DELHI TECHNOLOGICAL UNIVERSITY

(Formerly Delhi College of Engineering)

Shahbad Daulatpur, Bawana Road, Delhi-110042

SELF ASSESSMENT PROFORMA FOR PERFORMANCE BASED APPRAISAL SYSTEM (PBAS)

Application form for promotion under AICTE Career Advancement Scheme (CAS) for teachers in Delhi Technological University, erstwhile Delhi College of Engineering, Delhi as per notifications (i) (No. F. 1/2-581/2013/Estt./DTU/13315-18, dated 15.12.2014), of DTU, (ii) No. F.1.(702)/2010-SB/ PF.1/1164, dated 29/07/2010 of DTTE, and (iii) AICTE gazette notification F.No. 37-3/Legal/AICTE/2012, dated 8th November, 2012 regarding Career Advancement Scheme for the Teachers and other Academic Staff in Technical Institutions (Degree) Regulations, 2012.

For promotion as: Assistant Professor **Stage 1** (AGP 6000) to Assistant Professor **Stage 2** (AGP 7000)
Assistant Professor **Stage 2** (AGP 7000) **to** Assistant Professor **Stage 3** (AGP 8000)
Assistant Professor **Stage 3** (AGP 8000) to Associate Professor **Stage 4** (AGP 9000)
Associate Professor **Stage 4** (AGP 9000) to Professor **Stage 5** (AGP 10000)

PART – A
GENERAL INFORMATION AND ACADEMIC BACKGROUND

Application for promotion from Stage _____ to Stage _____

Period of Assessment for the purpose of promotion: _____

Total API Score calculated as per Category III: _____

Department: _____

1.	Name (in Block Letters)	:	_____
2.	Father's Name (in Block Letters)	:	
3.	Mother's Name (in Block Letters)	:	_____
4.	Spouse's Name (in Block Letters)	:	_____
5.	Date of Birth	:	_____
6.	Current Designation & Grade Pay	:	_____
7.	Date of Last Promotion (Position and Stage)	:	_____
8.	Date of eligibility for promotion	:	_____
9.	Category (SC/ST/OBC/General)	:	_____

10. Address for correspondence (with Pin Code) : —————————————————————————

11. Permanent Address (with Pin Code) : ————————————————————————

12. Telephone Number : R _____ M _____

13. E-Mail : _____

14. Academic Qualifications :

Degree	University / Institute	Year of Passing	Discipline/Specialization	Percentage of marks/CGPA
Graduate Degree (UG)				
Post Graduate Degree (PG)				
Ph.D.				
Other Exams (if any)				

15. Record of academic service prior to joining DTU/DCE

Institution	Designation	Nature of appointment (Regular/ Fixed term/ Temporary/ Adhoc)	Nature of Duties	Pay-Scale / Pay band and AGP	Date of Joining	Date of Leaving	Remarks

16. Record of service in DTU/DCE From Date of joining as permanent faculty

Stage	Designation	Pay band and AGP	Duration		Experience	
			From (dd/mm/yyyy)	To (dd/mm/yyyy)	Year	Month
Stage I						
Stage II						
Stage III						
Stage IV						
Stage V						
Please clearly specify the period of Leave Without Pay (LWP)						

17. Teaching Experience: P.G. Classes (in Years) : _____

U.G. Classes (in Years) : _____

18. Research Experience
    i.   Total Number of years   :_____
    ii.   Years spent in M. Phil. / Ph.D.   : _____
    iii. Years of Guiding Ph.D. / M. Phil.   :_____
    iv. Total No. of papers Published in

        i. International Journals ………….
       ii. National Journals   ………….
      iii. Conference Proceedings …………
          (Not Abstract but Full length paper)

v. Total No. of Conferences/Seminar/Workshop Attended
   i. International ……………..
   ii. National   ……………
   iii. State Level   ……………..

19. Awards /Prizes/ Honour's / Recognitions :

20. Fields of Specialization under the Subject/Discipline
    a)

    b)

21. Orientation/Refresher Course/Summer School / Winter School/Workshops attended:
    (Use separate sheet as enclosures if needed)

Sr. No	Name of Course/Summer/Winter School	Place	Duration	Sponsoring Agency
01				
02				
03				
04				

22. List of Publications (for the purpose of evaluation):

S. No.	Title	Name of the Journal, No., Year	Vol.	ISSN/ ISBN Number
01				
02				
03				
04				
05				
06				
Note: i. You may use separate sheet, If required. ii. Attach the copies of the papers for evaluation for stage 3 onwards				

23. Your contribution in the Department and Institute/University:

_____
_____
_____

24. Any other relevant information:
_____
_____
_____
_____

PART B

ACADEMIC PERFORMANCE INDICATORS (API) (CATEGORY: I)

(Please see detailed instructions/guidelines for filling PBAS Proforma before filling this section)

Also refer AICTE regulation 2012 dated 8th November 2012

TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Sr. No.	Particulars	Max. Score Per Year	API score obtained for each academic year of the period under assessment				
			1st year	2nd year	3rd year	4th year	5th year
i (a)	Lectures, seminars, tutorials, practical, contact classes should be based on verifiable records. On basis of Lectures undertaken as percentage of lectures allocated.	50					
i (b)	Lectures or other teaching duties in excess of the AICTE norms for which no remuneration is charged.	10					
ii	Preparation and Imparting of knowledge / instruction as per curriculum/syllabus, enrichment by providing additional resources (Text book/manual etc.) to students **(100% compliance = 20 points)**	20					
iii	Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.	20					
iv	Examination duties (invigilation, question paper setting, evaluation, / assessment of answer scripts) as per allotment.	25					
Total Score Obtained		125					
Minimum API score required per year 75							

Details of Teaching, Learning and Evaluation Related Activities

Details of Part 1 and 2: Lectures, Seminars, Tutorials, Practical, Contact Hours and duties in excess of the AICTE norms

Sr. No.	Academic Year	Class (B. Tech/ M. Tech)	Course / Paper / Subject Taught		Mode of Teaching*	No. of classes/ subject /week	Total No. of classes conducted in semester	% of Classes taken as per documented record	Teaching Hours per week		Teaching Hours in Excess of AICTE norms for which no additional remuneration charged
			Semester	Subject Code/Title					As per AICTE norms	Allotted Effective Hours of teaching per week	
1.											
2.											
3.											
4.											
5.											

Details of Part 3: Reading/Instructional material consulted and additional knowledge resources provided to students

Sr. No.	Academic Year	Class	Course/Subject	Material Consulted	Material Prescribed	Additional Knowledge Resource provided to students
1.						
2.						
3.						
4.						
5.						
	Total Points acquired (Max. 20)					

Details of Part 4: **Use of Participatory and innovative Teaching-Learning (T-L) Methodologies, Updating of subject content, Course Improvement etc. (Give details of activities performed in detail table below)**

Sr. No.	Particulars	Max. Score per Year	API score obtained for each academic year of the period under assessment				
			1st year	2nd Year	3rd Year	4th Year	5th Year
1.	Updating of Courses, design of curriculum, (5 per single course)	**10**					
2.	Preparation of resource material, fresh reading material, laboratory manuals etc.	**10**					
3.	Use of Innovative T-L methodologies, use of ICT in updating subject content and course improvement a) ICT based teaching material/use of computer aided methods like power-point/Multimedia/ Simulation/Software etc : 10 points/each b) Participatory Learning modules/Interactive course : 5 points/each c) Participatory learning modules/Case studies: 5 points/each	**10**					
4.	Developing and imparting Remedial/Bridge Courses (each activity: 5 points)	**10**					
5.	Developing and imparting soft skills/ communications skills/personality development courses/modules (each activity 5 points)	**10**					
6.	Developing and imparting specialized teaching-learning programmes in Physical education, library; innovative compositions and creations in music, performing and visual arts and other traditional areas (each activity: 5 points)	**10**					
7.	Organizing and conduction of popularization programmes/training courses in computer assisted teaching/web-based learning and e-library skills to students a) Workshop/Training course : 10 points each b) Popularization programmes: 5 points each	**10**					
	Total Score (Max. Score per Year 20**)**	**20**					

S. No.	Short Description of Participatory and innovative Teaching-Learning (T-L) Methodology, Updating of subject content, Course Improvement(course-wise) etc.	API Score

Details of Part 5: Examination Duties Assigned and Performed (Give details of activities performed in detail table below)

Sr. No.	Particulars	Maximum Score per Year	API score obtained for each academic* year of the period under assessment				
			1st Year	2nd Year	3rd Year	4th Year	5th Year
1.	University end semester/Annual Examination work as per duties, allotted. (invigilation – 10 points, Evaluation of answer scripts – 5 points; Question paper setting – 5 points) (**100% compliance = 20 points**)	20					
2.	University examination/Evaluation responsibilities for internal/ continuous assessment work as allotted (**100% compliance = 10 points**)	10					
3.	Examination work such as coordination, or flying squad duties etc. (maximum of 5 or 10 depending upon intensity of duty) (**100% compliance = 10 points**)	10					
	Total Score (Max. 25 per Year)	**25**					

Details of above table

S. No.	Type of Examination duties	Duties assigned	Extent to which carried out (%)	API Score

ACADEMIC PERFORMANCE INDICATORS (API) – CATEGORY- II

Co-Curricular, Extension, Professional Development Related Activities and Participation in Corporate Life of the University

(Provide details of activities in the below mentioned table)

S No.	Type of Activity	API Score	1st Year	2nd Year	3rd Year	4th Year	5th Year
(i)	Extension, Co-curricular & Field based activities.						
	Instructional Co-curricular activities for students such as field studies / educational tours, industry –imparting training and placement activity (5 point each)	10					
	Positions held / Leadership role played in organization linked with Extension Work and National Service Scheme (NSS), NCC or any other similar activity (each activity 10 points)	10					
	Student and staff related Socio-Cultural and sports programs, campus publications (Students (departmental level 2 points, institutional level 5 points)	10					
	Community work such as values of National Integration, Environment, secularism, democracy, socialism, Human Rights, peace, scientific temper; flood or, drought relief, small family norms etc. (5 points)	10					
	Total (Max. aggregate limit: 20)	**20**					
(ii)	Contribution to Corporate Life and Management of the University						
	Contribution to Corporate life in Universities/colleges through meetings, popular lectures, subject related events, articles in college magazine and University volumes (2 point each)	10					
	Institutional Governance responsibilities like, Vice-Principal, Dean, Director, Chief warden,Warden, Bursar, HOD's, School/Centre Chairperson, IQAC Coordinator etc. (10 points each)	10					
	Participation in committees concerned with any aspect of departmental or institutional management such as admission committee, campus development, library committee (5 points each)	10					
	Responsibility for, or participation in committees for Students Welfare, Counseling and Discipline (5 points each)	10					
	Organization of Conference / Training as Chairman/Organizational Secretary/Treasurer: (a) International (10 points) National/regional (5 points) (b) As member of the organizing committee (1 point each)	10					

	Total (Max aggregate limit: 15)	**15**					
(iii) Professional Development Activities							
	Membership in profession related committees at state and national level a) At national level : 3 points each b) At state : 2 points each	10					
	Participation in subject associations, conferences, seminars without paper presentation (each activity : 2 points)	10					
	Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, Institutional governance (each activity: 5 points)	10					
	Membership/participation in State/Central Bodies/Committees on Education, Research and National Development (5 points each)	10					
	Publication of articles in newspapers, magazines or other publications (not covered in category 3); radio talks; television programmes (1 point each)	10					
	Total (Max aggregate limit: 15)	**15**					
Total Score Acquired of (i to iii), (**Min. API Score required is 15**) Maximum Score: 50							

DETAILS OF ABOVE CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

Please mention your contribution (year wise) to any of the following:

Sl. No.	Type of Activity	Average Hrs/week	API Score
	(i) Extension, Co-curricular & field based activities		
	Total (Max: 20)		
	(ii) Contribution to Corporate Life and Management of the Institution	Yearly/ Semester wise responsibilities	API Score
	Total (Max: 15)		
	(iii) Professional Development Activities		
	Total (Max: 15)		
	Total Score (i+ii+ iii) (Max : 25)		

CATEGORY III

RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

(This is to be filled as per the AICTE Regulations 2010, whenever the research contribution is jointly made, the API scores should be shared between the contributors as per the formula provided)

(A) Published Papers in Journals (Refer the instructions/guidelines for filling up PBAS Proforma, Category III)

S.N.	Title	Journal with Vol. Year & Page No.	ISSN/ISBN No.	Whether peer reviewed. Impact factor, if any	No. of Co-authors	Whether you are the main author or Guide/mentor	API Score
1							
2							
3							
4							

B (i) Articles/ Chapters published in Books

S.N.	Title with page no.	Book Title, editor & publisher	ISSN/ISBN No.	Whether peer reviewed.	No. of Co-authors and Date of Publication	Whether you are the main author	API Score
1							
2							
3							
4							

B(ii) Full papers in Conference Proceedings (Only published but not presented in conference)

S.N.	Title	Details of conference Proceedings (With Year, Page No.)	National / International	No. of Co-authors and	Whether you are the main author	API Score
1						
2						
3						
4						

B (iii) Books published as single author or as editor

S.N.	Title with page no.	Type of Book & Authorship	Publisher & ISSN/ ISBN No.	Whether Peer Reviewed	No. of Co-author & Date of Publication	Whether Published by National/ International	API Score
1							
2							
3							
4							

(C) **Ongoing and completed research projects and consultancies:**

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

S.N.	Title	Agency	Period	Grant/ Amount Mobilized (Rs Lakhs)	API Score
1					
2					
3					

C (iii & iv) Completed Projects / Consultancies

S.N.	Title	Agency	Period	Grant/ Amount Mobilized (Rs. Lakhs)	Whether Policy Documents/Patent as outcome	API Score
1						
2						

(D) Research Guidance

Particulars	Number Enrolled	Thesis Submitted with month and year	Degree Awarded with month and year	API Score
M.E. / M. Tech. or Masters in appropriate field Equivalent				
Ph.D. or Equivalent				

E(i) Training Courses, Teaching-Learning-Evaluation Technology Programs, Faculty development Programmes (not less than one week duration) (Max.30 Points)

S.N.	Programme	Duration	Organized by	API Score

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

S.N.	Title of the paper presented	Title of Conference/Seminar etc	Date(s) of the event	Organized by	Whether International/ National/State/Regional/ University or College Level	API Score

E(iii) Invited Lectures and Chairmanships at National or International Conference/ Seminars

S.N.	Title of Lecture/ Academic Session	Title of Conference/ Seminar with date (s) etc	Organized by	Whether International/ National/State	API Score

IV SUMMARY OF API SCORES (based on above information)

S.N.	Criteria	Total-API Score for Assessment Period	Annual Av. API Score for Assessment Period
I	Teaching Learning and Evaluation related activities		
II	Co-curricular, Extension, Professional Development etc.		
	Total (I+II)		
III	Research and Academic Contribution		

PART C: OTHER RELEVANT INFORMATION

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

S.N.	Details (Mention year, value, etc. where relevant)

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

S.N.	Details of Enclosure
1	
2	
3.	

Declaration

I certify that the information provided is correct as per record available with the University and/or documents enclosed along with the duly filed PBAS Proforma.

Certified that all the information, facts and documents submitted with this application are true and correct and if found incorrect/false, my candidature for the same may be cancelled and the decision of the University shall be final and binding.

Date_____   **Signature of the Candidate**
Place _____   **Designation**

Signature of Head of Department

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SUMMARY OF API SCORE

(To be filled by the candidate)

1. Name of the Applicant   :_____

2. Department   :_____

3. Stage applied for   :_____

4. Date of Appointment & Post   :_____

5. Date of Last Promotion & Post   :_____

6. Assessment Period   :_____

7. Date of Eligibility   :_____

8. Do you fulfill the minimum required number of Refresher Courses & Research Publications?

        :_____

9. API Score details during assessment period

Cat. I		Cat. II		Cat. III		Remarks
Year	API Score	Year	API Score	Sub-Category	API Score	
1		1		A		
2		2		B		
3		3		C		
4		4		D		
5		5		E		
Average API Score of assessment period		Average API Score of assessment period		Total		

Total API in Category I and Category II: _____

Total API in Category III: _____

Minimum API Score requirement /per assessment period: _____

Eligibility on the basis of the API Score:_____

Signature of the Candidate & date

(with comments if any)