
			Birbhum)			

## 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	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/ <del>5/6</del> academic years as applicable for specific proposed stage of promotion from Stage I/ <del>II/III</del> to Stage II/ <del>III/IV</del> .				Total API Score for Assessment Period	
		14.03.15	01.07.15	01.07.16	01.07.17		
		to	to	to	to		
		30.06.15	30.06.16	30.06.17	06.12.17		
Ι	CATEGORY I:						
	Teaching, learning and evaluation related activities	120	124.8	124.7	125	494.5	
	(to be assessed yearly)						
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:		L		l		
	Research and Academic Contributions			7.5			
	(to be assessed cumulatively for assessment period)						
II + III	<b>Total API score</b> (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

	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)	& III and CBCS- SEM-I &II.	L, P	137	18.2		Annexure (Academic audit) <i>Refe</i> <i>r to page</i> <i>no</i>
2.	Physics General Course(Pape r-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		93	12.4		

Maximum API Score :	30.6	
i) Assistant Professor Stage I : 70		
ii) Assistant Professor Stage II : 70		
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

SI. No.	Type of Examination Duties	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			
	Internal continuous assessments including question paper setting, invigilation and evaluation	35			
	Maximum API Score :			9.3	
	<ul> <li>i) Assistant Professor Stage I : 20</li> <li>ii) Assistant Professor Stage II : 20</li> <li>iii) Assistant Professor Stage III : 20</li> </ul>				

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

- (a) Updating of Courses/CurriculumDesign:
- $(b) \quad {\rm Participation/Innovative-Interactive courses:}$
- (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. of popular Prog /Teaching Web-based/E- Library/IT-asst.teaching:

Sl. No	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 ( <b>Teaching Plan for Physics Honours and</b> <b>General</b> )	00	00	00	Annexure

2.	Participation/Innovation- (Syllabus bases debate, quiz, extempore, seminar, question answer session, etc)	26	2.6	2.6	Annexure
3.	Use of ICT or Computer-aided methods – <b>Microsoft PowerPoint(ppt)</b>	59	5.9	5.9	Annexure
4.	Use of ICT- Multimedia/Simulation etc.: (Multimedia, slides and simple simulations)	15	1.5	1.5	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 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 base	d Activities			
	<ul> <li>i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.)</li> <li>(Organizer and conduction of Student seminar)</li> </ul>	6	0.6	0.6	Annexure
	<ul> <li>ii) Other co-curricular activates (Cultural, Sports, NSS, and NCC etc.)</li> <li>[College level sports as volunteer+ participate as organizing member in various CollegeCultural events]</li> </ul>	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)					
	<ul> <li>i) ) Administrative Responsibility ( including Dean/Principal/Chairperson/Convenor/Teacher- in- charge/ similar other duties that require regular Office hours for its discharge)</li> <li>(Serve as HOD of Physics)</li> </ul>	79	7.9	7.9	Annexure	
	<ul> <li>iii) Participation in Board of Studies, Academic and Administrative committees</li> <li>Member of</li> <li>1. Grievance Redressal Cell</li> <li>2. Cultural committee</li> <li>3. admission verification committee</li> </ul>	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)					
	(Max API Score : 15)	30	3.0	3.0		
	*For all categories of Teachers (Assistant/Associate) 4.8+12.5+3.0=20.3					
	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.	The 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>01.07.2018-30.06.2019</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 Field work

	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,	and CBCS-SEM-I, II, III, IV.	L, P	289	38.5		Annexure (Academic audit) <i>Refer to</i> 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)			181	24.1		
	ii) Assistant	PI Score : Professor Stage I : 70 Professor Stage II : 7( Professor Stage III: 7	0			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

SI. No.	Type of Examination Duties	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			
	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:
- $(c) \quad {\rm Participn./Innovative-LearningModules}$
- (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 – <b>Microsoft PowerPoint</b> ( <b>ppt</b> )	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 base	d Activities				
	<ul> <li>i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.)</li> <li>(Organizer and conduction of Student seminar+ Ed. Tour at Meghnad Saha PlanetariumBardhhaman, dated-20/03/2019)</li> </ul>	6 + 8	1.4	1.4	Annexure	
	<ul> <li>ii) Other co-curricular activities (Cultural, Sports, NSS, and NCC etc.)(College level sports as volunteer + participated as organizer memberin various CollegeCultural events)</li> <li>iii) Extension and dissemination activities</li> </ul>	12+28=40	4.0	4.0	Annexure	
	(public/popular lectures/talks/seminars)					
	(Max API Score : 15)			5.4		
	<ul> <li>participation in through participation in responsibilities (including as Principal / Director that at it) ) Administrative Responsibility (including Dean/Principal/Chairperson/Convenor/Teacher-in-charge/ similar other duties that require regular Office hours for its discharge)</li> </ul>					
	<ul> <li>iii) Participation in Board of Studies, Academic and Administrative committees</li> <li>Member of –</li> <li>1.Admission verification committee</li> <li>2. Member of Grievance Redressal Cell</li> <li>3. Cultural committee</li> </ul>	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)					
	(Max API Score : 15)	25	2.5	2.5		
	*For all categories of Teachers (Assistant/Associate)		5.4+9.4+2.5=	17.3	<u> </u>	

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.	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>01.07.2019-30.06.2020</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)

#### CATEGORY1: TEACHING, LEARNING AND EVALUATIONRELATED ACTIVITIES

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	API Score	Remarks
1	Dhusios	UC (Hong) CPCS	I D	296	Associate Prof.) 39.4		Appaviling
1.		U.G.(Hons.) CBCS-		290	39.4		Annexure
		SEM- I, II, III, IV, V,					
		VI					(A 1
	(Paper, CC-I,						(Academic
	Unit-3, 5;						audit)
	Paper-CC-II,						
	Unit-6, 7;						
	Paper-CC-						Refer to
	III, Unit-6 to						page no
	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,						

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

	Unit-4, 5;						
	Paper-DSE-						
	2, Unit-1,						
	DSE-4, Unit-						
	1 to 4)						
2.	Physics	U.G.(Gen.) CBCS-	L, P	167	22.2		
	General	General &					
	Course	GenericCBCS-SEM-					
		I, II, III, IV, V, VI.					
	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)						
	Maximum A					61.6	
		Professor Stage I : 70					
		Professor Stage II : 7					
	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

Type of Examination Duties	spent per Academic	hours spent per Academic Year ÷ 10	API Score	Remarks
Invigilation of University examinations	35	12.3	12.3	Annexure
Assessment of University exam. Scripts	34.7			
Internal test question setting and assessment of internal exam. Script, invigilation	53.2			
Maximum API Score :			12.3	
i) Assistant Professor Stage I : 20				
<ul><li>ii) Assistant Professor Stage II : 20</li><li>iii) Assistant Professor Stage III : 20</li></ul>				
	Invigilation of University examinations Assessment of University exam. Scripts Internal test question setting and assessment of internal exam. Script, invigilation Maximum API Score : i) Assistant Professor Stage I : 20 ii) Assistant Professor Stage II : 20	Spent per Academic YearInvigilation of University examinations35Assessment of University exam. Scripts34.7Internal test question setting and assessment of internal exam. Script, invigilation53.2Maximum API Score : i) Assistant Professor Stage I : 201	Spent per Academic Yearhours spent per Academic Year ÷ 10 for all Teachers)Invigilation of University examinations35Assessment of University exam. Scripts34.7Internal test question setting and assessment of internal exam. Script, invigilation53.2Maximum API Score : i) Assistant Professor Stage I : 204	spent per Academic Yearhours spent per Academic Year ÷ 10 for all Teachers)ScoreInvigilation of University examinations3512.3Assessment of University exam. Scripts34.7Internal test question setting and assessment of internal exam. Script, invigilation53.2Maximum API Score : i) Assistant Professor Stage I : 2012.3

#### 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. 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 –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 – <b>Microsoft Power Point(ppt)</b>	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	d Activities			
	<ul> <li>i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.)</li> <li>(Organizer and conduction of of Student seminar + study tour at Massenjore Hydropower Dam on 08/11/2019)</li> </ul>	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	
			d institution the	ah	
(b)	Contribution to Corporate life and management of the participation in through participation in responsibilities responsibilities(including as Principal / Director that n i) ) Administrative Responsibility ( including Dean/Principal/Chairperson/Convenor/Teacher- in- charge/ similar other duties that require regular	es(including as ]	Principal / Directo	r	
	<ul> <li>participation in through participation in responsibilitie responsibilities(including as Principal / Director that not i)) Administrative Responsibility (including Dean/Principal/Chairperson/Convenor/Teacher-in- charge/ similar other duties that require regular Office hours for its discharge)</li> <li>iii) Participation in Board of Studies, Academic and Administrative committees Member of- 1. Cultural committees</li> <li>2. Admission verification committee</li> </ul>	es(including as ]	Principal / Directo	r	Annexure
	<ul> <li>participation in through participation in responsibilitie responsibilities(including as Principal / Director that n</li> <li>i) ) Administrative Responsibility ( including Dean/Principal/Chairperson/Convenor/Teacher- in- charge/ similar other duties that require regular Office hours for its discharge)</li> <li>iii) Participation in Board of Studies, Academic and Administrative committees Member of-</li> <li>1. Cultural committees</li> </ul>	es(including as l require regular o	Principal / Directo	r scharge)	Annexure
(b) 	<ul> <li>participation in through participation in responsibilities responsibilities (including as Principal / Director that not in the principal / Director that not in the principal/Chairperson/Convenor/Teacher-in-charge/ similar other duties that require regular Office hours for its discharge)</li> <li>iii) Participation in Board of Studies, Academic and Administrative committees</li> <li>Member of-</li> <li>1. Cultural committees</li> <li>2. Admission verification committee</li> <li>3.Grievance Redressal Cell</li> </ul>	es(including as l require regular o	Principal / Directo	r scharge) 6.8 6.8	Annexure

## 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.	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 01.07.2020-13.03.2021

(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)

#### 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	Àcademic 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)		L	263	35		Annexure (Academic audit) <i>Refer to</i> <i>page no</i>
2.	Physics General Course (Paper-CC-	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 : i) Assistant Professor S ii) Assistant Professor S iii) Assistant Professor	Stage II : 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

SI. No.		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 : i) Assistant Professor Stage I : 20 ii) Assistant Professor Stage II : 20 iii) Assistant Professor Stage III : 20			8.4	

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

(a) Updating of Courses/CurriculumDesign:

- $(b)\ Participation/Innovative Interactive courses:$
- (c) Participn./Innovative LearningModules
- $(d)\ Participn./Innovative-Case\ Studies prepared:$
- (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:

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

SI.	Short Description (in terms of	Actual	Actual Score (Actual	<b>API score</b>	Remarks
No	items)	hours spent	hours spent per		
	as listed above	per Academic	academic Year ÷10)		

		Year			
1.	Participation/Innovative – LearningModules ( <b>Teaching Plan for</b> <b>Physics Honours and General</b> )	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: <b>Microsoft PowerPoint</b> ( <b>ppt), Lecture through online</b> <b>platform</b>	70	7.0	7.0	Annexure
4.	Use of ICT- Multimedia/Simulation etc. ( <b>Multimedia, slides and simple</b> <b>simulations</b> )	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):

ſ	i)	Stage I to II	80/ Year
ſ	ii)	Stage II to III	80/Year
Ī	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 bas	sed Activities			
	i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.) <b>conduction</b> <b>ofstudent seminar</b>	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 participation in through participation in responsibilities responsibilities(including as Principal / Director that n	es(including as Prir	ncipal / Directo	or	
	i) ) Administrative Responsibility ( including Dean/Principal/Chairperson/Convenor/Teacher- in- charge/ similar other duties that require regular Office hours for its discharge)				
	<ul> <li>iii) Participation in Board of Studies, Academic and Administrative committees</li> <li>Member of –</li> <li>1. Cultural committee</li> <li>2. Online Admission&amp; verification committee</li> <li>3. Grievance Redressal Cell</li> </ul>	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 ( <b>Refresher course at HRDC</b> of <b>PRSU during 05/10/2020 to 17/10/2020</b> )	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.	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	Whethe r you are the main author	API Score	Remar ks
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 Web of Science group, Springer publishers	9	Yes	14 [(25+15) x 0.7]/2	Annexure

2.	"Detection	J. of	ISSN: 1934-	Peer Reviewed.	8	No		Annexure
	technique for	Nanophoto	2608	Impact			1.5	
	vitamin D3	nics.		factor = 1.6			(25+10)	
	using Er-doped			Web of			x0.3/7	
	TiO2			Science				
	nanowire-			group, SPIE				
	based UV			publishers				
	photodetector,"			-				
	14 (4) (2020)							
	pp-046001						Total = 15	5.5

\*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

SI. No.	Title of the publication with page no. and year of publication		Whether you are the main author	

#### 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

SI 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

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

SI. 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
III(E)					
Fellow ships,		M.Phil. or equivalent			
Award		Ph.D.or equivalent			
s 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

SI.	Title of the invited	Title of Conference/	Organized	Whether International/	API	
No.	lecture/paper	Seminar with	Ву	National/State or University	Score	Remarks
	presented	Date				
1.	"Improved performance of Erbium doped TiO <sub>2</sub> thin film based UV detector"	NCRDNN (National Conference on Recent Development in Nanoscience & Nanotechnology); 29 <sup>th</sup> - 31 <sup>st</sup> 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 for specific pro	Total API Score for Assessment Period					
		07.12.2017						
		to 30.06.2018	to 30.06.2019	to 30.06.2020	to 13.03.2021			
Ι	CATEGORY I:							
	Teaching, learning and evaluation related activities (to be assessed yearly)	49.9	87.4	83.9	80.2	301.4		
П	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					

	(to be assessed cumulatively for assessment period)		
II + III	<b>Total API score</b> (Category II + Category III)/ Assessment Period)	96.7	96.7

Signature of Incumbent with date and seal Signature of the Coordinator, IQAC Signature of the Principal/TIC/OIC

# **IV. Summary of API Scores:**

	Mondal					Su	ıbject: Ph	iysics			
Criteria			posed stag	ge of pror	notion fro			Total API score for the assessment period     Percentag Distributio of Weighta Points in th Expert			
	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	01.07.2 0 to 13.03.2 1			Assessment (Applicable only for selection committee)
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	Aver age API/ Year 113.7	-
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	19	7.2	
CATEGORY III: Research and Academic Contributions (to be assessed	Assessment Period 14.03.15 to 06.12.17 Assessment Period 07.12.17 to 13.03.21						7.5				
							223.2				
	CATEGORY I: Teaching, learning and evaluation related activities (to be assessed yearly) CATEGORY II: Cocurricular, extension and professional development related activity (to be assessed cumulatively for assessment period) CATEGORY III: Research and Academic Contributions (to be assessed cumulatively for assessment period) Total API score (Cat II + Cat III)/	for spectrum14.03.15 to30.06.15CATEGORY I:Teaching, learning and evaluation related activities (to be assessed yearly)CATEGORY II: Cocurricular, extension and professional development related activity (to be assessed cumulatively for assessment period)CATEGORY III: Research and Academic Contributions (to be assessed cumulatively for assessment period)CATEGORY III: Research and Academic Contributions (to be assessed cumulatively for assessment period)Total API score (Cat II + Cat III)/ Assessment	CriteriaAPI Score for p for specific pro14.03.14.03.14.03.1515 to15 to30.06.30.06.1516CATEGORY I: related activities (to be assessed yearly)120CATEGORY II: Cocurricular, extension and professional development related activity (to be assessed cumulatively for assessment period)1542CATEGORY III: Cocurricular, extension and professional development related activity (to be assessed cumulatively for assessment period)1542Contributions (to be assessed cumulatively for assessment period)AssesTotal API score (Cat II + Cat III)/ Assessment15	CriteriaAPI Score for previous 3, for specific proposed stag to S14.03.01.07.15 to15 to15 to15 to30.06.30.06.30.06.30.06.151617CATEGORY I: Teaching, learning and evaluation related activities (to be assessed yearly)CATEGORY II: Cocurricular, extension and professional development related activity (to be assessed cumulatively for assessment period)154237CATEGORY III: Cocurricular, extension and professional development related activity for assessment period)154237CATEGORY III: Research and Academic Contributions (to be assessed cumulatively for assessment period)Assessment Pe cumulatively for assessment Pe for assessment period)Total API score (Cat II + Cat III)/ AssessmentTotal Actional Actional Assessment	CriteriaAPI Score for previous 3/4/5/6 aca for specific proposed stage of pro to Stage II/H14.03.01.07.01.07.01.07.15 to15 to16 to17 to30.06.30.06.30.06.30.066.12.15161717CATEGORY I: related activities (to be assessed yearly)120124.8124.7125CATEGORY II: courricular, extension and professional development related activity (to be assessed cumulatively for assessment period)15423725CATEGORY III: Research and Academic Contributions (to be assessed cumulatively for assessment period)15423725Total API score (Cat II + Cat III)/ AssessmentTotal Assessment 14.03.15 to 13.14.03.15 to 13.	CriteriaAPI Score for previous 3/4/5/6 academic year for specific proposed stage of promotion from to Stage II/HI/HV14.03.01.07.01.07.01.07.07.12.15 to15 to16 to17 to17 to30.06.30.06.30.06.30.06.6.12.30.06.1516171718CATEGORY I: Teaching, learning and evaluation related activities (to be assessed yearly)120124.8124.712549.9CATEGORY II: Courricular, extension and professional development related activity (to be assessed cumulatively for assessment period)1542372520.3CATEGORY II: Courricular, extension and professional development related activity (to be assessed cumulatively for assessment period)1542372520.3CATEGORY III: Courricular, extension and professional development related activity (to be assessed cumulatively for assessment period)1542372520.3CATEGORY III: Courricular, extension and professional development related activity (to be assessed cumulatively for assessment period)Assessment Period 14.03.15 to 06Total API score (Cat II + Cat III)/ AssessmentTotal Assessment Period: 14.03.15 to 13.03.21	CriteriaAPI Score for previous 3/4/5/6 academic years as app for specific proposed stage of promotion from Stage to Stage II/III/IV14.03.01.07.01.07.01.07.07.12.01.07.15 to15 to16 to17 to18 to30.06.30.06.30.06.30.06.6.12.30.06.151617171819CATEGORY I: Teaching, learning and evaluation related activities (to be assessed yearly)120124.8124.712549.987.4CATEGORY II: Courricular, extension and professional development related activities (to be assessed cumulatively for assessment period)1542372520.317.3CATEGORY III: Courricular, extension and professional development related activities (to be assessed cumulatively for assessment period)1542372520.317.3CATEGORY III: Courricular, extension and professional development related activities (to be assessed cumulatively for assessment period)1542372520.317.3CATEGORY III: Research and Academic Contributions (to be assessed cumulatively for assessment period)Assessment Period 07.12.17 to 13.03.21Total API score (Cat II + Cat III)/ AssessmentTotal ASsessment Period: 14.03.15 to 13.03.21	CriteriaAPI Score for previous 3/4/5/6 academic years as applicable for specific proposed stage of promotion from Stage I/H/HI to Stage II/HH/HV14.03.01.07.01.07.01.07.07.12.01.07.10.07.15 to15 to16 to17 to17 to18 to19 to30.06.30.06.30.06.6.12.30.06.30.06.30.06.15161717181920CATEGORY I: Teaching, learning and evaluation related activities (to be assessed yearly)120124.8124.712549.987.483.9CATEGORY II: Courricular, extension and professional development related activity (to be assessed yearly)1542372520.317.324CATEGORY III: Research and Academic Contributions (to be assessed cumulatively for assessment period)1542372520.317.324Total API score (Cat II + Cat III)/ AssessmentTotal Assessment Period: 14.03.15 to 13.03.21Total Assessment Period: 14.03.15 to 13.03.21	$\begin{array}{ c c c c c c c c c c c c c c c c c c c$	$ \begin{array}{ c c c c c c c c c c c c c c c c c c c$	$ \begin{array}{ c c c c c c c c c c c c c c c c c c c$

 Signature of the Incumbent	Signature of the Coordinator, IQAC with date and seal	Signatur e of the Principal/TIC/OIC with date and seal
Date of Screening Committee / Selection committee and Venue	Date:	Venue:

Ass	Assessment Period						
API score up to <b>06.12.2017</b>	API score w.e.f. <b>07.12.2017</b>						

Recommendation of the Screening/Selection Committee for promotion on CAS with date of effect of promotion	Recommended for promotion from Stage I / <del>II / III to</del> Stage II / <del>III / IV</del> (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 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<sup>TH</sup> 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
			(A)			<b>(B</b> )	( <b>A</b> + <b>B</b> )	Associate Professor)
Cat I	Category I(teaching- evaluation r activities) [to be asses	learning & related	494.5	Category evaluation re [to be assessed	I(teaching-learning & lated activities) d yearly]	301.4	795.9	
Cat II	Category curricular, and developmer activity)[to Be assessed	extension professional nt	119	professional	r, extension and development activity) [to umulatively for the	78.2	197.2	
Cat III	(research and academic contribution) [to be assessed cumulatively for thecont [to assCat(research and [to] asscont [to] ass		contribution)	ed cumulatively for the	18.5	26.0		
Recommendation promotion on CA					mended for promotion fro applicable) Date of effect:		to Stage II/III.	/IV (Strikeout which
Signature of the Principal / TIC / OIC with date and seal			Signature of the Subject date and sea		Signature of with	of the Subject Expert a 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**/<del>Stage 2/ Stage 3</del>) of **PHYSICS** Date of joining: **14/03/2015** Date of awarded of **Ph. D.** /<del>M. Phil</del>.: Scale of Pay: Rs. 15600-39100/- with AGP of Rs. **6000**/ 7000/-8000 Designation after promotion: Assistant Professor (**Stage2**/<del>Stage 3/Associate Professor (Stage 4</del>) 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**/<del>Stage 2 /Stage 3</del>) 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** /<del>8000/9000</del> with effect from 14/03/2021 The Committee further recommends that the onest held by the incumbent he upgreded to the post of Assistant Professor (**Stage 1**/ Stage **1**) for promotion (**Stage 1**) for promotion (**Stage 1**) for promotion (**Stage 1**) for promotion (**Stage 1**) 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** /<del>8000 /9000</del> 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 (*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<del>/Smt</del>./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.<del>37400/-</del> 67000/- with AGP of Rs. 7000/<del>8000/9000</del> with effect from 14/03/2021.

It is resolved that the post held by Sri<del>/Smt</del>./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.ORampurhat, 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	08.06.2018-	MHRD	
	Indian Institute of	28.06.2018	(PMMMNM	
	Technology		TT)	Annexure-

	(Indian School of Dhanbad, Jharkha			
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 1 <sup>st</sup> Fabruary, Behala College & Confirmed w.e.f. from 2017 in Suri Vidyasagar College vir resolution dated 6 <sup>th</sup> September 2018, Ite (Annexure – & )			
11.	Past Service, if any	: Behala College, Kolkata-700 060, From <b>01.02.2007</b> to <b>06.07.2017</b>		
	(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)		

12. For which position & AGP you are applying under CAS : Assistant Professor (Stage 3) (AGP- Rs.8000/-)

: 01.02.2018

13. Date of eligibility for Promotion

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	Ι	Annexure-
MA/ <u>M.Sc.</u> / M.Com. Visva-Bharati		2004	67.9	Ι	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	January,	"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	Englasion	Period of	service	Seels of nov	Annex.
	Designation	Employer	From	То	Scale of pay	
1.	Lecturer <u>Revised as</u> Asst. Professor, Stage I	Principal, Behala College	01.02.2007	31.01.2013	8000-275-13500 <u>Revised as</u> 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.	Drofossor	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** Date: Seal: **Signature of the Principal/TIC** Date: 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 document ed 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/Instrume nt-based	Theory: 96 Pactical:	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/Instrume nt-based	135			

#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)	49.3	
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-

Sl. No.	Course/ Paper	Consulted	Prescribed	Additional Resource provided	API Score	Annex.
1	UG	Text	Laboratory	Teaching		Annexure-

	(Hons.)	books, referencs and web resources	experimenal procedures, theory from text	materials, web references, printed materials, problem sets and solutions	10	
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-
instr	API score based on preparation and imparting of knowledge / instruction as per curriculum & syllabus enrichment by providing additional resources to students( <b>Max. score :20</b> )					

### (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.
	b. Participation/Innovative – Interactive courses: Syllabus based Seminar, question answer session and quiz contest	5	Annexure-
	c. Participation/Innovative- Learning Module-design of course module: Teaching Plan (Hons. and Gen.)	5+5=10	Annexure-
	e. Use of ICT or Computer aied methods: PowerPoint presentation, e-learning materials for imparting lectures	5	Annexure-
	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)		College Test Exam &University of Calcutta Final Exams	100	5	Annexure-
b.		Internal Examination of Hons. & Gen. Course	100	10	Annexure-
(Max A Total Sc	PI Score : 25) ore:25	I			1

# **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 basedActivi			
	a) Field Study/Ed. Tours/ Placement: 5each Max10	Organizer and conducting ENVS field study at Alipore Zoological Garden on 04.02.2013	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 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)		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			
	b) Academic/Administrative Committees like Admission /Campus Dev/ Library Comm: 5 each Max 10	Member of CU Exam. Committee (Part III)	5	Annexure-
	<ul> <li>c) Student Welfare/Placement /</li> <li>Counseling/ Discipline 5 each Max 10</li> <li>d) Conf Organization/ChairSecretary/Treasurer</li> </ul>			
	<ul> <li>(I) International:10</li> <li>(II) National/Reg:5</li> <li>(III) Member: 1each</li> </ul>			
	(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/			
	e) Newspaper/Magazine/ Radio-TV progr (Not covered in Category III): 1 each ; Max			
	(Not covered in category in): 1 cach, Max 10 (Max API Score : 15)			
		-	-	-
	Total Score (I +II+III) (Max :50) 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 document ed 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/Instrume nt-based	Theory: 200 Practical:	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/Instrume nt-based	336			

#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-

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-
instr	ruction as per o	curriculum & syl	l imparting of kno labus enrichment tudents( <b>Max. sco</b>	by	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.
	b. Participation/Innovative – Interactive courses: Syllabus based Seminar, question answer session and quiz contest	5	Annexure-
2.	c. Participation/Innovative- Learning Module-design o course module: Teaching Plan (Hons. and Gen.)	f 10	Annexure-
3.	e. Use of ICT or Computer aied methods: PowerPoint presentation, e-learning materials for imparting lecture	5	Annexure-
	f. Use of ICT- Multimedia/Simulation etc.: Multimedia slides and simple simulations	a, 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]

	e of mination	Duties Assigned	Extent to which	API Score	Annex.
L'AC	mmation		which	BUIL	

	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)		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 A Fotal So	PI Score : 25) core: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 basedActivi			
	a) Field Study/Ed. Tours/ Placement: 5each Max10	Organizer and conducting Ed. Tour in Eveready Industries India Ltd. on 07.09.2013	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 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)		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			
	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 (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	Participated in College level Symposium on 'Matrix and Dynamics of teaching and its Documentation in Higher education'	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)	-	-	-
Total Score (I +II+III)(Max :50)Minimum API Score required - 15		37	

(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 document ed 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/Instrume nt-based	Theory: 202 Practical:	00.20	10.6	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/Instrume nt-based	312 (Vide Page No. )	99.2%	49.6	

#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-

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-
instr	uction as per c	urriculum & syl	l imparting of kno labus enrichment udents( <b>Max. scor</b>	by	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]

	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-
,		College Test Exam &University of Calcutta Final Exams	100	5	Annexure-
		Internal Examination of Hons. & Gen. Course	100	10	Annexure-
(Max A Total Sc	PI Score : 25) ore: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 basedActivity			
	a) Field Study/Ed. Tours/ Placement: 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: 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	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 (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			
	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-
	<ul> <li>c) Student Welfare/Placement / Counseling/ Discipline 5 each Max 10</li> <li>f) Conf Organization/ChairSecretary/Treasurer <ul> <li>(I) International:10</li> <li>(II) National/Reg:5</li> <li>(III) Mambar: Leach</li> </ul> </li> </ul>			
	(III) Member: 1each (Max API Score : 15)		10	
	(III) Professional Development A stinition			
	(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		35	

(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 document ed 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/Instrume nt-based	Theory: 206 Practical:	00.04	10.5	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/Instrume nt-based	321 (Vide Page No. )	99.%	49.5	

#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-

Sl.	Course/	Consulted	Prescribed	Additional	API	Annex.
No.	Paper			<b>Resource provided</b>	Score	
1	UG	Text	Laboratory	Teaching		Annexure-
	(Hons.)	books,	experimental	materials, web		
		references and web	procedures, theory from	references, printed materials,	10	
		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-
instr	uction as per c	urriculum & syl	l imparting of kno labus enrichment udents( <b>Max. sco</b> l	by	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 lis	ted above	API Score	Annex.
1.	<ul> <li>b. Participation/Innovative – Interactiv</li> <li>Syllabus based Seminar, question answ</li> <li>quiz contest</li> </ul>		5	Annexure-
2.	c. Participation/Innovative- Learning N course module: Teaching Plan (Hons.	U	10	Annexure-
3.	e. Use of ICT or Computer aided meth presentation, e-learning materials for i		5	Annexure-
4.	f. Use of ICT- Multimedia/Simulation slides and simple simulations	etc.: Multimedia,	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)		College Test Exam &University of Calcutta Final Exams	100	5	Annexure-
b.		Internal Examination of Hons. & Gen. Course	100	10	Annexure-
(Max A Total Sc	PI Score: 25) ore:25				

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

Sl.No.	Type of Activity	Average Hrs/week	API Score	Annex.
	(I)Extension, Co-curricular &field basedActivit			
	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			
	<ul><li>(I) International:10</li><li>(II) National/Reg:5</li><li>(III) Member: 1each</li></ul>			
	(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/ Control Paging (Committees: 5 each May 10			
	Central Bodies/Committees: 5 each Max 10 e) Newspaper/Magazine/ Radio-TV progr (Not covered in Category III): 1 each ; Max 10			

Please mention your contribution to any of the following:

(Max API Score : 15)	-	-	-
Total Score (I +II+III)(Max :50)Minimum API Score required - 15		30	

(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 document ed 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/Instrume nt-based	Theory: 202 Practical:	00 6 0	10.0	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/Instrume nt-based	Practical: 321 (Vide Page No. )	99.6.%	49.8	

#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-

Sl.	Course/	Consulted	Prescribed	Additional	API	Annex.
No.	Paper			<b>Resource provided</b>	Score	

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-
instr	score based or uction as per c iding addition	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.
,	Invigilation (University of Calcutta Exam.)	University final Exams Part-I,II& III (Hons., Gen. & Compulsory)	100	10	Annexure-
		College Test Exam &University of Calcutta Final Exams	100	5	Annexure-
		Internal Examination of Hons. & Gen. Course	100	10	Annexure-
Max A Fotal Sc	PI Score : 25) ore:25				

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

Sl.No.	Type of Activity	Average Hrs/week	API Score	Annex.
	(I)Extension, Co-curricular &field basedActivit			
	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			
	<ul> <li>h) Conf Organization/ChairSecretary/Treasurer</li> <li>(I) International:10</li> <li>(II) National/Reg:5</li> <li>(III) Member: 1each</li> </ul>			
	(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 ; Max10c) 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	

Please mention your contribution to any of the following:

(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.

SI. No.	Course/ Paper	Level	Mode of Teaching	Class allotted as per schedule	% of classes taken as per document ed 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/Instrume nt-based	Theory: 94	1000/	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/Instrume nt-based	Pactical: 112	100%	50	

#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-

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-
instr	uction as per c	n preparation and surriculum & syl al resources to st	by	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.	Short Description (in terms of items) as listed above	API Score	Annex.
No.			
	b. Participation/Innovative – Interactive courses: Syllabus based Seminar, question answer session and quiz contest	5	Annexure-
	c. Participation/Innovative- Learning Module-design of course module: Teaching Plan (Hons. and Gen.)		
	e. Use of ICT or Computer aied methods: PowerPoint presentation, e-learning materials for imparting lectures	5	Annexure-
	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.
	Invigilation (University of BurdwanExam.)	University final Exams Part-I,II& III (Hons., Gen. & Compulsory)	100	10	Annexure-
a.ii)					
	Internal/Continuous Assessment work asallotted	Internal Examination of Hons. & Gen. Course	100	10	Annexure-
(Max A Total Sc	PI Score : 25) pre:20		·1		

## 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 basedActi			
	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		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			
	<ul> <li>i) Conf Organization/ChairSecretary/Treasurer</li> <li>(I) International:10</li> <li>(II) National/Reg:5</li> <li>(III) Member: 1each</li> </ul>			
	(Max API Score : 15)		10	
	(III) Due ferrier al Development Activitier			
	(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.	Title with page no.	Journal	ISSN/IS	Whether	No. of	Whethe	API	Annex.
No.			BN No.	Peer reviewed. Impact factor, if any	Co- author	r you are the main author	score	
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 ( <b>2014</b> )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 ( <b>2015</b> )4680-4690.	CrystEng Comm	1466-8033	Yes, Impact Factor = 3.545	5	No	1.2+1.2= 2.4	Annexure-
	"Nanoscale Manganese oxide (MnO <sub>2</sub> ) using [Mn(pyo) <sub>2</sub> (dca) <sub>2</sub> ] <sub>n</sub> : An efficient material for the photocatalytic degradation of organic dye," Journal of Advanced Studies, 1 ( <b>2015</b> ) 87-92	Journal of Advanced Studies	2394-7241	Yes	-	Yes	15	Annexure-
4	"An Overview of <i>in vivo</i> Toxicity of ZnO Nanoparticles" Journal of Advanced Studies, 2 ( <b>2016</b> ) 36-48	Journal of Advanced Studies	2394-7241	Yes	-	Yes	15	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 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) Art	icles/ Chapters publishe	d in Books				
	API Score	e (Per Art/Chap) Cat	egory 1: International P	ublisher –		10
	(	Category 2: National	/ State/ Central/ Societie	es Publisher		- 5
	(	Category 3: Subject	books by other/ Local Pu	ublisher		- 3
	(	Category 4: Chapters	s in Knowledge-based V	olumes		- 5
					1	1

Sl. No.	Title with page no.	Book title,	ISSN/ISBN No. (or,	Whether	No. of Co-	Whether you	API
		editor &	Renowned	peer	author	are the main	score
		publisher	publishers) See Cat	reviewed		author	

	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

SI N	Title with page no.	<b>71</b>	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 /Regiona	1	-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 - 5

Category 3 Regional ory 4 Local

			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		2013-	e of promot 2014-		age <del>1</del> /11/ <del>1</del> 2016-		Total- API score for assessment period	Annual Average API Score for Assessment period
I	Teaching, learning Evaluation related Activities	124.3	124.5	124.6	124.5	124.8	110	732.7	122.1
п	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

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: (2017-2018) 07.12.2017-31.01.2018

# (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 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.
	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-
	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-
	ii) Assistant Prof	re : Tessor Stage I :70 Tessor Stage II :7 Tessor Stage III: 7	)			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-
	Evaluation of answer scripts (University Exam.)				
	Internal/Continuous Assessments (Paper setter, Internal Evaluation of Terminal & Test Examinations).	36	3.6	3.6	Annexure-
	Maximum API Score : i) Assistant Professor Stage I :20 ii) Assistant Professor Stage II :20 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:
- $(e) \quad {\rm Use \ of \ ICT \ or \ Computer-aided \ methods -ppt:}$
- (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 AcademicYea r÷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 : i) Assistant Professor Stage I :10 ii) Assistant Professor Stage II :10 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	basedActiv	vities			
	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-	
	<ul><li>iii) Extension and dissemination activities (public /popular lectures/talks/seminars</li></ul>	•				
	(Max API Score : 15)			2.4		
	institution through participation in through participation in through participation in through participal / Director as Principal / Director that require regular office i) ) Administrative Responsibility ( including Dean/Principal/Chairperson/Convenor/Teacher- in-charge/ similar other duties that require regular Office hours for its discharge)	r responsibi	lities(includi	ng		
	iii) Participation in Board of Studies, Academic and Administrative committees				Annexure-	
	<ol> <li>Member of Online Admission Committee,</li> <li>Member of Research and publication subcommittee</li> </ol>	12	1.2	1.2		
	(Max API Score : 15)			1.2	_	
	<ul> <li>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)</li> </ul>					
		ns, dissemi	nation and g	eneral		

# 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

S1.	Title with page no.	Journal	ISSN/IS	Whether	No. of	Whethe	API	Annex.
No.			BN	Peer	Co-	r	score	
			No.	reviewed.	author	you are		
				Impact		the		
				factor, if		main		
				any		author		

\* 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.03 lakhs (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	policy was	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

 $c) \\ State \ / University \ level-3 \ / lecture \ or \ 2/paper presented$ 

SI.	Title	of	the	Title	of	Organized	Whether	API
No.	No. invited lecture /paper		Conference/ Seminar with		Ву	International/ National/State	score	
	presented		Date			or University		
	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. 19	8-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 <i>from Stage</i> <i>HII/HH to Stage H/III/FV</i> . 7.12.17-31.1.18	Total API score for assessment period
Ι	CATEGORY I: Teaching, learning and evaluation related activities (to be assessed yearly)	15.0	15.0
п	<b>CATEGORY II:</b> Co- curricular, extension and professional development related activity ( <b>to be assessed</b> <b>cumulatively for assessment</b> <b>period</b> )	3.6	3.6
ш	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)	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

# 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/ <del>III</del> to Stage <del>II</del> /III/ <del>IV</del>						Total API score for the assessment period		Percentage Distribution of Weightage Points in the Expert Assessment (Applicable only for selection committee)	
Ι	<b>CATEGORY I:</b> Teaching, learning and evaluation related activities( <i>to be assessed yearly</i> )	30.6.13	30.6.14	30.6.15	1.7.15- 30.6.16 124.5	30.7.17	1.7.17- 6.12.17 110	7.12.17- 1.2.18	747.7	Aver age API/ Year 124.6	
II	CATEGORY II: Cocurricular, extension and professional development related activity (to be assessed cumulatively for assessment period) CATEGORY III: Research and		Aggogg	mont	Derried	)1 02 13	to 06 12	) 17	190.6		
III	Academic Contributions(to be assessed cumulatively for assessment period)		Assessment Period 01.02.13 to 06.12.17 Assessment Period 07.12.17 to 01.02.18						59.4 0		-
II + III	Total API score (Category II + Category III)/ Assessment Period)					nent Per > 01.02.1			250		
•••••	Signature of the Incumbent		.Signature of the Coordinator, IQAC with date and seal					gnature of	the Princ	ipal / TIC seal	C/OIC with date and
	Date of Screening Committee / Sele	ction	ion Date: Venue:								
	committee and Venue Recommendation of the Screening/Selection Committee for promotion on CAS with date of effect of promotion										e II / III / IV(Strike out
	Signature of the Principal/TIC/OIC with date and seal			Signature of the DPI Nominee with date and seal				Signatu Subject Es with date	xpert/s		Signatu he 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 p	period		
	API score up to 06.	2.2017	API score w.e.f. 07	.12.2017	Tradat ADI	
		API		API	Total API score In the 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	<b>CATEGORY I</b> : Teaching, learning and evaluation related activities (to be assessed yearly)	732.7	<b>CATEGORY I</b> : 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	
САТШ	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	
Committee fo	ation of the Screening /S r promotion on CAS with effect of promotion		(Strikeout which a	are not app		I /II/ <del>III</del> to Stage <del>II/</del> III/ <del>IV</del>
Principal/TIC/OIC			nature of the PI Nominee 1 date and seal	Signature of the Subject Expert/s with date and seal		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. <del>6000</del>/**7000**/<del>8000</del> Designation after promotion: Assistant Professor (Stage2/Stage 3/Associate Professor (Stage 4)</del> Scale

of Pay: Rs. 15600-39100/- or <del>Rs. 37400-67000/-</del> with AGP of Rs. <del>7000</del> /**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 (*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/ OIC of College

#### 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/ <del>Grade</del>
<del>B.A</del> /B.Sc./ <del>B.Com</del> .	Visva-Bharati University	2004	72.40	1 <sup>st</sup> Class (Refer to Page No)
M.A/M.Sc./	Uttar Banga Krishi Viswavidyalaya	2006	86.70	1 <sup>st</sup> Class (Refer to Page No)
	esearch Degree(s):			(Refer to 1 age 100)

15. Research Degree(s):

Degree	Name of the University	Date of award	Title
M.Phil			
Ph.D/ <del>D.Phil</del>	Uttar Banga Krishi Viswavidyalaya		'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
	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: Seal: Date: Seal:

#### <u>APPENDIX – II</u>

#### Annual Self-Assessment for the Performance Based Appraisal System (PBAS) Session/ Year (2016-17) 24.12.2016- 30.06.2017 (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			fClass allotted as	% of classes	API	Remarks
			teaching*	-	taken as per	Score	
					documented		
					Record		
	Plant Protection Gen.	UG-Part-	L,P	98/103	95.1	47.5	Annexure-
	Part-I, Paper-I (Theory)	I, II& III					Refer to Page
	(Group-A) Unit:1, 2,						No for
	3,4,5,6,7,8						Academic audit
	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						

#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 ( <b>Maximum 50</b> 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 ( <b>Max score - 10</b> ) (12 special classes extra)	-	Annexure- (Refer to Page No)

Sl. No.	Course/ Paper	Consulted	Prescribed	Additional Resource Provided	API Score	Remarks
1.	Plant Protection Gen.	books within syllabus	procedures, Web resources	Study materials, Hand written Notes, Class notes, Web based materials and multimedia resources		Annexure- (Refer to Page No)
of know	score based on ledge/instruction as ent by providing additiona	per curriculum	•		10	

#### Reading/ Instructional material consulted and additional knowledge resources ii) provided tostudents

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

i.	Updating of Courses/Curriculum Design:	5 per cou	rse – Max 10	
ii.	Participation/Innovative – Interactive courses:	5		
iii.	Participation./Innovative – Learning Modules:	5 1	Max 10	
iv.	Participation./Innovative - Case Studies prepar	ed: 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/Person	nality Dev:	5 each	Max 10
ix.	Special Programs in Phys.Edn./Library:	5 each	Max 10	
х.	Innovative Composition/Creation in Music, Fin	e Arts, Per	f Arts: 5 each	Max 10
xi.	Organizing & cond. of popular Prog. /Teaching	Web-based	d/E-	
	Library/IT east too ching:	Workshop/	Training	

Library/IT-asst teaching: Workshop/Training -

10 points; Popularization	n program - 5 points
---------------------------	----------------------

Sl. No.	Short Description (in terms of items)	as listed above	API Score	Remarks
1.	Learning Modules: (Teaching Plan for P	lant 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 <sup>st</sup> , 2 <sup>nd</sup> 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:

51. 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	Member of DPI	5	Annexure-
	Campus Publication etc:	Sports organizing	5	(Refer to Page
	(dept level 2 points, Instn level 5 points) Max 10	Team		No)
	d) Community work	Plantation of	5	Annexure-
		vegetable garden	5	(Refer to Page
	Max10	in College Boys		No)
	Max10	Hostel		110)
	(Max API Score : 20)	1103(01	10	
	(Max Al I Score : 20)		10	
_	(II) Contribution to Cornerate Life and Management	Voorly/Somostor	API Score	
	(II) Contribution to Corporate Life and Management of the Institution	Yearly/Semester wise	ALI SCOLE	
_	a) Governance Despensibility	responsibilities Head of the	5	Annovura
	a) Governance Responsibility (PG/IOAC/NAAC accordinator/Rurger / Worden etc.):		5	Annexure-
	(PG/IQAC/NAAC coordinator/Bursar / Warden etc.): Max 10	Department		(Refer to Page
		Manula and C	10	No)
	b) Academic/Administrative Committees like	Member of –	10	Annexure-
	Admission /Campus Dev/ Library Comm: 5 each Max	1. Academic		(Refer to Page
	10	Advisory		No)
		Committee,		
		2. Admission		
		Verification		
		Committee		
	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)Professional Development Activities			
	a) Member in Professional Committees			
	(I)National 3 (II) State 2 ; Max 10			
	b) Participation in Conf/Seminars	Participation in 2	6	Annexure-
	Without paper: 2 each ; Max 10	seminar & 1 CBCS		(Refer to Page
	• • ·	workshop		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)		6	
_	$(Max + I + Score + I + IS)$ $Total Score (I + II + III) \qquad (Max : 50)$	(		
		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)

#### (I lease see detailed instruction of the **I DAS-I** I foloring before mining 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
	(Theory), Unit:1, 2, 3 Paper: CC-1A (Practical),	UG-Part- II & III and CBCS SEM-I	L, P	129/134	96.3		Annexure- Refer to Page No for Academic audi

#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	<b>API Score</b>	Remarks
a)	Classes taken ( <b>Maximum 50</b> for 100% performance & proportionate score up to 80% performance, below which no score may be given)		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 ( <b>Max score - 10</b> ) (10 special classes extra)		Annexure- (Refer to Page No)

#### (ii) Reading/ Instructional material consulted and additional knowledge resources provided tostudents

Sl. No.	Course/ Paper	Consulted	Prescribed	Additional Resource Provided	API Score	Remarks
1.	Plant Protection Gen.	text books within syllabus	procedures, Web resources Reference	based materials and multimedia	10	Annexure- (Refer to Page No)
	score based on prej dge/instruction as per nent by providing additional resourc	paration and impartin curriculum and s es to students ( <b>Max.</b>	yllabus		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
- Participation/Innovative Learning Modules: 5 iii.
- Participation/Innovative Case Studies prepared: iv. 5
- Use of ICT or Computer-aided methods ppt: v.
- Use of ICT Multi-media/Simulation etc: vi. 5
- vii. Dev/Teaching Remedial/Bridge Courses: 5 each Max 10
- Dev/Teaching Soft skill/Communication/Personality Dev: 5 each Max 10 viii.
- Special Programs in Phys.Edn./Library: ix. 5 each Max 10
- Innovative Composition/Creation in Music, Fine Arts, Perf Arts: 5 each ; Max 10 х.
- Organizing & cond. of popul. Prog. /Teaching Web-based/E-Library/IT-asst teaching: xi.

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

Max 10

5

Max 10

Sl. No.	Short Description (in terms of item	s) 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 method	s – 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	-	Annexure- (Refer to Page No)
2.	(b)Internal/Continuous Assessments work as allotted (Paper setting, invigilation, evaluation for internal examination- base level, 1 <sup>st</sup> , 2 <sup>nd</sup> terminal, test exam. etc.)	Yes	100	-	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:

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			
	b) NSS/NCC/NSO etc:			
	each activity 10 points Max 10			
	c) Student/Staff Sports	Member of College	5	Annexure-
	Campus Publication etc:	level Sports	5	(Refer to Page
	(dept level 2 points, Instn level 5 points) Max 10	organizing Team		No)
	d) Community work	Plantation of	5	Annexure-
	(Env, Hum. Rights, Scientific temper, Peace/Relief etc):	vegetable garden	5	(Refer to Pag
	Max10	in College Boys		No)
	Max10	Hostel		110)
	(M A DI G 20)	nostei	10	
	(Max API Score : 20)		10	_
		X 1/0		
	(II) Contribution to Corporate Life and Management	Yearly/Semester	API Score	
	of the Institution	wise		
		responsibilities		
	a) Governance Responsibility	Head of the	5	Annexure-
	(PG/IQAC/NAAC coordinator/Bursar / Warden etc.): Max	Department		(Refer to Pag
	10			No)
	b) Academic/Administrative Committees like	Member of	10	Annexure-
	Admission /Campus Dev/ Library Comm: 5 each Max 10	1. Academic		(Refer to Pag
		Advisory Committee		No)
		2. Admission		
		Verification		
		Committee		
	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	+
			INIL	_
	Total Score (I + II +III) (Max : 50)	10+15=2	25	
	Minimum API Score required – 15			1

### Cumulative Category-3: (24.12.2016 to 06.12.2017) CATEGORY-3: RESEARCH AND ACADEMIC CONTRIBUTIONS

### **3.A)** (i) Published Papers in Journals

		5				r		-
	Title with page no.		ISSN/ISBN No.	Whether peer reviewed. Impact factor, if any		you are the main author	API Score (+Impact Factor)	Remarks
1.	whitefly ( <i>Bemisia</i>	Journal of Entomolo gy and Zoology Studies		Peer- Reviewed Journal, Refereed Journal, Indexed Journal	03	No	3.0 $\frac{15 \times 0.4}{2}$ =3.0	Annexure- (Refer to Page No)

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

# (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

S1.	Title of Show/	Company/	Categorization	Whether	No of Co-	Whether	API
No	Exhibition/	Agency/	(IInternational	reviewed/ Impact	performer or	you are the	Score
	Performance	Instt	15 each/	factor	Co- authors	Solo artist/	
	with or	Name	II. National 10	(Reporting/	(10 each)	performer	
	without	(Including	each (Venues/	Coverage/		(15 each)	
	CD/DVD/	TV/Radio	event/ gallery/	Reviews/			
	Tape/ Online	etc)	studio/	Hits/sales/			
	/E-form/E-		museums)	citations/			
	book version			Commen-			
	or Brochures			dations/ etc)			

# 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.	page no.	editor & publisher	ISSN/ISBN No. (Or, Renowned publishers) See Cat 1-4 as above for scores	peer	author	Whether you are the main author	

**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.	page no.		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: 50Category 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.	Book &	Publisher & ISSN/ ISBN No. (I. International II. National III. Regional)	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

S1.	Title of	Organized or	Categorization -	Whether	No of Co-	Whether	API
No	/ Exhibition with details	Sponsored by Institution/ Company/ Agency,incl AIR/TV etc	( )	peer- reviewed/ Impact	artists or Performers	you are the Solo artist/ performer	Score

# C) Ongoing and Completed Research Projects and Consultancies

API Score for <b>Projects-</b>	
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
$C_{1}(\mathbf{i}) \otimes C_{1}(\mathbf{i}) = \mathbf{D}_{1} + \mathbf{D}_{2} + D$	

## 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		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

Guidance to Scholars & Master's level 's						
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	- 8	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	0	Whether International/ National/State/Regional/ College or University Level	

# 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

SI.	Title Lecture/ session		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 / years	6 academic	Total API score for	Annual average API score for
		24.12.2016-	01.07.2017-	assessment	assessment
		30.06.2017	06.12.2017	period	period
Ι	Teaching, learning and evaluation related activities	102.5	103.1	205.6	102.8
Π	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 with designation and date

Signature of the Coordinator IQAC with Seal

Signature of the Principal/ TIC 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 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 ii) Assistant Professor Stage iii) Assistant Professor Stage			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 script	s) as	as per	allotment
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SI. No.	Type of Examination Duties	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-
2.	Evaluation of answer scripts of University exams, Paper Setter, Moderator	18			(Refer to Page No)
3.	Internal continuous assessments including question papersetting, invigilation and evaluation	145.7			,
	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) 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 : 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.

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 PROFESSION AL 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 b	ased Activities			
	<ul> <li>i) Discipline related co-curricular activities</li> <li>(e.g. remedial classes, career counseling, study visit, student seminar and other events.)</li> </ul>				
	<ul> <li>ii) Other co-curricular activates (Cultural, Sports, NSS, NCC etc.) (Member of College level sports Organizing Team)</li> </ul>	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	
	Contribution to Corporate life and management of				
	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 Pag No)
	<ul> <li>charge/ similar other duties that require regular Office hours for its discharge) (Head of the department)</li> <li>ii) Participation in Board of Studies, Academic and Administrative committees</li> <li>Member of –</li> <li>1.Academic Advisory Committee,</li> <li>2. Admission Verification Committee,</li> <li>3. Routine Committee,</li> </ul>	84	8.4	8.4	· · ·
	4. Laboratory Equipment Purchase Committee,				
	5. Boys' Hostel Welfare Committee			12.3	
				12.3	
	5. Boys' Hostel Welfare Committee	r / faculty development	courses memb	s	
	5. Boys' Hostel Welfare Committee (Max API Score : 15) Professional Development activities (such as partic participation in seminars talks, lectures in refreshe of associations, dissemination and general articles 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	r / faculty development	courses memb	s	Annexure- (Refer to Pag No)
	5. Boys' Hostel Welfare Committee (Max API Score : 15) Professional Development activities (such as partic participation in seminars talks, lectures in refreshe of associations, dissemination and general articles 1. Participation in a State Level Seminar on Satyendranath Bose's Life and Work' 2. Participation in a CBCS Work Shop at Botany	r / faculty development s and any other contrib 4+4	courses memb ution)	s ership	(Refer to Page

#### 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

<b>Sl.</b> No.	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) <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 EVALUATION RELATEDACTIVITIES

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

SI. No	Course/Paper	Level	Teachin g	Actual hours spent per Academic Year	Actual Score (Actualhours spent per Academic Year ÷7.5 for Assistant Prof. & ÷ 7.75 for Associate Prof.)	•	Remarks
1.	Sem-I, CC-1A (Theory), Unit: 1,2,3	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 : v) Assistant Professor Stage II : 70 vi) Assistant Professor Stage III: 70	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

SI. No.	Type of Examination Duties	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-
	Evaluation of answer scripts of University exams, Paper Setter, Moderator	21			(Refer to Page No)
	Internal continuous assessments including question papersetting, invigilation and evaluation	146.2			,
	Maximum API Score :			20	
	iv) Assistant Professor Stage I : 20				
	v) Assistant Professor Stage II : 20				
	vi) 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.	(b)Participation/Innovative – Interactive courses ( <b>Quiz, Extempore &amp; debate</b> )	20	2	2	Annexure- (Refer to Page No)
2.	(c)Participation/Innovative –Learning Modules ( <b>Teaching Plan for Plant</b> <b>Protection General</b> )	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 :iv)Assistant Professor Stage I : 10v)Assistant Professor Stage II : 10vi)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 re	quired for proi	notion under CA	AS for CATEGORY	I (to be assessed y	yearly):
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i	i)	Stage I to II	80/ Year
i	i)	Stage II to III	80/Year
i	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.)				
	<ul> <li>ii) Other co-curricular activates (Cultural, Sports, NSS, NCC etc.) (Member of College level sports Organizing Team)</li> <li>iii) Extension and discomination activities (cublic)</li> </ul>	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	
	responsibilities(including as Principal / Director discharge) i) ) Administrative Responsibility ( including Dean/Principal/Chairperson/Convenor/Teacher- in-charge/ similar other duties that require	56	5.6	5.6	Annexure- (Refer to Page No)
	in-charge/ similar other duties that require regular Office hours for its discharge)				(Refer to Page No)
	<ul> <li>(Head of the department)</li> <li>ii) Participation in Board of Studies, Academic and Administrative committees</li> <li>Member of –</li> <li>1.Examination Committee</li> <li>2. Academic Advisory Committee</li> <li>3. Admission Verification Committee</li> <li>4. Routine Committee</li> </ul>	107	10.7	10.7	Annexure- (Refer to Page No)
	5. Laboratory Equipment Purchase Committee 6. Boys' Hostel Welfare Committee				
	6. Boys' Hostel Welfare Committee			15	
		her / faculty development o	courses member		
	6. Boys' Hostel Welfare Committee (Max API Score : 15) Professional Development activities (such as par participation in seminars talks, lectures in refres of associations, dissemination and general artic	her / faculty development o	courses member		
	6. Boys' Hostel Welfare Committee (Max API Score : 15) Professional Development activities (such as par participation in seminars talks, lectures in refres	her / faculty development o	courses member		

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.	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\*:**

ſ	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)

### 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	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), (GrA),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), (GrA), 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: 1,2,3,4 Sem-VI, DSE-1B (Theory) Unit: 1,3,5,6	U.G.(Gen.) CBCS SEM-I, II, III, IV, V & VI		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			
2.	Maximum API Score : i)Assistant Professor Stage I : 70 ii)Assistant Professor Stage II : 70 iii) Assistant Professor Stage III : 70	1	<u> </u>			51.7	

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

WorkloadasperUGCRegulations2016:

	Direct Teaching Hours per week
Assistant Professor	16
Associate Professor	14

SI. No.			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-
2.	Evaluation of answer scripts of University exams, Paper Setter, Moderator	26.6			(Refer to Page
3.	Internal continuous assessments including question papersetting, invigilation and evaluation	137			No)
	Maximum API Score :vii)Assistant Professor Stage I : 20viii)Assistant Professor Stage II : 20ix)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 ( <b>Quiz, Extempore &amp; debate</b> )	18	1.8	1.8	Annexure- (Refer to Page No)
2.	(c) Participation/Innovative –Learning Modules ( <b>Teaching Plan for Plant</b> <b>Protection General</b> )	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 :vii)Assistant Professor Stage I : 10viii)Assistant Professor Stage II : 10ix)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 Activ	vities			
	i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.)				
	<ul> <li>ii) Other co-curricular activates (Cultural, Sports, NSS, NCC etc.) (Member of College level sports Organizing Team)</li> <li>iii) Extension and dissemination activities (public /popular lectures/talks/seminars</li> </ul>	14	1.4	1.4	Annexure- (Refer to Page No)
	(Max API Score : 15)			1.4	
(b)	<ul> <li>Contribution to Corporate life and management of the sports participation in through participation in responsibilities(inclusion responsibilities(including as Principal / Director that require</li> <li>i) ) Administrative Responsibility ( including Dean/Principal/Chairperson/Convenor/Teacher- in-charge/ similar other duties that require regular Office hours for its</li> </ul>	uding as Principal	/ Director	5.2	Annexure- (Refer to Page No)
	discharge) (Head of the department)				110)
	ii) Participation in Board of Studies, Academic and Administrative committees	106	10.6	10.6	Annexure- (Refer to Page
	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				No)
	<ol> <li>1.Examination Committee</li> <li>2.Academic Advisory Committee</li> <li>3. Admission Verification Committee</li> <li>4. Routine Committee,</li> </ol>			15	
(c)	<ol> <li>Examination Committee</li> <li>Academic Advisory Committee</li> <li>Admission Verification Committee</li> <li>Routine Committee,</li> <li>Laboratory Equipment Purchase Committee</li> <li>Boys' Hostel Welfare Committee</li> </ol>	development cou			
(c)	<ul> <li>1.Examination Committee</li> <li>2.Academic Advisory Committee</li> <li>3. Admission Verification Committee</li> <li>4. Routine Committee,</li> <li>5. Laboratory Equipment Purchase Committee</li> <li>6. Boys' Hostel Welfare Committee</li> <li>(Max API Score : 15)</li> <li>Professional Development activities (such as participation participation in seminars talks, lectures in refresher / faculty associations, dissemination and general articles and any otl</li> <li>1. OP at HRDC, PRSU, Raipur, Chhattisgarh from 11.09.19 - 01.10.19 (3 Weeks),</li> <li>2. One day workshop on CAS,</li> <li>3. One day Workshop on IUCN at Suri Vidyasagar College</li> </ul>	development cou her contribution) 108+4+4+4 =120			
(c)	<ul> <li>1.Examination Committee</li> <li>2.Academic Advisory Committee</li> <li>3. Admission Verification Committee</li> <li>4. Routine Committee,</li> <li>5. Laboratory Equipment Purchase Committee</li> <li>6. Boys' Hostel Welfare Committee</li> <li>(Max API Score : 15)</li> <li>Professional Development activities (such as participation participation in seminars talks, lectures in refresher / faculty associations, dissemination and general articles and any otl</li> <li>1. OP at HRDC, PRSU, Raipur, Chhattisgarh from 11.09.19 - 01.10.19 (3 Weeks),</li> <li>2. One day workshop on CAS,</li> </ul>	development cou her contribution) 108+4+4+4 =120	rses membership	of	No) Annexure- (Refer to Page

### 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.	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) 01.07.2020-23.12.2020

(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	0	Actual hours spent per Academ ic Year	Actual Score (Actual hours spent per Academic Year ÷7.5 for Assistant Prof. & ÷ 7.75 for Associate Prof.)	API Score	Remarks
	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), (GrA),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		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 : vii) Assistant Professo viii) Assistant Professo ix) Assistant Professor Sta	Stage II : 7				50.6	

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

• WorkloadasperUGCRegulations2016:

	Direct Teaching Hours per week
Assistant Professor	16
Associate Professor	14

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
Invigilation duties of University examination	00	21.1	21.1	Annexure-
	00			(Refer to Page No)
	211.7			,
Maximum API Score : x)Assistant Professor Stage I : 20 xi)Assistant Professor Stage II : 20			20	
	xi)Assistant Professor Stage II : 20	spent per Academic YearInvigilation duties of University examination00Evaluation of answer scripts of University exams, Paper Setter, Moderator00Internal continuous assessments including question papersetting, invigilation and evaluation211.7Maximum API Score : x)Assistant Professor Stage I : 20 xi)Assistant Professor Stage II : 2020	spent per Academic Yearhours spent per Academic Year ÷ 10 for all Teachers)Invigilation duties of University examination0021.1Evaluation of answer scripts of University exams, Paper Setter, Moderator0021.1Internal continuous assessments including question papersetting, invigilation and evaluation211.7Maximum API Score : x)Assistant Professor Stage I : 20 xi)Assistant Professor Stage II : 2020	spent per Academic Yearhours spent per Academic Year ÷ 10 for all Teachers)ScoreInvigilation duties of University examination0021.121.1Evaluation of answer scripts of University exams, Paper Setter, Moderator0021.121.1Internal continuous assessments including question papersetting, invigilation and evaluation211.721.220Maximum API Score : x)Assistant Professor Stage I : 20202020

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

### (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 ( <b>Quiz, Extempore &amp; debate</b> )	7	0.7	0.7	Annexure- (Refer to Page No)
2.	(c)Participation/Innovative –Learning Modules ( <b>Teaching Plan for Plant</b> <b>Protection General</b> )	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 : x)Assistant Professor Stage I : 10 xi)Assistant Professor Stage II : 10 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

	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 A	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)				
	through participation in through participation in respon- Director responsibilities(including as Principal / Director for its discharge) i) ) Administrative Responsibility (including Deep (Principal/Chairmerson (Convener/Teacher, in		-	I	
	Dean/Principal/Chairperson/Convenor/Teacher- in- charge/ similar other duties that require regular Office hours for its discharge) (Head of the department)		5.1		Annexure- (Refer to Page No)
	<ul> <li>(Head of the department)</li> <li>ii) Participation in Board of Studies, Academic and Administrative committees</li> <li>Member of – <ol> <li>Academic Advisory Committee</li> <li>Admission Verification Committee</li> <li>Routine Committee</li> <li>Laboratory Equipment Purchase Committee</li> <li>Boys' Hostel Welfare Committee</li> </ol> </li> </ul>	56	5.6	5.6	(Refer to Page No) Annexure-
	<ul> <li>(Head of the department)</li> <li>ii) Participation in Board of Studies, Academic and Administrative committees</li> <li>Member of – <ol> <li>Academic Advisory Committee</li> <li>Admission Verification Committee</li> <li>Routine Committee</li> <li>Laboratory Equipment Purchase Committee</li> <li>Boys' Hostel Welfare Committee</li> <li>(Max API Score : 15)</li> </ol> </li> <li>Professional Development activities (such as participation participation in seminars talks, lectures in refresher / factorial commitment of the second se</li></ul>	56 on in seminars ac ulty development	5.6 tivities (such a courses memb	5.6 9.3 s	(Refer to Page No) Annexure- (Refer to Page
	<ul> <li>(Head of the department)</li> <li>ii) Participation in Board of Studies, Academic and Administrative committees</li> <li>Member of – <ol> <li>Academic Advisory Committee</li> <li>Admission Verification Committee</li> <li>Routine Committee</li> <li>Laboratory Equipment Purchase Committee</li> <li>Boys' Hostel Welfare Committee</li> <li>(Max API Score : 15)</li> </ol> </li> <li>Professional Development activities (such as participation)</li> </ul>	56 on in seminars ac ulty development	5.6 tivities (such a courses memb	5.6 9.3 s ership 7.2	(Refer to Page No) Annexure- (Refer to Page No)
	<ul> <li>(Head of the department)</li> <li>ii) Participation in Board of Studies, Academic and Administrative committees</li> <li>Member of – <ol> <li>Academic Advisory Committee</li> <li>Admission Verification Committee</li> <li>Routine Committee</li> <li>Laboratory Equipment Purchase Committee</li> <li>Boys' Hostel Welfare Committee</li> <li>(Max API Score : 15)</li> </ol> </li> <li>Professional Development activities (such as participation participation in seminars talks, lectures in refresher / fac of associations, dissemination and general articles and a supervised of the second second</li></ul>	56 on in seminars ac ulty development any other contribu	5.6 tivities (such a courses memb ution)	5.6 9.3 s ership 7.2	(Refer to Page No) Annexure- (Refer to Page No) Annexure- (Refer to Page

### 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: <u>(07.12.2017 to 23.12.2020)</u> 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

SI. 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 ( <i>Maconellicocc</i> <i>us hirsutus</i> Green) on som plant ( <i>Machilus</i> <i>bombycina</i> King) using bio-pesticide. <i>Research</i> <i>Journal of</i> <i>Agricultural</i> <i>Sciences</i> . 2020; 11( <b>5</b> ): 1164-1068	Agricultural Science	ISSN 0976-1675	UGC- Care Listed Journal Impact factor- NIL	1	Yes	17.5 (25x0.7) =17.5 <b>Total= 1</b>	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

Title of the publication with page no. and year of publication	Name of the of publisher	ISSN/ ISBN No.	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

SI. 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

lecture/paper	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.			
		07.12.2017	01.07.2018	01.07.2019	01.07.2020	Period
		to 30.06.2018	to 30.06.2019	to 30.06.2020	to 23.12.2020	
Ι	CATEGORY I:					
	Teaching, learning and evaluation related activities	67.5	81.4	81.7	80.6	311.2
	(to be assessed yearly)					
П	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	17.5			17.5	
	(to be assessed cumulatively for assessment period)					
II + III	<b>Total API score</b> (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

#### **Subject: Plant Protection** Name of Applicant: Dr. Tanmoy Mandal Criteria API Score for previous 3/4/5/6 Total API score for Percentage Distribution of academic years as applicable for the assessment specific proposed stage of promotion Weightage period from Stage I/H/HH to Stage II/HH/IV Points in the Expert 24.1 01.0 07.1 01.0 01.0 01. Assessment 2.16 7.17 2.17 7.18 7.19 07.2 (Applicable to to to 0 to only for to to 30.0 30.0 30.0 30.0 23.1 selection 06.1 2.20 committee) 2.17 6.18 6.19 6.20 6.17 Ι **CATEGORY I:** Average Teaching, learning and API/Year 102.5 103.1 67.5 80.6 81.7 81.4 evaluation related 516.8 activities (to be 103.4 assessed yearly) Π **CATEGORY II:** Cocurricular, extension and professional development related 25 31 14.5 28.4 16.5 131.8 16.4 activity (to be assessed cumulatively for assessment period) CATEGORY III: Assessment Period 24.12.16 to 3.0 Ш Research and 06.12.17 Academic Assessment Period 07.12.17 to 17.5 Contributions (to be 23.12.20 assessed cumulatively for assessment period) II+ **Total API score Total Assessment Period:** 152.3 Ш (Category II + 24.12.16 to 23.12.20 Category III)/ **Assessment Period**) ..... ..... Signature of the Incumbent Signature of the Coordinator, Signature of the Principal/TIC/OIC IQAC with date and seal with date and seal Date of Screening Committee / Date: Venue: Selection committee and Venue Recommendation of the Recommended for promotion from Stage I / H/HH-to Stage II / HH/HV Screening/Selection (Strike out which are not applicable) Committee for promotion on Date of effect: CAS with date of effect of promotion ..... .....Signature of the Subject

.....Signature of

the DPI Nominee with date and seal

Expert/s with

date and sea

...Signature of the

Subject Expert/s

with date and seal

Signature of the

*Principal/TIC/OIC with* 

date and seal

### **IV. Summary of API Scores:**

### SUMMARY OF API SCORE: FOR THOSE WHERE ASSESSMENT PERIOD COVERS BOTH UGC REGULATIONS, 2010 AND UGC REGULATIONS, 2016 (4<sup>TH</sup> 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	e up to <b>06.12.2017</b>		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	
		( <b>A</b> )			<b>(B)</b>	( <b>A</b> + <b>B</b> )	selection committee for Associate Professor)	
Cat I	Category I(teaching- learning & evaluation related activities) [to be assessed yearly]	205.6	evaluatio	y I(teaching-learning & n related activities) sessed yearly]	311.2	516.8		
Cat II	Category II(co- curricular, extension and professional developmen t activity)[to Be assessed yearly]	56	professio be assess	y II icular, extension and anal development activity) [to sed cumulatively for the ent period]	75.8	131.8		
Cat III	Category III (research and academic contribution ) [to be assessed cumulativel y for the assessment period]	03	contribut [to be ass	y III (research and academic ion) sessed cumulatively for the ent period]	17.5	20.5		
	on of the Scree	ening / Selection of ate of effect of pro		Recommended for promotion not applicable) Date of effect:	on from Stag	e I to Stage II/I	II/IV (Strikeout which are	
Signature of the Principal / TIC / OIC with date and seal		the DPI Nominee ate and seal	Signature of	f the Subject Expert with date and seal	Signatu	re 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. ......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 (*Nominated by the VC of the affiliating University*) University) Signature of the Expert with Date and Seal (*Nominated by the VC of the affiliating*)

Signature of Govt. Nominee with Date and Seal (*Nominated by the DPI*, *West Bengal*)

Signature of the Principal/ OIC 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. 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/  $\frac{8000}{9000}$  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/ <del>grade</del>	Remarks
B.A/B.Sc./	Visva-Bharati	2011	77.1	$\mathbf{I}^{\mathrm{st}}$	Annexure
B.Com.					
M.A/M.Sc./	Visva-Bharati	2013	87.1	$\mathbf{I}^{\mathrm{st}}$	Annexure
M.Com.					
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/ <del>D.Phil</del>	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	Scale of pay
		From To	
Assistant Professor	Suri Vidyasagar College,	14.03.2017 to till date	15600 - 39100
	Suri, Birbhum, W.B.		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		% of classes taken as per	API Score	Remarks
				per schedule	documented record		
	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.
	1	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	<b>API Score</b>	Remarks
a)	Classes taken (Maximum 50 for 100% performance &	50	Annexure
	proportionate score up to 80% performance, below which no		
	score may be given)		
b)	Teaching load in excess of UGC norms/ Special Lectures/	10	Annexure
	Classes taken at the study centre located in the District		
	other than Kolkata (Max score - 10) (6 Special Classes)		

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

Sl. No.	Course/ Paper	Consulted	Prescribed	Additional	API	Remarks
				Resource	Score	
				provided		
1.	Mathematics Hons.	Authentic Texts,	Assignments,	Critical	10	Annexure
		Reference	Preparation of	materials (hard		
		Books, Web and	critical notes,	copies), PPT		
		Printed	and details	and Charts.		
		Materials.	study of texts.			
2.	Mathematics Gen.	Authentic Texts,	Details study	Collection of	10	Annexure
		Reference	and prepare	difficult		
		Books, Web and	notes.	problems and		
		Printed		solutions.		
		Materials.				
API	score based on	preparation a	and Imparting	T S	20	
of know	/ledge/instruction as p	er curriculum a	ind syllabus	3		
	ent by providing addition		•			
score: 2			(			
50010.2						

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

(a)	Updating of Courses/Curriculum Design:	5 per cou	rse – 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 M	ax 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	n ; 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	<b>API Score</b>	Remarks
	(b) Participation/Innovative – Interactive courses seminar, Question-answer session, Quiz context)	Participation/Innovative – Interactive courses (Syllabus based		
2.	(c) Learning Modules: (Teaching plan for Honour	05+05	Annexure	
3.	(e) Use of ICT or Computer-aided methods – ppt.		05	Annexure
	(Max API Score : 20) To	otal 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.	Assessments (Paper setter,	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: 5 each Max 10	Educational Tours (Massanjore Dam on 25.04.2017)	05	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					
	d) Community work (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 (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 2. Library sub- committee	10	Annexure		
	c) Student Welfare/Placement / Counseling/ Discipline 5 each Max 10					
	<ul> <li>d) Conf Organization/Chair Secretary/Treasurer</li> <li>(I) International: 10</li> <li>(II) National/Reg: 5</li> <li>(III) Member: 1 each</li> </ul>					
	(Max API Score : 15)		10			
	(III)Professional Development Activities					
	<ul> <li>a) Member in Professional Committees</li> <li>(I)National 3 (II) State 2 ; Max 10</li> <li>b) Participation in Conf/Seminars</li> </ul>					
	Without paper:2 each ; Max 10c) 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)		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		% of classes taken as per documented	API Score	Remarks
				per schedule	record		
	CC-02-Unit-3 CC-04-Unit-2,3 Paper-III-Gr- B	UG (Hons.)- Part-II & III, CBCS- SEM-I,II	L,P	105/105	100%	50	Annexure (academic audit) Refer to page no.
	Paper-III-Gr- A	(Gen.)-	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	<b>API Score</b>	Remarks
a)	Classes taken (Maximum 50 for 100% performance &	50	Annexure
	proportionate score up to 80% performance, below which no		
	score may be given)		
b)	Teaching load in excess of UGC norms/ Special Lectures/	10	Annexure
	Classes taken at the study centre located in the District other than		
	Kolkata (Max score - 10) (7 Special Classes)		

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

Sl. No.	Course/ Paper	Consulted	Prescribed	Additional	API	Remarks
				Resource	Score	
				provided		
1.	Mathematics Hons.	Authentic	Assignments,	Critical	10	Annexure
		Texts,	Preparation of	materials (hard		
		Reference	critical notes,	copies), PPT		
		Books, Web	and details	and Charts.		
		and Printed	study of texts.			
		Materials.				

2.	Mathematics Gen.	Authentic	Details study	Collection of	10	Annexure
		Texts,	and prepare	difficult		
		Reference	notes.	problems and		
		Books, Web		solutions.		
		and Printed				
		Materials.				
API	score based on p	reparation	and Imparting		20	
of kn	owledge/instruction as pe	r curriculum	and syllabus			
	ment by providing additiona					
score			~~~~~			
score	• 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 co	ourse – 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 I	Dev: 5 each Ma	x 10
(i)	Special Programs in Phys.Edn./Library:	5 each	Max 10

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
	(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

(j)

- (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: 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	DPI level Sports (volunteer)	05	Annexure			
	d) Community work (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 (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 Library sub- committee	10	Annexure			
	c) Student Welfare/Placement / Counseling/ Discipline 5 each Max 10						
	<ul> <li>e) Conf Organization/Chair Secretary/Treasurer</li> <li>(I) International: 10</li> <li>(II) National/Reg: 5</li> <li>(III) Member: 1 each</li> </ul>						
	(Max API Score : 15)		10				
	(III)Professional Development Activities						
	<ul> <li>a) Member in Professional Committees</li> <li>(I)National 3 (II) State 2 ; Max 10</li> <li>b) Participation in Conf/Seminars</li> </ul>						
	Without paper:2 each ; Max 10c) Short-term Courses/Training less than a week: 5 each Max 10d) Membership/Participation in State/						
	<ul> <li>c) Memorismp/ randoparion in State/ Central Bodies/Committees: 5 each Max 10</li> <li>e) Newspaper/Magazine/ Radio-TV progr (Not</li> </ul>						
	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-Refer	reed – 10/publication

S1.	Title with	Journal	ISSN/ISBN	Whether	No. of	Whether	API	Remarks
No.	page no.		No.	peer	Co-auth	you are	Score	
				reviewed.	or	the	(Journal	
				Impact		main	+ Impact	
				factor, if		author	factor)	
				any				
1.	Combined Effects of Nonlinear	Journal of	ISSN 2349- 5103	Peer Reviewed	02	No	(15*0.4)/2 +(5*0.4)/2 =03+01	Annexure
	Thermal	Applied						
	Radiation and	Computation					=04	
	Internal Heat	al Mathematics					(03+01 Indexed	
	Generation/Absor	Wathematics					Journal)	
	ption on Heat and						Journary	
	Mass Transfer in							
	a Thin Liquid							
	Film on a							
	Permeable							
	Unsteady							
	Stretching							
	Surface with							
	Convective							
	Boundary							
	Condition,							
	(September 2017)							
	(3) pp. 2151–							
	2169							

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

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

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

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

API Score for <b>Projects-</b>	
Cat I: (Sc -Rs 30 lakhs+ Non-Sc: Rs 5 lakhs +):	20
Cat II: (Sc -Rs 5 lakhs+ Non-Sc: Rs 3 lakhs +): Cat III: (Sc -Rs 0.5 lakhs+ Non-Sc: Rs 0.25 lakhs+): 10 Other approved	15
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

APIScore-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		Remarks
		Semmar		Level		
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		7.5	Annexure

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

APIScore-Category 1 International - 10 Category 2 National - 7.5 Category 3 Regional /State level - 5 Category 4 Univ/Endowment Lect - 3

SI. No.	Title of the Lecture/ Academic session	Title of Conference/ Seminar	Organized by	Whether International/ National/State/ Regional/CollegeorUniversity 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

Category	Criteria	API Score for previous 3/4/5 for specific proposed stage of p Stage II	Total API Score for Assessment Period	
		14.03.17 to 30.06.17	01.07.17 to 06.12.17	I entou
I	CATEGORY I:			
	Teaching, learning and evaluation related activities	120	125	245
	(to be assessed yearly)			
Π	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		11.5	
	(to be assessed cumulatively for assessment period)			
II + III Total API score (Category II + Category III)/ Assessment Period)			41.5	

### Name of the Applicant: Dr. Prasenjit Saha Subject: Mathematics Summary of API scores (14.03.2017 – 06.12.2017)

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 Lecturs, Tutorials, Practical, Project Supervision and Field work

Sl. No.	Course/Paper	Level	Mode of Teachin g*	Actual hours spent per Academi c Year	Actual Score (Actual hours spent per Academic Year ÷7.5 for Assistant Prof. & ÷7.75 for Associate Prof. )	API Score	Remarks
	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 UG (Gen.)-Part-II &	L, P L, P	158	13.7	21.1	Annexure (academic audit)
	CC1A/GE-1-Unit-1,3 CC1B/GE-2-Unit-1,2 Paper-III-Gr- C, F Paper-III-Gr- A Paper-IV-Gr- A,B,C Maximum API Score : i) Assistant Profes	III, CBCS- SEM-I,II sor Stage I : 70				00	Refer to page no.
	<ul><li>ii) Assistant Profes</li><li>iii) Assistant Profes</li></ul>	0					

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

	Direct Teaching Hours per week
Assistant Professor	16
Associate Professor	14

### • Workload as per UGC Regulations 2016:

### (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
	Internal/Continuous Assessments (Paper setter, Internal Evaluation of Terminal & Test Examinations).	125.0	12.5	12.5	Annexure
	Evaluation (University examinations B.Sc. Sem I, II (Hons. & Gen.) and Old Part I, II, III (Hons. & Gen.)				
	Maximum API Score :i)Assistant Professor Stage I : 20ii)Assistant Professor Stage II : 20iii)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:
- $(b) \quad {\rm Participation/Innovative-Interactive\ courses:}$
- (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:

SI. 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 :i)Assistant Professor Stage I : 10ii)Assistant Professor Stage II : 10iii)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 hoursActual Score (Actual hours spent per Academic Year ÷10)*		API Score	Remarks		
(a)							
	<ul> <li>i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.)</li> <li>ii) Other co-curricular activates (Cultural, Sports, NSS, NCC etc.)</li> </ul>			1.4	1.4	Annexure Annexure	
	iii) Extension and dissemination activities (public /popular lectures/talks/seminars	Sports					
	(Max API Score : 15)				3.0		
(b)	Contribution to Corporate life and management of the sports institution through participation in through participation in responsibilities(including as Principal / Director responsibility Principal / Director that require regular office hrs for its disc			s(including a	s		
	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,	Member of	16+6=	2.2	2.2	Annexure	
	Academic and Administrative committees	1. Online	22				
		admission					
		committee					
		2. Academic					
		advisory					
		committee					
	(Max API Score : 15)				7.8		
(c)	(c) <b>Professional Development activities (such as participation in seminars activities</b>						
, ,	(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)			10.6		
	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

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) <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)

### **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 Teachin g*	Actual hours spent per Acade mic 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	
	-					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
	Internal/Continuous Assessments (Paper setter, Internal Evaluation of Terminal & Test Examinations).	189.1	18.9	18.9	Annexure
	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 :iv)Assistant Professor Stage I :20v)Assistant Professor Stage II : 20vi)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:
- $b. \qquad Participation/Innovative-Interactive\ courses:$
- $c. \qquad Participn./Innovative-Learning \ Modules$
- $d. \qquad Participn./Innovative-Case \ Studies \ prepared:$
- $e. \qquad Use \ of \ ICT \ or \ Computer-aided \ methods-ppt:$
- 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 :iv)Assistant Professor Stage I : 10v)Assistant Professor Stage II :10vi)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-cu	rricular & field base	ed Activitie	S		
	i) Discipline related co-curricular ac remedial classes, career counseling, student seminar and other events.) \$ (Maithon Dam on 02.05.2019) & o of student seminar	, study visit, Study visit	14	1.4	1.4	Annexure
	ii) Other co-curricular activates (Cu	ltural, Sports,	14	1.4	1.4	Annexure
	NSS, NCC etc.) Volunteer for Col	lege Sports				
	iii) Extension and dissemination act	ivities (public				
	/popular lectures/talks/seminars					
	(Max API Score : 15)				2.8	
	Contribution to Corporate life an institution through participation responsibilities(including as Princ Principal / Director that require r	in through participa cipal / Director respo	ition in onsibilities(	(including a	IS	
	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 1. Student counselling & placement committee 2. Academic advisory committee 3. Admission verification committee		5.4	5.4	Annexure
	(Max API Score : 15)				15.0	
(c)	Professional Development acti (such as participation in semin courses membership of associ other contribution)	nars talks, lectures in refresh	er / facu	lty develo	pment	
	(Max API Score : 15)					
	*For all categories of Teachers (Total Score $(a + b + c)$ (Max	``````````````````````````````````````			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

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: (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

SI. No.	Course/Paper	Level	Mode of Teachin g*	Actua l hours spent per Acade mic 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 Profes viii) Assistant Profes		<u>.</u>			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
	Internal/Continuous Assessments (Paper setter, Internal Evaluation of Terminal & Test Examinations).	220.8	22.1	22.1	Annexure
	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 :vii)Assistant Professor Stage I : 20viii)Assistant Professor Stage II : 20ix)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:
- $e. \qquad Use \ of \ ICT \ or \ Computer-aided \ methods-ppt:$
- 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 :vii)Assistant Professor Stage I : 10viii)Assistant Professor Stage II :10ix)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

	Type of Activity		Actual hours spent per Academi c Year	Actual Score (Actual hours spent per Academic Year ÷10)*	API Score	Remarks
<b>(a)</b>	Student related Extension, Co-	curricular & field based	Activities			
	i) Discipline related co-curricular remedial classes, career counselir student seminar and other events. (Massanjore Dam on 12.03.2020 of student seminar	ng, study visit, ) <b>Study visit</b>	14	1.4	1.4	Annexure
	ii) Other co-curricular activates ( NSS, NCC etc.) <b>College Sports</b>	Cultural, Sports,	14	1.4	1.4	Annexure
	iii) Extension and dissemination a /popular lectures/talks/seminars	activities (public				
	(Max API Score : 15)				2.8	
<b>(b)</b>			Sports unit	is and msui	uuon	
	through participation in throug Principal / Director responsibil regular office hrs for its dischar	th participation in responsion in responsion in the second seco	onsibilities(i	U	5	
	through participation in throug Principal / Director responsibil	th participation in responsi ities(including as Princi rge)	onsibilities(i	including as	5	Annexure
	through participation in throug Principal / Director responsibil regular office hrs for its dischar i) Administrative Responsibility ( including Dean/Principal/ Chairperson/ Convenor/Teacher- in-charge/ similar other duties that require regular Office hours	gh participation in respo ities(including as Princi rge)	nsibilities(i pal / Direct	including as tor that requ	s uire	Annexure

(such as participation in seminars talks, lectures in refr	(such as participation in seminars talks, lectures in refresher / faculty development courses membership of associations, dissemination and general articles and any			
(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 Teachi ng*	mic Year	Actual Score (Actual hours spent per Academic Year ÷7.5 for Assistant Prof. & ÷ 7.75 for Associate Prof. )	API Score	Remarks
		UG (Hons.)- CBCS-	L	238	31.7	31.7	Annexure
		SEM- I,II,III,IV,V,VI					(academic
	CC-02-0111-3 CC-04-Unit-2	1,11,111,1 V , V , V 1					audit)
	CC-07-Unit-1,2,3,6,7						uuuit)
	CC-09-Unit-1						
	CC-11-Unit-1,2						
	DSE43-Unit-2					-	
		UG (Gen.)-	L	156	20.8	20.8	
	· · · · ·	CBCS-SEM-					
		I,II,III,IV,V,VI					
	CC1C/GE-3-Unit-2,3						
	CC1D/GE-4-Unit-1						
	DSE1A1- Unit-2,3						
	DSE1B1- Unit-1					52.5	Pofor to page
	Maximum API Score :					52.5	Refer to page no.
	x) Assistant Profes	U					
	xi) Assistant Profes	•					
	xii) Assistant Profes	sor Stage III: 70					

### \* 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 :x)Assistant Professor Stage I : 20xi)Assistant Professor Stage II: 20xii)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:
- $e. \qquad Use \ of \ ICT \ or \ Computer-aided \ methods-ppt:$
- 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:

SI. 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
	(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 :x)Assistant Professor Stage I : 10xi)Assistant Professor Stage II :10xii)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		l Score al hours per emic	API Score	Remarks
<b>(a)</b>	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.) <b>Organizer of Student</b> <b>seminar</b>		12		1.2	1.2	Annexure
	ii) Other co-curricular activate	s (Cultural, Sports,					
	NSS, NCC etc.)					_	
	iii) Extension and dissemination	L'					
	/popular lectures/talks/seminar (Max API Score : 15)	'S				1.0	
(b)	(Max API Score : 15) Contribution to Corporate li					1.2	
	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/	HOD (Upto 30.10.2		74	7.4	7.4	Annexure
	Convenor/Teacher- in-charge/ similar other duties that require regular Office hours for its discharge)						
	Convenor/Teacher- in-charge/ similar other duties that require regular Office hours	placement committee 2. Academic committee	selling & 5	12+2 =42	4.2	4.2	Annexure

(c)	<ul> <li>(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)</li> </ul>					
	(Max API Score : 15) 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)			20.0		
	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

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

### Minimum API Score for CATEGORY III, required to be assessed cumulatively -

<b>i</b> )	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
	Nonlinear Thermal Radiation and Magnetic-Field Effect in a Thin Liquid Film over Stretching Surface, (December 2020) Vol-03, No-4, pp. 87-99.	•	ISSN- 0975- 1386	Peer Reviewed & UGC Care Listed	0	Yes	25	Annexure
	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.	INTERNATI ONAL JOURNAL FOR COMPUTATI ONAL METHODS IN ENGINEERI NG SCIENCE AND MECHANICS	ISSN- 1550- 2287	Peer Reviewed & UGC Care Listed (Web of Science)		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.03 lakhs (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

S N	1. 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

l	Sl. No.	Title of the Award /Fellowship	/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

SI.	Title of the	Title of	Organized	Whether	API	Remarks
No.	invited lecture	Conference/	by	International/	score	
	/paper	Seminar with		National/State		
	presented	date		or University		
1	Combined Effects of Temperature					
	Dependent Viscosity and Nonlinear	The recent	Department of			
	Thermal Radiation in a Thin Liquid	advances in	Mathematics,	National	03	Annexure
	Film over a Permeable Stretching	Mathematics	Pingla Thana	Inational	05	
	Surface in presence/absence of	(09.02.2018)	Mahavidyalaya			
	Magnetic-Field					
2	Nonlinear thermal radiation and	National Seminar	Department of	National	03	Annexure
	internal heat generation/absorption	on Glimpses of	Mathematics,			
	effects on MHD heat and mass	Pure and Applied	Pingla			
	transfer in a thin liquid film over an	Mathematics	Mahavidyalaya			
	unsteady stretching surface	(03.03.2020)				
	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		oposed stage of p	/6 academic yea promotion from S I/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	Tenou
Ι	CATEGORY I:					
	Teaching, learning and evaluation related activities	60.5	88.2	88.4	82.2	319.3
	(to be assessed yearly)					
Π	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
Ш	CATEGORY III:		I	I		
	Research and Academic Contributions		38.0			
	(to be assessed cumulatively for assessment period)					
II + III	<b>Total API score</b> (Category II + Category III)/ Assessment Period)	115.0				115.0

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	aca speci	ademic ific pro	re for <sub>I</sub> years : posed s I/ <del>II/II</del>	as appl stage o	licable f prom	for otion	Total API score for the assessment period		Percentage Distribution of Weightage Points in the Expert
		14.0 3.17 to 30.0 6.17	01.0 7.17 to 06.1 2.17	07.1 2.17 to 30.0 6.18	01.0 7.18 to 30.0 6.19	01.0 7.19 to 30.0 6.20	01. 07.2 0 to 13.0 3.21			Assessment (Applicable only for selection committee)
Ι	CATEGORY I: Teaching, learning and evaluation related activities( <i>to be</i> <i>assessed yearly</i> )	120.0	125.0	60.5	88.2	88.4	82.2	564.3	Average API/Year 141.1	
Π	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	
ш	CATEGORY III: Research and Academic Contributions( <i>to be</i> <i>assessed cumulatively</i>			ent Per 06.1 ent Per 13.0	2.17 riod 07				11.5       38.0	-
II+ III	for assessment period) Total API score (Category II + Category III)/ Assessment Period)			Assess 03.17 t					156.5	
	Signature of the Incumben	 t		gnature IQAC 1				 Sig	0	Principal/TIC/OIC e and seal
	Date of Screening Committee / Selection committee and Venue	Dat	e:					Venue:		
Recommendation of the Screening/Selection Committee for promotion on CAS with date of effect of promotion			<ul> <li>Recommended for promotion (Strike out w)</li> <li>Date of effect:</li> </ul>						age I / <del>II /III t</del> a not applicable	
	Signat ure of the Principal/TIC/OIC with date and seal		DPI N	ominee		ignatu late and		of th Exp	te 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 (4<sup>TH</sup> 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)

	API score up	to <b>06.12.2017</b>	API so	core w.e.f. <b>07.12.2017</b>		
		API		АРІ	Total API score in Assessment Period	Percentage Distribution of Weight age Points in the Expert Assessment (applicable only for selection committee for
		(A)		<b>(B</b> )	( <b>A</b> + <b>B</b> )	Associate Professor)
Cat I	Category I(teaching-lea rning & eval uation related activities) [to be assessed yearly]	245.0	Category I(teaching-learning & evaluation related activities) [to be assessed yearly]	319.3	564.3	Research contribution (30%) N.A.
Cat II	Category II (co-curricular, extension and professional development activity)[to Be assessed yearly]	30	Category II (co -curricular, ext ension and professional development activity)[to be assessed cumulatively for the assessment period]	77.0	107.0	Domain knowledge & teaching practice (50%) Full Marks: 10 N.A. Interview performance (20%)
Cat III	Category III (research and academic contribution) [to be assessed cumulatively for the assessment period]	11.5	Category III(research and academic contribution) [to be assessed cumulatively for the assessment period]	38.0	49.5	Full Marks: 04         N.A.         Expert assessment Total         ( Pass Marks: 10)
ç	ry II + Category				156.5	N.A.
Commi	mendation of ittee for promotion	Ų	with date of Acade	nmended for promotion from emic Level 11/ <del>12/13A</del> (Strikeout wh of effect:		
Princi	gnature of the ipal / TIC / OIC n date and seal		of the DPI Nominee date and seal	Signature of the Subject Expert with date and seal	U U	re of the Subject 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** /<del>8000 /9000</del> 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

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

Signature of the Expert with Date and SealSignature 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 (*Nominated by the DPI*, *West Bengal*)

any other reason.

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. 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 eligibility for Promotion : 07/05/2020

	Name of the	Year of	Marks	Class/	Remarks
Examination	University	Passing	<b>Obtained</b> (%)	<del>Grade</del>	
B.A/B.Sc./B.C	Visva-Bharati	2004	75.80	$1^{st}$	Annexure-
<del>om</del> .					
M.A/MCA	Jadavpur University	2007	63.93	$2^{nd}$	Annexure-
/ <del>M.Com</del> .					
UGC-NET	NATIONAL EDUCATIONAL	2012	N/A	N/A (UGC-JRF)	Annexure-
	TESTING BUREAU, INDIA				

14. Educational Qualification (Graduationonwards):

15. ResearchDegree(s):No.

Degree	Name of the University	Date of award	Title	Remarks
M.Phil				
Ph.D/ <del>D.Phil</del>				
D.Sc./ D.Lit				

16. Details of Teaching/ Research/AcademicExperience:

Designation	Employer	Period of service From To	Scale of pay
Assistant Professor	Suri Vidyasagar College,	07.05.2014 to till date	Rs. 15600 – 39100
Stage-I	Suri, Birbhum, West Bengal		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)

(Tobecompleted 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		Mode of teaching	Class taken/all otted as per schedule	% of classes taken as per documented record	API Score	Remarks
	Computer Science General Paper I,II & III – All units		L+P	265/271	97.78 %	1956	Annexure- I (Academic Audit)
2.	Mathematics Honours Paper-VIII- Group A	UG-Part III	Р	39/42	92.85%	48.56	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 ( <b>Maximum 50</b> 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 ( <b>Max score – 10</b> ) (11 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	Text book,	Laboratory	Study materials, hand	10	Annexure-
	Science	References &	experimental	written notes, web		
	General	web resources		resources, ppt, printed		
			resources, text and	materials etc.		
			reference books			
2.	Mathematics	Text book,	Laboratory	Study materials, hand	10	Annexure-
	Honours	References &	experimental	written notes, web		
		web resources	procedures, web	resources, ppt, printed		
			resources, text and	materials etc.		

			reference books		
syllat	ledge /instru	ction as per nt by providing	n and Impartingof curriculum and additional resources	20	

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

(a) Updating of Courses/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/Person	ality 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
	b) Participation/Innovative – Interactive courses (Syllabus based Question-answer session, Quiz contest)	5	Annexure-
	c)Participation/Innovative –LearningModules (Teaching Plar for Computer Science General)	n 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	<b>Duties Assigned</b> (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-
	(b)Internal/ContinuousAssessm entsworkasallotted(Paper setting, invigilation, evaluation for internal examination- base label, 1 <sup>st</sup> , 2 <sup>nd</sup> 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.

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 (Maithon Dam on 28.4.15) 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	Volunteer of College Level sports+ Accompanied students in University 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/Semesterwis e responsibilities	API Score					
	a) GovernanceResponsibility (PG/IQAC/NAAC coordinator/Bursar / Warden etc.): Max10	Head of the Department	5	Annexure-				
	b) Academic/Administrative Committees like Admission /Campus Dev/ Library Comm: 5 each Max 10	Member of – 1. Academic advisory committee 2. Admissionverificati on Committee, 3. Computer Committee 4. Sports Committee	5+5 =10	Annexure-				
	98. Student Welfare/Placement / Counseling/ Discipline 5 each Max 10							
	<ul> <li>d) Conf Organization/ChairSecretary/Treasurer</li> <li>(I) International:10</li> <li>(II) National/Reg:5</li> <li>(III) Member: 1each</li> </ul>							
	(Max API Score : 15)		15					
	(III)Professional Development Activities							
	a) Member in Professional Committees (I)National 3 (II) State2; Max10							
	98. Participation in Conf/SeminarsWithoutpaper:2 each ; Max1098. Short-term Courses/Training less than a week: 5 each Max 10	Participation of Seminar -3	6	Annexure-				
	<ul> <li>d) Membership/Participation in State/ Central Bodies/Committees: 5 each Max 10</li> <li>e) Newspaper/Magazine/ Radio-TV progr (Not covered in</li> </ul>							
	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							

Please mention your contribution to any of the following:

## 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		% 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)
	Mathematics Honours Paper-VIII- Group A	UG-Part III	Р	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 ( <b>Maximum 50</b> 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 ( <b>Max score – 10</b> ) (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
	Science	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-
		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 imparting of	20	
knowledge /instruction as percurriculum and syllabus		
enrichment by providing additional resources to		
students (Max. score:20)		

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

(a) Updating of Courses/CurriculumDesign:	5 per co	ourse – Max10
(b) Participation/Innovative –Interactivecourses:	5	
(c)Participn./Innovative –LearningModules:	5	Max10
(d) Participn./Innovative - Case Studies prepared:	5	
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/Person	ality 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-
	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) Examinationdutiesassigned and performed

(e)

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

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

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

Sl. No.	Type of Examination Duties	<b>Duties Assigned</b> (University final examinations of Part-I, II & III)	Extent to which Carried out(%)	API Score	Remarks
	(a)Invigilation (University Examination)	Yes	100 %	10	Annexure-
	(b)Internal/ContinuousAssessm entsworkasallotted(Paper setting, invigilation, evaluation for internal examination- base label, 1 <sup>st</sup> , 2 <sup>nd</sup> terminal, test level etc.	Yes	100 %	10	Annexure-
	(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 ea	ch)		
	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/Semesterwis e 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			
	<ul> <li>d) Conf Organization/ChairSecretary/Treasurer</li> <li>a. International:10</li> <li>b. National/Reg:5</li> <li>c. Member: 1each</li> </ul>			
	(Max API Score : 15)		15	
	(III)Professional Development Activities			
	<ul> <li>a) Member in Professional Committees</li> <li>(I)National 3 (II) State2; Max10</li> <li>b) Participation in Conf/Seminars</li> </ul>	Participation of	8	Annexure-
	Withoutpaper:     2 each ; Max10       c) Short-term Courses/	Seminar- 4	-	
	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- 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		% of classes taken as per documented record	API Score	Remarks
1.	Computer Science General Paper I,II & III – All units		L+P	262/271	96.7%		Annexure- I (Academic Audit)
2.	Mathematics Honours Paper-VIII- Group A	UG-Part III	Р	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 ( <b>Maximum 50</b> for 100% performance & Proportionatescoreupto80% performance, below which no score 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 ( <b>Max score – 10</b> ) (12 special class)	10	Annexure-

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

Sl. No.	Course/	Consulted	Prescribed	Additional	API Score	Remarks
	Paper			Resource provided		
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		
/instruction as p	d on preparation a percurriculum and ional resources to	l syllabus enrichm	nent by	20	

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

(a) Updating of Courses/CurriculumDesign:	5 per co	ourse – 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:		
(f) Use of ICT –Multi-media/Simulationetc:	5	Max10
(g) Dev/TeachingRemedial/BridgeCourses:	5	each Max10
(h)Dev/Teaching Soft skill/Communication/Persona		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)	<b>API Score</b>	Remarks	
	b) Participation/Innovative – Interactive cou based Question-answer session, Quiz contes		5	Annexure-
	c)Participation/Innovative –LearningModule 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) T	TotalScore:	20	

### (iv) Examinationdutiesassigned and performed

(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	<b>Duties Assigned</b> (University final examinations of Part-I, II & III)	Extent to which Carried out(%)	API Score	Remarks
	(a)Invigilation (University Examination)	Yes	100 %	10	Annexure-
	(b)Internal/ContinuousAssessm entsworkasallotted(Paper setting, invigilation, evaluation for internal examination- base label, 1 <sup>st</sup> , 2 <sup>nd</sup> terminal, test level etc.	Yes	100 %	10	Annexure-
	(a)Evaluation (Universityfinal practical Examinations)	Yes	100 %	5	Annexure-
	(Max API Score : 25)			25	

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

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: 5each Max10	Ed.Tours (Massanjore Dam on 25.4.17)	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 to 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	Annexure-				
	b) Academic/Administrative Committees like Admission /Campus Dev/ Library Comm: 5 each Max 10	Member of – 1. Academic advisory committee 2. Admission verification Committee Convener of – 3. Computer Committee 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 -2	4	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)		04					
	Total Score (I +II+III) (Max :50)	(15+15+4)	34					
	Minimum API Score required – 15							

Please mention your contribution to any of the following:

## 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		% of classes taken as per documented record	API Score	Remarks
	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	Р	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 ( <b>Maximum 50</b> 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 ( <b>Max score – 10</b> ) (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
		References & web resources		Study materials, hand written notes, web resources, ppt, printed materials etc.	10	Annexure-
		References & web resources	experimental procedures, web	Study materials, hand written notes, web resources, ppt, printed materials etc.	10	Annexure-

API score based on preparation and impartingof	20	
knowledge /instruction as per curriculum and		
syllabus enrichment by providing additional resources		
to students (Max. score:20)		

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

(a) Updating of Courses/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/Persona	ality 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
	b) Participation/Innovative – Interactive courses (Syllabus based Question-answer session, Quiz contest)	5	Annexure-
	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	<b>Duties Assigned</b> (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-
	(b)Internal/ContinuousAssessm entsworkasallotted(Paper setting, invigilation, evaluation for internal examination- base label, 1 <sup>st</sup> , 2 <sup>nd</sup> terminal, test level etc.	Yes	100 %	10	Annexure-
	(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 ea	ich)		
	a)Field Study/Ed. Tours/ Placement: 5each Max10			
	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	Accompanied college team to DPI Sportsas Convener	5	Annexure –
	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/Semesterwis e responsibilities	API Score	
	a)GovernanceResponsibility (PG/IQAC/NAAC coordinator/Bursar / Warden etc.): Max10	Head of the Department	5	Annexure –
	b) Academic/Administrative Committees like Admission /Campus Dev/ Library Comm: 5 each Max 10	Member of – 1. Academic advisory committee 2. Admission verification Committee, Convener of- 3. Computer Committee 4. Sports Committee	5+5 =10	Annexure –
	c) Student Welfare/Placement / Counseling/ Discipline 5 each Max 10			
	<ul> <li>d)Conf Organization/ChairSecretary/Treasurer</li> <li>d. International:10</li> <li>e. National/Reg:5</li> <li>f. Member: 1each</li> </ul>			
	(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         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)	(5+15+0)	20	
	Minimum API Score required – 15			

### Cumulative Category-3 from the Session 2013-14 to 2017-18 (07.05.2014 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	Co-author	themain	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	gency/ Instt Name (Including	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

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

**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.	page no.	Details of Conference Publication	ISSN/ISBN No.	······································	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

S1.	Title with	Type of	Publisher & ISSN/	Whether	No. of	Whether you	API
No.	page no.	Book &	ISBN No.	peer	Co-author	are The	Score
		authorship	2) Internationa	reviewed.		main author	
			1				
			II. National				
			III. Regional)				

### (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	Programme / Exhibition with details	Institution/	(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

S1. No.	Title	Agency	Period	Grant/ Amount mobilized (Rs. Lakh)	API score
110.					

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

S1. No.	Title	Agency		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	Remarks
				Score	
1.	Orientation Programme	08.05.2017 to	Himachal Pradesh	20	Annexure –
		03.06.2017	University,		
			Himachal Pradesh		

### 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	0	Whether International/ National/State/Regional/ College or University Level	

### 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

*	Title of the Lecture/ Academic session	by	Whether International/ National/State/ Regional/College Or University level	API score

Signature of the incumbent with designation and date IQAC with Seal

Signature of the Coordinator

Signature of the Principal/ TIC with date and Seal

### Name of the Applicant: Shri Haradhan Mardi Summary of API scores (07.05.2014 – 06.12.2017)

**Subject: Computer Science** 

Category	Criteria	API Score for for specific pro	Total API Score for Assessment Period			
		07.05.2014	01.07.2015	01.07.2016	01.07.2017	I CIIOU
		to 30.06.2015	to 30.06.2016	to 30.06.2017	to 06.12.2017	
Ι	CATEGORY I:					
	Teaching, learning and evaluation related activities	123.6	124	123.4	124	495
	(to be assessed yearly)					
П	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:				1 1	
	Research and Academic Contributions	20				
	(to be assessed cumulatively for assessment period)					
II + III	<b>Total API score</b> (Category II + Category III)/ Assessment Period)	143				

Signature of Signa Incumbent with date and seal

Signature of the Coordinator, IQAC Signature of the Principal/TIC/OIC

#### 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 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	CBCS Sem-1 & II	L + P	104	13.87		
2	Physics Honours CC-I (Mathematic al Physics)	U.G Sem-I	Р	75	10		Annexure-I (Academic Audit)
3.	Mathematics Honours CC-IV (Graphical Demonstratio n)	U.GSem-II	Р	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

SI. No.	Type of Examination Duties	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 : 2) Assistant Professor Stage I : 20 ii) Assistant Professor Stage II : 20 iii) Assistant Professor Stage III : 20			15.3	

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

#### 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)	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 : 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.

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

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

# CATEGORY2: CO-CURRICULAR, EXTENSIONANDPROFESSIONALDEVELOPMENT RELATEDACTIVITY

51.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						
	<ul> <li>i)Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.)</li> <li>(Study visit to Shantiniketan on 3.5.18 with Mathematics Dept.)</li> </ul>	8	0.8	0.8	Annexure-		
	<ul> <li>ii) Other co-curricular activates (Cultural, Sports,NSS, and NCC etc.)</li> <li>As a convener— <ol> <li>Accompanied college team to BU sports</li> <li>Accompanied college team for DPI sports</li> </ol> </li> <li>iii) Extension and dissemination activities (public/popular lectures/talks/seminars</li> </ul>	40+12=52	5.2	5.2	Annexure-		
	(Max API Score: 15)			6			
	participation in through participation in responsibilities responsibilities(including as Principal / Director that r i) Administrative Responsibility (including				Annexure-		
	Dean/Principal/Chairperson/Convener/Teacher- in- charge/ similar other duties that require regular Office hours for its discharge) (Head of the department)		0.2	0.2	r innexure		
	<ul> <li>ii) Participation in Board of Studies, Academic and Administrative committees</li> <li>Member of –</li> <li>1. Examination committee</li> <li>2. Academic advisory committee</li> <li>3. Admission verification committee</li> <li>Convener of</li> <li>4. Computer committee</li> </ul>	70+10+25+10 =115	11.5	11.5	Annexure-		
	(Max API Score : 15)			15			
c)	Professional Development activities (such as	108+3=111	11.1	11.1	Annexure-		
-,	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						
	(Max API Score : 15)			11.1			
	*For all categories of Teachers (Assistant/Associate)	(6+1	1 5+11.1)	32.1			
	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.	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	i)	Stage II to III	120/Assessment Period
ii	ii)	Stage III to IV	150/Assessment Period

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#### 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 (Mathematic al Physics-I) CC-V (Mathematic al Physics-II)	U.G-Sem-I & III	Р	78	10.4		Annexure-I (Academic Audit)
3.	Mathematics Hons CC-IV (Graphical Demonstratio n) CC-VII (Numerical Methods)		Р	42	5.6		_
	Maximum A 2) Assi ii) Assistant	PI Score : stant Professor Stage Professor Stage II :7( Professor Stage III:	)			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

SI. No.	Type of Examination Duties	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 : 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, 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 : 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.

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 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			
	<ul> <li>i)Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.)</li> <li>(Study visit to Maithon Dam on 2.5.19)</li> </ul>	8	0.8	0.8	Annexure-
	<ul> <li>ii) Other co-curricular activates (Cultural, Sports,NSS, and NCC etc.)</li> <li>As a convener— <ol> <li>Accompanied college team to BU sports</li> <li>Accompanied college team for DPI sports</li> </ol> </li> <li>3. Organized college sports <ol> <li>iii) Extension and dissemination activities</li> </ol> </li> </ul>	44+18+18 = 80	8	8	Annexure-
	(public/popular lectures/talks/seminars				
	(Max API Score : 15)			8.8	
(b)	Contribution to Corporate life and management of the participation in through participation in responsibilities responsibilities(including as Principal / Director that r i) Administrative Responsibility (including	es(including as l	Principal / Directo	scharge)	Annexure-
	Dean/Principal/Chairperson/Convener/Teacher- in- charge/ similar other duties that require regular Office hours for its discharge) (Head of the department)		9	9	Annexure-
	<ul> <li>ii) Participation in Board of Studies, Academic and Administrative committees</li> <li>(Member of –</li> <li>1. Examination committee</li> <li>2. Academic advisory committee</li> <li>3. Admission verification committee</li> <li>Convener of –</li> <li>4. Computer committee</li> </ul>	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	6+3=9	0.9	0.9	Annexure-
	any other contribution) i)Two day National seminar on Higher Education in India by WBCUTA ii) One day seminar at Suri Vidyasagar College				
			1	0.9	
	(Max API Score : 15)			0.5	
		(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

<b>i</b> )	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.	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 <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

	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 (Mathematic al Physics-I) CC-V (Mathematic al Physics-II) CC-VIII (Mathematic al Physics- III)	U.G-Sem-I ,III&IV	Р	86	11.4		Annexure-I (Academic Audit)
.3	Mathematics Honours CC-IV (Graphical Demonstratio n) CC-VII (Numerical Methods)	U.G-Sem-II & III	Р	42	5.6		
	Maximum Al i) Assistant P ii) Assistant I	PI Score : rofessor Stage I :70 Professor Stage II :7( Professor Stage III:				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

SI. No.	Type of Examination Duties	spent per Academic Year		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		
	Internal continuous assessments including question paper setting, invigilation and evaluation	176.6	17.66		
	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, 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 : 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.

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-basedActiv	ities			
	<ul> <li>i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.)</li> <li>(Study visit to Massanjore Dam on 12.3.20)</li> </ul>	8	0.8	0.8	Annexure-
	<ul> <li>ii) Other co-curricular activates (Cultural, Sports, NSS, and NCC etc.)</li> <li>As a convener— <ol> <li>Accompanied college team to BU sports</li> <li>Accompaniedcollege team for DPI sports</li> <li>Organized college sports</li> </ol> </li> </ul>	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 sport through participation in responsibilities(including as Princip Principal / Director that require regular office hrs for its disc	oal / Director resp			
	<ul> <li>i) ) Administrative Responsibility ( including Dean/Principal/Chairperson/Convener/Teacher- in-charge/ similar other duties that require regular Office hours for its discharge)</li> <li>(Head of the department)</li> </ul>	90	9	9	Annexure-
	<ul> <li>ii) Participation in Board of Studies, Academic and Administrative committees</li> <li>Member of - <ol> <li>Career counseling committee</li> <li>Grievance Redressal cell</li> <li>Academic advisory committee</li> <li>Admission verification committee</li> <li>Convener of - <ol> <li>Computer committee</li> </ol> </li> </ol></li></ul>	10+12+12+35+1 5 =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	3+3+3=12	1.2	1.2	Annexure-
	Suri Vidyasagar College				
	(Max API Score: 15) *For all categories of Teachers (Assistant/Associate)	(8.4+	-15+1.2)	1.2 24.6	
	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.	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	Whethe r 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

Title of the publication with page no. and year of publication	publisher		Whether you are the main author	

#### 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

SI. 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

S1. 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

SI.	Title of the invited	Title of Conference/	Organized	Whether International/	API	
No.	lecture/paper	Seminar with	Ву	National/State or University	Score	Remarks
	presented	Date				
						ļ
	Total* :					1

\*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)

Category	Criteria	API Score for pre for specific propos	Total API Score for Assessment Period		
		07.12.2017	01.07.2018	01.07.2019	I chidu
		to 30.06.2018	to 30.06.2019	to 06.05.2020	
Ι	CATEGORY I:				
	Teaching, learning and evaluation related activities (to be assessed yearly)	54.5	87.2	86.6	228.3
	(10 be assessed yearry)				
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		0		0
	(to be assessed cumulatively for assessment period)				
II + III	<b>Total API score</b> (Category II + Category III)/ Assessment Period)		81.4		

## Name of the Applicant: Shri Haradhan MardiSubject: Computer Science

Signature ofSignature of theSignature of theIncumbentCoordinator, IQACPrincipal/TIC/OICwith date and seal

Nan	ne of Applicant: Shri	Haradł	1an Ma			•	of API t: Comp				
	Criteria	years	as app	licable tion fro	for sp	ecific p ge I/ <del>II/</del>	6 acade roposed HI to St	l stage	as	l API score for the sessment period	e Percentage Distribution of Weightage Points in the Expert
		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			Assessment (Applicable only for selection committee)
I	<b>CATEGORY I:</b> Teaching, learning and evaluation	9	_	4	_		2	~	723	Average API/Year	
	related activities( <i>to be</i> <i>assessed yearly</i> )	123.6	124	123.4	124	54.5	87.2	86.6	.3	120.5	
П	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:	Assessment Period 07.05.14 to 06.12.17						20			
	Research and Academic Contributions( <i>to</i> <i>be assessed</i> <i>cumulatively for</i> <i>assessment</i> <i>period</i> )	As	ssessme	ent Per	riod 07	7.12.17 t	o 06.05	.20		0	
II+ III	Total API score (Category II + Category III)/ Assessment Period)		Te			ent Peri 06.05.20				224.4	
Si	ignature of the Incum	bent					oordinat and seal		 Signd	•	Principal/TIC/OIC te and seal
	Date of Screening Com Selection committee Venue		Date:					Ve	nue:		
	Recommendation of Screening/Selectio Committee for promotion CAS with date of effect promotion	n on on	•		ommer e of eff	()	-	•	0	e I / <del>II /III i</del> ot applicab	to Stage II / <del>III / IV</del> le)
	S ure of the Principal/TIC/OIC date and seal	ignat ' with	 the D	PI Non			nature of e and se		of the Expe	gnature Subject rt/s with and sea	Signature of the Subject Expert/s with date and seal

#### IV. Summary of API Scores: di Subject: Computer Science

# SUMMARY OF API SCORE: FOR THOSE WHERE ASSESSMENT PERIOD COVERS BOTH UGC REGULATIONS, 2010 AND UGC REGULATIONS, 2016 (4<sup>TH</sup> AMENDMENT)

- Date of Screening cum Evaluation Committee/ Selection Committee
- Venue: •
- Subject: COMPUTER SCIENCE • Name of the Applicant: SRI HARADHAN MARDI
- Date of RC/OP/WORKSHOP/STC: RC (08.06.18 to 28.06.18) / OP (08.05.17 to 03.06.18) •

		Assessmer	nt Period				
	API score up	to <b>06.12.2017</b>	API score	w.e.f. 07	7.12.2017		
		API			API	Total API sc in Assessme Period	
		(A)			( <b>B</b> )	(A + B)	Associate FIOIESSOI)
Cat I	Category I(teaching-learning & evaluation related activities) [to be assessed yearly]	495	Category I (Teaching-learni & evaluation rel activities) [to be assessed yearly]		228.3	723.3	
Cat II	Category II (co-curricular, extension ar professional development activity)[to be assesse yearly]	nd 123 ed	Category II (co -curricular, extension and professional development activity)[to be assessed cumulatively for assessment perior		81.4	204.4	
Cat III	CategoryII(researchanacademiccontribution)[to be assessedcumulatively for theassessment period]		Category III (Research academic contribution) [to be assessed cumulatively for assessment period	and	0	20	
Comn	nmendation of the	e Screening / Select on on CAS with	date II/III/I	<b>mended</b> V(Strike f effect:	out which a	promotion are not applic	fromStageI/ <del>II/III</del> toStage cable)
				G.			
Princi	gnature of the ipal / TIC / OIC n date and seal	/ OIC with date and seal			ature of the rt with date		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.

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.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	Year of Passing	% of Marks	Class/
	University		Obtained	Grade
B.Sc.	THE	2004	58.625	Second(II)
	UNIVERSITY		(Annexure )	
	OF BURDWAN		Refer to page no.	
M.Sc.	THE	2006	65.66	First (I)
	UNIVERSITY		(Annexure )	
	OF BURDWAN		Refer to page no.	
Other Exam., if	HUMAN	2006	N/A	N/A
any	RESOURCE		UGC-JRF	
UGC-CSIR	DEVELOPMENT		(Annexure )	
NET	GROUP, INDIA		Refer to page no.	

# 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	1	Employer	Period of ser	vice	Scale of Pay
			From	То	
Assistant	Professor	PRINCIPAL	08.07.2008	_	15,600/ 39,100/-
(Stage I)		Suri Vidyasagar	07.07.2014		AGP: 6000/-
		College			(Annexure )
					Refer to page no.
Assistant	Professor	PRINCIPAL	08.07.2014	to till	15,600/ 39,100/-
(Stage II)		Suri VidyasagarCollege	date		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	Signature of the Principal/ TIC
Date:	Date:
Seal:	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, tutorial	, practical, con	tact hours undertake	n 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-VII Module-2;Unit-I-VIII Paper-IX(A&B) Module-2; Unit-I-IV Module-4;Unit-I-IV Module-5;Unit-I-IV Module-9A;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	<b>API Score</b>	Annex.
a)	Classes taken (Maximum 50 for 100% performance & proportionate	49.4	Annexure-
	score up to 80% performance, below which no score may be given)		

b)	Teaching load in excess of UGC norms/ Special Lectures/ Classes taken	10	Annexure-
	at the study center located in the district other than Kolkata (Max score		
	<b>- 10</b> ) (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.

- (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.	Short Description (in terms of items) as listed above	API	Annex.
No.		Score	
1.	Participation/Innovative-Learning Modules (Teaching Plan In both H	ions 10	
	& Gen)		
2.	Use of ICT or Computer-aided methods - PowerPoint presentation	<b>i, e-</b> 5	
	learning materials for imparting lectures		
3.	Use of ICT – Multi-media: Multimedia, Slides	5	
4.	Participation/ Innovative – Interactive courses: syllabus-based semin	nar, 5	
	question answer session and quiz contest		
	(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, 1 <sup>st</sup> terminal, 2 <sup>nd</sup> 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 act	ivities (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			
	<ul> <li>c) Student/ Staff Sports Campus Publication etc: (dept level 2 points, Instn level 5 points) Max 10</li> </ul>	Annual college sports (Acting as organizer and referee)	5	Annexure-
	<ul> <li>d) Community Work(Env, Hum. Rights, Scientific temper, Peace/Relief etc): Max 10</li> </ul>			
	(Max API Score: 20)	Ι	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			
	<ul> <li>b) Academic/ Administrative Committees like Admission/ Campus Dev/ Library Comm: 5 each Max 10</li> </ul>	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			
<ul> <li>d) Conf Organization/ Chair Secretary/ Treasurer</li> <li>(I) International:10, (II) National/Reg.: 5, (III)</li> <li>Member: 1 each</li> </ul>			
(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, practic	al, contact hours	s undertaken	taken as	percentage of lectures
allocated.					

Sl. No.	Course/ Paper	Level	Mode of teaching*	Class allotted as per	% of classes taken as per documented	API Score	Annex.
				1			
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-IV Module-9A;Unit-I-IV Module-9A;Unit-I-IV Module-9B;Unit-I Module-9C;UnitI&II Module-10;Unit-I-III Paper-VIII (Practical)	Undergraduat e Part I, Part-II & Part-III Honours	L, P	schedule 232/234	record 98.3	49.1	Annexure- Refer to page no.
	Paper-XII (Practical)Chemistry (General)Paper-IModule-1; Unit-I&IIModule-2Unit-I & IIModule-4;Unit-I- IIIPaper-IIModule-1; Unit-I& IIModule-2;Unit-I-IXPaper-IVModule-1; Unit-I-IIIModule-5;Unit-IPaper-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	<b>API Score</b>	Annex.
a)	Classes taken (Maximum 50 for 100% performance & proportionate	49.1	Annexure-
	score up to 80% performance, below which no score may be given)		

b)	Teaching load in excess of UGC norms/ Special Lectures/ Classes taken	10	Annexure-
	at the study center located in the district other than Kolkata (Max score		
	-10)(07 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	
instru	API score based on preparation and Imparting of Knowledge/ instruction as per curriculum and syllabus enrichment by providing additional resources to students ( <b>Max. score: 20</b> )				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 Ma
- (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

S1.	Short Description (in terms of items) as listed above	API	Annex.
No.		Score	
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, Sl	ides	5	
4.	Participation/ Innovative – Interactive co extempore, group discussion.	Durses: syllabus-basedquiz,	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, 1 <sup>st</sup> terminal, 2 <sup>nd</sup> 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:

SI. 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(Actin g as organizer and Referee)	5			
	<ul> <li>d) Community Work</li> <li>(Env, Hum. Rights, Scientific temper, Peace/Relief etc): Max 10</li> </ul>					
	(Max API Score: 20)	Ι	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			
<ul> <li>d) Conf Organization/ Chair Secretary/ Treasurer</li> <li>(I) International:10, (II) National/Reg.: 5, (III) Member: 1</li> <li>each</li> </ul>	NationalSeminar Organizing Committee( <b>Member</b> )	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 undert	taken taken as percentage of lectures
allocated.	

Sl.	Course/ Paper	Level	Mode of		% of	API	Annex.
No.			teaching*	allotted	classes	Score	
				as per schedule	taken		
				schedule	as per docum		
					ented record		
1.	Chemistry (Honours)	Undergraduate	L, P	264/264	99.7	49.8	Annexure-
1.	Paper-I	Part-I,	L, I	204/204	<i>))</i> .1	<b></b> 7.0	Annexure-
	Module-2; Unit-I-IV	Part-II					Refer to
	Module-4;Unit-I & II	& Part-III					the page
	Module-5;Unit-I to V	Honours					no.
	Paper-V	Tonouis					110.
	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)		LD	(7)(0)			
	Chemistry (General)	UG:	L,P	67/68			
	Paper-I	Part I,					
	Module-1; Unit-I&II	Part-II					
	Module-2;Unit-I & II	&Part-III					
	Module-4;Unit-I to III	General					
	Paper-II						
	Module-1; Unit-I& II Module 2: Unit I to IV						
	Module-2;Unit-I to IX						
	<b>Paper-IV</b> Module-1; Unit-I-III						
	Module-1; Unit-I-III Module-5;Unit-I						
	Paper-III (Practical)						
	Paper-V (Practical)						

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

	CALCULATION OF API SCORE FOR I (i) ABOVE	<b>API Score</b>	Annex.
a)	Classes taken (Maximum 50 for 100% performance & proportionate	49.8	Annexure-
	score up to 80% performance, below which no score may be given)		
b)	Teaching load in excess of UGC norms/ Special Lectures/ Classes taken	10	Annexure-
	at the study center located in the district other than Kolkata (Max score		
	(-10)(05  extra classes)		

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

### (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	
instru	score based on preparati action as per curriculum an ional resources to students (J	nd syllabus enrich			20	

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

- 5per course Max 10 (1) Updating of Courses/ Curriculum Design: (m)Participation/ Innovative – Interactive courses 5 5 (n) Participn./ Innovative – Learning Modules: 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: Max 10 5 each (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.	Short Description (in terms of items) as listed above	API	Annex.
No.		Score	
1.	Participation/Innovative-Learning Modules (Teaching Plan In both Hons	10	
	& Gen)		

2.	Use of ICT or Computer-aided methods – Power learning materials for imparting lectures	erPoint presentation, e-	5	
3.	Use of ICT – Multi-media: Multimedia, Slides		5	
4.	Participation/ Innovative – Interactive course extempore, group discussion.	s: syllabus-basedquiz,	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, 1 <sup>st</sup> terminal, 2 <sup>nd</sup> 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	Annex.
			Score	
	(I) Extension, Co-curricular & field based ac	tivities (5 points each)		
	a) Field Study/ Ed. Tours	Educational Tour	5	Annexure-
	5 each Max 10	(at Bakreswar Thermal		
		Power with all the		
		students on 23/12/2016)		
	b) NSS/ NCC/ NSO etc:			
	each activity 10 points Max 10			
	c) Student/ Staff Sports Campus Publication etc:	Annual College	05	Annexure-
	(dept level 2 points, Instn level 5 points)	Sports		
	Max 10	(Acting as Organizer and		
		Referee)		
	d) Community Work			
	(Env, Hum. Rights, Scientific temper, Peace/Relief			

(Max API Score: 20)	I	10	
(Max AF1 Score: 20)	1	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			
<ul> <li>b) Academic/ Administrative Committees like Admission/ Campus Dev/ Library Comm: 5 each Max 10</li> </ul>	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	
<ul> <li>d) Conf Organization/ Chair Secretary/ Treasurer</li> <li>(I) International:10, (II) National/Reg.: 5, (III)</li> <li>Member: 1 each</li> </ul>			
(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			

## Part B: Academic Performance Indicators (API) For the Session 2017 - 18 (From 01/07/17 to 06/12/2017)

(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.

Course/ Paper	Level	Mode of	Class	% of	API	Annex.
		teaching*	allotted	classes	Score	
			as per	taken as per		
			schedule	documented		
				record		
Chemistry (Honours)	Undergraduate:	L, P	121/122	99.3	49.7	Annexure-
Paper-I	Part-I,					Refer to
Module-2; Unit-I-IV	Part-II					page no.
Module-4;Unit-I & II	& Part-III					
Paper-V	Honours					
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)						
		L, P	30/30			
_ <b>_</b>	· ·					
	,					
_ <b>_</b>						
-	General					
-						
·						
<i>,</i>						
,						
Module-4;Unit-I						
	Chemistry (Honours) <b>Paper-I</b> Module-2; Unit-I-IV Module-4;Unit-I & II <b>Paper-V</b> Module-1;Unit-I-VI <b>Paper-IX(A&amp;B)</b> Module-2; Unit-I-IV Module-4;Unit-I-IV Module-5;Unit-I-III	Chemistry (Honours)Undergraduate:Paper-IPart-I,Module-2; Unit-I-IVPart-IIModule-4;Unit-I & II& Part-IIIPaper-VHonoursModule-1;Unit-I-VIHonoursPaper-IX(A&B)Module-2; Unit-I-IVModule-2; Unit-I-IVHonoursModule-5;Unit-I-IVPaper-VIII (Practical)Paper-VIII (Practical)Paper-XII (Practical)Paper-IIPart I,Module-2;Unit-I & IIPart-II,Module-2;Unit-I & IIPart-III & SEM-IModule-1; Unit-I& IIGeneralPaper-IISEM-IModule-1; Unit-I-IIIGeneralPaper-IVModule-1; Unit-I-IIIModule-2;Unit-I-IIISEM-IModule-1; Unit-I-IIIGeneralPaper-IVModule-2;Unit-I-IIIModule-2;Unit-I-IIIHonourModule-1; Unit-I-IIIHonourPaper-IIFaper-IIModule-1; Unit-I-IIIHonourPaper-IIHonourPaper-IIHonourPaper-IIHonourPaper-IIHonourPaper-IIHonourPaper-IIHonourPaper-IIHonourPaper-IIHonourPaper-IIHonourPaper-IIHonourPaper-IIHonourPaper-IIHonourPaper-IIHonourPaper-IIHonourPaper-IIHonourPaper-IIHonourPaper-IIHonourPaper-IIHonourPaper-II <td< td=""><td>Image: Image: Image:</td><td>Image: Image: Image:</td><td>Image: Constraint of the constra</td><td>Image: Constraint of the second sec</td></td<>	Image:	Image:	Image: Constraint of the constra	Image: Constraint of the second sec

#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	<b>API Score</b>	Annex.
a)	Classes taken (Maximum 50 for 100% performance & proportionate	50	Annexure-
	score up to 80% performance, below which no score may be given)		
b)	Teaching load in excess of UGC norms/ Special Lectures/ Classes taken	10	Annexure-
	at the study centre located in the District other than Kolkata (Max score		

(-10)(04  extra classes)	

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. score based on preparation	Authentic Texts, Reference texts & Printed Study Materials.	Laboratory experimental procedures and prepared notes from texts.	Critical study materials, Collection of problems and solutions	10	
instru	action as per curriculum ding additional resources to		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.

- (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.	Short Description (in terms of items) as listed above	API	Annex.
No.		Score	
1.	Participation/Innovative-Learning Modules (Teaching Plan In both Hons	10	
	& Gen)		
2.	Use of ICT or Computer-aided methods - PowerPoint presentation, e-	5	
	learning materials for imparting lectures		
3.	Use of ICT – Multi-media: Multimedia, Slides	5	
4.	Participation/ Innovative – Interactive courses: syllabus-based seminar,	5	
	question answer session and quiz contest		

(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]

SI. 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, 1 <sup>st</sup> terminal, 2 <sup>nd</sup> 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	Annex.
			Score	
	(IV) Extension, Co-curricular & field based acti	vities (5 points each)		
	e) Field Study/ Ed. Tours	Educational Tour	5	
	5 each Max 10	(At		
		Massanjore, Hydroelectric		
		Power Plant with all the students on 05/12/2017)		
	f) NSS/ NCC/ NSO etc:			
	each activity 10 points Max 10			
	g) Student/ Staff Sports Campus Publication etc:	DPI Sports	5	
	(dept level 2 points, Instn level 5 points)	(Member of the		
	Max 10	Organizing Committee		
		anaad volunteer)		
	h) Community Work			
	(Env, Hum. Rights, Scientific temper, Peace/Relief			
	etc): Max 10			
	(Max API Score: 20)	Ι	10	

(V) Contribution to Corporate Life and Management of the Institution	Yearly/ Semester wise Responsibilities	API Score	
e) Governance Responsibility (PG/IQAC/NAAC coordinator/ Bursar/ Warden etc.) Max 10	<ol> <li>Superintendent of Boy's Hostel</li> <li>Assistant Teachers' Council Secretary</li> </ol>	10	Annexure-
<ul> <li>f) Academic/ Administrative Committees like Admission/ Campus Dev/ Library Comm: 5 each Max 10</li> </ul>	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			

## CATEGORY-3: RESEARCH AND ACADEMIC CONTRIBUTIONS From 08.07.2014- 06.12.2017

### A] [i] Published Papers in Journals

### API Score – Category I – Refereed - 15/publication

## Category II – Non-Refereed – 10/publication

SI.	Title with page no.	Journal	ISSN/ ISBN	Whether peer	No. of	Whether	API	Remarks
No.			No.	reviewed.	Co-	you are the	Score	
				Impact factor, if	author	main		
				any		author		
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.F1.15	03	NO	(15x0.4) + (10x0.4) = <b>10</b>	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.F1.15	03	NO	(15x0.4) + (10x0.4) = <b>10</b>	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.F2.914	02	YES	(15x0.6) + (15x0.6) = <b>18</b>	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.F6.165	05	NO	(15x0.4)/5 + $(25x0.4)/5$ = <b>3.2</b>	Annexture-
	1	I	1		L	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

S1	Title with page no.	Book title,	ISSN/ISBN No.	Whether	No. of	Whether you are	API
No.		editor	(Or, Renowned		Co-author	the main author	Score
		&publisher	The state of the s	reviewed			
			Cat 1-4 as above				
			for scores				
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

S1.	Title with page no.	Type of Book &	Publisher &	Whether	peer	No. of Co-author	Whether you are	API Score	
No.		authorship	ISSN/ ISBN No.	reviewed			the main author		
		_	(I.International						
			II. National						
			III. Regional)						
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	Organized	Categorization	Whether	No. of Co-	Wheter	API Score
	Programme etc.	by etc.	etc.	peer-	artists etc.	you are the	
				reviewed		Solo artist/	
				etc.		performer	
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.	Title	Agency	Period	Grant/ Amount mobilized	API
No.				(Rs.lakhs)	Score
Nil	Nil	Nil	Nil	Nil	Nil

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

Sl. No.	Title	Agency	Period	Grant/ Amount mobilized	Whether policy document. Patent as	API Score
110.				(Rs.lakh)	outcome	beore
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 present	of ted	the	paper	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 Leo	cture/ Title	of	Organized by	Whether	API Score
	Academic session	Conference/			International/	
		Seminar			National/ State/	
					Regional/	
					College or	
					University	
					Level	
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 stage of pr		years as applicable fo I/II/III to Stage II/		Total API Score for Assessment
		08.07.14 to	01.07.15 to	01.07.16 to	01.07.17 to	Period
		30.06.15	30.06.16	30.06.17	06.12.17	
Ι	CATEGORY I:					
	Teaching, learning and evaluation related activities	124.4	124.1	124.8	124.7	498
	(to be assessed yearly)					
II	CATEGORY II:					
	Cocurricular, extension and professional development related activity	24	25	29	25	103
	(to be assessed cumulatively for assessment period)					
III	CATEGORY III:	66.2	1			
	Research and Academic Contributions					
	(to be assessed cumulatively for assessment period)					
II + III	<b>Total API score</b> (Category II + Category III)/ Assessment Period)			169.2		

Signature of	Signature of the	Signat	ture of the
Incumbent	Coordinat	or, IQAC	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/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)

#### CATEGORY1: TEACHING, LEARNING AND EVALUATION RELATED 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 Academi c 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)	UG (Honours)	L, P	142	18.93	30.4	Annexure-
	Paper-I	Part-I					
	Module-5;Unit-I to V	Part-II					
	Paper-V	Part-III&					
	Module-2;Unit-I-VIII	CBCS;					
	Paper-IX(A&B)	SEM-II (H)					
	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)						

2.	Chemistry (General)	UG:	L, P	86	11.47	]	Annexure-
	Paper-I	Part I,					
	Module-4;Unit-I to III	Part-II,					
	Paper-II	Part-III &					
	Module-2;Unit-I to IX	CBCS					
	Paper-IV	SEM-I&					
	Module-5;Unit-I	SEM-II					
	Paper-III (Practical)	General					
	Paper-V (Practical)						
	SEM-I ; CC-1A						
	Module-4;Unit-I						
	SEM-II ; CC-1B						
	Module-5;Unit-I-VI						
	Maximum API Score :	·				30.4	
	i) Assistant Profess	or Stage I :70					
	ii) Assistant Professor Stage II : 70						
	iii) Assistant Profess	or Stage III: 70					
		or stage life / o					

#### \* 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	ActualScore (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 : i) Assistant Professor Stage I : 20 ii) Assistant Professor Stage II : 20 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) 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 AcademicYea r÷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	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 : i) Assistant Professor Stage I : 10 ii) Assistant Professor Stage II : 10 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, 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	Annex.
(a)	Student related Extension, Co-curricular &field	d-basedActiviti	ies		
	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)				
	<ul> <li>i) Administrative Responsibility (includingDean/Principal/Chairperson/C onvenor/Teacher- in-charge/ similar other duties that require regular Office hours for its discharge)</li> <li>1. Convenor of University Practical Exam</li> <li>2. Superintendent of Boy's Hostel,</li> <li>3. Assistant Teachers' Council Secretary</li> <li>4. HOD</li> <li>5. Convenor EOC</li> </ul>	20+ 44+ 11+40+3= 118	11.8	11.8	Annexure-

	2+12+35+26+1	17.3	17.3	Annexure-
ii) Participation in Board of Studies, Academic and Administrative committees	0+15+70+3=			
1. Laboratory Equipment Purchase Committee	173			
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				

	(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)			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

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>01.07.2018-07.07.2019</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 EVALUATION RELATED ACTIVITIES

## (b) Directteaching (16/14) hoursperweek asapplicable)includingLectures, Tutorials, Practical, Project Supervision and Fieldwork

SI. 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-2C;Unit-I&II SEM-IV; CC-9 Module-2;Unit-I-VI Module-3;Unit-I 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) CC-9 (Practical)						
2.	Chemistry (General) Paper-IV Module-1;Unit-I-III Module-5;Unit-I Paper-V (Practical) SEM-I; CC-1A Module-2;Unit-I-III Module-4;Unit-I SEM-II; CC-1B Module-5;Unit-I-VI SEM-I; CC-1A(Prac)	UG: Part-III & CBCS SEM-I , SEM-II SEM-III & SEM-IV General	L, P	165	22		Annexure-
	v) Assistant	Score : Professor Stage I : 70 Professor Stage II : 70 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 Duties	Actual hours spent per Academic Year	ActualScore (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 : i) Assistant Professor Stage I : 20 ii) Assistant Professor Stage II : 20 iii) Assistant Professor Stage III : 20			20	

# (d) Innovative teaching- learning methodologies; updating of subject content/ course, mentoringetc.

- (b) Participation/Innovative Interactivecourses:
- (C) Participn./Innovative LearningModules
- $(d) \quad {\sf Participn./Innovative-Case Studies prepared:} \\$
- (e) Use of ICT or Computer-aided methods –ppt:
- (f) Use of ICT Multi-media/Simulationetc:
- (g) Dev/Teaching Remedial/BridgeCourses:
- $(h) \quad {\rm Dev/Teaching \ Soft \ skill/Communication/PersonalityDev:}$
- (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 AcademicYea r÷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 : 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	Annex.
(a)	Student related Extension, Co-curricular &field	l-basedActiviti	ies		
	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)						
	<ul> <li>i) Administrative Responsibility (including Dean/Principal/Chairperson/Convenor/Teacher- in-charge/ similar other duties that require regular Office hours for its discharge)</li> <li>1. Convenor of University Practical Exam.,</li> <li>2. Superintendent of Boy's Hostel</li> <li>3. Teachers' Council Secretary</li> <li>4. HOD</li> <li>5. Convenor EOC</li> </ul>	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	Annexure-
---	------------------------------	--	------	-----------

	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         (Max API Score: 15)			1.5	-
	(Max Art Score: 15)			15	
(c)	Professional Development activities (such as partici	pation in se	eminars activi	ties	7.8
	(such as participation in seminars talks, lectur	res in refr	esher / faci	ulty	
	development courses membership of associations,	, dissemina	tion and gen	eral	
	articles and any othercontribution)1. RC at HRDC, CU	U from 25.06.2	019 to 08.07.201	9 72	
	hrs 2. National level seminar on "Chemical Sciences: Today				
	Department of Chemistry, Jadavpur University, Kolkata on 14 <sup>th</sup>	March-2019. 6	6 hrs		
	(Max API Score: 15)				
	*For all categories of				26.4
	Teachers(Assistant/Associate)				
	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

### 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.	Whethe r peer Review ed. Impact factor, ifany	No. of Co- author	Whethe r you are the main author	Remar ks

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.03 lakhs (Arts) -10 perproject

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

III (C) (ii)

**Consultancy Projects:** 

<del>SI. No</del> SI. No.	Title of the Consultancy Project the publication with project no. and year of	A	<del>gency</del> Name of th publisher	<del>Period</del> e of	ISSN/ I No.	Grant/2 Oblized	<del>Amount</del> No.of Co- author			API Score	
	publication							aເ	ithor		

					Amount Mobilized with a
minimum of Rs.10 lakh	s (Science)/F	Rs. 02 lakhs (A	Arts)- 10 for every R	s.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

		Date and year of acceptance of			API
No.	document prepared	•	for which the policy was prepared	National/Cent ral Govt./State	score
			1 1	Govt./Local	
				Bodies.	
				l	

#### 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	API score
			Submitted	

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

SI. No.	Title of the invited lecture/paper presented	Title of Conference/Seminar with Date	0	Whether International/ National/State or University		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.	Course/Paper for which the module was prepared	Year and Date of presentation	API Score

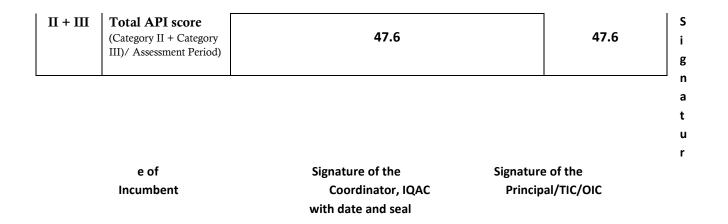
### \*Minimum total API scores required for promotion under CATEGORY I + CATEGORY II\*:

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 for specific proposed stage of p Stage I	Total API Score for Assessment Period	
		07.12.2017	01.07.2018	
		to	to	
		30.06.2018	30.06.2019	
Ι	CATEGORY I:			
	Teaching, learning and evaluation related activities	55.4	86.3	141.7
	(to be assessed yearly)			
II	CATEGORY II:			
	Cocurricular, extension and professional development related activity	18.2	26.4	44.6
	(to be assessed cumulatively for assessment period)			
III	CATEGORY III:		1	
	Research and Academic Contributions		03	03
	(to be assessed cumulatively for assessment period)			



## **IV. Summary of API Scores:**

	e of Applicant: Sri Debal Criteria			ore for	previo	us 3/4/	oject: Ch 5/6	Percentage		
		ac spec	ademi cific pr	c years oposed	as app stage	olicable of pron age <del>H</del> /I	for notion	for the assessment period		Distribution of Weightage Points in the Expert
		08.0 7.14 to 30.0 6.15	01.0 7.15 to 30.0 6.16	01.0 7.16 to 30.0 6.17	01.0 7.17 to 06.1 2.17	07.1 2.17 to 30.0 6.18	01. 07.18 to 08.07 .19			Assessment (Applicable only for selection committee)
I	<b>CATEGORY I:</b> Teaching, learning and evaluation related activities( <i>to be</i> <i>assessed yearly</i> )	124.4	124.1	124.8	124.7	55.4	86.3	639.7	Average API/Year 127.9	
Π	CATEGORY II: Cocurricular, extension and professional development related activity (to be assessed cumulatively for assessment period)	24	25	29	25	18.2	26.4	147.6		
III	CATEGORY III: Research and	Asses	sment	Period	l 08.07.	.14 to 0	6.12.17		66.2	
	Academic Contributions( <i>to be</i> <i>assessed cumulatively</i> <i>for assessment period</i> )	Asses	sment	Period	07.12	17 to 0	8.07.19		03	
II+ III	Total API score (Category II + Category III)/ Assessment Period)				sment 1 to 08.0	Period: 7.19		216.8		
(   	Signature of the Incumber	 nt				Coordi te and s		 Signe	ature of the Pa with date	rincipal/TIC/OIC 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:		
Signat ure of the Principal/TIC/OIC with date and seal		Signature of the DPI Iominee 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 (4<sup>TH</sup> 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

		А	Assessment Period				
	API score up to	06.12.2017	AP	I score w.e.f. 07.12.2017			
		API			API	Total API score in Assessment Period	Percentage Distribution of Weight age Points in the Expert
		(A)			<b>(B</b> )	( <b>A</b> + <b>B</b> )	Assessment (applicable only for selection committee for Associate Professor)
Cat I	Category I (teaching-learning & evaluation related activities)[to be assessed yearly]	498	Category I (te evaluation rela [to be assessed		141.7	639.7	
Cat II	Category II (co-curricular,	and sed 103	Category II         (co -curricular, extension and professional development activity) [to be assessed cumulatively for the assessment period]         4		44.6	147.6	
Cat III	Category III (resea and acader contribution) [to be assessed cumulatively for the assessment period]		Category III(research and academic contribution) [to be assessed cumulatively for the assessment period]		3	69.2	
	on of the Screening / Set CAS with date of effect of			ended for promotion fro e not applicable) Date of		I/II/III to Stag	e II/III/IV(Strikeout
			Date of e				
Signature Principal / TIC date an	C / OIC with	re of the DPI Nor and seal	minee with date	Signature of the Subje with date and se			of the Subject Expert a 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:

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

Venue:

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 Govt. Nominee with Date and Seal (Nominated by the DPI, West Bengal)

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

Signature of the Principal/ TIC of College with Date and Seal

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

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

Examination	Name of the University	Year of Passing	Marks Obtained (%)	Class	Remarks
B.Sc	Visva-Bharati	2003	69.00	I <sup>st</sup>	Annexure
M.Sc.	Visva-Bharati	2005	67.33	$I^{st}$	Annexure

13. Educational Qualification (Graduation onwards):

### 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 <i>Oxya fuscovittata</i> (Marschall)(Acrididae: Orthoptera)	

### 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:

Seal:

Date:

Seal:

#### Annual Self-Assessment for the Performance Based Appraisal System (PBAS) Session/ Year: (2014-2015) <u>19.02.2015 to 30.06.2015</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.	Zoology PG ZGT-202, Unit-II - ZGP-205, Unit –I,-ZGT-401, Unit I,- ZGP-404, Unit -I		L,P	37/37	95.5	47.8	Anex: (Academic audit)
	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			Refer to Page No
0.	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 &	47.8	Anex:
	Proportionatescoreupto80%performance,belowwhichnoscore may be given)		
b)	Teaching load in excess of UGC norms/ Special Lectures/ Classes taken at the study centre located in the District <b>11 Extra Classes</b> other than Kolkata ( <b>Max score - 10</b> )	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 mowledge/i	score based on pre nstructionas per curricul by providing additional resources to	um and	nd Imparting of syllabus enrichment		20	

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

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

5

5

5

5 each Max10

Max10

Max10

Max10

Sl. No.	Short Description (in terms of items) as listed abo	ve	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, extempor	e and debate)	5	Anex:
4	(c) Participation /Innovative –Learning Modules (Teaching plan fo UG Hons & Gen.)	or Zoology PG,	5+5=10	Anex:
	(Max API Score:20) Total Sc	core:	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	<b>Invigilation</b> (University Examination)	Yes	100	10	Anex:
2.	(b)Internal/Continuous Assessments work as allotted (Paper setting, invigilation, evaluation for internal examination- base level, 1 <sup>st</sup> , 2 <sup>nd</sup> terminal, test exam. etc.).	Yes	100	10	
	(Max API Score : 25)			20	

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

**Type of Activity** Average API Score SI.No. Remarks Hrs/week (I)Extension, Co-curricular &field basedActivities (5 points each) a) Field Study/Ed. Tours/ Placement: 5+5=10Anex: Max10 5each 1. UG Hons. Ed.Tour (Ballavpur Wildlife Sanctuary with Part I,II,III on 23.02.2015 2. UG general field study Tour (Baramulla Poultry Farm) with Part III on 02.03.2015) 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) 10 (II) Contribution to Corporate Life and Yearly/Semester **API** Score Management of the Institution wise responsibilities a) GovernanceResponsibility (PG/IQAC/NAAC coordinator/Bursar / Warden etc.): Max10 b) Academic/Administrative Committees like Library committee (Member) 5 Anex: Admission /Campus Dev/ Library Comm: 5 each Max 10 c) Student Welfare/Placement / Counseling/ Discipline 5 each Max 10 d) 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 Participation in Seminar -1 2 Anex: 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 **1**0 (Max API Score : 15) 02 Total Score (I +II+III) 17 (Max:50) Minimum API Score required - 15

Please mention your contribution to any of the following:

#### Annual Self-Assessment for the Performance Based Appraisal System (PBAS) Session/ Year 2015-16:(<u>1.7.2015-30.6.2016</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.

	Icciui es anocateu						
Sl. No.	Course/Paper	Level	Mode of teaching*	Class allotted as per schedule	% of classes taken as per documented record	API Score	Remarks
<b>1</b> .	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)
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			Refer to Page No
5.	Zoology Gen. Paper-I,Gr.C, Paper –Ii, Gr.B, Paper III (P), 4,Paper_IV, Gr.A, Pape-V(P) Gr.B2		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 &	49.4	Anex:
	Proportionatescoreupto80%performance,belowwhichnoscore may be given)		
b)	Teaching load in excess of UGC norms/ Special Lectures/ Classes taken at the study centre located in the District <b>9 Extra Classes</b> other than Kolkata ( <b>Max score - 10</b> )	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 knowledge/	score based on pre /instructionas per curricul by providing additional resources to	um and	nd Imparting of syllabus enrichment re:20)		20	

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

(a)	Updating ofCourses/CurriculumDesign:	5 per cou	rse – 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 N	fax10
(h)	Dev/Teaching Soft skill/Communication/Personality Dev	v: 5 each Max	10
(i)	Special ProgramsinPhys.Edn./Library:	5each	Max10
(1)	special ProgramsmPhys.Edit./Library.	Seach	Maxio

- (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

SI.	Short Description (in terms of items) as listed above	API Score	Remarks
No.			
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,	10	Anex:
	UG Hons & Gen.)		
	· · · · · · · · · · · · · · · · · · ·		
	(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];

internal/ContinuousAssessmentworkasanotteu-10[100/0compnance],

(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 <sup>st</sup> , 2 <sup>nd</sup> 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 b	asedActivities (5 poin	nts 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 c) Student Welfare/Placement /	Library committee (Member)	5	Annex:
	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 c) Short-term Courses/	Seminar -1	2	Annex
	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
	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)
	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
	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 &	49.9	Annex:
	Proportionatescoreupto80% performance, below which no score may be given)		
b)	Teaching load in excess of UGC norms/ Special Lectures/ Classes taken at the study centre located in the District <b>12 Extra Classes</b> other than Kolkata ( <b>Max score - 10</b> )	10	

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

	to students	1		1		
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 knowledge/i	score based on pr instructionas per curricu by providing additional resources to	lum and	nd Imparting of syllabus enrichment re: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 Participn./Innovative –Learning Modules: iii. 5 Max10
- Participn./Innovative Case Studies prepared:5 iv.
- Use of ICT or Computer-aided methods-ppt: v.
- vi. Use of ICT -Multi-media/Simulation etc:

х.

- Dev/Teaching Remedial/Bridge Courses:
- 5 each Max10 vii. Dev/Teaching Soft skill/Communication/Personality Dev: 5 each Max10 viii.
- ix. Special Programs in Phys. Edn./Library: 5each
  - Max10 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 -

5

5

Max10

10 points; Popularization program - 5points

Sl. No.	Short Description (in terms of iten	ns) 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 <sup>st</sup> , 2 <sup>nd</sup> 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 b	s 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 c) Short-term Courses/	Seminars-2	4	Annex:
	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)<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.	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	51/51	100	50	Anex: (Academic audit)
	Zoology Hons 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			Refer to Page No
	<b>Zoology Gen.</b> 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 &	50	Annex:
	Proportionatescoreupto80% performance, below which no score may be given)		
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	
knowle	-	irriculum	and Imparting of and syllabus <b>x. score:20</b> )		20	

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

i.	Updating of Courses/CurriculumDesign:	5 per c	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	n Max10
viii.	Dev/Teaching Soft skill/Communication/Personality I	Dev: 5 each M	lax10

Dev/Teaching Soft skill/Communication/Personality Dev: 5 each Max10 Special ProgramsinPhys.Edn./Library: 5 each Max10 Innovative Composition/Creation in Music, Fine Arts, Perf Arts: 5 each ; Max10 ix. Max10

x.

Organizing & cond. of popul. Prog. /Teaching Web-based/E-Library/IT-asst teaching: Workshop/Training xi.

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]

SI. 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 <sup>st</sup> , 2 <sup>nd</sup> 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 b	asedActivities (5 point	edActivities (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 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: each activity10points Max10			Annex:	
	c) Student/Staff Sports Campus Publication etc: (dept level 2 points, Instn level 5 points) Max 10	DPI level Sports (Volunteer)	5		
	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				
	g) 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         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)		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

1	<b>C</b> 1	<b>T1</b> 1	1.1	<b>Y</b> 1	IGGNUGDNI	XX 71 1		XX 71 . 1	1 DI
	S1.	Title	with	Journal	ISSN/ISBN	Whether	No. of	Whether	API
	No.	page no.			No.	peer reviewed. Impact factor, if any	Co-author	you are the main author	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

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

### 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

5

Category 4: Chapters in Knowledge-based Volumes

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)	8686-296-2	YES	One	No	4	Annex:

## Full Papers in Conference Proceedings

	Conf. 1	proceedings as full	paper: 1 Internation	tional Conference - 10/p	ublication	
	_	а.	National	-7.5/each		
		b.	Regional/	State level – 5/each		
		с.	Local- Ur	iv./College level –3/eac	h	
e with	Details	of ISSN/	No. of	Whether you are the	API	Re

S1.	Title with	Details of	ISSN/	No. of	Whether you are the	API	Remarks
No.	page no.	Conference	ISBN	Co-	main author	score	
		Publication	No.	author			
1.	Aspects of	Relevance of Dr.	ISBN :978-93-	NIL	yes	7.5	Annex:
	Entomophagy	B.R. Ambedkar for	85503-58-0				
	in India	Inclusive					
	(2017), pp.	Development in					
	78-83	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.					

#### (*ii*) Book spublished a ssingle author or as editor

#### $API\ Score-Category\ 1\ Text/Reference\ Books\ by\ International\ Publisher$

## Category 2 Text/Reference Books byNational/Soc/UnivPubl25

Category 3 Subject Books by Other/Local Recognized Publ
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50 15

Sl.	Title wi	th	Туре	of	Publisher &	Whether	No. of	Whether	API
No.	page no.		Book, authorship	&	ISSN/ ISBN No. (I. International II. National III. Regional)	peer reviewed.	Co- author	you are The main author	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	Organized or	Categorization -	Whether	No of Co-	Whether	API Score
	Programme/ Exhibition with details ofvenue	Institution/	(I) International/ (II) National/ (III) Regional	peer- reviewed/ Impact	artists or Performers	you are the Solo artist/ performer	

## 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 (Rs. lakh)	Amount	API score

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

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

#### **D) Research Guidance**

(i)

(ii)

Degree-oriented: API Score – Ph.D. awarded – 10; Ph.D. Submitted –7;

M.Phil. awarded - 3;

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	HRDC, Burdwan.	20	Annex:
		28.08.2017 (28	University, Burdwan		
		Days)			

### 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)	I     Emerging Issues     IQAC Suri     Nati       vla     in Intra-     Vidyasagar		National	7.5	Annex:

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

APIScore-Category1Interna	_		10			
Category2National						7.5
Category	3	Regional	/State	level	_	5
Category4Univ/EndowmentLect-3						

Sl. No.	Title of the	Title of	Organized by	Whether	API score
	Lecture/	Conference/		International/	
	Academic session	Seminar		National/State/	
				<b>Regional/College</b>	
				or University	
				level	

Signature of the incumbent with designation and date

Signature of the Coordinator IQAC with Seal Signature of the Principal/ TIC with date and Seal

Subject: Zoology

## Name of the Applicant: DR.CHANDRIK MALAKAR Subj 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/ <del>II/III</del> to Stage II/ <del>III/IV</del> .				
		19.02.2015	01.07.15	01.07.16	01-07-2017	Assessment Period	
		to	to	to	to	I CI IUU	
		30.06.2015	30.06.2016	30.06.2017	06.12.2017		
I	CATEGORY I:						
	Teaching, learning and evaluation related activities	117.8	124.4	124.9	125	492.1	
	(to be assessed yearly)						
П	CATEGORY						
	П:						
	Cocurricular,						
	extension and professional		••				
	development	17	22	24	20	83	
	related activity						
	(to be assessed						
	cumulatively for						
	assessment period)						
III	CATEGORY						
	III:						
	Research and Academic						
	Contributions			39			
	(to be assessed cumulatively for						
	assessment period)						
II + III	Total API						
	score						
	(Category II +		1	22			
	Category III)/						
	Assessment Period)						

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 be completed and submitted at the and of each academic wear) Bart B: Academic

(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)
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	Refer to page no
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	
	Assistant Profe	API Score : essor Stage I :70 ssor Stage II :70 ssor 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
2.	Evaluation of answer scripts of University exams	140.4			XIII
3.	Internal continuous assessments including question paper setting, invigilation and evaluation	79.2			
	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/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.

	Web-t	ased/E- L	abrary/IT-ass	tteaching:
_			~ ~	

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 : i) Assistant Professor Stage I : 10 ii) Assistant Professor Stage II :10 iii) Assistant Professor Stage III :10			10	

/Teaching

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.		Actual hours sp Academic Y		(Ac per	Actual Score etual hours spent • Academic Year ÷10)*	API Score	Remarks
<b>(a)</b>	Student related Extension	on, Co-curri	cular &	field	l basedActivities		
	<ul> <li>i)Discipline related co-curricular activities remedial classes, career counseling, study student seminar and other events.)</li> <li>Study visit (Bhitorkonika from 10.01.20 15.01.2018 With PG SEM IV)+ organize</li> </ul>	visit, )18-	40+6=	=46	4.6	4.6	Annex:
	student seminar	1.0	12.10	25	2.5	2.5	<b>A</b>
	ii) Other co-curricular activates (Cultura NSS, NCC etc.) Cultural events (Volunteer)+ College le (Volunteer)	-	13+12	=25	2.5	2.5	Annex:
	iii) Extension and dissemination activitie	es (public					
	/popular lectures/talks/seminars						
	(Max API Score : 15)					7.1	
(b)	Contribution to Corporate life and management sports units and institution through participat through participation in responsibilities(includ Principal / Director responsibilities(includi Principal / Director that require regular office its discharge) h) ) Administrative Responsibility (ir Dean/Principal/Chairperson/Convence in-charge/ similar other duties that req Office hours for its discharge	tion in ding as ng as hrs for cluding r/Teacher- uire regular	235	5	23.5	23.5	Annex:
	(HOD) (UG+PG) iii) Participation in Board of Academic and Administ committees	Studies, trative	12		1.2	1.2	Annex
	(Member of L COMMITTEE)	IBRARY					
	(Max API Score : 15)					15	
(c)	Professional Development activities (such as in seminars activities (such as participation talks, lectures in refresher / faculty developm membership of associations, dissemination articles and any other contributior (Max API Score : 15)	in seminars nent courses and general					
	*For all categories of Teachers (Assistant/A 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 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	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) Refer to page
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	no
	i) Assistant Prof ii) Assistant Prof	API Score : fessor Stage I :7 čessor Stage II : čessor 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 :			20	
	i) Assistant Professor Stage I : 20				
	ii) Assistant Professor Stage II : 20				
	iii) Assistant Professor Stage III : 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:
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Sl. No	Short Description (in terms of items) as listed above	Actual hours spent	Actual Score (Actual hours	API score	Remarks
		per	spent per		
		Academic Year	academic Year ÷10)		
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 : 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, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITY

Sl.No.	RELATED ACTIVITY Type of Activity	Actual hours	Actual Score	API	Remarks
		spent per	(Actual hours spent per Academic Year	Score	
		Academic Year	÷10)*		
<b>(a)</b>	Student related Extension, Co-curricular &field	based Activitie	S		
	i)Discipline related co-curricular activities	34+12=46	4.6	4.6	Annex:
	(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				
	ii) Other co-curricular activates (Cultural, Sports,	18+12=30	3	3	Annex:
	NSS, NCC etc.)				
	Cultural events (Volunteer)+ College level Sports				
	(Volunteer)				
	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:
	Dean/Principal/Chairperson/Convenor/Teacher- in- charge/ similar other duties that require regular Office				
	hours for its discharge) (HOD) (UG+PG)				
		8	0.8	0.8	Annex:
	iv)Participation in Board of Studies, Academic and	0	0.8	0.8	Alliex.
	Administrative committees				
	(Member of LIBRARY COMMITTEE)				
	(Max API Score : 15)			15	
(c)	Professional Development activities (such as participation	108	10.8	10.8	Annex:
. /	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.				
	(Max API Score : 15)			10.8	
	*For all categories of Teachers Assistant/Associate)			33.4	
	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

#### 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 page no.	with	Journal	ISSN/IS BN 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:

Internation	nal -10
per	chapter
National	- 05
per chapt	er

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/ A mobilized	Amount	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

SI. No.	Title o Project	of	the	Consultancy	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

SI. No.	Title of prepared	Major	Policy	document	v	1 1	

#### 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.

SI. I	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.	International /National/ State /University level	Name of the ward or Fellowship awarding Academic Body	Date &Year of achievement of Award/Fellowshi P	

#### (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.	Title of the	Title of	Organized	Whether	API	
No.	invited lecture	<b>Conference</b> /	by	International/	score	Annex
	/paper	Seminar with		National/State		
	presented	date		Or University		
1	Nutritional analysis of two common Indian grasshoppers for food Alternative	International Science Seminar on "SCIENCE : PAST, PRESENT & FUTURE" 12 <sup>th</sup> 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 for specific proposed stage of p Stage II	Total API Score for Assessment Period		
		07.12.2017	01.07.2018	reriou	
		to	to		
		30.06.2018	10.02.2019		
Ι	CATEGORY I:				
	Teaching, learning and evaluation related activities	67.85	81.7	149.55	
	(to be assessed yearly)				
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		4	4	
	(to be assessed cumulatively for assessment period)				
II + III	<b>Total API score</b> (Category II + Category III)/ Assessment Period)	59	9.5	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	years	Score fo as appl of pron	licable f	or spec rom Sta	ific pro age I/ <del>II</del>	posed		API score for essment period	Percentage Distribution of Weightage Points in the Expert
		19.0 2.20 15to 30.0 6.20 15	01.0 7.20 15 to 30.0 6.20 16	01.0 7.20 16 to 30.0 6.20 17	01.0 7.20 17 to 06.1 2.20 17	07.1 2.20 17 to 30.0 6.20 18	01.0 7.20 18 to 18.0 2.20 19			Assessment (Applicable only for selection committee)
Ι	CATEGORY I: Teaching, learning and evaluation related activities( <i>to be assessed</i> <i>yearly</i> )	117.8	124.4	124.9	125	67.85	81.7	641.65	Average API/Year 128.33	_
Ш	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)		sment F						39 4	
II+ III	Total API score (Category II + Category III)/ Assessment Period)			Assess 2.2015 t					181.5	
	Signature of the Incumbent		 Sign		f the Co h date a		or, IQA(	c s	•	Principal/TIC/OIC e and seal
	Date of Screening Committee / Selection committee and Venue		Date:						Venu	ıe:
	Recommendation of the Screening/Selection Committee for promotion on CAS with date of effect of promotion	out whic				om Stage I / <del>II /III t</del> o Stage II / <del>III / IV</del> (Strike ich are not applicable) Date of effect:				
 Signature of the Principal/TIC/OIC with date and seal			gnature with	of the D date an		vinee	0			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<sup>TH</sup> 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

			As	sessment Perio	d			
	API sco	ore up to <b>06.</b> 1	12.2017	API	score w.e.f. 07.12.201	7		
			API			API	Total API score in Assessme nt Period	Percentage Distribution of Weight age Points in the
			( <b>A</b> )			( <b>B</b> )	( <b>A</b> + <b>B</b> )	Expert Assessment (applicable only for selection committee for Associate Professor)
Cat I	I(teachin & evaluat activ [to be a yea	egory g-learning ion related rities) assessed arly]	492.1	evaluation	(teaching-learning & a related activities) assessed yearly]	149.55	641.65	
Cat II		D	83	(co -curric professional [to be asses	ategory II ular, extension and development activity) sed cumulatively for essment period]	55.5	138.50	
Cat III	cumulativ	III and on) assessed rely for the nt period]	39	Category       III(research and academic contribution)         [to be assessed cumulatively for the assessment period]		04	43	
Recommendation Committee for of promotion					nended for promotion re not applicable) Dat			II/III/IV(Strikeout
Signature of the Signature of the Principal / TIC / OIC date with date and seal		of the DPI N date and se					re of the Subject vith 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**/<del>Stage 3/Associate Professor (Stage 4</del>) Scale of Pay: Rs. 15600-39100/- or Rs. 37400-67000/- with AGP of Rs. **7000** /<del>8000/ 9000</del>

#### 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) /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 2) /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** (*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

#### 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

### **APPENDIX II**

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 DATTA2. Father's Name / Mother's Name: SANTI KUMAR DATTA3. 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	Place	Duration	Sponsoring
Course / Summer Scho			Agency
Refreshers Course	UGC HRDC, The University of	03.01.2020 to 16.01.2020	UGC
	Burdwan	(14 Days)	

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	Annexur e
BA/B.Sc./ B.Com.	THE UNIVERSITY OF BURDWAN	2000	60%	1 <sup>st</sup>	4A
MA/M.Sc./ M.Com.	VISVA-BHARATI UNIVERSITY	2002	71%	1 <sup>st</sup>	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	Annexu re
M.Phil.				
Ph. D./ <del>D.</del> <del>Phil.</del>	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	Annexur e
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:

Seal:

Seal:

Date:

## 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

## 2017-18 (From 21.11.2017 till 06.12.2017)

# (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 schedul e	Taken	% of classes taken as per document ed record	API Score
1	B.Sc	UG	L+S+T+	10	10	100%	
	(Honours)		Р				50
2	B. Sc	UG	L+S+T+	4	4	100%	(Annexure- 7, 10)
	(General)		Р				

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

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

	TOTAL	60
	than Kolkata (Max score 10) (01 classes)	
	Classes taken at the study centres located in the District other	(Annexure-7)
b)	Teaching load in excess of UGC norms/ Special Lectures/	10
	may be given)	
	proportionate score up to 80% performance, below which no sco	(Annexure- 7, 10)
a)	Classes taken (Maximum 50 for 100% performance &	50
	CALCULATION OF API SCORE FOR I(i) ABOVE	API

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

Sl.	Course/	Consulted	Prescribed	Additional Resource	API Score
No.	Paper			provided	
1	UG	Text books,	Laboratory	Teaching materials, web	10
	(Hons.)	references	experimental	references, printed materials,	
		and web	procedures,	problem sets and solutions	
		resources	theory from text		

2	UG	Text books,	Laboratory	Teaching materials, web	10	
	(Gen.)	references	experimental	references, printed materials,		
		and web	procedures,	problem sets and solutions		
		resources	theory from text			
API	API score based on preparation and imparting of knowledge / instruction as per curriculum &					
syllabus enrichment by providing additional resources to students (Max. score :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) 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.A	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

SI.	Short Description (in terms of items) as listed above	API Score
No.		
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: <b>PowerPoint</b> <b>presentation, e-learning materials for imparting lectures</b>	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 <sup>nd</sup> terminal and test examination)	Yes	100%	10
(Max A	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
Ι	(I)Extension, Co-curricular & field based Ac	tivities (5 points each)	
	<ul> <li>a) Field Study/Ed. Tours/ Placement: 5 each Max 10</li> <li>b) NSS/NCC/NSO etc:</li> </ul>		
	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 /	Student counseling and	10
	Counseling/ Discipline 5 each Max 10	Placement cell	(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

SI.	Title with page	Journal	ISSN/ISBN No.	Whether peer	No. of	Whether	API
No.	No.			reviewed. Impact Factor, if any	coauthor	you are the main author	Score

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

	API Score – Cate Cat	egory 1 – 15 egory 2 – 10	
ization	Whether	No. of co-	Whe
ational	Reviewed/	performers/	you

S1	Title of	Company/	Categorization	Whether	No. of co-	Whether	API
No.	Show/	Agency/	I. International	Reviewed/	performers/	you are	Score
	Exhibition/	Instt Name	15/each	Impact factor	Co-authors	the	
	Performance	(Including	II. National 10	(Reporting/	(10 each)	solo	
	with or	TV/Radio	each (Venues/	Coverage/		artist/	
	without	etc)	event/gallery/	Reviews		performer	
	CD/DVD/		studio/	/Hits/sales/		(15 each)	
	Tape/Online/		museums)	citations/			
	E-form/E-			Commen			

book		dations/etc)		
version or				
Brochures				

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

#### ii) Full Papers in Conference Proceedings

Conf. proceedings as full paper: 1 International Conference - 10/publications - 7.5/each

2 National

- 3 Regional/State Level 5/Each
- 4 Local- Univ./College level 3/each

SI.	Title with page No.	Details of	ISSN/ISBN No.	No. of	Whether	API
No.		Conference		Coauthor	you are the	Score
		Publication			main	
					author	

#### 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	Type of Book	Publisher &	Whether	No. of co-	Whether you	API Score
	page no.	& Authorship	ISSN/ISBN No.	peer	authors	are the main	
			(I. International	reviewed		author	
			II. National				
			III. Regional)				

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

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

S	51.	Title of	Organized or	Categorization-	Whether	No. of Co-	Whether	API Score
N	No.	Programmme/	Sponsored by	(I) Interna	Peer-	Artists or	you are the	
		Exhibition	Institution/	tional/	Reviewed/	Performers	Solo artist/	

With details of	Company/	(II)National/	Impact	performer	
venue	Agency. Incl	(III) Regional			
	AIT/TV etc.				

#### 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

SI.	. No.	Title	Agency	Period	Grant /	API Score
					Amount	
					Mobilized	
					(Rs. Lakh)	

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

Sl. No.	Title	Agency	Period	Grant /	Whether	API Score
				Amount	policy	
				Mobilized	document.	
				(Rs. Lakh)	Patent as	
					outcome	

#### (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	Thesis Submitted	Degree awarded	API Score
	Enrolled			
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)** 

Sl. No.	Programme	Duration	Organized by	API Score
Total Scor	e			

(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

SI. N o.	Title of the paper presented	Title of Conference / Seminar	Organized by	Whether International /National/ State /Regional/ College or University level	API Score	
Tota	Total Score					

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

### (Annexure-18)

API Score - Category 1 International-10Category 2 National-7.5Category 3 Regional /State Level-5Category 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 ( <b>invited talk</b> )	Invited Lecture	Department of Physics, K. C. College, Hetampur, 21 <sup>st</sup>	Regional Level	<b>3</b> (Annex 18A)
			November, 2017		
2	Evolution of Atomic Physics-II ( <b>invited talk</b> )	Invited Lecture	Department of Physics, K. C. College, Hetampur, 22 <sup>nd</sup> November, 2017	Regional level	3 (Annex 18B)
3	The Story of Low Temperature Physics-I ( <b>invited talk</b> )	Invited Lecture	Department of Physics, K. C. College, Hetampur, 24 <sup>th</sup> November, 2017	Regional level	3 (Annex18C)
4	The Story of Low Temperature Physics- II	Invited Lecture	Department of Physics, K. C. College,	Regional level	3 (Annex18D)

	(invited talk)		Hetampur, 25 <sup>th</sup> November, 2017		
5	QuantumDotSemiconductorNanodevices(invited talk)	Invited Lecture	Department of Physics, K. C. College, Hetampur, 28 <sup>th</sup> November, 2017	Regional level	3 (Annex18E)
6	Brownian motion ( <b>invited talk</b> )	Invited Lecture	Department of Physics, K. C. College, Hetampur, 1 <sup>st</sup> December, 2017	Regional level	3 (Annex 18F)
7	Superconducting Quantum Interference Device (SQUID) (invited talk)	Invited Lecture	Department of Physics, K. C. College, Hetampur, 4 <sup>th</sup> December, 2017	Regional level	3 (Annex 18G)
8	Franck-Hertz Experiment ( <b>invited talk</b> )	Invited Lecture	Department of Physics, K. C. College, Hetampur, 6 <sup>th</sup> 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

Designation and date

Signature of the Coordinator

IQAC with seal

Signature of the Principal/OC

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

### 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	U.G.(Hons.) Part-II	L, P	138	17.81		Annexure-
	Honours	& III and CBCS-				32.39	13A
	Course	SEM-I & II.					
2.	Physics	U.G.(Gen.) Part-II &	L, P	113	14.58		
	General	III and CBCS- SEM I					
	Course	and II General &					
		Generic.					
	Maximum	API Score :					
	i) Assistant	t 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 p	per allotment
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Sl. No.	Type of Examination Duties	spent per Academic	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 <sup>nd</sup> 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:
- $(b) \quad {\rm Participation/Innovative-Interactive\ courses:}$
- $(c) \quad {\rm Participn./Innovative-Learning\ Modules}$
- (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:
- $(h) \quad {\rm Dev/Teaching \ Soft \ skill/Communication/Personality \ Dev:}$
- (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	14	1.4		Annexure- 13A
2.	session and quiz contest Participation/ Innovative- Learning modules				
3.	Use of ICT or Computer-aided methods- ppt <b>PowerPoint presentation, e-learning</b> <b>materials for imparting lectures</b>	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 studentcentric 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 & fie	eld based Activit	ies					
	i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.) <b>Study tour and Student seminar &amp; exhibition</b>	32	3.2	3.2	Annexure-13A			
	ii) Other co-curricular activates (Cultural, Sports, NSS, and NCC etc.) <b>College Sports, College</b> <b>Cultural programme</b>	, 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 manageme in responsibilities (including as Principal / Dir discharge)							
	i) ) Administrative Responsibility ( including Dean/Principal/Chairperson/Convenor/Teacher- in-charge/ similar other duties that require regular Office hours for its discharge) <b>Secretary of Teachers' Council.</b>	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)	<ul> <li>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)</li> <li>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 )</li> </ul>							
	(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=					

Minin	Minimum API Score for CATEGORY II, required to be assessed cumulatively –						
i)	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		
	ii) Assistant	PI Score : Professor Stage I : 70 Professor Stage II : 7 Professor Stage III: '	0			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.		spent per Academic	Actual Score (Actual hours spent per Academic Year ÷ 10 for all Teachers)	API Score	Remarks
	Invigilation (University examinations)	96 hrs (practical)+ 24 hrs (theory)	12.0	12.0	Annexure- 12, 14A
	Internal continuous assessments (paper setting, internal evaluation of answer scripts terminal and test examination)	85.7	8.6	8.6	Annexure-14 (A+B)
	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)
	Convener and Paper setter of B.Sc. Part-II (G) Theory	8	0.8	0.8	Annexure- 14 (A+B)

Maximum API Score :		20	
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:

Sl. No	······	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 <b>PowerPoint presentation, e-learning</b> <b>materials for imparting lectures</b>	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 : 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 01.07.2018 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) St	udent related Extension, Co-curricular	r & field based Activitie	2S	
(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
(ii)	Otherco-curricularactivates(Cultural, Sports, NSS and NCC,StudentSupportCell etc.)CollegeSports,CollegeCulturalprogramme	24	2.4	(Annexure-14A)
(iii)	Extension and dissemination activities (public /popular lectures/talks/seminars/ etc. Guest Speaker at NSS programme at Kubirpur	2	0.2	
(Max A	PI Score : 15)			
particip	ntribution to Corporate life and n pation in through participation in ibilities (including as Principal / Direc	Responsibilities (inclu	ding as Principa	l / Director
(i)	AdministrativeResponsibility(includingDean/Principal/Chairperson/Convenor/Teacher-incharge/similarotherdutiesthatrequireregularOfficehoursforitsdischarge)Bursar, G.B.Member,CoordinatorofUniversityPracticalExam. atSVC	140	14	15 (Annexure-
(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	14A)

(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, 11 <sup>th</sup> October, 2018. (6 hrs) (Annexure-19A)						
2) Seminar on 'Intellectual Property Rights' or	ganized by IQAC And H	Equal Opportunity Cell	, SVC, Suri, 19 <sup>th</sup>			
March, 2019. (4 hrs) (Annexure-19B)						
(Max API Score : 15)	10 1.0 1.0					
*For all categories of Teachers (Assistant/Associate)	(	6.6+15+1.0 = 22.6				
Total Score $(a + b + c)$ (Max : 45)						

Ainimum 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				
ii)	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		
	ii) Assistant	API Score : Professor Stage I : 70 Professor Stage II : 70 t Professor Stage III: 7	0			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.		spent per Academic	Actual Score (Actual hours spent per Academic Year ÷ 10 for all Teachers)	API Score	Remarks
	Invigilation (University examinations)	36 hrs (practical)+ 26 hrs (theory)	6.2	6.2	Annexure- 12, 15A
	Internal continuous assessments (paper setting, internal evaluation of answer scripts terminal and test examination)	106.4	10.6	10.6	Annexure- 15(A+B)
	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 : 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.

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 <b>PowerPoint presentation, e-learning</b> <b>materials for imparting lectures,</b> <b>online classes</b>	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 & fie	eld based Activit	ies		
	<ul> <li>i) Discipline related co-curricular activities</li> <li>(e.g. remedial classes, career counseling, study visit, student seminar and other events.) Study tour and Student seminar</li> <li>&amp; exhibition</li> </ul>	32	3.2	3.2	Annexure-15A
	<ul> <li>ii) Other co-curricular activates (Cultural, Sports, NSS, and NCC etc.) College Sports, College Cultural programme</li> </ul>	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 manag participation in responsibilities (including regular office hrs for its discharge)				
	<ul> <li>i) Administrative Responsibility (</li> <li>including</li> <li>Dean/Principal/Chairperson/Convenor/Teac</li> <li>her- in-charge/ similar other duties that</li> <li>require regular Office hours for its</li> <li>discharge)</li> <li>Bursar, G.B. Member, Coordinator of</li> <li>Geography Dept.(SVC).</li> </ul>	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 participation in seminars talks, lectures in membership of associations, dissemination	refresher / fac	ulty developme	ent cour	ses
	1. RC at HRDC, BU from 03.01.2020 to 16.0	0.2020. ( <b>72 hrs</b> )	(Annexure-2)		
	2. Workshop on "Promotion under Career	Advancement S	cheme", Organi	ized by	IQAC, Bejoy

Narayan Mahavidyalaya, Itachuna, 19 <sup>th</sup> July,	2019. ( <b>4 hrs</b> ) (A	Annexure-19C)					
3. One day seminar on "Academic Best Pr 2019. ( <b>4 hrs</b> ) (Annexure-19D)	actices" Organi	zed by IQAC,	SVC, St	uri, 30 <sup>th</sup> July,			
a focus on Monitor lizards", Organized by Bareilly, India at Suri Vidyasagar College, S 5. Workshop on "On some advanced topi	<ul> <li>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)</li> <li>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)</li> </ul>						
	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							
Administration of Learner Support Centres ( centre Durgapur, NSOU, 27 <sup>th</sup> November 201			rganized	by Regional			
(Max API Score : 15)	01						
*For all categories of Teachers (Assistant/Associate)		7.4+15+10=	-32.4	L			
Total Score $(a + b + c)$ (Max : 45)							

Minii	mum API Score for CATE	GORY 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		
	i) Assistan ii) Assistan	API Score : at Professor Stage I : 7( at Professor Stage II : 7 nt Professor Stage III:	<b>'0</b>			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.			Actual Score (Actual hours spent per Academic Year ÷ 10 for all Teachers)	API Score	Remarks
	Internal continuous assessments (paper setting, internal evaluation of answer scripts terminal and test examination)	87.7	8.8	8.8	Annexure- 16(A+B)
	Evaluation of University examination answer scripts for Part-III (Hons) and Sem-VI (Hons)		1.7	1.7	Annexure- 16(A+B)

Maximum API Score :		10.5	
i) Assistant Professor Stage I : 20			
ii) Assistant Professor Stage II : 2	)		
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:
  - (I) 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		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 <b>PowerPoint presentation, e-learning</b> <b>materials for imparting lectures,</b> <b>online classes</b>	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 : 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 01.07.2020 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 & fig	eld based Activit	ies				
	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 manageme in responsibilities (including as Principal / Dir discharge)						
	<ul> <li>i) Administrative Responsibility (including Dean/Principal/Chairperson/Convenor/Teacher- in-charge/ similar other duties that require regular Office hours for its discharge)</li> <li>Bursar, G.B. Member, Coordinator of Geography Dept.(SVC).</li> </ul>	52	5.2	5.2	Annexure-16A		
	iii) Participation in Board of Studies, Academic and Administrative committees <b>RUSA committee, Finance committee,</b> <b>Development committee, Purchase</b> <b>committee, Implementation committee,</b> <b>Planning committee, Admission</b> <b>verification committee, Anti-ragging</b> <b>committee, Research and publication</b> <b>committee</b>	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)		9.6	1	1		
	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		

### **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.

S 1. N 0.	Title with page no. On the Comparative Growth of Generalize Iterated Entire	Journal /Volume /Year Adv. Math. Sci. Journal 9(2020) No. 3 , 979-806	ISSN/ISBN No. 1857-8365(P) 1857-8438(O)	Whether peer Reviewed, Impact factor, if any (Thomson- Reuters) Peer Reviewed, International SCOPUS	No. of Co- authors Two	Whether Main author No	API Score 25X0.3= 7.5 (Annex
	Functions pp. 797-806	March 2020					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 UniquenessofDifferenceDifferentialPolynomialsofL-functionspp. 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)
To	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

SI. 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

S1.	Title	Agency	Period	Grant/ Amount	Whether policy document.	API score
No.			/Status	mobilized (Rs. lakh)	Patent as outcome	
						NIL

### III. D) Research Guidance

(i)Degree-oriented: Ph.D. awarded: 15; Ph.D. Submitted: 10; M. Phil. Awarded: 5;

Sl. No.	Number	Thesis submitted	Degree	API score
	enrolled		awarded	
				NIL

### III. E) Fellowships/ awards and Individual lectures delivered in conferences/ Seminars:

#### 3) Fellowships/ awards:

International: 15; National: 10; State/ Universitylevel:05;

	SI. No.	Number	Thesis submitted	Degree	API score
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	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

SI. 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 ( <b>invited talk</b> )	Invited Lecture	Department of Physics, K. C. College, Hetampur, 30 <sup>th</sup> November, 2018	Regional level	Yes	3 (Annex 18I)
2	Excitations in Doped Quantum Dot under Damped Propagation of Dopant ( <b>paper presented</b> )	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, 13 <sup>th</sup> September, 2019	National	Yes	3 (Annex 18K)
4	Principles of Communications ( <b>invited talk</b> )	Invited Lecture	Department of Physics, K. C. College, Hetampur, 22 <sup>nd</sup> 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

### **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)

### **PARTA: GENERAL INFORMATION**

1.	Name (Block letters)	: ANIRBAN PAUL
2.	Father's / <del>Mother's name</del> / <del>Husband's</del> name	: LATE ASIT KUMAR PAUL
3.	Department :	Botany, Suri Vidyasagar College
4.	Current Designation & Grade Pay : As	sistant Professor (Stage-I) & Rs. 6000
5.	Date of last Promotion	: N.A.
6.	Address for correspondence (with pin c	ode) : Srifala Road, Rampurhat, Birbhum, Pin-731224, W.B.
7.	Permanent Address	: Do.
	Telephone No.: E-mail	: Mobile No.: (+91)9932360267 : 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	Place	Duration	Sponsoring	Remarks
Course/			Agency	
Summer School				
Orientation	Guru Ghasidas	10.06.2019 to	U.G.C., HRDC,	Annexure
Programme	Vishwavidyalaya,	29.06.2019	Guru Ghasidas	D. G. ( D. D.
24th	Chattisgarh		Vishwavidyalaya,	Refer to Page
			Chattisgarh	но.
Refresher	Jadavpur	27.01.2020 to	U.G.C., HRDC,	Annexure
Course [Emerging	University,	08.02.2020	Jadavpur	D. G. ( D. D.
areas of Life Science (IDC)]	West Bengal		University, W.B.	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/ <del>Grade</del>	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/ <del>D. Phil</del>	Visva-Bharati	08.09.2018	"Morphological, Chromosomal, Biochemical and <i>in vitro</i> studies of some species of <i>Solanum</i> "	Annexure
D.Sc./ D. Lit				

16. Details of Teaching/ Research/Academic Experience:

Designation	Employer	Period of service		Scale of pay
		From	То	
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: Seal: Date: Seal:

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

### Session/ Year: (2016-17) 15.12.2016-30.06.2017

(Tobecompleted 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		% of classes taken as per documented record	API Score	Remarks
		UG-Part- I,II & III	L, P	172/172	100%	49.8	Annexure I (Academic audit)
	J	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 ( <b>Maximum 50</b> 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 ( <b>Max score - 10</b> ) (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	Reference & web resources	Laboratory experimental procedures, Web resources, text & ref	Study materials: Hand written notes, web resources, PPT, Printed	10	Annexure
	General	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 ( <b>Max. score: 20</b> )					20	

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

(a) Updating of Courses/Curriculum Design:	5 pe	er 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/Personal	ity De	v: 5 each Max 10
(i) Special Programs in Phys.Edn./Library:	5	each Max 10
(j) Innovative Composition/Creation in Music, Fine	Arts, P	erf Arts: 5 each ; Max 10
(k)Organizing & cond. Of popul. Prog. /Teaching We asst teaching Workshop/Training – 10 points; Popula 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
	(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	<b>Duties Assigned</b> (University final examinations of Part-I, II & III)	Extent to which Carried out (%)	API Score	Remarks
	(a)Invigilation (University Examination)	Yes	100%	10	Annexure
	(b)Internal/Continuous Assessments work as allotted (Paper setting, invigilation, evaluation for internal examination- base level, 1 <sup>st</sup> , 2 <sup>nd</sup> terminal, test exam. etc.)	Yes	100%	10	Annexure
	(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.

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	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			
	<ul> <li>c) Student/Staff Sports</li> <li>Campus Publication etc:</li> <li>(dept level 2 points, Instn level 5 points) Max 10</li> <li>d) Community work</li> </ul>	College Level Sports (Volunteer)	5	Annexure
	(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			
	10	Cultural Committee (Member)	5	Annexure
	c) Student Welfare/Placement / Counseling/ Discipline 5 each Max 10			
	<ul> <li>d) Conf Organization/Chair Secretary/Treasurer</li> <li>(I) International: 10</li> <li>(II) National/Reg: 5</li> <li>(III) Member: 1 each</li> </ul>			
	(Max API Score : 15)		5	
	(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 Seminar -2	4	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)		04	
	Total Score (I + II + III) (Max : 50)		19	
	Minimum API Score required – 15			

Please mention your contribution to any of the following:

### 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.

	<b>Course/Paper</b>	Level	Mode of		% of classes	API	Remarks
No.			teaching	allotted	taken as per	Score	
				as per	documented		
				schedule	record		
1.	Botany	UG-Part-II	L, P	84/84	100%		
	Honours	& III and					Annexure I
	CC1-Unit 4	CBCS					(Academic
	CC2-Unit 6 Prac Unit 9	SEM-I					audit)
	Paper IV Gym. Unit.1-	SLIVI-I					uuuit)
	11						
	Paper-VIII Paper-X A unit. 1-4					50	
2.	Botany	UG-Part-II	L, P	98/98	100%	50	
	General	& III and					
	CC1A/GE 1 Unit 7	CBCS					Refer to
	Prac. 2B, 3 Paper-II Gr. A & B	SEM-I					Page No
	Paper-III 1B a,b & 3	SLIVI-I					
	Paper-IV Gr. A Plant						
	Tissue Cult. &						
	Breeding unit 1-3 &						
	Paper-IV Gr.B Unit 2		1			1	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	Remarks
a)	Classes taken ( <b>Maximum 50</b> 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
		Reference & web resources	experimental	Study materials: Hand written notes, web resources, PPT, Printed materials etc.	10	Annexure
		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	20
knowledge /instruction as per curriculum and	
syllabus enrichment by providing additional resources	
to students (Max. score: 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 co	urse – 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 – Inte based seminar, Question-answer s		5	Annexure
	(c) Participation/Innovative – Lean Plan for Botany Honours and Gen		5+5=10	Annexure
3.	(e) Use of ICT or Computer-aided	5	Annexure	
4.	(f) Use of ICT – Multi-media slide	es	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	<b>Duties Assigned</b> (University final examinations of Part-I, II & III)	Extent to which Carried out (%)	API Score	Remarks
	(a)Invigilation (University Examination)	Yes	100%	10	Annexure
	(b)Internal/Continuous Assessments work as allotted (Paper setting, invigilation, evaluation for internal examination- base level, 1 <sup>st</sup> , 2 <sup>nd</sup> terminal, test exam. etc.)	Yes	100%	10	Annexure
	(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:

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. Tours (Gonpur forest with Part I,II,III on 21/11/2017)	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	DPI Level Sports (Volunteer)	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. Cultural Committee	10	Annexure
	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)		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/			
	<ul> <li>d) Membership/Participation in State/ Central Bodies/Committees: 5 each Max 10</li> </ul>			
	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

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

\*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

SI. No	Title of Show/ Exhibition/ Performance with or without CD/DVD/ Tape/ Online /E-form/E- book version or Brochures	Name (Including	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

	No. of W	hether you	API
No. page no. editor & Renowned publishers) peer C	Co-author are	e the main	Score
publisher See Cat 1-4 as above reviewed.	aut	ithor	
for scores			

**Conf. proceedings as full paper:** 1. International Conference – 10/publication

2. National

3. Regional/State level -5/ each

-7.5/each

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

A. T.	Title with page no.		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	ISBN No.		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

	S1.	Title of	Organized or	Categorization -	Whether peer-	No of Co-	Whether	API Score
	No	Programme/	Sponsored by	(I) International/	reviewed/	artists or	you are the	
		Exhibition	Institution/	(II) National/	Impact	Performers	Solo artist/	
		with details of	Company/	(III) Regional			performer	
		venue	Agency,incl					
			AIR/TV etc					
Γ								

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

20
15
5
20
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

S1. No.	Title	Agency		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

S	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	0	Whether International/ National/State/Regional/ College or University Level		Remarks
1.	relationship of some	,	<b>1</b>	National Level	7.5	Annexure

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

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

Sl. No.	Title Lecture/ session	of Academi	the ic	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

Category	Criteria	API Score for previous 3/4/5/6 academic years as applicable for specific proposed stage of promotion from Stage I/ <del>II/III</del> to Stage II/ <del>III/IV</del> .		Total API Score for Assessment Period
		15.12.16 to 30.06.17	01.07.17 to 06.12.17	
I	<b>CATEGORY I:</b> Teaching, learning and evaluation related activities (to be assessed yearly)	124.8	125	249.8
П	<b>CATEGORY II:</b> Cocurricular, extension and professional development related activity (to be assessed cumulatively for assessment period)	19	20	39
Ш	CATEGORY III: Research and Academic Contributions (to be assessed cumulatively for assessment period)		7.5	
II + III	<b>Total API score</b> (Category II + Category III)/ Assessment Period)		46.5	

## Summary of API scores (15.12.2016 – 06.12.2017)

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)

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

	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
	CC3 Unit 9 Prac Unit 2 3	U.G.(Hons.) Part-II & III and CBCS SEM-I & II.		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 Sc i) Assistant Profe ii) Assistant Profe iii) Assistant Profe	ssor Stage I : 70 ssor Stage II : 70	0			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

SI.	Type of Examination Duties		Actual Score (Actual API Score Rema		Remarks
No.			hours spent per Academic Year ÷ 10 for		
			all Teachers)		
1.	Invigilation duties of University examination	52			
2.	Evaluation of answer scripts of University exams	18	39.9	39.9	Annexure
	Internal continuous assessments including question paper setting, invigilation and evaluation	329.2	37.7		

Maximum API Score :		20	
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:
- $(f) \quad {\rm Use \ of \ ICT-Multi-media/Simulation \ etc:} \\$
- (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		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 : 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.

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 ar	nd field-based A	Activities		
	<ul> <li>i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.)</li> <li>(Student seminar+ Study visit [Choricha forest on 14/01/18])</li> </ul>	6+8=14	1.4	1.4	Annexure
	<ul> <li>ii) Other co-curricular activates (Cultural, Sports, NSS, and NCC etc.)</li> <li>(College level sports as volunteer + Cultural events as member)</li> </ul>	12+32=44	4.4	4.4	Annexure
	<ul> <li>iii) Extension and dissemination activities</li> <li>(public/popular lectures/talks/seminars)</li> <li>(Talk on Red Ribbon social awareness seminar of NSS at Rampurhat College)</li> </ul>	3	0.3	0.3	Annexure
	(Max API Score : 15)			6.1	
(b)	Contribution to Corporate life and management of the participation in through participation in responsibilitie 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)	<b>1</b>		0	
	<ul> <li>ii) Participation in Board of Studies, Academic and Administrative committees</li> <li>(Member of 1. Arun Sen Prize distribution committee, 2. Cultural committee, 3. Developmental committee, 4. Career counseling committee)</li> </ul>	16+32+39+27 =114	11.4	11.4	Annexure
	(Max API Score : 15)			11.4	
(c)	<ul> <li>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)</li> <li>i. One day National seminar at Botany dept., Visva-Bharati</li> <li>ii. Three days National workshop on Microscopy at USIC, BU (short term training course)</li> </ul>	6+18=24	2.4	2.4	Annexure
	(Max API Score : 15)			2.4	
	*For all categories of Teachers			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.	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)

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#### Annual Self-Assessment for the performance Based Appraisal System (PBAS) Session/ Year: (2018-19) <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)

#### 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

	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
	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)
-	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 Sc i) Assistant Profe ii) Assistant Profe iii) Assistant Prof	essor Stage I : 70 essor Stage II : 7	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

SI. No.	Type of Examination Duties	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 : i) Assistant Professor Stage I : 20 ii) Assistant Professor Stage II : 20 iii) Assistant Professor Stage III : 20			20	

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

#### 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	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 : 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.

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

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

## 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 as	nd field based A	ctivities		
	<ul> <li>i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.)</li> <li>(Student seminar+ Study visit [AJC Bose IBG Howrah on 1-2 March 2019])</li> </ul>	6+16=22	2.2	2.2	Annexure
	<ul> <li>ii) Other co-curricular activates (Cultural, Sports, NSS, and NCC etc.)</li> <li>(College level sports as volunteer + Cultural events as member)</li> </ul>	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 participation in through participation in responsibilitie 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	86+27+25=138	3 13.8	13.8	Annexure
	(Member of 1. Admission committee, 2. Cultural committee, 3. Arun Sen Prize distribution committee)				
	(Max API Score : 15)			13.8	

<ul> <li>(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)</li> <li>i. Orientation Programme from U.G.C., HRDC, Guru Ghasidas Vishwavidyalaya, C.G.</li> </ul>	108	10.8	10.8	Annexure
(Max API Score : 15)			10.8	
*For all categories of Teachers (Assistant/Associate)			30.7	
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.	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\*:**

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

To G.O. No. 1373 -Edn (CS)

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#### 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

	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.		CBCS-SEM- I, II, III, IV, V & VI	L, P	194	25.9		Annexure I (Academic audit)
2.	<b>Course</b> 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 Sc i) Assistant Profe ii) Assistant Profe iii) Assistant Profe	ssor Stage I : 70 ssor Stage II : 7	0			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

SI. No.	Type of Examination Duties	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 : i) Assistant Professor Stage I : 20 ii) Assistant Professor Stage II : 20 iii) Assistant Professor Stage III : 20			20	

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

#### 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:
- $(k)\ {\rm Organizing}\ \ \&\ \ {\rm cond.}\ \ {\rm of}\ \ {\rm popular}\ \ {\rm Prog}\ /{\rm Teaching}\ {\rm Web-based}/{\rm E-}$ 
  - 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 (Online class)
4.	(f)Use of ICT – Multi-media/Simulation etc.	14	1.4	1.4	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 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.

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 ar	nd field based A	ctivities	1	
	<ul> <li>i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.)</li> <li>(Student seminar + Study visit [Deul Park on 12/3/20])</li> </ul>	6+8=14	1.4	1.4	Annexure
	<ul> <li>ii) Other co-curricular activates (Cultural, Sports, NSS, and NCC etc.)</li> <li>(College level sports as volunteer + Cultural events as convenor)</li> </ul>	12+34=46	4.6	4.6	Annexure
	<ul> <li>iii) Extension and dissemination activities</li> <li>(public/popular lectures/talks/seminars)</li> <li>(Talk on AIDS awareness Program at Rajnagar Mahavidyalaya)</li> </ul>	3	0.3	0.3	Annexure
	(Max API Score : 15)			6.3	
(b)	Contribution to Corporate life and management of the participation in through participation in responsibilitie 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	$ \begin{array}{r} 47+16+26+4+\\ 4+3\\ =100 \end{array} $	10.0	10.0	Annexure
	(1. Convenor of Cultural committees & Member of 2. Admission committee, 3. Developmental committee, 4. Career counseling committee, 5. Research & Publication committee, 6. Computer committee)				
	(Max API Score : 15)			10.0	
(c)	<ul> <li>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)</li> <li>i) Participation in Refresher course from U.G.C., HRDC, Jadavpur University, W.B.</li> </ul>	72	7.2	7.2	Annexure

(Max API Score : 15)	7.2	
*For all categories of Teachers (Assistant/Associate)	23.5	
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.	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)

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			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.	Course CC1A/GE1 Unit 7 Prac. 2B, 3 CC1C/GE3 Unit 6 & 8 Prac. Unit 4-6 Maximum API S i) Assistant Prof ii) Assistant Prof	U.G.(Gen.) CBCS SEM-I, III & V. Score : fessor Stage I : 70 fessor Stage II : 7( ofessor Stage III : 7	)	215	28.7	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

SI. No.	Type of Examination Duties	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 : i) Assistant Professor Stage I : 20 ii) Assistant Professor Stage II : 20 iii) Assistant Professor Stage III : 20			15.6	

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

#### 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:

	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 : 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 studentcentric 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		emic	API Score	Remarks
(a)	Student related Extension, Co-curricular, extension a	nd field-based A	Activitie	es		
	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 participation in through participation in responsibilitie 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	18+54+45+2+ 141	8+14=	14.1	14.1	Annexure
	(Convenor of 1. Cultural committee & Member of 2. Admission committee, 3. Developmental committee, 4. Career counseling committee, 5. Research & Publication committee 6. Computer committee)					
	(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	Whethe r you are the main author	API Score	Remarks
1.	Phylogenetic relationship of some species of <i>Allium</i> L. on the basis of morphological, biochemical and cytological study. (August, 2019), pp. 34098-34103.	Research	ISSN 0976-3031	Peer- Reviewed; UGC listed (No. 49336)	02	Yes	7 [10x0.7]	Annexure
2.	Evaluation of Cytotoxic Potential of Acetamiprid on <i>Allium cepa</i> 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 (Correspon ding author)	$12.5$ $\boxed{\begin{array}{c} 25x \\ 2 \end{array}}$	Annexure

3.	Evaluation of	Advances in	ISSN	Peer-	01	Yes and	17.5	Annexure
	Phylogenetic	Zoology and	2331-5083,	Reviewed;		Correspond		
	Relationships	Botany	online ISSN	UGC-		ing author		
	of Some		2331-5091	CARE listed				
	Medicinally			(Group-I;			<b>ر</b> م	
	Important			No. 13)			25 x 0.7	
	Species of			,				
	Solanum Based							
	on Seed							
	Protein Profile							
	of SDS-PAGE.							
	(Sep, 2020),							
	pp. 439-446.							
							Tot	al = 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

Title of the publication with page no. and year of publication	publisher		Whether you are the main author	

#### 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:

SI. 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

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

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.	Comparative <i>in vitro</i> study of three selected species of <i>Solanum</i> 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 <i>Solanum</i> 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
	<b>Total* :</b> 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 for specific pro	Total API Score for Assessment Period			
		07.12.2017	01.07.2018	01.07.2019	01.07.2020	I CHOU
		to 30.06.2018	to 30.06.2019	to 30.06.2020	to 14.12.2020	
Ι	CATEGORY I:					
	Teaching, learning and evaluation related activities	67.2	88.5	89.1	80.7	325.5
	(to be assessed yearly)					
П	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		41			
	(to be assessed cumulatively for assessment period)					
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/ <del>II/III</del> to Stage II/ <del>III/IV</del>						Total API score for the assessment period		Percentage Distribution of Weightage Points in the Expert
		15.1 2.16 to 30.0 6.17	01.0 7.17 to 06.1 2.17	07.1 2.17 to 30.0 6.18	01.0 7.18 to 30.0 6.19	01.0 7.19 to 30.0 6.20	01. 07.2 0 to 14.1 2.20			Assessment (Applicable only for selection committee)
Ι	<b>CATEGORY I:</b> 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 115.1	_
П	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:	Assessment Period 15.12.16 to					to	7.5		
	Research and Academic Contributions (to be assessed cumulatively for assessment period)	06.12.17 Assessment Period 07.12.17 to 14.12.20				to	41			
II+ III	Total API score (Category II + Category III)/ Assessment Period)	Total Assessment Period: 15.12.16 to 14.12.20						176.9		
	Signature of the Incumben	 t		gnature IQAC 1				 Sig	-	Principal/TIC/OIC e 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	IV (Strike out						on from Stage I / <del>II / III t</del> o Stage II / <del>III /</del> t which are not applicable)		
	Signature of the Principal/TIC/OIC with date and seal	 the	DPI N	ominee		ignatu late and		Subject	ure of the . t Expert/s date and	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<sup>TH</sup> 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						
	API score up to <b>06</b>	.12.2017	API score w.e.f. 07.12.2017				
		API			Total API score in Assessme nt Period	Percentage Distribution of Weight age Points in the Expert Assessment (applicable only for selection committee	
		(A)			<b>(B</b> )	( <b>A</b> + <b>B</b> )	for Associate Professor)
Cat I	Category I (Teaching-learning & evaluation related activities) [to be assessed yearly]	249.8	Category I (Teaching-le related activi [to be assessed	arning & evaluation ties)	325.5	575.3	
Cat II	Category II (Co-curricular, extension and professional development activity) [to be assessed yearly]	39	professional activity)	ar, extension and development ed cumulatively for	89.4	128.4	
Cat III	Category III (Research and academic contribution) [to be assessed cumulatively for the assessment period]	7.5		academic contribution) l cumulatively for the	41	48.5	
	dation of the S ommittee for promo f effect of promotion		AS (Strike	mended for promo out which are not app f effect:		m Stage I t	o Stage II/ <del>III/IV</del>
Signature of the Principal / TIC / OIC with date and seal     Signature of th Nominee with date					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) / 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 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 Govt. Nominee with Date and Seal (Nominated by the DPI, West Bengal)

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

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