



SHRI RAMDEOBABA COLLEGE OF ENGINEERING AND MANAGEMENT,
NAGPUR

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

(PART A, PART B & PART C)

(For College Librarian)

(To be completed and submitted at the end of each academic year)

Session / Year : 201__ - 201__

PART A : GENERAL INFORMATION

1. Full Name (in Block Letters): _____
2. Qualification/s: _____ Date of Birth : _____
3. Mother tongue: _____ Languages known: _____
4. Department: _____
5. Current Designation & Grade Pay: _____
6. Date of Joining with Length of service in the college: DOJ _____ Years _____ Months _____
7. Date of Last Promotion: _____
8. Nationality: _____ Religion: _____ Caste category: _____
9. Address for correspondence (with Pin Code): _____

10. Permanent Address (with Pin Code): _____

Telephone No/Mobile No.: _____
Email: _____
11. Details of previous service (if any) _____
12. Whether acquired any degrees or fresh academic qualifications during the year: _____

13. Academic Staff College Orientation / Refresher Course attended during the year:

Sr. No.	Name of the Course/ Summer School	Place	Duration	Sponsoring Agency

Date: _____

Signature of the College Librarian

PART B : ACADEMIC PERFORMANCE INDICATORS

(Please see detail instructions of this PBAS(Appendix-VII) proforma before filling out this section)

CATEGORY : I

1. Procurement, Organisation and delivery of knowledge and information through Library Services.

Library resources organisation and maintenance of Books, Journals and Reports. (Full Score for 100 % compliance and proportionate Score may be given upto 80 % compliance. No Score below 80 % be given.) 80-30, 81-84-32, 85-89-34, 90-94-36, 95-99-38, 100-40.	API Score
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Sr.No.	Nature of Activity	Execution of Activity with Justification	Evaluation and Compliance	API Score
1				
2				
3				
4				
5				
(Maximum Score : 40)				

2. Technology use for upgradation of Library.

Sr.No.	Mode of Technology	Application	Benefit to Students & Institution	API Score
1				
2				
3				
4				
5				
(Maximum Score : 30)				

3.

Sr.No.	Development, Organisation and Management of e-resources and their accessibility over Internet / Intranet.	Outcome & Success Rate*	API Score
1	Digitalization of Library		
2	e-delivery of information		
3	Creating Internet and Intranet facility		
(Maximum Score : 25)			

* Score may be allotted on the basis of Success Rate.

4. Procurement, Organisation and delivery of knowledge and information through Library Services.

Sr. No.	Name of the Programme Organised	User Group	Dates	Place	API Score
1					
2					
3					
4					
5					
6					
7					
(Maximum Score : 20)					

5. Additional Services extended.

Sr. No.	Name of the Activity undertaken for extention of Library facility.	Duration	No. of Beneficiries	API Score
API score based on Preparation and Imparting of knowledge / Instruction as per curriculum & syllabus enrichment by providing additional resources to Students (Max. Score : 10)				API Score
Minimum API Score in Point 1 to 5 : 75				
Total Score (Category : I) :-				

Signature of the College Librarian

Verified and found correct:

Final score :

(For Category : I)

Signature of H.O.D./Principal

PART B: ACADEMIC PERFORMANCE INDICATORS

(Please see detail instructions of this PBAS(Appendix-I) proforma before filling out this section)

CATEGORY : II

CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

Please mention your contribution to any of the following:

S. No.	Type of Activity	Average Hrs/Week	API Score
	(i) Extension, Co-Curricular and Field based activities.		
1.			
2.			
3.			
4.			
5.			
	Total (Max. : 15)		
	(ii) Contribution to Corporate Life and Management of the Institution	Year / Semester wise responsibility	API Score
1.			
2.			
3.			
4.			
5.			
	Total (Max : 15)		
	(iii) Professional Development Activities		
1.			
2.			
3.			
4.			
5.			
	Total (Max: 15)		
	Total Scores (i+ii+iii) (Max: 25)		
Total Score (Category : II) :-			

Signature of the College Librarian

Verified and found correct:

Final score :

(For Category : II)

Signature of H.O.D./Principal

PART B : ACADEMIC PERFORMANCE INDICATORS

(Please see detail instructions of this PBAS(Appendix-I) proforma before filling out this section.

CATEGORY : III

RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

A. Published Papers in Journals:

S.No	Title with page No.	Journal	ISSN/ISBN No.	Whether peer reviewed. Impact factor, if any	No. of Co-authors	Whether you are the main author	API Score
1.							
2.							
3.							
4.							
5.							

B. (i) Articles/ Chapters published in Books:

S.No	Title with page No.	Book Title, Editor and Publisher	ISSN/ISBN No.	Whether peer reviewed. Impact factor, if any	No. of Co-authors & Date of Publication	Whether you are the main author	API Score
1.							
2.							
3.							
4.							
5.							

B (ii) Full Papers in Conference Proceedings

S.No	Title with page No.	Details of Conference Publications	ISSN/ISBN No.	Whether peer reviewed. Impact factor, if any	No. of Co-authors & Date of Publication	Whether you are the main author	API Score
1.							
2.							
3.							

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

S.No	Title with page No.	Type of Books & Authorship	Publisher & ISSN/ISBN No.	Whether peer reviewed	No. of Co-authors & Date of Publication	Whether you are the main author	API Score
1.							
2.							
3.							

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

S.No.	Title	Agency	Period	Grant / Amount Mobilized (Rs. Lakhs)	API Score
1					
2					
3					
4					
5					

C (iii & iv) Completed and Consultancies

S.No	Title	Agency	Period	Grant / Amount Mobilized (Rs. Lakhs)	Whether Policy Documents/Patent as outcome	API Score
1						
2						
3						

(D) Research Guidance

S.No	Number Enrolled	Thesis Submitted	Degree Awarded	API Score
M.Tech or Equivalent				
Ph.D or Equivalent				

E(i) Training Courses, Teaching-Evaluation Technology, Faculty Development Programs

S.No.	Programme	Duration	Organized by	API Score
1				
2				
3				

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

S.No.	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
1						
2						
3						

E (iii) Invited Lectures and Chairmanships at National or International Conference/Seminar etc.

S.No	Title of Lecture/Academic Session	Title of conference/Seminar etc	Organized by	Whether International/National	API Score
1					
2					
3					
4					
5					

Total Score (Category : III) :-

Signature of the College Librarian

Verified and found correct:

Final score :

(For Category : III)

Signature of H.O.D./Principal

IV. SUMMARY OF API SCORES:

Category	Criteria	Last Academic Year	Total-API Score for Assessment Period	Annual Av. API Score for Assessment Period
I	Teaching, Learning and Evaluation related activities			
II	Co-curricular, Extension, Related Professional Development Activities			
	Total I+II			
III	Research, Publications and Academic Contributions (For entire period)			

Signature of the College Librarian

Verified and found correct:

Final score :

(For Category : III)

Signature of H.O.D./Principal

PART C : OTHER RELEVANT INFORMATION

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

S.No.	Details (Mention Year, Value etc. where relevant)
1	
2	
3	
4	
5	

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

1	9
2	10
3	11
4	12
5	13
6	14
7	15
8	16

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

**Signature of the faculty with
Designation, Place & Date**

Signature of H.O.D./Principal

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

Name: _____

Designation: _____ Academic Session/Year _____

EVALUATION BY THE HEAD OF THE DEPARTMENT OR PRINCIPAL

- a) State whether the facts stated above are correct, if not, state the incorrect facts.
- b) Do you agree with the performance based appraisal done by the teacher? If not give reasons why you do not agree.
- c) Verification & Evaluation in respects of API.

Item	Correct	Exaggerated	Excellent	Very Good	Average
Category I					
Category I					
Category I					
A					
B					
C					
D					
E					

II) A) General Intelligence : _____

B) Capacity to get work in
Respect of research & teaching

C) Technical Ability : _____

D) Administrative ability including
Judgment initiative and drive
(if applicable)

E) Integrity and Character : _____

F) Whether powers delegated are
Fully utilized. : _____

G) General Assessment _____ *A+=Outstanding, A=Very Good,
B+=Positively Good, B=Good, C+=Satisfactory, C=Not Satisfactory

(* Strike out which is not applicable).

Date: / /20

Signature of Reporting Officer