

July, 2017 – 6<sup>th</sup> December, 2017

## 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

\* 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 Scope for I (i) above	API Score
a)	Classes taken ( <b>Maximum 50</b> for 100% performance & proportionate score up to 80%, 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 other than Kolkata ( <b>Max score-10</b> )	

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

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

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

- a) Updating of Course/ Curriculum Design: :5 per course - Max 10
- b) Participation/ Innovative – Interactive course: :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 Course: :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
	(Max API Score: 20)	Total Score: <b>10</b>

**iv) Examination duties Assigned and Performed**

- (a) Invigil. -10, Evalua. -5, Q.. Paper setting/ Moderation – 5; Max: 20 (110% 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 Assigned	Extent to which carried out (%)	API Score
	(Max API Score: 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 Hours/ week	API Score
<b>(I) Extension, Co-curricular and field based activities (5 points each)</b>			
	a) Field study/ Ed. Tours/ Placement 5 each <span style="float: right;">Max: 10</span>		
	b) NSS/ NCC/ NSO etc: each activity 10 points <span style="float: right;">Max: 10</span>		
	c) Student/ Staff Sports Campus publication etc: (dept level 2 points, Inst Level 5 points) <span style="float: right;">Max 10</span>		
	d) Community work (Env, Human rights, Scientific temper, Place/ Relief etc.) <span style="float: right;">Max: 10</span>		
<b>Max API Score: 20</b>			
<b>(II) Contribution to Corporate Life and Management of the Institution</b>			
	a) Governance Responsibility (PG/IQAC/ NAAC coordinator/ Bursar/ Warden etc.) <span style="float: right;">Max: 10</span>		
	b) Academic/ Administrative Committees like Admission/ Campus Dev./-Library Committee 5 each <span style="float: right;">Max: 10</span>		
	c) Student welfare/Placement/ Counseling/ Discipline: 5 each <span style="float: right;">Max: 10</span>		
	d) Conf. Organization/ Chair Secretary/ Treasurer i) International : 10 ii) National/ Reg: 5 iii) Member – 1 each		
<b>Max API Score: 15</b>			
<b>(III) Professional Development Activities</b>			
	a) Member in professional Committees i) National 3, ii) State 2. <span style="float: right;">Max: 10</span>		
	b) Participation in Conf/ Seminars Without Paper : 2 each. <span style="float: right;">Max: 10</span>		
	c) Short Term Courses/ Training Less than a week 5 each <span style="float: right;">Max: 10</span>		
	d) Membership/ Participation in State/ Central Bodies/ Committees : 5 each <span style="float: right;">Max: 10</span>		
	e) Newspaper/ Magazine/ Radio – TV progr. (not covered in Category III) 1 each. <span style="float: right;">Max: 10</span>		
<b>Max API Score: 15</b>			
<b>Total Score (I+II+III) (Max 50)</b>			
<b>Minimum API score required-- 15</b>			

**7<sup>th</sup> December, 2017 –30<sup>th</sup> June, 2018**

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(Please see detailed instruction of the PBAS-I proforma before filling out this section)

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

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

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
<b>Maximum API Score :</b> <b>i) Assistant Professor Stage I : 70</b> <b>ii) Assistant Professor Stage II : 70</b> <b>iii) Assistant Professor Stage III:70</b>						

# 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.	Type of Examination Duties	Actual Hours spent per Academic year	Actual Score (Actual Hours spent per Academic year/ 10 for all teachers)	API Score
TOTAL				
Maximum API Score :20 Assistant Professor Stage – I/II/III-				

**(c) Use of participatory and innovative teaching – learning methodologies; Updating of**

**subject content, course improvement etc.**

- a. Updating of Courses/ Curriculum Design- syllabus workshop
- b. Participation/ Innovative – Interactive Courses- debate
- c. Participation/ Innovative – Learning modules
- d. Participation/ 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 -counseling
- i. Special programme in Phys. Edn./ Library
- j. Innovative Composition/ Creation in Music,  
Fine Arts, Perf. Arts
- k. Organizing & cond. of popul. Prog./ Teaching Web-based/  
E-library/IT-asst. Teaching: Workshop/ Training – 10 points;  
Popularization program

<b>Sl. No.</b>	<b>Short description (in terms of items) as listed above</b>	<b>Actual Hours spent per Academic year</b>	<b>Actual Score (Actual Hours spent per Academic year/ 10 for all teachers)</b>	<b>API Score</b>
<b>(Maximum API Score: Assistant Professor stage- I/II/III- 10)</b>			<b>Total Score:</b>	

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

Please mention your contribution to any of the following:

Sl. No	Type of Activity	Actual Hours spent per Academic year	Actual Score (Actual Hours spent per Academic year/ 10 for all teachers)	API Score
<b>a)</b>	<b>Student related Extension, Co-curricular &amp; field based Activities</b>			
	i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events)			
	ii) Other co-curricular activities (cultural, sports, NSS, NCC, NSO etc.			
	iii) Extension and dissemination activities (Public/ popular lecture/ talk/seminar)			
	<b>( Maximum API Score: 15)</b>			
<b>b)</b>	<b>Contribution to Corporate life and Management of the Institution</b>			
	i) Administrative Responsibility (including Dean/Principal/Chairperson/Convener/Teacher-in-Charge/similar other duties that require regular office hours for its discharge)			
	ii) Participation in Board of Studies, Academic and Administrative Committees like Admission/ Campus Dev/ Library Comm			
	<b>( Maximum API Score: 15)</b>			
<b>c)</b>	<b>Professional Development Activities</b>			
	Member in Professional Committees National / State			
	b) Participation in Conference/ Seminars without Paper:			

	c) Short-term Courses/ Training Less than a week			
	d)Membership/ Participation in State/ Central Bodies/ Committees:			
	e) Newspaper/ Magazine/ Radio- TV prog			
	<b>(Maximum API Score: 15)</b>			
	Total Score (a+ b + c) Max. 45 for all categories of teachers			

**Minimum API Score for CATEGORY II, required to be assessed cumulatively –**

<b>i)</b>	<b>Stage-I to II</b>	<b>50/ Assessment Period</b>
<b>ii)</b>	<b>Stage-II to III</b>	<b>50/ Assessment Period</b>
<b>iii)</b>	<b>Stage-III to IV</b>	<b>50/ Assessment Period</b>

July, 2018 –30<sup>th</sup> June, 2019

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**subject content, course improvement etc.**

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<b>(Maximum API Score: Assistant Professor stage- I/II/III- 10)</b>			<b>Total Score:</b>	

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