

**Proforma for Performance Based Appraisal System (PBAS)**

**GBU- CAS**

(To be submitted for consideration for promotion to Associate Professor and above)

**Assessment Period: Date of Joining to 31<sup>st</sup> May 2024**

(Information provided should pertain to the assessment period referred above)

**PART-A: GENERAL INFORMATION AND ACADEMIC BACKGROUND**

1. Name (in Block Letters):
2. Father's Name/Mother's Name:
3. Date and Place of Birth:
4. Sex:
5. Marital Status:
6. Nationality:
7. Department:
8. Current Designation and Academic Level:
9. Date of Last Appointment/Promotion:
10. Date of eligibility:
11. Period of assessment:
12. Category (SC/ST/OBC/PWD/General):
13. Address for Correspondence (with Pin code):

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone No.: \_\_\_\_\_

Mobile No.: \_\_\_\_\_

14. Permanent Address (with Pin code), in case different from Sl. No. 13:

15. Academic Qualifications:

Examination	Name of Exam	University	Year of Passing	Percentage of Marks obtained	Division/ Class/ Grade	Main Subject
Graduation						
Post-Graduation						
Other Examinations, if any						

16. Research Degree (s)

Degrees	Name of the University	Title of dissertation/thesis	Date of submission	Date of award
M.Phil.				
Ph.D./D.Phil.				
D.Sc./D.Lit.				
Other Degree, if any				

17. Experience (Before joining Gautam Buddha University) in chronological order: Use extra sheet if required.

S. No.	Organization	Designation	Pay Scale	Duration		Total Experience
				From	To	

18. Course taught at various levels during the academic year (name the course giving details):

(a) Undergraduate:

(b) Postgraduate:

19. Field of Specialization under the Subject/Discipline:

20. Details of Course/Programmes/Workshop/MOOCs attended or completed.

20.1 Details of refresher/orientation course/research methodology/workshop/syllabus up-gradation/teaching- learning- evaluation/technology programmes/ Faculty Development Program

S. No.	Details	Place	Period		Year	Sponsoring/Organizing Agency
			From	To		

20.2 MOOCs completed with e-certificate

S. No.	Details of MOOCs	Subject	Certificate providing agency	Date of certification	Level (UG/PG/Other)	Year	E-certification no.

20.3 Contribution towards development of e-content/MOOCs in 4-quadrants

S. No.	Details E-Contents/ MOOCs in 4-quadrants	Quadrants developed	No. of Module	Course	Sponsoring agency	Year	Level (UG/PG/Other)

20.4 Contribution towards conduct of MOOCs

S. No.	Details of MOOCs	Subject	Sponsoring agency	Level (UG/PG/Other)	Year	E-certification no.

21. Period of Teaching experience during the assessment period:

Name of the Institution	Position held with pay scale/Pay Band with Grade pay	Ad-hoc/ Temporary/ Permanent/ Regular/ Contract	From	To	Total Experience (as on.....)		
					Years	Months	Days

**PART-B: ACADEMIC PERFORMANCE ASSESSMENT**

**SECTION B.1**

**TEACHING, LEARNING, EVALUATION RELATED ACTIVITIES**

1. Teaching Activity Details of Lectures, Tutorials, Practicals, and other teaching related activities)

Grading Criteria:

1. 80% & above- Good
2. Below 80% but 70% & above- Satisfactory
3. Less than 70% - Not Satisfactory

S. No.	Year	Course/ Paper	Level (PG/UG)	Teaching Mode	Grading as per Annual Performance Appraisal Report for the Assessment Period (To be filled by the Establishment Cell of the University as per the University records)

## SECTION B.2

1. ADMINISTRATIVE SUPPORT, PARTICIPATION IN STUDENT'S CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES PERSONAL DEVELOPMENT RELATED TO TEACHING AND RESEARCH ACTIVITIES. (Kindly furnish the supporting documents)

2. Student related activities/Research Activities

### Grading criteria:

Good- Involved in at least 3 activities

Satisfactory- 1-2 activities

Not-satisfactory- Not involved/ undertaken any of the activities

- (a) Administrative responsibilities such as Head, Chairperson/ Dean/Chief Proctor/In-Charge Student Affairs/Director/Coordinator/Warden/Assistant Registrar/Deputy Registrar etc.

S. No.	Year	Nature of Activity	Designation	Institute (School)/department	Period	
					From	To

- (b) Examination and evaluation duties assigned by the University or attending the examination paper evaluation.

S. No.	Year	Nature of Activity	Designation	Institute (School)/department	Period	
					From	To

- (c) Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.

S. No.	Year	Nature of Activity	Level (UG/PG)	Institute (School)/department	Period	
					From	To

- (d) Organizing seminars/conferences/workshops, other University activities.

S. No.	Year	Details	Place	Period		Sponsoring/Organizing Agency
				From	To	

- (e) Evidence of actively involved in guiding Ph.D. students.

Registered (Ph.D.)	Thesis/ Dissertation Submitted	Year	Degree Awarded

- (f) Conducting minor or major research project sponsored by national or international agencies.

S. No.	Year	Title	Period		Major/Minor	Sponsoring/ Funding Agency
			From	To		

- (g) At least one single or joint publication in peer-reviewed or UGC list Journals.

S. No.	Title of the paper	Journal Name	Year	Vol. No.	Page No.	ISSN No.	Impact Factor	Whether SCOPUS Indexed	Authorship	Reference number of UGC-CARE List

Note: Impact factor to be determined as per Thomson Reuters list

The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors
  - First/Principal/Corresponding Author
  - Joint Author

### OVERALL GRADING FOR B.2

Year	No. of Activities covered*	Overall grading Annual Performance Appraisal Report (APAR) for the assessment period (To be checked by the Establishment Cell of the University as per University records and verified by the external committee.)

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

(Please attach supporting documents as per requirement)

**SECTION B.3:  
RESEARCH AND ACADEMIC CONTRIBUTIONS**

1. Published Research papers in Referred/Peer-Reviewed or UGC listed Journals

S. No.	Title of the paper	Journal Name	Year	Vol. No.	Page No.	ISSN No.	Impact Factor	SCOPUS Indexed	Authorship	Reference number of UGC-CARE List	Academic Research Score
Total											

Note:

Impact factor to be determined as per Thomson Reuters list The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors:
  - First/Principal/Corresponding Author
  - Joint Author

2. Publication (other than Research papers)

a. (i) books authored as one of two authors/First Principal/Corresponding Author/Joint Author

S. No.	Year	Title of the Book	Authorship*	Level of Publisher (National/ International)	Publisher (with city/country) & Year of Publication	ISBN	Whether Refereed	Academic Research Score
Total								

\* The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors:
  - First/Principal/Corresponding Author
  - Joint Author

a.(ii) Chapter in Edited books

S. No.	Title of Edited Book	Title of Chapter	Authorship*	Publisher (with city/country) & Year of Publication	ISBN	Whether Refereed	Academic Research Score
Total							

\* The Authorship is to be filled as follows:



- One of Two Authors
- For more than two Authors:
  - First/Principal/Corresponding Author
  - Joint Author

a.(iii) Books Edited as one of two Editor/First/Principal/Corresponding Editor/ Joint Editor

S. No.	Title of Book	Editorship*	Level of Publisher (National/ International)	Publisher (with city/country) & Year of Publication	ISBN	Whether Refereed	Academic Research Score
Total							

\* The Editorship is to be filled as follows:

- One of Two Editors
- For more than two Editors:
  - First/Principal/Corresponding Editors
  - Joint Editors

b. Translation works in Indian and Foreign Languages by qualified faculties.

b.(i) Chapter or Research Paper

S. No.	Title of the paper/Chapter	Journal/Book Name	Year	Vol. No.	Page No.	ISSN/ISBN No.	Impact Factor	Authorship*	Reference number of UGC-CARE List	Academic Research Score
Total										

\* The Authorship is to be filled as follows:

- One of Two Translators
- For more than two Translators:
  - First/Principal/Corresponding Translators
  - Joint Translators

b. (ii) Book Translated

S. No.	Title of Book	Authorship*	Publisher (with city/country) & Year of Publication	ISBN	Whether Refereed	Academic Research Score
Total						

\* The Authorship is to be filled as follows:

- One of Two Translators
- For more than two Translators:
  - First/Principal/Corresponding Translators
  - Joint Translators

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

(a) Development of Innovative Pedagogy

S. No.	Name of the Module	Subject	Stream	Organization for which it was developed	Year	Level (UG/PG/Other)	We blink	Academic Research Score
Total								

(b) Design of new Curricula and Courses

S. No.	Name of Curricula/ Course	Subject	Organization for which it was developed	Year	Level (UG/PG/Other)	We blink	Academic Research Score
Total							

(c) Development of MOOCs

C.1 Development of complete MOOCs in 4 quadrant for a course with credits

S. No.	Year	Details of MOOC (with no. of quadrant)	Credits	Course	Subject	Organization for which it was developed	Level (UG/PG/Other)	We blink	Academic Research Score
Total									

C.2 MOOCs (developed in 4 quadrants) per module/Lecture

S. No.	Year	Details of MOOC (with no. of quadrant)	Details of Module	Course	Subject	Organization for which it was developed	Level (UG/PG/Other)	We blink	Academic Research Score
Total									

C.3 Content writer/subject matter expert for each module of MOOCs (at least one quadrant)

S. No.	Year	Details of MOOC (with no. of quadrant)	Details of Module	Course	Subject	Organization for which it was developed	Level (UG/PG/Other)	Web-link	Academic Research Score
Total									

C.4 Course Coordinator for MOOCs (4 credit course)

S. No.	Year	Details of MOOC (with no. of quadrant)	Credits	Course	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink	Academic Research Score
Total									

(d) Development of E-Content

d.1 Development of e-Content in 4 quadrants for a complete course/e-book

S. No.	Year	Details of E-Content (with no. of quadrant)	Course/ E-Book	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink	Academic Research Score
Total								

d.2 E-content (developed in 4 quadrants) per module

S. No.	Year	Details of E-Content (with no. of quadrant)	Module	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink	Academic Research Score
Total								

d.3 Contribution to development of e-content module in complete course/paper/e-book (atleast one quadrant)

S. No.	Year	Details of E-content (with no. of quadrant)	Details of Module	Course	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink	Academic Research Score
Total									

d.4 Editor of e-content for complete course/paper/e-book

S. No.	Year	Details of E-content (with no. of quadrant)	Course/Paper/E-book	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink	Academic Research Score
Total								

4. (a) Research Guidance

Level of Guidance	Year	Registered	Thesis/Dissertation submitted	Degree Awarded	Academic Research Score
Ph.D.					
M.Phil.					
Total					

(b) Research Projects Completed

S. No.	Title	Status of PI*	Duration (in months)	Period (From to) Dates to be given	Total Grant/Funding received (Rs.)	Name of Sponsoring /Funding Agency	Outcome of the Project	Academic Research Score
Total								

\* Kindly indicate, whether you are Sole PI/PI/Co-PI in the project

(c) Research Projects ongoing

S. No.	Title	Status of PI*	Duration (in months)	Period (From to) Dates to be given	Total Grant/Funding received (Rs.)	Name of Sponsoring /Funding Agency	Outcome of the Project	Academic Research Score
Total								

\* Kindly indicate, whether you are Sole PI/PI/Co-PI in the project

(d) Consultancy

S. No.	Title	Duration (in months)	Period (From to) Dates to be given	Total Grant/Funding received (Rs.)	Name of Sponsoring/ Funding Agency	Whether routed through Parent University/College	Academic Research Score
Total							

5. (a) Patents

S. No.	Title*	Area/Subject	Date of Award	Level (International/ National)	Reference Number	Sponsoring Agency	Academic Research Score
Total							

\* Only patents awarded are to be mentioned.

(b) Policy Document (Submitted to an International body/organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Government or State Government)

S. No.	Title*	Area/Subject	Date of publication/Sub mission	Level (International/N ational)	Reference Number	Sponsoring Agency	Academic Research Score
Total							

\* Only Policy document published/submitted to bodies/organization detailed above shall be considered.

(c) Awards/Fellowship

S. No.	Name of Award/ Hon or*	Area/Subject	Name of Awarding Body	Level (International/ National)	Date	Academic Research Score
Total						

\* Entries for awards made in this section should be from post-graduation onwards only, Junior/Senior research fellowship and non-net fellowship should not be included.

6. Invited lectures/ resource Person/paper presentation in Seminar/ Conferences/ full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)

S. No.	Title of Lecture/ Paper	Invited Lecture/Resource Person/Paper presented	Nature of Programme*	Details	Level**	Duration (in minutes)	Sponsoring Agency	Academic Research Score
Total								

\* Seminar/FDP/Conference

\*\* Level: International (Abroad)/International (within country)/ National/State/ University.

(Please attach supporting documents wherever required)

**SUMMARY OF GRADING AND RESEARCH SCORE FOR THE ASSESSMENT PERIOD**  
(Grading for Section B.1 and B.2)

(As per the APPARs submitted by the applicant during the assessment period)

S. No.	Year	Overall Grading for Section B.1-B.2	No. of grading as	
			Good	Satisfactory

**Research Score (Section B.3)**

Section B.3	Details of Research Activity	Academic/Research Score
1.	Published Research Papers	
2.	Publications (other than Research papers)	
2.a.(i)	Books authored	
2.a.(ii)	Chapter in Edited Books	
2.a.(iii)	Books Edited	
2.b	Translation works in Indian and Foreign Languages	
2.b.(i)	Chapter or Research Paper	
2.b.(ii)	Book Translated	
<b>Sub total of Publications (other than Research Papers)</b>		
3.	Creation of ICT mediated Teaching Learning Pedagogy and content and development of new and innovative courses and curricula	
3.(a)	Development of Innovative Pedagogy	
3.(b)	Design of Curricula and Courses	
3.(c)	Development of MOOCs	
3.c.1	Development of complete MOOCs in 4 quadrant for a course with credits	
3.c.2	MOOCs (development in 4 quadrants) per module/Lecture	
3.c.3	Content writer/subject matter expert	

3.c.4	Course Coordinator for MOOCs	
3.(d)	Development of E-Content	
3.d.1	Development of E-Content in 4 quadrants for a complete course/e-book)	
3.d.2	E-content (developed in 4 quadrants) per module	
3.d.3	Contribution to development of e-content	
3.d.4	Editor of e-content for complete course/paper/e-book	
<b>Sub total of Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula</b>		
4.(a)	Research Guidance	
4.(b)	Research Projects Completed	
4.(c)	Research Projects ongoing	
4.(d)	Consultancy	
<b>Sub total of Research related activities</b>		
5.(a)	Patents	
5.(b)	Policy Document	
5.(c)	Awards/Fellowship	
<b>Sub total of Patents</b>		
6.	Invited lectures/ paper presentation	
<b>TOTAL ACADEMIC/RESEARCH SCORE</b>		

**PART-C: OTHER RELEVANT INFORMATION**

- (a) Membership/Fellowship of Learned bodies/ Societies:
- (b) Literary, cultural or other activities (e.g. attainment in sports etc.) in which the applicants is interested and distinctions obtained:
- (c) Please give details of any other credential, significant contributions, awards received, responsibilities, etc. not mentioned earlier.
- (d) Future Plans (In approximately 150 words):

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

- |     |     |
|-----|-----|
| 1.  | 11. |
| 2.  | 12. |
| 3.  | 13. |
| 4.  | 14. |
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| 6.  | 16. |
| 7.  | 17. |
| 8.  | 18. |
| 9.  | 19. |
| 10. | 20. |



**PART D-DECLARATION**

I have read the applicable guidelines, which are binding. I do hereby solemnly declare that the information given, the statements made and documents uploaded with this application form are correct and true to the best of my knowledge and belief. If any information given by me in this application is found to be false or misleading, my candidature is liable to be cancelled and I may be subjected to legal/disciplinary proceedings.

Date:

Place:

**Signature & Designation of the Applicant**

Certified that.....has been working  
as ..... In this School/Department  
since.....

The particulars given in this application have been checked and verified from office records and documents enclosed are found to be correct.

The gradations have been verified on the basis of the performance of the applicant and the credentials/documents provided and enclosed herewith by the applicant.

Authorized Committee/Dean Academics