KERALA UNIVERSITY OF FISHERIES AND OCEAN STUDIES
Annual Self-Assessment for the Performance Based Appraisal System

(As Per UGC (Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Colleges and Measures for the Maintenance of Standards in Higher Education) Regulations, 2018 : Option A)

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

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

17. Academic Qualifications (Matric till post-graduation):

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

18. Research Degree(s):

Degree	Title	Date of Award	University

19. Appointments held prior to joining this institution

Designation	Name of employer	Date of		Salary With Grade	Reason of leaving
		Joining	Leaving		

20. Posts held after appointment at this institution

Designation	Department	Date of actual Joining		Grade
		From	To	

21. **Period of teaching experience** :
:
22. **Research Experience excluding years spend in M.Phil/Ph.D (in years)** :

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

24. Academic Staff College Orientation/Refresher Course attended:

Name of the Course /Summer School	Place	Duration	Sponsoring Agency

PART B: ASSESSMENT CRITERIA FOR ACADEMIC/RESEARCH SCORE

(Please see detailed instruction of this PBAS Proforma before filling out this section)

CATEGORY: 1. TEACHING AND LEARNING RELATED ACTIVITIES

I a. Lectures, Seminars, Tutorials, Practicals, Contact Hours (give Semester-wise details, where necessary)

Sl.No	Course/Paper	Level	Mode of teaching*	No. of classes per Week allotted	No. of classes conducted per Week	% of Classes/ Pract. taken as per documented record
01.						
02.						
03.						
04						
05.						
06.						
07.						
08.						
					TOTAL	
"Good" for 80% and above performance. "Satisfactory" for 70 % to 80% performance. "Not satisfactory" for less than 70% (Department Time table/Statement of class engaged by teacher attested by Dean or HOD)					Grade	

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

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

[†]Good   :   80% and above performance.
Satisfactory   :   70 % to 80% performance.
Not satisfactory   :   less than 70% performance

For Details see Appendix I

CATEGORY: II. INVOLVEMENT IN THE UNIVERSITY/COLLEGE STUDENTS RELATED ACTIVITIES/RESEARCH ACTIVITIES

(Proof of each activity to be attached as Annexures)

A. Administrative responsibilities

Sl.No	Type of Responsibility	Role Performed
01		
02		
03		
04		
05		
Total number of activities		

B. Examination and evaluation duties assigned by the college/university or attending paper evaluation

Sl.No	Name of Duty	Role Performed
01		
02		
03		
04		
05		
06		
Total number of activities		

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

Sl.No	Type of Activity	Role Performed
01		
02		
03		
04		
05		
06		
Total number of activities		

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

Sl.No	Type of Activity	Role Performed
01		
02		
03		
04		
05		
Total number of activities		

E. Evidence of actively involved in guiding Ph. D./ M.Phil. students

Sl.No	Name of Student	Date of Registration (For Ph.D. only)	U.O granting Registration*
01			
02			
03			
04			
05			
Total number of students			

* U.O granting registration in the case of Ph.D. and Registration No. in the case of M.Phil.

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

Sl.No	Name of the project	Funding Agency	Amount sanctioned/utilized
01			
02			
03			
04			
05			
Total number of projects			

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

Sl. No.	Title with page Nos.	Journal	UGC/ University/ ISSN/ISBN No	Whether peer reviewed or not	No. of Co-authors	Whether you are the main Author
01						
02						
03						
04						
05						
Total number of publications						

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

†Good	:	Involved in at least 03 activities
Satisfactory	:	Involved in 01 – 02 activities
Not satisfactory	:	Not involved / undertaken any of the activities

†Number of activities can be within or across the broad categories of activities

For Details see Appendix I

CATEGORY: III. RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

(Proof under each criteria to be attached as Annexures)

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

Sl. No.	Title with page Nos.	Journal	UGC ISSN/ISBN No	Whether peer reviewed, Impact Factor, if any	No. of Co-authors	Whether you are the main Author	Score
01							
02							
03							
04							
05							
						Total Research Score	

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

The Research score for research papers would be augmented as follows:
(Impact factor to be determined as per Thomson Reuters List)
Papers without impact factor by 5points
Papers with impact factor less than 1 by 10 points
Papers with impact factor between 1 and 2 by 15 points
Papers with impact factor between 2 and 5 by 20 points;
Papers with impact factor between 5 and 10 by 25 points.
Papers with impact factor above 10 by 30 points

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

02. Publications other than Research Papers

02(a). Articles/Chapters published in Books/Full papers in Seminar Proceedings

Sl. No.	Title with Page Nos.	Book, Title, Editor & Publisher	ISSN/ISBN No.	No. of Co-authors	Whether you are the main Author	Score
01						
02						
03						
04						
05						
					Total Research Score	

International Publishers: 12 Points
National Publishers : 10 Points

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

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

Sl. No.	Title with Page Nos.	Book, Title, Editor & Publisher	No. of Co-authors	Whether you are the main Author	Score
01					
02					
03					
04					
05					
				Total Research Score	
Chapter or Research Paper : 03 Points/Chapter or Paper Book : 08 Points					

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

03(a). Development of Innovative Pedagogy

Sl.No.	Type of Pedagogy	Level (UG/PG)	Class and Semester	Topic Covered	Score
01					
02					
03					
04					
05					
				Total Research Score	
05 Points per Pedagogy or Method					

03(b). Design of New Curricula and Courses

Sl. No.	Name of Course	Level (UG/PG)	Class and Semester	University	Score
01					
02					
03					
04					
05					
				Total Research Score	
02 Points per curricula or course					

03(c). MOOCs

Sl. No.	Name of MOOC	Level (UG/PG)	University	Score
01				
02				
03				
04				
05				
			Total Research Score	

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

03(d). Development of e-learning delivery process/material

Sl. No.	Title of Module/Material	Score
01		
02		
03		
04		
05		
	Total Research Score	

Development of e-content in 04 quadrants for a complete course or e-book : 12 Points
e-content : 05 Points per module
Contribution to development of e-content (at least 01 quadrant) : 02 Points per module
Online Process : 05 Points
Editor of e-content for complete course/paper/e-book : 10 Points

Online process like MOODLE, MOOC, LMS, Submission of assignments, ppt, notes, handouts etc. through online groups such as Google, YouTube etc.

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

Category	Number Enrolled	Thesis Submitted	Degree Awarded	Score
i. Ph.D or equivalent				
ii. M.Phil or equivalent				
iii. PG				
iv. Post doctoral report				
			Total Research Score	

Ph. D (Degree Awarded) : 10 Points
Ph. D (Thesis Submitted) : 05 Points
M. Phil : 05 Points

PG : 02 Points/Student
Post Doctoral report submitted : 10 Points
For joint supervision of research students, 70% of total score will be given for each supervisor.

04(b). Completed Research Projects

Sl. No.	. Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	Score
01					
02					
03					
04					
				Total Research Score	
More than 10 lakhs : 10 Points Less than 10 lakhs : 05 Points					

04(c). Ongoing Research Projects

Sl. No.	. Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	Score
01					
02					
03					
04					
				Total Research Score	
More than 10 lakhs : 05 Points Less than 10 lakhs : 02 Points					

04(d). Consultancy

Sl. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	Score
01					
02					
03					
04					
				Total Research Score	
03 Points each					

05. Project outcome/outputs
05(a). Patent/technology transfer/product/process

Sl. No.	Description/Patent	International/National	Score
01			
02			
03			
04			
		Total Research Score	

International : 10 Points/Patent or output
National : 07 Points /Patent or output

05(b). Major Policy document submitted to an International Body/organisation or Central or State Government or Local Bodies

Sl. No.	Description/Patent	International Bodies/ Central/State Government/ Local Bodies	Score
01			
02			
03			
04			
		Total Research Score	
International : 10 Points/Document			
National : 07 Points / Document			
State Govt. : 04 Points / Document			
Local bodies : 03 Points/ Document			

05(c). Fellowships/Awards

Sl. No	Award/Fellowship	International/National /State or University level	Awarded by	Score
01				
02				
03				
04				
			Total Research Score	
International : 10/Award or Fellowship				
National : 07/Award or Fellowship				
State : 05/Award or Fellowship				

06. Invited Lectures and Papers at International /National/State or University Level

Sl. No.	*Title of the Lecture/ Paper/ Academic Session	Title	Organized by	Whether International/ National/State or University Level	Score
01					
02					
03					
04					
				Total Research Score	
International (Abroad) : 10/Lecture or Paper presented					
International (within country) : 07/Lecture or Paper presented					
National : 05/Lecture or Paper presented					
State/University : 03/Lecture or Paper presented					
*Paper presented, if part of an edited book or proceedings, then it can be claimed only once					

Total Research Score for Category III :

IV. SUMMAY OF ASSESSMENT

Session/Year :

	Criteria	Grade/Score
I	**Teaching and Learning related activities**	
II	**Involvement in the University/College students related activities/Research activities**	
III	**Research and Academic contribution**	

PART C : OTHER RELEVENT INFORMATION

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

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

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

01.	
02.	
03.	
04.	
05.	
06.	
07..	
08.	
09.	

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

Place & Date   Signature of the Faculty with Designation

Signature of HOD   **Signature of Dean**

NB: The Annual Self-Assessment Proforma duly filled along with all enclosures submitted for CAS promotions will be verified by the University and information filed with the IQAC.

Table 01
Assessment of Criteria and various activities

Criteria	Activity	
I	**Teaching** _**Grading Criteria**_ 80% and above – Good Between 80% and 70% – Satisfactory Less than 70%– Not Satisfactory ĩ(Classes taught includes sessions on tutorials, lab and other teaching related activities)	
II	**Involvement in the University students related activities/Research activities** _**Grading Criteria**_ Good – Involved in at least 3 activities Satisfactory – 1 to 2 activities Not satisfactory - Not involved / undertaken any of the activities ĩ(Number of activities can be within or across the broad categories of activities)	
	A	**Administrative responsibilities** ➢ Dean/ Director/ HOD/ Hostel Warden/Resident Tutor/ Chairman/ Chief Superintendent/Addl. Chief Superintendent in charge of University Exams in Colleges; IQAC Coordinator/NAAC Coordinator/RUSA Coordinator/PTA Secretary/College Council Secretary/CDC Convener/Staff representative; CAMS – Nodal Officer/State Public Information Officer – RTI/Nodal Officers – UGC, AISHE, NPTEL, Scholarships etc. ➢ Members of Syndicate, Senate, Academic Council, Faculty, BOS, Department Council, Department Doctoral Committee. ➢ Members of IQAC/NAAC/AICTE Affiliation/RUSA/KIIFB. ➢ Members of University/Departmental admission committee, NAAC Steering Committee, NIRF, GIAN, Global Academics, NBA and any other committee constituted by the College. ➢ College Council Member _(Elected member only)_ ➢ Class Tutors or Mentors ➢ Faculty holding positions of various Committees (Discipline/ Admission/ Purchase/ Planning Board/ CLMC/Research/ Attendance/ Ethics/ ICC/ Library/ Other bodies under UGC plan etc.) ➢ Faculty involved in various Centers in the college EDUSAT/Language lab/ Digital Resources/ Data Repository/Website/Centralized Computing Facility (CCF)/ Fitness Centre/ Experimentation Centre/ Instrumentation Centre/ Start-up units/Technology Business Incubator (TBI)/ INFLIBNET/ Botanical garden etc. ➢ Staff in Charge of Department Alumni Association ➢ Director or Coordinator of Centres. ➢ Faculty holding position as Secretary in College Cooperative Society for an entire term.

		➤ Faculty involved in College Union Election Returning Officer	
	B	**Examination and evaluation duties assigned by the university or attending paper evaluation**	
		➤ Valuation of University answer scripts as per allotment– Chairman / Chief / Addl. Examiner ➤ University Exam Invigilation as per allotment. ➤ Evaluation of Dissertation (Project Viva) – External Examiner / Chairman ➤ University Practical Exam–External Examiner/Chairman/University Practical Exam –Internal/Skill ➤ University Examination Squad duties –External ➤ Internal Exam – Question paper setting/Valuation of Answer scripts ➤ University/Autonomous College –Question Paper setting/External Examiner for Practicals ➤ Examiners of other Universities	
	C	**Student related co-curricular, extension and field based activities**	
		➤ NSS District Coordinator/NSS Programme Officer/NCC Officer/NCC care taker	
		➤ Coordinators of New initiatives programmes of DCE (FLAIR, WWS, SSP, ASAP etc.)	
		➤ Faculty involved in various Cells/Clubs such as Anti-ragging, Placement, Training, Guidance and Counseling, CASH, Continuing Education, Women's Units, Nature Club, Science Club, HR Club, Tourism Club, Literary Club, Entrepreneurship club, Health club, Yoga Club, Sports Club, Arts Club, Film/Drama Club, Bhoomithrasena and all other clubs/forums for promoting co-curricular education, College Alumni Association, Community College, Other bodies under UGC plan etc.	
		➤ Staff Advisor of College Union, Arts Club Advisor of College Union	
		➤ Staff accompanying students for Study Tour/arts/ sports events	
		➤ Stage Managers of University Youth Festival	
		➤ Editor and editorial board members – College Magazine, College or Department News Letter/Campus Publications; Convenor/Editor/Sub-editor of College Souvenirs	
		➤ Faculty in charge of Extension and Outreach programmes	
		➤ Faculty in Charge of Documentation of Annual Reports, Administrative Reports etc of the college	
		➤ Organizing and conduction of popularization programmes/training courses in computer assisted teaching/web-based learning and e-library skills to students	
		➤ Faculty involved in preparing Participatory Learning modules/Interactive course/Case Studies	
		➤ Faculty involved in Developing and imparting soft skills/ communication skills/personality development courses/psychological counseling modules;	
		➤ Faculty involved in N-LIST/ INFLIBNET/EDUSAT/ORICE/NPTEL Usage/preparation of digital library with seminar papers, uploading of seminar	

			papers/ resource materials to the college website, scholar portal etc./ Use of online course management system. ➢ Faculty involved in Mentoring – Internal and external (e.g. WWS, SSP etc.); Industrial/Institute visits ➢ Community work such as values of National Integration, Environment democracy, socialism, Human Rights, Peace, scientific temper; flood or, drought relief, small family norms etc., Census work, waste management, ➢ organic farming, social forestry, NGO related activities
	D		**Organizing seminars/conferences/workshops and other college/university activities**
			➢ Organizing seminars/conferences/workshops ➢ Subject Expert in Curriculum Preparation/Question paper Setting/Physical Efficiency Test for Govt. Bodies like KPSC, SSC, UPSC, HSE, SCERT, Open School, Saksharatha Mission, Pareeksha Bhavan, Distance education etc; Subject Expert in PSC Interview Board/FIP Interview/Guest Lecturer Interview. ➢ Member–Faculty/Board of Studies/Academic Council/Pass Board/Scrutiny Board/Curriculum Committee of the University, ➢ Senate Member/Syndicate member ➢ Faculty involved in programmes initiated by DCE (e-governance coordinator, ORICE coordinator, NMEICT nodal officer, IT cell nodal officer etc)/Higher education State Level. ➢ Recipients of Internships (e.g. FLAIR) - International/National ➢ Membership/Participation/Subject Expert in State/Central Bodies/Committees on Education, Research, Sports and National Development ➢ Organizing Programmes on PEECS, FLAIR,WWS, SSP, e-Governance ➢ Lectures delivered in refresher/orientation/faculty development courses/ New initiative programmes (e.g. FLAIR, WWS, SSP, ASAP etc) ➢ Editors of Research Journals. ➢ Reviewer in Research Journals. ➢ Membership in Renowned Professional Associations (per current membership) ➢ Interaction with Industry, Industrial Experience for students ➢ Conducting Bridge Courses, Finishing school (in Polytechnics),Gifted Children programme.
	E		**Evidence of actively involved in guiding Ph. D. students**
			➢ Each Ph.D/M.Phil produced/year by the faculty as guide or co-guide is to be treated as an activity ➢ Guiding each ongoing Ph.D/M.Phil by the faculty as guide or co-guide is to be treated as an activity.
	F		**Evidence for Conducting Minor/Major Research Projects**
			➢ Each ongoing project (Major/Minor/Consultancy) by the faculty as Principal Investigator or Co-investigator is to be treated as an activity. ➢ Each submitted project (Major/Minor/Consultancy) in an year by the faculty as Principal Investigator or Co-investigator is to be treated as an activity

	G	**Details of at least one Publication in peer-reviewed or UGC or University listed journals**
		➢ Each publication by the faculty as Principal/Corresponding/Co-author is to be treated as an activity ➢ Publication can be in the form of journals, books, patents, policy documents etc.